

## SUPERINTENDENT'S REPORT AND AGENDA

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

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

**Monday, December 6, 2021**  
**7:00 p.m. School Board Meeting**

- I. CALL TO ORDER
- II. REVIEW AND APPROVAL OF THE AGENDA
- III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS
  - A. Superintendent Update
    - 1. Truth-in-Taxation Hearing
    - 2. Inclusive Schools Week Proclamation
    - 3. RDLS Presentation
- IV. CONSENT AGENDA
  - A. Routine Matters
    - 1. Minutes of the regular meeting held November 22, 2021
    - 2. General Disbursements as of 11/30/21 in the amount of \$1,077,129.46
    - 3. Investment Holdings
  - B. Personnel Items
- V. OLD BUSINESS
  - A. Policy 601 – Academic Standards and Instructional Curriculum
  - B. Policy 452 - Evaluation and Development of Professional Staff & Administrative Guideline 452.1
- VI. NEW BUSINESS
  - A. Policy 521 - Graduation Requirements
  - B. Policy 713 – Post-Issuance Debt Compliance & Administrative Guideline 713.1
  - C. Final Levy Certification 2021
  - D. Resolution of Support: Safe Routes to School Infrastructure Grant

- E. Safe Routes to School Local Coordinator Grant Contract Amendment
- F. Draft of Compliance with OSHA Emergency Temporary Standard
- G. Donations

VII. ADVANCE PLANNING

A. Legislative Update

- 1. Review AMSD Legislative Platform

B. Information and Questions from Board

C. Future Meeting Dates

12-20-2021	7:00 p.m.	Regular Board Meeting – Public Comment
1-3-2022	7:00 p.m.	Board Organizational Meeting

D. Suggested/Future Agenda Items

VIII. ADJOURN REGULAR MEETING

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

**Agenda Item III.A.**

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

**Regular Meeting, December 6, 2021**

**Subject: Superintendent Update**

Chief HR & Admin Officer Craig Holje provides a presentation for the annual Truth-in-Taxation Hearing. Superintendent Unowsky shares the proclamation of Inclusive Schools Week recently instituted by the City of Richfield. Principal Marta Shamsavand from RDLS shares a video.

**Attached:**

Truth-in-Taxation Hearing Presentation  
Inclusive Schools Week Proclamation



# Richfield Public Schools, ISD 280

## Public Hearing for Taxes Payable in 2022

DECEMBER 6, 2021

PRESENTED BY:

CRAIG HOLJE,

CHIEF HUMAN RESOURCES &  
ADMINISTRATIVE OFFICER

# Minnesota State Law Requires:

---

## A Public Meeting...

- Between November 25th & December 28th
- At 6:00 PM or later
- May be part of regularly scheduled meeting
- Must allow for public comments
- May adopt final levy at same meeting

## ...and Presentation of:

- Current year budget
- Proposed property tax levy

# Hearing Agenda

---

- Background Information on School Funding
- District's Budget
- District's Proposed Tax Levy for Taxes Payable in 2022
- Public Comments

# MN Legislature Must Set Funding for Minnesota Public Schools

---

Minnesota Constitution ARTICLE XIII

MISCELLANEOUS SUBJECTS

Section 1

**“UNIFORM SYSTEM OF PUBLIC SCHOOLS.** The stability of a republican form of government depending mainly upon the intelligence of the people, it is the duty of the legislature to establish a general and uniform system of public schools. The *legislature shall make such provisions by taxation or otherwise* as will secure a thorough and efficient system of public schools throughout the state.”

As a result...

# Funding is Highly Regulated

---

State Sets:

- Formulas which determine revenue; most revenue based on specified amounts per pupil
- Tax policy for local schools
- Maximum authorized property tax levy (districts can levy less but not more than amount authorized by state, unless approved by voters in November)

State also authorizes school board to submit referendums for operating and capital needs to voters for approval



# Challenge: State Set Basic General Education Formula Lags Inflation

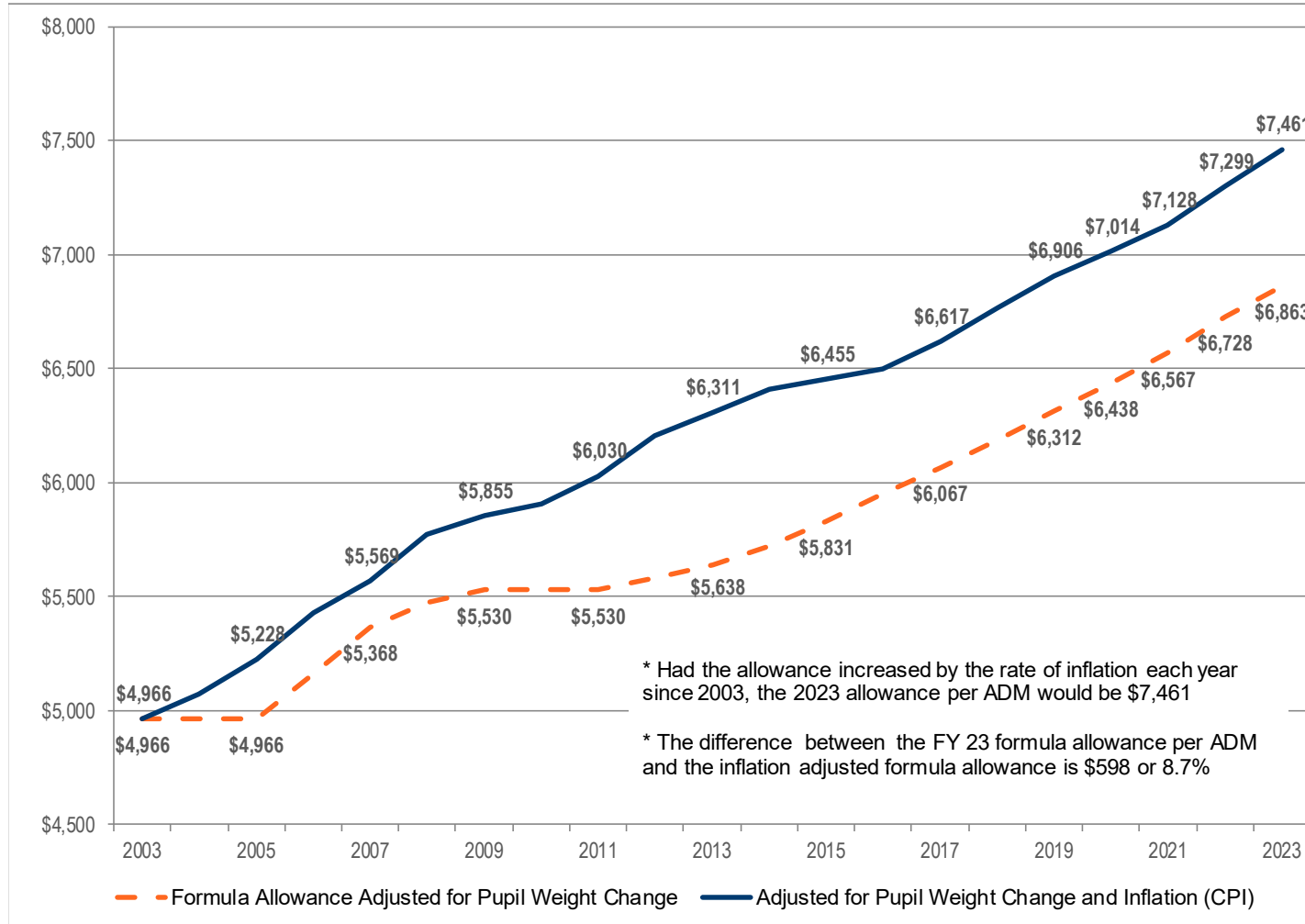
---

- Since 2002-03, state General Education Revenue formula has not kept pace with inflation
- For Fiscal Year 2021-22, an increase of 2.45% or \$161 over previous year was approved
- For Fiscal Year 2022-23, an increase of 2.00% or \$135 over current year was approved

*Per-pupil allowance for Fiscal Year 2022-23 of \$6,863 would need to increase by another \$598 (8.7%) to have kept pace with inflation since 2002-03*

# General Education Formula Allowance, 2003-2023

Adjusted for Pupil Weight Change and Inflation (CPI)



Source: MDE April 2021 Inflation Estimates

# Underfunding of Special Education

---

MDE reports FY 2020 costs of providing special education programs were underfunded statewide by \$673 million

MDE estimates by FY 2025 costs of providing special education statewide will be underfunded by \$806 million

Underfunding of special education costs requires a transfer from regular program resources to support an underfunded program mandated by state and federal law

Primary options to bridge special education funding gap are to cut regular program budgets or increase referendum revenue, most districts have done both

# Change in Tax Levy does not Determine Change in Budget

---

1

Tax levy is based on many state-determined formulas plus voter approved referendums

2

Some increases in tax levies are revenue neutral, offset by reductions in state aid

3

**Expenditure budget is limited** by state-set revenue formulas, voter-approved levies, and fund balance

4

An increase in school taxes does not always correlate to an equal increase in budget

# School District Levy Cycle Differs from City/County Levy Cycle

---

## City/County:

- Budget Year same as calendar year
- 2022 taxes provide revenue for 2022 calendar year budget

## Schools:

- Budget year begins July 1st and coincides with school year
- 2022 taxes provide revenue for 2022-23 school fiscal year
- Budget will be adopted in June 2022

# Budget Information

---

Because approval of school district budget lags certification of tax levy by six months, state requires only current year budget information be presented at this hearing. Fiscal Year 2022-23 budget will be adopted by School Board in June 2022.

**All school district budgets are divided into separate funds, based on purposes of revenue, as required by law**

## **Our District's Funds:**

- General
- Food Service
- Community Service
- Building Construction
- Debt Service
- Internal Service
- OPEB\* Trust
- OPEB\* Debt Service

*\*Other Post-Employment Benefits*

# Richfield Independent School District, ISD 280

## District Revenues and Expenditures

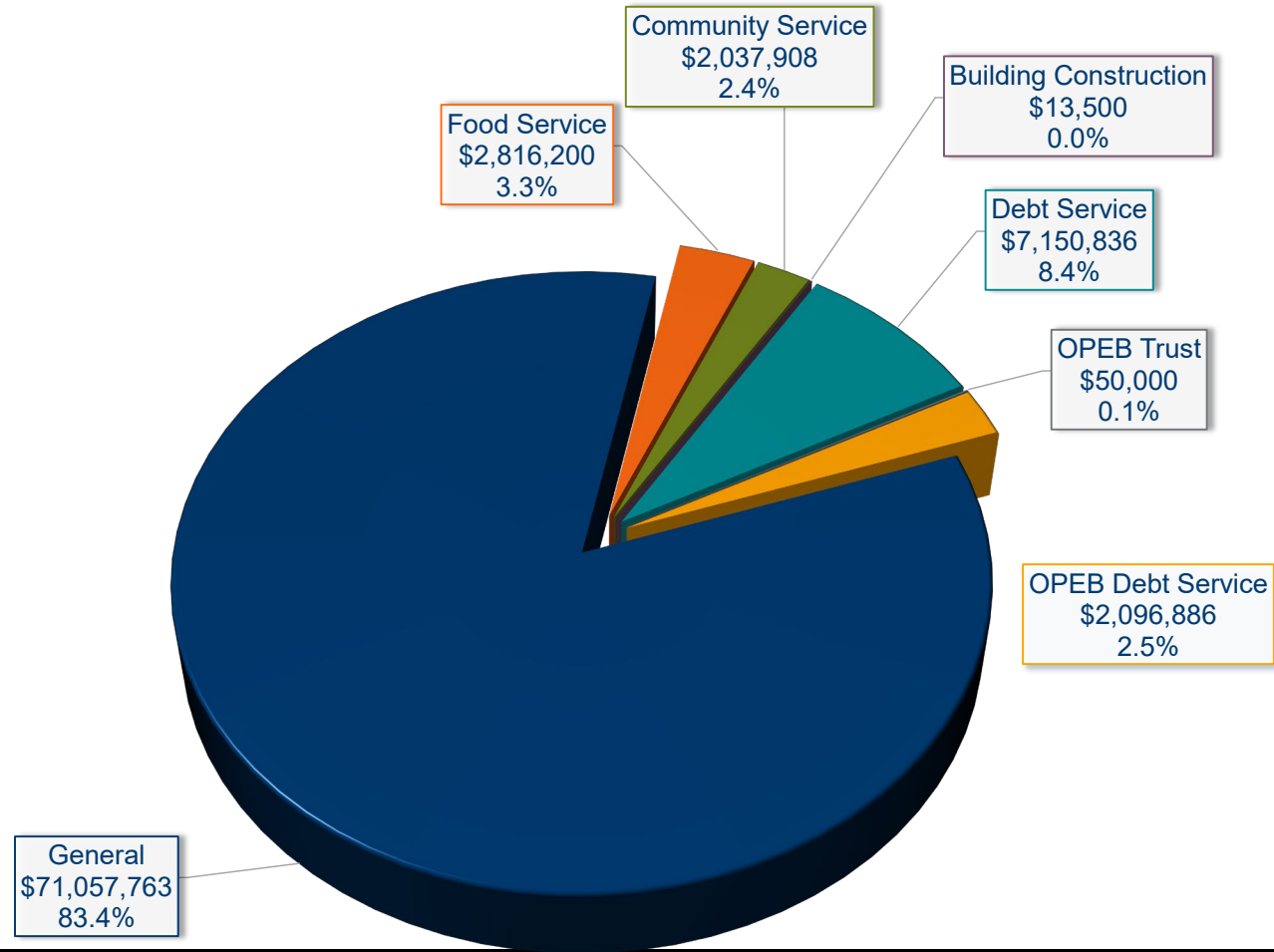
Actual for FY 2021, Budget for FY 2022

FUND	FISCAL 2021 BEGINNING	2020-21 ACTUAL	2020-21 ACTUAL	JUNE 30, 2021 ACTUAL	2021-22 BUDGET	2021-22 BUDGET	JUNE 30, 2022 PROJECTED
	FUND BALANCES	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSERS OUT	FUND BALANCES	REVENUES & TRANSERS IN	EXPENDITURES & TRANSFERS OUT	FUND BALANCES
General/Restricted	\$3,964,678	\$16,244,550	\$16,088,509	\$4,120,719	\$16,221,165	\$17,312,580	\$3,029,304
General/Other	12,233,074	52,473,598	49,205,715	15,500,957	54,836,598	53,345,728	16,991,827
Food Service	237,508	2,613,215	2,329,661	521,062	2,816,200	2,670,312	666,950
Community Service	600,660	1,892,291	2,026,134	466,817	2,037,908	1,984,879	519,846
Building Construction	43,930,555	232,885	35,442,525	8,720,915	13,500	3,900,000	4,834,415
Debt Service	1,309,250	7,641,299	7,246,938	1,703,611	7,150,836	7,251,038	1,603,409
Internal Service	5,967,601			5,683,183			5,929,301
OPEB* Irrevocable Trust	8,886,191	100,761	697,086	8,289,866	50,000	735,000	7,604,866
OPEB* Debt Service	205,868	2,129,110	2,021,775	313,203	2,096,886	2,033,150	376,939
<b>Total All Funds</b>	<b>\$77,335,385</b>	<b>\$83,327,709</b>	<b>\$115,058,343</b>	<b>\$45,320,333</b>	<b>\$85,223,093</b>	<b>\$89,232,687</b>	<b>\$41,556,857</b>

\*Other Post Employment Benefits

# Richfield Public Schools

Revenue – All Funds  
2021-22 Budget \$85,223,093

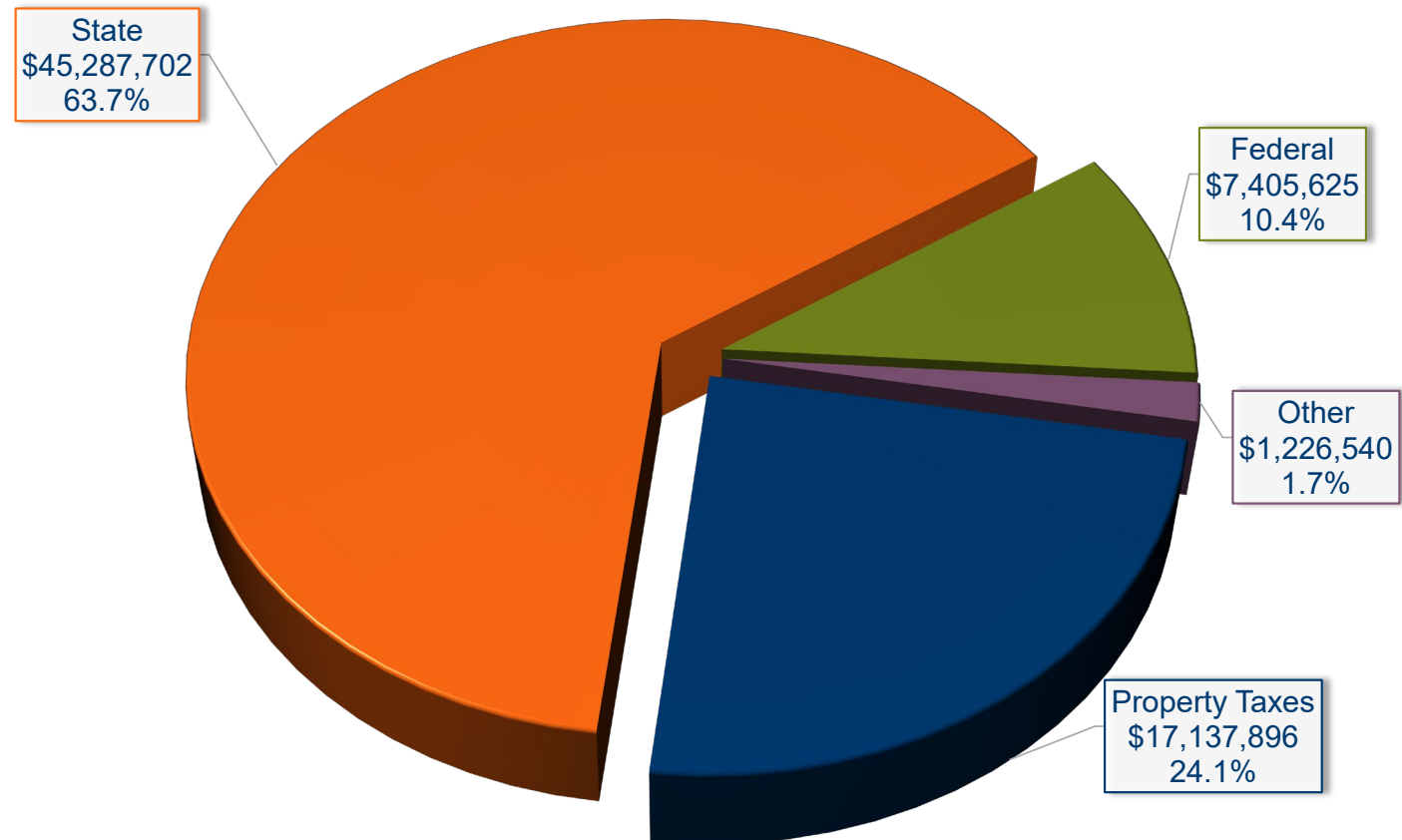




# Richfield Public Schools

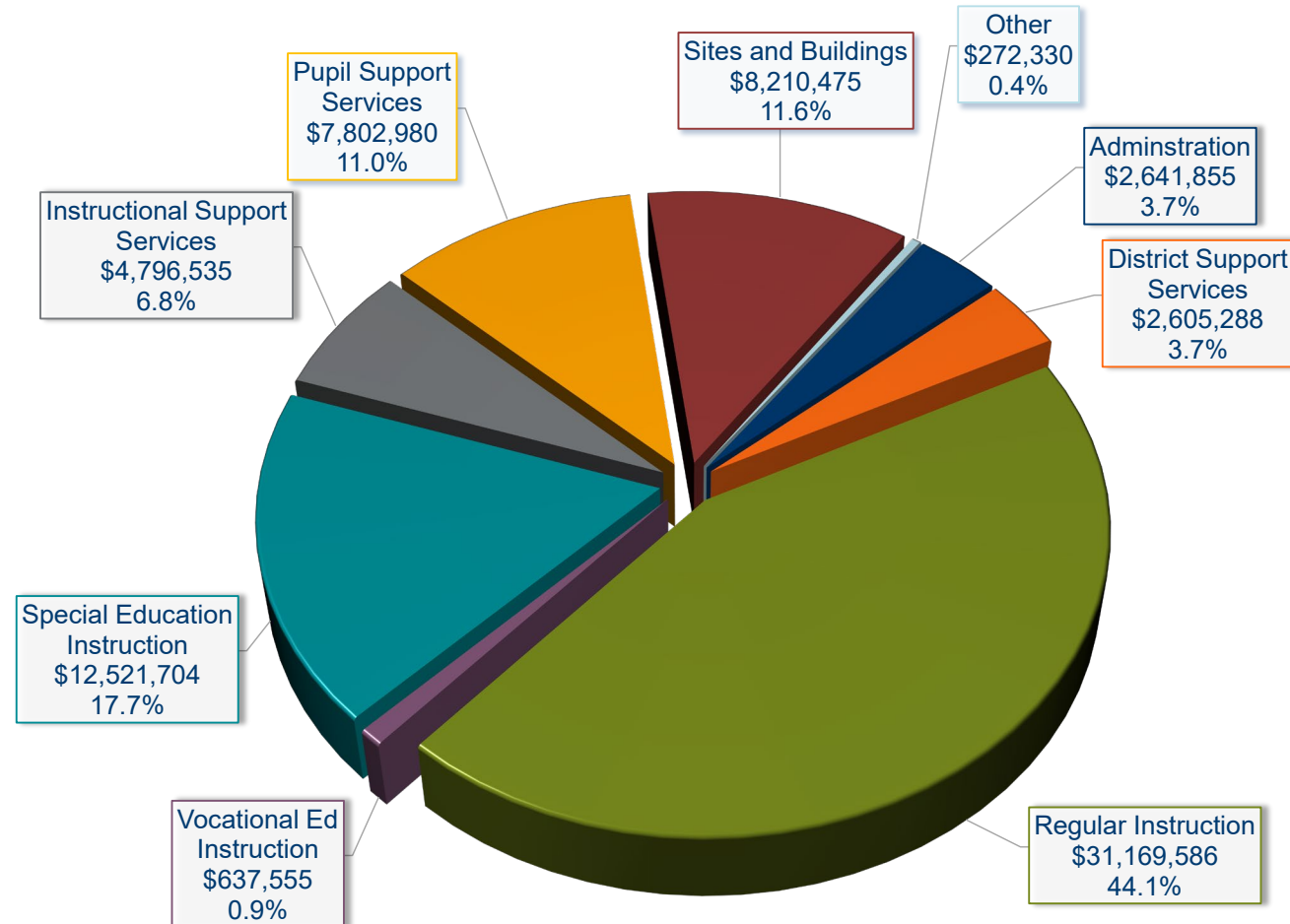
General Fund Revenue  
2021-22 Budget \$71,057,763

---



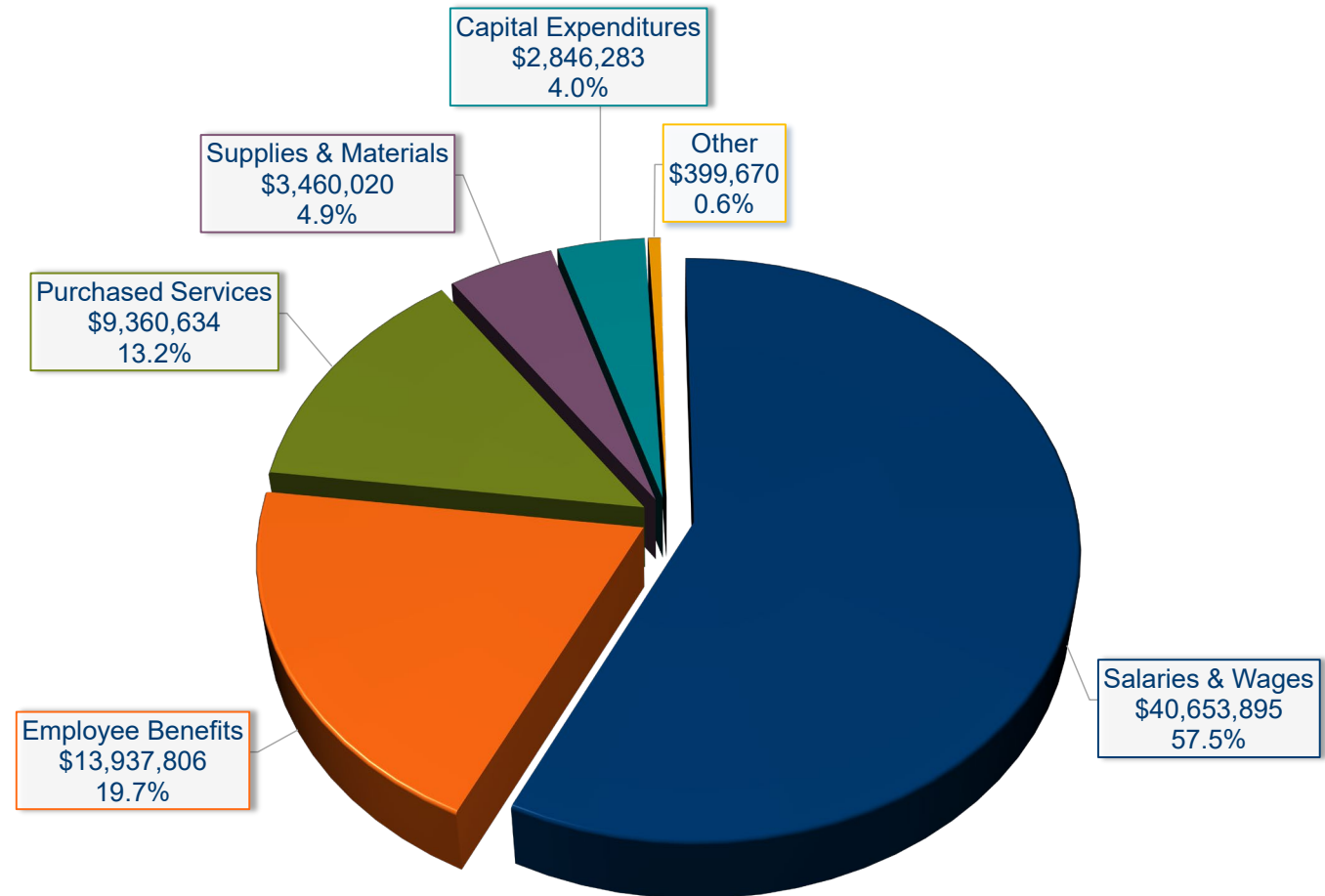
# Richfield Public Schools

## General Fund Expenditures by Program 2021-22 Budget \$70,658,308



# Richfield Public Schools

## General Fund Expenditures by Object 2021-22 Budget \$70,658,308



# Payable 2022 Property Tax Levy

---

- Determination of levy
- Comparison of 2021 to 2022 levies
- Reasons for changes in tax levy
- Impact on taxpayers

# Property Tax Background

---

- Every owner of taxable property pays property taxes to various “taxing jurisdictions” (county, city/township, school district, special districts) in which property is located
- Each taxing jurisdiction sets own tax levy, often based on limits in state law
- County sends bills, collects taxes from property owners, and distributes funds back to other taxing jurisdictions

# Sample of parcel specific notice mailed to every property owner between November 11 & November 24 with information on impact of Proposed 2022 levy

## Contents:

- Proposed property taxes compared to last year
- By taxing jurisdiction
- Contains time and place of public meetings
- By voter approved and other for school district

### PROPOSED TAXES 2022

THIS IS NOT A BILL. DO NOT PAY.



**Spruce County**  
Jane Smith, Auditor-Treasurer  
345 12th Street East, Box 78  
Spruceville, MN 55555-5555  
(555) 345-6789  
www.co.spruce.mn.us

**TAXPAYER(S):**

John and Mary Johnson  
123 Pine Road South  
Spruceville, MN 55555-5555

**Property Information**

**PDN Number:** 01.234.56.789.R.1  
**Property Address:** 789 Pine Rd S  
Spruceville, MN 55555

**Property Description:**  
Lot 1, Block 1, Spruce Acres Subdivision

**The time to provide feedback on PROPOSED LEVIES is NOW**

**It is too late to appeal your value without going to Tax Court.**

VALUES AND CLASSIFICATION																
<b>Step 1</b>	<table border="1"> <thead> <tr> <th>Taxes Payable Year</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Estimated Market Value</td> <td>\$125,000</td> <td>\$150,000</td> </tr> <tr> <td>Homestead Exclusion</td> <td>\$</td> <td>\$23,800</td> </tr> <tr> <td>Taxable Market Value</td> <td>\$125,000</td> <td>\$126,200</td> </tr> <tr> <td>Class:</td> <td>Res NHmstd</td> <td>Res Hmstd</td> </tr> </tbody> </table>	Taxes Payable Year	2021	2022	Estimated Market Value	\$125,000	\$150,000	Homestead Exclusion	\$	\$23,800	Taxable Market Value	\$125,000	\$126,200	Class:	Res NHmstd	Res Hmstd
Taxes Payable Year	2021	2022														
Estimated Market Value	\$125,000	\$150,000														
Homestead Exclusion	\$	\$23,800														
Taxable Market Value	\$125,000	\$126,200														
Class:	Res NHmstd	Res Hmstd														
<b>Step 2</b>	<table border="1"> <thead> <tr> <th colspan="2">PROPOSED TAX</th> </tr> </thead> <tbody> <tr> <td>Property Taxes before credits</td> <td>\$1,479.52</td> </tr> <tr> <td>School building bond credit</td> <td>\$ 12.00</td> </tr> <tr> <td>Agricultural market value credit</td> <td></td> </tr> <tr> <td>Other credits</td> <td></td> </tr> <tr> <td>Property Taxes after credits</td> <td>\$1,467.52</td> </tr> </tbody> </table>	PROPOSED TAX		Property Taxes before credits	\$1,479.52	School building bond credit	\$ 12.00	Agricultural market value credit		Other credits		Property Taxes after credits	\$1,467.52			
PROPOSED TAX																
Property Taxes before credits	\$1,479.52															
School building bond credit	\$ 12.00															
Agricultural market value credit																
Other credits																
Property Taxes after credits	\$1,467.52															
<b>Step 3</b>	<p><b>PROPERTY TAX STATEMENT</b> Coming in 2022</p>															

Proposed Property Taxes and Meetings by Jurisdiction for Your Property			
Contact Information	Meeting Information	Actual 2021	Proposed 2022
State General Tax	No public meeting	\$0	\$0
County of Spruce Spruce County Courthouse 123 Spruce St Spruceville, MN 55555 www.co.spruce.mn.us (555) 123-4567	December 3, 7:00 PM	\$438.06	\$484.18
City of Spruceville Mayor's Office 456 Spruce St Spruceville, MN 55555 www.ci.spruceville.mn.us (555) 123-7654	December 2, 6:30 PM Spruceville City Hall	\$273.79	\$312.06
Spruceville School District 999 150 1st St N Spruceville, MN 55555 www.spruceville.k12.mn.us (555) 123-6789	December 10, 7:00 PM Spruceville High School Cafeteria		
Voter Approved Levies		\$289.35	\$296.68
Other Levies		\$340.11	\$374.60
<b>Total excluding any special assessments</b>		<b>\$1,341.31</b>	<b>\$1,467.52 9.4%</b>

*Your school district was scheduled to hold a referendum at the November general election. If the referendum was approved by the voters, the school district's voter approved property tax for 2022 may be higher than the proposed amount shown on this notice.*

# School District Property Taxes

---

- Each school district may levy taxes in over 40 different categories
- Maximum levy amounts for each category are set by:
  - State law
  - Voter approval

*Minnesota Department of Education (MDE) calculates levy maximums for each district*

# Property Tax Background

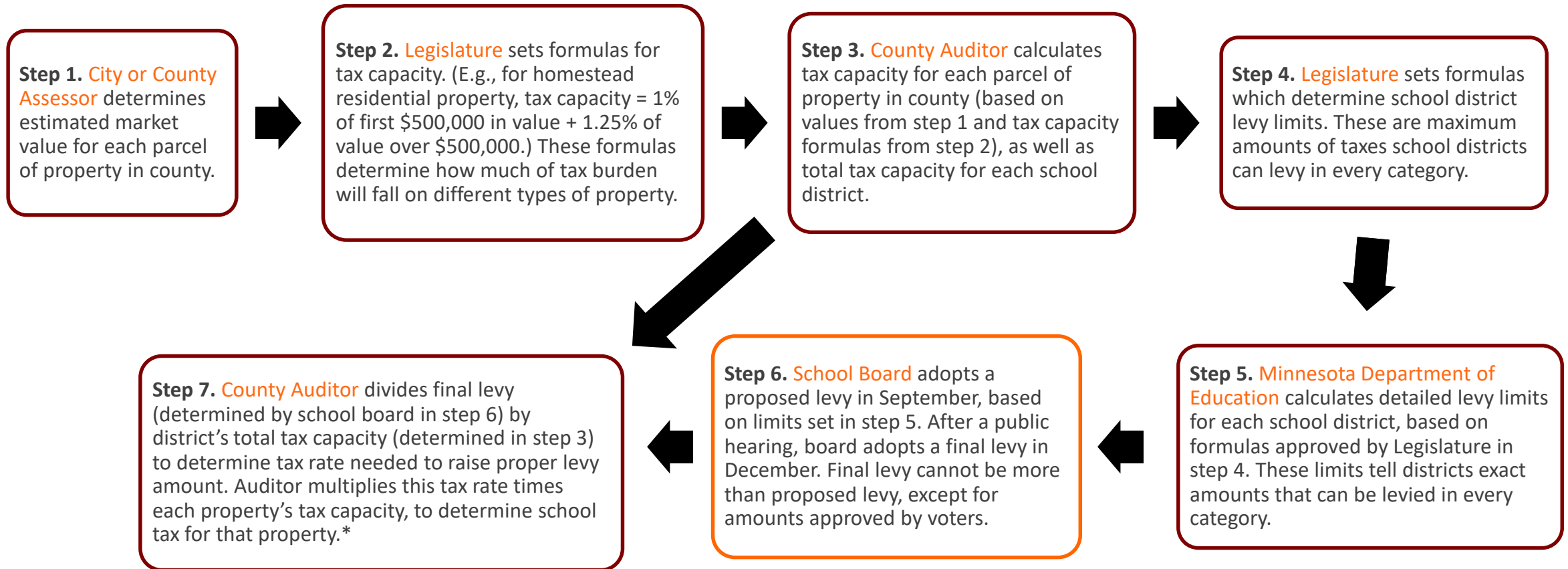
---

## School District Property Taxes

- Key steps in process are summarized on next slide
- Any of these steps may affect taxes on a parcel of property, but district has control over only 1 of 7 steps



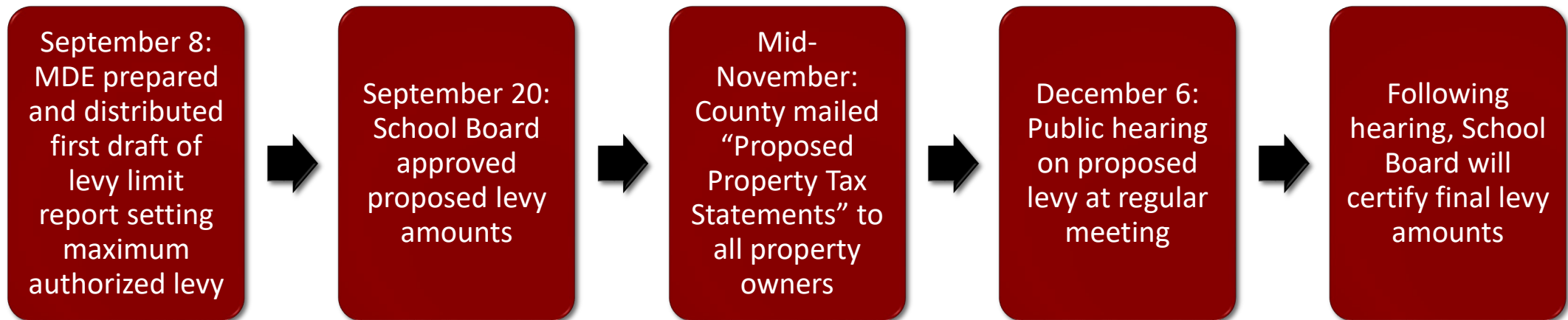
# School District Property Tax Process



**Step 7\*.** For certain levy categories (referendum, equity & transition levies), tax rates & levy amounts are based on referendum market value, rather than tax capacity.

# Schedule of Events in Approval of District's 2021 (Payable 2022) Tax Levy

---



# Overview of Proposed Levy Payable in 2022

---

- Proposed property tax levy for 2022 is an increase from 2021 of \$1,042,026 or 3.9%
- Reasons for major increases and decreases in levy are included on following slides

# Richfield Public School District, ISD 280

Comparison of Actual Tax Levy Payable in 2021 to Proposed Levy Payable in 2022

<b>Fund Levy Category</b>	<b>Actual Levy Payable in 2021</b>	<b>Proposed Levy Payable in 2022</b>	<b>\$ Change</b>	<b>% Change</b>
<b>General</b>				
Voter Approved Operating Referendum	\$4,875,260	\$4,932,395	\$57,134	
Local Optional Revenue (LOR)	3,166,553	3,203,666	37,112	
Equity	471,736	484,179	12,443	
Capital Project Referendum	3,741,564	3,916,878	175,314	
Operating Capital	623,787	675,220	51,433	
Alternate Teacher Compensation	404,815	383,348	(21,467)	
Safe Schools	223,074	225,688	2,614	
Long Term Facilities Maintenance	1,715,771	1,737,320	21,549	
Instructional Lease	846,728	826,432	(20,296)	
Reemployment	150,000	50,000	(100,000)	
Other	1,262,373	1,188,283	(74,091)	
Prior Year Adjustments	(498,044)	228,144	726,188	
<b>Total, General Fund</b>	<b>\$16,983,618</b>	<b>\$17,851,554</b>	<b>\$867,935</b>	<b>5.1%</b>
<b>Community Service</b>				
Basic Community Education	\$287,666	\$312,538	\$24,872	
Early Childhood Family Education	160,580	159,063	(1,516)	
Other	10,693	10,904	211	
Prior Year Adjustments	2,984	4,927	1,943	
<b>Total, Community Service Fund</b>	<b>\$461,923</b>	<b>\$487,433</b>	<b>\$25,510</b>	<b>5.5%</b>
<b>Debt Service</b>				
Voter Approved	\$3,410,033	\$3,410,033	\$0	
Long-Term Facility Maintenance	4,197,258	4,199,851	2,593	
Other Post Employment Benefits	2,134,178	2,128,350	(5,828)	
Reduction for Debt Excess	(608,700)	(419,507)	189,193	
Prior Year Adjustments	112,353	74,976	(37,377)	
<b>Total, Debt Service Fund</b>	<b>\$9,245,122</b>	<b>\$9,393,703</b>	<b>\$148,580</b>	<b>1.6%</b>
<b>Total Levy, All Funds</b>	<b>\$26,690,663</b>	<b>\$27,732,689</b>	<b>\$1,042,026</b>	<b>3.9%</b>
<b>Subtotal by Truth in Taxation Categories:</b>				
Voter Approved	11,636,816	12,100,473	463,658	
Other	15,053,848	15,632,216	578,368	
<b>Total</b>	<b>\$26,690,663</b>	<b>\$27,732,689</b>	<b>\$1,042,026</b>	<b>3.9%</b>

# Explanation of Levy Changes

---

**Categories:** General Fund – Voter Approved Capital Project/Technology Levy

**Change:** +\$175,314

**Use of Funds:** Technology costs

**Reason for Change:**

- Levy is based on voter approved tax rate applied to tax base
- District's tax base increased

# Explanation of Levy Changes

---

**Categories:** General Fund – Reemployment

**Change:** -\$100,000

**Use of Funds:** Unemployment expenditures

**Reason for Change:**

- Levy is based on anticipated unemployment expenditures. The district is anticipating lower unemployment expenditures for the next fiscal year.

# Explanation of Levy Changes

---

**Category:** General Fund – Prior Year Adjustments

**Change:** +\$726,188

**Use of Funds:** Various

**Reason for Change:**

- Each year, initial levies are based on estimates of enrollment, values, and expenditures for future years
- In later years, estimates are updated, and levies are retroactively adjusted

# Explanation of Levy Changes

---

**Category:** Debt Service Fund – Reduction for Debt Excess

**Change:** +\$189,193

**Use of Funds:** Payments on bonds

**Reason for Change:**

- Districts are required to levy at 105% of debt service payment amounts to cover delinquencies in tax collections
- Because delinquencies are generally less than 5%, most districts gradually build up fund balances in debt service funds
- Formulas in state law determine adjustments to tax levy for debt excess balances
- Debt Excess levy reduction for 2022 is less than 2021 resulting in a levy increase



# Factors Impacting Individual Taxpayers' School Taxes

---

Many factors can cause tax bill for an individual property to increase or decrease from year to year

- Changes in value of individual property
- Changes in total value of all property in District
- Increases or decreases in levy amounts caused by changes in state funding formulas, local needs and costs, voter-approved referendums, and other factors

# Four Year School Levy Comparison

---

- Following slides show examples of changes in school district portion of property taxes from 2019 to 2022
- Examples include school district taxes only
- All examples are based on a 11.9% increase in property value over this four-year period
  - Actual changes in value may be more or less than this for any parcel of property
  - Intended to provide a fair representation of what happened to school district property taxes over this period for typical properties

# Impact on Taxpayers

---

- Examples are for property in City of Richfield
- Amounts for 2022 are preliminary estimates, based on best available data – final amounts could change slightly
- Estimates prepared by Ehlers, District's municipal financial advisors

# Richfield Public Schools, ISD 280

Estimated Changes in School Property Taxes, 2019 to 2022

Based on 11.9% Cumulative Changes in Property Value from 2019 to 2022 Taxes

Type of Property	Estimated Market Value for 2019 Taxes	Actual Taxes Payable in 2019	Estimated Market Value for 2020 Taxes	Actual Taxes Payable in 2020	Estimated Market Value for 2021 Taxes	Actual Taxes Payable in 2021	Estimated Market Value for 2022 Taxes	Estimated Taxes Payable in 2022	Change in Taxes 2019 to 2022	Change in Taxes 2021 to 2022
Residential Homestead	\$134,000	\$584	\$140,030	\$585	\$145,631	\$557	\$150,000	\$553	-\$31	-\$4
	178,667	820	186,706	820	194,175	781	200,000	773	-47	-8
	201,000	938	210,045	938	218,447	892	225,000	882	-56	-10
	245,666	1,174	256,721	1,173	266,990	1,116	275,000	1,102	-72	-14
	268,000	1,292	280,060	1,291	291,262	1,228	300,000	1,212	-80	-16
	312,666	1,529	326,736	1,527	339,806	1,451	350,000	1,432	-97	-19
	357,333	1,765	373,413	1,762	388,350	1,675	400,000	1,652	-113	-23
	402,000	2,001	420,090	1,996	436,893	1,892	450,000	1,862	-139	-30
	446,666	2,227	466,766	2,217	485,437	2,102	500,000	2,069	-158	-33
536,000	2,702	560,119	2,710	582,524	2,586	600,000	2,555	-147	-31	
Commercial/Industrial #	\$223,333	\$1,240	\$233,383	\$1,176	\$242,718	\$1,141	\$250,000	\$1,077	-\$163	-\$64
	446,666	2,657	466,766	2,511	485,437	2,433	500,000	2,287	-370	-146
	893,333	5,489	933,532	5,181	970,874	5,018	1,000,000	4,708	-781	-310
	1,786,665	11,154	1,867,065	10,520	1,941,748	10,189	2,000,000	9,550	-1,604	-639
	2,679,998	16,819	2,800,597	15,859	2,912,621	15,359	3,000,000	14,392	-2,427	-967
Apartments and Res. Non-Homestead ( 2 or more units)	\$536,000	\$3,119	\$560,119	\$3,118	\$582,524	\$2,967	\$600,000	\$2,913	-\$206	-\$54
	1,786,665	10,397	1,867,065	10,394	1,941,748	9,890	2,000,000	9,709	-688	-181
	2,679,998	15,595	2,800,597	15,591	2,912,621	14,836	3,000,000	14,563	-1,032	-273

# For commercial-industrial property, amounts above are for property in the City of Richfield. Taxes for commercial-industrial property in other municipalities may be slightly different, due to the impact of the Fiscal Disparities Program.

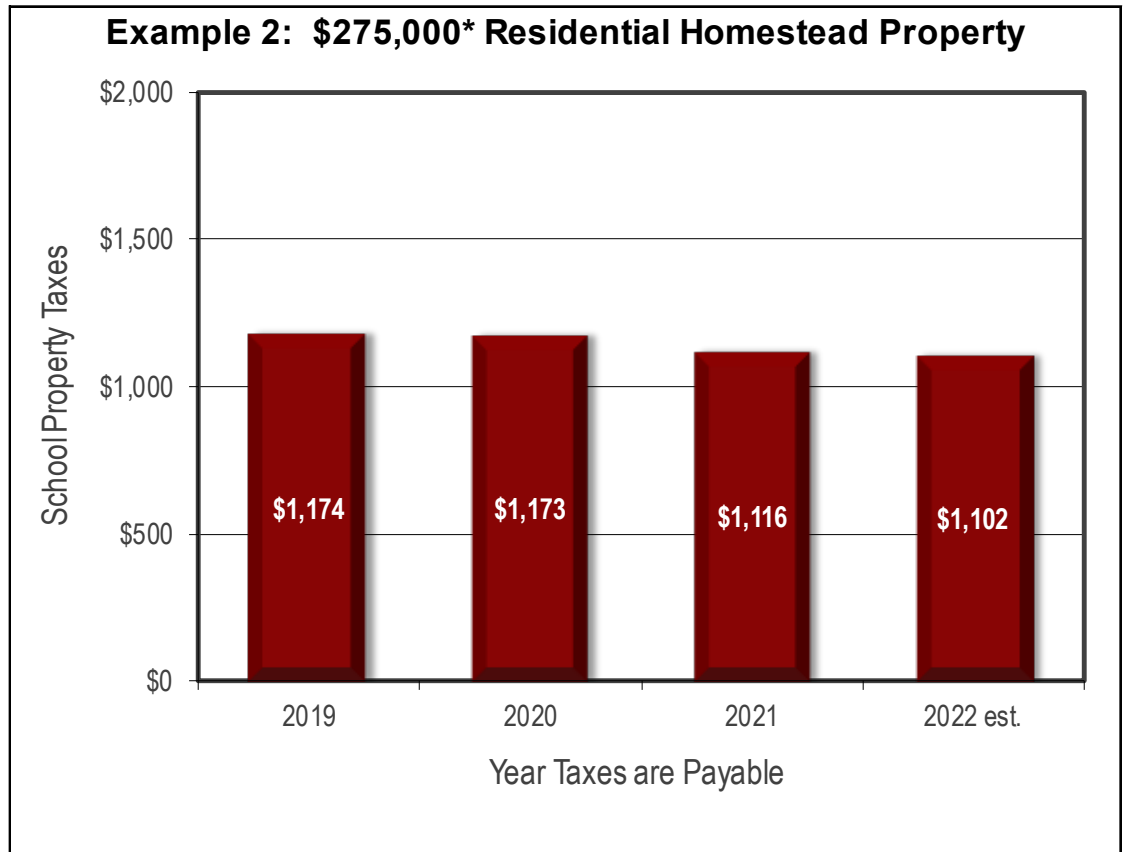
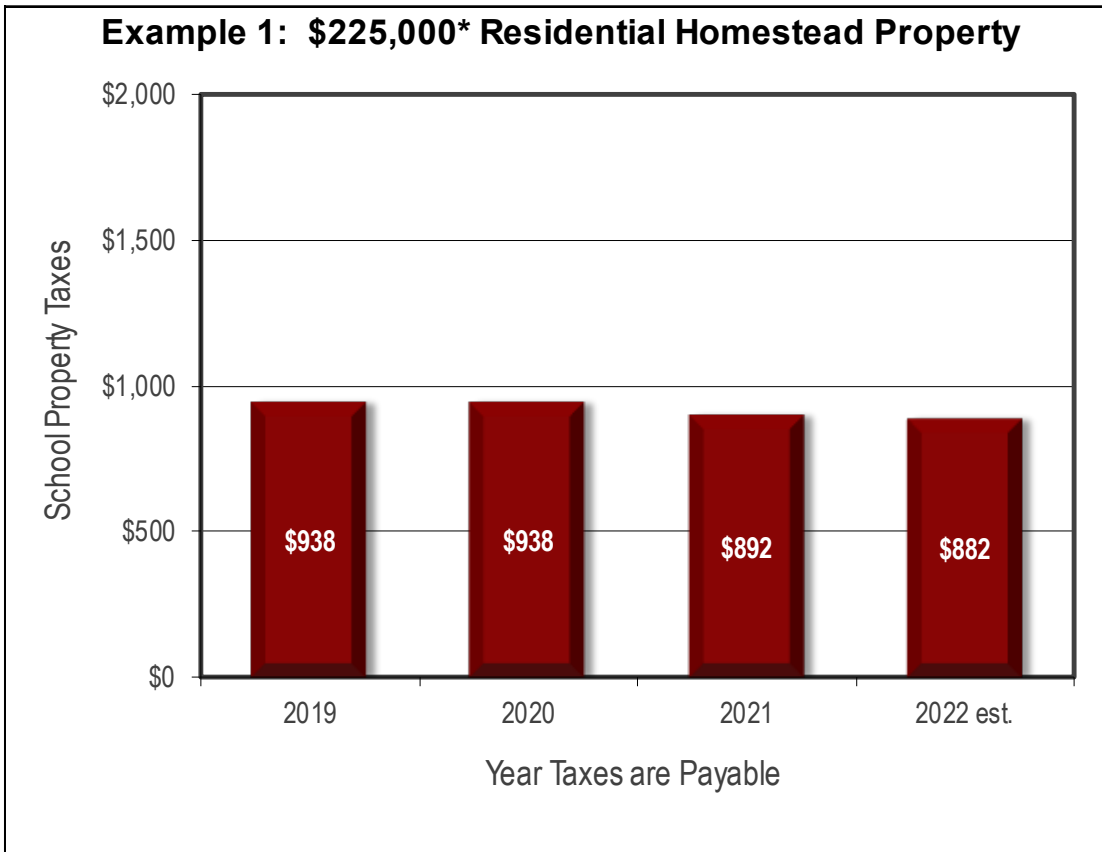
**General Notes**

1. Amounts are based on school district taxes only, and do not include taxes for city or township, county, state, or other taxing jurisdictions.
2. Estimates of taxes payable in 2022 are preliminary, based on the best data available.
3. For all examples of properties, taxes are based on changes in estimated market value of 4.5% from 2019 to 2020 taxes, 4.0% from 2020 to 2021, and 3.0% from 2021 to 2022.

# Richfield Public Schools, ISD 280

Estimated Changes in School Property Taxes, 2019 to 2022

Based on 11.9% Cumulative Changes in Property Value from 2019 to 2022 Taxes

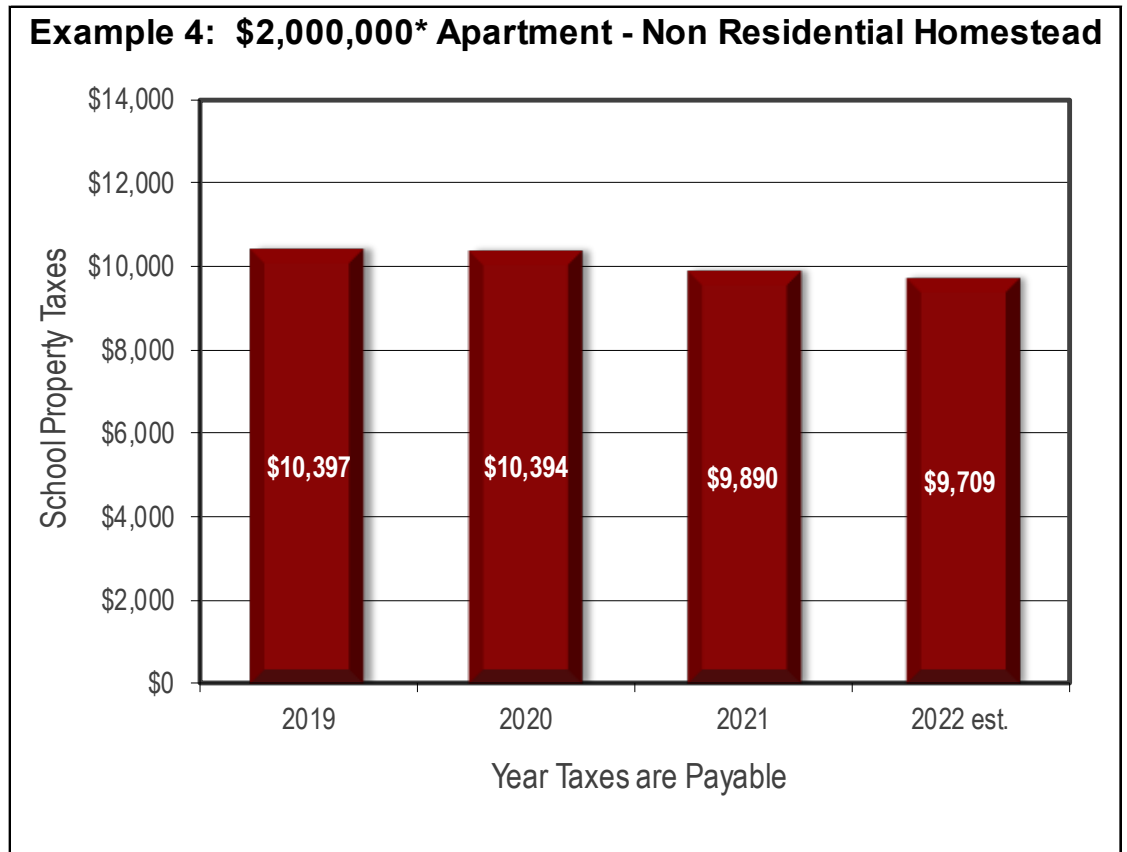
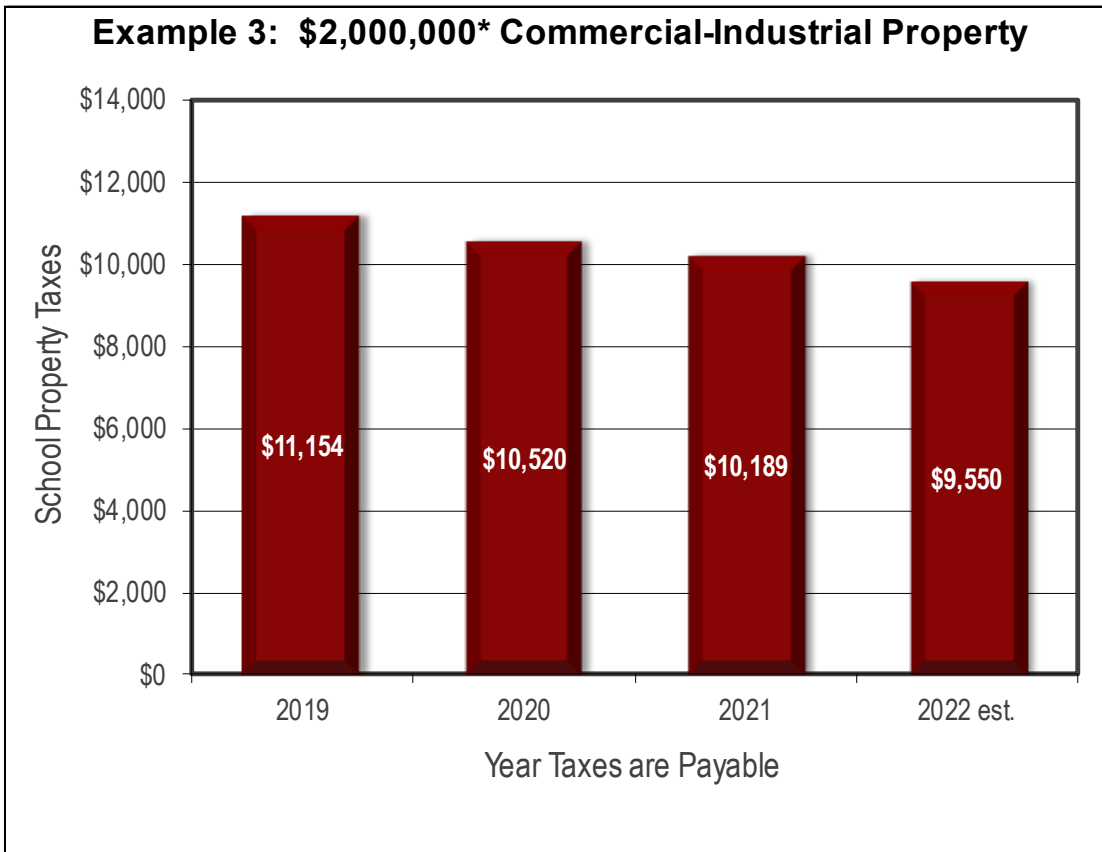


\* Estimated market value for taxes payable in 2022. Taxes are calculated based on changes in market value of 4.5% from 2019 to 2020 taxes, 4.0% from 2020 to 2021, and 3.0% from 2021 to 2022.

# Richfield Public Schools, ISD 280

Estimated Changes in School Property Taxes, 2019 to 2022

Based on 11.9% Cumulative Changes in Property Value from 2019 to 2022 Taxes



\* Estimated market value for taxes payable in 2022. Taxes are calculated based on changes in market value of 4.5% from 2019 to 2020 taxes, 4.0% from 2020 to 2021, and 3.0% from 2021 to 2022.

# Minnesota Homestead Credit Refund “Circuit Breaker”

---

- Has existed since 1970s
- Available each year to owners of homestead property  
(applies to taxes paid on house, garage and one acre for ag homestead property)
- Annual income must be approximately \$116,180 or less  
(income limit is higher if you have dependents)
- Sliding scale - refund based on income and total property taxes
- Maximum refund for homeowners is \$2,840
- Also available to renters
- Complete state tax form M-1PR ([www.revenue.state.mn.us](http://www.revenue.state.mn.us))

# Minnesota Special Property Tax Refund

---

Available each year to owners of homestead properties with a gross tax increase of at least 12% and \$100 over prior year

Helpful in first year after referendum

Refund is 60% of amount by which tax increase exceeds greater of 12% or \$100, up to a maximum of \$1,000

No income limits

Complete state tax form  
M-1PR  
([www.revenue.state.mn.us](http://www.revenue.state.mn.us))



# Senior Citizen Property Tax Deferral

---

- Allows people age 65 and older with household income of \$60,000 or less to defer a portion of property taxes on home
- Must have lived in, owned, and homesteaded for last 15 years
- Limits maximum amount of property tax paid to 3% of household income
- Additional taxes are deferred, not forgiven
- Provides predictability; amount of tax paid will not change while participating in program
- Deferred property taxes plus accrued interest must be paid when home is sold or homeowner(s) dies

# Next Steps

---

1

Board will accept public comments on proposed levy

2

Board will certify 2022 property tax levy



PUBLIC COMMENTS

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

**Agenda Item III.A.2.**

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

**Regular Meeting, December 6, 2021**

**Subject: Inclusive Schools Week**

This week is Inclusive Schools Week in Richfield Public Schools! On November 30<sup>th</sup>, Mayor Pro Tempore Mary Supple officially designated December 6-10, 2021 as Inclusive Schools Week in the City of Richfield. We would like to thank RPS parent, Loreny Cabrera, for bringing forth this initiative, and will now affirm our support by reading out the proclamation:

*“WHEREAS, Richfield educators recognize that each student is unique, learns differently, and, therefore, learns better if teaching is tailored to their abilities, needs and interests; and*

*WHEREAS, Richfield’s educators and families have been working hard to ensure that classrooms and schools are high performing and inclusive; and*

*WHEREAS, Through their efforts to make schools and classrooms high performing and inclusive, Richfield’s educators and families have significantly contributed to building a stronger and more inclusive community; and*

*WHEREAS, Richfield educators and families deserve to celebrate their successes and should also reflect on how they might further improve educational practices; and*

*WHEREAS, Richfield families and educators unite with schools, school districts, and communities around the country in celebrating Inclusive Schools Week*

*Now, THEREFORE, I Mary B. Supple, Mayor Pro Tempore of the City of Richfield and the Richfield Council Members, do hereby proclaim December 6-10, 2021, as Inclusive Schools Week in the City of Richfield.*

*CONSIDERANDO QUE, los educadores de Richfield reconocen que todos los estudiantes son únicos, aprenden de manera diferente y, por lo tanto, aprenden mejor si la enseñanza se adapta a sus habilidades, necesidades e intereses; y*

*CONSIDERANDO QUE, los educadores y las familias de Richfield han estado trabajando árdamente para garantizar que las aulas y las escuelas tengan un rendimiento alto y sean inclusivas; y*

*CONSIDERANDO que, a través de sus esfuerzos por hacer que las escuelas y las aulas sean inclusivas y de alto rendimiento, los educadores y las familias de Richfield han contribuido de manera significativa a construir una comunidad más fuerte e inclusiva; y*

*CONSIDERANDO QUE, los educadores y las familias de Richfield merecen celebrar sus éxitos y deben reflexionar sobre cómo podrían mejorar aún más las prácticas educativas; y*

*CONSIDERANDO QUE, las familias y los educadores de Richfield se unen con las escuelas, los distritos escolares y las comunidades de todo el país para celebrar la Semana de las Escuelas Inclusivas.*

*Ahora, EN VIRTUD DE LO CUAL, yo Mary B. Supple, Alcaldesa Temporal de la Ciudad de Richfield, y los miembros del Concejo de Richfield, por la presente proclamamos la semana del 6 al 10 de diciembre del 2021 como la Semana de las Escuelas Inclusivas en la ciudad de Richfield.”*

We would now like to invite RPS parent Loreny Cabrera to share a brief statement on why she brought forth the idea of instituting Inclusive Schools Week in Richfield.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	302891	11/04/2021	ACCO BRANDS USA LLC	R	113.36
01	302892	11/04/2021	ANDERSON JULIE R	R	300.00
01	302893	11/04/2021	BERRY COFFEE COMPANY INC.	R	417.66
01	302894	11/04/2021	BIX FRUIT COMPANY	R	2,423.40
01	302895	11/04/2021	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	302896	11/04/2021	COMCAST BUSINESS	R	244.74
01	302897	11/04/2021	DICK BLICK COMPANY	R	383.76
01	302898	11/04/2021	ECM PUBLISHERS INC	R	317.50
01	302899	11/04/2021	EDFIRST MN LLC	R	5,191.84
01	302900	11/04/2021	EDUCATORS BENEFIT CONSULTANTS LLC	R	102.00
01	302901	11/04/2021	GILLET, KARI	R	55.08
01	302902	11/04/2021	HEINEMANN	R	1,780.00
01	302903	11/04/2021	ULMER, INGA	R	250.00
01	302904	11/04/2021	HR SIMPLIFIED INC.	R	734.00
01	302905	11/04/2021	INTERNATIONAL E-Z UP, INC.	R	1,962.93
01	302906	11/04/2021	ISD #281, ROBBINSDALE AREA SCHOOLS	R	1,076.00
01	302907	11/04/2021	JANE FERGUSON	R	39.00
01	302908	11/04/2021	KIDCREATE STUDIO	R	240.00
01	302909	11/04/2021	KINECT ENERGY INC	R	525.00
01	302910	11/04/2021	LIGHTSPEED TECHNOLOGIES, INC.	R	5,175.00
01	302911	11/04/2021	LOMAX CARLA	R	210.00
01	302912	11/04/2021	MAGIC TURF, INC.	R	4,000.00
01	302913	11/04/2021	MATRIX COMMUNICATIONS INC	R	339.26
01	302914	11/04/2021	MINNESOTA CLAY COMPANY	R	279.61
01	302915	11/04/2021	MINNESOTA MEMORY, INC.	R	1,425.00
01	302916	11/04/2021	MINUTEMAN PRESS OF RICHFIELD	R	5,136.92
01	302917	11/04/2021	NORMANDEALE COMMUNITY COLLEGE	R	72,450.00
01	302918	11/04/2021	PAN O GOLD BAKING CO	R	332.80
01	302919	11/04/2021	SCHOOL NURSE SUPPLY	R	63.25
01	302920	11/04/2021	SETON	R	159.95
01	302921	11/04/2021	SOURCEWELL TECHNOLOGY	R	8,542.00
01	302922	11/04/2021	SOUTH DAKOTA STATE UNIVERSITY	R	1,000.00
01	302923	11/04/2021	TAFFE SARAH ANN	R	8,492.23
01	302924	11/04/2021	TRIO SUPPLY COMPANY	R	1,301.59
01	302925	11/04/2021	UNIVERSITY OF MINNESOTA	R	71,920.00
01	302926	11/04/2021	UPPER LAKES FOODS	R	22,218.72
01	302927	11/04/2021	VEND-UCATION LLC	R	31,015.00
01	302928	11/04/2021	VIG SOLUTIONS INC	R	319.00
01	302929	11/04/2021	VISTAR	R	688.69
01	302930	11/04/2021	WOLKE BRADY J	R	346.88
01	302931	11/04/2021	YULIAN RODRIGUEZ-TORVES	R	62.00
01	302941	11/04/2021	AMAZON.COM SYNCB/AMAZON	R	30,136.10
01	V611279	11/04/2021	DREW BALLANGER	R	36.95
01	V611280	11/04/2021	ERICA T BARLOW	R	70.00
01	V611281	11/04/2021	MIRIAM A CASTRO SANJUAN	R	40.00
01	V611282	11/04/2021	MARY L CLARKSON	R	70.00
01	V611283	11/04/2021	LATANYA R DANIELS	R	70.00
01	V611284	11/04/2021	KIM M DARAITIS	R	99.95
01	V611285	11/04/2021	GEORGE A DENNIS	R	35.00
01	V611286	11/04/2021	MEGAN M STECHER	R	70.00

01	V611287	11/04/2021	JARED ELLERSON	R	70.00
01	V611288	11/04/2021	PETER J FITZPATRICK	R	40.00
01	V611289	11/04/2021	STEVEN T FLUCAS	R	70.00
01	V611290	11/04/2021	MICHAEL L FRANKENBERG	R	70.00
01	V611291	11/04/2021	DAVID A FREEBURG	R	70.00
01	V611292	11/04/2021	KARIN V GAERTNER	R	119.98
01	V611293	11/04/2021	AREND J GEURINK	R	70.00
01	V611294	11/04/2021	JAMES A GILLIGAN	R	70.00
01	V611295	11/04/2021	CHRISTINA M GONZALEZ	R	70.00
01	V611296	11/04/2021	KYLE L GUSTAFSON	R	40.00
01	V611297	11/04/2021	KEVIN D HARRIS	R	40.00
01	V611298	11/04/2021	CHARLOTTE NICHOLE WOLLENBURG	R	47.04
01	V611299	11/04/2021	JAMES L HILL	R	40.00
01	V611300	11/04/2021	JESSICA M HOFFMAN	R	40.00
01	V611301	11/04/2021	CRAIG D HOLJE	R	70.00
01	V611302	11/04/2021	SARAH J JESPERSON	R	23.48
01	V611303	11/04/2021	CORY J KLINGE	R	70.00
01	V611304	11/04/2021	DANIEL E KRETSINGER	R	70.00
01	V611305	11/04/2021	ANOOP KUMAR	R	40.00
01	V611306	11/04/2021	SHANNON J LINDBERG	R	40.00
01	V611307	11/04/2021	MAIA M MACK	R	127.90
01	V611308	11/04/2021	COLLEEN M MAHONEY	R	70.00
01	V611309	11/04/2021	MARTHA MALAGON AVILA	R	105.01
01	V611310	11/04/2021	DANIEL P MCGINN	R	40.00
01	V611311	11/04/2021	DOUG R MCMEEKIN	R	70.00
01	V611312	11/04/2021	CAROLE R MCNAUGHTON-COMMERS	R	70.00
01	V611313	11/04/2021	KENT D MEYER	R	70.00
01	V611314	11/04/2021	ALECIA M MOBLEY	R	70.00
01	V611315	11/04/2021	ERIN H NEILON	R	40.00
01	V611316	11/04/2021	ROBERT G OLSON	R	40.00
01	V611317	11/04/2021	LAURA B OTTERNESS	R	70.00
01	V611318	11/04/2021	MARK S PEDERSEN	R	40.00
01	V611319	11/04/2021	DARBY L SWANK	R	70.00
01	V611320	11/04/2021	DENNIS E PETERSON	R	35.00
01	V611321	11/04/2021	CASSANDRA QUAM	R	70.00
01	V611322	11/04/2021	KEITH D RIEF	R	40.00
01	V611323	11/04/2021	TERESA L ROSEN	R	70.00
01	V611324	11/04/2021	TIMECKA MARIE SANCHEZ-MICHAELS	R	70.00
01	V611325	11/04/2021	ASHLEY SCHAEFER	R	70.00
01	V611326	11/04/2021	DANE A SMITH	R	22.18
01	V611327	11/04/2021	NANCY J STACHEL	R	70.00
01	V611328	11/04/2021	MORGAN L STEELE	R	88.66
01	V611329	11/04/2021	PATRICK M SURE	R	40.00
01	V611330	11/04/2021	STACY THEIEN-COLLINS	R	70.00
01	V611331	11/04/2021	JOAN M TOMKINSON	R	175.00
01	V611332	11/04/2021	STEVEN P UNOWSKY	R	80.00
01	V611333	11/04/2021	STEPHEN C URBANSKI	R	40.00
01	V611334	11/04/2021	CARRIE A VALA	R	70.00
01	V611335	11/04/2021	JENNIFER K VALLEY	R	70.00
01	V611336	11/04/2021	RYAN WAGNER	R	40.00
01	V611337	11/04/2021	REBECCA S WALD	R	40.00

01	V611338	11/04/2021	KASYA L WILLHITE	R	70.00
01	V611339	11/04/2021	AMY J WINTER AHSENMACHER	R	70.00
01	V2201036	11/04/2021	P-CARD BAIRD LISA	R	2,202.84
01	V2201037	11/04/2021	P-CARD BARLOW ERICA	R	1,098.19
01	V2201038	11/04/2021	P-CARD BROWN MATTHEW	R	163.30
01	V2201039	11/04/2021	P-CARD BRUNNER PATTI	R	6,131.49
01	V2201040	11/04/2021	P-CARD BURT EMILY	R	80.00
01	V2201041	11/04/2021	P-CARD CARUSO MATTHEW	R	704.10
01	V2201042	11/04/2021	P-CARD DINGMAN KRISTI	R	4,384.50
01	V2201043	11/04/2021	P-CARD ELLERSON JARED	R	69.43
01	V2201044	11/04/2021	P-CARD FINDLEY LAMPKIN MELISSA	R	429.54
01	V2201045	11/04/2021	P-CARD GEURINK AREND	R	439.99
01	V2201046	11/04/2021	P-CARD KRETSINGER DAN	R	2,876.50
01	V2201047	11/04/2021	P-CARD LEWIS JENNIFER	R	1,146.71
01	V2201048	11/04/2021	P-CARD MACE CHRISTI JO	R	1,410.81
01	V2201049	11/04/2021	P-CARD MAHONEY COLLEEN	R	1,628.06
01	V2201050	11/04/2021	P-CARD MANNING MICHAEL	R	200.74
01	V2201051	11/04/2021	P-CARD MCGINN DAN	R	399.57
01	V2201052	11/04/2021	P-CARD MCNAUGHTON COMMERS CAROLE	R	1,860.17
01	V2201053	11/04/2021	P-CARD MORALES LIZETTE	R	543.38
01	V2201054	11/04/2021	P-CARD MORRISSEY MELISSA	R	1,574.24
01	V2201055	11/04/2021	P-CARD SHAHSAVAND MARTA	R	797.39
01	V2201056	11/04/2021	P-CARD SMITH DANE	R	8.49
01	V2201057	11/04/2021	P-CARD STACHEL NANCY	R	1,935.65
01	V2201058	11/04/2021	P-CARD VALLEY JENNIFER	R	401.27
01	V2201059	11/04/2021	P-CARD WILLHITE KASYA	R	485.41
01	V2201060	11/04/2021	P-CARD WINTER AMY	R	3,654.87
01	302942	11/09/2021	MY CREDIT UNION	R	250.00
01	302943	11/11/2021	Printer Issues-VOID	V	0.00
01	302944	11/11/2021	ALL STATE COMMUNICATIONS INC	R	33,455.00
01	302945	11/11/2021	ARVIG ENTERPRISES INC	R	1,107.90
01	302946	11/11/2021	BACHMANS INC	R	1,060.36
01	302947	11/11/2021	BARNES & NOBLE BOOK	R	355.77
01	302948	11/11/2021	BEN FRANKLIN ELECTRIC INC	R	3,825.50
01	302949	11/11/2021	BIX FRUIT COMPANY	R	6,223.17
01	302950	11/11/2021	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	2,515.00
01	302951	11/11/2021	CARQUEST AUTO PARTS	R	950.98
01	302952	11/11/2021	CEDAR SMALL ENGINE	R	310.50
01	302953	11/11/2021	CENTURYLINK	R	43.77
01	302954	11/11/2021	CINTAS CORPORATION NO 2	R	213.70
01	302955	11/11/2021	CONTINENTAL RESEARCH CORP	R	453.47
01	302956	11/11/2021	CUB FOODS	R	252.03
01	302957	11/11/2021	CULLIGAN SOFT WATER	R	9.50
01	302958	11/11/2021	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	302959	11/11/2021	DICK BLICK COMPANY	R	746.08
01	302960	11/11/2021	DICKS LAKEVILLE SANITATION INC	R	7,270.99
01	302961	11/11/2021	ECM PUBLISHERS INC	R	144.95
01	302962	11/11/2021	ECOLAB INC	R	703.38
01	302963	11/11/2021	EMI AUDIO	R	44.00
01	302964	11/11/2021	FASTENAL INDUSTRIAL	R	360.50
01	302965	11/11/2021	FASTSIGNS	R	34.40



01	302966	11/11/2021	FUN EXPRESS LLC	R	99.83
01	302967	11/11/2021	GENESIS TECHNOLOGIES INC	R	715.00
01	302968	11/11/2021	WW GRAINGER INC	R	1,103.32
01	302969	11/11/2021	HASTINGS CREAMERY LLC	R	10,714.09
01	302970	11/11/2021	HAWTHORNE EDUCATION	R	288.00
01	302971	11/11/2021	HILLYARD	R	2,405.81
01	302972	11/11/2021	HOGLUND BUS CO INC	R	1,267.05
01	302973	11/11/2021	HOME DEPOT U.S.A.	R	694.37
01	302974	11/11/2021	IIX INSURANCE INFORMATION EXCHANGE	R	59.30
01	302975	11/11/2021	IMAGINE LEARNING, INC.	R	1,800.00
01	302976	11/11/2021	INTERSTATE ALL BATTERY CENTER	R	231.90
01	302977	11/11/2021	JUNK MASTERS LLC	R	455.00
01	302978	11/11/2021	HAAG COMPANIES, INC.	R	562.98
01	302979	11/11/2021	KOCH SCHOOL BUS SERVICE, INC.	R	4,214.88
01	302980	11/11/2021	LEARNING A-Z	R	216.00
01	302981	11/11/2021	MACKIN BOOK COMPANY	R	284.28
01	302982	11/11/2021	MATRIX COMMUNICATIONS INC	R	5,278.62
01	302983	11/11/2021	MAVO SYSTEMS INC	R	522.50
01	302984	11/11/2021	MEDTOX LABORATORIES INC	R	185.36
01	302985	11/11/2021	METROPOLITAN MECHANICAL CONTRACTORS	R	58,614.00
01	302986	11/11/2021	MINNEAPOLIS PUBLIC SCHOOLS	R	264.00
01	302987	11/11/2021	MPLS PUBLIC SCHOOL SPECIAL DIST 1	R	121.00
01	302988	11/11/2021	PAN O GOLD BAKING CO	R	569.30
01	302989	11/11/2021	PODIUMWEAR CUSTOM SPORTS APPAREL	R	3,900.00
01	302990	11/11/2021	POMPS TIRE SERVICE	R	2,125.80
01	302991	11/11/2021	REGION 6 AA-MSHSL	R	5,200.00
01	302992	11/11/2021	RIVERSIDE INSIGHTS	R	185.83
01	302993	11/11/2021	SHERWIN WILLIAMS CO	R	51.42
01	302994	11/11/2021	SMARTSENSE BY DIGI	R	330.00
01	302995	11/11/2021	SUPER DUPER PUBLICATIONS	R	95.80
01	302996	11/11/2021	TIERNEY BROTHERS INC	R	1,377.60
01	302997	11/11/2021	TRIO SUPPLY COMPANY	R	1,438.53
01	302998	11/11/2021	TRISTATE BOBCAT INC	R	840.95
01	302999	11/11/2021	TWIN CITY TRANSPORTATION	R	51,415.36
01	303000	11/11/2021	UPPER LAKES FOODS	R	27,036.60
01	303001	11/11/2021	VELOCITY DRAIN SERVICES INC	R	318.25
01	303002	11/11/2021	VERIZON WIRELESS	R	370.75
01	303003	11/11/2021	VISTAR	R	161.22
01	303004	11/11/2021	WORLD FUEL SERVICES, INC.	R	1,070.93
01	303005	11/11/2021	XCEL ENERGY	R	48.12
01	303006	11/11/2021	XCEL ENERGY CENTER	R	2,087.00
01	V611340	11/11/2021	CHRISTINE J AWBREY	R	19.61
01	V611341	11/11/2021	LISA A LEIKNES	R	908.69
01	V611342	11/11/2021	ALECIA M MOBLEY	R	161.28
01	V611343	11/11/2021	JODI A NICKELL	R	105.00
01	V611344	11/11/2021	ISELA VENTURA RUBIO	R	163.97

---

**CHECK, E-PAYS & P-CARD REGISTER**

**573,164.31**

**P-CARD,CHECK RUNS, E-PAYS & WIRES FOR  
11/22/2021 BOARD REPORTS**

<b>BANK 05</b>	<b>DATE</b>	<b>AMOUNT</b>
Checks	11/4/2021	283,931.27
	11/9/2021	250.00
	11/11/2021	249,151.70
E-Pays	11/4/2021	3,846.15
	11/11/2021	1,358.55
Pcards-OCTOBER Paid 11/4/21	11/4/2021	34,626.64

<b>CHECK REGISTER BANK 05 TOTAL =</b>	<b>573,164.31</b>
---------------------------------------	-------------------

<b>BREAKDOWN</b>	
01-206-00	388,116.81
02-206-00	107,130.59
03-206-00	62,884.37
04-206-00	14,493.54
06-206-00	70.00
07-206-00	-
18-206-00	-
20-206-00	351.56
21-206-00	117.44
47-206-00	-
<b>BANK TOTAL =</b>	<b>573,164.31</b>

## SUPERINTENDENT'S REPORT AND AGENDA

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

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

**Monday, November 22, 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, November 22, 2021 in the boardroom at the Richfield Public Schools district office. Chair Tim Pollis called the Regular Board Meeting to order at 7 p.m. with the following school board members in attendance: Brakke, Cole, Maleck, and Smisek. Toensing arrived at 7:06 p.m.

Administrators present were Assistant Superintendent Daniels, Executive Director Clarkson, and Chief HR & Admin Officer Holje. Student representatives present were Elsy Cruz Parra, Helen Dombrock, and Corrina Jones.

### II. REVIEW AND APPROVAL OF THE AGENDA

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

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

- A. Public Comment
- B. Superintendent Update
  - 1. November Update
- C. Commendation

### IV. CONSENT AGENDA

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

- A. Routine Matters
  - 1. Minutes of the regular meeting held November 8, 2021
  - 2. General Disbursements as of 11/11/21 in the amount of \$573,164.31
  - 3. Year-to-Date Finance Report
- B. Personnel Items

**Classified Part Time Position for Employment – Facilities and Transportation**  
**John Nielsen – 10 hr/wk – Bus Driver – Effective 11/8/2021**

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

**Muna Abdi** – 38 hr/wk – Testing Coordinator – RMS

Effective 11/15/2021

**Emma Garcia** – 32.5 hr/wk – Special Education – RDLS

Effective 11/29/2021

**Yaneli Sanchez Hernandez** – 32.5 hr/wk – Special Education – Centennial

Effective 11/16/2021

**Classified Part Time Position for Employment - Food & Nutrition Services**

**Laurie Synker** – 25 hr/wk – Kitchen Assistant – RHS

Effective 11/4/2021

**Classified Part Time Resignation – Paraprofessional**

**Whitney Chase** – Special Education – RHS

Effective 10/25/2021

**Classified Part Time Resignation – Facilities and Transportation**

**Mark Shifflet** – Bus Driver/Building Cleaner

Effective 11/19/2021

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

**Laurie Synker** – Kitchen Assistant – RHS

Effective 11/12/2021

**Jodi Karels** – Kitchen Assistant – RSTEM

Effective 11/16/2021

V. OLD BUSINESS

- A. Policy 708: Collection of Unpaid Obligations & Administrative Guideline 708.1 - third read

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

- B. Policy 706: Acceptance of Gifts - third read

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

VI. NEW BUSINESS

- A. Amendment #2 to Communications Site Lease

Motion by Toensing, seconded by Smisek, and unanimously carried, the Board of Education approved the amendment.

- B. Sheridan Hills Change Orders #28 & #29

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

C. Sheridan Hills Abatement Change Order #1

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

D. RMS Change Orders #26 & #27

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

E. Central Change Order #10

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

F. Bid Authorization for Maintenance Building Remodel

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

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Future Meeting Dates

12-6-2021 7:00 p.m. Regular Board Meeting with Truth-in-Taxation

12-20-2021 7:00 p.m. Regular Board Meeting - Public Comment

D. Suggested/Future Agenda Items

VIII. ADJOURN REGULAR MEETING

Chair Pollis adjourned the meeting at 7:48 p.m.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	303007	11/18/2021	ALLIED PROFESSIONALS, INC.	R	1,345.50
01	303008	11/18/2021	AMITY INSTITUTE LTD	R	3,240.00
01	303009	11/18/2021	ANDERSON JULIE R	R	120.00
01	303010	11/18/2021	ROSANNE E. DOUGHTY	R	2,000.00
01	303011	11/18/2021	AQUA ENGINEERING INC	R	537.75
01	303012	11/18/2021	AQUA LOGIC INC	R	389.57
01	303013	11/18/2021	BEN FRANKLIN ELECTRIC INC	R	1,403.00
01	303014	11/18/2021	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	8,580.00
01	303015	11/18/2021	BSN SPORTS, LLC	R	600.00
01	303016	11/18/2021	CDW GOVERNMENT INC	R	11,548.80
01	303017	11/18/2021	CINTAS CORPORATION NO 2	R	106.85
01	303018	11/18/2021	CITY OF RICHFIELD	R	225.00
01	303019	11/18/2021	CITY OF RICHFIELD	R	6,740.14
01	303020	11/18/2021	COMCAST BUSINESS	R	539.74
01	303021	11/18/2021	COMMONLIT INC	R	7,500.00
01	303022	11/18/2021	CONTINENTAL RESEARCH CORP	R	873.80
01	303023	11/18/2021	DECKER EQUIPMENT INC	R	682.84
01	303024	11/18/2021	DOOR SERVICE COMPANY OF THE TWIN CI	R	187.50
01	303025	11/18/2021	EASYPERMIT POSTAGE	R	1,628.88
01	303026	11/18/2021	EDUCATORS BENEFIT CONSULTANTS LLC	R	432.97
01	303027	11/18/2021	FAIRVIEW HEALTH SERVICES	R	9,240.00
01	303028	11/18/2021	FINANGER PHILLIP J	R	50.00
01	303029	11/18/2021	FLANERY-OLSON, JODI	R	20.00
01	303030	11/18/2021	GLASS DOCTOR OF MINNEAPOLIS	R	341.76
01	303031	11/18/2021	WW GRAINGER INC	R	499.37
01	303032	11/18/2021	HAAS MUSICAL INSTRUMENT REPAIR, INC	R	286.20
01	303033	11/18/2021	HILLYARD	R	2,681.59
01	303034	11/18/2021	HOGAN ASSESSMENT SYSTEMS INC	R	450.00
01	303035	11/18/2021	HOPE CHURCH	R	14,413.77
01	303036	11/18/2021	INSTITUTE FOR ENVIROMENTAL	R	10,980.50
01	303037	11/18/2021	JULIE MANDERY	R	75.00
01	303038	11/18/2021	KAJEET, INC.	R	2,627.42
01	303039	11/18/2021	KLEIST DOUGLAS	R	124.00
01	303040	11/18/2021	KROONBLAWD DAVID	R	172.00
01	303041	11/18/2021	LANGUAGE LINE SERVICE	R	2,670.07
01	303042	11/18/2021	LOFFLER COMPANIES	R	129.00
01	303043	11/18/2021	MALLOY MONTAGUE KARNOWSKI & RADO	R	4,300.00
01	303044	11/18/2021	MATRIX COMMUNICATIONS INC	R	5,278.62
01	303045	11/18/2021	MENDELBLATT SCOTT	R	20.00
01	303046	11/18/2021	METROPOLITAN MECHANICAL CONTRACTORS	R	2,194.89
01	303047	11/18/2021	MILES SARA	R	50.00
01	303048	11/18/2021	MINNESOTA CLAY COMPANY	R	136.78
01	303049	11/18/2021	MINNESOTA DEPT OF HEALTH	R	35.00
01	303050	11/18/2021	MINUTEMAN PRESS OF RICHFIELD	R	245.40
01	303051	11/18/2021	ALBIN ACQUISITION CORP	R	25.00
01	303052	11/18/2021	MTN-METROPOLITAN TRANSP NETWORK	R	288,233.00
01	303053	11/18/2021	MULTILINGUAL WORD INC	R	10,687.00
01	303054	11/18/2021	NEW DOMINION SCHOOL	R	5,523.63
01	303055	11/18/2021	NORTHERN CLAY CENTER	R	922.00

01	303056	11/18/2021	OCCUPATIONAL MEDICINE CONSULTANTS	R	245.00
01	303057	11/18/2021	OLEYAR DAVID A	R	62.00
01	303058	11/18/2021	ONE OF ONE CLOTHING	R	2,828.00
01	303059	11/18/2021	PAPCO, INC.	R	55.00
01	303060	11/18/2021	PAYDHEALTH	R	17,438.86
01	303061	11/18/2021	POPP RYAN G	R	20.00
01	303062	11/18/2021	POVOLNY KATHLEEN IGOE	R	80.00
01	303063	11/18/2021	PREMIUM WATERS INC	R	30.00
01	303064	11/18/2021	KASTL, HOLLY	R	110.58
01	303065	11/18/2021	RATWIK ROSZAK & MALONEY PA	R	1,198.50
01	303066	11/18/2021	RUPP ANDERSON SQUIRES & WALDSPURGER	R	8,074.87
01	303067	11/18/2021	SCHMITT MUSIC CREDIT	R	754.74
01	303068	11/18/2021	SEPTRAN STUDENT TRANSPORTATION	R	11,440.00
01	303069	11/18/2021	TOLL COMPANY	R	48.12
01	303070	11/18/2021	TWIN CITY FILTER SERVICE INC	R	208.88
01	303071	11/18/2021	TWIN CITY HARDWARE	R	220.00
01	303072	11/18/2021	TYLER TECHNOLOGIES, INC.	R	3,150.00
01	303073	11/18/2021	UNITED HEALTHCARE INSURANCE CO	R	503.63
01	303074	11/18/2021	UNITED HEALTHCARE/AARP MEDICARE RX	R	88.70
01	303075	11/18/2021	UNITED HEARTHCARE /AARP MEDICARE RX	R	88.70
01	303076	11/18/2021	UNIVERSITY OF MINNESOTA	R	1,885.00
01	303077	11/18/2021	TREMCO/WEATHERPROOFING TECH, INC.	R	70,572.92
01	303078	11/18/2021	XCEL ENERGY	R	1,633.54
01	303079	11/18/2021	ZARNOTH BRUSH WORKS	R	502.00
01	V611345	11/19/2021	ERIC ANDERSON	R	53.85
01	V611346	11/19/2021	LISA M BAIRD	R	30.92
01	V611347	11/19/2021	MELISSA M HUSABY	R	23.94
01	V611348	11/19/2021	RACHEL M JOHNSON	R	125.97
01	V611349	11/19/2021	LEAH M LANNERS	R	170.95
01	V611350	11/19/2021	JOHN M LORENZINI	R	250.00
01	V611351	11/19/2021	ANN M RUMMEL	R	170.00
01	V611352	11/19/2021	LORI M VOIGT	R	170.00
01	V611353	11/19/2021	GREGORY A VONRUDEN	R	14.88
01	V611354	11/19/2021	PAULA J WASHINGTON	R	92.15
01	V611355	11/19/2021	KASYA L WILLHITE	R	25.00
01	V611356	11/19/2021	THEODORE WURST	R	13.44
01	303080	11/23/2021	ALL STATE COMMUNICATIONS INC	R	637.50
01	303081	11/23/2021	AQUA ENGINEERING INC	R	14,173.00
01	303082	11/23/2021	ATHLETIC PERFORMANCE SOLUTIONS -APS	R	4,300.00
01	303083	11/23/2021	CORVAL CONSTRUCTION	R	110,690.99
01	303084	11/23/2021	COSNEY CORPORATION	R	4,353.00
01	303085	11/23/2021	ICS CONSULTING, LLC (DBA: ICS)	R	6,196.00
01	303086	11/23/2021	ROCHON CORPORATION MINNESOTA	R	123,318.71
01	303087	11/23/2021	INDIGO SIGNWORKS, INC.	R	31,511.50
01	303088	11/23/2021	VALLEY RICH CO INC	R	12,142.05
01	303089	11/23/2021	WOLD ARCHITECTS AND ENGINEERS	R	29,526.96
01	V611357	11/23/2021	ERICA T BARLOW	R	77.00
01	V611358	11/23/2021	KATHERINE A CHRISTIAN	R	140.37
01	V611359	11/23/2021	NATHAN EDWARDS	R	183.70
01	V611360	11/23/2021	MICHAEL G HARRIS	R	60.00

01	V611361	11/23/2021	CASSIDY H JAVNER	R	18.67
01	V611362	11/23/2021	ASHLIE M KAUN	R	414.03
01	V611363	11/23/2021	LISA A LEIKNES	R	396.98
01	V611364	11/23/2021	MAIA M MACK	R	407.70
01	V611365	11/23/2021	ERIN H NEILON	R	58.20
01	V611366	11/23/2021	CHRISTOPHER A OLSON	R	69.76
01	V611367	11/23/2021	JUAN J REYES	R	250.00
01	V611368	11/23/2021	REBECCA S WALD	R	66.19
01	V611369	11/23/2021	MELISSA J WILLIAMS	R	17.94
01	303090	11/24/2021	806 TECHNOLOGIES INC	R	3,500.00
01	303091	11/24/2021	ALLIED PROFESSIONALS, INC.	R	1,200.00
01	303092	11/24/2021	ANDERSON BRENDA	R	20.00
01	303093	11/24/2021	ANDERSON SHEILA K	R	45.00
01	303094	11/24/2021	APADANA LLC	R	12,190.00
01	303095	11/24/2021	APPRIZE TECHNOLOGY	R	300.00
01	303096	11/24/2021	BERRY COFFEE COMPANY INC.	R	502.50
01	303097	11/24/2021	BIX FRUIT COMPANY	R	4,801.87
01	303098	11/24/2021	BRAND FARMS	R	1,998.00
01	303099	11/24/2021	BRINK'S INCORPORATED	R	1,427.58
01	303100	11/24/2021	BSN SPORTS, LLC	R	1,060.50
01	303101	11/24/2021	CANON USA	R	4,166.53
01	303102	11/24/2021	CAPTIVATE MEDIA & CONSULTING	R	1,488.00
01	303103	11/24/2021	CARLA MARIA BODE	R	168.00
01	303104	11/24/2021	CAROLINA BIOLOGICAL	R	790.42
01	303105	11/24/2021	CATALYST BUYING GROUP LLC	R	469.99
01	303106	11/24/2021	CHAMPION YOUTH	R	1,197.70
01	303107	11/24/2021	CITY OF RICHFIELD	R	1,208.76
01	303108	11/24/2021	COMMERCIAL KITCHEN	R	2,384.29
01	303109	11/24/2021	DIGITAL INSURANCE LLC	R	3,607.00
01	303110	11/24/2021	FINANGER PHILLIP J	R	45.00
01	303111	11/24/2021	FURTHER	R	6,034.50
01	303112	11/24/2021	GAVIN PIANO SERVICES, INC.	R	383.00
01	303113	11/24/2021	GONZALEZ JOSUE	R	197.71
01	303114	11/24/2021	WW GRAINGER INC	R	98.03
01	303115	11/24/2021	GROTH MUSIC COMPANY	R	1,346.61
01	303116	11/24/2021	GROUP MEDICAREBLUE RX	R	7,097.00
01	303117	11/24/2021	HILLYARD	R	2,694.06
01	303118	11/24/2021	HUBERT COMPANY, LLC	R	176.37
01	303119	11/24/2021	IDEAL ENERGIES LLC	R	992.09
01	303120	11/24/2021	INDOFF INC	R	298.98
01	303121	11/24/2021	INNOVATIVE OFFICE SOLUTIONS LLC	R	72.35
01	303122	11/24/2021	IXL LEARNING	R	2,100.00
01	303123	11/24/2021	JW PEPPER & SON INC	R	1,070.74
01	303124	11/24/2021	KINECT ENERGY INC	R	8,344.01
01	303125	11/24/2021	LAKE COUNTRY SCALE WORKS INC	R	360.00
01	303126	11/24/2021	LOFFLER	R	1,225.09
01	303127	11/24/2021	LOFFLER COMPANIES	R	1,205.43
01	303128	11/24/2021	MADISON NATIONAL LIFE INS CO INC	R	6,261.86
01	303129	11/24/2021	MATRIX COMMUNICATIONS INC	R	1,542.15
01	303130	11/24/2021	MENDELBLATT SCOTT	R	20.00



01	303131	11/24/2021	METRO ECSU	R	3,150.00
01	303132	11/24/2021	MILES SARA	R	45.00
01	303133	11/24/2021	MINUTEMAN PRESS OF RICHFIELD	R	49.22
01	303134	11/24/2021	MN AAA	R	130.00
01	303135	11/24/2021	NAVARRO RAYMOND	R	64.00
01	303136	11/24/2021	NOVACARE REHABILITATION	R	150.00
01	303137	11/24/2021	OKEY CHRIS	R	50.00
01	303138	11/24/2021	PAN O GOLD BAKING CO	R	311.96
01	303139	11/24/2021	PARAGON DEVELOPMENT SYSTEMS, INC.	R	8,839.52
01	303140	11/24/2021	INNOCENT TECHNOLOGIES LLC	R	37,500.00
01	303141	11/24/2021	PITSCO INC	R	1,967.76
01	303142	11/24/2021	RIVERA DAVID	R	64.00
01	303143	11/24/2021	SCHOOL SPECIALTY, LLC	R	194.45
01	303144	11/24/2021	SOCIAL THINKING	R	38.95
01	303145	11/24/2021	SOURCEWELL TECHNOLOGY	R	18,000.00
01	303146	11/24/2021	TRAFERA HOLDINGS, INC.	R	1,630.00
01	303147	11/24/2021	TRIO SUPPLY COMPANY	R	1,334.48
01	303148	11/24/2021	U OF M TWIN CITIES ROCHESTER	R	1,000.00
01	303149	11/24/2021	UPPER LAKES FOODS	R	14,980.98
01	303150	11/24/2021	VIP BOOTHS	R	649.00
01	303151	11/24/2021	VSP VISION SERVICE PLAN	R	3,246.32
01	303152	11/24/2021	WINSOR LEARNING	R	842.50
01	303153	11/24/2021	MADISON NATIONAL LIFE INS CO INC	R	10,787.04
01	303154	11/24/2021	SCHOOL SERVICE EMPLOYEES UNION	R	8,509.19
01	303158	11/24/2021	AMAZON.COM SYNCB/AMAZON	R	6,629.24
01	303159	11/30/2021	BRIEN HALL	R	390.00

---

<b>TOTAL CHECKS &amp; E-PAYS</b>					<b>1,077,129.46</b>
----------------------------------	--	--	--	--	---------------------

---

## CHECKS & E-PAYS FOR 12/06/2021 BOARD REPORTS

BANK 05	DATE	AMOUNT
E-Pays	11/19/2021	1,141.10
	11/23/2021	2,160.54
Checks	11/18/2021	532,333.38
	11/24/2021	178,329.26
	11/24/2021	25,925.47
	11/30/2021	390.00
Construction Checks	11/23/2021	336,849.71

<b>CHECK REGISTER BANK 05 TOTAL =</b>	<b>1,077,129.46</b>
---------------------------------------	---------------------

### BREAKDOWN

01-206-00	370,978.81
02-206-00	30,787.72
03-206-00	304,607.13
04-206-00	6,141.93
06-206-00	334,777.46
07-206-00	-
18-206-00	-
20-206-00	28,293.77
21-206-00	1,542.64
47-206-00	

BANK TOTAL =	<b>1,077,129.46</b>
--------------	---------------------

## RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of  
November 30, 2021

Description	Matures	Rate	Cost	General Operating	Custodial (Scholarships)	Refunding	OPEB Bond
MN TRUST TERM SERIES	12/27/21	0.03%	15,000,000.00	15,000,000.00	-	-	-
BMO HARRIS BANK, NA	01/26/22	0.28%	4,000,000.00	4,000,000.00	-	-	-
PREFERRED BANK	02/04/22	0.10%	249,700.00	249,700.00	-	-	-
WESTERN ALLIANCE BANK / TORREY PINES BANK	02/04/22	0.20%	249,200.00	249,200.00	-	-	-
CUSTOMERS BANK	02/18/22	0.11%	249,700.00	249,700.00	-	-	-
MN TRUST TERM SERIES	11/15/22	0.12%	1,500,000.00	1,500,000.00	-	-	-
US TREASURY N/B	06/30/23	0.25%	1,998,011.64	1,998,011.64	-	-	-
MN TRUST TERM SERIES	12/27/21	0.03%	2,400,000.00	-	-	2,400,000.00	-
MN TRUST TERM SERIES	12/27/21	0.03%	10,000.00	-	10,000.00	-	-
US TREASURY N/B	10/31/22	0.06%	124,082.34	-	124,082.34	-	-
SALLIE MAE BANK/SALT LKE	08/25/23	0.30%	249,248.07	-	249,248.07	-	-
VERITEX COMMUNITY BANK	01/20/22	0.09%	249,700.00	-	-	-	249,700.00
GBC INTERNATIONAL BANK	01/20/22	0.09%	249,700.00	-	-	-	249,700.00
Bank OZK	02/28/22	2.65%	230,100.00	-	-	-	230,100.00
TULSA CO ISD #3-TXBL	04/01/22	2.58%	693,178.90	-	-	-	693,178.90
HONOLULU CITY and CNTY	10/01/22	1.58%	965,371.30	-	-	-	965,371.30
HONOLULU-E-TXBL	10/01/22	1.61%	282,931.00	-	-	-	282,931.00
TEXAS ST-C-REF-TXBL	10/01/22	1.61%	784,606.90	-	-	-	784,606.90
Trustar Bank	10/26/22	0.05%	249,800.00	-	-	-	249,800.00
GREENSTATE CREDIT UNION	10/26/22	0.07%	249,800.00	-	-	-	249,800.00
SERVISFIRST BANK	10/26/22	0.05%	249,800.00	-	-	-	249,800.00
ROBBINSDALE ISD-B-REF	02/01/23	0.13%	2,716,236.55	-	-	-	2,716,236.55
HAWAII-FA-TXBL	10/01/23	1.62%	882,359.50	-	-	-	882,359.50
NYC -TXBL -REF -D	08/01/24	0.38%	506,600.00	-	-	-	506,600.00
<b>Total Investments Held</b>			<b>34,340,126.20</b>	<b>23,246,611.64</b>	<b>383,330.41</b>	<b>2,400,000.00</b>	<b>8,310,184.15</b>

**CONSENT AGENDA – FOR ACTION**

**Agenda Item IV.B.**

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

**Regular Meeting, December 6, 2021**

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

That the Board of Education approve the following personnel items:

**Classified Part Time Position For Employment – Facilities and Transportation**  
**Joseph Carlson-Oknich – 13.75 hr/wk – Bus Driver**  
Effective 11/29/2021

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

**Regular Meeting, December 6, 2021**

**Subject: Academic Standards and Instructional Curriculum**

(Recommended by the Superintendent)

Passage upon a third read of Policy 601: Academic Standards and Instructional Curriculum. The board reviewed this policy last year on 10/4/20 and 10/19/20, but did not move forward with revisions at the time. Last year's process also incorporated feedback from Safe & Supportive Schools and from all high school teachers through a survey. The administration has now determined a more appropriate timeline for updating this policy.

This policy was reviewed by the board this school year on 10/18 and 11/8. Recommended edits include changes to statute regarding literacy screening, explicit reference to Policy 106 in regards to sexual education curriculum, addition of a statement on the purpose of grading, changes to future practices of calculating GPA and class rank, and to reference the graduation policy rather than restating the graduation requirements in this policy.

**This policy was reviewed by Safe & Supportive Schools and the high school administrative team, including counselors, for final review before being brought back to the board for a third read. Our students felt that it is vitally important for us to communicate effectively and support enrollment in advanced courses to ensure that these changes do not have negative consequences to future students. Our counselors recommended we retain the ability to add decile information where appropriate to support college scholarships. The significant changes to this policy will be communicated clearly to RMS students and their families as they prepare for the transition to high school so that they know what to expect. Secondary leadership and District administration will work together to honor the additional feedback and input from our students and counselors.**

**Attachments:**

Policy 601: Academic Standards and Instructional Curriculum – redlined  
MSBA Model Policy: District Curriculum and Instruction Goals



- 1 B. Each student will have the opportunity and will be expected to develop and  
2 apply essential knowledge that enables that student to:
- 3 1. Live as a responsible, productive citizen within local, state, national  
4 and global political, social, and economic systems.
  - 5 2. Bring many perspectives, including historical and scientific, to  
6 contemporary issues.
  - 7 3. Know and understand democratic institutions.
  - 8 4. Communicate and relate collaborate effectively with ~~Races and~~  
9 ~~cultures other than the students own people of all racial and cultural~~  
10 gender, ability, and all other backgrounds and identities.
  - 11 5. Practice stewardship of the land, natural resources and the  
12 environment.
  - 13 6. Use a variety of tools and technology to gather and use information,  
14 enhance learning, solve problems, and increase productivity.
- 15
- 16 C. Students will have opportunities to apply creativity and self-expression  
17 through visual and verbal images, music, literature, world languages,  
18 movement and the performing arts.
- 19
- 20 D. School practices and instruction will be directed toward developing within  
21 each student self knowledge and a sense of personal and communal  
22 responsibility for:
- 23 1. Establishing and achieving personal and career goals.
  - 24 2. Adapting to change.
  - 25 3. Leading a healthy and fulfilling life.
  - 26 4. Civic behavior and citizenship.
  - 27 5. Becoming a self-directed learner.
  - 28 5-6. Contributing to positive change in our society.
- 29
- 30 E. Students will be given the opportunity to acquire interpersonal skills  
31 necessary to:
- 32 1. Interact respectfully and purposefully with consideration for diversity  
33 and interdependence.
  - 34 2. Address human problems through team effort.
  - 35 3. Resolve conflicts with and among others.
  - 36 4. Function constructively within social unite community.
  - 37 5. Promote a society that is sensitive to issues of Race race, culture,  
38 gender and ability and all characteristics that contribute to the  
39 uniqueness of each individual sensitive society.

40

41 5. F. School practices and instruction will be directed toward ensuring every child is  
42 reading at or above grade level no later than the end of grade 3. Reading instruction will  
43 be grounded in evidence-based practices and balanced instruction in phonemic  
44 awareness, phonics, fluency, vocabulary development, and comprehension with  
45 attention given to continuously assessing, evaluating, and communicating students'  
46 reading progress and needs. A local literacy plan that includes the process for  
47 identifying students not reading at grade level and providing appropriate interventions  
48 will be created on an annual basis. RPS employs a balanced assessment approach  
49 that identifies, through multiple measure benchmarks, each student's performance

Formatted: No bullets or numbering

1 relative to grade level proficiency, beginning in Kindergarten. Additional diagnostic  
2 assessment are administered to students who fall significantly below grade level  
3 benchmarks, and the results of these assessments are used to develop a plan for  
4 providing targeted interventions that supplement core instruction.  
5

6 **V. ACADEMIC STANDARDS AND INSTRUCTIONAL CURRICULUM**  
7

8 A. The ~~director of teaching and learning~~ Assistant Superintendent shall be  
9 responsible for the implementation of the district's academic standards and  
10 instructional curriculum.

11  
12 B. The district shall have defined academic standards and a comprehensive  
13 instructional curriculum for the following content areas:

- 14 • Science
- 15 • Reading and language arts
- 16 • Social studies
- 17 • Math
- 18 • Physical education
- 19 • ~~B~~Health business education
- 20 • Science/technology/engineering
- 21 • Media literacy
- 22 • World languages
- 23 • Family and consumer sciences
- 24 • ~~Visual and performing arts~~
- 25 • Health, including a comprehensive sexuality education curriculum as  
26 outlined in Policy 106 (Students and Employees with Communicable and  
27 Infectious Diseases).

28  
29 C. Each curricular content area will have a guide that includes:

- 30 • ~~Mission~~Purpose and real-world application
- 31 • Grade-appropriate standards
- 32 • Curriculum materials
- 33 • Assessment
- 34 • Differentiation models
- 35 • ~~Media~~

36  
37 D. Each curricular content area will be reviewed and revised on a cyclical basis  
38 as per Policy 612 (Curriculum Decision Making for Continuous  
39 Improvement).

40  
41 E. The academic standards and instructional curriculum shall align with those  
42 established by the Minnesota Department of Education or by local adoption  
43 as provided in statute.

44  
45 F. The elementary schools shall offer the following:

- 46 • ~~Visual and performing arts~~
- 47 • Music



- 1 • Integrated language arts
- 2 • Math
- 3 • Physical education
- 4 • Science/technology/engineering
- 5 • Health, including education on infectious diseases
- 6 • Social studies

8 G. The middle school shall offer the following:

- 9 • Visual ~~and performing~~ arts
- 10 • Integrated language arts
- 11 • Math
- 12 • Music
- 13 • Physical education
- 14 • Science/technology/engineering
- 15 • Health, including education on infectious diseases
- 16 • Social studies
- 17 • World language
- 18 • Technology education

19 ~~H. The high school will require the following semester credits for graduation:~~

- 20 ~~• 8 credits of English language arts~~
- 21 ~~• 6 credits of mathematics (This requirement includes algebra II, geometry,~~
- 22 ~~and statistics/probability/Int Algebra, Geometry and Adv Algebra or higher)~~
- 23 ~~• 6 credits of science (Biology is a mandatory requirement. Students must~~
- 24 ~~take either Chemistry or Physics. The third requirement can be addressed with~~
- 25 ~~either Chemistry or Physics or other science courses available. This requirement~~
- 26 ~~includes biology, chemistry, and physics)~~
- 27 ~~• 8 credits of social studies (This requirement includes U.S. history,~~
- 28 ~~geography, government and citizenship, world history and economics/Civics~~
- 29 ~~Seminar, Geography, World History, U.S. History and Economics/ Government.)~~
- 30 ~~• 2 credits in the fine arts~~
- 31 ~~• 2 credits of Physical physical Education education~~
- 32 ~~• 1 credit of Health health~~
- 33 ~~10-16 elective course credits~~

34 ~~• H. All requirements, temporary changes, and provisions for graduation are~~

35 ~~documented in Policy 521: Graduation Requirements.~~

36 I. The school board shall review and affirm all academic standards and

37 instructional curriculum revisions.

38 J. The district shall provide professional development opportunities to advance

39 staff members' knowledge, skills and abilities in effectively delivering the

40 standards and curriculum through instruction.

41 VI. GRADING

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: No bullets or numbering

Formatted: Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 3 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.75" + Indent at: 0.75"

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

1 ~~Richfield Public Schools understands grades to serve the sole purpose of~~  
2 ~~communicating what students have learned or are capable of doing as a result of~~  
3 ~~their learning. To that end, grades at RPS should be absent of subjective, non-~~  
4 ~~academic factors such as behavior, homework completion, participation,~~  
5 ~~attendance, persistence, effort, stereotypes, etc., that may inflate or deflate~~  
6 ~~students' grades and distort the message about their learning. Rather, our aim is~~  
7 ~~to work towards a more just and objective end where all students receive grades~~  
8 ~~based on a clear set of academic standards and performance expectations that~~  
9 ~~ultimately communicate what they have learned and can do.~~

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

10  
11  
12 ~~B. Both RMS and Currently, RHS will use the following grading system to~~  
13 ~~determining-determine a grade's value for Grade Point Average (GPA):~~

Formatted: Indent: Left: 0.5", First line: 0"

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

- 14 A+ = 4.333
- 15 A = 4.000
- 16 A- = 3.667
- 17 B+ = 3.333
- 18 B = 3.000
- 19 B- = 2.667
- 20 C+ = 2.333
- 21 C = 2.000
- 22 C- = 1.667
- 23 D+ = 1.333
- 24 D = 1.000
- 25 D- = 0.667
- 26 F = 0.000

27  
28  
29 ~~C. RMS does not do class rank nor calculate GPA. It does assign~~  
30 ~~grades. Currently, RHS calculates GPA by multiplying-multiplying the~~  
31 ~~value of the grade above by the following weighting system and then~~  
32 ~~averaging all those values:~~

- 33 AP, CIS and PSEO =  $\times$  1.2
- 34 Honors =  $\times$  1.1
- 35 All other classes =  $\times$  1.0

Formatted: Indent: Left: 0.5", Hanging: 0.5"

Formatted: Indent: Hanging: 0.5"

Formatted: Indent: Hanging: 0.5"

36  
37  
38 ~~MD. Currently, RHS assigns class rank from highest to lowest according to~~  
39 ~~accumulative GPA as defined in item "LC."~~

40  
41 ~~E. Beginning with the Class of 2026, RHS will stop assigning class rank, and will~~  
42 ~~also stop using the weighted grading system defined in item C. Additionally,~~  
43 ~~A+ grades will no longer be offered; the highest possible grade to achieve~~  
44 ~~will be an A. Thus, GPA will be calculated by averaging the values of all of a~~  
45 ~~student's grades, none of which can be higher than 4.000.~~

46  
47  
48 ~~F. In general, RMS does not assign class rank nor calculate GPA. However, RMS~~  
49 ~~does assign a GPA number to classes that middle school students take for high~~

Formatted: Indent: Left: 0.38", First line: 0"

1 school credit. In this instance, they use the same system for calculating GPA as is  
2 used at RHS.

3  
4 Legal References:

5  
6 Minn. Stat 120B.02 (Educational Expectations for Minnesota Students)  
7 ~~Minn. Stat 120B.024 (Graduation Requirements)~~  
8 Minn. Stat 120B.11 (School District Process)  
9 Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)  
10 Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)  
11 Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)  
12 Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)  
13 Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class;  
14 Definitions)  
15 Minn. Stat. § 123B.147, Subd. 3 (Principals)  
16 Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required)  
17 20 U.S.C. § 5801, et seq. (National Education Goals 2000)  
18 20 U.S. c. 6301, et seq. (Every Student Succeeds Act/No Child Left Behind Act)

19  
20 Cross References:

21  
22 Board Policy 101 (Strategic Plan)  
23 Board Policy 106 (Students and Employees with Communicable and Infectious  
24 Diseases)  
25 Board Policy 521 (Graduation Requirements)  
26 Board Policy 612 (Curriculum Decision Making for Continuous Improvement)

27 ~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: March 21, 2005  
28 ~~AMENDED-REVISED~~ BY THE BOARD OF EDUCATION: February 7, 2011; August  
29 15, 2011; June 17, 2014; ~~December 7, 2020~~; November 22, 2021  
30  
31  
32

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

MSBA/MASA Model Policy 601

Orig. 1995

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

Rev. 2020

## **601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS**

*[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.11.]*

### **I. PURPOSE**

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Academic Standards and federal law and are aligned with creating the world's best workforce.

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

The policy of the school district is to establish the "world's best workforce" in which all learning in the school district should be directed and for which all school district learners should be held accountable.

### **III. DEFINITIONS**

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Benchmark" means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- D. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- E. "Performance measures" are measures to determine school district and school site progress in striving to create the world's best workforce and must include at least the following:

1. the size of the academic achievement gap and rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup;
  2. student performance on the Minnesota Comprehensive Assessments;
  3. high school graduation rates; and
  4. career and college readiness under Minn. Stat. § 120B.30, Subd. 1.
- F. “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.
- G. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.

#### **IV. LONG-TERM STRATEGIC PLAN**

- A. The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world’s best workforce and includes the following:
1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in state and federal law;  
  
*[Note: MSBA/MASA Model Policy 601, Section IV.B. and MSBA/MASA Model Policy 616 address this requirement.]*
  2. a process to assess and evaluate each student’s progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and accelerate their instruction, adopt procedures for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to under-represented groups, and identify the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students’ progress and growth toward career and college readiness and leading to the world’s best workforce;

***[Note: MSBA/MASA Model Policy 618 addresses this requirement.]***

3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, students' access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minn. Stat. § 120B.35, Subd. 3(b)(2), and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5;

***[Note: MSBA/MASA Model Policy 616 addresses this requirement.]***

4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;

***[Note: MSBA/MASA Model Policy 616 addresses this requirement.]***

5. a process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
6. education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and
7. an annual budget for continuing to implement the school district plan.

B. School district site and school site goals shall include the following:

1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning.\* These skills include the following:

***[\*Note: The criteria for acceptable performance in basic skills areas may need to be modified for students with unique learning needs. These modifications will be reflected in the Individualized Education Program (IEP) or Rehabilitation Act Section 504 Accommodation plan.]***

- a. reading, writing, speaking, listening, and viewing in the English language;
- b. mathematical and scientific concepts;
- c. locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e., problem solving);

- d. creative and critical thinking, decision making, and study skills;
  - e. work readiness skills;
  - f. global and cultural understanding.
2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
- a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;
  - b. bring many perspectives, including historical, to contemporary issues;
  - c. develop an appreciation and respect for democratic institutions;
  - d. communicate and relate effectively in languages and with cultures other than the student's own;
  - e. practice stewardship of the land, natural resources, and environment;
  - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.
3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.
4. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
- a. establishing and achieving personal and career goals;
  - b. adapting to change;
  - c. leading a healthy and fulfilling life, both physically and mentally;
  - d. living a life that will contribute to the well-being of society;
  - e. becoming a self-directed learner;
  - f. exercising ethical behavior.
5. Students will be given the opportunity to acquire human relations skills

necessary to:

- a. appreciate, understand, and accept human diversity and interdependence;
- b. address human problems through team effort;
- c. resolve conflicts with and among others;
- d. function constructively within a family unit;
- e. promote a multicultural, gender-fair, disability-sensitive society.

***[Note: School district and site goals example courtesy of the Winona School District.]***

- C. Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.
1. The school district must identify, before the end of kindergarten, grade 1, and grade 2, all students who are not reading at grade level. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.
  2. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.

***[Note: According to Minnesota statutes, dyslexia screening is to be conducted in a locally determined manner.]***

3. Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive



assessment and annually report summary assessment results to the Commissioner of Education by July 1.

4. The school district must annually report to the Commissioner of Education by July 1 a summary of the district's efforts to screen and identify students who demonstrate characteristics of dyslexia using screening tools such as those recommended by the Minnesota Department of Education's dyslexia specialist. With respect to students screened or identified under paragraph
  - a. the report must include:
    - i. a summary of the district's efforts to screen for dyslexia;
    - ii. the number of students screened for that reporting year; and
    - iii. the number of students demonstrating characteristics of dyslexia for that year.
5. A student identified as having a reading difficulty must be provided with alternate instruction under Minn. Stat. § 125A.56, Subd. 1.
6. At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:
  - a. the student's reading proficiency as measured by a locally adopted assessment;
  - b. reading-related services currently being provided to the student and the student's progress; and
  - c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.

This provision may not be used to deny a student's right to a special education evaluation.

7. For each student who is not reading at or above grade level, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year. If a student does not read at or above grade level by the end of grade 3, the school district must continue to provide reading intervention until the student reads at grade level. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. Intervention methods may include, but are not limited to, requiring attendance in summer school, intensified reading instruction that may require that the student be

removed from the regular classroom for part of the school day, extended day programs, or programs that strengthen students' cultural connections.

***[Note: School districts are strongly encouraged, but not required, to provide personal learning plans, as provided in Paragraph 8.]***

8. The school district will provide a personal learning plan for a student who is unable to demonstrate grade-level proficiency, as measured by the statewide reading assessment in grade 3. The school district will determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school district will develop the personal learning plan in consultation with the student's parent or guardian. The personal learning plan will address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the school day, periodic assessments, and reasonable timelines. The personal learning plan may include grade retention if it is in the student's best interest. The student's school will maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an Individualized Education Program.

***Legal References:*** Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)  
Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)  
Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)  
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.147, Subd. 3 (Principals)  
Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required)  
20 U.S.C. § 5801, *et seq.* (National Education Goals 2000)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

***Cross References:*** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

**OLD BUSINESS – FOR REVIEW**

**Agenda Item V.B.**

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

**Regular Meeting, December 6, 2021**

**Subject: Evaluation and Development of Professional Staff**

(Recommended by the Superintendent)

A second read of Policy 452: Evaluation and Development of Professional Staff and Administrative Guideline 452.1. This policy was reviewed by the District Staff Development Committee as well as the Q-Comp team and has been updated to reflect current practices and initiatives.

**Attachments:**

Policy 452: Evaluation and Development of Professional Staff - redlined  
Administrative Guideline 452.1 - redlined

**RICHFIELD PUBLIC SCHOOLS**

**EVALUATION AND DEVELOPMENT OF PROFESSIONAL STAFF**

**I. PURPOSE**

The Richfield Board of Education recognizes that the quality of educational programs and school environment experienced by the students in this district depends, to a large degree, upon the performance and skills of the professional staff. The Board believes that periodic evaluation and staff development can contribute positively to both performance and skills. This process:

1. will provide identification and recognition of effective performance.
2. will be a key element in a systematic process whereby each staff member may improve competence and effectiveness.
3. will be one basis for improving the instruction that is provided for students.
4. will guide decisions regarding the granting of tenure and subsequent retention of staff.

~~5. will include measures based on classroom observations, student engagement and student achievement.~~

**II. POLICY**

The Evaluation and Development of Professional Staff in Richfield will include the following components:

1. ~~Classroom/Teacher Observations will encompass 45 percent of the total professional staff evaluation.~~ Three formal evaluation/development procedures will be employed as follows:

A. One procedure will be the evaluation of probationary staff. Probationary staff members will be evaluated three times yearly by a licensed administrator. At least one of the evaluations may be unannounced, and staff members will be given general information as to when the unannounced evaluation will occur. Such evaluations will summarize the probationary staff member's competence at a given point in time and will be the basis for personnel decisions such as retention and/or the granting of tenure. Evaluations shall be based on observed performance resulting in a written document that is reviewed with the teacher and placed in the teacher's personnel file. ~~The frequency of formal evaluation for probationary staff shall be as provided in law.~~

B. The second set of procedures will be used for the evaluation and development of continuing contract non-probationary staff whose overall performance is satisfactory or better.

- 1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45
- 1.) ~~The evaluation process for continuing contract staff members will include two formal evaluations each year. Staff members will choose one of these evaluations to be placed in their personnel file. The formal evaluations will be conducted by a trained peer reviewer. Every third year, at least one of the evaluations may be an unannounced evaluation conducted by a licensed administrator. Staff members will be given general information as to when the unannounced evaluation will occur. The staff development process will recognize competence and contribution and will encourage continued improvement of performance. A Professional Growth Plan shall be prepared at least once each year. It will be reviewed by an administrator and placed in the teacher's personnel file. Non-probationary staff will participate in a 3-year review cycle that includes three sets of observation/conferences by a peer reviewer during the first two years of the cycle. During the third year of the cycle, two observations/conferences will be conducted by peer reviewers and a third observation/conference will be completed by an administrator who will complete a summative evaluation. The Summative evaluation will be maintained as part of the teacher's personnel file.~~
  - 2.) A formal evaluation process may be requested by an administrator when performance deems it necessary or by the teacher when desired.
  - C. ~~A performance improvement process will be used for continuing contract staff when their performance is deemed unsatisfactory. A third procedure will be used for the evaluation of tenured staff whose performance becomes unsatisfactory. This evaluation process will summarize the staff member's competence at a given point in time, will provide guidance, assistance and time for improvement, and will be the basis for personnel decisions regarding retention of staff.~~
  2. ~~Student Engagement will compose 20% of the professional staff evaluation. Student engagement will be measured used identified indicators on the Richfield Professional Teaching Standards that are included in each of the standards.~~
  3. ~~Student achievement will encompass 35% of the professional staff evaluation. This component will be based on the following achievement data:~~
    - a. ~~School Improvement Goal—5%~~
    - b. ~~Professional Learning Community Goal—20%~~
    - c. ~~Individual Professional Growth Plan—10%~~

46 These procedures apply to all licensed staff, full and part time, who are not  
47 classified as administrators. The latter are participants in a separate process.  
48

1 Evaluations ~~and staff development conferences~~ shall be conducted in a fair and  
2 open manner and shall be based on the following ~~criteria~~Charlotte Danielson  
3 Framework for Teaching Domains:

4  
5 Domain 1: Planning and Preparation

6 Domain 2: The Classroom Environment

7 Domain 3: Instruction

8 Domain 4: Professional Responsibilities

9 ~~Standard 1: Relationships and Learning Environment~~

10 ~~Standard 2 : Planning for Student~~

11 ~~Standard 3: Knowledge of Pedagogy and Delivery of~~

12 ~~Standard 4: Classroom Management~~

13 ~~Standard 5: Professionalism~~

14  
15 ~~Summative Evaluations will be conducted by a licensed administrator, and a~~  
16 ~~summary document will be prepared in writing. The staff member being~~  
17 ~~evaluated shall have the opportunity to review the document with the~~  
18 ~~administrator and make any written responses, which may be appropriate. Both~~  
19 ~~persons will sign the evaluation document indicating that they have conferred~~  
20 ~~about the results. This document shall be reviewed by a district office~~  
21 ~~administrator whose signature will also appear on it. The evaluation document~~  
22 ~~will become part of the professional staff member's personnel file. As such it will~~  
23 ~~be treated as private data, and access to it will be limited to the employee and~~  
24 ~~other school district employees who have a legitimate need for the information.~~

25  
26 Each evaluation document will contain a summary of scores based on the  
27 Charlotte Danielson Framework for Teaching and a written reflection from the  
28 evaluator that contains areas of strength and areas of growth along with any  
29 recommendations for improvement.~~written improvement plan, will be specific as~~  
30 ~~to performance, will identify when direct observation(s) occurred, and will indicate~~  
31 ~~the source of other data.~~

32  
33 ~~The staff development and goal setting process will include a review of the plan~~  
34 ~~at the beginning of the year and again in May. The record~~Staff members'  
35 professional growth plan goals and reflections, along with copies of evaluations  
36 ~~will be kept in the employee's personnel file. The record will include related~~  
37 ~~information as indicated on the professional growth form and the professional~~  
38 ~~growth that resulted.~~The forms will be reviewed at the beginning of the year and  
39 again in May.

40  
41 The Board intends that administrators will make the evaluation/development of  
42 professional staff a high priority and will treat it accordingly in the allocation of  
43 their time. In turn, the Board will provide training and other resources necessary  
44 for the proper execution of the function. ~~It is the Board's intent that building~~  
45 ~~principals and teachers be involved in developing the detailed procedures~~  
46 ~~necessary to give effect to the principles contained in this policy and that the~~  
47 ~~procedures be made a part of the Licensed Personnel Policies and Procedures~~  
48 ~~Manual.~~

49

1           Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of  
2           Instruction)  
3           Minn. Stat. § 120A.415 (Extended School Calendar)  
4           Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)  
5           Minn. Stat. § 122A.18, Subd. 4 (Board to Issue Licenses; Expiration and  
6           Renewal)  
7           Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts;  
8           Termination - Additional Staff Development and Salary)  
9           Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the  
10          First Class; Definitions - Additional Staff Development and Salary)  
11          Minn. Stat. § 122A.60 (Staff Development Program)  
12          Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)  
13          Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)  
14          Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)  
15

16          ~~ADOPTED~~RATIFIED BY THE BOARD OF EDUCATION: November 18, 1985  
17

18          ~~AMENDED~~REVISED BY THE BOARD OF EDUCATION: October 6, 1986; July 21,  
19          1997; January 7, 2002; April 19, 2004, August 18, 2014; December 20, 2021

**RICHFIELD PUBLIC SCHOOLS**

**EVALUATION AND DEVELOPMENT OF PROFESSIONAL STAFF**

To realize the vision of ~~academic success for all students~~students receiving a challenging, engaging and relevant academic experience to prepare them for college, career and life, we must ensure that all staff apply or are developing ~~the skills~~practices, strategies and dispositions that enable them to differentiate instruction, assessment, communication and learning environment to provide full access for all students to rigorous, relevant learning opportunitiesto ensure high quality teaching and learning that benefit all students.

**I. PURPOSE**

Guide and support the professional growth of Richfield Public School's teachers through ~~positive~~transformative collegial coaching and embedded professional development.

**II. ASSUMPTIONS**

- A culture that supports excellence in teaching strengthens RPS's capacity to attract, develop, and retain highly effective professionals.
- New teachers need ongoing support to succeed.
- Collegial collaboration to support continuous improvement of teaching and learning and ongoing support from peers and administrators contribute significantly to teacher effectiveness.

**III. ~~PROFESSIONAL TEACHING STANDARDS~~CHARLOTTE DANIELSON FRAMEWORK FOR TEACHING**

~~The standards are a result of collaboration within and across groups of administrators and teachers. They are derived from analysis and synthesis of national models with consideration for the characteristics of the Richfield schools' community, strategic goals and school improvement initiatives. They will be the framework for professional discussions related to teaching and learning, professional development and evaluation of teacher performance and will guide the process of professional development and teacher evaluation.~~  
The Charlotte Danielson Framework for teaching provides staff and administrators with common language and a foundation of instructional excellence. The purpose of the Charlotte Danielson Framework for Teaching provides educators and administrators with a clear and common understanding of expectations around teaching, learning and professional expectations. They form the basis for personal goal setting and evaluation. The purpose of these standards is to define professional practices that will foster student success in a diverse and changing community. Standards provide teachers, mentors and administrators with a clear and common understanding of professional expectations. They form the basis for goal setting, coaching and professional development.

~~The standards are a result of collaboration within and across groups of administrators and teachers. They are derived from analysis and synthesis of national models with consideration for the characteristics of the Richfield schools' community, strategic goals and school improvement initiatives. They will be the framework for professional discussions related to teaching and learning, professional development and evaluation of teacher performance and will guide the process of professional development and teacher evaluation.~~



1 **IV. TEACHER INDUCTION PROGRAM**

- 2
- 3 A. A licensed administrator will complete ~~at least 2~~three formal classroom
- 4 observations of the probationary teacher based on the ~~Professional Teaching~~
- 5 ~~Standards~~Charlotte Danielson Framework for Teaching for each year 1-3.
- 6 ~~The third observation will be designed collaboratively between teacher and~~
- 7 ~~administrator based on teacher need/interest.~~
- 8
- 9 B. In years 1 and 2, ~~probationary teachers~~educators who are new to the field of
- 10 teaching will receive coaching and support through a mentorship program,
- 11 which capitalizes on the expertise of ~~experienced teachers who are interested~~
- 12 ~~in working with new teachers~~teachers on special assignment who are trained in
- 13 coaching and evaluation.
- 14 • ~~Non-tenured teachers will receive a Teacher Induction Program Handbook,~~
- 15 ~~which will guide mentor/mentee interactions.~~
- 16 • Licensed administrators will work with the ~~district staff development~~
- 17 ~~coordinator to select a mentor from the assigned site or program.~~
- 18 ~~Exceptions may be made to the requirement for an on-site mentor.~~peer
- 19 review team to assign mentors to new-to-profession staff.
- 20 • Mentor and Mentee will meet at least monthly and more often as agreed
- 21 upon between mentor/mentee.
- 22 • Observation and/or modeling and collaborative planning ~~and other~~
- 23 ~~development~~ will occur quarterly three times per year or as determined by
- 24 the mentor and mentee. A reflective conference will follow observations
- 25 and demonstrations.
- 26 • Mentors will attend training sessions to facilitate their mentorship and
- 27 coaching skill development.
- 28

29 **V. PROFESSIONAL EFFECTIVENESS PROGRAM**

- 30
- 31 A. A licensed administrator will complete a formal classroom observation based
- 32 on the ~~Professional Teaching Standards~~Charlotte Danielson Framework every
- 33 third year for each ~~tenured~~continuing contract staff member~~teacher.~~
- 34
- 35 B. In addition, continuing contract teachers will complete evaluations from a peer
- 36 reviewer twice per year when not being evaluated by a licensed administrator,
- 37 and once per year when evaluated by a licensed administrator every third year.
- 38 ~~tenured teachers will choose one of the following growth plan options:~~
- 39
- 40 1. ~~Establish a professional development study group with one or more~~
- 41 ~~colleagues.~~
- 42 • ~~Collect and use data pertaining to student achievement and other~~
- 43 ~~factors related to their responsibilities (surveys, test results, student~~
- 44 ~~work or other indicators) to identify professional growth priorities.~~
- 45 • ~~Annually develop an individual or group professional growth plan that~~
- 46 ~~focuses on student achievement, is aligned with the Professional~~
- 47 ~~Teaching Standards, and addresses goals and initiatives in the school~~
- 48 ~~improvement plan.~~

- ~~• Use varied activities including peer observation and coaching, action research, analysis of student work, and other activities developed in consultation with a licensed administrator.~~
- ~~• Submit the professional growth plan to the licensed administrator who will help guide the work of the study group.~~
- ~~• Meet with the study group at least 4 times during the school year.~~
- ~~• Summarize the process and results with attention to changes in professional practice and submit the summary to the licensed administrator.~~

~~2. Design an individual professional growth plan each school year, which follows all of the steps for the professional study group process but is done independently in alignment with their professional growth goals and with the support of a licensed administrator.~~

~~C. All teachers will complete a personal growth plan (PGP) goal every year that is aligned to the Charlotte Danielson Framework for Teaching. PGP goals are reviewed and approved by a peer on the instructional leadership team. The personal growth plan goal includes an annual written reflection to evaluate the effectiveness of the PGP goal.~~

~~D. All teachers will participate in professional learning communities that focus on collective learning for staff to improve their practice and student outcomes. All licensed staff members will write a professional learning goal and reflection annually.~~

~~Professional growth forms including PGP goals and evaluations are submitted to building administration at the end of each year. ~~the Director of Curriculum, Instruction & Technology in the Fall and to Personnel following administrative review in the Spring.~~~~

## VI. FORMAL OBSERVATION AND EVALUATION

Formal observation and evaluation includes a review of completed pre-observation documents, a classroom observation, a post observation conference with full and summary professional teaching standards information, and a reflective summary. The observation will be completed by a licensed administrator and will be based on the ~~Professional Teaching Standards~~Charlotte Danielson Framework for Teaching. The teacher will complete a pre- and post- observation form that includes a summary of the planning and preparation of the observed lesson as well as a reflection on their teaching and student learning to self-assessment on the standards to share with the administrator in the post-observation conference. The observation and evaluation form that is completed by the licensed teacher and administrator is submitted to the ~~Director of Curriculum, Instruction & Technology~~Director of Human Resources and placed in the teacher's personnel file.

RPS Q-Comp Steering Committee~~Education Effectiveness Advisory~~ will ensure the continuous improvement of our professional evaluation and support system through periodic review, development and revision of the process including:

- 1           • Professional teaching standards
- | 2           • ~~Tenured~~ Continuing contract staff teachers' assessment and development
- 3           • Teacher induction

4  
5  
6  
7

8 Dated:       April 19, 2004  
9 Reviewed:   August 18, 2014  
| 10 Revised: December 22, 2021

11

**NEW BUSINESS – FOR ACTION**

**Agenda Item VI.A.**

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

**Regular Meeting, December 6, 2021**

**Subject: Graduation Requirements**

(Recommended by the Superintendent)

Passage upon a single read of Policy 521: Graduation Requirements. The board recently updated this policy on 4/19/21. Minor updates have been made to reflect the accurate titles of RHS courses as well as a recent change to MDE's science standards. The intention is to pass this update at the same time as the revised Policy 601, due to the fact that the two policies reference each other.

**Attachments:**

Policy 521: Graduation Requirements - redlined



~~science courses available. This requirement includes 2 credits of Biology and 2 credits of Chemistry or Physics.~~

- 8 credits of Social Studies – This requirement includes ~~Civics Seminar, Human~~ Geography, World History, U.S. History and Economics / Government.
- 2 credits in the Fine Arts
- 2 credits of Physical Education
- 1 credit of Health
- 16 elective course credits. Elective credits are all classes that are not specifically required for Richfield graduation.

**V. SERVICE REQUIREMENT**

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

**VI. STATE AND LOCAL ACADEMIC STANDARDS**

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

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

**VII. OTHER PROVISIONS**

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

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

- B. If a student desires early graduation, he/she must submit a plan in writing to his/her counselor prior to the start of the senior year. This written plan must have the endorsement of the student's parents or guardian and the approval of the high school administration. Students who have graduated early will not be eligible to participate in identified co-curricular activities but are encouraged to take part in graduation ceremonies and events.

1. All course or standards and credit requirements must be met;
2. Principal or designee shall conduct an interview with the student and parent or guardian to familiarize the parties with opportunities available in post secondary education and arrive at a timely decision; and

1                   3. The principal's decision shall be in writing and may be subject to  
2                   review by the superintendent and school board.

3  
4           C.     A uniform diploma will be awarded to all graduates. Special  
5           commendations may be awarded to individual graduates.

6  
7           D.     This policy will be subject to review due to changing rules and  
8           requirements from the State of Minnesota as well as other emerging  
9           needs and priorities.

10  
11  
12  
13  
14 **Cross References:**   Admin. Guidelines 521.1 Guidelines for Graduation of Special  
15                           Education Students  
16                           Admin. Guidelines 521.2 Guidelines for Youth Service  
17                           Requirements  
18                           Board Policy 524 Promotion, Retention and Acceleration  
19                           Board Policy 601 Academic Standards and Instructional  
20                           Curriculum

21  
22 **Legal References:**   Minnesota Statute 125.04 High school diploma, pupils with  
23                           disabilities  
24                           Minnesota Statute 120B.024 Graduation Requirements Course  
25                           Credits  
26                           Minn. Stat. 120B.07 (Early Graduation)  
27                           Minn. Stat. §125A.03 (Special Instruction for Children with a  
28                           Disability)

29  
30  
31  
32  
33 RATIFIED BY THE BOARD OF EDUCATION:       March 1, 1982

34  
35 REAFFIRMED BY THE BOARD OF EDUCATION:   August 6, 1990, May 4, 2009

36  
37 REVISED BY THE BOARD OF EDUCATION:       July 21, 1986; May 21, 1990; June  
38   20, 1994; April 15, 1996;  
39   June 1, 1998; January 22, 2001;  
40   August 4, 2003; January 5, 2004;  
41   October 1, 2007; August 15, 2011;  
42   July 15, 2014; December 19, 2016;  
43   May 1, 2017; April 19, 2021;  
44   November 22, 2021

45

**NEW BUSINESS – FOR REVIEW**

**Agenda Item VI.B.**

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

**Regular Meeting, December 6, 2021**

**Subject: Post-Issuance Debt Compliance**

(Recommended by the Superintendent)

A first read of Policy 713: Post-Issuance Debt Compliance and Administrative Guideline 713.1: Post-Issuance Debt Compliance Procedures. Both the policy and the guideline have already been updated to incorporate changes to statute.

**Attachments:**

Policy 713: Post-Issuance Debt Compliance – redlined

Administrative Guideline 713.1 – redlined

Ehlers Model Policy

Ehlers Model Guideline



**RICHFIELD -PUBLIC -SCHOOLS**

**Post-Issuance Debt Compliance Policy**

The School Board (the "Board") of Independent School District No. 280 (Richfield), Minnesota (the "District") has chosen, by policy, to take steps to help ensure that all obligations will be in compliance with all applicable federal regulations. This policy may be amended, as necessary, in the future.

**IRS Background**

The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (the "Code") and regulations promulgated thereunder ("Treasury Regulations") governing certain obligations (for example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various "Tax Credit" Bonds). The IRS encourages issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

**SEC Background**

The Securities and Exchange Commission (SEC) is responsible for enforcing compliance with the SEC Rule 15c2-12 (the "Rule"). Governments or governmental entities issuing obligations generally have a requirement to meet specific continuing disclosure standards set forth in continuing disclosure agreements ("CDA"). Unless the issuer, obligated person, or a specific obligation is exempt from compliance with CDAs, these agreements are entered into at the time of obligation issuance to enable underwriter(s) to comply with the Rule. The Rule sets forth certain obligations of (i) underwriters to receive, review and disseminate official statements prepared by issuers of most primary offerings of municipal securities, (ii) underwriters to obtain CDAs from issuers and other obligated persons to provide material event disclosure and annual financial information on a continuing basis, and (iii) broker-dealers to have access to such continuing disclosure in order to make recommendations of municipal securities transactions in the secondary market. The SEC encourages issuers and beneficiaries adopt and implement a post-issuance debt compliance policy and procedures to safeguard against Rule violations.

When obligations are issued, the CDA commits the issuer or obligated person to provide certain annual financial information and material event notices to the public. Issuers and other obligated persons may also choose to provide periodic, voluntary financial information and filings to investors in addition to fulfilling the specific responsibilities delineated in their CDA. It is important to note that issuers and other obligated persons should not give any one investor certain information that is not readily available to all market participants by disseminating information to the marketplace, at large. Issuers and other obligated persons should be aware that any disclosure activities determined to be "communicating to the market" can be subject to regulatory scrutiny.

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: (Default) Times New Roman

1 **Post-Issuance Debt Compliance Policy Objective**

2 The District desires to monitor these obligations to ensure compliance with the  
3 Code ~~and~~ Treasury Regulations and the SEC Rule. To help ensure  
4 compliance, the District has developed ~~the following policy (the "Post-Issuance~~  
5 ~~Debt Compliance Policy")~~ this policy. ~~The Post-Issuance Debt Compliance~~  
6 ~~Policy~~ This policy shall apply to the obligations mentioned above, including  
7 bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper  
8 or any other form of debt that is subject to compliance.  
9

10 **Post-Issuance Debt Compliance Policy**

11 The Director of Finance is designated as the District's agent who is responsible  
12 for post-issuance compliance of these obligations.  
13

14 The Director of Finance shall assemble all relevant documentation, records and  
15 activities required to ensure post-issuance debt compliance as further detailed in  
16 ~~corresponding procedures (the "Post-Issuance Debt Compliance~~  
17 ~~Procedures")~~ Administrative Guideline 713.1: Post-Issuance Debt Compliance  
18 Procedures. At a minimum, the Post-Issuance Debt Compliance Procedures for  
19 each qualifying obligation will address the following:  
20

- 21 1. General post-issuance compliance;
- 22 2. ~~Proper and timely use of obligation proceeds and obligation financed~~  
23 ~~property~~ General recordkeeping;
- 24 3. Arbitrage yield restriction and rebate;
- 25 4. ~~Timely filings and other general requirements~~; Expenditure and asset  
26 documentation to be assembled and retained;
- 27 5. Miscellaneous documentation to be assembled and retained;
- 28 ~~5-6.~~ Additional undertakings or ~~and~~ activities that support points 1  
29 through 4-5 above;
- 30 ~~6-7.~~ Maintenance of proper records related to the obligations and the  
31 investment of proceeds of obligations Continuing disclosure obligations;
- 32 ~~7-8.~~ Other requirements that become necessary in the  
33 future Compliance with future requirements.
- 34

35 The Director of Finance shall apply the Post-Issuance Debt Compliance  
36 Procedures to each qualifying obligation and maintain a record of the results.  
37 Further, the Director of Finance will ensure that the Post-Issuance Debt  
38 Compliance Policy and Procedures are updated on a regular and as needed  
39 basis.  
40

41 The Director of Finance or any other individuals responsible for assisting the  
42 Director of Finance -in maintaining records needed to ensure post-issuance debt  
43 compliance, are authorized to expend funds as needed to attend training or  
44 secure use of other educational resources for ensuring compliance such as  
45 consulting, publications, and compliance assistance.  
46

47 Most of the provisions of this Post-Issuance Debt Compliance Policy are not  
48 applicable to taxable governmental obligations unless there is a reasonable  
49 possibility that the District may refund their taxable governmental obligation, in  
50 whole or in part, with the proceeds of a tax-exempt governmental obligation. If

1 this refunding possibility exists, then the Director of Finance shall treat the  
2 taxable governmental obligation as if such issue were an issue of tax-exempt  
3 governmental obligations and comply with the requirements of this ~~Post-~~  
4 ~~Issuance Debt Compliance Policy~~policy.

5  
6 **Private Activity Bonds**

7 The District may issue tax-exempt obligations that are “private activity” bonds  
8 because either (1) the bonds finance a facility that is owned by the District but  
9 used by one or more qualified 501(c)(3) organizations, or (2) the bonds are so-  
10 called “conduit bonds”, where the proceeds are loaned to a qualified 501(c)(3)  
11 organization or another private entity that finances activities eligible for tax-  
12 exempt financing under federal law (such as certain manufacturing projects and  
13 certain affordable housing projects). Prior to the issuance of either of these  
14 types of bonds, the Director of Finance shall take steps necessary to ensure that  
15 such obligations will remain in compliance with the requirements of this Post-  
16 Issuance Debt Compliance Policy.

17  
18 In a case where compliance activities are reasonably within the control of a  
19 private party (i.e., a 501(c)(3) organization or conduit borrower), the Director of  
20 Finance may determine that all or some portion of compliance responsibilities  
21 described in this ~~Post-Issuance Debt Compliance Policy~~policy shall be assigned  
22 to the relevant party. In the case of conduit bonds, the conduit borrower will be  
23 assigned all compliance responsibilities other than those required to be  
24 undertaken by the District under federal law. In a case where the Director of  
25 Finance is concerned about the compliance ability of a private party, the Director  
26 of Finance may require that a trustee or other independent third party be  
27 retained to assist with record keeping for the obligation and/or that the trustee or  
28 such third party be responsible for all or some portion of the compliance  
29 responsibilities.

30  
31 The Director of Finance is additionally authorized to seek the advice, as  
32 necessary, of bond counsel and/or its financial advisor to ensure the District is in  
33 compliance with this Post-Issuance Debt Compliance Policy.

34  
35 **Cross References:** Internal Revenue Code Section 148  
36 Treasury Regulation Section 1.150-2  
37 Treasury Regulation Section 1.141  
38

39  
40  
41 ~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: March 7,  
42 2016

43  
44 REVISED BY THE BOARD OF EDUCATION: January 3, 2022

**RICHFIELD PUBLIC -SCHOOLS**

**Post-Issuance Debt Compliance Procedures**

~~The School Board (the "Board") of Independent School District No. 280 (Richfield), Minnesota (the "District") has adopted the attached Post-Issuance Debt Compliance Policy dated February 16, 2016. The Post-Issuance Debt Compliance Policy applies to qualifying debt obligations issued by the District.~~  
As directed by the adoption of the Post-Issuance Debt Compliance Policy, the Director of Finance will perform the following Post-Issuance Debt Compliance Procedures for all of the District's outstanding debt.

1. General Post-Issuance Compliance

- a. Ensure written procedures and/or guidelines have been put in place for individuals to follow when more than one person is responsible for ensuring compliance with Post-Issuance Debt Compliance Procedures.
- b. Ensure training and/or educational resources for post-issuance compliance have been approved and obtained.
- c. The Director of Finance understands that there are options for voluntarily correcting failures to comply with post-issuance compliance requirements (such as remedial actions under Section 1.141-12 of the Treasury Regulations and the ability to enter into a closing agreement under the Tax-Exempt Bonds Voluntary Closing Agreement Program described in Notice 2008-31 (the "VCAP Program")).

2. General Recordkeeping

- a. Retain records and documents for the obligation- and all obligations issued to refund the obligation for a period of at least seven years following the final payment of the obligation. ~~(or ifl ansueh obligation is refunded, then the final payment of the refunding bond)- obligation becomes the beginning of the period~~ unless otherwise directed by the District's bond counsel.
- b. Retain ~~both paper and~~ electronic (preferred) and/or paper versions of records and documents for the obligation.
- c. General records and documentation to be assembled and retained:
  - i. Description of the purpose of the obligation (referred to as the project) and the state statute authorizing the project.
  - ii. Record of tax-exempt status or revocation of tax-exempt status, if applicable.
  - iii. Any correspondence between the District and the IRS.
  - iv. Audited financial statements.
  - ~~v. All accounting audits of property financed by the obligation.~~
  - ~~vi. Bond-Obligation~~ transcripts, official statements and other offering documents of the obligation.

- ~~vii.~~ Minutes and resolutions authorizing the issuance of the obligation.
- ~~viii.~~ Certifications of the issue price of the obligation.
- ~~ix.~~ Any formal elections for the obligation (i.e. election to employ an accounting methodology other than the specific tracing method).
- ~~x.~~ Appraisals, demand surveys, or feasibility studies for property financed by the obligation.
- ~~xi.~~ All information reports filed for the obligations.
- ~~xii.~~ All management contracts and other service agreements, research contracts, and naming rights contracts.
- ~~xiii.~~ Documents related to governmental grants, associated with construction, renovation or purchase of property financed with the obligation.
- ~~xiv.~~ Reports of any prior IRS examinations of the District or the District's obligation.
- ~~xv.~~ All correspondence related to the above (faxes, emails, or letters).

### 3. Arbitrage Yield Restriction and Rebate Recordkeeping

- a. Investment and arbitrage documentation to be assembled and retained
  - i. An accounting of all deposits, expenditures, interest income and asset balances associated with each fund established in connection with the obligation. This includes an accounting of all monies deposited to the ~~Debt-debt Service-service Account fund~~ to make debt service payments on the obligation, regardless of the source derived. Accounting for expenditures and assets is described in further detail in Section 4.
  - ii. Statements prepared by Trustee or Investment Provider.
  - iii. Documentation of at least quarterly allocations of investments and investment earnings to each obligation ~~(i.e. uncommingling analysis)~~.
  - iv. Documentation for investments made with obligation proceeds such as:
    - 1. Investment contracts (i.e. guaranteed investment contracts).
    - 2. Credit enhancement transactions (i.e. bond insurance contracts).
    - 3. Financial derivatives (e.g. swaps, caps, ~~ete~~and collars).
    - 4. Bidding of financial products.
      - Investments acquired with obligation proceeds are purchased at fair market value (e.g. i.e. three bid safe harbor rules for open market securities needed in advance refunding escrows).
- b. Computations of the arbitrage yield.
- c. Computations of yield restriction and rebate amounts including but not limited to:

- 1 i. Compliance in meeting the “Temporary Period from Yield  
2 Restriction Exception” and limiting the investment of funds  
3 after the temporary period expires.  
4 ii. Compliance in meeting the “Rebate Exception”.  
5 1. Qualifying for the “Small Issuer Exception”  
6 2. Qualifying for a “Spending Exception”  
7 • 6 Month Spending Exception  
8 • 18 Month Spending Exception  
9 • 24 Month Spending Exception  
10 3. Qualifying for the “Bona Fide Debt Service Fund Exception”  
11 4. Quantifying arbitrage on all funds established in  
12 connection with the obligation in lieu of satisfying arbitrage  
13 exceptions (~~including Reserve-reserve Funds-funds and~~  
14 ~~Debt-debt Service-service Funds.~~)  
15 d. Computations of yield restriction and rebate payments.  
16 e. Timely Tax Form 8038-T filing, if applicable.  
17 i. Remit any arbitrage liability associated with the obligation to the  
18 IRS at each five year anniversary date of the obligation, and the  
19 date in which the obligation is no longer outstanding  
20 (redemption or maturity date), whichever comes sooner, within  
21 60 days of said date.  
22 f. Timely Tax Form 8038-R filing, if applicable.  
23 f.a.i. Remit the form after the date in which the obligation is no  
24 longer outstanding (redemption or maturity date), whichever  
25 comes sooner, within 2 years of said date.  
26 g. Procedures or guidelines for monitoring instances where  
27 compliance with applicable yield restriction requirements depends  
28 on subsequent reinvestment of obligation proceeds in lower  
29 yielding investments (~~for example:e.g.~~ reinvestment in zero coupon  
30 SLGS).  
31  
32 4. Expenditure and Asset Documentation to be Assembled and Retained  
33  
34 a. Documentation of allocations of obligation proceeds to  
35 expenditures (~~i.e.g.~~ allocation of proceeds to expenditures for the  
36 construction, renovation or purchase of facilities owned and used in  
37 the performance of exempt purposes).  
38 i. Such allocation will be done not later than the earlier of:  
39 eighteen (18) months after the later of the date the expenditure  
40 is paid, or the date the project, if any, that is financed by the  
41 ~~tax-exempt bond issueobligation~~ is placed in service; or  
42  
43 the date sixty (60) days after the earlier of the fifth anniversary  
44 of the issue date of the ~~tax-exempt bond issueobligation~~, or the  
45 date sixty (60) days after the retirement of the ~~tax-exempt bond~~  
46 ~~issueobligation~~.  
47 b. Documentation of allocations of obligation proceeds to issuance  
48 costs.

Formatted

- c. Copies of requisitions, draw schedules, draw requests, invoices, bills and cancelled checks related to obligation proceed expenditures during the construction period.
- d. Copies of all contracts entered into for the construction, renovation or purchase of facilities financed with obligation proceeds.
- e. Records of expenditure reimbursements incurred prior to issuing ~~bonds for facilities obligations for projects~~ financed with obligation proceeds (~~Declaration declaration of Official-official Intent/Intent/Reimbursement reimbursement Resolutions-resolutions~~ including all modifications).
- f. List of all facilities and equipment financed with obligation proceeds.
- g. Depreciation schedules for depreciable property financed with obligation proceeds.
- h. Documentation that tracks the purchase and sale of assets financed with obligation proceeds.
- i. Documentation of timely payment of principal and interest payments on the obligation.
- j. Tracking of all issue proceeds and the transfer of proceeds into the debt service fund as appropriate.
- k. Documentation that excess earnings from a Reserve Fund ~~is-are~~ transferred to the Debt Service Fund on an annual basis. Excess earnings are balances in a Reserve Fund that exceed the Reserve Fund requirement.

5. Miscellaneous Documentation to be Assembled and Retained

- a. Ensure that the project, while the obligation is outstanding, will avoid IRS private activity concerns.
- b. i. ~~The Director of Finance shall monitor the use of all obligation-financed facilities in order to:~~
  - i. ~~determine-Determine~~ whether private business uses of obligation-financed facilities have exceeded the *de minimus* limits set forth in Section 141(b) of the Code as a result of:
    - 1) sale of the facilities;
    - 2) sale of District capacity rights;
    - 3) ~~(including sale of capacity rights,~~ leases and subleases of facilities ~~(including easements or use arrangements for areas outside the four walls; (e.g., hosting of cell phone towers);~~
    - 4) leasehold improvement contracts, licenses, management contracts ~~(in which the District authorizes a third party to operate a facility; (e.g. cafeteria);~~
    - 5) research contracts;
    - 6) preference arrangements (in which the District permits a third party preference, ~~such as (e.g. parking in a public parking lot), joint ventures, limited liability companies or partnership arrangements);~~
    - 7) output contracts or other contracts for use of utility facilities ~~(including contracts with large utility users);~~

Formatted: Indent: Left: 0.75", Hanging: 0.31"

1                   8) development agreements which provide for guaranteed  
2                   payments or property values from a developer;  
3                   ; 9) grants or loans made to private entities (including special  
4                   assessment agreements);  
5                   10) naming rights agreements; and  
6                   11) or other arrangements that provide special legal  
7                   entitlements to nongovernmental persons; and

8  
9                   ii. determine whether private security or payments that exceed the  
10                  *de minimus* limits set forth in Section 141(b) of the Code have  
11                  been provided by nongovernmental persons with respect to such  
12                  obligation-financed facilities.

Formatted: Indent: Left: 1.06"

13  
14                  c. ii. The Director of Finance shall provide training and educational  
15                  resources to any District staff that have the primary responsibility for the  
16                  operation, maintenance, or inspection of obligation-financed facilities with  
17                  regard to the limitations on the private business use of obligation-financed  
18                  facilities and as to the limitations on the private security or payments with  
19                  respect to obligation-financed facilities.

Formatted: Indent: Left: 0.5", First line: 0"

20  
21                  d. b. The Director of Finance shall undertake the following with respect  
22                  to the obligations:

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

Formatted: Indent: Left: 0.5", First line: 0"

- 23                    i. an annual review of the books and records maintained by the  
24                    District with respect to such obligations; and  
25                    ii. an annual physical inspection of the facilities financed with the  
26                    proceeds of such obligations, conducted by the Director of  
27                    Finance with the assistance of any District staff who have the  
28                    primary responsibility for the operation, maintenance, or  
29                    inspection of such obligation-financed facilities.

30  
31                  e. c. Changes in the project that impact the terms or  
32                  commitments of the obligation are properly documented and  
33                  necessary certificates or opinions are on file.

Formatted: Indent: Left: 0.75", First line: 0"

34  
35 6. Additional Undertakings and Activities that Support Sections 1 through 5  
36 above:

- 37  
38                  a. The Director of Finance will notify the District's bond counsel,  
39                  financial advisor and arbitrage provider of any survey or inquiry by  
40                  the IRS immediately upon receipt. (Usually responses to IRS  
41                  inquiries are due within 21 days of receipt. Such IRS responses  
42                  require the review of the above-mentioned data and must be in  
43                  writing. As much time as possible is helpful in preparing the  
44                  response).
- 45                  b. The Director of Finance will consult with the District's bond counsel,  
46                  financial advisor and arbitrage provider before engaging in post-  
47                  issuance credit enhancement transactions (i.e. e.g. bond obligation  
48                  insurance, letter of credit, or hedging transactions (i.e. interest rate  
49                  swap, cap).



- 1 c. The Director of Finance will monitor all “qualified tax-exempt debt  
2 obligations” (often referred to as “bank qualified” obligations) within  
3 the first calendar year to determine if the limit is exceeded, and if  
4 exceeded, will address accordingly. For ~~tax-exempt debt~~  
5 obligations issued during years 2009 and 2010, the limit ~~is was~~  
6 \$30,000,000 (~~The limit was \$10,000,000 prior to 2009. In 2011~~  
7 ~~and thereafter it will remain at \$10,000,000 unless changed by~~  
8 ~~Congress~~). During this period, the limit also applied to pooled  
9 financings of the governing body and provides a separate  
10 \$30,000,000 for each 501 (c)(3) conduit borrower. In 2011 and  
11 thereafter it is \$10,000,000 unless changed by Congress.  
12 ~~d. Comply with Continuing Disclosure Requirements.~~  
13 ~~i. If applicable, the timely filing of annual information agreed to~~  
14 ~~in the Continuing Disclosure Certificate.~~  
15 ~~ii. Give notice of any Material Event.~~  
16 e.d. Identify any post-issuance change to terms of bonds obligations  
17 which could be treated as a current refunding of “old” bonds  
18 obligations by “new” bonds obligations, often referred to as a  
19 “reissuance”.  
20 ~~fe.~~ The Director of Finance will consult with the District’s bond counsel  
21 prior to any sale, transfer, change in use or change in users of  
22 obligation-financed property which may require “remedial action”  
23 under applicable Treasury Regulations or resolution pursuant to the  
24 VCAP Program.  
25  
26 i. A remedial action has the effect of curing a deliberate action  
27 taken by the District which results in satisfaction of the private  
28 business test or private loan test. Remedial actions under Section  
29 1.141-12(d)(e) and (f) include the redemption of non-qualified  
30 bonds obligations and/or alternative uses of proceeds or the facility  
31 (i.e. to be used for another qualified purpose ~~instead~~).  
32  
33 g. The Director of Finance will ensure that the appropriate tax form for  
34 federal subsidy payments is prepared and filed in a timely fashion  
35 for applicable obligations (~~i.e. e.g.~~ Build America Bonds).

36  
37 7. Continuing Disclosure Obligations

- 38  
39 a. Identify a position at the District to be responsible for compliance  
40 with continuing disclosure obligations as defined by the Rule and  
41 any policies of the District.  
42 b. The position responsible for compliance may have the ability to  
43 assign responsibilities, delegate where appropriate or engage a  
44 dissemination agent or third-party service providers to perform all  
45 or some of the duties described in this section. The District cannot  
46 delegate its compliance responsibilities.  
47 c. The District should specify how providers or delegated authorities  
48 will be monitored and supervised.

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted

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

Formatted: Normal, Space After: 0 pt, Numbered +  
Level: 2 + Numbering Style: a, b, c, ... + Start at: 1 +  
Alignment: Left + Aligned at: 0.75" + Tab after: 1" +  
Indent at: 1", Font Alignment: Auto

Formatted: Font color: Auto

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

Formatted: Font color: Auto

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48

- d. The District should identify the documents that set forth the respective requirements being monitored at the time of closing for each obligation.
- e. The District should catalog all outstanding Continuing Disclosure Agreements and establish consolidated filing requirements based on the outstanding CDAs.
- f. The District should identify the frequency of the actions to be undertaken to ensure compliance, establish a system or filing alerts or reminders to administer the filing requirements.
- g. The Director of Finance for compliance must be made aware of any new outstanding debt, changes to obligation or loan covenants, events of acceleration or default that would materially affect investors.
- h. The District should review a compliance checklist to verify compliance with CDA requirements, at least annually, although it may be advisable to provide more frequent reviews in connection to specific material events.
- i. The District should monitor mandatory material events specifically identified in accordance with the Rule and file required notices within 10 days of occurrence.
  - 1. Principal and interest payment delinquencies.
  - 2. Non-payment related defaults, if material.
  - 3. Unscheduled draws on debt service reserves reflecting financial difficulties.
  - 4. Unscheduled draws on credit enhancements reflecting financial difficulties.
  - 5. Substitution of credit or liquidity providers or their failure to perform.
  - 6. Adverse tax opinion, IRS notices or material events affecting the tax status of the obligation.
  - 7. Modifications to rights of security holders, if material.
  - 8. Obligation calls, if material.
  - 9. Defeasances.
  - 10. Release, substitution or sale of property securing repayment of the obligations, if material.
  - 11. Rating Changes.
  - 12. Bankruptcy, insolvency, receivership, or similar event of the obligated person(s).
  - 13. Merger, consolidation, or acquisition of the obligated person, if material.
  - 14. Appointment of a successor or additional trustee, or change of name of a trustee, if material.
  - 15. Incurrence of financial obligation of the District, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the District, any of which affect security holders, if material.

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

Formatted: Font color: Auto

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

Formatted: Font color: Auto

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

Formatted: Font color: Auto

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

Formatted: Font color: Auto

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

Formatted: Font color: Auto

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

Formatted: Font: (Default) Arial

Formatted: No bullets or numbering

Formatted

1                   16. Default, event of acceleration, termination event,  
2                   modification of terms, or other similar events under the  
3                   terms of the financial obligation of the District, any of which  
4                   reflect financial difficulties.

5  
6                   j. In addition to the mandatory material events, the District should  
7                   review and file any additional or voluntary event notices.

8                   k. The District should maintain a catalog of all outstanding  
9                   obligations whether publicly offered or privately placed, and the terms  
10                   and conditions that govern default or acceleration provisions.

11                   l. Any missed filing requirement should be remedied with a failure  
12                   to file notice as soon as possible once the late filing is identified and  
13                   the required information is available to file.

14                   m. Sensitive information such as bank accounts and wire  
15                   information should be redacted from documents prior to posting on  
16                   EMMA.

17                   n. The District needs to monitor for changes in law and regulations  
18                   that effect continuing disclosure obligations and review disclosure  
19                   policies and procedures periodically to ensure compliance and  
20                   consistency with regulation and market expectations.

21  
22                   7.8. \_\_\_\_\_ Compliance with Future Requirements

- 23  
24                   a. Take measures to comply with any future requirements issued  
25                   beyond the date of these Post-Issuance Debt Compliance  
26                   Procedures which are essential to ensuring compliance with the  
27                   applicable state and federal regulations.

28  
29                   **Cross References:**           Internal Revenue Code Section 148  
30    Treasury Regulation Section 1.150-2  
31    Treasury Regulation Section 1.141

32  
33  
34                   ~~ADOPTED BY THE BOARD OF EDUCATION:~~Dated:       March 7, 2016  
35                   Revised: January 3, 2022

Formatted: Indent: Left: 1.5", No bullets or numbering

Formatted: Indent: Left: 0.75", No bullets or numbering

Formatted: Indent: Left: 0.75", Space After: 3 pt, No bullets or numbering

Formatted: No bullets or numbering

**Independent School District No. 280  
(Richfield Public Schools), Minnesota  
Post-Issuance Debt Compliance Policy**

The Board of Education (the “Board”) of the Independent School District No. 280 (Richfield Public Schools), Minnesota (the “District”) has chosen, by policy, to take steps to help ensure that all obligations will be in compliance with all applicable federal regulations. This policy may be amended, as necessary, in the future.

**IRS Background**

The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (the “Code”) and regulations promulgated thereunder (“Treasury Regulations”) governing certain obligations (for example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various “Tax Credit” Bonds). The IRS encourages issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

**SEC Background**

The Securities and Exchange Commission (SEC) is responsible for enforcing compliance with the SEC Rule 15c2-12 (the “Rule”). Governments or governmental entities issuing obligations generally have a requirement to meet specific continuing disclosure standards set forth in continuing disclosure agreements (“CDA”). Unless the issuer, obligated person, or a specific obligation is exempt from compliance with CDAs, these agreements are entered into at the time of obligation issuance to enable underwriter(s) to comply with the Rule. The Rule sets forth certain obligations of (i) underwriters to receive, review and disseminate official statements prepared by issuers of most primary offerings of municipal securities, (ii) underwriters to obtain CDAs from issuers and other obligated persons to provide material event disclosure and annual financial information on a continuing basis, and (iii) broker-dealers to have access to such continuing disclosure in order to make recommendations of municipal securities transactions in the secondary market. The SEC encourages issuers and beneficiaries adopt and implement a post-issuance debt compliance policy and procedures to safeguard against Rule violations.

When obligations are issued, the CDA commits the issuer or obligated person to provide certain annual financial information and material event notices to the public. Issuers and other obligated persons may also choose to provide periodic, voluntary financial information and filings to investors in addition to fulfilling the specific responsibilities delineated in their CDA. It is important to note that issuers and other obligated persons should not give any one investor certain information that is not readily available to all market participants by disseminating information to the marketplace, at large. Issuers and other obligated persons should be aware that any disclosure activities determined to be “communicating to the market” can be subject to regulatory scrutiny.

**Post-Issuance Debt Compliance Policy Objective**

The District desires to monitor these obligations to ensure compliance with the IRS Code, Treasury Regulations and the SEC Rule. To help ensure compliance, the District has

developed the following policy (the “Post-Issuance Debt Compliance Policy”). The Post-Issuance Debt Compliance Policy shall apply to the obligations mentioned above, including bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.

### **Post-Issuance Debt Compliance Policy**

The Director of Finance of the District is designated as the District’s agent who is responsible for post-issuance compliance of these obligations.

The Director of Finance shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance as further detailed in corresponding procedures (the “Post-Issuance Debt Compliance Procedures”). At a minimum, the Post-Issuance Debt Compliance Procedures for each qualifying obligation will address the following:

1. General Post-Issuance Compliance
2. General Recordkeeping
3. Arbitrage Yield Restriction and Rebate Recordkeeping
4. Expenditure and Asset Documentation to be Assembled and Retained
5. Miscellaneous Documentation to be Assembled and Retained
6. Additional Undertakings and Activities that Support Sections 1 through 5 above
7. Continuing Disclosure Obligations
8. Compliance with Future Requirements

The Director of Finance shall apply the Post-Issuance Debt Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the Director of Finance will ensure that the Post-Issuance Debt Compliance Policy and Procedures are updated on a regular and as needed basis.

The Director of Finance or any other individuals responsible for assisting the Director of Finance in maintaining records needed to ensure post-issuance debt compliance, are authorized to expend funds as needed to attend training or secure use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.

Most of the provisions of this Post-Issuance Debt Compliance Policy are not applicable to taxable governmental obligations unless there is a reasonable possibility that the District may refund their taxable governmental obligation, in whole or in part, with the proceeds of a tax-exempt governmental obligation. If this refunding possibility exists, then the Director of Finance shall treat the taxable governmental obligation as if such issue were an issue of tax-exempt governmental obligations and comply with the requirements of this Post-Issuance Debt Compliance Policy.

### **Private Activity Bonds**

The District may issue tax-exempt obligations that are “private activity” bonds because either (1) the bonds finance a facility that is owned by the District but used by one or more qualified 501(c)(3) organizations, or (2) the bonds are so-called “conduit bonds”, where the proceeds are loaned to a qualified 501(c)(3) organization or another private entity that finances activities eligible for tax-exempt financing under federal law (such as certain

manufacturing projects and certain affordable housing projects). Prior to the issuance of either of these types of bonds, the Director of Finance shall take steps necessary to ensure that such obligations will remain in compliance with the requirements of this Post-Issuance Debt Compliance Policy.

In a case where compliance activities are reasonably within the control of a private party (i.e., a 501(c)(3) organization or conduit borrower), the Director of Finance may determine that all or some portion of compliance responsibilities described in this Post-Issuance Debt Compliance Policy shall be assigned to the relevant party. In the case of conduit bonds, the conduit borrower will be assigned all compliance responsibilities other than those required to be undertaken by the District under federal law. In a case where the Director of Finance is concerned about the compliance ability of a private party, the Director of Finance may require that a trustee or other independent third party be retained to assist with record keeping for the obligation and/or that the trustee or such third party be responsible for all or some portion of the compliance responsibilities.

The Director of Finance is additionally authorized to seek the advice, as necessary, of bond counsel and/or its financial advisor to ensure the District is in compliance with this Post-Issuance Debt Compliance Policy.

Adopted this date                      by the Independent School District No. 280 (Richfield Public Schools), Minnesota

**Independent School District No. 280  
(Richfield Public Schools), Minnesota  
Post-Issuance Debt Compliance Procedures**

The Board of Education (the "Board"]") of the Independent School District No. 280 (Richfield Public Schools), Minnesota (the "District") has adopted the attached Post-Issuance Debt Compliance Policy dated [REDACTED]. The Post-Issuance Debt Compliance Policy applies to qualifying debt obligations issued by the District. As directed by the adoption of the Post-Issuance Debt Compliance Policy, the Director of Finance of the District will perform the following Post-Issuance Debt Compliance Procedures for all of the District's outstanding debt.

1) General Post-Issuance Compliance

- a) Ensure written procedures and/or guidelines have been put in place for individuals to follow when more than one person is responsible for ensuring compliance with Post-Issuance Debt Compliance Procedures.
- b) Ensure training and/or educational resources for post-issuance compliance have been approved and obtained.
- c) The Director of Finance understands that there are options for voluntarily correcting failures to comply with post-issuance compliance requirements (e.g. as remedial actions under Section 1.141-12 of the Treasury Regulations and the ability to enter into a closing agreement under the Tax-Exempt Bonds Voluntary Closing Agreement Program described in Notice 2008-31 (the "VCAP Program")).

2) General Recordkeeping

- a) Retain records and documents for the obligation and all obligations issued to refund the obligation for a period of at least seven years following the final payment of the obligation. If an obligation is refunded, then the final payment of the refunding obligation becomes the beginning of the period unless otherwise directed by the District's bond counsel.
- b) Retain electronic (preferred) and/or paper versions of records and documents for the obligation.
- c) General records and documentation to be assembled and retained:
  - i) Description of the purpose of the obligation (i.e. the project or projects) and the state statute authorizing the project.
  - ii) Record of tax-exempt status or revocation of tax-exempt status, if applicable.
  - iii) Any correspondence between the District and the IRS.
  - iv) Audited financial statements.
  - v) All accounting audits of property financed by the obligation.
  - vi) Obligation transcripts, official statements, and other offering documents of the obligation.
  - vii) Minutes and resolutions authorizing the issuance of the obligation.

- viii) Certifications of the issue price of the obligation.
- ix) Any formal elections for the obligation (i.e. an election to employ an accounting methodology other than the specific tracing method).
- x) Appraisals, demand surveys, or feasibility studies for property financed by the obligation.
- xi) All information reports filed for the obligations.
- xii) All management contracts and other service agreements, research contracts, and naming rights contracts.
- xiii) Documents related to governmental grants associated with construction, renovation or purchase of property financed by the obligation.
- xiv) Reports of any prior IRS examinations of the District or the District's obligation.
- xv) All correspondence related to the above (faxes, emails, or letters).

### 3) Arbitrage Yield Restriction and Rebate Recordkeeping

- a) Investment and arbitrage documentation to be assembled and retained:
  - i) An accounting of all deposits, expenditures, interest income and asset balances associated with each fund established in connection with the obligation. This includes an accounting of all monies deposited to the debt service fund to make debt service payments on the obligation, regardless of the source derived. Accounting for expenditures and assets is described in further detail in Section 4.
  - ii) Statements prepared by Trustee and/or Investment Provider.
  - iii) Documentation of at least quarterly allocations of investments and investment earnings to each obligation.
  - iv) Documentation for investments made with obligation proceeds such as:
    - (1) investment contracts (i.e. guaranteed investment contracts),
    - (2) credit enhancement transactions (i.e. obligation insurance contracts),
    - (3) financial derivatives (e.g. swaps, caps, and collars), and
    - (4) bidding of financial products:
      - (a) Investments acquired with obligation proceeds are purchased at fair market value (e.g. three bid safe harbor rule for open market securities needed in advance refunding escrows).
- b) Computations of the arbitrage yield.
- c) Computations of yield restriction and rebate amounts including but not limited to:
  - i) Compliance in meeting the "Temporary Period from Yield Restriction Exception" and limiting the investment of funds after the temporary period expires.
  - ii) Compliance in meeting the "Rebate Exception."
    - (1) qualifying for the "Small Issuer Exception,"
    - (2) qualifying for a "Spending Exception,"
      - (a) 6-Month Spending Exception
      - (b) 18-Month Spending Exception



- (c) 24-Month Spending Exception
    - (3) qualifying for the “Bona Fide Debt Service Fund Exception,” and
    - (4) quantifying arbitrage on all funds established in connection with the obligation in lieu of satisfying arbitrage exceptions including reserve funds and debt service funds.
  - d) Computations of yield restriction and rebate payments.
  - e) Timely Tax Form 8038-T filing, if applicable.
    - i) Remit any arbitrage liability associated with the obligation to the IRS at each five-year anniversary date of the obligation, and the date in which the obligation is no longer outstanding (redemption or maturity date), whichever comes sooner, within 60 days of said date.
  - f) Timely Tax Form 8038-R filing, if applicable.
    - i) Remit the form after the date in which the obligation is no longer outstanding (redemption or maturity date), whichever comes sooner, within 2 years of said date.
  - g) Procedures or guidelines for monitoring instances where compliance with applicable yield restriction requirements depends on subsequent reinvestment of obligation proceeds in lower yielding investments (e.g. reinvestment in zero coupon SLGS).
- 4) Expenditure and Asset Documentation to be Assembled and Retained
- a) Documentation of allocations of obligation proceeds to expenditures (e.g. allocation of proceeds to expenditures for the construction, renovation or purchase of facilities owned and used in the performance of exempt purposes).
    - i) Such allocation will be done not later than the earlier of:
      - (1) eighteen (18) months after the later of the date the expenditure is paid, or the date the project, if any, that is financed by the obligation is placed in service; or
      - (2) the date sixty (60) days after the earlier of the fifth anniversary of the issue date of the obligation, or the date sixty (60) days after the retirement of the obligation.
  - b) Documentation of allocations of obligation proceeds to issuance costs.
  - c) Copies of requisitions, draw schedules, draw requests, invoices, bills, and cancelled checks related to obligation proceed expenditures during the construction period.
  - d) Copies of all contracts entered into for the construction, renovation or purchase of facilities financed with obligation proceeds.
  - e) Records of expenditure reimbursements incurred prior to issuing obligations for projects financed with obligation proceeds (declaration of official intent/reimbursement resolutions including all modifications).
  - f) List of all facilities and equipment financed with obligation proceeds.

- g) Depreciation schedules for depreciable property financed with obligation proceeds.
  - h) Documentation that tracks the purchase and sale of assets financed with obligation proceeds.
  - i) Documentation of timely payment of principal and interest payments on the obligation.
  - j) Tracking of all issue proceeds and the transfer of proceeds into the debt service fund as appropriate.
  - k) Documentation that excess earnings from a Reserve Fund are transferred to the Debt Service Fund on an annual basis. Excess earnings are balances in a Reserve Fund that exceed the Reserve Fund requirement.
- 5) Miscellaneous Documentation to be Assembled and Retained
- a) Ensure that the project, while the obligation is outstanding, will avoid IRS private activity concerns.
  - b) The Director of Finance shall monitor the use of all obligation-financed facilities in order to:
    - i) Determine whether private business uses of obligation-financed facilities have exceeded the *de minimus* limits set forth in Section 141(b) of the Code as a result of:
      - (1) sale of the facilities;
      - (2) sale of District capacity rights;
      - (3) leases and subleases of facilities including easements or use arrangements for areas outside the four walls (e.g. hosting of cell phone towers);
      - (4) leasehold improvement contracts, licenses, management contracts in which the District authorizes a third party to operate a facility (e.g. cafeteria);
      - (5) research contracts;
      - (6) preference arrangements in which the District permits a third-party preference (e.g. parking in a public parking lot, joint ventures, limited liability companies or partnership arrangements);
      - (7) output contracts or other contracts for use of utility facilities including contracts with large utility users;
      - (8) development agreements which provide for guaranteed payments or property values from a developer;
      - (9) grants or loans made to private entities including special assessment agreements;
      - (10) naming rights agreements; and
      - (11) any other arrangements that provide special legal entitlements to nongovernmental persons.
    - ii) Determine whether private security or payments that exceed the *de minimus* limits set forth in Section 141(b) of the Code have been provided

by nongovernmental persons with respect to such obligation-financed facilities.

- c) The Director of Finance shall provide training and educational resources to any District staff that have the primary responsibility for the operation, maintenance, or inspection of obligation-financed facilities with regard to the limitations on the private business use of obligation-financed facilities and as to the limitations on the private security or payments with respect to obligation-financed facilities.
  - d) The District shall undertake the following with respect to the obligations:
    - i) An annual review of the books and records maintained by the District with respect to such obligations.
    - ii) An annual physical inspection of the facilities financed with the proceeds of such obligations, conducted by the Director of Finance with the assistance of any District staff who have the primary responsibility for the operation, maintenance, or inspection of such obligation-financed facilities.
  - e) Changes in the project that impact the terms or commitments of the obligation are properly documented and necessary certificates or opinions are on file.
- 6) Additional Undertakings and Activities that Support Sections 1 through 5 above:
- a) The Director of Finance will notify the District's bond counsel, financial advisor and arbitrage provider of any survey or inquiry by the IRS immediately upon receipt. Usually responses to IRS inquiries are due within 21 days of receipt. Such IRS responses require the review of the above-mentioned data and must be in writing. As much time as possible is helpful in preparing the response.
  - b) The Director of Finance will consult with the District's bond counsel, financial advisor and arbitrage provider before engaging in post-issuance credit enhancement transactions (e.g. obligation insurance, letter of credit, or hedging transaction).
  - c) The Director of Finance will monitor all "qualified tax-exempt debt obligations" (often referred to as "bank qualified" obligations) within the first calendar year to determine if the limit is exceeded, and if exceeded, will address accordingly. For obligations issued during years 2009 and 2010 the limit was \$30,000,000. During this period, the limit also applied to pooled financings of the governing body and provides a separate \$30,000,000 for each 501 (c)(3) conduit borrower. In 2011 and thereafter it is \$10,000,000 unless changed by Congress.
  - d) Identify any post-issuance change to terms of obligations which could be treated as a current refunding of "old" obligations by "new" obligations, often referred to as a "reissuance."
  - e) The Director of Finance will consult with the District's bond counsel prior to any sale, transfer, change in use or change in users of obligation-financed

property which may require “remedial action” under applicable Treasury Regulations or resolution pursuant to the VCAP Program.

- i) A remedial action has the effect of curing a deliberate action taken by the District which results in satisfaction of the private business test or private loan test. Remedial actions under Section 1.141-12(d)(e) and (f) include the redemption of non-qualified obligations and/or the alternative uses of proceeds or the facility (i.e. to be used for another qualified purpose).
- f) The Director of Finance will ensure that the appropriate tax form for federal subsidy payments is prepared and filed in a timely fashion for applicable obligations (e.g. Build America Bonds).

## 7) Continuing Disclosure Obligations

- a) Identify a position at the District to be responsible for compliance with continuing disclosure obligations as defined by the Rule and any policies of the District.
- b) The position responsible for compliance may have the ability to assign responsibilities, delegate where appropriate or engage a dissemination agent or third-party service providers to perform all or some of the duties described in this section. The District cannot delegate its compliance responsibilities.
- c) The District should specify how providers or delegated authorities will be monitored and supervised.
- d) The District should identify the documents that set forth the respective requirements being monitored at the time of closing for each obligation.
- e) The District should catalog all outstanding Continuing Disclosure Agreements and establish consolidated filing requirements based on the outstanding CDAs.
- f) The District should identify the frequency of the actions to be undertaken to ensure compliance, establish a system of filing alerts or reminders to administer the filing requirements.
- g) The Director of Finance for compliance must be made aware of any new outstanding debt, changes to obligation or loan covenants, events of acceleration or default that would materially affect investors.
- h) The District should review a compliance checklist to verify compliance with CDA requirements, at least annually, although it may be advisable to provide more frequent reviews in connection to specific material events.
- i) The District should monitor mandatory material events specifically identified in accordance with the Rule and file required notices within 10 days of occurrence.
  - i) Principal and interest payment delinquencies.
  - ii) Non-payment related defaults, if material.
  - iii) Unscheduled draws on debt service reserves reflecting financial difficulties.

- iv) Unscheduled draws on credit enhancements reflecting financial difficulties.
  - v) Substitution of credit or liquidity providers or their failure to perform.
  - vi) Adverse tax opinion, IRS notices or material events affecting the tax status of the obligation.
  - vii) Modifications to rights of security holders, if material.
  - viii) Obligation calls, if material.
  - ix) Defeasances.
  - x) Release, substitution or sale of property securing repayment of the obligations, if material.
  - xi) Rating Changes.
  - xii) Bankruptcy, insolvency, receivership, or similar event of the obligated person(s).
  - xiii) Merger, consolidation, or acquisition of the obligated person, if material.
  - xiv) Appointment of a successor or additional trustee, or change of name of a trustee, if material.
  - xv) Incurrence of financial obligation of the District, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the District, any of which affect security holders, if material.
  - xvi) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the District, any of which reflect financial difficulties.
- j) In addition to the mandatory material events, the District should review and file any additional or voluntary event notices.
  - k) The District should maintain a catalog of all outstanding obligations whether publicly offered or privately placed, and the terms and conditions that govern default or acceleration provisions.
  - l) Any missed filing requirement should be remedied with a failure to file notice as soon as possible once the late filing is identified and the required information is available to file.
  - m) Sensitive information such as bank accounts and wire information should be redacted from documents prior to posting on EMMA.
  - n) The District needs to monitor for changes in law and regulations that effect continuing disclosure obligations and review disclosure policies and procedures periodically to ensure compliance and consistency with regulation and market expectations.
- 8) Compliance with Future Requirements
- a) Take measures to comply with any future requirements issued beyond the date of these Post-Issuance Debt Compliance Procedures which are essential to ensuring compliance with the applicable state and federal regulations.

**NEW BUSINESS – FOR ACTION**

**Agenda Item VI.C.**

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

**Regular Meeting, December 6, 2021**

**SUBJECT: FINAL LEVY CERTIFICATION 2021 PAYABLE 2022**

Recommended by the Superintendent, that the Board of Education consider for approval by resolution, the 2021 PAYABLE 2022 LEVY LIMITATION and CERTIFICATION with an amount to be determined following the Truth in Taxation Hearing and Board Discussion.

NOW THEREFORE, Be it resolved by the School Board of Independent School District No. 280, Richfield, Minnesota, that the total levy to be levied in 2021 to be collected in 2022 is set at **\$27,732,688.96**. The clerk of the School Board is authorized to certify the proposed levy to the County Auditor of Hennepin County, Minnesota.

**Background Information**

(Prepared by Craig Holje and Jim Gilligan)

The Levy Certification for taxes payable 2022 must be certified to the County Auditor and the State Department of Education prior to December 28, 2021.

The total levy limit is \$27,732,688.96. The Board of Education may consider options for a levy up to this maximum amount for taxes payable in 2022.



**RICHFIELD PUBLIC SCHOOLS**

**Levy Summary**

Levy Certification 2021 Payable 2022

As of November 16, 2021

11/16/2021

	FY21 2019 Pay 20 2020-21	FY22 2020 Pay 21 2021-22	FY23 2021 Pay 22 2022-23	Dollar Change Over PY
<b>1 GENERAL FUND</b>				
2 Equity	\$497,925.10	\$447,451.50	\$489,480.84	\$42,029.34
3 Operating Capital	\$590,584.84	\$624,029.86	\$700,371.54	\$76,341.68
4 Deferred Maintenance	\$0.00	\$0.00	\$0.00	\$0.00
5 Alternative Teacher Comp	\$415,472.28	\$403,380.55	\$359,721.39	(\$43,659.16)
6 LCTS Levy	\$0.00	\$0.00	\$0.00	\$0.00
7 Achieve & Integration	\$340,031.08	\$329,478.03	\$302,146.75	(\$27,331.28)
8 Referendum	\$5,134,042.00	\$4,644,455.82	\$4,867,967.26	\$223,511.44
9 Referendum - Technology	\$3,539,085.88	\$3,729,368.61	\$3,916,878.48	\$187,509.87
10 Location Optional Revenue	\$3,322,921.20	\$3,109,890.96	\$3,209,113.92	\$99,222.96
11 Safe Schools	\$238,088.91	\$226,871.46	\$226,774.05	(\$97.41)
12 Student Achievement Levy	\$0.00	\$0.00	\$0.00	\$0.00
13 Health and Safety	\$0.00	\$0.00	\$0.00	\$0.00
14 LT Facilities	\$1,819,735.03	\$1,674,351.00	\$1,807,361.91	\$133,010.91
15 OPEB Benefits	\$768,913.15	\$713,790.98	\$654,380.00	(\$59,410.98)
16 Building/ Lease	\$694,066.01	\$710,444.83	\$773,352.20	\$62,907.37
17 Health Benefits	\$27,006.40	\$40,766.00	\$40,955.00	\$189.00
18 Re-employment Ins.	(\$11,203.14)	\$100,730.65	\$190,612.79	\$89,882.14
19 Career Technical	\$94,447.24	\$137,319.83	\$169,202.73	\$31,882.90
20 Abatement & Other Adjustment	\$52,129.88	\$91,288.30	\$143,234.83	\$51,946.53
<b>21 GENERAL FUND LEVY TOTAL</b>	<b>\$17,523,245.86</b>	<b>\$16,983,618.38</b>	<b>\$17,851,553.69</b>	<b>\$867,935.31</b>
22				
<b>23 COMMUNITY EDUCATION FUND</b>				
24 Basic Levy	\$287,665.70	\$287,665.70	\$312,538.05	\$24,872.35
25 Early Child & Family	\$169,640.59	\$161,358.49	\$160,087.69	(\$1,270.80)
26 Home Visiting	\$5,624.80	\$5,080.32	\$6,115.20	\$1,034.88
27 Disabled Adults	\$5,429.00	\$5,429.00	\$5,429.00	\$0.00
28 Abate/Excess Fund Bal Adj	\$5,158.42	\$2,389.18	\$3,262.74	\$873.56
<b>29 COMMUNITY ED LEVY TOTAL</b>	<b>\$473,518.51</b>	<b>\$461,922.69</b>	<b>\$487,432.68</b>	<b>\$25,509.99</b>
30				
<b>31 DEBT SERVICE FUND</b>				
32 Debt Levy	\$3,410,033.00	\$3,410,033.00	\$3,410,033.00	\$0.00
33 Debt Excess	\$0.00	(\$253,411.25)	(\$165,528.37)	\$87,882.88
34 LT Facilities Debt Service	\$4,193,004.38	\$3,885,345.40	\$4,001,947.37	\$116,601.97
35 Abatement Adjustment Debt	\$64,356.13	\$106,369.56	\$68,334.45	(\$38,035.11)
36				
37 OPEB Bond	\$2,122,365.00	\$2,134,178.00	\$2,128,350.00	(\$5,828.00)
38 Debt Excess (OPEB)	\$0.00	(\$43,376.18)	(\$56,075.30)	(\$12,699.12)
39 Abatement Adjustment (OPEB)	\$15,511.99	\$5,983.78	\$6,641.44	\$657.66
<b>40 DEBT SERVICE LEVY TOTAL</b>	<b>\$9,805,270.50</b>	<b>\$9,245,122.31</b>	<b>\$9,393,702.59</b>	<b>\$148,580.28</b>
41				
<b>42 LEVY GRAND TOTAL</b>	<b>\$27,802,034.87</b>	<b>\$26,690,663.38</b>	<b>\$27,732,688.96</b>	<b>\$1,042,025.58</b>

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

**Regular Meeting, December 6, 2021**

**Subject: Resolution of Support Safe Routes to School Infrastructure Grant**

(Recommended by the Superintendent)

That the Board of Education approve the resolution of support for the City of Richfield's application and implementation of the Safe Routes to School (SRTS) Infrastructure Grant ("71st Street Sidewalk and Pedestrian Improvements" project).

**Background Information**

MnDOT has opened a new round of Safe Routes to School infrastructure grant funding to support walking and bicycling to school. The City of Richfield Public Works department intends to apply for funds to construct a sidewalk and other pedestrian-oriented improvements that will benefit RPS families who attend Richfield STEM Elementary and Richfield Dual Language Schools.

This application is an outcome of the ongoing partnership between RPS and the City of Richfield to advance SRTS efforts across the city. Most recently, the partners collaborated to conduct a SRTS Engineering Study at the STEM and RDLS dual campus in order to identify infrastructure-based interventions to improve the traffic safety environment near the schools. Those interventions include all of the components in the City's "71st Street Sidewalk and Pedestrian Improvements" project application. This project has also been identified in other community planning documents, including the 2014 SRTS Comprehensive Plan and 2018 Pedestrian Master Plan, however the Engineering Study provided more detailed suggestions for implementation.

The scope of the project includes removing and replacing an RPS-owned fence, constructing a sidewalk along the north side of 71<sup>st</sup> Street between 12<sup>th</sup> Avenue and Elliot Avenue (the south side of the RDLS/STEM block), constructing an ADA-compliant curb ramp at the northern intersection of 71<sup>st</sup> Street and Elliot Avenue, and installing a crosswalk over Elliot Avenue at the same intersection. Funding from MnDOT would cover all RPS expenses except for staff time to coordinate the project. The grant will be managed by City of Richfield Public Works with RPS serving in an advisory role.



**Richfield Public Schools Independent District #280**  
**RESOLUTION OF SUPPORT FOR SAFE ROUTES TO SCHOOL INFRASTRUCTURE GRANT**

**WHEREAS**, the Minnesota Department of Transportation Safe Routes to School (SRTS) Program assists schools and communities by making it so youth in Minnesota can safely, confidently, and conveniently walk, bike, and roll to school and in daily life; and

**WHEREAS**, \$8 million in SRTS funding is available for infrastructure projects, with a minimum of \$50,000 and cap of \$500,000 for each project; and

**WHEREAS**, Richfield Public Schools supports the City of Richfield in its SRTS funding application (“71st Street Sidewalk and Pedestrian Improvements”) to enhance the traffic environment near Richfield STEM Elementary and Richfield Dual Language School and to relocate a Richfield Public Schools-owned fence to accommodate the improvements; and

**WHEREAS**, Richfield Public Schools commits to assist the City of Richfield in planning, implementation, and evaluation of the project; and

**WHEREAS**, Richfield Public Schools understands that it will be responsible for all costs not covered by SRTS funding or the City of Richfield, primarily staff time related to project implementation; and

**WHEREAS**, the City of Richfield and Richfield Public Schools have agreed to maintain such improvements for the lifetime of the improvements per existing interagency agreements; and

**WHEREAS**, SRTS Infrastructure grant activities will commence after the grant agreement is fully executed and be coordinated between Richfield Public Schools, the City of Richfield, and the Minnesota Department of Transportation.

**THEREFORE, BE IT RESOLVED:**

1. The Richfield Public Schools Independent School District #280 Board of Education agrees to support the “71st Street Sidewalk and Pedestrian Improvements” project should the City of Richfield be awarded SRTS funds, and that such support shall include the following responsibilities:
  - a. Assist City of Richfield in meeting project milestones
  - b. Assist City of Richfield in execution of a grant agreement
  - c. Assist City of Richfield in planning, implementation, and evaluation of project
  - d. Ensure that the project receives adequate supervision and inspection
  - e. Assist with project close out

Adopted and approved at a duly called meeting, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

---

Independent School District #280, Board Chair

Attest:

---

Independent School District #280, Board Clerk

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

**Regular Meeting, December 6, 2021**

**Subject: Safe Routes to School Local Coordinator Grant Contract Amendment, Extension and Added Funds**

(Recommended by the Superintendent)

That the Board of Education support the Superintendent in accepting the contract amendment to the Safe Routes to School (SRTS) Local Coordinator Grant which extends the contract expiration date and increases the total funding.

**Background Information**

In September 2019, RPS was awarded a \$179,720.00 grant from MnDOT to hire a SRTS Local Coordinator to advance safe walking and bicycling initiatives across the district through December 31, 2022. The district's SRTS Coordinator, Will Wlizo, was hired in December 2019.

In the two years since hiring, the SRTS program has grown and thrived at RPS. Encouragement events like Bike to School Day and Winter Walking Day have been adopted at all schools. Programs like the Richfield STEM Elementary safety patrol have expanded to include more student participants. Resources for students who walk and bike to school have been added, including modern bicycle parking at Richfield Middle School. The SRTS program has benefited from nearly \$100,000 in additional direct and indirect grant funding, including \$33,000 to purchase a fleet of bicycles for conducting bike safety education in physical education classes at all schools. These efforts have benefited the wider community as well—the SRTS program successfully advocated for the City of Richfield to install a crosswalk and all-way stop signal along walking routes used by Centennial Elementary School families.

In commendation of the district's successful implementation of the SRTS Local Coordinator grant, MnDOT offered to extend the contract by six months to June 30, 2023 and to increase the funding maximum by \$40,000.00 to \$219,720.00.

## Federal Award Information Cover Sheet

**NOTICE TO SUBRECIPIENT:** This is a subaward of federal financial assistance from the state of Minnesota, acting by and through its Commissioner of Transportation (hereinafter referred to as “recipient/pass-through entity”) to the **ISD #0280 (Richfield Public Schools)** (hereinafter referred to as “subrecipient”).

Subrecipient Name: <b>ISD # 0280 (Richfield Public Schools)</b>	Subrecipient DUNS Number: <b>010484236</b>
CFDA Name: <b>Highway Planning and Construction</b>	CFDA Number: <b>20.205</b>
Federal Award Identification Number: <b>Federal Project No: 8819106</b>	Federal Award Date: <b>9/14/2018</b>

<i>Is the Award for Research and Development?</i>	Yes	<input checked="" type="checkbox"/> No
Project Description: <b>Salaries and expenses for SRTS District and Regional Coordinators to implement SRTS at the Local Level.</b>		
Period of Performance Start and End Date: <b>Upon Execution – 06/30/2023</b>		

Indirect Cost rate: <b>10% or approved indirect cost rate</b>	Total Approved Cost Sharing/ Matching: <b>100% Federal/0% local share.</b>
Amount of Federal Funds Obligated by this action: <b>\$219,720.00</b>	Total Amount of Funds Obligated: <b>\$219,720</b>
Budget Approved by Federal Awarding Agency: <b>\$219,720.00</b>	Total of Federal Award: <b>\$219,720</b>

**Contact for Federal Agency:**

Name: Andrew Emanuele  
Community Planner  
Address: USDOT – Federal Highway  
Administration  
380 Jackson St, Ste 500  
St Paul, MN 55101  
Phone: 651-291-6124  
Email: andrew.emanuele@dot.gov

**Contact for Recipient:**

Name: Kelly Corbin  
Safe Routes to School Planner  
Address: MnDOT Office of Transportation  
395 John Ireland Blvd, MS 430  
St Paul, MN 55155  
Phone: 507-286-7590  
Email: Kelly.Corbin@state.mn.us

**AMENDMENT # 2 - 2019 Safe Routes to School Program Local Coordinator Grant Agreement**

Contract Start Date:	<u>September 10, 2019</u>	Original Contract Amount:	<u>\$179,720.00</u>
Orig. Contract Exp. Date:	<u>December 31, 2022</u>	Prev. Amendment(s) Total:	<u>N/A</u>
1st Amended Exp. Date	<u>June 30, 2023</u>	Current Amendment Amount:	<u>\$40,000.00</u>
		Current Contract Total	<u>\$219,720.00</u>

Project Identification :	<u>2019 Safe Routes to School Program Local Coordinator Grant Agreement</u>		
State Project (SP):	<u>SRS-9133-18C</u>	Trunk Highway #:	<u>N/A</u>
CFDA # :	<u>20.205</u>		

This amendment is by and between the State of Minnesota, acting through its Commissioner of Transportation (“STATE”) and ISD #0280 (Richfield Public Schools), a government unit. (RECIPIENT).

**Recitals**

1. The STATE has a contract with RECIPIENT identified as MnDOT Contract Number 1034835 (“Original Contract”) to disburse Federal Highway Administration (FHWA) Funds to RECIPIENT from the Safe Routes to School (SRTS) program under Sections 1101 (a) (17) and 1404 of the Safe, Accountable, Flexible, Efficient Transportation Equity (SAFETEA-LU) Act for the purpose of funding local coordinator positions to implement SRTS policies and programs established as part of the SRTS program in Minnesota Statutes §174.40.
2. This amendment is to provide additional time to fund local coordinator positions and implement SRTS policies and to provide additional financial assistance as reflected in Exhibit IA.
3. The STATE and the RECIPIENT are willing to amend the Original Contract as stated below.

**Contract Amendment**

In this Amendment #2, deleted contract terms will be ~~struck out~~ and the added contract terms will be underlined.

**REVISION 1.** Article I. section 1.3 “**Expiration Date**” is amended as follows:

This Grant Agreement will terminate on ~~December 31, 2022~~ June 30, 2023, or when all obligations have been satisfactorily fulfilled, whichever occurs first.

**REVISION 2.** Article 3. Section 3.3.2 **Availability of Federal Funds** is amended as follows:

STATE retains the sole and exclusive right to determine the amounts of federal funds available for payment to RECIPIENT under the terms of this Grant Agreement. The total obligation of the STATE for all compensation and reimbursements to RECIPIENT shall not exceed the amount provided in the document *Financial Assistance*, which is attached and incorporated into this Grant Agreement as ~~Exhibit I~~ Exhibit IA.

The terms of the Original Contract are expressly reaffirmed and are incorporated by reference. Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

RECIPIENT

The RECIPIENT certifies that the appropriate person(s) have executed the contract on behalf of the RECIPEINT as required by applicable articles, by laws, resolutions, or ordinances.

By: \_\_\_\_\_

Title: Superintendent \_\_\_\_\_

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

**2. STATE ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.*

Signed: \_\_\_\_\_

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

PO No.: 3000489798

**3. DEPARTMENT of TRANSPORTATION**

By: \_\_\_\_\_

Title: Office or Program Director, Office of  
Transit and Active Transportation

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

**4. OFFICE of FINANCIAL MANAGEMENT –  
GRANT UNIT**

By: \_\_\_\_\_

Title: Agency Grant Supervisor/OR Designee

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

**5. OFFICE of CONTRACT MANAGEMENT**

By: \_\_\_\_\_

Title: MnDOT Contract Administrator

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

## FINANCIAL ASSISTANCE

<b>Legal Name</b>	<b>Independent School District (ISD) # 0280 Richfield Public Schools</b>
<b>Contract Number</b>	<b>Amendment #2 to #1034835</b>
<b>Contract Type and Fund Descr</b>	<b>Grant Agreement - Federal FHWA Funds</b>
<b>Project Description</b>	<b>Safe Routes to School Program - Local Coordinator</b>

### FINANCIAL ASSISTANCE

	Original Contract Amount	Amendment #2 Adjustment	Total Contract Amount
<b>Total Project Cost</b>	<b>\$179,720.00</b>	<b>\$40,000.00</b>	<b>\$219,720.00</b>
<b>Federal FHWA Funds Not to Exceed-Federal Share Amount at 100%</b>	<b>\$179,720.00</b>	<b>\$40,000.00</b>	<b>\$219,720.00</b>
<b>Local Share Amount 0%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

EXHIBIT IA



RESOLUTION AUTHORIZING THE APPLICATION AND IMPLEMENTATION OF THE  
SAFE ROUTES TO SCHOOL (SRTS) LOCAL COORDINATOR GRANT

WHEREAS, the Minnesota Department of Transportation Safe Routes to School Program assists schools and communities by making it safer for children to walk and bike to school; and

WHEREAS, the Minnesota Department of Transportation Safe Routes to School Program solicits applications to enable school and communities to implement Safe Routes to School planning, implementation, and programmatic activities; and

WHEREAS, if Independent School District #280 - Richfield was awarded Local Coordinator funds these grant funds would be used to provide planning and implementation assistance to local communities to develop Safe Routes to School initiatives that increase safety and encourage more children to walk and bicycle to school; and

WHEREAS; No local match funding is required; and

WHEREAS; SRTS programmatic activities will commence after the grant agreement is fully executed.

THEREFORE, BE IT RESOLVED:

1. That the Independent School District #280 - Richfield Board of Education authorizes the Administration to enter into a grant agreement with the Minnesota Department of Transportation for financial assistance to fund a Safe Routes to School Local Coordinator position and eligible expenses.
2. That the Administration is authorized to execute such Agreement and any amendments without further approval by the Independent School District #280 - Richfield Board of Education.

Adopted and approved at a duly called meeting, this 22 day of April, 2019.

  
\_\_\_\_\_

Independent School District #280, Board Chair

Attest:

  
\_\_\_\_\_

Independent School District #280, Board Clerk

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

**Regular Meeting, December 6, 2021**

**Subject: Compliance with OSHA Emergency Temporary Standard (ETS)**

(Recommended by the Superintendent)

A review of the draft Vaccination, Testing, and Face Covering Policy provided by attorney Kevin Rupp. In the event that the OSHA Emergency Temporary Standard begins to be enforced, RPS will use the attached draft policy as a template for creating our own District policy regarding the requirement for staff vaccination and/or testing for COVID-19. MDE has suggested that school districts should move forward in their planning and policy development toward compliance with the OSHA ETS related to vaccine requirements.

**Attachments:**

RASW Model Vaccination, Testing, and Face Covering Policy

**COVID-19 Vaccination Emergency Temporary Standard**

**Adopted: [Date], 2021**

**VACCINATION, TESTING, AND FACE COVERING POLICY**

**I. PURPOSE**

The school district has adopted this policy on mandatory vaccination to safeguard the health of its employees from the hazard of COVID-19. This policy complies with the Occupational Safety and Health Administration’s (“OSHA”) Emergency Temporary Standard on Vaccination and Testing (29 CFR Part 1910, Subpart U) (“ETS”).

**II. DEFINITIONS**

For purposes of this policy, the following definition applies:

**A. “Fully vaccinated” means:**

- i. A person’s status 2 weeks after completing primary vaccination with a COVID–19 vaccine with, if applicable, at least the minimum recommended interval between doses in accordance with the approval, authorization, or listing that is:
  - a. Approved or authorized for emergency use by the U.S. Food and Drug Administration (“FDA”);
  - b. Listed for emergency use by the World Health Organization (“WHO”); or
  - c. Administered as part of a clinical trial at a U.S. site, if the recipient is documented to have primary vaccination with the active (not placebo) COVID–19 vaccine candidate, for which vaccine efficacy has been independently confirmed (e.g., by a data and safety monitoring board) or if the clinical trial participant at U.S. sites had received a COVID–19 vaccine that is neither approved nor authorized for use by FDA but is listed for emergency use by WHO; or
- ii. A person’s status 2 weeks after receiving the second dose of any combination of two doses of a COVID–19 vaccine that is approved or authorized by the FDA, or listed as a two-dose series by the WHO (i.e., a heterologous primary series of such vaccines, receiving doses of different COVID–19 vaccines as part of one primary series). The second dose of the series must not be

received earlier than 17 days (21 days with a 4-day grace period) after the first dose

B. **“COVID-19 test”** means a test for SARS-CoV-2 that is:

- i. Cleared, approved, or authorized, including in an Emergency Use Authorization (“EUA”), by the FDA to detect current infection with the SARSCoV-2 virus (e.g., a viral test);
- ii. Administered in accordance with the authorized instructions; and
- iii. Not both self-administered and self-read unless observed by the school district or an authorized telehealth proctor. Examples of tests that satisfy this requirement include tests with specimens that are processed by a laboratory (including home or on-site collected specimens which are processed either individually or as pooled specimens), proctored over-the-counter tests, point of care tests, and tests where specimen collection and processing is either done or observed by the school district.

C. **“Face covering”** means a covering that:

- i. Completely covers the nose and mouth;
- ii. Is made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source);
- iii. Is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers;
- iv. Fits snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and
- v. is a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings.

This definition includes clear face coverings or cloth face coverings with a clear plastic panel that, despite the noncloth material allowing light to pass through, otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker’s mouth or facial expressions to understand speech or sign language respectively.

### III. SCOPE

- A. **Only in Effect if Legally Required.** This policy will only be in effect if OSHA or Minnesota OSHA are enforcing the ETS and the District or its employees could be subject to sanctions for noncompliance with the ETS. This school district will not enforce the provisions of this policy if the ETS is expired, subject to a court order staying its implementation, or otherwise not legally binding on the school district.
- B. **Application to All Employees.** This policy applies to all employees of the school district, except for employees who do not report to a workplace where other individuals (such as students, coworkers, or visitors) are present; employees while working from home; and employees who work exclusively outdoors. The following job categories fall within an exception to this policy:

*[Identify specific groups of employees or job categories, if any, that are not covered by this policy because they fall under these exceptions.]*

- C. **Application to Independent Contractors and Volunteers.** Independent contractors and volunteers are not considered school district employees for purposes of this policy. Independent contractors and volunteers will be required to comply with COVID-19 mitigation protocols established for building visitors.
- D. **Intersection with Other Policies and Procedures.** If this policy or any subsection of this policy conflicts with any other school district policy or procedure, this policy will be followed.

### IV. VACCINATION

- A. **Employee Choice.** The school district is not imposing a vaccine mandate for its employees in order to comply with the requirements of the ETS. Employees may choose to be vaccinated against COVID-19. Any employee not fully vaccinated by January 4, 2022 will be subject to the weekly testing and face covering requirements of this policy until they become fully vaccinated. The face covering requirements set forth in this policy will begin on December 6, 2021 or when the face covering requirement in the ETS is legally enforceable against the school district, whichever occurs later. Weekly testing requirements set forth in this policy will begin on January 4, 2022 or when the testing requirements set forth in the ETS become legally enforceable against the school district, whichever occurs later.
- B. **Deadlines.** To be considered fully vaccinated by January 4, 2022, an employee must receive the final dose of a primary COVID-19 vaccination by no later than December 21, 2021.

C. **Vaccine Availability.** Employees are responsible for scheduling their own vaccination appointments. Employees may schedule a vaccination appointment through their own medical provider, local pharmacies, mass-vaccination clinics, community vaccination sites, or any other place where COVID-19 vaccines are offered. Information about vaccination locations is available through Minnesota’s COVID-19 Response webpage at: <https://mn.gov/covid19/vaccine/find-vaccine/locations/index.jsp>.

D. **Time to Receive Vaccination.** The school district will provide a reasonable amount of time to each employee to receive their primary vaccination dose or doses. An employee may take up to four hours of paid duty time, at the employee’s regular rate of pay, per primary vaccination dose to travel to a vaccination site, receive a vaccination, and return to work. This means a maximum of eight hours of paid duty time for employees receiving two primary vaccine doses.

- i. If an employee spends less time getting the vaccine, only the amount of paid duty time needed for a primary vaccination appointment will be granted. Given the widespread availability of the COVID-19 vaccine in Minnesota, the school district expects that employees will schedule vaccination appointments in a way that minimizes the need to be absent from work.
- ii. Employees who take longer than four hours to get the vaccine must contact their supervisor immediately and must explain the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid. In that situation, the employee can elect to use accrued paid leave to cover the additional time needed to obtain a primary vaccination dose.
- iii. If an employee is vaccinated outside of their approved duty time, the employee will not be compensated.
- iv. The school district will not reimburse employees for transportation costs (e.g., gas money, train/bus fare, etc.) incurred to receive the vaccination.

E. **Time for Recovery.** The school district will provide reasonable time and paid sick leave to employees who are unable to work due to side effects experienced following any primary vaccination doses.

- i. The school district will provide no more than two days of paid leave per primary vaccination dose for employees who are unable to work due to vaccination side effects. Any request for additional leave will be governed by the school district’s established procedures for requesting a medical leave.

**[NOTE:** School districts may provide more paid time, if they elect to do so. The ETS does not specify how much recovery time is “reasonable.” OSHA’s

*FAQ guidance suggests that a two-day cap would be considered reasonable based on what is currently known about side effects.]*

- ii. Employees who have available accrued sick leave or paid time off (“PTO”) will be required to use their available accrued leave for recovery time. Employees who have no sick leave will be granted up to two days of paid sick leave immediately following each dose, if necessary for the employee to recover from side effects.

**[NOTE: See explanatory note above.]**

- iii. The following procedures apply for requesting and granting duty time to obtain the COVID-19 vaccine or sick leave to recover from side effects:
  - a. If an employee has available accrued leave, the employee must report the use of leave for vaccine side effects in the same manner as the employee would ordinarily report leave due to personal illness.
  - b. If an employee does not have sufficient accrued sick leave to cover the time period needed to recover from side effects of the vaccination, the employee must notify their supervisor upon learning of the need for leave. The school district will provide up to two days of paid leave if the employee is unable to work due to side effects from a primary vaccination dose.

**[NOTE: See explanatory note above.]**

## V. REPORTING VACCINATION STATUS

- A. **Obligation to Report.** All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination as set forth in this section. Employees must provide truthful and accurate information about their COVID-19 vaccination status. Employees who do not comply with this policy may be subject to discipline. Vaccination status information must be reported to the school district by the deadline set forth by school district administration. This deadline will be based on the date the ETS will be legally enforceable against the school district. In order to comply with this reporting requirement, employees must provide proof of their vaccination status, including whether they are fully or partially vaccinated. Acceptable forms of proof are outlined below. Employees who are not vaccinated must also report their vaccination status.
- B. **Reporting.** The superintendent will be responsible for developing a system through which employees will report their vaccination status.

- C. **Proof of Vaccination.** All vaccinated employees are required to provide proof of vaccination status, regardless of where they received their vaccination.
- i. Acceptable “proof of vaccination status” includes:
    - a. The record of immunization from a health care provider or pharmacy;
    - b. A copy of a COVID-19 Vaccination Record Card;
    - c. A copy of medical records documenting the vaccination;
    - d. A copy of immunization records from a public health, state, or tribal immunization information system; or
    - e. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).
  - ii. Proof of vaccination generally should include the employee’s name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site. In those circumstances, the school district will still accept the state immunization record as acceptable proof of vaccination
  - iii. Employees may submit a physical copy of a vaccination record or employees may provide a digital copy, including, for example, a digital photograph, scanned image, or PDF of such a record that clearly and legibly displays the necessary vaccination information.
  - iv. An employee who does not possess their COVID-19 vaccination record card (e.g. because it was lost or stolen) should contact their vaccination provider to obtain a new copy or other acceptable documentation of their vaccination status. If the employee is unable to produce acceptable proof of vaccination after contacting the vaccine provider, then they may attest to their vaccination as described below.
  - v. In instances where an employee is unable to produce acceptable proof of vaccination status, the employee may submit a signed and dated statement by the employee:



- a. Attesting to the employee’s vaccination status (fully vaccinated or partially vaccinated);
- b. Attesting that the employee has lost or are otherwise unable to produce proof of vaccination; and
- c. Including the following language in the attestation: “I declare that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties.”

An employee who attests to their vaccination status should, to the best of their recollection, include the following information in their attestation: the type of vaccine administered; date(s) of administration; and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

- D. **Treated as Unvaccinated if No Proof or Attestation.** An employee who does not provide acceptable proof of vaccination status, or an attestation, is treated as not fully vaccinated for purposes of this policy.
- E. **Penalty for Providing False Information.** Employees are prohibited from knowingly supplying false statements or documentation regarding their vaccination status under 18 U.S.C. § 1001 and section 17(g) of the Occupational Safety and Health Act (“OSH Act”). Employees who violate those laws may be subject to criminal penalties.
- F. **Recordkeeping.** The school district will maintain a roster of each employee’s vaccination status and maintain records of acceptable proof of vaccination for each employee who is fully vaccinated or partially vaccinated. These records are considered to be employee medical records, and will be maintained in a confidential manner as required by law.

## VI. FACE COVERINGS

- A. **Mandatory if Not Fully Vaccinated.** Beginning Monday, December 6, 2021 or when the ETS is legally enforceable against the school district, whichever occurs later, any employee who is not fully vaccinated must wear a face covering over their nose and mouth while indoors at school or while in a school vehicle while occupied by any other passengers. Employees must replace their face covering if it becomes wet, soiled, or damaged (e.g., ripped, has holes, or has broken ear loops).

**[NOTE: This section will need to be modified for school districts that have opted to require face coverings for all employees, regardless of vaccination status. Some school districts have adopted a specific face covering policy. In those school districts, the face covering policy should be cross referenced with this policy.]**

**B. Exceptions to Face Covering Requirement.** Any employee who is not fully vaccinated does not have to wear a face covering:

- i. When the employee is alone in a room with floor to ceiling walls and a closed door;
- ii. For a limited time while the employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements;
- iii. When the employee is wearing a “respirator” or “facemask”, as defined by the ETS;
- iv. Where the school district has advised the employee a face covering is not required because it has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee’s mouth for reasons related to their job duties, when the work requires the use of the employee’s uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee.)

**C. Cost for Face Coverings.** Employees are generally responsible for acquiring their own face coverings. The school district will not pay or reimburse employees for any costs associated with acquiring their own face coverings.

**[NOTE: This language can be modified for school districts who do make disposable face coverings available to employees.]**

## **VII. COVID-19 TESTING**

**A. Test Requirement.** Beginning Tuesday, January 4, 2022 or the date on which the mandatory testing requirement in the ETS becomes legally enforceable against the school district, whichever occurs later, any employee who is not fully vaccinated must participate in weekly COVID-19 testing. Any employee who is not fully vaccinated and who reports to the workplace at least once every seven days:

- i. Must be tested for COVID-19 at least once every seven days; and

- ii. Must provide documentation of the most recent COVID-19 test result to the school district no later than the seventh day following the date on which the employee last provided a test result.

The superintendent is responsible for developing a protocol for employees to report COVID-19 test results and will communicate the protocol to all employees.

**B. Testing Following Longer Absences.** Any employee who is not fully vaccinated and who does not report to the workplace during a period of seven or more days:

- i. Must be tested for COVID-19 within seven days prior to returning to the workplace; and
- ii. Must provide documentation of that COVID-19 test result to the school district in the manner to be determined by the superintendent upon return to the workplace.

**C. Failure to Provide Test Result.** If an employee who is not fully vaccinated does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result.

**D. Exemption for Recent Infection.** Employees who are not fully vaccinated and who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

**E. Record of Testing.** The District will maintain a record of each test result provided by each employee under this policy. These records are considered to be employee medical records and will be maintained in a confidential manner as required by law.

**F. Cost of Testing.** The school district will not pay or reimburse employees for any costs associated with COVID-19 testing.

**[NOTE: School districts may pay for employee testing, but are not legally required to do so. This is confirmed by an opinion from the Minnesota Attorney General's Office. See Op. Atty. Gen. 125a-33 (August 27, 1963).]**

**G. Availability of Testing.** Employees may schedule their own testing appointments. Information about testing locations is available online at: <https://mn.gov/covid19/get-tested/testing-locations/index.jsp>.

## VIII. MANDATORY REPORTING OF COVID-19 DIAGNOSIS OR POSITIVE TEST

### A. **Reporting and Removal from Workplace Following Positive Test.** Regardless of an employee's vaccination status:

- i. The school district requires all employees to promptly notify [**INSERT DESIGNEE**] when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider; and
- ii. The school district will immediately remove from the workplace any employee who receives a positive COVID-19 test or is diagnosed with COVID-19 by a licensed healthcare provider and keep the employee removed until the employee:
  - a. Receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employee chooses to use a NAAT test for confirmatory testing;
  - b. Meets the return to work criteria in CDC's "Isolation Guidance" (available online at [https://www.osha.gov/sites/default/files/CDC's\\_Isolation\\_Guidance.pdf](https://www.osha.gov/sites/default/files/CDC's_Isolation_Guidance.pdf)); or
  - c. Receives a recommendation to return to work from a licensed healthcare provider.

### B. **Return to Work after Positive Test.** Under CDC's "Isolation Guidance," asymptomatic employees may return to work once 10 days have passed since the positive test, and symptomatic employees may return to work after all the following are true:

- i. At least 10 days have passed since symptoms first appeared, and
- ii. At least 24 hours have passed with no fever without fever-reducing medication, and
- iii. Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

If the CDC's Isolation Guidance changes following the adoption of this policy, the school district will follow the current version of the guidance for purposes of this policy.

C. **Status of Leave After Positive Test.** The District will not provide any paid time off to any employee for removal from the workplace as a result of a positive COVID-19 test or diagnosis of COVID-19. Employees may use accrued paid leave to receive pay for their absences.

[NOTE: *School districts may elect to provide more paid leave to employees who are unable to work due to a positive test or diagnosis, but are not required to do so.*]

D. **Exposure to COVID-19.** Employees who are exposed to an individual with a confirmed case of COVID-19 will be subject to the quarantine protocols set forth in the school district's overall COVID-19 mitigation strategy.

## IX. NEW HIRES

A. All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as of the start date of their employment. Candidates for employment will be notified of the requirements of this policy following a job offer and prior to the start of employment.

B. New employees must provide acceptable proof of vaccination prior to their first day of work. A new employee who cannot provide acceptable proof of vaccination must submit results from a COVID-19 test taken within the previous seven days prior to the employee's first day of work.

## X. EXEMPTIONS

A. **Accommodations.** An Employee may be entitled to a reasonable accommodation from the District if the employee is unable to comply with the requirements of this policy because of a medical condition, disability, or a sincerely held religious belief, practice or observance.

B. **Requests for Reasonable Accommodation.** Requests for reasonable accommodations must be initiated by the individual employee and submitted in writing to [INSERT DESIGNATED CONTACT] at [INSERT E-MAIL ADDRESS].

C. **Determination of Reasonable Accommodation.** Requests for reasonable accommodations will be addressed on a case-by-case basis by school administration.

## XI. QUESTIONS

Questions regarding this policy should be directed to:

[Name]

[Title]

[Address]

[Phone Number]

[Email]

## **XII. DISSEMINATION OF THIS POLICY AND INFORMATION TO EMPLOYEES**

- A. **Dissemination of Policy.** The superintendent will distribute a copy of this policy to all employees via the school district's e-mail system following its adoption.
- B. **Other Required Disclosures to Employees.** The ETS requires the District to provide the following information to employees:

The full text of OSHA's ETS is available online at:

<https://www.federalregister.gov/documents/2021/11/05/2021-23643/covid-19-vaccination-and-testing-emergency-temporary-standard>.

The CDC has published information about COVID-19 vaccine efficacy, safety, and the benefits of being vaccinated. This information can be accessed by visiting: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html>.

Federal regulation, specifically 29 CFR § 1904.35(b)(1)(iv), prohibits the school district from discharging or in any manner discriminating against an employee for reporting a work-related injury or illness.

Section 11(c) of the OSH Act prohibits the District from discriminating against an employee for exercising rights under, or as a result of actions that are required by, the ETS. Section 11(c) also protects the employee from retaliation for filing an occupational safety or health complaint, reporting a work-related injury or illness, or otherwise exercising any rights afforded by the OSH Act.

Federal law, specifically 18 U.S.C. § 1001 and of section 17(g) of the OSH Act, prohibits employees from knowingly supplying false statements or documentation in accordance with this Policy. Anyone who violates those provisions may be subject to criminal penalties.

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

**Regular Meeting, December 6, 2021**

**Subject: Donations**

(Recommended by the Superintendent)

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

**The Richfield Middle School Music Department** received donations of a trumpet valued at \$250.00 and a flute valued at \$100.00 from Carl Maiers of Rosemount, MN, as well as a guitar valued at \$120.00 from Nick Fruge of Minneapolis. The RMS Music Department also received a donation of \$2,000.00 from the Richfield Foundation to go toward the purchase of a tuba.

**The RPS General Fund** received donations of \$100.00 from Michelle Thoemke of Golden Valley, MN, \$25.00 from Michelle Burnside of Richfield, and \$10.00 from Lisa Ferrara of Freehold, NJ.

**Richfield Dual Language School** received an anonymous donation of \$50.00.

**Richfield High School** received donations of \$50.00 from Dawn Caruso of South St. Paul, \$100.00 from John Lindley of Minneapolis, and anonymous donations totaling \$65.00.

**Richfield Middle School** received donations of \$100 from Anne Swartz of Minneapolis, \$100.00 from John Lindley of Minneapolis, and an anonymous donation of \$25.00.

**Richfield STEM Elementary** received donations of \$100.00 from Anne Swartz of Minneapolis, \$25.00 from Jodi Bilitz of Richfield, \$25.00 from Amanda Theisen of Richfield, and \$100.00 from Robert Rimstad of Richfield.

**The RPS Special Education Program at South Education Center** received donations of \$100.00 from Timothy Pollis of Richfield and \$50.00 from Kristi Carr of Richfield.

**Sheridan Hills Elementary** received donations of \$50.00 from Nicole Schissel of Richfield, \$20.00 from Ashley Martelle of Richfield, and an anonymous donation of \$50.00.

**The RPS Sunshine Account** received donations of \$25.00 from Nicole Schissel of Richfield, \$15.00 from Nick Paulson of Richfield, \$25.00 from Amanda & Ricky Traut-Kueper of Richfield, \$25.00 from Brian Stabinger of Minnetonka, \$25.00 from Kara Skahen of Richfield, and anonymous donations totaling \$125.00.

**The RPS Nordic Ski Team** received a donation of \$200.00 from Mr. and Mrs. Ball of Minneapolis through Fidelity Charitable.

**The RHS Music Department** received a donation of \$200.00 from Mr. and Mrs. Ball of Minneapolis through Fidelity Charitable.



**ADVANCE PLANNING – FOR REVIEW**

**Agenda Item VII.A.1.**

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

**Regular Meeting, December 6, 2021**

**Subject: AMSD 2022 Legislative Platform**

(Recommended by the Superintendent)

A review of AMSD 2022 Legislative Platform that was approved at their December board meeting. Specific sections have been highlighted to reflect possible priorities for an RPS legislative platform.

**Attachments:**

AMSD 2022 Legislative Platform - highlighted



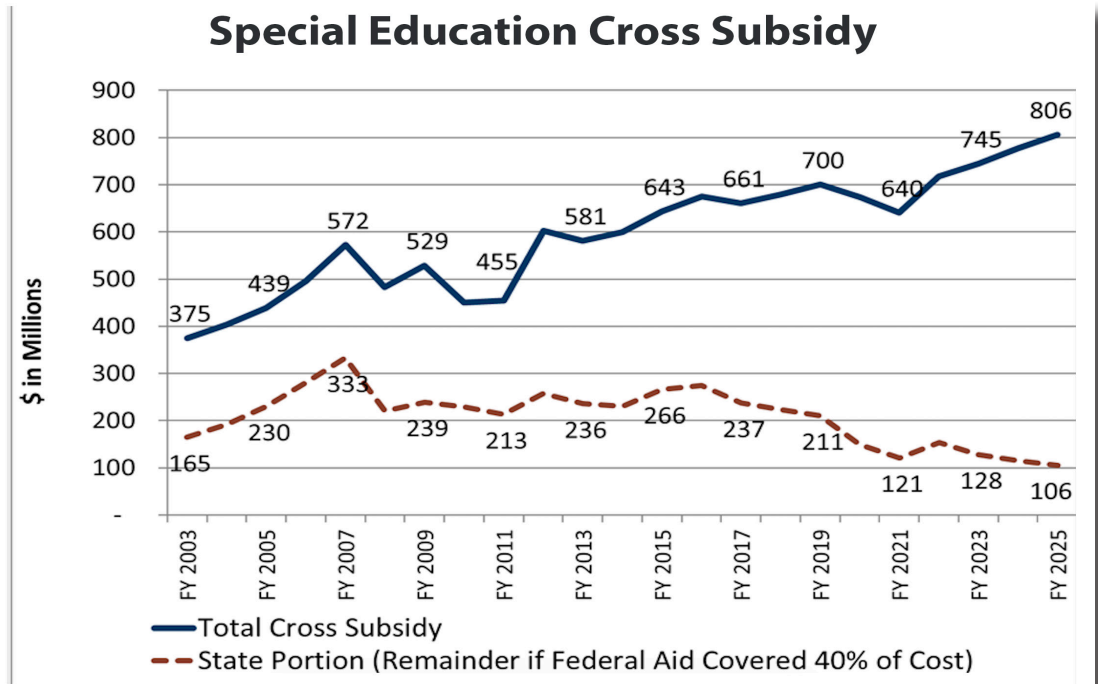
# LEGISLATIVE PLATFORM

# 2022

The AMSD Board of Directors recognizes that the 2022 session is not a budget-setting session.

At the same time, it is critical that state policymakers strengthen Minnesota's education funding system which is not providing adequate, equitable or reliable resources for our schools. As the chart to the right shows, the special education cross-subsidy (shortfall) is projected to grow to \$806 million by FY 2025. Similarly, the shortfall in the English learner program was more than \$117 million in FY 2020. The basic formula would be \$598 per pupil higher today if it had simply kept pace with inflation since 2003.

AMSD is committed to helping students recover from the



\* The cross-subsidy is the amount by which special education expenditures exceed revenue provided by the federal and state governments. School districts cover this shortfall with general education revenue.

Source: Minnesota Department of Education

COVID-19 pandemic and closing opportunity gaps based on race and socioeconomic status. The federal government provided significant, one-time emergency funding over the past two years to help school districts address technology and internet connectivity, increased transportation costs, personal protective equipment, cleaning and sanitization supplies, and the loss of revenue related to enrollment decline. However, the federal aid is one-time funding and does not negate the need for reliable and predictable state funding.

The AMSD Board of Directors urges the Governor and Legislators to stabilize the education funding system by addressing the following critical issues in the 2022 legislative session.

## ABOUT AMSD

The Association of Metropolitan School Districts represents 44 K-12 school districts, five intermediate/ cooperative districts and two integration districts. AMSD member school districts enroll more than one-half of all public school students in Minnesota. AMSD stands ready to assist state policymakers by providing current research and data to help them make informed decisions.





## Association of Metropolitan School Districts

### STABILIZE EDUCATION FUNDING

---

- Link the basic formula and local optional revenue to inflation to provide a stable and consistent funding stream that allows school boards and administrators to engage in long-range planning;
- Allow locally-elected school boards to renew an existing operating referendum at the same level;
- Increase special education and English learner funding to reduce the shortfalls in these important programs; and
- Increase equalization of the operating referendum, local optional, and debt service levies to reduce taxpayer and education funding disparities.

### ENSURE SAFE, MODERN SCHOOL FACILITIES

---

- Increase the Safe Schools levy and state aid to allow school districts and intermediate school districts to hire additional support staff to address the mental health needs of students; and
- Remove the per-pupil limit and expand allowable uses of Long-Term Facilities Revenue to allow school districts and intermediate school districts to enhance safety through security modifications, remodeling and additions to existing buildings.

### INCREASE AND DIVERSIFY TEACHER WORKFORCE

---

- Remove barriers and provide incentives to address the shortage of substitute teachers, school bus drivers, paraprofessionals, and other staff;
- Continue to expand programs and incentives to attract, develop and retain teachers of color; and
- Maintain multiple pathways to licensure in the tiered licensing system.

### REDUCE MANDATES AND ENHANCE LOCAL CONTROL

---

Oppose any new unfunded mandates and allow school districts greater flexibility to:

- Implement a competency-based education model in lieu of seat time requirements;
- Replace the high school MCA exams with a nationally recognized college entrance exam;
- Post minutes and budget information on the district website rather than be published in a newspaper;
- Establish the school calendar that best meets the needs of their students and community; and
- Recover the rapidly escalating costs associated with data information requests.

### AMSD MEMBER DISTRICTS

Anoka-Hennepin School District • Bloomington Public Schools • Brooklyn Center Community Schools • Burnsville-Eagan-Savage School District 191 • Centennial School District • Columbia Heights Public Schools • Duluth Public Schools • Eastern Carver County Schools • Eden Prairie Schools • Edina Public Schools • Elk River School District #728 • Equity Alliance MN • Farmington Area Public Schools • Fridley Public Schools • Hastings Public Schools • Hopkins Public Schools • Intermediate School District #287 • Intermediate School District #917 • Inver Grove Heights Schools • Lakeville Area Public Schools • Mahtomedi Public Schools • Metro ECSU • Minneapolis Public Schools • Minnetonka Public Schools • Mounds View Public Schools • North St. Paul-Maplewood-Oakdale School District • Northeast Metro Intermediate School District #916 • Northwest Suburban Integration District • Orono Schools • Osseo Area Schools • Prior Lake-Savage Area Schools • Richfield Public Schools • Robbinsdale Area Schools • Rochester Public Schools • Rockford Area Schools • Rosemount-Apple Valley-Eagan Public Schools • Roseville Area Schools • Shakopee Public Schools • South St. Paul Public Schools • South Washington County Schools • SouthWest Metro Intermediate District • Spring Lake Park Schools • St. Anthony-New Brighton Independent School District • St. Cloud Area School District 742 • St. Louis Park Public Schools • Saint Paul Public Schools • Stillwater Area Public Schools • Wayzata Public Schools • West St. Paul-Mendota Heights-Eagan School District • Westonka Public Schools • White Bear Lake Area Schools

**CONTACT AMSD:** 612-430-7750 or email Scott Croonquist at [scroonquist@amsd.org](mailto:scroonquist@amsd.org)