

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, December 5, 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. Superintendent Update
 - 1. Acknowledgement of Donation to Richfield High School
 - 2. Truth-in-Taxation Hearing
 - 3. Centennial Elementary School Presentation
 - B. Commendation
- IV. CONSENT AGENDA
 - A. Routine Matters
 - 1. Minutes of the regular meeting held November 21, 2022
 - 2. General Disbursements as of 11/29/22 in the amount of \$735,155.09
 - 3. Investment Holdings
 - B. Personnel Items
- V. OLD BUSINESS
 - A. Policy 303: Evaluation of the Superintendent & Administrative Guidelines 303.1 & 303.2
 - B. Policy 304: Evaluation of Administrators & Administrative Guideline 304.1
- VI. NEW BUSINESS
 - A. Policy 209: Board Self-Evaluation & Administrative Guideline 209.1

- B. Superintendent Contract 2023-2026
- C. Draft RPS 2023 Legislative Platform
- D. Final Levy Certification 2022
- E. Resolution Designating Polling Places for 2023
- F. Resolution Approving Cooperative Sponsorship Agreement
- G. Donations

VII. ADVANCE PLANNING

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

	12-19-2022	7 p.m.	Regular Board Meeting – Public Comment
*Tuesday, 1-3-2023		7 p.m.	Board Organizational Meeting

- D. Suggested/Future Agenda Items

VIII. ADJOURN REGULAR MEETING

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

Agenda Item II.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 5, 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.

AC:	All Conference
ACHM:	All Conference Honorable Mention
ADA:	Americans with Disabilities Act
A.I.:	American Indian
AIPAC:	American Indian Parent Advisory Committee
AMSD:	Association of Metropolitan School Districts
AP:	Advanced Placement
AP:	Assistant Principal
BGC:	Background Check
BIPOC:	Black, Indigenous, and People of Color
BILT or ILT:	Building Instructional Leadership Team
BOLT:	Building Operational Leadership Team
C&A:	Connect & Assess
CCR:	Career & College Readiness
CDC:	Centers for Disease Control
CIS:	College in the Schools
CLSD:	Comprehensive Literacy State Development
DA:	Dream Act
D.O.:	District Office
ECSE:	Early Childhood Special Education
ESY:	Extended School Year
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)
FTE:	Full-Time Equivalent
FY:	Fiscal Year

GLOW:	Gay, Lesbian Or Whatever (LGBTQ+/allies student group)
GPA:	Grade Point Average
HHM:	Homeless/Highly Mobile
HR:	Human Resources
IEP:	Individualized Education Plan
LGBTQ+ or LGBTQIA+:	Lesbian, Gay, Bisexual, Transgender, Queer, and others or Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, and others
LOR:	Local Optional Revenue
LTFM:	Long-Term Facilities Maintenance
MASA:	Minnesota Association of School Administrators
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
MSHSL:	Minnesota State High School League
MTSS:	Multi-Tiered Systems of Support
MVP:	Most Valuable Player
NSBA:	National School Boards' Association
NSPRA:	National School Public Relations Association
NWEA-MAP	Northwest Evaluation Association-Measures of Academic Progress
OPEB:	Other Post-Employment Benefits
OSHA:	Occupational Safety and Health Administration
OW:	Outreach Worker
PAG:	Parent Advisory Group
PD:	Professional Development
PLC:	Professional Learning Community
PRESS:	Path to Reading Excellence in School Sites
PTO or PTSO:	Parent-Teacher Organization or Parent-Teacher-Student Organization
POS:	Point of Sale
Q Comp:	Alternative Teacher Professional Pay System
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
SEIU:	Service Employees International Union
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
TMC:	Tri-Metro Conference
VEBA:	Voluntary Employees' Beneficiary Association
VPK:	Voluntary PreKindergarten
WCPM:	Words Correct Per Minute
WIN:	What I Need
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 American: 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%

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

Agenda Item III.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 5, 2022

Subject: Superintendent Update

We will acknowledge a donation to Richfield High School. Chief HR and Administrative Officer Craig Holje will conduct the Truth-in-Taxation hearing. Centennial Elementary School Principal Colleen Mahoney will present alongside the Centennial literacy coach.

Attached:

Donation Acknowledgement
Truth-in-Taxation Presentation
Centennial Presentation

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

Agenda Item III.A.1.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 5, 2022

Subject: Acknowledgement of Donation to Richfield High School

Richfield High School received a donation in the amount of \$25,069.77 from Lillian Yamamoto of Edina. Ms. Yamamoto is a parent of multiple students who attended Richfield Public Schools in the past. Ms. Yamamoto was always impressed by the teachers of Richfield and appreciative of the opportunities that were available for her children. This significant donation is very meaningful to RHS, and we are exceedingly grateful.



Richfield Public Schools, ISD 280

Public Hearing for Taxes Payable in 2023

DECEMBER 5, 2022

PRESENTED BY:

CRAIG HOLJE,

CHIEF HUMAN RESOURCES &
ADMINISTRATIVE OFFICER

Minnesota State Law Requirements

A Public Meeting...

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

...and Presentation of:

- Current year budget
- Proposed property tax levy

Hearing Agenda

- Background Information on School Funding
- District's Budget
- District's Proposed Tax Levy for Taxes Payable in 2023
- Public Comments

MN Legislature Must Set Funding for Minnesota Public Schools

Minnesota Constitution ARTICLE XIII

MISCELLANEOUS SUBJECTS

Section 1

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

As a Result,
Funding is
Highly
Regulated

State Sets:

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

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

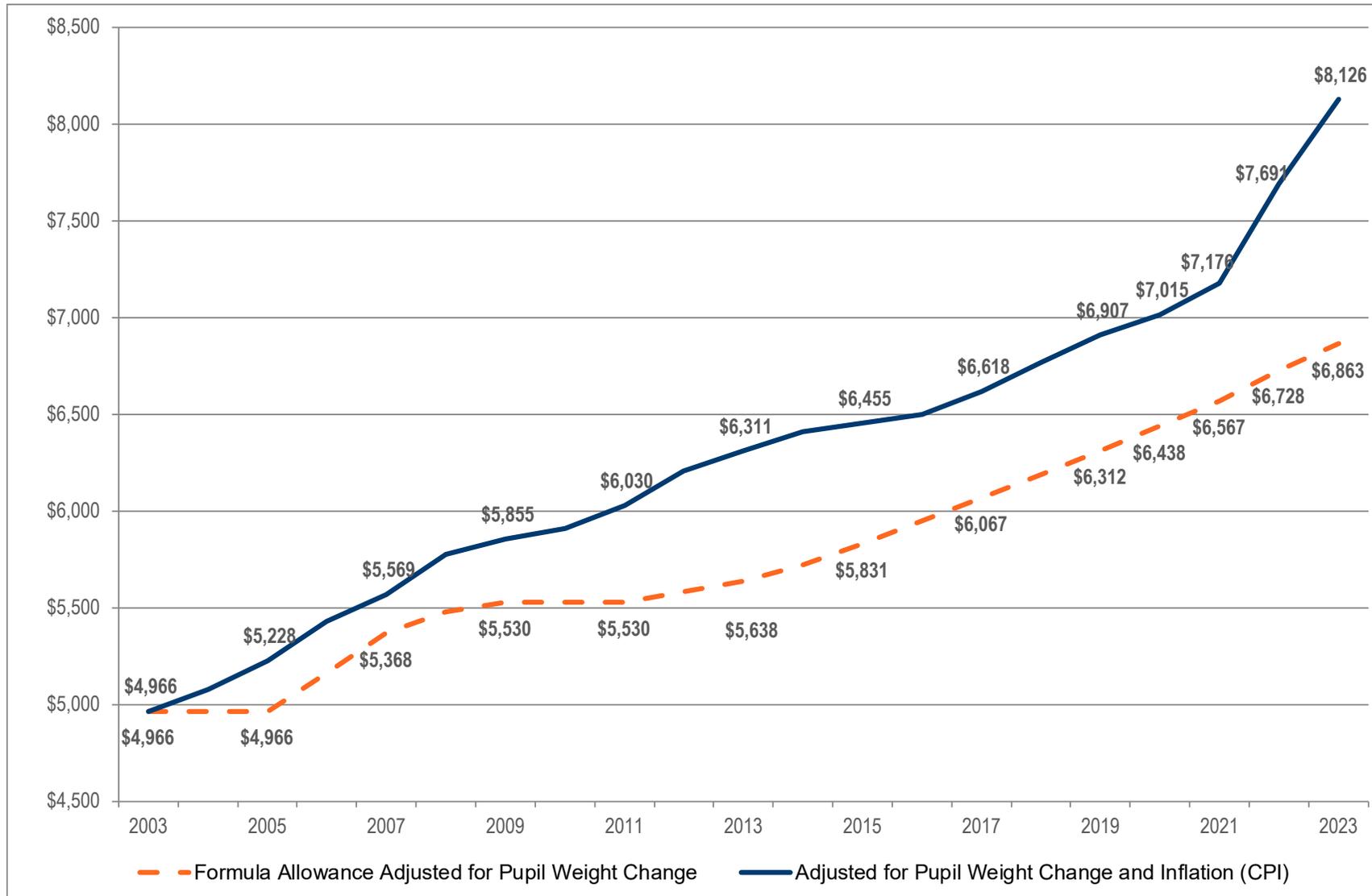
Basic General Education Formula Lags Inflation

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

Per-pupil allowance for Fiscal Year 2022-23 of \$6,863 would need to increase by another \$1,263 (18.4%) to have kept pace with inflation since 2002-03, resulting in an allowance of \$8,126

General Education Formula Allowance, 2003-2023

Adjusted for Pupil Weight Change and Inflation (CPI)

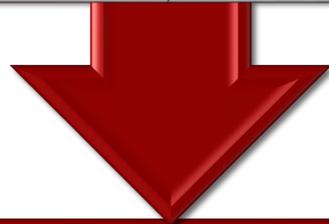


Source: MDE June 2022 Inflation Estimates

According to MN Department of Education (MDE):

FY 2020 costs of providing programs were underfunded statewide by \$591 million

By FY 2025 costs of providing programs statewide will be underfunded by \$806 million



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

Underfunding of Special Education

Change in Tax Levy does not Determine Change in Budget



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



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



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



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

Difference in Levy Cycles



School District:

- Budget year begins July 1st
- 2023 taxes provide revenue for 2023-24 fiscal year
- Budget adopted in June 2023



City/County:

- Budget year begins Jan. 1st
- 2023 taxes provide revenue for 2023 calendar year budget

Budget Information

Because approval of school district budget lags certification of tax levy by six months, state requires only current year budget information be presented at this hearing. Fiscal Year 2023-24 budget will be adopted by School Board in June 2023.

School district budgets are divided into separate funds, based on purposes of revenue, as required by law.

Our District's Funds:

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



**Other Post-Employment Benefits*

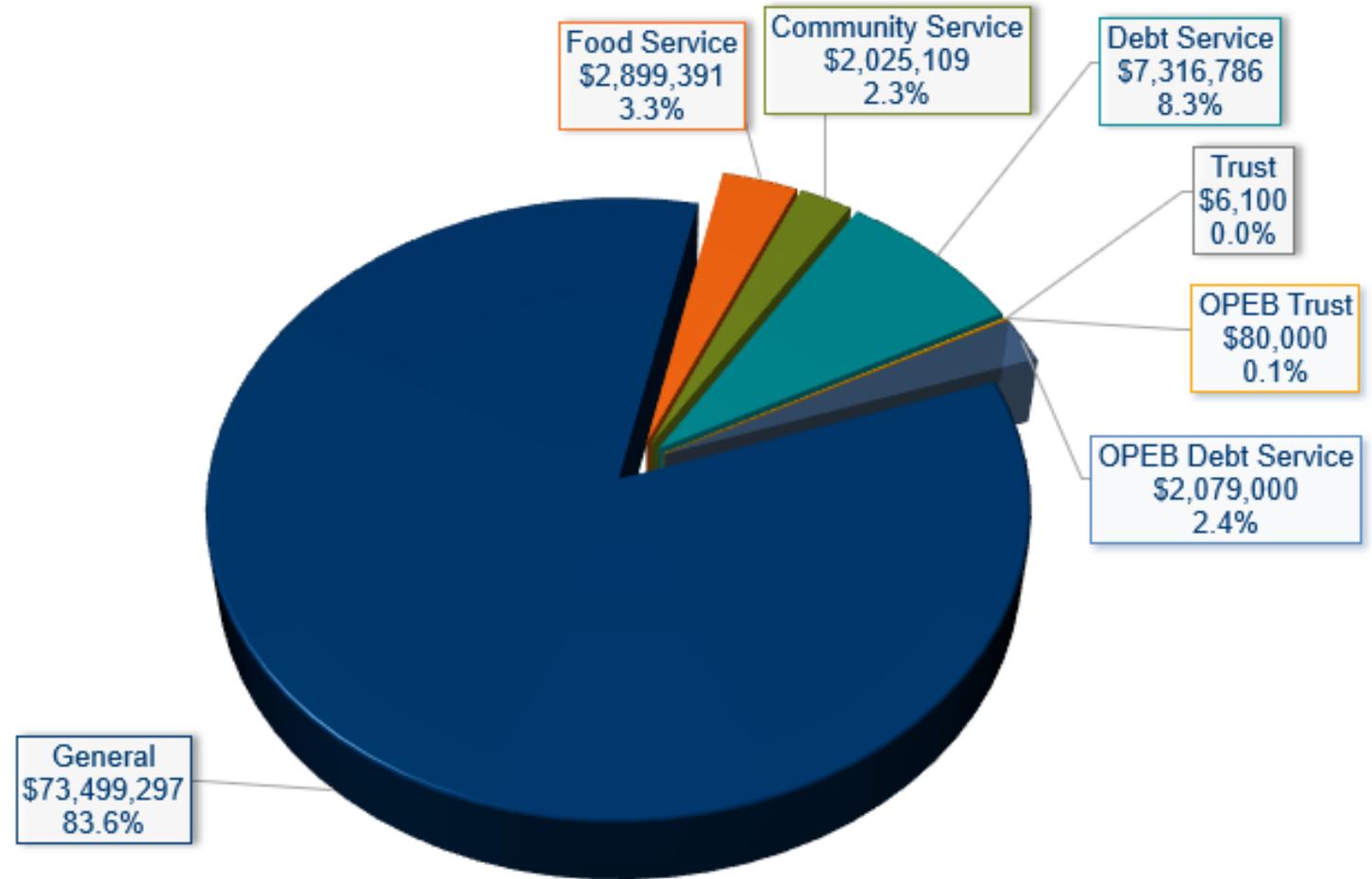
District Revenues & Expenditures
Actual for FY 2022, Budget for FY 2023

FUND	FISCAL 2022 BEGINNING	2021-22 ACTUAL		JUNE 30, 2022 ACTUAL	2022-23 BUDGET		JUNE 30, 2023 PROJECTED
	FUND BALANCES	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSERS OUT	FUND BALANCES	REVENUES & TRANSERS IN	EXPENDITURES & TRANSERS OUT	FUND BALANCES
General/Restricted	\$4,120,718	\$17,360,668	\$18,043,001	\$3,438,385	\$16,995,479	\$16,630,330	\$3,803,534
General/Other	15,500,958	55,593,090	55,276,566	15,817,482	56,503,818	57,964,857	14,356,443
Food Service	521,062	3,705,227	3,046,741	1,179,548	2,899,391	2,831,586	1,247,353
Community Service	466,816	2,075,910	2,254,992	287,734	2,025,109	1,947,714	365,129
Building Construction	8,720,914	56,924	7,816,477	961,361	-	-	961,361
Debt Service	1,703,612	9,531,432	9,714,349	1,520,695	7,316,786	7,256,038	1,581,443
Trust	24,006	9,632	6,050	27,588	6,100	6,100	27,588
Internal Service	5,683,183			3,548,721			3,286,116
OPEB* Irrevocable Trust	8,289,865	(100,692)	606,214	7,582,959	80,000	735,000	6,927,959
OPEB* Debt Service	313,203	2,074,785	2,033,025	354,963	2,079,000	2,027,600	406,363
Total All Funds	\$45,344,337	\$90,306,976	\$98,797,415	\$34,719,436	\$87,905,683	\$89,399,225	\$32,963,289

*Other Post Employment Benefits

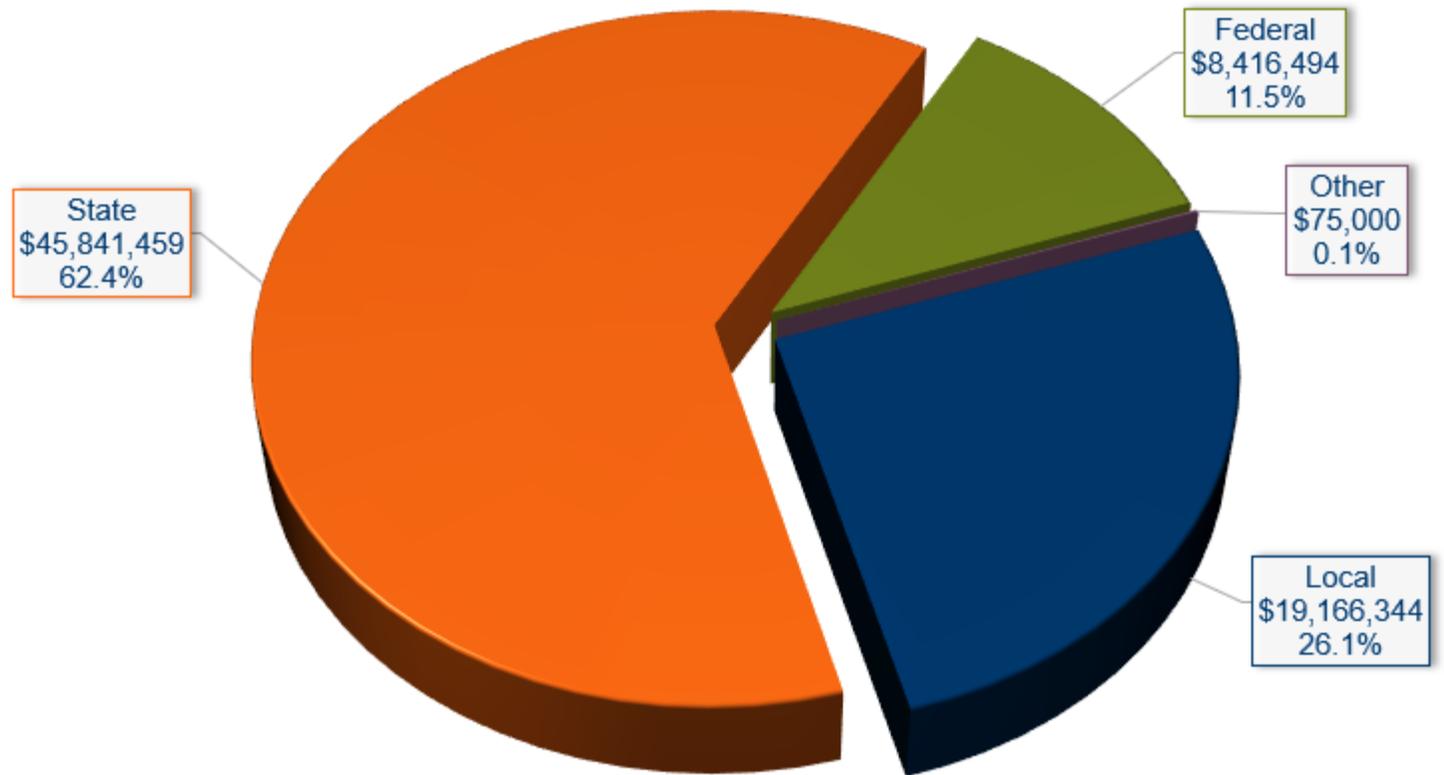
Revenue - All Funds -

2022-23 Budget
\$87,905,683



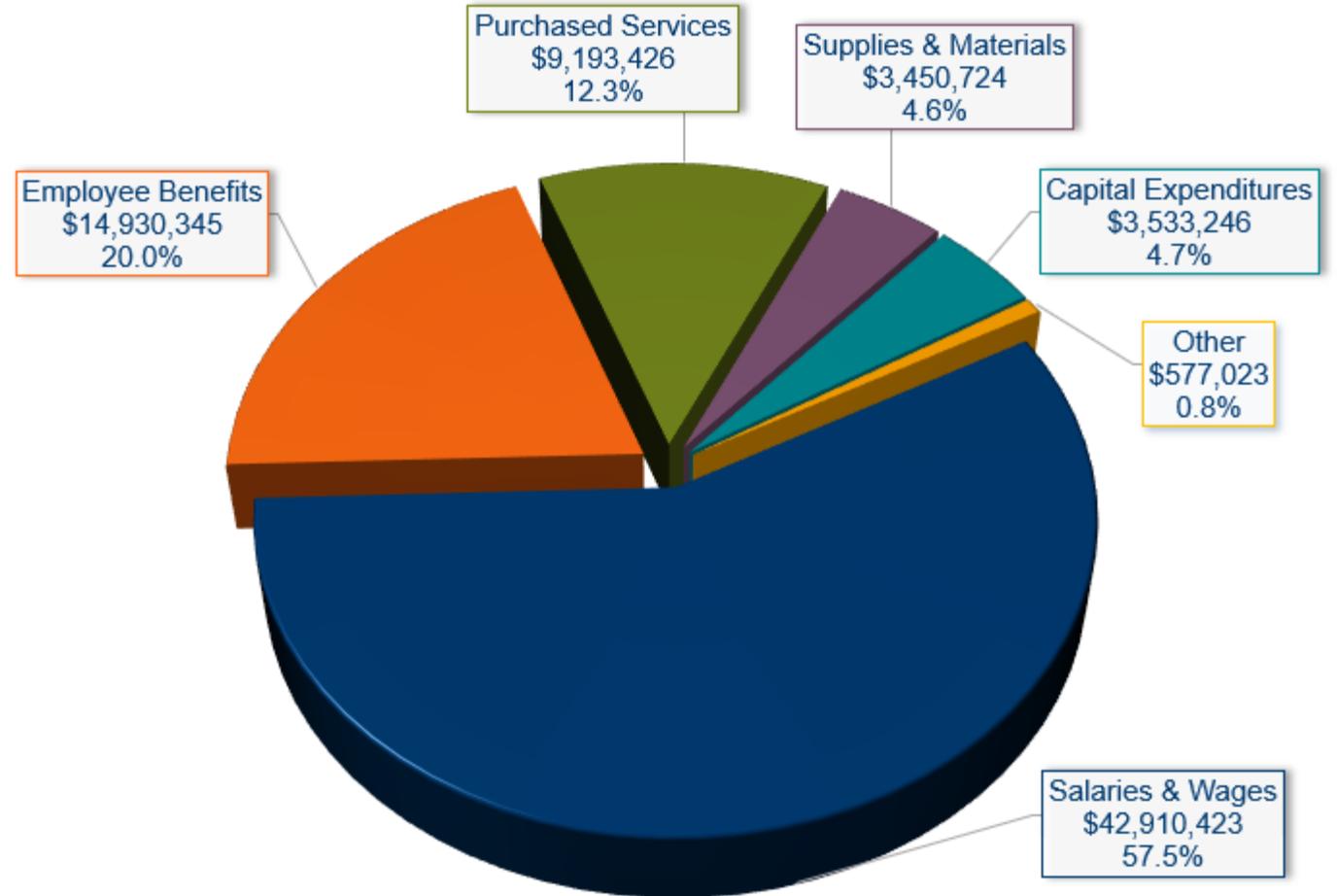
General Fund Revenue

2022-23 Budget
\$73,499,297



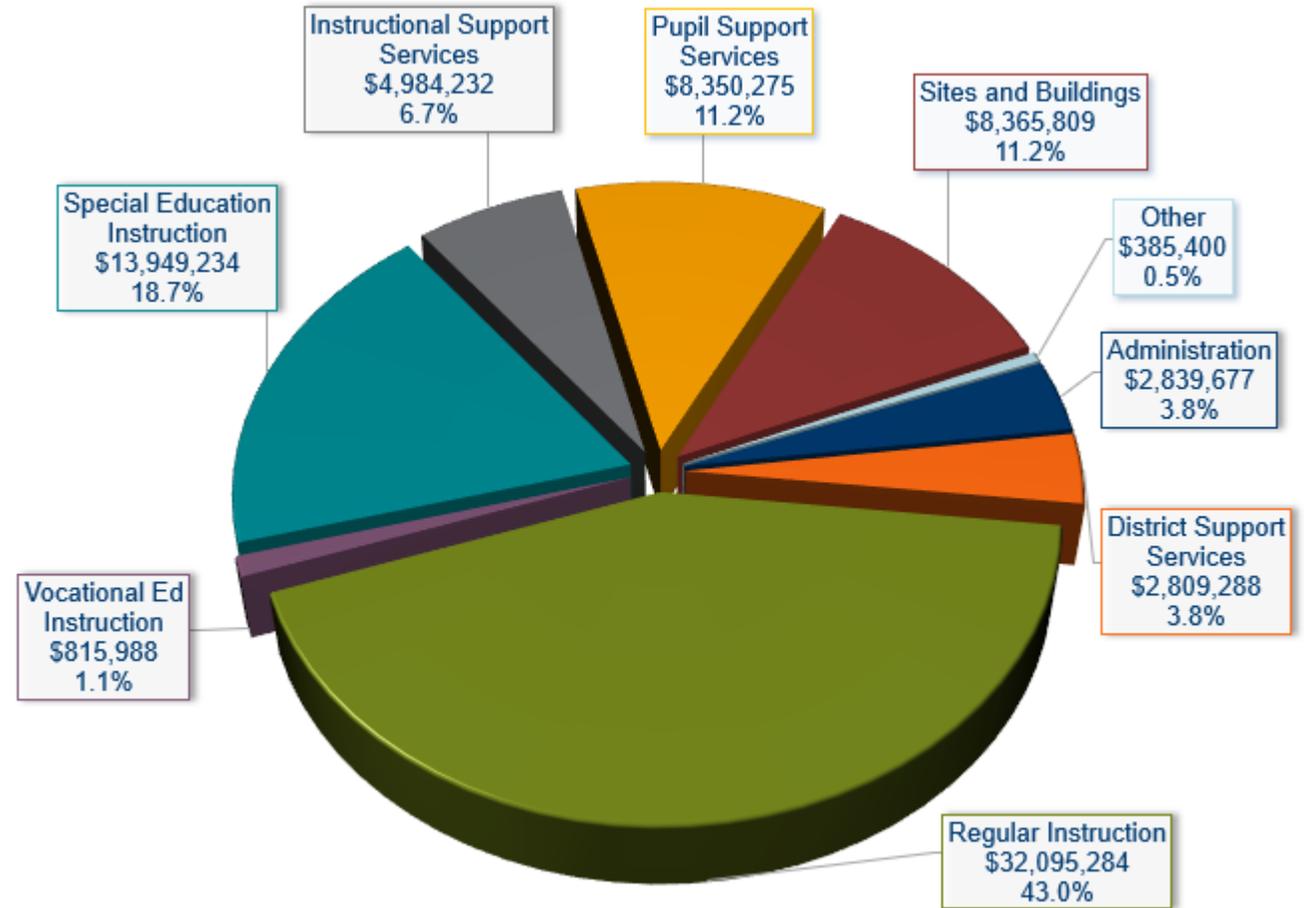
General Fund Expenditures - by Object -

2022-23 Budget
\$74,595,187



General Fund Expenditures - by Program -

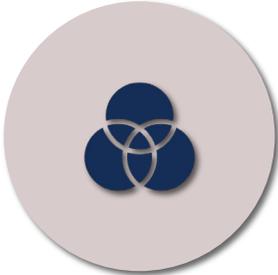
2022-23 Budget
\$74,595,187



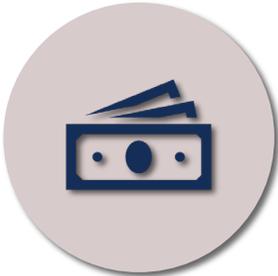
Payable 2023 Property Tax Levy



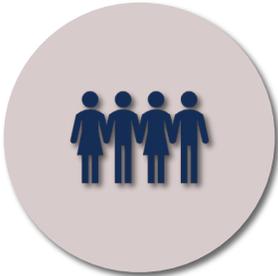
Determination of levy



Comparison of 2022 to 2023 levies



Reasons for changes in tax levy



Impact on taxpayers

Property Tax Background

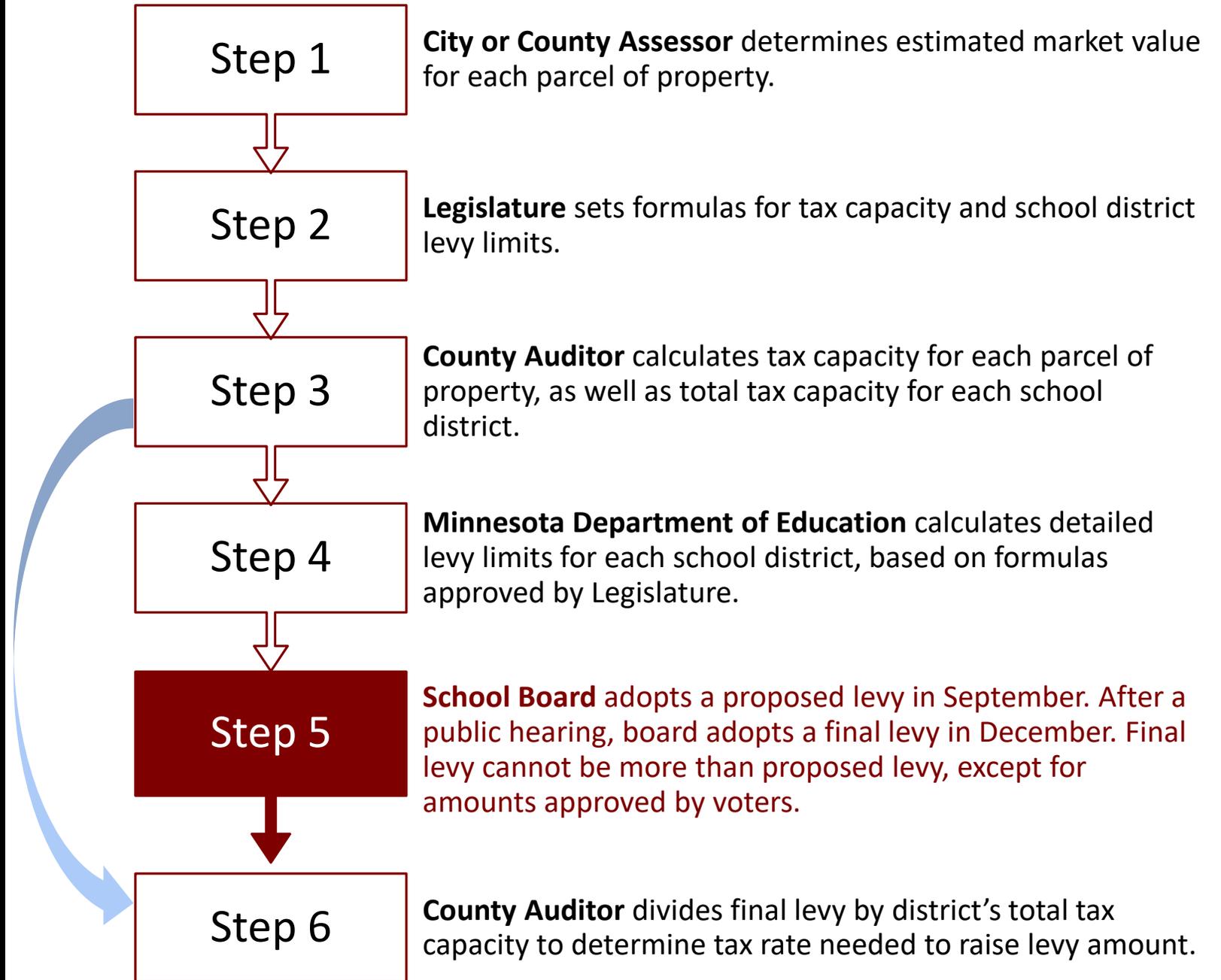
- Every owner of taxable property pays property taxes to various “taxing jurisdictions” (county, city/township, school district, special districts) in which property is located
- Each taxing jurisdiction sets own tax levy, often based on limits in state law
- County sends bills, collects taxes from property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

School District Property Taxes

- Each school district may levy taxes in over 40 different categories
- Maximum levy amounts (calculated by MDE) for each category are set by:
 - State law
 - Voter approval
- Property Tax Process
 - Key steps in process are summarized on next slide
 - Any of these steps may affect taxes on a parcel of property, but district has control over only 1 of 6 steps

School District Property Tax Process

Note: For certain levy categories, tax rates & levy amounts are based on referendum market value, rather than tax capacity.



Approval of District's Tax Levy in 2022 (Payable 2023)





Overview of District's Proposed Tax Levy

- Proposed Payable 2023 tax levy is an increase from 2022 of \$823,854 or 3.0%
- Changes by levy category and reasons for major increases & decreases in levy are included on following slides

Comparison of Actual Tax Levy Payable in 2022 to Proposed Levy Payable in 2023

Fund Levy Category	Actual Levy Payable in 2022	Proposed Levy Payable in 2023	\$ Change	% Change
General				
Voter Approved Operating Referendum	\$4,932,395	\$4,778,067	(\$154,328)	
Local Optional Revenue (LOR)	3,203,666	3,103,421	(100,245)	
Equity	484,179	496,304	12,126	
Capital Project Referendum	3,916,878	4,300,479	383,601	
Operating Capital	675,220	763,347	88,127	
Alternate Teacher Compensation	383,348	381,527	(1,821)	
Achievement and Integration	324,778	332,961	8,183	
Long Term Facilities Maintenance	1,737,320	1,682,219	(55,101)	
Instructional Lease	826,432	827,238	806	
Other	1,139,193	1,137,253	(1,940)	
Prior Year Adjustments	228,144	180,110	(48,034)	
Total, General Fund	\$17,851,554	\$17,982,927	\$131,373	0.7%
Community Service				
Basic Community Education	\$312,538	\$312,538	\$0	
Early Childhood Family Education	159,063	179,897	20,833	
Other	10,904	12,234	1,330	
Prior Year Adjustments	4,927	689	(4,238)	
Total, Community Service Fund	\$487,433	\$505,358	\$17,925	3.7%
Debt Service				
Voter Approved	\$3,410,033	\$4,175,306	\$765,273	
Long Term Facility Maintenance	4,199,851	4,163,238	(36,613)	
Other Post Employment Benefits	2,128,350	2,126,355	(1,995)	
Reduction for Debt Excess	(419,507)	(465,363)	(45,856)	
Prior Year Adjustments	74,976	68,391	(6,585)	
Total, Debt Service Fund	\$9,393,703	\$10,067,927	\$674,224	7.2%
Total Levy, All Funds	\$27,732,689	\$28,556,212	\$823,523	3.0%
Subtotal by Truth in Taxation Categories:				
Voter Approved	12,100,357	13,261,069	1,160,712	
Other	15,632,332	15,295,143	(337,189)	
Total	\$27,732,689	\$28,556,212	\$823,523	3.0%

Explanation of Levy Changes

Category:

- General Fund - Voter Approved Operating Referendum

Change:

- -\$154,328

Use of Funds:

- General Operating Expenses

Reason for Change:

- Voter approved operating referendum authority based on current year student count that is lower than prior year

Explanation of Levy Changes

Category:

- General Fund – Capital Project Referendum

Change:

- +\$383,601

Use of Funds:

- Technology costs

Reasons for Change:

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

Explanation of Levy Changes

Category:

- Debt Service Fund

Change:

- +\$765,588

Use of Funds:

- Acquisition & betterment of school sites & facilities as authorized in a referendum in 2017

Reasons for Change:

- Levies are coordinated with other capital & debt levies to maintain a debt service tax rate that is lower than taxes payable 2022.
- District voters authorized the issuance of up to \$86,800,000 in bonds in 2017 election. In 2018, the District issued bonds totaling \$84,615,000, leaving a remaining unused authority of \$2,185,000. District issued the remaining \$2,185,000 in 2022.

Factors Impacting Individual Taxpayers' School Taxes

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

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

Four Year School Levy Comparison

- Examples include school district taxes only & are shown based on no change and a 17.3% increase in property value for residential homes over the past four years
 - Actual changes in value may be more or less than this for any parcel of property
 - Intended to provide a fair representation of what happened to school district property taxes over this period for typical properties
- Examples are for property in City of Richfield
- Amounts for 2023 are preliminary estimates; final amounts could change slightly
- Estimates prepared by Ehlers (District's municipal financial advisors)

Estimated Changes in School Property Taxes, 2020 to 2023
Based on No Changes in Property Values

Type of Property	Estimated Market Value	Actual Taxes Payable in 2020	Actual Taxes Payable in 2021	Actual Taxes Payable in 2022	Estimated Taxes Payable in 2023	Change in Taxes 2020 to 2023	Change in Taxes 2022 to 2023
Residential Homestead	\$150,000	\$635	\$577	\$554	\$515	-\$120	-\$39
	225,000	1,013	923	884	822	-191	-62
	275,000	1,266	1,153	1,105	1,027	-239	-78
	325,000	1,518	1,383	1,325	1,232	-286	-93
	375,000	1,770	1,613	1,545	1,436	-334	-109
	400,000	1,896	1,728	1,655	1,539	-357	-116
	650,000	3,210	2,929	2,803	2,607	-603	-196
Commercial/ Industrial #	\$250,000	\$1,271	\$1,178	\$1,079	\$1,031	-\$240	-\$48
	1,000,000	5,561	5,168	4,718	4,517	-1,044	-201
	2,000,000	11,280	10,488	9,570	9,164	-2,116	-406
	3,000,000	17,000	15,808	14,422	13,811	-3,189	-611
	4,000,000	22,719	21,128	19,274	18,458	-4,261	-816
Apartments and Res. Non-Homestead (2 or more units)	\$600,000	\$3,340	\$3,056	\$2,919	\$2,717	-\$623	-\$202
	3,000,000	16,701	15,281	14,594	13,583	-3,118	-1,011
	4,000,000	22,269	20,374	19,458	18,111	-4,158	-1,347

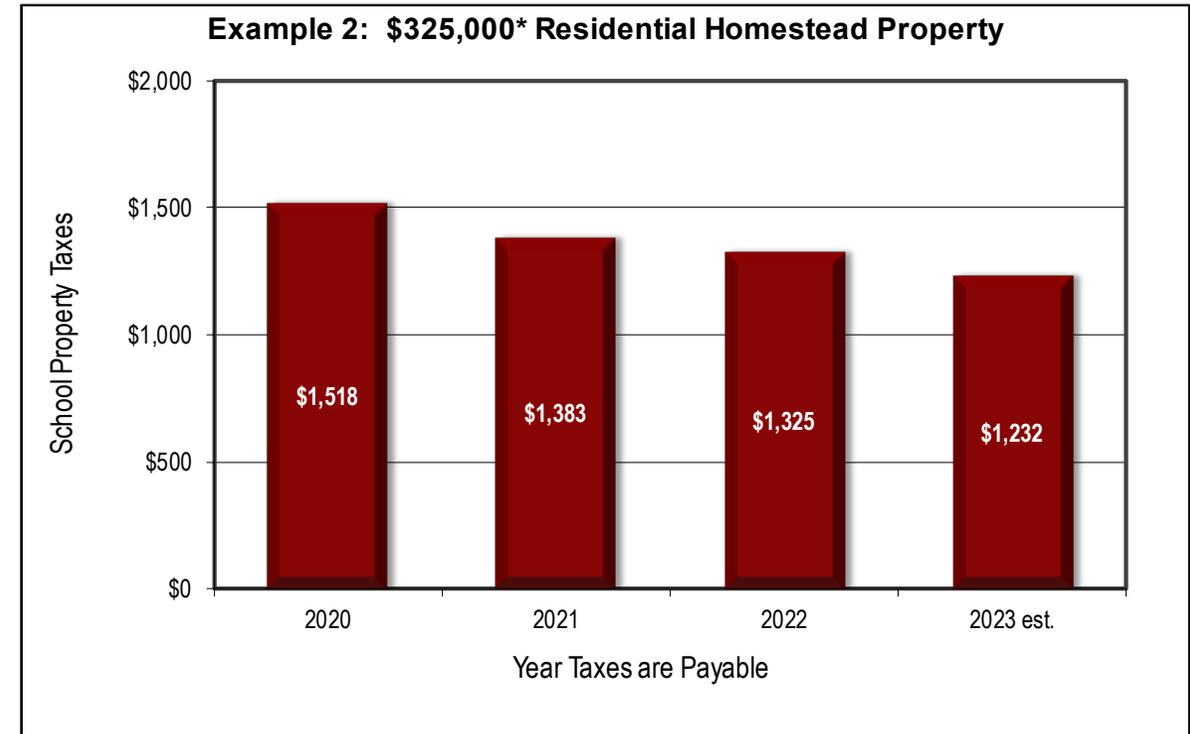
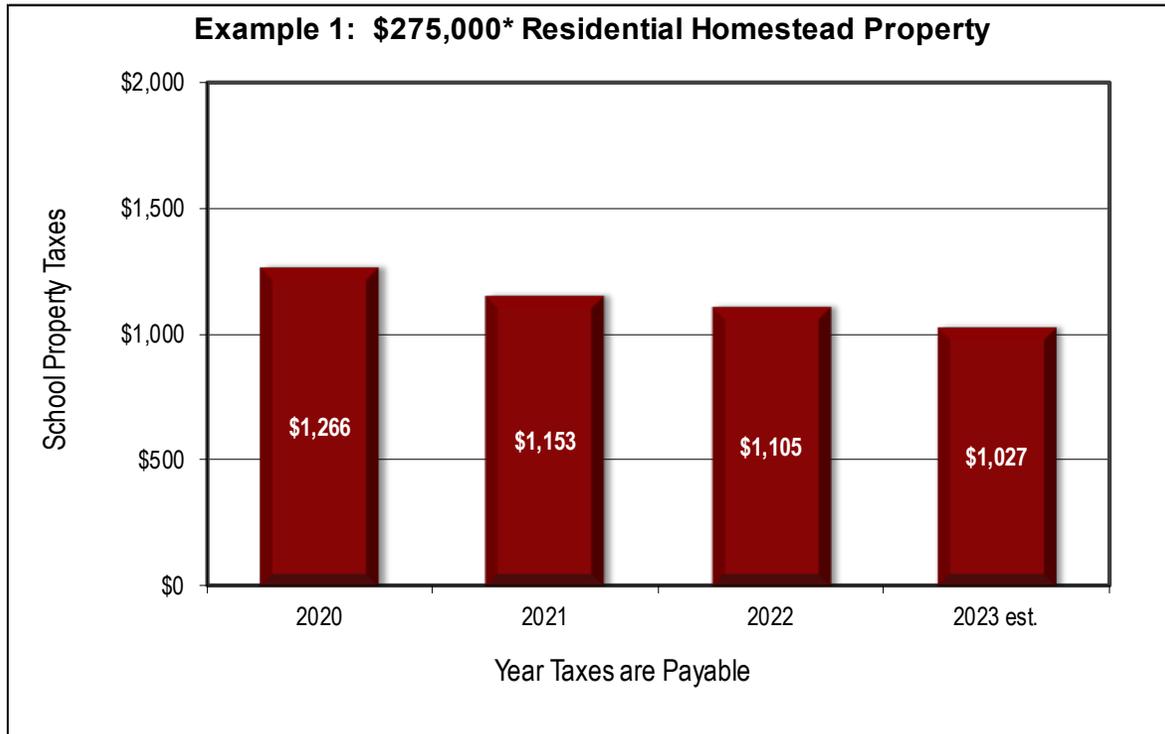
For commercial-industrial property, amounts above are for property in the City of Richfield. Taxes for commercial-industrial property in other municipalities may be slightly different, due to the impact of the Fiscal Disparities Program.

General Notes

1. Amounts are based on school district taxes only, and do not include taxes for city or township, county, state, or other taxing jurisdictions.
2. Estimates of taxes payable in 2023 are preliminary, based on the best data available.
3. For all examples of properties, taxes are calculated based on no changes in estimated market value from 2020 to 2023.

Estimated Changes in School Property Taxes, 2020-23

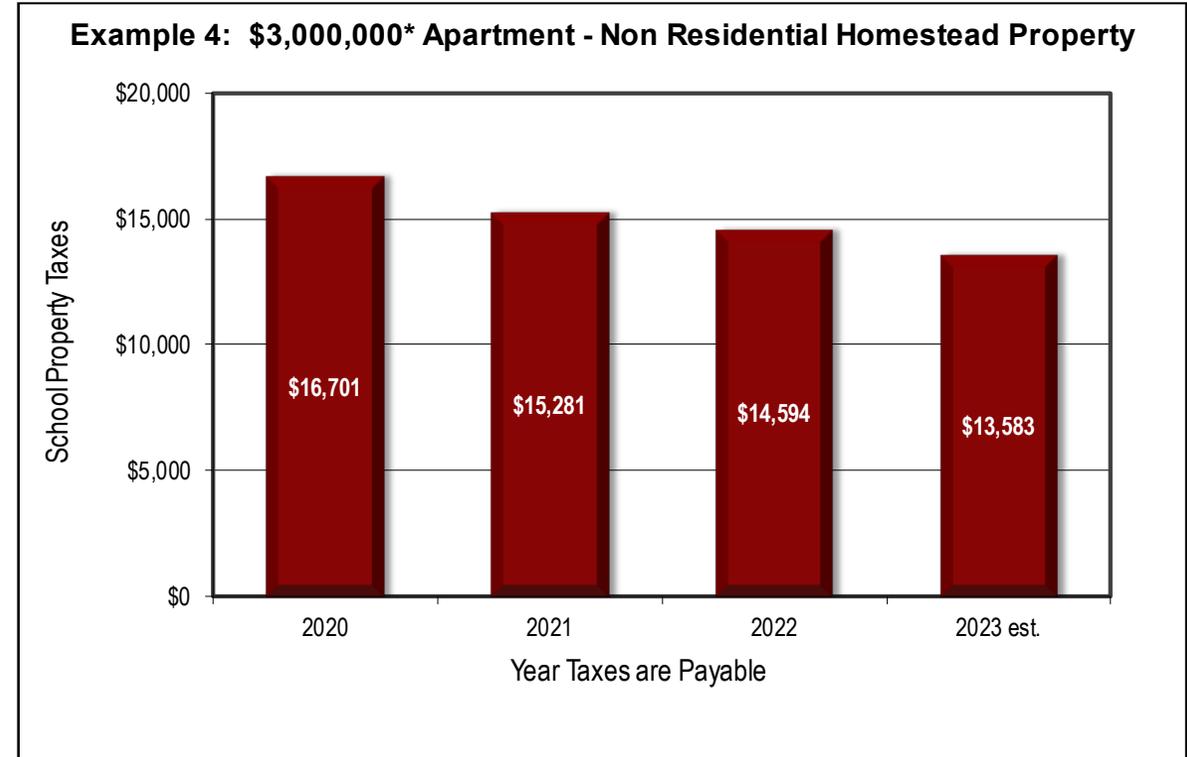
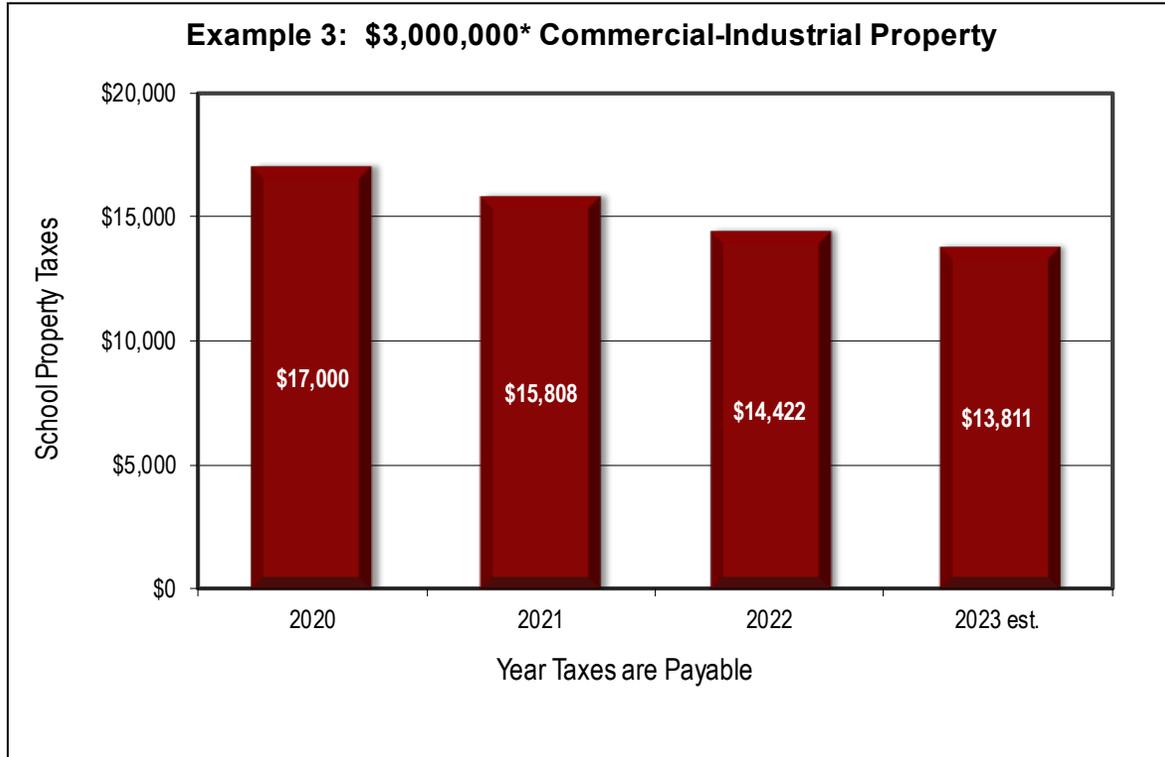
Based on No Changes in Property Value



* Estimated market value for taxes payable in 2023. Taxes are calculated based on no changes in market value from 2020 to 2023.

Estimated Changes in School Property Taxes, 2020-23

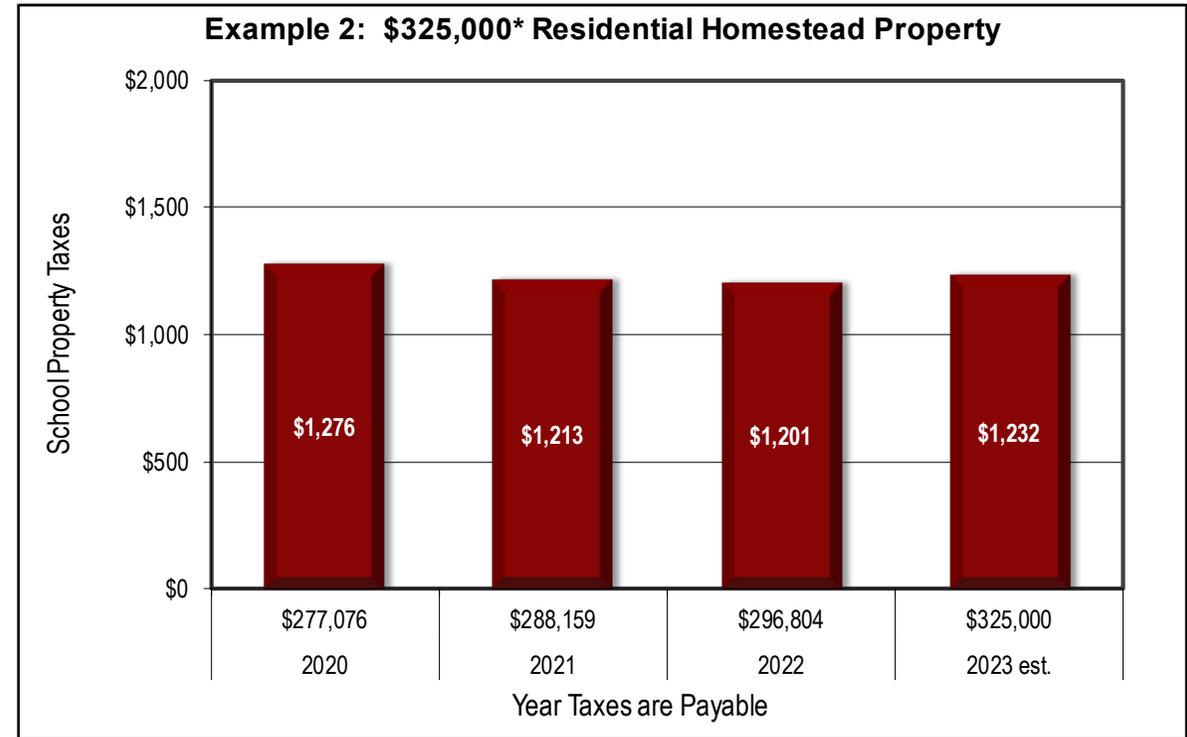
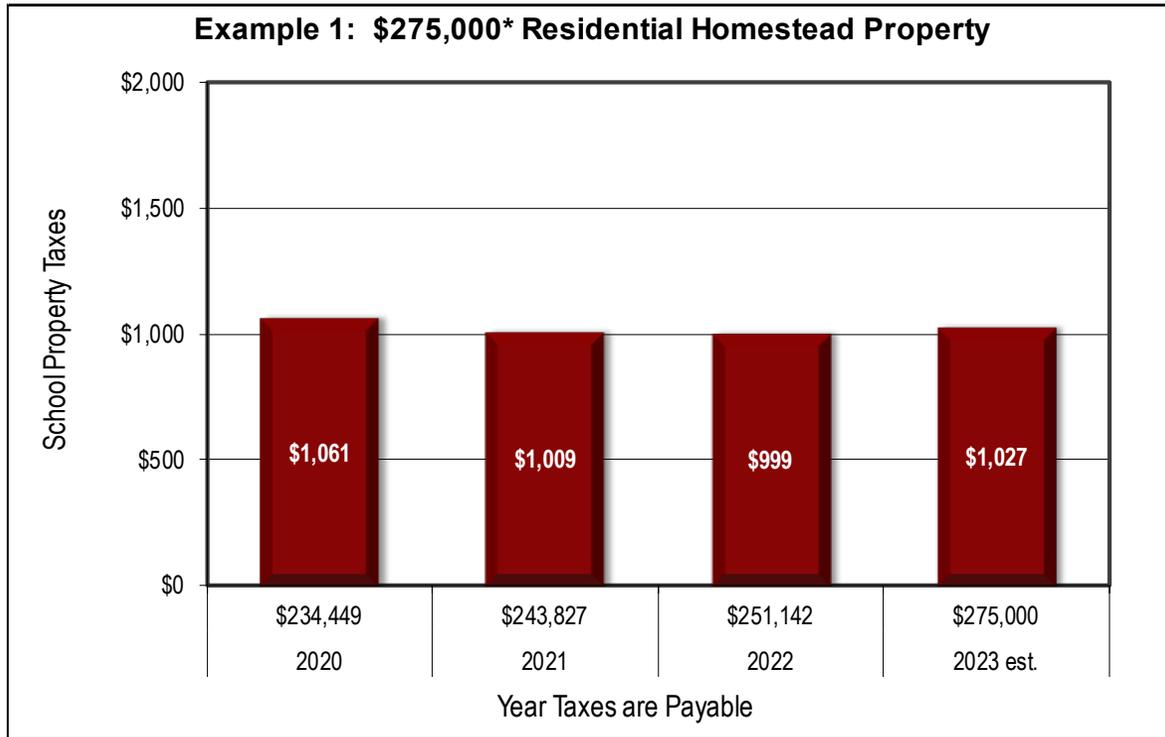
Based on No Changes in Property Value



* Estimated market value for taxes payable in 2023. Taxes are calculated based on no changes in market value from 2020 to 2023.

Estimated Changes in School Property Taxes, 2020-23

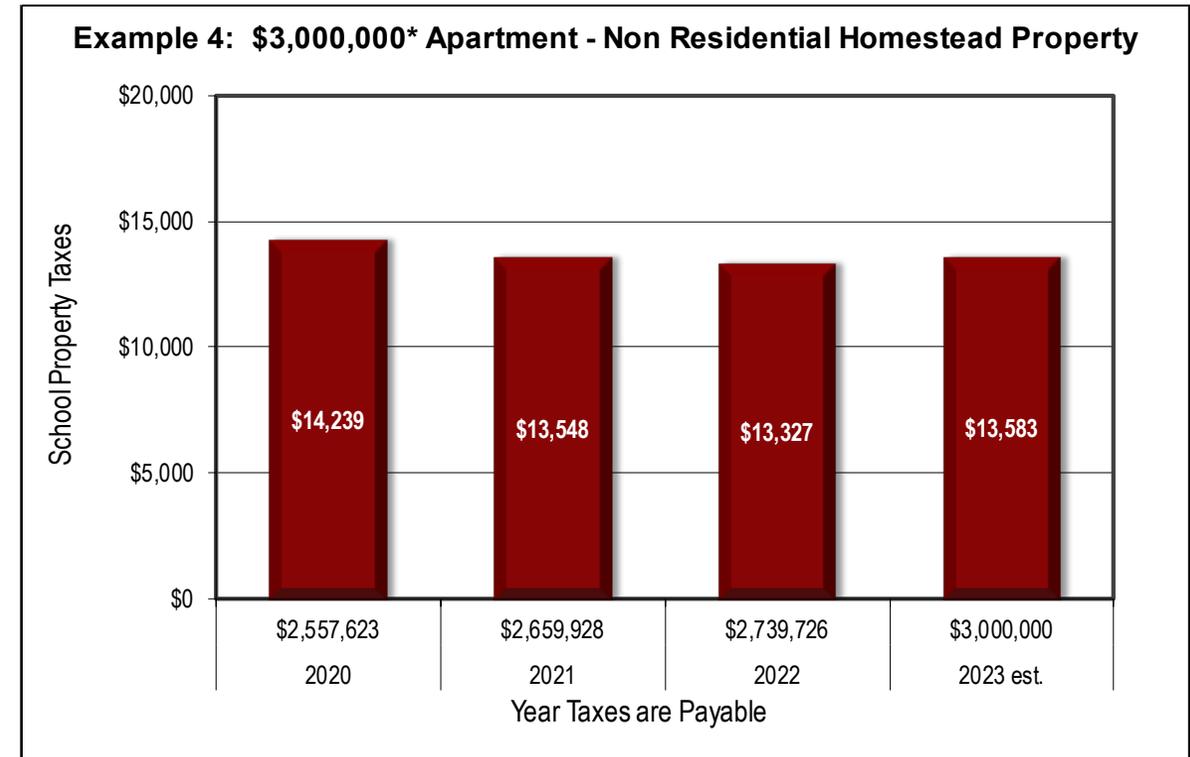
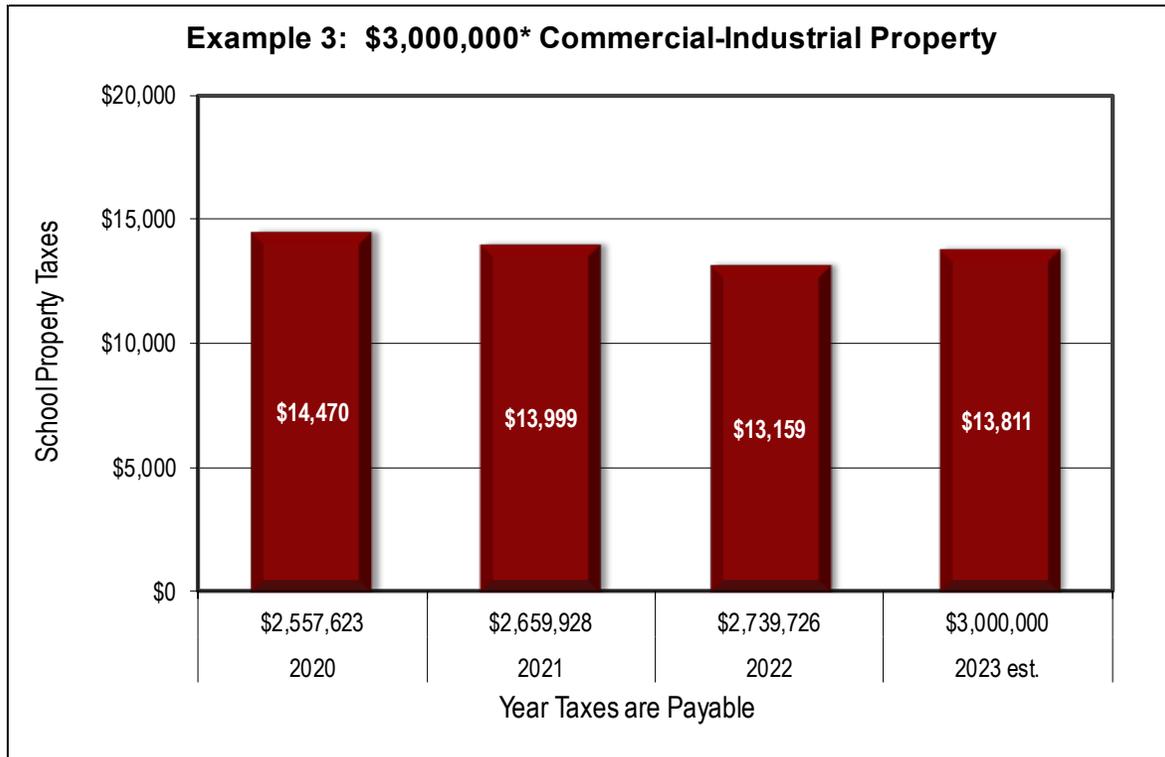
Based on 17.3% Cumulative Changes in Property Value



* Estimated market value for taxes payable in 2023. Taxes are calculated based on changes in market value of 4.0% from 2020 to 2021, 3.0% from 2021 to 2022 and 9.5% from 2022 to 2023.

Estimated Changes in School Property Taxes, 2020-23

Based on 17.3% Cumulative Changes in Property Value



* Estimated market value for taxes payable in 2022. Taxes are calculated based on changes in market value of 4.0% from 2020 to 2021, 3.0% from 2021 to 2022 and 9.5% from 2022 to 2023.

State Property Tax Refunds & Deferral

Homestead Credit Refund

- Available for all homestead property, both residential and agricultural (house, garage and one acre (HGA) only)
- Refund is sliding scale, based on total property taxes and income (maximum refund is \$2,930 for homeowners and \$2,280 for renters)

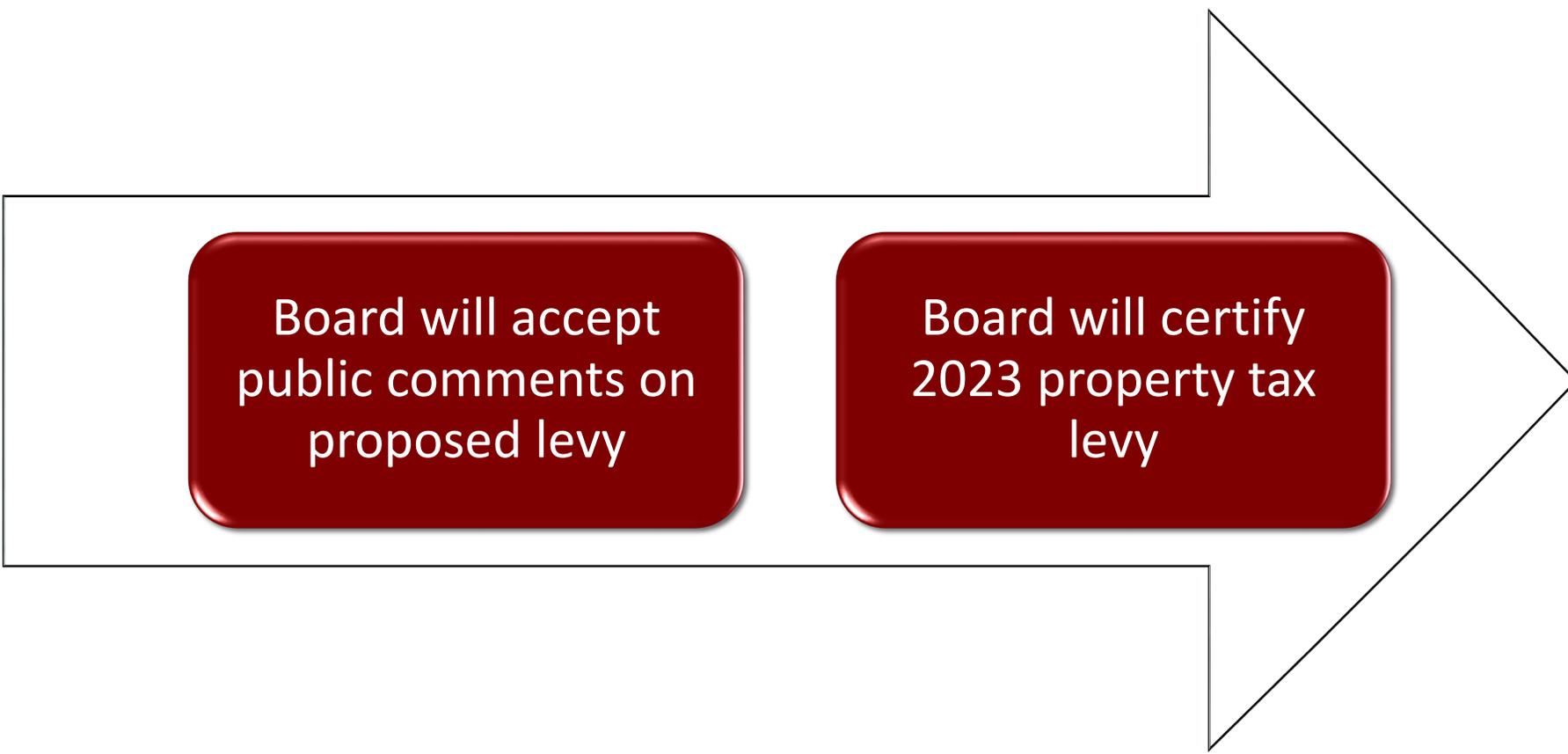
Special Property Tax Refund

- Available for all homestead property, both residential & agricultural (HGA only) with a gross tax increase of at least 12% and \$100 over prior year
- Refund is 60% of tax increase that exceeds greater of 12% or \$100 (max \$1,000)

Senior Citizen Property Tax Deferral

- Allows people 65 years of age or older with household income of \$60,000 or less to defer a portion of property taxes on their home
- Deferred property taxes plus accrued interest must be paid when home is sold or homeowner(s) dies

Next Steps



Board will accept
public comments on
proposed levy

Board will certify
2023 property tax
levy



PUBLIC COMMENTS

Enriching and accelerating learning

R

RICHFIELD
PUBLIC SCHOOLS

Centennial Elementary

Colleen Mahoney, Principal

Amy Sobraske, Literacy Coach

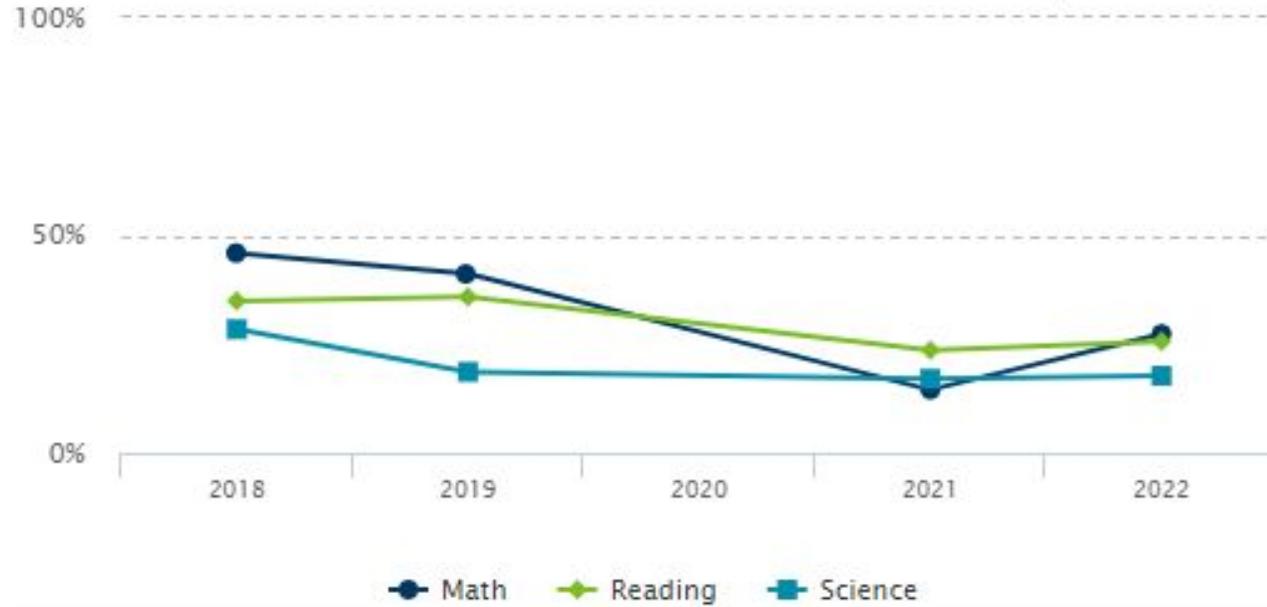
December 5, 2022

Enriqueciendo y acelerando el aprendizaje

Centennial MCA Data



One "snapshot" in time



Subject	2018	2019	2020	2021	2022
Math	45.9% (105)	41.1% (78)	N/A (N/A)	14.5% (21)	27.3% (48)
Reading	34.9% (80)	35.8% (68)	N/A (N/A)	23.6% (34)	25.6% (45)
Science	28.4% (23)	18.6% (13)	N/A (N/A)	17.0% (8)	17.7% (11)



Fluency Measures



Rate: Subtract the number of words students read incorrectly from the total words they read in one minute.

Oral Reading Fluency (ORF) Target Rate Norms

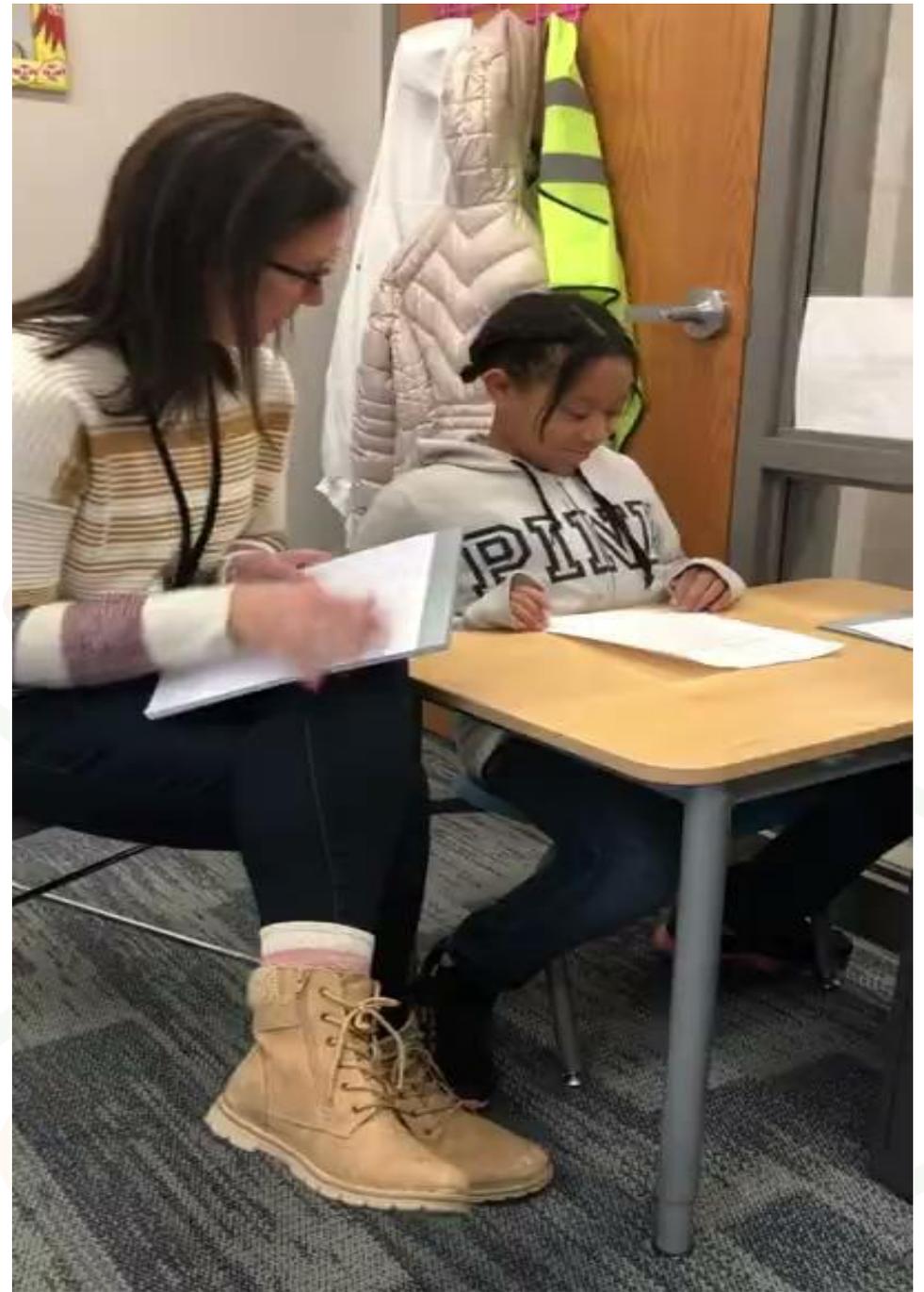
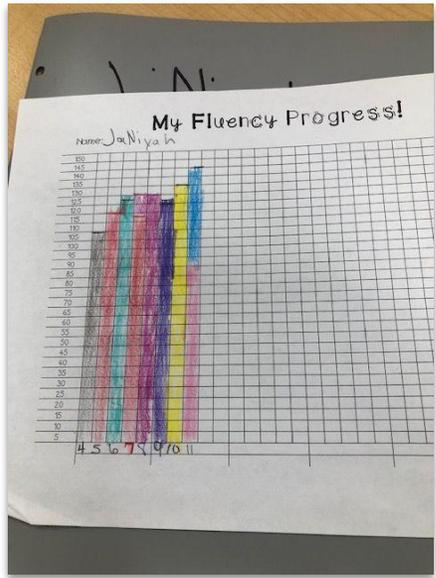
Grade	Fall (WCPM)	Winter (WCPM)	Spring (WCPM)
1		10-30	30-60
2	30-60	50-80	70-100
3	50-90	70-100	80-110
4	70-110	80-120	100-140
5	80-120	100-140	110-150
6	100-140	110-150	120-160
7	110-150	120-160	130-170
8	120-160	130-170	140-180

Source: Adapted from "AIMSweb: Charting the Path to Literacy," 2003, Edformation, Inc. Available at www.aimsweb.com/norms/reading_fluency.htm. Data are also adapted from "Curriculum-Based Oral Reading Fluency Norms for Students in Grades 2 Through 5," by J. E. Hasbrouck and G. Tindal, 1992, *Teaching Exceptional Children*, 24, pp. 41-44.

- Determine Reading Levels
 - Independent
 - Instructional
 - Frustration
- If not at grade level, use diagnostic assessment (PRESS) to determine foundational skill knowledge
- *“Teach at reading level, assess at grade level”*

Organize WIN groups across grade levels.

- Collect fluency data weekly or bi-weekly
 - If not at grade level, use diagnostic assessment (PRESS) to determine foundational skill knowledge
 - Use diagnostic data to group students across the grade level
 - WIN groups determined by skill focuses
 - foundational reading skills: direct phonics instruction
 - fluency: purposeful repeated reading, modeling, choral reading
 - comprehension: interactive read alouds with modeling
 - Students know what their specific group is working on and how it will improve their reading.



Literacy Fluency Data: Quarter 1 Growth



“At or Above Grade Level”

Grade 2

9/44 students – 17/44 students = **19% growth**

Grade 3

18/47 students - 25/47 students = **14% growth**

Grade 4

16/53 students - 30/53 students = **27% growth**

Grade 5

16/56 students - 25/56 students = **15% growth**

Family Involvement: Promoting Literacy



- Literacy Bingo Night
- Multicultural books available to take home
 - Media Center
 - Classroom Libraries
- February is “I Love to Read” Month
- One School, One Book - Year 2
 - “Lemonade Wars” by Jacqueline Davies
- Scholastic Book Fair, PTSO



- Continued work with on-site Literacy Coach
 - Coaching Cycles
- Added .5 Literacy Interventionist
- Heggerty Foundations' instruction daily, K-2
- Supplemental Phonics instruction for grades 3-5
- Provide opportunities for teachers to observe other classrooms
- Daily WIN: grouping by need across grade levels
- Weekly Progress Monitoring
- “Digging in” to identify specific skill deficits
- Students track their own progress
 - “ownership for learning”

End of Quarter Celebration



RICHFIELD
PUBLIC SCHOOLS

- **Last day of each quarter**
- **All classes in the hallways**
- **All staff participating**
- **Celebrating high expectations, hard work, and success!**



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

Agenda Item III.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 5, 2022

Subject: Commendation

RPS would like to commend Early Learning Coordinator Jenelle Bullen for promoting a positive view of RPS and our District's mission and vision. We received this communication from an RPS parent of a preschooler at Central:

"Yesterday I was lucky to see a presentation by Jenelle Bullen, Early Learning Coordinator. I wanted to share that she did an excellent job and left me with such positive feelings about the district's early childhood programs. She displayed passion for her job and a strong commitment to equity. Thank you!"

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	306608	11/03/2022	ANDERSON JULIE R	R	200.00
01	306609	11/03/2022	BLUUM OF MINNESOTA, LLC	R	4,087.00
01	306610	11/03/2022	BRIGHT MORNING CONSULTING INC.	R	1,295.00
01	306611	11/03/2022	BUSINESS ESSENTIALS	R	5,938.00
01	306612	11/03/2022	CINTAS CORPORATION NO 2	R	467.74
01	306613	11/03/2022	CITY OF RICHFIELD	R	712.50
01	306614	11/03/2022	CITY OF RICHFIELD	R	11,269.92
01	306615	11/03/2022	COMCAST	R	305.79
01	306616	11/03/2022	COMCAST BUSINESS	R	401.35
01	306617	11/03/2022	COMMERCIAL KITCHEN	R	5,625.03
01	306618	11/03/2022	DASH SPORTS, LLC	R	588.00
01	306619	11/03/2022	DICK BLICK COMPANY	R	1,099.84
01	306620	11/03/2022	DIGITAL INSURANCE LLC	R	1,662.00
01	306621	11/03/2022	EASYPERMIT POSTAGE	R	4,200.00
01	306622	11/03/2022	ECM PUBLISHERS INC	R	128.80
01	306623	11/03/2022	ECOLAB INC	R	354.45
01	306624	11/03/2022	EXPLORE LEARNING, LLC	R	875.00
01	306625	11/03/2022	FASTENAL INDUSTRIAL	R	10.28
01	306626	11/03/2022	FATH CUTTER, NOELLA	R	2,820.00
01	306627	11/03/2022	FLINN SCIENTIFIC INC	R	93.09
01	306628	11/03/2022	GEE TEEZ & COMPANY, LTD.	R	184.80
01	306629	11/03/2022	WW GRAINGER INC	R	2,925.68
01	306630	11/03/2022	H&B SPECIALIZED PRODUCTS INC	R	2,337.00
01	306631	11/03/2022	HAWKINS INC	R	4,446.34
01	306632	11/03/2022	HILLYARD MINNEAPOLIS	R	8,534.28
01	306633	11/03/2022	HOGLUND BUS CO INC	R	444.90
01	306634	11/03/2022	HOPE CHURCH	R	14,774.12
01	306635	11/03/2022	IMAGINE LEARNING LLC	R	25,000.00
01	306636	11/03/2022	HIPPIE DOG	R	250.00
01	306637	11/03/2022	INNOVATIVE OFFICE SOLUTIONS LLC	R	82.65
01	306638	11/03/2022	KIDCREATE STUDIO	R	684.00
01	306639	11/03/2022	KINECT ENERGY INC	R	536.00
01	306640	11/03/2022	LOFFLER COMPANIES	R	1,041.32
01	306641	11/03/2022	MAGIC TURF, INC.	R	5,200.00
01	306642	11/03/2022	MCGRAW-HILL EDUCATION, INC.	R	144.96
01	306643	11/03/2022	MIDWEST BUS PARTS INC	R	35.26
01	306644	11/03/2022	MINNESOTA STATE HIGH SCHOOL LEAGUE	R	8,344.75
01	306645	11/03/2022	MINNESOTA STATE U, MANKATO	R	20,200.00
01	306646	11/03/2022	MINUTEMAN PRESS EDINA	R	310.81
01	306647	11/03/2022	MNSTA TREASURER	R	75.00
01	306648	11/03/2022	MONARCH BUS SERVICE, INC.	R	632.98
01	306649	11/03/2022	MTI DISTRIBUTING CO	R	305.56
01	306650	11/03/2022	NAPA AUTO PARTS	R	114.55
01	306651	11/03/2022	NEI ELECTRIC, INC.	R	1,053.33
01	306652	11/03/2022	NOKOMIS SHOE SHOP	R	125.00
01	306653	11/03/2022	NORMANDALE COMMUNITY COLLEGE	R	103,413.36
01	306654	11/03/2022	CAPITAL ONE TRADE CREDIT	R	97.84
01	306655	11/03/2022	RICHFIELD BUS COMPANY	R	5,944.05
01	306656	11/03/2022	RIDDELL ALL AMERICAN SPORTS CORP	R	2,182.95
01	306657	11/03/2022	SCHOOL SPECIALTY, LLC	R	337.89
01	306658	11/03/2022	SCHUMACHER ELEVATOR COMPANY	R	118.50
01	306659	11/03/2022	SHERWIN WILLIAMS CO	R	432.80

01	306660	11/03/2022	SOROUGH NAJI	R	714.29
01	306661	11/03/2022	STATE SUPPLY COMPANY	R	751.75
01	306662	11/03/2022	TAFFE SARAH ANN	R	8,831.97
01	306663	11/03/2022	TERREL'S TOOLBOX LLC	R	299.00
01	306664	11/03/2022	THE PRINT SHOP	R	154.00
01	306665	11/03/2022	U OF M - OFFICE OF STUDENT FINANCE	R	88,305.00
01	306666	11/03/2022	LIGHTNING PRINTING, INC	R	1,896.84
01	306667	11/03/2022	ALLSTATE PETERBILT OF S ST PAUL	R	552.38
01	306668	11/03/2022	WEAVERS OF WISDOM	R	150.00
01	306669	11/03/2022	WINSOR LEARNING	R	1,424.50
01	306670	11/03/2022	XCEL ENERGY CENTER	R	2,185.00
01	306671	11/03/2022	ZACK'S INC.	R	179.63
01	V612277	11/03/2022	ERICA T BARLOW	R	70.00
01	V612278	11/03/2022	MARY L CLARKSON	R	70.00
01	V612279	11/03/2022	LATANYA R DANIELS	R	70.00
01	V612280	11/03/2022	GEORGE A DENNIS	R	35.00
01	V612281	11/03/2022	MEGAN M STECHER	R	70.00
01	V612282	11/03/2022	PETER J FITZPATRICK	R	40.00
01	V612283	11/03/2022	STEVEN T FLUCAS	R	70.00
01	V612284	11/03/2022	DAVID A FREEBURG	R	70.00
01	V612285	11/03/2022	RACHEL GENS	R	70.00
01	V612286	11/03/2022	AREND J GEURINK	R	70.00
01	V612287	11/03/2022	JAMES A GILLIGAN	R	70.00
01	V612288	11/03/2022	CHRISTINA M GONZALEZ	R	70.00
01	V612289	11/03/2022	KYLE L GUSTAFSON	R	40.00
01	V612290	11/03/2022	KEVIN D HARRIS	R	54.00
01	V612291	11/03/2022	JAMES L HILL	R	40.00
01	V612292	11/03/2022	JESSICA M HOFFMAN	R	40.00
01	V612293	11/03/2022	CRAIG D HOLJE	R	70.00
01	V612294	11/03/2022	MELISSA M HUSABY	R	116.86
01	V612295	11/03/2022	LALINDA D JAYAMANNE	R	14.00
01	V612296	11/03/2022	CORY J KLINGE	R	70.00
01	V612297	11/03/2022	DANIEL E KRETSINGER	R	70.00
01	V612298	11/03/2022	ANOOP KUMAR	R	40.00
01	V612299	11/03/2022	SHANNON J LINDBERG	R	40.00
01	V612300	11/03/2022	JOHN M LORENZINI	R	70.00
01	V612301	11/03/2022	COLLEEN M MAHONEY	R	70.00
01	V612302	11/03/2022	MICHAEL A MANNING	R	159.94
01	V612303	11/03/2022	DANIEL P MCGINN	R	40.00
01	V612304	11/03/2022	DOUG R MCMEEKIN	R	70.00
01	V612305	11/03/2022	KENT D MEYER	R	70.00
01	V612306	11/03/2022	ALECIA M MOBLEY	R	70.00
01	V612307	11/03/2022	KATRINA L MORGAN	R	40.00
01	V612308	11/03/2022	ERIN H NEILON	R	40.00
01	V612309	11/03/2022	ROBERT G OLSON	R	54.00
01	V612310	11/03/2022	LAURA B OTTERNESS	R	70.00
01	V612311	11/03/2022	MARK S PEDERSEN	R	40.00
01	V612312	11/03/2022	CHRISTOPHER A PETERSON	R	70.00
01	V612313	11/03/2022	CASSANDRA QUAM	R	70.00
01	V612314	11/03/2022	RENEE C REED-KARSTENS	R	40.00
01	V612315	11/03/2022	KEITH D RIEF	R	54.00
01	V612316	11/03/2022	TIMECKA MARIE SANCHEZ-MICHAELS	R	70.00
01	V612317	11/03/2022	ASHLEY SCHAEFER	R	70.00

01	V612318	11/03/2022	MARTA I SHAHSAVAND	R	70.00
01	V612319	11/03/2022	AMY B SKARE-KLECKER	R	70.00
01	V612320	11/03/2022	NANCY J STACHEL	R	70.00
01	V612321	11/03/2022	PATRICK M SURE	R	40.00
01	V612322	11/03/2022	STACY THEIEN-COLLINS	R	70.00
01	V612323	11/03/2022	VLADIMIR S TOLEDO	R	40.00
01	V612324	11/03/2022	STEVEN P UNOWSKY	R	270.00
01	V612325	11/03/2022	STEPHEN C URBANSKI	R	40.00
01	V612326	11/03/2022	CARRIE A VALA	R	455.00
01	V612327	11/03/2022	JENNIFER K VALLEY	R	70.00
01	V612328	11/03/2022	RAMIRO VENTURA PEREZ	R	175.00
01	V612329	11/03/2022	ISELA VENTURA RUBIO	R	175.00
01	V612330	11/03/2022	RYAN WAGNER	R	40.00
01	V612331	11/03/2022	REBECCA S WALD	R	40.00
01	V612332	11/03/2022	MICHELLE R WHITESIDE	R	70.00
01	V612333	11/03/2022	KASYA L WILLHITE	R	70.00
01	V612334	11/03/2022	AMY J WINTER AHSENMACHER	R	70.00
01	V612335	11/03/2022	GEORGE A DENNIS	R	35.00
01	V612336	11/03/2022	JAMES R PADDOCK	R	62.58
01	V2301354	11/04/2022	P-CARD BAIRD LISA	R	9,022.50
01	V2301355	11/04/2022	P-CARD BARLOW ERICA	R	948.64
01	V2301356	11/04/2022	P-CARD BROWN MATTHEW	R	855.20
01	V2301358	11/04/2022	P-CARD BRUNNER PATTI	R	7,221.37
01	V2301359	11/04/2022	P-CARD BURT EMILY	R	638.78
01	V2301360	11/04/2022	P-CARD CARUSO MATTHEW	R	815.26
01	V2301361	11/04/2022	P-CARD CRUZ ESTEVA JENNIFER	R	1,393.77
01	V2301362	11/04/2022	P-CARD EDWARDS NATHAN	R	1,213.44
01	V2301363	11/04/2022	P-CARD GEURINK AREND	R	287.04
01	V2301364	11/04/2022	P-CARD HOLJE CRAIG	R	644.97
01	V2301365	11/04/2022	P-CARD KRETSINGER DAN	R	4,843.13
01	V2301366	11/04/2022	P-CARD LEIKNES LISA	R	861.34
01	V2301367	11/04/2022	P-CARD LEWIS JENNIFER	R	1,523.79
01	V2301368	11/04/2022	P-CARD LUNDY MICHELLE	R	7,650.68
01	V2301369	11/04/2022	P-CARD MAHONEY COLLEEN	R	1,226.25
01	V2301370	11/04/2022	P-CARD MANNING MICHAEL	R	1,402.55
01	V2301371	11/04/2022	P-CARD MCGINN DAN	R	672.75
01	V2301372	11/04/2022	P-CARD MORRISSEY MELISSA	R	1,842.50
01	V2301373	11/04/2022	P-CARD PETERSON CHRIS	R	645.95
01	V2301374	11/04/2022	P-CARD SHAHSAVAND MARTA	R	1,563.99
01	V2301375	11/04/2022	P-CARD SKARE-KLECKER AMY	R	454.41
01	V2301376	11/04/2022	P-CARD SMITH DANE	R	10.28
01	V2301377	11/04/2022	P-CARD STACHEL NANCY	R	1,072.32
01	V2301378	11/04/2022	P-CARD VALLEY JENNIFER	R	1,325.93
01	V2301379	11/04/2022	P-CARD WILLHITE KASYA	R	363.82
01	V2301380	11/04/2022	P-CARD WINTER AMY	R	2,629.87
01	306672	11/10/2022	AMPLIFIED IT, A CDW COMPANY	R	2,450.00
01	306673	11/10/2022	AQUA NORTH SOLUTIONS	R	2,648.00
01	306674	11/10/2022	ARVIG ENTERPRISES INC	R	1,307.90
01	306675	11/10/2022	BIX FRUIT COMPANY	R	4,488.91
01	306676	11/10/2022	CAPITAL ONE TRADE CREDIT	R	169.87
01	306677	11/10/2022	CDW GOVERNMENT INC	R	1,280.16
01	306678	11/10/2022	CENGAGE LEARNING INC	R	68.75
01	306679	11/10/2022	CENTURYLINK	R	115.84

01	306680	11/10/2022	COMMERCIAL KITCHEN	R	2,668.00
01	306681	11/10/2022	CUB FOODS	R	474.89
01	306682	11/10/2022	CULLIGAN SOFT WATER	R	10.00
01	306683	11/10/2022	DICKS SANITATION SERVICE, INC (DSI)	R	7,640.50
01	306684	11/10/2022	DOOR SERVICE COMPANY OF THE TWIN CI	R	1,605.00
01	306685	11/10/2022	DISCOUNT SCHOOL SUPPLY	R	57.79
01	306686	11/10/2022	FASTEST LABS OF BLOOMINGTON	R	95.00
01	306687	11/10/2022	GUITAR CENTER STORE	R	470.00
01	306688	11/10/2022	HASTINGS CREAMERY LLC	R	12,455.01
01	306689	11/10/2022	HOME DEPOT U.S.A.	R	1,128.32
01	306690	11/10/2022	INNOVATIVE OFFICE SOLUTIONS LLC	R	220.14
01	306691	11/10/2022	IXL LEARNING	R	1,313.00
01	306692	11/10/2022	JEFF R SCHAD	R	500.00
01	306693	11/10/2022	LEXIA LEARNING SYSTEMS LLC	R	209.00
01	306694	11/10/2022	LOFFLER	R	1,225.09
01	306695	11/10/2022	LOMAX CARLA	R	224.00
01	306696	11/10/2022	MATH LEARNING CENTER	R	1,177.00
01	306697	11/10/2022	MCEA	R	1,086.00
01	306698	11/10/2022	MINUTEMAN PRESS EDINA	R	55.00
01	306699	11/10/2022	MRI SOFTWARE LLC	R	324.00
01	306700	11/10/2022	MTN-METROPOLITAN TRANSP NETWORK	R	278,165.92
01	306701	11/10/2022	NORTHERN SALT INC	R	4,607.50
01	306702	11/10/2022	ONE OF ONE CLOTHING	R	445.20
01	306703	11/10/2022	ONEBRIDGE BENEFITS INC.	R	5,253.00
01	306704	11/10/2022	PAN O GOLD BAKING CO	R	258.98
01	306705	11/10/2022	PAYDHEALTH	R	24,532.70
01	306706	11/10/2022	PRAIRIE FIRE CHILDREN'S THEATRE	R	500.00
01	306707	11/10/2022	PROFESSIONAL WIRELESS COMMUNICATION	R	2,665.00
01	306708	11/10/2022	REALLY GOOD STUFF	R	183.98
01	306709	11/10/2022	SCIENCE MUSEUM OF MN	R	1,593.98
01	306710	11/10/2022	SEPTRAN STUDENT TRANSPORTATION	R	7,800.00
01	306711	11/10/2022	STEWART ZLIMEN & JUNGERS LTD	R	899.51
01	306712	11/10/2022	TOTAL NETWORK, INC	R	2,102.50
01	306713	11/10/2022	TRIO SUPPLY COMPANY	R	2,047.27
01	306714	11/10/2022	TRUGREEN LIMITED PARTNERSHIP	R	5,168.54
01	306715	11/10/2022	UPPER LAKES FOODS	R	24,096.21
01	306716	11/10/2022	VERIZON WIRELESS	R	360.17
01	306717	11/10/2022	ALLSTATE PETERBILT OF S ST PAUL	R	113.62
01	306718	11/10/2022	WESTERN SPECIALTY CONTRACTORS INC	R	1,350.00
01	306719	11/10/2022	XCEL ENERGY	R	55.87

TOTAL CHECK, E-PAYS & P-CARDS

821,156.86

E-PAYS, P-CARDS & CHECK'S FOR 11/21/2022 BOARD REPORTS

BANK 05	DATE	AMOUNT
OCTOBER P-CARDS	11/4/2022	51,130.53
E-Pays	11/3/2022	4,470.38
Checks	11/3/2022	357,888.83
	11/10/2022	407,667.12

CHECK REGISTER BANK 05 TOTAL =	821,156.86
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BREAKDOWN

01-206-00	427,270.40
02-206-00	56,265.88
03-206-00	289,113.50
04-206-00	19,685.88
06-206-00	-
07-206-00	-
18-206-00	-
20-206-00	27,980.72
21-206-00	840.48
47-206-00	

BANK TOTAL =	821,156.86
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SUPERINTENDENT'S REPORT AND AGENDA

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

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

Monday, November 21, 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, November 21, 2022 in the boardroom at the Richfield Public Schools District Office. Chair Tim Pollis called the regular board meeting to order at 7:01 p.m. with the following school board members in attendance: Banks Kupcho, Brakke, Carter and Smisek.

Administrators present were Assistant Superintendent Daniels, Executive Director Clarkson and Chief HR and Administrative Officer Holje. Student representatives Elsy Cruz Parra, Chimdalú Dibua and Paola Hernandez Zuniga were present.

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. Public Comment

Board member Cole arrived at 7:06 p.m.

B. Superintendent Update

1. Richfield High School Presentation
2. Activities Update
3. Staffing Report

IV. CONSENT AGENDA

A. Routine Matters

1. Minutes of the regular meeting held November 7, 2022
2. General Disbursements as of 11/10/22 in the amount of \$821,156.86

B. Personnel Items

Classified Full Time Health Resource Center Position for Employment
Ibelizet Dominguez – Health Resource Coordinator – Districtwide

Effective 11/14/2022

Classified Part Time Outreach Worker Position for Employment

Amal Mohamud – Bilingual Outreach Worker – Central Education Center
Effective 11/14/2022

Classified Part Time Paraprofessional Position for Employment

Carmen Carmona Fernandez – Instructional Paraprofessional – RDLS
Effective 11/14/2022

Classified Part Time Paraprofessional – Resignation

Martina Mcborrough – Special Education Paraprofessional – RSTEM
Effective 9/15/2022

Classified Part Time Food and Nutrition – Unpaid LOA

Guadalupe Hernandez Balbuena – Kitchen Assistant – RSTEM
Unpaid LOA 11/28/2022-12/14/2022

Segundo Morocho Cuzco – Kitchen Assistant – RHS
Unpaid LOA 12/21/2022-1/02/2023

Motion by Cole, seconded by Banks Kupcho, and unanimously carried, the board of education approved the consent agenda.

V. OLD BUSINESS

- A. Policy 303: Evaluation of the Superintendent & Administrative Guidelines 303.1 & 303.2 - second read

VI. NEW BUSINESS

- A. Policy 304: Evaluation of Administrators & Administrative Guideline 304.1 - first read
- B. Policy 108: Hazing Prohibition - first read
- C. Authorization for Board Member to Substitute/Be Employed on a Casual/Temporary Basis

Motion by Brakke, seconded by Cole, and unanimously carried, the board of education approved the authorization.

- D. Non-resident Tuition Rate

Motion by Cole, seconded by Smisek, and unanimously carried, the board of education approved the rate.

- E. Donations

Motion by Banks Kupcho, 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
 - 12-5-2022 7 p.m. Regular Board Meeting with Truth-in-Taxation
 - 12-19-2022 7 p.m. Regular Board Meeting - Public Comment
- D. Suggested/Future Agenda Items

VIII. ADJOURN REGULAR MEETING

Motion by Brakke, seconded by Banks Kupcho and unanimously carried, the board of education adjourned the meeting at 9:07 p.m.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	306720	11/17/2022	806 TECHNOLOGIES INC	R	3,850.00
01	306721	11/17/2022	ACCO BRANDS USA LLC	R	644.90
01	306722	11/17/2022	ALTMAN ADAM	R	340.00
01	306723	11/17/2022	AMITY INSTITUTE LTD	R	7,200.00
01	306724	11/17/2022	AMPLIFIED IT, A CDW COMPANY	R	3,587.41
01	306725	11/17/2022	APPRIZE TECHNOLOGIES	R	225.00
01	306726	11/17/2022	AZURE ADLER	R	156.00
01	306727	11/17/2022	BATTERIES PLUS BULBS	R	35.96
01	306728	11/17/2022	BECKMAN ALISON	R	24.00
01	306729	11/17/2022	BIX FRUIT COMPANY	R	4,765.41
01	306730	11/17/2022	BCBS OF MINNESOTA & BLUE PLUS	R	9,460.00
01	306731	11/17/2022	BOSE THOMAS N	R	136.50
01	306732	11/17/2022	BRAND FARMS	R	1,550.00
01	306733	11/17/2022	BRINK'S INCORPORATED	R	1,824.55
01	306734	11/17/2022	BURKSTRAND JENNIFER	R	24.00
01	306735	11/17/2022	BURKSTRAND MICHAEL	R	101.00
01	306736	11/17/2022	CAPTIVATE MEDIA & CONSULTING	R	1,488.00
01	306737	11/17/2022	CATALYST BUYING GROUP LLC	R	717.49
01	306738	11/17/2022	CEDAR SMALL ENGINE	R	438.60
01	306739	11/17/2022	CHAMPION YOUTH	R	784.70
01	306740	11/17/2022	CINTAS CORPORATION NO 2	R	117.27
01	306741	11/17/2022	CITY OF RICHFIELD	R	5,893.25
01	306742	11/17/2022	COLLINS NICOLE	R	24.00
01	306743	11/17/2022	COMCAST BUSINESS	R	541.35
01	306744	11/17/2022	COMMERCIAL KITCHEN	R	1,956.94
01	306745	11/17/2022	COOK AMY	R	24.00
01	306746	11/17/2022	CYBERSOFT TECHNOLOGIES	R	295.00
01	306747	11/17/2022	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	306748	11/17/2022	DICK BLICK COMPANY	R	1,028.02
01	306749	11/17/2022	DIGITAL INSURANCE LLC	R	3,607.00
01	306750	11/17/2022	DOOR SERVICE COMPANY OF THE TWIN CI	R	378.00
01	306751	11/17/2022	DREAMBOX LEARNING	R	35,696.00
01	306752	11/17/2022	DZIERZAK LOUIS	R	24.00
01	306753	11/17/2022	EDUCATORS BENEFIT CONSULTANTS LLC	R	456.35
01	306754	11/17/2022	FAIRVIEW HEALTH SERVICES	R	9,240.00
01	306755	11/17/2022	FARMINGTON HIGH SCHOOL	R	200.00
01	306756	11/17/2022	FLINN SCIENTIFIC INC	R	100.40
01	306757	11/17/2022	GOVENAT DIANE	R	24.00
01	306758	11/17/2022	GRAHAM THOMAS	R	100.00
01	306759	11/17/2022	WW GRAINGER INC	R	422.44
01	306760	11/17/2022	HAAS MUSICAL INSTRUMENT REPAIR, INC	R	563.62
01	306761	11/17/2022	HALL MELISSA	R	24.00
01	306762	11/17/2022	HAWKINS INC	R	32.56
01	306763	11/17/2022	HEGARD SHAWN	R	24.00
01	306764	11/17/2022	HILLYARD MINNEAPOLIS	R	6,585.34
01	306765	11/17/2022	HOGLUND BUS CO INC	R	49.27
01	306766	11/17/2022	IIX INSURANCE INFORMATION EXCHANGE	R	62.10
01	306767	11/17/2022	IMAGINE LEARNING LLC	R	3,900.00
01	306768	11/17/2022	INTERMEDIATE DISTRICT 287	R	90,662.97

01	306769	11/17/2022	JUNK MASTERS LLC	R	2,014.00
01	306770	11/17/2022	KEANE SENSE OF RHYTHM INC	R	260.00
01	306771	11/17/2022	KEE-BOWLING BONNIE	R	231.00
01	306772	11/17/2022	KNOWBE4, INC	R	12,877.47
01	306773	11/17/2022	LAURSEN PIANO SERVICE	R	120.00
01	306774	11/17/2022	LEROY'S GREAT BEAR	R	15.00
01	306775	11/17/2022	LUNDIN IAN	R	80.00
01	306776	11/17/2022	MASSP-MN ASSOCIATION	R	175.00
01	306777	11/17/2022	MAYER CHAD	R	24.00
01	306778	11/17/2022	MAYER VALERIE	R	24.00
01	306779	11/17/2022	MCDONOUGH'S SEWER SERVICES, INC.	R	1,163.83
01	306780	11/17/2022	MINNESOTA CLAY COMPANY	R	151.84
01	306781	11/17/2022	MINUTEMAN PRESS EDINA	R	731.99
01	306782	11/17/2022	MNSAA MINNESOTA NONPUBLIC SCHOOL	R	150.00
01	306783	11/17/2022	MOOK GREG	R	24.00
01	306784	11/17/2022	MOOK MAUREEN	R	50.00
01	306785	11/17/2022	NCS PEARSON INC	R	95.70
01	306786	11/17/2022	NEWS 2 YOU INC	R	219.65
01	306787	11/17/2022	NOVAK JANICE SOPHIE	R	80.00
01	306788	11/17/2022	OLYMPIC COMMUNICATIONS INC	R	300.00
01	306789	11/17/2022	PAN O GOLD BAKING CO	R	479.60
01	306790	11/17/2022	PORTER SHARON S	R	24.00
01	306791	11/17/2022	PREMIUM WATERS INC	R	66.00
01	306792	11/17/2022	RATWIK ROSZAK & MALONEY PA	R	132.50
01	306793	11/17/2022	RYAN JEANNIE M	R	706.89
01	306794	11/17/2022	SCHOOL SPECIALTY, LLC	R	29.63
01	306795	11/17/2022	SCREENCASTIFY, LLC	R	9,747.00
01	306796	11/17/2022	SEVERSON LAUREL	R	100.00
01	306797	11/17/2022	SHERWIN WILLIAMS CO	R	261.82
01	306798	11/17/2022	INDIGO SIGNWORKS, INC.	R	173.56
01	306799	11/17/2022	SMARTSENSE BY DIGI	R	330.00
01	306800	11/17/2022	ST LOUIS PARK HIGH SCHOOL	R	300.00
01	306801	11/17/2022	TASYA RIVERA MARTIN	R	24.00
01	306802	11/17/2022	TAYLOR JASON	R	40.00
01	306803	11/17/2022	TOENSING JESSICA	R	24.00
01	306804	11/17/2022	TOENSING KARI	R	24.00
01	306805	11/17/2022	TOENSING PETER	R	90.00
01	306806	11/17/2022	TOLL COMPANY	R	12.03
01	306807	11/17/2022	TRIO SUPPLY COMPANY	R	243.24
01	306808	11/17/2022	TRUSTED METRO OFFICIALS	R	1,190.00
01	306809	11/17/2022	TWIN CITY FILTER SERVICE INC	R	2,297.69
01	306810	11/17/2022	TWIN CITY HARDWARE	R	602.18
01	306811	11/17/2022	UNITED HEALTHCARE INSURANCE CO	R	528.23
01	306812	11/17/2022	UNITED HEALTHCARE/AARP MEDICARE RX	R	101.20
01	306813	11/17/2022	UNITED HEARTHCARE /AARP MEDICARE RX	R	101.20
01	306814	11/17/2022	UPPER LAKES FOODS	R	20,324.24
01	306815	11/17/2022	VANESSA MERRY	R	150.00
01	306816	11/17/2022	WASHINGTON ATHLETICS	R	150.00
01	306817	11/17/2022	TREMCO/WEATHERPROOFING TECH, INC.	R	326,755.75
01	306818	11/17/2022	WIESE USA, INC.	R	1,436.74

01	306819	11/17/2022	WITZEL GAIL ANN	R	77.00
01	306820	11/17/2022	XCEL ENERGY	R	699.26
01	306821	11/17/2022	ZIMMERMANS DRY GOODS LLC	R	1,361.25
01	306822	11/22/2022	BIX FRUIT COMPANY	R	4,851.06
01	306823	11/22/2022	BRAND FARMS	R	1,550.00
01	306824	11/22/2022	BRICKMAN JACQUYLYN	R	6,345.00
01	306825	11/22/2022	CHESS & STRATEGY GAME ASSOCIATION	R	375.00
01	306826	11/22/2022	CINTAS CORPORATION NO 2	R	471.19
01	306827	11/22/2022	COMMERCIAL KITCHEN	R	752.54
01	306828	11/22/2022	CONTINENTAL RESEARCH CORP	R	2,493.52
01	306829	11/22/2022	DARRYL WALETZKO LLC	R	3,500.00
01	306830	11/22/2022	DICK BLICK COMPANY	R	386.40
01	306831	11/22/2022	DOOR SERVICE COMPANY OF THE TWIN CI	R	135.00
01	306832	11/22/2022	FIRST BOOK MARKETPLACE	R	155.00
01	306833	11/22/2022	WW GRAINGER INC	R	142.26
01	306834	11/22/2022	GROUP MEDICAREBLUE RX	R	6,826.50
01	306835	11/22/2022	HAWKINS INC	R	30.00
01	306836	11/22/2022	HILLYARD MINNEAPOLIS	R	7,450.72
01	306837	11/22/2022	HR SIMPLIFIED INC.	R	591.00
01	306838	11/22/2022	HUBERT COMPANY, LLC	R	1,771.30
01	306839	11/22/2022	INNOVATIVE OFFICE SOLUTIONS LLC	R	301.36
01	306840	11/22/2022	MADISON NATIONAL LIFE INS CO INC	R	17,308.73
01	306841	11/22/2022	MAINLINE TRANSPORTATION, INC. (MTI)	R	5,635.00
01	306842	11/22/2022	METRO ECSU	R	70.00
01	306843	11/22/2022	METROPOLITAN MECHANICAL CONTRACTORS	R	2,880.02
01	306844	11/22/2022	MN DEPT OF LABOR AND INDUSTRY	R	560.00
01	306845	11/22/2022	MPLS PUBLIC SCHOOL SPECIAL DIST 1	R	198.00
01	306846	11/22/2022	MTI DISTRIBUTING CO	R	1,320.35
01	306847	11/22/2022	NOVAK JANICE SOPHIE	R	20.00
01	306848	11/22/2022	OLYMPIC COMMUNICATIONS INC	R	5,155.20
01	306849	11/22/2022	PAN O GOLD BAKING CO	R	431.54
01	306850	11/22/2022	PAPCO, INC.	R	950.44
01	306851	11/22/2022	RICHFIELD BUS COMPANY	R	7,960.05
01	306852	11/22/2022	RM COTTON COMPANY	R	72.00
01	306853	11/22/2022	SCHMITT MUSIC CREDIT	R	87.14
01	306854	11/22/2022	SCHOOL SERVICE EMPLOYEES UNION	R	8,020.65
01	306855	11/22/2022	SCHUMACHER ELEVATOR COMPANY	R	582.00
01	306856	11/22/2022	SMARTPASS, LLC	R	224.25
01	306857	11/22/2022	STATE SUPPLY COMPANY	R	79.19
01	306858	11/22/2022	TEACHER CREATED MATERIALS, INC	R	1,363.84
01	306859	11/22/2022	THE RETROFIT COMPANIES, INC.	R	676.10
01	306860	11/22/2022	TRIO SUPPLY COMPANY	R	866.49
01	306861	11/22/2022	TWIN CITY FILTER SERVICE INC	R	1,791.57
01	306862	11/22/2022	UPPER LAKES FOODS	R	29,840.29
01	306863	11/22/2022	VANESSA MERRY	R	80.00
01	306864	11/22/2022	WAGNER GREENHOUSES INC	R	1,520.00
01	306865	11/22/2022	YOUTH ENRICHMENT LEAGUE (YEL!)	R	616.00
01	306866	11/29/2022	SAFETYFIRST PLAYGROUND MAINTENANCE	R	21,612.50

TOTAL CHECK REGISTER

735,155.09

**P-CARD,CHECK RUNS, E-PAYS & WIRES FOR
12/05/2022 BOARD REPORTS**

BANK 05	DATE	AMOUNT
Construction Checks	11/29/2022	21,612.50
Checks	11/17/2022	587,105.89
	11/22/2022	126,436.70

CHECK REGISTER BANK 05 TOTAL =	735,155.09
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BREAKDOWN

01-206-00	623,299.49
02-206-00	71,005.39
03-206-00	3,345.23
04-206-00	6,216.68
06-206-00	21,612.50
07-206-00	0.00
18-206-00	0.00
20-206-00	9,004.12
21-206-00	671.68
47-206-00	

BANK TOTAL =	735,155.09
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RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
November 29, 2022

Description	Matures	Rate	Cost	General Operating	Custodial (Scholarships)	2018A Bond	OPEB Bond
PENTAGON FEDERAL CREDIT UNION (183 day and	09/19/23	4.46%	760,000.00	760,000.00	-	-	-
VERITEX COMMUNITY BANK	09/19/23	4.52%	240,000.00	240,000.00	-	-	-
PENTAGON FEDERAL CREDIT UNION (183 day and	12/19/23	4.45%	1,263,700.00	1,263,700.00	-	-	-
SERVISFIRST BANK	12/19/23	4.72%	236,300.00	236,300.00	-	-	-
PENTAGON FEDERAL CREDIT UNION (183 day and	01/25/24	4.46%	2,263,800.00	2,263,800.00	-	-	-
PENTAGON FEDERAL CREDIT UNION (183 day and	01/25/24	4.54%	236,200.00	236,200.00	-	-	-
MODERN BANK, NATIONAL ASSOCIATION	05/02/24	4.54%	233,000.00	233,000.00	-	-	-
MNTRUST – Full Flex (PenFed C)	01/00/00	3.80%	14,124,468.64	14,124,468.64	-	-	-
US TREASURY N/B	06/30/23	0.25%	1,998,011.64	1,998,011.64	-	-	-
STATE BANK OF INDIA	11/29/23	0.40%	249,739.23	249,739.23	-	-	-
SYNCHRONY BANK	11/30/23	0.40%	249,739.23	249,739.23	-	-	-
CUSTOMERS BANK	05/06/24	4.52%	244,632.85	244,632.85	-	-	-
UBS BANK USA	05/09/24	4.55%	249,525.90	249,525.90	-	-	-
US TREASURY N/B	03/31/23	1.58%	999,463.36	999,463.36	-	-	-
TREASURY BILL	03/02/23	3.61%	1,499,848.37	1,499,848.37	-	-	-
US TREASURY N/B	01/15/24	4.22%	1,499,025.00	1,499,025.00	-	-	-
T BANK, NA	11/01/23	4.53%	124,000.00	-	124,000.00	-	-
SALLIE MAE BANK/SALT LKE	08/25/23	0.30%	249,248.07	-	249,248.07	-	-
MNTRUST – Full Flex (Western - C)	01/00/00	2.15%	952,614.81	-	-	952,614.81	-
HAWAII-FA-TXBL	10/01/23	1.62%	882,359.50	-	-	-	882,359.50
US TREASURY N/B	10/15/24	1.12%	527,929.69	-	-	-	527,929.69
FIRST INTERNET BANK OF INDIANA	09/30/26	4.00%	209,500.00	-	-	-	209,500.00
ROBBINSDALE ISD-B-REF	02/01/23	0.13%	2,716,236.55	-	-	-	2,716,236.55
FIRST PRYORITY BANK	11/07/24	4.56%	226,800.00	-	-	-	226,800.00
KS STATEBANK / KANSAS STATE BANK OF MANHA	11/10/25	4.74%	212,900.00	-	-	-	212,900.00
BANK HAPOALIM	10/01/26	4.45%	206,700.00	-	-	-	206,700.00
US TREASURY N/B	09/30/25	4.41%	621,742.19	-	-	-	621,742.19
US TREASURY N/B	09/30/26	4.34%	789,398.44	-	-	-	789,398.44
FREDDIE MAC	09/23/25	1.60%	287,372.71	-	-	-	287,372.71
US TREASURY N/B	09/30/23	2.00%	731,132.81	-	-	-	731,132.81
NYC -TXBL -REF -D	08/01/24	0.38%	506,600.00	-	-	-	506,600.00
Total Investments Held			35,591,988.99	26,347,454.22	373,248.07	952,614.81	7,918,671.89

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting December 5, 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

Carmen Carmona Fernandez – Reading Specialist – RDLS
Effective 11/18/2022

Certified Full Time Position for Employment Changes for 22-2023 School Year

Bethany Theobald – TOSA Student Engagement Specialist – Sheridan Hills
FTE Change 0.6 to 1.0

Certified Full Time Unpaid FMLA Leave

Juan Figueroa Garcia –English as Second Language – RDLS
Unpaid Leave from 11/30/2022 – 12/21/2022

Classified Part Time Paraprofessional Position for Employment

Breanne Ritchie – Managerial Paraprofessional – RSTEM
Effective 11/22/2022

Jocelyn Wilder – Special Education Paraprofessional – SEC
Effective 11/21/2022

Classified Part Time Food and Nutrition Position for Employment

Kathie Reese – Kitchen Assistant – RMS
Effective 11/21/2022

Meredith Risch - Kitchen Assistant – RMS
Effective 11/21/2022

Classified Part Time Facilities and Transportation Position for Employment

Roger Schmidt – Bus Driver – District Wide
Effective 11/21/2022

Classified Part Time Paraprofessional Position for Employment

Kaimah Marshall – Special Education Paraprofessional – RSTEM
Effective 11/18/2022

Classified Part Time Outreach Worker Resignation

Larry Burgess – Outreach Worker – RSTEM

Effective 11/18/2022

Years of Service: 4 years

OLD BUSINESS – FOR ACTION

Agenda Item V.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 5, 2022

Subject: Evaluation of the Superintendent

(Recommended by the superintendent)

Passage upon a third read of Policy 303: Evaluation of the Superintendent & Administrative Guidelines 303.1 & 303.2. Proposed changes have been included to align to District branding and style guidelines and to reflect current practices, as well as to clarify roles.

Attachments:

Policy 303: Evaluation of the Superintendent - redlined

Administrative Guideline 303.1 - redlined

Administrative Guideline 303.2 - redlined

MSBA Model Policy 304: Superintendent Contract, Duties, and Evaluation

RICHFIELD PUBLIC SCHOOLS

EVALUATION OF THE SUPERINTENDENT

In June of each year, or as soon thereafter as practicable, the ~~Board school board~~ will commence a formal evaluation of the superintendent's performance. Insofar as possible, the evaluation process shall be carried out in accordance with Administrative Guidelines 303.1.

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The purpose of superintendent evaluation is to promote effective management, encourage improved performance, communicate ~~Board school board~~ expectations, generate mutual understanding, and facilitate the process of planning to meet future needs. Evaluation will focus on the degree to which goals and objectives have been attained and the extent to which the responsibilities outlined in the superintendent's job description have been properly discharged.

The superintendent may be eligible for incentive pay if designated as a benefit in the current ~~Superintendent superintendent Contractcontract~~. Such pay, if designated and granted, will be based upon the ~~Board's school board's~~ annual evaluation of the superintendent's performance. In the event of an unsatisfactory evaluation, the ~~Board school board~~ may withhold a base salary increase for any year following a year in which performance has been evaluated as unsatisfactory.

Board evaluation of the superintendent's performance will be communicated to the superintendent in writing after a conference with the ~~Board board chairperson~~. The original of the evaluation report will go to the superintendent, one copy will be retained by the ~~chairperson~~, and one copy will be placed in the superintendent's personnel file. The contents of the report are confidential and will not be released except as provided in applicable statute.

The superintendent's contract is subject to the provisions of Minn. Stat. § 123B.143 ~~Minnesota Statute §125.12~~ and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge. The contract shall remain in full force and effect, except if modified by mutual consent of the ~~School school Board board~~ and the superintendent or unless terminated as provided by law or written resignation.

Legal references:
Minn. Stat. § 123B.143

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~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: _____ August 15, 1983
REVIEWED ~~AND REAFFIRMED~~ BY THE BOARD OF EDUCATION: _____ January 3, 2005, _____ March 5, 2012
REVISED BY THE BOARD OF EDUCATION: _____ August 5, 1985;
_____ April 20, 1992;
_____ September 3, 1996;
_____ May 15, 2000;
_____ January 3, 2017

1
2 **RICHFIELD PUBLIC SCHOOLS**

3
4 **Administrative Guidelines**

5
6 **Superintendent Evaluation**

7
8
9 The purpose of these guidelines is to facilitate the superintendent evaluation process,
10 pursuant to Board Policy 303.

11
12
13 **EVALUATION ACTIVITIES AND TIMELINES**

14
15 Every effort will be made to carry out the evaluation process in accordance with the
16 following timeline:

17
18 June: Year-end status report on annual ~~district superintendent~~ goals

19
20 Written superintendent self-evaluation based on all areas
21 addressed in the superintendent evaluation form (appended)

22
23 ~~Special board meeting to discuss expectations and priorities for the~~
24 ~~coming year as they relate to management responsibilities and the~~
25 ~~superintendent's role~~

26
27 ~~Management Team planning session, including development of~~
28 ~~annual district goals~~

29
30 June/July: ~~Management Team review and revision of draft district goals~~

31
32 Individual ~~Board board~~ member input to chairperson regarding
33 superintendent's performance

34
35 ~~Board chair collects feedback from the superintendent's direct~~
36 ~~report staff members for consideration in the evaluative process~~

37
38 Board chairperson meets with superintendent to convey ~~Board's~~
39 ~~board's~~ evaluation of performance

40
41 Completion of formal written evaluation of superintendent's
42 performance for the previous year, ~~shared with the superintendent~~
43 ~~at a closed meeting of the board~~

44
45 August: ~~Board chair publicly reports outcome of evaluation process.~~

46
47
48 ~~September/October: Board review and finalization of proposed district new~~
49 ~~superintendent goals with appropriate follow-up revisions.~~

50

1 ~~Board Chair publically reports outcome of evaluation process.~~

2
3 February: Mid-year board review of progress toward superintendent goals.

4
5
6 **EVALUATION INSTRUMENTS**

7
8 All board members will provide input toward the completion of~~complete~~ pages 1-3 of the
9 attached superintendent evaluation form, following review of the ~~district-District~~ strategic
10 plan and vision cards, year-end district-superintendent goals report, superintendent's
11 written self-evaluation, and the superintendent's job description (appended). -The board
12 chair~~person~~ will complete page 4 of the evaluation form after reviewing each board
13 member's evaluationinput.

14
15 **RELATION OF PAY TO PERFORMANCE**

16 The superintendent may be eligible for incentive pay as agreed to within the
17 superintendent's contract as negotiated between the superintendent and the board.
18 If such an agreement exists, the actual grant amount shall be determined by the
19 board chair. The amount of the incentive grant will be determined based on the
20 board's collective assessment of the superintendent's performance in all areas
21 encompassed by the superintendent evaluation.

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27 Dated: ~~_____~~ April 20, 1992.
28 Reviewed: ~~_____~~ March 5, 2012
29 Revised: ~~_____~~ November 21, 1994;
30 ~~_____~~ September 3, 1996;
31 ~~_____~~ May 15, 2000;
32 ~~_____~~ August 6, 2001;
33 ~~_____~~ January 3, 2005;
34 ~~_____~~ January 3, 2017

SUPERINTENDENT- EVALUATION

This evaluation is based on consideration of the following:

- I. Accomplishments pertaining to ~~district-District~~ priorities as reflected in the ~~Boardboard-adopted-approved~~ strategic plan and vision cards and annual ~~district-superintendent~~ goals
- II. Performance of responsibilities as outlined in the ~~Superintendent-superintendent~~ job description
- III. Performance in response to key, unanticipated challenges occurring during the past year

DIRECTIONS:- Please review the strategic plan and vision cards, ~~management-superintendent~~ goals, and ~~Superintendent's superintendent's~~ job description prior to completing this form.- For each item, circle the number corresponding with the statement that best represents your assessment of the superintendent's performance during the past year. -Record any comments to the right of each item.

AREAS FOR EVALUATION	COMMENTS
<p>I. ACCOMPLISHMENTS RELATIVE TO BOARD-ADOPTED-APPROVED STRATEGIC PLAN AND ANNUAL-DISTRICT <u>SUPERINTENDENT</u> GOALS</p> <p>1. Indicates improvement needed. 2. Indicates meets expectations. 3. Indicates exceeds expectations. UA. Unable to answer.</p>	
<p>II. PERFORMANCE OF RESPONSIBILITIES AS OUTLINED IN THE SUPERINTENDENT'S JOB DESCRIPTION</p> <p><i>A. Leadership and Board Relations</i></p> <p>1. Indicates improvement needed. 2. Indicates meets expectations. 3. Indicates exceeds expectations. UA. Unable to answer.</p>	

B. Management and Planning

1. Indicates improvement needed.
 2. Indicates meets expectations.
 3. Indicates exceeds expectations.
- UA. Unable to answer.

AREAS FOR EVALUATION	COMMENTS
<p><i>C. Educational Programs and Services</i></p> <ol style="list-style-type: none"> 1. Indicates improvement needed. 2. Indicates meets expectations. 3. Indicates exceeds expectations. <p>UA. Unable to answer.</p>	
<p><i>D. Asset Management and Resource Utilization</i></p> <ol style="list-style-type: none"> 1. Indicates improvement needed. 2. Indicates meets expectations. 3. Indicates exceeds expectations. <p>UA. Unable to answer.</p>	
<p><i>E. Organizational Structure – Human Resources - Staff Development</i></p> <ol style="list-style-type: none"> 1. Indicates improvement needed. 2. Indicates meets expectations. 3. Indicates exceeds expectations. <p>UA. Unable to answer.</p>	
<p><i>F. Support Operations <u>(e.g. Facilities, Nutrition Services, Technology and Transportation)</u></i></p> <ol style="list-style-type: none"> 1. Indicates improvement needed. 2. Indicates meets expectations. 3. Indicates exceeds expectations. <p>UA. Unable to answer.</p>	

G. Communications and School/Community Relations

1. Indicates improvement needed.
 2. Indicates meets expectations.
 3. Indicates exceeds expectations.
- UA. Unable to answer.

AREAS FOR EVALUATION	COMMENTS
<p><i>H. Professional Growth and Development</i></p> <ol style="list-style-type: none"> 1. Indicates improvement needed. 2. Indicates meets expectations. 3. Indicates exceeds expectations. <p>UA. Unable to answer.</p>	
<p>III. PERFORMANCE IN RESPONSE TO KEY, UNANTICIPATED CHALLENGES OCCURRING DURING THE PAST YEAR</p> <ol style="list-style-type: none"> 1. Indicates improvement needed. 2. Indicates meets expectations. 3. Indicates exceeds expectations. <p>UA. Unable to answer.</p>	

ADDITIONAL COMMENTS (Use reverse side if needed):

Board Member Submitting Form _____ —Date _____

Independent School District 280
Richfield, Minnesota

SUPERINTENDENT EVALUATION SUMMARY

The Board Chairperson will complete this evaluation summary following Board review and discussion of the Superintendent evaluations completed by each Board member.

KEY STRENGTHS:

SUGGESTED AREAS FOR GROWTH:

INCENTIVE PAYMENT: _____

Based on the Board's overall assessment of the ~~Superintendent's~~ superintendent's performance in the three broad areas included in this evaluation form, along with examination of superintendent goals including student achievement, incentive pay may be granted according to the parameters defined in the ~~Superintendent's~~ superintendent's contract.

~~Chairperson, Board of Education~~ School Board Chair _____ Date _____

Adopted: _____

MSBA/MASA Model Policy 304

Orig. 1995

Revised: _____

Rev. 2022

304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description, and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.
- C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: None

OLD BUSINESS – FOR REVIEW

Agenda Item V.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 5, 2022

Subject: Evaluation of Administrators

(Recommended by the superintendent)

A second read of Policy 304: Evaluation of Administrators & Administrative Guideline 304.1. Proposed changes have been included to align to District branding and style guidelines and to reflect current practices.

Attachments:

Policy 304: Evaluation of Administrators - redlined
Administrative Guideline 304.1 - redlined

1
2
3 **RICHFIELD PUBLIC SCHOOLS**
4
5 **EVALUATION OF ADMINISTRATORS**
6
7

8 **I. PURPOSE**
9

10 The primary purposes of administrator evaluation are as outlined below:
11

- 12
- 13 • Promote effective management and encourage improved performance
 - 14 • Communicate ~~Boardboard, Superintendent-superintendent~~ and supervisor expectations
 - 15 • Facilitate the process of planning to meet future needs
 - 16 • Recognize positive contributions
 - 17 • Foster the exchange of ideas, information, and feedback
- 18

19 The evaluation will focus on the degree to which goals and objectives
20 have been attained and the extent to which the responsibilities outlined in
21 the applicable job description have been properly discharged.
22

23 Administrators are defined as members of the management team and/or
24 classified management team.
25

26
27 **II. EVALUATION PROCESS**
28

29 In the fall of each year, each administrator will set goals at a meeting with
30 his or her immediate supervisor. -The goals will be agreed to by both
31 parties and will be used in conjunction with both the evaluation process
32 and any possible incentive pay (if applicable according to contracts).
33 At least one additional time during the year, each administrator will meet
34 with his or her immediate supervisor to examine and review progress
35 toward meeting agreed upon goals.
36

37 In May or June of each year, each administrator will be formally evaluated
38 by his or her immediate supervisor, as indicated in the applicable job
39 description.
40

- 41 A. In preparation for the final evaluation conference, the administrator
42 being evaluated will prepare a ~~written report~~reflection on their overall
43 performance that includes a self-evaluation of progress toward meeting
44 goals and objectives, ~~general reflections of the year just completed,~~
45 and a tentative list of goals and objectives for the following year.
46

1 B. The supervisor will meet with the administrator being evaluated. -The
2 conference will include the following components:

- 3
- 4 • Review progress toward meeting ~~district~~District, individual and
5 department or building goals and objectives
 - 6 • Review overall performance in relation to assigned
7 responsibilities, including as necessary a review and/or
8 revision of the applicable job description
 - 9 • Discuss individual and building or department goals for the
10 coming year in relation to the ~~Board~~board-approved strategic
11 plan and ~~district~~District goals.

12

13 C. Following the conference, the supervisor will complete a written
14 performance evaluation. -The original of the evaluation will be
15 provided to the administrator being evaluated and a copy placed in
16 ~~his or her~~their personnel file. -The contents of the report are
17 confidential and will not be released except as provided by law.
18

19

20 III. INCENTIVE PAY

21

22 The ~~Superintendent~~superintendent of Schools shall, at ~~the~~
23 ~~Superintendent's~~their sole discretion, be authorized to award an amount
24 of dollars aligned to the specific details designated in the ~~management~~
25 ~~Management team~~Team and ~~classified~~Classified management
26 ~~Management team~~Team contractsHandbooks.

27

28 In determining an appropriate amount of incentive pay to be awarded, the
29 ~~Superintendent~~superintendent shall consider criteria outlined in
30 Administrative Guidelines 304.1.
31

32

33

34 ~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: October 6, 1986

35

36 REVISED BY THE BOARD OF EDUCATION: February 1, 1999; October 6,
37 2003; June 18, 2007; March 24, 2008; March 5, 2012; January 3, 2017
38

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41

42 **Cross References:**

43 ~~management~~Management teamTeam handbookHandbook
44 Classified Management Team Handbook

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RICHFIELD PUBLIC SCHOOLS

EVALUATION OF ADMINISTRATORS:
MANAGEMENT TEAM AND CLASSIFIED MANAGEMENT TEAM INCENTIVE
PLANS

As provided in the Management Team and Classified Management Team Handbooks and ~~Board~~-Policy 304.1, Evaluation of Administrators, all ~~Management management Team-team~~ and ~~Classified-classified Management management Team-team~~ members will be eligible for performance incentive pay based on the attainment of pre-determined performance objectives and established criteria, described in these administrative guidelines.

I. INCENTIVE PAYMENT AMOUNT AND RESPONSIBILITY FOR DETERMINATION

- A. The ~~Superintendent-superintendent of Schools~~ shall, at the ~~Superintendent's-their~~ sole discretion, be authorized to award an amount of dollars aligned to the specific details designated in the ~~management-Management team-Team~~ and ~~classified-Classified management-Management team-Team contracts~~ Handbooks.
- B. In cases where the ~~Superintendent-superintendent~~ does not provide direct supervision, the ~~Superintendent-superintendent~~ will consult with the immediate supervisor regarding the team member's performance.

II. CRITERIA FOR CONSIDERATION

In determining an appropriate amount of incentive pay to be awarded, the ~~Superintendent-superintendent~~ shall consider the following criteria:

- A. **Student Achievement:** -Achievement of the building or ~~district-District~~ goals related to student achievement. -Building administrators will be evaluated based on their individual school goals. -District administrators will be evaluated based on the overall ~~district-District~~ achievement of student goals. - The identified goals will be established as part of an annual school improvement plan and will include one or more standardized assessments (e.g. NWEA, MCA, ~~DRA~~) or other measures to be approved by the ~~Superintendents~~ superintendent.
- B. **District/Building/Department Process Goals:** -Successful implementation of identified actions related to annual ~~School-school~~ Improvement-improvement Plans-plans or District ~~Goalsgoals~~. Emphasis will be on areas in which the ~~Management-management Team-team~~ member has direct impact or responsibility for leadership in implementing the specific actions.
- ~~C.~~ **Individual Performance Goals and Measures of Success:**
Successful progress demonstrated toward the ~~Management~~

1 ~~management Team team~~ member's ~~Professional-professional~~
2 ~~Development-development Plan-plan~~ including both actions and
3 outcomes. ~~Where appropriate the plan should be aligned with goals~~
4 ~~identified through a competency feedback system or as otherwise~~
5 ~~determined in consultation with the Superintendent as part of the~~
6 ~~annual conference.~~

7 C.

8 D. **Unanticipated Challenges/Response to Circumstances:** Additional
9 consideration by the ~~Superintendent-superintendent~~ shall be given to the
10 ~~Management-management Team-team~~ member's response to unique or
11 unanticipated challenges during the year.

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14 Dated: June 18, 2007

15 Revised: March 24, 2008, January 3, 2017

16 Reviewed: March 5, 2012

17

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NEW BUSINESS – FOR REVIEW

Agenda Item VI.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 5, 2022

Subject: Board Self-Evaluation

(Recommended by the superintendent)

A second read of Policy 209: Board Self-Evaluation & Administrative Guideline 209.1. The board completed a first read of this policy and guideline on 5/16/22.

Proposed changes have been included to align to District branding and style guidelines. A sample document from Hopkins Public Schools has been included as a possible model for further changes to Guideline 209.1.

Attachments:

Policy 209: Board Self-Evaluation - redlined
Administrative Guideline 209.1 – redlined
Hopkins Public Schools 2022-2023 School Board Goals

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RICHFIELD -PUBLIC -SCHOOLS
BOARD SELF-EVALUATION

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

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

Upon completion of the self-evaluation, the ~~Board-board~~ of ~~Education-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

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-school~~ Board's-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-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-District in the community • Provide and promote community education • Communicate district-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-ratify 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-Approve 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>E. BOARD RELATIONS</p> <ul style="list-style-type: none"> • The <u>Board-board</u> conducts a timely and effective self-evaluation • The <u>Board-board</u> 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 <u>Board-board</u> is represented at <u>district-District</u> functions • Board members respect the rights of others to have and express opinions • Board members accept and fulfill liaison assignments • The <u>Board-board</u> seeks staff input in the decision process, as appropriate • The <u>Board-board</u> 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>F. STRATEGIC PLANNING</p> <ul style="list-style-type: none"> • Conduct <u>districtDistrict</u>-wide strategic planning for multi-year blocks of time • Update the strategic plan as needed • Monitor alignment of goals and activities with the <u>district's-District's</u> 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 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~~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~~District student achievement (~~Whole~~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



Report to the School Board

Eisenhower Community Center Boardroom
September 20, 2022

Hopkins School Board Goals — 2022-23

Report Prepared by Jennifer Westmoreland, Board Chair

Overview

The Hopkins School Board set goals for the 22-23 school year that reflect the priorities of our Hopkins Schools community. These goals align with the leadership framework categories that all Hopkins School District leaders use to advance Vision 2031: teaching and learning, school district and culture, and operations.



Goal 1: Teaching and Learning

School Board Professional Development

In order to lead a district dedicated to equity and innovation, school board members must constantly evolve in their understanding of educational issues impacting our scholars. School board members will engage in individual and collective professional development throughout the school year.

Actions

- School board members will develop a deeper understanding of restorative practices and how they are used throughout the district.
- School board members will learn about best/next practices in anti-racist and equitable educational practices locally and nationally, and how we can apply these in Hopkins.
- School board members will develop a more nuanced understanding of social-emotional learning and actions that support scholar mental health.

Impact

- Community members will learn about these topics alongside the School Board at public workshops.
- School board members will learn from each other as they report on their individual professional development at board meetings.
- School board members will apply their evolving understanding of these topics to policy and budget decisions.

Goal 2: School District and Culture

Community Presence

As representatives of the community, it is important that school board members engage with scholars, staff, parents/caregivers, and community members to understand their priorities and how the School Board's decisions impact them.



Actions

- School board members will pair up with schools to visit throughout the year, participate in events, and intentionally engage with scholars, staff, and leaders.
- School board members will hold engagement sessions about School Board decisions related to Vision 2031, policy, and budgeting.
- School board members will collaborate with student board representatives to better understand the experiences, needs, and goals of our high school scholars.

Impact

- School board members will deepen their connections with scholars, staff, leaders, and community members through regular engagement.
- School board members will apply their learning from community members to policy and budget decisions.
- School board members will report on their individual community engagement at board meetings so community members can learn more about each other's values and expectations of our district.

Goal 3: Operations

Fiscal Transparency and Understanding

The Hopkins School Board is responsible for using tax-payer dollars responsibly by adopting a balanced budget that supports the operationalization of Vision 2031. Public school finance and budgeting are complex processes that can lead to confusion. It is essential that these processes be transparent and understandable to our community.



Actions

- School board members will partner with the Superintendent and Director of Business Services to hold budget education and engagement sessions.
- School board members will collaborate with the Hopkins Legislative Action Coalition to educate community members about statewide public education funding issues and invite them to participate in advocacy.

Impact

- Community members will be better informed about public school funding realities and opportunities for advocacy.
- School board members will use community priorities shared during engagement sessions to inform budgeting decisions.

Policy Transparency and Understanding

The Hopkins School Board is responsible for creating district-level policies that support the operationalization of Vision 2031. This work is done in partnership with scholars, staff, and community members who are most impacted by these policies. It is essential that the policy creation process be transparent and understandable to our community.

Actions

- The School Board will hold a workshop on how the Monitoring Committee uses the Equity Lens to review and establish policy.
- School board members on the Monitoring Committee will partner with the Assistant Superintendent to hold policy education and engagement sessions on the revisions of policies 102 (Equal Opportunity Education) and 506 (Student Conduct and Discipline).



Impact

- Community members will be better informed about the Hopkins School Board's policy review and creation process.
- School board members will use community priorities shared during engagement sessions to inform policy decisions.

Hopkins School Board Goals — 2021-22

Hopkins Lab Operating System

1 - Build a Goal Statement and Theory of Action

Step #1: Empathize to understand the problem (build and observe current research/data set, state the problem).

Step#2: Turn problem statement into a goal statement and ToA

Guiding tool(s): [Apply LOS: Identify Root Causes](#)

2 - Identify the Drivers

Step #1: Identify the problem's drivers (root causes that feed or create the problem?)

Step #2: Identify what feeds or creates the drivers (what are the behaviors, conditions or inputs that contribute to the drivers?)

Guiding tool(s): [Apply LOS: Driver Diagram](#)

3 - Identify Work that Feed the Drivers

Step #1: Identify the actions and work processes that feed the drivers?

4 - Identify Change Ideas and Key Actions

Step #1: Identify measurable change ideas that might optimize or disrupt in order to solve or transform the problem.



5 - Measurable Impact

Step #1: Identify which change ideas you will measure and *how* you will measure each.

Step #2: Predict and explain what your evidence of successful implementation will be

Goal Area 1: Calendar and Schedule Equity (Equity and Operational Leadership)

1 - Build a Goal Statement and Theory of Action

Our current calendars and schedules do not serve the needs of all scholars in our district. We will co-create new calendars and schedules that serve the diverse needs of our scholars and families.

2 - Identify the Drivers

Tradition, busing, community expectations, agrarian calendar, holidays, caregiver work schedules, MN statutes, tourism industry, union contracts, organizational culture, board policy

3 - Identify Work that Feed the Drivers

Legislative sessions, contract negotiations, bus scheduling, community information gathering, district and building-level calendaring and scheduling processes, board policy setting processes

4 - Identify Change Ideas and Key Actions

Hold community engagement sessions with scholars, families, and staff to better understand the specific needs and ideas of our community members as it relates to calendars and schedules.

Consider best practices in calendar and schedule equity from research and educational institutions across the country and in other countries.

Hear and act on administration's recommendations regarding schedule and calendar equity.



5 - Measurable Impact

The board will hear and vote on the administration's recommendations on calendar and schedule equity and direct the administration to implement these changes.

The board will make necessary policy changes to support calendar and schedule equity implementation.

Goal Area 2: Vision 2031-Aligned Budget (Operational Leadership)

1 - Build a Goal Statement and Theory of Action

Similar to districts across Minnesota, Hopkins is operating in an economic environment where state and federal funding for public education have not kept pace with inflation or the evolving needs of our scholars. We will maintain a structurally balanced budget that aligns with and sustains the work of Vision 2031.

2 - Identify the Drivers

Legislature, competing priorities at the state level, school choice (competition with other districts), macro economics (COLA, etc.), union contracts, advocacy, enrollment (students), levies, assessment (standardized tests), school ratings/MDE report card

3 - Identify Work that Feed the Drivers (mindsets, people's behaviors, processes)

Marketing, narrative about Hopkins, sense of belonging, innovative educational programs (immersion), legislative sessions, political factors/histories, loyalties, federal actions/sessions, CFAC processes, LAC processes, contract negotiation processes, narratives about public education nationally and locally, history of public education in MN, the ways we measure and communicate what students



learn, deficit-based v. assets-based mindset, ways of measuring skills and attributes

4 - Identify Change Ideas and Key Actions

Use a predictable staffing model for revenue-based budgeting.

More community engagement/input around budgeting and programming, as well as community education around public school funding and budgeting (how

enrollment drives funding, how funds are allocated, funding gaps/cross-subsidies).

More community members advocating to their elected representatives for public school funding.

5 - Measurable Impact

The board will create increased opportunities for community members to learn about and engage with the budgeting process. This will lead to greater community understanding about public education funding and our budgeting process in Hopkins.

The board will actively engage more community members in state and federal advocacy for public school funding through the Legislative Action Coalition.

The board will consider cabinet's recommendations and pass a structurally balanced budget aligned with V. 2031

Goal Area 3: Equitable and Restorative Policy Changes (Equity, Culture and Innovation Leadership)

1 - Build a Goal Statement and Theory of Action



Some of our current Board policies do not align with the equitable and restorative approaches of Vision 2031. In collaboration with students and community members, we will identify these policies, revise them, and create new policies to ensure that equitable and restorative work will be carried out in all spaces across the district.

2 - Identify the Drivers

Student voices, community voices, educator voices, tradition, model policies from MSBA, state and federal laws, adult-oriented policies, current events, socio-political dynamics

3 - Identify Work that Feed the Drivers

Legislative and congressional processes, policy committee processes, parents' and caregivers' preconceptions about the role of the district and school board

4 - Identify Change Ideas and Key Actions

Work with student board representatives and Equity and Inclusion Student Advisory Group.

Explicitly commit to anti-racism and restorative practices.

Maintain our priority of hiring and retaining staff that mirror our student demographics.

Engage in community engagement with community members most impacted by the policies.

Advocate at state and federal levels

5 - Measurable Impact

Policy #102: Equal Education Opportunity Policy - Make this policy more robust and less risk averse. Create additional policies to ensure the educational rights of each group listed in the policy, including a racial equity policy.



Policy #506 Student Conduct and Discipline Policy - Replace the current policy's punitive and authoritative practices with restorative ones.

Policy #522 Title IX Non-Discrimination Policy, Grievance Procedure and Process
- Update this policy to reflect federal changes and alignment with Policy #552
Gender Inclusion Policy

Goal Area 4: New Board Member Orientation and Culture Building (Learning and Culture Leadership)

1 - Build a Goal Statement and Theory of Action

Three Hopkins School Board seats are up for election in November 2021. Two incumbents are not seeking re-election. The Board will welcome at least two new Board members in January 2021. We will intentionally onboard and fully support new members, while co-creating an inclusive and effective board culture.

2 - Identify the Drivers

Election, history of board/district decisions, laws and policies at the state level, MSBA and Hopkins Board training sessions

3 - Identify Work that Feed the Drivers

Budgeting processes, board processes, past approaches to onboarding, traditional approaches to board work, understanding a board member's role on the board and in the community

4 - Identify Change Ideas and Key Actions

The board will identify laws vs. culture, engage in conversation about what we want our culture to be, and implement new practices to support it.



In collaboration with district leaders and MSBA, the board will create a holistic onboarding process that can be replicated in future years.

The board will create an interactive guidebook for new members (relevant statutes and policies, acronyms, resources, etc.).

5 - Measurable Impact

All board members understand their role on the Board and in the community.

All board members understand our shared culture.

All board members will have the information they need to be successful, and know where to find it if they don't.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 5, 2022

Subject: Superintendent's Contract

It is recommended by the board chair and superintendent that the school board enter into a contract with superintendent of schools, Steven Unowsky, for the period July 1, 2023 through June 30, 2026 to perform the duties of superintendent of schools of the Richfield Public Schools. Attached is a proposed agreement with Steven Unowsky covering the next three (3) school years.

Background Information

(Prepared by Craig Holje)

The agreement contains the following recommended changes to Supt. Unowsky's current contract:

1. Provides a market adjustment in the first year to the superintendent's compensation package to be competitive with comparable metropolitan area districts. Provides a 2% increase in years two and three.
2. Provides eligibility for severance pay equal to four additional days of accumulated sick leave for each year of service as an employee of the District. This provision is in lieu of retirement/severance benefits in other contracts.
3. Increases the maximum accrual of sick leave to 156 days to account for accrual during the additional years of service provided for in this contract.

SUPERINTENDENT EMPLOYMENT CONTRACT

Pursuant to Minnesota Statutes section 123B.143, the School Board of Independent School District No. 280, Richfield (“District” or “School Board”) enters into this employment contract (“Contract”) with Steven Unowsky (“Superintendent”). In consideration of the mutual promises contained in this Contract and other valuable consideration, the sufficiency of which is acknowledged, the District and the Superintendent agree as follows:

ARTICLE I DURATION AND TERMINATION

Section 1: Duration. This Contract is for a term of three (3) years beginning on July 1, 2023, and ending on June 30, 2026. This Contract will remain in full force and effect unless it is modified by mutual written consent of the School Board and the Superintendent, or unless the Board discharges the Superintendent in accordance with this Contract.

Section 2: Expiration. This Contract will automatically expire on June 30, 2026. When this Contract expires, neither party will have any further claim against the other, and the District’s employment of the Superintendent will automatically end, unless the District and the Superintendent enter into a subsequent employment contract in accordance with Minnesota Statutes section 123B.143.

Section 3: Termination During the Term. During the term of this Contract, the District may immediately discharge the Superintendent and thereby terminate this Contract based on any of the grounds stated in Minnesota Statutes section 122A.40, subdivisions 9 or 13. If the School Board votes to discharge the Superintendent from employment during the term of this Contract, the Board must give the Superintendent written notice of the grounds for discharge. The Superintendent is entitled to a hearing before an arbitrator to challenge whether the asserted grounds for discharge exist. To exercise this right, the Superintendent or his representative must mail or hand-deliver a written request for arbitration to the School Board Chair within ten (10) calendar days after receiving written notice of the grounds for discharge. If the Superintendent makes a timely request for a hearing, the parties may attempt to mutually agree on an arbitrator. If the parties cannot mutually agree on an arbitrator within five calendar days, the District will petition the Minnesota Bureau of Mediation Services (“BMS”) for a list of five arbitrators. Within ten calendar days after receiving the list, the parties (or their representatives) will select an arbitrator from the list by using an alternating striking process. The arbitrator must conduct a hearing and issue a written decision within forty-five (45) calendar days after being selected by the parties, unless the parties agree to extend the timeline. The arbitrator’s decision will be final and binding upon the parties, subject to judicial review of arbitration decisions as provided by law. If the Superintendent (or his representative) fails to mail or hand-deliver a written request for arbitration to the School Board Chair within ten calendar days, the Superintendent will be deemed to have acquiesced to the discharge, and the Superintendent will have no further right to challenge the discharge or to bring a claim against the District.

Section 4: Mutual Consent. This Contract may be terminated at any time by the mutual consent of the School Board and the Superintendent.

Section 5: Limited Application of Section 122A.40. Except as explicitly stated in this Contract, the provisions of Minnesota Statutes section 122A.40 do not apply to the District’s employment of the Superintendent or to this Contract. The Superintendent does not have any continuing contract rights under Minnesota Statutes section 122A.40. By operation of law, Minnesota Statutes section 122A.40, subdivisions 3 and 19 apply to the Superintendent’s employment with the District.

In addition, by mutual agreement of the Superintendent and the District, Minnesota Statutes section 122A.40, subdivision 12, relating to suspension and leave of absence for health reasons, will apply to the Superintendent's employment with the District.

ARTICLE II RESPONSIBILITIES

Section 1: Licensure. Throughout the term of this Contract, the Superintendent must hold a valid and appropriate license to work as a superintendent in the State of Minnesota. The Superintendent must provide a copy of his superintendent's license to the District's Director of Human Resources before July 1 of each year this Contract is in effect.

Section 2: Compliance with Laws and Policies. The Superintendent must comply with all applicable federal and state laws. The Superintendent must comply with all rules, regulations, and policies of the School Board and the State of Minnesota, including those rules, regulations, and policies that currently exist and any that are established or amended during the term of this Contract.

Section 3: Assigned Duties. The Superintendent must faithfully perform all services that the School Board prescribes or assigns to the Superintendent, regardless of whether those services are specifically described in this Contract or in a general job description. At any time during the term of this Contract, the School Board may place the Superintendent on paid administrative leave. Regular and prompt attendance is an essential function of the Superintendent's job.

Section 4: Basic Duties. The Superintendent will have charge of the administration of the schools under the direction of the School Board. Toward that end, the Superintendent will perform the following functions: serve as the chief executive officer of the School District; direct and assign teachers and other District employees under the Superintendent's supervision; organize, reorganize and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the District, but subject to the approval of the School Board; select all personnel subject to the approval of the School Board; recommend policies, regulations, rules and procedures that are necessary for the District; visit and supervise the schools in the District; report and make recommendations about the condition of the schools in the District when advisable or at the Board's request; to the extent required by law, annually evaluate each school principal assigned responsibility for supervising a school building in the District; superintend school grading practices and examinations for promotions; make reports that are required by the Commissioner of the Minnesota Department of Education; and perform all duties incident to the office of the Superintendent. The Superintendent will serve as an ex-officio member of the School Board and all School Board committees, and will provide administrative recommendations on each item of business considered by each of these groups.

ARTICLE III COMPENSATION

Section 1: Base Salary. The District will pay the Superintendent a gross annual salary of two hundred thirty-eight thousand and 00/100 dollars (\$238,000.00) for the 2023-2024 school year. Subject to Article III, Section 2, the Superintendent will receive an annual base salary increase of 2% each year, which will result in a gross annual salary of two hundred forty-two thousand seven hundred sixty and 00/100 dollars (\$242,760.00) for the 2024-2025 school year, and a gross annual salary of two hundred forty-seven thousand six hundred fifteen and 00/100 dollars (\$247,615.00) for the 2025-2026 school year.

During each school year covered by this Contract, the District will pay the Superintendent his gross annual salary in twenty-four equal installments, less applicable withholdings and deductions, based on the District's regular payroll schedule.

Section 2: Authority to Withhold Increase. The School Board will annually evaluate the Superintendent in accordance with the District's applicable policies and administrative guidelines, which may be amended from time-to-time as the School Board sees fit. In the event of an unsatisfactory performance evaluation, the School Board may withhold the annual base salary increase described in Article III, Section 1 for any year following a year in which the Superintendent's performance was determined to be unsatisfactory. The School Board Chair will communicate the results of each formal evaluation to the Superintendent in writing.

Section 3: Incentive Pay. The Superintendent will be eligible for annual incentive pay in an amount up to six percent (6%) of the Superintendent's base salary. The amount of the incentive pay that is granted, if any, will be based on the Board's annual evaluation of the Superintendent's performance.

Section 4: Tax Deferred Program. The Superintendent may participate in a tax deferred program, through payroll deduction, in accordance with Section 403(b) of the Internal Revenue Code, Minnesota Statutes section 123B.02, subdivision 15, and District policy. To the extent permitted by law, the District will match the Superintendent's contributions to a qualifying tax deferred program on a dollar-for-dollar basis, up to the maximum amount allowed pursuant to Minnesota Statutes section 356.24, subdivision 1(5), as amended during each school year covered by this Contract. Once the District has made a matching payment to the tax deferred program, the matching payment will become the property of the Superintendent. However, if the Superintendent terminates this Contract early, the District will not be required to provide any additional matching payments after receiving notice of the Superintendent's intent to terminate. Similarly, if the District decides to discharge the Superintendent, the District will not be required to make any additional matching payments after voting to discharge the Superintendent.

Section 5: Responsibility for Tax Deferred Program Compliance. The Superintendent and the annuity companies involved are solely responsible for ensuring that the tax deferred program complies with Section 403(b) of the Internal Revenue Code, as amended, and Minnesota law. The Superintendent hereby waives any right that he might otherwise have to bring a claim against the District for any issue related to whether the tax deferred program complies with Section 403(b) of the Internal Revenue Code, as amended, and Minnesota law. The Superintendent also waives any right that he might otherwise have to demand direct payment to him of the amount that he identifies for contribution to the tax deferred program. The District's only obligation under Article III, Sections 2 and 3, is to make the specified contributions to the tax deferred program.

Section 6: Automobile Allowance. The School Board recognizes that the Superintendent must regularly use his personal vehicle to travel for District business. Accordingly, pursuant to Minnesota Statutes section 471.665, subdivision 3, the District will pay the Superintendent a monthly automobile allowance in the amount of two hundred dollars and zero cents (\$200.00), less any applicable withholdings and deductions.

Section 7: Sick Leave Payment upon Employment Separation. Upon the Superintendent's separation from employment with the District, the Superintendent will be eligible for severance pay equal to six (6) days of accumulated sick leave for each year of service as an employee of the District.

The daily rate of pay for determining this payment shall be based on the Superintendent's then-applicable annual base salary pursuant to Article III, Section 1 of this Contract divided by 261. The payment shall be made within thirty (30) days of the effective date of the Superintendent's separation from employment with the District.

In lieu of eligibility for any additional severance, upon the Superintendent's separation from employment with the District, the Superintendent will be eligible for severance pay equal to four(4) additional days of accumulated sick leave for each year of service as an employee of the District. This additional benefit and payment shall sunset and not be available to any new superintendent hired by the District on or after December 5, 2022. The daily rate of pay for determining this payment shall be based on the Superintendent's then-applicable annual base salary pursuant to Article III, Section 1 of this Contract divided by 261. The payment shall be made within thirty (30) days of the effective date of the Superintendent's separation from employment with the District.

The Superintendent shall not be eligible for this payment if his employment is terminated pursuant to Article I, Section 1 of this Contract. If the Superintendent dies before all or a portion of this payment has been disbursed, the unpaid balance shall be paid to a named beneficiary, or in the event no beneficiary has been named, to the estate of the deceased. Severance pay is considered earned only after the Superintendent completes active employment through the Board approved separation date.

The amount of the payment shall be contributed into a 403b supplemental retirement account established by the Superintendent, exclusively for the purpose of receiving such payment (the "Severance 403b). Such contribution shall be consistent with the applicable IRS rules on annual additions to tax-deferred accounts. The Superintendent will not receive any direct payment from the District for severance. In the event this severance payment exceeds the maximum annual contributions permitted under the applicable IRS rules, the excess severance pay shall be contributed to the Severance 403b after January 1st of the year following the year of employment separation, and for up to four calendar years thereafter, if necessary.

ARTICLE IV DUTY YEAR AND LEAVES OF ABSENCE

Section 1: Basic Work Year. The position of superintendent has exempt status under the Fair Labor Standards Act. The Superintendent's duty year will be twelve months in length and will correspond to each school year (July 1 to June 30) covered by this Contract. The Superintendent must work full-time on at least 261 duty days, less vacation, paid holidays and sick leave used during each duty year, including those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. The Superintendent must be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

Section 2: Vacation. The Superintendent will earn twenty-five (25) days of paid vacation each school year (July 1 to June 30) that is covered by this Contract. The Board encourages the Superintendent to use accrued vacation. The smallest unit of vacation that may be taken is one-half day. The Superintendent must obtain prior approval from the School Board Chair before taking more than ten (10) consecutive days of paid vacation, unless the vacation days are being utilized during a leave taken pursuant to the Family Medical Leave Act ("FMLA") or state law.

The Superintendent must take vacation days during the school year in which they were earned, or within six (6) months after the contract year in which they were earned. The Superintendent will forfeit any vacation days that are not taken within six months after the school year in which they were earned.

Section 3: Payment of Vacation Upon Nonrenewal. If the School Board does not renew this Contract, the School Board will pay the Superintendent at his daily rate of pay, as determined by a divisor of 261 days, for each day of vacation that the Superintendent has accrued but has not used as of June 30, 2023. If the Superintendent breaches this Contract, the District will not be required to compensate the Superintendent for any accrued and unused days of vacation. Similarly, if the Board discharges the Superintendent pursuant to Article I, Section 3, the District will not be required to compensate the Superintendent for any accrued and unused days of vacation that exist after the effective date of the discharge.

Section 4: Paid Holidays. The Superintendent will be entitled to twelve (12) paid holidays each Contract year as designated by the School Board.

Section 5: Accrual of Sick Leave. On July 1 of each school year covered by this Contract, the Superintendent will be credited with thirteen (13) days sick leave, which may be accumulated to a maximum of one hundred fifty-six (156). The Superintendent may use sick leave for any illness, injury, or health condition that prevents him from performing his job duties. In addition, the Superintendent may use sick leave for any reason that is explicitly permitted by law or by another provision of this Contract.

Section 6: Workers' Compensation Differential. In accordance with Minnesota Statutes Chapter 176, if the Superintendent is injured while performing duties for the District and qualifies for workers' compensation benefits, he may draw from his accumulated sick leave in order to make up the difference between his regular salary and the workers' compensation insurance payments he receives. The Superintendent's accumulated sick leave will be reduced in proportion to the amount of compensation paid pursuant to this Section. This Section of the Contract will immediately cease to apply if the Superintendent exhausts his accumulated sick leave.

ARTICLE V INSURANCE

Section 1: Health and Hospitalization. The Superintendent may participate in the District's medical benefits program under the same terms and conditions that apply to the District's Management Team. In the event the District increases the contribution amounts paid to members of the Management Team, the Superintendent will receive the same increase.

Section 2: Dental. The District will select and offer a dental benefits program. This paragraph will not apply unless the Superintendent qualifies for and enrolls in the dental benefits program that is offered by the District. The District will pay the full amount of the monthly premium for the dental benefits program for the Superintendent and his dependents.

Section 3: Life Insurance. The District will select and offer a group term life insurance policy with a maximum death benefit of three hundred thousand dollars (\$300,000). This paragraph will not apply unless the Superintendent qualifies for and enrolls in the plan that is offered by the District. During the term of this Agreement, the District will pay the full amount of the monthly premium for the policy offered by the District. The life insurance policy will be payable to the Superintendent's named beneficiary.

Section 4: Long Term Disability Insurance. The District will pay the full amount of the monthly premium for a long-term disability (“LTD”) insurance plan selected by the District for the Superintendent. The plan will provide a benefit of seventy percent (70%) of the Superintendent’s base monthly salary, less any amounts collectible under Worker’s Compensation, the Teacher’s Retirement Association Plan, State disability benefits laws, and the full disability benefit of social security. If the Superintendent qualifies for benefits, the benefits will begin no more than seventy-eight (78) calendar days after the date of total disability. The District will immediately stop making monthly premium contributions when the term of this Contract expires or in the event this Contract terminates early for any reason.

Section 5: District’s Limited Obligation. The District is not promising or guaranteeing that any particular claim will be paid or covered by insurance. The District’s only obligation is to select an insurance plan and make the premium contributions that are described in this Contract. The eligibility and coverage of the Superintendent and any dependents will be governed entirely by the terms of the applicable insurance policy. No additional compensation will be paid to the Superintendent if he chooses not to participate in any plan of insurance offered under this Contract. Subject to any applicable requirements of federal or state law, and except as provided in Article V, Section 6, below, the District’s obligation to make any contribution toward the cost of any premium for any type of insurance described in this Contract will cease immediately upon termination or expiration of this Contract.

Section 6: Health and Dental Insurance Continuation.

- (a) Insurance Coverage Continuation. Upon separation from employment with the District, the Superintendent and his dependents shall be eligible to continue on the District’s group health and dental insurance plan until the Superintendent reaches Medicare eligibility or longer if permitted pursuant to Minnesota Statutes section 471.61, subdivision 2b, as amended.
- (b) Premium Payments. Subject to “(c)” and “(d),” below, the Superintendent will be entitled to a year of District payment of premiums for health and dental insurance for each year of employment with the District (e.g., seven years of District employment equates to seven years of District premium payments following employment separation). The amount of the District’s yearly premium payment shall be the amount it paid during the Superintendent’s last year of employment with the District. The Superintendent shall not be eligible for this benefit if his employment is terminated pursuant to Article I, Section 1 of this Contract.
- (c) The Superintendent’s eligibility for the District premium payments described in “(b),” above, ceases upon the earlier occurrence of one of these events: the Superintendent (1) is no longer eligible to continue due to the terms of the District’s health and dental insurance plan or (2) becomes eligible for Medicare. In the event the premium payments cease as a result of the Superintendent no longer being eligible to continue due to the terms of the District’s health and dental insurance plan, the HRA benefit described below in “(e)” applies.
- (d) The Superintendent’s eligibility for the District premium payments described in “(b),” above, shall be suspended if the Superintendent obtains full-time employment with a subsequent employer that provides health and dental insurance with substantially equivalent benefits

(including dependent coverage) and employer contribution to those provided by the District to the Superintendent immediately prior to the Superintendent's separation from employment. The suspension of the District's premium payments as a result of the Superintendent obtaining subsequent employment shall not occur if the subsequent employment is intended, at its outset, to be short term, interim employment of six months or fewer in duration or substitute teaching. The Superintendent is obligated to fully cooperate with the District and timely provide information as requested by the District in order for it to determine whether any subsequent employment obtained by the Superintendent results in the suspension of the District's premium payments. When the Superintendent no longer holds subsequent employment as described immediately above, the District will begin payments into a Health Reimbursement Arrangement (HRA) account as follows: On a yearly basis, the amount of the District's premium payment shall be deposited into an HRA account on behalf of the Superintendent for reimbursement of health insurance premium payments made by the Superintendent. These HRA payments shall cease (1) when the Superintendent becomes eligible for Medicare or (2) when the number of years of premium payments the Superintendent has earned under "(b)," above, has expired, whichever occurs earlier. The HRA payments are conditioned on and subject to applicable legal limitations, including IRS regulations.

- (e) In the event the District's obligation to make premium payments ceases due to the Superintendent no longer being eligible to continue due to the terms of the District's health and dental insurance plan, as described above in "(c)," on a yearly basis the amount of the District's premium payments shall be deposited into an HRA account on behalf of the Superintendent for reimbursement of health insurance premium payments made by the Superintendent. These HRA payments shall cease (1) when the Superintendent becomes eligible for Medicare or (2) when the number of years of premium payments the Superintendent has earned under "(b)," above, has expired, whichever occurs earlier. The HRA payments are conditioned on and subject to applicable legal limitations, including IRS regulations. The District's HRA payments that are being made under this paragraph "(e)" shall be suspended for any period of time the Superintendent holds subsequent employment meeting the conditions described above in "(d)," and shall commence again when the Superintendent no longer holds such employment. In no event, however, will the District make HRA payments after the Superintendent becomes eligible for Medicare.
- (f) If the Superintendent dies before all or a portion of the District's premium payments as described above, the remaining premium payments shall be made on behalf of the Superintendent's spouse should she continue to be eligible for and remain enrolled in the District's group health and dental insurance plans. Such premium payments shall cease upon the earliest of one of these events: (1) the number of years of continued premium payments earned by the Superintendent has been exhausted; (2) the Superintendent's spouse reaches Medicare eligibility; or (3) the Superintendent's spouse obtains employment that provides equivalent health and dental insurance as described above in "(c)." The Superintendent's spouse is obligated to fully cooperate with the District and timely provide information as requested by the District in order for it to determine whether any subsequent employment obtained by the spouse results in the cessation of the District's premium payments.
- (g) Sunset: The benefits and payments described in this Section 6 shall sunset and not be available to any new Superintendent hired by the District on or after December 2, 2019

ARTICLE VI PROFESSIONAL GROWTH AND REIMBURSEMENT

Section 1: Professional Growth Conferences and Meetings. The School Board recognizes the importance of having the Superintendent attend and participate in conferences and meetings for professional growth. Accordingly, the Superintendent is encouraged and expected to attend appropriate professional meetings at the local, state, and national level. The District will pay, or reimburse the Superintendent for, all valid, reasonable, and necessary expenses associated with the Superintendent's travel to and attendance at such conferences and meetings whenever his attendance is required or permitted by the School Board. The Superintendent must periodically report to the School Board about the meetings and conferences he has attended. To receive reimbursement for expenses, the Superintendent must file itemized expense statements in compliance with School Board policy and law. Notwithstanding any other provision in this Contract, the Board in its sole discretion may limit the number and type of conferences and conventions the Superintendent may attend. Such a limit will not take effect until written notice of the limit is provided to the Superintendent.

Section 2: Dues. The Superintendent is encouraged to belong to appropriate professional and civic organizations. Accordingly, the District will pay the dues for organizations that are mutually agreed upon by the Superintendent and the School Board Chair.

Section 3: Business Expenses. The District will reimburse the Superintendent for reasonable and necessary expenses that he incurs in the course of conducting District business. To obtain reimbursement, the Superintendent must file itemized expense statements in compliance with School Board policy and law. The School Board retains the ultimate discretion to approve or deny an expense. The Superintendent is encouraged to seek approval for significant expenses in advance of incurring the expense. Notwithstanding any other provision in this Contract, the Board in its sole discretion may further define and limit the number and type of expenses for which the Superintendent may claim reimbursement.

ARTICLE VII MISCELLANEOUS

Section 1: Outside Activities. Although the Superintendent must devote full time and due diligence to the affairs and the activities of the District, he may also serve as a consultant to other Districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the School Board, such activities do not impede the Superintendent's ability to perform the duties of the superintendent. However, the Superintendent may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid without the prior approval of the School Board Chair.

Section 2: Indemnification and Provision of Counsel. In the event that an action is brought or a claim is made against the Superintendent arising out of or in connection with his employment and he is acting within the scope of employment or official duties, the District will defend and indemnify the Superintendent to the extent required by law. Indemnification, as provided in this Section, will not apply in the case of malfeasance in office or willful or wanton neglect of duty. In addition, the District's obligation to defend and indemnify the Superintendent is subject to the limitations stated in Minnesota Statutes Chapter 466 and the case law interpreting that statute.

Section 3: Jury Duty. If the Superintendent serves on jury duty during the term of this Contract, he will receive full pay from the District, without deduction from accumulated vacation or sick

leave, provided that he submits to the District any compensation he received from being called to sit as a juror.

Section 4: Mandatory Disclosure. Before entering into this Contract, the Superintendent must disclose, in writing, the existence and terms of any buyout agreement, including amounts and the purpose for the payments, relating to his contract with another school board. For purposes of this Contract, a “buyout agreement” is any agreement under which the Superintendent was employed as a superintendent; left before the term of the contract was over; and received a sum of money, something else of value, or the right to something of value for some purpose other than performing the services of a superintendent. The failure to make such a disclosure will render this Contract void as a matter of law.

Section 5: Severability. If a court of law determines that any provision of this Contract is invalid or unenforceable by operation of law, the remainder of the Contract will remain in full force and effect.

Section 6: Entire Agreement. This Contract constitutes the entire agreement between the parties relating to the District’s employment of the Superintendent. Neither party has relied upon any statements or promises that are not set forth in this document. This Contract supersedes any and all prior agreements between the parties and any inconsistent provisions in any employee handbook or District policy. The Superintendent understands and agrees that any handbooks, manuals, or policies adopted by the District do not create an express or implied contract between the District and the Superintendent. No waiver or modification of any provision of this Contract will be valid unless it is in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have voluntarily entered into this Contract on the dates shown below. This Contract will not become effective unless and until it is approved by the District’s School Board and signed by both parties.

I have subscribed my signature
this ___ day of December, 2022.

Steven Unowsky

I have subscribed my signature
this ___ day of December, 2022.

School Board Chair

School Board Clerk

NEW BUSINESS – FOR REVIEW

Agenda Item VI.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 5, 2022

Subject: Legislative Platform

(Recommended by the superintendent)

A review of the draft RPS 2023 legislative platform. This document has been drafted based on the suggested legislative priorities from AMSD and MASA. The highlighted items are particular issues that are not based on input from either of those organizations but are vital to the RPS mission and current realities.

Attached:

Draft RPS 2023 Legislative Platform
AMSD 2023 Legislative Platform

Richfield Public Schools 2023 Legislative Platform

STABILIZE EDUCATION FUNDING

- Fully fund special education and English learner programs to eliminate the shortfalls in these areas
- Increase the basic funding formula and local optional revenue by 2-5% and link to inflation to provide a stable and consistent funding stream that allows school boards and administrators to engage in long-range planning
- Allow locally-elected school boards to renew an existing operating referendum at the same level

INCREASE AND DIVERSIFY TEACHER AND STAFF WORKFORCE

- Remove barriers and provide incentives to address the shortage of substitute teachers, school bus drivers, paraprofessionals, and other staff
- Continue to expand programs and incentives to attract, develop and retain teachers of color

REDUCE MANDATES AND ENHANCE LOCAL CONTROL

- Fund existing mandates and oppose new unfunded mandates
- Replace the high school MCA exams with a nationally recognized college entrance exam
- Change open meeting law to allow for hybrid board meetings as an option

ADDRESS DISPARITIES AND MEET THE NEEDS OF UNDERSERVED STUDENTS

- Explore new application and eligibility processes for free/reduced meals
- If universal free meals are a supported initiative, ensure that compensatory education and Title I dollars are held harmless for districts and/or that the federal poverty qualification is determined using a new methodology
- Make funding for voluntary prekindergarten programs permanent



LEGISLATIVE PLATFORM



Minnesota's future prosperity is directly tied to successfully closing our racial and income-based opportunity gaps while accelerating achievement for all students.

The pandemic has hastened the rate at which millions of Baby Boomers throughout the nation are retiring and leaving the workforce, creating unprecedented workforce shortages. These shortages come as Minnesota is experiencing a major demographic transition.

In the next decade, children aged 0-14 will be outnumbered by retirees aged 65 and above for the first time in Minnesota's history. At the same time, Minnesota is becoming increasingly diverse. Minnesota's youngest residents (age 0-4) are 32

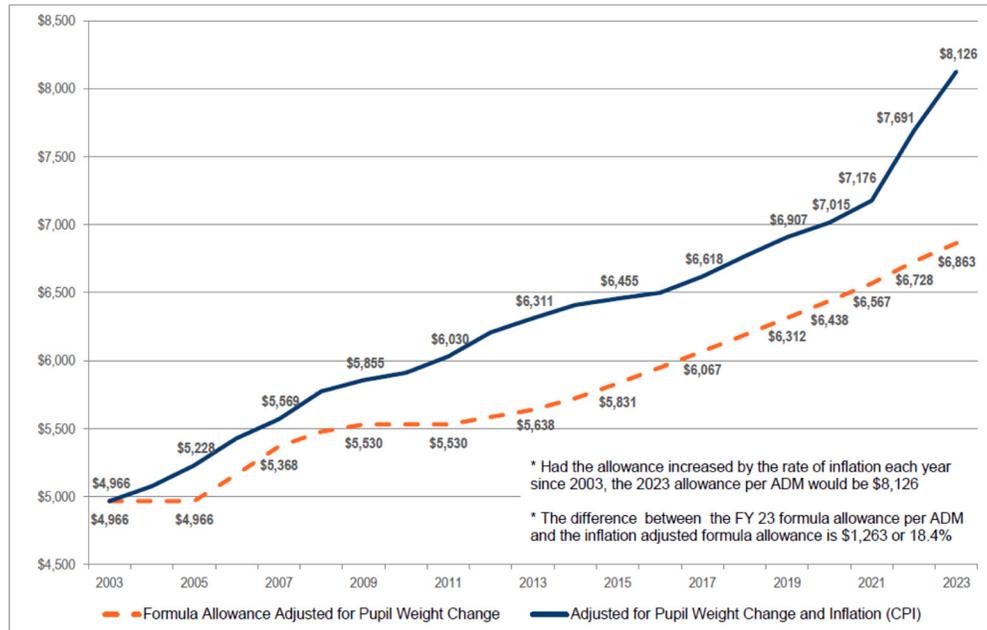
percent of color, compared to 6 percent of residents 65 and older. Eleven percent of school age children live in poverty.

To ensure the workforce needed in the coming years, it is critical that every student graduates from high school ready for college or career. Attaining this goal will require bold leadership and additional resources not currently provided by the state. It will also require that state policymakers and educators think creatively and do things differently.

The AMSD Board of Directors has identified a series of recommendations to help Minnesota reclaim its place as a national leader in education by addressing its racial and economic disparities and prioritizing high levels of achievement for all students.

General Education Formula Allowance, 2003-2023

Adjusted for Pupil Weight Change and Inflation (CPI)



Source: MDE June 2022 Inflation Estimates



ABOUT AMSD

The Association of Metropolitan School Districts represents 46 K-12 school districts and six intermediate / cooperative districts. AMSD member school districts enroll more than one-half of all public school students in Minnesota, with the mission to lead the transformation of public education. AMSD stands ready to assist state policymakers by providing current research and data to help them make informed decisions.





Association of Metropolitan School Districts

STRENGTHEN AND STABILIZE FUNDING

Adequate, equitable and stable funding is essential to ensuring equitable academic outcomes for our students. Toward that end, the Governor and Legislature should:

- Increase the basic formula allowance by 5 percent per year and index it to inflation;
- Fully fund the special education and English learner programs to eliminate the cross-subsidies;
- Increase Local Optional Revenue to \$840 per pupil and index it by average county wages to account for market-based geographic labor cost differentials;
- Allow locally elected school boards to renew an existing operating referendum; and
- Increase equalization of the operating referendum, local optional, and debt service levies to reduce taxpayer and education funding disparities.

ENHANCE SCHOOL SAFETY AND INCREASE MENTAL HEALTH SUPPORT

To address the mental health needs of our students and ensure safe and secure learning environments for students and staff, the Governor and Legislature should:

- Increase the Safe Schools revenue from \$36 to \$108 per pupil through state aid and an equalized levy to allow school districts and intermediate school districts to hire additional support staff to address the growing mental health needs of our students; and
- Remove the per pupil limit in the Long-Term Facilities Maintenance Revenue program and expand allowable uses of revenue to allow school districts and intermediate school districts to enhance safety through security modifications to buildings, including remodeling and additions to existing space.

CLOSE OPPORTUNITY GAPS AND SPUR INNOVATION

To address disparities and meet the needs of underserved students, the Governor and Legislature should:

- Make funding for the Voluntary Pre-K program permanent and increase access to school-based pre-kindergarten programs;
- Allow school districts to implement a competency-based education model in lieu of seat time requirements to allow for personalized learning opportunities;
- Modernize the online learning law to expand opportunities for students;
- Establish a pilot project to allow approved school districts to replace the high school MCA exams with a nationally recognized college entrance exam; and
- Allow locally elected school boards to establish the school calendar that best meets the needs of their students, staff, and community.

DIVERSIFY THE EDUCATOR WORKFORCE AND ADDRESS SHORTAGE AREAS

To diversify the educator workforce and address staff shortages, the Governor and Legislature should:

- Create incentives and alternative pathways to attract, develop, and retain teachers, particularly teachers of color and teachers in shortage areas;
- Streamline the process to obtain a short-call substitute teaching license and maintain multiple pathways to teacher licensure in the tiered licensing system; and
- Invest in rigorous teacher induction and mentoring programs.

CONTACT AMS D

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Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 5, 2022

SUBJECT: FINAL LEVY CERTIFICATION 2022 PAYABLE 2023

Recommended by the superintendent, that the board of education consider for approval by resolution, the 2022 payable 2023 levy limitation and certification with an amount to be determined following the Truth-in-Taxation Hearing and board discussion.

Now therefore, be it resolved by the school board of Independent School District No. 280, Richfield, Minnesota, that the total levy to be levied in 2022 to be collected in 2023 is set at **\$28,556,211.55**. The clerk of the school board is authorized to certify the proposed levy to the county auditor of Hennepin County, Minnesota.

Background Information

(Prepared by Craig Holje and Jim Gilligan)

The levy certification for taxes payable 2023 must be certified to the county auditor and the MN Department of Education prior to December 28, 2022.

The total levy limit is \$28,556,211.55. Details regarding the levy with changes highlighted were presented as part of the Truth-in-Taxation Hearing at the beginning of the board meeting. The board of education may consider options for a levy up to this maximum amount for taxes payable in 2023.



RICHFIELD PUBLIC SCHOOLS

Levy Summary

Levy Certification 2022 Payable 2023

As of November 29, 2022

11/29/2022

	FY22 2020 Pay 21 2021-22	FY23 2021 Pay 22 2022-23	FY24 2022 Pay 23 2023-24	Dollar Change Over PY
1 GENERAL FUND				
2 Equity	\$447,451.50	\$489,480.84	\$531,796.60	\$42,315.76
3 Operating Capital	\$624,029.86	\$700,371.54	\$760,911.94	\$60,540.40
4 Deferred Maintenance	\$0.00	\$0.00	\$0.00	\$0.00
5 Alternative Teacher Comp	\$403,380.55	\$359,721.39	\$390,246.68	\$30,525.29
6 LCTS Levy	\$0.00	\$0.00	\$0.00	\$0.00
7 Achieve & Integration	\$329,478.03	\$302,146.75	\$360,438.26	\$58,291.51
8 Referendum	\$4,644,455.82	\$4,867,967.26	\$4,900,606.40	\$32,639.14
9 Referendum - Technology	\$3,729,368.61	\$3,916,878.48	\$4,300,479.22	\$383,600.74
10 Location Optional Revenue	\$3,109,890.96	\$3,209,113.92	\$3,165,665.12	(\$43,448.80)
11 Safe Schools	\$226,871.46	\$226,774.05	\$221,470.56	(\$5,303.49)
12 Student Achievement Levy	\$0.00	\$0.00	\$0.00	\$0.00
13 Health and Safety	\$0.00	\$0.00	\$0.00	\$0.00
14 LT Facilities	\$1,674,351.00	\$1,807,361.91	\$1,698,160.29	(\$109,201.62)
15 OPEB Benefits	\$713,790.98	\$654,380.00	\$583,607.00	(\$70,773.00)
16 Building/ Lease	\$710,444.83	\$773,352.20	\$816,903.31	\$43,551.11
17 Health Benefits	\$40,766.00	\$40,955.00	\$39,816.80	(\$1,138.20)
18 Re-employment Ins.	\$100,730.65	\$190,612.79	(\$50,000.00)	(\$240,612.79)
19 Career Technical	\$137,319.83	\$169,202.73	\$155,053.79	(\$14,148.94)
20 Abatement & Other Adjustment	\$91,288.30	\$143,234.83	\$107,770.87	(\$35,463.96)
21 GENERAL FUND LEVY TOTAL	\$16,983,618.38	\$17,851,553.69	\$17,982,926.84	\$131,373.15
22				
23 COMMUNITY EDUCATION FUND				
24 Basic Levy	\$287,665.70	\$312,538.05	\$312,538.05	\$0.00
25 Early Child & Family	\$161,358.49	\$160,087.69	\$179,863.15	\$19,775.46
26 Home Visiting	\$5,080.32	\$6,115.20	\$5,893.56	(\$221.64)
27 Disabled Adults	\$5,429.00	\$5,429.00	\$5,429.00	\$0.00
28 Abate/Excess Fund Bal Adj	\$2,389.18	\$3,262.74	\$1,634.32	(\$1,628.42)
29 COMMUNITY ED LEVY TOTAL	\$461,922.69	\$487,432.68	\$505,358.08	\$17,925.40
30				
31 DEBT SERVICE FUND				
32 Debt Levy	\$3,410,033.00	\$3,410,033.00	\$4,175,305.81	\$765,272.81
33 Debt Excess	(\$253,411.25)	(\$162,739.73)	(\$357,929.01)	(\$195,189.28)
34 LT Facilities Debt Service	\$3,885,345.40	\$4,001,947.37	\$4,163,238.00	\$161,290.63
35 Abatement Adjustment Debt	\$106,369.56	\$68,334.45	\$45,842.73	(\$22,491.72)
36		(\$2,788.64)		\$2,788.64
37 OPEB Bond	\$2,134,178.00	\$2,128,350.00	\$2,126,355.00	(\$1,995.00)
38 Debt Excess (OPEB)	(\$43,376.18)	(\$56,075.30)	(\$107,434.47)	(\$51,359.17)
39 Abatement Adjustment (OPEB)	\$5,983.78	\$6,641.44	\$22,548.57	\$15,907.13
40 DEBT SERVICE LEVY TOTAL	\$9,245,122.31	\$9,393,702.59	\$10,067,926.63	\$674,224.04
41				
42 LEVY GRAND TOTAL	\$26,690,663.38	\$27,732,688.96	\$28,556,211.55	\$823,522.59

11/29/2022

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 5, 2022

Subject: Polling Places for 2023

(Recommended by the superintendent)

That the board of education approve the resolution designating polling places for 2023. The board is required to approve polling places annually in December for the following year. No changes are recommended to the 2022 designated polling locations. Future changes to 2023 polling locations can be made by board resolution at least 90 days before the election if needed.

Attachments:

Resolution Designating Polling Places for 2023

RESOLUTION DESIGNATING POLLING PLACES FOR 2023

WHEREAS, Minnesota Statute 204B.16, subd.1 requires Richfield Public Schools, by ordinance or resolution, to designate polling places for the upcoming year; and

WHEREAS, changes to the polling places locations may be made at least 90 days before the next election if one or more of the authorized polling places becomes unavailable for use; and

WHEREAS, changes to the polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting; and

NOW, THEREFORE, BE IT RESOLVED, Richfield Public Schools hereby designates the following polling places for elections conducted in the city as well as residents in non-Richfield precincts in 2023;

<u>Precinct No. 1</u> <u>Edina Precincts 8, 9, 15, 16</u>	Church of Peace 6345 Xerxes Ave.
<u>Precinct No. 2</u> <u>Edina Precinct 14</u>	St. Richard's Catholic Church 7540 Penn Avenue
<u>Precinct No. 3</u>	Woodlake Lutheran Church 2120 W. 76 th St.
<u>Precinct No. 4</u>	St. Peter's Catholic Church 6730 Nicollet Ave.
<u>Precinct No. 5</u>	Richfield Community Center 7000 Nicollet Ave.
<u>Precinct No. 6</u>	Bethel's Rock Church 7601 Girard Ave.
<u>Precinct No. 7</u> <u>Fort Snelling Precinct 1</u>	Mt. Calvary Education Building 6541 16 th Ave.
<u>Precinct No. 8</u>	Hope Presbyterian Education Facility 7132 Portland Ave.
<u>Precinct No. 9</u>	House of Prayer 7625 Chicago Ave.

NOW, THEREFORE, BE IT RESOLVED by Richfield Public Schools that the nine locations listed above are the designated 2023 polling locations in Richfield.

Approved by Richfield Public Schools this 5th day of December, 2022.

ATTEST:

Allegra Smisek, Board Clerk

Timothy Pollis, Board Chair

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 5, 2022

Subject: Resolution supporting a cooperative sponsorship agreement with Minnehaha Academy

(Recommended by the superintendent)

That the board approve this resolution for the 2022-2023 school year to support a cooperative sponsorship with Minnehaha Academy for Girls Synchronized Swimming activity programs.

Background Information

Richfield High School and Minnehaha Academy would like to form a cooperatively sponsored team in Girls Synchronized Swimming starting in the 2022-2023 school year. Richfield will only return 10 swimmers this coming season. Minnehaha Academy does not offer synchronized swimming but has 1 girl who is interested in participating. There is only one level for synchronized swimming so this will not impact our competitive level in either the conference or the section; this is an effort to strengthen our team with numbers and provide an opportunity for our neighboring schools' student athletes.

Application for Cooperative Sponsorship

Deadline: Not later than 30 days prior to the first day of practice for that sport season.
 PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Synchronized Swimming - Girls beginning with the 20 22 - 20 23 school year. (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Richfield High School	891	Richfield	3AA	1A
High School #2:	Minnehaha Academy	351	Minneapolis	4A	1A
High School #3:	Academy of Holy Angels	631	Richfield	3AA	1A
High School #4:					

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?
 Yes This application must include a review and comments from the conference(s) of which the schools are members.
 No All section conference schools agreed to the co-op agreement.
- Do any of the above schools currently have a cooperative agreement in this activity?
 Yes An application for dissolution must be submitted for the existing agreement.
 No
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About_MSHSL/Membership_Information:_A_History_&_Model_Resolution_for_School_Boards)) We want to enter into a cooperative agreement to provide additional opportunities for synchronized swimming to Minnehaha and Richfield students. There is one student who currently attends Minnehaha who was on our team in 8th grade. She benefitted greatly from the team atmosphere and connections with the coaching staff.
- List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1		3	3	1	2	3
High School #2			1	?	?	?
High School #3			1	1	?	?
High School #4						

- Team Identification: (Indicate how cooped schools should be identified in tournament programs): AHA/Richfield/Minnehaha
- Team Colors: Cardinal, Black and White Team Mascot: _____
- Host School (school that will receive revenue share check): Richfield High School

Board of Education (or designee)	School	Date
Signed <u><i>Josh Thibodeau</i></u>	<u>Minnehaha Academy</u>	<u>11/22/2022</u>
Signed <u><i>Oliver Shipley</i></u>	<u>Academy of Holy Angels</u>	<u>11/28/22</u>
Signed _____	_____	_____
Signed _____	_____	_____

Official Action of the MSHSL Board of Directors

Approved Not Approved

Signature: _____ Date: _____
 MSHSL Executive Director

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 5, 2022

Subject: Donations

(Recommended by the superintendent)

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

Richfield High School received a donation in the amount of \$25,069.77 from Lillian Yamamoto of Edina.

The RPS Sunshine Lunch Account received a donation in the amount of \$50.00 from Sue Kinneberg of Richfield.

Richfield Dual Language School received a donation of \$500.00 from Mississippi Park Connection for field trip bus transportation.

Richfield Middle School received a donation of technology supplies valued at \$350.00 for STEM classes from Jessica Kinowski of Richfield.