

SUPERINTENDENT'S REPORT AND AGENDA

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

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

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

Monday, April 3, 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. Superintendent Update
 - 1. RDLS Presentation
- IV. CONSENT AGENDA
 - A. Routine Matters
 - 1. Minutes of the regular meeting held March 20, 2023
 - 2. General Disbursements as of 3/28/23 in the amount of \$1,127,160.05
 - 3. Investment Holdings
 - B. Personnel Items
- V. OLD BUSINESS
 - A. Policy 216: Public Comment & Administrative Guidelines 216.1, 216.2 & 216.3
 - B. Policy 926: Public Relations/Involvement & Administrative Guidelines 926.1 & 926.2
- VI. NEW BUSINESS
 - A. Policy 953: Visitors to School District Buildings and Sites & Administrative Guideline 953.1

B. Donations

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Suggested/Future Agenda Items

D. Future Meeting Dates

4-17-2023	7 p.m.	Regular Board Meeting – Public Comment
5-1-2023	5 p.m.	Board Study Session (tentative)
5-1-2023	7 p.m.	Regular Board Meeting

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, April 3, 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.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 3, 2023

Subject: Superintendent Update

RDLS Principal Marta Shahsavand will introduce a performance by the RDLS 5th grade choir.

Attached:
RDLS Presentation

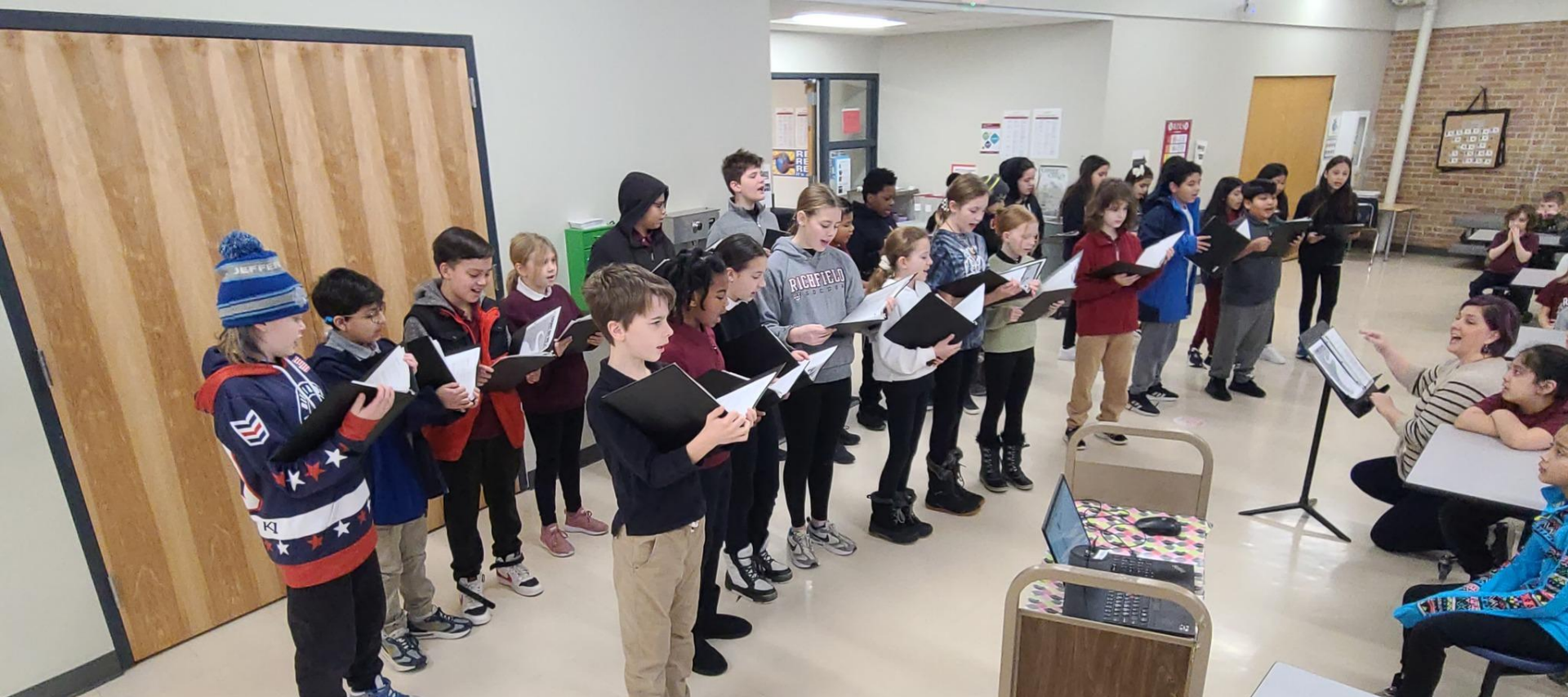
Enriching and accelerating learning



Marta Shahsavand, Principal

April 3, 2023

Enriqueciendo y acelerando el aprendizaje



**RDLS 5th Grade Choir
Directed by Sra. Kari Taylor**

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

TOTAL CHECKS, EPAYS & PCARDS					626,182.84
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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

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 20, 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 20, 2023 in the boardroom at the Richfield Public Schools District Office. Chair Paula Cole called the regular board meeting to order at 7:05 p.m. with the following school board members in attendance: Brakke, Carter, Pollis and Smisek. Banks Kupcho was not able to attend.

Administrators present were Superintendent Unowsky, Executive Director Clarkson and Assistant Superintendent Daniels. Student representative Elsy Cruz Parra was present.

II. REVIEW AND APPROVAL OF THE AGENDA

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

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

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

V. OLD BUSINESS

- A. Policy 110: Chemical Use/Abuse - third read

Motion by Pollis, 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 - second read

VI. NEW BUSINESS

- A. Achievement & Integration Plan Approval

Motion by Pollis, seconded by Smisek, and unanimously carried, the board of education approved the plan.

B. Renewal of Group Medical Coverage

Motion by Pollis, seconded by Carter, and unanimously carried, the board of education approved the renewal.

C. Renewal of Group Dental Coverage

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

D. Renewal of LTD and Life Insurance

Motion by Pollis, seconded by Smisek, and unanimously carried, the board of education approved the renewal.

E. Renewal of Employee Assistance Program

Motion by Brakke, seconded by Pollis, and unanimously carried, the board of education approved the renewal.

F. Renewal of Supplemental Vision Coverage

Motion by Smisek, seconded by Pollis, and unanimously carried, the board of education approved the renewal.

G. RHS Track and Tennis Court Resurfacing Project

Motion by Pollis, seconded by Brakke, and unanimously carried, the board of education approved the project.

H. Policy 926: Public Relations/Involvement & Administrative Guidelines 926.1 & 926.2 - first read

I. Donations

Motion by Brakke, 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. 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

Chair Cole adjourned the meeting at 9:18 p.m.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	307955	03/16/2023	A.J. MOORE ELECTRIC, INC.	R	790.63
01	307956	03/16/2023	ALTMAN ADAM	R	440.00
01	307957	03/16/2023	AMPLIFIED IT, A CDW COMPANY	R	3,708.37
01	307958	03/16/2023	AVA MUSH-KEE-KI-NIBI-IKWE SMITH	R	200.00
01	307959	03/16/2023	BCBS OF MINNESOTA & BLUE PLUS	R	9,495.00
01	307960	03/16/2023	CAPTIVATE MEDIA & CONSULTING	R	1,488.00
01	307961	03/16/2023	CITY OF RICHFIELD	R	7,943.60
01	307962	03/16/2023	COMCAST BUSINESS	R	546.35
01	307963	03/16/2023	COMMERCIAL KITCHEN	R	456.00
01	307964	03/16/2023	CONSOLIDATED COMMUNICATIONS	R	4,510.66
01	307965	03/16/2023	CUB FOODS	R	507.27
01	307966	03/16/2023	CULLIGAN SOFT WATER	R	10.50
01	307967	03/16/2023	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	307968	03/16/2023	ECM PUBLISHERS INC	R	442.40
01	307969	03/16/2023	FATH CUTTER, NOELLA	R	2,340.00
01	307970	03/16/2023	FREEWHEEL BIKE RICHFIELD	R	319.92
01	307971	03/16/2023	FRSECURE, LLC	R	13,812.50
01	307972	03/16/2023	GOEBEL JUDITH K	R	150.00
01	307973	03/16/2023	WW GRAINGER INC	R	155.16
01	307974	03/16/2023	HAAS MUSICAL INSTRUMENT REPAIR, INC	V	0.00
01	307975	03/16/2023	HAAS MUSICAL INSTRUMENT REPAIR, INC	R	1,757.56
01	307976	03/16/2023	HEALTHJOY LLC	R	10,575.50
01	307977	03/16/2023	HJELM, ADAM	R	70.00
01	307978	03/16/2023	HR SIMPLIFIED INC.	R	576.00
01	307979	03/16/2023	INNOVATIVE OFFICE SOLUTIONS LLC	R	200.12
01	307980	03/16/2023	INTERMEDIATE DISTRICT 287	R	905.60
01	307981	03/16/2023	JEFF R SCHAD	R	500.00
01	307982	03/16/2023	JW PEPPER & SON INC	R	95.00
01	307983	03/16/2023	LARSON ENGINEERING	R	4,900.00
01	307984	03/16/2023	LOFFLER	R	1,225.09
01	307985	03/16/2023	NETWORK DESIGN, INC.	R	1,051.11
01	307986	03/16/2023	MCEA	R	45.00
01	307987	03/16/2023	MIKE MORELAND	R	25.00
01	307988	03/16/2023	MULTILINGUAL WORD INC	R	5,740.25
01	307989	03/16/2023	PREMIUM WATERS INC	R	33.00
01	307990	03/16/2023	PROPIO LS, LLC	R	938.27
01	307991	03/16/2023	RUBY SMITH	R	600.00
01	307992	03/16/2023	SMART KIDS 101	R	181.50
01	307993	03/16/2023	SOROUGH NAJI	R	542.88
01	307994	03/16/2023	TRIMARK MARLINN LLC	R	951.00
01	307995	03/16/2023	TWIN CITY HARDWARE	R	350.89
01	307996	03/16/2023	UNITED HEALTHCARE INSURANCE CO	R	528.23
01	307997	03/16/2023	UNITED HEALTHCARE/AARP MEDICARE RX	R	109.60
01	307998	03/16/2023	UNITED HEARTH CARE /AARP MEDICARE RX	R	109.60
01	307999	03/16/2023	VANESSA MERRY	R	150.00
01	308000	03/16/2023	WINSOR LEARNING	R	975.00
01	308001	03/16/2023	XCEL ENERGY	R	107.97
01	308002	03/16/2023	YOUTH ENRICHMENT LEAGUE (YEL!)	R	912.00
01	308003	03/16/2023	ZYRA SMITH	R	400.00
01	V612717	03/16/2023	GLORIA M ENGLUND	R	67.58

01	V612718	03/16/2023	MELISSA M HUSABY	R	68.43
01	V612719	03/16/2023	MICHAEL A MANNING	R	14.22
01	V612720	03/16/2023	ISRAEL RUBIO SEGURA	R	175.00
01	308004	03/23/2023	APPRIZE TECHNOLOGIES	R	320.00
01	308005	03/23/2023	PRESENTATIONS, INC.	R	7,735.20
01	308006	03/23/2023	ASTLEFORD INTERNATIONAL	R	257.00
01	308007	03/23/2023	AMERICAN VENDING SALES INC	R	186.25
01	308008	03/23/2023	BERRY COFFEE COMPANY INC.	R	586.50
01	308009	03/23/2023	BIRDBATH TECHNOLOGIES LLC	R	1,184.25
01	308010	03/23/2023	BIX FRUIT COMPANY	V	0.00
01	308011	03/23/2023	BIX FRUIT COMPANY	R	6,878.32
01	308012	03/23/2023	BRINK'S INCORPORATED	R	1,858.80
01	308013	03/23/2023	BSI MECHANICAL, INC.	R	500.25
01	308014	03/23/2023	COUGHLAN COMPANIES LLC	R	4,196.00
01	308015	03/23/2023	CATALYST BUYING GROUP LLC	R	427.49
01	308016	03/23/2023	CHANHASSEN HIGH SCHOOL	R	961.43
01	308017	03/23/2023	CINTAS CORPORATION NO 2	R	257.11
01	308018	03/23/2023	CIRCA	R	3,300.00
01	308019	03/23/2023	CITY OF RICHFIELD	R	3,950.00
01	308020	03/23/2023	CITY OF RICHFIELD	R	541.34
01	308021	03/23/2023	CONTEMPORARY TRANSPORTATION LLC	R	3,410.00
01	308022	03/23/2023	CONTINENTAL RESEARCH CORP	R	1,311.92
01	308023	03/23/2023	D.E.L.O.R.E.S WORKS, INC.	R	20,830.00
01	308024	03/23/2023	DAN JOHNSON, SECRETARY	R	1,500.00
01	308025	03/23/2023	DASH SPORTS, LLC	R	780.00
01	308026	03/23/2023	DIGITAL INSURANCE LLC	R	3,607.00
01	308027	03/23/2023	DISCOUNT SCHOOL SUPPLY	R	107.24
01	308028	03/23/2023	ECOLAB INC	R	142.22
01	308029	03/23/2023	EDUCATORS BENEFIT CONSULTANTS LLC	R	493.77
01	308030	03/23/2023	GALLUP ORGANIZATION	R	7,650.00
01	308031	03/23/2023	GONZALEZ JOSUE	R	140.00
01	308032	03/23/2023	WW GRAINGER INC	R	689.84
01	308033	03/23/2023	GROUP MEDICAREBLUE RX	R	7,245.50
01	308034	03/23/2023	H&B SPECIALIZED PRODUCTS INC	R	481.00
01	308035	03/23/2023	HAWKINS INC	R	20.00
01	308036	03/23/2023	HILLYARD MINNEAPOLIS	R	2,874.87
01	308037	03/23/2023	IDEAL ENERGIES, LLC	R	6,543.67
01	308038	03/23/2023	INNOVATIVE OFFICE SOLUTIONS LLC	R	186.22
01	308039	03/23/2023	INTERMEDIATE DISTRICT 287	R	89,541.37
01	308040	03/23/2023	JAYTECH, INC	R	455.00
01	308041	03/23/2023	KIDCREATE STUDIO	R	342.00
01	308042	03/23/2023	LAKESHORE LEARNING MATERIALS	R	177.04
01	308043	03/23/2023	MADISON NATIONAL LIFE INS CO INC	R	17,054.41
01	308044	03/23/2023	MAINLINE TRANSPORTATION, INC. (MTI)	R	5,462.50
01	308045	03/23/2023	MATRIX COMMUNICATIONS, INC	R	7,626.01
01	308046	03/23/2023	MCDONOUGH'S SEWER SERVICES, INC.	R	947.00
01	308047	03/23/2023	METROPOLITAN MECHANICAL CONTRACTORS	R	1,872.01
01	308048	03/23/2023	MIDWEST BUS PARTS INC	R	732.27
01	308049	03/23/2023	MINUTEMAN PRESS EDINA	R	656.22
01	308050	03/23/2023	MN DEPT OF LABOR AND INDUSTRY	R	100.00
01	308051	03/23/2023	MN UMPIRES ASSOCIATION	R	74.00

01	308052	03/23/2023	MSOPA	R	325.00
01	308053	03/23/2023	MTN-METROPOLITAN TRANSP NETWORK	R	335,617.62
01	308054	03/23/2023	MULTILINGUAL WORD INC	R	160.75
01	308055	03/23/2023	NOKOMIS SHOE SHOP	R	250.00
01	308056	03/23/2023	NORTH CENTRAL INTERNATIONAL, LLC	R	134.21
01	308057	03/23/2023	NOVA EDUCATION CONSULTANTS	R	1,980.00
01	308058	03/23/2023	PAN O GOLD BAKING CO	R	443.71
01	308059	03/23/2023	PITNEY BOWES BANK PURCHASE POWER	R	1,797.96
01	308060	03/23/2023	PROCARE THERAPY	R	11,661.47
01	308061	03/23/2023	PROPIO LS, LLC	R	932.74
01	308062	03/23/2023	PTM DOCUMENT SYSTEMS	R	798.22
01	308063	03/23/2023	RACHEL B JONES	R	250.00
01	308064	03/23/2023	RICHFIELD ICE ARENA	R	16,597.50
01	308065	03/23/2023	RUPP ANDERSON SQUIRES & WALDSPURGER	R	11,619.00
01	308066	03/23/2023	RYAN JEANNIE M	R	718.89
01	308067	03/23/2023	SCHOOL SERVICE EMPLOYEES UNION	R	8,047.27
01	308068	03/23/2023	SHERWIN WILLIAMS CO	R	189.51
01	308069	03/23/2023	STRATEGIC STAFFING SOLUTIONS	R	1,008.00
01	308070	03/23/2023	TARTAN SENIOR HIGH SCHOOL	R	190.00
01	308071	03/23/2023	TRAFERA, LLC	R	386.97
01	308072	03/23/2023	TRANSPORTATION PLUS, INC.	R	234.00
01	308073	03/23/2023	TRIO SUPPLY COMPANY	R	2,353.66
01	308074	03/23/2023	TRISTATE BOBCAT INC	R	168.38
01	308075	03/23/2023	TWIN CITY FILTER SERVICE INC	R	1,741.45
01	308076	03/23/2023	U OF M - OFFICE OF STUDENT FINANCE	R	145.00
01	308077	03/23/2023	UHL COMPANY INC	R	2,684.60
01	308078	03/23/2023	UNITED STATES TREASURER	R	430.00
01	308079	03/23/2023	UPPER LAKES FOODS	V	0.00
01	308080	03/23/2023	UPPER LAKES FOODS	R	44,838.82
01	308081	03/23/2023	VANESSA MERRY	R	95.00
01	308082	03/23/2023	VISTAR	R	1,160.90
01	308083	03/23/2023	VSP INSURANCE CO. (CT)	R	3,341.67
01	308084	03/23/2023	WEAVERS OF WISDOM	R	200.00
01	308085	03/23/2023	WILD MOUNTAIN	R	225.00
01	308086	03/23/2023	XCEL ENERGY	R	14,602.15
01	308087	03/23/2023	YOUTH ENRICHMENT LEAGUE (YEL!)	R	2,156.00
01	308088	03/23/2023	YOUTH FRONTIERS INC	R	750.00
01	308089	03/24/2023	NORTH CENTRAL INTERNATIONAL, LLC	R	359,174.06
01	V612721	03/28/2023	ASHLEY ACEVEDO	R	29.60
01	V612722	03/28/2023	JENNIFER C DOOPER-SALAZAR	R	434.74
01	V612723	03/28/2023	JENNA L HEALY	R	19.34
01	V612724	03/28/2023	BAILEY D KRETSINGER	R	62.16
01	V612725	03/28/2023	JOHN M LORENZINI	R	100.00
01	V612726	03/28/2023	ERIN H NEILON	R	96.69
01	V612727	03/28/2023	JAMES R PADDOCK	R	67.60
01	V612728	03/28/2023	DARBY L SWANK	R	2.23
01	V612729	03/28/2023	CARRIE A VALA	R	188.62
01	V612730	03/28/2023	MICHELLE R WHITESIDE	R	8.78

TOTAL CHECK & EPAYS REGISTER	1,127,160.05
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**P-CARD,CHECK RUNS, E-PAYS & WIRES FOR
04/03/2023 BOARD REPORTS**

BANK 05	DATE	AMOUNT
CHECKS	3/16/2023	82,222.53
	3/23/2023	684,428.47
	3/24/2024	359,174.06
EPAYS	3/16/2023	325.23
	3/28/2023	1,009.76

CHECK REGISTER BANK 05 TOTAL = 1,127,160.05

BREAKDOWN	
01-206-00	700,771.77
02-206-00	59,685.78
03-206-00	342,820.18
04-206-00	11,253.82
06-206-00	0.00
07-206-00	0.00
18-206-00	0.00
20-206-00	11,971.54
21-206-00	656.96
47-206-00	
BANK TOTAL =	1,127,160.05

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
March 22, 2023

Description	Matures	Rate	Cost	General Operating	Custodial (Scholarships)	2018A Bond	OPEB Bond
VERITEX COMMUNITY BANK	09/19/23	4.52%	240,000.00	240,000.00	-	-	-
PENTAGON FEDERAL CREDIT UNION (183 day and	09/19/23	4.46%	760,000.00	760,000.00	-	-	-
SERVISFIRST BANK	12/19/23	4.72%	236,300.00	236,300.00	-	-	-
PENTAGON FEDERAL CREDIT UNION (183 day and	12/19/23	4.45%	1,263,700.00	1,263,700.00	-	-	-
PENTAGON FEDERAL CREDIT UNION (183 day and	01/25/24	4.46%	2,263,800.00	2,263,800.00	-	-	-
PENTAGON FEDERAL CREDIT UNION (183 day and	01/25/24	4.54%	236,200.00	236,200.00	-	-	-
MODERN BANK, NATIONAL ASSOCIATION	05/02/24	4.54%	233,000.00	233,000.00	-	-	-
US TREASURY N/B	06/30/23	0.25%	1,998,011.64	1,998,011.64	-	-	-
STATE BANK OF INDIA	11/29/23	0.40%	249,739.23	249,739.23	-	-	-
SYNCHRONY BANK	11/30/23	0.40%	249,739.23	249,739.23	-	-	-
CUSTOMERS BANK	05/06/24	4.52%	244,632.85	244,632.85	-	-	-
UBS BANK USA	05/09/24	4.55%	249,525.90	249,525.90	-	-	-
MN TRUST TERM SERIES	07/25/23	4.70%	1,000,000.00	1,000,000.00	-	-	-
MNTRUST – Term Series-Flex (PenFed C)	01/00/00	4.60%	7,289,661.98	7,289,661.98	-	-	-
US TREASURY N/B	03/31/23	1.58%	999,463.36	999,463.36	-	-	-
US TREASURY N/B	01/15/24	4.22%	1,499,025.00	1,499,025.00	-	-	-
T BANK, NA	11/01/23	4.53%	124,000.00	-	124,000.00	-	-
SALLIE MAE BANK/SALT LKE	08/25/23	0.30%	249,248.07	-	249,248.07	-	-
HAWAII-FA-TXBL	10/01/23	1.62%	882,359.50	-	-	-	882,359.50
US TREASURY N/B	10/15/24	1.12%	527,929.69	-	-	-	527,929.69
FIRST INTERNET BANK OF INDIANA	09/30/26	4.00%	209,500.00	-	-	-	209,500.00
FIRST PRYORITY BANK	11/07/24	4.56%	226,800.00	-	-	-	226,800.00
KS STATEBANK / KANSAS STATE BANK OF MANHA	11/10/25	4.74%	212,900.00	-	-	-	212,900.00
BANK HAPOALIM	10/01/26	4.45%	206,700.00	-	-	-	206,700.00
US TREASURY N/B	09/30/25	4.41%	621,742.19	-	-	-	621,742.19
US TREASURY N/B	09/30/26	4.34%	789,398.44	-	-	-	789,398.44
GENERAL ELECTRIC CREDIT UNION	06/28/24	4.75%	233,950.00	-	-	-	233,950.00
ELGA CREDIT UNION	06/30/25	4.13%	226,750.00	-	-	-	226,750.00
Total Investments Held			23,524,077.08	19,012,799.19	373,248.07	-	4,138,029.82

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting April 3, 2023

Subject: PERSONNEL ITEMS

(Recommended by superintendent)

That the board of education approve the following personnel items:

Certified Full Time Resignation

Kourtney Culver - Art Teacher – Richfield Middle School

Effective 6/10/2023

Yrs. Experience: 2

Morgan Wetterberg – Spec Ed – Richfield Senior High School

Effective 6/10/2023

Yrs. Experience: 3

Chelsey Payne – Grade 4 – Richfield Dual Language Elementary School

Effective 6/10/2023

Yrs. Experience: 1

Certified Full Time Leave of Absence

Jacqueline Nwaiwu – Global Language-Spanish – Richfield Middle School

Childcare Leave Effective: April 11, 2023 – April 28, 2023

Classified Full Time Facilities and Transportation for Employment

Alondra Olivares – Building Cleaner – Richfield High School

Effective 03/28/2023

Maria Genchi Palma – Building Cleaner – Richfield High School

Effective 03/29/2023

Classified Full Time Resignation

Sarah Jesperson – American Indian Education Coordinator – Districtwide

Effective 4/7/2023

Years of Service: 7 years

Classified Part Time Paraprofessional Resignation

Brittany Sanchez Cortez – Security Monitor/Welcome Desk – Richfield High School

Effective 3/12/2023

Years of Service: 2 months

Classified Part Time Paraprofessional for Retirement

Linda Stokes – Paraprofessional Clerical – RSTEM Elementary

Effective 06/30/2023

Years of Service: 37 Years

Classified Full Time Administrative Assistant for Retirement

Nancy Berres – Administrative Assistant 3 – District Office

Effective 6/30/2023

Years of Service: 25 Years

Classified Full Time Facilities and Transportation for Retirement

Kevin Gullickson – Warehouse Coordinator – District Office

Effective 4/7/2023

Years of Service: 27 years

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 3, 2023

Subject: Public Comment

(Recommended by the superintendent)

Passage upon a third 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.

The District also consulted with our attorneys to ensure the use of most appropriate policy language in Administrative Guideline 216.1.

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

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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 stipulate~~ 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

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

19
20 C. Personnel data on current and former applicants for employment that is
21 "public" includes:

22
23 Veteran status; relevant test scores; rank on eligible list; job history;
24 education and training; and work availability. Names of applicants shall be
25 private data except when certified as eligible for appointment to a vacancy or
26 when applicants are considered by the appointing authority to be finalists for
27 a position in public employment. For purposes of this subdivision, "finalist"
28 means an individual who is selected to be interviewed by the appointing
29 authority prior to selection.

30
31 D. "Educational data" means data maintained by the ~~school-district~~District which
32 relates to a student.

33
34 E. "Student" means an individual currently or formerly enrolled or registered in
35 the ~~school-district~~District, or applicants for enrollment, or individuals who
36 receive shared time services.

37
38 F. Data about applicants for appointments to a public body, including a school
39 board, collected by the ~~school-district~~District as a result of the applicant's
40 application for appointment to the public body are private data on individuals,
41 except that the following are public: name; city of residence, except where
42 the appointment has a residency requirement that requires the entire address
43 to be public; education and training; employment history; volunteer work;
44 awards and honors; prior government service; any data required to be
45 provided or that is voluntarily provided in an application to a multimember
46 agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an
47 individual has been appointed to a public body, the following additional items
48 of data are public: residential address; either a telephone number or
49 electronic mail address where the appointee can be reached, or both at the
50 request of the appointee; the first and last dates of service on the public

1 body; the existence and status of any complaints or charges against an
2 appointee; and, upon completion of an investigation of a complaint or charge
3 against an appointee, the final investigative report unless access to the data
4 would jeopardize an active investigation. Any electronic mail address or
5 telephone number provided by a public body for use by an appointee shall be
6 public. An appointee may use an electronic mail address or telephone
7 number provided by the public body as the designated electronic mail
8 address or telephone number at which the appointee can be reached.
9

10 **IV. RIGHTS TO PRIVACY**

11
12 A. ~~School district~~**District** employees have a legal right to privacy related to
13 matters which may come before the school board, including, but not limited
14 to, the following:

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

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

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

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41
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43 **V. THE PUBLIC'S OPPORTUNITY TO BE HEARD**

44
45 The school board will strive to give people related to the ~~school district~~**District** an
46 opportunity to be heard and to have complaints considered and evaluated, within
47 the limits of the law and this policy and subject to reasonable time, place, and
48 manner restrictions. Among the rights available to the public is the right to
49 access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).
50 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~~their 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)~~

- 1 ~~MSBA/MASA Model Policy 406 (Public and Private Personnel~~
- 2 ~~Data)~~
- 3 ~~MSBA/MASA Model Policy 515 (Protection and Privacy of~~
- 4 ~~Pupil Records)~~
- 5 ~~MSBA Service Manual, Chapter 13, School Law Bulletin "C"~~
- 6 ~~(Minnesota's Open Meeting Law)~~
- 7 ~~MSBA Service Manual, Chapter 13, School Law Bulletin "I"~~
- 8 ~~(School Records Privacy Access to Data)~~
- 9 Policy 103: Harassment Prohibition
- 10 Policy 115: Title IX
- 11 Policy 208: Open Meetings and Closed Meetings
- 12 Policy 409: Mandated Reporting of Child Neglect of Physical or Sexual Abuse
- 13 Policy 412: Public and Private Personnel Data
- 14 Policy 505: Student Disability Nondiscrimination
- 15 Policy 506: Student Sex Nondiscrimination
- 16 Policy 581: Protection and Privacy of Pupil Records
- 17
- 18
- 19 ~~Adopted~~ RATIFIED by the Board of Education: October 16, 2017
- 20 ~~Reviewed~~ REVIEWED AND REAFFIRMED by the Board of Education:
- 21 ~~Revised~~ REVISED by the Board of Education:

1
2 **RICHFIELD PUBLIC SCHOOLS**
3
4 **GUIDELINES - PUBLIC COMMENT**
5

6
7 **I. RESPONSIBILITY FOR PUBLIC COMMENT**
8

9 The ~~school district~~ Richfield Public Schools administration shall be
10 responsible for the procedural implementation of the public comment portion
11 of board meetings. This implementation shall include preparation, sign up,
12 the comment session, communication during and communication processes
13 related to public comment.
14

15 **II. PREPARATION FOR PUBLIC COMMENT**
16

17 The public comment portion of the meeting shall occur on the second
18 meeting of the month, typically held on the 3rd Monday of the month. In
19 months with only one meeting, that meeting shall include public comment.
20

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

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24
25 Public comment will be the first agenda item. The time period for public
26 comment will be a maximum of 30 minutes.
27

28 **III. SIGN UP FOR PUBLIC COMMENT**
29

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

34
35 Individuals must indicate their name, address, phone number or email and
36 the subject they are addressing. Individuals should also note if their public
37 comment will address something directly related to an agenda item or a
38 non-agenda related item.
39

40 If multiple individuals wish to address the same subject during public
41 comment, they may be asked to select a representative to speak for the
42 group. Speakers may be asked to submit a written copy of their prepared
43 statement in advance of the meeting.
44

45 If individuals are attending a board meeting without public comment on the
46 agenda, they may write down comments and deliver them to the ~~Board~~
47 ~~board Secretary secretary~~ who will share them with all board members.
48

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

4
5 **IV. PUBLIC COMMENT**

6
7 Speakers will be called in order as follows: students, speakers on a specific
8 agenda item, then others in order of sign up, with preference given to those
9 who have not spoken in the past six months. Time allotted will be three
10 minutes per speaker, with an additional three minutes allocated if
11 interpretation is utilized. The ~~chair of the board of educationboard secretary~~
12 will monitor time. There will be a “30 second warning” given when 30
13 seconds remain and a “times up” warning given if three minutes have
14 expired. Speakers are expected to end comments at the “time’s up”
15 warning.

16
17 ~~School districtDistrict~~ administration will be responsible for implementation
18 of public comment including sign up, documentation, and sharing of
19 guidelines.

20
21 ~~The School-school Board-board~~ takes into consideration comments made
22 during public comment, but will not hold a two-way dialogue or interactive
23 discussion during public comments. The board may provide a response at a
24 later time and/or may provide clarification of points of fact as appropriate
25 during the meeting.

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27 **V. COMMUNICATION DURING PUBLIC COMMENT**

28
29 ~~Speakers may not make allegations, charges, or complaints against any~~
30 ~~student or employee during public comment. If a person wishes to make an~~
31 ~~allegation or to file a charge or complaint against a student or employee, the~~
32 ~~person should make the allegation, charge, or complaint in writing to the~~
33 ~~Superintendent or Speakers should not include names of Richfield Public~~
34 ~~Schools employees, titles or location names in your remarks for their own~~
35 ~~legal protection and the legal rights of staff. Any information that would~~
36 ~~specifically identify a staff member is included in this warning. Issues~~
37 ~~related to school district employees should be made in writing and may~~
38 ~~identify employees and should be addressed to~~ the Human Resources
39 Department.

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40
41 Personal attacks by anyone addressing the school board are unacceptable.
42 Persistence in such remarks by an individual ~~shall may~~ terminate that
43 person’s privilege to address the school board. ~~If the speaker persists in~~
44 ~~violating any procedure or rule, the speaker will may~~ be directed to leave the
45 premises and not to return, a no trespass order may be issued, and a
46 referral may be made to law enforcement.

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

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6 **VI. COMMUNICATION ABOUT PUBLIC COMMENT**

7
8 ~~School-district~~District administration will be responsible for broadly
9 communicating the guidelines for public comment at the board of education
10 meetings. Methods should include website, school handbooks, direct
11 communication to families and more.

12
13
14 Dated: November 20, 2017
15 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 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.



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)

OLD BUSINESS – FOR REVIEW

Agenda Item V.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 3, 2023

Subject: Public Relations/Involvement

(Recommended by the superintendent)

A second read of Policy 926: Public Relations/Involvement & Administrative Guidelines 926.1 & 926.2. Suggested changes have been included to adhere to District branding and style guidelines and to align to current practices.

Attachments:

Policy 926: Public Relations/Involvement - redlined

Administrative Guideline 926.1 - redlined

Administrative Guideline 926.2 - redlined

RICHFIELD PUBLIC SCHOOLS

PUBLIC RELATIONS/INVOLVEMENT

I. GENERAL STATEMENT OF POLICY

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

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

The ~~Board~~board of ~~Education~~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~~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 ~~public~~stakeholders, 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

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

3
4 D. To allocate human and financial resources to support a public relations
5 program based on need and the availability of resources.

6
7 ~~E. To maintain a written communication plan, which will be available to~~
8 ~~employees and to the public upon request.~~

9
10 ~~F.E.~~ To provide for the periodic review and evaluation of ~~District~~district-wide
11 two-way communication efforts.

12 13 14 **III. LIMITATIONS OF PUBLIC RELATIONS/INVOLVEMENT PROGRAM**

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

23 24 **IV. ADVISORY COMMITTEES IN PUBLIC RELATIONS/INVOLVEMENT** 25 **PROGRAM**

26
27 The ~~Board~~board of ~~Education~~education recognizes the value of including
28 parent, student, and community representatives on advisory committees at the
29 school and district level. Such committees must operate within clearly defined
30 parameters that are consistent with the mission, goals, and policies of ~~the school~~
31 ~~district~~Richfield Public Schools. The ~~Superintendent~~superintendent is
32 authorized to develop administrative guidelines pertaining to the organization and
33 operation of advisory committees.

34 35 **V. SURVEYS AND FEEDBACK IN PUBLIC RELATIONS/INVOLVEMENT** 36 **PROGRAM**

37
38 On a periodic basis, the ~~Board~~board of ~~Education~~education will solicit
39 community input regarding matters of ~~Board~~board concern through such means
40 as written surveys, ~~telephone~~ surveys, and focus group discussions, designed
41 and conducted in a way that ensures reasonable accuracy. Following ~~Board~~
42 ~~board~~board review, a summary of the input received will be shared with the public.

43 44 **VI. RESPONSIBILITY FOR IMPLEMENTATION**

45
46
47 The overall responsibility for developing and maintaining an effective public
48 relations/~~Involvement~~involvement program rests with the
49 ~~Superintendents~~superintendent. The ~~Superintendent~~superintendent is directed to

1 develop administrative guidelines to carry out the intent of this policy.
2 Responsibility for effective implementation is shared among the
3 ~~Superintendents~~superintendent, ~~Board~~board of ~~Education~~education, and all
4 ~~school district~~District employees.
5
6

7 **CROSS REFERENCES:**

8 Board Policy 107, ~~;~~ Electronic Use and Communications
9 ~~_____~~ Board Policy 208, ~~;~~ Open Meetings and Closed Meetings
10 ~~_____~~ ~~Board Policy 954 (Parent Support Organizations)~~
11 ~~_____~~ Board Policy 203, ~~(;~~ Organization of the Board of Education
12 ~~_____~~ ~~Board Policy 208 (Open Meetings and Closed Meetings)~~
13
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16 ~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: ~~_____~~ November 1, 1999
17 REVISED BY THE BOARD OF EDUCATION: ~~_____~~ March 5, 2007, ~~;~~ October 16, 2017
18 ~~REVIEWED AND~~ REAFFIRMED BY THE BOARD OF EDUCATION: ~~_____~~ March 1,
19 2004, ~~;~~ October 16, 2017

Independent School District 280
Richfield Public Schools

ADMINISTRATIVE GUIDELINES

PUBLIC RELATIONS

I. BOARD INVOLVEMENT IN PUBLIC RELATIONS

- 11 A. All ~~Board board~~ meetings are open to the public. ~~who is~~ The public is encouraged to attend meetings in person or to view them on the Richfield Public Schools YouTube channel.
- 12
- 13
- 14
- 15 B. Information pertaining to major issues of concern to the public and the timeline for decision-making ~~will-should~~ be widely circulated so that ~~Board board~~ members can consider public input before making a decision.
- 16
- 17
- 18
- 19
- 20 1. The District will maintain advisory committees so that ~~the thinking of feedback from~~ representative citizens and staff can be solicited and used to solve problems, ~~which that~~ affect the future of the ~~school district-District~~.
- 21
- 22
- 23
- 24
- 25 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.
- 26
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- 31 3. A summary of the minutes of the regular school board meetings will be published ~~by-in~~ the official newspaper as prescribed by law.
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- 33
- 34
- 35 4. A summary of advisory committees, ~~including the demographic makeup,~~ will be maintained, published and distributed by the ~~district-District~~ on the ~~district-District~~ website ~~pertaining to committees/advisories,~~ and reported publically to the board of education on a periodic basis.
- 36
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- 41 5. Board members ~~are-should strive to be~~ available for discussion of school matters with citizens and community groups.
- 42
- 43
- 44 C. Individual ~~Board board~~ members will foster effective school-community relations in such ways as the following:
- 45
- 46
- 47 1. Attend or participate in various school and community events and activities
- 48
- 49

2. Serve as a ~~Beard~~board liaison to outside groups and organizations
3. Participate in the ~~Adopt~~Represent-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~~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~~District matters through communications from the superintendent and designated staff using a variety of media including newsletters, reports, brochures, informational meetings, ~~Internet~~internet or ~~Intranet~~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, direct mail, e-mail, website, social media, events, news releases~~ 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/guardians. 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~~

~~3.2. Open houses and curriculum nights~~

~~4.3. Parent/teacher conferences~~

~~5.4. Parent/family education programs~~

~~6.5. Building and/or classroom web sites~~ School website

~~7.6. Telephone~~ Phone messaging

~~8.7. E-mail~~

~~9.8. Video programming~~

~~10. Podcast~~

~~11.9. Social media~~

~~12. Electronic Signboard~~

C. Every contact between a ~~school-district~~ District employee and a ~~citizen~~ community member is a public relations interchange. In the eyes of the public, the employee represents ~~the school-district~~ Richfield Public Schools. 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~~ professional development on communications to occur

1 on an as needed basis, determined by administration with consultation
2 from the ~~Board-board~~ of ~~Educationeducation~~.

3
4 **IV. MEDIA RELATIONS**

5
6 Representatives of the media are recognized as integral to the process of
7 keeping the public informed about the ~~school-district~~ District.

8
9 A. Their interest and assistance in the communications process are
10 welcomed.

11
12 B. The superintendent and designated staff will provide assistance to the
13 media in obtaining public information.

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14
15 C. Representatives of the media will be informed of all regularly
16 scheduled meetings of the school board in time for publication. They
17 shall also be informed of the dates, times and places of special
18 meetings and school or ~~district~~ District activities of special interest, as
19 early as possible.

20
21 Dated: 11-1-99

22 Reviewed:

23 Revised: 3-1-04, 3-5-07, 12-04-17

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RICHFIELD PUBLIC SCHOOLS
ADMINISTRATIVE GUIDELINES
REPRESENT A SCHOOL PROGRAM

One of the objectives of the Board-board of Education-education is to foster a positive climate by increasing Board-board member visibility in the schools. One way by which this objective can be accomplished is to have each Board-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-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-board member.

B. ROLE OF BOARD MEMBER IN ADOPTING "REPRESENTING A SCHOOL"

1. In "representing" a building, each Board-board member will try (as ~~his/hers~~their schedule permits) to attend late afternoon or evening functions that facilitate exposure to students, staff, and parents. From time to time, a Board-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-board member or to the school which the Board-board member ~~has adopted~~is representing. ~~Everyone is too busy to add significantly to the work load. Neither is it~~The representation is not intended to alter the respective roles of Board-board members as ~~District~~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-board for discussion and action.

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C. PRINCIPAL’S ROLE IN FACILITATING THE REPRESENTATION

1. The principal can keep the Board-board member informed by placing him/her/them on the school mailing list, so that any material a parent would receive would likewise be sent to the Board-board member (e.g. parent group materials, school newsletter, special announcements, etc.)
2. If the Board-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-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.~~

On a yearly basis, board members will collaboratively discuss and agree upon "represent-a-school" assignments for the upcoming calendar year.

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

NEW BUSINESS – FOR REVIEW

Agenda Item VI.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 3, 2023

Subject: Visitors to School District Buildings and Sites

(Recommended by the superintendent)

A first read of Policy 953: Visitors to School District Buildings and Sites

Attachments:

Policy 953: Visitors to School District Buildings and Sites

Administrative Guideline 953.1

MSBA Model Policy 903: Visitors to School District Buildings and Sites

RICHFIELD PUBLIC SCHOOLS

953 - VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II. GENERAL STATEMENT OF POLICY

A. The school board and administration encourage interest on the part of parents and community members in school programs and student activities. The school board and administration welcome visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.

B. The school board and administration reaffirm their position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment. Procedures to support this policy will be developed as an addendum to this policy as outlined in section IV.A.

III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.

B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

IV. RESPONSIBILITY

A. The school district administration shall present recommended visitor and post-secondary enrollment options student procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be

49 communicated to the school community and the general public. Upon
50 approval by the school board, such procedures and requirements shall be
51 an addendum to this policy.
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53 B. The superintendent shall be responsible for providing coordination that may
54 be needed throughout the process and providing for periodic school board
55 review and approval of the procedures.
56

57 **V. VISITOR LIMITATIONS**
58

59 A. An individual, post-secondary enrollment options student, or group may be
60 denied permission to visit a school or school property or such permission
61 may be revoked if the visitor(s) does not comply with the school district
62 procedures and regulations or if the visit is not in the best interest of
63 students, employees or the school district. Procedures to support this policy
64 will be developed as an addendum to this policy as outlined in section IV.A.
65

66 B. Visitors, including post-secondary enrollment options students, are
67 authorized to park vehicles on school property at times and in locations
68 specified in the approved visitor procedures and requirements which are an
69 addendum to this policy or as otherwise specifically authorized by school
70 officials. When unauthorized vehicles of visitors are parked on school
71 property, school officials may:
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- 73 1. move the vehicle or require the driver or other person in charge of
74 the vehicle to move it off school district property; or
75
- 76 2. if unattended, provide for the removal of the vehicle, at the expense
77 of the owner or operator, to the nearest convenient garage or other
78 place of safety off of school property.
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80 C. An individual, post-secondary enrollment options student, or group who
81 enters school property without complying with the procedures and
82 requirements may be guilty of criminal trespass and thus subject to criminal
83 penalty. Such persons may be detained by the school principal or a person
84 designated by the school principal in a reasonable manner for a reasonable
85 period of time pending the arrival of a police officer.
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87

88 **Legal References:** Minn. Stat. § 123B.02 (General Powers of Independent School
89 Districts)
90 Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options
91 Program)
92 Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
93 Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
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ADOPTED BY THE BOARD OF EDUCATION: August 3, 1970

REVISED BY THE BOARD OF EDUCATION: November 21, 1994, May 21, 2001,
November 6, 2006, October 16, 2017

REAFFIRMED BY THE BOARD OF EDUCATION: February 6, 2006, October 16,
2017

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RICHFIELD PUBLIC SCHOOLS

VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

These guidelines are intended to assist in the implementation of Board Policy 953, Visitors to School District Buildings and Sites.

I. VISITOR ACCOMMODATIONS AND LIMITATIONS

- A. Visitors include all people at the school site who are not staff or fully enrolled students.
- B. Visitors are welcome in our schools. For security reasons, all visitors are expected to sign in using each building's defined entry process including obtaining a visitor's pass.

- C. The visitor's pass, in general is required on school days between 7 a.m. and 4 p.m. The principal at each school shall be responsible for establishing the site-specific hours for issuance of visitor passes.

Passes are not required of:

- 1. Persons voting or aiding in the conduct of any official federal, state, county, city or school district election.
- 2. Persons attending any scheduled athletic, recreational, cultural, or other school event to which the public is invited.
- 3. Salespersons, job applicants, and persons who are making deliveries of materials and supplies previously ordered.
- 4. Visitors to the district administration offices outside of school hours.

- D. The school principal may limit visits as to time or purpose or both. Either he/she or the superintendent of schools may revoke the visitation privilege if necessary to assure safety and security of students and staff or to insure the orderly conduct of school programs.

- E. Candidates for elected office may visit schools upon permission of the building principal and superintendent and under time and purpose limitations specified in Section D above.

- 1 1. During a school visit, candidates may provide information
- 2 and respond to questions, but may not distribute campaign
- 3 literature or tell students, staff or others in attendance how to
- 4 vote.
- 5 2. Print material furnished by the candidate must be reviewed
- 6 and approved for distribution by the building principal prior to
- 7 distribution, in accordance with expectations and
- 8 requirements pertaining to content as well as the time, place
- 9 and manner of distribution, as outlined in Board Policy 980,
- 10 Distribution of Materials on School Premises by Nonschool
- 11 Persons.
- 12
- 13 F. No person shall violate the terms of the visitor's pass, or remain in
- 14 the school building under any of the following circumstances:
- 15
- 16 1. He/she has been denied permission to visit;
- 17 2. His/her permission has been revoked.
- 18 3. He/she has been directed by the principal or assistant
- 19 principal to leave the premises.
- 20
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22 II. MAINTAINING HEALTH AND SAFETY

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24 If a building administrator feels personally threatened or is concerned
25 about maintaining the safety of the school setting, the administrator is
26 encouraged to seek support and assistance from another administrator,
27 the police / school liaison officer, other public safety personnel, or other
28 responsible adult.

31 III. COMMUNICATIONS

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33 It is expected that Board policy 953 and these administrative guidelines
34 will be broadly communicated via district and building publications and the
35 district web page. Each building will also publish in the student handbook
36 specific information regarding visitor procedures for each individual
37 building

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40 **Cross References:** Board Policy 980 - Distribution of Materials on School
41 Premises by Non-School Persons

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43
44
45 Dated: 5-21-01
46 Reviewed:
47 Revised: 2-6-06, 11-6-06, 12-4-17

Adopted: _____

MSBA/MASA Model Policy 903

Orig. 1995

Revised: _____

Rev. 2022

903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

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- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

IV. RESPONSIBILITY

- A. The school district administration shall present recommended visitor and post-secondary enrollment options student procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.
- B. The superintendent shall be responsible for providing coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

V. VISITOR LIMITATIONS

- A. An individual, post-secondary enrollment options student, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.

- B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual, post-secondary enrollment options student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (Trespass)

Cross References: None

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 3, 2023

Subject: Donations

(Recommended by the superintendent)

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

The RPS Sunshine Lunch Account received a donation of \$10.00 from Brianne Pitt of Richfield.

The RHS German Club received donations of \$25.00 from Carol Gilbert of Minneapolis dedicated to “Loved German camp and French camp both up there!” and \$215.00 from Brandy DuToit of Minneapolis on behalf of “Concordia College Alumnus located in Richfield.”

The RHS French Club received a donation of \$10.00 from Sarah Smith of Richfield.

Richfield STEM Elementary received a donation of \$150.00 from the Optimist Club of Richfield.