

## 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, August 16, 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. Construction Update
    - 2. COVID-19 Safety Recommendations
    - 3. Learning Model Options
- IV. CONSENT AGENDA
  - A. Routine Matters
    - 1. Minutes of the regular meeting held August 2, 2021
    - 2. General Disbursements as of 8/6/21 in the amount of \$2,997,732.55
    - 3. Solar Panel Agreement
  - B. Personnel Items
- V. OLD BUSINESS
  - A. Policy 901 – Community Education
  - B. Policy 742 – Student Transportation Services
  - C. Policy 702 - Investments
- VI. NEW BUSINESS
  - A. Annual Policy Review
    - 1. Policy 103 - Harassment Prohibition & Administrative Guideline 103.2
    - 2. Policy 107 - Electronic Use and Communications & Administrative Guidelines 107.1 & 107.2

*August 16, 2021 School Board Meeting Agenda*

3. Policy 113 - Bullying Prohibition & Administrative Guideline 113.1
4. Policy 301 - Organizational Chart
5. Policy 302 - Position Assignments
6. Policy 407 - Leaves of Absence
7. Policy 409 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse & Administrative Guideline 409.1
8. Policy 410 - Mandated Reporting of Maltreatment of Vulnerable Adults
9. Policy 506 - Student Sex Nondiscrimination
10. Policy 541 - Student Behavior & Administrative Guideline 541.1
11. Policy 602 - School District System Accountability
12. Policy 802 - Crisis Management

B. Policy 548: COVID-19 Face Covering

C. Resolution Relating to Election of School Board Members and Calling the School District General Election

D. Sheridan Hills Change Order #24

E. Central Change Orders #5 - #7

F. RMS Change Orders #21 - #23

G. RHS Change Order #61

H. Donations

## VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Future Meeting Dates

<b>Tuesday</b>	9-7-2021	7:00 p.m.	Regular Board Meeting
	9-20-2021	7:00 p.m.	Regular Board Meeting - Public Comment

D. Suggested/Future Agenda Items

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

## 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, August 16, 2021**

**Subject: Superintendent Update**

Andy Faulkner from ICS provides an update on all construction projects. Superintendent Unowsky presents on the fall COVID-19 safety recommendations as well as learning model options.

**Attached:**

Construction Update Presentation  
COVID-19 Safety Presentation  
Learning Model Options Presentation



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# Facilities Project Update

August 16, 2021



# Current Project Design Status

- ▶ Exterior Signage has been released for fabrication
- ▶ Interior Branding at each building
  - ▶ Final proofs are being reviewed and will be released this week
- ▶ Facilities and Transportation Office Building
  - ▶ Design and estimates have been completed and are being reviewed for potential value engineering options.



# Completed Projects

- ▶ RDLS

- ▶ All work has been completed
- ▶ Final payment to be issued upon receipt of the final permits all being signed off. Storm sewer and water line utility permit sign off remains to be submitted.

- ▶ RSTEM

- ▶ Commissioning continues with BAS items remaining.

- ▶ Centennial

- ▶ Two Commissioning items remain open with chiller items completed last week.

- ▶ History Center

- ▶ Parking lot grading and repaving completed with striping remaining.



# RICHFIELD HIGH SCHOOL

## ► Project Status

- All contract work has been completed.
- All punchlist work has been completed
- HVAC Commissioning work continues with the Building Automation Controls.
- Closeout documentation is being reviewed as it is submitted:
  - Operation and Maintenance Manuals
  - As-Built Drawings
  - Contractual documentation such as warranties and State required payment information
- Main Gym floor repainting was completed last week.
- Automatic door opener has been installed on one of the Commons Single User Restroom
- 11-month walkthrough to take place on August 23<sup>rd</sup> for the remaining portions turned over in Fall of 2020.

## ► Budget Summary

- Project is 100% Complete with final the final change order being presented this evening.



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# SHERIDAN HILLS

## ► Project Status

- Phase 1 - 11-month walkthroughs completed and corrections 99% addressed.
- Phase 3
  - Classrooms
    - Flooring 90% completed, ceiling work has patch-in remaining and casework is being set.
    - Mechanical and Electrical connections continue.
  - Kitchen - Cafeteria
    - In wall rough-in work completed and Sheetrocking underway with work taking place over the weekend.
    - Roofing to be completed this weekend.
    - Tiling to begin next week
    - Tracking for completion on Sept 1<sup>st</sup>.
  - Exterior
    - Trash enclosure and concrete stoops are formed and will be poured next week.
  - Domestic water piping replacement has been identified for needing replacement and is being coordinated to take place during a school break.

## ► Budget Summary

- Project is approximately 90% complete. Adequate contingency forecasted remaining.



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# RICHFIELD MIDDLE SCHOOL

## ► Project Status

- Phase 1 - 11-month walkthrough completed, and items issued for correction
- Phase 3 work that was not expedited
  - Kitchen tile work complete with equipment install to take place this week
  - Entry punchlist work to be completed this week with exception on the glass in the vestibule - scheduled to arrive on August 30<sup>th</sup>.
  - Admin space is complete with punchlist work being completed.
    - All furniture is installed
  - Boiler room work will continue with completion scheduled for the week of Sept 6<sup>th</sup>.
  - Educational Pathway and Best Buy Teen Tech Center
    - Work is proceeding with finishes coming together.
    - Educational pathway will be complete the week of August 30<sup>th</sup>
    - BBTTC is on track for completion in early Sept from a construction standpoint
      - Furniture and Technology are being worked on with review by Best Buy.
- Pool Air Handling Unit replacement to be completed this week. Later than originally planned..
- Delayed Materials - Glass in the entrance vestibule

## ► Budget Summary

- Project is approximately 95% complete. Adequate contingency forecasted remaining.



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# CENTRAL EDUCATION CENTER

## ► Project Status

### ► Main Entry Office Area

- Furniture is being installed and area will be ready for staff on 8-23
- Exterior concrete sidewalk to new entry has been poured.

### ► Classrooms

- Classroom painting underway and phasing from South to North
- Final cleaning scheduled for the week of August 23<sup>rd</sup> in all classroom spaces.
- Tracking of Delayed materials
  - Moveable partitions in classrooms in southern wing (Community Ed wing).
  - Roof mounted ductwork is being dialed in for final delivery date.
  - Fin Tube Radiation in hallways
  - 1/3 of the chilled beams in the hallways

## ► Budget Summary

- Project is approximately 95% complete. Adequate contingency forecasted remaining.



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# Questions ?



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## **Safe Learning Plan**

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# Situation Update

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- **Case Rates** (per 10,000 as of 8/12/21):
  - Richfield: 15.3
  - Hennepin County: 16.5
  - Case rates continue to increase
- **Delta Variant:**
  - Accounts for the majority of cases
  - Spreads more than twice as easily as other variants
  - Higher viral load, which can contribute to breakthrough cases
- **Richfield Vaccination Rates** (as of 8/13/21):
  - Rates by age (received at least one dose):
    - Ages 12+ = 81%
    - Ages 12-15 = 67%
    - Ages 16-17 = 59%
  - Rates by race (all ages, received at least one dose):
    - White = 74%
    - Hispanic = 71%
    - Black = 47%



# Safe Learning Plan Recommendations

Throughout the course of the pandemic, RPS has continued to implement policies consistent with CDC and MDH guidance.

- **Screening**
  - Home screening for both students and staff
- **Masking (Pending Approval of Policy Updates)**
  - Required for all individuals inside RPS school buildings
  - Required on school buses, including activity transportation
  - Includes all events happening in RPS buildings
- **Cleaning**
  - Regular cleaning schedule with increased cleaning in high touch areas
  - Drinking fountains can be used
- **Handwashing**
  - Signage, education, and handwashing/sanitizing areas

# Safe Learning Plan Recommendations

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- Social distancing
  - 3 feet between students when possible
  - 6 feet between staff and students when possible
  - Class sizes will not be capped. Social distancing is a recommendation not a requirement
- Contact Tracing & Quarantine
  - New close contact definition for students
  - Masked students without symptoms do not quarantine
  - Vaccinated individuals without symptoms do not quarantine
  - Required to report + cases to MDH
  - 10-day quarantine
- PPE
  - Available in all buildings



# Resources for Families

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- Testing
  - Link to [testing locations](#)
    - Free testing locations included
- Education
  - Increase opportunities for families and students to hear fact-based information regarding vaccines
    - Vaccine webinar took place on 8/12/21
    - [Minnesota Vaccination Sites](#) info available at enrollment center
    - RPS hosted two vaccination clinics this spring

- Masking rules apply as in Policy 548: COVID-19 Face Covering
  - Indoor masking required except while actively competing
  - Outdoor masking not required
- Fans are allowed at competitions with required indoor masking and recommended 6-foot social distancing
- Concessions will be sold
- Tickets will be sold without attendance limits

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**Questions?**

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**2021-2022  
Learning Model  
Options**

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# Why 3 learning models



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- Want to offer families the choices they are looking for
- MDE has recommended all districts prioritize in person learning
- Only offering programs that we can confidently say will offer a full, comprehensive school experience
  - This means enrolling students in other partner programs outside RPS if they are looking for 100% online



# Learning Models

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- In-Person
  - Traditional school program
  - Offered at all schools
  - Students will all be enrolled at their schools for in person
- Blended
  - Programming will be a combination of in person and online
  - Offered at RCEP for grades 9-12+
  - Students will enroll through RCEP
- Online
  - Partnering with outside districts that offer comprehensive online programs
  - Students remain RPS enrolled students, served by our partners
  - Referral and enrollment will occur through school counselors/administrators

# Blended Learning

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- Student day 8:40-3:30
- At present, the schedule is designed to offer 2 ½ days in person learning and 2 ½ days distance learning
- Days are 7 period, 40 minute classes with office/support hours in the beginning of the day and at the end of the day
- Students scheduled on: Monday and Thursday OR Tuesday and Friday
- Wednesdays are half-day mornings in person for all
  - Community building time
  - 1:1 support time
  - Advisory time
  - Elective offerings (mixed grade level)
- Flexibility for students
- Continued option to come in early or stay late on any day

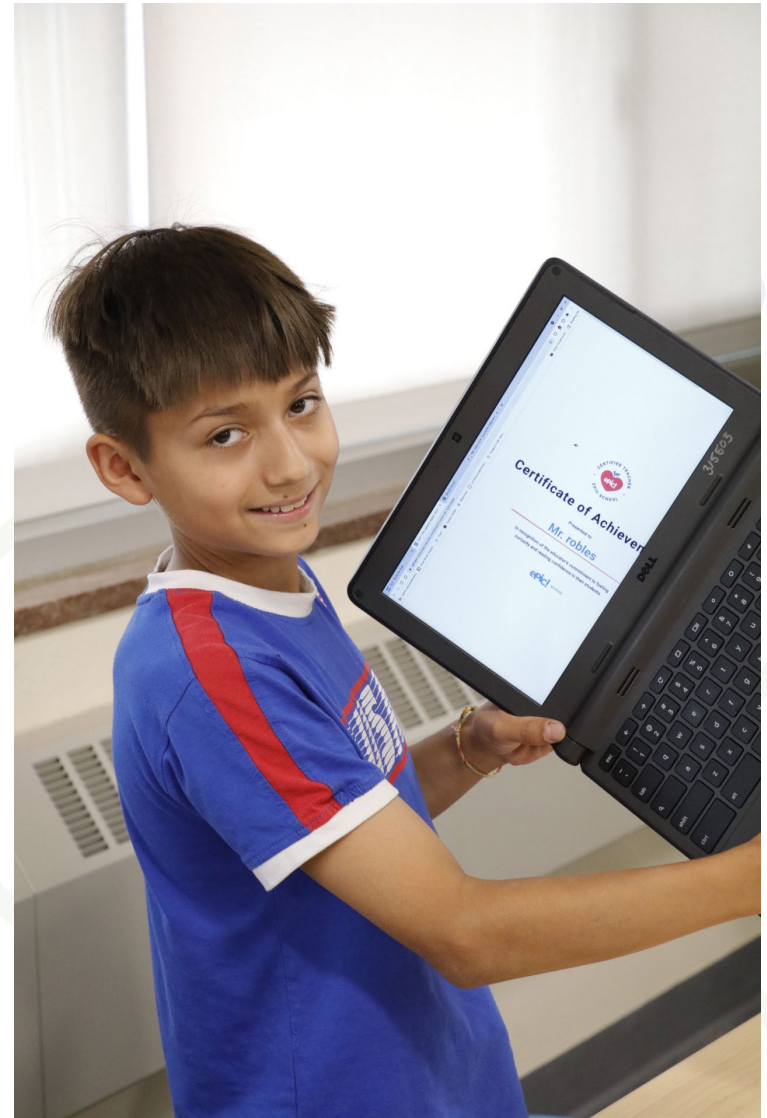


# Online Learning Option



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- Students remain enrolled as RPS students
- Students are served online through contracted partnerships with approved online programs
- Online programs offered through these partner districts are generally more asynchronous - students work at their own pace



# Enrollment Process

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- Blended learning option between RHS and RCEP students will use the same process developed prior to COVID-19
  - Counselor to Counselor, SW recommendation, Special Education recommendation, and EL teacher recommendation
  - Discussed with families and student before enrolling to get student buy-in
  - Rolling start date throughout year (it is weekly right now)
- If interested in online programming, wait for the district announcement that we are ready to begin enrolling students with our new partner districts.

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**Questions?**

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## P-CARD,CHECK RUNS, E-PAYS & WIRES FOR 08/02/2021 BOARD REPORTS

BANK 05	DATE	AMOUNT
June P-Cards-Paid on 7/6/21	7/6/2021	58,089.73
E-Pays	7/23/2021	3,333.04
Wire Transfers	7/15/2021	50,372.04
	7/16/2021	71,715.62
Checks	7/8/2021	173,090.74
	7/9/2021	7,229.32
	7/14/2021	171,504.26
	7/15/2021	182,404.71
	7/22/2021	244,758.08
	7/23/2021	2,850.00
Construction Checks	7/23/2021	2,606,989.71
Blessed Trinity-Cares Funding	7/16/2021	188.89

<b>CHECK REGISTER BANK 05 TOTAL =</b>	<b>3,572,526.14</b>
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BREAKDOWN	
01-206-00	821,101.09
02-206-00	33,445.08
03-206-00	93,252.88
04-206-00	15,682.86
06-206-00	2,601,273.73
07-206-00	2,375.00
18-206-00	-
20-206-00	3,378.58
21-206-00	1,541.92
47-206-00	475.00
<b>BANK TOTAL =</b>	<b>3,572,526.14</b>

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	V2200941	07/06/2021	P-CARD BAIRD LISA	R	1,880.38
01	V2200942	07/06/2021	P-CARD BROWN MATTHEW	R	3,132.83
01	V2200943	07/06/2021	P-CARD BRUNNER PATTI	R	6,981.05
01	V2200944	07/06/2021	P-CARD BURT EMILY	R	690.17
01	V2200945	07/06/2021	P-CARD CARUSO MATTHEW	R	1,370.68
01	V2200946	07/06/2021	P-CARD DINGMAN KRISTI	R	4,749.44
01	V2200947	07/06/2021	P-CARD ELLERSON JARED	R	20.00
01	V2200948	07/06/2021	P-CARD FINDLEY LAMPKIN MELISSA	R	1,413.36
01	V2200949	07/06/2021	P-CARD FINKE RYAN	R	1,304.25
01	V2200950	07/06/2021	P-CARD GEURINK AREND	R	579.40
01	V2200951	07/06/2021	P-CARD HOLJE CRAIG	R	286.87
01	V2200952	07/06/2021	P-CARD KRETSINGER DAN	R	691.64
01	V2200953	07/06/2021	P-CARD LEWIS JENNIFER	R	1,254.55
01	V2200954	07/06/2021	P-CARD MACE CHRISTI JO	R	190.61
01	V2200955	07/06/2021	P-CARD MAHONEY COLLEEN	R	320.16
01	V2200956	07/06/2021	P-CARD MANNING MICHAEL	R	82.26
01	V2200957	07/06/2021	P-CARD MARYN ANGELA	R	19,000.32
01	V2200958	07/06/2021	P-CARD MCGINN DAN	R	1,080.54
01	V2200959	07/06/2021	P-CARD MCNAUGHTON COMMERS CAROLE	R	305.93
01	V2200960	07/06/2021	P-CARD POMERLEAU DORIS	R	1,229.39
01	V2200961	07/06/2021	P-CARD SHAHSAVAND MARTA	R	181.03
01	V2200962	07/06/2021	P-CARD SMITH DANE	R	33.04
01	V2200963	07/06/2021	P-CARD STACHEL NANCY	R	4,531.51
01	V2200964	07/06/2021	P-CARD VALLEY JENNIFER	R	19.00
01	V2200965	07/06/2021	P-CARD WILLHITE KASYA	R	335.58
01	V2200966	07/06/2021	P-CARD WINTER AMY	R	6,425.74
01	301775	07/08/2021	ANOKA-HENNEPIN SCHOOL DIST #11	R	800.00
01	301776	07/08/2021	AUGSBURG UNIVERSITY-ROCHESTER	R	650.00
01	301777	07/08/2021	BIX FRUIT COMPANY	R	2,105.80
01	301778	07/08/2021	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	301779	07/08/2021	COMCAST BUSINESS	R	529.74
01	301780	07/08/2021	FRB	R	80,410.42
01	301781	07/08/2021	HOPE CHURCH	R	14,413.73
01	301782	07/08/2021	HOPKINS SCHOOL DISTRICT	R	485.73
01	301783	07/08/2021	IDEAL ENERGIES LLC	R	992.09
01	301784	07/08/2021	KINECT ENERGY INC	R	515.00
01	301785	07/08/2021	METRO ECSU	R	5,149.40
01	301786	07/08/2021	MN DEPT HEALTH	R	240.00
01	301787	07/08/2021	NUTRILINK	R	1,125.00
01	301788	07/08/2021	SNA-SCHOOL NUTRITION	R	2,209.50
01	301789	07/08/2021	STAR TRIBUNE	R	553.40
01	301790	07/08/2021	TAFFE SARAH ANN	R	8,492.23
01	301791	07/08/2021	TEACHING STRATEGIES, LLC	R	12,992.40
01	301792	07/08/2021	TIERNEY BROTHERS INC	R	31,500.00
01	301793	07/08/2021	TRIO SUPPLY COMPANY	R	293.06
01	301794	07/08/2021	ALLIANCE INTERPRETING SERVICES	R	374.00
01	301795	07/08/2021	BIX FRUIT COMPANY	R	1,860.20
01	301796	07/08/2021	COMMERCIAL KITCHEN	R	442.63
01	301797	07/08/2021	CUB FOODS	R	14.23

01	301798	07/08/2021	HARMES, KRISTIN	R	141.18
01	301799	07/08/2021	ALBIN ACQUISITION CORP	R	2.00
01	301800	07/08/2021	PAN O GOLD BAKING CO	R	123.20
01	301801	07/08/2021	SOCIAL THINKING	R	373.41
01	301802	07/08/2021	UPPER LAKES FOODS	R	4,141.39
01	301803	07/09/2021	ACADEMY OF WHOLE LEARNING	R	151.17
01	301804	07/09/2021	AVAIL ACADEMY	R	474.18
01	301805	07/09/2021	BLOOMINGTON LUTHERAN	R	208.94
01	301806	07/09/2021	BRECK SCHOOL	R	413.00
01	301807	07/09/2021	CITY OF LAKES WALDORF SCHOOL	R	303.35
01	301808	07/09/2021	FIRST BAPTIST CHURCH SCHOOLS	R	275.61
01	301809	07/09/2021	GROVES ACADEMY	R	155.48
01	301810	07/09/2021	HOLY FAMILY CATHOLIC HIGH SCHOOL	R	158.04
01	301811	07/09/2021	HOPE ACADEMY	R	368.70
01	301812	07/09/2021	INTERNATIONAL SCHOOL	R	208.00
01	301813	07/09/2021	LAKE COUNTRY SCHOOL	R	135.03
01	301814	07/09/2021	MARANATHAN CHRISTIAN ACADEMY	R	152.51
01	301815	07/09/2021	MAYER LUTHERAN HIGH	R	153.60
01	301816	07/09/2021	MINNEHAHA ACADEMY	R	1,471.24
01	301817	07/09/2021	PROVIDENCE ACADEMY	R	316.24
01	301818	07/09/2021	SOUTHWEST CHRISTIAN HIGH SCHOOL	R	287.25
01	301819	07/09/2021	ST CROIX LUTHERAN	R	476.28
01	301820	07/09/2021	ST MARGARET'S SCHOOL	R	474.35
01	301821	07/09/2021	STAGNES SCHOOL	R	750.12
01	301822	07/09/2021	VISITATION SCHOOL	R	296.23
01	301823	07/14/2021	BEN FRANKLIN ELECTRIC INC	R	513.00
01	301824	07/14/2021	BRINK'S INCORPORATED	R	3.58
01	301825	07/14/2021	BW T&F ENTERPRISES LLP	R	265.00
01	301826	07/14/2021	CARQUEST AUTO PARTS	R	70.08
01	301827	07/14/2021	CHLOE ARTS & PUBLISHING, LLC	R	760.00
01	301828	07/14/2021	CINTAS CORPORATION NO 2	R	104.34
01	301829	07/14/2021	CITY OF RICHFIELD	R	1,517.38
01	301830	07/14/2021	CONTEMPORARY TRANSPORTATION LLC	R	980.00
01	301831	07/14/2021	CONTINENTAL RESEARCH CORP	R	1,481.01
01	301832	07/14/2021	D.E.L.O.R.E.S WORKS, INC.	R	11,495.00
01	301833	07/14/2021	DICKS LAKEVILLE SANITATION INC	R	7,412.77
01	301834	07/14/2021	ECM PUBLISHERS INC	R	130.90
01	301835	07/14/2021	FRONTLINE TECHNOLOGIES GROUP LLC	R	1,575.00
01	301836	07/14/2021	G DENNIS PRODUCTIONS	R	10,000.00
01	301837	07/14/2021	WW GRAINGER INC	R	341.53
01	301838	07/14/2021	HAAG COMPANIES	R	128.00
01	301839	07/14/2021	HASTINGS CREAMERY LLC	R	3,923.15
01	301840	07/14/2021	HAWKINS INC	R	5.00
01	301841	07/14/2021	HILLYARD	R	6,448.13
01	301842	07/14/2021	HOGAN ASSESSMENT SYSTEMS INC	R	3,300.00
01	301843	07/14/2021	HOME DEPOT U.S.A.	R	1,770.16
01	301844	07/14/2021	LAKES COUNTRY SERVICE	R	145.00
01	301845	07/14/2021	LANGUAGE LINE SERVICE	R	430.96
01	301846	07/14/2021	LARSON ENGINEERING	R	5,950.00
01	301847	07/14/2021	METROPOLITAN MECHANICAL CONTRACTORS	R	808.96

01	301848	07/14/2021	OCCUPATIONAL MEDICINE CONSULTANTS	R	75.00
01	301849	07/14/2021	ON SITE SANITATION	R	1,744.23
01	301850	07/14/2021	SHANNON GLASS COMPANY, INC	R	307.99
01	301851	07/14/2021	SYNLAWN MINNESOTA	R	5,828.50
01	301852	07/14/2021	TOLL COMPANY	R	46.56
01	301853	07/14/2021	TRANSPORTATION PLUS, INC.	R	37.00
01	301854	07/14/2021	TWIN CITY TRANSPORTATION	R	80,505.35
01	301855	07/14/2021	UPPER LAKES FOODS	R	2,228.84
01	301856	07/14/2021	XCEL ENERGY	R	21,171.84
01	301857	07/15/2021	AMSD-ASSOC OF METRO	R	9,047.00
01	301858	07/15/2021	ARVIG ENTERPRISES INC	R	1,107.90
01	301859	07/15/2021	BIX FRUIT COMPANY	R	782.73
01	301860	07/15/2021	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	7,920.00
01	301861	07/15/2021	BRINK'S INCORPORATED	R	1,342.56
01	301862	07/15/2021	CEDAR SMALL ENGINE	R	6.59
01	301863	07/15/2021	CENTURYLINK	R	42.56
01	301864	07/15/2021	CINTAS CORPORATION NO 2	R	104.34
01	301865	07/15/2021	CULLIGAN SOFT WATER	R	9.50
01	301866	07/15/2021	EAGLE RIDGE ACADEMY	R	1,350.00
01	301867	07/15/2021	FRONTLINE TECHNOLOGIES GROUP LLC	R	20,218.52
01	301868	07/15/2021	WW GRAINGER INC	R	61.32
01	301869	07/15/2021	HOPE CHURCH	R	14,413.77
01	301870	07/15/2021	LOFFLER	R	1,225.09
01	301871	07/15/2021	MIDWEST BUS PARTS INC	R	100.00
01	301872	07/15/2021	NWEA	R	36,400.00
01	301873	07/15/2021	PAN O GOLD BAKING CO	R	55.80
01	301874	07/15/2021	PCS REVENUE CONTROL	R	9,609.00
01	301875	07/15/2021	PREMIUM WATERS INC	R	28.00
01	301876	07/15/2021	REGION 1 INFORMATION MGMT SERVICE	R	64,223.86
01	301877	07/15/2021	SAFETYFIRST PLAYGROUND MAINTENANCE	R	1,575.00
01	301878	07/15/2021	SEESAW LEARNING, INC.	R	10,951.60
01	301879	07/15/2021	SHERWIN WILLIAMS CO	R	54.50
01	301880	07/15/2021	SMARTSENSE BY DIGI	R	330.00
01	301881	07/15/2021	TRIO SUPPLY COMPANY	R	283.25
01	301882	07/15/2021	UNITED HEALTHCARE INSURANCE CO	R	503.63
01	301883	07/15/2021	UNITED HEALTHCARE/AARP MEDICARE RX	R	88.70
01	301884	07/15/2021	UNITED HEARTHCARE /AARP MEDICARE RX	R	88.70
01	301885	07/15/2021	VERIZON WIRELESS	R	480.79
01	V2200967	07/15/2021	GOVERNMENT LEASING	R	50,372.04
01	301886	07/16/2021	CINTAS	R	188.89
01	V2200968	07/16/2021	SUN TRUST EQUIPMENT FINANCE LEASING	R	71,715.62
01	301887	07/22/2021	ALTMAN ADAM	R	260.00
01	301888	07/22/2021	AMAZON.COM SYNCB/AMAZON	R	878.41
01	301889	07/22/2021	BLAKE SCHOOL	R	93.33
01	301890	07/22/2021	CITY OF RICHFIELD	R	2,765.03
01	301891	07/22/2021	DISTRICT 281	R	92.44
01	301892	07/22/2021	EASYPERMIT POSTAGE	R	345.23
01	301893	07/22/2021	FATH CUTTER, NOELLA	R	3,480.00
01	301894	07/22/2021	INSTITUTE FOR ENVIROMENTAL	R	4,492.50
01	301895	07/22/2021	ISM	R	9,000.00



01	301896	07/22/2021	MALLOY MONTAGUE KARNOWSKI & RADO	R	5,000.00
01	301897	07/22/2021	STRATEGIC STAFFING SOLUTIONS	R	1,170.00
01	301898	07/22/2021	TWIN CITY HARDWARE	R	2,700.00
01	301899	07/22/2021	AJUSTED SCHOOL EQUITY SOLUTIONS LLC	R	43,800.00
01	301900	07/22/2021	ALICIA RODRIGUEZ	R	35.00
01	301901	07/22/2021	AMAZON.COM SYNCB/AMAZON	R	187.18
01	301902	07/22/2021	APPRIZE TECHNOLOGY	R	300.00
01	301903	07/22/2021	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	2,263.50
01	301904	07/22/2021	CANON USA	R	4,166.53
01	301905	07/22/2021	CATALYST BUYING GROUP LLC	R	2,189.99
01	301906	07/22/2021	CEL PUBLIC RELATIONS, INC.	R	3,138.00
01	301907	07/22/2021	CODEHS INC	R	18,300.00
01	301908	07/22/2021	D.E.L.O.R.E.S WORKS, INC.	R	11,495.00
01	301909	07/22/2021	DEMCO MEDIA	R	82.96
01	301910	07/22/2021	DIGITAL INSURANCE LLC	R	3,607.00
01	301911	07/22/2021	DREAMBOX LEARNING	R	33,684.50
01	301912	07/22/2021	ECM PUBLISHERS INC	R	85.45
01	301913	07/22/2021	ECOLAB INC	R	122.42
01	301914	07/22/2021	EDPUZZLE, INC	R	5,270.00
01	301915	07/22/2021	EDUCATORS BENEFIT CONSULTANTS LLC	R	534.97
01	301916	07/22/2021	FORECAST 5 ANALYTICS, INC	R	16,941.50
01	301917	07/22/2021	FREEWHEEL BIKE RICHFIELD	R	145.00
01	301918	07/22/2021	FURTHER	R	6,030.00
01	301919	07/22/2021	GROUP MEDICAREBLUE RX	R	6,493.00
01	301920	07/22/2021	HILLYARD	R	1,721.76
01	301921	07/22/2021	IDEAL ENERGIES LLC	R	992.09
01	301922	07/22/2021	LEARNING A-Z	R	21,891.35
01	301923	07/22/2021	MACKIN BOOK COMPANY	R	971.96
01	301924	07/22/2021	MADISON NATIONAL LIFE INS CO INC	R	7,795.69
01	301925	07/22/2021	MASSP-MN ASSOCIATION	R	865.00
01	301926	07/22/2021	MATRIX COMMUNICATIONS INC	R	7,933.20
01	301927	07/22/2021	MESSERLI & KRAMER	R	981.39
01	301928	07/22/2021	RICHFIELD READY	R	70.00
01	301929	07/22/2021	RYAN JEANNIE M	R	642.91
01	301930	07/22/2021	SCHOOL SERVICE EMPLOYEES UNION	R	3,896.20
01	301931	07/22/2021	SITEIMPROVE, INC.	R	7,528.00
01	301932	07/22/2021	UNITED STATES TREASURER	R	230.00
01	301933	07/22/2021	XCEL ENERGY	R	89.59
01	301934	07/23/2021	CORVAL CONSTRUCTION	R	893,852.65
01	301935	07/23/2021	ICS CONSULTING, INC.	R	69,480.10
01	301936	07/23/2021	INSTITUTE FOR ENVIROMENTAL	R	3,107.32
01	301937	07/23/2021	ROCHON CORPORATION MINNESOTA	R	768,353.14
01	301938	07/23/2021	SHAW-LUNDQUIST ASSOCIATES, INC.	R	814,253.70
01	301939	07/23/2021	WOLD ARCHITECTS AND ENGINEERS	R	43,920.35
01	301940	07/23/2021	ALL FURNITURE INC	R	2,000.00
01	301941	07/23/2021	INNOVATIVE OFFICE SOLUTIONS LLC	R	1,733.45
01	301942	07/23/2021	INDIGO SIGNWORKS, INC.	R	10,289.00
01	301943	07/23/2021	BOND TRUST SERVICES CORP	R	2,850.00
01	V611021	07/23/2021	SHUKRI M ABUKAR	R	547.27
01	V611022	07/23/2021	CASSIE J ACOSTACANO	R	15.52

01	V611023	07/23/2021	ERIC ANDERSON	R	40.00
01	V611024	07/23/2021	SARAH M EGBERG	R	423.44
01	V611025	07/23/2021	STEVEN T FLUCAS	R	403.20
01	V611026	07/23/2021	SARAH A GACEK	R	36.14
01	V611027	07/23/2021	MICHAEL E JAEGER	R	73.54
01	V611028	07/23/2021	MADELINE KAISER	R	51.00
01	V611029	07/23/2021	STEVEN C PEER	R	398.73
01	V611030	07/23/2021	JENNIFER K SJOSTEN	R	440.05
01	V611031	07/23/2021	CARRIE A VALA	R	688.21
01	V611032	07/23/2021	KASYA L WILLHITE	R	215.94

<b>TOTAL P-CARDS, CHECKS, E-PAYS &amp; WIRES</b>					<b>3,572,526.14</b>
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## 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, August 2, 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, August 2, 2021 in the boardroom at the Richfield Public Schools district office. Chair Timothy Pollis called the Regular Board Meeting to order at 7:01 p.m. with the following school board members in attendance: Cole, Maleck, and Toensing.

Administrators present were Superintendent Unowsky, Executive Director Clarkson and Chief HR & Admin Officer Holje.

### II. REVIEW AND APPROVAL OF THE AGENDA

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

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

#### A. Superintendent Update

1. Land Acknowledgement Process
2. Plan for Community Input on ESSER 3 Funds

### IV. CONSENT AGENDA

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

#### A. Routine Matters

1. Minutes of the regular meeting held July 12, 2021
2. General Disbursements as of 7/23/21 in the amount of \$3,572,526.14
3. Investment Holdings

#### B. Personnel Items

#### **Administration Full Time for Employment**

**Erica Barlow** – Principal – RMS

**David Freeburg** – Assistant Principal – RMS

**Ashley Schaefer** – Assistant Principal – RMS

**Steven Flucas** – Assistant Principal - RHS

**Certified Full Time Positions for Employment – 1<sup>st</sup> Year Probation**

**Kristen Gorecki** – Occupational Therapist – District Wide

**Patrick Wells** - School Social Worker – RHS

**Hannah Toedter** – ELL Teacher – RHS

**Sadie Tollman** – Special Education - STEM

**Certified Full Time Position for Employment – 3<sup>rd</sup> Year Probation**

**Katrina Kestler** - Special Education – RMS

**Certified Full Time Position for Employment – Continuing Contract**

**Taylor Jensen** – Elementary Teacher – STEM

**Certified Full Time Position for Employment – Temporary Contract**

**Christi Jo Mace** – CTE Teacher – RHS

**Early Learning Part Time Position for Employment**

**Shanyn Dick** – Pre K Teacher - CEC

**Certified Full Time Employment with 4th Year Probationary Extension**

**Jon Drummond** – Math - RMS

**Classified Full Time Position For Employment – Administrative and Management Support Professionals**

**Liz Morales** - 40 hr/wk - Administrative Assistant 4 Principal's Secretary - Richfield High School  
Effective 7/29/2021

**Lori Schmidt** - 40 hr/wk - Administrative Assistant 3 Student Support Services - Richfield High School  
Effective 7/29/2021

**Jennifer Cruz Esteva** - 40 hr/wk Administrative Assistant 2 Assistant Principal's Administrative Asst - Richfield High School  
Effective 7/29/2021

**Audrey Santos** - 40 hr/wk Administrative Assistant 3 Data Specialist - Richfield High School  
Effective 7/29/2021

**Classified Full Time Position For Employment – Health Resource Ctr Coordinator**

**Rachel Lenmark** - 40 hr/wk Health Resource Center Coordinator – District Wide  
Effective 7/12/2021

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

**Alex Shimkus** - 32.5 hr/wk - Special Education Paraprofessional – Richfield STEM School  
Effective 9/6/2021

**Nancy Fitzgerald** – 20 hr/wk Instructional Para, 11.35 hr/wk Managerial – Sheridan Hills  
Effective 9/6/2021

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

**Areli Silva Segura** – 16.5 hr/wk - Managerial Paraprofessional – RDLS  
Effective 9/6/2021

**Mauricio Lujambio** - 16.5 hr/wk – Managerial Paraprofessional – RDLS  
Effective 9/6/2021

**Stephanie Hartman** – 27 Hr/wk - Instructional Paraprofessional – Central Education  
Effective 9/6/2021

**Classified Full Time Employment - Food and Nutrition Services**

**Isela Ventrúa Rubio** – 37.5 hr/wk – Production Cook - Richfield Senior High  
Effective 9/6/2021

V. OLD BUSINESS

- A. Policy 614 - Animals in Schools and Classrooms & Administrative Guideline  
614.1 - third read

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

- B. Policy 616 - School Sponsored Student Publications - third read

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

VI. NEW BUSINESS

- A. Policy 901 - Community Education & Policy 676 - Adult Education - first read
- B. Policy 742 - Student Transportation Services - first read
- C. Policy 702 - Investments - first read
- D. Designation of Identified Official with Authority (IOwA)

Motion by Toensing, seconded by Cole, and unanimously carried, the Board of Education approved the designation.

- E. Miscellaneous Pay Rates for 2021-2022

Motion by Cole, seconded by Toensing, and unanimously carried, the Board of Education approved the pay rates.

- F. Supplementary Transportation Services

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

- G. Fresh Produce Award

Motion by Toensing, seconded by Cole, and unanimously carried, the Board of Education approved the bid award.

VII. ADVANCE PLANNING

- A. Legislative Update
- B. Information and Questions from Board
  - 1. Summary of Closed Session - Superintendent Evaluation
- C. Future Meeting Dates
  - 8-16-2021 7:00 p.m. Regular Board Meeting - Public Comment
  - Tuesday 9-7-2021 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 Maleck, seconded by Toensing, and unanimously carried, the Board of Education moved into closed session at 8:21 p.m. Attending the closed session were Cole, Maleck, Pollis and Toensing with Superintendent Unowsky and Chief HR & Admin Officer Holje.

IX. REOPEN MEETING

Motion by Cole, seconded by Toensing, and unanimously carried, the Board of Education moved into open session at 8:58 p.m. with the following school board members in attendance: Cole, Maleck, Pollis and Toensing.

ADJOURN REGULAR MEETING

Chair Pollis adjourned the meeting at 8:59 p.m.

# P-CARD,CHECK RUNS, E-PAYS & WIRES FOR 08/16/2021 BOARD REPORTS

BANK 05	DATE	AMOUNT
July P-Cards-Paid on 8/6/21	8/6/2021	19,194.23
E-Pays	8/3/2021	5,177.59
Wire Transfer	7/28/2021	2,521,293.75
Checks	7/28/2021	245,706.72
	8/5/2021	206,360.26

CHECK REGISTER BANK 05 TOTAL =	<b>2,997,732.55</b>
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BREAKDOWN	
01-206-00	354,566.40
02-206-00	35,095.31
03-206-00	69,416.51
04-206-00	15,202.40
06-206-00	70.00
07-206-00	2,347,518.75
18-206-00	50.18
20-206-00	1,934.00
21-206-00	104.00
47-206-00	173,775.00
BANK TOTAL =	<b>2,997,732.55</b>



FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	301944	07/28/2021	ALLIED PROFESSIONALS, INC.	R	952.00
01	301945	07/28/2021	BENNETT CARA	R	490.00
01	301946	07/28/2021	KINECT ENERGY INC	R	1,778.44
01	301947	07/28/2021	KING OF KINGS LUTHERAN	R	134.10
01	301948	07/28/2021	PAIN IN THE GLASS	R	97.00
01	301949	07/28/2021	MULTILINGUAL WORD INC	R	215.00
01	301950	07/28/2021	OCCUPATIONAL MEDICINE CONSULTANTS	R	300.00
01	301951	07/28/2021	PAN O GOLD BAKING CO	R	18.60
01	301952	07/28/2021	SOUTHWEST METRO INTER DIST 288	R	2,574.91
01	301953	07/28/2021	STAR TRIBUNE	R	1,500.00
01	301954	07/28/2021	TRI METRO CONFERENCE	R	2,030.00
01	301955	07/28/2021	BIX FRUIT COMPANY	R	4,475.69
01	301956	07/28/2021	BLACKBOARD INC	R	9,725.21
01	301957	07/28/2021	COMMERCIAL KITCHEN	R	567.50
01	301958	07/28/2021	DIGITAL INSURANCE LLC	R	1,713.00
01	301959	07/28/2021	FRONTLINE TECHNOLOGIES GROUP LLC	R	45,030.82
01	301960	07/28/2021	HR SIMPLIFIED INC.	R	650.00
01	301961	07/28/2021	INNOVATIVE OFFICE SOLUTIONS LLC	R	188.12
01	301962	07/28/2021	LARSON JUDI	R	50.18
01	301963	07/28/2021	LOFFLER COMPANIES	R	1,312.00
01	301964	07/28/2021	MATRIX COMMUNICATIONS INC	R	905.80
01	301965	07/28/2021	ON SITE SANITATION	R	1,505.00
01	301966	07/28/2021	PAN O GOLD BAKING CO	R	269.70
01	301967	07/28/2021	PCS REVENUE CONTROL	R	7,185.00
01	301968	07/28/2021	RICHFIELD READY	R	184.00
01	301969	07/28/2021	RUPP ANDERSON SQUIRES & WALDSPURGER	R	7,035.40
01	301970	07/28/2021	SARIS	R	2,019.60
01	301971	07/28/2021	SCENARIO LEARNING, LLC	R	10,344.50
01	301972	07/28/2021	SOURCEWELL TECHNOLOGY	R	41,092.25
01	301973	07/28/2021	TIERNEY BROTHERS INC	R	1,302.20
01	301974	07/28/2021	TRIO SUPPLY COMPANY	R	602.10
01	301975	07/28/2021	UPPER LAKES FOODS	R	12,163.76
01	301976	07/28/2021	VSP VISION SERVICE PLAN	R	3,164.89
01	301977	07/28/2021	XCEL ENERGY	R	84,129.95
01	V2200969	07/28/2021	BOND TRUST SERVICES CORP	R	2,521,293.75
01	V611033	08/03/2021	HOWARD P ANDERSON	R	520.56
01	V611034	08/03/2021	ERICA T BARLOW	R	99.38
01	V611035	08/03/2021	DAVID H BIPES	R	24.19
01	V611036	08/03/2021	MIRIAM A CASTRO SANJUAN	R	40.00
01	V611037	08/03/2021	MARY L CLARKSON	R	70.00
01	V611038	08/03/2021	LATANYA R DANIELS	R	70.00
01	V611039	08/03/2021	GEORGE A DENNIS	R	35.00
01	V611040	08/03/2021	MEGAN M STECHER	R	70.00
01	V611041	08/03/2021	JARED ELLERSON	R	70.00
01	V611042	08/03/2021	PETER J FITZPATRICK	R	40.00
01	V611043	08/03/2021	STEVEN T FLUCAS	R	70.00
01	V611044	08/03/2021	MICHAEL L FRANKENBERG	R	70.00
01	V611045	08/03/2021	DAVID A FREEBURG	R	99.38
01	V611046	08/03/2021	RACHEL GENS	R	70.00

01	V611047	08/03/2021	AREND J GEURINK	R	70.00
01	V611048	08/03/2021	JAMES A GILLIGAN	R	70.00
01	V611049	08/03/2021	CHRISTINA M GONZALEZ	R	70.00
01	V611050	08/03/2021	KYLE L GUSTAFSON	R	40.00
01	V611051	08/03/2021	KEVIN D HARRIS	R	40.00
01	V611052	08/03/2021	SANDRA L HAUG	R	627.14
01	V611053	08/03/2021	JAMES L HILL	R	40.00
01	V611054	08/03/2021	JESSICA M HOFFMAN	R	40.00
01	V611055	08/03/2021	CRAIG D HOLJE	R	70.00
01	V611056	08/03/2021	JANICE JORENBY	R	70.00
01	V611057	08/03/2021	ASHLIE M KAUN	R	105.56
01	V611058	08/03/2021	CORY J KLINGE	R	70.00
01	V611059	08/03/2021	DANIEL E KRETSINGER	R	70.00
01	V611060	08/03/2021	ANOOP KUMAR	R	40.00
01	V611061	08/03/2021	SHANNON J LINDBERG	R	40.00
01	V611062	08/03/2021	JOHN M LORENZINI	R	70.00
01	V611063	08/03/2021	COLLEEN M MAHONEY	R	70.00
01	V611064	08/03/2021	MICHAEL A MANNING	R	70.00
01	V611065	08/03/2021	DANIEL P MCGINN	R	40.00
01	V611066	08/03/2021	DOUG R MCMEEKIN	R	70.00
01	V611067	08/03/2021	CAROLE R MCNAUGHTON-COMMERS	R	70.00
01	V611068	08/03/2021	KENT D MEYER	R	70.00
01	V611069	08/03/2021	ALECIA M MOBLEY	R	70.00
01	V611070	08/03/2021	ERIN H NEILON	R	40.00
01	V611071	08/03/2021	ROBERT G OLSON	R	40.00
01	V611072	08/03/2021	LAURA B OTTERNESS	R	70.00
01	V611073	08/03/2021	MARK S PEDERSEN	R	40.00
01	V611074	08/03/2021	DENNIS E PETERSON	R	35.00
01	V611075	08/03/2021	CASSANDRA QUAM	R	70.00
01	V611076	08/03/2021	RENEE C REED-KARSTENS	R	40.00
01	V611077	08/03/2021	KEITH D RIEF	R	40.00
01	V611078	08/03/2021	TERESA L ROSEN	R	70.00
01	V611079	08/03/2021	MAUREEN E RUHLAND	R	40.00
01	V611080	08/03/2021	TIMECKA MARIE SANCHEZ-MICHAELS	R	70.00
01	V611081	08/03/2021	ASHLEY SCHAEFER	R	99.38
01	V611082	08/03/2021	AMBER M SCHAUER	R	70.00
01	V611083	08/03/2021	MARTA I SHAHSAVAND	R	70.00
01	V611084	08/03/2021	JENNIFER K SJOSTEN	R	112.00
01	V611085	08/03/2021	NANCY J STACHEL	R	70.00
01	V611086	08/03/2021	PATRICK M SURE	R	40.00
01	V611087	08/03/2021	STACY THEIEN-COLLINS	R	70.00
01	V611088	08/03/2021	VLADIMIR S TOLEDO	R	40.00
01	V611089	08/03/2021	IAN D TOLENTINO	R	40.00
01	V611090	08/03/2021	STEVEN P UNOWSKY	R	270.00
01	V611091	08/03/2021	STEPHEN C URBANSKI	R	40.00
01	V611092	08/03/2021	CARRIE A VALA	R	70.00
01	V611093	08/03/2021	JENNIFER K VALLEY	R	70.00
01	V611094	08/03/2021	RYAN WAGNER	R	40.00
01	V611095	08/03/2021	REBECCA S WALD	R	40.00
01	V611096	08/03/2021	KASYA L WILLHITE	R	70.00

01	V611097	08/03/2021	AMY J WINTER AHSENMACHER	R	70.00
01	301978	08/05/2021	ALL STATE COMMUNICATIONS INC	R	4,870.00
01	301979	08/05/2021	AQUA ENGINEERING INC	R	823.30
01	301980	08/05/2021	BSI MECHANICAL, INC.	R	7,996.07
01	301981	08/05/2021	CITY OF RICHFIELD	R	6,495.10
01	301982	08/05/2021	ECM PUBLISHERS INC	R	77.35
01	301983	08/05/2021	ONE OF ONE CLOTHING	R	1,121.00
01	301984	08/05/2021	TRISTATE BOBCAT INC	R	109.75
01	301985	08/05/2021	TWIN CITY HARDWARE	R	43,730.01
01	301986	08/05/2021	ARVIG ENTERPRISES INC	R	1,107.90
01	301987	08/05/2021	BARKER-HAMMER & ASSOCIATES INC.	R	3,599.80
01	301988	08/05/2021	BEST PLUMBING SPECIALTIES, INC.	R	50.96
01	301989	08/05/2021	BIX FRUIT COMPANY	R	935.25
01	301990	08/05/2021	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	301991	08/05/2021	CAPITAL ONE TRADE CREDIT	R	150.00
01	301992	08/05/2021	CARQUEST AUTO PARTS	R	195.52
01	301993	08/05/2021	CEDAR SMALL ENGINE	R	227.53
01	301994	08/05/2021	CENTURYLINK	R	42.47
01	301995	08/05/2021	CHINASPROUT, INC.	R	49.25
01	301996	08/05/2021	CINTAS CORPORATION NO 2	R	313.02
01	301997	08/05/2021	COMCAST	R	269.22
01	301998	08/05/2021	COMCAST BUSINESS	R	244.74
01	301999	08/05/2021	ECOLAB INC	R	832.50
01	302000	08/05/2021	FOLLETT SCHOOL SOLUTIONS INC	R	7,882.43
01	302001	08/05/2021	GLASS DOCTOR OF MINNEAPOLIS	R	649.42
01	302002	08/05/2021	WW GRAINGER INC	R	101.67
01	302003	08/05/2021	HAWKINS INC	R	3,649.18
01	302004	08/05/2021	HERITAGE CRYSTAL CLEAN INC	R	383.40
01	302005	08/05/2021	HILLYARD	R	1,650.82
01	302006	08/05/2021	HOGAN ASSESSMENT SYSTEMS INC	R	1,200.00
01	302007	08/05/2021	HOGLUND BUS CO INC	R	4,569.04
01	302008	08/05/2021	HOME DEPOT U.S.A.	R	1,043.37
01	302009	08/05/2021	INNOVATIVE OFFICE SOLUTIONS LLC	R	101.87
01	302010	08/05/2021	KINECT ENERGY INC	R	515.00
01	302011	08/05/2021	LOMAX CARLA	R	150.00
01	302012	08/05/2021	MINNESOTA POLLUTION	R	500.00
01	302013	08/05/2021	MINUTEMAN PRESS OF RICHFIELD	R	1,271.00
01	302014	08/05/2021	MSOPA	R	50.00
01	302015	08/05/2021	PAN O GOLD BAKING CO	R	179.70
01	302016	08/05/2021	PEAR DECK, INC	R	5,723.43
01	302017	08/05/2021	HOLISTIC KNEADS LLC	R	270.00
01	302018	08/05/2021	QUALITY BUS & TRUCK PARTS	R	100.00
01	302019	08/05/2021	RAPTOR TECHNOLOGIES, LLC	R	1,440.00
01	302020	08/05/2021	CFR EQUITY LLC	R	22,400.00
01	302021	08/05/2021	SHERWIN WILLIAMS CO	R	389.46
01	302022	08/05/2021	SITEONE LANDSCAPE SUPPLY LLC	R	309.54
01	302023	08/05/2021	PARK ADAM TRANSPORTATION	R	19,581.60
01	302024	08/05/2021	TAFFE SARAH ANN	R	8,492.23
01	302025	08/05/2021	TRIO SUPPLY COMPANY	R	325.64
01	302026	08/05/2021	TWIN CITY GARAGE DOOR	R	331.50

01	302027	08/05/2021	TWIN CITY TRANSPORTATION	R	40,810.28
01	302028	08/05/2021	UPPER LAKES FOODS	R	5,502.76
01	302029	08/05/2021	VERIZON WIRELESS	R	480.23
01	302030	08/05/2021	WORLD FUEL SERVICES, INC.	R	904.95
01	V2200970	08/06/2021	P-CARD BRUNNER PATTI	R	3,283.92
01	V2200971	08/06/2021	P-CARD SHAHSAVAND MARTA	R	47.84
01	V2200972	08/06/2021	P-CARD STACHEL NANCY	R	111.06
01	V2200973	08/06/2021	P-CARD BAIRD LISA	R	808.93
01	V2200974	08/06/2021	P-CARD BRUNNER PATTI	R	2,945.10
01	V2200975	08/06/2021	P-CARD BURT EMILY	R	600.28
01	V2200976	08/06/2021	P-CARD CARUSO MATTHEW	R	23.14
01	V2200977	08/06/2021	P-CARD DINGMAN KRISTI	R	1,777.36
01	V2200978	08/06/2021	P-CARD GEURINK AREND	R	3,471.53
01	V2200979	08/06/2021	P-CARD HOLJE CRAIG	R	35.90
01	V2200980	08/06/2021	P-CARD KRETSINGER DAN	R	297.03
01	V2200981	08/06/2021	P-CARD MANNING MICHAEL	R	142.23
01	V2200982	08/06/2021	P-CARD MARYN ANGELA	R	3,767.37
01	V2200983	08/06/2021	P-CARD MCGINN DAN	R	186.99
01	V2200984	08/06/2021	P-CARD MCNAUGHTON COMMERS CAROLE	R	21.49
01	V2200985	08/06/2021	P-CARD VALLEY JENNIFER	R	1,177.41
01	V2200986	08/06/2021	P-CARD WINTER AMY	R	496.65

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<b>TOTAL WIRES, CHECKS, E-PAYS &amp; P-CARDS</b>					<b>2,997,732.55</b>
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**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, August 16, 2021**

**SUBJECT: Guaranteed Energy Savings Contract for Solar Arrays**

(Recommended by the Superintendent)

That the Board of Education authorize the Chief Human Resources and Administrative Officer to enter into a guaranteed energy savings contract with Ideal Energies, LLC and Ideal Energies Solar Leasing, LLC for the installation of on-site solar arrays, which will Solar Array Purchase, Facility Lease, Power Purchase and Put and Call for new and replacement systems at Richfield High School, Richfield Middle School, Richfield STEM School, Centennial Elementary, Richfield Dual Language and Sheridan Hills Elementary Schools.

**Background Information**

(Prepared by Craig Holje)

At the June 28, 2021 board meeting, the Board authorized the administration to enter into agreements for the installation of solar arrays. Based on legal counsel review this action item is needed to formalize this agreement as part of a guaranteed energy savings contract which is being used in establishing these agreements. The required notice for this action item has been included in the past two SunCurrent publications as part of the legal publication process.

**CONSENT AGENDA**

**Agenda Item IV.B**

**Board of Education**  
Independent School District 280  
Richfield, Minnesota  
**Regular Meeting, August 16, 2021**

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

That the Board of Education approve the following personnel items:

**Certified Part Time Positions for Employment – 1<sup>st</sup> Year Probation**  
**Jennifer Bayley** - Elementary Coach – Sheridan

**Certified Part Time Positions for Employment – 1<sup>st</sup> Year Probation**  
**Kassandra Michael** – Art Teacher – RHS

**Classified Full Time Position For Employment – Classified Management**  
**Idolina Quintanilla** - 40 hr/wk – Human Resources Coordinator - District Offices  
Effective 8/9/2021

**Classified Full Time Position For Employment – Paraprofessional**  
**Alexandra Jung** - 30 hr/wk - Special Ed Paraprofessional - Sheridan Hills  
Effective 9/8/2021  
**Janet Abundez Martinez** - 32.5 hr/wk - Special Ed Paraprofessional - RDLS  
Effective 9/6/2021

**Classified Full Time Position For Employment – Outreach Worker**  
**Luis Bolanos** - 40 hr/wk - Outreach Worker 12 month position – District-wide  
Effective 8/10/2021

**Classified Full Time Positions for Employment - Administrative and Management Support Professionals**

**Tracy Hale** - 40 hr/wk - Management Assistant Accounting - District Offices  
Effective 7/2/2021  
**Leslikarina Patino** - 40 hr/wk - Administrative Assistant 3 (10.5 month), RDLS  
Effective 8/2/2021  
**Evelyn Campos** -40 hr/wk - Administrative Assistant 2 - RCEP  
Effective 8/9/2021  
**Alejandra Johnson** - 40 hr/wk - Administrative Assistant - Central Education Center  
Effective 9/1/2021

**Classified Full Time Resignation – Paraprofessional**  
**Leah Barnes** - 35 hr/wk - Special Ed Paraprofessional - Centennial  
Effective 6/9/2021

**Michele Cousins** - 36.25 hr/wk - Special Ed Paraprofessional - Richfield High School  
Effective 6/9/2021

**Stanley Clay** - 31.65 hr/wk - SPED Para - RHS Effective 6/9/21

**Juana Magana Miranda** - 35 hr/wk - Instructional Paraprofessional - RDLS  
Effective 6/9/2021

**Classified Part Time Resignation - Food & Nutrition Services**

**LaGracious Smith** - 25 hr/wk - Kitchen Assistant - Richfield Middle School  
Effective 6/9/2021

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

**Regular Meeting, August 16, 2021**

**Subject: Community Education**

(Recommended by the Superintendent)

A second read of Policy 901: Community Education. This policy has been combined with Policy 676: Adult Education to create one revised policy with updates from the Community Education department included.

**Attachments:**

Policy 901: Community Education - redlined  
MSBA Model Policy 901: Community Education



RICHFIELD PUBLIC SCHOOLS

COMMUNITY EDUCATION

I. PURPOSE

The purpose of this policy is to convey to employees and to the general public the important role of community education within the Richfield School District.

It is the policy of the Richfield Board of Education that Richfield Community Education be committed to lifelong learning. Each community member is both a learner and a resource. Community Education will work in partnership with community members and existing programs ~~to proactively create an alliance which will realize its ideal. Together, they will act as a catalyst to both envision and create this idea.~~ to proactively create and facilitate inclusive, accessible opportunities for all ages.

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II. GENERAL STATEMENT OF POLICY

The school board affirms a strong commitment to ~~the~~ community education and its ability to provide opportunities for involvement and personal growth for all ages. The school board welcomes, and strongly encourages use of school buildings and activity areas by the community when not used for regularly scheduled ~~preK, elementary and secondary school~~ programs. The school administration should strive to accomplish the following objectives:

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A. Maximum use should be made of public school facilities within the school district.

B. Educational needs and interests ~~s~~ of area residents should be determined periodically.

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C. Community resources and expertise of residents should be utilized to develop a vibrant, well-rounded community education program.

D. Area residents should be encouraged to actively participate in program opportunities.

E. The community education program will align with and support the school district's strategic plan and the success of students.

III. COMMUNITY EDUCATION ADVISORY COUNCIL

- 1 A. The council shall assist in developing and promoting the goals and  
2 objectives of the program.  
3  
4 B. The membership of the community education advisory council shall  
5 represent a cross section of the community and should consist of  
6 members who represent: various service organizations; churches;  
7 public and nonpublic schools; local government including elected  
8 officials; public and private nonprofit agencies serving youth and  
9 families; parents; youth; park, recreation or forestry services of  
10 municipal or local government units located in whole or in part within  
11 the boundaries of the school district; and any other groups  
12 participating in the community education program in the school district.  
13  
14 C. Bylaws of the community education advisory council shall provide the  
15 framework for the organization including criteria pertaining to  
16 membership, officers' duties, frequency and structure of meetings and  
17 such other matters as deemed necessary and appropriate.  
18  
19 D. The council will adopt a policy to reduce and eliminate program  
20 duplication within the school district.

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21  
22 IV. YOUTH PROGRAMS

23 The Richfield Public Schools may make available youth programs  
24 in the following categories:

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25 A. Summer programs

26 B. Youth service programs, as a part of a youth development plan

27 C. School age care programs

28 D. School readiness programs

29 E. Youth after school enrichment programs, to

30 a. collaborate with and leverage existing community resources that  
31 have demonstrated effectiveness

32 b. reach out to children and youth in the community

33 c. increase the number of children participating in adult-supervised  
34 programs during non-school hours

35 d. support academic achievement

36 e. increase skills in technology, the arts, sports and other activities

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37  
38  
39  
40 V. ADULT EDUCATION

41  
42 The Richfield Public Schools shall, may make available to adults, programs  
43 in the following categories:

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44  
45 A. Adult basic education - to include English as a Second Language,  
46 G.E.D. preparation, skill development, and high school diploma  
47 programs

48  
49 B. Early childhood family education parenting programs

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C. General enrichment community education courses

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D. Off-campus college credit courses

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E.

E. Auditing of regular senior high classes

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D. Specialized classes and activities for adults with disabilities

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#### V. RESPONSIBILITIES

The community education administrator director shall be responsible for the development and administration of programs offered through Community Education. The community education administrator shall also be responsible for coordinating, scheduling, assigning meeting spaces, and making other arrangements to accommodate courses offered by local colleges and universities. Post-secondary institutions will be charged a minimal fee to help cover additional cleaning services necessitated by the offering of their courses.

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Adult education and youth programs offered through Community Education are supported by patron fees, local levy, and federal, state and private grants. Courses offered by post-secondary institutions in Richfield facilities are supported by fees and tuition charged by the respective institutions.

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Legal References: Minn. Stat. §124D.19 (Community Education Programs; Advisory Council)

Minn. Stat. §123B.51 (Schoolhouses and Sites; Access for noncurricular Purposes)

Minn. Stat. §124D.20 (Community Education Revenue)

ADOPTED BY THE BOARD OF EDUCATION: December 8, 1998

REVIEWED BY THE BOARD OF EDUCATION: July 17, 2017

REVISED BY THE BOARD OF EDUCATION: July 11, 2005, August 8, 2017

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

MSBA/MASA Model Policy 901

Orig. 1995

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

Rev. 1999

## **901 COMMUNITY EDUCATION**

### **I. PURPOSE**

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

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

The school board affirms a strong commitment to the community education program. The school board welcomes, and strongly encourages use of school buildings and activity areas by the community when not used for regularly scheduled elementary and secondary programs. The school administration should strive to accomplish the following objectives:

- A. Maximum use should be made of public school facilities within the school district service area.
- B. Educational needs and interest of area residents should be determined periodically.
- C. Community resources and expertise of residents should be utilized to develop a vibrant, well-rounded community education program.
- D. Area residents should be encouraged to actively participate in program opportunities.

### **III. COMMUNITY EDUCATION ADVISORY COUNCIL**

- A. The council shall assist in promoting the goals and objectives of the program.
- B. The membership of the community education advisory will consist of members who represent: various service organizations; churches; public and nonpublic schools; local government including elected officials; public and private nonprofit agencies serving youth and families; parents; youth; park, recreation or forestry services of municipal or local government units located in whole or in part within the boundaries of the school district; and any other groups participating in the community education program in the school district.
- C. Bylaws of the community education advisory council shall provide the framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings and such other matters as deemed necessary

and appropriate.

- D. The council will adopt a policy to reduce and eliminate program duplication within the school district.

***Legal References:*** Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)  
Minn. Stat. § 124D.19, Subd. 1 (Community Education Programs; Advisory Council)  
Minn. Stat. § 124D.20, Subd. 1 (Community Education Revenue)

***Cross References:*** MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

**OLD BUSINESS – FOR REVIEW**

**Agenda Item V.B.**

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

**Regular Meeting, August 16, 2021**

**Subject: Student Transportation Services**

(Recommended by the Superintendent)

Passage upon a final read of Policy 742: Student Transportation Services. This policy has been updated for clarity, current practices, and to reflect a widening of the eligibility for students to receive transportation.

**Attachments:**

Policy 742 – Student Transportation Services - redlined

**RICHFIELD PUBLIC SCHOOLS**  
**STUDENT TRANSPORTATION SERVICES**

**I. PURPOSE**

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

**II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of the school district to provide for the transportation of students in a manner which will protect their health, welfare and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

**III. DEFINITIONS**

- A. "Student with a disability" includes every child who has a hearing impairment, visual disability, speech or language impairment, physical handicap, other health impairment, mental handicap, emotional/behavioral disorder, specific learning disability, autism, traumatic brain injury, multiple disabilities, or deaf/blind disability and needs special instruction and services, as determined by the standards of the Department of Education. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the standards of the Department of Education, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. (Minn. Stat. § 125A.02)
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state if the facility, program, or residence is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)



- 1  
2 C. "Homeless student" means a student, including a migratory  
3 student, who lacks a fixed, regular, and adequate nighttime  
4 residence and includes: students who are sharing the housing of  
5 other persons due to loss of housing, economic hardship, or a  
6 similar reason; are living in motels, hotels, trailer parks, or camping  
7 grounds due to the lack of alternative adequate accommodations;  
8 are living in emergency or transitional shelters; are abandoned in  
9 hospitals; are awaiting foster care placement; have a primary  
10 nighttime residence that is a public or private place not designed  
11 for or ordinarily used as a regular sleeping accommodation for  
12 human beings; are living in cars, parks, public spaces, abandoned  
13 buildings, substandard housing, bus or train stations, or similar  
14 settings, and migratory children who qualify as homeless because  
15 they are living in any of the preceding listed circumstance. (42  
16 U.S.C. § 11434a)  
17  
18 D. "Nonpublic school" means any school, church, or religious  
19 organization, or home school wherein a resident of Minnesota may  
20 legally fulfill the compulsory instruction requirements of Minn. Stat.  
21 §120A.22, which is located within the state, and which meets the  
22 requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. §  
23 2000a). (Minn. Stat. §123B.41, Subd. 9)  
24  
25 E. "Nonresident student" is a student who attends school in the school  
26 district and resides in another district, defined as the "nonresident  
27 district." In those instances when the divorced or legally separated  
28 parents or parents residing separately share joint physical custody  
29 of a student and the parents reside in different school districts, the  
30 student shall be a resident of the school district designated by the  
31 student's parents. When parental rights have been terminated by  
32 court order, the legal residence of a student placed in a residential  
33 or foster facility for care and treatment is the district in which the  
34 student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. §  
35 125A.51; Minn. Stat. § 127A.47, Subd. 3)  
36  
37 F. "Pupil support services" are health, counseling and guidance  
38 services provided by the public school in the same district where  
39 the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)  
40  
41 G. "School of origin," for purposes of determining the residence of a  
42 homeless student, is the school that the student attended when  
43 permanently housed or the school in which the student was last  
44 enrolled. (42 U.S.C. § 11432(g)(3)(G))  
45  
46 H. "Shared time basis" is a program where students attend public  
47 school for part of the regular school day and who otherwise fulfill  
48 the requirements of Minn. Stat. § 120A.22 by attendance at a  
49 nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)  
50

- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

**IV. ELIGIBILITY**

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school.

1. Transportation will be provided within the designated attendance areas for each school:

a. The attendance area for Richfield STEM School, Richfield Dual Language School, Richfield Middle School and Richfield High School is the entire school district.

b. The Centennial Elementary School attendance area extends from the east side of Nicollet Avenue to the eastern border of the district, and the Sheridan Hills Elementary attendance area extends from the west side of Nicollet Avenue to the western border of the district. Provided, however, that the area east of Nicollet Avenue, south of 77<sup>th</sup> Street and north of Highway 494 will be designated as a flexible attendance area based on enrollment, demographics and other factors as determined by administration.

2. Transportation services will not be provided to students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. (Minn.Stat. § 123B.88, Subd. 1)

- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

1. The school district shall be responsible for transporting to and from school resident public and nonpublic elementary school students (grades PreK4-5) residing one mile or more from school and resident students (grades 6-12) residing two miles or more from school.

2. The Superintendent shall be responsible for identifying hazardous walking boundaries for students. Students residing in the attendance area who have to cross the

streets listed below in order to walk to their schools shall also be transported.

CENTENNIAL ELEMENTARY SCHOOL

12<sup>th</sup> Avenue

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Diagonal Blvd.

76<sup>th</sup> Street

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SHERIDAN HILLS ELEMENTARY SCHOOL

Penn & Xerxes Avenues

Highway 62

66<sup>th</sup> Street

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R-STEM & RDLS

66<sup>th</sup> Street

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73<sup>rd</sup> Street to Diagonal Blvd.

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Bloomington Avenue

Portland Avenue

RICHFIELD MIDDLE SCHOOL

Nicollet Avenue

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- C. At the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. This includes part-time secondary students, early childhood family education participants and area learning center students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payer, with the exception of early childhood family education participants and area-learning center students if the provision of such transportation services can be provided without an increase in the school district's expenditures. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)

**V. TRANSPORTATION OF NONRESIDENT STUDENTS**

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. The school district may provide transportation to a nonresident student outside its borders only after written notice to the resident district. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3; Minn. Stat. § 123B.88, Subd. 6)
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the

student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)

- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))

**VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS**

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

**VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH DISABILITIES/STUDENTS WITH TEMPORARY DISABILITIES**

- A. Upon a request of a parent or guardian, a resident student with a disability who is not yet enrolled in kindergarten, who requires special education services in a location other than the student's home, shall be provided transportation consistent with Minn. Stat. §

123B.92, Subd. 1(b)(4) . Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs. (Minn. Stat. § 123B.88, Subd. 1)

- B. Resident students with disabilities whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district. The school district shall determine the type of vehicle used to transport students with disabilities on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Rules Part 7470.1600)
- C. Resident students with disabilities who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during

regular operating hours. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

#### **VIII. HOMELESS STUDENTS**

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
  2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter

living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))

3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))

4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92, Subd. 3(c)).

**IX. AVAILABILITY OF SERVICES**

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

**X. MANNER OF TRANSPORTATION**

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the School Board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

**XI. RESTRICTIONS**

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the



school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

**XII. FEES**

- A. At its discretion, the school district may charge fees for transportation of students to and from extra curricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10). This is present in the district's offering of Co-curricular And Athletic Transportation (Policy #744) and in Field Trip Fees And Transportation (Policy #653).
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. (Minn. Stat. § 123B.36, Subd. 1(11). This is present in the district's offering of Pay-To-Ride Service (Policy #743). The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05.
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee (Minn. Stat. § 123B.36, Subd. 1(13).
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

**Legal References:** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not  
a  
Right)

Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic  
School Children; Definitions)  
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.88 (Independent School Districts,  
Transportation)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.04 (Enrollment Options Programs in  
Border States)  
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)  
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in  
Nonresident District)  
Minn. Stat. Ch. 125A (Children With a Disability)  
Minn. Stat. § 125A.02 (Children With a Disability, Defined)  
Minn. Stat. § 125A.12 (Attendance in Another District)  
Minn. Stat. § 125A.15 (Placement in Another District;  
Responsibility)  
Minn. Stat. § 125A.51 (Placement of Children Without  
Disabilities; Education and Transportation)  
Minn. Stat. § 125A.515 (Placement of Students; Approval of  
Education Program)  
Minn. Stat. § 125A.65 (Attendance at Academies for the  
Deaf and Blind)  
Minn. Stat. § 126C.01 (General Education Revenue -  
Definitions)  
Minn. Stat. § 127A.47 (Payments to Resident and  
Nonresident Districts)  
Minn. Rules Part 7470.1600 (Transporting Pupils with  
Disability)  
20 U.S.C. § 1415 (Individuals with Disabilities Education  
Improvement Act of 2004)  
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 2000d (Prohibition Against Exclusion from  
Participation in, Denial of Benefits of, and  
Discrimination under Federally Assisted Programs on  
Ground of Race, Color, or National Origin)  
42 U.S.C. § 11431, *et seq.* (McKinney-Vento Homeless  
Assistance Act of 2001)  
42 U.S.C. § 12132 (Americans With Disabilities Act)

**Cross References:** Board Policy 653 (Field Trips)  
Board Policy 541 (Student Behavior)  
Board Policy 744 (Co-curricular and Athletic  
Transportation)  
Board Policy 743 (Pay-To-Ride Service)

1  
2 ~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: December  
3 21, 1992  
4  
5 REVISED BY THE BOARD OF EDUCATION: November 7, 1994; May 15,  
6 2006, April 21, 2008; August  
7 17, 2020; August 16, 2021  
8  
9 REAFFIRMED BY THE BOARD OF EDUCATION: February 1, 1999

**OLD BUSINESS – FOR REVIEW**

**Agenda Item V.C.**

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

**Regular Meeting, August 16, 2021**

**Subject: Investments**

(Recommended by the Superintendent)

Passage upon a final read of Policy 702: Investments and Administrative Guideline 702.1. This policy was recently revised in March and has minimal new changes.

**Attachments:**

Policy 702: Investments – redlined  
Administrative Guideline 702.1 - redlined

**RICHFIELD PUBLIC SCHOOLS**

**POLICY ON INVESTMENTS**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. SCOPE**

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

**IV. AUTHORITY; OBJECTIVES**

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

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

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

**V. DELEGATION OF AUTHORITY**

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

**VI. STANDARD OF CONDUCT**

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

**VII. MONITORING AND ADJUSTING INVESTMENTS**

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

**VIII. INTERNAL CONTROLS**

The investment officer shall establish a system of internal controls which shall be documented in the Administrative Guideline. The internal controls shall be reviewed by the school board and shall be annually reviewed for

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

13  
14 **IX. PERMISSIBLE INVESTMENT INSTRUMENTS**

15  
16 The school district may invest its available funds in those instruments  
17 specified in Minn. Stat. 118A.04 and 118A.05, as these sections may be  
18 amended from time to time, or any other law governing the investment of  
19 school district funds. The assets of an other postemployment benefits  
20 (OPEB) trust or trust account established pursuant to Minn. Stat. 471.6175  
21 to pay postemployment benefits to employees or officers after their  
22 termination of service, with a trust administrator other than the Public  
23 Employees Retirement Association, may be invested in instruments  
24 authorized under Minn. Stat. Ch. 118A or § 356A.06, Subd. 7. Investment  
25 of funds in an OPEB trust account under Minn. Stat. § 356A.06, Subd. 7, as  
26 well as the overall asset allocation strategy for OPEB investments, shall be  
27 governed by an OPEB Investment Policy Statement (IPS) developed  
28 between the investment officer, as designed herein, and the trust  
29 administrator.  
30

31 **X. PORTFOLIO DIVERSIFICATION; MATURITIES**

32  
33 A. Limitations on instruments, diversification and maturity scheduling  
34 shall depend on whether the funds being invested are considered  
35 short-term or long-term funds. All funds shall normally be considered  
36 short-term except those reserved for building construction projects  
37 or specific future projects, OPEB Funds, and any unreserved funds  
38 used to provide financial-related managerial flexibility for future fiscal  
39 years.  
40

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

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

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

- a. U. S. Treasury Obligations (Bills, notes and bonds) – 100%.
- b. U.S. Government Agency Securities and Instrumentalities of Government Sponsored Corporations – 100%.
- c. Bankers' Acceptances (BAs) – 25%.
- d. Commercial Paper – Prime Double Rated (CP) – ~~85~~10%.
- e. Repurchase Agreements (Repos) – 25%.
- f. Certificates of Deposit (CDs) Commercial Banks (Government Collateral above current F.D.I.C. insurance level) – 85%.
- g. Certificates of Deposit (CDs) Savings and Loan Associations (not to exceed current F.~~S.L.D.~~I.C. insurance level) – 85%.
- h. Local Government Investment Pool – ~~75~~100%.
- i. Money Market Funds – 100%.

2. The-Excluding types of investment instruments allowed at 100%, the school district shall diversify its investments by using several financial institutions so that no more than 66 percent of the total portfolio is with any one financial institution when the total portfolio exceeds \$1,000,000. When the total portfolio is \$1,000,000 or less, diversification may not be necessary or possible.

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

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

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



1 highest rate of return within the maturity required and within the limits of this  
2 policy. Generally all quotations or bids will be computed on a consistent  
3 basis, i.e., a 360-day or a 365-day yield. Records will be kept of the  
4 quotations or bids received, the quotations or bids accepted and a brief  
5 explanation of the decision that was made regarding the investment. If the  
6 school district contracts with an investment advisor, bids are not required in  
7 those circumstances specified in the contract with the advisor.  
8

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

- 10  
11 A. The school district shall maintain a list of the financial institutions that  
12 are approved for investment purposes.  
13  
14 B. Prior to completing an initial transaction with a broker, the school  
15 district shall provide to the broker a written statement of investment  
16 restrictions which shall include a provision that all future investments  
17 are to be made in accordance with Minnesota Statutes governing the  
18 investment of public funds. The broker must annually acknowledge  
19 receipt of the statement of investment restrictions and agree to  
20 handle the school district's account in accordance with these  
21 restrictions. The school district may not enter into a transaction with  
22 a broker until the broker has provided this annual written agreement  
23 to the school district. The notification form to be used shall be that  
24 prepared by the State Auditor. A copy of this investment policy,  
25 including any amendments thereto, shall be provided to each such  
26 broker.  
27

28 **XIII. SAFEKEEPING AND COLLATERALIZATION**

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

- 1 C. Repurchase agreements shall be secured by the physical delivery or  
2 transfer against payment of the collateral securities to a third party  
3 or custodial agent for safekeeping. The school district may accept a  
4 safekeeping receipt instead of requiring physical delivery or third-  
5 party safekeeping of collateral on overnight repurchase agreements  
6 of less than \$1,000,000.  
7

8 **XIV. REPORTING REQUIREMENTS**  
9

- 10 A. The ~~investment officer shall generate monthly transaction reports for~~  
11 ~~management purposes. In addition, the~~ school board shall be  
12 provided, ~~at least quarterly, a monthly~~ report ~~that shall include data~~  
13 on investment instruments being held as well as any narrative  
14 necessary for clarification.  
15  
16 B. If necessary, the investment officer shall establish systems and  
17 procedures to comply with applicable federal laws and regulations  
18 governing the investment of bond proceeds and funds in a debt  
19 service account for a bond issue. The record keeping system shall  
20 be reviewed annually by the independent auditor or by another party  
21 contracted or designated to review investments for arbitrage rebate  
22 or penalty calculation purposes.  
23

24 **XV. DEPOSITORIES**  
25

26 The school board shall annually designate one or more official depositories  
27 for school district funds. The treasurer or the chief financial officer of the  
28 school district may also exercise the power of the school board to designate  
29 a depository. The school board shall be provided notice of any such  
30 designation by its next regular meeting. The school district and the  
31 depository shall each comply with the provisions of Minn. Stat. 118A.03 and  
32 any other applicable law, including any provisions relating to designation of  
33 a depository, qualifying institutions, depository bonds, and approval,  
34 deposit, assignment, substitution, addition and withdrawal of collateral.  
35

36 **XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT**  
37

38 The school district may make electronic fund transfers for investments of  
39 excess funds upon compliance with Minn. Stat. 471.38.  
40  
41

42 **Legal References:**  
43

44 Minn. Stat. 118A.01 (Public Funds; Depositories and Investments)  
45 Minn. Stat. 118A.02 (Authorization for Deposit and Investment)  
46 Minn. Stat. 118A.03 (Depositories and Collateral)  
47 Minn. Stat. 118A.04 (Investments)

1 Minn. Stat. 118A.05 (Contracts and Agreements)

2 Minn. Stat. 118A.06 (Delivery and Safekeeping)

3  
4 **Cross References:**

5  
6 Board Policy 704 – Annual Audit

7 MSBA Service Manual, Chapter Finance 7, Education Funding

8 Minnesota Legal Compliance Audit Guide prepared by the Office of the State  
9 Auditor

10  
11  
12 RATIFIED BY THE BOARD OF EDUCATION: November 17, 1997

13  
14 REVISED BY THE BOARD OF EDUCATION: February 22, 2005; June 16, 2009;  
15 March 15, 2021; August 16, 2021

**RICHFIELD PUBLIC SCHOOLS**

**ADMINISTRATIVE GUIDELINES ON INVESTMENTS**

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

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

Dated: November 17, 1997

Reviewed: September 7, 2010

Revised: February 22, 2005; March 15, 2021; August 16, 2021



**NEW BUSINESS – FOR ACTION**

**Agenda Item VI.A.**

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

**Regular Meeting, August 16, 2021**

**Subject: Policies for Annual Review**

(Recommended by the Superintendent)

Passage upon a single read of the attached policies that are required to be reviewed annually. Minimal changes are recommended only to Policies 301, 302, and 506 at this time. All other policies are recommended for passage with no updates necessary.

**Attachments:**

Policy 103: Harassment Prohibition

Administrative Guideline 103.2

Policy 107: Electronic Use and Communications

Administrative Guideline 107.1

Administrative Guideline 107.2

Policy 113: Bullying Prohibition

Administrative Guideline 113.1

Policy 301: Organizational Chart

Policy 302: Position Assignments – redlined

Policy 407: Leaves of Absence

Policy 409: Mandated Reporting of Child Neglect or Physical or Sexual Abuse

Administrative Guideline 409.1

Policy 410: Mandated Reporting of Maltreatment of Vulnerable Adults

Policy 506: Student Sex Nondiscrimination - redlined

Policy 541: Student Behavior

Administrative Guideline 541.1

Policy 602: School District System Accountability

Policy 802: Crisis Management

RICHFIELD PUBLIC SCHOOLS

**HARASSMENT PROHIBITION POLICY**

**I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or expression, disability, or any class protected under the law.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or expression, disability, or any other class protected under the law.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses or inflicts, threatens to inflict, or attempts to inflict violence upon a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school district personnel includes: school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or expression, disability, or any class protected under the law, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

**III. DEFINITIONS**

- A. "Assault" is:

1. an act done with intent to cause fear in another of imminent bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, and nonverbal behavior such as graphic and written statements, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or expression, disability, or any class protected under the law when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. "Disability": "A person with a disability" is any person who:
  - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
  - b. has a record of such an impairment; or
  - c. is regarded as having such an impairment.
2. "Familial status" means the condition of one or more minors being domiciled with:
  - a. their parent or parents or the minor's legal guardian; or
  - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian.



The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. "Gender identity or expression" includes the manner in which an individual expresses their gender and an individual's sense of being male, female, or otherwise on a continuum of gender.

4. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

5. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

6. "Sex" includes, but is not limited to, gender assigned at birth, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

7. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

8. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. Racial Harassment/Violence; Definition

1. Race-based harassment is intimidation or abusive behavior towards a student or employee based on perceived or actual race, color, creed or national origin that creates a hostile environment by interfering with or denying a student or employee's participation in or receipt of benefits, services, or opportunities in the schools' programs or employment.

2. Racial violence is a physical act or aggression or force, or threat thereof which is directed toward a student or employee based upon their perceived or actual race, color, creed, or national origin

F. Religious Harassment/Violence; Definition

1. Religion-based harassment is intimidation or abusive behavior toward a student or employee based on perceived or actual religious belief that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the schools' programs.
2. Religious violence is the threat of or an actual physical act of aggression or force which is directed toward a student or employee based upon their perceived or actual religion.

G. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
  - a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied

or overt threats concerning an individual's employment or educational status;

e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or

f. unwelcome behavior or words directed at an individual because of gender.

#### H. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;

b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;

c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or

d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

#### I. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or expression, disability, or any class protected under the law.

### IV. REPORTING PROCEDURES

- 1           A.     Any person who believes they have been the victim of harassment  
2                 or violence on the basis of race, color, creed, religion, national  
3                 origin, sex, age, marital status, familial status, status with regard to  
4                 public assistance, sexual orientation, gender identity or expression,  
5                 disability, or any other protected class, by a student, teacher,  
6                 administrator, or other school district personnel, or any person  
7                 (e.g., witness, parent, colleague) with knowledge or belief of  
8                 conduct which may constitute harassment or violence prohibited by  
9                 this policy toward a student, teacher, administrator, or other school  
10                district personnel or group of students, teachers, administrators, or  
11                other school district personnel should report the alleged acts  
12                immediately to an appropriate school district official designated by  
13                this policy.  
14
- 15           B.     The school district encourages the reporting party or complainant  
16                 to use the report form available from the principal of each building  
17                 or available from the school district office, but oral reports shall be  
18                 considered complaints as well.  
19
- 20           C.     Nothing in this policy shall prevent any person from reporting  
21                 harassment or violence directly to a school district human rights  
22                 officer, to the district's Title IX coordinator, or to the superintendent.  
23                 The district has a Title IX policy and grievance procedure, and  
24                 nothing in this policy shall prevent any person from reporting sexual  
25                 harassment or violence in the manner specified by Policy 115: Title  
26                 IX.  
27
- 28           D.     In Each School Building. The building principal, the principal's  
29                 designee, or the building/program supervisor (hereinafter Building  
30                 Report Taker) is the person responsible for receiving oral or written  
31                 reports of harassment or violence prohibited by this policy at the  
32                 building/program level. Any adult school district personnel who  
33                 receives a report of harassment or violence prohibited by this policy  
34                 shall inform the Building Report Taker immediately. If the complaint  
35                 involves the Building Report Taker, the complaint shall be made or  
36                 filed directly with the superintendent or the school district human  
37                 rights officer by the reporting party or complainant. School district  
38                 personnel who fail to inform the Building Report Taker of a report of  
39                 harassment or violence in a timely manner may be subject to  
40                 disciplinary action.  
41
- 42           E.     Upon receipt of a report, the Building Report Taker must notify the  
43                 school district human rights officer immediately, without screening  
44                 or investigating the report. If the complaint only involves students,  
45                 the Building Report Taker is designated to review the complaint,  
46                 initiate the investigation and notify the school district human rights  
47                 officer if the complaint includes allegations of sexual harassment or  
48                 other potentially criminal allegations. The Building Report Taker  
49                 may request, but may not insist upon, a written complaint. A  
50                 written statement of the facts alleged will be forwarded as soon as

practicable by the Building Report Taker to the human rights officer. If the report was given verbally, the Building Report Taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the Building Report Taker.

F. In the District. The school board hereby designates Craig Holje, Chief Human Resources and Administrative Officer as the school district human rights officer to receive reports or complaints of harassment or violence prohibited by this policy. The school district human rights officer also serves as the district Title IX coordinator, and it is ultimately the responsibility of this individual to determine whether any allegations of sexual harassment fall under the purview of Policy 115: Title IX or under this policy and to proceed according to the correct policy. If the complaint involves the human rights officer, the complaint shall be filed directly with the superintendent, and the superintendent shall then assume that responsibility. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

G. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited. Knowingly false accusations or reports of violence or harassment against another person are prohibited.

H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

## **V. INVESTIGATION**

A. By authority of the school district, the human rights officer or Building Report Taker as appropriate, upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize any investigation that may be required to understand the facts of the situation. The investigation may be conducted by school district officials or by a third party designated by the school district.

- 1           B.     The investigation may consist of personal interviews with the  
2               complainant, the individual(s) against whom the complaint is filed,  
3               and others who may have knowledge of the alleged incident(s) or  
4               circumstances giving rise to the complaint. The investigation may  
5               also consist of any other methods and documents deemed  
6               pertinent and necessary by the investigator.  
7  
8           C.     In determining whether alleged conduct constitutes a violation of  
9               this policy, the school district should consider the surrounding  
10              circumstances, the nature of the behavior, past incidents or past or  
11              continuing patterns of behavior, the relationships between the  
12              parties involved, and the context in which the alleged incidents  
13              occurred. Whether a particular action or incident constitutes a  
14              violation of this policy requires a determination based on all the  
15              facts and surrounding circumstances.  
16  
17          D.     In addition, the school district may take immediate steps, at its  
18               discretion, to protect the complainant, students, teachers,  
19               administrators, or other school personnel pending completion of an  
20               investigation of alleged harassment or violence prohibited by this  
21               policy.  
22  
23          E.     The investigation will be completed as soon as practicable. The  
24               school district human rights officer or Building Report Taker shall  
25               make a written report to the superintendent upon completion of a  
26               formal investigation involving an employee or any complaint that  
27               involves criminal allegations. The report for any complaint involving  
28               students will be documented appropriately in the student  
29               information system. If the complaint involves the superintendent,  
30               the report may be filed directly with the school board. The report  
31               shall include a determination of whether the allegations have been  
32               substantiated as factual and whether they appear to be violations  
33               of this policy. If no formal investigation was authorized by the  
34               Human Rights Officer, they will ensure appropriate follow up with  
35               the employee(s) or student(s) or other parties involved.  
36

37 **VI.     SCHOOL DISTRICT ACTION**

- 38  
39          A.     Upon completion of the investigation, the school district will take  
40               appropriate action. Such action may include, but is not limited to,  
41               warning, suspension, exclusion, expulsion, transfer, remediation,  
42               termination, or discharge. School district action taken for violation  
43               of this policy will be consistent with requirements of applicable  
44               collective bargaining agreements, Minnesota and federal law, and  
45               school district policies.  
46  
47          B.     If requested, the result of the school district's investigation of each  
48               complaint filed under these procedures will be reported orally or in  
49               writing to the complainant by the school district in accordance with  
50               state and federal law regarding data or records privacy.

**VII. REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

**VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

**IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

**X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted in each school building in areas accessible to students and staff members. It will be available on the District website.
- B. This policy shall be given to or access provided to the website containing the policy for each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence,

gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.

- F. This policy shall be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. § 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. § 260E (Reporting of Maltreatment of Minors)  
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (“Clery Act”))  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)  
20 U.S.C. § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
34 C.F.R. Part 106 (Implementing Regulations of Title IX)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)  
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

**Cross References:** Policy 102 (Equal Educational Opportunity)  
Policy 113 (Bullying Prohibition Policy)  
Policy 108 (Hazing Prohibition)  
Policy 115 (Title IX)  
Policy 111 (Weapons on School Premises)  
Policy 402 (Equal Employment Opportunity)  
Policy 403 (Disability Nondiscrimination)  
Policy 409 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
Policy 410 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
Policy 412 (Public and Private Personnel Data)



1 Policy 505 (Student Disability Nondiscrimination)  
2 Policy 506 (Student Sex Nondiscrimination)  
3 Policy 541 (Student Behavior)  
4 Policy 581 (Protection and Privacy of Pupil Records)  
5 Policy 582 (Staff Notification of Violent Behavior by  
6 Students)  
7 Policy 586 (Gender Inclusion)  
8 Policy 742 (Student Transportation Services)  
9 Policy 783 (Video Surveillance)  
10  
11

12 RATIFIED BY THE BOARD OF EDUCATION: January 18, 1994  
13

14 REVIEWED BY THE BOARD OF EDUCATION: April 18, 2005  
15

16 REVISED BY THE BOARD OF EDUCATION: December 7, 1999; January  
17 22, 2002; March 17, 2003;  
18 June 17, 2008; August 18,  
19 2014; January 19, 2021  
20

**RICHFIELD PUBLIC SCHOOLS**  
**ADMINISTRATIVE GUIDELINES**  
**HARASSMENT PROHIBITION POLICY**

The attached forms are to be used in the implementation of Board Policy 103: Harassment Prohibition. The first page is for notification of the district's policy. The second page is a form that may be used to report an incident. The third page is an intake form that may be used by the appropriate administrator.

Dated: January 18, 1994  
Revised: December 7, 1999; March 17, 2003; August 18, 2014; January 19, 2021  
Reviewed: January 22, 2002; April 18, 2005; June 17, 2008

**\*\*\*ATTENTION\*\*\***  
**DISTRICT 280 POLICIES AGAINST**  
**HARASSMENT, VIOLENCE AND BULLYING**

1. Everyone at District 280 has a right to feel respected and safe. Consequently, we want you to know about our policies to prohibit harassment, violence and bullying based upon any kind of legally protected classification.
2. A harasser may be a student or an adult. Harassment may include the following when related to race, color, creed, religion, national origin, sex, age, familial status, marital status, status with regard to public assistance, disability, sexual orientation, gender identity or expression, or any other class protected under the law:
  - a. name calling, jokes or rumors;
  - b. pulling on clothing
  - c. graffiti;
  - d. notes or cartoons;
  - e. unwelcome touching of a person or clothing
  - f. offensive or graphic posters or book covers; or
  - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer and Title IX Coordinator, Craig Holje.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer/Title IX Coordinator.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of harassment, violence or bullying and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District policies against harassment, violence, and bullying. Complete policies are available in the district office upon request or on the district website: [www.richfieldschools.org](http://www.richfieldschools.org)

**HARASSMENT, VIOLENCE, AND BULLYING AGAINST A PROTECTED CLASS ARE**  
**AGAINST THE LAW.**  
**DISCRIMINATION IS AGAINST THE LAW.**

CONTACT: **CRAIG HOLJE**  
**HUMAN RIGHTS OFFICER/TITLE IX COORDINATOR**  
7001 HARRIET AVENUE SOUTH  
RICHFIELD, MN 55423  
PHONE: **612-798-6031**

General Statement of Policies Prohibiting Harassment, Violence, and Bullying

Richfield Public Schools prohibits harassment, violence, discrimination and bullying in all forms, including but not limited to that which occurs on the basis of a person's actual or perceived race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or expression, disability, or any class protected under the law. If you or someone you know has experienced harassment, violence, discrimination, or bullying at school or at any school-related event for any reason, please complete this reporting form to have the incident(s) investigated by the District. Any student, parent/guardian, or district employee may complete this form and return it to any administrator.

Retaliation against any individual who makes a report or who participates or assists in an investigation of harassment, violence, discrimination, or bullying is strictly prohibited.

1. Preliminary Information

Date of Report: \_\_\_\_\_

Name of Person Making Report: \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

2. Description of Incident:

Date of Alleged Incident(s) \_\_\_\_\_

Please provide the name(s) of all persons (including yourself, if applicable) who were the target of the harassment, discrimination, violence or bullying: \_\_\_\_\_

Please provide the name(s) and/or descriptions of all individuals (students, school employees, school visitors, or others) who engaged or participated in the alleged discrimination, harassment, or bullying (if known): \_\_\_\_\_

Where and when did the incident(s) occur (please be specific)? \_\_\_\_\_

List any witnesses who were present. \_\_\_\_\_

Detailed Description of Incident (Attach additional pages if necessary.) \_\_\_\_\_

By signing below, I am stating that all of the information I have provided is true, accurate, and complete to the best of my knowledge:

Complaint Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

**RICHFIELD PUBLIC SCHOOL - I.S.D. #280**  
**HARASSMENT, VIOLENCE AND BULLYING**  
**INVESTIGATION INTAKE AND REPORT FORM**  
***(To be completed by appropriate administrator)***

1. Investigation Summary

Date of Intake Review \_\_\_\_\_

Name & Title of Person Conducting Review: \_\_\_\_\_

2. Initial Category of Claim

\_\_\_\_\_ Harassment (Non-sexual) \_\_\_\_\_ School Related  
\_\_\_\_\_ Violence \_\_\_\_\_ Outside of School Only  
\_\_\_\_\_ Discrimination (Not on the basis of sex) \_\_\_\_\_ Electronic Communication  
\_\_\_\_\_ Bullying  
\_\_\_\_\_ Sexual Harassment or Sex Discrimination

3. Action(s) Recommended (check all that apply)

\_\_\_\_\_ Formal Investigation \_\_\_\_\_ Refer to Outside Agency  
\_\_\_\_\_ Refer to Student Services Agency Name: \_\_\_\_\_  
\_\_\_\_\_ Monitor  
\_\_\_\_\_ Report to District Human Rights Officer/Title IX Coordinator  
\_\_\_\_\_ Contact Parent/Guardian  
\_\_\_\_\_ Other: \_\_\_\_\_

Reason for determination of action recommended: \_\_\_\_\_

4. Formal Investigation Summary:

Please provide the name(s) of all persons interviewed as part of the investigation \_\_\_\_\_

Detailed Description of Incident (Attach additional pages if necessary.) \_\_\_\_\_

Final Action Taken (Attach additional pages if necessary.) \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_

**RICHFIELD PUBLIC SCHOOLS**

**ELECTRONIC USE AND COMMUNICATIONS**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. DEFINITIONS**

- A. Communications equipment and networks: includes, but is not limited to, telephones (VoIP), voicemail, fax machines, desktop and laptop computers, Chromebooks, tablets, computer networks, email, and the internet.
- 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, voicemail, fax transmissions, computers, software, phone and computer applications, operating systems, computer networks, email, storage media, file transfer protocol (FTP), portable electronic devices, social media, and the internet.

- 1 C. Intellectual property: An individual's own thoughts and ideas  
2 expressed through a product such as a drawing or written document  
3 which may be viewed in the form of a tangible, "hard copy" such as  
4 paper or stored electronically and viewed on a monitor or screen.  
5 Student homework and teacher-created curricular items are specific  
6 examples.  
7
- 8 D. Internet: A world-wide network of computers. Internet access is  
9 viewed both as an extension of the District's email and as an extension  
10 of the schools' digital resources. This includes email, the World Wide  
11 Web, social media, streaming media, and other similar electronic  
12 content.  
13
- 14 E. Copyright: The exclusive right granted by the federal government to  
15 reproduce, publish, and sell the matter and form of a literary, musical,  
16 or artistic work. Permission must be received from copyright holders  
17 before copyrighted works can be used by others.  
18
- 19 F. Fair use: A copyright law doctrine which permits educational  
20 organizations and staff rights to legal, non-licensed citation or  
21 incorporation of copyrighted materials within the confines of the  
22 educational environment for criticism, comment, and instructional  
23 purposes.  
24
- 25 G. Eligible students: All rights and protections given parents/guardians  
26 under this policy transfer to the student when the student reaches  
27 eighteen (18) years of age or enrolls in an institution of post-secondary  
28 education. The student then becomes an "eligible student." However,  
29 the parents/guardians of an eligible student who is also a "dependent  
30 student" are entitled to gain access to the educational records of such  
31 student without first obtaining the consent of the student.  
32
- 33 H. Access: Refers to a staff or student's rights to hardware and software  
34 provided by Richfield Public Schools. Access can be altered or even  
35 denied if a user violates this or other Board Policies.  
36
- 37 I. Bullying: Refer to Board Policy 113 (Bullying Prohibition Policy)  
38

39 **IV. LIMITED EDUCATIONAL PURPOSE**  
40

41 The District is providing students and employees with access to the District's  
42 digital network system, hardware, and software, which includes internet  
43 access. The purpose of the District's digital network system is more specific  
44 than providing students and employees with general access to the internet.  
45 District communication systems and resources have limited educational  
46 purposes, which include the use of the resources and system for classroom  
47 activities, educational research, and professional or career development.

Users are expected to use access through the District's digital network resources and system to further educational and personal goals consistent with the mission of the school district and school 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 District's system, hardware, software, and internet resources or accounts are considered unacceptable:

1. Users will not use the 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 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 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 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



1 viruses or by any other means, will not tamper with, modify, or  
2 change the District's system software, hardware, or wiring or  
3 take any action to violate the District's security system, and will  
4 not use the District's system in such a way as to disrupt the use  
5 of the system by other users.  
6

7 5. Users will not use the District's system to gain unauthorized  
8 access to information resources or to access another person's  
9 materials, information, or files without the implied or direct  
10 permission of that person.  
11

12 6. Users will not use the District's system to post private  
13 information about another person, personal contact information  
14 about themselves or other persons, or other personally  
15 identifiable information, including, but not limited to, addresses,  
16 telephone numbers, school addresses, work addresses,  
17 identification numbers, account numbers, access codes or  
18 passwords, unapproved labeled photographs, or other  
19 information that would make the individual's identity easily  
20 traceable, and will not repost a message that was sent to the  
21 user privately without permission of the person who sent the  
22 message.  
23

24 a. This paragraph does not prohibit the posting of employee  
25 contact information on the District's website or  
26 communications between employees and other  
27 individuals when such communications are made for  
28 education-related purposes (i.e., communications with  
29 parents or other staff members related to students).  
30

31 b. Employees creating or posting school-related digital  
32 presences may include personal contact information  
33 about themselves on a webpage. However, employees  
34 may not post personal contact information or other  
35 personally identifiable information about students unless:  
36

37 (1) such information is classified by the District's as  
38 directory information and verification is made that  
39 the District has not received notice from a  
40 parent/guardian or eligible student that such  
41 information is not to be designated as directory  
42 information in accordance with Policy 581; or  
43

44 (2) Such information is not classified by the District as  
45 directory information but written consent for  
46 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 system to post personal information about a user or another individual on social networks, including, but not limited to, "Facebook, Twitter, Instagram, Snapchat, TikTok, etc."

- 7. Users will not attempt to gain unauthorized access to the District's system or any other system through the District's 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 District's system may not be encrypted without the permission of appropriate school authorities.

- 8. Users will not use the 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.

- 9. Users will not use the District's system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the District. Users will not use the District's system to offer or provide goods or services or for product advertisement, except for in the case of school-related fundraisers.

- 10. Users will not use the District's system to engage in bullying or cyberbullying in violation of the 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 unacceptable use of the internet when off 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 District's system is compromised or if a District employee or student is negatively impacted. If the District receives a report of an unacceptable use originating from a non-school computer or resource, the 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 District computer system and the internet and discipline under other appropriate 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 District official. In the case of a 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 District employee, the building administrator.

## **VI. LIMITATIONS ON SCHOOL DISTRICT LIABILITY**

Use of the District's system is at the user's own risk. The system is provided on an "as is, as available" basis. The District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on District 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 District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The District will not be responsible for financial obligations arising through unauthorized use of the school district system or the 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 filtering systems. Access to systems such as email and social media will be limited to curriculum-related work only.

- A. With respect to any of its computers with internet access, the 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;
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 District will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and will actively train students on digital fluency, literacy, and cyberbullying awareness and response.

## **VIII. PRIVACY EXPECTATIONS**

A. The 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 District's systems. Files stored on 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 District systems may lead to a discovery that a user has violated this policy, another 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 District policy.
- D. Parents/guardians have the right at any time to investigate or review the contents of their child's files and email files by way of written request.
- E. District employees should be aware that the District retains the right at any time to investigate or review the contents of their files and email files. In addition, 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 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 District policies conducted through the District's systems.

**IX. USER NOTIFICATION**

- A. All users shall be notified of the District's policies relating to the use of the District's digital network system and internet use.
- B. This notification shall include the following:
  - 1. Notification that use of the District's digital network system and internet use is subject to compliance with District policies.
  - 2. Disclaimers limiting the District's liability relative to:
    - a. Information stored on District hard drives, cloud-based storage, or servers.
    - b. Information retrieved through District computers, networks, or online resources.
    - c. Personal property used to access District computers, networks, or online resources.

- 1 d. Unauthorized financial obligations resulting from use of
- 2 District resources/accounts to access the internet.
- 3
- 4 3. A description of the privacy rights and limitations of school
- 5 sponsored/managed internet accounts.
- 6
- 7 4. Notification that, even though the District may use technical
- 8 means to limit student and staff internet access, these limits do
- 9 not provide a foolproof means for enforcing the provisions of
- 10 this acceptable use policy.
- 11
- 12 5. Notification that goods and services can be purchased over the
- 13 internet that could potentially result in unwanted financial
- 14 obligations and that any financial obligation incurred by a
- 15 student through the internet is the sole responsibility of the
- 16 student and/or the student's parents/guardians.
- 17
- 18 6. Notification that the collection, creation, reception, maintenance,
- 19 and dissemination of data via the internet, including electronic
- 20 communications, is governed by Policy 412, Public and Private
- 21 Personnel Data, and Policy 515, Protection and Privacy of Pupil
- 22 Records.
- 23
- 24 7. Notification that, should the user violate the District's acceptable
- 25 use policy, the user's access privileges may be revoked, school
- 26 disciplinary action may be taken and/or appropriate legal action
- 27 may be taken.
- 28
- 29 8. Notification that all provisions of the acceptable use policy are
- 30 subordinate to local, state, and federal laws.
- 31

32 **X. PARENT/GUARDIAN RESPONSIBILITY; NOTIFICATION OF STUDENT**

33 **INTERNET USE**

34

- 35 A. Outside of school, parents/guardians bear responsibility for the same
- 36 guidance of internet use as they exercise with information sources
- 37 such as television, telephones, smartphones, tablets, personal
- 38 computers, radio, movies, streaming content, video games, and other
- 39 possibly offensive media. Parents/guardians are responsible for
- 40 monitoring their child's use of the District's system and of the internet if
- 41 the child is accessing the District's system from home or a remote
- 42 location.
- 43
- 44 B. Parents/guardians will be notified that their child will be using District
- 45 resources/accounts to access the internet. This notification should
- 46 include:
- 47

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 prior to use by the student.
4. A statement that the District's acceptable use policy is available for parental review on the District website.

### **XIII. IMPLEMENTATION; POLICY REVIEW**

- A. The District administrators 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 District's internet policies and procedures are available for review by all parents, guardians, staff, and members of the community on the District website.
- 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:***

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 (Harassment Prohibition)  
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 Pupil 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

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**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 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, 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 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, and media specialists.
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 in an efficient manner
  - login and password use for network accounts and email
  - accessing 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 technology 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 technology department.

8. INTERNET AND EMAIL FILTERING – 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 technology 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 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 site, the user shall immediately disclose the inadvertent access to an appropriate 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.

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. 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 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 30 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 30<sup>th</sup> 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.
  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 District's 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 applicable 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 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 and the educational value to be gained from proper internet use is the joint responsibility of students, parents/guardians, and employees of the District.

- An Internet Use Agreement form for students must be read and physically or digitally signed by the user and the parent or guardian. The Internet Use Agreement form for employees must be signed by the employee and filed at the District office, physically or virtually.
- All users shall be notified of the District policies relating to internet use. Notification shall include:
  - Disclaimers limiting the 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

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

**F. SOFTWARE**

1. LEGAL LICENSING – The District will install and use only legally purchased and licensed software on District computers and servers. 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.
4. 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.
5. COPYING APPLICATIONS – A software application shall not be copied to another computer without a legal license or procedure to pay for that additional license.
6. 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.

**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 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 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 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 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 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 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 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 work site.

**J. STAFF USE OF EMAIL, 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 EMAIL- Staff email is archived for a period of three (3) years from the date the message was sent or received.
4. STUDENT EMAIL- Student email, sent or received, is 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, email 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. WEBSITE MANAGEMENT**

1. WEBSITES – Schools and District programs shall have the opportunity to post content on the official school and District websites to enhance communication with students, families, and the community. These websites were established within systems agreed upon by the Director of Marketing & Communications, the Technology Director, and the District Technology Advisory Committee (DTAC).
  - a. Intranet: An internal “intranet” website 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 department. Content for the site will be determined by District administration. Teachers, building staff, and building administration may provide recommendations for additional site content.
2. WEBSITE PUBLISHING RIGHTS – The Director of Marketing & Communications and the Director of Technology have the responsibility for granting publishing rights to District or school websites. 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. WEBSITE CONTENT EXPECTATIONS – Teaching staff, program leaders, and administrators are expected to provide up-to-date website content with information of interest to District staff, students and the community. Expectations shall be developed by the Director of Marketing & Communications and district administration, monitored at the building level by building administration.

4. STUDENT WEBSITES – 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 systems, and to emphasize proper etiquette and industry accepted formats, which appropriately represent 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 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 honesty, individual accountability, and safety. Failure to meet or follow these guidelines may result in professional intervention and/ or disciplinary action.

**B. DEFINITIONS**

1. **SOCIAL MEDIA** - Social media is defined as any electronic communication program, application, or network that allows 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.

**C. GENERAL GUIDELINES**

The following guidelines are established to meet the expectations in the 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.

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 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 is or could be permanent public information that represents the staff member or student now and in the future.
4. Staff and students must self- identify and may not misrepresent themselves using another person's or organization'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 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 utilizing 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 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 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 or 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  
2 1. Employees must consider their role as a school employee before posting  
3 or communicating content that is obscene, profane, vulgar, harassing,  
4 threatening, bullying, libelous, or defamatory, or content that discusses or  
5 encourages any illegal or inappropriate use of alcohol, use of illegal drugs,  
6 sexual behavior and/or sexual harassment or content that violates District  
7 policy, professional ethics, or law.  
8
- 9 2. Views expressed on personal social media are the employee's alone and  
10 do not necessarily reflect the view of the District. Employees cannot act as  
11 an official spokesperson for the District or post comments as a  
12 representative of the District, except as authorized by the superintendent  
13 or the superintendent's designee. If an employee chooses to personally  
14 post on social media any commentary related to the District, the employee  
15 assumes all risk associated with the posting. Employees may not state or  
16 suggest that their personal messages are endorsed by the District.  
17
- 18 3. Employees may not disclose information on social media that is private,  
19 confidential or proprietary to the District, its students, or employees or that  
20 is protected by data privacy laws.  
21
- 22 4. The District recognizes that student groups or members of the public  
23 create and use social media representing students or groups within the  
24 district. When employees, including coaches/ advisors, choose to join or  
25 engage with these social media tools, they do so as an employee of the  
26 District, and thus the guidelines outlined above apply.  
27
- 28 5. Employees have a responsibility for maintaining appropriate employee-  
29 student relationships at all times. This includes exercising good judgment  
30 and professionalism in any interpersonal relationship with students, for the  
31 safety of the students online, and responding as required as mandated  
32 reporters when applicable. Employees are strongly discouraged from  
33 engaging in any social media interaction with students.  
34

#### 35 **E. DISCIPLINARY MEASURES**

36  
37 When using social media using District resources, including technology and/or  
38 wifi, or during the school day, or in a manner that impacts the work or educational  
39 environment and may be disruptive or cause harm, students and staff are subject  
40 to all disciplinary policies. Disciplinary consequences are assigned as related to  
41 the severity, frequency, and/ or extenuating circumstances of the event. Primary  
42 consideration is given to those consequences for students that are educational in  
43 nature and designed to bring about the desired change in behavior. The District  
44 reserves its right to consider the full range of disciplinary consequences outlined  
45 in District policy and/or Minnesota Statute should the circumstances warrant a  
46 more stringent disciplinary approach.  
47

#### 48 **F. RESERVATION OF RIGHTS**

The District reserves the right to remove individual social media site access from users, as well as content posted in our educational setting and the 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

**RICHFIELD PUBLIC SCHOOLS**  
**BULLYING PROHIBITION POLICY**

**I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

**II. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means repeated behavior by a student or a group of students that is intended to cause or is perceived as causing another student or a group of students to feel frightened, threatened, intimidated, humiliated, shamed, disgraced, ostracized, or physically abused. The bullying that is addressed in this policy is that which substantially interferes with the targeted student's or students' educational benefits, opportunities, or performance. Bullying implies an imbalance in real or perceived physical, social or psychological power. Bullying can occur via physical, verbal, social/relational, electronic or other forms of interactions or communication. Bullying includes, but is not limited to, repeated conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:

1. Hurting another physically by hitting, kicking, tripping, or pushing;
2. Stealing or damaging another person's property;
3. Ganging up on another person;

4. Teasing another person in a hurtful way;
5. Calling another person hurtful names;
6. Using put-downs, such as insulting another person's race, making fun of another person because of their characteristics related to gender, or denigrating another person for other personal characteristics;
7. Isolating a person;
8. Spreading rumors or untruths about another person.
9. Intimidating a student or group of students.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network internet web site or forum, transmitted through a computer, cell phone, or other electronic device.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "On school district property or at school-related functions" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

### **III. GENERAL STATEMENT OF POLICY**

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the



safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying maybe subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors in determining whether discipline is required and if so, the type and extent of discipline:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school

district property and events and/or termination of services and/or contracts.

- G. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes they have been the victim of bullying or any other person (e.g. witness, parent, colleague) with knowledge or belief of conduct that may constitute bullying is encouraged to report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct they believe to be bullying even if more than 24 hours have passed. A person may report bullying anonymously. However, the school district's ability to take action against an alleged bully based solely on an anonymous report may be limited.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter Building Report Taker) is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent. If the complaint involves the Building Report Taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the Building Report Taker immediately. School district personnel who fail to inform the Building Report Taker of conduct that may constitute bullying in a timely manner may be subject to disciplinary action.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. STAFF EXPECTATIONS**

Teachers and staff at Richfield Public Schools are expected to take the following actions in order to prevent bullying and help students feel safe at school:

- A. Closely supervise students in all areas of the school and playground;
- B. Watch for signs of bullying and stop it when it happens;
- C. Respond quickly and sensitively to bullying reports using an appropriate response process;
- D. Report bullying to the Building Report Taker;
- E. Notify the Building Report Taker when efforts to address the bullying prove unsuccessful;
- F. Help create a school culture of respect and kindness by modeling and fostering these traits.

## **VI. INVESTIGATION**

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district within three school days of the report. This process is overseen by the Building Report Taker.
- B. The Building Report Taker may take immediate steps, at their discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.

## **VII. SCHOOL DISTRICT ACTION**

- A. Upon completion of the investigation, the school district will take

appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. The primary purpose of such action is to protect the student(s) who have been the target of bullying behavior and to deter the prohibited behavior in the future. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged bully who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident of the incident and of action taken, to the extent permitted by law.
- C. Referral to Professional School Support Staff. A student who violates this policy may be asked to meet with a school counselor or other staff to work on positive behavioral interventions to help prevent future violations.
- D. Referral to available community resources. The involved students and their parents will be given references to community resources and support, as it is appropriate.
- E. Individualized Education Plans or Section 504 Plans may address the skills and proficiencies needed for students with disabilities to engage in positive behaviors and respond appropriately to prohibited conduct.
- F. Staff Consequences. A Richfield Public School employee who fails to immediately and appropriately address bullying may be asked to participate in additional staff training, may be mentored, or may be disciplined. A staff member's repeated failure to address bullying behavior may result in discipline up to and including termination or discharge.

#### **VIII. REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

#### **IX. TRAINING AND EDUCATION**

- 1  
2 A. The school district annually will provide information and any  
3 applicable training to school district staff regarding this policy.  
4  
5 B. The school district annually will provide education and information  
6 to students regarding bullying, including information regarding this  
7 school district policy prohibiting bullying, appropriate reporting  
8 procedures for reporting bullying, the harmful effects of bullying,  
9 and other applicable initiatives to prevent bullying.  
10  
11 C. The administration of the school district is directed to implement  
12 programs and other initiatives to prevent bullying, to respond to  
13 bullying in a manner that does not stigmatize the victim, and to  
14 make resources or referrals to resources available to victims of  
15 bullying.  
16  
17 D. The school district may implement violence prevention and  
18 character development education programs to prevent and reduce  
19 policy violations. Such programs may offer instruction on character  
20 education including, but not limited to, character qualities such as  
21 attentiveness, truthfulness, respect for authority, diligence,  
22 gratefulness, self-discipline, patience, forgiveness, respect for  
23 others, peacemaking, and resourcefulness.  
24

25 **X. NOTICE**  
26

27 The school district will give annual notice of this policy to students,  
28 parents or guardians, and staff, and this policy shall appear in the student  
29 handbook.  
30  
31

32 **Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
33 Minn. Stat. § 121A.03 (Sexual, Religious and Racial  
34 Harassment and Violence)  
35 Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting  
36 Intimidation and Bullying)  
37 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
38 Minn. Stat. § 121A.69 (Hazing Policy)  
39 Minn. Stat. §121A.031 (School Student Bullying Policy)  
40  
41

42 **Cross References:** Policy 103 (Racial, Religious and Sexual Harassment  
43 and Violence)  
44 Policy 108 (Hazing Prohibition)  
45 Policy 111 (Weapons on School Premises)  
46 Policy 409 (Mandated Reporting of Child Neglect or  
47 Physical or Sexual Abuse)  
48 Policy 410 (Mandated Reporting of Maltreatment of  
49 Vulnerable Adults)  
50 Policy 505 (Student Disability Nondiscrimination)

- 1 Policy 506 (Student Sex Nondiscrimination)
- 2 Policy 541 (Student Behavior)
- 3 Policy 581 (Protection and Privacy of Pupil Records)
- 4 Policy 582 (Staff Notification of Violent Behavior by
- 5 Students)
- 6 Policy 742 (Student Transportation Services)
- 7 Policy 783 (Video Surveillance)
- 8
- 9

10 RATIFIED BY THE BOARD OF EDUCATION: July 16, 2007

11

12 REVISED BY THE BOARD OF EDUCATION: September 4, 2007; August 18,

13 2014; January 19, 2021

**\*\*\*ATTENTION\*\*\***

**DISTRICT 280 POLICIES AGAINST  
HARASSMENT, VIOLENCE AND BULLYING**

1. Everyone at District 280 has a right to feel respected and safe. Consequently, we want you to know about our policies to prevent harassment, violence and bullying based upon any kind of legally protected classification.
2. A harasser may be a student or an adult. Harassment may include the following when related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or expression, disability, or any class protected under the law..
  - a. name calling, jokes or rumors;
  - b. pulling on clothing
  - c. graffiti;
  - d. notes or cartoons;
  - e. unwelcome touching of a person or clothing
  - f. offensive or graphic posters or book covers; or
  - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer and Title IX Coordinator, Craig Holje.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer/Title IX Coordinator.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of harassment or violence and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the school district policies against harassment, violence and bullying. Complete policies are available in the district office upon request, or on the district website: [www.richfieldschools.org](http://www.richfieldschools.org)

**HARASSMENT, VIOLENCE AND BULLYING AGAINST A PROTECTED CLASS ARE  
AGAINST THE LAW.  
DISCRIMINATION IS AGAINST THE LAW.**

**CONTACT: CRAIG HOLJE  
HUMAN RIGHTS OFFICER/TITLE IX COORDINATOR  
7001 HARRIET AVENUE SOUTH  
RICHFIELD, MN 55423**

**PHONE: 612-798-6031**

**RICHFIELD PUBLIC SCHOOL – I.S.D. #280**  
**HARASSMENT, VIOLENCE AND BULLYING REPORT FORM**

General Statement of Policy Prohibiting Harassment, Violence, and Bullying

Richfield Public Schools prohibits harassment, violence, discrimination and bullying in all forms, including but not limited to that which occurs on the basis of a person's actual or perceived race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or expression, disability, or any class protected under the law.. If you or someone you know has experienced harassment, violence, discrimination, or bullying at school or at any school-related event for any reason, please complete this reporting form to have the incident(s) investigated by the District. Any student, parent/guardian, or district employee may complete this form and return it to any administrator.

Retaliation against any individual who makes a report or who participates or assists in an investigation of harassment, violence, discrimination, or bullying is strictly prohibited.

1. Preliminary Information

Date of Report: \_\_\_\_\_  
Name of Person Making Report: \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

2. Description of Incident:

Date of Alleged Incident(s) \_\_\_\_\_

Please provide the name(s) of all persons (including yourself, if applicable) who were the target of the harassment, discrimination, violence or bullying: \_\_\_\_\_  
\_\_\_\_\_

Please provide the name(s) and/or descriptions of all individuals (students, school employees, school visitors, or others) who engaged or participated in the alleged discrimination, harassment, or bullying (if known): \_\_\_\_\_  
\_\_\_\_\_

Where and when did the incident(s) occur (please be specific)? \_\_\_\_\_  
\_\_\_\_\_

List any witnesses who were present. \_\_\_\_\_  
\_\_\_\_\_

Detailed Description of Incident (Attach additional pages if necessary.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing below, I am stating that all of the information I have provided is true, accurate, and complete to the best of my knowledge:

\_\_\_\_\_  
Complaint Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Date



**RICHFIELD PUBLIC SCHOOL - I.S.D. #280**  
**HARASSMENT, VIOLENCE AND BULLYING**  
**INVESTIGATION INTAKE AND REPORT FORM**  
*(To be completed by appropriate administrator)*

## 1. Investigation Summary

Date of Intake Review

Person Conducting Review:

## 2. Initial Category of Claim

<input type="checkbox"/> Harassment (Non-sexual)	<input type="checkbox"/> School Related
<input type="checkbox"/> Violence	<input type="checkbox"/> Outside of School Only
<input type="checkbox"/> Discrimination (Not on the basis of sex)	<input type="checkbox"/> Electronic Communication
<input type="checkbox"/> Bullying	
<input type="checkbox"/> Sexual Harassment or Sex Discrimination	

3. Action(s) Recommended (check all that apply)

☐ Formal Investigation ☐ Refer to Outside Agency  
☐ Refer to Student Services Agency Name: \_\_\_\_\_  
☐ Monitor  
☐ Report to District Human Rights Officer/Title IX Coordinator  
☐ Contact Parent/Guardian  
☐ Other: \_\_\_\_\_

Reason for determination of action recommended: \_\_\_\_\_

#### 4. Formal Investigation Summary:

Please provide the name(s) of all persons interviewed as part of the investigation \_\_\_\_\_

Detailed Description of Incident (Attach additional pages if necessary.) \_\_\_\_\_

[illegible]

Final Action Taken (Attach additional pages if necessary.) \_\_\_\_\_

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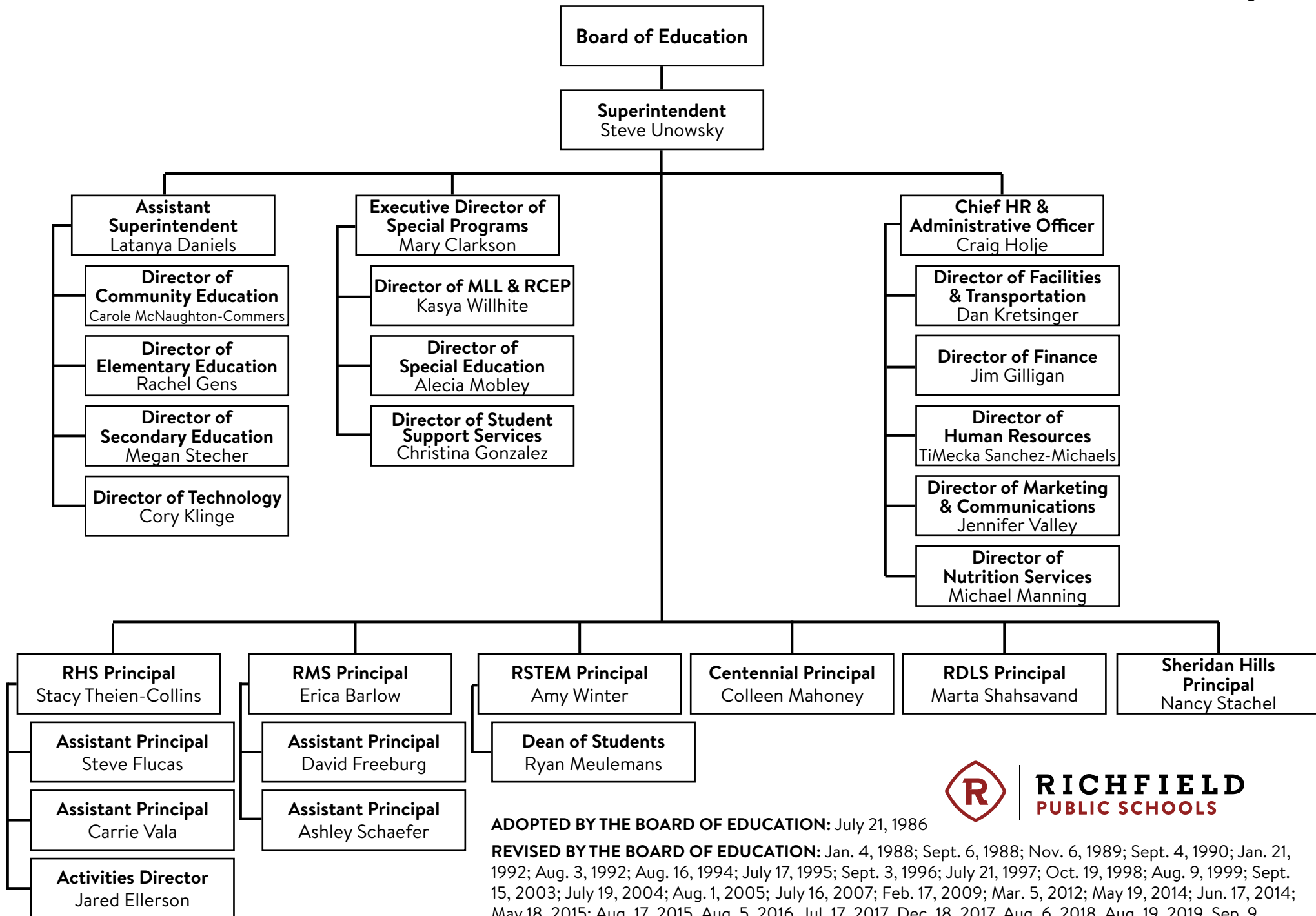
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Received by \_\_\_\_\_

Date \_\_\_\_\_

# Organizational Chart



ADOPTED BY THE BOARD OF EDUCATION: July 21, 1986

REVISED BY THE BOARD OF EDUCATION: Jan. 4, 1988; Sept. 6, 1988; Nov. 6, 1989; Sept. 4, 1990; Jan. 21, 1992; Aug. 3, 1992; Aug. 16, 1994; July 17, 1995; Sept. 3, 1996; July 21, 1997; Oct. 19, 1998; Aug. 9, 1999; Sept. 15, 2003; July 19, 2004; Aug. 1, 2005; July 16, 2007; Feb. 17, 2009; Mar. 5, 2012; May 19, 2014; Jun. 17, 2014; May 18, 2015; Aug. 17, 2015, Aug. 5, 2016, Jul. 17, 2017, Dec. 18, 2017, Aug. 6, 2018, Aug. 19, 2019, Sep. 9, 2020, Aug. 16, 2021



**RICHFIELD**  
PUBLIC SCHOOLS

RICHFIELD PUBLIC SCHOOLS

POSITION ASSIGNMENTS

BOARD OF EDUCATION

~~Tim Pollis~~~~Crystal Brakke~~, Chair  
~~Tim Pollis~~ ~~Paula Cole~~, Vice Chair  
~~Allegra Smisek~~~~Crystal Brakke~~, Director

~~Paula Cole~~ ~~Allegra Smisek~~, Treasurer  
Christine Maleck, Clerk  
Peter Toensing, Director

DISTRICT ADMINISTRATION

Superintendent of Schools

Steven Unowsky

Assistant Superintendent of Schools

Latanya Daniels

Director of Community Education

Carole McNaughton-Commers

Director of Secondary Education

~~Tia Clasen~~ ~~Megan Stecher~~

Director of Elementary Education

Rachel Gens

Director of Technology

Cory Klinge

Chief of Human Resources & Administrative Officer

Craig Holje

Director of HR

~~Lisa~~ ~~Negus~~ ~~Ti~~ ~~Mecka~~ ~~Sanchez-~~

~~Michaels~~

Supervisor of HR

~~Janice~~ ~~Jorenby~~ ~~Timecka~~ ~~Michaels-~~

~~Sanchez~~

Director of Finance

Jim Gilligan

Director of Facilities & Transportation

Dan Kretsinger

Director of Nutrition

Michael Manning

Director of Marketing & Communications

Jennifer Valley

Executive Director of Special Programs

Mary Clarkson

Director of Multi Language Learners & RCEP

Kasya Willhite

Director of Student Services

Christina Gonzalez

Director of Special Education

Alecia Mobley

BUILDING ADMINISTRATION

Senior High School Principal

Stacy Theien-Collins

Assistant Principal

~~Maria Graver~~ ~~Steve Flucas~~

Assistant Principal

Carrie Vala

Activities Director

Jared Ellerson

Middle School Principal

~~Carlondrea Hines~~ ~~Erica Barlow~~

Assistant Principal

~~Ryan Finke~~ ~~David Freeburg~~

Assistant Principal

~~Steven Flucas~~ ~~Ashley Schaefer~~

RSTEM School Principal

Amy Winter

Centennial School Principal

Colleen Mahoney

Sheridan Hills School Principal

Nancy Stachel

Richfield Dual Language School Principal

Marta Shahsavand

RATIFIED BY THE BOARD OF EDUCATION: July 21, 1986

REVISED BY THE BOARD OF EDUCATION: January 4, 1988, September 6, 1988,  
November 6, 1989, September 4, 1990, January 21, 1992, August 3, 1992, August 16,  
1993, August 1, 1994, July 17, 1995, September 3, 1996, July 21, 1997, October 19, 1998,  
August 9, 1999, August 21, 2000, October 1, 2001, January 21, 2003; September 15,  
2003, January 20, 2004, July 19, 2004, January 18, 2005, August 1, 2005, January 23,  
2006, July 17, 2006, January 22, 2007, July 16, 2007, February 4, 2008, July 14, 2008,  
February 2, 2009; August 17, 2009, August 16, 2010, August 15, 2011, March 5, 2012,  
August 18, 2014, May 18, 2015, August 17, 2015, August 5, 2016, December 18, 2017,  
August 6, 2018, August 19, 2019, September 9, 2020, August 16, 2021

RICHFIELD PUBLIC SCHOOLS

**LEAVES OF ABSENCE**

**I. PURPOSE**

The purpose of this policy is to guide decisions related to requests from employees who desire a leave of absence from work.

**II. GENERAL STATEMENT OF POLICY**

- A. The Board of Education recognizes the right of employees to request leaves of absence without pay as provided in the appropriate employee master agreement or policy.
- B. Because the absence of an employee impacts the educational program, staff and students, the needs and desires of the employee must be weighed against the needs of the district and the replacement employee.
- C. In acting on employee leave requests, the Board of Education will observe provisions of the appropriate employee master agreements or policy, and applicable state or federal statutes. Consideration will be given to both the reasons for the employees' request and the needs of the district. Where needs are in conflict, however, concerns relating to the overall educational program will take precedence.

**III. FACTORS TO BE CONSIDERED**

Multiple factors will be considered in acting on leave of absence requests, including but not limited to the following:

- A. The stated reason(s) of the employee in requesting a leave;
- B. Relevant provisions of the appropriate employee master agreement, policy, or statute;
- C. Length of service to the district of the employee applying for the leave;
- D. Record of previous leaves taken by the employee;
- E. Availability of qualified staff to replace the employee and the potential for turnover among replacement employees during the period of the leave of absence;

- F. Number of other employees in the same category currently on leaves of absence;
- G. Timing of the leave in order to minimize disruption to the operation of district programs;
- H. Potential benefits to the district of granting the leave;

#### **IV. GUIDELINES TO BE USED IN GRANTING LEAVES OF ABSENCE**

- A. Normally, the length of an approved leave of absence shall not exceed one (1) year. In extenuating circumstances, an extension of one (1) additional year may be granted for a maximum of two consecutive years of leave.
- B. An unpaid leave of absence for child care shall generally be limited to a maximum period of 18 months coinciding with the birth or adoption of the employee's own child.
- C. When an unpaid leave of absence is requested in conjunction with another leave of absence, such as a child care leave of absence, the total time of absence from work for all leaves shall not exceed two (2) consecutive years, or longer if necessary to have the ending point of the leave coincide with a break in the school calendar.
- D. The maximum duration of an extended leave of absence for teachers pursuant to M.S. §122A.46, Subd. 2. must be determined by mutual agreement of the Board and the teacher at the time the leave is granted and shall be at least three, but no more than five, years. An extended leave may be granted to teachers who have been employed by the district for at least five years and who have at least ten years of allowable service in Minnesota.

#### **V. LEAVES OF ABSENCE FOR CLASSIFIED PERSONNEL**

##### **A. Military Leave**

Any classified employee who is a member of an armed forces reserve organization and who is called up for training or active duty shall be paid the difference between the pay received for such military duty and the rate regularly paid by the district, for a period of up to fifteen days in any calendar year. Moreover, the employee shall not lose seniority status, vacation, sick leave, or any benefits while engaged in such period of training or active service. This payment will be limited to fifteen days per year and will be paid upon presentation of a certificate of satisfactory performance of said duties. Longer leaves of absence without pay and reinstatement rights for an employee called to active service in time of war

or other emergency declared by proper authority, shall be governed by state law.

**B. Emergency Leave**

An employee may request a leave of absence, without pay, in cases of prolonged illness or other emergencies, such as household accidents, long-distance travel for family events, or weather-related travel delays. An employee granted an emergency leave of absence shall suffer no loss of seniority or job rights and shall return at the same salary status as prevailed when the leave was granted.

**C. Jury Duty**

An employee absent from their duties because of jury duty shall be paid the difference between their normal salary and that remuneration received for such jury duty. The continuation of normal salary is subject to the reimbursement to the district of the amount paid by the court for services rendered.

**VI. DISSEMINATION OF POLICY**

A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.

B. This policy will be reviewed at least annually for compliance with state and federal law.

*Legal References:*

Minn. Stat. §122A.46 Extended leaves of absence.

Minn. Stat. §§ 181.940-181.944 (Parenting Leave)

Minn. Stat. 192.26, Subd. 1: State and Municipal officers and employees not to lose pay while on military duty.

Minn. Stat. 192.261 (Leaves of Absence)

10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)

29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)

38 U.S.C. § 101 (Definitions)

29 C.F.R. Part 825 (Family and Medical Leave Act)

RATIFIED BY THE BOARD OF EDUCATION: March 15, 1999

REVIEWED and AFFIRMED BY THE BOARD OF EDUCATION: June 11, 2012

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**RICHFIELD PUBLIC SCHOOLS**

**MANDATED REPORTING OF CHILD NEGLECT  
OR PHYSICAL OR SEXUAL ABUSE**

**I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

**II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of the school district to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. It shall be a violation of this policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

**III. DEFINITIONS**

- A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
  - 1. is not likely to occur and could not have been prevented by exercise of due care; and
  - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of the event.
- B. "Child" means one under age 18. and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.



1 D. "Mandated Reporter" means any school personnel who knows or  
2 has reason to believe a child is being neglected or physically or  
3 sexually abused, or has been neglected or physically or sexually  
4 abused within the preceding three years.

5  
6 E. "Neglect" means the commission or omission of any of the acts  
7 specified below, other than by accidental means:  
8

9 1. failure by a person responsible for a child's care to supply a  
10 child with necessary food, clothing, shelter, health care,  
11 medical care, or other care required for the child's physical  
12 or mental health when reasonably able to do so, including a  
13 growth delay, which may be referred to as failure to thrive,  
14 that has been diagnosed by a physician and is due to  
15 parental neglect;  
16

17 2. failure to protect a child from conditions or actions that  
18 seriously endanger the child's physical or mental health  
19 when reasonably able to do so;  
20

21 3. failure to provide for necessary supervision or child care  
22 arrangements appropriate for a child after considering  
23 factors such as the child's age, mental ability, physical  
24 condition, length of absence, or environment, when the child  
25 is unable to care for his or her own basic needs or safety or  
26 the basic needs or safety of another child in his or her care;  
27

28 4. failure to ensure that a child is educated in accordance with  
29 state law, which does not include a parent's refusal to  
30 provide his or her child with sympathomimetic medications;  
31

32 5. prenatal exposure to a controlled substance used by the  
33 mother for a nonmedical purpose, as evidenced by  
34 withdrawal symptoms in the child at birth, results of a  
35 toxicology test performed on the mother at delivery or the  
36 child's birth, or medical effects or developmental delays  
37 during the child's first year of life that medically indicate  
38 prenatal exposure to a controlled substance or the presence  
39 of a fetal alcohol spectrum disorder;  
40

41 6. medical neglect as defined by Minn. Stat. § 260C.007, subd.  
42 6, clause (5);  
43

44 7. chronic and severe use of alcohol or a controlled substance  
45 by a parent or person responsible for the care of the child  
46 that adversely affects the child's basic needs and safety; or  
47

48 8. emotional harm from a pattern of behavior which contributes  
49 to impaired emotional functioning of the child which may be  
50 demonstrated by a substantial and observable effect in the

child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

F. "Physical Abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following:

1. throwing, kicking, burning, biting, or cutting a child;
2. striking a child with a closed fist;
3. shaking a child under age three;
4. striking or other actions which result in any nonaccidental injury to a child under 18 months of age;
5. unreasonable interference with a child's breathing;
6. threatening a child with a weapon, as defined in Minn. Stat. § 609.02, subd. 6;
7. striking a child under age one on the face or head;
8. striking a child who is at least age one but under age four on the face or head, which results in an injury;
9. purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances;
10. unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or
11. in a school facility or school zone, an act by a person responsible for the child's care, that is a violation under Minn. Stat. § 121A.58.

- 1  
2 G. "Report" means any communication received by the local welfare  
3 agency, police department, county sheriff, or agency responsible  
4 for child protection pursuant to this section that describes neglect  
5 or physical or sexual abuse of a child and contains sufficient  
6 content to identify the child and any person believed to be  
7 responsible for the neglect or abuse, if known.  
8  
9 H. "School Personnel" means professional employee or professional's  
10 delegate of the school district who provides health, educational,  
11 social, psychological, law enforcement or childcare services.  
12  
13 I. "Sexual Abuse" means the subjection of a child by a person  
14 responsible for the child's care, by a person who has a significant  
15 relationship to the child (as defined in Minn. Stat. § 609.341, s  
16 Subd. 15), or by a person in a current or recent position of authority  
17 (as defined in Minn. Stat. § 609.341, s Subd. 10) to any act which  
18 constitutes a violation of Minnesota statutes prohibiting criminal  
19 sexual conduct. Such acts include sexual penetration, sexual  
20 contact, solicitation of children to engage in sexual conduct, and  
21 communication of sexually explicit materials to children. Sexual  
22 abuse also includes any act involving a minor which constitutes a  
23 violation of Minnesota statutes prohibiting prostitution, or use of a  
24 minor in a sexual performance. Sexual abuse includes all reports  
25 of known or suspected child sex trafficking involving a child who is  
26 identified as a victim of sex trafficking. Sexual abuse includes  
27 threatened sexual abuse which includes the status of a parent or  
28 household member who has committed a violation which requires  
29 registration under Minn. Stat. § 243.166, Subd. 1b (a) or (b)  
30 (Registration of Predatory Offenders).  
31  
32 J. "Mental injury" means an injury to the psychological capacity or  
33 emotional stability of a child as evidenced by an observable or  
34 substantial impairment in the child's ability to function within a  
35 normal range of performance and behavior with due regard to  
36 the child's culture.  
37  
38 K. "Person responsible for the child's care" means (1) an individual  
39 functioning within the family unit and having responsibilities for  
40 the care of the child such as a parent, guardian, or other person  
41 having similar care responsibilities, or (2) an individual  
42 functioning outside the family unit and having responsibilities for  
43 the care of the child such as a teacher, school administrator,  
44 other school employees or agents, or other lawful custodian of a  
45 child having either full-time or short-term care responsibilities  
46 including, but not limited to, day care, babysitting whether paid or  
47 unpaid, counseling, teaching, and coaching.  
48

- 1 L. "Threatened injury" means a statement, overt act, condition, or  
2 status that represents a substantial risk of physical or sexual abuse  
3 or mental injury. Threatened injury includes, but is not limited to,  
4 exposing a child to a person responsible for the child's care who  
5 has subjected the child to, or failed to protect a child from,  
6 egregious harm, or a person whose parental rights were  
7 involuntarily terminated, been found palpably unfit, or one from  
8 whom legal and physical custody of a child has been involuntarily  
9 transferred to another.

10  
11 **IV. REPORTING PROCEDURES**  
12

- 13 A. A mandated reporter as defined herein shall immediately report  
14 the neglect or physical or sexual abuse, which he or she knows or  
15 has reason to believe is happening or has happened within the  
16 preceding three years to the local welfare agency, police  
17 department, county sheriff, , tribal social services, or tribal police  
18 department. The reporter will include his or her name and address  
19 in the report.  
20
- 21 B. If the immediate report has been made orally, by telephone or  
22 otherwise, the oral report shall be followed by a written report within  
23 72 hours (exclusive of weekends and holidays) to the appropriate  
24 police department, the county sheriff, local welfare agency, or  
25 agency responsible for assisting or investigating maltreatment. The  
26 written report shall identify the child, any person believed to be  
27 responsible for the abuse or neglect of the child if the person is  
28 known, the nature and extent of the abuse or neglect and the name  
29 and address of the reporter.  
30
- 31 C. Regardless of whether a report is made, as soon as practicable  
32 after a school receives information regarding an incident that may  
33 constitute maltreatment of a child in a school facility, the school  
34 shall inform the parent, legal guardian, or custodian of the child  
35 that an incident has occurred that may constitute maltreatment of  
36 the child, when the incident occurred, and the nature of the  
37 conduct that may constitute maltreatment.  
38
- 39 D. A mandated reporter who knows or has reason to know of the  
40 deprivation of parental rights or the kidnapping of a child shall  
41 report the information to the local police department or the county  
42 sheriff.  
43
- 44 E. With the exception of a health care professional or a social  
45 service professional who is providing the woman with prenatal  
46 care or other health care services, a mandated reporter shall  
47 immediately report to the local welfare agency if the person  
48 knows or has reason to believe that a woman is pregnant and  
49 has used a controlled substance for a nonmedical purpose  
50 during the pregnancy, including, but not limited to,

tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.

F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.

G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.

H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

I. The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV.A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE. Administrative Guidelines 409.1 provides additional information regarding reporting suspected maltreatment in schools by school employees.

## **V. INVESTIGATION**

A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded. If the investigator is a Police Officer, Board Policy 977 and Guidelines 977.1 will be followed.

1           B.     When the investigating agency determines that an interview should  
2                 take place on school property, written notification of intent to  
3                 interview the child on school property will be received by school  
4                 officials prior to the interview. The notification shall include the  
5                 name of the child to be interviewed, the purpose of the interview,  
6                 and a reference to the statutory authority to conduct an interview  
7                 on school property.

8  
9           C.     Except where the alleged perpetrator is believed to be a school  
10                official or employee, the time and place, and manner of the  
11                interview on school premises shall be within the discretion of school  
12                officials, but the local welfare or law enforcement agency shall have  
13                the exclusive authority to determine who may attend the interview.  
14                The conditions as to time, place, and manner of the interview set  
15                by the school officials shall be reasonable and the interview shall  
16                be conducted not more than 24 hours after the receipt of the  
17                notification unless another time is considered necessary by  
18                agreement between the school officials and the local welfare or law  
19                enforcement agency. Every effort must be made to reduce the  
20                disruption of the educational program of the child, other students,  
21                or school employees when an interview is conducted on school  
22                premises.

23  
24           D.     Where the alleged perpetrator is believed to be a school official or  
25                employee, the school district shall additionally conduct its own  
26                investigation independent of MDE and, if involved, the local welfare  
27                or law enforcement agency.

28  
29           E.     Upon request by MDE, the school district shall provide all  
30                requested data that are relevant to a report of maltreatment and  
31                are in the possession of a school facility, pursuant to an  
32                assessment or investigation of a maltreatment report of a student in  
33                school. The school district shall provide the requested data in  
34                accordance with the requirements of the Minnesota Government  
35                Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational  
36                Rights and Privacy Act, 20 U.S.C. § 1232g.

37  
38   **VI.     MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR**  
39   **POTENTIAL ABUSE**

40  
41           A.     When a local welfare or local law enforcement agency determines  
42                that a potentially abused or abused child should be interviewed on  
43                school property, written notification of the agency's intent to  
44                interview on school property must be received by school officials  
45                prior to the interview. The notification shall include the name of the  
46                child to be interviewed, the purpose of the interview, and a  
47                reference to the statutory authority to conduct the interview. The  
48                notification shall be private data. School officials may not disclose  
49                to the parent, legal custodian, or guardian the contents of the  
50                notice or any other related information regarding the interview until

1 notified in writing by the local welfare or law enforcement agency  
2 that the investigation has been concluded. If the investigator is a  
3 Police Officer, Board Policy 977 and Guidelines 977.1 will be  
4 followed.

- 5  
6 B. All records regarding a report of maltreatment, including any  
7 notification of intent to interview which was received by the school  
8 as described above in Paragraph A, shall be destroyed by the  
9 school only when ordered by the agency conducting the  
10 investigation or by a court of competent jurisdiction.  
11

12 **VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR**  
13 **VIOLENCE**

14  
15 Under certain circumstances, alleged physical or sexual abuse may also  
16 be sexual harassment or violence under Minnesota law. If so, the duties  
17 relating to the reporting and investigation of such harassment or violence  
18 may be applicable.  
19

20 **VIII. DISSEMINATION OF POLICY AND TRAINING**

- 21  
22 A. This policy shall appear in school personnel handbooks where  
23 appropriate.  
24  
25 B. The School District will develop a method of discussing this policy  
26 with school personnel. District will also review the mandated  
27 reporting process along with this policy annually with new staff and  
28 at least every five years. Additionally, a review would occur upon  
29 significant statutory changes leading to a change in practice.  
30  
31 C. This policy shall be reviewed at least annually by superintendent or  
32 designee for compliance with state law.  
33  
34

35 ***Legal References:***

36 Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act),  
37 Minn. Stat. § 121A.58 (Corporal Punishment)  
38 Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
39 Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)  
40 Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)  
41 Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)  
42 Minn. Stat. § 260C.007, Subd.6, clause (5) (Child in Need of Protection)  
43 Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)  
44 Minn. Stat. § 260D (Child involuntary Foster Care for Treatment) Minn. Stat. §  
45 609.02, Subd.6 (Definitions–Dangerous Weapon)  
46 Minn. Stat. § 609.341, Subd. 10 (Definitions–Position of Authority)  
47 Minn. Stat. § 609.341, Subd. 15 (Definitions–Significant Relationship)  
48 Minn. Stat. § 609.379 (Reasonable Force)  
49 Minn. Stat. § 626.556 *et. seq.* (Reporting of Maltreatment of Minors)

1 Minn. Stat. § 626.5561 (Reporting of Pre-Natal Exposure to Controlled  
2 Substances)

3 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

4

5 ***Cross References:***

6 Board Policy 410 (Mandated Reporting of Maltreatment of Vulnerable Adults)

7 Board Policy 977 and Guidelines 977.1 (Cooperation with Law Enforcement  
8 Agencies)

9

10

11 ADOPTED BY THE BOARD OF EDUCATION: August 4, 2003

12 REVISED BY THE BOARD OF EDUCATION: May 5, 2008, May 6, 2019,  
13 August 17, 2020



**RICHFIELD PUBLIC SCHOOLS**

**MANDATED REPORTING OF CHILD MALTREATMENT IN SCHOOLS**

**I. PURPOSE**

The purpose of these administrative guidelines is to provide additional guidance regarding the reporting of child maltreatment in schools by school employees.

**II. RESPONSIBILITY AND AUTHORITY OF MINNESOTA  
DEPARTMENT OF EDUCATION**

Minn.Stat. §626.556 Subd. 3b, as revised in 1999, designated the Minnesota Department of Education (MDE) as the agency responsible for assessing or investigating allegations of child maltreatment in schools as defined by Minn. Stat. §120A.05 Subd. 9, 11, and 13 and Minn. Stat. §124D.10 M.S.

MDE and law enforcement are responsible for assessing and investigating reports of suspected maltreatment of school children in schools. In conducting its assessments and investigations, MDE has the same broad powers and duties as local social service agencies when conducting child maltreatment investigations. This includes access to relevant information necessary to conduct the assessment or investigation, as authorized by Minn. Stat. §626.556, Subd. 10b.

MDE has a right to access educational data and personnel data when needed for maltreatment investigations, pursuant to Minn. Stat. §13.32, Subd.3(n), and 13.43, Subd. 14.

**III. REPORTING SUSPECTED CHILD MALTREATMENT IN SCHOOLS**

Professionals or professionals' delegates engaged in education are legally mandated to report known or suspected maltreatment of minors, including instances of maltreatment that occur at school. If the known or suspected maltreatment occurred at school, it may be reported to one or more of the following: (1) local law enforcement (Hennepin County Sheriff's office or Richfield Department of Public Safety), (2) Hennepin County Social Services, and/or (3) MDE. A form for reporting to MDE is appended. Employees are also expected to inform a school administrator of known or suspected maltreatment that occurs at school, to allow the district to take appropriate action. However, a report to the school administrator does not satisfy the statutory requirement to report to local law enforcement, social services or MDE. School Administrators, Social Workers, Counselors, or other Professionals may partner in reporting in suspected maltreatment, however, the employee taking the initial report is legally considered to be the mandated reporter.

Additional information about mandated reporting of child maltreatment can be found on the MDE website ([education.state.mn.us](http://education.state.mn.us)) under Accountability Programs

#### **IV. TRAINING SCHOOL STAFF**

1. As part of their orientation to Richfield Public Schools, all new staff are informed by their supervisor of their legal responsibility to report all suspected abuse or neglect of children or vulnerable adults.
2. RPS Administration will provide ongoing support and training to staff in the awareness of mandated reporting requirements and the implementation of this policy annually with new staff and at least every five years. Additionally, a review would occur upon significant statutory changes leading to a change in practice.
3. RPS Administration will develop and implement additional procedures and training to support administrators, social workers and additional professionals in the implementation of mandated reporting guidelines and the policy.

Dated: August 4, 2003  
Reviewed: August 17, 2020  
Revised: May 5, 2008, May 6, 2019

**RICHFIELD PUBLIC SCHOOLS**

**MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS**

**I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

**II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of the school district to fully comply with Minn. Stat. §626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

**III. DEFINITIONS**

- A. "Mandated Reporters" means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- B. "Vulnerable Adult" means any person 18 years of age or older who:
  - 1. is a resident or inpatient of a facility, ;
  - 2. receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2);
  - 3. receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program;  
or
  - 4. regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.
- C. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.

1 D. "Neglect" means the failure or omission by a caregiver to supply a  
2 vulnerable adult with care or services, including but not limited to,  
3 food, clothing, shelter, health care, or supervision which is: (1)  
4 reasonable and necessary to obtain or maintain the vulnerable  
5 adult's physical or mental health or safety, considering the physical  
6 and mental capacity or dysfunction of the vulnerable adult; and (2)  
7 which is not the result of an accident or therapeutic conduct.

8  
9 Neglect also includes the absence or likelihood of absence of care  
10 or services, including but not limited to, food, clothing, shelter,  
11 health care, or supervision necessary to maintain the physical and  
12 mental health of the vulnerable adult which a reasonable person  
13 would deem essential to obtain or maintain the vulnerable adult's  
14 health, safety, or comfort considering the physical or mental  
15 capacity or dysfunction of the vulnerable adult.

16  
17 Neglect does not include actions specifically excluded by Minn.  
18 Stat. §626.5572, Subd. 17.

19  
20 E. "Abuse" means:

- 21  
22 1. An act against a vulnerable adult that constitutes a violation of,  
23 an attempt to violate, or aiding and abetting a violation of:  
24 a. assault in the first through fifth degrees as defined in  
25 sections 609.221 to 609.224;  
26 b. the use of drugs to injure or facilitate crime as defined in  
27 section 609.235;  
28 c. the solicitation, inducement, and promotion of prostitution  
29 as defined in section 609.322; and  
30 d. criminal sexual conduct in the first through fifth degrees  
31 as defined in sections 609.342 to 609.3451.

32  
33 A violation includes any action that meets the elements of  
34 the crime, regardless of whether there is a criminal  
35 proceeding or conviction.

- 36  
37 2. Conduct which is not an accident or therapeutic conduct as  
38 defined in this section, which produces or could reasonably be  
39 expected to produce physical pain or injury or emotional  
40 distress including, but not limited to, the following:  
41 a. hitting, slapping, kicking, pinching, biting, or corporal  
42 punishment of a vulnerable adult;  
43 b. use of repeated or malicious oral, written, or gestured  
44 language toward a vulnerable adult or the treatment of a  
45 vulnerable adult which would be considered by a  
46 reasonable person to be disparaging, derogatory,  
47 humiliating, harassing, or threatening;  
48 c. use of any aversive or deprivation procedure,  
49 unreasonable confinement, or involuntary seclusion,  
50 including the forced separation of the vulnerable adult

1 from other persons against the will of the vulnerable adult  
2 or the legal representative of the vulnerable adult; and  
3 d. use of any aversive or deprivation procedures for  
4 persons with developmental disabilities or related  
5 conditions not authorized under section 245.825.  
6

7 3. Any sexual contact or penetration as defined in section  
8 609.341, between a facility staff person or a person providing  
9 services in the facility and a resident, patient, or client of that  
10 facility.  
11

12 4. The act of forcing, compelling, coercing, or enticing a  
13 vulnerable adult against the vulnerable adult's will to perform  
14 services for the advantage of another.  
15

16 Abuse does not include actions specifically excluded by Minn. Stat.  
17 §626.5572, Subd. 2.  
18

19 F. "Financial Exploitation" means a breach of a fiduciary duty by an  
20 actor's unauthorized expenditure of funds entrusted to the actor for  
21 the benefit of the vulnerable adult or by an actor's failure to provide  
22 food, clothing, shelter, health care, therapeutic conduct or  
23 supervision, the failure of which results or is likely to result in  
24 detriment to the vulnerable adult.  
25

26 Financial exploitation also includes:

- 27 1. the willful use, withholding or disposal of funds or property of a  
28 vulnerable adult;  
29 2. the obtaining of services for wrongful profit or advantage which  
30 results in detriment to the vulnerable adult;  
31 3. the acquisition of a vulnerable adult's funds or property through  
32 undue influence, harassment, duress, deception or fraud; and  
33 4. the use of force, coercion or enticement to cause a vulnerable  
34 adult to perform services against the vulnerable adult's will for  
35 the profit or advantage of another.  
36  
37

38 G. "Caregiver" means an individual or facility who has responsibility  
39 for the care of a vulnerable adult as a result of a family relationship,  
40 or who has assumed responsibility for all or a portion of the care of  
41 a vulnerable adult voluntarily, by contract, or by agreement.  
42

43 H. "School Personnel" means professional employees or their  
44 delegates of the school district engaged in providing health,  
45 educational, social, psychological, law enforcement or other  
46 caretaking services of vulnerable adults.  
47

48 I. "Immediately" means as soon as possible, but no longer than 24  
49 hours from the time initial knowledge that the incident occurred has  
50 been received.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports. .
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data as defined under Minn. Stat. §13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against the vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

**V. INVESTIGATION**

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

**VI. DISSEMINATION OF POLICY AND TRAINING**

A. This policy shall appear in school personnel handbooks where appropriate.

B. The school district will develop a method of discussing this policy with school personnel. District will also review mandated reporting process along with this policy annually with new staff and at least every five years for staff working with adults. Additionally, a review would occur upon significant statutory changes leading to a change in practice. This policy shall be reviewed at least annually by superintendent or designee for compliance with state law.

**Legal References:** Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)  
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)  
Minn. Stat. §§ 609.221-609.224 (Assault)  
Minn. Stat. §609.234 (Crimes Against the Person)  
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)  
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)  
Minn. Stat. §626.557 (Reporting of Maltreatment of Vulnerable Adults)  
Minn. Stat. §626.5572 (Definitions)  
*In re Kleven*, 736 N.W.2d 707 (Minn. App. 2007)

**Cross References:** Board Policy 103 (Racial, Religious, and Sexual Harassment and Violence)  
Board Policy 409 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

ADOPTED BY THE BOARD OF EDUCATION: August 4, 2003  
REVISED BY THE BOARD OF EDUCATION: May 5, 2008, May 6, 2019  
REVIEWED BY THE BOARD OF EDUCATION: August 17, 2020

**RICHFIELD PUBLIC SCHOOLS**

**STUDENT SEX NONDISCRIMINATION**

**I. PURPOSE**

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. It is the responsibility of every school district employee to comply with this policy.
- C. The school board hereby designates Chief Human Resources & Administrative Officer Craig Holje, 7001 Harriet Avenue South, Richfield, 612-798-6031, [craig.holje@rpsmn.org](mailto:craig.holje@rpsmn.org) as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations are addressed in Policy 115: Title IX and may also be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

**III. REPORTING GRIEVANCE PROCEDURES**

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party



or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.

B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.

C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. The school board hereby designates its Title IX coordinator as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.

E. The school district shall conspicuously post the name of the Title IX coordinator and human rights officer(s), including office mailing addresses and telephone numbers.

F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.

G. Use of formal reporting forms is not mandatory.

H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal

obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

#### **IV. INVESTIGATION**

A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.

E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

#### **V. SCHOOL DISTRICT ACTION**

A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with

requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

## **VI. REPRISAL**

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

## **VIII. DISSEMINATION OF POLICY AND EVALUATION**

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.

- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

**Legal References:** Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)

34 C.F.R. Part 106 (Implementing Regulations of Title IX)

### **Cross References:**

Board ~~of Education~~ Policy 102 (Equal Educational Opportunity)

Board ~~of Education~~ Policy 104 (~~Racial, Religious, and Sexual~~ Harassment Prohibition and Violence)

Board Policy 115: Title IX

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~~APPROVED-RATIFIED~~ BY THE BOARD OF EDUCATION: June 17, 2008;  
REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION:  
October 1, 2018; August 17, 2020  
REVISED BY THE BOARD OF EDUCATION: August 16, 2021

## **RICHFIELD PUBLIC SCHOOLS**

### **STUDENT BEHAVIOR**

#### **I. PURPOSE**

Richfield Public Schools recognizes that appropriate school behavior is critical to academic success and a safe and vibrant learning community. Teaching and learning appropriate school behavior is the task of all staff, students, and families/guardians. Working together to establish and maintain high standards of behavior and a school culture that respects and accepts differences is a shared responsibility.

Effective discipline:

- Is meant to be educational
- Considers the age and development of the student in framing the instruction in appropriate behavior and the consequences for misbehavior.
- Includes building relationships, repair of harm and restoring relationships, teaching skills and accountability, and restorative practices to re-engage students in their learning community.
- Maximizes the amount of student and staff time and attention spent on teaching and learning.
- Seeks to minimize the amount of student instruction time lost as a result of removal from classes due to misbehavior.

Richfield Public Schools is responsible to assure a safe and orderly learning and working environment for all students and staff. The District asks parents/guardians and families to partner in teaching and supporting appropriate school behavior to maximize the academic success of their students.

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

Responses to student behavior will be reflective of Richfield Public Schools' stated beliefs, including the following:

- Quality education requires cooperation and partnership among students, home, school, and community.
- A safe, supportive, and engaging environment promotes learning.
- Expectations and effort influence performance.
- Learning about and respecting individual differences fosters unity and strengthens community.
- Each person can learn, deserves to learn and it is everyone's responsibility.
- Core values such as caring, honesty, respect and responsibility must be developed.
- There is strength in cooperation, collaboration and healthy competition.

**III. RESPONSIBILITIES**

- A. The Superintendent in collaboration with the school board and district administration are responsible for:
1. providing directives to enforce this policy.
  2. establishing minimum standards of behavior for students.
  3. analyzing behavior data overall as well as disaggregated by student group (race, gender, disability, etc.) to identify disproportionalities and respond appropriately.
  4. identifying adequate means for the documentation of behavior responses, the analysis of behavior data, engaging appropriate community resources and for identifying appropriate training for staff, student, parents and community partners.
- B. Principal or administrative designee are responsible for:
1. leading the collaborative development of the school's behavior and restorative practices plan;
  2. assuring that annual notices are given to students, parents/guardians and staff;
  3. communicating with teachers after responding to student being removed from the classroom;
  4. communicating with parent/guardian when responding to student behavior concerns when the student is removed from class;
  5. developing and sustaining partnerships with identified community resources;
  6. leading the review of school behavior data to identify training needs with a view toward improving student outcomes;
  7. reporting behavior data at least annually to their school community.
  8. reviewing behavior data with the appropriate Assistant Superintendent or other District leadership no less than annually.
- C. Teachers are responsible for:
1. leading the development of the classroom behavior and restorative practices standards and procedures aligned to the district and building expectations;
  2. assuring that all students are taught the expected school behavior in their classroom and throughout the school;
  3. participating in identifying students that would benefit from additional support from school and community resources;
  4. Participating in implementation of the school behavior plan and restorative practices;
  5. participating in data review, necessary training, and analysis of behavior data to improve student outcomes.
  6. communicating with student when behavior interferes with learning.
  7. communicating with parent/guardian when there is a pattern of student behavior.
- D. Non-classroom school staff is responsible for implementing with consistency the district behavior standards and school behavior standards, participating in training and analysis of behavior data to improve student outcomes as directed by the

principal or site administrator.

- E. Parents/guardians are responsible for;
1. partnering with their student's schools to know and implement with consistency the school behavior standards and school and classroom rules to improve their student's outcomes.
  2. helping their student learn the behavior standards of their schools and classrooms.
  3. working collaboratively with school staff and their student to respond to and resolve behavior issues.

Students are responsible to learn the standards of behavior of the district, their school and their classrooms; to take personal responsibility for their behavior as they are able, and to work to improve the relationships they have with their peers, their teachers and with other school staff.

#### **IV. DEVELOPMENT AND COMMUNICATION OF BEHAVIOR STANDARDS**

The District is committed to teaching all students and to assuring that students' learning is not disrupted by the behavior of others. The District is committed to taking actions to provide a safe learning environment for all students, and a safe working environment for all staff.

- A. The Superintendent shall report behavior data to the Board no less than annually.
- B. Building principals shall review behavior data with the Superintendent no less than annually.
- C. Every school shall establish and teach behavior expectations and respond to student inappropriate behavior that are consistent with this Policy and accompanying administrative guidelines, and directives from the Superintendent. All school staff shall receive training on the school's plan.
- D. Every classroom shall establish behavior standards and norms within the district's policy, the Superintendent's directives and the school's behavior plan with participation from the students in the classroom. All students shall be taught the behavior standards established.
- E. Every school employee shall demonstrate high standards of behavior that model appropriate school behavior, and shall monitor and respond to student behavior.
- F. Every school shall examine discipline data to assure that responses to student behavior do not show evidence of bias or discriminatory behavior. Schools shall also use behavior data to identify and provide additional training to staff and students; and to provide effective interventions for students to improve student outcomes.

- G. Student age, developmental stage and individual needs based on culture, language or disability, or other relevant factors, shall be considered in determining the appropriate response to behavior.
- H. Behavior standards for students with an Individualized Education Program (“IEP”), Individual Accommodation Plan (“IAP/504 Plan”) shall be supported by the terms of the accommodations of their written program or plan to the extent they differ from the district policy, regulations and school plan.
- I. The District will make this Policy and accompanying administrative guidelines available on the District’s website and they also shall be available upon request in each principal's office. The Board encourages use of a variety of media to increase and awareness.
- J. Students and parents/guardians shall receive notice of classroom rules established by their classrooms.

***Legal References:***

Minn. Stat. §121A.40 *et seq.* (Pupil Fair Dismissal Act)  
Minn. Stat. §121A.58 *et seq.* (Discipline, All Students)  
Minn. Stat. §125A.08 (Individual Education Programs)  
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)

REVISED BY THE BOARD OF EDUCATION: July 15, 2019  
REVIEWED BY THE BOARD OF EDUCATION: August 17, 2020



## **ADMINISTRATIVE GUIDELINE 541.1**

### **STUDENT BEHAVIOR**

#### **I. PURPOSE**

These Administrative Guidelines apply to student behavior in school, on school property, in and around school vehicles, and at school-sponsored events both within and outside the district. The goal of Richfield Public Schools is to provide students a safe school to promote academic success and a vibrant learning community. Fair and appropriate implementation of the student discipline policy is important to this goal. Richfield Public Schools also recognizes that removal from instruction can work against the academic achievement of students, and should be avoided whenever possible. The purpose of these Administrative Guidelines is to establish the system of classification of student behaviors and administrative responses to those behaviors.

#### **II. GENERAL STATEMENT OF REGULATION**

- A. All responses to student inappropriate behavior should include elements of teaching or re-teaching appropriate school behavior and restoration of relationships affected by the student behavior.
- B. Alternatives to removal from instruction will be used unless the behavior of the student places the student or others in danger, or the disruption to the educational environment can only be remedied by a referral out of the classroom, or the referral out of the classroom is required by law. Typically, referral out of the classroom may occur with infractions at level 2 or higher. Alternatives to removal will be utilized within the classroom and may include a variety of methods and classroom management strategies.
- C. Opportunities for students to repair relationships affected or harmed by their behavior shall be offered as part of the response to behaviors. Where the student has been removed from the classroom for any amount of time, opportunities to repair relationship should be provided.

#### **III. RESPONSIBILITIES**

- A. The Superintendent in collaboration with the school board and district administration are responsible for:
  - 1. providing directives to enforce this policy.
  - 2. establishing minimum standards of behavior for students.
  - 3. analyzing behavior data overall as well as disaggregated by student group (race, gender, disability, etc.) to identify disproportionalities and respond appropriately.
  - 4. identifying adequate means for the documentation of behavior responses, the analysis of behavior data, engaging appropriate community resources and for identifying appropriate training for staff, student, parents and community partners.

- B. Principal or administrative designee are responsible for:
1. leading the collaborative development of the school's behavior and restorative practices plan;
  2. assuring that annual notices are given to students, parents/guardians and staff;
  3. communicating with teachers after responding to student being removed from the classroom;
  4. communicating with parent/guardian when responding to student behavior concerns when the student is removed from class;
  5. developing and sustaining partnerships with identified community resources;
  6. leading the review of school behavior data to identify training needs with a view toward improving student outcomes;
  7. reporting behavior data at least annually to their school community.
  8. reviewing behavior data with the appropriate Assistant Superintendent or other District leadership no less than annually.
- C. Teachers are responsible for:
1. leading the development of the classroom behavior and restorative practices standards and procedures aligned to the district and building expectations;
  2. assuring that all students are taught the expected school behavior in their classroom and throughout the school;
  3. participating in identifying students that would benefit from additional support from school and community resources;
  4. Participating in implementation of the school behavior plan and restorative practices;
  5. participating in data review, necessary training, and analysis of behavior data to improve student outcomes.
  6. communicating with student when behavior interferes with learning.
  7. communicating with parent/guardian when there is a pattern of student behavior.
- D. Non-classroom school staff is responsible for implementing with consistency the district behavior standards and school behavior standards, participating in training and analysis of behavior data to improve student outcomes as directed by the principal or site administrator.
- E. Parents/guardians are responsible for;
1. partnering with their student's schools to know and implement with consistency the school behavior standards and school and classroom rules to improve their student's outcomes.
  2. helping their student learn the behavior standards of their schools and classrooms.
  3. working collaboratively with school staff and their student to respond to and resolve behavior issues.

Students are responsible to learn the standards of behavior of the district, their school and their classrooms; to take personal responsibility for their behavior as they are

able, and to work to improve the relationships they have with their peers, their teachers and with other school staff.

#### IV. LEVELS AND RESPONSES

Inappropriate conduct varies. It may disrupt a teaching-learning situation, cause injury to oneself or others, damage personal or public property, violate school regulations or civil laws, or have several impacts simultaneously. Similarly, a single infraction can range from very minor to very serious. Accordingly, individual circumstances must be considered in every case and responses to conduct must be fair, and proportionate.

Levels of student behavior are established as indicated in the RPS Behavior Levels and Responses chart which accompanies these Administrative Guidelines, and are organized in five levels as follows. The levels of behavior are not linear but progressive in response to behavior.

1. Level 1 violations are typically addressed by staff members when a student has minimal or no prior violations. The staff response is to teach and practice the expected behavior so students learn and demonstrate safe, respectful and responsible behaviors. Staff members are expected to use a variety of teaching and classroom management strategies. Generally Level One behaviors do not result in out of classroom referral.
2. Level 2 violations generally result in interventions and/or disciplinary responses that involve support staff and/or school administration. These actions aim to increase the student's skills, positive view of schooling and positive experiences at school so that misbehavior is less likely to continue or escalate. A severe occurrence may be treated as a violation at a higher level. Repeated instances of a level 2 violation may be treated as a violation at a higher level only when appropriate interventions have been attempted over a reasonable amount of time and documented in the student's record.
3. Level 3 violations **may result** in a short-term removal from school for part of a day or an entire school day. The duration of the short-term removal, if issued, is to be limited as much as possible while adequately addressing the behavior. A severe occurrence may be treated as a violation at a higher level. Repeated instances of a level 3 violation may be treated as a violation at a higher level only when appropriate interventions have been attempted over a reasonable amount of time and documented in the student's record.
4. Level 4 violations have the potential to significantly impact the safety of the school environment. These violations may result in the removal of a student from the school environment due to the severity of the behavior. Incidents at this level may be referred for expulsion depending on the circumstances.
5. Level 5 violations require the principal to notify the Superintendent or designee. These behaviors may result in police notification and/or expulsion.

## **V. PROCEDURES FOR OUT OF SCHOOL REMOVALS**

### **A. Administrative Conference**

If a student is assigned an out of school removal from instruction for conduct which materially disrupts the rights of others to an education, but where the acting student does not present an immediate and substantial danger to self, other students, staff or school property, an informal administrative conference must be held with the student unless the student has already left the school grounds.

If a student is assigned an out of school removal from instruction for conduct which reasonably can be believed to cause an immediate and substantial danger to the student, other persons or school property, the student may be removed from the premises without an initial informal administrative conference, however, the student shall be afforded an opportunity to at the earliest possible time to participate in the informal administrative conference.

An informal administrative conference may be held by telephone or at an off-campus site if the student presents an immediate or substantial danger to the school.

### **B. Notification**

The principal or designee shall make reasonable efforts to promptly notify the parents of students assigned an out of school removal from instruction.

The principal or designee shall ensure that a written notice containing the grounds for the out of school removal, the known facts, known testimony, a readmission plan and a copy of the *Pupil Fair Dismissal Act* is personally served upon the student at or before the time of the out of school removal from instruction is to take effect at the informal administrative conference. If the informal administrative conference is delayed because removal from instruction was for conduct which reasonably could be believed to cause an immediate and substantial danger to the student, other persons or school property, the written notice shall be given to student at the informal administrative conference when it is held.

The written notice shall also be served upon the parent/guardian, either in person or by certified mail within forty-eight (48) hours of the out of school removal from instruction.

### **C. Readmission to Instruction**

Prior to or after an out of school removal from instruction, the principal or designee shall require the student's attendance at an informal administrative conference prior to the return to classes. Such conferences shall be noticed to the parents/guardians of the student, who are encouraged to attend the conference.

For any out of school removal from instruction, the principal or designee shall prepare a written readmission plan. The proposed plan may include a procedures for the student's return to school and classes. The proposed plan also may include provision for an alternative program, which may include, but is not limited to:

- make-up school work;
- assigned homework;
- changes in assigned courses or classroom;
- changes in student's schedules;
- provision of tutorial service;
- provision of student support services,
- provision of information concerning mental health or other community supports;
- reassignment to a different educational setting.

If a reassignment to a different educational setting is proposed, the principal shall follow district procedures for reassignment, and the due process rights of the student shall be observed.

The informal administrative readmission conference may be held by telephone or at an off-campus site if necessary to meet the needs of the student.

#### **D. Consecutive Removals**

Out of school removals from instruction may not be imposed consecutively upon the same student for the same course of conduct, or incident of behavior, except where the student poses an immediate and substantial risk of danger to the student or to persons or property around the student. Whether or not an "immediate and substantial risk of danger" exists shall be determined by the principal or designee. Notice of the extension shall be given following the same procedure as the initial notice of the removal from instruction.

An out of school removal from instruction may not be extended due to the inability or refusal of a parent/guardian to participate in any readmission conference.

Up to two (2) five (5) day suspensions (total of ten school days) may be imposed if the principal determines that the student continues to present an immediate and substantial risk of danger.

A third five (5) day suspension may be imposed only if the district is proposing expulsion or exclusion and the Superintendent has been notified.

Whenever a removal from instruction exceeds five (5) days, an alternative instruction program such as those identified in Paragraph V.C shall be provided to the student.

#### ***Legal References:***

Minn. Stat. §121A.40 *et seq.* (Pupil Fair Dismissal Act)

Approved by the Board of Education:	7/15/19
Reviewed by the Board of Education:	8/17/20

**RICHFIELD PUBLIC SCHOOLS**

**SCHOOL DISTRICT SYSTEM ACCOUNTABILITY**

**I. PURPOSE**

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and federal law.

**II. GENERAL STATEMENT OF POLICY**

Implementation of the Minnesota Academic Standards and federal law requires a consistent level of accountability for the school district. Accordingly, the school district has established a system to adhere to the Minnesota Academic Standards to ensure that each individual will learn, grow and excel and to uphold the level of academic content required to qualify courses for state course credit requirements for graduation. The school district will maintain a system to review and improve instruction, curriculum, and assessment which includes substantial input by students, parents or guardians, and local community members. The school district is accountable to the public and the state through annual reporting. The school board shall receive public input and comment and shall review this policy at least annually.

**III. DEFINITIONS**

A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.

B. "Graduation Standards" means the credit requirements and locally adopted content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.

C. "World's best workforce" means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

**IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING**

**A. School District Goals**

1. The school board has established school district-wide goals which provide broad direction for the school district. The goals of Richfield Public Schools will be clearly articulated in the Strategic Plan (Policy 101: Strategic Planning). Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and

federal law. The broad goals shall be reviewed annually by the school board.

2. Advisory Committees will be established by the Board to ensure active community participation in all phases of development, implementation, and assessment of school district goals. Advisory Committees will also provide review and oversight of the specific tactics employed in support of strategic goals. The school district-wide improvement goals should address recommendations identified through the Advisory Committee process. School district goals may also be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

3. The school district's goal setting process will include consideration of individual school site goals as well as goals of departments within school sites. However, all operational units within the school district should have strategic goals that clearly and intentionally align with district-wide goals.

4. The superintendent or designee shall communicate progress measurements and participation to the school board throughout this process.

#### B. Implementation of Standards through Instruction and Curriculum

1. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5. This process is described in full in Policy 610 Selection and Reevaluation of Instructional Resources and Guideline 610.1 along with Policy 612 Curriculum Development and Guideline 612.1 and Policy 601 Academic Standards and Instructional Curriculum.

2. The superintendent or designee shall communicate progress measurements and participation to the school board throughout this process.

#### C. Implementation of Graduation Requirements

The Advisory Committees shall also advise the superintendent on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of the Advisory Committees shall be published to the community. Graduation Requirements are described in full in Policy 521 Graduation Requirements and accompanying guidelines 521.1 and 521.2.

#### D. Evaluation of Student Achievement



1. The superintendent shall annually review and determine if student achievement levels at each school site meet federal expectations. If the superintendent determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the superintendent or designee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. This process shall include parental input and collaboration with Advisory Committees. The superintendent or designee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.

2. The educational assessment system component utilized by the superintendent to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The superintendent will utilize models developed by the Commissioner for measuring individual student progress. The superintendent must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

3. The superintendent or designee shall communicate progress measurements and participation to the school board throughout this process.

#### E. Scope and Authority of Advisory Committees

1. Advisory Committees will meet multiple times yearly to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.

2. Advisory Committees will continue to provide active community participation and ongoing input and feedback in a variety of areas including:

a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Academic Standards;

b. Identifying annual instruction and curriculum improvement goals for recommendation to the superintendent;

c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;

d. Advising the superintendent about development of the annual budget.

3. Advisory Committees shall meet the following criteria:

a. Advisory Committees shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.

b. Advisory Committees shall make recommendations to the superintendent on school district-wide standards, assessments, and program evaluation.

c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.

d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by Advisory Committees in the instruction and curriculum review process.

4. Advisory Committees shall, when possible, be comprised of at least two-thirds community representatives and shall reflect the diversity of the community. To the extent possible, Advisory Committees shall reflect the diversity of the school district and its school sites and include teachers, parents, support staff, students, and other community residents. Advisory committees shall also deliberately be comprised to represent diverse perspectives and viewpoints. Possible advisory composition could include:

a. Leadership (school board member, district representative, building administrator)

b. Students

c. Staff (Representation from different bargaining groups)

d. Parents (Representation from different school buildings)

e. Community Members (without school age children)

f. Local Business Representatives (representing diverse areas of expertise)

g. Others as appropriate

5. Translation services should be provided to the extent appropriate and practicable.

6. Advisory Committees shall meet according to a published calendar of scheduled gatherings. Schedules shall ideally be published on the district website in the yearly calendar and communicated directly to all families via electronic or written communication methods. Notes and documentation

shall be maintained by advisory committees and routinely published on the district website.

7. Advisory Committees may include but not be limited to the following list. The descriptions of the advisory committees are included for illustrative purposes and are not intended to be permanent directives.

a. Athletics & Activities: This committee reviews and works collaboratively toward providing students, families and the Richfield community with great opportunities for learning and participation beyond the classroom. The committee works with the District, booster clubs, coaches and others to cooperate and coordinate together.

b. Community Education: This committee advises the staff and board on matters of planning, growth, development and evaluation of Community Education. The committee addresses programs and services for early learning, youth, teens, adults and families.

c. Curriculum: The purpose of this committee is to advise and support the District in their implementation of the curriculum. The committee shares instructional practices, assessment results and district plans to engage in feedback and conversation.

d. Finance: The purpose of this committee is to provide advice and counsel to the superintendent in areas of budget and finance-related planning. The reoccurring task each year is to help prepare and review the next year's fiscal plan, which is the basis for budget development and staffing.

e. Fundraising: This committee creates guidelines and processes for any group associated with Richfield Public Schools that does any fundraising or asking for donations, such as booster groups, PTOs, clubs, student groups, etc.

f. Health, Wellness & Safety: This committee identifies and reviews efforts regarding policies and programs as well as facility and maintenance improvements to ensure a safe workplace and healthy place to learn.

g. Indian Education: This committee serves in an advisory role for the American Indian Education program and helps plan and organize family events for the community.

h. Licensure: The purpose of this committee is to facilitate the continuing education and relicensure process of teachers in the district.

i. Special Education: This committee's purpose is to keep the connection between families and the special education department.

Meetings include updates on current special education topics and how the information relates to services for students.

j. Strategic Planning: This committee provides the opportunity for students, families, and residents to provide input for the strategic plan of the District.

k. Safe & Supportive Schools: The work of this committee is focused around providing a welcoming, healthy, supportive, safe and caring environment. This group works together to develop clear communication, policies and practices around student attendance and behavior expectations.

l. Student Work Experience: This committee's mission is to advise the Richfield Public School's work-based learning program, empowering students to create plans for their futures and develop skills to excel as members of society.

m. Technology: This team provides input on technology infrastructure, K-12 digital and media literacy standards, digital learning model, and more.

8. Of the committees listed above, the following are currently required by statute:

a. Community Education (Minn. Stat. § 124D.19 and Minn. Stat. § 124D.13)

b. Curriculum (Minn. Stat. § 120B.11)

c. Health, Wellness, & Safety (42 U.S.C. § 1758(b) [Healthy, Hunger-Free Kids Act of 2010] and Minn. Stat. § 182.676)

d. Indian Education (Minn. Stat. § 124D.78)

e. Special Education (Minn. Stat. § 125A.24)

#### E. Reporting

1. Consistent with Minn. Stat. § 120B.36, Subd. 1, the superintendent or designee shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The superintendent must transmit an

electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district will also annually report progress on its Strategic Plan goals through vision cards presented at public school board meetings.

2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.

**Legal References:**

Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.35 (Student Achievement Levels)  
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)  
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123B.04 (Site Decision Making Agreement)  
Minn. Stat. § 123B.147, Subd. 3 (Principals)  
Minn. Stat. § 124D.13  
Minn. Stat. § 124D.19  
Minn. Stat. § 124D.78  
Minn. Stat. § 125A.24  
Minn. Stat. § 182.676  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)  
42 U.S.C. § 1758(b) (Healthy, Hunger-Free Kids Act of 2010)

**Cross References:**

Policy 101 Strategic Plan  
Policy 521 & Guidelines 521.1 and 521.2 Graduation Requirements  
Policy 610 & Guideline 610.1 Selection and Reevaluation of Instructional Resources  
Policy 612 & Guideline 612.1 Curriculum Development  
Policy 601 Academic Standards and Instructional Curriculum  
Policy 620 & Guideline 620.1 Credit for Learning

RATIFIED BY THE BOARD OF EDUCATION: 11/16/2020

**RICHFIELD PUBLIC SCHOOLS**

**CRISIS MANAGEMENT POLICY**

**I. INTRODUCTION**

This policy is pursuant to Minn. Statute § 121A.035, which requires school boards to adopt a Crisis Management Policy.

**II. PURPOSE**

Policy 802 and the Crisis Management Procedures are intended to serve as a guide for school district and building administrators, school employees, students and community, and are designed to address a wide range of potential crisis situations.

**III. THE PLAN**

This policy is to be used when developing a building-specific Crisis Management Plan to coordinate protective actions prior to, during, and after any emergency or potential crisis situation. The District Crisis Management Committee (DCMC) shall be responsible for developing and annually updating Crisis Management Procedures to accommodate the district's needs. The DCMC works in conjunction with district and building site personnel to update site specific procedures, connect with and update committee resources, and to train staff.

**IV. ELEMENTS OF A SCHOOL'S CRISIS MANAGEMENT PLAN**

The District Crisis Management Committee shall develop district-wide and building-specific Crisis Management Procedures that shall include A) District Crisis Protocols, B) Crisis Response, and C) Postvention Response.

The school's plan shall be created in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency.

**A. District Crisis Protocols**

The Crisis Management Procedures shall include:

- 1) Communication Procedures
- 2) Evacuation Procedures
- 3) Sheltering/Lockdown Procedures

These elements will include both district wide and building specific procedures.

1. Communication Procedures

Information about emergencies must be communicated to the Superintendent's Office immediately. All media inquiries will be referred to the Superintendent's Office. The school district, in coordination with assisting agencies, assumes responsibility for issuing public statements during an emergency.

School Closure Procedures – The superintendent shall make decisions about closing a school or any school district building. Such decisions will be made as early in the day as possible using news sources, websites, and an automated messaging system.

2. Evacuation Procedures

Evacuation procedures are used when conditions are safer outside the building than inside the building. Evacuation routes should be specified according to the type of emergency.

These crisis management procedures include:  
Fire  
Hazardous Materials  
Bomb Threats  
Student Relocation/Reunification

3. Sheltering/Lockdown Procedures

Sheltering-in-place is used when evacuation would put people at risk. Sheltering-in-place provides refuge for students, staff and the public inside the school building during emergencies.

Lockdown procedures are used to protect building occupants from potential dangers in the building or external threats that may enter the building.

These crisis management procedures include:  
Severe Weather  
Demonstrations  
Intruder/Hostage  
Shooting  
Weapons

B. Crisis Response

Crisis-specific procedures shall consider the potential crisis situations that may occur during the school day or at school-sponsored events and functions.

These are district-wide procedures designed so that school administrators can tailor response procedures when creating building-specific Crisis Management Procedures.

The crisis management procedures include:

Abduction

Assault/Sexual Assault

Bus Accidents

Communicable Diseases/Pandemic

Death

Fights/Disturbances

Medical Emergencies

Suicide Threat/Attempt

Suspicious Package/Mail – Chemical/Biological Threat

Terrorism

Threats

#### C. Postvention Response

The Postvention Manual outlines steps to debrief, provide support and reduce additional risk in the situation of a crisis response.

#### D. Facility Diagrams and Site Plans

The District Crisis Management Committee (DCMC) shall provide school buildings with a facility diagram and site plan including:

- exits, AED, and fire extinguisher locations
- location of primary and secondary evacuation routes
- designated safe areas inside and outside the building
- relocation sites
- lockdown and evacuation procedures

The facility diagrams and site plans shall be available in the office of the building administrator and in other appropriate areas and shall be kept on file at the district office.

#### E. Emergency Telephone Numbers

School buildings shall have an Emergency Log with a current list of emergency telephone numbers and the names and addresses of local and county personnel who are likely to be involved in resolving a crisis situation. The list will include numbers for agencies such as: police, fire, ambulance, hospital, Poison Control Center, local, county and



state emergency management agencies, local public works departments, local utility companies, public health nurse, mental health/suicide hotlines, and the county welfare agency.

**F. Crisis Management Teams**

Each school building shall have a Crisis Management Team. The school administrator or designee shall serve as the leader of the Crisis Management Team and the primary contact for emergency response officials.

1. The leader shall select and train the building Crisis Management Team to respond to all emergencies.
2. The leader shall assume the resource role when emergency response personnel are available to take command and control of the situation.
3. The leader shall maintain a drill log for compliance with state statute.
4. The District Crisis Management Committee (DCMC) shall maintain a current listing of the RPS Emergency Log of the Crisis Management Teams and members.

**G. District Employees**

Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they should be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the Crisis Management Policy and their school's Crisis Management Plan.

*Legal References:* Minn. Stat. §121A.06 (Reports of dangerous weapon in school zones)  
Minn. Stat. §121A.035 (Crisis management policy)  
Minn. Stat. §299F.011 (Uniform fire code; adoption)  
Minn. Stat. §299F.30 (Fire drill in school; doors and exits)  
Minn. Stat. §299F.391 (Healthcare, education, or lodging facility)

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ADOPTED BY THE BOARD OF EDUCATION: February 3, 2003

REVISED BY THE BOARD OF EDUCATION: September 5, 2006, October 3,  
2016

REVIEWED BY THE BOARD OF EDUCATION: August 4, 2008, November 16,  
2020

**NEW BUSINESS – FOR REVIEW**

**Agenda Item VI.B.**

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

**Regular Meeting, August 16, 2021**

**Subject: COVID-19 Face Covering**

(Recommended by the Superintendent)

Passage upon a single read of Policy 548: COVID-19 Face Covering. This policy was recently updated in June, and additional changes are needed to address the ongoing fluctuations of the COVID-19 pandemic.

**Attachments:**

Policy 548: COVID-19 Face Covering - redlined

## **RICHFIELD PUBLIC SCHOOLS**

### **COVID-19 FACE COVERING POLICY**

#### **I. PURPOSE**

The purpose of this policy is to establish requirements for employees, students, and other persons (including visitors, guests, contractors, etc.) present on school property to wear face coverings in classrooms, preschool, child care settings and other indoor areas, in order to minimize exposure to COVID-19.

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

A. Face coverings are meant to protect other people in case the wearer does not know they are infected.

B. When present indoors in school buildings and district offices, face coverings are required for all ~~students in grades PreK-8 and all students, staff, and other people who are not vaccinated against COVID-19 individuals, regardless of vaccination status~~, unless an exception described in Part IV below applies. ~~Staff members working in PreK-8 settings are encouraged to continue wearing face coverings even if they are vaccinated against COVID-19, due to the fact that the students they are serving are likely not yet eligible to receive the vaccine.~~

C. All students in all grades, all staff members and other people who are riding on school transportation vehicles are required to wear a face covering at all times.

D. Face coverings are not required outdoors. 6 foot social distancing while outdoors is encouraged.

E. A violation of this policy occurs when any student, staff, or other person ~~who is required to wear a mask~~ is present in a school building, in the school district office, or on a school transportation vehicle and fails to wear a face covering, unless an enumerated exception applies.

#### **III. DEFINITIONS**

A. A face covering must be worn to cover the nose and mouth completely, should not be overly tight or restrictive, and should feel comfortable to wear. Face coverings should never be shared and should only be utilized by one individual. The following are included in the definition of face covering:

1. Paper or disposable mask;
2. Cloth face mask;
3. Scarf;
4. Neck gaiter;
5. Bandana;
6. Religious face covering;
7. Medical-grade mask or respirator; and
8. Transparent face mask

This policy recommends the use of a multi-layered cloth mask as the preferred option as this has been recommended by the Center for Disease Control (CDC) as the best method for preventing the spread of COVID-19. Bandanas and neck gaiters are generally not recommended by the CDC, but are not expressly prohibited, thus all face coverings listed above are acceptable. Any face coverings that are made of only one layer of cloth material are recommended to be worn folded over to provide two layers of cloth.

B. A face shield is a clear plastic barrier that covers the face and allows visibility of facial expressions and lip movements for speech perception. A face shield should extend below the chin anteriorly, to the ears laterally, and there should be no exposed gap between the forehead and the shield's headpiece. A face shield does not meet the definition of a face covering and is not recommended to be used in place of a face covering. The best use of a face shield is in addition to a face covering as a secondary layer of protection.

C. Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air.

#### **IV. EXCEPTIONS AND ALTERNATIVES; TEMPORARY REMOVAL OF FACE COVERING**

A. Face coverings should never be placed on anyone under age 2, anyone who is having trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance.

B. A face shield may be used as an alternative to a face covering in the following situations:

1. Individuals who cannot tolerate a face covering due to a documented medical condition or documented disability related condition may be permitted to utilize alternative options such as a face shield or other reasonable accommodation.
2. If a transparent face mask is not available, a teacher of any grade level may wear a face shield when wearing a face covering may impede the educational process. This may only occur when the teacher is able to remain at least 6 feet away from all other individuals. For example, a teacher teaching phonics in early grades might need students to observe lip motions to appropriately learn the content. In this example, the teacher would need to teach from a 6 foot distance and wear a face covering if moving closer than 6 feet to the students.
3. If a transparent face mask is not available, staff providing direct support student services may wear a face shield instead of a face covering when a face covering would impede the service being provided. This may only occur when the staff member is able to remain at least 6 feet away from all other individuals. For example, in a special education session where a student is learning to identify emotions, they may need to see facial expressions to appropriately learn the content. In this example, the staff member would need to teach from a 6 foot distance and wear a face covering if moving closer than 6 feet to the students.

C. Staff, students, and other people present in school buildings or in district offices may temporarily remove their face covering in the following situations:

1. During activities, such as swimming or showering, where the face covering will get wet;

2. While receiving a service, including nursing, medical, or personal care services, that cannot be performed or is difficult to perform when the individual receiving the service is wearing a face covering;
3. When the wearer needs to remove their face covering to eat or drink, though care should be taken to maintain as much space as possible between people while doing so;
4. During indoor practices or performances involving playing musical instruments where a face covering cannot be used while playing the instrument, though people participating in these activities must maintain at least ~~six-three~~ six feet of distance to the extent possible ~~and must consider additional barriers such as Plexiglas dividers~~;
5. When required by school staff for the purposes of identification;
6. Staff working alone in their offices, classrooms, vehicles, or job locations that have no person-to-person interaction;
7. Staff working in communal spaces that have barriers such as Plexiglas or cubicle walls between employees that are above face level, provided that ~~six-three~~ six feet of distance is maintained to the extent possible; or
8. When communicating with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with a face covering difficult, provided that ~~threesix~~ six feet of distance is maintained to the extent possible.
9. Students participating in athletics competitions ~~and who are not vaccinated against COVID-19~~ may temporarily remove their face coverings during competitive game play. ~~Non-vaccinated A~~athletes must keep their face coverings on when they are indoors and not actively playing (on the bench) and at all other indoor activity times, including practice and warm-ups.

## **V. IMPLEMENTATION**

A. This policy will be conspicuously posted in each school building and administrative office and communicated to students, staff, families, and potential visitors to the school building.

B. The school district will provide face coverings to all students. Employees will be provided face coverings and face shields (to the extent practicable). Employees and students may choose to wear their own face covering as long as it covers the nose and mouth. To the extent practicable, the school district will maintain an extra supply of face coverings for people who forget to bring their face covering.

C. The school district will teach and reinforce the use of face coverings for students and staff throughout the school day, including on transportation vehicles and inside school buildings.

D. Individuals who cannot tolerate a face covering due to a medical condition or disability related condition may be permitted to utilize alternative options such as a face shield or other reasonable accommodation. The Superintendent or designee shall have discretion to determine whether an employee, parent, or community member qualifies for a reasonable accommodation and the accommodation to be provided. For a student with a medical condition or disability, the student's education team (i.e. IEP team, Section 504 team, health plan team) will determine whether the student qualifies for a reasonable accommodation and the accommodation to be provided. As a condition to granting a reasonable accommodation, the school district may require an individual to provide a note from a health care provider or medical authority and/or other relevant information or with respect to the condition or circumstance. Requests for reasonable accommodations from the face covering requirement shall be assessed on a case-by-case basis in accordance with applicable federal and state law.

E. All face coverings shall meet the requirements of applicable dress code policies and/or codes of conduct.

1. Face coverings promoting products or activities that are illegal for use by minors are not acceptable.
2. Face coverings with any of the following will not be tolerated:  
Objectionable emblems, badges, symbols, signs, words, objects



or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in School Board Policy 103 pertaining to “Racial, Religious and Sexual Harassment and Violence.”

3. It is not the intention of this policy to infringe on the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, do not advocate violence or harassment against others or do not create a substantial disruption of the learning environment.

F. Students and staff should not engage in any indoor physical activity where the level of exertion makes wearing a face covering difficult, except as outlined above in section IV.C.9.

## **VI. ENFORCEMENT; CONSEQUENCES FOR NON-COMPLIANCE**

A. In order to promote the health and safety of employees, students and members of the community, and make available a safe environment that is conducive to learning, compliance with this policy is necessary.

B. Employees who fail or refuse to comply with this policy may be subject to discipline, as appropriate, up to and including the termination of employment.

C. Students who fail or refuse to comply with this policy may be subject to discipline in accordance with Policy 541, Student Behavior.

Accommodation will appropriately and legally be made for students with specific health or special education concerns that prevent them from wearing face coverings. When appropriate, additional options will be provided such as face shields or Plexiglas dividers.

Legal References:

~~Emergency Executive Order 20-81~~

~~Emergency Executive Order 20-82~~

~~Minn. Stat. § 12.45 (Governor's Orders and Rules, Effect)~~

~~Minn. Stat. § 12.45 (Violations; Penalties)~~

Cross References:

Policy 103 Racial, Religious and Sexual Harassment and Violence

Policy 541 Student Behavior

Policy 547 Student Dress and Appearance

RATIFIED BY THE BOARD OF EDUCATION: 9/8/2020

REVISED BY THE BOARD OF EDUCATION: 10/19/2020; 6/14/2021; 8/16/2021

**NEW BUSINESS – FOR ACTION**

**Agenda Item VI.C.**

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

Regular Meeting, August 16, 2021

**SUBJECT: SCHOOL BOARD ELECTION**

(Recommended by Superintendent)

That the Board of Education adopt the Resolution Relating to the Election of School Board Members and calling the School District General Election on Tuesday, November 2, 2021.

**Background Information**

Attached is the resolution calling the school board election.

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

HELD: AUGUST 16, 2021

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 280 (Richfield Public Schools), State of Minnesota, was duly held in said school district on the 16th day of August, 2021, at 7 o'clock p.m..

The following members were present:

and the following were absent:

Member \_\_\_\_\_ moved the adoption of the following resolution:

**RESOLUTION RELATING TO ELECTION OF SCHOOL BOARD MEMBERS AND  
CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

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

1.
  - a. It is necessary for the school district to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each.
  - b. The clerk shall include on the general election ballot the names of the individuals who file or have filed Affidavits of Candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.
2. The general election is hereby called and directed to be held on Tuesday, the 2<sup>nd</sup> day of November, 2021 between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.
3. Pursuant to Minnesota Statutes, Section 205A.11, the school district polling places and combined polling places and the precincts served by those polling places, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, are hereby designated for this general election.

- a. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the County Auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said general election. The notice shall specify the date of said election and the office or offices to be voted on at said general election. Any notice given prior to the adoption of this resolution is ratified and confirmed in all respects.
  - b. The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.
  - c. The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted at each polling place and combined polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.
  - d. The clerk is hereby authorized and directed to cause notice of said elections to be published in the official newspaper of the school district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the general election.
  - e. The notice of election so posted and published shall state the offices to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.
  - f. The clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place and the combined polling place on Election Day.
4. The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this general election and generally to cooperate with any election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate officials regarding preparation and distribution of ballots, election administration and cost sharing.
5. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system:
  - a. Optical scan ballots must be printed in black ink on white colored material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed

at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

6. The name of each candidate for office at each election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.
7. If the school district will be contracting to print the ballots for this election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.
8. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the general election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance of publication once in the official newspaper and by causing the notice to be posted in the office of the County Auditor, the administrative offices of the school district and the office of any other local election official conducting the election.
9. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the general election and in the newspaper of widest circulation once on the day preceding the general election, or once the week preceding the general election if the newspaper is a weekly.
10. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each

member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

11. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the polling places or combined polling places during the November 2, 2021 general election. The election judges shall act as clerks of election and submit the results to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.
12. The School District clerk shall make all Campaign Financial Report required to be filed with the school district under Minnesota Statutes, Section 211 A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where report are made available.


# General Election Ballot

Independent School District No. 280  
(Richfield)

November 2, 2021

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## Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this: 

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## School Board Member Vote for Up to Three

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Rachel Banks Kupcho



Eric Carter



Tim Pollis



\_\_\_\_\_  
write-in, if any



\_\_\_\_\_  
write-in, if any



\_\_\_\_\_  
write-in, if any

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA            )  
  )SS  
COUNTY OF HENNEPIN         )

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

WITNESS MY HAND officially as such clerk this \_\_\_\_\_ day of August, 2021.

\_\_\_\_\_  
Clerk

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

**Regular Meeting, August 16, 2021**

**Subject: SHERIDAN HILLS Facilities Project Change Order #024**

(Recommended by the Superintendent)

That the Board of Education approve SHERIDAN HILLS Facilities Project Change Order #024 for a net increase of \$9,212.00

**Background Information**

- Sheridan Hills Elementary Change Order #024 – An addition of \$ 9,212.00 for costs to modify casework to accommodate finned tube radiation conflicts, repair leaks on existing sanitary sewer piping, construct masonry pier to support structural steel, reroute above grade irrigation piping, provide additional plaster ceiling demolition, demo an unsupported wall and reconstruct a new wall in its place, and modify existing ductwork dampers to remain in the closed position. Also included in this change order is a credit for portion of previously submitted pricing related to PR 001 earthwork that was not required.

The original (Contract Sum)	\$9,582,000.00
Net Change by previously authorized Change Orders	\$386,428.00
The contract sum prior to these Change Orders	\$9,968,428.00
The contract sum will be increased by these Change Orders in the amount of	\$9,212.00
The new contract sum including all Change Orders will be	\$9,977,640.00



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 #024: Corval CO 024

<b>CONTRACT COMPANY:</b>	<b>Corval Group</b> 1633 Eustis Street St. Paul, Minnesota 55108	<b>CONTRACT FOR:</b>	SC-S180064 - SHRDN-001:Corval Group Single Prime Contract
<b>DATE CREATED:</b>	8/09/2021	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	08/09/2021
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Design Development   Existing Condition
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$9,212.00

### DESCRIPTION:

Included in this change order are costs to modify casework to accommodate finned tube radiation conflicts, repair leaks on existing sanitary sewer piping, construct masonry pier to support structural steel, reroute above grade irrigation piping, provide additional plaster ceiling demolition, demo an unsupported wall and reconstruct a new wall in its place, and modify existing/unneeded dampers to remain in the closed position.

Also included in this change order is a credit for portion of previously submitted pricing related to PR 001 earthwork that was not required.

CE #026 - RFCO - PR 001 Adjustments: (\$2,632.00)  
RFCO - PR 001 Adjustments

This change event includes:

The correction for the inaccurate originally uploaded. The difference of \$12,095 and \$10,141 which equals \$1,954.

Also included is the actual cost for soil corrections not included in the original price due to unknown subgrade conditions.

CE #102 - RFCO - GCPR#48 - Skins for Casework - Pricing for Approval: \$1,731.00  
RFCO - GCPR#48 - Skins for Casework - Pricing for Approval

CE #107 - RFCO - Existing San Leak Lower Level: \$2,141.00  
RFCO - Existing San Leak Lower Level

CE #108 - RFCO - RFI 251 - existing wall bearing construction: \$2,476.00  
RFCO - RFI 251 - existing wall bearing construction

CE #112 - RFCO - RFI #263: Piping Blocking New Louver Cut: \$355.00  
RFCO - RFI #263: Piping Blocking New Louver Cut

CE #114 - RFCO - RFI #260: Kitchen Area Plaster Ceiling Demo: \$589.00  
RFCO - RFI #260: Kitchen Area Plaster Ceiling Demo

CE #115 - PR 042 - Kitchen Wall Demo & New Wall: \$3,554.00  
PR 042 - Kitchen Wall Demo & New Wall

CE #118 - RFCO RFI#255 Area A & B Dampers: \$1,198.00



RFCO RFI#255 Area A & B Dampers

**ATTACHMENTS:**

[GCPR#66- RFI#255 Area A and B Dampers Pricing for Approval.pdf](#) [GCPR#60- PR#42 Pricing for Approval.pdf](#) [Casework Skins Pricing for Approval.pdf](#) [GCPR#51 - PR#17 Credit for Earthwork \(1\).pdf](#) [GCPR#62- RFI#263 Pipe Blocking Louver Cut Pricing for Approval.pdf](#) [PR 042 - Kitchen Wall Demo & New Wall.pdf](#) [GCPR#59-RFI#260 Plaster Ceiling Demo Pricing For Approval.pdf](#) [GCPR#54 - RFI251 Pricing for Approval.pdf](#) [Existing San Pipe Fitting Replacement Pricing for Approval.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 9,582,000.00
Net change by previously authorized Change Orders	\$ 386,428.00
The contract sum prior to this Change Order was	\$ 9,968,428.00
The contract sum will be increased by this Change Order in the amount of	\$ 9,212.00
The new contract sum including this Change Order will be	\$ 9,977,640.00
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, August 16, 2021**

**Subject: Central Facilities Project Change Order #005 - #007**

(Recommended by the Superintendent)

That the Board of Education approve Central Education Center Facilities Project Change Orders #005, #006, and #007 for a net increase of \$57,462.88.

**Background Information**

- Central Education Center Change Order #005 – An addition of \$23,280.23 for costs to modify the roof=top ductwork, mechanical modifications required for existing conditions, soil corrections required at the chiller enclosure and additional drywall and wall patching in the classrooms.
- Central Education Center Change Order #006 – An addition of \$ 24,417.65 for costs to reconfigure one room designed as office space but will now be utilized as a classroom, maintain and improve an existing toilet room, replace an existing janitorial mop sink planned to be reused and replace an antiquated network cable between data closets with a new fiber backbone.
- Central Education Center Change Order #007 – An addition of \$ 9,765.00 for costs to relocate an existing hose bib and associated piping to avoid conflicts with the new casework.

The original (Contract Sum)	\$4,305,000.00
Net Change by previously authorized Change Orders	\$42,022.47
The contract sum prior to these Change Orders	\$4,347,022.47
The contract sum will be increased by these Change Orders in the amount of	\$57,462.88
The new contract sum including all Change Orders will be	\$4,404,485.35



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Phone: (763) 354-2670  
Fax: (763) 780-2866

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

## Contract Change Order #005: Rochon CO 005

<b>CONTRACT COMPANY:</b>	<b>Rochon Corporation</b> 28 2nd Street NW, Suite 200 Osseo, Minnesota 55369	<b>CONTRACT FOR:</b>	SC-S180064 - CEC-001:Rochon Single Prime
<b>DATE CREATED:</b>	8/09/2021	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	08/09/2021
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Design Development   Existing Condition
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$23,280.23

### DESCRIPTION:

Included in this change order are costs modify/re-route roof-top ductwork, address various mechanical coordination items, provide soil corrections at the chiller enclosure, provide additional drywall patching and fiberglass reinforced panels in the classrooms.

CE #011 - PR 006 - AHU-4 Rooftop Ductwork: \$3,649.80  
PR 006 - AHU-4 Rooftop Ductwork

CE #030 - PR 010 - Mechanical RFI Responses: \$7,383.18  
PR 010 - Mechanical RFI Responses

CE #031 - RFCO Soil Amendment at Chiller Enclosure: \$3,188.90  
RFCO Soil Amendment at Chiller Enclosure

CE #034 - PCO #024 - Alcove Mech Units Patching: \$4,994.85  
PCO #024 - Alcove Mech Units Patching

CE #035 - PCO #026 - CE #026 - FRP at Coat Hooks: \$4,063.50  
PCO #026 - CE #026 - FRP at Coat Hooks

### ATTACHMENTS:

[PCO#028 R1 - PR#10 Mechanical RFI Responses.pdf](#) [PCO#026 - FRP at Coat Hooks.pdf](#) [PCO#024 - Alcove Mech. Units Patching.pdf](#) [PCO#023 - Soil Correction.pdf](#) [Braun Soil Report - Richfield Central Ed Center.pdf](#) [PR 010 - Mechanical RFI Responses.pdf](#) [PCO#017 - PR#6 AHU-4 Rooftop Ductwork.pdf](#) [PR 006 AHU-4 Rooftop Ductwork.pdf](#)

### CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 4,305,000.00
Net change by previously authorized Change Orders	\$ 42,022.47
The contract sum prior to this Change Order was	\$ 4,347,022.47
The contract sum will be increased by this Change Order in the amount of	\$ 23,280.23
The new contract sum including this Change Order will be	\$ 4,370,302.70
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

**CCO #006**

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 #006: Rochon CO 006

<b>CONTRACT COMPANY:</b>	<b>Rochon Corporation</b> 28 2nd Street NW, Suite 200 Osseo, Minnesota 55369	<b>CONTRACT FOR:</b>	SC-S180064 - CEC-001:Rochon Single Prime
<b>DATE CREATED:</b>	8/09/2021	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	08/09/2021
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Client Request
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$24,417.65

### DESCRIPTION:

Included in this change order are costs to reconfigure spaces initially planned to be a staff office and convert to a classroom, maintain/upgrade an existing toilet room, replace an antiquated networking cable with a new run of fiber cabling backbone and replace an existing janitorial mop sink.

CE #015 - PR 005 - C115C Toilet Upgrades: \$14,366.11  
PR 005 - C115C Toilet Upgrades

CE #023 - RFCO New Fiber Line A117: \$4,215.75  
RFCO New Fiber Line A117

CE #026 - PR 007 - Revision to Room C116: \$3,829.55  
PR 007 - Revision to Room C116

CE #033 - RFCO - RFI #58: Mop Sink: \$2,006.24  
RFCO - RFI #58: Mop Sink

### ATTACHMENTS:

[PCO#029 - Replace Mop Sink.pdf](#) [PCO#015R1 - RFI#39 New Fiber Line A117.pdf](#) [PCO#019 - PR#5 C115C Toilet Upgrades.pdf](#) [PCO#018 - PR#7 Revision to Room C116.pdf](#) [PR 007 Revision to Room C116.pdf](#) [Area A IT Cabinet.pdf](#) [PR 005 - C115C Toilet Upgrades.pdf](#)

### CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 4,305,000.00
Net change by previously authorized Change Orders	\$ 65,302.70
The contract sum prior to this Change Order was	\$ 4,370,302.70
The contract sum will be increased by this Change Order in the amount of	\$ 24,417.65
The new contract sum including this Change Order will be	\$ 4,394,720.35
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



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 #007: Rochon CO 007

<b>CONTRACT COMPANY:</b>	<b>Rochon Corporation</b> 28 2nd Street NW, Suite 200 Osseo, Minnesota 55369	<b>CONTRACT FOR:</b>	SC-S180064 - CEC-001:Rochon Single Prime
<b>DATE CREATED:</b>	8/09/2021	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	08/09/2021
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Design Development
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$9,765.00

### DESCRIPTION:

Included in this change order are costs to relocate existing hose bib piping to avoid conflict with new casework.

CE #022 - PR 009 Hose Bibb Connections: \$9,765.00  
PR 009 Hose Bibb Connections

### ATTACHMENTS:

[PCO#022 R1 - PR#9 Hose Bibb Connections.pdf](#) [PR 009 Building Hose Bibb Connection.pdf](#)

### CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 4,305,000.00
Net change by previously authorized Change Orders	\$ 89,720.35
The contract sum prior to this Change Order was	\$ 4,394,720.35
The contract sum will be increased by this Change Order in the amount of	\$ 9,765.00
The new contract sum including this Change Order will be	\$ 4,404,485.35
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, August 16, 2021**

**Subject: RMS Facilities Project Change Orders #021 - #023**

(Recommended by the Superintendent)

That the Board of Education approve RMS Facilities Project Change Orders #021, #022, and #023 for a net increase of \$160,714.86.

**Background Information**

- Richfield Middle School Change Order #021 – An addition of \$81,762.05 for removal and replacement of the existing auditorium hydronic piping and insulation feeding the air handling units and fin tube radiation.
- Richfield Middle School Change Order #022 – An addition of \$15,674.69 with the majority of the costs for modifications to the front entrance and reception area storefront and existing mechanical chase shaft wall. Also included are masonry patching in the lower level where steam piping was abated and removed.
- Richfield Middle School Change Order #023 – An addition of \$63,278.12 for modifications to the space for the Best Buy Teen Tech Center. Funding of \$50,000 in grants from Best Buy are expected to help fund these improvements.

The original (Contract Sum)	\$16,701,000.00
Net Change by previously authorized Change Orders	\$720,817.73
The contract sum prior to this Change Order	\$17,421,817.73
The contract sum will be increased by this Change Order in the amount of	\$160,714.86
The new contract sum including all Change Orders will be	\$17,582,532.59



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 #021: Shaw-Lundquist CO 021

<b>CONTRACT COMPANY:</b>	<b>Shaw-Lundquist Associates, Inc.</b> 2757 West Service Road St. Paul, Minnesota 55121	<b>CONTRACT FOR:</b>	SC-S180064 - RMS-001:Shaw-Lundquist Single Prime Contract
<b>DATE CREATED:</b>	8/06/2021	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	08/06/2021
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$81,762.05

**DESCRIPTION:**

Removal and replacement of existing auditorium hydronic piping and insulation that runs to the air handling units and fin tube radiation.

CE #086 - SI #009 - Exhaust Fan Relocation: \$1,699.00

CE #139 - #260: Area A heating piping and Air Handling Unit coils.: \$80,063.05

**ATTACHMENTS:**

[ICS CE #139 Revised Pricing for Approval RMS 2021-07-21.pdf](#) [SI #009 Pricing for Approval RMS 2020-10-30.pdf](#) [SI #009 - Exhaust Fan Relocation.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 16,701,000.00
Net change by previously authorized Change Orders	\$ 720,817.73
The contract sum prior to this Change Order was	\$ 17,421,817.73
The contract sum will be increased by this Change Order in the amount of	\$ 81,762.05
The new contract sum including this Change Order will be	\$ 17,503,579.78
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

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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 #022: Shaw-Lundquist CO 022

<b>CONTRACT COMPANY:</b>	<b>Shaw-Lundquist Associates, Inc.</b> 2757 West Service Road St. Paul, Minnesota 55121	<b>CONTRACT FOR:</b>	SC-S180064 - RMS-001:Shaw-Lundquist Single Prime Contract
<b>DATE CREATED:</b>	8/09/2021	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	08/09/2021
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$15,674.69

**DESCRIPTION:**

Half the costs include modifications to the front entrance/reception area storefront and existing chase shaft wall. Other major costs include masonry patching in lower level where steam piping was abated and removed.

CE #127 - PR # 035 Storefront Clarifications #252: Sill Detail and Shaft Question Area C: \$8,712.44

CE #132 - #259: Void between area C & D: \$701.80

CE #134 - PR #037 - Removal of Scope for Light Fixture Demolition RFI#265: Boiler room lights: (\$324.50)

CE #137 - #267: abatement: \$5,511.35

CE #142 - #271: Ceiling in dry storage: \$1,073.60

**ATTACHMENTS:**

[ICS CE #142 Pricing for Approval RMS 2021-07-20.pdf](#) [ICS CE #132 Pricing for Approval RMS 2021-07-20.pdf](#) [PR #037 Credit for Approval RMS 2021-07-22.pdf](#) [ICS CE #137 Pricing for Approval RMS 2021-06-01.pdf](#) [PR #037 - Removal of Scope for Light Fixture Demolition.pdf](#) [PR #035 Pricing for Approval RMS 2021-05-04 r1.pdf](#) [PR #035 - Storefront 16 Clarifications.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 16,701,000.00
Net change by previously authorized Change Orders	\$ 802,579.78
The contract sum prior to this Change Order was	\$ 17,503,579.78
The contract sum will be increased by this Change Order in the amount of	\$ 15,674.69
The new contract sum including this Change Order will be	\$ 17,519,254.47
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

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

## Contract Change Order #023: Shaw-Lundquist CO 023

<b>CONTRACT COMPANY:</b>	<b>Shaw-Lundquist Associates, Inc.</b> 2757 West Service Road St. Paul, Minnesota 55121	<b>CONTRACT FOR:</b>	SC-S180064 - RMS-001:Shaw-Lundquist Single Prime Contract
<b>DATE CREATED:</b>	8/09/2021	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	08/09/2021
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$63,278.12

**DESCRIPTION:**

Modifications for the Best Buy Teen Tech Center.

CE #138 - PR #038 - Best Buy Teen Tech Center: \$63,278.12

**ATTACHMENTS:**

[PR #038 Pricing for Approval RMS 2021-06-23.pdf](#) [PR #038 - Best Buy Teen Tech Center.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 16,701,000.00
Net change by previously authorized Change Orders	\$ 818,254.47
The contract sum prior to this Change Order was	\$ 17,519,254.47
The contract sum will be increased by this Change Order in the amount of	\$ 63,278.12
The new contract sum including this Change Order will be	\$ 17,582,532.59
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**  
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St. Paul Minnesota 55101

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

**Regular Meeting, August 16, 2021**

**Subject: RHS Facilities Project Change Order #061**

(Recommended by the Superintendent)

That the Board of Education approve RHS Facilities Project Change Order #061 for a net increase of \$323,022.53.

**Background Information**

- Richfield High School Change Order #061 – An addition of \$323,022.53 for the final change order for the project. The majority of the costs are associated with demolition, mass removal and filling in concrete floor slabs in numerous areas throughout the building where existing walls were removed and slab heights differed from one room to another. Other costs include plaster patching in classrooms where display boards were removed, building official code requirements to add ductwork wrap and insulation to existing chase walls adjacent to bathrooms and existing elevators. The other major cost included are for the old cafeteria/new district office staircase firewall requirements. Minor costs include past due electrical modifications and masonry infills.

The original (Contract Sum)	\$35,430,000.00
Net Change by previously authorized Change Orders	\$2,561,956.33
The contract sum prior to these Change Orders	\$37,991,956.33
The contract sum will be increased by these Change Orders in the amount of	\$323,022.53
The new contract sum including all Change Orders will be	\$38,314,978.86





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

## Contract Change Order #061: L.S. Black CO 061

<b>CONTRACT COMPANY:</b>	<b>L.S. Black Constructors, Inc.</b> 1959 Sloan Place, Suite 220 St. Paul, Minnesota 55117	<b>CONTRACT FOR:</b>	SC-S180064 - RHS-001:L.S. Black Single Prime Contract
<b>DATE CREATED:</b>	8/06/2021	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	08/06/2021
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$323,022.53

### DESCRIPTION:

Majority of the costs are associated with demolition, mass removal and filling in concrete floor slabs in numerous areas throughout the building. Other major costs include plaster patching in classrooms where display boards were removed. Also there were building code official requirements to add ductwork wrap and insulation to existing chase walls adjacent bathrooms and existing elevators. The other major cost included are for the old cafeteria/new district office staircase firewall requirements. Other minor costs include past due electrical modifications and masonry infills.

CE #031 - #45: T.O.S. Difference in Elevation: \$261,191.59

CE #338 - #672: Door hardware changes - Area P and Area F: \$3,681.35

CE #342 - Masonry Modifications and Infills in Basement J and F117: \$1,512.43

CE #343 - Added Painting at Area J First Floor Stairs (New Stairway): \$1,117.20

CE #344 - Ductwork Wrap and Insulation Modifications Per Inspector Requirements: \$19,686.45



CE #345 - Added Fire Wall in Area J Staircase and Plaster Patching in Numerous Classrooms for Display Boards: \$28,415.10

CE #346 - Door Modifications for Area J District Office Stairwell: \$1,035.46

CE #347 - Electrical , Lighting, Modifications RFI 514, 529-Lighting, and Temporary Power for Abatement: \$4,209.45

CE #348 - Electrical Modifications for Ala Cart: \$2,173.50

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**ATTACHMENTS:**

[Bloomington Final Pricing Sheet Updated per ICS.pdf](#) [Bloomington Updated Pricing Sheet.pdf](#) [Kendell Updated Pricing Sheet.pdf](#) [Pinnacle Pricing Sheet.pdf](#) [Wasche Pricing Sheet.pdf](#) [John Foley Pricing Sheet.pdf](#) [McDowall Update Pricing Sheet.pdf](#) [Kendell RFI #672 Pricing.pdf](#) [RFI #045 Pricing Sheet Revised.pdf](#)

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**CHANGE ORDER LINE ITEMS:**

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The original (Contract Sum)	\$ 35,430,000.00
Net change by previously authorized Change Orders	\$ 2,561,956.33
The contract sum prior to this Change Order was	\$ 37,991,956.33
The contract sum will be increased by this Change Order in the amount of	\$ 323,022.53
The new contract sum including this Change Order will be	\$ 38,314,978.86
The contract time will not be changed by this Change Order by 0 days	

**L.S. Black Constructors, Inc.**  
1959 Sloan Place, Suite 220  
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**Wold Architects & Engineers**  
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**NEW BUSINESS - FOR ACTION**

**Agenda Item VI.H.**

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

**Regular Meeting, August 16, 2021**

**Subject: Donations**

(Recommended by the Superintendent)

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

**The RPS General Fund** received donations of \$25.00 from Michelle Burnside of Richfield and \$10.00 from Lisa Ferrara of Freehold, NJ.

**The RPS Sunshine Fund** received a donation of \$100.00 from Beth Virnig of Hopkins, MN.