

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*

If you require a reasonable accommodation in order to attend the board meeting or view the livestream, please contact Board Secretary Cassandra Quam at cassandra.quam@rpsmn.org or 612-798-6012 at least 24 hours before the meeting.

Monday, May 16, 2022 7 p.m. School Board Meeting

I. CALL TO ORDER

II. REVIEW AND APPROVAL OF THE AGENDA

III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

A. Public Comment

B. Superintendent Update

1. Technology Presentation
2. 21-22 Annual Staff Survey Results

IV. CONSENT AGENDA

A. Routine Matters

1. Minutes of the regular meeting held May 2, 2022
2. General Disbursements as of 5/6/22 in the amount of \$479,831.26
3. Year-to-Date Finance Update
4. Interim Board Secretary Approval
5. Bid Award Renewal – Milk Products, Bread Products, & Main Food Vendor for 22-23

B. Personnel Items

V. OLD BUSINESS

A. Administrative Guideline 116.1: Equity

B. Policy 210: Conflict of Interest—School Board Members & Administrative Guideline 210.1

C. Policy 208: Open Meetings and Closed Meetings

VI. NEW BUSINESS

- A. Policy 209: Board Self-Evaluation and Administrative Guideline 209.1
- B. 2022-2023 Board Meeting Dates
- C. 2022-2023 Preliminary Budget and Advance Expenditure Authorization
- D. Richfield Maintenance & Transportation Building Change Order #02
- E. Donations

VII. ADVANCE PLANNING

- A. Legislative Update
- B. Information and Questions from Board
- C. Future Meeting Dates
 - 6-6-2022 7 p.m. Regular Board Meeting
 - 6-27-2022 7 p.m. Regular Board Meeting - Public Comment
- D. Suggested/Future Agenda Items

VIII. ADJOURN REGULAR MEETING

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

Agenda Item III.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 16, 2022

Subject: Superintendent Update

Director of Technology Cory Klinge will give a report on the technology levy. Director of Marketing and Communications Jennifer Valley will present the results of the annual staff survey.

Attached:

Ongoing Data Reference List
Technology Presentation
21-22 Annual Staff Survey Results Presentation

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

Agenda Item III.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 16, 2022

Subject: Ongoing Data Reference List

Acronyms:

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
AP:	Assistant Principal
BIPOC:	Black, Indigenous, and People of Color
BILT or ILT:	Building Instructional Leadership Team
BOLT:	Building Operational Leadership Team
CDC:	Centers for Disease Control
CIS:	College in the Schools
CLSD:	Comprehensive Literacy State Development
D.O.:	District Office
ECSE:	Early Childhood Special Education
EL or ELL:	English Learner or English Language Learner
FAFSA:	Free Application for Federal Student Aid
FFVP:	Fresh Fruit and Vegetable Program
F/R or FRP:	Free/Reduced or Free and Reduced Price (usually referring to eligible students)
HR:	Human Resources
LGBTQ+ or LGBTQIA+:	Lesbian, Gay, Bisexual, Transgender, Queer, and others or Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, and others
LTFM:	Long-Term Facilities Maintenance
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
NSBA:	National School Boards' Association
NSPRA:	National School Public Relations Association
NWEA-MAP	Northwest Evaluation Association – Measures of Academic Progress
OSHA:	Occupational Safety and Health Administration
OW:	Outreach Worker
PD:	Professional Development
PLC:	Peer Learning Community
POS:	Point of Sale
RCEP:	Richfield College Experience Program
RDLS:	Richfield Dual Language School
RFP:	Request for Proposal
RHS:	Richfield High School
RMS:	Richfield Middle School
RPS:	Richfield Public Schools
SBG:	Standards-Based Grading
SEC:	South Education Center
SEL:	Social-Emotional Learning
SPED:	Special Education
SRTS:	Safe Routes to School
STAT:	Student and Teacher Assistance Team
STEM:	Science, Technology, Engineering, and Math
SY:	School year
T&L:	Teaching & Learning
VEBA:	Voluntary Employees' Beneficiary Association
VPK:	Voluntary PreKindergarten
YTD:	Year-to-Date

RPS Student Demographic Data 2021-2022:

4,183 Students District-wide

- 4,021 Traditional Count
 - 1,783 Elementary (K-5) Average Class Size = 21.93
 - 837 Middle (6-8) Average Class Size = 24.78
 - 1,269 High (9-12) Average Class Size = 27.3
 - 112 ECSE
 - 20 Transition +
- 162 Voluntary Prekindergarten (VPK)

Student Diversity (based on MDE categories)

- BIPOC: 71.17%
 - American Indian or Alaska Native: 0.98%
 - Asian: 4.47%
 - Hispanic: 42.7%

- Black or African America: 13.84%
 - Native Hawaiian or Other Pacific Islander: 0.12%
 - 2 or More Races: 9.06%
- White: 28.83%

English Learner

- ELL: 24.79%
- Non-ELL: 75.21%

Enriching and accelerating learning

R

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PUBLIC SCHOOLS

Technology Levy
Board Briefing 5/16/22

Enriqueciendo y acelerando el aprendizaje



RICHFIELD **PUBLIC SCHOOLS**

AGENDA

RPS IT Priorities

Framing & History of Tech Levy

Levy Health & Expenditures

Looking to the Future





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2021-2022 RPS IT Priorities

- Addressing the needs of distance, hybrid, and return to in person teaching and learning
- Addressing systemic racism and opportunity gaps with instructional technology
- Outfitting existing, new, and improved spaces with hardware that supports flexible, 21st century teaching and learning
- Physical and cyber security resources, practices, and training

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Framing & History

**Built For Learning
Engagement**

Tested in a Pandemic

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Reminder of the Origins of Levy Funding

- In 2013, we asked the community to renew an existing technology levy with a question of authorization that would renew the school district's existing levy which was scheduled to expire after taxes payable in 2013.
- However, our buildings needed serious infrastructure upgrades, and learning environment enhancements, plus we needed many more resources in order to provide mobile technology devices for students and staff, so we asked the community to support additional funding. The proposed capital project levy authorization raised additional capital, and was authorized for ten years scheduled to expire after taxes payable in 2013.

Both questions passed (were approved). Thank you!



Seeking levy
renewal in the fall
of 2023!



While navigating learning in a pandemic has been challenging, we have learned a great deal and desire to move forward with new knowledge and skills and NOT go back to the way things were.

- Making learning accessible anywhere and at anytime
- Building quality instruction for in person, hybrid, and online learning environments
- Supporting in the work of transitioning to standards based grading
- Purchasing hardware and software that is flexible and focused on making educators' lives easier and student engagement a priority

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Levy Health and Expenditures

FY 21-22

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Levy Expenditure Status (Part 1)



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Funding Allocations Meeting Goals and Positioned To Last

Total Levy Allocations

- Staffing (11 team members) has grown with need for quality professional development and additional tech support
- Licensing costs have grown
- Hardware costs have grown
- Addition of new classroom teaching standard technology including audio systems
- Cycles of maintenance and replacement are built and will be maintained without leases.

FY 22 (Includes Encumbrances)	
Hardware Expenditures	\$1,133,105.00
Employee Salaries & Benefits	\$1,288,303.14
Construction & Physical Security	\$ 92,820.00
Instructional Licensing	\$ 412,348.65
Non Instructional Licensing	\$ 339,905.67
Repairs, Misc Hardware, Dept Needs	\$ 89,620.00
Internet, Fees For Service	\$ 199,826.54
Total Expenditures	\$3,555,929.00
Estimated Available Tech Levy Funds	\$3,809,408.00
Estimated E-Rate Funds (inc Cat 2)	\$ 39,156.00
Prior 795 Balance	\$ 626,300.00
Total 'Revenue'	\$4,474,864.00
Projected Balance Available	\$ 918,935.00

Levy Expenditure Status (Part 2)



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Funding Allocations Meeting Goals and Positioned To Last

Total Levy Allocations

- Software investments have increased but are leveling off
- Final phase of updated, flexible, & secure learning spaces FY23
- Pie slices reflective of priorities, and departmental/district goals

FY 22 (Includes Encumbrances)

- Hardware Expenditures
- Employee Salaries & Benefits
- Construction & Physical Security
- Instructional Licensing
- Non Instructional Licensing
- Repairs, Misc Hardware, Dept Needs
- Internet, Fees For Service



What's Next?



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Hearing staff voice!

- Data privacy
- Improved auditoriums
- Second monitors for teaching staff
- Standards based grading support
- Integrated data systems
- New communication tool setup and support
- Move to universal touchscreen chromebooks (next 3 years)
- Audio systems in learning spaces
- Targeted, differentiated training



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Questions?

Thank You Richfield!



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21-22 Annual Staff Survey Results

Jennifer Valley, Director of
Marketing & Communications

5/16/22

Enriqueciendo y acelerando el aprendizaje

NSBA 2022 Magna Silver Award



- National School Board Association gave out 18 awards nationally in 2022
- RPS was recognized for Reimagine Richfield and graduation improvements
- Award was announced in February
- RPS was highlighted in April issue of American School Board Journal
- We recently received our physical award in the mail to display!

- This spring, we moved away from one very long annual survey to periodic smaller surveys throughout the year.
- Surveys are now listed on the News & Communications page of the website, with the results available to view after surveys are closed.
- The 21-22 Annual Parent/Guardian Survey is currently active, with results to be shared at the next board meeting.

- The annual surveys for staff and for parents/guardians have been redesigned to align to our new strategic plan.
- Both surveys are now shorter and allow for respondents to only complete sections that are relevant to their roles in RPS.
- District staff collaborated with an outside consultant to ensure that our questions are robust and professional, including removing the “neutral” option from the possible responses.

Richfield Public Schools Strategic Plan 2021-26

RICHFIELD

Realized

Survey Distribution & Participation



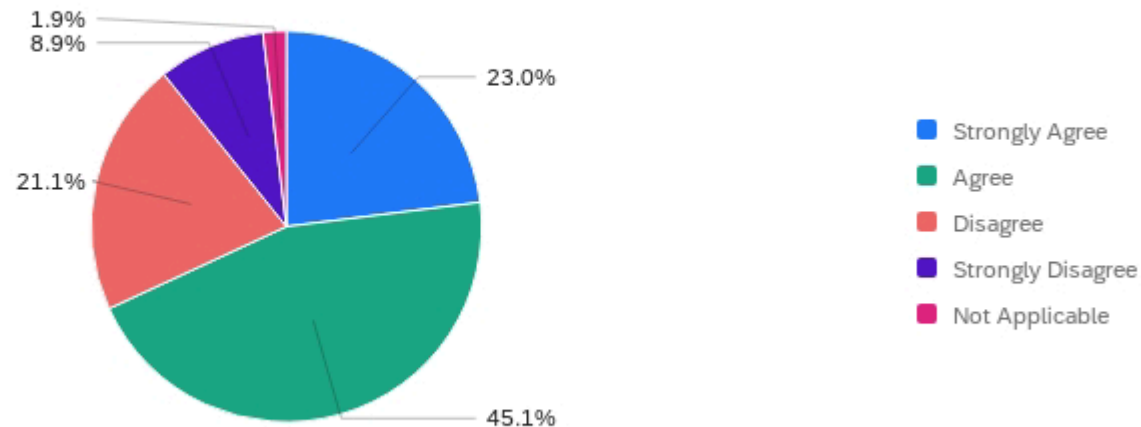
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- Staff members were given a week to complete the survey.
- Participation numbers by building:
 - Bus Garage: 4 (15% completion)
 - Centennial: 35 (53% completion)
 - Central: 23 (50% completion)
 - District Office: 36 (78% completion)
 - RCEP: 7 (88% completion)
 - RDLS: 44 (79% completion)
 - RHS: 84 (65% completion)
 - RMS: 69 (70% completion)
 - R-STEM: 55 (63% completion)
 - Sheridan: 52 (85% completion)
 - SEC: 7 (64% completion)
 - Total: 466 (70% completion)

Survey Results

- “I would recommend my school or program to parents seeking a place for their child.”
- 67.8% agree or strongly agree
- 30.2% disagree or strongly disagree

Would Recommend School/Program



Survey Results

School Administration (Staff at the D.O. and bus garage skipped these questions):

- Highlight: 86% of respondents agree or strongly agree that their school administration “promotes the school and district in a positive manner.”
- Lowlight: 45% of respondents disagree or strongly disagree that their school administration “aligns support to the needs of the building.”

My School Administration (including Principal, Assistant Principals, Dean of Students, Director of RCEP, Director of Special Education, Director of Community Education and/or Activities Director)

School Administration Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree	Count
Aligns support to the needs of my building.	18%	37%	27%	18%	342
Encourages student participation in extracurricular activities.	22%	57%	17%	5%	281
Ensures equitable outcomes for all students.	21%	45%	22%	12%	342
Ensures that students are seen, valued, heard, and respected.	28%	48%	17%	8%	342
Establishes an environment of trust, teamwork and collaboration.	21%	37%	25%	18%	346
Promotes the school and district in a positive manner.	32%	54%	9%	5%	345
Respects and supports teachers and staff.	23%	39%	23%	16%	345

Survey Results

Teachers in my Building (Staff at the D.O. and bus garage skipped these questions):

- Highlight: 92% of respondents agree or strongly agree that the teachers in their building “ensure that students are seen, valued, heard, and respected” and 91% agree or strongly agree that teachers “promote the school and district in a positive manner.”
- Lowlight: 15% of respondents disagree or strongly disagree that teachers in their building “respect the work of other staff who take the lead in school improvement efforts.”

The Teachers in my Building...

Teachers Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree	Count
Ensure equitable outcomes for all students.	34%	54%	10%	2%	326
Ensure that students are seen, valued, heard, and respected.	40%	53%	6%	2%	328
Establish an environment of trust, teamwork and collaboration.	39%	50%	9%	2%	329
Promote the school and district in a positive manner.	32%	59%	7%	2%	327
Respect and support fellow teachers and staff.	38%	52%	9%	2%	329
Respect the work of other staff who take the lead in school improvement efforts.	36%	50%	13%	2%	326

Survey Results

Business Team (Finance, HR, Student Information – staff only completed these questions if they interact with this team specifically):

- Highlight: 89% of respondents agree or strongly agree that the Business team “promotes the District in a positive manner.”
- Lowlight: 32% of respondents disagree or strongly disagree that the Business team “establishes an environment of trust, teamwork and collaboration.”

The District Business Team (including Finance, Human Resources and Student Information)...

Business Team Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree	Count
Aligns supports with the needs of my building.	25%	44%	19%	11%	131
Establishes an environment of trust, teamwork and collaboration.	24%	44%	23%	10%	135
Fosters a culture of financial accountability and transparency.	28%	46%	19%	8%	134
Promotes the District in a positive manner.	31%	57%	7%	4%	134
Respects and supports teachers and staff.	31%	42%	17%	10%	137

Survey Results

Operations Team (Facilities, Nutrition Services, Transportation, Safe Routes to School – staff only completed these questions if they interact with this team specifically):

- Highlight: All of the statements inspired 88-97% agreement!

The District Operations Team (including Facilities, Nutrition Services, Transportation and Safe Routes to School)...

Operations Team Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree	Count
Aligns support with the needs of my building.	34%	54%	10%	2%	146
Establishes an environment of trust, teamwork and collaboration.	34%	59%	6%	1%	145
Is committed to continuous improvement of services.	33%	58%	7%	2%	146
Promotes the District in a positive manner.	38%	59%	3%	0%	145
Provides resources needed by students, staff and families.	35%	59%	4%	3%	150
Respects and supports teachers and staff.	37%	59%	3%	1%	147

Survey Results

Marketing & Communications Team:

- Highlight: 91% of respondents agree or strongly agree that the Marketing & Communications team “supports the positive reputation of the District.”
- Lowlight: 16% of respondents disagree or strongly disagree that the Marketing & Communications team “has provided effective communication this school year.”

The District Marketing & Communications Team...

Marketing & Communications Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree	Count
Has provided effective communication this school year.	24%	60%	12%	4%	324
Supports the positive reputation of the District.	32%	59%	7%	2%	322
Works to celebrate diversity and improve school pride.	30%	59%	9%	3%	322

Survey Results

Teaching & Learning (staff only completed these questions if they interact with this team specifically):

- Highlight: 95% of respondents agree or strongly agree that the T&L team “promotes the District in a positive manner.”
- Lowlight: 31% of respondents disagree or strongly disagree that the T&L team “aligns support with the needs of my building.”

The District Teaching & Learning Team (including Assistant Superintendent, Director of Elementary Ed., Director of Secondary Ed., Director of Technology and Director of Community Ed.)...

Teaching & Learning Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree	Count
Aligns support with the needs of my building.	24%	46%	21%	9%	182
Ensures equitable outcomes for all students.	32%	52%	9%	8%	180
Ensures that students are seen, valued, heard, and respected.	33%	53%	9%	5%	178
Establishes an environment of trust, teamwork and collaboration.	29%	50%	14%	8%	182
Promotes the District in a positive manner.	37%	57%	2%	3%	183
Respects and supports teachers and staff.	29%	51%	10%	9%	181
Takes a personal interest in the professional development and growth of staff.	31%	50%	12%	7%	180

Survey Results

Special Programs (staff only completed these questions if they interact with this team specifically):

- Highlight: 92% of respondents agree or strongly agree that the Special Programs team “promotes the District in a positive manner,” and 91% of respondents agree or strongly that the Special Programs team “works to celebrate diversity and improve school pride.”
- Lowlight: 27% of respondents disagree or strongly disagree that the Special Programs team “aligns support with the needs of my building.”

The District Special Programs Team (including the Executive Director of Special Programs, Director of Multilingual Learning, Director of Special Education and Director of Student Support Services)...

Special Programs Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree	Count
Aligns support with the needs of my building.	30%	43%	17%	10%	153
Ensures equitable outcomes for all students.	36%	49%	11%	5%	152
Ensures that students are seen, valued, heard, and respected.	39%	50%	7%	4%	150
Establishes an environment of trust, teamwork and collaboration.	34%	44%	15%	7%	153
Promotes the District in a positive manner.	44%	49%	4%	3%	152
Respects and supports teachers and staff.	34%	48%	10%	8%	154
Works to celebrate diversity and improve school pride.	39%	53%	5%	3%	148
Works to increase social-emotional support for the RPS community.	33%	48%	14%	5%	147

Survey Results

Technology (First section was given to all staff; second section to teachers only):

- Highlight: 93% of respondents rated their workspace hardware as good or excellent.
- Lowlight: 29% of respondents rated their learning hardware as only fair or poor.

Technology Support Rating

Tech Support Matrix	Excellent	Good	Only Fair	Poor	Count
Technology support after calling extension 6050 for support.	40%	47%	11%	2%	232
Technology support from staff within my school building.	38%	47%	14%	2%	336
Technology support using the Help Desk ticket system.	41%	46%	11%	2%	333

Instructional Technology Rating

Instructional Technology Matrix	Excellent	Good	Only Fair	Poor	Count
Instructional software applications (Schoology, Seesaw, SMART Notebook, etc...	25%	57%	14%	4%	215
Learning hardware (Chromebooks, etc.)	19%	51%	24%	5%	204
Teaching hardware (Projectors, document cameras, SMART panels, Airtames, et...	29%	48%	20%	3%	206
Workspace hardware (PC/laptop, accessories)	36%	57%	5%	2%	226
Workspace software applications (Google Applications, Microsoft Office, Synergy, Hoonuit, etc.	25%	62%	13%	1%	221

Survey Results

Superintendent:

- Highlight: 85% of respondents agree or strongly agree that the superintendent “leads the District to accomplish strategic plan goals.”
- Lowlight: 38% of respondents disagree or strongly disagree that the superintendent “effectively recruits and retains high performing and diverse educators.”

The Superintendent...

Superintendent Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree ^	Count
Effectively recruits and retains high performing and diverse educators.	23%	40%	23%	15%	310
Leads the District to provide programs and services that go beyond what other similarly sized districts offer.	25%	46%	20%	10%	296
Effectively communicates with stakeholders to promote a positive image for the District.	27%	46%	16%	10%	299
Ensures equitable outcomes for all students.	23%	45%	23%	9%	310
Effectively leads the District through the ongoing pandemic.	31%	48%	14%	7%	320
Leads the District to offer innovative educational programs that provide opportunities for enrichment.	23%	52%	19%	7%	302
Leads the District to accomplish strategic plan goals.	28%	57%	9%	6%	310
Manages assets and utilizes resources to maintain the District's financial stability.	29%	55%	11%	6%	284

A few final comments from respondents:

- “These last few years have been hard on all of us. Despite the challenges of working through a pandemic, I believe we are all doing the best we can with what we have.”
- “TAKE CARE of the teachers. So many things have been put on hold, or not addressed, or sometimes outright ignored. Show an interest in all curricular areas. Develop professional growth activities that are beneficial and not busy work. DIFFERENTIATE. Be flexible with Danielson rubrics. LISTEN. Take action aligned with supports teachers request.”
- “Student behavior is becoming a chronic problem and is listed as the main reason teachers are leaving at a high rate.”
- “Happy to be serving this intimate, caring, collaborative community!”
- “Richfield is a great district – I would not choose to work anywhere else.”
- “I am proud of our district and how we have stayed student-focused during the pandemic.”
- “We have so many things going well for our district that I hate to see families leave due to classroom disruptions and behaviors in classroom and schools.”
- “Please keep in mind the extra mental health issues our students are dealing with when planning class sizes. Thank you for making RPS a great place to be!”
- “Richfield is a wonderful urban district that feels inclusive, community focused, and aiming to promote all the individuals that attend in district. Go Richfield!”

Next Steps

- Board members will be given access to Qualtrics in order to view the dashboard of survey information, including all the comments written in about the superintendent's performance.
- Data from this survey and the upcoming parent/guardian survey are part of the superintendent's annual evaluation, along with upcoming data on superintendent goals and feedback from board members and staff members who report directly to the superintendent.

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Questions/Comments

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FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	304558	04/14/2022	ALL STATE COMMUNICATIONS INC	R	32,286.00
01	304559	04/14/2022	ALLIED PROFESSIONALS, INC.	R	1,336.80
01	304560	04/14/2022	ARVIG ENTERPRISES INC	R	1,107.90
01	304561	04/14/2022	AUGSBURG COLLEGE	R	350.00
01	304562	04/14/2022	BARNES & NOBLE BOOK	R	39.73
01	304563	04/14/2022	BCBS OF MINNESOTA & BLUE PLUS	R	10,120.00
01	304564	04/14/2022	BRINK'S INCORPORATED	R	5,924.27
01	304565	04/14/2022	BSN SPORTS, LLC	R	7,617.50
01	304566	04/14/2022	CAPITAL ONE TRADE CREDIT	R	49.96
01	304567	04/14/2022	CEDAR SMALL ENGINE	R	329.43
01	304568	04/14/2022	CENTURYLINK	R	114.44
01	304569	04/14/2022	CHANHASSEN HIGH SCHOOL	R	633.00
01	304570	04/14/2022	CINTAS CORPORATION NO 2	R	99.08
01	304571	04/14/2022	CITY OF RICHFIELD	R	225.00
01	304572	04/14/2022	COMCAST BUSINESS	R	541.35
01	304573	04/14/2022	CONTINENTAL RESEARCH CORP	R	877.73
01	304574	04/14/2022	CROWN TROPHY	R	979.90
01	304575	04/14/2022	D.E.L.O.R.E.S WORKS, INC.	R	16,100.00
01	304576	04/14/2022	DICKS LAKEVILLE SANITATION INC	R	8,346.58
01	304577	04/14/2022	ECM PUBLISHERS INC	R	198.50
01	304578	04/14/2022	ECOLAB INC	R	108.03
01	304579	04/14/2022	FASTENAL INDUSTRIAL	R	85.94
01	304580	04/14/2022	FERGUSON ENTERPRISES LLC #1657	R	25.34
01	304581	04/14/2022	FLICEK WELDING	R	7,200.00
01	304582	04/14/2022	HEARTLAND BUSINESS SYSTEMS LLC	R	330.00
01	304583	04/14/2022	HILLYARD MINNEAPOLIS	R	891.88
01	304584	04/14/2022	HOGLUND BUS CO INC	R	4,799.62
01	304585	04/14/2022	HOME DEPOT U.S.A.	R	1,391.26
01	304586	04/14/2022	IIX INSURANCE INFORMATION EXCHANGE	R	58.25
01	304587	04/14/2022	IKI INC.	R	88.00
01	304588	04/14/2022	INSTITUTE FOR ENVIROMENTAL	R	2,575.00
01	304589	04/14/2022	IRONDALE	R	300.00
01	304590	04/14/2022	JAYTECH, INC	R	3,943.54
01	304591	04/14/2022	KINECT ENERGY INC	R	525.00
01	304592	04/14/2022	KOCH SCHOOL BUS SERVICE, INC.	R	8,663.92
01	304593	04/14/2022	LEROY'S GREAT BEAR	R	315.90
01	304594	04/14/2022	LOFFLER	R	1,225.09
01	304595	04/14/2022	MAHTOMEDI HIGH SCHOOL	R	150.00
01	304596	04/14/2022	NETWORK DESIGN, INC.	R	347.14
01	304597	04/14/2022	MEDCO SUPPLY COMPANY	R	93.64
01	304598	04/14/2022	MIDWEST BUS PARTS INC	R	246.81
01	304598	04/15/2022	MIDWEST BUS PARTS INC	V	-246.81
01	304599	04/14/2022	MINNESOTA STATE HIGH SCHOOL LEAGUE	R	320.00
01	304600	04/14/2022	MINUTEMAN PRESS EDINA	R	1,214.10
01	304601	04/14/2022	MKA CONFERENCE	R	150.00
01	304602	04/14/2022	MOUNDS VIEW HIGH SCHOOL	R	150.00
01	304603	04/14/2022	MTN-METROPOLITAN TRANSP NETWORK	R	356,420.00
01	304604	04/14/2022	NATALIE D RASMUSSEN	R	8,000.00
01	304605	04/14/2022	NEW LIFE ENTERPRISE	R	665.00

01	304606	04/14/2022	NOKOMIS SHOE SHOP	R	124.95
01	304607	04/14/2022	NUSS TRUCK & EQUIPMENT	R	515.00
01	304608	04/14/2022	OLSON ANDREA JADE	R	25.00
01	304609	04/14/2022	ON SITE SANITATION	R	793.42
01	304610	04/14/2022	PAYDHEALTH	R	21,473.46
01	304611	04/14/2022	POMPS TIRE SERVICE	R	510.00
01	304612	04/14/2022	PREMIUM WATERS INC	R	30.00
01	304613	04/14/2022	RATWIK ROSZAK & MALONEY PA	R	238.50
01	304614	04/14/2022	SCHOOLS IN LLC	R	312.18
01	304615	04/14/2022	SHERWIN WILLIAMS CO	R	113.37
01	304616	04/14/2022	SMARTSENSE BY DIGI	R	330.00
01	304617	04/14/2022	ST LOUIS PARK PUBLIC SCHL ISD 283	R	104.00
01	304618	04/14/2022	TRISTATE BOBCAT INC	R	17.42
01	304619	04/14/2022	TWIN CITY FILTER SERVICE INC	R	466.55
01	304620	04/14/2022	TWIN CITY HARDWARE	R	1,805.55
01	304621	04/14/2022	TWIN CITY TRANSPORTATION	R	98,679.53
01	304622	04/14/2022	VERIZON WIRELESS	R	320.08
01	304623	04/14/2022	TREMCO/WEATHERPROOFING TECH, INC.	R	1,365.00
01	304624	04/14/2022	WILD MOUNTAIN	R	192.00
01	304625	04/14/2022	WORLD CUP SUPPLY INC	R	779.09
01	304626	04/14/2022	XCEL ENERGY	R	5,683.11
01	304627	04/15/2022	BSN SPORTS, LLC	R	40.00
01	304628	04/15/2022	CARQUEST AUTO PARTS	R	115.81
01	304629	04/15/2022	MIDWEST BUS PARTS INC	R	131.00
01	304630	04/21/2022	4IMPRINT, INC.	R	219.98
01	304631	04/21/2022	ACCO BRANDS USA LLC	R	123.00
01	304632	04/21/2022	ADRIAN EMILY	R	70.00
01	304633	04/21/2022	AGL CONSULTING	R	3,680.00
01	304634	04/21/2022	ALLIED PROFESSIONALS, INC.	R	1,668.00
01	304635	04/21/2022	AMPLIFIED IT LLC--NOW CDW	R	3,440.25
01	304636	04/21/2022	APPRIZE TECHNOLOGIES	R	300.00
01	304637	04/21/2022	BIX FRUIT COMPANY	R	11,161.56
01	304638	04/21/2022	BRUCE TRANG	R	300.00
01	304639	04/21/2022	CANON USA	R	4,166.53
01	304640	04/21/2022	CATALYST BUYING GROUP LLC	R	427.49
01	304641	04/21/2022	CDW GOVERNMENT INC	R	7,531.90
01	304642	04/21/2022	CEP ART & DESIGN	R	297.00
01	304643	04/21/2022	CITY OF RICHFIELD	R	1,578.64
01	304644	04/21/2022	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	304645	04/21/2022	DIGITAL INSURANCE LLC	R	3,607.00
01	304646	04/21/2022	DREPAUL NERICA	R	20.00
01	304647	04/21/2022	EDUCATORS BENEFIT CONSULTANTS LLC	R	456.35
01	304648	04/21/2022	FURTHER	R	6,183.00
01	304649	04/21/2022	WW GRAINGER INC	R	203.76
01	304650	04/21/2022	GROTH MUSIC COMPANY	R	343.04
01	304651	04/21/2022	GROUP MEDICAREBLUE RX	R	7,159.50
01	304652	04/21/2022	HOGLUND BUS CO INC	R	113,603.72
01	304653	04/21/2022	HOPE CHURCH	R	14,413.77
01	304654	04/21/2022	IDEAL ENERGIES, LLC	R	653.03
01	304655	04/21/2022	INDOFF INC	R	613.89

01	304656	04/21/2022	INNOVATIVE OFFICE SOLUTIONS LLC	R	10,880.65
01	304657	04/21/2022	INSTRUMENTALIST AWARDS	R	77.00
01	304658	04/21/2022	INTERMEDIATE DISTRICT 287	R	101,474.22
01	304659	04/21/2022	JW PEPPER & SON INC	R	110.00
01	304660	04/21/2022	KIDCREATE STUDIO	R	424.00
01	304661	04/21/2022	KIM TONG TRANSLATION SERVICE INC	R	371.25
01	304662	04/21/2022	KINECT ENERGY INC	R	57,058.23
01	304663	04/21/2022	KLEIN MORVA A	R	250.00
01	304664	04/21/2022	KUBOUSHEK, KERI L	R	70.00
01	304665	04/21/2022	KURPIERS REYNE	R	70.00
01	304666	04/21/2022	MACMH	R	120.00
01	304667	04/21/2022	NETWORK DESIGN, INC.	R	2,333.33
01	304668	04/21/2022	MN TRUE TEAM TRACK & FIELD	R	160.00
01	304669	04/21/2022	MORROW DONALD	R	83.00
01	304670	04/21/2022	MRI SOFTWARE LLC	R	15.00
01	304671	04/21/2022	NCS PEARSON INC	R	371.25
01	304672	04/21/2022	NEW DOMINION SCHOOL	R	5,497.02
01	304673	04/21/2022	ON SITE SANITATION	R	1,008.00
01	304674	04/21/2022	PAN O GOLD BAKING CO	R	1,046.30
01	304675	04/21/2022	PLAGGE, RONETTE	R	39.32
01	304676	04/21/2022	RATHE SARAH	R	70.00
01	304677	04/21/2022	RUPP ANDERSON SQUIRES & WALDSPURGER	R	4,643.14
01	304678	04/21/2022	RYAN JEANNIE M	R	640.27
01	304679	04/21/2022	SCHOLASTIC INC	R	65.45
01	304680	04/21/2022	SUPREME SCHOOL SUPPLY	R	99.07
01	304681	04/21/2022	TOMAS KELLY R	R	70.00
01	304682	04/21/2022	TRIO SUPPLY COMPANY	R	5,611.91
01	304683	04/21/2022	UNITED HEALTHCARE INSURANCE CO	R	503.63
01	304684	04/21/2022	UNITED HEALTHCARE/ AARP MEDICARE RX	R	101.20
01	304685	04/21/2022	UNITED HEARTHCARE /AARP MEDICARE RX	R	101.20
01	304687	04/21/2022	UPPER LAKES FOODS	R	56,960.71
01	304688	04/21/2022	XCEL ENERGY	R	1,160.50
01	V611769	04/21/2022	MARIA ARIAS YANEZ	R	54.99
01	V611770	04/21/2022	JENELLE BULLEN	R	85.90
01	V611771	04/21/2022	SONYA COLEMAN	R	7.02
01	V611772	04/21/2022	PETER J FITZPATRICK	R	18.25
01	V611773	04/21/2022	STEVEN T FLUCAS	R	74.02
01	V611774	04/21/2022	AMY E HAGER	R	95.00
01	V611775	04/21/2022	RACHAEL G LENMARK	R	37.78
01	V611776	04/21/2022	OLUTOYE F MORTLAND	R	38.88
01	V611777	04/21/2022	ERIN H NEILON	R	85.72
01	V611778	04/21/2022	LIZBETH PRISCO PLASCENCIA	R	169.98
01	V611779	04/21/2022	RENEE C REED-KARSTENS	R	51.16
01	V611780	04/21/2022	GRACE E SACHER	R	218.99
01	V611781	04/21/2022	RENEE SORGENFRIE	R	27.56
01	V611782	04/21/2022	MORGAN L STEELE	R	137.50
01	V611783	04/21/2022	HANNAH M VIRANT	R	30.61
01	V611784	04/21/2022	MARTA E WEIRICH	R	24.83
01	V611785	04/21/2022	MICHELLE R WHITESIDE	R	6.33
01	304689	04/25/2022	CM CONSTRUCTION COMPANY	R	87,266.99

01	304690	04/25/2022	CORVAL CONSTRUCTORS, INC.	R	22,501.08
01	304691	04/25/2022	ICS CONSULTING, LLC (DBA: ICS)	R	9,616.77
01	304692	04/25/2022	INNOVATIVE BUILDING CONCEPTS, LLC	R	350.00
01	304693	04/25/2022	INSTITUTE FOR ENVIROMENTAL	R	4,260.00
01	304694	04/25/2022	MAVO SYSTEMS INC	R	2,350.00
01	304695	04/25/2022	OLYMPIC COMMUNICATIONS INC	R	1,900.00
01	304696	04/25/2022	ROCHON CORPORATION MINNESOTA	R	102,964.58
01	304697	04/25/2022	WOLD ARCHITECTS AND ENGINEERS	R	1,054.73
01	V611786	04/25/2022	ALECIA M MOBLEY	R	1,721.13
01	304702	04/26/2022	AMAZON.COM SYNCB/AMAZON	R	9,362.58

TOTAL CHECKS & E-PAYS					1,300,048.28
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CHECKS & E-PAYS FOR 05/02/2022 BOARD REPORTS

BANK 05	DATE	AMOUNT
E-Pays	4/21/2022	1,164.52
	4/25/2022	1,721.13
Checks	4/14/2022	621,192.03
	4/15/2022	286.81
	4/21/2022	434,057.06
	4/26/2022	9,362.58
Construction Checks 4/25/22	4/25/2022	232,264.15

CHECK REGISTER BANK 05 TOTAL =	1,300,048.28
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BREAKDOWN	
01-206-00	481,565.41
02-206-00	77,768.39
03-206-00	474,674.28
04-206-00	7,407.59
06-206-00	232,264.15
07-206-00	-
18-206-00	-
20-206-00	24,802.06
21-206-00	1,566.40
47-206-00	-
BANK TOTAL =	1,300,048.28

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, May 2, 2022
7 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, May 2, 2022 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, Carter and Smisek. Banks Kupcho and Cole were not able to attend.

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

II. REVIEW AND APPROVAL OF THE AGENDA

Motion by Brakke, seconded by Carter, and unanimously carried, the board of education approved the agenda.

III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

- A. Superintendent Update
 - 1. RCEP Presentation
 - 2. Nutrition Services Presentation
 - 3. Crisis Communications Audit Process Report
- B. Commendation

IV. CONSENT AGENDA

- A. Routine Matters
 - 1. Minutes of the regular meeting held April 18, 2022
 - 2. General Disbursements as of 4/26/22 in the amount of \$1,300,048.28
 - 3. Investment Holdings
- B. Personnel Items

Classified Part Time – Paraprofessionals

Kaimah Marshall – 35 hr/wk – Special Education – RSTEM
Effective 4/25/2022

Classified Part Time – Facilities and Transportation

Araceli Aguilar Alatoma – 25 hr/wk Bus Driver – Garage
Effective 4/25/2022

Carmen Sarmiento – 40hr/wk – Building Cleaner - RMS
Effective 4/25/2022 (moved from Food & Nutrition to Facilities)

Classified Full Time – Administrative Assistant

Anne Seeman – 40hr/wk – Administrative Assistant 3 – RSTEM
Effective 5/5/2022

Certified Unpaid Leave of Absence

Kathryn Wegner – Social Studies Teacher - RHS 2nd Semester
Effective January 30, 2023 - June 9, 2023

Kathryn Wegner – Social Studies Teacher – RHS 1st Semester
Effective August 29, 2022 – January 29, 2023 .28 FTE Leave

Lisa Valdez – Phy/Ed Health Teacher- RMS –
Effective April 15, 2022 through June 10, 2022

Nichol Kamholz – Art Teacher – Sheridan Hills –
.2 FTE LOA for 8/29/2022 – 6/09/2023

Jonathan Mitchell – Social Studies Teacher – RHS
Effective 8/29/2022 – 6/09/2023

Mitchell Jacobson – 4th Grade Teacher – Sheridan Hills –
Effective 8/29/2022 – 06/09/2023

Certified Teachers - Resignations

Cory Cochran – Social Studies Dual Language – RMS
Effective 6/10/22

Kiersten Bostic – Special Education Resource Teacher – RDLS
Effective 6/9/22

Leslikarina Patino – Kindergarten Teacher – RDLS
Effective 6/10/22

Christi Jo Mace – Industrial Tech Teacher – RHS
Effective 6/10/22

Angelica Heller – Kindergarten Dual Language - RDLS
Effective 6/09/22

Joanna Sicoli – Social Studies Teacher – RMS
Effective 04/29/2022 (previously approved effective 6/30/22)

Quinn Millibergity – Special Education - RSTEM
Effective 6/10/2022

Classified Part Time – Paraprofessionals – Resignations

Linda Swisher – Paraprofessional – RDLS
Effective 04/13/2022

Rebekah Polland – Paraprofessional – RDLS
Effective 6/9/2022

George Ene – Tech Para – Districtwide –
Effective 04/13/2022

Classified Full Time – Administrative Assistant- Resignations

Veronica Bach-Dowd – Administrative Assistant 3 – RMS
Effective 4/22/2022

Motion by Carter, seconded by Smisek, and unanimously carried, the board of education approved the consent agenda.

V. OLD BUSINESS

- A. Policy 309: Designation of Acting Superintendent - third read

Motion by Brakke, seconded by Smisek, and unanimously carried, the board of education approved the revised policy.

- B. Policy 210: Conflict of Interest–School Board Members & Administrative Guideline 210.1 - second read
- C. Policy 208: Open Meetings and Closed Meetings - second read

VI. NEW BUSINESS

- A. Termination and Nonrenewal of Probationary Teaching Contracts

Motion by Brakke, seconded by Smisek, and unanimously carried, the board of education approved the resolution.

- B. Notice of Resolution Rescinding Proposed Placement of Teachers on Unrequested Leave of Absence

Motion by Carter, seconded by Brakke, and unanimously carried, the board of education approved the resolution.

- C. Donations

Motion by Smisek, 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
 - 5-16-2022 7 p.m. Regular Board Meeting - Public Comment
 - 6-6-2022 7 p.m. Regular Board Meeting
- D. Suggested/Future Agenda Items

VIII. ADJOURN REGULAR MEETING

Chair Pollis adjourned the meeting at 8:31 p.m.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	304703	04/28/2022	ALL STATE COMMUNICATIONS INC	R	492.50
01	304704	04/28/2022	ALLIED PROFESSIONALS, INC.	R	1,528.00
01	304705	04/28/2022	AQUA LOGIC INC	R	420.00
01	304706	04/28/2022	BACHMANS INC	R	333.05
01	304707	04/28/2022	BEST PLUMBING SPECIALTIES, INC.	R	329.30
01	304708	04/28/2022	BIX FRUIT COMPANY	R	2,987.61
01	304709	04/28/2022	CASEBOLT, ERIN	R	158.26
01	304710	04/28/2022	CINTAS CORPORATION NO 2	R	302.17
01	304711	04/28/2022	COMCAST	R	304.09
01	304712	04/28/2022	CONTINENTAL RESEARCH CORP	R	1,468.17
01	304713	04/28/2022	DECKER EQUIPMENT INC	R	488.09
01	304714	04/28/2022	ECM PUBLISHERS INC	R	156.85
01	304715	04/28/2022	ECOLAB INC	R	255.97
01	304716	04/28/2022	WW GRAINGER INC	R	474.15
01	304717	04/28/2022	HAWKINS INC	R	354.50
01	304718	04/28/2022	HEARTLAND BUSINESS SYSTEMS LLC	R	165.00
01	304719	04/28/2022	HILLYARD MINNEAPOLIS	R	11,119.85
01	304720	04/28/2022	HOGLUND BUS CO INC	R	1,194.55
01	304721	04/28/2022	IDENTISYS INC	R	894.00
01	304722	04/28/2022	INSTITUTE FOR ENVIROMENTAL	R	7,951.25
01	304723	04/28/2022	JAYTECH, INC	R	1,457.59
01	304724	04/28/2022	KIDCREATE STUDIO	R	424.00
01	304725	04/28/2022	KOCH SCHOOL BUS SERVICE, INC.	R	3,512.40
01	304726	04/28/2022	KREMER SERVICES LLC	R	848.37
01	304727	04/28/2022	LANGUAGE LINE SERVICE	R	680.03
01	304728	04/28/2022	MACKIN BOOK COMPANY	R	32.16
01	304729	04/28/2022	MADISON NATIONAL LIFE INS CO INC	R	16,656.93
01	304730	04/28/2022	MATRIX COMMUNICATIONS, INC	R	24,160.98
01	304731	04/28/2022	MEDICARE COMMERC REPAY CNTR-GHP	R	1,655.19
01	304732	04/28/2022	MIDWEST BUS PARTS INC	R	248.07
01	304733	04/28/2022	MINNESOTA DEPARTMENT OF HEALTH	R	35.00
01	304734	04/28/2022	MINUTEMAN PRESS EDINA	R	28.73
01	304735	04/28/2022	PAN O GOLD BAKING CO	R	417.61
01	304736	04/28/2022	PUMP & METER SERVICE	R	2,761.18
01	304737	04/28/2022	RATWIK ROSZAK & MALONEY PA	R	117.50
01	304738	04/28/2022	RICHFIELD BUS COMPANY	R	710.00
01	304739	04/28/2022	RODRIGUEZ EMBROIDERY INC	R	584.00
01	304740	04/28/2022	SCHOOL SERVICE EMPLOYEES UNION	R	8,522.81
01	304741	04/28/2022	SEPTRAN STUDENT TRANSPORTATION	R	7,880.00
01	304742	04/28/2022	SITEONE LANDSCAPE SUPPLY LLC	R	48.69
01	304743	04/28/2022	SOURCEWELL TECHNOLOGY	R	1,650.00
01	304744	04/28/2022	TOLL COMPANY	R	12.03
01	304745	04/28/2022	TRIO SUPPLY COMPANY	R	668.41
01	304746	04/28/2022	TRISTATE BOBCAT INC	R	750.00
01	304747	04/28/2022	TWIN CITY FILTER SERVICE INC	R	1,056.24
01	304748	04/28/2022	TWIN CITY PHYSICIANS PROFESSIONAL	R	2,220.00
01	304749	04/28/2022	UNITED STATES TREASURER	R	430.00
01	304750	04/28/2022	UPPER LAKES FOODS	R	15,407.38
01	304751	04/28/2022	VELOCITY DRAIN SERVICES INC	R	4,331.00

01	304752	04/28/2022	VSP VISION SERVICE PLAN	R	3,402.89
01	304753	04/28/2022	WORLD FUEL SERVICES, INC.	R	1,969.78
01	304754	04/29/2022	AGORA SUPPLY, LLC	R	5,900.00
01	304755	04/29/2022	XCEL ENERGY	R	61,150.28
01	V2201196	05/04/2022	P-CARD BAIRD LISA	R	7,847.92
01	V2201197	05/04/2022	P-CARD BARLOW ERICA	R	3,328.60
01	V2201198	05/04/2022	P-CARD BROWN MATTHEW	R	1,028.58
01	V2201200	05/04/2022	P-CARD BRUNNER PATTI	R	13,156.56
01	V2201201	05/04/2022	P-CARD BURT EMILY	R	56.37
01	V2201202	05/04/2022	P-CARD CARUSO MATTHEW	R	932.74
01	V2201203	05/04/2022	P-CARD EDWARDS NATHAN	R	323.80
01	V2201204	05/04/2022	P-CARD ELLERSON JARED	R	280.00
01	V2201205	05/04/2022	P-CARD FINDLEY LAMPKIN MELISSA	R	455.49
01	V2201206	05/04/2022	P-CARD GEURINK AREND	R	1,773.48
01	V2201207	05/04/2022	P-CARD GULLICKSON KEVIN	R	51.20
01	V2201208	05/04/2022	P-CARD HOLJE CRAIG	R	193.00
01	V2201209	05/04/2022	P-CARD KRETSINGER DAN	R	5,441.31
01	V2201210	05/04/2022	P-CARD LEIKNES LISA	R	291.18
01	V2201211	05/04/2022	P-CARD LEWIS JENNIFER	R	1,365.73
01	V2201212	05/04/2022	P-CARD LUNDY MICHELLE	R	14,119.40
01	V2201213	05/04/2022	P-CARD MACE CHRISTI JO	R	246.31
01	V2201214	05/04/2022	P-CARD MAHONEY COLLEEN	R	747.83
01	V2201215	05/04/2022	P-CARD MCGINN DAN	R	353.24
01	V2201216	05/04/2022	P-CARD MCINNES CALLEN	R	480.00
01	V2201217	05/04/2022	P-CARD MORALES LIZETTE	R	4,032.83
01	V2201218	05/04/2022	P-CARD MORRISSEY MELISSA	R	413.30
01	V2201219	05/04/2022	P-CARD SHAHSAVAND MARTA	R	364.75
01	V2201220	05/04/2022	P-CARD SKARE-KLECKER AMY	R	272.59
01	V2201221	05/04/2022	P-CARD SMITH DANE	R	1,162.02
01	V2201222	05/04/2022	P-CARD STACHEL NANCY	R	1,755.34
01	V2201223	05/04/2022	P-CARD VALLEY JENNIFER	R	105.49
01	V2201224	05/04/2022	P-CARD WILLHITE KASYA	R	865.48
01	V2201225	05/04/2022	P-CARD WINTER AMY	R	1,588.49
01	304756	05/05/2022	ACT INC	R	16,653.00
01	304757	05/05/2022	AMAZON CAPITAL SERVICES	R	1,005.32
01	304758	05/05/2022	ANDROS, KIMBERLY	R	237.39
01	304759	05/05/2022	BATTERIES R US	R	1,249.75
01	304760	05/05/2022	BIX FRUIT COMPANY	R	4,906.13
01	304761	05/05/2022	BLUUM OF MINNESOTA, LLC	R	2,500.00
01	304762	05/05/2022	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	304763	05/05/2022	BSI MECHANICAL, INC.	R	540.99
01	304764	05/05/2022	CAPITAL ONE TRADE CREDIT	R	225.80
01	304765	05/05/2022	CARQUEST AUTO PARTS	R	174.30
01	304766	05/05/2022	CINTAS CORPORATION NO 2	R	963.61
01	304767	05/05/2022	CITY OF RICHFIELD	R	2,405.78
01	304768	05/05/2022	COMCAST BUSINESS	R	246.35
01	304769	05/05/2022	CULLIGAN SOFT WATER	R	10.00
01	304770	05/05/2022	DIGITAL INSURANCE LLC	R	1,701.00
01	304771	05/05/2022	ECM PUBLISHERS INC	R	258.00
01	304772	05/05/2022	ECOLAB INC	R	717.44

01	304773	05/05/2022	EMOTIONAL ABC'S, INC.	R	359.40
01	304774	05/05/2022	WW GRAINGER INC	R	180.97
01	304775	05/05/2022	HARMES, KRISTIN	R	237.39
01	304776	05/05/2022	HEALTH RISK STRATEGIES, LLC	R	400.00
01	304777	05/05/2022	HILLYARD MINNEAPOLIS	R	9,000.80
01	304778	05/05/2022	HOGLUND BUS CO INC	R	5,207.19
01	304779	05/05/2022	HOTSY MINNESOTA	R	113.60
01	304780	05/05/2022	HR SIMPLIFIED INC.	R	784.00
01	304781	05/05/2022	IIX INSURANCE INFORMATION EXCHANGE	R	50.55
01	304782	05/05/2022	KINECT ENERGY INC	R	525.00
01	304783	05/05/2022	LIGHTSPEED TECHNOLOGIES, INC.	R	2,394.00
01	304784	05/05/2022	MARX, CHANTEL	R	79.13
01	304785	05/05/2022	METRO TRANSIT	R	485.00
01	304786	05/05/2022	MIDWEST BUS PARTS INC	R	58.88
01	304787	05/05/2022	MN SYNCHRONIZED SWIM COACHES ASSOC	R	305.25
01	304788	05/05/2022	NCS PEARSON INC	R	280.69
01	304789	05/05/2022	NILFISK, INC.	R	6.90
01	304790	05/05/2022	NORMANDALE COMMUNITY COLLEGE	R	60,750.00
01	304791	05/05/2022	OCCUPATIONAL MEDICINE CONSULTANTS	R	29.00
01	304792	05/05/2022	PAN O GOLD BAKING CO	R	341.20
01	304793	05/05/2022	POWERSCHOOL GROUP LLC	R	14,178.36
01	304794	05/05/2022	REACH COMMUNICATIONS, INC	R	9,028.00
01	304795	05/05/2022	SCHOOL HEALTH CORPORATION	R	1,009.99
01	304796	05/05/2022	SOUTHWEST METRO INTER DIST 288	R	2,027.02
01	304797	05/05/2022	TAFFE SARAH ANN	R	4,332.18
01	304798	05/05/2022	MACARIO CORPORATION	R	2,572.50
01	304799	05/05/2022	TOWN & COUNTRY FENCE	R	2,695.00
01	304800	05/05/2022	TRAFERA, LLC	R	26,400.00
01	304801	05/05/2022	TRIO SUPPLY COMPANY	R	846.94
01	304802	05/05/2022	TRISTATE BOBCAT INC	R	1,201.24
01	304803	05/05/2022	TWIN CITY HARDWARE	R	855.69
01	304804	05/05/2022	UPPER LAKES FOODS	R	24,368.06
01	304805	05/05/2022	VALLEY WEST SEWING	R	79.98
01	304806	05/05/2022	TREMCO/WEATHERPROOFING TECH, INC.	R	3,000.00
01	304807	05/05/2022	WHEELCO	R	158.72
01	V611787	05/05/2022	CASSIE J ACOSTACANO	R	121.39
01	V611788	05/05/2022	ERIC ANDERSON	R	53.08
01	V611789	05/05/2022	ERICA T BARLOW	R	70.00
01	V611790	05/05/2022	KRISTEN BRADSETH CHRISTIANSEN	R	104.98
01	V611791	05/05/2022	JILL A CARLTON	R	257.40
01	V611792	05/05/2022	MIRIAM A CASTRO SANJUAN	R	40.00
01	V611793	05/05/2022	MARY L CLARKSON	R	70.00
01	V611794	05/05/2022	SONYA COLEMAN	R	4.68
01	V611795	05/05/2022	LATANYA R DANIELS	R	70.00
01	V611796	05/05/2022	KIM M DARAITIS	R	18.83
01	V611797	05/05/2022	GEORGE A DENNIS	R	35.00
01	V611798	05/05/2022	MEGAN M STECHER	R	70.00
01	V611799	05/05/2022	JARED ELLERSON	R	70.00
01	V611800	05/05/2022	KEVIN L ERICKSON	R	14.99
01	V611801	05/05/2022	PETER J FITZPATRICK	R	40.00

01	V611802	05/05/2022	STEVEN T FLUCAS	R	70.00
01	V611803	05/05/2022	MICHAEL L FRANKENBERG	R	70.00
01	V611804	05/05/2022	DAVID A FREEBURG	R	70.00
01	V611805	05/05/2022	RACHEL GENS	R	70.00
01	V611806	05/05/2022	AREND J GEURINK	R	70.00
01	V611807	05/05/2022	JAMES A GILLIGAN	R	70.00
01	V611808	05/05/2022	CHRISTINA M GONZALEZ	R	70.00
01	V611809	05/05/2022	KYLE L GUSTAFSON	R	40.00
01	V611810	05/05/2022	KEVIN D HARRIS	R	40.00
01	V611811	05/05/2022	JAMES L HILL	R	40.00
01	V611812	05/05/2022	SUZANNE A HILLER	R	331.19
01	V611813	05/05/2022	JESSICA M HOFFMAN	R	127.18
01	V611814	05/05/2022	CRAIG D HOLJE	R	70.00
01	V611815	05/05/2022	MICHAEL E JAEGER	R	122.92
01	V611816	05/05/2022	CASSIDY H JAVNER	R	16.98
01	V611817	05/05/2022	SARAH J JESPERSON	R	17.28
01	V611818	05/05/2022	CORY J KLINGE	R	70.00
01	V611819	05/05/2022	DANIEL E KRETSINGER	R	70.00
01	V611820	05/05/2022	ANOOP KUMAR	R	40.00
01	V611821	05/05/2022	JENNIFER K LEWIS	R	133.22
01	V611822	05/05/2022	SHANNON J LINDBERG	R	40.00
01	V611823	05/05/2022	JOHN M LORENZINI	R	70.00
01	V611824	05/05/2022	COLLEEN M MAHONEY	R	70.00
01	V611825	05/05/2022	MICHAEL A MANNING	R	97.98
01	V611826	05/05/2022	DANIEL P MCGINN	R	40.00
01	V611827	05/05/2022	DOUG R MCMEEKIN	R	70.00
01	V611828	05/05/2022	KENT D MEYER	R	70.00
01	V611829	05/05/2022	ADAM J MILLER	R	99.18
01	V611830	05/05/2022	ALECIA M MOBLEY	R	70.00
01	V611831	05/05/2022	ERIN H NEILON	R	40.00
01	V611832	05/05/2022	JACQUELINE O NWAIWU	R	193.69
01	V611833	05/05/2022	ROBERT G OLSON	R	40.00
01	V611834	05/05/2022	LAURA B OTTERNESS	R	70.00
01	V611835	05/05/2022	MARK S PEDERSEN	R	40.00
01	V611836	05/05/2022	DENNIS E PETERSON	R	35.00
01	V611837	05/05/2022	CASSANDRA QUAM	R	70.00
01	V611838	05/05/2022	RENEE C REED-KARSTENS	R	40.00
01	V611839	05/05/2022	KEITH D RIEF	R	40.00
01	V611840	05/05/2022	TERESA L ROSEN	R	70.00
01	V611841	05/05/2022	MAUREEN E RUHLAND	R	85.28
01	V611842	05/05/2022	TIMECKA MARIE SANCHEZ-MICHAELS	R	70.00
01	V611843	05/05/2022	AMANDA SAUER	R	32.05
01	V611844	05/05/2022	ASHLEY SCHAEFER	R	70.00
01	V611845	05/05/2022	MARTA I SHAHSAVAND	R	70.00
01	V611846	05/05/2022	AMY B SKARE-KLECKER	R	70.00
01	V611847	05/05/2022	NANCY J STACHEL	R	70.00
01	V611848	05/05/2022	PATRICK M SURE	R	40.00
01	V611849	05/05/2022	STACY THEIEN-COLLINS	R	70.00
01	V611850	05/05/2022	VLADIMIR S TOLEDO	R	40.00
01	V611851	05/05/2022	STEVEN P UNOWSKY	R	270.00

01	V611852	05/05/2022	STEPHEN C URBANSKI	R	40.00
01	V611853	05/05/2022	CARRIE A VALA	R	70.00
01	V611854	05/05/2022	JENNIFER K VALLEY	R	70.00
01	V611855	05/05/2022	RYAN WAGNER	R	40.00
01	V611856	05/05/2022	REBECCA S WALD	R	40.00
01	V611857	05/05/2022	MICHELLE R WHITESIDE	R	86.57
01	V611858	05/05/2022	KASYA L WILLHITE	R	70.00
01	V611859	05/05/2022	MELISSA J WILLIAMS	R	21.99
01	V611860	05/05/2022	AMY J WINTER AHSENMACHER	R	70.00
01	V611861	05/06/2022	NANCY J BERRES	R	9.66
01	V611862	05/06/2022	LORI A SCHMIDT	R	72.61

TOTAL CHECKS, PCARDS & EPAYS					479,831.26
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P-CARD,CHECK RUNS, E-PAYS & WIRES FOR 05/16/2022 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	4/28/2022	134,056.33
	4/29/2022	67,050.28
	5/5/2022	210,298.49
E-Pays	5/5/2022	5,310.86
	5/6/2022	82.27
PCARD-APRIL PAID 5/4/22	5/4/2022	63,033.03

CHECK REGISTER BANK 05 TOTAL =	479,831.26
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BREAKDOWN	
01-206-00	380,307.95
02-206-00	56,798.84
03-206-00	24,180.68
04-206-00	10,409.79
06-206-00	3,070.00
07-206-00	-
18-206-00	-
20-206-00	4,939.04
21-206-00	124.96
47-206-00	-
BANK TOTAL =	479,831.26

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

RICHFIELD | March 31, 2022

							March 31, 2022	March 31, 2021 % of	March 31, 2020 % of			
REVENUE CATEGORIES	June 30, 2020	June 30, 2021	Revised Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	Actuals Received	Actuals Received	Current YTD vs. PYTD	March 31, 2021	March 31, 2020
STATE	45,674,569	45,171,242	46,068,918	47,553,360	28,928,939	17,139,979	62.79%	62.38%	62.13%	752,885	28,176,054	28,375,894
FEDERAL	2,834,495	4,835,777	7,036,330	6,112,344	1,366,372	5,669,958	19.42%	56.34%	-0.01%	(1,358,027)	2,724,399	(381)
PROPERTY TAXES	18,018,704	17,711,183	17,137,896	17,347,393	17,004,521	133,375	99.22%	98.53%	99.62%	(446,743)	17,451,264	17,949,430
LOCAL SALES, INS RECOVERY & JUDGEMENTS	130,566	346,118	102,910	68,532	31,720	71,190	30.82%	72.75%	43.63%	(220,070)	251,790	56,964
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	1,404,032	1,415,829	886,382	517,650	63.13%	75.30%	71.44%	394,018	492,365	917,404
TOTALS	67,942,444	68,718,148	71,750,086	72,497,459	48,217,935	23,532,151	67.20%	71.45%	69.62%	(877,938)	49,095,873	47,299,311

							March 31, 2022	March 31, 2021 % of	March 31, 2020 % of			
EXPENDITURES (OBJECT SERIES)	June 30, 2020	June 30, 2021	Revised Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	Actuals Expended	Actuals Expended	Current YTD vs. PYTD	March 31, 2021	March 31, 2020
SALARIES & WAGES	36,586,619	37,395,344	39,676,080	39,175,931	24,893,085	14,782,995	62.74%	61.55%	63.47%	1,875,681	23,017,404	23,222,068
EMPLOYEE BENEFITS	13,190,108	13,311,059	14,216,893	14,676,370	9,524,822	4,692,071	67.00%	67.41%	68.74%	551,525	8,973,297	9,067,235
PURCHASED SERVICES	8,325,304	7,829,673	8,931,436	9,801,804	6,829,434	2,102,002	76.47%	62.36%	64.79%	1,946,914	4,882,520	5,393,925
SUPPLIES	2,632,033	3,264,242	3,714,723	3,502,282	2,596,490	1,118,233	69.90%	74.46%	80.03%	166,075	2,430,415	2,106,449
EQUIPMENT	2,313,465	3,127,326	4,037,786	4,475,281	3,257,798	779,988	80.68%	83.55%	83.37%	644,904	2,612,894	1,928,650
DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OTHER EXPENDITURES	412,717	366,580	765,325	700,956	325,687	439,638	42.56%	39.92%	25.53%	179,355	146,333	105,370
OTHER FINANCING USES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTALS	63,460,246	65,294,224	71,342,243	72,332,623	47,427,316	23,914,927	66.48%	64.42%	65.91%	5,364,454	42,062,862	41,823,696

							March 31, 2022	March 31, 2021 % of	March 31, 2020 % of			
EXPENDITURES (PROGRAM SERIES)	June 30, 2020	June 30, 2021	Revised Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	Actuals Expended	Actuals Expended	Current YTD vs. PYTD	March 31, 2021	March 31, 2020
SITE ADMINISTRATION	1,960,813	1,782,559	2,025,024	2,051,106	1,481,542	543,482	73.16%	73.88%	79.05%	164,668	1,316,874	1,550,056
DISTRICT ADMINISTRATION	2,060,508	2,143,369	2,106,199	1,955,853	1,364,086	742,113	64.77%	74.20%	71.62%	(226,212)	1,590,298	1,475,711
SUPPORT SERVICES	2,214,338	2,393,196	2,722,217	2,899,798	2,222,275	499,942	81.63%	86.84%	86.75%	144,043	2,078,232	1,920,833
REGULAR INSTRUCTION	26,944,471	27,799,860	28,876,003	28,013,231	16,685,907	12,190,096	57.78%	58.47%	60.44%	431,223	16,254,685	16,285,361
EXTRA-CURRICULAR ACTIVITIES	979,957	845,030	973,263	1,004,683	667,543	305,720	68.59%	67.92%	75.82%	93,573	573,969	742,971
VOCATIONAL INSTRUCTION	446,106	457,380	787,721	765,698	466,645	321,076	59.24%	57.79%	59.81%	202,311	264,334	266,812
SPECIAL EDUCATION	12,270,481	11,761,573	12,789,574	12,544,111	8,017,102	4,772,472	62.68%	62.98%	62.68%	610,053	7,407,050	7,690,908
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	5,200,052	5,230,898	3,839,233	1,360,819	73.83%	75.26%	77.04%	414,314	3,424,919	3,641,765
PUPIL SUPPORT SERVICES	6,626,336	6,736,524	8,012,452	9,264,959	6,396,654	1,615,798	79.83%	59.10%	69.45%	2,415,040	3,981,614	4,602,297
FACILITIES	4,893,517	6,499,064	7,563,288	8,197,491	5,915,922	1,647,366	78.22%	74.57%	69.87%	1,069,635	4,846,288	3,419,329
OTHER FINANCING USES	271,303	324,599	286,450	404,795	370,406	(83,956)	129.31%	100.00%	83.91%	45,807	324,599	227,654
TOTALS	63,460,246	65,294,224	71,342,243	72,332,623	47,427,316	23,914,927	66.48%	64.42%	65.91%	5,364,454	42,062,862	41,823,696

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

RICHFIELD | March 31, 2022

ACTIVITY - OTHER FUNDS

							March 31,	March 31,	March 31,			
	June 30, 2020	June 30, 2021	Revised Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	Current YTD vs. PYTD	March 31, 2021	March 31, 2020
REVENUE												
FOOD SERVICE	2,684,713	2,613,215	3,210,706	3,914,429	2,106,674	1,104,032	65.61%	48.10%	62.25%	849,712	1,256,962	1,671,340
COMMUNITY EDUCATION	1,957,664	1,892,291	2,079,001	2,178,648	1,840,896	238,105	88.55%	78.29%	87.69%	359,459	1,481,436	1,716,598
CONSTRUCTION	2,184,625	232,885	3,500	56,584	53,647	(50,147)	1532.78%	18.23%	2.82%	11,186	42,461	61,647
DEBT SERVICE	8,469,549	7,641,299	9,622,747	9,623,815	9,450,505	172,242	98.21%	99.33%	99.02%	1,860,782	7,589,723	8,386,576
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	44,993
CUSTODIAL	8,908	9,151	6,800	11,929	7,776	(976)	114.35%	77.45%	0.00%	689	7,087	0
INTERNAL SERVICE	7,722,748	7,521,053	7,680,050	7,398,057	4,964,319	2,715,731	64.64%	64.19%	63.64%	136,220	4,828,099	4,914,846
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	185,312	143,568	(93,568)	287.14%	-25.06%	-11.25%	168,817	(25,248)	(27,785)
OPEB DEBT SERVICE	811,277	2,129,110	2,096,886	1,976,597	2,051,624	45,262	97.84%	99.24%	99.63%	(61,319)	2,112,943	808,268
TOTALS	24,086,536	22,139,765	24,749,690	25,345,370	20,619,009	4,130,681	83.31%	78.11%	72.97%	3,325,545	17,293,463	17,576,485

							March 31,	March 31,	March 31,			
	June 30, 2020	June 30, 2021	Revised Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	March 31, 2021	March 31, 2020
EXPENDITURES												
FOOD SERVICE	2,980,090	2,329,661	3,138,019	2,932,925	1,949,175	1,188,844	62.11%	65.45%	66.45%	424,437	1,524,737	1,980,121
COMMUNITY EDUCATION	1,941,755	2,026,134	1,981,552	2,199,502	1,600,343	381,209	80.76%	66.94%	72.58%	243,955	1,356,388	1,409,414
CONSTRUCTION	65,066,268	35,442,525	7,595,652	8,467,998	6,522,767	1,072,885	85.88%	74.40%	65.79%	(19,848,023)	26,370,790	42,804,027
DEBT SERVICE	8,105,988	7,246,938	9,714,350	10,069,425	9,714,349	1	100.00%	100.00%	100.00%	2,467,411	7,246,938	8,105,988
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	47,551
CUSTODIAL	13,551	6,098	6,100	10,257	6,050	50	99.18%	100.00%	0.00%	(48)	6,098	0
INTERNAL SERVICE	7,047,734	7,805,471	8,770,100	9,759,832	7,508,830	1,261,270	85.62%	74.91%	77.77%	1,661,514	5,847,316	5,480,721
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	1,743,746	2,033,025	125	99.99%	100.00%	100.00%	11,250	2,021,775	783,025
TOTALS	86,754,495	57,575,688	33,973,923	35,918,686	29,334,539	4,639,384	86.34%	77.07%	69.86%	(15,039,503)	44,374,042	60,610,846

SUMMARY - ALL FUNDS

							March 31,	March 31,	March 31,			
	June 30, 2020	June 30, 2021	Revised Budget	Projected End Of Year	YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	March 31, 2021	March 31, 2020
SUMMARY												
REVENUE	92,028,981	90,857,913	96,499,776	97,842,829	68,836,943	27,662,833	71.33%	73.07%	70.49%	2,447,607	66,389,336	64,875,795
EXPENDITURES	150,214,740	122,869,913	105,316,166	108,251,309	76,761,855	28,554,311	72.89%	70.35%	68.19%	(9,675,049)	86,436,904	102,434,542
SPENDING VARIANCE	(58,185,760)	(32,012,000)	(8,816,390)	(10,408,480)	(7,924,912)	N/A	N/A	N/A	N/A	12,122,656	(20,047,567)	(37,558,747)

Board of Education
Independent School District 280
Richfield, MN

Regular Meeting, May 16, 2022

SUBJECT: INTERIM BOARD SECRETARY

(Recommended by the superintendent)

That the board of education employ Laura Otterness as their interim secretary with a salary of \$250 per meeting plus \$125 per special meeting not held prior to or following a regular meeting. Laura Otterness will serve for the period of time that board secretary Cassandra Quam is out on leave, which will cover a portion of the 21-22 school year as well as a portion of the 22-23 school year.

Background Information

When board secretary Cassandra Quam returns from leave, the board will make an official designation of their permanent secretary for the 22-23 school year.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 16, 2022

**SUBJECT: BID AWARD - MAIN VENDOR
BID AWARD - MILK PRODUCTS
BID AWARD - BREAD PRODUCTS**

Recommended by the superintendent that the board of education renew the bid award for the main product contract for the 2022-23 school year with Upper Lakes Foods, renew the bid award for the milk product contract for the 2022-23 school year with Hastings Creamery, and renew the bid award for bread product contract for the 2022-23 school year with Pan-O-Gold Corporation.

Background Information

(Prepared by Craig Holje and Michael Manning)

It is recommended that we renew contracts with both Plainview Dairy and Pan-O-Gold based on their products, service and delivery accuracy. Two years ago we conducted a bid in conjunction with Catalyst Sourcing Solutions and chose both vendors.

It is also recommended that we renew the contract with Upper Lakes Foods based on their products, service, pricing and delivery accuracy. Richfield and Bloomington have coordinated in their purchasing to ensure optimum delivery pricing and scheduling. This contract is extended through a joint purchasing agreement through Sourcewell, which has extended their contract with Upper Lakes Foods through 2023, allowing Richfield and Bloomington to renew and stay on the contract for the 2022-2023 School Year.

Michael Manning (Director of Food and Nutrition Services) is recommending the renewal of these contracts. The current bid price is within the food service budget for FY22-23.

Consent Agenda – For Action

Agenda Item IV.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 16, 2022

Subject: PERSONNEL ITEMS

(Recommended by superintendent)

That the board of education approve the following personnel items:

Certified Full Time Position for Employment – 1st Year Probation

Emma Clayton – DLI Social Studies – Richfield Middle School

Effective Date: 8/25/2022

Certified Full Time Resignation

Miriam Alejandra Castro Sanjuan – Occupational Therapist – Early Childhood

Effective Date: 6/9/2022

Years in Richfield: 7

Katherine Hallin Payne – ESL Teacher – Richfield High School

Effective Date: 6/9/2022

Years in Richfield: 7

Sonia Moret Franco – First Grade Teacher – RDLS

Effective Date: 6/9/2022

Years in Richfield: 3

Callan Chamberlain – Speech Language Pathologist – Richfield High School

Effective Date: 6/9/2022

Years in Richfield: 3

Jessica Wilson – Special Education Lead Teacher – RDLS

Effective Date: 6/14/2022

Years in Richfield: 1

Zachary Hanson – Mathematics Teacher – Richfield High School

Effective Date: 6/9/2022

Years in Richfield: 2

Kristen Gorecki – Occupational Therapist – District Wide

Effective Date: 6/9/22

Years in Richfield: 1

Certified Part Time Reduction Request

Jennifer Dooper-Salazar – Spanish Language Arts Teacher – Richfield High School

Effective Date: 2022-2023 School Year

Reduction: .27 FTE

Barbara Berdahl – Library Media Specialist – Sheridan Hills Elementary

Effective Date: 2022-2023 School Year

Reduction: .2 FTE

Karah Holle – Language Arts Teacher – Richfield High School

Effective Date: 2022-2023 School Year

Reduction: .27 FTE

Classified Part Time Food and Nutrition – Resignation

Yogeeta Manikaran – Kitchen Assistant – RDLS

Effective 06/09/2022

Years in Richfield: 8 months

Sara Herman – Kitchen Assistant – Richfield Middle School

Effective 05/12/2022

Years in Richfield: 8 months

Classified Part Time Paraprofessional – Resignation

Rebekah Polland – Paraprofessional – RDLS

Effective 6/09/2022

Years in Richfield: 9 months

Classified Full Time Facilities – Resignation

Dallas Jurek – Facilities Night Lead – Richfield High School

Effective 5/16/2022

Years in Richfield: 3 years

Classified Full Time Facilities – Retirement

Steven Stromoen – Building Cleaner – Central Education Center

Effective 5/13/2022

Years in Richfield: 16 years

Classified Part Time Paraprofessional – Retirement

Paul Lundin – Special Education Paraprofessional – RSTEM

Effective 8/1/2022

Years in Richfield: 7 years

OLD BUSINESS – FOR ACTION

Agenda Item V.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 16, 2022

Subject: Equity Guidelines

(Recommended by the superintendent)

Passage upon a third read of Administrative Guideline 116.1: Equity. This new guideline has been created in accordance with Policy 116: Equity. District staff members collaborated to write the guideline, and input was obtained from the Management Team, the Safe & Supportive Schools Committee, and the Richfield Latino Family Association, students in the National Honor Society and student government, teacher leaders, several community and parent advisory committees.

Attachments:

Policy 116: Equity

Administrative Guideline 116.1: Equity - redlined

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

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

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

II. DEFINITIONS

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

- A. Anti-racism: The work of actively and consistently opposing racism by advocating for changes in political, economic, educational, and social spheres.
- B. Diversity: All the characteristics that make an individual or group different from another, including race, ethnicity, gender/gender expression, age, national origin, religion, ability, sexual orientation, socioeconomic status, education, language, and more.
- C. Educational Debt: The results of the historical lack of investment in educating children from marginalized communities, which continue to affect opportunities and achievement for children who are part of those communities today.
- D. Equity: The concept of being fair and impartial while acknowledging that society has not afforded the same resources, access, and

treatment to everyone and working to remedy all inequities through actions.

- E. Institutional Racism: The ways in which policies and practices within an organization create different and predictable outcomes for different racial groups, typically maintaining an advantage for white individuals and simultaneously maintaining a disadvantage for individuals of color.
- F. Intersectionality: The concept that demographic categories such as race, gender, ability, class, and sexual orientation cannot be solely examined in isolation from one another. Rather, these identities interact within individuals' lives, in society, and in social systems, creating a distinct effect within each intersection.
- G. Weaponization: the weaponization of public education against communities of color refers to situations when an educational institution uses its authority to act in a manner that is unfair, punitive, exclusionary, or harmful to students of color, and that makes those students and/or families feel unwelcome, unsafe, thought of as less than, and that interferes with students' abilities to learn, grow in healthy ways and achieve at high levels.

III. COMMITMENTS

- A. School district administration will develop, maintain, and be held accountable for the use of practices that provide quality education, high standards, rigorous curriculum and powerful instruction using culturally-relevant pedagogy to all students. Practices may include:
 - 1. Focusing on student strengths and a growth mindset
 - 2. Maintaining high expectations for all students
 - 3. Embedding social/emotional learning, including acknowledging the unique mental and emotional strain caused by historical, systemic, and institutionalized racism
 - 4. Using restorative practices to engage students in their school and classroom communities
 - 5. Incorporating student and family voice
 - 6. Radically transforming learning environments to serve all students

7. Taking steps to address the historical trauma caused by the weaponization of public education against communities of color
 8. Additional practices will continue to be researched, developed, and implemented with the specific goal of ensuring outstanding outcomes for all students.
- B. School district administration will promote a warm, welcoming and respectful district environment that celebrates each and every individual. This effort shall include acknowledging the intersectional identities of students and staff members, addressing the social-emotional needs of students and staff members, and engaging in bullying prevention efforts. School district administration may also provide opportunities for interested students to participate in anti-racist and equity-driven activities.
- C. School district administration will develop, support, model, and sustain equity-focused, anti-racist and culturally-responsive training and development for staff and students. This will include educating staff and students on the racial history of the United States and acknowledging the complexities of intersectional issues within the area of equity. These training and development initiatives will be ongoing to ensure continuing fidelity and growth in anti-racist and equity-driven work.
- D. The school district will work to recruit, employ, support and retain a workforce that reflects all forms of diversity of enrolled students, as well as culturally competent administrative, instructional and support personnel.
- E. School district administration will monitor programs and activities to assess educational equity. Administration will be responsible to design, redesign, and if necessary, terminate, programs and activities to serve the needs of all students.
- F. Consistent with state regulations and school district policy, the school district will develop, implement, and sustain curricular materials and assessments that reflect the diversity of students and staff and include learning and activities that deepen the understanding and appreciation of race, culture, socioeconomic status, language, gender, sexual orientation, ability, religion, migratory status and other differences that contribute to the uniqueness of each student and staff member.

- G. Each school and program will actively seek community input, specifically and actively ensuring that all voices are present to create a welcoming culture and inclusive environment that reflects and supports all forms of diversity of the school's student populations, their families, and communities.
- H. Hate speech and harassment of any kind is not tolerated in the RPS community. Procedures for reporting and addressing harassment are found in Policy 103: Harassment Prohibition.

IV. SHARED RESPONSIBILITY

- A. The Board of Directors shall refer to the values stated in this policy in conducting its business and in exercising its responsibilities to the people of Richfield and all individuals served by RPS.
- B. The Superintendent shall establish in accordance with this policy such plans and procedures as may be necessary and appropriate to accomplish its purpose and intent. Plans and procedures established shall include clear accountability for actions and oversight, and shall include metrics for evaluation.
- C. The Superintendent may create regulations and guidelines for the implementation of this policy.
- D. The School Board and Superintendent may establish specific goals to implement this policy as permitted by law.
- E. The Superintendent shall integrate information into reports to the Board of Directors and the community regarding progress toward the goals of this policy, including both process-driven changes and outcomes for students.
- F. District staff shall, within the parameters of their various duties and responsibilities, comply with and execute such plans as are designed to address the values and directions included in this policy. District staff are further responsible to make such suggestions to the appropriate authority to improve the ability of the district to address the educational debt owed to marginalized communities.
- G. Families and community members are partners with the District in its effort to address the educational debt and dismantle institutional patterns of racism in the Richfield community. Families and community members can embody this partnership through providing feedback to the district, advocating for their students, encouraging

their students to grow toward their own goals, supporting the learning environment and pursuing anti-racism in themselves and their communities.

- H. Students are partners in their academic achievement. School attendance and engagement are essential to making a more equitable society. Students will be intentionally encouraged to support the goals of this policy by providing feedback to the district, advocating for themselves, growing toward their own goals, supporting the learning environment and contributing to positive school culture. RPS staff members will support students in believing in their abilities to achieve their dreams and use their voices to create more equitable systems in our world.
- I. The School Board, Superintendent and employees will collaborate with students and families to identify and address barriers to achievement and opportunities for academic success. Richfield Public Schools leadership and staff will be responsible for empowering and inspiring students, families, and community members to actively listen, participate and engage in anti-racist and equity-driven practices to support the success of every student.

Cross References:

Policy 103: Harassment Prohibition

RATIFIED BY THE BOARD OF EDUCATION: April 19, 2021

RICHFIELD PUBLIC SCHOOLS

EQUITY GUIDELINES

RPS will work to eliminate practices that lead to predictability of over or under representation of any student group compared to peers. RPS will work to embed culturally responsive engagement practices in our work with students, families and our larger community to support a positive and inclusive climate and culture. We will work to ensure that all staff implement these practices in their interactions to support increased levels of academic success, inclusion, and mental and emotional well-being.

I. DEFINITIONS

Several key terms used in this guideline are defined in Policy 116: Equity. Additional terms are defined here to assist in understanding this guideline:

- A. BIPOC: The acronym BIPOC stands for Black, Indigenous, and people of color. This term is useful because it encompasses all non-white individuals, yet also acknowledges the unique experiences of Black and Indigenous communities due to the continuing legacies of slavery, genocide, and oppression in the United States.
- B. Cultural competency: Ability to demonstrate awareness of one's own cultural identity and how it has affected their life experiences, as well as understanding that differences in race and cultural background can create implicit bias in interpersonal interactions and can significantly impact individuals' experiences in society.
- C. Culturally relevant: A style of pedagogy that uses student cultural and racial knowledge and lived experiences to empower students and make learning more effective.
- D. Culturally responsive: An approach that acknowledges that culture is central to how people learn and interact and emphasizes the positive benefits of collaboration amongst people of different cultural backgrounds.
- E. Scaffolding: Temporary instructional supports that help students reach mastery-proficiency of skills and become gradually more independent in their learning.

II. PRACTICES RELATED TO ACADEMICS

- A. Staff will ensure all students are working toward mastery-proficiency of academic content standards and provide differentiated instruction based on the individual learning needs of students.
- B. Staff will demonstrate a commitment to teaching all students and will convey that all students are capable of doing challenging work.
- C. Staff will recognize, support, and value students' abilities and the assets they bring to the classroom. Staff will specifically acknowledge and value diversity and the strength it brings to our community. This includes, but is not limited to:
 - 1. The different ways in which students demonstrate commitment, perseverance, flexibility, and time management.
 - 2. Students' proficiencies in other languages and dialects beyond the standard American English dialect that is commonly used in school; ~~as well as their abilities to code-switch.~~
 - 3. The breadth of different lived experiences that students are able to share with their peers.
- D. Students will see themselves, their racial identities, and their lived experiences in what is being taught and learned and will be engaged in a culturally and racially informed way.
- E. Staff will communicate the purpose and relevance of daily lessons.
- F. Staff will support peer interaction and elevate student voice in the classroom through culturally relevant practices.
- G. Explicit instruction and guided practice will be included in every lesson; multiple modes of representation and scaffolding will be used to support student learning.
- H. Staff and students will work together to create a safe and supportive learning environment by co-constructing norms and class agreements.
- I. Staff will build and maintain positive relationships with and among students that are characterized by empathy, care, and genuine interest in their lives and identities.
- J. Staff will communicate about academics with individual students and families outside of the classroom, using the methods of communication

that are most effective for those individuals to the greatest extent possible.

- K. Multiple modes of assessment and measurement of student knowledge will be used to objectively measure student learning and provide specific and timely feedback to students on their progress toward mastering academic standards.

L. Staff will deliberately engage multilingual learners using strategies that leverage multilingualism and multiculturalism as strengths. Staff will also positively promote biliteracy for all students as at-appropriate for the grade level ~~rigor~~.

L.M. Instructional field trips and other specialized academic activities will be planned and executed in a manner that prioritizes equity of access for all students.

III. PRACTICES RELATED TO CLIMATE & CULTURE

- A. Staff will provide a welcoming environment for all by clearly and openly supporting and celebrating diversity through classroom culture, events, training, hiring practices and academic content.
 - 1. Students will see themselves, their racial identities, and their lived experiences reflected in the classroom and all other school-wide environments.
 - 2. Staff will leverage District social emotional learning (SEL) initiatives to provide culturally responsive spaces for learning and working.
 - 3. Staff will intentionally seek out and include student perspectives in the development and implementation of culturally relevant teaching and engagement practices.
 - 4. Staff will honor student identities by striving to pronounce student names correctly, using correct pronouns, and respecting core beliefs voiced by students. The right of students to be addressed by the pronouns corresponding to their gender identities is enumerated in Policy 548: Gender Inclusion.
 - 4.5. Staff will teach students how to respect peer identities and encourage students to embrace learning about cultures other than their own.
- B. RPS will meet students' social emotional needs through direct teaching, staff training and, if warranted, increasing dedicated programs or staff members focused on SEL.
- C. RPS will engage students in opportunities that increase school pride, enjoyment of school and dedication to learning.

- D. RPS families will be provided with opportunities for community involvement, input into District policies and practices, and events that celebrate and value differences in all forms. This includes:
 - 1. Participation, particularly from students and families of color, in the development and implementation of culturally appropriate and effective partnerships between home and school, as well as responsive teaching and learning practices, curriculum and engagement strategies.
 - 2. Valuing the identities, cultures, and race of families as important resources relied upon to inform school and District policies and practices.
 - 3. Participation in district-wide events to celebrate cultures and bring together community organizations and families from different backgrounds.
- E. Staff will engage in active listening with any student or family disclosure of discrimination or harassment and ensure support and action to address the incident. This includes adherence to the RPS reporting procedures related to harassment and bullying, as outlined in Policy 103: Harassment Prohibition and Policy 113: Bullying Prohibition, along with each policy's respective administrative guidelines.
- F. Staff will engage in regular professional development related to parent and student engagement, culturally responsive practices, and social emotional learning.

IV. PRACTICES RELATED TO ACTIVITIES

- A. RPS will strive to make all activities as accessible as possible to all RPS students and community members regardless of ability to pay. This is accomplished through an equitable fee scale for middle and high school athletics and activities participation with a lower fee for students who are eligible for reduced-price meals and even lower fees for students who are eligible for free meals. Additionally, scholarships for participation in middle and high school activities as well as community education programs will be made available to the greatest extent possible.
- B. RPS will strive to make athletics and activities accessible to all RPS students by providing additional opportunities for eligible students to obtain the required physicals through our Richfield Health Resource Center.

- C. RPS will continue to offer adaptive sports as part of our selection of student activities, and will strive to provide accommodations and modifications to all activities to make them accessible to all students. This may include hiring paraprofessionals to support students during activities, providing training to activity leaders, collaborating with families to creatively support student needs, and additional strategies.
- D. RPS theatre, band, and choir teachers will seek out student input as part of the selection process for which theatrical productions and musical pieces to perform with their groups. Performances will provide opportunities for exploration of student identity and culture.
- E. RPS staff members will collaborate with RPS families and community members to determine how to best serve student and family needs in order to make activities more accessible. This may include providing activity transportation and/or childcare when possible, adapting the timing of activities, creating opportunities for community members to lead activities, and other strategies.

V. PRACTICES RELATED TO OPERATIONS & COMMUNICATIONS

- A. RPS will maintain and improve hiring practices that further the equity goals of the District.
 - 1. Leaders will continue to seek out candidates who reflect the racial identities and lived experiences of the student population for all positions in the District.
 - 2. Leaders will use strategic interview questions to ensure that staff members hired for all roles in the District are able to demonstrate skills and a commitment to cultural competency.
- B. RPS will increase retention and promotion of BIPOC and bilingual staff members. Strategies may include:
 - 1. Creating staff affinity groups and mentorships specifically tailored to BIPOC staff members, bilingual staff members, and other staff members who identify as belonging to marginalized groups,
 - 2. Expanding District systems and practices to better accommodate the needs of BIPOC staff members and provide greater accessibility for staff members of all abilities.

3. Other strategies informed by input from BIPOC and bilingual staff members.

B.C. RPS will provide equity-related professional development for all staff members that is dynamic, collaborative, and relevant to their specific job roles. This may include adding professional development opportunities for regular substitute teachers and non-licensed staff members.

C.D. RPS leaders will build their skills and confidence at addressing equity-related concerns, conflicts, and performance issues with the staff members they supervise.

D.E. RPS will continue to align District financial resources to prioritize the equity goals of the District.

E.F. RPS will maintain and improve practices of providing resources to families in multiple languages to the greatest extent possible. This may include translated transportation information, online registration materials in multiple languages, and greater access to bilingual staff members at all interactions between families and schools.

F.G. To the extent possible, RPS student information systems will be adapted to be more inclusive of student gender identities and preferred terms for student racial identities.

G.H. All RPS operations teams will strive to keep the focus of their work student-centered.

1. Staff members who regularly interact with students, such as facilities, transportation, and nutrition services staff members will provide a clean and welcoming environment to all students while they are outside of the classroom.
2. District communications will showcase student strengths and voices.
3. Staff members who do not regularly interact with students, such as finance, human resources, and student information staff members will intentionally steer their work toward excellent outcomes for students as the ultimate goal.

VI. ACCOUNTABILITY

The ultimate measures of success for this policy and guideline are excellent outcomes for all students. However, additional strategies will be used to ensure accountability to the processes and requirements set in place by this policy and guideline.

- A. All processes used to evaluate staff member performance will include equity-driven goals and measurements of success. The aspects of staff evaluations that pertain to student outcomes will always include data that is disaggregated by race and other demographic categories.
- B. RPS administrators will provide regular data reports on equity-related goals and progress to the school board in a manner that is accessible to the public.
- C. School-wide behavior expectations for all students will include respecting peer identities. Behavior violations will be addressed in a culturally responsive manner that also provides support for students who have been harmed by other students. Detailed procedures for addressing student behavior violations are enumerated in Policy 541: Student Behavior and Administrative Guideline 541.1.
- D. School and district administrators will complete regular walkthroughs of classrooms to assess the extent to which the aspects of this policy and guideline related to classroom environments, pedagogy and student-teacher relationships are being successfully implemented across all schools. This data will be used to allocate additional support and training for staff as needed.

| Dated: May ~~2~~16, 2022

OLD BUSINESS – FOR ACTION

Agenda Item V.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 16, 2022

Subject: Conflict of Interest—School Board Members

(Recommended by the superintendent)

Passage upon a third read of Policy 210: Conflict of Interest—School Board Members and Administrative Guideline 210.1. Minor changes have been made for clarity and to align to the MSBA Model Policy, and a more up-to-date form has been attached as the guideline.

Attachments:

Policy 210: Conflict of Interest—School Board Members - redlined

Administrative Guideline 210.1

MSBA Model Policy 210: Conflict of Interest—School Board Members

RICHFIELD PUBLIC SCHOOLS

CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflict of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and, in addition, in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations which may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.

B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:

1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the school board minutes of the school board. Disclosure must-shall be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and must-need only be made once;

2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board ~~must~~shall authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member ~~must~~shall file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.

5. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
6. In the following circumstances, the school board may as an exception, by majority vote at a meeting ~~where-at which~~ all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee ~~where~~ only if there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$8,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting ~~where-at which~~ all school board members are present, that employment ~~must be~~ immediately terminated and that school board member ~~will have~~ has no further rights to employment while serving as a school board member in the school district.
7. The school board may contract with a class of school district employees, such as teachers or custodians, ~~where-when~~ the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. ~~In order for~~ For the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting ~~where-in which~~ the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board ~~can-must~~ hire, employ or dismiss teachers only at duly called meetings. ~~If a quorum of school board members is constituted by a group of siblings, all employment decisions can only be implemented by a unanimous vote of the full school board.~~
- B. Any employment decisions ~~occurring without~~ staff ~~members who are~~ within the fourth degree of relation to a school board member, as computed by the civil law, can only be implemented by unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

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A school board member with personal financial interest in a sale, lease, or contract with the school district, which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

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VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. §122A.40, Subd. 3 (Teacher Hiring, Dismissal)
Minn. Stat. §123B.195 (Board Member's Right to Employment)
Minn. Stat. §471.87 (Public Officers; Interest in Contract; Penalty)
Minn. Stat. §471.88, Subds. 2, 3, 4, 5, 12, 13 (Exceptions)
Minn. Stat. §471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References: Board Policy 201 (Legal Status of the School Board)
Board Policy 202 (Code of Ethics)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

ADOPTED-RATIFIED BY THE BOARD OF EDUCATION: April 21, 2003

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1 REVISED BY THE BOARD OF EDUCATION: ~~September 4, 2007~~; ~~February 6,~~
2 2012; ~~February 16, 2016~~; May 16, 2022

TO: ADMINISTRATORS AND SCHOOL BOARD MEMBERS

FROM: BUSINESS SERVICES

DATE: June 30, 2022

SUBJECT: Auditors Compliance, M.S. 471.87 – Public Officers’ Interest in Contracts

Per Minnesota Statute § 471.87, a public officer who is authorized to take part in any manner in making any sale, lease, or contract in official capacity shall not voluntarily have a personal financial interest, *directly or through a family member including his or her partner*, in that sale, lease, contract, or personally benefit financially therefrom.

To document compliance with this statute, we request that you complete the following:

Name	_____
Principal place of business	_____
Partner’s name	_____
Partner’s principal place of business	_____
Family member(s)	_____
Family member’s place of business	_____

I hereby certify that during the 2021-2022 school year, I **have not** had a financial interest in the sale, lease, or contract of the District nor have I personally benefited from any such transaction.

By:	_____
Title:	_____
Date:	_____

If you, *directly or through a family member or partner*, **have** had a financial interest in the sale, lease, or contract with the District, please describe below.

Adopted: _____

MSBA/MASA Model Policy 210

Orig. 1995

Revised: _____

Rev. 2022

210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

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

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.

B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:

1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the school board minutes. Disclosure shall be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and need only be made once;

2. The designation of an official newspaper, or publication of official matters

therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;

3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board shall authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member shall file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. (*Note: **This section applies only when the school district has a population of 1,000 or less according to the last federal census.***)
6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.

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- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting at which all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee only if there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$8,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting at which all school board members are present, that employment is immediately terminated and that school board member has no further rights to employment while serving as a school board member in the school district.
- D. The school board may contract with a class of school district employees, such as teachers or custodians, when the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. For the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting in which the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board must hire or dismiss teachers only at duly called meetings. When a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (Teacher Hiring, Dismissal)
Minn. Stat. § 123B.195 (Board Member's Right to Employment)
Minn. Stat. § 471.87 (Public Officers, Interest in Contract; Penalty)
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School Board)
MSBA/MASA Model Policy 209 (Code of Ethics)

OLD BUSINESS – FOR ACTION

Agenda Item V.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 16, 2022

Subject: Open Meetings and Closed Meetings

(Recommended by the superintendent)

Passage upon a third read of Policy 208: Open Meetings and Closed Meetings.
Updates have been included to follow the District branding and style guidelines as well as to align to MSBA Model Policy changes and remove redundancies. The updates also include the new District Office address (401 70th St. W.).

Attachments:

Policy 208: Open Meetings and Closed Meetings - redlined
MSBA Model Policy 205: Open Meetings and Closed Meetings

RICHFIELD PUBLIC SCHOOLS
OPEN MEETINGS AND CLOSED MEETINGS

I. PURPOSE

- A. The school board embraces ~~the philosophy of openness~~ accountability and transparency in the conduct of its business, in the belief that openness produces better programs, more efficient ~~in~~ administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting ~~the~~ an individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

"Meeting" means a gathering – in person or by electronic means - of at least a quorum ~~or more of school board~~ members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include email.

District advisory committees have not been designated decision making authority by the board, and, as such, do not meet the definition of a "meeting" as stated in this policy.

IV. PROCEDURES

A. Regular Meetings

1. Normally, regular meetings of the school Board-board of Education shall be held on the first and third Mondays of each month at 7 p.m. in the Board-boardroom,Room of the District Office, 7001 Harriet Avenue-South401 70th Street West. During the school year, some meetings may be held at school sites in conjunction with site-based program presentations. Meetings may be held in the high school auditorium in the case of meeting attendance that exceeds the capacity of the boardroom.

2. A schedule of the regular meetings of the school board shall be made available and posted on the district-District website and in the district office made available via paper copy upon request. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its regular schedule, it shall give the same notice of the meeting as for a special meeting.

3. Order of Business at Regular Meetings

At regular meetings the order of business shall be as follows unless otherwise ordered by the Board-board:

I. CALL TO ORDER

II. REVIEW AND APPROVAL OF AGENDA

III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

- A. Receiving of Delegations
- B. Reports and Information from School Sources
- C. Communications from Non-School Sources

IV. CONSENT AGENDA

- A. Routine Matters
- B. Personnel Items

V. OLD BUSINESS

VI. NEW BUSINESS

VII. ADVANCE PLANNING

- A. Legislative Update
- B. Information and Questions from Board
- C. Future Meeting Dates
- D. Suggested Agenda Items

VIII. ADJOURNMENT

B. Special Meetings

1. A special ~~Beard-board~~ meeting is one called at times other than a regular or recessed ~~Beard-board~~ meeting for the purpose of considering items that are specific in nature. Special meetings may be called by the chair or the clerk or any combination of three members of the ~~Beardboard~~. The superintendent shall be notified of all special meetings by the chair, or in the absence of the chair, by the clerk.
2. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the ~~principal bulletin board of the school district — or on the door of the school board's usual meeting room if there is no principal bulletin board~~ door of the boardroom, as well as on the district website. The school board's actions at the special meeting are limited to those topics included in the notice.
3. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
4. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district ~~— or, if none, in a qualified newspaper of general circulation within the area of the school district.~~
5. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
6. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of re-filing requirement to each person who filed during the preceding year.
7. Order of Business at Special Meetings

At special meetings the order of business shall be as follows unless otherwise ordered by a unanimous vote of the ~~Board~~ board members present:

I. CALL TO ORDER

II. PRESENTATION OF ITEMS TO BE CONSIDERED

III. ADJOURNMENT

C. Emergency Meetings

1. An emergency meeting is a special meeting called because of circumstances that, in the school board's judgment ~~of the school board~~, require immediate consideration.
2. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
3. The school board shall make good faith efforts to provide notice of the emergency meeting through the district website and to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
4. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
5. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
6. Notice shall include the subject of the meeting.
7. Posted or published notice of an emergency meeting shall not be required.
8. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

D. Recessed or Continued Meetings

1. A legal meeting of the ~~Board-board~~ may be recessed and continued at another time and place. Only items on the agenda of the recessed meeting may be acted upon at the continued meeting.

2. If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further notice is necessary.

~~E. Closed Meetings~~

Commented [CQ1]: Stated below in closed meetings section.

~~The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.~~

~~FE.~~ Actual Notice

If a person receives actual notice of a meeting of the school board at least twenty-four (24) hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

~~GF.~~ Health Meetings during Pandemic or Declared Chapter 12 Emergency

In the event of a health pandemic or an emergency declared under Minn.Stat.Ch.12, a meeting may be conducted by telephone or ~~other electronic~~ interactive technology means in compliance with Stat. § 13D.021.

G. Meetings by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or other similar electronic means in compliance with Minn. Stat. § 13D.02.

~~HV.~~ Votes VOTES

~~The votes of school board members shall be recorded in a journal or minutes kept for that purpose, and the journal or any minutes used to record votes of a meeting shall be available must be open to the public during all normal business hours at the District's administrative offices of the school district.~~

VI. MEETING AGENDA

The policy of this ~~Board-board~~ shall be to post the agenda of the regular ~~Board-board~~ meetings by 12:00p.m. ~~On-on~~ the Friday preceding the ~~Board board~~ meetings and that all matters be channeled through the office of the superintendent to be placed on the agenda of the meeting. The agenda will

be posted on the District website under "~~School Board~~Calendar: School Board Meeting".

VII. WRITTEN MATERIALS

A. In any open meeting, a copy of any printed materials, including electronic communications relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.

B. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed ~~meeting~~session.

VIII. DATA

A. Meetings may not be closed ~~merely because to discuss the data to be discussed—that~~ are not public data, except as provided under Minnesota law.

B. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.

C. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

IX. CLOSED ~~MEETINGS~~SESSIONS

The school board shall provide notice of a closed session just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the particular subject to be discussed.

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All closed sessions, except those closed as permitted by the attorney-client privilege and mediation meetings closed by the Bureau of Mediation Services, must be electronically recorded at the expense of the District. Unless otherwise provided by law, the recordings must be preserved for at least three years after the date of the meeting.

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The ~~Board-school board of Education~~ may meet in closed session for one or more of the following reasons as permitted by law:

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A. Labor Negotiations

1. The school board may, ~~by a majority vote in a public meeting,~~ decide to hold a closed meeting session to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA).
2. ~~The time and place of the closed meeting shall be announced at the public meeting.~~ A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be ~~tape electronically~~ recorded, and the ~~tape~~ recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

B. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. ~~except when~~ Mediation meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods are prohibited in mediation meetings closed by the ~~RMS~~ BMS.

C. Preliminary Consideration of Allegations or Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. ~~A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting.~~ The recording of these proceedings is not available to the public.

D. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions

regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. ~~A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting.~~ The recording of these proceedings is not available to the public.

E. Attorney-Client Privilege Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, ~~i.e., for example,~~ regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

F. Dismissal Hearing

1. A hearing on ~~the~~ dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
2. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the ~~pupil~~student, parent or guardian requests an open hearing.
- ~~3. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The~~ In the case of a closed session, the recording of these proceedings is not available to the public.

G. Coaches; Opportunity to Respond

- ~~a~~1. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within fourteen (14) days of that decision.
- ~~b~~2. If the coach requests the reasons for the nonrenewal, the school board must give the coach ~~the~~its reasons in writing

within ten (10) days of receiving the request. While the school board takes seriously any feedback given by parents/guardians, the existence of parent/guardian complaints must not be the sole reason for the school board not to renew a coaching contract.

~~e3.~~ On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.

~~d4.~~ The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.

~~e.~~ A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The In the case of a closed session, the recording of these proceedings is not available to the public.

H. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

1. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
2. active investigative data collected or created by a law enforcement agency;
3. educational data, health data, medical data, welfare data, or mental health data that are not public data; or

4. an individual's personal medical records.-

I. Purchase and Sale of Property

~~a1.~~ The school board may close a meeting:

~~(1)a.~~ to determine the asking price for real or personal property to be sold by the school district;

~~(2)b.~~ to review confidential or nonpublic appraisal data; and

~~(3)c.~~ to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

b2. Before closing the meeting, the school board must identify on the record the particular real or personal property that is subject of the closed ~~meeting~~session.

~~e3. The closed meeting must be tape recorded at the expense of the school district.~~ The ~~tape recording~~ must be preserved for eight (8) years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed ~~meeting session~~ must be specifically identified on the ~~tape recording~~. A list of school board members and all other persons present at the closed ~~meeting session~~ must be made available to the public after the closed ~~meeting session~~.

d4. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

J. Security Matters

a1. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.

b2. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.

e3. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.

d4. ~~The closed meeting must be tape recorded at the expense of the school district and the~~ The recording must be preserved for at least four years.

~~K. Other Meetings~~

~~Other meetings shall be closed as provided by law except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for~~

~~at least three years after the date of the meeting. The recording is not available to the public.~~

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~~L. Procedures for Closing a Meeting~~

~~The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.~~

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Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd 14 (Teacher Discharge Hearing
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
Minn. Rules . Ch. 5510 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W. 2nd 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W. 2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W. 2d 471 (Minn. App. 2004) Prior Lake American v. Mader, 642 N.W. 2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993).
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988).
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983).
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), rev. denied. (Minn. 1993)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 004 (February 3, 2004)

1 Cross References: ~~MSBA/MASA Model Policy (School Board Meeting Minutes)~~
2 ~~MSBA/MASA Model Policy 204 (School Board Meeting~~
3 ~~Minutes)~~
4
5 ~~MSBA/MASA Model Policy 206 (Public Participation in~~
6 ~~School Board) Meetings/Complaints about Persons at~~
7 ~~School Board Meetings and Data Privacy Considerations)~~
8
9 ~~MSBA/MASA Model Policy 207 (Public Hearings)~~
10
11 ~~MSBA/MASA Model Policy 406 (Public and Private~~
12 ~~Personnel Data)~~
13
14 ~~MSBA/MASA Model Policy 515 (Protection and Privacy of~~
15 ~~Pupil Records)~~
16
17 ~~MSBA Service Manual, Chapter 13, School Law Bulletin "C"~~
18 ~~(Minnesota's Open Meeting Law)~~
19 Board Policy 203: Organization of the Board of Education
20 Board Policy 206: Negotiations with Employee Groups
21 Board Policy 216: Public Comment – Participation in School Board
22 Meeting/Complaints about Persons at School Board Meeting
23 and Data Privacy Considerations
24 Board Policy 412: Public and Private Personnel Data
25 Board Policy 581: Protection and Privacy of Pupil Records
26
27

28 ~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: ~~January 22, 1996~~

29
30 REVISED BY THE BOARD OF EDUCATION: ~~September 5, 2000; June 18, 2002;~~
31 ~~August 7, 2006; February 21, 2012; September 17, 2012; March 7, 2016; May~~
32 16, 2022

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Adopted: _____

MSBA/MASA Model Policy 205

Orig. 1995

Revised: _____

Rev. 2022

205 OPEN MEETINGS AND CLOSED MEETINGS

[Note: The provisions of this policy accurately reflect Minnesota's Open Meeting Law statutes and are not discretionary in nature.]

I. PURPOSE

- A. The school board embraces accountability and transparency in the conduct of its business, in the belief that openness produces better programs, more efficient administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting an individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

“Meeting” means a gathering of at least a quorum of school board members or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

A. Meetings

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at the school district office. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.
- c. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than sixty (60) days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the school board's judgment, require immediate consideration.

[Note: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, advisory opinions of the Minnesota Commissioner of Administration would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.]

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least twenty-four (24) hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Meetings during Pandemic or Chapter 12 Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or interactive technology in compliance with Minn. Stat. § 13D.021.

8. Meetings by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or other similar electronic means in compliance with Minn. Stat. § 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal or minutes kept for that purpose. The journal or any minutes used to record votes of a meeting must be open to the public during all normal business hours at the school district's administrative offices.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Open Meetings and Data

1. Meetings may not be closed to discuss data that are not public data, except as provided under Minnesota law.
2. Data that are not public data may be discussed at an open meeting if the

disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.

3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA)
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings of a closed meeting to discuss negotiation strategies shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation meetings, and hearings between the school board and its employees or their respective representatives are public meetings. Mediation meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Allegations or Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at

least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Privilege Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, for example, regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent, or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within fourteen (14) days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach its reasons in writing within ten (10) days of receiving the request. The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A meeting closed for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

- a. Any portion of a meeting must be closed if the following types of data are discussed:
 - (1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
 - (2) active investigative data collected or created by a law enforcement agency;
 - (3) educational data, health data, medical data, welfare data, or mental health data that are not public data; or
 - (4) an individual's personal medical records.
- b. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:

- (1) to determine the asking price for real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures))
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
Minn. Rules Part 5510.2810 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)
Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)
Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)
Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)

Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References: MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Law Bulletin “C” (Minnesota’s Open Meeting Law)

NEW BUSINESS – FOR REVIEW

Agenda Item VI.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 16, 2022

Subject: Board Self-Evaluation

(Recommended by the superintendent)

A first read of Policy 209: Board Self-Evaluation and Administrative Guideline 209.1.

Attachments:

Policy 209: Board Self-Evaluation
Administrative Guideline 209.1

RICHFIELD PUBLIC SCHOOLS

BOARD SELF-EVALUATION

Recognizing Board of Education service as a public trust of the highest order, the Richfield Board of Education accepts the responsibility for assessing its own operations by means of an annual self-evaluation.

Discussion of the self-evaluation will be conducted in accordance with Board Policy 208, Open meetings and Closed Meetings. Normally, such discussions will occur at a regular or special meeting of the Board of Education.

Upon completion of the self-evaluation, the Board of Education will determine priorities for action to further develop strengths and address areas that need improvement.

The superintendent is authorized to develop guidelines for the implementation of this policy.

Cross References: Board Policy 208, Open Meetings and Closed Meetings

~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: ~~;~~ September 16, 1996
REVIEWED ~~AND REAFFIRMED~~ BY THE BOARD OF EDUCATION: ~~;~~ February 21, 2012; ~~;~~ February 16, 2016
REVISED BY THE BOARD OF EDUCATION: ~~;~~ May 15, 2000; ~~;~~ August 1, 2005; ~~;~~ March 7, 2016

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209.1 Form BOARD SELF-EVALUATION

DIRECTIONS: For each area of responsibility, consider the area as a whole according to the rubric. Highlight the statement that best represents your assessment of the School Board's performance during the past year. Record any comments to the right of each area of responsibility.

<u>AREAS OF RESPONSIBILITY</u>	<u>RATING</u>	<u>COMMENTS</u>
<p>A. SUPERINTENDENT RELATIONS</p> <ul style="list-style-type: none"> Hire superintendent, as needed Evaluate superintendent Provide advice and counsel to superintendent Provide direction and guidance in developing district and superintendent goals and objectives Provide superintendent with resources and authority to carry out goals and objectives Hold superintendent responsible for administration Utilize appropriate chain of command Maintain openness and integrity 	<p>a. Unsatisfactory- Our relationship with the superintendent does not support the board and superintendent in leading RPS</p> <p>b. Basic- Our relationship with the superintendent supports the board and superintendent in leading RPS to high levels of performance in a few areas</p> <p>c. Proficient- Our relationship with the superintendent supports the board and superintendent in leading RPS to high levels of performance in many areas</p> <p>d. Exemplary-Our relationship with the superintendent supports the board and superintendent in leading RPS to high levels of performance in all areas</p>	
<p>B. COMMUNITY RELATIONS</p> <ul style="list-style-type: none"> Promote positive relationships Encourage community input Involve community in advisory functions Represent the district in the community Provide and promote community education Communicate district performance in accordance with state educational accountability and public reporting requirements Publicize and conduct open and orderly meetings Carry out statutory responsibilities 	<p>a. Unsatisfactory- Our relationship with the community does not support the board and superintendent in an effective community relationship</p> <p>b. Basic- Our relationship with the community leads the RPS to an acceptable relationship with the community</p> <p>c. Proficient- Our relationship with the community leads the RPS to a strong relationship with the community</p> <p>d. Exemplary- Our relationship with the community leads the RPS to a strong relationship with the community that crosses all demographic categories and leads to high levels of partnership</p>	

AREAS OF RESPONSIBILITY

RATING

COMMENTS

<p>C. POLICY</p> <ul style="list-style-type: none"> • Develop and review mission statement • Review policies on a systematic basis • Develop and adopt new policies as needed • Approve and monitor exceptions to policies 	<p>a. Unsatisfactory- Our role in policy oversight and development occurs infrequently or not at all or develops inappropriate or ineffective policies</p> <p>b. Basic- Our role in policy oversight and development supports a few policy changes and reviews to guide RPS</p> <p>c. Proficient- Our role in policy oversight and development supports many policy changes and reviews to guide RPS</p> <p>d. Exemplary- Our role in policy oversight and development supports all policy changes and reviews to effectively guide RPS and leads to RPS meeting strategic goals</p>	
<p>D. RESOURCES</p> <ul style="list-style-type: none"> • Examine and assess resource needs (e.g. money, staff, facilities, equipment) • Adopt and monitor the budget • Provide guidelines and direction for negotiations • Establish management compensation • Monitor capital acquisition and improvement plans • Assure audit is conducted 	<p>a. Unsatisfactory- Our role in resource oversight does not occur, or does not lead to strong financial oversight and management</p> <p>b. Basic- Our role in resource oversight leads to fiscally sound practices</p> <p>c. Proficient- Our role in resource oversight leads to fiscally sound practices and improves the alignment of funds to top priorities</p> <p>d. Exemplary- Our role in resource oversight leads to fiscally sound practices and improves the alignment of funds to top priorities and leads to RPS meeting strategic goals</p>	

AREAS OF RESPONSIBILITY

RATING

COMMENTS

<p><i>E. BOARD RELATIONS</i></p> <ul style="list-style-type: none"> • The Board conducts a timely and effective self-evaluation • The Board provides for the orientation, education and training of its members • Board members are prepared for meetings and decision making • Board members attend meetings regularly • The Board is represented at district functions • Board members respect the rights of others to have and express opinions • Board members accept and fulfill liaison assignments • The Board seeks staff input in the decision process, as appropriate • The Board seeks student input in the decision process, as appropriate 	<p>a. Unsatisfactory- Our relationship with other board members does not support the board in collaboratively fulfilling its role</p> <p>b. Basic- Our relationship with other board members supports the board in collaboratively fulfilling its role and to high levels of performance in a few areas</p> <p>c. Proficient- Our relationship with other board members supports the board in collaboratively fulfilling its role and leads to high levels of performance in a many areas</p> <p>d. Exemplary- our relationship with other board members supports the board in collaboratively fulfilling its role and leads to high levels of performance in all areas</p>	
<p><i>F. STRATEGIC PLANNING</i></p> <ul style="list-style-type: none"> • Conduct district-wide strategic planning for multi-year blocks of time • Update the strategic plan as needed • Monitor alignment of goals and activities with the district's mission, beliefs, and strategic policies • Monitor activities and accomplishments in relation to the objectives and strategies contained in the strategic plan 	<p>a. Unsatisfactory- Our role in strategic planning or oversight are not active or do not occur</p> <p>b. Basic- Our role in strategic planning leads to a written plan that guides the work of RPS</p> <p>c. Proficient- Our role in strategic planning leads to a written plan that guides the work of RPS and is actively used in district decision-making</p> <p>d. Exemplary- Our role in strategic planning leads to a written plan that guides the work of RPS, is actively used in district decision making and results in RPS to achieving strategic goals</p>	

AREAS OF RESPONSIBILITY

RATING

COMMENTS

<p>G. EDUCATIONAL PROGRAMS</p> <ul style="list-style-type: none"> • Monitor the ongoing school improvement (accreditation) process • Establish program standards and graduation requirements that are aligned with Minnesota's graduation standards • Monitor student performance • Recognize student achievement • Encourage innovations that support learning • Monitor special programs and services • Monitor co-curricular programs • Monitor the community education program 	<p>a. Unsatisfactory- Our role in oversight and development or educational programs occurs infrequently or not at all or develops inappropriate or ineffective programs</p> <p>b. Basic- Our role in oversight and development or educational programs creates and supports effective programs</p> <p>c. Proficient- Our role in oversight and development or educational programs creates and supports effective programs and lead to high levels of achievement for some students</p> <p>d. Exemplary- Our role in oversight and development or educational programs creates and supports effective programs and lead to high levels of achievement for all students</p>	
<p>I. GOVERNMENT / INTER-AGENCY RELATIONS</p> <ul style="list-style-type: none"> • Monitor and influence legislation • Participate in appropriate educational associations • As appropriate, meet / communicate with city, county, state, and / or federal officials • Encourage collaborative relationships and activities that are aligned with the district's mission and strategic objectives 	<p>a. Unsatisfactory- Our work with other government officials does not support the board and superintendent in an effective governmental partnership</p> <p>b. Basic- Our work with other government officials leads the RPS to an acceptable partnership</p> <p>c. Proficient- Our work with other government officials leads the RPS to a strong partnership</p> <p>d. Exemplary- Our work with other government officials leads the RPS to a strong partnership that results in specific positive impacts for RPS students and programming</p>	

AREAS OF RESPONSIBILITY**RATING****COMMENTS**

INDIVIDUAL BOARD MEMBER	Unsatisfactory/Satisfactory	
<p>I participate in board meetings that are held according to legal expectations</p> <p>I participate in board meetings that follow a clear and organized agenda</p> <p>I participate in orientation, and training</p> <p>I regularly attend meetings</p> <p>I am prepared for meetings by reviewing all materials</p> <p>I understand the agenda and follow the procedures</p> <p>I think independently while being open to hearing and considering all perspectives</p> <p>I understand that the board needs to speak with one voice and coordinate messages with all other board members</p> <p>I represent the interests of the entire district</p> <p>I behave in collaborative and trustworthy ways</p> <p>I maintain appropriate confidentiality</p>		

AREAS OF RESPONSIBILITY**RATING****COMMENTS**

Based on the above assessment of performance (Whole board): Please select up to three team goals to set and monitor during the year:

Board Team Goal 1:

Board Team Goal 2:

Board Team Goal 3:

Based on our district student achievement (Whole board): Please select up to two student achievement individual goals to monitor during the school year:

Student Achievement Goal 1:

Student Achievement Goal 2:

Based on the above assessment of performance (individual board member): Please select up to three individual goals to set and monitor during the year:

Board Member Individual Goal 1:

Board Member Individual Goal 2:

Board Member Individual Goal 3:

NAME OF BOARD MEMBER SUBMITTING SELF-EVALUATION _____ DATE _____

Dated: _____ September 16, 1996

Reviewed: _____ May 15, 2000, _____ February 21, 2012

Revised: _____ August 1, 2005, _____ March 7, 2016

NEW BUSINESS- FOR ACTION

Agenda Item VI.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 16, 2022

Subject: 2022-2023 School Board Meeting Schedule

(Recommended by the superintendent)

That the board of education approve the following school board meeting dates for 2022-2023.

Background:

All meetings are held at 7 p.m. in the District Office boardroom on the first and third Mondays of the month with noted exceptions (*).

- Each school will be invited to make a presentation to the board of education during the school year. These presentations will occur during the first meeting of the month.
- Public comment is available during second meeting of the month.
- Study sessions will be added as needed.

Attached:

2022-2023 RPS Proposed School Board Meeting Dates

2022-2023 RPS School Board Meeting Dates

All meetings are held at 7 p.m. in the District Office boardroom on the first and third Monday of the month with noted exceptions (*)

- Each school will be invited to make a presentation to the board of education during the school year.
- Public Comment is available during the second meeting of the month.
- Study Sessions will be added as needed.

August 2022

Monday, August 1	7:00 pm Regular Meeting
Monday, August 15	7:00 pm Regular Meeting (Public Comment)

September 2022

<i>*Tuesday, September 6</i>	7:00 pm Regular Meeting
Monday, September 19	7:00 pm Regular Meeting (Public Comment)

October 2022

Monday, October 3	7:00 pm Regular Meeting
Monday, October 17	7:00 pm Regular Meeting (Public Comment)

November 2022

Monday, November 7	7:00 pm Regular Meeting
Monday, November 21	7:00 pm Regular Meeting (Public Comment)

December 2022

Monday, December 5	7:00 pm Regular Meeting with Truth-in-Taxation
Monday, December 19	7:00 pm Regular Meeting (Public Comment)

January 2023

<i>*Tuesday, January 3</i>	7:00 pm Organizational Meeting
<i>*Tuesday, January 17</i>	7:00 pm Regular Meeting (Public Comment)

February 2023

Monday, February 6	7:00 pm Regular Meeting
<i>*Tuesday, February 21</i>	7:00 pm Regular Meeting (Public Comment)

March 2023

Monday, March 6	7:00 pm Regular Meeting
Monday, March 20	7:00 pm Regular Meeting (Public Comment)

April 2023

Monday, April 3	7:00 pm Regular Meeting
Monday, April 17	7:00 pm Regular Meeting (Public Comment)

May 2023

Monday, May 1	7:00 pm Regular Meeting
Monday, May 15	7:00 pm Regular Meeting (Public Comment)

June 2023

Monday, June 5

7:00 pm Regular Meeting

****Monday, June 26***

7:00 pm Regular Meeting (Public Comment)

July 2023

****Monday, July 17***

7:00 pm Regular Meeting (Public Comment)

***School Board Meeting Exceptions**

Meetings are held in the District Office Boardroom on the first and third Monday at 7:00 pm except as noted below:

Tuesday, September 6, 2022	(due to Monday Holiday)
Tuesday, January 3, 2023	(due to Monday Holiday)
Tuesday, January 17, 2023	(due to Monday Holiday)
Tuesday, February 21, 2023	(due to Monday Holiday)
Monday, June 26, 2023	(due to June 19 Holiday)
Monday, July 17, 2023	(only one meeting held in July)

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 16, 2022

**SUBJECT: 2022-23 PRELIMINARY BUDGET AND ADVANCE EXPENDITURE
AUTHORIZATION**

(Recommended by the superintendent)

That the board of education, based upon the 2022-23 (FY23) preliminary budget, authorize the finance department to expend up to 30% of all fund budgets prior to the final budget approval and adoption.

Background Information

(Prepared by Craig Holje, Jim Gilligan and John Lorenzini)

Information will be presented Monday regarding the preliminary budget for FY23, which will reflect the assumptions based on projected student enrollment and anticipated changes in revenue and expenditures.

This will be a first reading with a final presentation made at a June school board meeting at which time we will be recommending final approval and adoption of the 2022-23 budget.

As in prior years, we are requesting that you authorize the business office to expend up to 30% of all fund budgets which allows us to initiate purchase orders for instructional supplies, materials and equipment needed for the start-up of the new school year and summer programs.



Revised Budget Summary 2021-22

REVENUE GENERAL FUND										YTD March, 2022	YTD March 2021	YTD March 2020		
REVENUE CATEGORIES	Actual June 30, 2020	Actual June 30, 2021	Adopted Budget	Revised Budget	Next Year Budget	(Decrease) from Revised FY22	YTD March, 2022	Revised Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received		YTD March 2021	YTD March 2020
STATE	45,674,572	45,171,243	45,287,702	46,068,918	45,819,757	(249,161)	28,928,940	17,139,978	62.8%	62.4%	62.1%		28,176,055	28,375,894
FEDERAL	2,834,496	4,835,776	7,405,625	7,260,732	7,930,646	669,914	1,590,582	5,670,150	21.9%	56.3%	0.0%		2,724,400	(381)
PROPERTY TAXES	18,018,703	17,711,182	17,137,896	17,137,896	18,045,678	907,782	17,006,447	131,449	99.2%	98.5%	99.6%		17,451,264	17,949,429
LOCAL (FEES, INTEREST, ETC.)	1,414,676	999,949	1,226,540	1,282,540	1,195,666	(86,874)	691,978	590,562	54.0%	74.4%	68.9%		744,158	974,369
TOTALS	67,942,447	68,718,150	71,057,763	71,750,086	72,991,747	1,241,661	48,217,947	23,532,139	67.2%	71.4%	69.6%		49,095,877	47,299,311

EXPENDITURES GENERAL FUND										YTD March, 2022	YTD March 2021	YTD March 2020		
OBJECT SERIES	Actual June 30, 2020	Actual June 30, 2021	Adopted Budget	Revised Budget	Next Year Budget	Increase or (Decrease) from Revised FY22	YTD March, 2022	Revised Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended		YTD March 2021	YTD March 2020
SALARIES & WAGES	36,586,631	37,395,363	40,653,895	39,676,080	42,398,437	2,722,357	24,948,854	14,727,226	62.9%	61.6%	63.5%		23,017,439	23,222,086
EMPLOYEE BENEFITS	13,190,118	13,311,088	13,937,881	14,216,893	14,785,830	568,937	9,493,739	4,723,154	66.8%	67.4%	68.7%		8,973,307	9,067,281
PURCHASED SERVICES	8,325,312	7,829,676	9,360,559	8,931,436	8,624,864	(306,572)	6,802,455	2,128,981	76.2%	62.4%	64.8%		4,882,519	5,393,927
SUPPLIES	2,632,033	3,264,241	3,460,020	3,714,723	3,715,368	645	2,598,844	1,115,879	70.0%	74.5%	80.0%		2,430,412	2,106,450
EQUIPMENT	2,313,469	3,127,327	2,846,283	4,037,786	2,579,477	(1,458,309)	3,257,801	779,985	80.7%	83.6%	83.4%		2,612,897	1,928,653
OTHER EXPENDITURES	408,652	364,114	396,670	765,325	438,851	(326,474)	325,685	439,640	42.6%	39.9%	24.8%		145,229	101,304
TOTALS	63,456,215	65,291,809	70,655,308	71,342,243	72,542,827	1,200,584	47,427,378	23,914,865	66.5%	64.4%	65.9%		42,061,803	41,819,701

										YTD March, 2022	YTD March 2021	YTD March 2020		
PROGRAM SERIES	Actual June 30, 2020	Actual June 30, 2021	Adopted Budget	Revised Budget	Next Year Budget	Increase or (Decrease) from Revised FY22	YTD March, 2022	Revised Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended		YTD March 2021	YTD March 2020
SITE ADMINISTRATION	1,960,814	1,782,561	1,842,666	2,025,024	2,096,797	71,773	1,392,405	632,619	68.8%	73.9%	79.1%		1,316,881	1,550,057
DISTRICT ADMINISTRATION	812,769	692,040	799,189	750,033	760,070	10,037	538,664	211,369	71.8%	91.6%	75.0%		634,126	609,401
SUPPORT SERVICES	2,214,337	2,393,195	2,605,288	2,722,217	2,839,642	117,425	2,266,785	455,432	83.3%	86.8%	86.7%		2,078,230	1,920,834
REGULAR INSTRUCTION	26,944,485	27,799,882	29,848,695	28,876,003	30,099,416	1,223,413	16,650,743	12,225,260	57.7%	58.5%	60.4%		16,254,715	16,285,403
EXTRA-CURRICULAR ACTIVITIES	1,228,101	945,939	1,320,891	1,242,706	1,260,689	17,983	745,854	496,852	60.0%	65.2%	77.9%		616,818	956,895
VOCATIONAL INSTRUCTION	446,107	457,378	637,555	787,721	817,283	29,562	466,647	321,074	59.2%	57.8%	59.8%		264,332	266,812
SPECIAL EDUCATION	12,270,483	11,761,588	12,521,704	12,789,574	13,534,275	744,701	8,026,791	4,762,783	62.8%	63.0%	62.7%		7,407,060	7,690,928
INSTRUCTIONAL SUPPORT	4,788,343	4,548,612	4,793,535	5,200,052	4,919,637	(280,415)	3,933,731	1,266,321	75.6%	75.3%	76.0%		3,423,813	3,637,701
PUPIL SUPPORT SERVICES	6,626,344	6,736,524	7,802,980	8,012,452	7,920,979	(91,473)	6,372,410	1,640,042	79.5%	59.1%	69.5%		3,981,610	4,602,303
FACILITIES	5,893,128	7,849,491	8,210,475	8,650,011	7,939,139	(710,872)	6,662,942	1,987,069	77.0%	73.4%	69.1%		5,759,619	4,071,713
OTHER FINANCING USES	271,304	324,599	272,330	286,450	354,900	68,450	370,406	(83,956)	129.3%	100.0%	83.9%		324,599	227,654
TOTALS	63,456,215	65,291,809	70,655,308	71,342,243	72,542,827	1,200,584	47,427,378	23,914,865	66.5%	64.4%	65.9%		42,061,803	41,819,701





ACTIVITY - OTHER FUNDS

	Actual June 30, 2020	Actual June 30, 2021	Adopted Budget	Revised Budget	Next Year Budget	Increase or (Decrease) from Revised FY22	YTD March, 2022	Revised Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	YTD March 2021	YTD March 2020
REVENUE													
FOOD SERVICE	2,684,715	2,613,214	2,816,200	3,210,706	2,740,025	(470,681)	2,106,675	1,104,031	65.6%	48.1%	62.3%	1,256,962	1,671,342
COMMUNITY EDUCATION	1,957,665	1,892,292	2,037,908	2,079,001	1,961,083	(117,918)	1,840,985	238,016	88.6%	78.3%	87.7%	1,481,437	1,716,598
CONSTRUCTION FUND	2,184,625	232,885	13,500	3,500	-	(3,500)	53,647	(50,147)	1532.8%	18.2%	2.8%	42,461	61,647
DEBT SERVICE	8,469,549	7,641,300	7,150,836	9,622,747	7,316,786	(2,305,961)	9,450,518	172,229	98.2%	99.3%	99.0%	7,589,724	8,386,576
CUSTODIAL/SCHOLARSHIPS	8,908	9,151	6,100	6,800	6,100	(700)	7,776	(976)	114.4%	77.5%	0.0%	7,088	-
INTERNAL SERVICE - HEALTH INS.	7,220,320	7,007,155	7,105,000	7,180,000	7,830,750	650,750	4,628,792	2,551,208	64.5%	64.2%	63.4%	4,495,338	4,575,418
INTERNAL SERVICE - DENTAL INS.	502,428	513,898	500,050	500,050	515,250	15,200	335,527	164,523	67.1%	64.8%	67.6%	332,761	339,428
OPEB - IRREVOCABLE TRUST	247,051	100,761	50,000	50,000	80,000	30,000	143,568	(93,568)	287.1%	-25.1%	-11.2%	(25,248)	(27,785)
OPEB DEBT SERVICE	811,277	2,129,109	2,096,886	2,096,886	2,079,000	(17,886)	2,051,623	45,263	97.8%	99.2%	99.6%	2,112,942	808,268

	Actual June 30, 2020	Actual June 30, 2021	Adopted Budget	Revised Budget	Next Year Budget	Increase or (Decrease) from Revised FY22	YTD March, 2022	Revised Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	YTD March 2021	YTD March 2020
EXPENDITURES													
FOOD SERVICE	2,980,087	2,329,661	2,670,312	3,138,019	2,669,642	(468,377)	1,949,178	1,188,841	62.1%	65.4%	66.4%	1,524,740	1,980,118
COMMUNITY EDUCATION	1,941,758	2,026,134	1,984,879	1,981,552	2,076,605	95,053	1,600,343	381,209	80.8%	66.9%	72.6%	1,356,393	1,409,419
CONSTRUCTION FUND	65,066,269	35,442,523	3,900,000	7,595,652	-	(7,595,652)	6,522,769	1,072,883	85.9%	74.4%	65.8%	26,370,790	42,804,027
DEBT SERVICE	8,105,988	7,246,938	7,251,038	9,714,350	7,256,038	(2,458,312)	9,714,349	1	100.0%	100.0%	100.0%	7,246,938	8,105,988
CUSTODIAL/SCHOLARSHIPS	13,551	6,098	6,100	6,100	6,100	-	6,050	50	99.2%	100.0%	0.0%	6,098	-
INTERNAL SERVICE - HEALTH INS.	6,590,943	7,314,396	7,230,600	8,290,100	8,128,605	(161,495)	7,112,425	1,177,675	85.8%	74.8%	76.8%	5,471,167	5,062,070
INTERNAL SERVICE - DENTAL INS.	456,791	491,075	480,000	480,000	480,000	-	396,405	83,595	82.6%	76.6%	91.7%	376,149	418,652
OPEB - IRREVOCABLE TRUST	816,084	697,087	735,000	735,000	735,000	-	-	735,000	0.0%	0.0%	0.0%	-	-
OPEB DEBT SERVICE	783,025	2,021,775	2,033,150	2,033,150	2,027,600	(5,550)	2,033,025	125	100.0%	100.0%	100.0%	2,021,775	783,025

SUMMARY - ALL FUNDS

	Actual June 30, 2020	Actual June 30, 2021	Adopted Budget	Revised Budget	Next Year Budget	Increase or (Decrease) from Revised FY22	YTD March, 2022	Revised Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	YTD March 2021	YTD March 2020
SUMMARY													
REVENUE	92,028,985	90,857,915	92,834,243	96,499,776	95,520,741	(979,035)	68,837,058	27,662,718	71.3%	73.1%	70.4%	66,389,342	64,830,803
EXPENDITURES	150,210,711	122,867,496	96,946,387	105,316,166	95,922,417	(9,393,749)	76,761,922	28,554,244	72.9%	70.3%	57.2%	86,435,853	85,949,763
SPENDING VARIANCE	(58,181,726)	(32,009,581)	(4,112,144)	(8,816,390)	(401,676)	(4,704,246)	(7,924,864)	(891,526)	89.9%	62.6%	36.3%	(20,046,511)	(21,118,960)

<div>  <div> RICHFIELD PUBLIC SCHOOLS </div> </div> <div> Richfield Public Schools Budget Overview Proposed Budget Summary 2022-23 </div> <div>  </div>						
	Projected Balance June 30, 2022	Proposed Budget Revenues	Proposed Budget Expenditures	Transfers	Projected Balance June 30, 2023	Net Increase or Decrease
General Fund - 01						
Unassigned - 422	10,960,003	53,178,403	51,589,231	(1,650,104)	10,899,071	(60,932)
	15.36%				15.02%	
Restricted						
Staff Development - 403	-	606,994	206,957	(400,037)	-	-
Long-Term Fac Maint - 467	795,044	1,751,641	1,689,379	-	857,306	62,262
Capital Projects Tech Levy - 407	918,935	3,956,534	3,624,376	-	1,251,093	332,158
Operating Capital - 424	464,485	997,656	865,575	-	596,566	132,081
Student Activities - 401	70,791	50,000	54,530	-	66,261	(4,530)
Scholarships - 402	416,803	30,500	-	-	447,303	30,500
Learning & Development - 428	-	872,269	538,778	(333,491)	-	-
Area Learning Center - 434	512,420	736,848	572,100	-	677,168	164,748
Gifted & Talented - 438	-	57,504	344,737	287,233	-	-
Basic Skills - 441	-	5,008,112	6,500,181	1,492,069	-	-
Career & Technical - 445	-	139,742	461,657	321,915	-	-
Achievement & Integration - 448	-	1,084,506	1,197,021	-	(112,515)	(112,515)
Basic Skills Extended Time - 459	271,290	-	161,039	-	110,251	(161,039)
Safe Schools - 449	-	160,076	442,491	282,415	-	-
Medical Assistance - 472	17,195	275,000	220,456	-	71,739	54,544
Subtotal Restricted	3,466,963	15,727,382	16,879,277	1,650,104	3,965,172	498,209
Nonspendable						
Inventory & Prepaid Expenditures	50,000	-	-	-	50,000	-
Subtotal Nonspendable - 460	50,000	-	-	-	50,000	-
Assigned Funds						
Assigned - Turf	377,963	20,000	6,439	-	391,524	13,561
Assigned - Program Initiatives	905,027	-	-	-	905,027	-
Assigned - Enrollment	600,000	-	-	-	600,000	-
Assigned - Future Retirement	638,422	-	-	-	638,422	-
Assigned - Carryover	424,347	-	-	-	424,347	-
Assigned - 3rd Party Sped	335,054	-	-	-	335,054	-
Assigned - COVID	2,271,740	4,065,962	4,067,880	-	2,269,822	(1,918)
Assigned - Subsequent Yr Budget	-	-	-	-	-	-
Subtotal Assigned - 462	5,552,553	4,085,962	4,074,319	-	5,564,196	11,643
Total General Fund	20,029,519	72,991,747	72,542,827	-	20,478,439	448,920
Food Service Fund - 02						
Inventory & Prepaid Expenditures	45,613	-	-	-	45,613	-
Subtotal Nonspendable - 460	45,613	-	-	-	45,613	-
Restricted - 464	548,136	2,740,025	2,669,642	-	618,519	70,383
Total Food Service	593,749	2,740,025	2,669,642	-	664,132	70,383
Community Services - 04						
Restricted - 464 (Non-Public, EcScreen, LCTS)	122,825	545,030	544,805	-	123,050	225
Restricted / Reserved						
Community Ed - 431	(26,729)	542,354	542,227	-	(26,602)	127
ECFE - 432	102,895	355,588	375,169	-	83,314	(19,581)
School Readiness - 444	365,274	518,111	614,404	-	268,981	(96,293)
Restricted/Reserved - Subtotal	441,440	1,416,053	1,531,800	-	325,693	(115,747)
Total Community Education	564,265	1,961,083	2,076,605	-	448,743	(115,522)
Construction - 06						
Restricted/Reserved						
LTFM (2018B) - 467	-	-	-	-	-	-
Restricted (2018A) - 464	-	-	-	-	-	-
Total Construction Fund	-	-	-	-	-	-
Debt Service - 07						
Restricted - 464	1,612,009	7,316,786	7,256,038	-	1,672,757	60,748
Total Debt Service Fund	1,612,009	7,316,786	7,256,038	-	1,672,757	60,748
Custodial Fund - 18	24,706	6,100	6,100	-	24,706	-
Internal Service - 20 Health	4,459,837	7,830,750	8,128,605	-	4,161,982	(297,855)
Internal Service - 21 Dental	133,296	515,250	480,000	-	168,546	35,250
OPEB Irrevocable Trust - 45	7,604,865	80,000	735,000	-	6,949,865	(655,000)
OPEB Debt Service - 47	376,939	2,079,000	2,027,600	-	428,339	51,400
Total All Funds:	35,399,185	95,520,741	95,922,417	-	34,997,509	(401,676)

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 16, 2022

**Subject: RICHFIELD MAINTENANCE AND TRANSPORTATION BUILDING
Facilities Project Change Order #002**

(Recommended by the superintendent)

That the board of education approve Richfield maintenance and transportation building facilities project change order #002 for a net increase of \$23,512.31.

Background Information

- Richfield Maintenance and Transportation Building Change Order #02 – An add of \$23,512.31 for the cost to procure a demo permit; additional power and data jacks for requested TVs; additional demo needs; sealing off existing exterior louvers; Completing building envelope on exterior walls; misc. electrical modifications due to existing conditions; and additional tile work to accommodate new floor tile.
 - The demolition permit would typically be paid direct by the owner with the building permit, but due to the review time for the permit it was critical to pull a separate demolition permit to begin the work.

The original (Contract Sum)	\$308,800.00
Net Change by previously authorized Change Orders	(\$4,141.00)
The contract sum prior to these Change Orders	\$304,659.00
The contract sum will be increased by these Change Orders in the amount of	\$23,512.31
The new contract sum including all Change Orders will be	\$328,171.31



CCO #002

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

Project: S180064-MB22 - ISD #280, Richfield Maintenance Building 2022
Remodel
300 W. 72nd Street
Richfield, Minnesota 55423

Contract Change Order #002: CM CCO 002

CONTRACT COMPANY:	CM Construction Company 12215 Nicollet Avenue Burnsville, Minnesota 55337	CONTRACT FOR:	SC-S180064-MB22-001:CM Construction Single Prime
DATE CREATED:	4/25/2022	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Pending - Proceeding	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	No Change Reason
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	
FIELD CHANGE:	No	TOTAL AMOUNT:	\$23,512.31

DESCRIPTION:

This change order includes: Cost to procure a demo permit & other permit costs; additional power and data jacks for requested TVs; additional demo needs; sealing off existing exterior louvers; Completing building envelope on exterior walls; misc. electrical modifications to existing conditions; and additional tile work to accommodate new floor tile.

CE #003 - Demo Permit: \$452.31
Demo Permit

CE #005 - PR 001 Electrical Changes: \$4,146.00
Owner requested electrical and data changes; voltage and breaker size clarifications

CE #006 - Remove Old Door Track A102: \$424.00
Price to remove the old door track that was discovered in the wall between A101 & A102 and above the ceiling in A102. See RFI 010 for details.

CE #007 - Panels over existing louver openings: \$967.00
Provide insulated blank-off panel at each of the five louvers on the south wall of office A102.

CE #008 - PR 002: \$13,850.00
All work described in PR 002, including insulation, vapor barrier, sheetrock up to roof deck on exterior walls.

CE #009 - Miscellaneous Electrical Modifications & Clean-up: \$1,358.00
Clean up messy/unused conduit, switches and boxes in break room; Make outlet by furnace accessible and remount switch by furnace; Modify locations of light switch and garage door opener in A110. All per included email and site communication.

CE #015 - GCPR #5- Wall Tile Men's Toilet: \$2,315.00
Remove existing wall tile in A106 and install new tile and base that is compatible with new floor tile.

ATTACHMENTS:

[GCPR #005 Pricing.pdf](#) [GCPR #005 Pricing.pdf](#) [RFQ #008 Pricing.pdf](#) [CE #009 Pricing and backup.pdf](#) [CE #009 Pricing and backup.pdf](#) [RFQ #005 Pricing - Revised 4.4.22.pdf](#) [RGQ #007 Pricing.pdf](#) [RFQ #006 Pricing.pdf](#) [RFQ #003 - Demo Permit Pricing.pdf](#) [PR 002.pdf](#) [PR #001.pdf](#)

CHANGE ORDER LINE ITEMS:



CCO #002

#	Cost Code	Description	Type	Amount
1	05-5.01 - CM Construction Single Prime	Demo Permit	Other	\$ 452.31
2	05-5.01 - CM Construction Single Prime	PR 001 Electrical Changes	Other	\$ 4,146.00
3	05-5.01 - CM Construction Single Prime	Remove Old Door Track A102	Other	\$ 424.00
4	05-5.01 - CM Construction Single Prime	Panels over existing louver openings	Other	\$ 967.00
5	05-5.01 - CM Construction Single Prime	PR 002	Other	\$ 13,850.00
6	05-5.01 - CM Construction Single Prime	Misc Electrical Modifications & Clean-up	Other	\$ 1,358.00
7	05-5.01 - CM Construction Single Prime	GCPR #5- Wall Tile Men's Toilet	Other	\$ 2,315.00
Subtotal:				\$23,512.31
Grand Total:				\$23,512.31

The original (Contract Sum)	\$ 308,800.00
Net change by previously authorized Change Orders	(\$4,141.00)
The contract sum prior to this Change Order was	\$ 304,659.00
The contract sum would be changed by this Change Order in the amount of	\$ 23,512.31
The new contract sum including this Change Order will be	\$ 328,171.31
The contract time will not be changed by this Change Order by	

CM Construction Company
12215 Nicollet Avenue
Burnsville Minnesota 55337

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

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

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

NEW BUSINESS - FOR ACTION

Agenda Item VI.E.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 16, 2022

Subject: Donations

(Recommended by the superintendent)

That the board of education accept the following donations with gratitude.

Richfield High School received donations of \$250.00 from Paul Linde and Laurel Schultz of San Francisco, CA, \$250.00 from Richard Linde of Plymouth, \$250.00 from Robert and Kay Heisler of North Augusta, SC, and \$250.00 from Sara Linde of Richfield for student scholarships.