

## 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, February 7, 2022**  
**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. Statement Regarding Incident at South Education Center
    - 2. Centennial Presentation
    - 3. Indian Education Presentation
    - 4. Safe Routes to School Presentation
  - B. Commendations
- IV. CONSENT AGENDA
  - A. Routine Matters
    - 1. Minutes of the regular meeting held January 18, 2022
    - 2. General Disbursements as of 1/31/22 in the amount of \$10,316,885.72
    - 3. Investment Holdings
    - 4. Year-to-Date Finance Update
  - B. Personnel Items
- V. OLD BUSINESS
  - A. Policy 451 - Workload Limits for Certain Special Education Teachers & Administrative Guideline 451.1
  - B. Policy 202 – School Board Member Code of Ethics
  - C. Policy 204 – Board Member Orientation and Development
- VI. NEW BUSINESS
  - A. Donations

## VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Future Meeting Dates

*Tuesday, 2-22-2022	7:00 p.m.	Regular Board Meeting – Public Comment
3-7-2022	6:00 p.m.	<i>Study Session with the City Council (tentative)</i>
3-7-2022	7:00 p.m.	Regular Board 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, February 7, 2022**

**Subject: Superintendent Update**

Superintendent Unowsky will share a statement regarding the incident that took place last week outside of the South Education Center. Principal Colleen Mahoney will give a presentation for Centennial Elementary School. American Indian Education Coordinator Sarah Jesperson will provide a presentation. Safe Routes to School Coordinator Will Wlizlo will also present.

**Attached:**

Ongoing Acronym Reference List  
Centennial Presentation  
Indian Education Presentation  
Safe Routes to School Presentation

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

**Agenda Item III.A.**

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

**Regular Meeting, February 7, 2022**

**Subject: Ongoing Acronym Reference List**

This list will be added to for each board meeting whenever acronyms are presented in following items of the board packet.

ADA:	Americans with Disabilities Act
A.I.:	American Indian
AIPAC:	American Indian Parent Advisory Committee
AP:	Advanced Placement
BIPOC:	Black, Indigenous, and People of Color
CDC:	Centers for Disease Control
CIS:	College in the Schools
CLSD:	Comprehensive Literacy State Development
ECSE:	Early Childhood Special Education
EL or ELL:	English Learner or English Language Learner
HR:	Human Resources
LGBTQ+ or LGBTQIA+:	Lesbian, Gay, Bisexual, Transgender, Queer, and others or Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, and others
MAP:	Measure of Academic Progress
MCA:	Minnesota Comprehensive Assessments
MDE:	Minnesota Department of Education
MDH:	Minnesota Department of Health
MIEA:	Minnesota Indian Education Association
MLL:	Multilingual Learning
MnDOT:	Minnesota Department of Transportation
MSBA:	Minnesota School Boards' Association
NSPRA:	National School Public Relations Association
OSHA:	Occupational Safety and Health Administration
PD:	Professional Development
RCEP:	Richfield College Education Program
RDLS:	Richfield Dual Language School
RHS:	Richfield High School
RMS:	Richfield Middle School
RPS:	Richfield Public Schools
SEC:	South Education Center



SPED:	Special Education
SRTS:	Safe Routes to School
STEM:	Science, Technology, Engineering, and Math
VPK:	Voluntary PreKindergarten

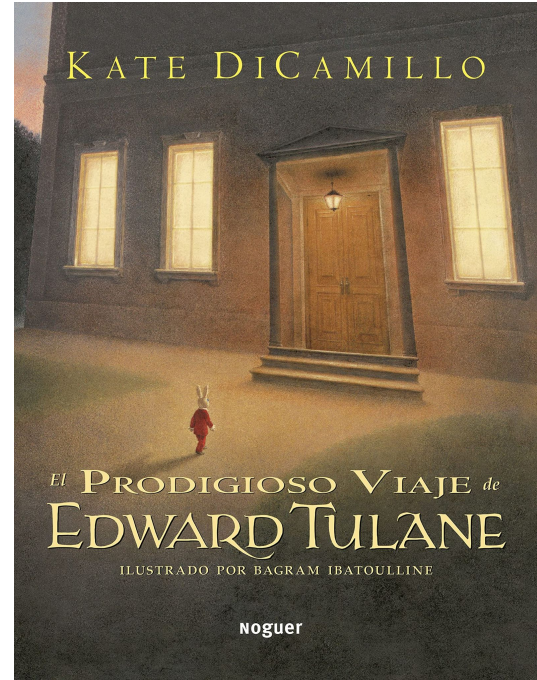
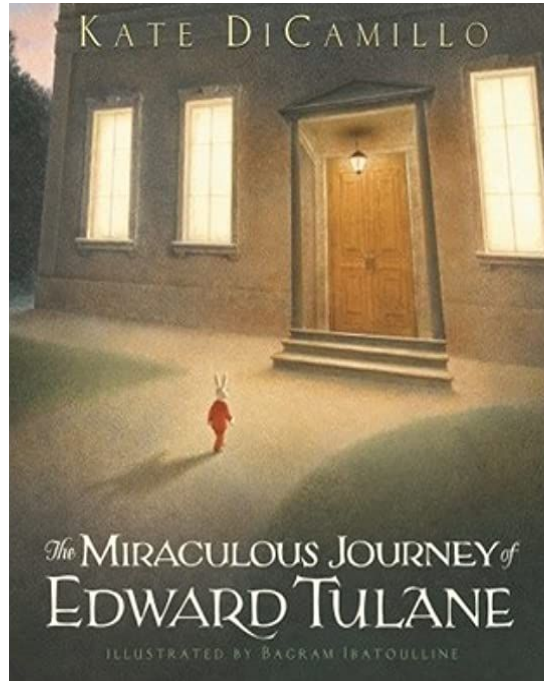
# One School, One Book

Centennial Elementary School  
Richfield Public School District  
Comprehensive Literacy State Development (CLSD)  
Mn Department of Education

Colleen Mahoney, Principal  
Patty Fenelon, Literacy Coach  
Betsey Matas, Family Literacy Specialist

# “The Miraculous Journey of Edward Tulane”

By Kate DiCamillo



# Evidence-based Practices Proven to have a Positive Impact on Literacy Development

Motivation and engagement

Read-alouds

Vocabulary and Content Knowledge

Family Collaboration

Fluency

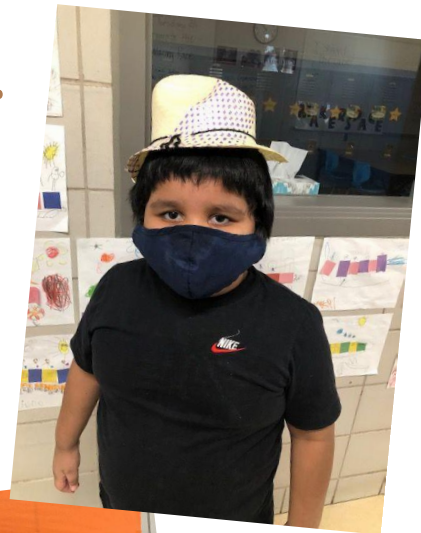
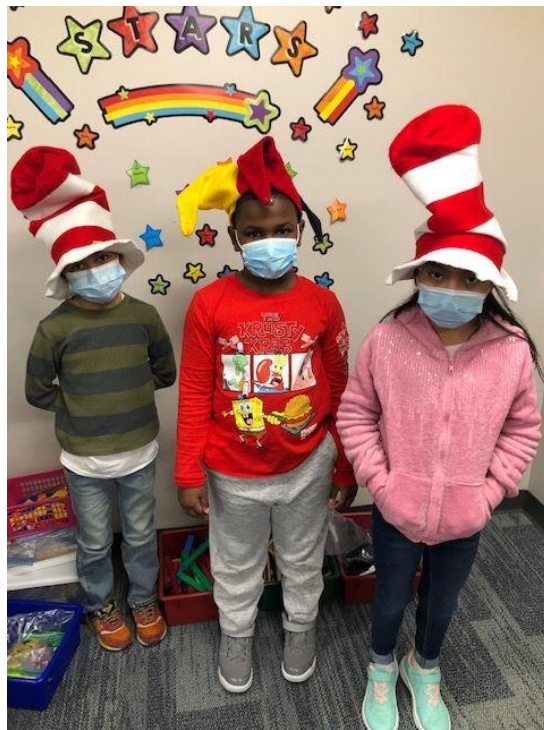


Word and chapter	Story Context	Student-friendly definition
<b>jaunty (1)</b>	<p>...she had ordered his silk suits and his pocket watch, his <b>jaunty</b> hats and his bendable ears...</p>	<p>If your hat is <b>jaunty</b>, it is both stylish and cheerful.</p>





# “Jaunty Hat” Day: February 4



## Chapters 6-14

Along all of Edward's journey he notices that the stars are always with him, no matter where he is living or what name he is called.

He would look at the stars, say their names and say the names of people who loved him.

Questions to talk, draw, write or think about:

What have you noticed about the stars in your life? Do you have any stories about them?

Some people believe in wishing on stars. If you could wish on a star, what would that wish be?

Learn:  
About  
Constellations



Watch:  
How city  
light  
changes  
stars



Try: Make  
your own  
Star  
Projector



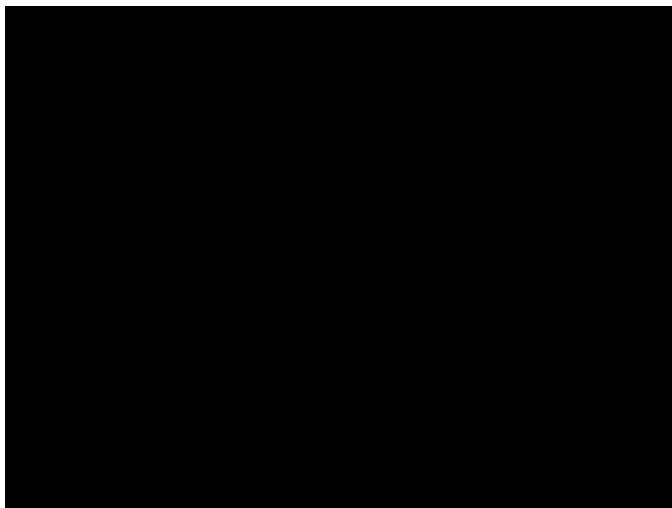


Jaunty Hat Day

Mismatch Bandana Day

Dress Up Day





# Thank you!



*Enriching and accelerating learning*



**RICHFIELD**  
**PUBLIC SCHOOLS**

## **RPS American Indian Education Update**

February 7th 2022

Presentation by: Sarah Jesperson,  
American Indian Education Coordinator

*Enriqueciendo y acelerando el aprendizaje*

## American Indian Parent Advisory Committee

### Role of the AIPAC

The parent committee is composed of parents/guardians of American Indian/Alaskan Native students attending Richfield Public Schools. This group of parents meets throughout the school year and serves in an advisory role for the American Indian Education program as well as helping plan and hold family events.

### Parent Advisory Committee Members

- Chair: Lisa Turgeon (Son attends RHS)
- Vice/Co-Chair: Rebecca Cleys (3 Daughters attend Centennial, 1 attends RMS)
- Member: Andrea Koskie (Son attends RHS)
- Member: Andrew Holmes (Daughter attends Sheridan Hills)

## **Native student count**

Identified student total (state count):

- SY18-19, 127 students
- SY 19-20, 132 students
- SY 20-21, 137 students
- SY 21-22, 134 students

Documented Tribal membership 506 form  
(qualification for federal funding Title VI):

- SY18-19, 42 forms
- SY 19-20, 42 forms
- SY 20-21, 42 forms
- SY 21-22, TBD, likely between 40-50

## **Student totals per site:**

RHS: 37

RCEP: 3

RMS: 33

Centennial: 14

RSTEM: 24

Sheridan Hills: 13

RDLS: 8

Central Education Center: 2

## Funding sources

- State Funding- MDE American Indian Education
  - 20/21 school year: \$62,602
- Federal Funding-Title VI Federal Office of Indian Education
  - Eligibility determined by completed 506 forms.
  - 17/18 school year: 30 forms= \$7500
  - 18/19 school year: 42 forms= \$10000
  - 19/20 school year: 42 forms= \$10000
  - 20/21 school year: 42 forms= \$10000
  - 21/22 school year: TBD

# MDE Indian Education Program Plan Goals 2021-2022:

## Student Academic Goals

1. 100% of American Indian High School students will graduate in 2022.
2. 50% of American Indian High School students will take one or more AP/CIS or honors class.
3. 50% of American Indian High School students in grade 11 will take the ACT college exam.
4. 50% of American Indian Kindergarten students will reach grade level proficiently on the MAP reading assessment in spring 2022.
5. 50% of American Indian 3<sup>rd</sup> grade students will reach grade level proficiently on the spring MCA reading assessment.
6. 50% of American Indian 8<sup>th</sup> grade students will reach grade level proficiently on the spring MCA reading assessment.

## Program Goals

1. A.I. Education Coordinator will collaborate with elementary and secondary directors to make sure curriculum provided to all sites is meeting the needs, interests, and cultural heritage of American Indian pupils.
2. A.I. Education Coordinator will present to at least 10 classrooms throughout the year on topics pertaining to Native peoples, including culture and history.
3. A.I. Education Coordinator will attend relevant professional development opportunities and encourage relevant district level staff to attend professional development opportunities pertaining to American Indian Education (example: MIEA).
4. A.I students will see themselves represented in school curriculum, media, and family cultural events offered by RPS American Indian Education in order to positively reinforce the self-image of A.I. students.
5. 50% of A.I students will attend at least 1 RPS American Indian Education cultural family event.
6. A.I students will receive the same opportunities and experiences that are offered to all RPS students by removing any cost related barriers that may prevent families from otherwise participating. This includes pay to ride bussing, school supplies, and school field trips.



## Program changes and highlights for 2021-2022 school year

- In person events are back!
  - Jackie Bird craft night.
  - Jackie Bird presents hoop dancing at Sheridan Hills assembly.
  - Ojibwe print maker Gordon Coons.
- Ongoing drum and dance classes held in partnership with South Metro Indian Education Committee, South of the River (SOTR) Powwow on May 21st.
- PD with Hennepin County Library Native educator Allison Waukau on Jan. 28th with support from elementary and secondary directors.





# Land Acknowledgement

- Ongoing collaboration with AIPAC and Superintendent Unowsky.
- Plaque for each school site with land acknowledgement and art by Dakota artist Marlena Myles (art example pictured right).
- Dakota artist important as we are on Dakota land.
- Superintendent Unowsky presented land acknowledgement to school board on 10/18/21.
- Plaques and other costs that may occur do not come out of American Indian Education funding sources.
- Next steps: Finalize art and create plaques for each building.



# Parent Committee Vote of Concurrence

“Prior to March 1 of each year, the AIPAC must meet to discuss whether or not they concur with the educational offerings that have been extended by the district to American Indian students. If the AIPAC finds that the district and/or school board have been meeting the needs of American Indian students, they issue a vote and resolution of concurrence. If they find that the district and/or school board have not been meeting the needs of American Indian students, they issue a vote and resolution of nonconcurrence” -<https://education.mn.gov/MDE/dse/indian/parent/>

The Richfield AIPAC issued a vote of concurrence on 1/24/22.

*Enriching and accelerating learning*



## **Safe Routes to School @ RPS: 2022 Update**

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Will Wlizlo, Safe Routes to School  
Coordinator

[william.wlizlo@rpsmn.org](mailto:william.wlizlo@rpsmn.org)

(612) 798-6055

*Enriqueciendo y acelerando el aprendizaje*



# **RICHFIELD**

## **PUBLIC SCHOOLS**

### **AGENDA**

Who is this person?

What is Safe Routes to School?

What has happened in the past year?

What can we look forward to in 2022?

# Who is this person?

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**RICHFIELD**  
PUBLIC SCHOOLS

- Safe Routes to School Coordinator
- MnDOT Contract with RPS until June 2022
- Year-round bike commuter
- Thirteen years car-free





# What is Safe Routes to School?



**RICHFIELD**  
PUBLIC SCHOOLS

- Education
- Encouragement
- Engineering
- Evaluation
- Engagement (Enforcement)
- Equity





Example Activity

Location

Notes



Detail #1

Detail #2

Detail #3

6Es





Coordinated by Larry Burgess

About Fifty 4th & 5th Graders

Leadership, Responsibility,  
Community Connection

Encouragement  
Engagement



## Bicycle Skills Education

## RHS & RCEP

## Notes



Purchased Fleet in Summer '21

More than 500 students in Fall

Tiered curriculum

Education  
Equity



## Parking Lot Demo

## RDLS

## Notes

Tested Concepts from  
Engineering Study

Some Components Worked

Some Components Didn't!

Engineering  
Evaluation





## New Bike Racks

## RMS

## Notes

Implemented With Student Voice

42 Spaces Installed Fall 2021

Leveraged Public Health \$\$\$

Engagement  
Engineering





Encouragement Days

Sheridan Hills

Notes



Three Walking and Biking Days  
Each School Year

Different At Every School

The Most Fun Days!

Encouragement



Walking Promotion

Centennial

Notes

Grant To Encourage Walking  
To/From School

Walking School Buses

Bus Stop & Walk Event

Engagement  
Equity









*Continue Bike Fleet Pilot*

*Districtwide*

*Notes*

In Spring, the Fleet Will Visit...

Community Education

RHS

Sheridan Hills

Richfield STEM

Centennial

RMS

RCEP

Staff Appreciation Party!

Education  
Equity





## Infrastructure Grant

## STEM & RDLS

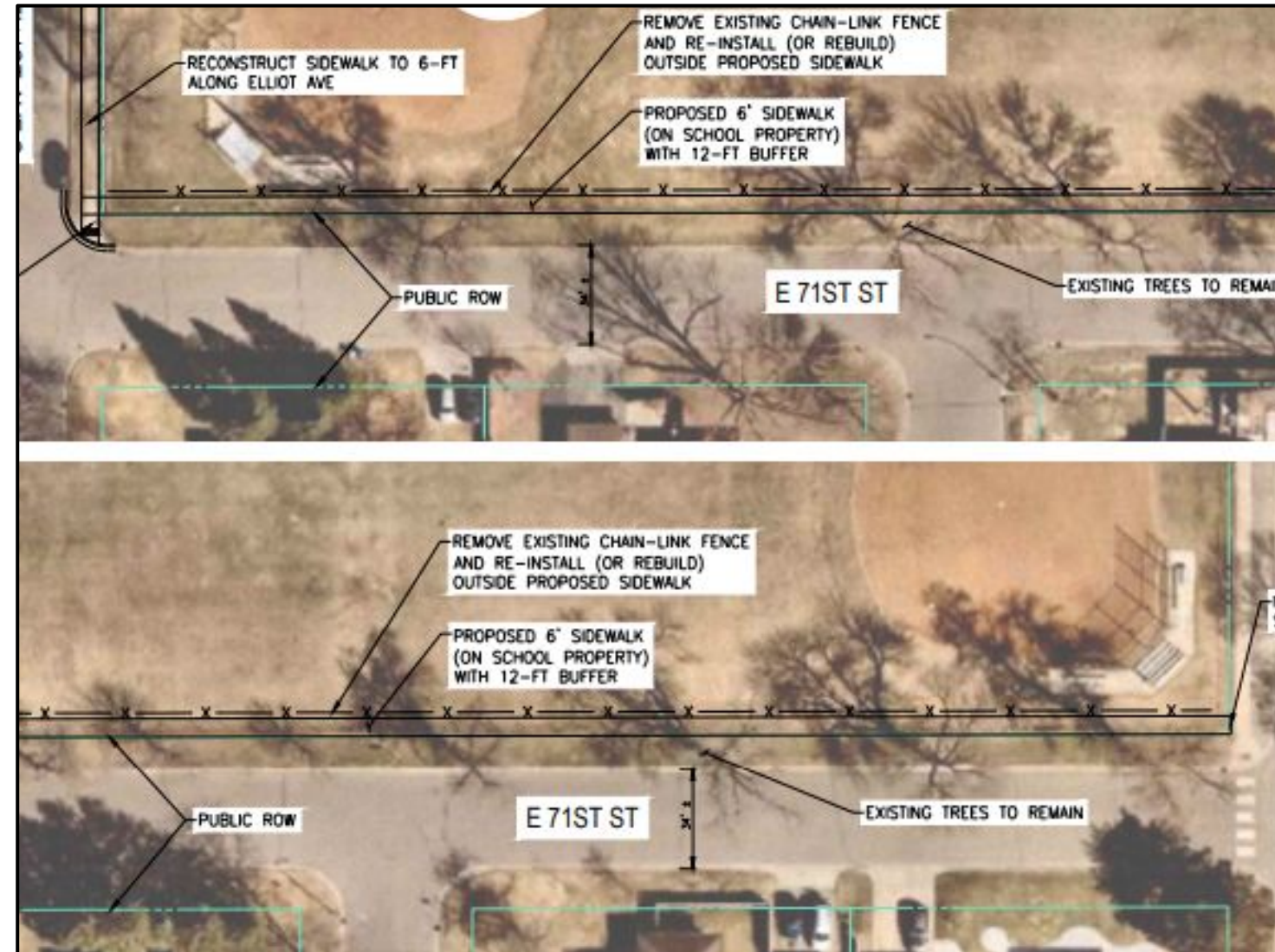
## Notes

Applied with Richfield Public Works

Fill Sidewalk Gap on South Side of STEM/RDLS Campus

One Component of SRTS Engineering Study

Engineering





*ALDI Grant*

*Centennial / District*

*Notes*

Issue Advanced by  
Principal Mahoney

Purchase and Distribute  
Bicycle Safety Equipment

Make Bike To School Day Safer  
and More Accessible

Encouragement  
Equity





*Parks Partnership*

*Citywide*

*Notes*

Richfield Parks & Recreation  
Interested in Bike Park  
Amenity

Target Kids Age 4-10

Community Services  
Commission

Equity  
Encouragement



Image Courtesy Minneapolis Bike Parks



*More Bike Parking!*

*RHS / Central*

*Notes*

Applied for MnDOT Grant

Up to 150 modern, dignified  
bike parking spaces

Encouragement activities to  
supplement

Engineering  
Evaluation





## Demonstration Projects

TBD

Notes



Temporary or “Quick Build”  
Projects support through two  
MnDOT grants

Partnership with Public Works

Looking at projects near STEM  
and Centennial for Fall 2022

Equity  
Engineering



# Enriching and accelerating learning

## Winter Walking Day is February 23rd!

Don't miss out  
on the fun...



Winter Walking Day at  
**Richfield High School**  
February 23

For more information contact:  
Will Wlizo, Safe Routes to School Coordinator  
william.wlizo@rpsmn.org  
(612) 798-6055



Acompáñanos  
en el Desfile de moda  
& Sesión fotográfica de invierno  
en la Escuela Centennial

Al llegar a la escuela el miércoles,  
23 de febrero

¡Celebramos el invierno y esperamos que nos acompañes! Pónganse sus guantes, manoplas, bufandas, chaquetas y sonrisas preferidas para el Desfile de Moda de Invierno. O ¡pónganse su ropa preferida debajo de su chaqueta!



# Enriqueciendo y acelerando el aprendizaje

*Enriching and accelerating learning*



**RICHFIELD**  
**PUBLIC SCHOOLS**

**Be Safe Out There! Questions?**

Will Wlizlo, Safe Routes to School

[william.wlizlo@rpsmn.org](mailto:william.wlizlo@rpsmn.org)

(612) 798-6055

*Enriqueciendo y acelerando el aprendizaje*

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

**Agenda Item III.B.**

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

**Regular Meeting, February 7, 2022**

**Subject: Commendations**

RPS would like to commend Frank Berg for 10 years of outstanding volunteer service at Richfield Middle School. Superintendent Unowsky received the following communication from the math department at RMS:

*“The RMS math team wanted to share this exciting milestone with you all and wanted to make sure Mr. Berg was acknowledged for what he does to help RMS students.*

*The week of January 10th marked the 10 year anniversary of Frank Berg volunteering at Richfield Middle School. Shortly after Mr. Berg retired from his job as an engineer, he realized that he wanted to do something else to keep himself busy.*

*He reached out to us at Richfield Middle School to see if it was a possibility for him to volunteer to help students with their math skills. Over the last 10 years, Mr. Berg has worked with six different teachers, and more importantly, has mentored more than 100 students!*

*He works closely with the teachers to understand the lessons and content being covered and works with students in small groups one day a week for one class period.*

*We at Richfield Middle School would like to acknowledge Mr. Berg on his 10 year anniversary! We are very appreciative of his time, talent, and willingness to work with the students of RMS to better their math skills.”*

RPS would like to commend RHS 10<sup>th</sup> grade counselor Danielle Jastrow for going above and beyond to support her students. Superintendent Unowsky received the following email from an RHS parent:

*“Good evening.. do you ever sit back as a parent and reflect on your day? Of course, we all do. I wanted to take a moment to share my reflection..*

*Danielle [Jastrow] has been nothing short of amazing with my daughter... reaching out, helping with mental health issues and navigating registration and classes as an incoming 10th grader, basically 1st year of high school. She didn't miss a beat. She truly loves her job and it shows. My daughter had a medical issue and [Danielle] helped and encouraged her to navigate with the teacher. It was a valid learning experience and the teacher was supportive. She's done so much for her..*

*Then... [my student] and I are sharing how appreciative we are of Danielle and her love of her job. [My student] proceeds to share 2 friends' experiences.*

*One boy works two jobs to support his family. He struggled with a test and just couldn't complete it. The teacher wouldn't budge and insisted on the student coming after school, no exceptions. This boy goes right to work after school and couldn't miss work... as he helps his family. Danielle stepped in and helped this student work with the teacher to get a resolution.*

*Another student was just falling behind.. here comes Danielle this week.. emailing her to help her get on track.*

*All I can say is wow! These kids have only been with her for 4 months and they already know she is there with an open heart. I'm crying with joy just thinking about her love and dedication to students. They're never going to forget her.*

*I just wanted to share my reflection of gratitude. Thanks for all you do! We see it!"*



FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	303535	01/06/2022	ALLIED PROFESSIONALS, INC.	R	1,716.00
01	303536	01/06/2022	AMPLIFY EDUCATION, INC.	R	1,109.91
01	303537	01/06/2022	BATTERIES R US	R	2,649.89
01	303538	01/06/2022	BESSER WELDING & FABRICATION	R	274.80
01	303539	01/06/2022	BSI MECHANICAL, INC.	R	2,968.86
01	303540	01/06/2022	CAPITAL ONE TRADE CREDIT	R	150.86
01	303541	01/06/2022	CARQUEST AUTO PARTS	R	175.76
01	303542	01/06/2022	CEDAR SMALL ENGINE	R	21.95
01	303543	01/06/2022	CEP ART & DESIGN	R	1,125.00
01	303544	01/06/2022	CULLIGAN SOFT WATER	R	19.00
01	303545	01/06/2022	DARRYL WALETZKO LLC	R	735.00
01	303546	01/06/2022	EDEN PRAIRIE PARKS & RECREATION	R	1,617.20
01	303547	01/06/2022	FASTENAL INDUSTRIAL	R	641.98
01	303548	01/06/2022	FIRST BOOK MARKETPLACE	R	313.50
01	303549	01/06/2022	PAYDHEALTH	R	19,667.70
01	303550	01/06/2022	REGION 6 AA-MSHSL	R	4,660.00
01	303551	01/06/2022	TAFFE SARAH ANN	R	8,492.23
01	303552	01/06/2022	WORLD FUEL SERVICES, INC.	R	2,071.96
01	303553	01/06/2022	XCEL ENERGY	R	28,702.12
01	V611444	01/06/2022	NASHWA M IBRAHIM	R	124.98
01	V611445	01/06/2022	JOHN M LORENZINI	R	70.00
01	V611446	01/06/2022	MICHAEL A MANNING	R	70.00
01	V611447	01/06/2022	MAUREEN E RUHLAND	R	83.80
01	V611448	01/06/2022	MICHAEL A MANNING	R	70.00
01	V611449	01/06/2022	MAUREEN E RUHLAND	R	40.00
01	V611450	01/06/2022	MICHAEL A MANNING	R	19.96
01	V611451	01/06/2022	RACHEL GENS	R	70.00
01	V611452	01/06/2022	RENEE C REED-KARSTENS	R	40.00
01	V611453	01/06/2022	MARTA I SHAHSAVAND	R	70.00
01	V611454	01/06/2022	VLADIMIR S TOLEDO	R	40.00
01	V611455	01/06/2022	RACHEL GENS	R	70.00
01	V611456	01/06/2022	RENEE C REED-KARSTENS	R	40.00
01	V611457	01/06/2022	MARTA I SHAHSAVAND	R	70.00
01	V611458	01/06/2022	VLADIMIR S TOLEDO	R	40.00
01	V611459	01/06/2022	ERICA T BARLOW	R	70.00
01	V611460	01/06/2022	SUE D BESSER	R	16.80
01	V611461	01/06/2022	MATTHEW S CARUSO	R	223.89
01	V611462	01/06/2022	MIRIAM A CASTRO SANJUAN	R	40.00
01	V611463	01/06/2022	MARY L CLARKSON	R	70.00
01	V611464	01/06/2022	LATANYA R DANIELS	R	70.00
01	V611465	01/06/2022	GEORGE A DENNIS	R	35.00
01	V611466	01/06/2022	MEGAN M STECHER	R	70.00
01	V611467	01/06/2022	JARED ELLERSON	R	70.00
01	V611468	01/06/2022	PETER J FITZPATRICK	R	40.00
01	V611469	01/06/2022	STEVEN T FLUCAS	R	70.00
01	V611470	01/06/2022	MICHAEL L FRANKENBERG	R	70.00
01	V611471	01/06/2022	DAVID A FREEBURG	R	70.00
01	V611472	01/06/2022	RACHEL GENS	R	70.00
01	V611473	01/06/2022	AREND J GEURINK	R	70.00

01	V611474	01/06/2022	JAMES A GILLIGAN	R	70.00
01	V611475	01/06/2022	CHRISTINA M GONZALEZ	R	70.00
01	V611476	01/06/2022	KYLE L GUSTAFSON	R	40.00
01	V611477	01/06/2022	KEVIN D HARRIS	R	40.00
01	V611478	01/06/2022	JAMES L HILL	R	40.00
01	V611479	01/06/2022	JESSICA M HOFFMAN	R	40.00
01	V611480	01/06/2022	CRAIG D HOLJE	R	70.00
01	V611481	01/06/2022	NICOLE A KEEN	R	48.36
01	V611482	01/06/2022	CORY J KLINGE	R	70.00
01	V611483	01/06/2022	DANIEL E KRETSINGER	R	70.00
01	V611484	01/06/2022	ANOOP KUMAR	R	40.00
01	V611485	01/06/2022	TYONE L LADOUCEUR	R	18.24
01	V611486	01/06/2022	LISA A LEIKNES	R	157.61
01	V611487	01/06/2022	SHANNON J LINDBERG	R	40.00
01	V611488	01/06/2022	JOHN M LORENZINI	R	70.00
01	V611489	01/06/2022	COLLEEN M MAHONEY	R	70.00
01	V611490	01/06/2022	STACIE L MAHOWALD	R	11.76
01	V611491	01/06/2022	MICHAEL A MANNING	R	70.00
01	V611492	01/06/2022	DANIEL P MCGINN	R	40.00
01	V611493	01/06/2022	DOUG R MCMEEKIN	R	70.00
01	V611494	01/06/2022	CAROLE R MCNAUGHTON-COMMERS	R	70.00
01	V611495	01/06/2022	SHERRI L MEDVEC	R	139.95
01	V611496	01/06/2022	KENT D MEYER	R	70.00
01	V611497	01/06/2022	ALECIA M MOBLEY	R	70.00
01	V611498	01/06/2022	ERIN H NEILON	R	40.00
01	V611499	01/06/2022	ROBERT G OLSON	R	40.00
01	V611500	01/06/2022	LAURA B OTTERNESS	R	70.00
01	V611501	01/06/2022	MARK S PEDERSEN	R	40.00
01	V611502	01/06/2022	DARBY L SWANK	R	70.00
01	V611503	01/06/2022	DENNIS E PETERSON	R	35.00
01	V611504	01/06/2022	CASSANDRA QUAM	R	70.00
01	V611505	01/06/2022	RENEE C REED-KARSTENS	R	40.00
01	V611506	01/06/2022	KEITH D RIEF	R	40.00
01	V611507	01/06/2022	TERESA L ROSEN	R	70.00
01	V611508	01/06/2022	MAUREEN E RUHLAND	R	78.30
01	V611509	01/06/2022	TIMECKA MARIE SANCHEZ-MICHAELS	R	70.00
01	V611510	01/06/2022	ASHLEY SCHAEFER	R	183.34
01	V611511	01/06/2022	MARTA I SHAHSAVAND	R	70.00
01	V611512	01/06/2022	NANCY J STACHEL	R	70.00
01	V611513	01/06/2022	MORGAN L STEELE	R	59.88
01	V611514	01/06/2022	PATRICK M SURE	R	40.00
01	V611515	01/06/2022	STACY THEIEN-COLLINS	R	70.00
01	V611516	01/06/2022	VLADIMIR S TOLEDO	R	40.00
01	V611517	01/06/2022	STEVEN P UNOWSKY	R	270.00
01	V611518	01/06/2022	STEPHEN C URBANSKI	R	40.00
01	V611519	01/06/2022	CARRIE A VALA	R	137.49
01	V611520	01/06/2022	JENNIFER K VALLEY	R	70.00
01	V611521	01/06/2022	RYAN WAGNER	R	40.00
01	V611522	01/06/2022	REBECCA S WALD	R	40.00
01	V611523	01/06/2022	SARAH A WENTHOLD	R	210.00

01	V611524	01/06/2022	KASYA L WILLHITE	R	70.00
01	V611525	01/06/2022	MELISSA J WILLIAMS	R	10.50
01	V611526	01/06/2022	AMY J WINTER AHSENMACHER	R	70.00
01	303554	01/07/2022	ARVIG ENTERPRISES INC	R	1,107.90
01	303555	01/07/2022	CENTURYLINK	R	43.77
01	303556	01/07/2022	CINTAS CORPORATION NO 2	R	6,358.16
01	303557	01/07/2022	COMCAST BUSINESS	R	244.74
01	303558	01/07/2022	DISTRICT 281	R	114.30
01	303559	01/07/2022	ECM PUBLISHERS INC	R	150.90
01	303560	01/07/2022	FATH CUTTER, NOELLA	R	4,680.00
01	303561	01/07/2022	HILLYARD	R	2,813.97
01	303562	01/07/2022	HOGLUND BUS CO INC	R	975.56
01	303563	01/07/2022	HOME DEPOT U.S.A.	R	555.60
01	303564	01/07/2022	J GRAMMOND PHOTOGRAPHY	R	30.00
01	303565	01/07/2022	JAYTECH, INC	R	1,400.00
01	303566	01/07/2022	KIDCREATE STUDIO	R	663.00
01	303567	01/07/2022	KINECT ENERGY INC	R	525.00
01	303568	01/07/2022	LOFFLER	R	1,225.09
01	303569	01/07/2022	LOMAX CARLA	R	240.00
01	303570	01/07/2022	MIDWEST BUS PARTS INC	R	36.70
01	303571	01/07/2022	SELAM ASFAHA	R	20.00
01	303572	01/07/2022	MINUTEMAN PRESS EDINA	R	877.81
01	303573	01/07/2022	MULTILINGUAL WORD INC	R	79.00
01	303574	01/07/2022	NEW LIFE ENTERPRISE	R	980.00
01	303575	01/07/2022	NHA HEATING & AIR CONDITIONING	R	315.00
01	303576	01/07/2022	PHOENIX SCHOOL COUNSELING	R	15,480.15
01	303577	01/07/2022	POMPS TIRE SERVICE	R	1,171.88
01	303578	01/07/2022	RATWIK ROSZAK & MALONEY PA	R	47.00
01	303579	01/07/2022	RICHFIELD CHAMBER OF COMMERCE	R	1,395.00
01	303580	01/07/2022	ROSEMOUNT SAW & TOOL	R	55.67
01	303581	01/07/2022	RYAN JEANNIE M	R	640.27
01	303582	01/07/2022	SCHUMACHER ELEVATOR COMPANY	R	607.50
01	303583	01/07/2022	TIMM RONALD M	R	147.00
01	303584	01/07/2022	TITAN MACHINERY INC	R	5,436.00
01	303585	01/07/2022	TOLL COMPANY	R	203.05
01	303586	01/07/2022	TWIN CITY HARDWARE	R	91.31
01	303587	01/07/2022	VERIZON WIRELESS	R	337.44
01	303588	01/07/2022	VERNON COMPANY	R	592.11
01	303589	01/07/2022	WHEELCO	R	47.16
01	V2201088	01/05/2022	P-CARD BARLOW ERICA	R	315.16
01	V2201089	01/05/2022	P-CARD BROWN MATTHEW	R	457.77
01	V2201091	01/05/2022	P-CARD BRUNNER PATTI	R	5,053.19
01	V2201092	01/05/2022	P-CARD CARUSO MATTHEW	R	642.61
01	V2201093	01/05/2022	P-CARD DINGMAN KRISTI	R	294.55
01	V2201094	01/05/2022	P-CARD ELLERSON JARED	R	11.86
01	V2201095	01/05/2022	P-CARD FINDLEY LAMPKIN MELISSA	R	904.46
01	V2201096	01/05/2022	P-CARD GEURINK AREND	R	2,757.17
01	V2201097	01/05/2022	P-CARD GULLICKSON KEVIN	R	37.31
01	V2201098	01/05/2022	P-CARD KRETSINGER DAN	R	204.45
01	V2201099	01/05/2022	P-CARD LEIKNES LISA	R	135.66



01	V2201100	01/05/2022	P-CARD LEWIS JENNIFER	R	1,061.43
01	V2201101	01/05/2022	P-CARD LUNDY MICHELLE	R	3,729.16
01	V2201102	01/05/2022	P-CARD MACE CHRISTI JO	R	2,451.06
01	V2201103	01/05/2022	P-CARD MAHONEY COLLEEN	R	230.54
01	V2201104	01/05/2022	P-CARD MANNING MICHAEL	R	30.11
01	V2201105	01/05/2022	P-CARD MCGINN DAN	R	567.70
01	V2201106	01/05/2022	P-CARD MCNAUGHTON COMMERS CAROLE	R	387.87
01	V2201107	01/05/2022	P-CARD MORALES LIZETTE	R	1,218.18
01	V2201108	01/05/2022	P-CARD MORRISSEY MELISSA	R	2,679.24
01	V2201109	01/05/2022	P-CARD SHAHSAVAND MARTA	R	2,104.34
01	V2201110	01/05/2022	P-CARD SMITH DANE	R	425.53
01	V2201111	01/05/2022	P-CARD STACHEL NANCY	R	876.99
01	V2201112	01/05/2022	P-CARD VALLEY JENNIFER	R	77.88
01	V2201113	01/05/2022	P-CARD WILLHITE KASYA	R	276.74
01	V2201114	01/05/2022	P-CARD WINTER AMY	R	2,551.07

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<b>TOTAL CHECKS, E-PAYS &amp; P-CARDS</b>					<b>161,908.65</b>
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## P-CARD,CHECK RUNS, E-PAYS & WIRES FOR 01/18/2022 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	1/6/2022	77,113.72
	1/7/2022	49,688.04
E-Pays	1/6/2022	5,624.86
PCARDS-DECEMBER PAID 1/5/22	1/5/2022	29,482.03

CHECK REGISTER BANK 05 TOTAL =	161,908.65
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BREAKDOWN	
01-206-00	100,571.60
02-206-00	1,319.42
03-206-00	5,885.20
04-206-00	34,394.73
06-206-00	70.00
07-206-00	-
18-206-00	-
20-206-00	19,667.70
21-206-00	-
47-206-00	-
BANK TOTAL =	161,908.65



## SUPERINTENDENT'S REPORT AND AGENDA

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

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

**Tuesday, January 18, 2022**  
**7:00 p.m. School Board Meeting**

### I. CALL TO ORDER

- A. The regular meeting of the Board of Education of ISD 280, Hennepin County, Richfield, Minnesota was held on Tuesday, January 18, 2022 in the boardroom at the Richfield Public Schools district office. Chair Tim Pollis called the Regular Board Meeting to order at 7:01 p.m. with the following school board members in attendance: Banks Kupcho, Brakke, Carter, Cole, and Smisek.

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

- B. Administer Oath of Office to Newly Elected Board Members

### II. REVIEW AND APPROVAL OF THE AGENDA

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

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

- A. Public Comment
- B. Superintendent Update
  - 1. Schools & COVID-19 Update
  - 2. Marketing & Communications Presentation
  - 3. Where We Are in Enrollment Report
  - 4. Policy 414 - Employee COVID-19 Vaccination and Testing
- C. Board Goals Discussion
- D. Commendations

### IV. CONSENT AGENDA

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

- A. Routine Matters
  - 1. Minutes of the organizational meeting held January 3, 2022

*January 18, 2022 School Board Meeting Minutes*

2. General Disbursements as of 1/7/22 in the amount of \$161,908.65
3. Year-to-Date Finance Update
4. Personnel Items

**Teacher Full Time Assignment**

**Jessica Wilson** - 40 hr/wk - Special Education Lead, RDLS  
Effective 1/3/2022

**Classified Management – Full Time**

**Ronald Blankenship** - 40 hr/wk Special Programs Finance Supervisor  
Effective 1/3/2022

**Classified Part Time – Paraprofessional**

**Shelby Hueper** 35 hr/wk – Special Ed Center Based, Sheridan  
Effective 1/3/2022

**Aaron Koller** 35 hr/wk – Special Ed Resources Para, STEM  
Effective 1/3/2022

**Classified Part Time – Facilities and Transportation**

**Christian Schempp** – 40 hr/wk – Building Cleaner  
1/18/2022

**Classified Full Time – Paraprofessional**

**Lindsay Withers** 40 hr/wk – Student Engagement Specialist, High School  
Effective 1/3/2022

**Unpaid Leave**

**Jessica Sosa** – Teacher – RDLS - Requesting Unpaid Childcare Leave February 24<sup>th</sup> to 3/4/2022

**Classified Part Time Resignations - Paraprofessional**

**Arely Anderson** – Para Spec Ed HQ, RSTEM, Resignation Date 1/4/2022

**Cara Halvorson** – Paraprofessional, RSTEM, Resignation Date 1/7/2022

**Management Team Full Time – Resignation**

**Carole McNaughton-Commers** – Director of Community Education  
Resignation Date – 2/1/2022

V. OLD BUSINESS

- A. Administrative Guideline 651.2: School Activity Fees - third read
- B. Policy 451: Workload Limits for Certain Special Education Teachers & Administrative Guideline 451.1 - second read

VI. NEW BUSINESS

- A. Policy 202: School Board Member Code of Ethics - first read



- B. Policy 204: Board Member Orientation & Policy 205: Board Member Development - first read
- C. 2022 Represent a School Assignments

Motion by Carter, seconded by Banks Kupcho, and unanimously carried, the Board of Education approved the assignments.

- D. 2022 Board Liaison Assignments

Motion by Brakke, seconded by Cole, and unanimously carried, the Board of Education approved the amended assignments.

- E. Sheridan Hills Change Order #30

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

- F. Central Change Order #11

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

- G. Authorization for Board Member to Substitute/be Employed on a Casual/Temporary Basis

Motion by Brakke, seconded by Smisek, and carried by the majority (5 votes aye, 0 votes nay, 1 abstention), the Board of Education approved the authorization.

- H. Management Team Handbook 2021-2023

Motion by Smisek, seconded by Banks Kupcho, and unanimously carried, the Board of Education approved the handbook.

- I. Classified Management Team Handbook 2021-2023

Motion by Smisek, seconded by Banks Kupcho, and unanimously carried, the Board of Education approved the handbook.

- J. Donations

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

## VII. ADVANCE PLANNING

- A. Legislative Update
- B. Information and Questions from Board
- C. Future Meeting Dates

2-7-2022	6:00 p.m.	Board Study Session with Local Legislators
2-7-2022	7:00 p.m.	Regular Board Meeting
*Tuesday, 2-22-2022	7:00 p.m.	Regular Board Meeting - Public Comment
D. Suggested/Future Agenda Items		

VIII. ADJOURN ORGANIZATIONAL MEETING

Chair Pollis adjourned the meeting at 9:12 p.m.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	303590	01/13/2022	ALLIED PROFESSIONALS, INC.	R	708.00
01	303591	01/13/2022	ANDERSON ALEXUS	R	35.00
01	303592	01/13/2022	APPLE INC.	R	6,995.00
01	303593	01/13/2022	APPRIZE TECHNOLOGIES	R	300.00
01	303594	01/13/2022	BARBELN BRIAN	R	64.00
01	303595	01/13/2022	BERG JASON	R	82.00
01	303596	01/13/2022	BIX FRUIT COMPANY	R	4,419.43
01	303597	01/13/2022	BCBS OF MINNESOTA & BLUE PLUS	R	10,340.00
01	303598	01/13/2022	BOHL STEVE	R	82.00
01	303599	01/13/2022	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	303600	01/13/2022	BSN SPORTS, LLC	R	1,709.97
01	303601	01/13/2022	BUCK HILL INC.	R	8,840.00
01	303602	01/13/2022	CASEY MICHAEL TODD	R	82.00
01	303603	01/13/2022	CATALYST BUYING GROUP LLC	R	842.49
01	303604	01/13/2022	CHOUINARD DYLAN	R	101.00
01	303605	01/13/2022	CITY OF RICHFIELD	R	7,054.93
01	303606	01/13/2022	COMCAST BUSINESS	R	541.35
01	303607	01/13/2022	COMMERCIAL KITCHEN	R	864.50
01	303608	01/13/2022	CUB FOODS	R	260.65
01	303609	01/13/2022	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	303610	01/13/2022	DIGITAL INSURANCE LLC	R	3,607.00
01	303611	01/13/2022	EDUCATORS BENEFIT CONSULTANTS LLC	R	456.35
01	303612	01/13/2022	FINANGER PHILLIP J	R	70.00
01	303613	01/13/2022	FUN EXPRESS LLC	R	35.51
01	303614	01/13/2022	GORDON M. COONS	R	200.00
01	303615	01/13/2022	GUIDARELLI JOE	R	82.00
01	303616	01/13/2022	HAAS MUSICAL INSTRUMENT REPAIR, INC	R	133.00
01	303617	01/13/2022	HALL CHARLES	R	64.00
01	303618	01/13/2022	HARRIS PAUL	R	64.00
01	303619	01/13/2022	HASTINGS CREAMERY LLC	R	10,432.86
01	303620	01/13/2022	HOUSE OF PRINT	R	2,786.41
01	303621	01/13/2022	HOWARD PHILLIP	R	101.00
01	303622	01/13/2022	INTERMEDIATE DISTRICT 287	R	101,474.22
01	303623	01/13/2022	JOINER KESWIC	R	82.00
01	303624	01/13/2022	LARKIN RICHARD	R	82.00
01	303625	01/13/2022	LOFFLER COMPANIES	R	453.00
01	303626	01/13/2022	MTI ENTERPRISES INC	R	1,435.00
01	303627	01/13/2022	MULTILINGUAL WORD INC	R	164.00
01	303628	01/13/2022	NATALIE D RASMUSSEN	R	7,000.00
01	303629	01/13/2022	NEW DOMINION SCHOOL	R	4,208.48
01	303630	01/13/2022	NUSS TRUCK & EQUIPMENT	R	4,429.00
01	303631	01/13/2022	OKEY CHRIS	R	100.00
01	303632	01/13/2022	INNOCENT TECHNOLOGIES LLC	R	18,750.00
01	303633	01/13/2022	PEARSON CLIFTON	R	64.00
01	303634	01/13/2022	SCHMITT MUSIC CREDIT	R	86.00
01	303635	01/13/2022	SETON	R	1,345.37
01	303636	01/13/2022	SLATER TOM	R	101.00
01	303637	01/13/2022	THUROW BENNETT	R	101.00
01	303638	01/13/2022	TRA	R	5.00



01	303639	01/13/2022	TRIO SUPPLY COMPANY	R	2,137.45
01	303640	01/13/2022	UNITED HEALTHCARE INSURANCE CO	R	503.63
01	303641	01/13/2022	UNITED HEALTHCARE/AARP MEDICARE RX	R	101.20
01	303642	01/13/2022	UNITED HEARTHCARE /AARP MEDICARE RX	R	101.20
01	303643	01/13/2022	UPPER LAKES FOODS	R	29,369.85
01	303644	01/14/2022	ALL FLAGS LLC	R	381.82
01	303645	01/14/2022	BIX FRUIT COMPANY	R	2,846.79
01	303646	01/14/2022	COMMERCIAL KITCHEN	R	420.00
01	303647	01/14/2022	DICK BLICK COMPANY	R	35.60
01	303648	01/14/2022	FILLMYRECIPE LLC	R	299.80
01	303649	01/14/2022	LOFFLER COMPANIES	R	187.00
01	303650	01/14/2022	MASPA/STATE NEGOTIATORS	R	255.00
01	303651	01/14/2022	MENARDS - RICHFIELD	R	419.97
01	303652	01/14/2022	OCCUPATIONAL MEDICINE CONSULTANTS	R	117.00
01	303653	01/14/2022	PAN O GOLD BAKING CO	R	456.84
01	303654	01/14/2022	TRIO SUPPLY COMPANY	R	170.89
01	303655	01/14/2022	UPPER LAKES FOODS	R	12,249.66
01	303656	01/25/2022	MTN-METROPOLITAN TRANSP NETWORK	R	253,469.00
01	303657	01/25/2022	SEPTRAN STUDENT TRANSPORTATION	R	6,240.00
01	303658	01/25/2022	TWIN CITY TRANSPORTATION	R	53,875.54
01	303660	01/25/2022	AMAZON.COM SYNCB/AMAZON	R	2,468.79
01	303661	01/25/2022	ALL FURNITURE INC	R	1,029.24
01	303662	01/25/2022	ATHLETIC PERFORMANCE SOLUTIONS -APS	R	4,900.00
01	303663	01/25/2022	BRAUN INTERTEC CORP	R	466.50
01	303664	01/25/2022	CORVAL CONSTRUCTORS, INC.	R	98,133.32
01	303665	01/25/2022	ICS CONSULTING, LLC (DBA: ICS)	R	8,751.51
01	303666	01/25/2022	INSTITUTE FOR ENVIROMENTAL	R	1,589.60
01	303667	01/25/2022	METROPOLITAN MECHANICAL CONTRACTORS	R	427.58
01	303668	01/25/2022	ROCHON CORPORATION MINNESOTA	R	29,066.56
01	303669	01/25/2022	SHAW-LUNDQUIST ASSOCIATES, INC.	R	34,537.72
01	303670	01/25/2022	SHERWIN WILLIAMS CO	R	133.93
01	303671	01/25/2022	INDIGO SIGNWORKS, INC.	R	28,306.71
01	303672	01/25/2022	TWIN CITY ACOUSTICS, INC.	R	1,853.20
01	303673	01/25/2022	TWIN CITY HARDWARE	R	18,788.56
01	303674	01/25/2022	WOLD ARCHITECTS AND ENGINEERS	R	5,174.81
01	303675	01/27/2022	A.J. MOORE ELECTRIC, INC.	R	178.75
01	303676	01/27/2022	AUTO ELECTRIC OF BLOOMINGTON INC	R	139.95
01	303677	01/27/2022	BAGLIEN, RACHEL A	R	195.50
01	303678	01/27/2022	BATTERIES R US	R	2,299.96
01	303679	01/27/2022	BEN FRANKLIN ELECTRIC INC	R	1,460.00
01	303680	01/27/2022	BCBS OF MINNESOTA & BLUE PLUS	R	251.50
01	303681	01/27/2022	BRIGHT MORNING CONSULTING INC.	R	650.00
01	303682	01/27/2022	BSI MECHANICAL, INC.	R	371.00
01	303683	01/27/2022	CANON USA	R	4,166.53
01	303684	01/27/2022	CAPTIVATE MEDIA & CONSULTING	R	1,488.00
01	303685	01/27/2022	CARQUEST AUTO PARTS	R	261.85
01	303686	01/27/2022	CENTURYLINK	R	213.00
01	303687	01/27/2022	COOPERATIVE EDUCAT SERV AGENCY 5	R	3,900.00
01	303688	01/27/2022	CINTAS CORPORATION NO 2	R	365.72
01	303689	01/27/2022	COMCAST	R	305.36

01	303690	01/27/2022	CONTINENTAL RESEARCH CORP	R	2,146.69
01	303691	01/27/2022	DICKS LAKEVILLE SANITATION INC	R	7,233.99
01	303692	01/27/2022	DOOR SERVICE COMPANY OF THE TWIN CI	R	292.50
01	303693	01/27/2022	ECOLAB INC	R	577.66
01	303694	01/27/2022	EHLERS & ASSOCIATES	R	1,500.00
01	303695	01/27/2022	FILLMYRECIPE LLC	R	217.90
01	303696	01/27/2022	FRIDLEY HIGH SCHOOL	R	250.00
01	303697	01/27/2022	GALLUP ORGANIZATION	R	7,900.00
01	303698	01/27/2022	H&B SPECIALIZED PRODUCTS INC	R	13,245.00
01	303699	01/27/2022	HILLYARD	R	2,979.80
01	303700	01/27/2022	HOPE CHURCH	R	14,413.77
01	303701	01/27/2022	HR SIMPLIFIED INC.	R	596.00
01	303702	01/27/2022	IDEAL ENERGIES LLC	R	992.09
01	303703	01/27/2022	IIX INSURANCE INFORMATION EXCHANGE	R	56.20
01	303704	01/27/2022	INNOVATIVE OFFICE SOLUTIONS LLC	R	2,207.89
01	303705	01/27/2022	KINECT ENERGY INC	R	54,121.97
01	303706	01/27/2022	LANGUAGE LINE SERVICE	R	1,050.35
01	303707	01/27/2022	LOFFLER COMPANIES	R	99.00
01	303708	01/27/2022	MASSP-MN ASSOCIATION	R	443.00
01	303709	01/27/2022	MICHAEL THUNDER	R	200.00
01	303710	01/27/2022	MID MINNESOTA STORAGE	R	3,399.00
01	303711	01/27/2022	REGENTS OF THE UNIVERSITY OF MN	R	3,547.56
01	303712	01/27/2022	MINNESOTA MEMORY, INC.	R	1,425.00
01	303713	01/27/2022	MINUTEMAN PRESS EDINA	R	519.36
01	303714	01/27/2022	MN FCCLA	R	119.00
01	303715	01/27/2022	NEW LIFE ENTERPRISE	R	360.00
01	303716	01/27/2022	NORTH HIGH SCHOOL	R	150.00
01	303717	01/27/2022	NORTHFIELD HIGH SCHOOL	R	275.00
01	303718	01/27/2022	NOVACARE REHABILITATION	R	7,667.00
01	303719	01/27/2022	PREMIUM WATERS INC	R	30.00
01	303720	01/27/2022	PRIMEX WIRELESS INC	R	5,169.50
01	303721	01/27/2022	READ TO THEM, INC.	R	3,198.65
01	303722	01/27/2022	REGENTS OF THE U OF MINNESOTA	R	914.51
01	303723	01/27/2022	RIVERSIDE INSIGHTS	R	258.50
01	303724	01/27/2022	ROCHESTER CENTURY HIGH SCHOOL	R	200.00
01	303725	01/27/2022	ROGERS HIGH SCHOOL	R	350.00
01	303726	01/27/2022	RUPP ANDERSON SQUIRES & WALDSPURGER	R	3,471.80
01	303727	01/27/2022	RYAN JEANNIE M	R	640.27
01	303728	01/27/2022	SCHOLASTIC INC	R	1,290.91
01	303729	01/27/2022	TEACHERS COLLEGE COLUMBIA UNIVER	R	800.00
01	303730	01/27/2022	TIERNEY BROTHERS INC	R	225.00
01	303731	01/27/2022	TRA	R	162.03
01	303732	01/27/2022	U OF MN TWIN CITIES	R	1,000.00
01	303733	01/27/2022	UNIVERSAL ATHLETIC SERVICE INC	R	125.82
01	303734	01/27/2022	UNIVERSITY LANGUAGE CENTER	R	194.63
01	303735	01/27/2022	VSP VISION SERVICE PLAN	R	3,313.81
01	303736	01/27/2022	WARRIOR DANCE TEAM	R	230.00
01	303737	01/27/2022	WELCH VILLAGE SKI AREA	R	270.00
01	303738	01/27/2022	XCEL ENERGY	R	1,878.72
01	303739	01/27/2022	ZAYO GROUP HOLDINGS	R	9,091.01

01	303740	01/27/2022	ZYRA SMITH	R	200.00
01	V611527	01/27/2022	EUNICE GARZA	R	32.24
01	V611528	01/27/2022	MARGARET R HOEHN	R	59.99
01	V611529	01/27/2022	GRACE M JENNINGS	R	7.99
01	V611530	01/27/2022	STACIE L MAHOWALD	R	7.32
01	V611531	01/27/2022	ERIN H NEILON	R	66.67
01	V611532	01/27/2022	STEVEN C PEER	R	69.72
01	V611533	01/27/2022	STEPHANIE A POPP	R	237.89
01	V611534	01/27/2022	MAUREEN E RUHLAND	R	33.71
01	V611535	01/27/2022	RENEE SORGENFRIE	R	48.41
01	V611536	01/27/2022	TRISTAN N WEINMASTER	R	279.00
01	V611537	01/27/2022	THEODORE WURST	R	10.14
01	V611538	01/27/2022	AUBREE M YUNKER	R	77.79
01	V2201115	01/27/2022	BOND TRUST SERVICES CORP	R	9,171,293.75
01	303742	01/28/2022	BIX FRUIT COMPANY	R	11,721.41
01	303743	01/28/2022	BOSE THOMAS N	R	77.00
01	303744	01/28/2022	BSI MECHANICAL, INC.	R	7,056.30
01	303745	01/28/2022	BUMGARNER TERRY	R	77.00
01	303746	01/28/2022	BURKSTRAND MICHAEL	R	77.00
01	303747	01/28/2022	CANTONE MICHAEL S.	R	64.00
01	303748	01/28/2022	CARTER JEREMY	R	82.00
01	303749	01/28/2022	CHOUINARD DYLAN	R	64.00
01	303750	01/28/2022	CHRISTIAN MICHAEL P	R	35.00
01	303751	01/28/2022	CINTAS CORPORATION NO 2	R	1,455.65
01	303752	01/28/2022	CLINICARE CORPORATION	R	12,018.18
01	303753	01/28/2022	FASTENAL INDUSTRIAL	R	631.63
01	303754	01/28/2022	FERGUSON ENTERPRISES LLC #1657	R	25.34
01	303755	01/28/2022	FINANGER PHILLIP J	R	35.00
01	303756	01/28/2022	GORSHE LISA	R	20.00
01	303757	01/28/2022	GRAHAM THOMAS	R	100.00
01	303758	01/28/2022	WW GRAINGER INC	R	4,044.92
01	303759	01/28/2022	HABERMANN HENRY	R	82.00
01	303760	01/28/2022	HAWKINS CLAUDE	R	82.00
01	303761	01/28/2022	HILLYARD	R	5,316.85
01	303762	01/28/2022	HOGLUND BUS CO INC	R	7,483.12
01	303763	01/28/2022	HUYER DEVRIES JANINE	R	40.00
01	303764	01/28/2022	JAYTECH, INC	R	721.99
01	303765	01/28/2022	JENSEN RANDAL	R	82.00
01	303766	01/28/2022	KEE-BOWLING BONNIE	R	77.00
01	303767	01/28/2022	LARSON ENGINEERING	R	6,900.00
01	303768	01/28/2022	LUBE TECH & PARTNERS LLC	R	4,182.21
01	303769	01/28/2022	MADISON NATIONAL LIFE INS CO INC	R	5,238.88
01	303770	01/28/2022	MAYER CHAD	R	20.00
01	303771	01/28/2022	MAYER VALERIE	R	50.00
01	303772	01/28/2022	METROPOLITAN MECHANICAL CONTRACTORS	R	4,367.55
01	303773	01/28/2022	MITTELSTAEDT MICHAEL	R	64.00
01	303774	01/28/2022	MN DEPT OF LABOR AND INDUSTRY	R	430.00
01	303775	01/28/2022	MOORE CHARLES	R	82.00
01	303776	01/28/2022	MTI DISTRIBUTING CO	R	500.00
01	303777	01/28/2022	NAPA AUTO PARTS	R	175.92



01	303778	01/28/2022	NOONAN PAT	R	20.00
01	303779	01/28/2022	NORTHERN SALT INC	R	2,435.00
01	303780	01/28/2022	NORTHFIELD LINES INC	R	693.29
01	303781	01/28/2022	OKEY CHRIS	R	120.00
01	303782	01/28/2022	PAN O GOLD BAKING CO	R	837.10
01	303783	01/28/2022	PAPCO, INC.	R	320.37
01	303784	01/28/2022	PREMIER LIGHTING INC	R	310.78
01	303785	01/28/2022	PROFESSIONAL WIRELESS COMMUNICATION	R	6.85
01	303786	01/28/2022	RATWIK ROSZAK & MALONEY PA	R	117.50
01	303787	01/28/2022	ROBERT W KOHLMEYER JR	R	128.00
01	303788	01/28/2022	SANDERS ANNIKA	R	40.00
01	303789	01/28/2022	SCHUMACHER ELEVATOR COMPANY	R	232.38
01	303790	01/28/2022	SHERWIN WILLIAMS CO	R	227.76
01	303791	01/28/2022	INDIGO SIGNWORKS, INC.	R	2,552.50
01	303792	01/28/2022	SMARTSENSE BY DIGI	R	330.00
01	303793	01/28/2022	SOLLIE DUANE A	R	40.00
01	303794	01/28/2022	SOUTH DAKOTA STATE UNIVERSITY	R	1,000.00
01	303795	01/28/2022	TAYLOR JASON	R	70.00
01	303796	01/28/2022	TERREL'S TOOLBOX LLC	R	434.75
01	303797	01/28/2022	TOENSING PETER	R	40.00
01	303798	01/28/2022	TOLL COMPANY	R	43.08
01	303799	01/28/2022	TRIO SUPPLY COMPANY	R	2,876.98
01	303800	01/28/2022	TWIN CITY FILTER SERVICE INC	R	2,216.05
01	303801	01/28/2022	TWIN CITY HARDWARE	R	492.00
01	303803	01/28/2022	UPPER LAKES FOODS	R	36,026.83
01	303804	01/28/2022	VOGEL CORY	R	82.00
01	303805	01/28/2022	WALZ CHRISTINE M	R	70.00
01	303806	01/28/2022	WALZ JEFFREY	R	40.00
01	303807	01/28/2022	WALZ SARAH	R	40.00
01	303808	01/28/2022	ALLSTATE PETERBILT OF S ST PAUL	R	199.90
01	303809	01/28/2022	ZAHL PETROLEUM MAINTENANCE CO	R	359.50
01	303810	01/28/2022	ZIEGLER INC.	R	3,468.47
01	303811	01/31/2022	ALL STATE COMMUNICATIONS INC	R	26,750.86
01	303812	01/31/2022	CUSTOM EDUCATION SOLUTIONS INC	R	240.40
01	303813	01/31/2022	GROUP MEDICAREBLUE RX	R	7,659.00
01	303814	01/31/2022	LKO PRODUCTIONS LLC	R	400.00

<b>TOTAL CHECKS, E-PAYS, WIRES</b>					<b>10,316,885.72</b>
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## P-CARD,CHECK RUNS, E-PAYS & WIRES FOR 02/07/2022 BOARD REPORTS

BANK 05	DATE	AMOUNT
E-Pays	1/27/2022	930.87
BOND WIRES	1/27/2022	9,171,293.75
CONSTRUCTION CHECKS (Jan)	1/25/2022	233,159.24
Checks	1/13/2022	235,958.85
	1/14/2022	17,840.37
	1/25/2022	316,053.33
	1/27/2022	177,248.01
	1/28/2022	129,351.04
	1/31/2022	35,050.26

CHECK REGISTER BANK 05 TOTAL =	<b>10,316,885.72</b>
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BREAKDOWN	
01-206-00	454,795.81
02-206-00	118,823.25
03-206-00	333,869.60
04-206-00	4,914.82
06-206-00	231,086.99
07-206-00	7,312,518.75
18-206-00	-
20-206-00	1,429.02
21-206-00	672.48
47-206-00	1,858,775.00
BANK TOTAL =	<b>10,316,885.72</b>

## **RICHFIELD PUBLIC SCHOOLS**

Investment Holdings as of  
January 26, 2022

Description	Matures	Rate	Cost	General Operating	Custodial (Scholarships)	Refunding	OPEB Bond
BMO HARRIS BANK, NA	01/26/22	0.28%	4,000,000.00	4,000,000.00	-	-	-
WESTERN ALLIANCE BANK / TORREY PINES BANK	02/04/22	0.20%	249,200.00	249,200.00	-	-	-
PREFERRED BANK	02/04/22	0.10%	249,700.00	249,700.00	-	-	-
CUSTOMERS BANK	02/18/22	0.11%	249,700.00	249,700.00	-	-	-
MN TRUST TERM SERIES	02/25/22	0.03%	15,000,000.00	15,000,000.00	-	-	-
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	-	-	-
STATE BANK OF INDIA	11/29/23	0.40%	249,739.23	249,739.23	-	-	-
SYNCHRONY BANK	11/30/23	0.40%	249,739.23	249,739.23	-	-	-
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	-	-
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
SERVISFIRST 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
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
US TREASURY N/B	10/15/24	1.12%	527,929.69	-	-	-	527,929.69
<b>Total Investments Held</b>			<b>32,458,134.35</b>	<b>23,746,090.10</b>	<b>373,330.41</b>	<b>-</b>	<b>8,338,713.84</b>



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

RICHFIELD | December 31, 2021

REVENUE CATEGORIES			Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	December 31, 2021	December 31, 2020	December 31, 2019	Current YTD vs. PYTD	December 31, 2020	December 31, 2019
	June 30, 2020	June 30, 2021					% of Budget Received	% of Actuals	% of Actuals			
STATE	45,674,569	45,171,242	45,287,702	45,288,585	12,078,535	33,209,167	26.67%	24.97%	26.16%	799,127	11,279,408	11,949,836
FEDERAL	2,834,495	4,835,777	7,405,625	7,661,588	1,654,217	5,751,409	22.34%	30.55%	-0.08%	176,932	1,477,284	(2,400)
PROPERTY TAXES	18,018,704	17,711,183	17,137,896	17,248,736	16,815,531	322,365	98.12%	97.63%	99.37%	(475,733)	17,291,265	17,904,331
LOCAL SALES, INS RECOVERY & JUDGEMENTS	130,566	346,118	102,910	80,754	30,141	72,769	29.29%	72.75%	26.20%	(221,649)	251,790	34,211
SALE OF BONDS & LOANS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INCOMING TRANSFERS FROM OTH FUNDS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
LOCAL (FEES, INTEREST, ETC.)	1,284,111	653,828	1,123,630	1,145,958	413,579	710,051	36.81%	41.35%	49.76%	143,248	270,331	638,926
<b>TOTALS</b>	<b>67,942,444</b>	<b>68,718,148</b>	<b>71,057,763</b>	<b>71,425,621</b>	<b>30,992,003</b>	<b>40,065,760</b>	<b>43.62%</b>	<b>44.49%</b>	<b>44.93%</b>	<b>421,925</b>	<b>30,570,078</b>	<b>30,524,904</b>

EXPENDITURES (OBJECT SERIES)			Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	December 31, 2021	December 31, 2020	December 31, 2019	Current YTD vs. PYTD	December 31, 2020	December 31, 2019
	June 30, 2020	June 30, 2021					% of Budget Expended	% of Actuals	% of Actuals			
SALARIES & WAGES	36,586,619	37,395,344	40,653,895	39,944,141	14,587,852	26,066,043	35.88%	36.66%	37.87%	877,233	13,710,619	13,853,605
EMPLOYEE BENEFITS	13,190,108	13,311,059	13,937,881	14,270,414	5,612,361	8,325,520	40.27%	41.01%	42.25%	153,244	5,459,117	5,572,438
PURCHASED SERVICES	8,325,304	7,829,673	9,360,559	9,947,518	4,476,028	4,884,531	47.82%	41.95%	41.77%	1,191,694	3,284,334	3,477,132
SUPPLIES	2,632,033	3,264,242	3,460,020	3,519,571	1,980,816	1,479,204	57.25%	60.19%	53.86%	16,076	1,964,740	1,417,688
EQUIPMENT	2,313,465	3,127,326	2,846,283	3,932,862	2,746,825	99,458	96.51%	80.48%	80.89%	229,851	2,516,974	1,871,427
DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OTHER EXPENDITURES	412,717	366,580	399,670	417,295	90,352	309,318	22.61%	15.76%	17.45%	32,570	57,782	72,010
OTHER FINANCING USES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
<b>TOTALS</b>	<b>63,460,246</b>	<b>65,294,224</b>	<b>70,658,308</b>	<b>72,031,801</b>	<b>29,494,235</b>	<b>41,164,073</b>	<b>41.74%</b>	<b>41.34%</b>	<b>41.39%</b>	<b>2,500,668</b>	<b>26,993,567</b>	<b>26,264,301</b>

EXPENDITURES (PROGRAM SERIES)			Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	December 31, 2021	December 31, 2020	December 31, 2019	Current YTD vs. PYTD	December 31, 2020	December 31, 2019
	June 30, 2020	June 30, 2021					% of Budget Expended	% of Actuals	% of Actuals			
SITE ADMINISTRATION	1,960,813	1,782,559	1,842,666	1,959,279	983,040	859,626	53.35%	49.27%	51.13%	104,840	878,201	1,002,477
DISTRICT ADMINISTRATION	2,060,508	2,143,369	2,160,087	1,911,183	779,216	1,380,871	36.07%	52.64%	46.28%	(349,070)	1,128,287	953,584
SUPPORT SERVICES	2,214,338	2,393,196	2,605,288	2,841,990	1,540,863	1,064,425	59.14%	57.29%	59.10%	169,807	1,371,056	1,308,576
REGULAR INSTRUCTION	26,944,471	27,799,860	29,848,695	28,989,745	9,659,358	20,189,337	32.36%	34.77%	36.29%	(7,990)	9,667,348	9,778,370
EXTRA-CURRICULAR ACTIVITIES	979,957	845,030	1,045,554	1,027,704	408,440	637,114	39.06%	40.93%	48.95%	62,546	345,895	479,679
VOCATIONAL INSTRUCTION	446,106	457,380	637,555	672,896	266,373	371,182	41.78%	33.07%	34.87%	115,128	151,245	155,578
SPECIAL EDUCATION	12,270,481	11,761,573	12,521,704	12,465,569	4,679,663	7,842,041	37.37%	36.73%	36.66%	359,996	4,319,667	4,498,725
COMMUNITY SERVICES	65,126	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INSTRUCTIONAL SUPPORT	4,727,289	4,551,070	4,796,535	5,013,350	2,714,831	2,081,704	56.60%	58.31%	61.16%	60,929	2,653,902	2,891,089
PUPIL SUPPORT SERVICES	6,626,336	6,736,524	7,802,980	8,436,935	3,634,392	4,168,588	46.58%	37.68%	42.53%	1,096,030	2,538,362	2,818,150
FACILITIES	4,893,517	6,499,064	7,124,914	8,325,802	4,475,191	2,649,723	62.81%	56.10%	43.94%	829,034	3,646,157	2,150,419
OTHER FINANCING USES	271,303	324,599	272,330	387,348	352,866	(80,536)	129.57%	90.40%	83.91%	59,419	293,447	227,654
<b>TOTALS</b>	<b>63,460,246</b>	<b>65,294,224</b>	<b>70,658,308</b>	<b>72,031,801</b>	<b>29,494,235</b>	<b>41,164,073</b>	<b>41.74%</b>	<b>41.34%</b>	<b>41.39%</b>	<b>2,500,668</b>	<b>26,993,567</b>	<b>26,264,301</b>

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

RICHFIELD | December 31, 2021

ACTIVITY - OTHER FUNDS							December 31, 2021	December 31, 2020	December 31, 2019			
	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals	% of Actuals	Current YTD vs. PYTD	December 31, 2020	December 31, 2019
<b>REVENUE</b>												
FOOD SERVICE	2,684,713	2,613,215	2,816,200	2,910,755	881,737	1,934,463	31.31%	34.95%	35.14%	(31,474)	913,211	943,449
COMMUNITY EDUCATION	1,957,664	1,892,291	2,037,908	2,233,765	1,347,996	689,912	66.15%	63.75%	54.34%	141,736	1,206,261	1,063,845
CONSTRUCTION	2,184,625	232,885	13,500	67,781	53,546	(40,046)	396.64%	-51.83%	-24.96%	174,259	(120,712)	(545,391)
DEBT SERVICE	8,469,549	7,641,299	7,150,836	9,556,673	9,387,230	(2,236,394)	131.27%	98.94%	99.21%	1,826,793	7,560,437	8,402,710
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	(31,784)	31,784	39,904
CUSTODIAL	8,908	9,151	6,100	12,768	6,672	(572)	109.38%	0.07%	0.00%	6,666	7	0
INTERNAL SERVICE	7,722,748	7,521,053	7,605,050	7,423,920	2,840,390	4,764,660	37.35%	37.61%	37.73%	11,992	2,828,399	2,913,615
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	247,051	100,761	50,000	115,819	61,853	(11,853)	123.71%	-27.69%	-39.90%	89,752	(27,898)	(98,580)
OPEB DEBT SERVICE	811,277	2,129,110	2,096,886	1,963,833	2,032,896	63,990	96.95%	98.83%	99.76%	(71,266)	2,104,163	809,370
<b>TOTALS</b>	<b>24,086,536</b>	<b>22,139,765</b>	<b>21,776,480</b>	<b>24,285,316</b>	<b>16,612,321</b>	<b>5,164,159</b>	<b>76.29%</b>	<b>65.47%</b>	<b>56.17%</b>	<b>2,116,672</b>	<b>14,495,649</b>	<b>13,528,920</b>
EXPENDITURES							December 31, 2021	December 31, 2020	December 31, 2019			
	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals	% of Actuals	Current YTD vs. PYTD	December 31, 2020	December 31, 2019
FOOD SERVICE	2,980,090	2,329,661	2,670,312	2,750,099	1,186,402	1,483,910	44.43%	42.50%	42.80%	196,324	990,078	1,275,596
COMMUNITY EDUCATION	1,941,755	2,026,134	1,984,879	2,107,921	974,280	1,010,599	49.09%	40.69%	44.25%	149,757	824,522	859,243
CONSTRUCTION	65,066,268	35,442,525	3,900,000	7,587,901	6,057,047	(2,157,047)	155.31%	61.77%	50.42%	(15,835,249)	21,892,296	32,807,939
DEBT SERVICE	8,105,988	7,246,938	7,251,038	6,024,049	2,398,530	4,852,508	33.08%	33.09%	30.27%	661	2,397,869	2,453,469
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	(26,171)	26,171	47,551
CUSTODIAL	13,551	6,098	6,100	10,288	6,050	50	99.18%	98.39%	0.00%	50	6,000	0
INTERNAL SERVICE	7,047,734	7,805,471	7,710,600	10,167,127	5,042,723	2,667,877	65.40%	51.29%	55.54%	1,039,594	4,003,129	3,914,189
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	816,085	697,086	735,000	735,000	0	735,000	0.00%	0.00%	0.00%	0	0	0
OPEB DEBT SERVICE	783,025	2,021,775	2,033,150	2,034,127	174,250	1,858,900	8.57%	9.82%	26.08%	(24,375)	198,625	204,250
<b>TOTALS</b>	<b>86,754,495</b>	<b>57,575,688</b>	<b>26,291,079</b>	<b>31,416,513</b>	<b>15,839,282</b>	<b>10,451,797</b>	<b>60.25%</b>	<b>52.69%</b>	<b>47.91%</b>	<b>(14,499,408)</b>	<b>30,338,690</b>	<b>41,562,236</b>
SUMMARY - ALL FUNDS							December 31, 2021	December 31, 2020	December 31, 2019			
	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	YTD	Budget Remaining	% of Budget Expended	% of Actuals	% of Actuals	Current YTD vs. PYTD	December 31, 2020	December 31, 2019
<b>SUMMARY</b>												
REVENUE	92,028,981	90,857,913	92,834,243	95,710,937	47,604,324	45,229,919	51.28%	49.60%	47.87%	2,538,596	45,065,727	44,053,824
EXPENDITURES	150,214,740	122,869,913	96,949,387	103,448,314	45,333,517	51,615,870	46.76%	46.66%	45.15%	(11,998,739)	57,332,257	67,826,536
SPENDING VARIANCE	(58,185,760)	(32,012,000)	(4,115,144)	(7,737,377)	2,270,807	N/A	N/A	N/A	N/A	14,537,336	(12,266,529)	(23,772,712)

## **Agenda Item IV.B**

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

**Regular Meeting, February 7, 2022**

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

That the Board of Education approve the following personnel items:

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

**Vanessa Contreras** – 40 hrs/wk – Security Monitor/Welcome Desk – RHS  
Effective 01/19/2022

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

**Janet Abundez Martinez** – 32.5 hrs/wk – Special Education Para – RDLS  
Effective 01/04/2022

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

**Amber Robinson** – 25 hrs/wk – Kitchen Assistant – RHS  
Effective 01/10/2022

**Certified Unpaid Leave of Absence - Teachers**

**Joana Pasco Albasa** - Grade 2 – RDLS -February 2, 2022- February 13, 2022  
**Quinn Millibergity** – Spec ED – RSTEM – February 24, 2022 – March 10, 2022

**Classified Unpaid Leave of Absence – Transportation**

**Timothy Coughlin** – Bus Driver – February 24, 2022 – May 10, 2022

**Certified Full Time Retirement – Teachers**

**Kevin Erickson** – Music – RMS  
**Marguerite Sandholm** – Grade 2 – Sheridan Hills  
**Sandy Sandvig** – Grade 3 – RSTEM  
**Joan Hoerauf** – Physical Education – RSTEM  
**Beth Giefer** – Math Interventionist – Centennial

**Certified Full Time Resignation – Teacher**

**Elizabeth Zehnpfennig** – Global Language/German – RHS  
Effective 01/24/2022



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

**Regular Meeting, February 7, 2022**

**Subject: Workload Limits for Certain Special Education Teachers**

(Recommended by the Superintendent)

Passage upon a third read of Policy 451: Workload Limits for Certain Special Education Teachers and Administrative Guideline 451.1. The policy and guideline have been brought to the HR and special education departments for feedback. Revisions include minor language updates as well as clarifications on which special education teaching roles are included in the requirements of the policy and which pieces of information they are required to report.

**Attachments:**

Policy 451: Workload Limits for Certain Special Education Teachers – redlined  
Administrative Guideline 451.1 - redlined  
MSBA Model Policy 427: Workload Limits for Certain Special Education Teachers

## **RICHFIELD PUBLIC SCHOOLS**

### **WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS**

#### **I. PURPOSE**

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

#### **II. DEFINITIONS**

##### **A. Special Education Staff; Special Education Teacher**

“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the ~~Minnesota Board of Teaching~~ Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

##### **B. Direct Services**

“Direct services” means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

##### **C. Indirect Services**

“Indirect services” means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

##### **D. Workload**

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

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

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation

with the building principal and the superintendent.

- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

#### IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employers Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

**Legal References:** Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)  
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49  
(Definitions of "Direct Services," "Indirect Services,"  
"Teacher," and "Workload")  
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

**Cross References:** MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)  
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)

~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: August 17, 2015

REVISED BY THE BOARD OF EDUCATION: February 7, 2022



RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

**SPECIAL EDUCATION TEACHER WORKLOAD CONSIDERATION**

Annually the district special education administration will complete a workload analysis for special education teachers. The special education workload analysis process will begin after the completion of December 1<sup>st</sup> childcount.

I. Special education workload analysis consists of the following steps:

A. Each special education teacher completes the electronic workload analysis form that identifies the following; students served, grade, federal setting, primary disability, direct and indirect service minutes, and initial and re-evaluations, ~~and number of paraprofessionals they supervise.~~

B. Special education lead teacher submits workload analysis forms for all building special education teachers to the district special education administration.

C. Special education administration summarizes workload data by building and district-wide.

1. Summary data is reported by ~~center base/setting III teachers,~~ resource (setting I and II), ECSE, ~~setting IV,~~ Transition programs, and Speech.

2. Each building and program will receive a summary report for the building and/or program.

II. Building administration and special education administration utilize the workload analysis alongside other factors to assist with determining special education case-management.

III. The district adheres to caseload limits set forth in Minnesota Rule 3525.2340.

LEGAL REFERENCE: Minn. Rule 3525.2340

Dated: August 17, 2015

~~Reviewed:~~

Revised: February 7, 2022

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

MSBA/MASA Model Policy 427

Orig. 2015

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

## **427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS**

***[Note: School districts are required by Minn. Rule 3525.2340, Subp. 4.B., to have a policy for determining the workload limits of special education staff who provide services to students who receive direct special education services 60 percent or less of the instructional day.]***

***[Note: Minn. Stat. § 179A.07, Subd. 1, of the Public Employment Labor Relations Act (PELRA) provides that a public employer is not required to meet and negotiate on matters of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, the organizational structure, selection of personnel, and direction and number of personnel. MSBA's position is that this policy is not a mandatory subject of bargaining. School districts, therefore, are cautioned to not relinquish their inherent managerial right to determine workload limits for special education teachers.]***

### **I. PURPOSE**

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

### **II. DEFINITIONS**

#### **A. Special Education Staff; Special Education Teacher**

"Special education staff" and "special education teacher" both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

#### **B. Direct Services**

"Direct services" means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

#### **C. Indirect Services**

"Indirect services" means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

#### **D. Workload**

"Workload" means a special education teacher's total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel

time, parental contact, and other services required in the IEPs.

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

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

### **IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED**

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

**Legal References:** Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)  
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of "Direct Services," "Indirect Services," "Teacher," and "Workload")  
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

**Cross References:** MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)  
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)



**OLD BUSINESS – FOR REVIEW**

**Agenda Item V.B.**

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

**Regular Meeting, February 7, 2022**

**Subject: School Board Member Code of Ethics**

(Recommended by the Superintendent)

A second read of Policy 202: School Board Member Code of Ethics. Initial updates have been included in order to align language and incorporate board member feedback.

**Attachments:**

Policy 202: School Board Member Code of Ethics - redlined  
MSBA Model Policy 209: Code of Ethics

**RICHFIELD PUBLIC SCHOOLS**

**SCHOOL BOARD MEMBER CODE OF ETHICS**

**I. As A Member Of The School Board I Will:**

- A. Listen.
- B. Recognize the integrity of my predecessors and associates and -
- ~~C. Appreciate the merit of their work.~~
- ~~DC.~~ Be motivated only by a desire to serve the ~~pupils-students~~ of my district.
- ~~ED.~~ Attempt to inform myself on the proper duties and functions of a school board member.
- ~~FE.~~ Recognize that it is my responsibility, together with other school board members, to see that the schools are properly run, not to run them myself. The responsibility of the school board is governance, not management, of the school district.
- ~~GF.~~ Work ~~through-with~~ the ~~administration-employees~~ administrators of the school ~~board~~ district--not over or around them.
- ~~HG.~~ Recognize that school business may be legally transacted only in an open meeting of the school board.
- H. Support the actions of the school board, once carried, even if my position or vote on the item was different.

**II. In Performing The Proper Functions Of A School Board Member I Will:**

- A. ~~Perform under education policies unless necessity requires otherwise.~~ Focus on education policy as much as possible.
- B. ~~Function in meeting the legal responsibility that is mine as part of a policy forming body not as an administrative officer. Remember my responsibility is to set policy - not to implement policy.~~
- C. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
- D. Delegate details of school board action to administrative employees.

**III. To Maintain Relations With Other Members Of The School Board I Will:**

- A. Respect the right of others to have and express opinions.
- B. Recognize that authority rests with the school board in legal session--not with the individual members of the school board except as authorized by law.
- C. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
- D. Recognize that to promise in advance of a meeting how I will vote on any proposition is to close my mind and agree not to think through other points of view which may be presented to the meeting.

E. Make decisions in school board meetings only after all sides of debatable questions have been presented.

~~F. Delegate details of school board action to administrative employees.~~

~~GF.~~ Insist that special committees be appointed to serve only in an advisory capacity to the school board.

**IV. In Meeting My Responsibilities To My Community I Will:**

A. Attempt to appraise and plan for both the present and future educational needs of the school district.

B. Attempt to obtain adequate financial support for the school program.

C. Interpret the needs and attitudes of the community and do my best to translate them into the educational program of the school district.

D. Consider it an important responsibility to interpret the educational program of the school as it relates to the needs of the community.

E. Insist that business transactions of the school district be on an ethical and open basis.

**V. In Working With The Superintendent Of Schools And Staff I Will:**

A. Hold the superintendent responsible for the administration of the school district.

B. Give the superintendent authority commensurate with the responsibility.

C. Assure that the school district will be administered by the best professional personnel available.

D. Consider the recommendation of the superintendent in the appointment of all employees.

E. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.

F. Expect the superintendent to keep the school board adequately informed at all times through both oral and written reports.

G. Spend adequate time in school board meetings and outside of school board meetings on educational-reviewing district policies.

H. Give the superintendent counsel and advice.

I. Recognize the status of the superintendent as an ex officio member of the school board.

J. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board.

K. Present any personal criticisms of employees to the superintendent.

L. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

**VI. In Fulfilling My Legal Obligations As A School Board Member I Will:**

A. Comply with all federal, state and local laws relating to my function as a school board member.

- 1 B. Comply with all school district policies as ~~adopted~~-ratified by the  
2 school board.  
3 C. Abide by all rules and regulations as promulgated by the Minnesota  
4 Department of ~~Children, Families and Learning~~Education and other  
5 federal and state agencies with jurisdiction over school districts.  
6  
7

8 **Legal References:** Minn. Stat. § 123B.02, Subd. 1 (School District Powers)  
9 Minn. Stat. § 123B.09 (School Board Powers)  
10 Minn. Stat. § 123B.143, Subd. 1 (Superintendent)  
11

12 **Cross References:** MSBA Service Manual, Chapter 1, School Board  
13 Member Code of Ethics  
14  
15

16 ~~Adopted~~-Ratified by the Board of Education: December 11, 1989  
17 Reviewed ~~and Reaffirmed~~ by the Board of Education: November 13, 2012, ~~;~~  
18 January 19, 2016  
19 Revised by the Board ~~ff~~of Education: August 11, 1997, ~~;~~ August 6,  
20 2001, ~~;~~ August 1, 2005

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

MSBA/MASA Model Policy 209

Orig. 1995

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

Rev. 2009

## **209 CODE OF ETHICS**

### **I. PURPOSE**

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

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

Each school board member shall follow the code of ethics stated in this policy.

#### **A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:**

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

#### **B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:**

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.

5. Work through the superintendent – not over or around the superintendent.
  6. Delegate the implementation of school board decisions to the superintendent.
- C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:
1. Respect the rights of others to have and express opinions.
  2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
  3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
  4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
  5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
  6. Insist that committees be appointed to serve only in an advisory capacity to the school board.
- D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:
1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
  2. Attempt to obtain adequate financial support for the school district's programs.
  3. Insist that business transactions of the school district be ethical and open.
  4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.
- E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:
1. Hold the superintendent responsible for the administration of the school district.
  2. Give the superintendent authority commensurate with his or her responsibilities.
  3. Assure that the school district will be administered by the best professional personnel available.
  4. Consider the recommendation of the superintendent in hiring all employees.
  5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
  6. Insist the superintendent keep the school board adequately informed at all times.
  7. Offer the superintendent counsel and advice.

8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

**Legal References:** Minn. Stat. § 123B.02, Subd. 1 (School District Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

**Cross References:** MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

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

**Regular Meeting, February 7, 2022**

**Subject: Board Member Orientation and Development**

(Recommended by the Superintendent)

A second read of Policy 204: Board Member Orientation and Development. This policy now encompasses the previous Policy 205: Board Member Development, which will no longer exist upon passage of the revisions to Policy 204. Revisions have been made to clarify wording and align with the MSBA Model Policy.

**Attachments:**

Policy 204: Board Member Orientation and Development - redlined  
MSBA Model Policy 212: School Board Member Development



**RICHFIELD PUBLIC SCHOOLS**

**BOARD MEMBER ORIENTATION AND DEVELOPMENT**

**I. Board Member Orientation**

~~1.0~~ **A.** It is the desire of the Richfield Board of Education that newly elected members receive a thorough orientation prior to assuming their duties. This will enable new members to participate meaningfully in Board deliberations from the start of their first term.

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~~2.0~~ **B.** The Superintendent is hereby charged with the responsibility to develop a new member orientation program which includes the following components:

~~2.1~~ **1.** Discussion of school board operations and member responsibilities, Board/superintendent relations, and the processes for Board self-evaluation and superintendent evaluation

~~2.2~~ **2.** Discussion of the school district strategic plan

~~2.3~~ **3.** An overview of key responsibility areas and activities associated with each central office administrative position, particularly as they relate to board activities and decisions

~~2.4~~ **4.** An opportunity to visit school facilities and be introduced to key school district personnel

The length and content of each board member orientation may vary depending on the board member's availability and familiarity with the school district and school district personnel.

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~~3.0~~ **C.** The orientation program described above is intended to be in addition to, rather than a replacement for, programs sponsored by the Minnesota School Boards Association. It is the Board's desire that newly elected members also attend MSBA orientation programs, including training in school finance and management as required by law (M.S. §123.33, Subd. 2a).

~~4.0~~ **D.** The Board desires that the locally developed orientation program be conducted during the period following each school board election and prior to the Board's organizational meeting or following an appointment.

~~5.0~~ **E.** Newly elected Board members will be asked to review and evaluate the board member orientation program after entering Board service. Their comments will be used to increase the effectiveness of the program.

**II. Board Member Development**

**A.** It shall be the policy of the Board of Education, to encourage individual Board members to participate in meetings, seminars, conventions and

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other programs designed to improve member performance in the board role. To this end, members are especially encouraged to attend the functions of the National School Board Association (NSBA), the Minnesota School Board Association (MSBA), and the American Association of School Administrators (AASA), all of which provide programs specifically designed for Board member development.

B. Board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.

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C. The school district shall pay expenses incurred by board members in response to this policy.

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D. Board member development activities will be conducted within budgetary limits.

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Legal References: Minn. Stat. 123B.09, Subd. 2 (School board member training)

~~Adopted~~ Ratified by the Board of Education: May 2, 1988  
Reviewed ~~and Reaffirmed~~ by the Board of Education: August 1, 2005, January 19, 2016  
Revised by the Board of Education: January 8, 1996, September 21, 1998, August 6, 2001, February 22, 2022

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

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

MSBA/MASA Model Policy 212

Orig. 1995

Rev. 2005

## **212 SCHOOL BOARD MEMBER DEVELOPMENT**

### **I. PURPOSE**

In recognition of the need for continuing inservice training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

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

- A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). School board members shall receive training in school finance and management developed in consultation with MSBA.
- B. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups.
- C. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- D. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

**Legal References:** Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)

**Cross References:** MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)

**NEW BUSINESS - FOR ACTION**

**Agenda Item VI.A.**

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

**Regular Meeting, February 7, 2022**

**Subject: Donations**

(Recommended by the Superintendent)

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

**The RMS Music Department** received a donation of a trumpet valued at \$200.00 from Carrie Magnuson of Minneapolis.