

# 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](mailto:cassandra.quam@rpsmn.org) or 612-798-6012 at least 24 hours before the meeting.

## **Monday, March 20, 2023 7 p.m. School Board Meeting**

### I. CALL TO ORDER

### II. REVIEW AND APPROVAL OF THE AGENDA

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

#### A. Public Comment

#### B. Superintendent Update

1. Community Education Presentation
2. Special Education Child Count Presentation

### IV. CONSENT AGENDA

#### A. Routine Matters

1. Minutes of the regular meeting held March 6, 2023
2. General Disbursements as of 3/14/23 in the amount of \$626,182.84
3. Year-to-Date Finance Update

#### B. Personnel Items

### V. OLD BUSINESS

#### A. Policy 110: Chemical Use/Abuse

#### B. Policy 216: Public Comment & Administrative Guidelines 216.1, 216.2 & 216.3

### VI. NEW BUSINESS

#### A. Achievement & Integration Plan Approval

#### B. Renewal of Group Medical Coverage

- C. Renewal of Group Dental Coverage
- D. Renewal of LTD and Life Insurance
- E. Renewal of Employee Assistance Program
- F. Renewal of Supplemental Vision Coverage
- G. RHS Track and Tennis Court Resurfacing Project
- H. Policy 926: Public Relations/Involvement & Administrative Guidelines 926.1 & 926.2
- I. Donations

## VII. ADVANCE PLANNING

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

4-3-2023	7 p.m.	Regular Board Meeting
4-17-2023	7 p.m.	Regular Board Meeting – Public Comment

## 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, March 20, 2023**

**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.

ABE:	Adult Basic Education
AC:	All Conference
ACHM:	All Conference Honorable Mention
ADA:	Americans with Disabilities Act
ADM:	Average Daily Membership
A.I.:	American Indian
AIPAC:	American Indian Parent Advisory Committee
ALC:	Area Learning Center
AMSD:	Association of Metropolitan School Districts
AP:	Advanced Placement
APBP:	Association of Pedestrian and Bicycle Professionals
AP:	Assistant Principal
BGC:	Background Check
BGC:	Boys & Girls Club
BIPOC:	Black, Indigenous, and People of Color
BILT or ILT:	Building Instructional Leadership Team
BLT:	Beacons Leadership Team
BOLT:	Building Operational Leadership Team
C&A:	Connect & Assess
CAV-X:	Connected and Automated Vehicles Office (MnDOT)
CCR:	Career & College Readiness
CDC:	Centers for Disease Control
CE:	Community Education
CIS:	College in the Schools
CLSD:	Comprehensive Literacy State Development
DA:	Dream Act
D.O.:	District Office
EAP:	Employee Assistance Program

ECSE:	Early Childhood Special Education
ELA:	English/Language Arts
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
GASB:	Governmental Accounting Standards Board
GLOW:	Gay, Lesbian Or Whatever (LGBTQ+/allies student group)
GPA:	Grade Point Average
HHM:	Homeless/Highly Mobile
HR:	Human Resources
IEP:	Individualized Education Plan
LETRS:	Language Essentials for Teachers of Reading and Spelling
LGBTQ+ or LGBTQIA+:	Lesbian, Gay, Bisexual, Transgender, Queer, and others or Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, and others
LOR:	Local Optional Revenue
LTD:	Long Term Disability
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
MIRA:	Módulo de información recursos y apoyo (CE partner)
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
READY:	Residents Encouraging Asset Development in Youth
RFP:	Request for Proposal
RHRC:	Richfield Health Resource Center
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
SWBE:	School Wide Behavior Expectations
SY:	School year
T&L:	Teaching & Learning
TMC:	Tri-Metro Conference
TS GOLD:	Teaching Strategies GOLD® Assessment
VEBA:	Voluntary Employees' Beneficiary Association
VPK:	Voluntary PreKindergarten
WBWF:	World's Best Workforce
WCPM:	Words Correct Per Minute
WIN:	What I Need
YTD:	Year-to-Date

## **RPS Student Demographic Data 2022-2023:**

4,148 Students District-wide

- 3,978 Traditional Count
  - 1,712 Elementary (K-5)      Average Class Size = 21.61
  - 807 Middle (6-8)      Average Class Size = 21.63
  - 1,322 High (9-12)      Average Class Size = 28.03
  - 112 ECSE
  - 25 Transition+
- 170 Voluntary Prekindergarten (VPK)

Student Diversity (based on MDE categories)

- BIPOC: 71%
  - American Indian or Alaska Native: 1.01%
  - Asian: 4.12%
  - Hispanic: 42.6%
  - Black or African American: 14.59%
  - Native Hawaiian or Other Pacific Islander: 0.05%
  - 2 or More Races: 8.63%
- White: 29%

English Learner

- ELL: 23.14%
- Non-ELL: 76.86%

Free/Reduced Eligible

- Eligible: 62.5%
- Not Eligible: 37.5%

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

**Agenda Item III.B.**

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

**Regular Meeting, March 20, 2023**

**Subject: Superintendent Update**

Director of Community Education Amy Skare-Kleckner will present. Director of Special Education Dr. Alecia Mobley will provide the annual special education child count.

**Attached:**

Community Education Presentation  
Special Education Child Count Presentation

*Enriching and accelerating learning*

R

**RICHFIELD**  
PUBLIC SCHOOLS

**Richfield Community  
Education**

Amy Skare-Klecker  
March 20, 2023

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# Statewide Delivery System



**RICHFIELD**  
PUBLIC SCHOOLS

A school district can have a community education program if they have:

- a licensed director and
- a representative advisory council that meets at least four times a year.



## Community Education is rooted in two foundational beliefs:

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PUBLIC SCHOOLS

1. Lifelong Learning
2. Community Involvement

“To make maximum use of the public schools of Minnesota by the community and to expand utilization by the school of the human resources of the community.”

Statute 124D.18 -19

## Community Education Users:

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- Rate the quality of education provided by their school district higher than non-users,
- are better informed about their school district than non-users,
- are stronger supporters of referendum proposals than non-users, and
- have more favorable impressions of both the superintendent/administration and school board than non-users.



**LEARNING *and***  
**GROWING *for* Life**

# Adult Programs



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- Adult Enrichment (around 725 registrations per year)
- Consortium-Based Adult Programs (partnership with Bloomington, Eden Prairie, Edina, Richfield)
  - Metro South Adult Basic Education
  - Learning Exchange (for adults with disabilities)



# Youth Programs



**RICHFIELD**  
PUBLIC SCHOOLS

- Swimming Lessons
- Enrichment and Recreation Classes
- Driver Education
- Family Events

**Around  
1,900  
registrations  
per year!**



# Early Learning



**RICHFIELD**  
PUBLIC SCHOOLS

- Early Childhood Family Education
- Preschool for 3's at the Central Education Center
- Prekindergarten for 4's at all District elementary schools and the Central Education Center

**Around  
400  
participants  
per year!**



# Current Demographics of Richfield Community Education Programs



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	Early Learning	Youth and Family Programs	Adult Enrichment	Community (MnCompass)
White	32%	54%	78%	60%
Black	13%	6%	2%	11%
Hispanic or Latino	32%	21%	5%	20%
American Indian	0%	1%	1%	.3%
Asian	7%	1%	2%	5%
Multiracial	5%	10%	1%	4%
No Answer	10%	5%	11%	

# Breaking the Barriers to Participation



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PUBLIC SCHOOLS

- Increased bilingual presence at Central & CE events (Spanish and Somali speaking staff)
- Spanish translations in catalog, flyers and messages to participants
- Continue to work toward more bilingual programming (bilingual symbol)
- Partnership with MIRA Resources (family events and field trips, cultural and culinary experiences)
- Scholarships and sliding fees (R.E.A.D.Y, Pathways scholarships)
- Extended hours to serve more families
  - After school classes right at school
  - Weekend activities
  - Non-school day programming
  - Some new summer full day programs

Several activities in this catalog are presented or supported as bilingual, English and Spanish. Look for this symbol next to the activity description.



Varios de los programas en este catálogo son presentados o apoyados bilingüe, inglés y español. Mira por este símbolo a un lado de la descripción de la actividad.

# Where does our revenue come from?



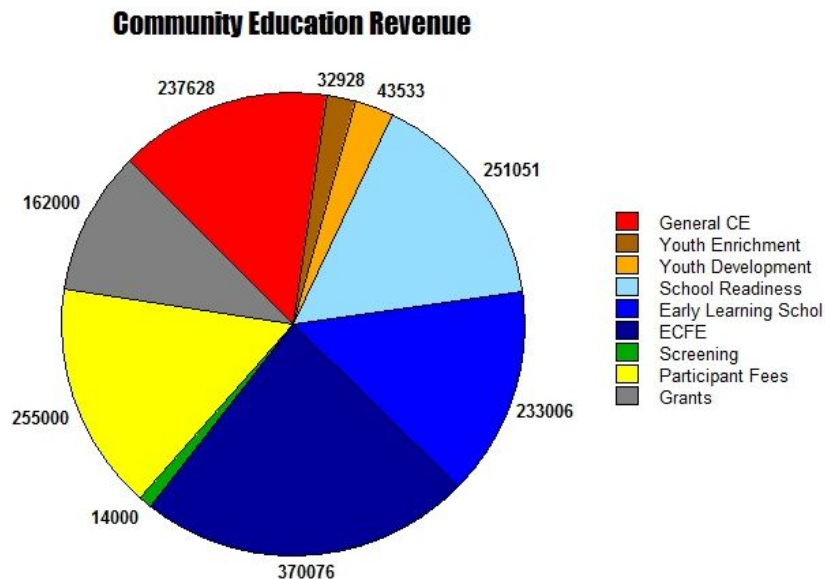
**RICHFIELD**  
PUBLIC SCHOOLS

## Fund 04 (Community Services) & Fund 01 (General Fund)

- General Community Education
- Youth Enrichment
- Youth Service/Development
- Early Childhood Family Education
- School Readiness
- Early Learning Scholarships
- Screening
- Participant Fees
- Grants

### Not included on chart:

- ABE
- Adults with Disabilities
- Homeschool &
- Non publics



*Enriching and accelerating learning*

R

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PUBLIC SCHOOLS

**Questions?**

Richfield Community Education

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*Enriching and accelerating learning*



# **Special Education Unduplicated Child Count: School Board Presentation**

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Dr. Alecia Mobley  
Special Education Director

March 20, 2023

*Enriqueciendo y acelerando el aprendizaje*

# Special Education: The Big 4

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1. To ensure that all children with disabilities have available to them a free and appropriate public education which emphasizes special education and related services designed to meet their unique needs
2. To assure that the rights of children with disabilities and their parents are protected
3. To assist states and localities to provide for the education of all children with disabilities
4. To assess and assure the effectiveness of efforts to educate all children with disabilities

# December 1, 2022 Child Count

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**RICHFIELD**  
PUBLIC SCHOOLS

**Richfield Unduplicated Child Count** **748**

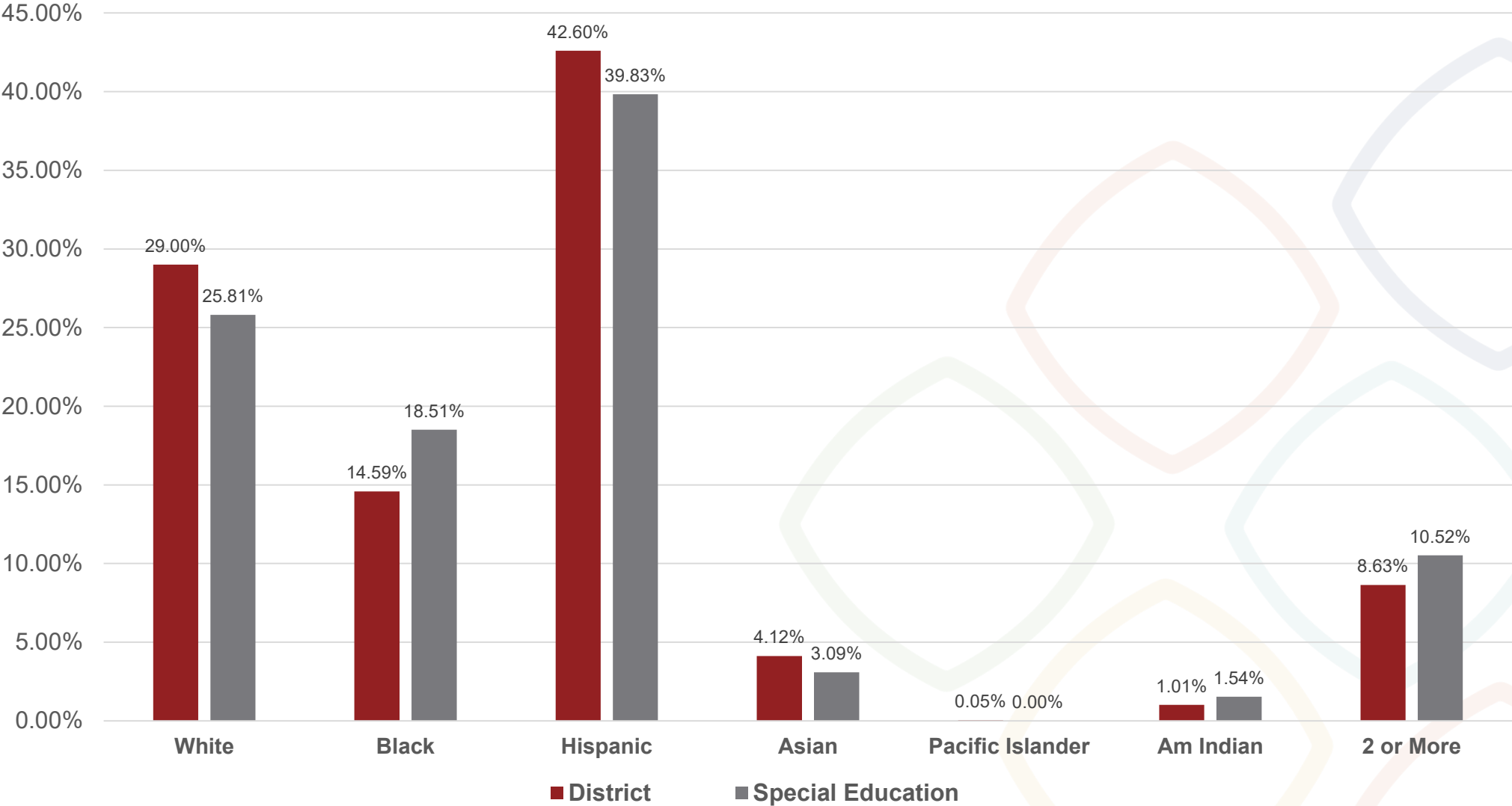
**Receiving service in Richfield** **711**

- Non-resident served 122

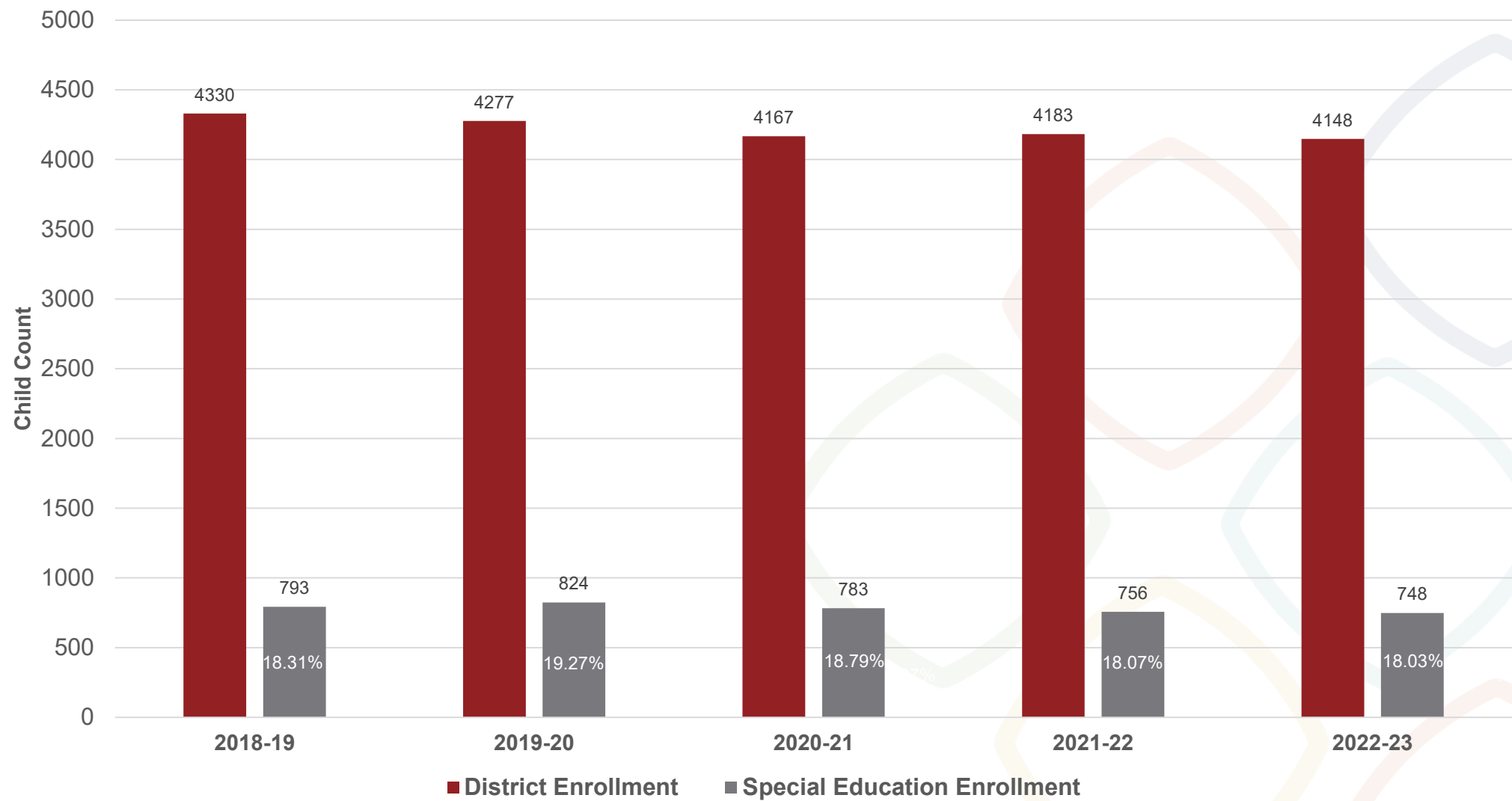
**Resident students served out of District** **159**

- **Intermediate 287**
  - Special Education Placements 29
  - Alternative Learning Center 25
  - 4
- **Open Enrolled or Private School** **130**

# Richfield Demographics



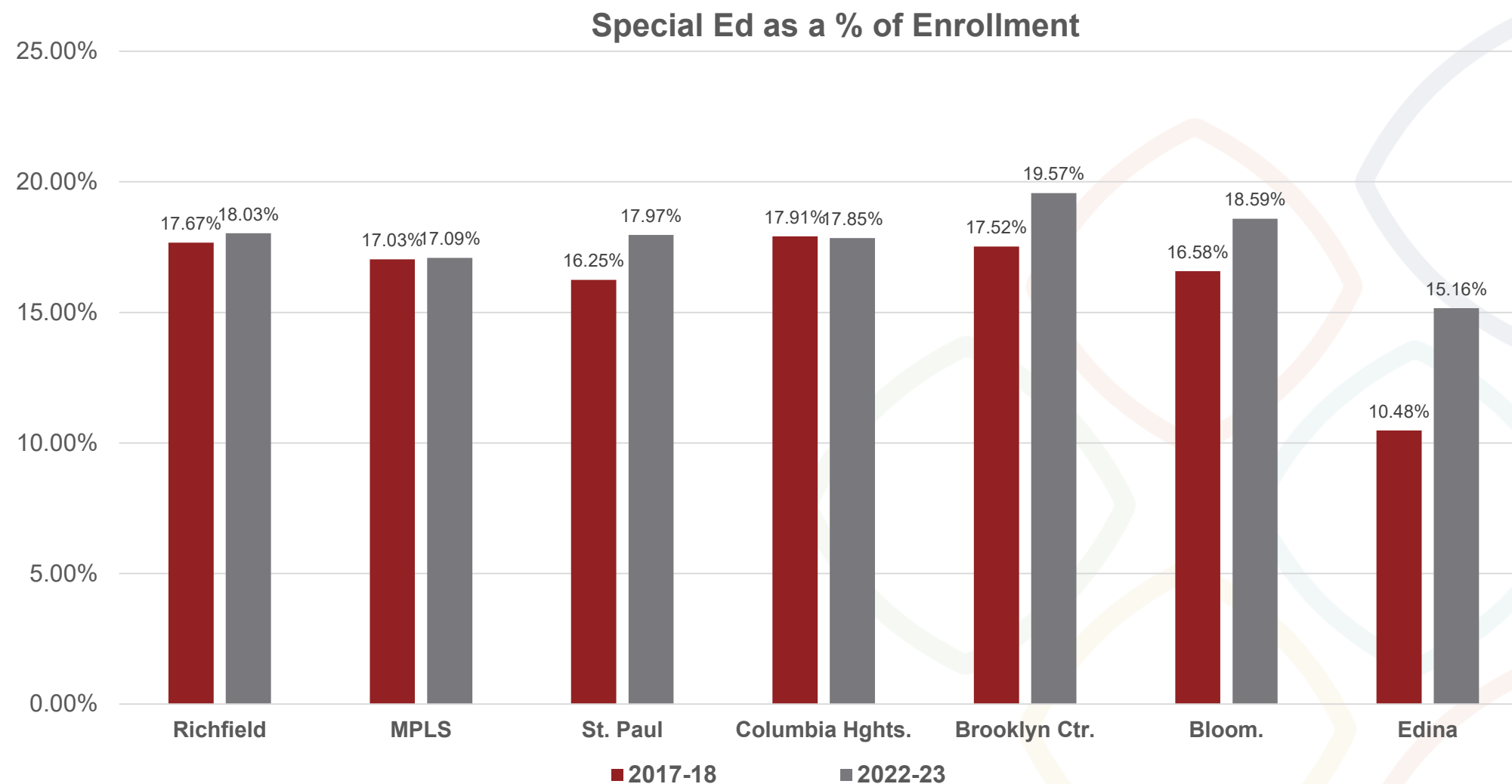
# Five Year Child Count Comparison



# District Special Education Child Count Comparison



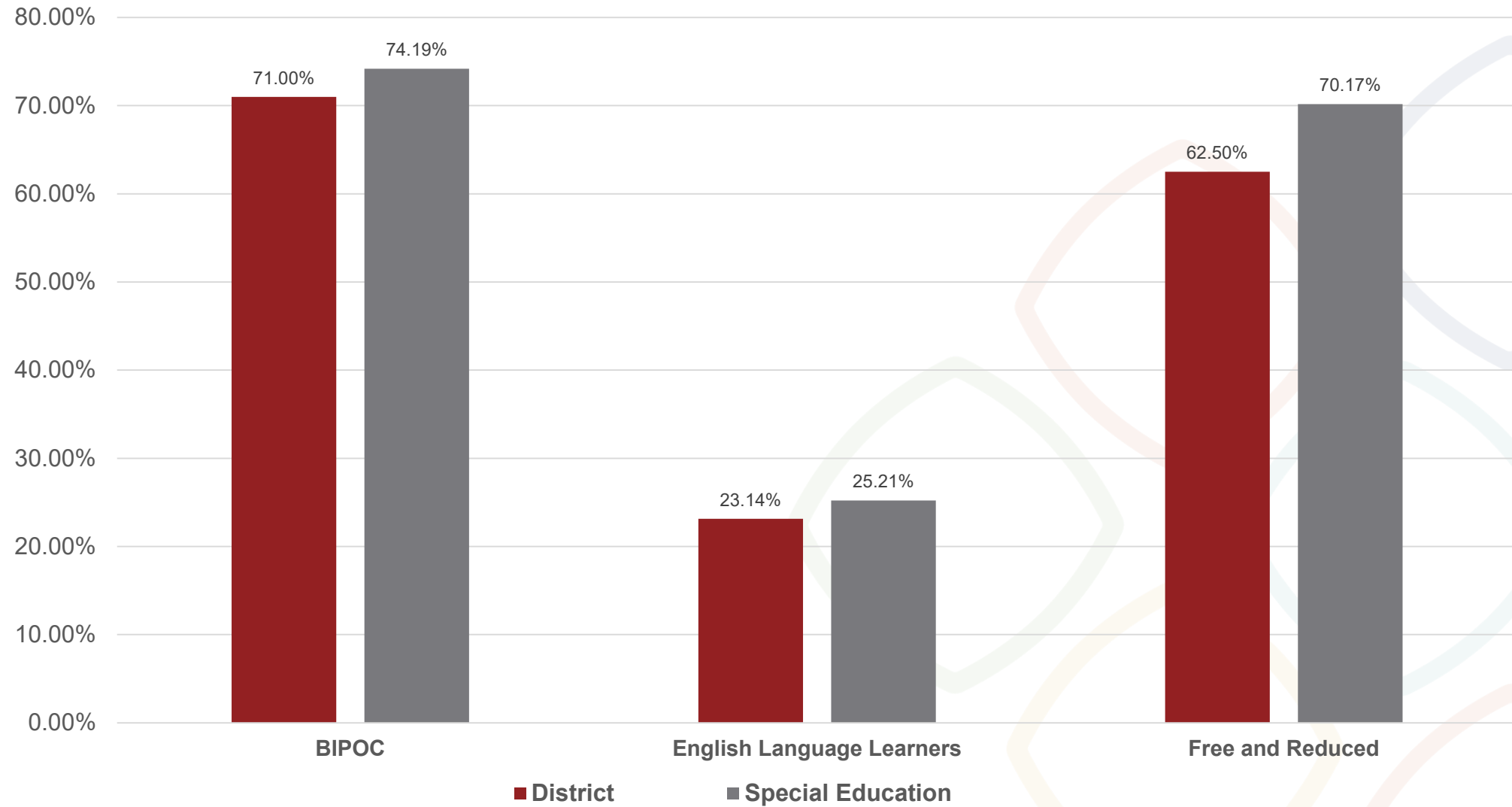
**RICHFIELD**  
PUBLIC SCHOOLS



# Special Education Demographics Compared to District



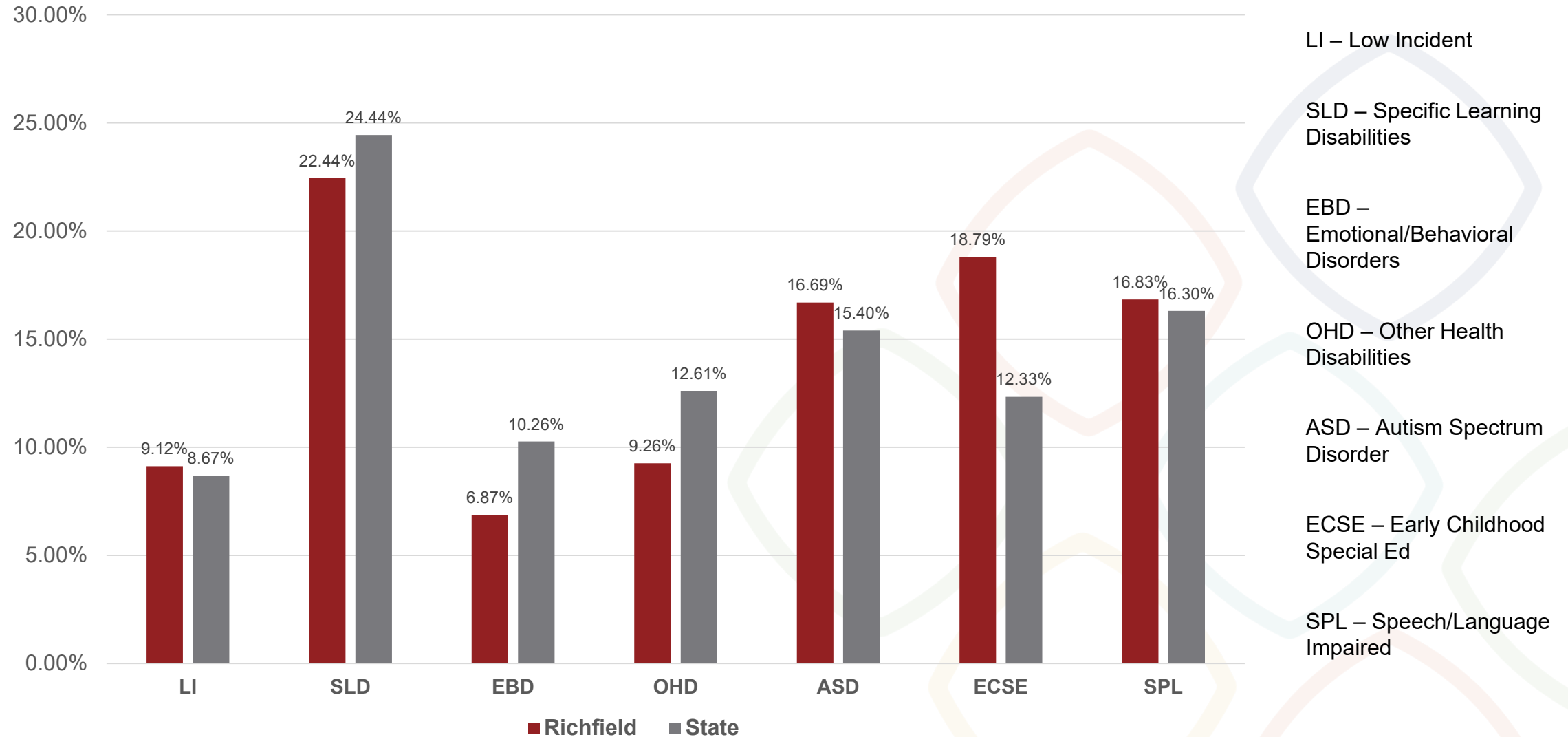
**RICHFIELD**  
PUBLIC SCHOOLS



# State Disability Comparisons



**RICHFIELD**  
PUBLIC SCHOOLS



# Richfield Child Count Summary

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- Our Hispanic scholars make up the largest percentage of students receiving special education services.
- We are below the state average in the disability categories of Specific Learning Disabilities, Emotional/Behavioral Disabilities and Other Health Disabilities.
- We are above the state average in the disability areas of Developmental Delay, Autism and Speech/Language.
- Our Emotional/Behavioral Disability category decreased 2.23% from last year and Specific Learning Disabilities decreased 0.73% from last year.
- Our Speech/Language Impaired category increased 2.9% from last year (state increased 0.68%).

# Richfield Child Count Summary

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**RICHFIELD**  
PUBLIC SCHOOLS

- Of the students who qualify for Specific Learning Disability (SLD), 57.5% are Hispanic.
  - 41% of English Language Learners (ELL) in special education receive services in the category of SLD.
- Of the students who qualify for Emotional Behavioral Disorder (EBD), 35% are Black or African American.
  - A disproportionately high percentage of students who identify as “two or more races” qualified for special education in the area of EBD.

# Threading for Success



**RICHFIELD**  
PUBLIC SCHOOLS

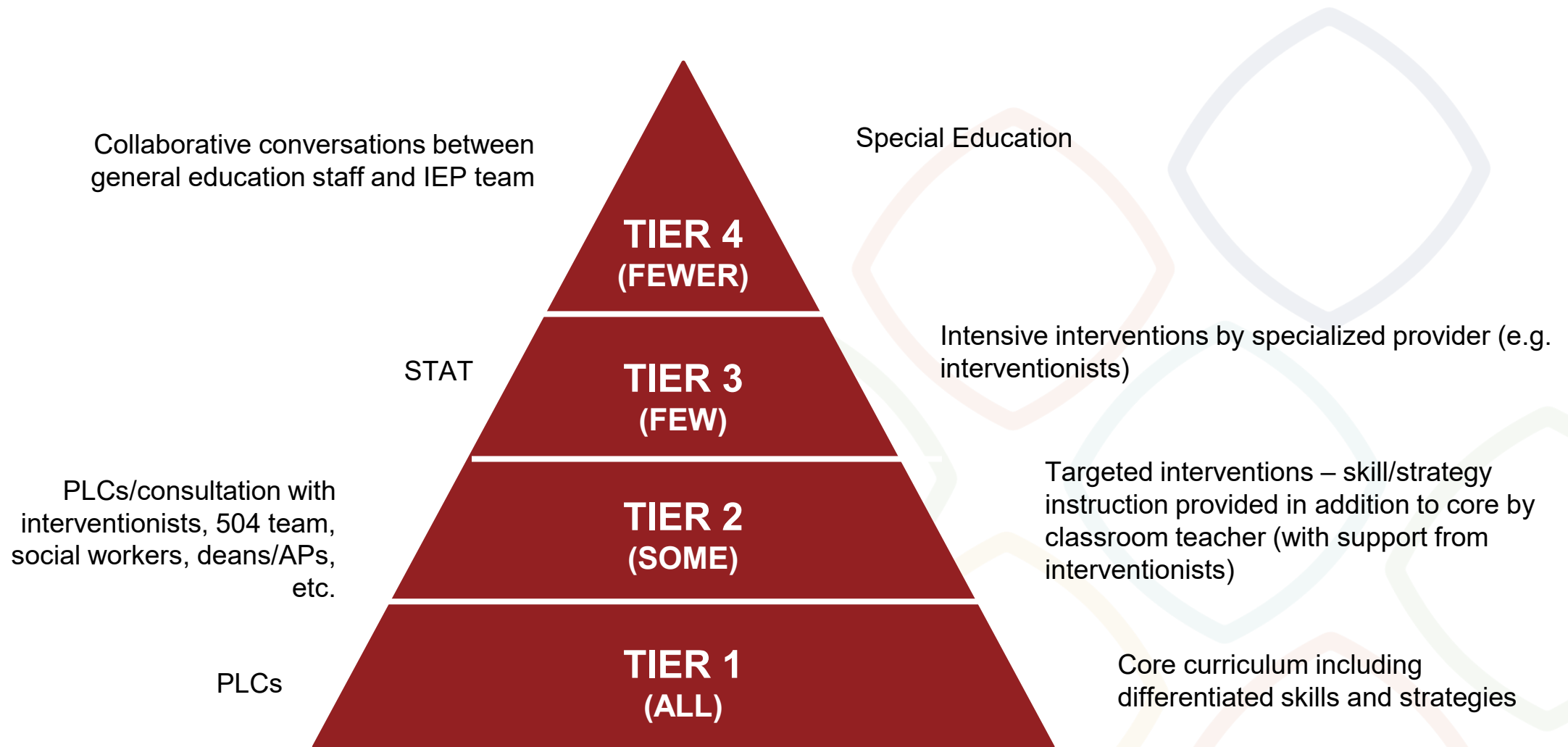
All students are general education students first.



# Richfield Multi-Tiered Systems of Support



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*Enriching and accelerating learning*



**RICHFIELD**  
**PUBLIC SCHOOLS**

**Thank you!**

Presented by: Dr. Alecia Mobley

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FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	307432	01/31/2023	MACKIN BOOK COMPANY	V	-1,158.17
01	307497	02/02/2023	A.J. MOORE ELECTRIC, INC.	R	796.31
01	307498	02/02/2023	ALL FLAGS LLC	R	494.55
01	307499	02/02/2023	B&B AUTO	R	389.00
01	307500	02/02/2023	BATTERIES R US	R	1,799.96
01	307501	02/02/2023	BIX FRUIT COMPANY	R	3,485.86
01	307502	02/02/2023	BRIN GLASS COMPANY	R	2,447.00
01	307503	02/02/2023	BSI MECHANICAL, INC.	R	2,080.96
01	307504	02/02/2023	CEDAR SMALL ENGINE	R	17.71
01	307505	02/02/2023	CHAMPION YOUTH	R	743.40
01	307506	02/02/2023	CINTAS CORPORATION NO 2	R	123.64
01	307507	02/02/2023	COMCAST BUSINESS	R	406.35
01	307508	02/02/2023	COMMERCIAL KITCHEN	R	364.00
01	307509	02/02/2023	ECOLAB INC	R	142.22
01	307510	02/02/2023	FASTENAL INDUSTRIAL	R	37.93
01	307511	02/02/2023	FASTSIGNS	R	52.20
01	307512	02/02/2023	WW GRAINGER INC	R	341.79
01	307513	02/02/2023	HAWKINS INC	R	4,157.39
01	307514	02/02/2023	HERITAGE CRYSTAL CLEAN INC	R	1,392.62
01	307515	02/02/2023	HILLYARD MINNEAPOLIS	R	6,734.30
01	307516	02/02/2023	HUBERT COMPANY, LLC	R	51.22
01	307517	02/02/2023	INNOVATIVE OFFICE SOLUTIONS LLC	R	4,845.20
01	307518	02/02/2023	INTEGRATED FOOD SERVICE	R	3,138.75
01	307519	02/02/2023	INTERMEDIATE DISTRICT 287	R	833.60
01	307520	02/02/2023	JW PEPPER & SON INC	R	61.39
01	307521	02/02/2023	MAINLINE TRANSPORTATION, INC. (MTI)	R	1,468.75
01	307522	02/02/2023	METRO ECSU	R	310.00
01	307523	02/02/2023	MIDWEST BUS PARTS INC	R	1,100.87
01	307524	02/02/2023	MINUTEMAN PRESS EDINA	R	859.27
01	307525	02/02/2023	NAPA AUTO PARTS	R	278.18
01	307526	02/02/2023	NOKOMIS SHOE SHOP	R	3,874.70
01	307527	02/02/2023	NORTH CENTRAL INTERNATIONAL, LLC	R	430.98
01	307528	02/02/2023	NORTHERN SALT INC	R	2,462.50
01	307529	02/02/2023	CAPITAL ONE TRADE CREDIT	R	338.00
01	307530	02/02/2023	NOVA EDUCATION CONSULTANTS	R	1,925.00
01	307531	02/02/2023	NOVAK JANICE SOPHIE	R	20.00
01	307532	02/02/2023	MINNESOTA EDUCATION JOB FAIR	R	400.00
01	307533	02/02/2023	OLYMPIC COMMUNICATIONS INC	R	760.00
01	307534	02/02/2023	PAN O GOLD BAKING CO	R	156.14
01	307535	02/02/2023	PER MAR SECURITY SERVICES	R	25.00
01	307536	02/02/2023	PHOENIX SCHOOL COUNSELING	R	8,333.33
01	307537	02/02/2023	PITNEY BOWES BANK PURCHASE POWER	R	4,700.00
01	307538	02/02/2023	POMPS TIRE SERVICE	R	4,294.15
01	307539	02/02/2023	SAFEWAY DRIVING SCHOOL	R	2,945.00
01	307540	02/02/2023	STATE SUPPLY COMPANY	R	866.39
01	307541	02/02/2023	SYN-TECH SYSTEMS, INC	R	1,175.00
01	307542	02/02/2023	TRIO SUPPLY COMPANY	R	1,953.47
01	307543	02/02/2023	UHL COMPANY INC	R	452.43
01	307544	02/02/2023	UPPER LAKES FOODS	R	22,658.39

01	307545	02/02/2023	VANESSA MERRY	R	95.00
01	V612539	02/02/2023	CHAD T ARMBRUSTER	R	56.16
01	V612540	02/02/2023	DREW BALLANGER	R	600.00
01	V612541	02/02/2023	ERICA T BARLOW	R	70.00
01	V612542	02/02/2023	EMILY T BURT	R	82.33
01	V612543	02/02/2023	MARY L CLARKSON	R	70.00
01	V612544	02/02/2023	LATANYA R DANIELS	R	70.00
01	V612545	02/02/2023	GEORGE A DENNIS	R	35.00
01	V612546	02/02/2023	MEGAN M STECHER	R	70.00
01	V612547	02/02/2023	PETER J FITZPATRICK	R	40.00
01	V612548	02/02/2023	STEVEN T FLUCAS	R	70.00
01	V612549	02/02/2023	DAVID A FREEBURG	R	70.00
01	V612550	02/02/2023	RACHEL GENS	R	70.00
01	V612551	02/02/2023	AREND J GEURINK	R	70.00
01	V612552	02/02/2023	JAMES A GILLIGAN	R	70.00
01	V612553	02/02/2023	CHRISTINA M GONZALEZ	R	70.00
01	V612554	02/02/2023	KYLE L GUSTAFSON	R	40.00
01	V612555	02/02/2023	AMY E HAGER	R	73.46
01	V612556	02/02/2023	KEVIN D HARRIS	R	149.99
01	V612557	02/02/2023	JONATHAN W HEYER	R	70.00
01	V612558	02/02/2023	JAMES L HILL	R	40.00
01	V612559	02/02/2023	JESSICA M HOFFMAN	R	40.00
01	V612560	02/02/2023	CRAIG D HOLJE	R	70.00
01	V612561	02/02/2023	CORY J KLINGE	R	1,544.82
01	V612562	02/02/2023	DANIEL E KRETSINGER	R	70.00
01	V612563	02/02/2023	ANOOP KUMAR	R	40.00
01	V612564	02/02/2023	SHANNON J LINDBERG	R	40.00
01	V612565	02/02/2023	JOHN M LORENZINI	R	210.00
01	V612566	02/02/2023	COLLEEN M MAHONEY	R	70.00
01	V612567	02/02/2023	MICHAEL A MANNING	R	70.00
01	V612568	02/02/2023	DANIEL P MCGINN	R	40.00
01	V612569	02/02/2023	DOUG R MCMEEKIN	R	70.00
01	V612570	02/02/2023	KENT D MEYER	R	70.00
01	V612571	02/02/2023	ALECIA M MOBLEY	R	70.00
01	V612572	02/02/2023	KATRINA L MORGAN	R	40.00
01	V612573	02/02/2023	ERIN H NEILON	R	40.00
01	V612574	02/02/2023	ROBERT G OLSON	R	40.00
01	V612575	02/02/2023	LAURA B OTTERNESS	R	70.00
01	V612576	02/02/2023	MARK S PEDERSEN	R	40.00
01	V612577	02/02/2023	CHRISTOPHER A PETERSON	R	70.00
01	V612578	02/02/2023	CASSANDRA QUAM	R	70.00
01	V612579	02/02/2023	RENEE C REED-KARSTENS	R	40.00
01	V612580	02/02/2023	KEITH D RIEF	R	40.00
01	V612581	02/02/2023	TIMECKA MARIE SANCHEZ-MICHAELS	R	70.00
01	V612582	02/02/2023	ASHLEY SCHAEFER	R	70.00
01	V612583	02/02/2023	MARTA I SHAHSAVAND	R	70.00
01	V612584	02/02/2023	AMY B SKARE-KLECKER	R	70.00
01	V612585	02/02/2023	NANCY J STACHEL	R	70.00
01	V612586	02/02/2023	PATRICK M SURE	R	40.00
01	V612587	02/02/2023	STACY THEIEN-COLLINS	R	70.00

01	V612588	02/02/2023	VLADIMIR S TOLEDO	R	40.00
01	V612589	02/02/2023	STEVEN P UNOWSKY	R	270.00
01	V612590	02/02/2023	STEPHEN C URBANSKI	R	40.00
01	V612591	02/02/2023	CARRIE A VALA	R	70.00
01	V612592	02/02/2023	JENNIFER K VALLEY	R	70.00
01	V612593	02/02/2023	RYAN WAGNER	R	40.00
01	V612594	02/02/2023	REBECCA S WALD	R	40.00
01	V612595	02/02/2023	MICHELLE R WHITESIDE	R	70.00
01	V612596	02/02/2023	KASYA L WILLHITE	R	70.00
01	V612597	02/02/2023	AMY J WINTER AHSENMACHER	R	70.00
01	307546	02/03/2023	ALVIN ZACHERY	R	164.00
01	307547	02/03/2023	BRATTON DONALD	R	82.00
01	307548	02/03/2023	BRIGGS AMY	R	82.00
01	307549	02/03/2023	BROSHAT MATTHEW	R	64.00
01	307550	02/03/2023	DREPAUL NERICA	R	13.00
01	307551	02/03/2023	FALLOW ALEXIS	R	24.00
01	307552	02/03/2023	FINANGER PHILLIP J	R	80.00
01	307553	02/03/2023	FREEBURG RYAN	R	64.00
01	307554	02/03/2023	GAY CASEY	R	13.00
01	307555	02/03/2023	GORING ZACH	R	64.00
01	307556	02/03/2023	GOTTER MICHAEL	R	128.00
01	307557	02/03/2023	GRAHAM THOMAS	R	60.00
01	307558	02/03/2023	HALL CHARLES	R	101.00
01	307559	02/03/2023	HARRIS DENNIS	R	82.00
01	307560	02/03/2023	HOOKS DESMOND	R	101.00
01	307561	02/03/2023	HOVICK NICHOLAS	R	82.00
01	307562	02/03/2023	INDA ADIN	R	13.00
01	307563	02/03/2023	JOHNSON CHRISTOPHER	R	24.00
01	307564	02/03/2023	JOINER KESWIC	R	82.00
01	307565	02/03/2023	KATKE CHRISTINA	R	82.00
01	307566	02/03/2023	KEE-BOWLING BONNIE	R	77.00
01	307567	02/03/2023	KINECT ENERGY INC	R	536.00
01	307568	02/03/2023	KORTE STEVEN	R	101.00
01	307569	02/03/2023	MAINLINE TRANSPORTATION, INC. (MTI)	R	336.00
01	307570	02/03/2023	MAYER CHAD	R	24.00
01	307571	02/03/2023	MAYER VALERIE	R	40.00
01	307572	02/03/2023	MOOK MAUREEN	R	24.00
01	307573	02/03/2023	NELSON, DAVID A	R	77.00
01	307574	02/03/2023	NOONAN JULIE	R	24.00
01	307575	02/03/2023	NOONAN PAT	R	24.00
01	307576	02/03/2023	OKEY CHRIS	R	280.00
01	307577	02/03/2023	PEARSON CLIFTON	R	101.00
01	307578	02/03/2023	PEARSON TANNER	R	82.00
01	307579	02/03/2023	POLITZ JORDAN	R	82.00
01	307580	02/03/2023	SCHOAF SCOTT	R	82.00
01	307581	02/03/2023	SOLLIE DUANE A	R	24.00
01	307582	02/03/2023	TAYLOR BRANDON	R	82.00
01	307583	02/03/2023	TAYLOR JASON	R	40.00
01	V2301461	02/06/2023	P-CARD BAIRD LISA	R	10,251.54
01	V2301462	02/06/2023	P-CARD BARLOW ERICA	R	3,475.58

01	V2301463	02/06/2023	P-CARD BROWN MATTHEW	R	677.13
01	V2301464	02/06/2023	P-CARD BRUNNER PATTI	R	3,892.99
01	V2301465	02/06/2023	P-CARD BURT EMILY	R	213.20
01	V2301466	02/06/2023	P-CARD CARUSO MATTHEW	R	153.25
01	V2301467	02/06/2023	P-CARD CRUZ ESTEVA JENNIFER	R	2,083.82
01	V2301468	02/06/2023	P-CARD EDWARDS NATHAN	R	229.03
01	V2301469	02/06/2023	P-CARD GEURINK AREND	R	1,412.66
01	V2301470	02/06/2023	P-CARD GULLICKSON KEVIN	R	105.46
01	V2301471	02/06/2023	P-CARD KRETSINGER DAN	R	4,631.67
01	V2301472	02/06/2023	P-CARD LEIKNES LISA	R	384.04
01	V2301473	02/06/2023	P-CARD LEWIS JENNIFER	R	2,278.90
01	V2301474	02/06/2023	P-CARD LUNDY MICHELLE	R	14,544.63
01	V2301475	02/06/2023	P-CARD MAHONEY COLLEEN	R	2,556.04
01	V2301476	02/06/2023	P-CARD MANNING MICHAEL	R	1,150.43
01	V2301477	02/06/2023	P-CARD MCGINN DAN	R	554.36
01	V2301478	02/06/2023	P-CARD MORRISSEY MELISSA	R	702.56
01	V2301479	02/06/2023	P-CARD PETERSON CHRIS	R	564.67
01	V2301480	02/06/2023	P-CARD SHAHSAVAND MARTA	R	4,359.63
01	V2301481	02/06/2023	P-CARD SKARE-KLECKER AMY	R	1,968.82
01	V2301482	02/06/2023	P-CARD STACHEL NANCY	R	1,496.49
01	V2301483	02/06/2023	P-CARD VALLEY JENNIFER	R	2,218.82
01	V2301484	02/06/2023	P-CARD WILLHITE KASYA	R	552.00
01	V2301485	02/06/2023	P-CARD WINTER AMY	R	2,239.93
01	307584	02/09/2023	ARVIG ENTERPRISES INC	R	1,307.90
01	307585	02/09/2023	BIX FRUIT COMPANY	R	4,422.84
01	307586	02/09/2023	BRAND FARMS	R	2,520.00
01	307587	02/09/2023	CAPITAL ONE TRADE CREDIT	R	266.26
01	307588	02/09/2023	CEL PUBLIC RELATIONS, INC.	R	1,200.00
01	307589	02/09/2023	CENTURYLINK	R	116.59
01	307590	02/09/2023	CEP ART & DESIGN	R	949.50
01	307591	02/09/2023	COMMERCIAL KITCHEN	R	665.00
01	307592	02/09/2023	CUB FOODS	R	486.07
01	307593	02/09/2023	CULLIGAN SOFT WATER	R	10.00
01	307594	02/09/2023	DASH SPORTS, LLC	R	455.00
01	307595	02/09/2023	DECA INC.	R	13.00
01	307596	02/09/2023	DICKS SANITATION SERVICE, INC (DSI)	R	8,642.05
01	307597	02/09/2023	DOOR SERVICE COMPANY OF THE TWIN CI	R	5,386.00
01	307598	02/09/2023	ECM PUBLISHERS INC	R	263.20
01	307599	02/09/2023	EDEN PRAIRIE PARKS & RECREATION	R	367.50
01	307600	02/09/2023	EHLERS & ASSOCIATES	R	4,250.00
01	307601	02/09/2023	HASTINGS CREAMERY LLC	R	11,117.47
01	307602	02/09/2023	HIBBING HIGH SCHOOL	R	100.00
01	307603	02/09/2023	HILLYARD MINNEAPOLIS	R	5,035.66
01	307604	02/09/2023	HOME DEPOT U.S.A.	R	584.48
01	307605	02/09/2023	HUBERT COMPANY, LLC	R	185.45
01	307606	02/09/2023	INNOVATIVE OFFICE SOLUTIONS LLC	R	963.53
01	307607	02/09/2023	INTERMEDIATE DISTRICT 287	R	952.80
01	307608	02/09/2023	LARSON JUDI	R	42.38
01	307609	02/09/2023	LOFFLER COMPANIES	R	283.05
01	307610	02/09/2023	MINUTEMAN PRESS EDINA	R	714.99

01	307611	02/09/2023	MRI SOFTWARE LLC	R	202.50
01	307612	02/09/2023	NOVA EDUCATION CONSULTANTS	R	715.00
01	307613	02/09/2023	NOVAK JANICE SOPHIE	R	20.00
01	307614	02/09/2023	PAN O GOLD BAKING CO	R	382.04
01	307615	02/09/2023	PAYDHEALTH	R	12,406.29
01	307616	02/09/2023	PROCARE THERAPY	R	1,320.00
01	307617	02/09/2023	RATWIK ROSZAK & MALONEY PA	R	132.50
01	307618	02/09/2023	RIVERVIEW LAW OFFICE	R	2,131.73
01	307619	02/09/2023	RUPP ANDERSON SQUIRES & WALDSPURGER	R	6,753.26
01	307620	02/09/2023	SETH BOVIS	R	250.00
01	307621	02/09/2023	TOTAL NETWORKX, INC	R	1,015.00
01	307622	02/09/2023	TRIO SUPPLY COMPANY	R	604.93
01	307623	02/09/2023	TSCHIDA, MARY	R	148.55
01	307624	02/09/2023	API GARAGE DOOR, INC.	R	8,160.00
01	307625	02/09/2023	TWIN CITY HARDWARE	R	331.85
01	307626	02/09/2023	UPPER LAKES FOODS	R	18,565.03
01	307627	02/09/2023	VANESSA MERRY	R	690.00
01	307628	02/09/2023	VERIZON WIRELESS	R	360.09
01	307629	02/09/2023	XCEL ENERGY	R	54.23
01	307630	02/14/2023	UNITED BUS SALES INC	R	158,477.00
<b>TOTAL CHECKS, EPAYS &amp; PCARDS</b>					<b>431,802.86</b>

## CHECK'S, EPAYS & PCARDS FOR 02/21/2023 BOARD REPORTS

BANK 05	DATE	AMOUNT
JANUARY PCARDS (PAID 2/6/23)	2/6/2023	62,697.65
E-Pays	2/2/2023	5,981.76
Checks	1/31/2023	(1,158.17)
	2/2/2023	96,819.90
	2/3/2023	3,441.00
	2/9/2023	105,543.72
	2/14/2023	158,477.00

CHECK REGISTER BANK 05 TOTAL =	<b>431,802.86</b>
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BREAKDOWN	
01-206-00	309,630.08
02-206-00	77,780.08
03-206-00	10,670.96
04-206-00	17,023.07
06-206-00	-
07-206-00	4,250.00
18-206-00	42.38
20-206-00	12,406.29
21-206-00	-
47-206-00	-
BANK TOTAL =	<b>431,802.86</b>

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	307631	02/16/2023	ANDERSON, LONNIE ALLEN	R	82.00
01	307632	02/16/2023	ASPEN EQUIPMENT CO	R	1,243.76
01	307633	02/16/2023	AMERICAN VENDING SALES INC	R	643.45
01	307634	02/16/2023	BACHAND BRYAN	R	82.00
01	307635	02/16/2023	BEATRIZ MANZANARES SANCHEZ	R	5.00
01	307636	02/16/2023	BENISH RICHARD L	R	82.00
01	307637	02/16/2023	BIX FRUIT COMPANY	R	5,333.40
01	307638	02/16/2023	BCBS OF MINNESOTA & BLUE PLUS	R	9,495.00
01	307639	02/16/2023	BRATTON DONALD	R	82.00
01	307640	02/16/2023	BSI MECHANICAL, INC.	R	628.00
01	307641	02/16/2023	CATALYST BUYING GROUP LLC	R	789.99
01	307642	02/16/2023	CINTAS CORPORATION NO 2	R	297.85
01	307643	02/16/2023	CITY OF RICHFIELD	R	350.00
01	307644	02/16/2023	CITY OF RICHFIELD	R	6,536.19
01	307645	02/16/2023	CLARK CORY	R	82.00
01	307646	02/16/2023	COMCAST BUSINESS	R	546.35
01	307647	02/16/2023	CONTEMPORARY TRANSPORTATION LLC	R	4,850.00
01	307648	02/16/2023	DEROSIER JAMIE	R	112.00
01	307649	02/16/2023	DOOR SERVICE COMPANY OF THE TWIN CI	R	717.52
01	307650	02/16/2023	DREPAUL NERICA	R	13.00
01	307651	02/16/2023	ECOLAB INC	R	312.98
01	307652	02/16/2023	EDUCATORS BENEFIT CONSULTANTS LLC	R	493.77
01	307653	02/16/2023	FASTENAL INDUSTRIAL	R	43.18
01	307654	02/16/2023	FERGUSON ENTERPRISES, LLC	R	122.69
01	307655	02/16/2023	FINANGER PHILLIP J	R	160.00
01	307656	02/16/2023	FONDERN LAMONT	R	64.00
01	307657	02/16/2023	FREEBURG RYAN	R	64.00
01	307658	02/16/2023	FUGATE BEN	R	64.00
01	307659	02/16/2023	GEORGE RICHARD GOVE	R	82.00
01	307660	02/16/2023	GERBER JOSHUA	R	82.00
01	307661	02/16/2023	WW GRAINGER INC	R	83.95
01	307662	02/16/2023	GROUP MEDICAREBLUE RX	R	7,245.50
01	307663	02/16/2023	H&L MESABI COMPANY	R	770.00
01	307664	02/16/2023	HALL CHARLES	R	165.00
01	307665	02/16/2023	HARRIS DENNIS	R	82.00
01	307666	02/16/2023	HELGET MADALYN	R	82.00
01	307667	02/16/2023	HILLYARD MINNEAPOLIS	R	3,779.94
01	307668	02/16/2023	HOUSE OF PRINT	R	4,463.05
01	307669	02/16/2023	IDEAL SERVICE, INC.	R	375.00
01	307670	02/16/2023	IIX INSURANCE INFORMATION EXCHANGE	R	52.60
01	307671	02/16/2023	INDIGO SIGNS	R	25,165.00
01	307672	02/16/2023	INTEGRATED FOOD SERVICE	R	4,597.50
01	307673	02/16/2023	JOHNSON LEAH	R	82.00
01	307674	02/16/2023	JONES HOWARD E	R	101.00
01	307675	02/16/2023	JW PEPPER & SON INC	R	34.10
01	307676	02/16/2023	KELM ANTHONY	R	64.00
01	307677	02/16/2023	LEIGHTON TIM	R	82.00
01	307678	02/16/2023	LIGHTSPEED TECHNOLOGIES, INC.	R	5,561.00
01	307679	02/16/2023	LOFFLER	R	1,225.09

01	307680	02/16/2023	MASBO	R	475.00
01	307681	02/16/2023	METROPOLITAN MECHANICAL CONTRACTORS	R	11,002.24
01	307682	02/16/2023	MIDWEST BUS PARTS INC	R	153.03
01	307683	02/16/2023	NOKOMIS SHOE SHOP	R	500.00
01	307684	02/16/2023	NORTH CENTRAL INTERNATIONAL, LLC	R	194.73
01	307685	02/16/2023	OKEY CHRIS	R	260.00
01	307686	02/16/2023	PAN O GOLD BAKING CO	R	693.70
01	307687	02/16/2023	PETERSON, DAVID PAUL	R	82.00
01	307688	02/16/2023	POPP JOSEPHINE	R	13.00
01	307689	02/16/2023	PREMIUM WATERS INC	R	33.00
01	307690	02/16/2023	PROCARE THERAPY	R	1,320.00
01	307691	02/16/2023	RICHFIELD BUS COMPANY	R	8,095.00
01	307692	02/16/2023	RICHFIELD READY	R	162.00
01	307693	02/16/2023	ROGERS ROCHESTER	R	82.00
01	307694	02/16/2023	RYAN JEANNIE M	R	718.89
01	307695	02/16/2023	SCOTT DESTINY	R	101.00
01	307696	02/16/2023	SEPTRAN STUDENT TRANSPORTATION	R	6,760.00
01	307697	02/16/2023	SMARTSENSE BY DIGI	R	330.00
01	307698	02/16/2023	ST. PETER WILLIAM	R	101.00
01	307699	02/16/2023	TAYLOR BRANDON	R	82.00
01	307700	02/16/2023	TERREL'S TOOLBOX LLC	R	923.26
01	307701	02/16/2023	THE HOME DEPOT PRO	R	5,906.40
01	307702	02/16/2023	TOLL COMPANY	R	12.03
01	307703	02/16/2023	TRIO SUPPLY COMPANY	R	2,059.48
01	307704	02/16/2023	UNITED HEALTHCARE INSURANCE CO	R	528.23
01	307705	02/16/2023	UNITED HEALTHCARE/AARP MEDICARE RX	R	109.60
01	307706	02/16/2023	UNITED HEARTHCARE /AARP MEDICARE RX	R	109.60
01	307708	02/16/2023	UPPER LAKES FOODS	R	29,035.37
01	307709	02/16/2023	WHITE CARLTON A	R	82.00
01	307710	02/16/2023	WIESE USA, INC.	R	4,650.00
01	307711	02/16/2023	XCEL ENERGY	R	109.78
01	307712	02/16/2023	ZACK'S INC.	R	426.12
01	V612598	02/21/2023	JENNIFER C BERGSTROM	R	12.92
01	V612599	02/21/2023	ROSALBA CUATE PLIEGO	R	169.96
01	V612600	02/21/2023	ANGELA M FISH	R	66.16
01	V612601	02/21/2023	MICHELLE D FRANZ	R	26.40
01	V612602	02/21/2023	GUADALUPE P HERNANDEZ-BALBUENA	R	175.00
01	V612603	02/21/2023	MELISSA M HUSABY	R	57.87
01	V612604	02/21/2023	BAILEY D KRETSINGER	R	60.72
01	V612605	02/21/2023	DANIEL E KRETSINGER	R	42.47
01	V612606	02/21/2023	COURTNEY W LADUKE	R	37.96
01	V612607	02/21/2023	CLAIRE MADDEN	R	38.19
01	V612608	02/21/2023	JACQUELINE O NWAIWU	R	69.02
01	V612609	02/21/2023	DARBY L SWANK	R	33.60
01	V612610	02/21/2023	ANNE C SCHUETTE	R	7.41
01	V612611	02/21/2023	THOMAS W SMREKAR	R	100.00
01	V612612	02/21/2023	KATHARINE B STEPHENS	R	38.16
01	V612613	02/21/2023	CARRIE A VALA	R	385.69
01	V612614	02/21/2023	MICHELLE R WHITESIDE	R	14.98
01	307713	02/24/2023	4IMPRINT, INC.	R	1,053.26

01	307714	02/24/2023	AMPLIFIED IT, A CDW COMPANY	R	3,689.30
01	307715	02/24/2023	APPRIZE TECHNOLOGIES	R	320.00
01	307716	02/24/2023	BERG, LUCAS J	R	82.00
01	307717	02/24/2023	BERRY COFFEE COMPANY INC.	R	279.97
01	307718	02/24/2023	BEST PLUMBING SPECIALTIES, INC.	R	43.38
01	307719	02/24/2023	BIX FRUIT COMPANY	R	4,481.01
01	307720	02/24/2023	BRAND FARMS	R	700.00
01	307721	02/24/2023	BRINK'S INCORPORATED	R	1,796.81
01	307722	02/24/2023	BSN SPORTS, LLC	R	4,449.60
01	307723	02/24/2023	CANON USA	R	4,266.15
01	307724	02/24/2023	CARDONA IVAN	R	82.00
01	307725	02/24/2023	CARTER JEREMY	R	82.00
01	307726	02/24/2023	CHALLGREN MARK	R	77.00
01	307727	02/24/2023	CHRISTIAN MICHAEL P	R	40.00
01	307728	02/24/2023	CINTAS CORPORATION NO 2	R	440.50
01	307729	02/24/2023	CITY OF RICHFIELD	R	1,225.36
01	307730	02/24/2023	COMMERCIAL KITCHEN	R	1,426.72
01	307731	02/24/2023	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	307732	02/24/2023	DELEGARD TOOL COMPANY	R	187.68
01	307733	02/24/2023	DICK BLICK COMPANY	R	1,074.45
01	307734	02/24/2023	DIGITAL INSURANCE LLC	R	5,269.00
01	307735	02/24/2023	DZIERZAK LOUIS	R	24.00
01	307736	02/24/2023	ECM PUBLISHERS INC	R	173.60
01	307737	02/24/2023	ECOLAB INC	R	130.38
01	307738	02/24/2023	EHLERS & ASSOCIATES	R	3,000.00
01	307739	02/24/2023	EVERYDAY SPEECH LLC	R	299.99
01	307740	02/24/2023	FALLOW ALEXIS	R	24.00
01	307741	02/24/2023	FASTEST LABS OF BLOOMINGTON	R	540.00
01	307742	02/24/2023	FERGUSON ENTERPRISES, LLC	R	226.72
01	307743	02/24/2023	FINANGER PHILLIP J	R	120.00
01	307744	02/24/2023	GRAHAM THOMAS	R	60.00
01	307745	02/24/2023	WW GRAINGER INC	R	4,915.74
01	307746	02/24/2023	GROTH MUSIC COMPANY	R	74.21
01	307747	02/24/2023	HARRIS DENNIS	R	82.00
01	307748	02/24/2023	HAWKINS INC	R	135.77
01	307749	02/24/2023	HILLYARD MINNEAPOLIS	R	151.00
01	307750	02/24/2023	HOLT JAMES B JR	R	82.00
01	307751	02/24/2023	HOPE CHURCH	R	14,774.12
01	307752	02/24/2023	HR SIMPLIFIED INC.	R	591.00
01	307753	02/24/2023	IDEAL ENERGIES, LLC	R	6,543.67
01	307754	02/24/2023	INSTITUTE FOR ENVIROMENTAL	R	5,603.75
01	307755	02/24/2023	INTEREUM, INC	R	1,501.12
01	307756	02/24/2023	INTERMEDIATE DISTRICT 287	R	89,541.37
01	307757	02/24/2023	JAYTECH, INC	R	1,346.96
01	307758	02/24/2023	KARNAS MIKE	R	82.00
01	307759	02/24/2023	KAYVON KELLY	R	82.00
01	307760	02/24/2023	KEANE SENSE OF RHYTHM INC	R	220.00
01	307761	02/24/2023	KIDCREATE STUDIO	R	456.00
01	307762	02/24/2023	LARSON KEITH	R	60.00
01	307763	02/24/2023	LAST DANIEL	R	82.00

01	307764	02/24/2023	MADISON NATIONAL LIFE INS CO INC	R	16,979.05
01	307765	02/24/2023	MAINLINE TRANSPORTATION, INC. (MTI)	R	2,575.25
01	307766	02/24/2023	MAYER CHAD	R	24.00
01	307767	02/24/2023	MAYER VALERIE	R	40.00
01	307768	02/24/2023	MESSERLI & KRAMER	R	1,800.55
01	307769	02/24/2023	METROPOLITAN MECHANICAL CONTRACTORS	R	846.00
01	307770	02/24/2023	MIDWEST BUS PARTS INC	R	296.64
01	307771	02/24/2023	MIDWEST MECHANICAL SOLUTIONS	R	134.25
01	307772	02/24/2023	MINNESOTA UI FUND	R	2,707.47
01	307773	02/24/2023	MINUTEMAN PRESS EDINA	R	904.64
01	307774	02/24/2023	MOOK MAUREEN	R	24.00
01	307775	02/24/2023	MTN-METROPOLITAN TRANSP NETWORK	R	313,655.35
01	307776	02/24/2023	NAPA AUTO PARTS	R	96.30
01	307777	02/24/2023	NELSON, DAVID A	R	77.00
01	307778	02/24/2023	NOONAN JULIE	R	24.00
01	307779	02/24/2023	NORTH CENTRAL INTERNATIONAL, LLC	R	1,905.98
01	307780	02/24/2023	NORTHERN SALT INC	R	1,435.00
01	307781	02/24/2023	NUSS TRUCK & EQUIPMENT	R	2,625.00
01	307782	02/24/2023	OKEY CHRIS	R	120.00
01	307783	02/24/2023	ONEBRIDGE BENEFITS INC.	R	5,274.00
01	307784	02/24/2023	PAN O GOLD BAKING CO	R	182.37
01	307785	02/24/2023	PER MAR SECURITY SERVICES	R	7.00
01	307786	02/24/2023	PRO ED INC	R	178.20
01	307787	02/24/2023	RICHFIELD BUS COMPANY	R	6,773.35
01	307788	02/24/2023	SCHMITT MUSIC	R	592.93
01	307789	02/24/2023	SCHOOL SERVICE EMPLOYEES UNION	R	8,049.44
01	307790	02/24/2023	SEVERSON LAUREL	R	100.00
01	307791	02/24/2023	SOLLIE DUANE A	R	40.00
01	307792	02/24/2023	SUTHERLAND SHANDON	R	82.00
01	307793	02/24/2023	TAYLOR JASON	R	40.00
01	307794	02/24/2023	TCI (TEACHERS' CURRICULUM INSTITUT)	R	405.00
01	307795	02/24/2023	TECHNOLOGY MANAGEMENT CORPORATION	R	9,743.75
01	307796	02/24/2023	TOLL COMPANY	R	150.00
01	307797	02/24/2023	TRAFERA, LLC	R	109.99
01	307798	02/24/2023	TRIO SUPPLY COMPANY	R	1,345.30
01	307799	02/24/2023	TWIN CITY FILTER SERVICE INC	R	706.40
01	307800	02/24/2023	TWIN CITY HARDWARE	R	237.01
01	307801	02/24/2023	TWIN CITY TRANSPORTATION	R	131,457.81
01	307802	02/24/2023	U OF M - OFFICE OF STUDENT FINANCE	R	11,745.00
01	307803	02/24/2023	UHL COMPANY INC	R	43,475.50
01	307804	02/24/2023	UNITED STATES TREASURER	R	545.00
01	307805	02/24/2023	UPPER LAKES FOODS	R	22,997.97
01	307806	02/24/2023	VANESSA MERRY	R	95.00
01	307807	02/24/2023	VIG SOLUTIONS INC	R	2,495.00
01	307808	02/24/2023	XCEL ENERGY	R	1,039.81
01	307809	02/24/2023	YOUTH ENRICHMENT LEAGUE (YEL!)	R	704.00

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<b>TOTAL CHECKS &amp; EPAYS</b>					<b>921,099.73</b>
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# P-CARD,CHECK RUNS, E-PAYS & WIRES FOR 03/06/2023 BOARD REPORTS

BANK 05	DATE	AMOUNT
CHECKS	2/16/2023	162,581.32
	2/24/2023	757,181.90
EPAYS	2/21/2023	1,336.51

CHECK REGISTER BANK 05 TOTAL =	<b>921,099.73</b>
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BREAKDOWN	
01-206-00	366,801.56
02-206-00	74,166.14
03-206-00	465,658.72
04-206-00	8,075.31
06-206-00	0.00
07-206-00	0.00
18-206-00	0.00
20-206-00	4,882.48
21-206-00	1,515.52
47-206-00	0.00
BANK TOTAL =	<b>921,099.73</b>

## SUPERINTENDENT'S REPORT AND AGENDA

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

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

**Monday, March 6, 2023**  
**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, March 6, 2023 in the boardroom at the Richfield Public Schools District Office. Chair Paula Cole called the regular board meeting to order at 7 p.m. with the following school board members in attendance: Banks Kupcho, Brakke, Carter and Smisek. Pollis was not able to attend.

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

### II. REVIEW AND APPROVAL OF THE AGENDA

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

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

- A. Superintendent Update
  - 1. American Indian Education Presentation
  - 2. Vision Cards Mid-Year Update
  - 3. Superintendent Goals Update
- B. Commendations

### IV. CONSENT AGENDA

- A. Routine Matters
  - 1. Minutes of the regular meeting held February 6, 2023
  - 2. General Disbursements as of 2/14/23 in the amount of \$431,802.86
  - 3. General Disbursements as of 2/21/23 in the amount of \$921,099.73
  - 4. Year-to-Date Finance Update
  - 5. Investment Holdings
- B. Personnel Items from 2-21-23

#### **Management Team Resignation**

**Timecka Sanchez-Michaels** – Human Resources Director  
Effective 2/28/2023

Yrs. of Service: 3

**Certified Full Time Retirement**

**Gay Tharp** – Special Ed Teacher – Sheridan Hills Elementary School

Effective 6/9/2023

Yrs. of Service: 7

**Jennifer Wagner** – FACS Teacher – Richfield Senior High School

Effective 6/9/2023

Yrs. of Service: 19

**Certified Full Time Retirement Correction**

**Diane Provost** – Grade 1 – RSTEM Elementary

Effective 12/29/2023

Yrs. of Service: 33

**Certified Full Time Resignation**

**Augustin Arias Cobos** – Math Interventionist – Richfield Dual Language School

Effective 6/9/2023

Yrs. of Service: .5

**Mara Ruiz Pena** – Pre-Kindergarten – Richfield Dual Language School

Effective 06/09/2023

Yrs. of Service: 4

**Victoria Mucha** – Literacy Intervention – Richfield Middle School

Effective 1/18/2023

Yrs. of Service: 0

**Classified Part Time Paraprofessional for Employment**

**Kenneth Stone** – Special Education Paraprofessional – Richfield High School

Effective 2/15/2023

**Taylor Wood** – Special Education Paraprofessional – RSTEM Elementary

Effective 2/13/2023

**Jamille Jackson** – Paraprofessional – South Education Center

Effective 2/16/2023

**Pedro Turiel Miranda** – Paraprofessional – RTSEM Elementary

Effective 2/8/2023

**Classified Full Time Facilities and Transportation for Employment**

**Rashaud Brown** – Building Cleaner – Richfield Middle School

Effective 2/8/2023

**Classified Part Time Food and Nutrition Resignation**

**Roberto Herrera Bello** – Kitchen Assistant – Richfield High School

Effective 2/8/2023

Years of Service: 5 months

C. Personnel Items

**Certified Full Time Probationary Year 1 of 3**

**Morgan Wetterberg** – Special Education Behavioral Specialist – Richfield High School

Effective 2/13/2023

**Certified Full Time Resignation**

**Kari Nelson** – Media – Centennial Elementary School

Effective 3/31/2023

Yrs. of Service: 7

**Mitchell Jacobson** – Grade 4 – Sheridan Hills Elementary School

Effective 06/09/2023

Yrs. of Service: 17

**Suad Jama** – Special Education Lead – South Education Center

Effective 7/14/2023

Yrs. of Service: 2

**Classified Part Time Paraprofessional for Employment**

**Jessica Gomez** – Special Education Paraprofessional – RSTEM Elementary

Effective 2/27/2023

**Classified Part Time Food and Nutrition for Employment**

**Edith Salazar** – Kitchen Assistant – Richfield High School

Effective 02/27/2023

**Pablo Estrada** – Kitchen Assistant – Richfield Middle School

Effective 03/2/2023

**Classified Part Time Paraprofessional for Retirement**

**Bonnie Johnson** – Special Education Paraprofessional – Richfield Middle School

Effective 6/10/2023

Years of Service: 16

**Jennifer Rutherford** – Special Education Paraprofessional – South Education Center

Effective 06/9/2023

Years of Service: 4

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

V. OLD BUSINESS

A. Policy 111: Weapons on School Premises - third read

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

B. Policy 743: Pay-to-Ride Service & Administrative Guideline 743.1 - third read

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

C. Policy 110: Chemical Use/Abuse - second read

## VI. NEW BUSINESS

### A. Policy 208: Open Meetings and Closed Meetings - single read

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

### B. Policy 216: Public Comment & Administrative Guidelines 216.1, 216.2 & 216.3 - first read

### C. District Calendar for School Year 2023-2024

Motion by Banks Kupcho, seconded by Brakke, and unanimously carried, the board of education approved the calendar.

### D. Richfield High School Turf Replacement Contract

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

### E. Resolution Discontinuing Positions for 2023-2024

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

### F. STEM Partial Roof Replacement

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

### G. Donations

Motion by Banks Kupcho, seconded by Smisek, 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

3-20-2023 7 p.m.

Regular Board Meeting - Public Comment

4-3-2023 7 p.m.

Regular Board Meeting

### D. Suggested/Future Agenda Items

## VIII. CLOSED SESSION AS ALLOWED BY MINNESOTA STATUTE 13D.05 FOR LABOR NEGOTIATIONS STRATEGY

Motion by Brakke, seconded by Smisek, and unanimously carried, the board of education moved into closed session at 9:09 p.m. Attending the closed session were Banks Kupcho, Brakke, Carter, Cole and Smisek. Administrators present were Superintendent Unowsky and Chief HR & Administrative Officer Holje.

IX. REOPEN MEETING

Motion by Brakke, seconded by Carter, and unanimously carried, the board of education moved into open session at 9:22 p.m. with the following school board members present: Banks Kupcho, Brakke, Carter, Cole and Smisek. Administrators present were Superintendent Unowsky and Chief HR & Administrative Officer Holje.

X. ADJOURN REGULAR MEETING

Chair Cole adjourned the meeting at 9:23 p.m.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	307810	03/02/2023	ALLIED PROFESSIONALS, INC.	R	520.00
01	307811	03/02/2023	ANDRASCHKO NEIL	R	101.00
01	307812	03/02/2023	ANDREWS GUY	R	82.00
01	307813	03/02/2023	AQUA LOGIC INC	R	814.00
01	307814	03/02/2023	BALLROOM AND LATIN DANCE CLUB, LLC	R	201.00
01	307815	03/02/2023	BEST PLUMBING SPECIALTIES, INC.	R	289.08
01	307816	03/02/2023	BIX FRUIT COMPANY	R	10,337.49
01	307817	03/02/2023	BRAND FARMS	R	700.00
01	307818	03/02/2023	BSI MECHANICAL, INC.	R	10,175.42
01	307819	03/02/2023	CAPTIVATE MEDIA & CONSULTING	R	1,488.00
01	307820	03/02/2023	CASEY MICHAEL TODD	R	82.00
01	307821	03/02/2023	CDW GOVERNMENT INC	R	2,395.89
01	307822	03/02/2023	CHURCHILL LEE	R	101.00
01	307823	03/02/2023	CINTAS CORPORATION NO 2	R	133.39
01	307824	03/02/2023	COMCAST	R	306.92
01	307825	03/02/2023	DREPAUL NERICA	R	13.00
01	307826	03/02/2023	ECOLAB INC	R	142.22
01	307827	03/02/2023	PRECISION ARTS, INC	R	863.00
01	307828	03/02/2023	FINANGER PHILLIP J	R	40.00
01	307829	03/02/2023	FRIDLEY HIGH SCHOOL	R	100.00
01	307830	03/02/2023	GILBERT MECHANICAL CONTRACTORS, LLC	R	2,339.35
01	307831	03/02/2023	HAMRC JORUN	R	82.00
01	307832	03/02/2023	HENNEPIN COUNTY ACCOUNTS RECEIVABLE	R	401.00
01	307833	03/02/2023	HILLYARD MINNEAPOLIS	R	1,561.00
01	307834	03/02/2023	HOLT JAMES B JR	R	82.00
01	307835	03/02/2023	HOYO, SBC	R	1,287.00
01	307836	03/02/2023	INDIGO SIGNS	R	3,898.00
01	307837	03/02/2023	HIPPIE DOG	R	250.00
01	307838	03/02/2023	INNOVATIVE OFFICE SOLUTIONS LLC	R	237.60
01	307839	03/02/2023	KINECT ENERGY INC	R	55,353.64
01	307840	03/02/2023	LAMPRON BENJAMIN	R	64.00
01	307841	03/02/2023	LINDOW JULIA	R	13.00
01	307842	03/02/2023	LOFFLER COMPANIES	R	167.00
01	307843	03/02/2023	MAINLINE TRANSPORTATION, INC. (MTI)	R	817.25
01	307844	03/02/2023	MCDONOUGH'S SEWER SERVICES, INC.	R	2,720.13
01	307845	03/02/2023	MCGRAW-HILL EDUCATION, INC.	R	111.24
01	307846	03/02/2023	METRO TRANSIT	R	5.00
01	307847	03/02/2023	METROPOLITAN MECHANICAL CONTRACTORS	R	3,337.51
01	307848	03/02/2023	MICROSOFT INC	R	1,481.99
01	307849	03/02/2023	MIDWEST MECHANICAL SOLUTIONS	R	133.23
01	307850	03/02/2023	MINNESOTA CLAY COMPANY	R	5,409.09
01	307851	03/02/2023	MN TRUE TEAM TRACK & FIELD	R	160.00
01	307852	03/02/2023	MSHSL REGION 4AA	R	210.00
01	307853	03/02/2023	NOKOMIS SHOE SHOP	R	125.00
01	307854	03/02/2023	NOVA EDUCATION CONSULTANTS	R	3,987.50
01	307855	03/02/2023	NOVAK JANICE SOPHIE	R	80.00
01	307856	03/02/2023	OKEY CHRIS	R	60.00
01	307857	03/02/2023	PAN O GOLD BAKING CO	R	612.56
01	307858	03/02/2023	PREMIER LIGHTING INC	R	552.88

01	307859	03/02/2023	PRIOR LAKE HIGH SCHOOL	R	250.00
01	307860	03/02/2023	PRO ED INC	R	118.80
01	307861	03/02/2023	PROCARE THERAPY	R	2,640.00
01	307862	03/02/2023	RICHFIELD BUS COMPANY	R	3,600.00
01	307863	03/02/2023	ROBERTS AARON	R	64.00
01	307864	03/02/2023	ROSEMOUNT HIGH SCHOOL	R	300.00
01	307865	03/02/2023	SCHOOL SPECIALTY, LLC	R	303.69
01	307866	03/02/2023	STRATEGIC STAFFING SOLUTIONS	R	1,008.00
01	307867	03/02/2023	TAFFE SARAH ANN	R	8,831.97
01	307868	03/02/2023	THE RETROFIT COMPANIES, INC.	R	4,922.50
01	307869	03/02/2023	TRIO SUPPLY COMPANY	R	1,927.79
01	307870	03/02/2023	TROLLHAUGEN OUTDOOR RECREATION AREA	R	250.00
01	307871	03/02/2023	TRUSTED METRO OFFICIALS	R	1,680.00
01	307872	03/02/2023	UPPER LAKES FOODS	R	25,381.15
01	307873	03/02/2023	VANESSA MERRY	R	125.00
01	307874	03/02/2023	VIG SOLUTIONS INC	R	998.00
01	307875	03/02/2023	VISTAR	R	1,543.00
01	307876	03/02/2023	VSI CONSTRUCTION, INC.	R	1,437.50
01	307877	03/02/2023	VSP INSURANCE CO. (CT)	R	3,385.37
01	307879	03/02/2023	XCEL ENERGY	R	55,785.00
01	V612625	03/02/2023	ERICA T BARLOW	R	70.00
01	V612626	03/02/2023	MARY L CLARKSON	R	70.00
01	V612627	03/02/2023	LATANYA R DANIELS	R	70.00
01	V612628	03/02/2023	GEORGE A DENNIS	R	35.00
01	V612629	03/02/2023	MEGAN M STECHER	R	70.00
01	V612630	03/02/2023	PETER J FITZPATRICK	R	40.00
01	V612631	03/02/2023	STEVEN T FLUCAS	R	70.00
01	V612632	03/02/2023	DAVID A FREEBURG	R	70.00
01	V612633	03/02/2023	RACHEL GENS	R	70.00
01	V612634	03/02/2023	AREND J GEURINK	R	70.00
01	V612635	03/02/2023	JAMES A GILLIGAN	R	70.00
01	V612636	03/02/2023	CHRISTINA M GONZALEZ	R	70.00
01	V612637	03/02/2023	KYLE L GUSTAFSON	R	40.00
01	V612638	03/02/2023	KEVIN D HARRIS	R	40.00
01	V612639	03/02/2023	JONATHAN W HEYER	R	70.00
01	V612640	03/02/2023	JAMES L HILL	R	40.00
01	V612641	03/02/2023	JESSICA M HOFFMAN	R	40.00
01	V612642	03/02/2023	CRAIG D HOLJE	R	70.00
01	V612643	03/02/2023	CORY J KLINGE	R	70.00
01	V612644	03/02/2023	DANIEL E KRETSINGER	R	70.00
01	V612645	03/02/2023	ANOOP KUMAR	R	40.00
01	V612646	03/02/2023	SHANNON J LINDBERG	R	40.00
01	V612647	03/02/2023	JOHN M LORENZINI	R	70.00
01	V612648	03/02/2023	COLLEEN M MAHONEY	R	70.00
01	V612649	03/02/2023	MICHAEL A MANNING	R	70.00
01	V612650	03/02/2023	DANIEL P MCGINN	R	40.00
01	V612651	03/02/2023	DOUG R MCMEEKIN	R	70.00
01	V612652	03/02/2023	KENT D MEYER	R	70.00
01	V612653	03/02/2023	ALECIA M MOBLEY	R	70.00
01	V612654	03/02/2023	KATRINA L MORGAN	R	40.00

01	V612655	03/02/2023	ERIN H NEILON	R	40.00
01	V612656	03/02/2023	ROBERT G OLSON	R	40.00
01	V612657	03/02/2023	LAURA B OTTERNESS	R	70.00
01	V612658	03/02/2023	MARK S PEDERSEN	R	40.00
01	V612659	03/02/2023	CHRISTOPHER A PETERSON	R	70.00
01	V612660	03/02/2023	CASSANDRA QUAM	R	70.00
01	V612661	03/02/2023	RENEE C REED-KARSTENS	R	40.00
01	V612662	03/02/2023	KEITH D RIEF	R	40.00
01	V612663	03/02/2023	ASHLEY SCHAEFER	R	70.00
01	V612664	03/02/2023	MARTA I SHAHSAVAND	R	70.00
01	V612665	03/02/2023	AMY B SKARE-KLECKER	R	70.00
01	V612666	03/02/2023	NANCY J STACHEL	R	70.00
01	V612667	03/02/2023	PATRICK M SURE	R	40.00
01	V612668	03/02/2023	STACY THEIEN-COLLINS	R	70.00
01	V612669	03/02/2023	VLADIMIR S TOLEDO	R	40.00
01	V612670	03/02/2023	STEVEN P UNOWSKY	R	270.00
01	V612671	03/02/2023	STEPHEN C URBANSKI	R	40.00
01	V612672	03/02/2023	CARRIE A VALA	R	70.00
01	V612673	03/02/2023	JENNIFER K VALLEY	R	70.00
01	V612674	03/02/2023	RYAN WAGNER	R	40.00
01	V612675	03/02/2023	REBECCA S WALD	R	40.00
01	V612676	03/02/2023	MICHELLE R WHITESIDE	R	70.00
01	V612677	03/02/2023	KASYA L WILLHITE	R	70.00
01	V612678	03/02/2023	AMY J WINTER AHSENMACHER	R	70.00
01	V2301486	03/06/2023	P-CARD BAIRD LISA	R	2,810.25
01	V2301487	03/06/2023	P-CARD BARLOW ERICA	R	3,570.15
01	V2301488	03/06/2023	P-CARD BROWN MATTHEW	R	604.03
01	V2301489	03/06/2023	P-CARD BRUNNER PATTI	R	2,123.91
01	V2301490	03/06/2023	P-CARD BURT EMILY	R	1,208.25
01	V2301491	03/06/2023	P-CARD CARUSO MATTHEW	R	446.35
01	V2301492	03/06/2023	P-CARD CRUZ ESTEVA JENNIFER	R	4,422.53
01	V2301493	03/06/2023	P-CARD EDWARDS NATHAN	R	1,248.22
01	V2301494	03/06/2023	P-CARD GEURINK AREND	R	815.68
01	V2301495	03/06/2023	P-CARD GULLICKSON KEVIN	R	153.06
01	V2301496	03/06/2023	P-CARD KRETSINGER DAN	R	3,241.58
01	V2301497	03/06/2023	P-CARD LEIKNES LISA	R	509.33
01	V2301498	03/06/2023	P-CARD LEWIS JENNIFER	R	893.58
01	V2301499	03/06/2023	P-CARD LUNDY MICHELLE	R	9,862.81
01	V2301500	03/06/2023	P-CARD MAHONEY COLLEEN	R	163.77
01	V2301501	03/06/2023	P-CARD MANNING MICHAEL	R	721.15
01	V2301502	03/06/2023	P-CARD MCGINN DAN	R	227.26
01	V2301503	03/06/2023	P-CARD MORRISSEY MELISSA	R	2,267.56
01	V2301504	03/06/2023	P-CARD PETERSON CHRIS	R	2,214.98
01	V2301505	03/06/2023	P-CARD SHAHSAVAND MARTA	R	1,800.39
01	V2301506	03/06/2023	P-CARD SKARE-KLECKER AMY	R	755.87
01	V2301507	03/06/2023	P-CARD SMITH DANE	R	48.79
01	V2301508	03/06/2023	P-CARD STACHEL NANCY	R	1,520.55
01	V2301509	03/06/2023	P-CARD VALLEY JENNIFER	R	409.27
01	V2301510	03/06/2023	P-CARD WILLHITE KASYA	R	1,439.66
01	V2301511	03/06/2023	P-CARD WINTER AMY	R	2,103.99

01	307880	03/09/2023	ALL STATE COMMUNICATIONS INC	R	2,017.96
01	307881	03/09/2023	ARVIG ENTERPRISES INC	R	1,307.90
01	307882	03/09/2023	BARB BUSSEN	R	59.00
01	307883	03/09/2023	BARTLEY SALES COMPANY, INC.	R	74.00
01	307884	03/09/2023	BOHMBACH JOHN	R	64.00
01	307885	03/09/2023	CAPITAL ONE TRADE CREDIT	R	548.39
01	307886	03/09/2023	CARLETON COLLEGE	R	815.00
01	307887	03/09/2023	CEL PUBLIC RELATIONS, INC.	R	1,200.00
01	307888	03/09/2023	CENTURYLINK	R	116.59
01	307889	03/09/2023	CINTAS CORPORATION NO 2	R	133.39
01	307890	03/09/2023	CITY OF RICHFIELD	R	1,600.00
01	307891	03/09/2023	CLARK CORY	R	82.00
01	307892	03/09/2023	COMCAST BUSINESS	R	406.35
01	307893	03/09/2023	CONTINENTAL RESEARCH CORP	R	462.45
01	307894	03/09/2023	DASH SPORTS, LLC	R	715.00
01	307895	03/09/2023	DICKS SANITATION SERVICE, INC (DSI)	R	8,642.05
01	307896	03/09/2023	ECOLAB INC	R	773.91
01	307897	03/09/2023	FINANGER PHILLIP J	R	40.00
01	307898	03/09/2023	FREEBURG RYAN	R	101.00
01	307899	03/09/2023	WW GRAINGER INC	R	306.06
01	307900	03/09/2023	GROTH MUSIC COMPANY	R	250.68
01	307901	03/09/2023	HENNEPIN COUNTY TREASURER	R	4,397.36
01	307902	03/09/2023	HILLYARD MINNEAPOLIS	R	6,042.88
01	307903	03/09/2023	HOME DEPOT U.S.A.	R	948.99
01	307904	03/09/2023	IIX INSURANCE INFORMATION EXCHANGE	R	52.60
01	307905	03/09/2023	INDEPENDENT SCHOOL MGMT, INC. (ISM)	R	1,566.00
01	307906	03/09/2023	INNOVATIVE OFFICE SOLUTIONS LLC	R	587.41
01	307907	03/09/2023	LOFFLER COMPANIES	R	370.00
01	307908	03/09/2023	MADISON PAUL	R	82.00
01	307909	03/09/2023	MCEA	R	159.00
01	307910	03/09/2023	METROPOLITAN MECHANICAL CONTRACTORS	R	1,503.00
01	307911	03/09/2023	MIDWEST BUS PARTS INC	R	90.78
01	307912	03/09/2023	MRI SOFTWARE LLC	R	69.50
01	307913	03/09/2023	MSBA-MINNESOTA SCHOOL BOARD ASSOC	R	230.00
01	307914	03/09/2023	NAPA AUTO PARTS	R	375.30
01	307915	03/09/2023	NILFISK, INC.	R	222.75
01	307916	03/09/2023	NORTH CENTRAL INTERNATIONAL, LLC	R	1,361.65
01	307917	03/09/2023	NORTHERN SALT INC	R	1,435.00
01	307918	03/09/2023	NOVAK JANICE SOPHIE	R	40.00
01	307919	03/09/2023	OKEY CHRIS	R	60.00
01	307920	03/09/2023	ONEBRIDGE BENEFITS INC.	R	5,274.00
01	307921	03/09/2023	PAYDHEALTH	R	20,167.54
01	307922	03/09/2023	PETERSON, DAVID PAUL	R	82.00
01	307923	03/09/2023	PHOENIX SCHOOL COUNSELING	R	13,747.90
01	307924	03/09/2023	PRAIRIE FIRE CHILDREN'S THEATRE	R	2,279.30
01	307925	03/09/2023	SCHMITT MUSIC	R	1,000.75
01	307926	03/09/2023	SCOTT DESTINY	R	64.00
01	307927	03/09/2023	SMARTSENSE BY DIGI	R	330.00
01	307928	03/09/2023	SPIRIT OF THE WILDERNESS	R	2,600.00
01	307929	03/09/2023	TERREL'S TOOLBOX LLC	R	83.50

01	307930	03/09/2023	TOLL COMPANY	R	10.86
01	307931	03/09/2023	UHL COMPANY INC	R	1,081.00
01	307932	03/09/2023	UPPER LAKES FOODS	R	11,264.99
01	307933	03/09/2023	VERIZON WIRELESS	R	360.09
01	307934	03/09/2023	WARE KIJUAN	R	101.00
01	307935	03/09/2023	WILLIAM GRACZYK	R	800.00
01	307936	03/09/2023	XCEL ENERGY	R	53.20
01	307937	03/09/2023	ZARNOTH BRUSH WORKS	R	1,858.90
01	307859	03/10/2023	PRIOR LAKE HIGH SCHOOL	V	-250.00
01	307938	03/10/2023	ALL STATE COMMUNICATIONS INC	R	9,138.80
01	307939	03/10/2023	HAWKINS INC	R	4,973.70
01	307940	03/10/2023	HILLYARD MINNEAPOLIS	R	3,219.23
01	307941	03/10/2023	MASSP-MN ASSOCIATION	R	865.00
01	307942	03/10/2023	SCHUMACHER ELEVATOR COMPANY	R	2,570.01
01	307943	03/10/2023	SEPTRAN STUDENT TRANSPORTATION	R	6,760.00
01	307944	03/10/2023	TWIN CITY TRANSPORTATION	R	147,915.00
01	307945	03/10/2023	WORLD FUEL SERVICES, INC.	R	2,959.78
01	307946	03/14/2023	BIX FRUIT COMPANY	R	7,774.81
01	307947	03/14/2023	HASTINGS CREAMERY LLC	R	11,985.93
01	307948	03/14/2023	LANGUAGE LINE SERVICE	R	57.75
01	307949	03/14/2023	PAN O GOLD BAKING CO	R	196.11
01	307950	03/14/2023	PROPIO LS, LLC	R	2,456.35
01	307951	03/14/2023	SMARTSENSE BY DIGI	R	500.00
01	307952	03/14/2023	TRIO SUPPLY COMPANY	R	3,139.77
01	307953	03/14/2023	UPPER LAKES FOODS	V	0.00
01	307954	03/14/2023	UPPER LAKES FOODS	R	36,492.11
01	V612679	03/14/2023	JENNIFER C BERGSTROM	R	8.19
01	V612680	03/14/2023	DAVID E CLARK	R	15.64
01	V612681	03/14/2023	ANGELA M FISH	R	40.48
01	V612682	03/14/2023	MICHELLE D FRANZ	R	14.20
01	V612683	03/14/2023	KARIN V GAERTNER	R	136.37
01	V612684	03/14/2023	JAMES A GILLIGAN	R	730.88
01	V612685	03/14/2023	CHRISTINA M GONZALEZ	R	1,685.81
01	V612686	03/14/2023	CHARLOTTE NICHOLE WOLLENBURG	R	28.82
01	V612687	03/14/2023	JENNIFER B HECHT	R	115.92
01	V612688	03/14/2023	JESSICA M HOFFMAN	R	31.57
01	V612689	03/14/2023	MELISSA M HUSABY	R	73.50
01	V612690	03/14/2023	NASHWA M IBRAHIM	R	49.98
01	V612691	03/14/2023	GRACE M JENNINGS	R	21.97
01	V612692	03/14/2023	MADELINE KAISER	R	228.23
01	V612693	03/14/2023	ALEXANDER S KALBOW	R	1,332.24
01	V612694	03/14/2023	JOHN M LORENZINI	R	290.00
01	V612695	03/14/2023	MAIA M MACK	R	41.31
01	V612696	03/14/2023	CLAIRE MADDEN	R	42.74
01	V612697	03/14/2023	SHERRI L MEDVEC	R	175.00
01	V612698	03/14/2023	MARY M MEYER	R	25.05
01	V612699	03/14/2023	TANYA M NEWELL	R	72.52
01	V612700	03/14/2023	JODI A NICKELL	R	175.00
01	V612701	03/14/2023	JAMES R PADDOCK	R	67.60
01	V612702	03/14/2023	CHRISTOPHER A PETERSON	R	239.70

01	V612703	03/14/2023	DARBY L SWANK	R	13.23
01	V612704	03/14/2023	STEPHANIE A POPP	R	169.44
01	V612705	03/14/2023	KATHIE REESE	R	175.00
01	V612706	03/14/2023	MARIA L SANCHEZ	R	164.95
01	V612707	03/14/2023	ANNE C SCHUETTE	R	9.27
01	V612708	03/14/2023	DANE A SMITH	R	32.16
01	V612709	03/14/2023	MORGAN L STEELE	R	140.36
01	V612710	03/14/2023	KAYE R SWEENEY	R	253.89
01	V612711	03/14/2023	JOAN M TOMKINSON	R	22.49
01	V612712	03/14/2023	CARRIE A VALA	R	102.28
01	V612713	03/14/2023	PAULA J WASHINGTON	R	175.00
01	V612714	03/14/2023	MICHELLE R WHITESIDE	R	35.73
01	V612715	03/14/2023	MELISSA J WILLIAMS	R	20.09
01	V612716	03/14/2023	AMY J WINTER AHSENMACHER	R	68.78

<b>TOTAL CHECKS, EPAYS &amp; PCARDS</b>					<b>626,182.84</b>
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# CHECK'S, EPAYS & PCARDS FOR 03/20/2023 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	3/2/2023	228,976.15
	3/9/2023	100,468.98
	3/10/2023	178,151.52
	3/14/2023	62,602.83
E-Pays	3/2/2023	3,375.00
	3/14/2023	7,025.39
February Pcards	3/6/2023	45,582.97

CHECK REGISTER BANK 05 TOTAL =	626,182.84
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BREAKDOWN	
01-206-00	288,441.22
02-206-00	118,786.59
03-206-00	164,771.33
04-206-00	31,379.16
06-206-00	-
07-206-00	-
18-206-00	-
20-206-00	21,960.70
21-206-00	843.84
47-206-00	-
BANK TOTAL =	626,182.84

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

RICHFIELD | January 31, 2023

REVENUE CATEGORIES			Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	January 31, 2023	January 31, 2022	January 31, 2021	Current YTD vs. PYTD	January 31, 2022	January 31, 2021
	June 30, 2021	June 30, 2022					% of Budget Received	% of Actuals	% of Actuals			
STATE	45,171,242	46,153,496	45,841,459	46,166,640	17,595,508	28,245,951	38.38%	37.26%	36.46%	398,759	17,196,749	16,469,197
FEDERAL	4,835,777	8,551,970	8,415,494	8,689,482	1,540,420	6,875,074	18.30%	9.46%	30.55%	731,061	809,358	1,477,284
PROPERTY TAXES	17,711,183	17,296,011	18,045,678	19,703,117	17,750,201	295,477	98.36%	98.31%	98.53%	745,680	17,004,521	17,451,264
LOCAL SALES, INS RECOVERY & JUDGEMENTS	346,118	43,504	85,000	74,816	25,522	59,478	30.03%	72.91%	72.75%	(6,198)	31,720	251,790
SALE OF BONDS & LOANS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INCOMING TRANSFERS FROM OTH FUNDS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
LOCAL (FEES, INTEREST, ETC.)	653,828	992,495	1,111,666	1,335,755	754,112	357,554	67.84%	48.75%	61.39%	270,232	483,880	401,390
<b>TOTALS</b>	<b>68,718,148</b>	<b>73,037,477</b>	<b>73,499,297</b>	<b>75,969,811</b>	<b>37,665,762</b>	<b>35,833,535</b>	<b>51.25%</b>	<b>48.64%</b>	<b>52.46%</b>	<b>2,139,534</b>	<b>35,526,228</b>	<b>36,050,926</b>

EXPENDITURES (OBJECT SERIES)			Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	January 31, 2023	January 31, 2022	January 31, 2021	Current YTD vs. PYTD	January 31, 2022	January 31, 2021
	June 30, 2021	June 30, 2022					% of Budget Expended	% of Actuals	% of Actuals			
SALARIES & WAGES	37,395,344	40,284,587	42,910,423	42,267,223	19,172,311	23,738,112	44.68%	44.56%	44.89%	1,220,511	17,951,799	16,786,982
EMPLOYEE BENEFITS	13,311,059	14,074,329	14,930,345	15,136,930	7,160,742	7,769,603	47.96%	49.34%	49.64%	216,360	6,944,382	6,607,911
PURCHASED SERVICES	7,829,673	11,375,897	9,193,426	9,985,539	5,184,264	4,009,162	56.39%	44.56%	50.04%	115,123	5,069,141	3,918,060
SUPPLIES	3,264,242	3,555,548	3,450,724	3,673,736	2,206,269	1,244,455	63.94%	60.16%	62.92%	67,388	2,138,881	2,054,003
EQUIPMENT	3,127,326	3,452,503	3,533,246	3,098,691	2,875,737	657,509	81.39%	81.88%	80.86%	48,815	2,826,923	2,528,821
DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OTHER EXPENDITURES	366,580	576,702	577,023	592,106	148,331	428,692	25.71%	16.48%	25.85%	53,280	95,051	94,743
OTHER FINANCING USES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
<b>TOTALS</b>	<b>65,294,224</b>	<b>73,319,567</b>	<b>74,595,187</b>	<b>74,754,225</b>	<b>36,747,655</b>	<b>37,847,532</b>	<b>49.26%</b>	<b>47.77%</b>	<b>48.99%</b>	<b>1,721,477</b>	<b>35,026,178</b>	<b>31,990,521</b>

EXPENDITURES (PROGRAM SERIES)			Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	January 31, 2023	January 31, 2022	January 31, 2021	Current YTD vs. PYTD	January 31, 2022	January 31, 2021
	June 30, 2021	June 30, 2022					% of Budget Expended	% of Actuals	% of Actuals			
SITE ADMINISTRATION	1,782,559	1,855,478	2,081,611	2,051,050	1,105,455	976,156	53.11%	57.11%	57.82%	45,881	1,059,574	1,030,614
DISTRICT ADMINISTRATION	2,143,369	1,865,832	2,037,190	1,167,912	1,192,374	844,816	58.53%	49.28%	58.73%	272,799	919,575	1,258,834
SUPPORT SERVICES	2,393,196	2,633,934	2,809,288	3,146,553	2,016,615	792,673	71.78%	67.18%	64.79%	247,102	1,769,512	1,550,463
REGULAR INSTRUCTION	27,799,860	29,101,959	30,822,553	30,949,117	13,232,862	17,589,691	42.93%	41.11%	42.51%	1,268,553	11,964,309	11,818,050
EXTRA-CURRICULAR ACTIVITIES	845,030	983,301	999,373	1,103,521	608,291	391,082	60.87%	52.13%	45.95%	95,742	512,549	388,281
VOCATIONAL INSTRUCTION	457,380	785,186	815,988	700,776	247,786	568,202	30.37%	42.20%	41.64%	(83,535)	331,322	190,440
SPECIAL EDUCATION	11,761,573	12,646,379	13,949,234	13,471,890	6,044,602	7,904,632	43.33%	45.58%	45.46%	280,723	5,763,879	5,347,027
COMMUNITY SERVICES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INSTRUCTIONAL SUPPORT	4,551,070	5,360,857	4,984,232	5,360,844	3,297,962	1,686,270	66.17%	57.28%	63.24%	227,153	3,070,809	2,878,183
PUPIL SUPPORT SERVICES	6,736,524	10,205,505	8,350,275	8,771,501	4,326,446	4,023,829	51.81%	42.92%	46.94%	(54,072)	4,380,519	3,161,935
FACILITIES	6,499,064	7,514,652	7,360,043	7,629,846	4,266,816	3,093,227	57.97%	65.20%	62.21%	(632,447)	4,899,262	4,043,095
OTHER FINANCING USES	324,599	366,483	385,400	401,216	408,446	(23,046)	105.98%	96.83%	99.69%	53,579	354,866	323,599
<b>TOTALS</b>	<b>65,294,224</b>	<b>73,319,567</b>	<b>74,595,187</b>	<b>74,754,225</b>	<b>36,747,655</b>	<b>37,847,532</b>	<b>49.26%</b>	<b>47.77%</b>	<b>48.99%</b>	<b>1,721,477</b>	<b>35,026,178</b>	<b>31,990,521</b>

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

RICHFIELD | January 31, 2023

## ACTIVITY - OTHER FUNDS

						January 31,	January 31,	January 31,			
	June 30, 2021	June 30, 2022									

EXPENDITURES	June 30, 2021	June 30, 2022	Budget	Of Year	YTD	Remaining	Expended	Actuals	Actuals	vs. PYTD	2022	2021
FOOD SERVICE	2,329,661	3,046,741	2,831,586	3,209,505	1,769,271	1,062,315	62.48%	47.26%	48.45%	329,256	1,440,015	1,128,611
COMMUNITY EDUCATION	2,026,134	2,254,992	1,947,714	2,019,777	1,084,261	863,453	55.67%	51.92%	49.23%	(86,623)	1,170,884	997,534
CONSTRUCTION	35,442,525	7,816,477	0	129,547	129,547	(129,547)	0.00%	80.53%	67.90%	(6,164,868)	6,294,415	24,064,781
DEBT SERVICE	7,246,938	9,714,349	7,256,038	8,713,600	9,129,158	(1,873,120)	125.81%	99.97%	99.95%	(581,890)	9,711,049	7,243,363
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
CUSTODIAL	6,098	6,050	6,100	10,794	7,571	(1,471)	124.12%	100.00%	99.55%	1,521	6,050	6,071
INTERNAL SERVICE	7,805,471	9,798,093	8,608,605	9,569,405	5,399,280	3,209,325	62.72%	60.05%	57.74%	(484,569)	5,883,849	4,507,166
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	697,086	606,214	735,000	735,000	0	735,000	0.00%	0.00%	0.00%	0	0	0
OPEB DEBT SERVICE	2,021,775	2,033,025	2,027,600	148,975	148,975	1,878,625	7.35%	100.00%	100.00%	(1,884,050)	2,033,025	2,021,775
TOTALS	57,575,688	35,275,941	23,412,643	24,536,604	17,668,063	5,744,580	75.46%	75.23%	69.42%	(8,871,223)	26,539,286	39,969,300

## SUMMARY - ALL FUNDS

SUMMARY			Adopted Budget	Projected End		Budget	% of Budget	% of	% of	Current YTD vs. PYTD	January 31, 2022	January 31, 2021
	June 30, 2021	June 30, 2022		Of Year	YTD	Remaining	Expended	Actuals	Actuals			
REVENUE	90,857,913	98,044,351	96,251,683	101,815,548	55,967,714	40,283,969	58.15%	54.80%	56.63%	2,241,287	53,726,427	51,457,210
EXPENDITURES	122,869,913	108,595,507	98,007,830	99,290,829	54,415,718	43,592,112	55.52%	56.69%	58.57%	(7,149,746)	61,565,464	71,959,821
SPENDING VARIANCE	(32,012,000)	(10,551,157)	(1,756,147)	2,524,719	1,551,996	N/A	N/A	N/A	N/A	9,391,032	(7,839,037)	(20,502,610)

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

RICHFIELD | February 28, 2023

							February 28, 2023	February 28, 2022 % of Actuals	February 28, 2021 % of Actuals			
REVENUE CATEGORIES	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	Current YTD vs. PYTD	February 28, 2022	February 28, 2021
STATE	45,171,242	46,153,496	45,841,459	46,431,182	22,976,998	22,864,461	50.12%	48.27%	48.33%	696,775	22,280,223	21,832,551
FEDERAL	4,835,777	8,551,970	8,415,494	8,293,790	1,619,554	6,795,940	19.24%	11.76%	30.83%	614,104	1,005,450	1,491,052
PROPERTY TAXES	17,711,183	17,296,011	18,045,678	19,703,117	17,750,201	295,477	98.36%	98.31%	98.53%	745,680	17,004,521	17,451,264
LOCAL SALES, INS RECOVERY & JUDGEMENTS	346,118	43,504	85,000	74,816	25,522	59,478	30.03%	72.91%	72.75%	(6,198)	31,720	251,790
SALE OF BONDS & LOANS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INCOMING TRANSFERS FROM OTH FUNDS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
LOCAL (FEES, INTEREST, ETC.)	653,828	992,495	1,111,666	1,325,877	802,967	308,699	72.23%	56.78%	68.27%	239,458	563,509	446,358
<b>TOTALS</b>	<b>68,718,148</b>	<b>73,037,477</b>	<b>73,499,297</b>	<b>75,828,783</b>	<b>43,175,242</b>	<b>30,324,055</b>	<b>58.74%</b>	<b>55.98%</b>	<b>60.35%</b>	<b>2,289,818</b>	<b>40,885,424</b>	<b>41,473,015</b>

							February 28, 2023	February 28, 2022 % of Actuals	February 28, 2021 % of Actuals			
EXPENDITURES (OBJECT SERIES)	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	February 28, 2022	February 28, 2021
SALARIES & WAGES	37,395,344	40,284,587	42,910,423	42,160,406	22,816,254	20,094,169	53.17%	53.62%	53.20%	1,213,711	21,602,543	19,894,026
EMPLOYEE BENEFITS	13,311,059	14,074,329	14,930,345	15,112,370	8,384,583	6,545,762	56.16%	58.15%	58.61%	201,015	8,183,568	7,802,014
PURCHASED SERVICES	7,829,673	11,375,897	9,193,426	10,105,274	5,957,414	3,236,012	64.80%	52.26%	56.32%	12,148	5,945,266	4,409,575
SUPPLIES	3,264,242	3,555,548	3,450,724	3,512,759	2,298,585	1,152,139	66.61%	64.56%	70.05%	3,097	2,295,488	2,286,613
EQUIPMENT	3,127,326	3,452,503	3,533,246	3,154,601	3,111,590	421,656	88.07%	87.79%	82.29%	80,639	3,030,951	2,573,327
DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OTHER EXPENDITURES	366,580	576,702	577,023	571,339	152,205	424,818	26.38%	17.69%	29.85%	50,186	102,019	109,437
OTHER FINANCING USES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
<b>TOTALS</b>	<b>65,294,224</b>	<b>73,319,567</b>	<b>74,595,187</b>	<b>74,616,749</b>	<b>42,720,631</b>	<b>31,874,556</b>	<b>57.27%</b>	<b>56.14%</b>	<b>56.78%</b>	<b>1,560,796</b>	<b>41,159,835</b>	<b>37,074,992</b>

							February 28, 2023	February 28, 2022 % of Actuals	February 28, 2021 % of Actuals			
EXPENDITURES (PROGRAM SERIES)	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	February 28, 2022	February 28, 2021
SITE ADMINISTRATION	1,782,559	1,855,478	2,081,611	2,030,444	1,258,212	823,399	60.44%	67.05%	65.95%	14,102	1,244,110	1,175,610
DISTRICT ADMINISTRATION	2,143,369	1,865,832	2,037,190	1,101,896	1,373,457	663,733	67.42%	63.12%	64.15%	195,712	1,177,745	1,374,897
SUPPORT SERVICES	2,393,196	2,633,934	2,809,288	3,130,802	2,228,402	580,886	79.32%	76.46%	77.67%	214,428	2,013,973	1,858,790
REGULAR INSTRUCTION	27,799,860	29,101,959	30,822,553	30,876,051	15,620,009	15,202,544	50.68%	49.32%	50.46%	1,266,319	14,353,690	14,027,555
EXTRA-CURRICULAR ACTIVITIES	845,030	983,301	999,373	1,119,280	707,639	291,734	70.81%	61.84%	56.74%	99,529	608,110	479,475
VOCATIONAL INSTRUCTION	457,380	785,186	815,988	673,142	294,384	521,604	36.08%	50.57%	49.82%	(102,719)	397,103	227,865
SPECIAL EDUCATION	11,761,573	12,646,379	13,949,234	13,527,449	7,322,837	6,626,397	52.50%	54.49%	54.25%	432,260	6,890,577	6,380,591
COMMUNITY SERVICES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INSTRUCTIONAL SUPPORT	4,551,070	5,360,857	4,984,232	5,308,999	3,597,249	1,386,983	72.17%	63.90%	70.13%	171,850	3,425,399	3,191,703
PUPIL SUPPORT SERVICES	6,736,524	10,205,505	8,350,275	8,930,503	5,224,104	3,126,171	62.56%	52.15%	53.11%	(98,227)	5,322,331	3,577,886
FACILITIES	6,499,064	7,514,652	7,360,043	7,521,087	4,685,893	2,674,150	63.67%	71.28%	68.58%	(670,497)	5,356,390	4,457,020
OTHER FINANCING USES	324,599	366,483	385,400	397,096	408,446	(23,046)	105.98%	101.07%	99.69%	38,039	370,406	323,599
<b>TOTALS</b>	<b>65,294,224</b>	<b>73,319,567</b>	<b>74,595,187</b>	<b>74,616,749</b>	<b>42,720,631</b>	<b>31,874,556</b>	<b>57.27%</b>	<b>56.14%</b>	<b>56.78%</b>	<b>1,560,796</b>	<b>41,159,835</b>	<b>37,074,992</b>

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

RICHFIELD | February 28, 2023

## ACTIVITY - OTHER FUNDS

							February	February	February			
	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	Current YTD vs. PYTD	February 28, 2022	February 28, 2021
<b>REVENUE</b>												
FOOD SERVICE	2,613,215	3,695,253	2,899,391	2,709,720	1,260,900	1,638,491	43.49%	46.01%	41.18%	(439,123)	1,700,022	1,076,219
COMMUNITY EDUCATION	1,892,291	2,075,910	2,025,109	2,158,968	1,561,825	463,284	77.12%	77.60%	69.45%	(49,038)	1,610,863	1,314,244
CONSTRUCTION	232,885	56,923	0	2,355,652	2,355,652	(2,355,652)	0.00%	94.14%	9.54%	2,302,063	53,589	22,211
DEBT SERVICE	7,641,299	9,531,432	7,316,786	7,633,004	7,209,799	106,987	98.54%	99.15%	99.33%	(2,240,719)	9,450,519	7,589,723
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
CUSTODIAL	9,151	9,632	6,100	7,589	4,588	1,512	75.21%	77.78%	72.87%	(2,904)	7,492	6,669
INTERNAL SERVICE	7,521,053	7,663,631	8,346,000	8,160,143	4,520,418	3,825,582	54.16%	56.20%	55.41%	213,302	4,307,116	4,167,314
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	100,761	(100,692)	80,000	218,907	164,246	(84,246)	205.31%	-142.55%	-25.04%	20,706	143,540	(25,229)
OPEB DEBT SERVICE	2,129,110	2,074,785	2,079,000	2,290,563	2,049,052	29,948	98.56%	98.88%	99.24%	(2,572)	2,051,624	2,112,943
<b>TOTALS</b>	<b>22,139,765</b>	<b>25,006,874</b>	<b>22,752,386</b>	<b>25,534,545</b>	<b>19,126,480</b>	<b>3,625,906</b>	<b>84.06%</b>	<b>77.28%</b>	<b>73.46%</b>	<b>(198,285)</b>	<b>19,324,765</b>	<b>16,264,094</b>

							February	February	February			
	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	February 28, 2022	February 28, 2021
<b>EXPENDITURES</b>												
FOOD SERVICE	2,329,661	3,046,741	2,831,586	3,261,534	2,060,689	770,897	72.78%	54.94%	55.33%	386,892	1,673,797	1,288,974
COMMUNITY EDUCATION	2,026,134	2,254,992	1,947,714	1,999,435	1,245,097	702,617	63.93%	62.00%	57.96%	(152,917)	1,398,014	1,174,356
CONSTRUCTION	35,442,525	7,816,477	0	129,547	129,547	(129,547)	0.00%	80.86%	71.11%	(6,191,164)	6,320,711	25,202,336
DEBT SERVICE	7,246,938	9,714,349	7,256,038	7,254,908	7,254,908	1,130	99.98%	100.00%	100.00%	(2,459,440)	9,714,349	7,246,938
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
CUSTODIAL	6,098	6,050	6,100	10,830	7,614	(1,514)	124.82%	100.00%	100.00%	1,564	6,050	6,098
INTERNAL SERVICE	7,805,471	9,798,093	8,608,605	9,598,907	6,062,473	2,546,132	70.42%	68.65%	63.50%	(663,789)	6,726,262	4,956,704
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	697,086	606,214	735,000	735,000	0	735,000	0.00%	0.00%	0.00%	0	0	0
OPEB DEBT SERVICE	2,021,775	2,033,025	2,027,600	2,027,475	2,027,475	125	99.99%	100.00%	100.00%	(5,550)	2,033,025	2,021,775
<b>TOTALS</b>	<b>57,575,688</b>	<b>35,275,941</b>	<b>23,412,643</b>	<b>25,017,636</b>	<b>18,787,803</b>	<b>4,624,840</b>	<b>80.25%</b>	<b>79.01%</b>	<b>72.77%</b>	<b>(9,084,405)</b>	<b>27,872,208</b>	<b>41,897,181</b>

## SUMMARY - ALL FUNDS

							February	February	February			
	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	February 28, 2022	February 28, 2021
<b>SUMMARY</b>												
REVENUE	90,857,913	98,044,351	96,251,683	101,363,328	62,301,722	33,949,961	64.73%	61.41%	63.55%	2,091,533	60,210,189	57,737,109
EXPENDITURES	122,869,913	108,595,507	98,007,830	99,634,385	61,508,434	36,499,396	62.76%	63.57%	64.27%	(7,523,609)	69,032,043	78,972,173
SPENDING VARIANCE	(32,012,000)	(10,551,157)	(1,756,147)	1,728,943	793,288	N/A	N/A	N/A	N/A	9,615,142	(8,821,854)	(21,235,063)

**Consent Agenda – For Action**

**Agenda Item IV.B.**

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

**Regular Meeting March 20, 2023**

**Subject: PERSONNEL ITEMS**

(Recommended by superintendent)

That the board of education approve the following personnel items:

**Management Team New Hire**

**Michelle Axell** – Director of Human Resources – District Office  
Effective 4/10/2023

**Certified Full Time Retirement Correction**

**Jennifer Spangler-Wagner** – Work Experience Coord – Richfield Senior High School  
Effective 6/9/23  
Years Exp: 19

**Certified Full Time Resignation**

**Ryan Houle** – Music – Sheridan Hills Elementary School  
Effective 6/9/23  
Years Exp: 1

**Madeline Kaiser** – ESL-German – Richfield Senior High School  
Effective 6/9/2023  
Years Exp: 3

**Jennifer Dooper-Salazar** – Dual Language Arts – Richfield Senior High School  
Effective 6/9/2023  
Years Exp: 7

**Certified Full Time Child Care Leave**

**Molly Smith** – Grade 4 – RDLS Elementary  
Effective 2023-2024 School Year

**Classified Part Time Food and Nutrition Resignation**

**Stefanie Cook** – Kitchen Assistant – Richfield High School  
Effective 3/8/2023

**Classified Part Time Paraprofessional Resignation**

**Jessica Gomez** – Special Education Paraprofessional – RSTEM Elementary  
Effective 03/01/2023  
**Sara-Rose Garcia** – Instructional Paraprofessional – Central Education Center

Effective 04/04/2023

**Classified Part Time Paraprofessional Retirement**

**Wendy Hennessy** – Special Education Paraprofessional – RSTEM Elementary

Effective 11/3/2023

Years of Service: 23 Years

**OLD BUSINESS – FOR ACTION**

**Agenda Item V.A.**

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

**Regular Meeting, March 20, 2023**

**Subject: Chemical Use/Abuse**

(Recommended by the superintendent)

Passage upon a third read of Policy 110: Chemical Use/Abuse. Changes have been included based on input from staff, students and families, as well as updates to statute and alignment with District branding and style guidelines.

**Attachments:**

Policy 110: Chemical Use/Abuse – redlined  
MSBA Model Policy 417: Chemical Use and Abuse

**RICHFIELD PUBLIC SCHOOLS**  
**CHEMICAL USE/ABUSE**

**I. PURPOSE**

The school board recognizes that chemical use and abuse constitutes a great threat to the physical and mental ~~well-being~~ of students and employees and significantly impedes the learning process. The school board recognizes the significant problems created by chemical use and abuse in society in general. The school board believes that ~~the public school~~ Richfield Public Schools has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the ~~school district~~ District in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

**II. GENERAL STATEMENT OF POLICY**

- A. Use or possession of controlled substances, medical cannabis, toxic substances, and alcohol before, during or after school hours, at school or in any other school location, is prohibited ~~in the school setting~~ in accordance with ~~school district policies with respect to~~ Board Policy 104: Drug-Free Workplace/Drug-Free School.
- B. ~~It is the policy of this school district to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency. The District shall develop, implement and evaluate comprehensive programs and activities that foster safe, healthy, supportive and drug-free environments that support student academic achievement.~~
- C. ~~The school district shall establish and maintain in every school a chemical abuse pre-assessment team. The team is~~ School administrators are responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported ~~cases~~ incidents.
- ~~D. It will be the responsibility of the superintendent, with the advice of the school board, to establish a school and community advisory team to address chemical abuse problems in the district.~~
- E. The ~~school district~~ District shall establish ~~and maintain a drug-free awareness program to educate and assist for its~~ employees, ~~students and others in understanding this policy and the goals of achieving drug free schools and workplaces.~~

**III. DEFINITIONS**

A. "Chemical abuse," as applied to students, means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student's normal function in academic, school, or social activities is chronically impaired.

~~B. "Chemicals" includes but is not limited to alcohol, medical cannabis, toxic substances, and controlled substances as defined in school board policy Drug-Free Workplace/Drug-Free School.~~

~~C. "Use" includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.~~

~~D. "School district location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or functions, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.~~

~~B. "Controlled substances," as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules 1 through V of Minnesota Statutes section 152.02 and "marijuana" as defined in Minnesota Statutes section 152.01, subdivision 9 but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined by this policy, "controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substances as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.~~

~~C. "Drug prevention" means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.~~

#### IV. STUDENTS

A. ~~Instruction Programs and Activities.~~

~~1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum. The District~~

shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement. The programs and activities may include, among other programs and activities, drug prevention activities and evidence-based programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes.

2. Each school shall have age-appropriate, developmentally based drug and alcohol prevention and education programs for all students, starting in elementary school, that:

- a. address the legal, social, personal, legal and physical and mental health consequences of the use of chemicals
- b. promote a sense of individual responsibility
- c. and teach students to recognize social pressure to use drugs illegally and provide information about effective techniques for resisting peer pressure to use chemicals
- d. teach about the dangers of emerging drugs
- e. engage students in the learning process
- f. reinforce and build upon activities taught at earlier grades-

~~3. Each school shall have drug abuse resistance education programs, designed to teach students to recognize and resist pressures to use alcohol or other drugs, which may include activities such as classroom instruction by uniformed law enforcement officers, resistance techniques, resistance to peer pressure and gang pressure, and provisions for parental involvement.~~

B. Pre-assessment Student Teacher Assistance Team (STAT)

1. ~~Every school shall have a chemical abuse pre-assessment team designated by the superintendent or designee.~~ The team ~~will~~ may be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as school nurse, school counselor or psychologist, social worker, ~~chemical abuse specialist~~, or others.
2. The team is responsible for addressing reports of ~~chemical abuse problems and making recommendations for appropriate responses to the individual reported cases~~ students whose academic performance is being negatively affected by repeated incidents of using, possessing, or transferring alcohol or a controlled substance while on school premises or involved in school-related activities.
3. Within 45 days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse. As appropriate, the team may recommend drug prevention activities

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such as counseling, mentoring, referral services, and other student assistance practices and programs.

C. Reports of Use, Possession or Transfer of Alcohol or a Controlled Substance  
Chemical Use/Abuse

- ~~1. In the event that a school district employee knows a student is abusing, possessing, transferring, distributing or selling chemicals in a school location, the employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.~~
- ~~2. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.~~
- ~~3. The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.~~
- ~~4. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control in accordance with school board policies regarding search and seizure.~~
- ~~5. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with student discipline policy and the Pupil Fair Dismissal Act, Minn. State. §121A.40-121A.56, and may be proposed for expulsion. The school may also make a referral to a detoxification center or medical center.~~
- ~~6. If a school district employee has reason to believe a student is abusing, possessing, transferring, distributing, or selling chemicals, the employee shall notify the building administrator or a member of the pre-assessment team and shall describe the basis for suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical use.~~
- ~~7. The team may determine there is no chemical use. If the team determines there is chemical use, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.~~

8. ~~In the event that an employee knows or has reason to believe a student is involved in distribution or sale of chemicals in a school location, the employee will either take the student to an appropriate administrator or will notify an administrator and continue observation until the administrator arrives.~~

91. Any District staff member who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on school premises or involved in school-related activities, shall notify a school administrator as soon as practicable.

2. Each school will have a method for students to anonymously report when they have knowledge that a student is using, possessing, or transferring alcohol or a controlled substance while on school premises or involved in school-related activities.

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3. In responding to incidents of students using, possessing, or transferring alcohol or a controlled substance while on school premises or involved in school-related activities, school administrators will consider:

- a. The type of substance
- b. Whether or not transfer or sale of the substance has occurred
- c. Mental health needs of the student(s)
- d. Any previous incidents that have occurred with the student(s)
- e. Alternatives to punitive discipline that may be appropriate, such as community service

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2. ~~The administrator shall notify law enforcement officials and parents of the known attempt to abuse, possess, transfer, distribute, or sell chemicals. Students involved in use, possession, transfer, distribution or receiving sale of chemicals shall may be suspended and/or proposed for expulsion in compliance with the student discipline policy Board Policy 541: Student Behavior and the Pupil Fair Dismissal Act, Minn. Stat. §§121A.40 - 121A.45-56 and proposed for expulsion. Students who participate in activities governed by the Minnesota State High School League will also be subject to regulations and/or penalties covered in the league rules.~~

403. Searches by District officials in connection with the abuse, possession, or transfer, sale, or distribution of chemicals of alcohol or a controlled substance will be conducted in accordance with school board policies related to search and seizure Board Policy 543: Search of Student Lockers, Desks, Personal Possessions, Student's Person, Motor Vehicles and All Other Locations.

4. Nothing in paragraph IV.C.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation

of law occurring on school premises or at school sponsored events.  
All staff interactions with law enforcement must follow Policy 977:  
Cooperation with Law Enforcement, including all provisions relating  
to notification of parent/guardians.

## V. DATA PRACTICES

- A. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations. ~~Student data shall be disclosed to the Juvenile Justice System as required by Minn. Stat. § 13.32, subd. 8 (as amended, Minnesota Statutes 2000) and as otherwise permitted or required by state or federal law.~~
- B. Destruction of records
1. If the ~~pre-assessment~~STAT team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
  2. If the team decides to provide the student or parents with such information, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
  3. ~~This section shall govern destruction~~Destruction of records identifying individual students shall be governed by paragraph V.B. notwithstanding ~~provisions of the Records Management Act, Minn. Stat. § 138.163 (Preservation and Disposal of Public Records).~~

## VI. CONSENT

Any minor may give effective consent for medical, mental and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

## ~~VII. SCHOOL AND COMMUNITY ADVISORY TEAM~~

- ~~A. The superintendent and school board shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school pre-assessment teams to the extent possible, law enforcement agencies,~~

~~county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.~~

~~B. The advisory team shall:~~

~~1. build awareness of the problem within the community, identify available treatment and counseling programs for students and develop good working relationships and enhance communication between the schools and other community agencies; and~~

~~2. develop a written procedure clarifying the notification process to be used by the chemical abuse pre-assessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student, and the student's parents or guardian in the case of a minor student.~~

#### VII. FAMILIES

A. The District will make information available to families regarding the comprehensive programs and activities offered that foster safe, healthy, supportive and drug-free environments that support student academic achievement.

B. The District will make information available to families with the goal of partnering to prevent student use, possession, or transfer of alcohol or a controlled substance while on school premises or involved in school-related activities.

C. The District will assist families in locating resources for treatment of addiction as appropriate.

#### VIII. EMPLOYEES

A. The ~~superintendent or designee shall undertake and maintain~~District shall establish a drug-free awareness ~~and prevention~~ program to inform employees, ~~students, and others~~ about:

1. The dangers ~~and health risks of chemical~~of drug abuse in the workplace/~~school~~.

2. ~~The school district's drug-free workplace/drug-free school policy-Board Policy 104: Drug-Free Workplace/Drug-Free School.~~

3. Any available drug ~~or alcohol~~ counseling, ~~treatment~~, rehabilitation, ~~re-entry~~ and/or employee assistance programs ~~available to employees and/or students.~~

4. The penalties that may be imposed on employees for drug abuse violations.

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- B. The ~~superintendent or designee~~District shall notify ~~any~~ federal granting agency required to be notified under the Drug-Free Workplace Act ~~of 1988~~ within ten (10) days after receiving notice ~~from the employee or otherwise receiving actual notice~~ of any criminal drug statute conviction ~~of an employee for violation of a criminal drug statute~~ occurring in the workplace. ~~To facilitate the giving of such notice, any employee award of such a conviction shall report the same to the superintendent.~~

**Legal References:**

~~Minn. Stat. § 13.32 (Educational Data)~~  
~~Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)~~  
~~Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)~~  
~~Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)~~  
~~Minn. Stat. § 124D.695 (Approved Recovery Program Funding)~~  
~~Minn. Stat. § 126C.44 (Safe Schools Levy)~~  
~~Minn. Stat. § 138.163 (Preservation and Disposal of Public Records)~~  
~~Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)~~  
~~Minn. Stat. § 152.01 (Definitions)~~  
~~Minn. Stat. § 152.02 (Schedules of Controlled Substances; Administration of Chapter)~~  
~~Minn. Stat. § 152.22 (Definitions; Medical Cannabis)~~  
~~Minn. Stat. § 152.23 (Limitations; Medical Cannabis)~~~~Minn. Stat. § 299A.33 (DARE Program)~~  
~~Minn. Stat. § 466.07, subd. 1 (Indemnification Required)~~  
~~Minn. Stat. § 609.101, subd. 3(e) (Controlled Substance Offenses; Minimum Fines)~~  
~~20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)~~  
~~20 U.S.C. §§ 7101-7122 (Student Support and Academic Enrichment Grants)~~  
~~20 U.S.C. § 5812 (National Education Goals)~~  
~~20 U.S.C. § 7175 (Local Activities)~~  
~~41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)~~  
~~34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)~~  
~~Minn. Stat. § 13.32 (Educational Data)~~  
~~\_\_\_\_\_ Minn. Stat. § 121A.25-29 (Chemical Abuse)~~  
~~\_\_\_\_\_ Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)~~  
~~\_\_\_\_\_ Minn. Stat. § 138.163 (Records Management Act)~~  
~~\_\_\_\_\_ Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)~~  
~~\_\_\_\_\_ Minn. Stat. § 152.22 (Medical Cannabis; Definitions)~~  
~~\_\_\_\_\_ Minn. Stat. § 152.23 (Medical Cannabis; Limitations)~~  
~~\_\_\_\_\_ 20 U.S.C. § 232g (Family Educational Rights and Privacy Act)~~  
~~20 U.S.C. §§ 7101-7165 (Safe and Drug-Free Schools and Communities Act)~~  
~~\_\_\_\_\_ 41 U.S.C. §§ (Drug-Free Workplace Act)~~  
~~34 C.F.R. Part 84 (Government wide Requirements for Drug-Free Workplace)~~

**Cross Reference:**

Board Policy 104—: Drug-Free Workplace/Drug-Free School  
Board Policy 404—: Drug and Alcohol Testing  
Board Policy 541—: Student Behavior  
Board Policy 543—: Search of Student Lockers, Desks,

Personal Possessions ~~and~~ Student's Person, Motor  
Vehicles, and All Other Locations  
Board Policy 581 ~~—~~ Protection and Privacy of Pupil Records

~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: \_\_\_\_\_ November 6, 2000  
~~REVIEWED AND~~ REAFFIRMED BY THE BOARD OF EDUCATION: \_\_\_\_\_ November  
14, 2011  
REVISED BY THE BOARD OF EDUCATION: \_\_\_\_\_ December 7, 2004, ~~—~~ April 3, 2017

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

MSBA/MASA Model Policy 417

Orig. 1995

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

Rev. 2022

## 417 CHEMICAL USE AND ABUSE

***[Note: This policy reflects mandatory provisions of state and federal law and is not discretionary.]***

### I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

### II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substance, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement.
- C. Every school that participates in a school district chemical abuse program shall establish a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The school district shall establish a drug-free awareness program for its employees.

***[Note: School districts are required to establish a drug-free awareness program for school district employees pursuant to the Drug-Free Workplace Act. In addition, state law requires that the written districtwide school discipline policy must include procedures for detecting and addressing chemical abuse problems of a student while on the school premises. Further, school districts are required to develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement if receiving funding under the federal Student Support and Academic Enrichment Grants law.]***

### III. DEFINITIONS

- A. "Chemical abuse," as applied to students, means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the minor's normal function in academic, school, or social activities is chronically impaired.
- B. "Controlled substances," as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes section 152.02 and "marijuana" as defined in Minnesota Statutes section 152.01, subdivision 9 but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy,

“controlled substances” include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.

- C. “Drug prevention” means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.
- D. “Teacher” means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.

#### IV. STUDENTS

##### A. Districtwide School Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.

##### B. Programs and Activities

- 1. The school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes.
- 2. As part of its drug-free programs, the school district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.

##### C. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance

- 1. A teacher in a nonpublic school participating in a school district chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information.

***[Note: School districts are not required to participate in a chemical abuse program or establish a chemical abuse preassessment team pursuant to state law. Schools are required to have procedures for detecting student chemical abuse and can obtain federal funding if they establish drug prevention, detection, intervention, and recovery support services. Thus, it is recommended that schools establish these programs and activities. For those schools that do not establish a chemical abuse preassessment team, those obligations could be assigned to a specified staff member such as a school counselor or administrator.]***

- 2. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals

may be suspended and proposed for expulsion in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40-121A.56, and proposed for expulsion.

3. Searches by school district officials in connection with the use, possession, or transfer of alcohol or a controlled substance will be conducted in accordance with school board policies related to search and seizure.
4. Nothing in paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.

D. Preassessment Team

1. Every school that participates in a school district chemical abuse program shall establish a chemical abuse preassessment team designated by the superintendent or designee. The team must be composed of classroom teachers, administrators, and to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff. For schools that do not have a chemical abuse program and team, the superintendent or designee will assign these duties to a designated school district employee.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

E. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes section 13.32 and applicable federal law and regulations.

2. Destruction of Records

- a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
- b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
- c. Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding Minnesota Statutes section 138.163 (Preservation and Disposal of Public Records).

F. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

***[Note: State law permits schools to provide these services to minor students without the consent of a parent. If, however, a school district provides these or other services pursuant to a grant received under the Student Support and Academic Enrichment Grants law, this funding could be jeopardized if the requirements of federal law, to obtain prior written, informed consent from the parent of each child who is under 18 years of age is not obtained.]***

## **V. EMPLOYEES**

- A. The school district shall establish a drug-free awareness program to inform employees about:
  - 1. The dangers of drug abuse in the workplace.
  - 2. The school district's policy of maintaining a drug-free workplace.
  - 3. Available drug counseling, rehabilitation, and employee assistance programs.
  - 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The school district shall notify a federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of any criminal drug statute conviction occurring in the workplace.

**Legal References:**

- Minn. Stat. § 13.32 (Educational Data)
- Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
- Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
- Minn. Stat. § 124D.695 (Approved Recovery Program Funding)
- Minn. Stat. § 126C.44 (Safe Schools Levy)
- Minn. Stat. § 138.163 (Preservation and Disposal of Public Records)
- Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
- Minn. Stat. § 152.01 (Definitions)
- Minn. Stat. § 152.02 (Schedules of Controlled Substances; Administration of Chapter)
- Minn. Stat. § 152.22 (Definitions; Medical Cannabis)
- Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
- Minn. Stat. § 299A.33 (DARE Program)
- Minn. Stat. § 466.07, subd. 1 (Indemnification Required)
- Minn. Stat. § 609.101, subd. 3(e) (Controlled Substance Offenses; Minimum Fines)
- 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
- 20 U.S.C. §§ 7101-7122 (Student Support and Academic Enrichment Grants)
- 20 U.S.C. § 5812 (National Education Goals)
- 20 U.S.C. § 7175 (Local Activities)
- 41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
- 34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

**Cross References:**

- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
- MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
- MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)
- MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
- MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal

Possessions, and Student's Person)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

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

**Regular Meeting, March 20, 2023**

**Subject: Public Comment**

(Recommended by the superintendent)

A second read of Policy 216: Public Comment & Administrative Guidelines 216.1, 216.2 & 216.3. The administrative guidelines were updated on September 17, 2021. However, the policy has not yet been revised since its ratification on October 16, 2017. Suggested changes have been included based on updates to the MSBA model policy as well as to provide clarity and align to District branding and style guidelines.

**Attachments:**

Policy 216: Public Comment - redlined

Administrative Guideline 216.1 - redlined

Administrative Guideline 216.2

Administrative Guideline 216.3

MSBA Model Policy 206: Public Participation in School Board Meetings

**RICHFIELD PUBLIC SCHOOLS**

**~~216~~—PUBLIC COMMENT**

**PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS  
AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS**

**I. PURPOSE**

- A. The school board recognizes the value of participation by the public in deliberations and decisions on ~~school district~~Richfield Public Schools matters. At the same time, the school board recognizes the need to conduct orderly and efficient proceedings, ~~with~~ ~~while maintaining~~ opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures ~~that create opportunity for the public to suggest agenda items and to participate in to assure~~ open and orderly public ~~comment while~~discussion as well as to protecting the due process and privacy rights of individuals under the law.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school board is to encourage participation in subjects related to the management of the ~~school district~~District at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public participation within board meetings, but encourage participation with individual board members outside of the formal school board meeting time in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy and law, protect the legal rights to privacy and due process of employees and students.

**III. DEFINITIONS**

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:
- Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in

addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

D. "Educational data" means data maintained by the ~~school-district~~District which relates to a student.

E. "Student" means an individual currently or formerly enrolled or registered in the ~~school-district~~District, or applicants for enrollment, or individuals who receive shared time services.

F. Data about applicants for appointments to a public body, including a school board, collected by the ~~school-district~~District as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public

body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

#### IV. RIGHTS TO PRIVACY

A. ~~School-district~~District employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.

B. ~~School-district~~Richfield Public Schools students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

#### V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give people related to the ~~school-district~~District an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data). There will be two mechanisms to participate in open meetings:

1. Requesting formal agenda items for board member consideration and discussion and;
2. Making public comment during a regular board meeting. Public comment will occur once monthly on the second regularly scheduled meeting of the month. In a month with only one meeting, public comment will occur at the lone meeting.

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## VI. PROCEDURES

### A. Requesting Formal Agenda Items

1. People who wish to have a subject discussed as part of the agenda at a public school board meeting must notify the superintendent's office and send the request one week in advance of a school board meeting to the school board secretary. The person should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed. The request will be considered for discussion by the school board chair and superintendent, and brought to the board for consideration as needed. This formal process is intended for items requiring greater scrutiny and discussion from board members. Advance notice is required to allow for administrative staff to gather necessary supporting documents and information and to allow for adequate notice to the general public of items that will be brought before the board for discussion.
2. The school board retains the discretion to limit board discussion of any agenda item to a reasonable period of time as determined by the school board.
3. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
4. The school board chair shall promptly rule out of order any discussion or agenda item by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.

### B. Open Public Comment

The school board shall normally provide a specified period of time when citizens may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples

1 are ~~work-study~~ sessions and board retreats. The public will still be entitled to  
2 notice of these meetings and will be allowed to attend these meetings, but the public  
3 will not be allotted time during the meeting to address the board.  
4

- 5 1. People who wish to address the school board on a particular agenda item  
6 should identify the subject and identify agenda item(s) to which their  
7 comments pertain.  
8
- 9 2. The school board chair will recognize one speaker at a time, and will rule  
10 out of order other speakers who are not recognized. Only those speakers  
11 recognized by the chair will be allowed to speak. Each speaker will be  
12 given up to three minutes, with time extended up to six minutes if  
13 translation is necessary. Comments by others are out of order. Individuals  
14 who interfere with or interrupt speakers, the school board, or the  
15 proceedings may be directed to leave. These comments will occur during  
16 the public comment section of the board agenda.  
17
- 18 3. Personal attacks by anyone addressing the school board are  
19 unacceptable. Persistence in such remarks by an individual shall  
20 terminate that person's privilege to address the school board.  
21
- 22 4. Depending upon the number of persons in attendance seeking to be  
23 heard, the school board reserves the right to impose such other limitations  
24 and restrictions as necessary in order to provide an orderly, efficient, and  
25 fair opportunity for those present to be heard.  
26

27 C. Informal Complaints  
28

- 29 1. Routine complaints about a teacher or other employee should first be  
30 directed to that teacher or employee or to the employee's immediate  
31 supervisor.  
32
- 33 2. If the complaint is against an employee relating to child abuse,  
34 discrimination, racial, religious, or sexual harassment, or other activities  
35 involving an intimidating atmosphere, the complaint should be directed to  
36 the employee's supervisor or other official as designated in ~~Policy 103:~~  
37 ~~Harassment Prohibition, Policy 115: Title IX, Policy 409: Mandated~~  
38 ~~Reporting of Child Neglect of Physical or Sexual Abuse, Policy 505:~~  
39 ~~Student Disability Nondiscrimination and/or Policy 506: Student Sex~~  
40 ~~Nondiscrimination~~ the school district policy governing that kind of  
41 ~~complaint~~. In the absence of a designated person, the matter should be  
42 referred to the superintendent.  
43
- 44 3. Unresolved complaints from Paragraph 1 of this section or problems  
45 concerning the ~~school district~~ District should be directed to the  
46 superintendent's office.  
47
- 48 4. Complaints which are unresolved at the superintendent's level may only  
49 be brought before the school board by notifying the school board in  
50 writing.

5. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.

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## VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The ~~school district~~District is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

### Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)  
Minn. Stat. § 13D.05 (Open Meeting Law)  
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)  
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)  
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)  
Minn. Stat. § 122A.44 (Contracting with Teachers)  
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)  
Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts or Contract is Void)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
Minn. Op. Atty. Gen. 852 (July 14, 2006)

### Cross References:

~~MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)~~  
~~MSBA/MASA Model Policy 207 (Public Hearings)~~

~~MSBA/MASA Model Policy 406 (Public and Private Personnel Data)~~  
~~MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)~~  
~~MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)~~  
~~MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records Privacy Access to Data)~~  
Policy 103: Harassment Prohibition  
Policy 115: Title IX  
Policy 208: Open Meetings and Closed Meetings  
Policy 409: Mandated Reporting of Child Neglect of Physical or Sexual Abuse  
Policy 412: Public and Private Personnel Data  
Policy 505: Student Disability Nondiscrimination  
Policy 506: Student Sex Nondiscrimination  
Policy 581: Protection and Privacy of Pupil Records

~~Adopted~~ RATIFIED by the Board of Education: October 16, 2017  
~~Reviewed~~ REVIEWED AND REAFFIRMED by the Board of Education:  
~~Revised~~ REVISED by the Board of Education:

**RICHFIELD PUBLIC SCHOOLS**  
**GUIDELINES - PUBLIC COMMENT**

**I. RESPONSIBILITY FOR PUBLIC COMMENT**

The ~~school district~~ Richfield Public Schools administration shall be responsible for the procedural implementation of the public comment portion of board meetings. This implementation shall include preparation, sign up, the comment session, communication during and communication processes related to public comment.

**II. PREPARATION FOR PUBLIC COMMENT**

The public comment portion of the meeting shall occur on the second meeting of the month, typically held on the 3rd Monday of the month. In months with only one meeting, that meeting shall include public comment.

Public comment will be available ~~at the Board of Education Meeting in person in the boardroom of the District Office~~, located at ~~7001 Harriet Avenue South, 401 70<sup>th</sup> St. West~~, Richfield, MN, 55423.

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Public comment will be the first agenda item. The time period for public comment will be a maximum of 30 minutes.

**III. SIGN UP FOR PUBLIC COMMENT**

Individuals ~~requesting to participate in public comment can~~ must sign up in advance by emailing or calling the ~~Board-board Secretary-secretary~~ or by filling out the form available on the District website. Advance sign up may occur ~~through 42~~ until noon on ~~a the day of the~~ board meeting ~~date~~.

Individuals must indicate their name, address, phone number or email and the subject they are addressing. Individuals should also note if their public comment will address something directly related to an agenda item or a non-agenda related item.

If multiple individuals wish to address the same subject during public comment, they may be asked to select a representative to speak for the group. Speakers may be asked to submit a written copy of their prepared statement in advance of the meeting.

If individuals are attending a board meeting without public comment on the agenda, they may write down comments and deliver them to the ~~Board~~ board Secretary-secretary who will share them with all board members.

If an interpreter is needed for ~~Public-public Comment-comment~~ or ~~for-to view~~ a ~~Board-board~~ of ~~Education-education~~ meeting, please contact the ~~Board~~ ~~board~~ ~~Secretary-secretary~~ at least 1 week in advance.

#### IV. PUBLIC COMMENT

Speakers will be called in order as follows: students, speakers on a specific agenda item, then others in order of sign up, with preference given to those who have not spoken in the past six months. Time allotted will be three minutes per speaker, with an additional three minutes allocated if interpretation is utilized. The ~~chair of the board of education~~~~board secretary~~ will monitor time. There will be a "30 second warning" given when 30 seconds remain and a "times up" warning given if three minutes have expired. Speakers are expected to end comments at the "time's up" warning.

~~School district~~~~District~~ administration will be responsible for implementation of public comment including sign up, documentation, and sharing of guidelines.

The ~~School-school~~ ~~Board-board~~ takes into consideration comments made during public comment, but will not hold a two-way dialogue or interactive discussion during public comments. The board may provide a response at a later time and/or may provide clarification of points of fact as appropriate during the meeting.

#### V. COMMUNICATION DURING PUBLIC COMMENT

Speakers should not include names of Richfield Public Schools employees, titles or location names in ~~your-their~~ remarks for their own legal protection and the legal rights of staff. Any information that would specifically identify a staff member is included in this warning. Issues related to ~~school~~ ~~district~~~~District~~ employees should be made in writing and may identify employees and should be addressed to the Human Resources Department.

Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board. ~~If the speaker persists in violating any~~ procedure or rule, the speaker will be directed to leave the premises and not to return, a no trespass order may be issued, and a referral may be made to law enforcement.

~~Members of the public may not engage in conduct that materially and~~ substantially disrupts any part of a ~~School-school~~ ~~Board-board~~ meeting, or that otherwise impedes the School Board's ability to conduct its business in an orderly and efficient fashion.

#### VI. COMMUNICATION ABOUT PUBLIC COMMENT

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~~School district~~District administration will be responsible for broadly communicating the guidelines for public comment at the board of education meetings. Methods should include website, school handbooks, direct communication to families and more.

Dated: November 20, 2017  
Revised: September 17, 2021



# **RICHFIELD**

## **PUBLIC SCHOOLS**

### **Welcome to a Regular Board Meeting at Richfield Public Schools**

- The agenda and supporting board packet are available online at <https://www.richfieldschools.org/about/school-board>
- Paper copies of the agenda are available to all.
- Board meetings are livestreamed and videotaped for the official record.
- Procedures for the implementation of public comment are contained within board policy 216 and administrative guideline 216.1.

Individuals who wish to address the School Board during a regular School Board meeting may do so during the Public Comments portion of the agenda at the beginning of the meeting. To participate in the public comments, individuals must fill out the online form or make a request to the board secretary ([cassandra.quam@rpsmn.org](mailto:cassandra.quam@rpsmn.org) or 612-798-6012) up until 12:00 noon on the day of a board meeting. This grants speakers the opportunity to make a presentation of up to three minutes, with time extended up to three additional minutes if translation is needed. (We will have our board secretary indicate with both “30 seconds” and “time is up” warnings.)

- Speakers are asked to refrain from using this forum to criticize, complain, or make allegations about a specific employee by name due to privacy and legal concerns for the employee and the speaker.
- The School Board takes into consideration comments made during public comment, but will not hold a two-way dialogue or interactive discussion during public comments. The board may provide a response at a later time and/or may provide clarification of points of fact as appropriate during the meeting.
- Questions, concerns and requests may be directed to the appropriate administrator for review. Speakers who desire a written response to a specific question may request it.
- If a speaker violates a procedure or rule, they will be given a warning. If they persist in violating any procedure or rule, the speaker will be directed to leave the premises and not to return, a no trespass order may be issued, and a referral may be made to law enforcement.

**If you were unable to make a request in advance of tonight's meeting, we have two ways for you to share your thoughts with us:**

- One is for you to complete the Board Comment Sheet on the back of this page so that you can write out your thoughts and give them to us tonight. We will review your comments before our next meeting.
- The other is for you to request to participate in public comment for a future board meeting, typically the second meeting of the month, or at any meeting when it is the sole meeting of the month.

Thank you for your attention and your respect for this process.

## Board Comment Sheet

Date	Phone/Email Contact
Name	Address

**Comment for the School Board:**

[illegible]



# **RICHFIELD**

## **PUBLIC SCHOOLS**

### **Board Comment Sign Up**

**If you wish to share a public comment at a school board meeting, please complete this form with your name and comment information. Comment will occur in the order of sign up, with students speaking first, then individuals who are addressing a specific agenda item, then all other speakers.**

Board Meeting Date	Phone/Email Contact
Name	Address
What is your relationship to Richfield Public Schools?  Student      Parent      Staff Member      Richfield Resident	
Is your comment related to a specific agenda item listed for this board meeting?  Yes                      No	What subject would you like to comment on?

**By appearing in person to share a public comment with the school board, you agree to the following procedures and requirements outlined in Policy 216: Public Comment and Administrative Guideline 216.1:**

- Your time allotted is three minutes, with time extended up to three additional minutes if translation is needed. (The board secretary will indicate with both “30 seconds” and “time is up” warnings.)
- Speakers are asked to refrain from using this forum to criticize, complain, or make allegations about a specific employee by name due to privacy and legal concerns for the employee and the speaker.
- The School Board takes into consideration comments made during public comment, but will not hold a two-way dialogue or interactive discussion during public comments. The board may provide a response at a later time and/or may provide clarification of points of fact as appropriate during the meeting.
- Questions, concerns and requests may be directed to the appropriate administrator for review. Speakers who desire a written response to a specific question may request it.
- If a speaker violates a procedure or rule, they will be given a warning. If they persist in violating any procedure or rule, the speaker will be directed to leave the premises and not to return, a no trespass order may be issued, and a referral may be made to law enforcement.

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

MSBA/MASA Model Policy 206

Orig. 1995

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

Rev. 2022

## **206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS**

### **I. PURPOSE**

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

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

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

### **III. DEFINITIONS**

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:  
  
Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and

awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.

- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

#### **IV. RIGHTS TO PRIVACY**

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
  2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
  3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);

4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
  2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
  3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

## **V. THE PUBLIC'S OPPORTUNITY TO BE HEARD**

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

## **VI. PROCEDURES**

### **A. Agenda Items**

1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.

6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

## **VII. PENALTIES FOR VIOLATION OF DATA PRIVACY**

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)  
Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)  
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures; Closed or Open Meeting)  
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)  
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination; Hearing Procedures)  
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)  
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)  
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
Minn. Op. Atty. Gen. 852 (July 14, 2006)

**Cross References:** MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)  
MSBA/MASA Model Policy 207 (Public Hearings)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA School Law Bulletin "C" (Minnesota's Open Meeting Law)  
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

**NEW BUSINESS – FOR ACTION**

**Agenda Item VI.A.**

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

**Regular Meeting, March 20, 2023**

**Subject: Achievement & Integration Plan Approval**

(Recommended by the superintendent)

That the board of education approve the Achievement & Integration plan for July 1, 2023 to June 30, 2026.

**Background Information:**

(Prepared by Megan Stecher, Christina Gonzalez & Melissa Morrissey)

The purpose of the Achievement and Integration (A&I) for Minnesota program is to pursue racial and economic integration, increase student achievement, create equitable educational opportunities, and reduce academic disparities based on students' diverse racial, ethnic, and economic backgrounds in Minnesota public schools.

**Attachments:**

A&I Plan Presentation  
A&I Plan Document

*Enriching and accelerating learning*

**R**

**RICHFIELD**  
**PUBLIC SCHOOLS**

**Achievement and Integration**

School Board Presentation

March 2023

*Enriqueciendo y acelerando el aprendizaje*

# Purpose of Achievement and Integration

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**RICHFIELD**  
PUBLIC SCHOOLS

The purpose of the Achievement and Integration (A&I) program is to:

- Pursue racial and economic integration.
- Increase student achievement.
- Create equitable educational opportunities.
- Reduce academic disparities based on students' diverse racial, ethnic, and economic backgrounds in participating schools and districts.



# Goal One



**RICHFIELD**  
PUBLIC SCHOOLS

**Increase graduation rate across all demographics with no group below 85% (State goal is 90% with no group below 85%). Data from RPS below is from 2020-21**

Students	Percentage Graduated in Four Years
All Students	87.3%
American Indian	Count too Small to Register (under 10 students for data privacy)
Asian	70.6%
Black	93.5%
Latinx/Hispanic	83.2%
White	93.3%

***WBWF Alignment: Increasing student achievement and reducing academic disparities based on students' diverse racial, ethnic, and economic backgrounds***

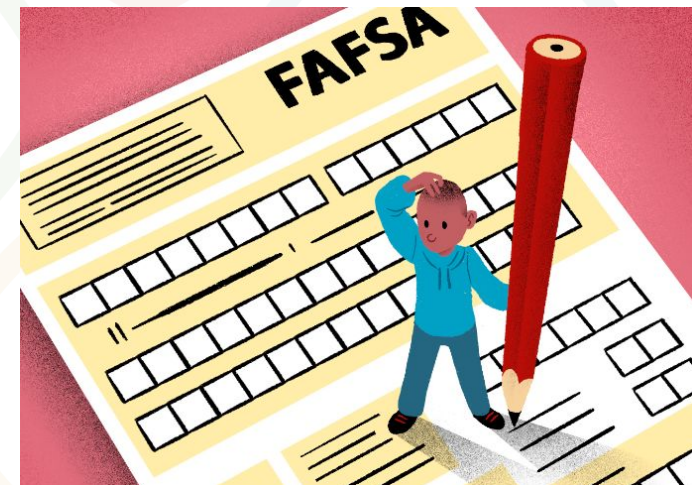
## Strategy 1.1 for Goal One



**RICHFIELD**  
PUBLIC SCHOOLS

### **Create and support a strong and navigable PreK-Grade 12 transition system.**

- Transition activities at key grade levels (K, 6, 9, 12)
- FAFSA support and eligibility for DREAM ACT resources
- Family support around standards-based grading and reporting
- Translation services





### **Innovatively connect isolated student populations with peers in neighboring districts.**

- Recruit students to join the anti-racist student leadership group: Dare 2 Be Real
- Collaborate with our partner district, St. Louis Park Public Schools to coordinate an inter-district leadership summit with both districts' Dare 2 Be Real groups

**Richfield Public Schools will increase student access to high quality staff and instruction as measured by Richfield Public Schools' Practice Profile and Equity Policy and Guidelines.**

- Data around instructional and SEL best practices is collected three times a year through unannounced learning walks throughout the district.
- The percentage of observed classrooms that meet expected practice for the indicators that align to creating a **strong learning community, instructional clarity, and assessment and feedback** will increase by 10% from our baseline data over the next three years.

***WBWF Alignment: Close the Achievement Gap(s) Between Student Groups***

### **Build, maintain, and support a teaching staff that utilizes culturally sustaining and responsive instructional pedagogy.**

- Use learning walk data aligned to our Equity Policy to develop and implement professional development for staff
- Use learning walk data to guide job-embedded professional development (e.g.: *Coaching and professional learning communities*)

## Goal Three



**RICHFIELD**  
PUBLIC SCHOOLS

**We will increase the percentage of representation of students of color in rigorous courses at Richfield High School (including advanced placement, career ready and college credit bearing courses) from 59% to 65%.**



***WBWF Alignment: Close the Achievement Gap(s) Between Student Groups, and All Students Career-and-College-Ready by Graduation***

## Strategy 3.1 for Goal Three



**RICHFIELD**  
PUBLIC SCHOOLS

### Create and strengthen career and college pathways for underserved students.

- Self-selection of advanced ELA for 7th and 8th grade students
- Strengthen and create pathways that include dual credit opportunities for students
- Intentional recruitment of students of color into rigorous courses



### **Preparation for college credit bearing and career readiness courses, and an accompanying communication plan.**

- Increased opportunities for college and career events
- recruitment and intentional counseling of students into college and career courses that match student interests
- Seminar support classes at RHS
- Communication of opportunities and supports for college and career readiness

# Positions to Support Goals



**RICHFIELD**  
PUBLIC SCHOOLS

- Directors of Secondary Education and Student Support Services
- Instructional Coaches
- Social Workers
- Outreach Workers
- ALC Counselor





## Achievement and Integration Plan

July 1, 2023 to June 30, 2026

*Submissions due by March 15th, 2023*

**District ISD# and Name:** ISD #280 Richfield Public Schools

**District Integration Status:**

**Superintendent:** Dr. Steven Unowsky

Phone: (612) 798-6011

Email: steven.unowsky@rpsmn.org

**Plan submitted by:** Dr. Latanya Daniels

Title: Assistant Superintendent

Phone: (612) 798-6021

Email: latanya.daniels@rpsmn.org

### Racially Identifiable Schools within District

If you have been notified by the Minnesota Department of Education (MDE) that your district has a racially identifiable school please list each of those schools below. Add additional lines as needed.

Plans for racially identifiable schools should include the same information and follow the same format as districtwide plans. Provide that information in the [Racially Identifiable School section](#) of this document.

**Partnering Districts** Racially isolated districts must partner with adjoining districts on student integration strategies (Minn. R. 3535.0170). List the districts you will partner with, adding additional lines as needed. Provide the name of your integration collaborative if you have one: Type name of integration collaborative here, if applicable

1. Saint Louis Park Public Schools

### School Board Approval

☐ We certify that we have approved this Achievement and Integration plan and will implement it as part of our district's World's Best Workforce plan ([Minn. Stat. § 124D.861, subd. 4](#)).

☐ We certify that we sought and received input on integration goals and strategies from councils as described on page 2. The council(s) included representation and meaningful input from our American Indian Parent Advisory Committee as required by [Minnesota Rules 3535.0160, subpart 2](#), and [Minnesota Rules 3535.0170, subparts 2-5](#).

Superintendent: Steven Unowsky

Signature: 

Date Signed: 

School Board Chair: Paula Cole

Signature:

Date Signed:

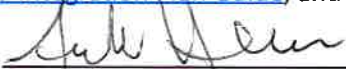
## Plan Input

Minnesota School Desegregation/Integration Rule, part 3535.0170, subpart 2, requires racially isolated and adjoining districts to establish a multidistrict collaboration council to provide input on integration goals and to identify cross-district strategies to improve student integration.

Districts with racially identifiable schools are required to convene a community collaboration council to assist in developing integration goals and to identify ways of creating increased opportunities for integration at the racially identifiable schools (Minn. R. 3535.0160, subp. 2).

**American Indian Parent Advisory Committee** Districts with an American Indian parent advisory committee must include representation from this committee on the councils described above (Minn. R. 3535.0160, subp. 2, and 3535.0170, subp. 3).

For stakeholder input to be meaningful it should be based on open communication and coordination that acknowledges and considers the views of all participants. For steps to ensure that input from your council is meaningful, see the Facilitation Guide in the [Achievement and Integration Plan Guide](#), and see the [Tribal Consultation Guidance](#).

**AIPAC Member Signature** (if applicable):  Date Signed: 3/15/23

Below, list your council members and identify American Indian parent committee members. Briefly describe council members' recommendations for your district-wide plan and for your racially identifiable school plans, as applicable. You may also include meeting dates and describe the process you used to ensure meaningful input from council members.

Council Members		
Dr. Latanya Daniels	Latanya.daniels@rpsmn.org	Assistant Superintendent
Dr. Mary Clarkson	mary.clarkson@rpsmn.org	Executive Director of Special Programs
Megan Stecher	megan.stecher@rpsmn.org	Director of Secondary Education
Christina Gonzalez	christina.gonzalez@rpsmn.org	Director of Student Support Services
Rachel Gens	rachel.gens@rpsmn.org	Director of Elementary Education
Melissa Morrissey	melissa.morrissey@rpsmn.org	Data and Assessment Coordinator
Carrie Vala	Carrie.vala@rpsmn.org	Assistant Principal
Sarah Jespersen	sarah.jespersen@rpsmn.org	American Indian Education Coordinator
Andrew Holmes	andrew.holmz@gmail.com	AIPAC Parent
Lisa Turgeon	lisabturgeon@gmail.com	AIPAC Parent
Chrissy Cleveland	ccleveland@miccommunity.org	District Curriculum Advisory Committee Member

Kirk Spencer	kierkito@gmail.com	District Curriculum Advisory Committee Member
Bob Mulcahy	bobmulcahy@gmail.com	District Curriculum Advisory Committee Member
Sara Linde	sara.linde@rpsmn.org	School Counselor
Chantelle Vaughn	chantelle.vaughn@rpsmn.org	Lead School Social Worker
Amy Hager	amy.hager@rpsmn.org	Instructional Coach
<b>Students</b>		
Antwane Ruiz	antrui0306@rpsmn.org	Safe and Supportive Schools Student Committee Member
Leelai Zubah	leezub0606@rpsmn.org	Safe and Supportive Schools Student Committee Member
Sumaya Dhimbil	sumdhi1205@rpsmn.org	Safe and Supportive Schools Student Committee Member

**Multidistrict Collaboration Council:** We are partnering with Saint Louis Park Public Schools on Dare 2 Be Real collaborative.

**Community Collaboration Council for Racially Identifiable School(s):**

<b>Members</b>	
Megan Stecher	Director of Secondary Education
Christina Gonzalez	Director of Student Support Services
Patrick Duffy, St. Louis Park Public Schools	Director of Teaching and Learning
Latanya Daniels, Richfield Public Schools	Assistant Superintendent

**Submitting this Plan**

Submit your completed plan as a Word document to MDE for review and approval **no later than March 15, 2023** (Minn. Stat. § 124D.861, subd. 4). Once it's signed, scan the signature page and save it as a separate PDF. Email your plan and signature page to [MDE.integration@state.mn.us](mailto:MDE.integration@state.mn.us).

Detailed directions and support for completing this plan can be found in the [Achievement and Integration Plan Guide](#).

## Achievement and Integration Goals

This plan must contain three types of goals, at least one for each of the following:

1. Reducing the disparities in academic achievement among all students and specific categories of students excluding the categories of gender, disability, and English learners.

2. Reducing the disparities in equitable access to effective and more diverse teachers among all students and specific categories of students excluding the categories of gender, disability, and English learners.
3. Increasing racial and economic integration (Minn. Stat. § 124D.861, subd. 2 (a)).

**Goal #1: All students in Richfield Public Schools graduating within four years will increase from 87.3% to 92.3%, including an increase across all demographic groups listed below by 5%, in 2026 as reported by MDE.**

Students	Percentage Graduated in Four Years
All Students	87.3%
American Indian	Count too Small to Register (under 10 students for data privacy)
Asian	70.6%
Black	93.5%
Latinx/Hispanic	83.2%
White	93.3%

**Aligns with WBWF area:** Enter one of the following:

- All students graduate from high school.

**Goal type:** Reducing the disparities in academic achievement among all students and specific categories of students excluding the categories of gender, disability, and English learners.

**Goal #2: Richfield Public Schools will increase student access to high quality staff and instruction as measured by Richfield Public Schools' Practice Profile and Equity Policy and Guidelines. The Practice Profile and Equity Policy are aligned to the instructional and SEL evidence-based best practices that promote culturally responsive and inclusive teaching and learning. Data around instructional and SEL best practices is collected three times a year through unannounced learning walks throughout the district. The percentage of observed classrooms that meet expected practice for the indicators that align to creating a strong learning community, instructional clarity, and assessment and feedback will increase by 10% from our baseline data over the next three years. See below for our baseline data around specific best practices aligned to the areas of Classroom Community, Instructional Clarity, and Assessment and Feedback.**

Best Practice Area	Percentage of Classrooms with Expected Practice
<b>Classroom Learning Community Indicators</b>	
The Schoolwide Behavior Matrix and/or 3-5 positively stated behavioral expectations are posted in the classroom.	<b>75%</b>
The Schoolwide Behavior Matrix and/or 3-5 positively stated behavioral expectations	<b>35%</b>

are referred to or cued during the lesson.	
Designated Safe Place in the classroom that includes key components such as: instructions, a timer, breathing icons and fidgets	<b>23.5%</b>
The teacher encourages students to regularly share their lived experiences with each other to build classroom community.	<b>9%</b>
<b>Instructional Clarity</b>	
Learning targets are visible and written in the form of what students will learn, clearly communicated to students and aligned to essential/priority standards.	<b>41%</b>
Learning targets are specific and easily measurable.	<b>30%</b>
Success criteria are visible, communicated to students and written in student friendly language.	<b>28%</b>
Success criteria include academic language and structures that are needed to meet the learning target.	<b>17.5%</b>
The teacher establishes purpose and relevance (e.g., why this is important to learn/how it connects to students' lives) for the lesson.	<b>13%</b>
<b>Assessment and Feedback</b>	
The teacher gathers individual student progress toward teaching points using success criteria multiple times throughout the lesson.	<b>21%</b>
The teacher provides explicit feedback that is timely, specific, and constructive and aligned to success criteria on formative and summative assessments.	<b>33%</b>
Students have regular opportunities to discuss their learning with peers and get feedback; students self-assess and reflect on their learning.	<b>15%</b>

**Aligns with WBWF area:** Close the Achievement Gap(s) Between Student Groups

**Aligns with AI required #2:** Reducing the disparities in equitable access to effective and more diverse teachers among all students and specific categories of students excluding the categories of gender, disability, and English learners.

**Goal #3:** We will increase the percentage of representation of students of color in rigorous courses at Richfield High School (including advanced placement, career ready and college credit-bearing courses) from 59% to 65%.

**Aligns with WBWF area:** Close the Achievement Gap(s) Between Student Groups, and All Students Career- and College-Ready by Graduation

**Aligns with AI required #3:** Increasing racial and economic integration (Minn. Stat. § 124D.861, subd. 2 (a)).

To add goals, copy the goal section directly above and paste them below the strategies and KIPs supporting Goal #1.

## Strategies

Each goal should have at least one strategy. Number each strategy sequentially and give it a unique name. For each strategy, provide a narrative description as explained below.

Districts may use Achievement and Integration revenue to pursue racial and economic integration and reduce achievement disparities between student groups through the types of strategies listed in the *Type of Strategy* section below (Minn. Stat. § 124D.861, subd. 2).

**Integration Requirement** At least one of your strategies must be a student integration activity designed and implemented to bring together students from a racially isolated district with students from that district's adjoining Achievement and Integration districts (Minn. R. 3535.0170).

Copy and paste the strategy section below for each additional strategy.

**NOTE:** If a strategy is intentionally developed to support multiple goals, list its unique name and number and provide the narrative description for that strategy under one goal. Include that strategy's unique number and name under the other goals it supports. You do not have to copy the narrative description for that strategy under multiple goals.

**Strategy Name and #** Enter strategy name and number here.

**Type of Strategy:** Enter one of the following types of strategies:

- Innovative and integrated pre-K-12 learning environments. \* If you choose this, complete the Integrated Learning Environments section below.
- Family engagement initiatives to increase student achievement.
- Professional development opportunities focused on academic achievement of all students.
- Career/college readiness and rigorous coursework for underserved students, including students enrolled in ALC.
- Recruitment and retention of racially and ethnically diverse teachers and administrators.
- Equitable access to effective and more diverse teachers.

**Integrated Learning Environments** (Minn. Stat. § 124D.861, subd. 1 (c)). If you chose *Innovative and integrated pre-K through grade 12 learning environments* as the strategy type above, your narrative description should describe how the different aspects of integrated learning environments listed below are part of that strategy:

- |  |  |
|--|--|
| <input type="checkbox"/> Uses policies, curriculum, or trained instructors and other advocates to support magnet schools, differentiated instruction, or targeted interventions. | <input type="checkbox"/> Increases graduation rates.                         |
| <input type="checkbox"/> Provides school enrollment choices.   | <input type="checkbox"/> Increases access to effective and diverse teachers. |
| <input type="checkbox"/> Increases cultural fluency, competency, and interaction.  |  |

**Narrative description of this strategy.** Based on your description below someone reading your plan should understand what you are proposing to do, why you are doing it, and be able to recognize it if they see it. For example, explain what this activity will look like, what will be taught, which students will participate, how students are selected, intended outcomes for students, what will be assessed, how instruction will be delivered, and where will this take place.

Add narrative here.

**Location of services:** Enter location here.

## **Strategy Name and # Strategy 1.1: Create and support a strong and navigable pre-K-grade 12 transition system.**

**Type of Strategy:** Family engagement initiatives to increase student achievement.

**Narrative description of this strategy:** A strong K-12 system requires transition between grades to be easy to navigate for students, families and teachers. Certain transitions require more focused coordination and collaboration, especially between buildings. This goal will be to provide accountability to create a strong transition system, especially as students transition to kindergarten from early childhood, to middle school from elementary school, and to high school from middle school. Further, Richfield Public Schools has a E-12 Dual Language Immersion program that requires explicit and seamless transitions between schools. This goal will provide the opportunity to create a transition plan that fully engages families and students. Some examples include: Transition events to orient students to every new grade, with additional focus on kindergarten, 6th and 9th grades; solidify a system of data sharing across transition levels (K, 6, 9) with regard to students' academic strengths, and intentionally increase support around family engagement during each transitional level (K, 6, 9, 12). Social workers and outreach workers across the district will be integral in ensuring transitions that are student centered, family engaged, and inform building of student needs and strengths. Additional time will also be provided for secondary (6-12) counselors to work together to ensure that students are appropriately placed, that middle school counselors have adequate information about high school course offerings and career pathways, and that students and families have the tools needed to navigate the secondary system effectively and efficiently, including FAFSA support, scholarship opportunities and resources for eligibility for the Dream Act. Create a system specific to dual language immersion that provides opportunities for students, especially our native Spanish speaking students, to enter into the dual language program and provide specific communication to families about the opportunity for dual language immersion.

Within this goal as well is the need for more comprehensive information given to families about their students' learning at any given grade. We will continue to use standards--based reports at the elementary level, as well continue our work towards an equitable standards-based grading system at the secondary level. This will provide students and families clearer communication with regard to mastery of grade level academic expectations. We will continue to explore how to report a standards-based grading system at the secondary level to align with the expectations and needs of colleges and universities (e.g. a system that still utilizes the traditional A-F grading system and resulting cumulative grade point averages). For new report card systems and standards-based grading to succeed, we will need to train teachers on the new systems and provide opportunities for families to learn these new tools as well. This will facilitate the need for school-based family meetings that are in multiple languages, as well as the report cards themselves translated into Spanish and Somali (as needed) for our families; both of these opportunities will require translation and interpretation services.

Location of services: All Richfield Public Schools EC-12+ will need to be involved.

## **Key Indicators**

These indicators are the evidence you will use to document how well each strategy is being implemented and whether or not they are helping bring about the intended outcomes for students. Use these indicators to assess the effectiveness of your strategies and to adjust what you're doing.

For strategies that provide school enrollment choices, such as magnet schools, and strategies that decrease racial and economic enrollment disparities, include at least one indicator that measures enrollment disaggregated by race/ethnicity and free or reduced-priced lunch (FRPL). Disaggregating your data may be relevant for other types of strategies such as those designed to increase access to effective and diverse teachers.

## Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2024	Target 2025	Target 2026
100% of academic programs (including our DLI program) in RPS will include a parent night with parent attendance at or above 50% for key transition levels (K, 6, 9, 12) to ensure families are familiar and understand programming at each level.	50% implemented	75% implemented	100% implemented
The percentage of students who complete the FAFSA and Dream Act resources will increase by 5 percentage points each year.	54%	64%	74%
Creation of secondary standards-based report card that is sent to families at both the middle school and high school on a quarterly basis.	100% planned	50% implemented	100% implemented
100% of high school counselors will counsel students into most appropriate academic courses based on student academic goals and needs.	100% implemented	100% implemented	100% implemented

*This data will be used to support evaluation of your plan (Minn. Stat. § 124D.861, subd. 5).*

## Strategy Name and # Strategy 1.2: Innovatively connect isolated student populations with peers in neighboring districts.

**Type of Strategy:** Innovative and integrated pre-K-12 learning environments. ( Increases cultural fluency, competency, and interaction.)

**Integrated Learning Environments** (Minn. Stat. § 124D.861, subd. 1 (c)). If you chose *Innovative and integrated pre-K through grade 12 learning environments* as the strategy type above, your narrative description should describe how the different aspects of integrated learning environments listed below are part of that strategy:

- ☐ Uses policies, curriculum, or trained instructors and other advocates to support magnet schools, differentiated instruction, or targeted interventions.
- ☐ Provides school enrollment choices.
- ☐ Increases cultural fluency, competency, and interaction.

**Narrative description of this strategy:** Secondary students in Richfield Public Schools will engage in anti-racist student leadership development programming, both inter-district and intra-district. In partnership with St. Louis Park Public Schools (SLPS), Richfield secondary students will be recruited to participate in Dare 2 Be Real, where students explore their own racial and cultural identity through a study of critical race theory and U. S. history, immersion in cultural experiences, and attendance at courage retreats for leadership. Richfield Public Schools will partner with SLPPS and Minneapolis Public Schools (MPS) to participate in a summit, which is a regional discussion about their learnings and a time to share best practices.

Richfield High School currently has a Dare 2 Be Real group, but due to the pandemic we have not yet partnered with SLPPS and MPS to create inter-district networking and leadership events for students. In partnering with SLPPS, Richfield Public Schools will be able to again build this strategic student leadership development model. Additionally, this work in Dare 2 B Real will connect directly with our college and career readiness goals by recruiting students of color into our rigorous courses.

This is an opportunity for Richfield to build this program back up and include middle school students; the partnership with an established district already immersed in this work will ensure a quality program where students and staff from both districts can learn from each other.

Location of services: Richfield Middle School and Richfield High School; Location of summer institute is TBD; will be hosted at one of the partner school districts.

## Key Indicators

These indicators are the evidence you will use to document how well each strategy is being implemented and whether or not they are helping bring about the intended outcomes for students. Use these indicators to assess the effectiveness of your strategies and to adjust what you're doing.

For strategies that provide school enrollment choices, such as magnet schools, and strategies that decrease racial and economic enrollment disparities, include at least one indicator that measures enrollment disaggregated by race/ethnicity and free or reduced-priced lunch (FRPL). Disaggregating your data may be relevant for other types of strategies such as those designed to increase access to effective and diverse teachers.

### Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2024	Target 2025	Target 2026
10% of students at Richfield High School will elect to join Dare 2 B Real.	5%	8%	10%
75% of the high school students in the Dare 2 B Real program will participate in the regional summit.	25%	50%	75%
10% of students at Richfield Middle School will elect to join Dare 2 B Real	5%	8%	10%
75% of the middle school students in the Dare 2 B Real program will participate in the summer summit. The first year will be information-gathering for the middle school.	25%	50%	75%

*This data will be used to support evaluation of your plan (Minn. Stat. § 124D.861, subd. 5).*

**Strategy Name and #** Strategy 2.1: Build, maintain, and support a teaching staff that utilizes culturally sustaining and responsive instructional pedagogy.

**Type of Strategy:** Professional development opportunities focused on academic achievement of all students.

**Narrative description of this strategy:** Richfield Public Schools adopted an Equity Policy with accompanying guidelines in the spring of 2021. The Equity Policy and Guidelines spell out specific instructional practices and commitments the district is making to ensure students are receiving high quality instruction that is culturally responsive and inclusive of all students, and specifically students of color that attend Richfield Public Schools. Once the policy was adopted, the Teaching and Learning Department in partnership with instructional coaches, social workers, principals, teachers, and students created a Practice Profile that outlines the specific evidence-based instructional practices that align to our Equity Policy. We then use the Practice Profile to gather learning walk data three times per year to see which instructional practices are occurring at expected practice across the district. The goal of the learning walks is to capture real-time data that shows the practices that happen on a daily basis in our classrooms. Rather than using teacher evaluation data, which only occurs one to three times per year, the unannounced learning walks help us capture the practices that are occurring on a daily basis. This data guides our professional development offerings that are led by the directors, instructional coaches and social workers to promote continuous growth and improvement to meet the commitments in our Equity Policy guidelines as outlined in the Practice Profile. Our professional development offerings will be developed based on real-time learning walk data that identifies areas of teacher growth to improve high quality

teaching and instruction. These trainings will occur on the district-selected professional development days, during weekly professional learning community meetings, and through job-embedded coaching.

Location of services: Coordinated in Teaching and Learning at the District Office; learning walks occur across EC-12+ classrooms

## Key Indicators

These indicators are the evidence you will use to document how well each strategy is being implemented and whether or not they are helping bring about the intended outcomes for students. Use these indicators to assess the effectiveness of your strategies and to adjust what you’re doing.

For strategies that provide school enrollment choices, such as magnet schools, and strategies that decrease racial and economic enrollment disparities, include at least one indicator that measures enrollment disaggregated by race/ethnicity and free or reduced-priced lunch (FRPL). Disaggregating your data may be relevant for other types of strategies such as those designed to increase access to effective and diverse teachers.

### Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2024	Target 2025	Target 2026
The average percentage of classrooms that meet expected practice for the indicators aligned to a strong classroom learning community will increase by 10% from the baseline data (fall 22) over the next three years.	38%	41%	45%
The average percentage of classrooms that meet expected practice for the indicators aligned to instructional clarity will increase by 10% from the baseline data (fall 22) over the next three years.	29%	32%	36%
The average percentage of classrooms that meet expected practice for the indicators aligned to assessment and feedback will increase by 10% from the baseline data (fall 22) over the next three years.	26%	29%	33%
All EC-12 core content teachers will go through coaching cycles aligned to the equity policy practice profile indicators with the instructional coach by 2026.	50%	75%	100%

*This data will be used to support evaluation of your plan (Minn. Stat. § 124D.861, subd. 5).*

### Strategy Name and # 3.1 Create and strengthen career and college pathways for underserved students.

**Type of Strategy:** Career/college readiness and rigorous coursework for underserved students, including students enrolled in ALC.

To strengthen the number of students of color in our rigorous coursework, we plan to have middle school counselors, outreach workers and instructional coaches work together to create opportunities for middle school students to self-select coursework. This will include allowing and supporting students to self-select into advanced coursework in English Language Arts in 7th and 8th grade. Currently, RPS uses multiple data points to identify and place students into advanced coursework. Due to the inherent implicit bias that can live in grades and standardized tests, we want to encourage students to self-select into advanced academics coursework to challenge themselves in areas of interest.

School counselors, outreach workers and instructional coaches will be integral in this process to develop the coursework, and intentionally identify and support underserved students in self-selecting advanced coursework.

Additionally, we will continue to strengthen and create college and career pathways that include dual credit opportunities. Research shows that students who earn college credit while in high school have a much greater potential of graduation, and graduate in numbers higher than average. We will continue to articulate pathways down to the middle school level. We will also ensure staff, including teachers, school counselors, and administrators, will recruit students of color into college credit-bearing courses, including Advanced Placement and College in Schools courses at the high school level. To ensure the readiness of students entering high school, middle school staff, including building administration, counselors, social workers, and outreach workers, will gain strong knowledge of course offerings at the high school, including Advanced Placement and College in the Schools courses, and career pathways.

Location of services: Richfield Middle School and Richfield High School

## Key Indicators

These indicators are the evidence you will use to document how well each strategy is being implemented and whether or not they are helping bring about the intended outcomes for students. Use these indicators to assess the effectiveness of your strategies and to adjust what you’re doing.

For strategies that provide school enrollment choices, such as magnet schools, and strategies that decrease racial and economic enrollment disparities, include at least one indicator that measures enrollment disaggregated by race/ethnicity and free or reduced-priced lunch (FRPL). Disaggregating your data may be relevant for other types of strategies such as those designed to increase access to effective and diverse teachers.

### Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2024	Target 2025	Target 2026
The percentage of Black students enrolling into college credit-bearing enrollment classes will increase by 5 percentage points over the next three years to match the current demographic data of total enrolled students who identify as Black/African American. The baseline for SY 23 is 11% with 15% of all students identifying as Black/African American.	13%	15%	16%
The percentage of Hispanic students enrolling into college credit-bearing enrollment classes will increase by 12 percentage points over the next three years to match the current demographic data of total enrolled students who identify as Hispanic/Latinx. The baseline data for SY 23 is 34% with 46% of all students identifying as Hispanic/Latinx.	38%	42%	46%
Creation of self-selected coursework at the middle school level for SY 23-24 with the goal of 60% of students enrolled in self-selected coursework identifying as students of color.	40%	50%	60%

**Strategy Name and #** Strategy 3.2: Preparation for college-credit bearing and career readiness courses, and an accompanying communication plan.

**Type of Strategy:** Career/college readiness and rigorous coursework for underserved students, including students enrolled in ALC

RPS deeply believes in equity of access for all students. That said, all students, but especially students of color, at the secondary level will receive quality, focused counseling, exposure and support with regard to helping students take advantage of advanced course offerings. These course offerings include post-secondary options. Such support includes, but is not limited to, increased opportunities to attend college and career events, recruitment for advanced courses, and the creation and maintenance of seminar courses to provide scaffolded support for success. This will provide cross cultural relationships and create shared learning opportunities; it will provide multiple opportunities and support to expand preparation for and access to college-level coursework and workplace certification while in high school. The district will provide support with regard to efficacy and agency on the part of our students of color. This will require coordination of district and school staff in the areas of career pathways and school counseling, and social workers who will work with families to help them navigate the E-12 education system for their children. Outreach workers and social workers at the elementary level will provide opportunities to families and students around social emotional learning and college and career opportunities that include access to parent and guardian meetings, parent/guardian education, and family nights that support embedding language and resources around college and career planning. Further, outreach workers will work in tandem to provide opportunities for parents and families to understand the opportunities of which their students can take advantage. Outreach workers, social workers and school counselors will work with families on college applications and financial aid forms, in order for their students to continue their learning at a postsecondary level.

Location of Services: All RPS EC-12 Sites will use these resources

## Key Indicators

These indicators are the evidence you will use to document how well each strategy is being implemented and whether or not they are helping bring about the intended outcomes for students. Use these indicators to assess the effectiveness of your strategies and to adjust what you're doing.

For strategies that provide school enrollment choices, such as magnet schools, and strategies that decrease racial and economic enrollment disparities, include at least one indicator that measures enrollment disaggregated by race/ethnicity and free or reduced-priced lunch (FRPL). Disaggregating your data may be relevant for other types of strategies such as those designed to increase access to effective and diverse teachers.

### Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2024	Target 2025	Target 2026
With a focused communication plan, and a concentrated effort to gather up to date contact information, 100% of our secondary families will receive communication on college earning courses and career pathways programs to their homes on a timely, annual basis so that they can plan their child's academic programming and schedule accordingly.	60%	80%	100%
Create a tracking system to measure the percentage of students who engage in individual counseling sessions with counselors prior to registration for the upcoming school year.	100% of system created	100% of students engage in individual meeting	100% of students engage in individual meeting
Create a document that outlines college and career pathways for students and share with eighth grade students prior to registering for grade 9 at RHS. Communicate this document to all staff and present to families.	100% created	80% utilized	100% utilized

## Creating Efficiencies and Eliminating Duplicative Programs

Briefly explain how this plan will create efficiencies and eliminate duplicative programs and services (Minn. Stat. § 124D.861, subd. 2 (c)). Enter text here.

This plan is focused on creating a cohesive and comprehensive education program in Richfield Public Schools, which is a small and racially-isolated district located in a first-ring suburb of Minneapolis. The plan is focused on providing students with high quality, rigorous, and culturally responsive education, eliminating duplicative programs in any one building or at any one level and, instead, providing K-12 programs that “talk to each other” across levels, and are more cohesive and comprehensive. Further, this plan utilizes existing structures, such as instructional coaching and district professional learning, in a more efficient way to further the goals of the plan and the strategic plans of the district.

Creating an instructional coaching system that provides shared professional learning and the ability to collaborate across buildings will ensure that strong systems are created which are aligned across early childhood, elementary, and secondary levels. Further, the use of social workers, outreach workers, school counselors and district translation and interpretation services will provide comprehensive and targeted communication to families, which will strengthen clarity of message and knowledge of the Richfield Public School system and the offerings the district is providing for students.

Collaboration among district and building staff is critical to the success of the work outlined in this plan. The district administration team is small but extremely collaborative, preferring to work in partnership on the work that needs to be done on behalf of all students in Richfield Public Schools. Being geographically small as well, we have the ability to come together quickly at different buildings for partnership and collaboration.

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## Racially Identifiable School(s) (RIS)

If you have been notified by the Minnesota Department of Education (MDE) that your district has one or more Racially Identifiable Schools, include goals and strategies for each Racially Identifiable School within your district. *If MDE has not notified your district that one of your sites is racially identifiable, delete this section.*

## Achievement and Integration Goals

This plan must contain three types of goals, at least one for each of the following:

1. Reducing the disparities in academic achievement among all students and specific categories of students excluding the categories of gender, disability, and English learners.
2. Reducing the disparities in equitable access to effective and more diverse teachers among all students and specific categories of students excluding the categories of gender, disability, and English learners.
3. Increasing racial and economic integration (Minn. Stat. § 124D.861, subd. 2 (a)).

**RIS Goal # 1** Enter RIS Goal in SMART Goal format here.

**Aligns with WBWF area:** Enter one of the following:

- All children are ready for school.

- All racial and economic achievement gaps between students are closed.
- All racial and economic achievement gaps between students are closed.
- All students are ready for career and college.
- All students graduate from high school. All children are ready for school.

**Goal type:** Enter one of the following:

- Achievement Disparity
- Integration
- Teacher Equity

To add goals, copy the goal section directly above and paste them below the strategies supporting RIS Goal #1.

## Racially Identifiable School Strategies

Each goal should have at least one strategy. Number each strategy sequentially and give it a unique name. For each strategy, provide a narrative description as explained below.

Districts may use Achievement and Integration revenue to increase racial and economic integration at their racially identifiable schools and to reduce disparities between student groups through the types of strategies listed in the *Type of Strategy* section below (Minn. Stat. § 124D.861, subd. 2).

**Integration Requirement** Include at least one strategy designed and implemented to increase racial and economic integration at each racially identifiable school (Minn. R. 3535.0160).

Copy and paste the strategy section below for each additional strategy.

**Strategy #** Enter RIS strategy name and number here.

**Type of Strategy:** Enter one of the following types of strategies:

- Innovative and integrated pre-K-12 learning environments. \* If you choose this, complete the Integrated Learning Environments section below.
- Family engagement initiatives to increase student achievement.
- Professional development opportunities focused on academic achievement of all students.
- Career/college readiness and rigorous coursework for underserved students, including students enrolled in ALC.
- Recruitment and retention of racially and ethnically diverse teachers and administrators.
- Equitable access to effective and more diverse teachers.

**Integrated Learning Environments** (Minn. Stat. § 124D.861, subd. 1 (c)). If you chose *Innovative and integrated pre-K through grade 12 learning environments* as the strategy type above, describe in your narrative description how the different aspects of integrated learning environments listed below are part of your strategy:

- |  |  |
|--|--|
| <input type="checkbox"/> Uses policies, curriculum, or trained instructors and other advocates to support magnet schools, differentiated instruction, or targeted interventions. | <input type="checkbox"/> Increases graduation rates.                         |
| <input type="checkbox"/> Provides school enrollment choices.   | <input type="checkbox"/> Increases access to effective and diverse teachers. |
| <input type="checkbox"/> Increases cultural fluency, competency, and interaction.  |  |

**Narrative description of this strategy.** Based on your description below someone reading your plan should understand what you are proposing to do, why you are doing it, and be able to recognize it if they see it. For example, explain what this activity will look like, what will be taught, which students will participate, how students are selected, intended outcomes for students, what will be assessed, how will instruction be delivered, and where will this take place.

Enter narrative here.  
Location of services: Enter location here.

## Key Indicators

These indicators are the evidence you will use to document how well each strategy is being implemented and whether or not they are helping bring about the intended outcomes for students. Use these indicators to assess the effectiveness of your strategies and to adjust what you’re doing.

For strategies that provide school enrollment choices, such as magnet schools, and strategies that decrease racial and economic enrollment disparities, include at least one key indicator that measures enrollment disaggregated by race/ethnicity and free or reduced-priced lunch (FRPL). Disaggregating your data may be relevant for other types of strategies such as those designed to increase access to effective and diverse teachers.

### Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2024	Target 2025	Target 2026
<i>Example: The percentage of NAME OF RIS students disaggregated by race/ethnicity and FRPL reporting an increased sense of engagement and connection on our school climate surveys will increase 25 percentage points each year. 2020 response rate is 50 percent.</i>	75%	100%	100%
Enter KIP.			
Enter KIP.			
Enter KIP.			

*This data will be used to support evaluation of your plan (Minn. Stat. § 124D.861, subd. 5).*

Copy and paste the strategy section above for each additional strategy supporting this goal. Number each strategy sequentially regardless of the number of goals in your plan. When you are done adding strategies, this plan will have only one RIS Strategy #1, one RIS Strategy #2, etc.

Remember to copy and paste the goal section above to add additional goals for each of your racially identifiable schools.

## Creating Efficiencies and Eliminating Duplicative Programs

Briefly explain how this plan for racially identifiable schools will create efficiencies and eliminate duplicative programs and services within your district (Minn. Stat. § 124D.861, subd. 2 (c)). Enter text here.



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

**Regular Meeting, March 20, 2023**

**Subject: Renewal of Group Medical Coverage**

(Recommended by superintendent)

That the board of education approve the recommendation of the District Insurance Advisory Committee to contract with HealthPartners to provide third-party administrator services as well as specific stop loss insurance for the District's medical benefits plan and continue with Maxor as its Pharmacy Benefit Manager (PBM). It is also recommended increasing the specific stop loss deductible to \$150,000 per individual for the plan.

It is further recommended that the monthly rates for the plans be established as follows (representing slightly less than an 18% increase in overall premiums):

Plan A (\$2,700/\$5,400 Deductible)	Current Rate	Proposed
Single	\$760	\$895
Family	\$1,850	\$2,180
Plan B (\$4,000/\$8,000)	Current Rate	Proposed
Single	\$620	\$730
Family	\$1,510	\$1,780

**Background Information**

(Prepared by Craig Holje)

As part of this year's renewal, the District conducted a formal Request for Proposals (RFP) for medical coverage as is required by the Health Insurance Transparency Act (HITA). The District sought proposals for self-insured options and the Minnesota Public Employee Insurance Program (PEIP) option. The District received responses from United Health/UMR (which has acquired PreferredOne, the District's current carrier), HealthPartners, BlueCross BlueShield of Minnesota, Medica and PEIP. The District also sought and received Pharmacy Benefit Manager proposals as part of this RFP.

On Wednesday, March 8, the District Insurance Advisory Committee reviewed the proposals and recommended accepting the proposal from HealthPartners as third-party

administrator for the medical plan and maintaining Maxor as the Pharmacy Benefit Manager (PBM). In making the recommendation, the committee considered the pricing information from the respondents, maximum exposure to the plan based on plan limits, as well as provider servicing and support.

The committee also reviewed funding requirements and recommended a premium increase of 18%. As part of this rate increase, the committee recommends using a portion of the plan reserves to provide for a lower renewal this year than what would be required to cover full liability. The committee and District have intentionally maintained a higher reserve balance to be able to mitigate years requiring larger increase because of utilization and has limits on the maximum exposure for the plan year that are well within the reserve balance due to the aggregate stop loss coverage for the plan.

George Vander Weit, the District benefits consultant from OneDigital, will be at the meeting to present an overview.

**Attached:**

Insurance Presentation

Monthly Update: Medical Claims as of February 2023; Dental Claims as of January 2023

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Richfield ISD #280

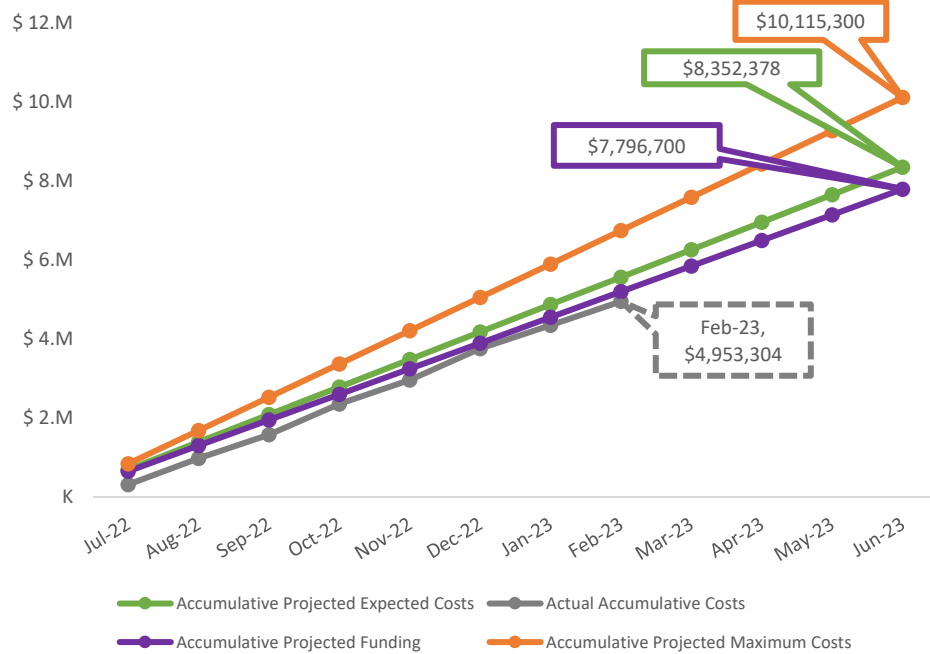
## Medical & Dental Financial Analysis

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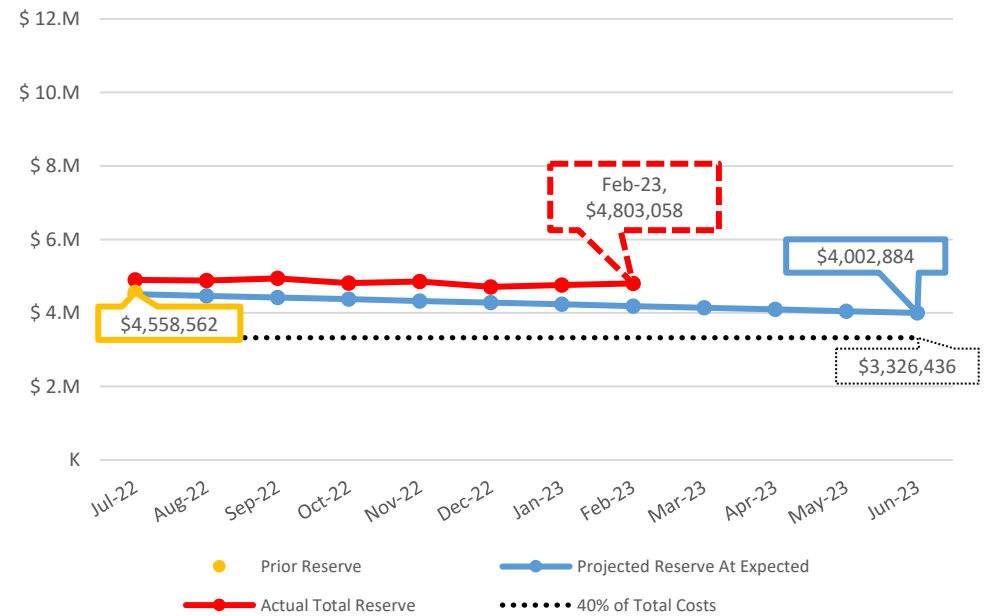
# Medical Plan Performance

Plan Year July 2022 - June 2023

Funding & Cost



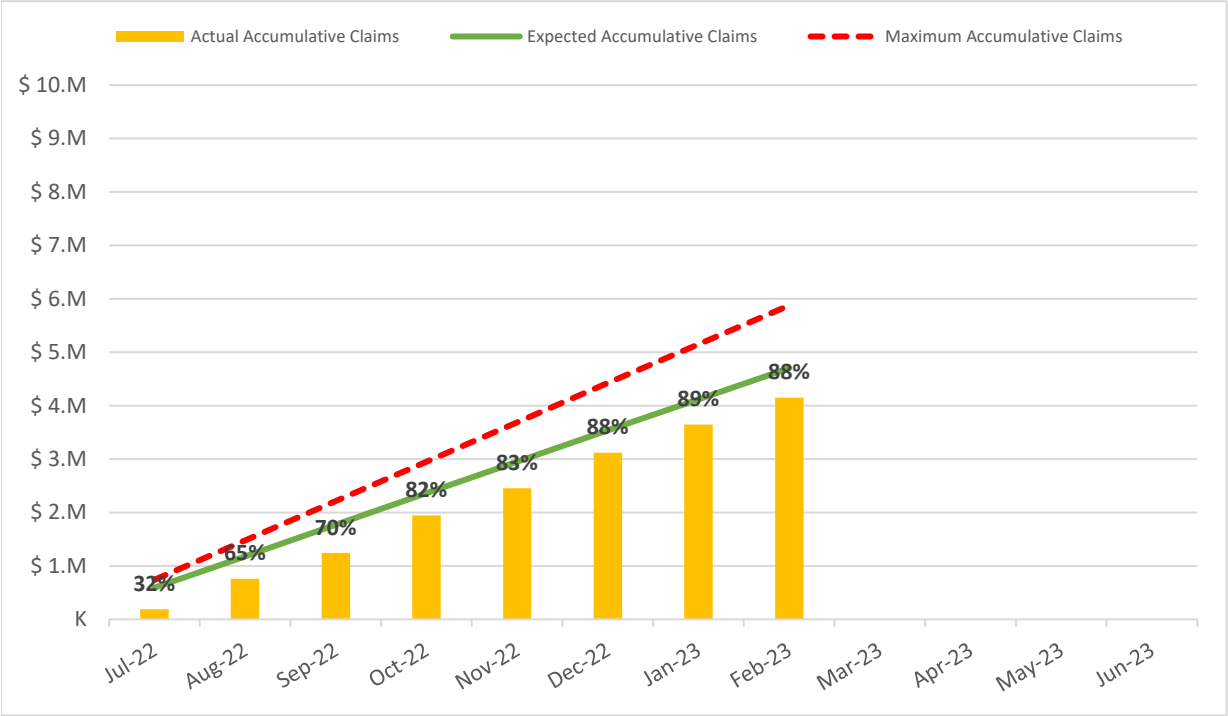
Reserve



# Medical Plan Performance

Plan Year July 2022 - June 2023

Actual Accumulative Claims vs Expected and Maximum

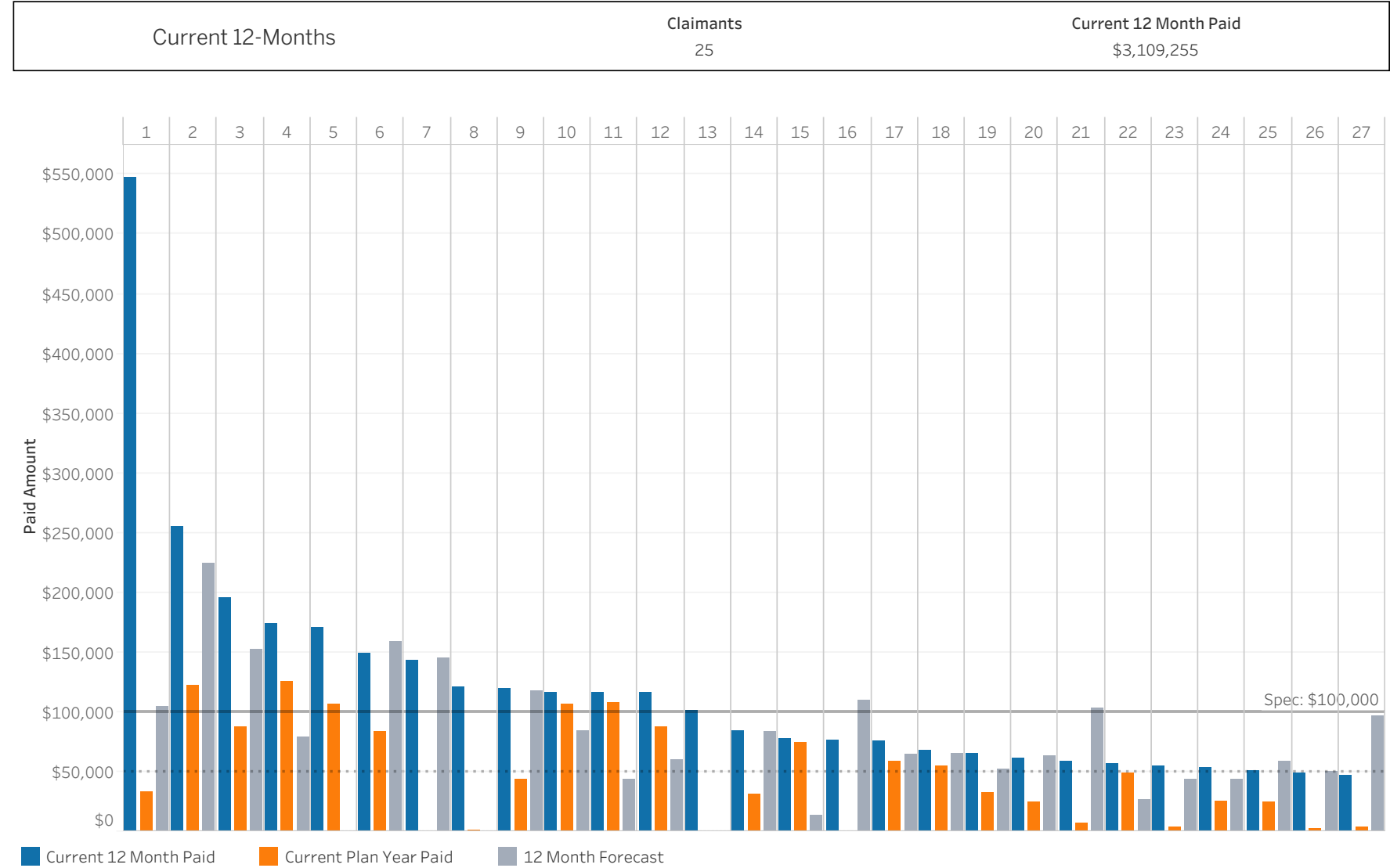


Attachment Point: 125%  
Contract: 12/18

	2020	2021	2022
Plan Year to Date:	83%	105%	88%

High Cost Claimants

Members with a **12-month paid** or a **12-month forecast** at or above 50% of the latest plan year spec



## Self Funded Medical Renewal

	Renewal	Renewal Options	
	UMR \$150K - B&F 2Y Total	BCBS - B&F \$150K 2Y Total	HP - B&F \$150K 2Y Total
	Maxor		Maxor
<b>Current Enrollment</b>			
Total Enrollment	550	550	550
Total Members	1,232	1,232	1,232
<b>Fixed Costs</b>			
Stop-Loss Coverage Contract	12/18	12/18	12/18
Specific Individual Deductible	\$150,000	\$150,000	\$150,000
Total Annual Specific Premium:	\$2,017,040	\$1,680,215	\$2,025,074
Aggregate Premium - PEPM			
Total Annual Aggregate Premium:	\$35,640	\$0	\$54,845
Annual Reinsurance Premium:	\$2,052,680	\$1,680,215	\$2,079,919
Administration Services	135.01%	92.36%	138.12%
Medical Administration			
Annual Administration Cost	\$777,720	\$696,078	\$884,112
Rebate Estimate	(\$509,132)	(\$1,074,000)	(\$509,132)
PaydHealth Fee or Claim Offset	\$469,714	\$1,565,712	\$469,714
Total Annual Fixed Cost	\$2,790,981	\$2,868,006	\$2,924,612

## Self Funded Medical Renewal

	Current		Renewal	Renewal Options		OneDigital
	PreferredOne		UMR - B&F \$150 Maxor <i>Alternate</i>	BCBS - B&F \$150K	HP - B&F \$150K Maxor	Underwriting - \$150K
<b>Current Enrollment</b>						
Total Enrollment	550		550	550	550	550
Total Members	1,232		1,232	1,232	1,232	1,232
<b>Fixed Costs</b>			<i>25% 2nd Year Rate Cap</i>	<i>2nd Year Rate Hold</i>	<i>9% 2nd Year Rate Increase</i>	
Stop-Loss Coverage Contract	12/18		12/18	12/18	12/18	12/18
Specific Individual Deductible	\$100,000		\$150,000	\$150,000	\$150,000	\$150,000
Single	\$77.52		\$76.66	\$73.20	\$84.43	\$76.66
Family	\$181.12		\$191.65	\$178.32	\$205.66	\$191.65
<b>Total Annual Specific Premium:</b>	<b>\$863,458</b>		<b>\$896,462</b>	<b>\$840,108</b>	<b>\$968,935</b>	<b>\$896,462</b>
Aggregate Premium - PEP						
Single			\$2.70		\$2.39	\$2.70
Family			\$2.70		\$5.82	\$2.70
<b>Total Annual Aggregate Premium:</b>	<b>\$10,000</b>		<b>\$17,820</b>	<b>\$0</b>	<b>\$27,422</b>	<b>\$17,820</b>
<b>Annual Reinsurance Premium:</b>	<b>\$873,458</b>		<b>\$914,282</b>	<b>\$840,108</b>	<b>\$996,357</b>	<b>\$914,282</b>
<b>Administration Services</b>			<b>4.67%</b>	<b>-3.82%</b>	<b>14.07%</b>	<b>4.67%</b>
<b>Medical Administration</b>			<i>2nd Year Rate Hold</i>	<i>2.5% 2nd Year Increase</i>	<i>2nd Year Rate Hold</i>	
Single	\$43.00		\$44.00	\$38.00	\$49.31	\$44.00
Family	\$43.00		\$44.00	\$38.00	\$49.31	\$44.00
External PBM Fee	\$0.00		\$0.00	\$0.00	\$3.16	\$0.00
Claim Fiduciary	\$0.00		\$0.00	\$0.00	\$0.25	\$0.00
HealthJoy/Springbuk	\$7.50		\$7.70	\$7.70	\$7.70	\$7.70
Consulting Fee	\$6.56		\$6.56	\$6.56	\$6.56	\$6.56
<b>Annual Administration Cost</b>	<b>\$376,584</b>		<b>\$384,504</b>	<b>\$344,904</b>	<b>\$442,056</b>	<b>\$384,504</b>
<b>Rebate Estimate</b>	<b>(\$254,566)</b>		<b>(\$254,566)</b>	<b>(\$537,000)</b>	<b>(\$254,566)</b>	<b>(\$254,566)</b>
<b>PaydHealth Fee or Claim Offset</b>	<b>\$234,857</b>		<b>\$234,857</b>	<b>\$782,856</b>	<b>\$234,857</b>	<b>\$234,857</b>
<b>Total Annual Fixed Cost</b>	<b>\$1,230,332</b>		<b>\$1,279,077</b>	<b>\$1,430,868</b>	<b>\$1,418,704</b>	<b>\$1,279,077</b>
<b>Difference To Current Fixed Costs</b>			<b>3.96%</b>	<b>16.30%</b>	<b>15.31%</b>	<b>3.96%</b>
<b>Estimated Expected Claims Cost</b>				<i>24/30 Agg Contract</i>	<i>24/30 Agg Contract</i>	
<b>\$2700 Deductible</b>		<b>Counts</b>		<i>2nd Year Rate Hold</i>	<i>6% 2nd Year Increase</i>	<i>3 Year Composite</i>
Single	\$629.79	232	\$687.52	\$705.97	\$663.63	\$1,307.58
Family	\$1,534.16	49	\$1,718.78	\$1,719.73	\$1,616.61	\$1,307.58
<b>\$4000 Deductible</b>						
Single	\$592.00	35	\$687.52	\$642.93	\$616.39	\$1,307.58
Family	\$1,442.11	234	\$1,718.78	\$1,566.17	\$1,501.53	\$1,307.58
<b>Expected Annual Claims</b>	<b>\$6,953,506</b>	<b>550</b>	<b>\$8,039,792</b>	<b>\$7,644,458</b>	<b>\$7,273,293</b>	<b>\$8,630,008</b>
<b>Difference To Current Expected Annual Claims</b>			<b>15.62%</b>	<b>9.94%</b>	<b>4.60%</b>	<b>24.11%</b>
<b>Maximum Annual Claims (Attachment Point)</b>	<b>\$8,691,883</b>	<b>1.25</b>	<b>\$9,647,750</b>	<b>\$9,555,572</b>	<b>\$8,364,287</b>	<b>\$10,787,510</b>
			<b>1.20</b>		<b>1.15</b>	

	Current	Renewal	Renewal Options		OneDigital Underwriting
	PreferredOne	UMR - B&F \$150	BCBS - B&F \$150K	HP - B&F \$150K	
Expected Grand Total Costs					
Current Contract Expected	\$8,183,839				
Expected Renewal Cost		\$9,318,868	\$9,075,325	\$8,691,997	\$9,909,085
Difference To Current Expected		\$1,135,030	\$891,487	\$508,158	\$1,725,246
		13.87%	10.89%	6.21%	21.08%
Current Claims Funding					
Current Self Insured Funding	\$7,704,120				
Expected Renewal Cost		\$9,318,868	\$9,075,325	\$8,691,997	\$9,909,085
Difference To Current Funding		\$1,614,748	\$1,371,205	\$987,877	\$2,204,965
		20.96%	17.80%	12.82%	28.62%
Maximum Grand Total Costs					
Current Self Insured Funding	\$7,704,120				
Maximum Renewal Cost		\$10,926,827	\$10,986,440	\$9,782,991	
Difference To Current Funding		\$3,222,707	\$3,282,320	\$2,078,871	
		41.83%	42.60%	26.98%	

# Medical Decision Rational

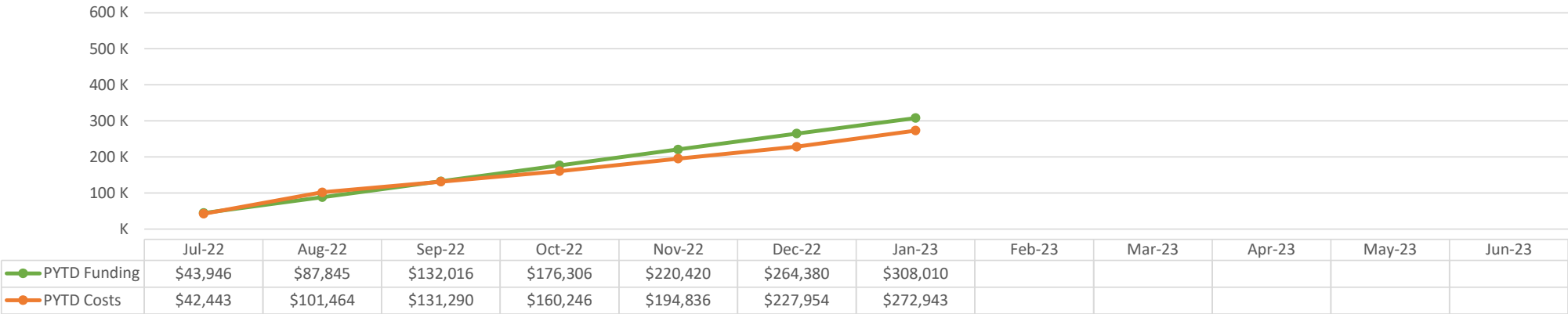
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- HealthPartners
  - Allowed for continuation of our current Pharmacy Benefit Manager (Maxor) and specialty drug program with PayDHealth. Eliminating member disruption
  - Offered best maximum liability protection, helping to protect the reserve in the event of higher than anticipated medical claims
  - Overall fixed costs very similar to other offers
  - Increasing the plan's individual stop loss from \$100k to \$150k was something that we have been needing to do for a few years now. Best practice is to index the deductible every 3-5 years. This year carriers offered an option for a \$150k deductible that generated lower fixed costs (premium) which allowed us to take on more risk because premium savings were greater than the increase of claims liability.

# Dental Plan Performance

Plan Year July 2022 – June 2023

## Funding & Cost



## Reserve

- Estimated Reserve Prior Year: \$141,701
- Current Estimated Year to Date Reserve: \$35,068
- Total Estimated Reserve: \$176,769
  - Equivalent to **4.53** months of annualized spend

### Dental Underwriting

	Current Delta Dental	Renewal Delta Dental	Renewal Delta Dental B&F	HealthPartners	Renewal Options HealthPartners B&F	Humana	OneDigital Underwriting
<b>Current Enrollment</b>							
Single	282	282	282	282	282	282	282
Family	382	382	382	382	382	382	382
Total Enrollment	664	664	664	664	664	664	664
<b>Fixed Costs</b>							
Administrative Rate Guarantee	Through	24 Months	48 Months	24 Months	48 Months	60 Months	
Administrative Fee	\$4.47	\$5.10	\$5.00	\$4.47	\$4.47	\$3.49	\$5.00
<b>Annual Administration Costs</b>	<b>\$35,617</b>	<b>\$40,637</b>	<b>\$39,840</b>	<b>\$35,617</b>	<b>\$35,617</b>	<b>\$27,808</b>	<b>\$39,840</b>
<b>Current Funding</b>							
Single	\$59.00	\$37.76	\$37.76	\$35.13	\$35.13	\$34.40	\$67.67
Family	\$70.66	\$91.58	\$91.58	\$84.88	\$84.88	\$84.25	\$67.67
<b>Suggested Funding</b>	<b>\$523,561</b>	<b>\$547,583</b>	<b>\$547,583</b>	<b>\$507,970</b>	<b>\$507,970</b>	<b>\$502,612</b>	<b>\$539,192</b>
<b>Difference To Current</b>		<b>\$24,021</b>	<b>\$24,021</b>	<b>(\$15,592)</b>	<b>(\$15,592)</b>	<b>(\$20,950)</b>	<b>\$15,631</b>
		<b>4.59%</b>	<b>4.59%</b>	<b>-2.98%</b>	<b>-2.98%</b>	<b>-4.00%</b>	<b>2.99%</b>

	Current NIS - 90% to 70%	Renewal NIS - 90% to 70%	Proposal NIS - 70%	Proposal TheStandard - 70%
Basic Life Total	\$44,479	\$44,479	\$44,479	\$40,243
Employer Paid LTD Total	\$123,595	\$111,235	\$89,443	\$76,433
	\$168,074	\$155,714	\$133,923	\$116,677
		-7.35%	-20.32%	-30.58%
Rate Guarantee		60 Months	60 Months	36 Months
Monthly Benefit Percent		90% for 6 Months then 70%	70.00%	70.00%
Pre-Ex		None	None	3/12
Step up to 85% Benefit		Included	Included	Not Included
Mental/Nervous Limitation		24 Months per Occurrence	24 Months per Occurrence	24 Months Lifetime Combined
Substance Abuse Limitation		24 Months per Occurrence	24 Months per Occurrence	

The following 8 carriers declined to provide an offer: Cigna, Hartford, LFG, MOO, NYL, OneAmerica, Prudential and Voya

The following carrier did not provide a competitive offer: MetLife

EAP



	Fairview Current	Fairview Renewal	ComPsych Alternate	Empathia Alternate	HealthPartners Alternate	Optum Alternate	Sand Creek Alternate
Number of Visits	6	6	5	6	6	6	6
Rate	\$1.15 PEPM	\$1.00 PEPM	\$2.08 PEPM	\$1.75 PEPM	\$1.25 PEPM	\$1.73 PEPM	\$1.42 PEPM

Vital Worklife Declined to provide an offer.

## Vision

	VSP Current	VSP Renewal	Humana Alternate
<b>In-Network Benefits</b>			
Network	VSP Choice	VSP Choice	Insight + Humana Network
Comprehensive Exams	Copay \$10	Copay \$10	Copay \$10
Frequency	Once every 12 months	Once every 12 months	Once every 12 months
<b>Materials</b>			
Lenses (in lieu of contact lenses):			
Single Vision	Copay \$25	Copay \$25	Copay \$25
Lined Bifocal	Copay \$25	Copay \$25	Copay \$25
Lined Trifocal	Copay \$25	Copay \$25	Copay \$25
Frequency	Once every 12 months	Once every 12 months	Once every 12 months
Frames	\$25 Copay; \$130 allowance, \$150 allowance for featured frames; 20% off balance over; \$70 Costco allowance	\$25 Copay; \$130 allowance, \$150 allowance for featured frames; 20% off balance over; \$70 Costco allowance	\$0 copay, \$130 allowance; 20% off balance over
Frequency	Once every 24 months	Once every 24 months	Once every 24 months
<b>Contact Lenses (in lieu of lenses):</b>			
Conventional	\$0 copay, \$130 allowance	\$0 copay, \$130 allowance	\$0 copay, \$130 allowance; 15% off balance over
Disposable			\$0 copay, \$130 allowance
Contact Lense Fit and Follow-up	Up to \$60 Copay	Up to \$60 Copay	Cost up to \$40
Medically Necessary	Copay \$25	Copay \$25	Paid-in-full
Frequency	Once every 12 months	Once every 12 months	Once every 12 months
<b>Lasik Discount</b>			
Network	VSP	VSP	US Laser Network
Discounts:	15% off or 5% off promotional	15% off or 5% off promotional	15% off or 5% off promotional
Participation Requirement	As Current	As Current	2 Enrolled Employees
<b>Rates</b>			
Rate Guarantee	<b>Through 6/30/2024</b>	<b>48 Months</b>	<b>60 Months Guarantee</b>
Employee	\$7.59	\$7.59	\$5.64
Family	\$16.33	\$16.33	\$14.71

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

**Regular Meeting, March 20, 2023**

**Subject: Renewal of Group Dental Coverage**

(Recommended by superintendent)

That the board of education approve the recommendation of the District Insurance Advisory Committee to maintain our contract with Delta Dental of Minnesota to provide third-party administrator services for the District's dental benefits plan.

It is further recommended that the monthly rates for the plans remain the same as follows:

Dental Plan	Current Rate	Proposed
Single	\$59.00	\$59.00
Family	\$70.66	\$70.66

**Background Information**

(Prepared by Craig Holje)

As part of this year's renewal, the district conducted a formal Request for Proposals (RFP) for dental coverage. The District sought proposals to continue with self-insured options. The District received responses from Delta Dental of Minnesota, HealthPartners and Humana.

On Wednesday, March 8, the District Insurance Advisory Committee reviewed the proposals and recommended accepting the proposal from Delta Dental of Minnesota to continue as third-party administrator for the dental plan. As part of this recommendation the committee considered the pricing information from the respondents, provider networks, servicing and support, as well as District experience.

The committee also reviewed funding requirements and recommended maintaining the current premiums and plan funding. The plan has sufficient reserves to offset the increase in administrative costs.

George Vander Weit, the District benefits consultant from OneDigital, will be at the meeting to present an overview.

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

**Regular Meeting, March 20, 2023**

**Subject: Insurance Policy Renewal for LTD and Life Insurances**

(Recommended by superintendent)

That the board of education approve the renewal for LTD and Life insurances with National Insurance Services with the rates as proposed for 2023-2024.

Proposed rates include a rate hold on the life insurance plans and a rate reduction on the long-term disability plan from \$0.38 per \$100 payroll to \$0.342 per \$100 payroll. Specific rates from National Insurance Services are included in the attached documents.

**Background Information**

(Prepared by Craig Holje)

As part of this year's renewal, the district conducted a formal Request for Proposals (RFP) for life and long-term disability insurance coverage. The District sought proposals to continue with fully insured plans in these areas. The District received responses from National Insurance Services and The Standard.

On Wednesday, March 8, the District Insurance Advisory Committee reviewed the proposals and recommended accepting the proposal from National Insurance Services to continue providing coverage at the current benefit level. As part of this recommendation the committee considered the pricing information from the respondents, potential benefit changes, as well as District experience.

George Vander Weit, the District benefits consultant from OneDigital, will be at the meeting to present an overview.

March 14, 2023

Richfield ISD 280  
7001 Harriet Ave S  
Richfield, MN 55423-3000

RE: Insurance Renewal for Richfield ISD 280, Group # 001068  
Life, Madison National Life Insurance Company, Inc.  
Carrier Policy # 3286, NIS Policy # 2867

The Life Insurance renews July 1, 2023. OneDigital conducted a formal RFP this year. Your renewal rates are as follows.

#### Life and AD&D

All Classes	Class Title	Current Rate Per \$1,000 of Coverage	Renewal Rate Per \$1,000 of Coverage	Impact
01	ADMINISTRATORS	\$0.09/ \$0.015	\$0.09/ \$0.015	Pass/ Pass
02	CLASSIFIED MANAGEMENT	\$0.09/ \$0.015	\$0.09/ \$0.015	Pass/ Pass
03	TEACHERS BARGAINING UNIT/ REGISTERED NURSES/SECURITY OFFICERS	\$0.09/ \$0.015	\$0.09/ \$0.015	Pass/ Pass
04	CUSTODIAL BARGAINING UNIT	\$0.09/ \$0.015	\$0.09/ \$0.015	Pass/ Pass
05	PARAPROFESSIONALS/ FOOD SERVICE/ALL OTHER ELIGIBLE EMPLOYEES	\$0.09	\$0.09	Pass
07	RETIRED ADM/CLASSIFIED MGMT			
	Option 1	\$0.09/ \$0.015	\$0.09/ \$0.015	Pass/ Pass
	Option 2	\$0.09/ \$0.015	\$0.09/ \$0.015	Pass/ Pass
16	OFFICE PERSONNEL	\$0.09	\$0.09	Pass
19	SUPERINTENDENT	\$0.09/ \$0.015	\$0.09/ \$0.015	Pass/ Pass
20	RETIRED SUPERINTENDENT	\$0.09/ \$0.015	\$0.09/ \$0.015	Pass/ Pass

## Supplemental Life and AD&D

### Supplemental Life Prior to 7/2012

Monthly Supplemental Life Rate	Monthly Supplemental AD&D Rate per \$1,000
\$0.25 per \$1,000	\$0.015

### Supplemental Life After 7/2012

Age Bands	Monthly Supplemental Life Rate per \$1,000	Monthly Supplemental AD&D Rate
<25	\$0.060	\$0.015
25-29	\$0.060	\$0.015
30-34	\$0.080	\$0.015
35-39	\$0.100	\$0.015
40-44	\$0.130	\$0.015
45-49	\$0.200	\$0.015
50-54	\$0.310	\$0.015
55-59	\$0.560	\$0.015
60-64	\$0.780	\$0.015
65-69	\$1.270	\$0.015
67	\$1.420	\$0.015
68	\$1.570	\$0.015
69	\$1.740	\$0.015
70	\$1.930	\$0.015
71	\$2.120	\$0.015
72	\$2.340	\$0.015
73	\$2.560	\$0.015
74	\$2.770	\$0.015
75+	\$3.180	\$0.015

### Dependent Life

Class Title	Current Rate Per Unit Per Month	Renewal Rate Per Unit Per Month	Impact
All Classes	\$1.85	\$1.85	Pass

**These rates are guaranteed for 5 Years until July 1, 2028**, assuming no changes to the current benefit structure. Please complete the bottom and return a copy to National Insurance Services as your acceptance of the renewal.

The July 1, 2023, renewal of Group Life Insurance as outlined above is accepted.

Signature & Title

Date

March 14, 2023

Richfield ISD 280  
7001 Harriet Ave S  
Richfield, MN 55423-3000

RE: Insurance Renewal for Richfield ISD 280, Group # 001068  
Long-Term Disability, Madison National Life Insurance Company, Inc.  
Carrier Policy # 6234, NIS Policy # 4527

The Long-Term Disability Insurance renews July 1, 2023. OneDigital conducted a formal RFP this year. Your renewal rates are as follows.

**Long-Term Disability**

Class Title	Current Rate Per \$100 of Covered Payroll	Renewal Rate Per \$100 of Covered Payroll	Impact
All Classes	\$0.38	\$0.342	<b>Decrease</b>

**These rates are guaranteed for 5 Years until July 1, 2028**, assuming no changes to the current benefit structure.

Please complete the bottom portion and return a copy to National Insurance Services as indication of your acceptance of the renewal.

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The July 1, 2023, renewal of Group Long-Term Disability Insurance as outlined above is accepted.

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Signature & Title

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Date

Insurance Renewal for Richfield ISD 280, Group # 001068  
Long-Term Disability, Madison National Life Insurance Company, Inc.  
Carrier Policy # 6234, NIS Policy # 4527

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

**Regular Meeting, March 20, 2023**

**Subject: Renewal of Employee Assistance Program**

(Recommended by superintendent)

That the board of education approve the renewal for Employee Assistance Program services with Fairview EAP.

Proposed rates include a rate reduction from \$1.15 per employee per month to \$1.00 per employee per month.

**Background Information**

(Prepared by Craig Holje)

As part of this year's renewal, the District conducted a formal Request for Proposals (RFP) for Employee Assistance Program services. The District sought proposals to continue with fully insured plans in these areas. The District received responses from Fairview EAP, ComPsych, Empathia, HealthPartners, Optum and Sand Creek.

On Wednesday, March 8, the District Insurance Advisory Committee reviewed the proposals and recommended accepting the proposal from Fairview EAP to continue providing coverage at the current benefit level. As part of this recommendation the committee considered the pricing information from the respondents as well as District experience. Fairview EAP has had strong participation in addition to their effective response to crisis incidents in the District.

George Vander Weit, the District benefits consultant from OneDigital, will be at the meeting to present an overview.

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

**Regular Meeting, March 20, 2023**

**Subject: Renewal of Supplemental Vision Coverage**

(Recommended by superintendent)

That the board of education approve the renewal for Supplemental Vision Insurance with VSP.

Proposed rates include a rate hold for the next two years.

**Background Information**

(Prepared by Craig Holje)

As part of this year's renewal, the District conducted a formal Request for Proposals (RFP) for Supplemental Vision Care services. The District sought proposals to continue with fully insured plans in these areas. The District received responses from VSP and Humana.

On Wednesday, March 8, the District Insurance Advisory Committee reviewed the proposals and recommended accepting the proposal from VSP to continue providing coverage at the current benefit level. As part of this recommendation the committee considered the pricing information from the respondents as well as District experience.

With this program, the District does not contribute to the premiums for employees, but provides this benefit as an option for employee participation with payroll deduction.

George Vander Weit, the District benefits consultant from OneDigital, will be at the meeting to present an overview.

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

**Regular Meeting, March 20, 2023**

**SUBJECT: High School Track and Tennis Court Resurfacing**

(Recommended by the superintendent)

That the board of education authorize the administration's request to proceed with the Richfield High School track and tennis court resurfacing project.

**Background Information**

(Prepared by Dan Kretsinger & Craig Holje)

The project, outlined on the attachment, is paid through Long Term Facility Maintenance (LTFM) revenue. The proposed FY23-24 LTFM resurfacing project is projected at \$185,650.00, including consultant fees. The original budget was projected at \$260,000. The project would begin immediately following the turf installation in July 2023 with a completion date of mid to late August 2023. A formal bid process was conducted which included a recommendation letter from our consultant, Larson Engineering, who prepared the specifications and drawings. The awarded contractor for the lowest responsible bid was Upper Midwest Athletic Construction.

**Larson Engineering, Inc.**  
3524 Labore Road  
White Bear Lake, MN 55110-5126  
651.481.9120 Fax: 651.481.9201  
www.larsonengr.com



**Larson**

March 8, 2023

Craig Holje  
Richfield Public Schools  
401 70<sup>TH</sup> Street West  
Richfield, MN 55423

Re: Contractor Recommendation  
2023 Track and Tennis Court Rehabilitation  
Richfield High School  
LE Project No: 12226121

Dear Mr. Craig Holje:

Based upon our review of the bid results for the above referenced project, we recommend the apparent low bidder, Upper Midwest Athletic Construction (UMAC), be awarded the contract in the amount of \$166,050.00 for both Bid Item #1 (Tennis Court Resurfacing) and Bid Item #2 (track resurfacing).

We have experience working with Upper Midwest Athletic Construction on similar track and tennis court project and have found their overall performance, workmanship, scheduling, and quality control to be good.

If you have any questions, please do not hesitate to contact our office at 651-481-9120.

Sincerely,  
**Larson Engineering, Inc.**

Greg A. Buchal  
Project Manager

## BID TABULATION

<b>2023 Track &amp; Tennis Court Rehabilitation - Richfield High School</b> <b>Wednesday March 8, 2023 @ 10:00am</b>						
<b>Contractor</b>	<b>Upper Midwest Athletic Construction</b>	<b>Fisher Tracks</b>				
<b>Responsible Contractor Forms</b>	Yes	Yes				
<b>Bid Bond</b>	Yes	Yes				
<b>Addendum #1</b>	Yes	Yes				
<b>BID Item #1 - Tennis Court Resurfacing</b>	<b>\$72,410.00</b>	No Bid				
<b>Unit Prices - Tennis Courts</b>						
<b>UNIT PRICE #1 - Polyurethane Crack Sealing</b>	\$5.00	No Bid				
<b>UNIT PRICE #2 - Armor Crack Sealing</b>	\$22.00	No Bid				
<b>BID Item #2 - Track Resurfacing</b>	<b>\$97,898.00</b>	\$148,124.00				
<b>Unit Prices - Track</b>						
<b>UNIT PRICE #1 - Surfacing Rubber Repair</b>	\$45.00	\$21.00				
<b>UNIT PRICE #2 - Rubber Crack Repair</b>	\$7.00	\$5.00				
<b>Discounted Combined Bid #1 &amp; #2</b>	<b>\$166,050.00</b>	NA				



**Larson**

August 29, 2022

Mr. Dan Kretsinger  
Director of Facilities and Transportation  
Richfield Public Schools  
7001 Harriet Avenue South  
Richfield, MN. 55423

RE: Civil Engineering Services  
Richfield Public Schools  
2023 Athletic Facility Improvements  
LEI Project No.: 12226123

Dear Mr. Kretsinger:

As requested, Larson Engineering, Inc. (LEI) is pleased to submit the following proposal to provide civil engineering services for proposed athletic track and tennis court resurfacing at Richfield High School.

### **PROJECT DESCRIPTION**

It is our understanding that the Richfield Public School District would like to resurface the existing athletic track and field event surfaces, along with resurfacing the twelve existing tennis courts at Richfield High School.

The existing track and field events were previously constructed with a black polyurethane and rubber base mat with a red structural spray. The existing rubber surfacing is in fair to good condition showing normal signs of wear. The underlying black base mat of the rubber surfacing is beginning to show through the red surface layers. The existing rubber is still well adhered to the pavement surface and only a couple cracks and minor damaged areas were noted. Therefore, the track and field event rubber surfacing can be re-surfaced by making repairs at the cracks and damaged areas and then applying two coats of new red rubber over the entire track and field event areas, followed by re-striping the runways and track.

The existing tennis courts are in fair condition, with much of the existing color coating having been worn off the pavement surface exposing the underlying pavement. There are a few cracks within the play areas of the courts and the sawcuts along the net lines and between the courts have developed and opened up to about ½" to ¾" wide. To prolong the service life of the courts, we recommend filling and sealing the saw cuts along the net lines and between the courts to keep the water out of the pavement, and using the Armor Crack Repair System to fix the cracks within the play areas of the courts. Then after removing the loose color coating materials from the tennis courts by power washing, we recommend re-color coating the courts with two coats of black resurfacer, followed by two coats of colored (blue for the courts and green for the background areas) acrylic tennis court resurfacing materials. The court would then be re-striping for doubles tennis and for pickleball.

## **SCOPE OF WORK**

Our civil engineering services will include evaluation of current track and tennis court conditions. Final design documents for proposed resurfacing work will be based upon our evaluation of existing surfacing conditions, in consultation with the School District Staff.

LEI will provide the following services...

### ***Construction Documents***

- An initial site visit to review the current conditions of the track and field event rubber surfacing and the tennis court color coating at the High School by the Project Manager/Engineer to become familiar with the existing conditions.
- Coordinate with school staff to ensure all issues are addressed in the final construction document.
- Evaluate consultant information for inclusion in the final construction documents.
- Attend one (1) meeting with School District to discuss issues and to coordinate the design for the Construction Documents.
- Prepare final civil engineering documents including: existing conditions plan, site dimension & resurfacing plan, and construction details for the proposed track and tennis court resurfacing work.
- Develop general and technical specifications that will be used for contractor bidding and construction.
- Provide Owner with construction documents for review at 90% completion and prior to issuing for contractor pricing purposes.
- Prepare final construction cost estimates for the proposed resurfacing work.

### ***Bidding***

- Provide the School District with an Advertisement for Bids document that can be published in the local paper, website, or other publications to notify public and contractors of this rehabilitation work.
- Print Construction Documents for the School District.
- Provide electronic files of the construction documents for contractors and plan rooms.
- Maintain plan holder's list through bid opening.
- If desired by the School District, a pre-bid meeting will be conducted to inform all bidders of the general intent of the plans and specifications and to answer any project questions.
- Issue addenda for clarification of the documents as necessary.
- At the bid opening our personnel will assist and provide bid tabulation forms.
- When the low bidder has been determined, our personnel will check references and make recommendations to the School District concerning the work history and qualifications of the firm under consideration.

### ***Construction Administration***

- Prepare EJCDC construction contracts for the work between the School District and the selected contractor(s).
- Conduct and document the pre-construction conference.
- Review material submittals and shop drawings.
- Verify contractor payment requests.

- Provide intermittent inspection as needed.
- Conduct the substantial completion and final inspections, and create punch lists.
- Obtain signed and dated warranties from the Contractor.

## **BASIS OF PROPOSAL**

This proposal is based upon discussions between Dan Kretsinger (Richfield Public Schools) and Greg Buchal (Larson Engineering). If the project changes in scope as described hereafter, the engineering fees may need to be re-evaluated.

## **SCHEDULE**

Work to follow a mutually agreed upon schedule at project commencement. It is currently planned to complete the design work for Winter of 2022-2023 bidding with the construction work to take place during the summer of 2023. It should be noted that Richfield Public Schools will be contracting directly to remove and replace the existing artificial turf field materials during the summer of 2023. Ideally, the turf replacement work would be completed prior to the track resurfacing to prevent damage to the new track surface.

## **FEES**

Evaluations and Construction Documents	\$12,100
Bidding	\$800
Construction Administration	\$6,700
<b>Total:</b>	<b>\$19,600</b>

***\*\*Please note that all associated permit fees, if required, shall be paid for by the Owner.***

**ADDITIONAL SERVICES** beyond the scope of this agreement including but not limited to:

- Additional Engineering and Drafting due to redesign/relocation of the building footprint, parking or grading layouts after the initial layout is approved by the Architect or Owner.
- Traffic studies.
- Storm water management, modeling and design
- Site Development, Construction Documents or Construction meetings beyond those described in the scope of work.
- Landscape planning or design.
- Construction layout/staking.
- As-Built or Record Drawings.
- Utility profile drawings.
- Layout for additional utilities such as gas, electrical, telephone, cable, etc.
- Irrigation system design or relocation.
- Hazardous materials.

## **ACCEPTANCE**

Please sign and return one copy of this proposal to acknowledge your understanding of our Scope of Services, Fees, and Terms and Conditions and to authorize us to proceed.

We appreciate the opportunity to have prepared this proposal and look forward to working with you on this project. If you have any questions concerning this proposal or our services, please call us at 651-481-9120.

Sincerely,

**Larson Engineering, Inc.**



Greg A. Buchal, PE  
Project Manager  
gbuchal@larsonengr.com

We, the Richfield School District accept the terms of this Proposal

Signature \_\_\_\_\_

Name (Print) \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Client Company \_\_\_\_\_

Billing Address \_\_\_\_\_

\_\_\_\_\_

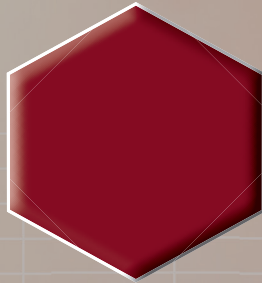
#### TERMS AND CONDITIONS

- Invoicing and payment:** Invoices shall be rendered monthly in proportion to services performed. Full payment is due within 30 days of invoice unless other terms are specifically determined in writing. If full payment is not received within 30 days of final invoice issue date, LEI reserves the right to file a Mechanics' Lien against the property.
- Interest and Unpaid Balance Due:** If any payment is not paid by Client when due, the unpaid balance shall accrue interest at one and one-half percent (1.5%) per month until paid. (Annual effective rate = 18%).
- Attorney Fees and Collection Costs:** In the event it becomes necessary for LEI to refer unpaid account to any attorney or collection agency, then in addition to any amount due to LEI, LEI will be entitled to recover its costs of collection, which includes reasonable attorney fees.
- Document Ownership:** All original calculations, sketches and construction document drawings shall remain the property of LEI.
- Enforcement of Proposal:** The terms of this Proposal shall be enforceable if any Work is provided by LEI upon the direction of the Client, either verbal or written, and no other agreement has been made, whether or not a copy of this Proposal, endorsed by the Client, is returned to LEI. Furthermore, changes to this document are not considered binding unless received in writing and accepted in writing by both original signers of this Proposal. This Proposal shall remain in effect for 30 days of the date hereof.
- Agreements:** This Proposal represents the entire agreement between Client and LEI and supersedes all previous oral and written agreements on the subject project. LEI shall not be held to the terms of any other agreements or contracts, unless expressly made part of

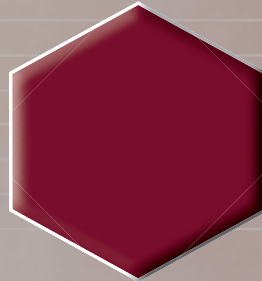
- this agreement and amended in conformance with the Terms and Conditions of this Proposal.
7. **No Assignments:** The Client hereby warrants and represents that they will not transfer or assign this Proposal to any third party, directly, indirectly, by subrogation or operation of law without written consent from LEI.
  8. **Site Visitations:** Site visits during construction included within this Proposal, are for the purpose of determining whether the construction work associated with this Proposal is in accordance with the Contract Documents. These Site Visits shall not constitute responsibility on the part of LEI for construction means and methods nor safety precautions and shall not relieve the Contractor of any responsibilities in conjunction with their work unless specifically stated within the Scope of Work of this Proposal.
  10. **Liability:** The amount of liability will be limited to our fee.



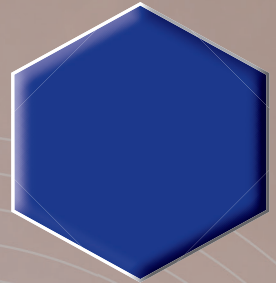
**BLACK**  
RAL 9004



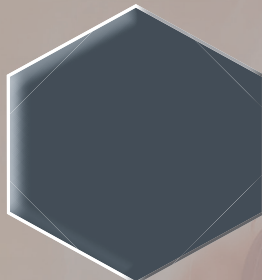
**RED**  
RAL 3016



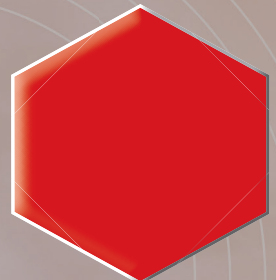
**TERRA ROJO  
(WINE)**  
RAL 3004



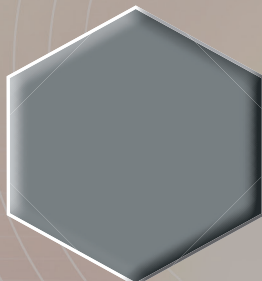
**BERLIN BLUE  
(HERTHA)**  
RAL 5002



**CHARCOAL GRAY**  
RAL 7043



**BRILLIANT RED**  
RAL 3000



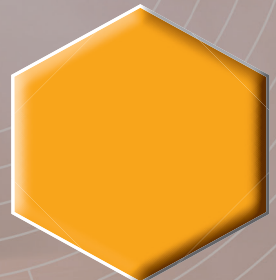
**MEDIUM GRAY**  
RAL 7037



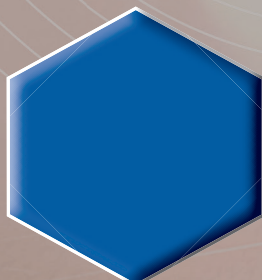
**ORANGE**  
RAL 2011



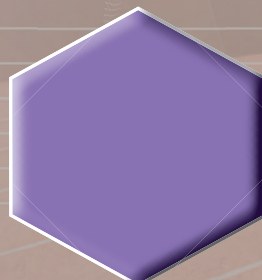
**SIGNAL GREEN**  
RAL 6032



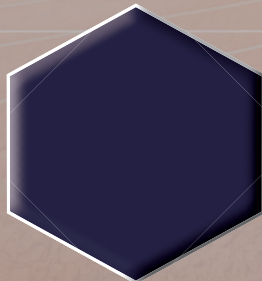
**EARTH YELLOW**  
RAL 1006



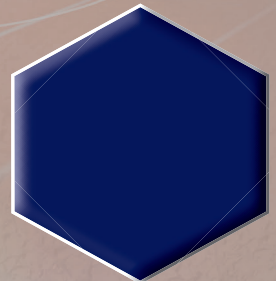
**RAINBOW BLUE**  
RAL 5017



**PURPLE**  
RAL 4005



**STEEL BLUE**  
RAL 5011



**NIGHT PURPLE**  
RAL 5022

### THE WORLD'S MOST CERTIFIED TRACKS

- Due to UV stability on some colored granules – an aliphatic coating would be required.
- Prices vary depending on color.
- Colors are for reference only and may vary slightly.

### FOR MORE INFORMATION

Web: [www.rekortan.com](http://www.rekortan.com)  
Email: [info@rekortan.com](mailto:info@rekortan.com)

**NEW BUSINESS – FOR REVIEW**

**Agenda Item VI.H.**

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

**Regular Meeting, March 20, 2023**

**Subject: Public Relations/Involvement**

(Recommended by the superintendent)

A first read of Policy 926: Public Relations/Involvement & Administrative Guidelines 926.1 & 926.2.

**Attachments:**

Policy 926: Public Relations/Involvement  
Administrative Guideline 926.1  
Administrative Guideline 926.2

RICHFIELD PUBLIC SCHOOLS

**PUBLIC RELATIONS/INVOLVEMENT**

**I. GENERAL STATEMENT OF POLICY**

The Board of Education believes it is the responsibility of each Board member, as well as each employee of the District to actively communicate in a way that highlights the educational experiences in the Richfield Public Schools and promotes effective school / home / community partnerships.

The Board believes that citizens have a right to know what is occurring in their public school system; that Board members and all school administrators have an obligation to systematically and adequately inform all publics; and that the District will benefit from providing citizens with information, good and bad, directly from the system itself.

The Board of Education also recognizes the value of parent, student, and community involvement at the building and district level to enhance and support school effectiveness, student achievement and positive public relationships. In order to facilitate a collaborative partnership, the Board, working through the administration, is committed to:

**II. OBJECTIVES OF PUBLIC RELATIONS/INVOLVEMENT PROGRAM**

A. To maintain an effective two-way communication system between the District and its various publics, which promotes

1. Dissemination of accurate, timely information about school policies, programs, procedures, achievements, decisions, and critical issues;
2. Interpretation of decisions and actions;
3. Elimination of rumors and misinformation;
4. Programs and practices designed to provide an open climate which will elicit ideas, suggestions, and reactions from the community and employees alike; and
5. An effective working relationship with the news media.

B. To provide for coordination of the District's communication efforts.

C. To develop and maintain an organizational environment where all District staff members are aware that they share the responsibility for communication of school policies, programs and activities to students, parents, residents, the

educational community and others who have an interest in the Richfield Public Schools.

D. To allocate human and financial resources to support a public relations program based on need and the availability of resources.

E. To maintain a written communication plan, which will be available to employees and to the public upon request.

F. To provide for the periodic review and evaluation of District-wide two-way communication efforts.

### **III. LIMITATIONS OF PUBLIC RELATIONS/INVOLVEMENT PROGRAM**

The Board of Education authorizes the expenditure of funds for the purpose of preparing and distributing information to the general public to explain the instructional program, operation and maintenance of the schools of the district: Provided, that nothing contained herein shall be construed to authorize preparation and distribution of information to the general public for the purpose of advocating on behalf of a candidate for elected office or to influence the outcome of school district election.

### **IV. ADVISORY COMMITTEES IN PUBLIC RELATIONS/INVOLVEMENT PROGRAM**

The Board of Education recognizes the value of including parent, student, and community representatives on advisory committees at the school and district level. Such committees must operate within clearly defined parameters that are consistent with the mission, goals, and policies of the school district. The Superintendent is authorized to develop administrative guidelines pertaining to the organization and operation of advisory committees.

### **V. SURVEYS AND FEEDBACK IN PUBLIC RELATIONS/INVOLVEMENT PROGRAM**

On a periodic basis, the Board of Education will solicit community input regarding matters of Board concern through such means as written surveys, telephone surveys, and focus group discussions, designed and conducted in a way that ensures reasonable accuracy. Following Board review, a summary of the input received will be shared with the public.

### **VI. RESPONSIBILITY FOR IMPLEMENTATION**

The overall responsibility for developing and maintaining an effective public relations/Involvement program rests with the Superintendent. The Superintendent is directed to develop administrative guidelines to carry out the

intent of this policy. Responsibility for effective implementation is shared among the Superintendent, Board of Education, and all school district employees.

**CROSS REFERENCES:** Board Policy 107, Electronic Communications  
Board Policy 208, Open Meetings and Closed Meetings  
Board Policy 954 (Parent Support Organizations)  
Board Policy 203 (Organization of the Board)  
Board Policy 208 (Open Meetings and Closed Meetings)

ADOPTED BY THE BOARD OF EDUCATION: November 1, 1999  
REVISED BY THE BOARD OF EDUCATION: March 5, 2007, October 16, 2017  
REAFFIRMED BY THE BOARD OF EDUCATION: March 1, 2004, October 16, 2017

Independent School District 280  
Richfield Public Schools

## **ADMINISTRATIVE GUIDELINES**

### **PUBLIC RELATIONS**

#### **I. BOARD INVOLVEMENT IN PUBLIC RELATIONS**

- A. All Board meetings are open to the public who is encouraged to attend.
- B. Information pertaining to major issues of concern to the public and the timeline for decision-making will be widely circulated so that Board members can consider public before making a decision.
  - 1. The District will maintain advisory committees so that the thinking of representative citizens and staff can be solicited and used to solve problems, which affect the future of the school district.
  - 2. Administration and committee/advisory leadership will actively reach out to engage students, families, and community members in advisory committees, with the goal of creating advisories that are representative of the diversity of the students, families and community.
  - 3. A summary of the minutes of the regular school board meetings will be published by the official newspaper as prescribed by law.
  - 4. A summary of advisory committees, including the demographic makeup, will be maintained, published and distributed by the district on the district website pertaining to committees/advisories, and reported publically to the board of education on a periodic basis.
  - 5. Board members are available for discussion of school matters with citizens and community groups.
- C. Individual Board members will foster effective school-community relations in such ways as the following:
  - 1. Attend or participate in various school and community events and activities
  - 2. Serve as a Board liaison to outside groups and organizations
  - 3. Participate in the Adopt-a-School Program, described in Administrative Guidelines 926.2.

**II. DISTRICT-WIDE COMMUNICATIONS PROGRAM**

A district-wide communications program will be instituted in order to inform the general public and school staff about the school district's services, accomplishments, needs, goals, costs, and other subjects of vital concern.

- A. The design and implementation of the district-wide program is the general responsibility of the superintendent.
- B. School staff will be informed about district matters through communications from the superintendent and designated staff using a variety of media including newsletters, reports, brochures, informational meetings, Internet or Intranet, social media and e-mail.
- C. Communication with the community at large will be accomplished in several ways including newsletters, annual report, district handbook / calendar, special topic publications, meetings, presentations, news releases, notices, cable television programs, Internet, e-mail, podcasts, and electronic signboard.
  - 1. All materials will be factual and objective.
  - 2. Misinformation shall never intentionally be released. Unintentional release of misinformation shall be corrected immediately upon discovery.
  - 3. Information which might damage the reputation of students or staff will not be released, except as may be required by law.
  - 4. It is expected that applicable laws and rules governing data privacy and information security will be observed.
  - 5. A systematic effort will be made to identify and involve community groups who are interested in the schools and have resources that might enhance the educational program.
  - 6. Members of the administrative staff will make themselves available for discussion of school matters with individuals and community groups.
- D. The District Communication Plan and related documents are encompassed in Administrative Guidelines 926.3.

**III. BUILDING LEVEL COMMUNICATIONS**

Building- level communications are an essential part of the district's public information efforts.

- A. The responsibility for building level communications lies with the principal as directed by the superintendent.
- B. Each school and staff develop and implement multiple strategies for communication with parents. Each set of strategies will deliberately align messaging and engagement directly with the overall district communications. Possible strategies include the following:
  1. Building, department, grade level, and/or classroom newsletters and notices
  2. News releases
  3. Open houses and curriculum nights
  4. Parent/teacher conferences
  5. Parent/family education programs
  6. Building and/or classroom web sites
  7. Telephone messaging
  8. E-mail
  9. Video programming
  10. Podcast
  11. Social media
  12. Electronic Signboard
- C. Every contact between a school district employee and a citizen is a public relations interchange. In the eyes of the public, the employee represents the school district. Therefore, information and in-service will be provided on a periodic basis to enhance employees' public relations skills. Communication to review these expectations will be reviewed yearly, with in-service on communications to occur on an as needed basis, determined by administration with consultation from the Board of Education.

#### **IV. MEDIA RELATIONS**

Representatives of the media are recognized as integral to the process of keeping the public informed about the school district.

- A. Their interest and assistance in the communications process are welcomed.

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B. The superintendent and designated staff will provide assistance to the media in obtaining public information.

C. Representatives of the media will be informed of all regularly scheduled meetings of the school board in time for publication. They shall also be informed of the dates, times and places of special meetings and school or district activities of special interest, as early as possible.

Dated: 11-1-99  
Reviewed:  
Revised: 3-1-04, 3-5-07, 12-04-17

**RICHFIELD PUBLIC SCHOOLS**  
**ADMINISTRATIVE GUIDELINES**  
**REPRESENT A SCHOOL PROGRAM**

One of the objectives of the Board of Education is to foster a positive climate by increasing Board member visibility in the schools. One way by which this objective can be accomplished is to have each Board member "represent a school," attempting to schedule occasional visits during the school day and participating in selected school activities throughout the school year.

**A. PURPOSE OF "REPRESENTING A SCHOOL"**

1. To provide increased opportunities for face-to face contact between individual Board members and students, teachers, and parents.
2. To provide an opportunity for a more direct, in-depth exposure to Richfield Public Schools' programs and activities than can be obtained through written and oral reports or through occasional visits to a variety of schools.
3. To ensure that all buildings are visited, without placing an undue burden on any one Board member.

**B. ROLE OF BOARD MEMBER IN ADOPTING A SCHOOL**

1. In "representing" a building, each Board member will try (as his/her schedule permits) to attend late afternoon or evening functions that facilitate exposure to students, staff, and parents. From time to time, a Board member liaison may also wish to visit during school hours, as arranged with the principals.
2. The "representation" is not meant to be a burden either to the Board member or to the school which the Board member has adopted. Everyone is too busy to add significantly to the work load. Neither is the representation intended to alter the respective roles of Board members as District-wide policy-makers; principals as building managers and leaders; and the superintendent as the conduit for bringing issues and concerns which have policy, personnel or financial implications to the Board for discussion and action.

**C. PRINCIPAL'S ROLE IN FACILITATING THE REPRESENTATION**

1. The principal can keep the Board member informed by placing him/her on the school mailing list, so that any material a parent would receive would likewise be sent to the Board member (e.g. parent group materials, school newsletter, special announcements, etc.)
2. If the Board member wishes to visit during the school day, the principal would be expected to facilitate the visit in the same manner as the principal would facilitate a parent visit. Any guidelines for visitations that apply to parents or other visitors would also be expected to apply to Board member visits.

**D. ASSIGNMENT OF BOARD MEMBERS TO BUILDINGS**

In order for a "Represent -a-School" program to succeed, the assignment of each Board member to a school must be a realistic expectation for each Board member assigned. For example, if a given Board member has a very heavy outside work schedule but would be attending at least some events that pertain to that Board member's child (ren) attend, it may be wise for that Board member to represent the school which his child (ren) attend(s). Further, if Board members vary substantially in the time available to devote to school visitations, those Board members with more time may be willing to be assigned to two schools, in order to supplement visits by a Board member who is able to visit his/her assigned school on a less frequent basis. So Board members are exposed to the possibility of representing multiple schools over the course of his/her term of office, it is recommended that Board members are given the option of representing a different school each year.

Dated: August 7, 2000  
Reviewed: March 5, 2007  
Revised: December 3, 2018

**NEW BUSINESS - FOR ACTION**

**Agenda Item VI.I.**

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

**Regular Meeting, March 20, 2023**

**Subject: Donations**

(Recommended by the superintendent)

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

**Richfield STEM Elementary School** received donations totaling \$330.00 through the Blackbaud Giving Fund.