

# SUPERINTENDENT'S REPORT AND AGENDA

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

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

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

## **Monday, April 17, 2023 7 p.m. School Board Meeting**

- I. CALL TO ORDER
- II. REVIEW AND APPROVAL OF THE AGENDA
- III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS
  - A. Public Comment
  - B. Superintendent Update
    - 1. Elementary & Secondary Education Presentation
- IV. CONSENT AGENDA
  - A. Routine Matters
    - 1. Minutes of the regular meeting held April 3, 2023
    - 2. General Disbursements as of 4/7/23 in the amount of \$569,221.48
  - B. Personnel Items
- V. OLD BUSINESS
  - A. Policy 926: Public Relations/Involvement & Administrative Guidelines 926.1 & 926.2
  - B. Policy 953: Visitors to School District Buildings and Sites & Administrative Guideline 953.1
- VI. NEW BUSINESS
  - A. Fiscal Host Agreement for Richfield READY
  - B. Revised 2022-2023 Budget

C. Policy 620: Credit for Learning & Administrative Guideline 620.1

D. Resolution Approving Cooperative Sponsorship Agreement

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Suggested/Future Agenda Items

D. Future Meeting Dates

5-1-2023	5 p.m.	Board Study Session
5-1-2023	7 p.m.	Regular Board Meeting
5-15-2023	7 p.m.	Regular Board Meeting – Public Comment

VIII. ADJOURN REGULAR MEETING

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

**Agenda Item II.A.**

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

**Regular Meeting, April 17, 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
HSSC:	Hennepin South Services Collaborative
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
NCTM:	National Council of Teachers of Mathematics
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
SLA:	Spanish Language Arts
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
TCRWP:	Teachers College Reading & Writing Project
TMC:	Tri-Metro Conference
TS GOLD:	Teaching Strategies GOLD® Assessment
VEBA:	Voluntary Employees' Beneficiary Association
VPK:	Voluntary PreKindergarten
WBWF:	World's Best Workforce
WCPM:	Words Correct Per Minute
WIN:	What I Need
YTD:	Year-to-Date

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

4,148 Students District-wide

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

Student Diversity (based on MDE categories)

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

English Learner

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

Free/Reduced Eligible

- Eligible: 62.5%
- Not Eligible: 37.5%

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

**Agenda Item III.B.**

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

**Regular Meeting, April 17, 2023**

**Subject: Superintendent Update**

Director of Secondary Education Megan Stecher and Director of Elementary Education Rachel Gens will give a joint presentation.

**Attached:**

Elementary & Secondary Education Presentation

*Enriching and accelerating learning*



## **2022-23 Elementary & Secondary Teaching and Learning Program Review**

---

Rachel Gens, Director of Elementary Education

Megan Stecher, Director of Secondary Education

April 17, 2023

*Enriqueciendo y acelerando el aprendizaje*





# **RICHFIELD**

## **PUBLIC SCHOOLS**

### **AGENDA**

- 1. Curriculum Review**
- 2. Structures for Continuous Improvement: Learning Walks, Coaching, and Professional Learning Communities**
- 3. Standards-Based Grading & Reporting**
- 4. Advanced Academics**

*Enriching and accelerating learning*

# **Curriculum Review**

*Enriqueciendo y acelerando el aprendizaje*

# Curriculum Review Goals

---



**RICHFIELD**  
PUBLIC SCHOOLS

During 22-23 School year the subjects listed below will be reviewed per the curriculum review timeline to ensure implementation of a guaranteed and viable curriculum aligned to MN state standards.

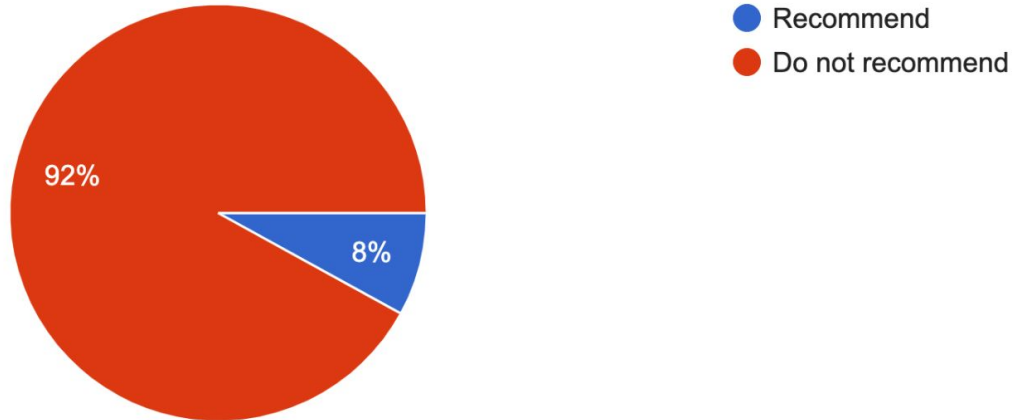
- 9-12 Science
- K-12 PE
- K-12 English/Spanish Language Arts (ELA/SLA) preliminary work for SY 23-24

Multiple data points and possible changes in legislation suggest a need to transition to new ELA/SLA curriculum materials that will better support our students in developing proficiency in a variety of literacy skills.

- MCA achievement
- MAP growth
- Local standards-based assessments
- Learning walk data
- Proposed legislation/Minnesota literacy plan: Read Act & BOLD
- Educator surveys

Based on your review of the materials and your experience implementing TCRWP Units of Study in Phonics, Reading, and Writing lessons, do you recom... core curricular resource for literacy instruction?

25 responses



# Curriculum Review Process

---



**RICHFIELD**  
PUBLIC SCHOOLS

## Curriculum Development: Phase 1

- Develop purpose statement
- Align standards and benchmarks to courses/grade levels
- Prioritize benchmarks
- Review and recommend curriculum materials
  - [Instructional Materials Review Rubric](#)

## Curriculum Development: Phase 2

- Select or develop standards-aligned assessments
- Create units of study with embedded differentiated models

## Implementation of Curriculum: Phase 3

- Support implementation with ongoing professional development
- Collect data
- Monitor and make adjustments as necessary



# Upcoming Reviews

---



**RICHFIELD**  
PUBLIC SCHOOLS

2023-24: Language Arts (K-12)

2024-25: Social Studies (K-12)

2025-26: Mathematics (K-12)





*Enriching and accelerating learning*

# **Learning Walks**

*Enriqueciendo y acelerando el aprendizaje*

# Equity Guidelines Teaching and Learning Practice Profiles

---



**RICHFIELD**  
PUBLIC SCHOOLS

## Teaching and Learning Practice Profiles

- Classroom Community, Management & Relationships
- Instructional Clarity
- Instructional Delivery
- Grading, Assessment & Feedback
- Unit Design (secondary)



## Learning Walks Goal

---



**RICHFIELD**  
PUBLIC SCHOOLS

**PreK-12+:** All principals, in collaboration with directors, coordinators, and instructional coaches, will conduct learning walks during the 2022-23 school year to evaluate implementation of evidence-based practices in instruction and to set priorities for professional development aligned with the PreK-12 Teaching and Learning Practice Profile, CLSD evidence-based practices, and NCTM evidence-based practices. ILT members may also be invited to participate in the learning walks.



## **Strengths:**

- Supportive learning environments- print-rich classrooms, use of visual supports, use of manipulatives
- Intentional connections of content to student's existing knowledge and experiences
- Balance between whole group, small group, and individual instruction
- Design of meaningful and challenging tasks (e.g., book clubs, reading for research, playing math games, math talks, working on problem strings)
- Teacher use and modeling of academic language

## **Areas for Growth:**

- Consistent alignment of lessons to clear standards-based learning targets and ongoing reference of learning targets throughout instruction
- Use of high level questions and talk moves to promote discussion
- Use of formative assessment strategies to adjust instruction

# Learning Walk Data: 6-12+

---



**RICHFIELD**  
PUBLIC SCHOOLS

## **Strengths:**

- Environments of respect and rapport
- Strong routines and procedures
- More time is spent on academic output (writing, speaking, doing) than input (reading, listening)
- Increase in learning targets and success criteria from fall to winter
- Increase in use of feedback to monitor instruction

## **Areas of Growth:**

- Purpose and relevance of daily learning
- Flexible small grouping based on student formative data
- Peer interaction and student voice

*Enriching and accelerating learning*

# **Coaching**

*Enriqueciendo y acelerando el aprendizaje*

## Coaching Goals

---



**RICHFIELD**  
PUBLIC SCHOOLS

**PreK-5:** All early learning/elementary generalists will participate in 1 Plan, Do, Study, Adjust literacy coaching cycles and 1 math coaching cycle (elementary only) during the 2022-23 school year to increase their capacity to implement a guaranteed and viable curriculum using evidence-based practices.

**6-12+:** All math and science teachers will participate in at least 2 coaching cycles during the 2022-23 school year to increase their capacity to implement a guaranteed and viable curriculum using evidence-based practices as outlined in the secondary practice profile.

# Elementary and Secondary Coaching Model



**RICHFIELD**  
PUBLIC SCHOOLS





# Early Learning/Elementary Coaching Participation

---



**RICHFIELD**  
PUBLIC SCHOOLS

## Literacy

- Cycle 1: 28 teachers
- Cycle 2: 23 teachers
- Cycle 3: 26 teachers
- Cycle 4: 19 teachers

## Math

- Cycle 1: 23 teachers
- Cycle 2: 22 teachers
- Cycle 3: 22 teachers
- Cycle 4: 14 teachers

# Secondary Coaching Participation

---



**RICHFIELD**  
PUBLIC SCHOOLS

## RMS/RHS

- Science: 15 Teachers
- Math: 15 Teachers
- 46 additional teachers by teacher request

## RCEP: (Biweekly team PD and Coaching)

- All teachers

*Enriching and accelerating learning*

# **Professional Learning Communities**

*Enriqueciendo y acelerando el aprendizaje*

**PreK-12+:** All PLCs will demonstrate an increase in the following characteristics that define an effective professional learning community as measured through a staff survey in the fall and spring and achievement of PLC goals.

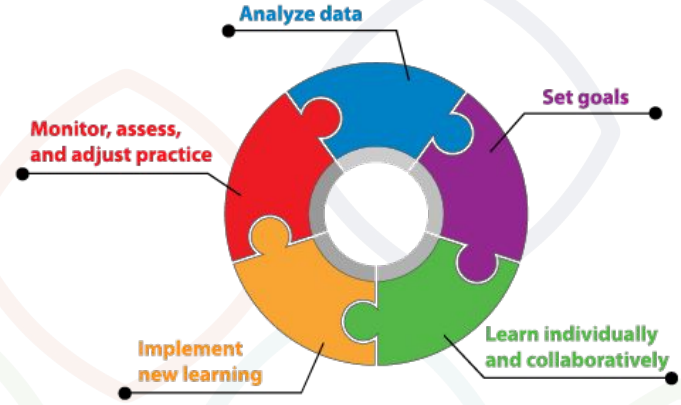
- Use of team norms and roles
- Alignment of priority standards and common assessments
- Inquiry-based data cycles to inform implementation of instructional strategies and differentiation models to meet student achievement goals

# PLC Leads



- Facilitate PLC meetings by leading an inquiry-based data cycle
- Participate in 3 trainings throughout the year
- Check in regularly with ILT/BILT member(s) to ensure the PLC focus is in alignment with the school improvement plan
- Collaborate and/or consult with instructional coaches

## Teacher learning team cycle



Source: *Becoming a Learning Team: A Guide to a Teacher-Led Cycle of Continuous Improvement*

# PLC Strengths, Areas of Growth and Next Steps

---



**RICHFIELD**  
PUBLIC SCHOOLS

## PLC Strengths:

- Teacher-led
- Strong year-long goals
- Use of norms to facilitate professional learning discussions
- Analysis of data to inform instruction

## Areas of Growth:

- Support for short-term goals
- Align year-long and short term goals with individual coaching support
- Increase professional learning during PLC

## Next Steps:

- Administer end-of-year reflection to identify PD and PLC support needed next year
- Partner with multiple stakeholder to continue to align PD supports with organizational needs (coaching, PLC and peer review)

*Enriching and accelerating learning*

# **Standards-Based Grading and Reporting**

*Enriqueciendo y acelerando el aprendizaje*

# Goals

---



**RICHFIELD**  
PUBLIC SCHOOLS

**Elementary:** All teachers will measure students' mastery of priority standards for their content area(s) using common assessments, record results in a digital gradebook, and use the data from assessments to report student learning on standards-based report cards.

**Secondary:** All teachers will measure students' mastery of priority standards for their courses using common assessments and common rubrics.



# Standards-Based Grading & Reporting: Elementary



**RICHFIELD**  
PUBLIC SCHOOLS

## Standards-Based Education

Academic standards and grade level benchmarks are used to determine the goals for each course.

### Standards-Based Curriculum & Instruction

Lessons are developed to address learning goals derived from academic standards.



### Standards-Based Assessment

The assessments used to measure student learning are directly aligned to the standards for the course.



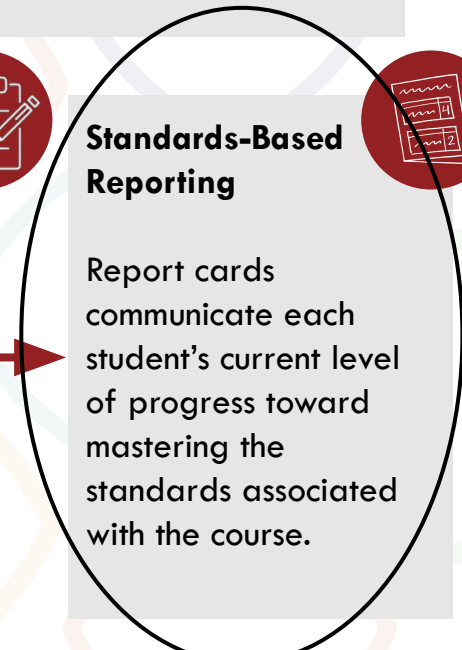
### Standards-Based Grading (SBG)

Students are graded on the standards associated with the course based on their performance on standards-based assessments.



### Standards-Based Reporting

Report cards communicate each student's current level of progress toward mastering the standards associated with the course.



# Standards-Based Assessment, Grading, & Reporting: Elementary

---



**RICHFIELD**  
PUBLIC SCHOOLS

- Common assessments measuring students' achievement of priority standards have been developed for language arts, math, science, music, art, and physical education
- Common assessments are graded using rubrics with four proficiency levels and scores are recorded in Synergy gradebook
- Students' grades are based on scores earned on common assessments for each priority standard and are shared with families on semester report cards
- Report cards list priority standards for each subject area using family-friendly language and are available in English and Spanish

# Standards-Based Assessment Analysis: Hoonuit



**RICHFIELD**  
PUBLIC SCHOOLS

## School Skill Progress

Filter Data ▾

First Grade ✕

MA1.1: Number & Operation ✕

MA1.1.2: Use a variety of models and strategies to solve addition and subtraction problems in real- world and mathematical contexts. ✕

Semester 1

2022-2023

Clear All Filters

How are 2022-2023 students performing on district standards?

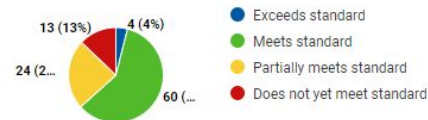
The % of students at each mastery level for district defined standard groups.

		SKILL LEVEL ⇅			
		Exceeds standard	Meets standard	Partially meets standard	Does not yet meet standard
SCHOOL ⇅					
Centennial Elementary School			16	11	16
Richfield Dual Language School	4	60	24	13	
Richfield Stem School		57	15	8	
Sheridan Hills Elementary School		34	11	8	

Centennial Elementary School



Richfield Dual Language School



Richfield Stem School



Sheridan Hills Elementary School



# Standards-Based Education: Secondary



**RICHFIELD**  
PUBLIC SCHOOLS

## Standards-Based Education

Academic standards and grade level benchmarks are used to determine the goals for each course.

### Standards-Based Curriculum & Instruction

Lessons are developed to address learning goals derived from academic standards.



### Standards-Based Assessment

The assessments used to measure student learning are directly aligned to the standards for the course.



### Standards-Based Grading (SBG)

Students are graded on the standards associated with the course based on their performance on standards-based assessments.



### Standards-Based Reporting

Report cards communicate each student's current level of progress toward mastering the standards associated with the course.



# Secondary: Standards-Based Assessment

---



**RICHFIELD**  
PUBLIC SCHOOLS

## Review of work completed in SY 21-22:

- All courses identified priority standards
- All summative assessments graded using rubrics with four proficiency levels
- RMS and RHS teachers revised and communicated building grading practices aligned to Policy 601
- SBG Working Group drafted common secondary proficiency level language and definitions to bring to RMS/RHS BILT
- RCEP utilized a holistic rubric to pilot SBG in Schoology

# Secondary: Standards-Based Grading

---



**RICHFIELD**  
PUBLIC SCHOOLS

## **SY 22-23 Goals:**

- All staff utilize common secondary proficiency language in summative assessment rubrics
- All staff utilize Schoology to tag priority standards on to summative assessments and analyze gradebook data
- All staff participated in multiple professional development sessions around standards based education and building wide grading practices
- Leadership teams are collecting feedback from all stakeholder groups at the end of SY 22-23 to determine next steps in SBG

# Secondary Celebrations and Next Steps

---



**RICHFIELD**  
PUBLIC SCHOOLS

## Celebrations:

- Decrease in semester 1 fail rate
- Students have named more transparency in how to be successful through development of rubrics and daily success criteria
- Development of high quality assessments to measure student learning
- Tightening up deadlines to support student accountability

## Next Steps:

- Continuous PD to shift stakeholder mindset around the purpose of grades
- Teacher leaders will continue to gather student and staff data to adjust building grading practices to support implementation of standards-based grading
- Review progress of standards-based grading in relationship to standards-based reporting in SY 23-24

*Enriching and accelerating learning*

# **Advanced Academics**

*Enriqueciendo y acelerando el aprendizaje*



# Advanced Academics Goals

---



**RICHFIELD**  
PUBLIC SCHOOLS

## **Elementary:**

- Increase the number of students of color participating in enrichment and acceleration programs to be representative of our RPS demographics

## **Secondary:**

- Increase the number of students of color enrolled in our CIS and AP classes to be representative of our RHS demographics
- Strengthen college and career pathways starting in middle school

# Elementary Advanced Academics Participation



**RICHFIELD**  
PUBLIC SCHOOLS

	<b>Enrichment (3-5)</b>	<b>District-Wide (3-5)</b>
Total Students	21.74%	
Female	53.68%	49.77%
Male	46.32%	50.23%
White	60.00%	31.24%
BIPOC	40.00%	68.76%

	<b>Accelerated Math (4-5)</b>	<b>District-Wide (4-5)</b>
Total Students	10.32%	
Female	51.61%	47.25%
Male	48.39%	52.75%
White	66.13%	30.95%
BIPOC	33.87%	69.05%

# Elementary Celebrations and Next Steps

---



**RICHFIELD**  
PUBLIC SCHOOLS

## **Celebrations:**

- The percentage of students of color participating in 4th grade accelerated math increased from 29.41% during the 2021-22 school year to 34.04% during the 2022-23 school year.
- Students in grades Accelerated Math 4 and 5 are successfully meeting at and above grade level standards addressed in their courses.

## **Next Steps:**

- Continue to use multiple measures to identify students for participation in accelerated courses in grades 4 and 5
- Expand enrichment opportunities through project-based learning aligned with literacy and math curriculum for all students in grades K-3

# RMS Advanced Academics Data

---



**RICHFIELD**  
PUBLIC SCHOOLS

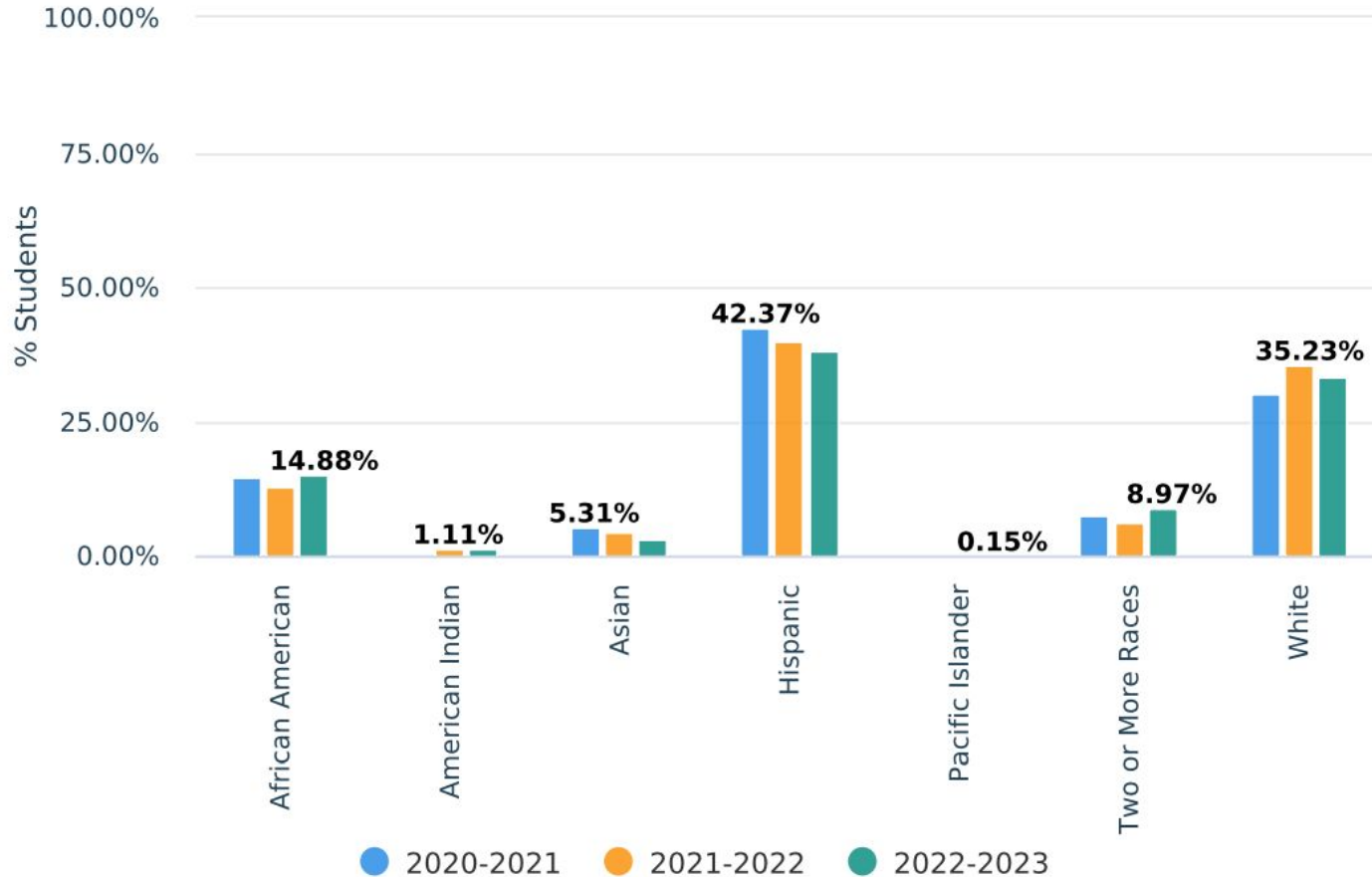
	<b>Advanced ELA</b>	<b>Accelerated Math</b>	<b>All 6-8th Grade Students</b>
Total Students	131 (16%)	128 (16%)	787
White	50%	60%	29%
BIPOC	50%	40%	71%

# CIS (U of M) Course Demographics



Course Title	American	Asian	Black or African American	Hispanic	Two or More	White	Grand Total	
CIS EDUCATION				20%	45%	15%	20%	100%
CIS/AM HISTORY	1%	8%		13%	25%	10%	43%	100%
CIS/CALCULUS		6%		6%	27%	8%	53%	100%
CIS/CLIMATE CRISIS		5%			36%	5%	55%	100%
CIS/COLL ALG MODELING				19%	58%	10%	13%	100%
CIS/INT COMP SYS		13%		13%	25%	13%	38%	100%
CIS/INTRO LIT		7%		7%	30%		57%	100%
CIS/INTRO PHYSICS		4%		11%	26%	7%	52%	100%
CIS/PHYS INQ	1%	4%		13%	39%	9%	33%	100%
CIS/PHYSIOLOGY		11%		6%	22%	8%	53%	100%
CIS/POL SCI		7%		7%	40%	6%	40%	100%
CIS/STATISTICS		7%		11%	34%	9%	40%	100%
CIS/WRITING STUDIO	2%	7%		17%	36%	7%	31%	100%
<b>Grand Total</b>	<b>0%</b>	<b>6%</b>		<b>11%</b>	<b>34%</b>	<b>8%</b>	<b>41%</b>	<b>100%</b>

# AP Course Demographics



# Celebrations and Next Steps

---



## Celebrations:

- Our courses match student interests as measured by yearly survey
- CIS courses that target first generation college students match our demographics
- Self-selection model at high school continues to increase percentage of students of color in college-level/advanced coursework

## Next Steps:

- Create a self-selection model for English Language Arts in 7th and 8th grade
- Partner with exploratory teachers at middle school to continue to strengthen pathways and exposure to college and career pathways
- Continue to explore industry partnerships and alternative routes to careers with family sustaining wages and higher education degrees

*Enriching and accelerating learning*

**R**

**RICHFIELD**  
**PUBLIC SCHOOLS**

**Questions?**

*Enriqueciendo y acelerando el aprendizaje*



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**

---

**P-CARD,CHECK RUNS, E-PAYS & WIRES FOR  
04/03/2023 BOARD REPORTS**

<b>BANK 05</b>	<b>DATE</b>	<b>AMOUNT</b>
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**

<b>BREAKDOWN</b>	
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	
<b>BANK TOTAL =</b>	<b>1,127,160.05</b>

## SUPERINTENDENT'S REPORT AND AGENDA

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

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

**Monday, April 3, 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, April 3, 2023 in the boardroom at the Richfield Public Schools District Office. Chair Paula Cole called the regular board meeting to order at 7 p.m. with the following school board members in attendance: Banks Kupcho, Brakke, Carter, Pollis and Smisek.

Superintendent Unowsky was present. Student representative Elsy Cruz Parra was also present.

### II. REVIEW AND APPROVAL OF THE AGENDA

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

#### **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 Jespersion** – American Indian Education Coordinator – Districtwide  
Effective 4/7/2023  
Years of Service: 7 years

**Classified Part Time Paraprofessional Resignation**

**Brittany Sanchez Cortez** – Security Monitor/Welcomes 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

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

V. OLD BUSINESS

- A. Policy 216: Public Comment & Administrative Guidelines 216.1, 216.2 & 216.3 - third read

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

- B. Policy 926: Public Relations/Involvement & Administrative Guidelines 926.1 & 926.2 - second read

VI. NEW BUSINESS

- A. Policy 953: Visitors to School District Buildings and Sites & Administrative Guideline 953.1 - first read
- B. Donations

Motion by Smisek, seconded by Carter, and unanimously carried, the board of education accepted the donations with gratitude.

VII. ADVANCE PLANNING

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

Chair Cole adjourned the meeting at 7:53 p.m.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	308090	03/29/2023	AMPLIFIED IT, A CDW COMPANY	R	5,397.92
01	308091	03/29/2023	ASCD	R	89.00
01	308092	03/29/2023	B&B AUTO	R	158.00
01	308093	03/29/2023	CANON USA	R	4,271.07
01	308094	03/29/2023	CAPITAL ONE TRADE CREDIT	R	251.91
01	308095	03/29/2023	CEDAR SMALL ENGINE	R	152.09
01	308096	03/29/2023	CINTAS CORPORATION NO 2	R	123.72
01	308097	03/29/2023	COMCAST	R	306.92
01	308098	03/29/2023	DASH SPORTS, LLC	R	1,417.00
01	308099	03/29/2023	DECKER EQUIPMENT INC	R	150.89
01	308100	03/29/2023	DELEGARD TOOL COMPANY	R	169.30
01	308101	03/29/2023	ECM PUBLISHERS INC	R	160.80
01	308102	03/29/2023	ECOLAB INC	R	130.38
01	308103	03/29/2023	FASTENAL INDUSTRIAL	R	358.64
01	308104	03/29/2023	FRSECURE, LLC	R	1,225.00
01	308105	03/29/2023	WW GRAINGER INC	R	4,168.60
01	308106	03/29/2023	HILLYARD MINNEAPOLIS	R	5,634.92
01	308107	03/29/2023	HOLSTINE KELLY DEE	R	831.25
01	308108	03/29/2023	HOPE CHURCH	R	14,774.12
01	308109	03/29/2023	HIPPIE DOG	R	250.00
01	308110	03/29/2023	INSTITUTE FOR ENVIROMENTAL	R	4,936.00
01	308111	03/29/2023	KIDCREATE STUDIO	R	969.00
01	308112	03/29/2023	KINECT ENERGY INC	R	84,860.98
01	308113	03/29/2023	LOFFLER COMPANIES	R	299.00
01	308114	03/29/2023	LOMAX CARLA	R	256.00
01	308115	03/29/2023	LUBE TECH & PARTNERS LLC	R	6,826.36
01	308116	03/29/2023	MAINLINE TRANSPORTATION, INC. (MTI)	R	1,689.50
01	308117	03/29/2023	MCDONOUGH'S SEWER SERVICES, INC.	R	1,769.02
01	308118	03/29/2023	METROPOLITAN TILE & MARBLE, INC.	R	795.00
01	308119	03/29/2023	MIDWEST BUS PARTS INC	R	517.51
01	308120	03/29/2023	MOBILE RADIO ENGINE	R	264.80
01	308121	03/29/2023	NAPA AUTO PARTS	R	1,009.71
01	308122	03/29/2023	NORTH CENTRAL INTERNATIONAL, LLC	R	582.78
01	308123	03/29/2023	NUSS TRUCK & EQUIPMENT	R	3,570.00
01	308124	03/29/2023	PAPCO, INC.	R	89.04
01	308125	03/29/2023	PROCARE THERAPY	R	4,067.64
01	308126	03/29/2023	RICHFIELD BUS COMPANY	R	1,050.00
01	308127	03/29/2023	TRANSPORTATION PLUS, INC.	R	345.00
01	308128	03/29/2023	TRISTATE BOBCAT INC	R	22.30
01	308129	03/29/2023	API GARAGE DOOR, INC.	R	1,754.00
01	308130	03/29/2023	ALLSTATE PETERBILT OF S ST PAUL	R	930.40
01	308131	03/29/2023	WORLD FUEL SERVICES, INC.	R	24,991.97
01	308132	03/29/2023	XCEL ENERGY	R	5,912.68
01	308133	03/29/2023	ZAHL PETROLEUM MAINTENANCE CO	R	470.00
01	308134	03/30/2023	BRINSON STEVE	R	92.00
01	308135	03/30/2023	BSN SPORTS, LLC	R	743.91
01	308136	03/30/2023	JODI SCHAEFER MILLER	R	85.00
01	308137	03/30/2023	KURPIERS REYNE	R	85.00
01	308138	03/30/2023	MEARS CANDY	R	85.00



01	308139	03/30/2023	MEYER RACHEL	R	85.00
01	308140	03/30/2023	MULDER JOHN	R	92.00
01	308141	03/30/2023	MINNESOTA EDUCATION JOB FAIR	R	50.00
01	308142	03/30/2023	OKEY CHRIS	R	35.00
01	308143	03/30/2023	TOMAS KELLY R	R	85.00
01	308144	03/30/2023	TRIA ORTHOPEDIC CENTER, LLC	R	5,362.50
01	308145	03/30/2023	WINTER PATRICK	R	92.00
01	308146	03/30/2023	XCEL ENERGY	R	39,111.16
01	V612731	04/04/2023	ERICA T BARLOW	R	70.00
01	V612732	04/04/2023	MARY L CLARKSON	R	70.00
01	V612733	04/04/2023	LATANYA R DANIELS	R	70.00
01	V612734	04/04/2023	GEORGE A DENNIS	R	35.00
01	V612735	04/04/2023	MEGAN M STECHER	R	70.00
01	V612736	04/04/2023	PETER J FITZPATRICK	R	40.00
01	V612737	04/04/2023	STEVEN T FLUCAS	R	70.00
01	V612738	04/04/2023	DAVID A FREEBURG	R	70.00
01	V612739	04/04/2023	RACHEL GENS	R	70.00
01	V612740	04/04/2023	AREND J GEURINK	R	70.00
01	V612741	04/04/2023	JAMES A GILLIGAN	R	70.00
01	V612742	04/04/2023	CHRISTINA M GONZALEZ	R	70.00
01	V612743	04/04/2023	KYLE L GUSTAFSON	R	40.00
01	V612744	04/04/2023	KEVIN D HARRIS	R	40.00
01	V612745	04/04/2023	JONATHAN W HEYER	R	70.00
01	V612746	04/04/2023	JAMES L HILL	R	40.00
01	V612747	04/04/2023	JESSICA M HOFFMAN	R	40.00
01	V612748	04/04/2023	CRAIG D HOLJE	R	70.00
01	V612749	04/04/2023	CORY J KLINGE	R	70.00
01	V612750	04/04/2023	DANIEL E KRETSINGER	R	70.00
01	V612751	04/04/2023	ANOOP KUMAR	R	40.00
01	V612752	04/04/2023	SHANNON J LINDBERG	R	40.00
01	V612753	04/04/2023	JOHN M LORENZINI	R	70.00
01	V612754	04/04/2023	COLLEEN M MAHONEY	R	70.00
01	V612755	04/04/2023	MICHAEL A MANNING	R	70.00
01	V612756	04/04/2023	DANIEL P MCGINN	R	40.00
01	V612757	04/04/2023	DOUG R MCMEEKIN	R	70.00
01	V612758	04/04/2023	KENT D MEYER	R	70.00
01	V612759	04/04/2023	ALECIA M MOBLEY	R	70.00
01	V612760	04/04/2023	KATRINA L MORGAN	R	40.00
01	V612761	04/04/2023	ERIN H NEILON	R	40.00
01	V612762	04/04/2023	ROBERT G OLSON	R	40.00
01	V612763	04/04/2023	LAURA B OTTERNESS	R	70.00
01	V612764	04/04/2023	MARK S PEDERSEN	R	40.00
01	V612765	04/04/2023	CHRISTOPHER A PETERSON	R	70.00
01	V612766	04/04/2023	CASSANDRA QUAM	R	70.00
01	V612767	04/04/2023	RENEE C REED-KARSTENS	R	40.00
01	V612768	04/04/2023	KEITH D RIEF	R	40.00
01	V612769	04/04/2023	ASHLEY SCHAEFER	R	70.00
01	V612770	04/04/2023	MARTA I SHAHSAVAND	R	70.00
01	V612771	04/04/2023	AMY B SKARE-KLECKER	R	70.00
01	V612772	04/04/2023	NANCY J STACHEL	R	70.00

01	V612773	04/04/2023	PATRICK M SURE	R	40.00
01	V612774	04/04/2023	STACY THEIEN-COLLINS	R	70.00
01	V612775	04/04/2023	VLADIMIR S TOLEDO	R	40.00
01	V612776	04/04/2023	STEVEN P UNOWSKY	R	270.00
01	V612777	04/04/2023	STEPHEN C URBANSKI	R	40.00
01	V612778	04/04/2023	CARRIE A VALA	R	70.00
01	V612779	04/04/2023	JENNIFER K VALLEY	R	70.00
01	V612780	04/04/2023	RYAN WAGNER	R	40.00
01	V612781	04/04/2023	REBECCA S WALD	R	40.00
01	V612782	04/04/2023	MICHELLE R WHITESIDE	R	70.00
01	V612783	04/04/2023	KASYA L WILLHITE	R	70.00
01	V612784	04/04/2023	AMY J WINTER AHSENMACHER	R	70.00
01	308147	04/06/2023	ANTHONY LEE FRANK	R	400.00
01	308148	04/06/2023	CEP ART & DESIGN	R	180.00
01	308149	04/06/2023	COMCAST BUSINESS	R	406.35
01	308150	04/06/2023	CULLIGAN SOFT WATER	R	10.50
01	308151	04/06/2023	DICK BLICK COMPANY	R	23.20
01	308152	04/06/2023	ECOLAB INC	R	259.43
01	308153	04/06/2023	FLICEK WELDING	R	3,200.00
01	308154	04/06/2023	GURSTEL LAW FIRM, P.C.	R	1,221.99
01	308155	04/06/2023	HARVEST TECHNOLOGY GROUP, INC.	R	36,725.72
01	308156	04/06/2023	IDENTISYS INC	R	2,992.94
01	308157	04/06/2023	IIX INSURANCE INFORMATION EXCHANGE	R	40.15
01	308158	04/06/2023	INNOVATIVE OFFICE SOLUTIONS LLC	R	72.04
01	308159	04/06/2023	JOSEPH RYAN MOUSSEAU	R	100.00
01	308160	04/06/2023	KINECT ENERGY INC	R	536.00
01	308161	04/06/2023	LIGHTSPEED TECHNOLOGIES, INC.	R	2,029.00
01	308162	04/06/2023	LOFFLER COMPANIES	R	13,117.03
01	308163	04/06/2023	MATRIX COMMUNICATIONS, INC	R	665.93
01	308164	04/06/2023	MAVO SYSTEMS INC	R	2,640.00
01	308165	04/06/2023	MINNESOTA DEPT OF HEALTH	R	35.00
01	308166	04/06/2023	MINUTEMAN PRESS EDINA	R	40.62
01	308167	04/06/2023	MIRA	R	21,147.50
01	308168	04/06/2023	MOLLY ANTHONY	R	547.50
01	308169	04/06/2023	MSBA-MINNESOTA SCHOOL BOARD ASSOC	R	80.00
01	308170	04/06/2023	NEW LIFE ENTERPRISE	R	906.00
01	308171	04/06/2023	NORMANDEALE COMMUNITY COLLEGE	R	100,272.30
01	308172	04/06/2023	NORTHERN SALT INC	R	1,040.00
01	308173	04/06/2023	NOVA EDUCATION CONSULTANTS	R	1,842.50
01	308174	04/06/2023	ONE OF ONE CLOTHING	R	353.50
01	308175	04/06/2023	PAMELA MERCADO MICHELLI	R	262.50
01	308176	04/06/2023	PHOENIX SCHOOL COUNSELING	R	8,333.34
01	308177	04/06/2023	PROCARE THERAPY	R	3,722.45
01	308178	04/06/2023	RUPP ANDERSON SQUIRES & WALDSPURGER	R	7,483.09
01	308179	04/06/2023	SOROUSH NAJI	R	428.55
01	308180	04/06/2023	STEWART ZLIMEN & JUNGERS LTD	R	1,737.87
01	308181	04/06/2023	TAFFE SARAH ANN	R	8,831.97
01	308182	04/06/2023	TRAFERA, LLC	R	79.99
01	308183	04/06/2023	API GARAGE DOOR, INC.	R	1,855.00
01	308184	04/06/2023	TWIN CITY HARDWARE	R	2,296.85

01	308185	04/06/2023	VERIZON WIRELESS	R	360.11
01	308186	04/06/2023	WEVIDEO, INC.	R	359.00
01	V2301512	04/06/2023	P-CARD BAIRD LISA	R	169.43
01	V2301513	04/06/2023	P-CARD BARLOW ERICA	R	1,074.93
01	V2301514	04/06/2023	P-CARD BROWN MATTHEW	R	1,794.04
01	V2301515	04/06/2023	P-CARD BRUNNER PATTI	R	6,767.30
01	V2301516	04/06/2023	P-CARD BURT EMILY	R	874.59
01	V2301517	04/06/2023	P-CARD CARUSO MATTHEW	R	2,312.12
01	V2301518	04/06/2023	P-CARD CRUZ ESTEVA JENNIFER	R	3,188.11
01	V2301519	04/06/2023	P-CARD EDWARDS NATHAN	R	1,015.04
01	V2301520	04/06/2023	P-CARD GEURINK AREND	R	446.19
01	V2301521	04/06/2023	P-CARD GULLICKSON KEVIN	R	284.43
01	V2301522	04/06/2023	P-CARD KRETSINGER DAN	R	5,159.87
01	V2301523	04/06/2023	P-CARD LEIKNES LISA	R	472.50
01	V2301524	04/06/2023	P-CARD LEWIS JENNIFER	R	1,288.89
01	V2301525	04/06/2023	P-CARD LUNDY MICHELLE	R	19,130.60
01	V2301526	04/06/2023	P-CARD MAHONEY COLLEEN	R	1,660.68
01	V2301527	04/06/2023	P-CARD MANNING MICHAEL	R	410.65
01	V2301528	04/06/2023	P-CARD MCGINN DAN	R	569.97
01	V2301529	04/06/2023	P-CARD MCINNES CALLEN	R	98.28
01	V2301530	04/06/2023	P-CARD MORRISSEY MELISSA	R	2,444.78
01	V2301531	04/06/2023	P-CARD PETERSON CHRIS	R	1,405.10
01	V2301532	04/06/2023	P-CARD SHAHSAVAND MARTA	R	1,129.27
01	V2301533	04/06/2023	P-CARD SKARE-KLECKER AMY	R	700.86
01	V2301534	04/06/2023	P-CARD SMITH DANE	R	45.33
01	V2301535	04/06/2023	P-CARD STACHEL NANCY	R	1,046.04
01	V2301536	04/06/2023	P-CARD VALLEY JENNIFER	R	312.69
01	V2301537	04/06/2023	P-CARD WILLHITE KASYA	R	1,398.22
01	V2301538	04/06/2023	P-CARD WINTER AMY	R	1,756.65
01	308187	04/07/2023	ACCO BRANDS USA LLC	R	266.35
01	308188	04/07/2023	AMY SCHENDEL	R	600.00
01	308189	04/07/2023	BIX FRUIT COMPANY	R	8,657.93
01	308190	04/07/2023	HASTINGS CREAMERY LLC	R	12,014.12
01	308191	04/07/2023	HILLYARD MINNEAPOLIS	R	1,836.27
01	308192	04/07/2023	LOFFLER COMPANIES	R	172.00
01	308193	04/07/2023	PAN O GOLD BAKING CO	R	543.12
01	308194	04/07/2023	TRIO SUPPLY COMPANY	R	1,476.09
01	308195	04/07/2023	UPPER LAKES FOODS	R	22,684.33

---

**TOTAL CHECK, EPAY & PCARD REGISTER** **569,221.48**

---

## E-PAYS, P-CARDS & CHECK'S FOR 04/17/2023 BOARD REPORTS

BANK 05	DATE	AMOUNT
MARCH P-CARDS	4/6/2023	56,956.56
E-Pays	4/4/2023	3,375.00
Checks	3/29/2023	188,000.22
	3/30/2023	46,003.57
	4/6/2023	226,635.92
	4/7/2023	48,250.21

<b>CHECK REGISTER BANK 05 TOTAL =</b>	<b>569,221.48</b>
---------------------------------------	-------------------

BREAKDOWN	
01-206-00	423,133.04
02-206-00	51,787.15
03-206-00	45,244.17
04-206-00	49,057.12
06-206-00	
07-206-00	
18-206-00	
20-206-00	
21-206-00	
47-206-00	-
<b>BANK TOTAL =</b>	<b>569,221.48</b>

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

**Regular Meeting April 17, 2023**

**Subject: PERSONNEL ITEMS**

(Recommended by superintendent)

That the board of education approve the following personnel items:

**Certified Full Time Teacher for Resignation**

**Yesenia Nevarez Badilla** – Grade 1 - Richfield Dual Language Elementary  
Effective 6/10/2023  
Years of Service: 1 year

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

**Sarah Jespersion** – Kitchen Assistant – Richfield High School  
Effective 4/10/2023

**Classified Part Time Paraprofessional for Resignation**

**Falis Aided** – Outreach Bilingual – Richfield High School  
Effective 3/16/2023  
Years of Service: 6 years

**Reem Reyes** – Para Instructional – Richfield Dual Language Elementary  
Effective 5/19/2023  
Years of Service: 7 years

**OLD BUSINESS – FOR ACTION**

**Agenda Item V.A.**

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

**Regular Meeting, April 17, 2023**

**Subject: Public Relations/Involvement**

(Recommended by the superintendent)

Passage upon a third 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**

15  
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  
14  
15

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**

- 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.
- 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.
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~~.
  2. Administration and ~~committee/~~advisory leadership will actively reach out to engage students, families, and community members in advisory committees, with the goal of creating advisories that are representative of the diversity of the students, families and community.
  3. A summary of the minutes of the regular school board meetings will be published ~~by-in~~ the official newspaper as prescribed by law.
  4. A summary of advisory committees, ~~including the demographic makeup,~~ will be maintained, published and distributed by the ~~district-District~~ on the ~~district-District~~ website ~~pertaining to committees/advisories,~~ and reported publically to the board of education on a periodic basis.
  5. Board members ~~are-should strive to be~~ available for discussion of school matters with citizens and community groups.
- C. Individual ~~Board-board~~ members will foster effective school-community relations in such ways as the following:
1. Attend or participate in various school and community events and activities

2. Serve as a ~~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.

Formatted: No underline

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

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50

**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 t~~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.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45

**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

**OLD BUSINESS – FOR REVIEW**

**Agenda Item V.B.**

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

**Regular Meeting, April 17, 2023**

**Subject: Visitors to School District Buildings and Sites**

(Recommended by the superintendent)

A second read of Policy 953: Visitors to School District Buildings and Sites & Administrative Guideline 953.1. Suggested changes have been included for clarity and to align to District branding and style guidelines.

**Attachments:**

Policy 953: Visitors to School District Buildings and Sites - **redlined**

Administrative Guideline 953.1 - **redlined**

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 Richfield Public Schools~~ 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~~ administrative guideline for this policy as outlined in section IV.A.

**III. POST-SECONDARY ENROLLMENT OPTIONS (PSEO) STUDENTS**

A. A student enrolled in a post-secondary enrollment options (PSEO) 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~~ PSEO 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~~

**Commented [CQ1]:** This section is unnecessary/redundant

~~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.~~

**IV. VISITOR LIMITATIONS**

A. An individual, ~~post-secondary enrollment options~~PSEO 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~~District procedures and regulations or if the visit is not in the best interest of students, employees or the school district. Procedures to support this policy will be developed as an ~~addendum to~~administrative guideline for this policy ~~as outlined in section IV.A.~~

B. Visitors, including ~~post-secondary enrollment options~~PSEO 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~~administrative guideline for 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.

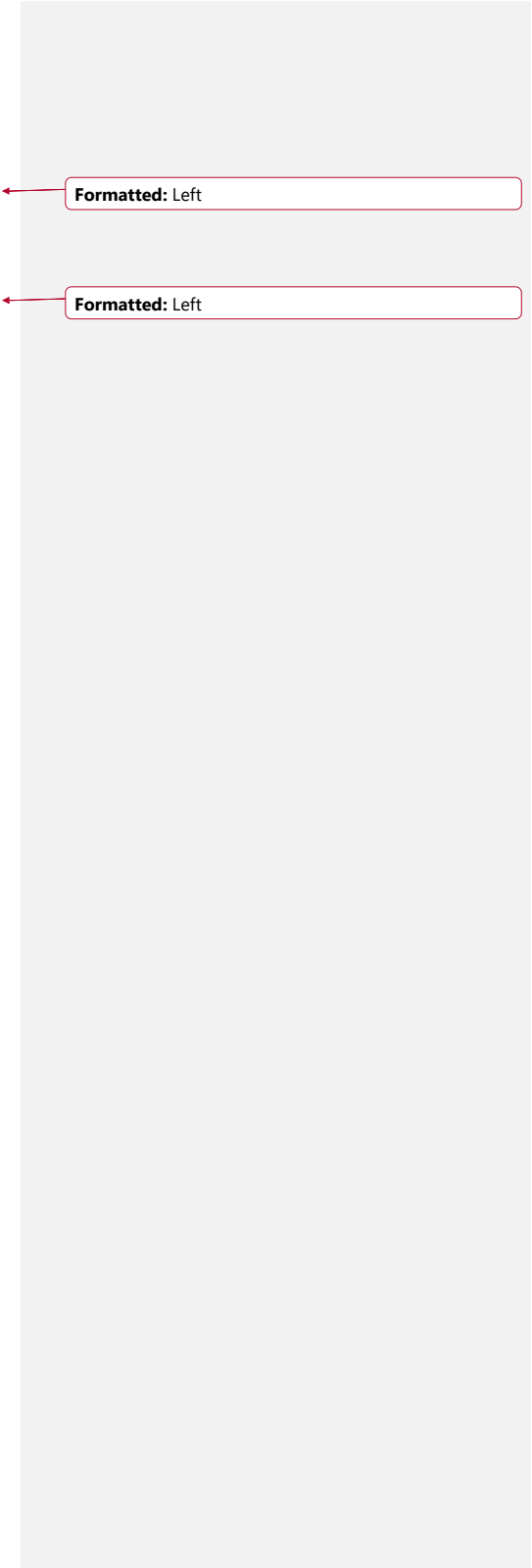
C. An individual, ~~post-secondary enrollment options~~PSEO student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated 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 (Post-~~S~~secondary Enrollment Options ~~Program~~Act)
- Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
- Minn. Stat. § 609.605, Subd. 4 (Trespass~~es on School Property~~)

Formatted: Indent: Left: 0"

97  
98 ~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: August 3, 1970  
99  
100 REVISED BY THE BOARD OF EDUCATION: November 21, 1994, May 21, 2001,  
101 November 6, 2006, October 16, 2017  
102  
103 ~~REVIEWED AND~~ REAFFIRMED BY THE BOARD OF EDUCATION: February 6, 2006,  
104 October 16, 2017



Formatted: Left

Formatted: Left

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48

**RICHFIELD PUBLIC SCHOOLS**

**VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES**

These guidelines are intended to assist in the implementation of Board Policy 953.1: 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. ~~In general, The a~~ 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/shethey~~ 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~~Elected officials 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~~ elected officials may  
2 provide information and respond to questions, but may not  
3 distribute campaign literature or tell students, staff or others  
4 in attendance how to vote.
- 5 2. Print material furnished by the ~~candidate~~ elected official  
6 must be reviewed and approved for distribution by the  
7 building principal prior to distribution, in accordance with  
8 expectations and requirements pertaining to content as well  
9 as the time, place and manner of distribution, as outlined in  
10 Board Policy ~~980~~ 109; Distribution of Materials on School  
11 Premises ~~by Nonschool 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~~ They ~~has~~ have been denied permission to visit;  
17 2. ~~His/her~~ Their permission has been revoked.  
18 3. ~~He/she~~ They ~~has~~ have been directed by the principal or  
19 assistant principal to leave the premises.  
20  
21

22 II. MAINTAINING HEALTH AND SAFETY

23  
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.  
29  
30

31 III. COMMUNICATIONS

32  
33 It is expected that Board ~~policy~~ Policy 953 and these administrative  
34 guidelines will be broadly communicated via ~~district~~ District and building  
35 publications and the ~~district~~ District web ~~pagesite~~. Each building will also  
36 publish ~~in the student handbook~~ specific information in the student  
37 handbook regarding visitor procedures for each individual building.  
38  
39

40 **Cross References:**

41 Board Policy ~~980~~ 109: Distribution of Materials on School Premises ~~by Non-~~  
42 School Persons  
43  
44  
45

46 Dated: 5-21-01  
47 Reviewed:  
48 Revised: 2-6-06, 11-6-06, 12-4-17  
49



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.

### **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 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 17, 2023**

**Subject: RPS becomes the fiscal host for Richfield READY**

The superintendent recommends that the District becomes the fiscal host for any grant funding received by Richfield READY for youth scholarships, and Community Education staff manage the scholarship program through District finance processes.

**Background Information**

Since 2005, the Richfield READY committee has been managing a youth scholarship program for students in our community. The intent of the scholarship program is to provide access to quality community-based activities for youth and families experiencing financial hardship. Most of the funding for Richfield READY comes through the HSSC grant program, with additional funding from donations.

The READY committee is made up of representatives from local organizations such as Community Education and the City of Richfield, parents from the community and our previous fiscal host, Fun Club, who no longer plan to continue as fiscal host.

We are recommending the District be the fiscal host for this important program. The rationale for this change is as follows:

1. the majority of scholarships are used for Richfield Community Education programs, which are District programs;
2. the scholarship payments and details are currently being managed by Community Education;
3. Richfield READY has our District listed as its address of record and the scholarship form is housed on the District website.

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

**Regular Meeting, April 17, 2023**

**Subject: Annual Budget Revision 2022-2023**

(Recommended by the superintendent)

That the board of education approve the revised budget as presented.

**Background**

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

Attached is a copy of the 2022-2023 revised budget for your review and approval. The revised budget provides updated amounts for revenues and expenditures based on changes in enrollment and programming.

Net revenue is up \$1,728,725 in the general fund from \$73,499,297 to \$75,228,042. Net expenditures are up by \$1,468,598 from \$74,595,187 to \$76,063,785.

Major adjustments to the budget account for an increase in special education transportation and care & treatment transportation from what was projected, updated federal funding associated with the COVID-19 pandemic, as well as updated staffing and benefits. The net impact is a benefit of \$260,147 to the general fund budget from the adopted budget for the current fiscal year, resulting in a revised total projected general fund balance decrease of \$835,743 from FY22 to FY23.

More details on these and other changes will be presented at the board meeting.



Revised Budget Summary 2022-23

REVENUE GENERAL FUND

REVENUE CATEGORIES	Actual June 30, 2021	Actual June 30, 2022	Adopted Budget	Revised Budget	Increase or (Decrease) from Adopted	YTD March 31, 2023	Revised Budget Remaining	YTD March 31, 2023	YTD March 31, 2022	YTD March 31, 2021	YTD March 31, 2022	YTD March 31, 2021
								% of Budget Received	% of Actuals Received	% of Actuals Received		
STATE	45,171,242	46,153,496	45,841,459	48,090,367	2,248,908	29,517,497	18,572,870	61.4%	62.7%	62.4%	28,928,939	28,176,055
FEDERAL	4,835,777	8,554,971	8,416,494	7,909,682	(506,812)	3,718,716	4,190,966	47.0%	18.6%	56.3%	1,590,582	2,724,400
PROPERTY TAXES	17,711,183	17,297,937	18,045,678	18,045,678	-	17,750,202	295,476	98.4%	98.3%	98.5%	17,006,447	17,451,264
LOCAL (FEES, INTEREST, ETC.)	999,946	1,031,073	1,195,666	1,182,315	(13,351)	1,092,751	89,564	92.4%	67.1%	74.4%	691,882	744,158
<b>TOTALS</b>	<b>68,718,148</b>	<b>73,037,477</b>	<b>73,499,297</b>	<b>75,228,042</b>	<b>1,728,745</b>	<b>52,079,166</b>	<b>23,148,876</b>	<b>69.2%</b>	<b>66.0%</b>	<b>71.4%</b>	<b>48,217,850</b>	<b>49,095,877</b>

EXPENDITURES GENERAL FUND

OBJECT SERIES	Actual June 30, 2021	Actual June 30, 2022	Adopted Budget	Revised Budget	Increase or (Decrease) from Adopted	YTD March 31, 2023	Revised Budget Remaining	YTD March 31, 2023	YTD March 31, 2022	YTD March 31, 2021	YTD March 31, 2022	YTD March 31, 2021
								% of Budget Expended	% of Actuals Expended	% of Actuals Expended		
SALARIES & WAGES	37,395,344	40,284,587	42,910,423	42,826,066	(84,357)	26,378,794	16,447,272	61.6%	61.9%	61.6%	24,948,854	23,017,404
EMPLOYEE BENEFITS	13,311,059	14,074,329	14,930,345	14,487,809	(442,536)	9,740,683	4,747,126	67.2%	67.7%	67.4%	9,531,050	8,973,297
PURCHASED SERVICES	7,829,673	11,283,786	9,193,426	10,793,314	1,599,888	6,973,061	3,820,253	64.6%	60.3%	62.4%	6,802,455	4,882,520
SUPPLIES	3,264,242	3,647,659	3,450,724	3,783,316	332,592	2,592,463	1,190,853	68.5%	71.2%	74.5%	2,598,844	2,430,415
EQUIPMENT	3,127,326	3,452,503	3,533,246	3,482,737	(50,509)	3,482,830	(93)	100.0%	94.4%	83.6%	3,257,801	2,612,894
OTHER EXPENDITURES	366,580	576,702	577,023	690,543	113,520	156,603	533,940	22.7%	56.5%	39.9%	325,685	146,333
<b>TOTALS</b>	<b>65,294,224</b>	<b>73,319,567</b>	<b>74,595,187</b>	<b>76,063,785</b>	<b>1,468,598</b>	<b>49,324,434</b>	<b>26,739,351</b>	<b>64.8%</b>	<b>64.7%</b>	<b>64.4%</b>	<b>47,464,689</b>	<b>42,062,862</b>

PROGRAM SERIES

PROGRAM SERIES	Actual June 30, 2021	Actual June 30, 2022	Adopted Budget	Revised Budget	Increase or (Decrease) from Adopted	YTD March 31, 2023	Revised Budget Remaining	YTD March 31, 2023	YTD March 31, 2022	YTD March 31, 2021	YTD March 31, 2022	YTD March 31, 2021
								% of Budget Expended	% of Actuals Expended	% of Actuals Expended		
SITE ADMINISTRATION	1,782,559	1,855,478	2,081,611	1,939,788	(141,823)	1,404,478	535,310	72.4%	75.0%	73.9%	1,392,405	1,316,874
DISTRICT ADMINISTRATION	692,037	719,178	758,066	802,233	44,167	537,734	264,499	67.0%	74.9%	91.6%	538,664	634,124
SUPPORT SERVICES	2,393,196	2,633,934	2,809,288	2,990,913	181,625	2,485,984	504,929	83.1%	86.4%	86.8%	2,275,971	2,078,232
REGULAR INSTRUCTION	27,799,860	29,101,959	30,822,553	30,542,197	(280,356)	18,143,344	12,398,853	59.4%	57.3%	58.5%	16,679,791	16,254,685
EXTRA-CURRICULAR ACTIVITIES	945,936	1,085,665	1,272,731	1,316,983	44,252	887,507	429,476	67.4%	68.7%	65.2%	745,854	616,815
VOCATIONAL INSTRUCTION	457,380	785,186	815,988	524,808	(291,180)	339,624	185,184	64.7%	59.4%	57.8%	466,647	264,334
SPECIAL EDUCATION	11,761,573	12,646,379	13,949,234	13,956,029	6,795	8,518,279	5,437,750	61.0%	63.4%	63.0%	8,016,608	7,407,050
INSTRUCTIONAL SUPPORT	4,551,070	5,360,857	4,984,232	5,178,577	194,345	3,883,968	1,294,609	75.0%	73.4%	75.3%	3,932,802	3,424,919
PUPIL SUPPORT SERVICES	6,736,524	10,205,505	8,332,362	10,077,537	1,745,175	6,553,089	3,524,448	65.0%	62.5%	59.1%	6,382,599	3,981,614
FACILITIES	7,849,490	8,558,942	8,383,722	8,299,155	(84,567)	6,161,981	2,137,174	74.2%	77.8%	73.4%	6,662,942	5,759,616
OTHER FINANCING USES	324,599	366,483	385,400	435,565	50,165	408,446	27,119	93.8%	101.1%	100.0%	370,406	324,599
<b>TOTALS</b>	<b>65,294,224</b>	<b>73,319,567</b>	<b>74,595,187</b>	<b>76,063,785</b>	<b>1,468,598</b>	<b>49,324,434</b>	<b>26,739,351</b>	<b>64.8%</b>	<b>64.7%</b>	<b>64.4%</b>	<b>47,464,689</b>	<b>42,062,862</b>






**ACTIVITY - OTHER FUNDS**

	Actual June 30, 2021	Actual June 30, 2022	Adopted Budget	Revised Budget	Increase or (Decrease) from Adopted	YTD March 31, 2023	Revised Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	YTD March 31, 2022	YTD March 31, 2021
<b>REVENUE</b>												
FOOD SERVICE	2,613,215	3,695,253	2,899,391	2,918,148	18,757	1,837,441	1,080,707	63.0%	57.0%	48.1%	2,106,770	1,256,962
COMMUNITY EDUCATION	1,892,291	2,075,910	2,025,109	2,038,676	13,567	1,819,816	218,860	89.3%	88.7%	78.3%	1,840,985	1,481,437
CONSTRUCTION FUND	232,885	56,923	-	2,386,116	2,386,116	2,367,537	18,579	99.2%	94.2%	18.2%	53,647	42,461
DEBT SERVICE	7,641,299	9,531,432	7,316,786	7,319,786	3,000	7,209,799	109,987	98.5%	99.2%	99.3%	9,450,518	7,589,724
CUSTODIAL/SCHOLARSHIPS	9,151	9,632	6,100	25,600	19,500	22,235	3,365	86.9%	80.7%	77.5%	7,776	7,088
INTERNAL SERVICE - HEALTH INS.	7,007,155	7,149,511	7,830,750	7,845,750	15,000	4,881,127	2,964,623	62.2%	65.2%	64.2%	4,663,620	4,495,338
INTERNAL SERVICE - DENTAL INS.	513,898	514,120	515,250	515,500	250	329,895	185,605	64.0%	65.7%	64.8%	337,802	332,761
OPEB - IRREVOCABLE TRUST	100,761	(100,692)	80,000	100,000	20,000	177,858	(77,858)	177.9%	-142.6%	-25.1%	143,568	(25,248)
OPEB DEBT SERVICE	2,129,110	2,074,785	2,079,000	2,079,000	-	2,049,052	29,948	98.6%	98.9%	99.2%	2,051,623	2,112,942

	Actual June 30, 2021	Actual June 30, 2022	Adopted Budget	Revised Budget	Increase or (Decrease) from Adopted	YTD March 31, 2023	Revised Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	YTD March 31, 2022	YTD March 31, 2021
<b>EXPENDITURES</b>												
FOOD SERVICE	2,329,661	3,046,741	2,831,586	3,501,446	669,860	2,388,317	1,113,129	68.2%	64.0%	65.4%	1,949,178	1,524,737
COMMUNITY EDUCATION	2,026,134	2,254,992	1,947,714	2,045,951	98,237	1,434,511	611,440	70.1%	71.0%	66.9%	1,600,344	1,356,388
CONSTRUCTION FUND	35,442,525	7,816,477	-	347,559	347,559	129,548	218,011	37.3%	83.4%	74.4%	6,522,769	26,370,790
DEBT SERVICE	7,246,938	9,714,349	7,256,038	7,248,908	(7,130)	7,254,908	(6,000)	100.1%	100.0%	100.0%	9,714,349	7,246,938
CUSTODIAL/SCHOLARSHIPS	6,098	6,050	6,100	8,000	1,900	7,614	386	95.2%	100.0%	100.0%	6,050	6,098
INTERNAL SERVICE - HEALTH INS.	7,314,396	9,254,969	8,128,605	8,128,605	-	5,419,206	2,709,399	66.7%	76.8%	74.8%	7,112,425	5,471,167
INTERNAL SERVICE - DENTAL INS.	491,075	543,124	480,000	480,000	-	334,506	145,494	69.7%	73.0%	76.6%	396,405	376,149
OPEB - IRREVOCABLE TRUST	697,086	606,214	735,000	635,000	(100,000)	-	635,000	0.0%	0.0%	0.0%	-	-
OPEB DEBT SERVICE	2,021,775	2,033,025	2,027,600	2,027,475	(125)	2,027,475	-	100.0%	100.0%	100.0%	2,033,025	2,021,775

	Actual June 30, 2021	Actual June 30, 2022	Adopted Budget	Revised Budget	Increase or (Decrease) from Adopted	YTD March 31, 2023	Revised Budget Remaining	% of Budget	% of Actuals	% of Actuals	YTD March 31, 2022	YTD March 31, 2021
<b>SUMMARY - ALL FUNDS</b>												
<b>SUMMARY</b>												
REVENUE	90,857,913	98,044,351	96,251,683	100,456,618	4,204,935	72,773,926	27,682,692	72.4%	70.2%	73.1%	68,874,159	66,389,342
EXPENDITURES	122,869,913	108,595,507	98,007,830	100,486,729	2,478,899	68,320,519	32,166,210	68.0%	70.7%	54.2%	76,799,234	66,588,883
SPENDING VARIANCE	(32,012,000)	(10,551,157)	(1,756,147)	(30,111)	1,726,036	4,453,407	(4,483,518)				(7,925,075)	(199,541)

 <b>RICHFIELD PUBLIC SCHOOLS</b>		REVENUE SUMMARY - BY MAJOR CATEGORY							YTD March 31, 2023			THIS REPORT SUMMARIZES REVENUE BY MAJOR CATEGORY AND SOURCE CODE		
GENERAL FUND									REVISED	ACTIVE BUDGET		FORECASTS + 		
Source Code	Description	June 30, 2021	June 30, 2022	Adopted Budget	Revised Budget	Increase or (Decrease) from Adopted	YTD March 31, 2023	Revised Budget Remaining	YTD March 31, 2023	YTD March 31, 2022	YTD March 31, 2021	YTD March 31, 2022	YTD March 31, 2021	
									% Budget Received	% Actual Received	% Actual Received			
	<b>STATE AID</b>													
201	PERMANENT SCHOOL TRUST FUND	176,830	171,935	173,147	186,909	13,762	197,006	(10,097)	105.40%	1019.92%	100.00%	1,753,595	176,830	
211	BASIC FORMULA	27,172,812	27,984,589	29,102,596	28,932,854	(169,742)	24,187,411	4,745,443	83.60%	81.26%	88.82%	22,741,486	24,136,035	
211	OPERATING CAPITAL	469,453	425,448	297,284	389,255	91,971	-	389,255	0.00%	0.00%	0.00%	-	-	
211	AREA LEARNING CENTER	757,005	596,419	736,848	586,848	(150,000)	-	586,848	0.00%	0.00%	0.00%	-	-	
211	STAFF DEVELOPMENT	593,000	602,954	606,994	606,744	(250)	-	606,744	0.00%	0.00%	0.00%	-	-	
211	BASIC SKILLS - COMPENSATORY	6,047,849	5,318,486	5,008,112	5,033,894	25,782	23,224	5,010,670	0.46%	0.44%	0.00%	23,444	-	
211	ALTERNATIVE LEARNING PROG	492,895	544,739	350,000	500,000	150,000	-	500,000	0.00%	0.00%	0.00%	-	-	
211	BASIC SKILLS - EXTENDED TIME	-	-	-	-	-	-	-	0.00%	0.00%	0.00%	-	-	
211	LEARNING & DEVELOPMENT	884,587	869,310	872,269	870,517	(1,752)	-	870,517	0.00%	0.00%	0.00%	-	-	
211	GIFTED & TALENTED	58,710	58,268	57,504	57,481	(23)	-	57,481	0.00%	0.00%	0.00%	-	-	
212	LITERACY INCENTIVE AID	164,576	184,943	164,576	164,576	-	-	164,576	0.00%	0.28%	0.00%	521	-	
213	SHARED TIME	6,760	263	263	263	-	596	(333)	226.62%	100.12%	100.00%	263	6,760	
227	ABATEMENT AID	23,772	37,420	12,034	5,728	(6,306)	5,193	535	90.66%	37.99%	86.36%	14,214	20,530	
300	ACHIEVEMENT & INTEGRATION	810,319	834,642	782,359	798,037	15,678	16,023	782,014	2.01%	7.05%	33.11%	58,824	268,270	
300	NON-PUBLIC PUPIL TRANSPORTATION	-	-	-	-	-	-	-	0.00%	0.00%	0.00%	-	-	
300	ALTERNATIVE TEACHER COMP	708,215	703,047	702,220	701,519	(701)	35	701,484	0.00%	0.12%	0.02%	827	128	
300	TRANSPORTATION AID W/FIN	166,641	26,968	140,731	140,731	-	(21,501)	162,232	-15.28%	-403.51%	35.80%	(108,820)	59,658	
320/300	AMERICAN INDIAN ED AID	46,914	30,309	64,392	64,392	-	(1,878)	66,270	-2.92%	-106.55%	33.26%	(32,293)	15,602	
300	FY20 SAFE SCHOOLS SUPPLEMENTAL AID	-	-	-	-	-	-	-	0.00%	0.00%	0.00%	-	-	
360	SPECIAL EDUCATION	6,286,699	7,039,326	6,446,601	8,600,000	2,153,399	5,035,137	3,564,863	58.55%	56.44%	54.50%	3,973,258	3,426,314	
370	OTHER STATE AID	94,157	503,669	86,310	127,619	41,309	76,251	51,368	59.75%	99.99%	70.02%	503,620	65,928	
397	TRA & PERA Special Funding	210,050	220,762	237,219	323,000	85,781	-	323,000	0.00%	0.00%	0.00%	-	-	
	<b>TOTAL STATE AID</b>	<b>45,171,242</b>	<b>46,153,496</b>	<b>45,841,459</b>	<b>48,090,367</b>	<b>2,248,908</b>	<b>29,517,497</b>	<b>18,572,870</b>	<b>61.38%</b>	<b>62.68%</b>	<b>62.38%</b>	<b>28,928,939</b>	<b>28,176,055</b>	
	<b>FEDERAL</b>													
401/400	TITLE I, PART A	912,276	1,067,625	919,441	905,030	(14,411)	454,904	450,126	50.26%	45.38%	42.10%	484,456	384,085	
414/400	TITLE II, PART A	128,244	144,801	186,254	170,722	(15,532)	80,983	89,739	47.44%	78.62%	34.13%	113,837	43,775	
417/400	TITLE III, PART A	79,839	121,965	137,551	136,986	(565)	121,965	15,021	89.03%	56.61%	50.92%	69,047	40,652	
419/400	SP ED FLO THRU94-1 - FED AID	801,300	2,050,747	1,257,058	1,278,253	21,195	641,103	637,150	50.15%	9.34%	57.69%	191,578	462,237	
420/400	PRESCHOOL - TITLE VIB - FED AID	38,967	28,432	27,108	27,635	527	13,826	13,809	50.03%	99.91%	60.23%	28,407	23,470	
422/400	B-2 IDEA PART C GRANT	35,519	80,057	77,178	77,983	805	39,599	38,384	50.78%	41.39%	8.71%	33,132	3,095	
499/400	FED LITERACY GRANT	662,631	793,193	839,951	995,012	155,061	313,390	681,622	31.50%	30.47%	0.00%	241,721	-	
499/400	MDE B-2 PART C	-	-	-	-	-	-	-	0.00%	0.00%	0.00%	-	-	
510/500	FED INDIAN GRANT	10,985	12,582	10,487	11,910	1,423	1,127	10,783	9.46%	68.08%	0.00%	8,566	-	
620/405	SAFE ROUTES TO SCHOOL GRANT	75,116	61,603	58,858	60,108	1,250	48,355	11,753	80.45%	50.33%	55.35%	31,006	41,576	
628/405	CARL PERKINS SUB-GRANT	10,373	10,193	17,313	17,306	(7)	798	16,508	4.61%	0.00%	8.41%	-	872	
699/405	BEACONS YMCA & FED IN-KIND GRANTS	(1,083)	65,058	158,571	85,000	(73,571)	16,034	68,966	18.86%	0.00%	100.04%	-	(1,083)	
868/405	HHH TITLE X HOMLESS FED SUB-GRANT	5,323	(5,389)	-	-	-	-	-	0.00%	100.00%	-257.86%	(5,389)	(13,726)	
151/400	COVID FEDERAL FUNDING	2,076,285	4,124,104	4,726,724	4,143,737	(582,987)	1,986,632	2,157,105	47.94%	9.56%	83.78%	394,221	1,739,447	
	<b>TOTAL FEDERAL</b>	<b>4,835,777</b>	<b>8,554,971</b>	<b>8,416,494</b>	<b>7,909,682</b>	<b>(506,812)</b>	<b>3,718,716</b>	<b>4,190,966</b>	<b>47.01%</b>	<b>18.59%</b>	<b>56.34%</b>	<b>1,590,582</b>	<b>2,724,400</b>	

 <b>RICHFIELD PUBLIC SCHOOLS</b>		REVENUE SUMMARY - BY MAJOR CATEGORY							YTD March 31, 2023			THIS REPORT SUMMARIZES REVENUE BY MAJOR CATEGORY AND SOURCE CODE		
GENERAL FUND									REVISED	ACTIVE BUDGET		FORECAST 5 + School District		
Source Code	Description	June 30, 2021	June 30, 2022	Adopted Budget	Revised Budget	Increase or (Decrease) from Adopted	YTD March 31, 2023	Revised Budget Remaining	YTD March 31, 2023	YTD March 31, 2022	YTD March 31, 2021	YTD March 31, 2022	YTD March 31, 2021	
								% Budget Received	% Actual Received	% Actual Received				
	<b>LEVY</b>													
001	GENERAL LEVY	7,013,475	6,338,813	6,867,692	6,867,692	-	7,737,943	(870,251)	112.67%	116.92%	112.24%	7,411,085	7,872,237	
001	OPERATING CAPITAL	590,585	625,955	700,372	700,372	-	700,372	-	100.00%	100.00%	100.00%	625,955	590,585	
001	SAFE SCHOOLS	168,063	160,496	160,076	160,076	-	160,076	-	100.00%	100.00%	100.00%	160,496	168,063	
001	CAREER & TECHNICAL	54,867	81,291	139,742	139,742	-	139,742	-	100.00%	100.00%	100.00%	81,291	54,867	
001	LONG TERM FAC MAINT	1,764,620	1,620,700	1,751,641	1,751,641	-	1,751,641	-	100.00%	100.00%	100.00%	1,620,700	1,764,620	
001	ACHIEVEMENT & INTEGRATION	340,031	329,478	302,147	302,147	-	302,147	-	100.00%	100.00%	100.00%	329,478	340,031	
001	OPEB	768,913	713,791	654,380	654,380	-	654,380	-	100.00%	100.00%	100.00%	713,791	768,913	
001	CAPITAL PROJECTS	3,539,086	3,729,369	3,916,878	3,916,878	-	3,916,878	-	100.00%	100.00%	100.00%	3,729,369	3,539,086	
001	HEALTH & SAFETY	-	-	-	-	-	-	-	0.00%	0.00%	0.00%	-	-	
001	LEASE LEVY	694,066	710,445	773,352	773,352	-	773,352	-	100.00%	100.00%	100.00%	710,445	694,066	
001	QCOMP	415,472	403,381	359,721	359,721	-	359,721	-	100.00%	100.00%	100.00%	403,381	415,472	
001	HEALTH BENEFITS LEVY	27,006	40,766	40,955	40,955	-	40,955	-	100.00%	100.00%	100.00%	40,766	27,006	
004	TAX INCREMENT FINANCING	69,743	52,024	25,000	25,000	-	40,177	(15,177)	160.71%	51.99%	58.30%	27,048	40,662	
009	FISCAL DISPARITIES	2,139,919	2,171,102	2,225,553	2,225,553	-	1,084,658	1,140,895	48.74%	50.44%	50.85%	1,095,184	1,088,068	
010	COUNTY APPORTIONMENT	128,169	324,059	128,169	128,169	-	88,917	39,252	69.37%	18.54%	69.18%	60,084	88,665	
019	MISCELLANEOUS TAX COLLECTIONS	(2,833)	(3,732)	-	-	-	(757)	757	-	70.36%	38.02%	(2,626)	(1,077)	
	<b>TOTAL - LEVY</b>	<b>17,711,183</b>	<b>17,297,937</b>	<b>18,045,678</b>	<b>18,045,678</b>	<b>-</b>	<b>17,750,202</b>	<b>295,476</b>	<b>98.36%</b>	<b>98.31%</b>	<b>98.53%</b>	<b>17,006,447</b>	<b>17,451,264</b>	
021	REV FROM OTH MN SCH DISTRICT	-	-	-	-	-	-	-	0.00%	0.00%	0.00%	-	-	
050	FEES FROM PATRONS	89,349	158,772	177,215	177,215	-	133,610	43,605	75.39%	85.23%	90.62%	135,323	80,965	
052	SUMMER SCHOOL	-	-	-	-	-	-	-	0.00%	0.00%	0.00%	-	-	
060	ADMISSIONS	(68)	33,944	29,200	26,200	(3,000)	21,876	4,324	83.50%	96.70%	-2444.12%	32,823	1,662	
071	3RD PARTY BILLING	133,462	182,689	275,000	200,000	(75,000)	93,075	106,925	46.54%	55.96%	100.00%	102,229	133,462	
092	INTEREST EARNINGS	57,516	(20,219)	62,500	122,500	60,000	585,262	(462,762)	477.76%	-70.27%	120.43%	14,209	69,269	
093	SCHOOL FACILITIES - RENT	124,266	113,567	130,275	160,275	30,000	78,200	82,075	48.79%	48.63%	49.01%	55,228	60,905	
096	GIFTS / BEQUESTS/DONATIONS	139,755	72,929	83,300	103,719	20,419	119,382	(15,663)	115.10%	73.88%	76.31%	53,882	106,649	
097	REBATE FROM P-CARD	2,080	-	2,000	-	(2,000)	-	-	0.00%	0.00%	99.98%	-	2,080	
099	MISCELLANEOUS REVENUES	107,468	445,887	351,176	303,406	(47,770)	35,824	267,582	11.81%	59.76%	34.78%	266,468	37,376	
621	RESALE OF MATERIALS	-	-	-	-	-	-	-	0.00%	0.00%	0.00%	-	-	
623	SALE OF REAL PROPERTY	-	-	-	-	-	-	-	0.00%	0.00%	0.00%	-	-	
624	SALE OF EQUIPMENT	14,756	3,011	10,000	14,000	4,000	25,522	(11,522)	182.30%	100.01%	47.44%	3,011	7,000	
625	INSURANCE RECOVERY	331,362	40,493	75,000	75,000	-	-	75,000	0.00%	70.90%	73.87%	28,709	244,790	
629	UTILITY REBATES	-	-	-	-	-	-	-	0.00%	0.00%	0.00%	-	-	
	<b>TOTAL - LOCAL</b>	<b>999,946</b>	<b>1,031,073</b>	<b>1,195,666</b>	<b>1,182,315</b>	<b>(13,351)</b>	<b>1,092,751</b>	<b>89,564</b>	<b>92.42%</b>	<b>67.10%</b>	<b>74.42%</b>	<b>691,882</b>	<b>744,158</b>	
		<b>68,718,148</b>	<b>73,037,477</b>	<b>73,499,297</b>	<b>75,228,042</b>	<b>1,728,745</b>	<b>52,079,166</b>	<b>23,148,876</b>	<b>69.23%</b>	<b>66.02%</b>	<b>71.45%</b>	<b>48,217,850</b>	<b>49,095,877</b>	



	Actual July 1, 2022	Revised Budget Revenues	Revised Budget Expenditures	Transfers	Projected Balance June 30, 2023	Net Increase or Decrease
<b>General Fund - 01</b>						
Unassigned - 422	10,954,236	55,394,217	54,460,720	(1,584,504)	10,303,229	(651,007)
	14.94%				13.55%	
<b>Restricted</b>						
Staff Development - 403	-	606,744	606,744	-	-	-
Long-Term Fac Maint - 467	741,403	1,751,641	1,736,831	-	756,213	14,810
Capital Projects Tech Levy - 407	853,124	3,957,534	3,545,983	-	1,264,675	411,551
Operating Capital - 424	453,402	1,089,627	1,041,284	-	501,745	48,343
Student Activities - 401	78,541	50,000	52,040	-	76,501	(2,040)
Scholarships - 402	434,151	30,500	45,523	-	419,128	(15,023)
Learning & Development - 428	-	870,517	870,517	-	-	-
Area Learning Center - 434	483,739	586,848	600,000	-	470,587	(13,152)
Gifted & Talented - 438	-	57,481	402,943	345,462	-	-
Basic Skills - 441	-	5,033,894	6,274,414	1,240,520	-	-
Career & Technical - 445	-	139,742	169,428	29,686	-	-
Achievement & Integration - 448	-	1,100,184	1,100,184	-	-	-
Basic Skills Extended Time - 459	410,666	-	88,835	-	321,831	(88,835)
Safe Schools - 449	-	160,076	415,754	255,678	-	-
Medical Assistance - 472	75,469	200,000	261,166	-	14,303	(61,166)
<b>Subtotal Restricted</b>	<b>3,530,495</b>	<b>15,634,788</b>	<b>17,211,646</b>	<b>1,871,346</b>	<b>3,824,983</b>	<b>294,488</b>
<b>Nonspendable</b>						
Inventory & Prepaid Expenditures	69,896	-	-	-	69,896	-
Inventory	-	-	-	-	-	-
<b>Subtotal Nonspendable - 460</b>	<b>69,896</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>69,896</b>	<b>-</b>
<b>Assigned Funds</b>						
Assigned - Turf	377,403	20,000	339,425	-	57,978	(319,425)
Assigned - Program Initiatives	905,027	-	-	-	905,027	-
Assigned - Enrollment	600,000	-	-	-	600,000	-
Assigned - Future Retirement	638,422	-	-	-	638,422	-
Assigned - Carryover	452,471	35,300	195,099	-	292,672	(159,799)
Assigned - 3rd Party Sped	335,054	-	-	-	335,054	-
Assigned - COVID	380,692	4,143,737	3,856,895	(286,842)	380,692	-
Assigned - Subsequent Yr Budget	1,095,890	-	-	-	1,095,890	-
<b>Subtotal Assigned - 462</b>	<b>4,784,959</b>	<b>4,199,037</b>	<b>4,391,419</b>	<b>(286,842)</b>	<b>4,305,735</b>	<b>(479,224)</b>
<b>Total General Fund</b>	<b>19,339,586</b>	<b>75,228,042</b>	<b>76,063,785</b>	<b>-</b>	<b>18,503,843</b>	<b>(835,743)</b>
<b>Food Service Fund - 02</b>						
<b>Nonspendable</b>						
Inventory & Prepaid Expenditures	35,176	-	-	-	35,176	-
<b>Subtotal Nonspendable - 460</b>	<b>35,176</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>35,176</b>	<b>-</b>
<b>Restricted - 464</b>	<b>1,134,398</b>	<b>2,918,148</b>	<b>3,501,446</b>	<b>-</b>	<b>551,100</b>	<b>(583,298)</b>
<b>Total Food Service</b>	<b>1,169,574</b>	<b>2,918,148</b>	<b>3,501,446</b>	<b>-</b>	<b>586,276</b>	<b>(583,298)</b>
<b>Community Services - 04</b>						
<b>Restricted - 464 (Non-Public, EcScreen, LCTS)</b>	<b>91,816</b>	<b>567,272</b>	<b>567,290</b>	<b>-</b>	<b>91,798</b>	<b>(18)</b>
<b>Restricted / Reserved</b>						
Community Ed - 431	(88,949)	572,278	582,082	-	(98,753)	(9,804)
ECE - 432	28,338	380,075	381,958	-	26,455	(1,883)
Adult Basic Ed - 447	-	-	-	-	-	-
School Readiness - 444	256,529	519,051	514,621	-	260,959	4,430
<b>Restricted/Reserved - Subtotal</b>	<b>195,918</b>	<b>1,471,404</b>	<b>1,478,661</b>	<b>-</b>	<b>188,661</b>	<b>(7,257)</b>
<b>Unassigned - 463</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Community Education</b>	<b>287,734</b>	<b>2,038,676</b>	<b>2,045,951</b>	<b>-</b>	<b>280,459</b>	<b>(7,275)</b>
<b>Construction - 06</b>						
<b>Restricted/Reserved</b>						
LTFM (2018B) - 467	-	7,720	7,720	-	-	-
<b>Restricted/Reserved - Subtotal</b>	<b>-</b>	<b>7,720</b>	<b>7,720</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Restricted (2018A) - 464</b>	<b>961,362</b>	<b>2,378,396</b>	<b>339,839</b>	<b>-</b>	<b>2,999,919</b>	<b>2,038,557</b>
<b>Total Construction Fund</b>	<b>961,362</b>	<b>2,386,116</b>	<b>347,559</b>	<b>-</b>	<b>2,999,919</b>	<b>2,038,557</b>
<b>Restricted - 464</b>	<b>1,520,695</b>	<b>7,319,786</b>	<b>7,248,908</b>	<b>-</b>	<b>1,591,573</b>	<b>70,878</b>
<b>Total Debt Service Fund</b>	<b>1,520,695</b>	<b>7,319,786</b>	<b>7,248,908</b>	<b>-</b>	<b>1,591,573</b>	<b>70,878</b>
<b>Custodial Fund - 18</b>	<b>27,588</b>	<b>25,600</b>	<b>8,000</b>	<b>-</b>	<b>45,188</b>	<b>17,600</b>
<b>Internal Service - 20 Health</b>	<b>3,464,479</b>	<b>7,845,750</b>	<b>8,128,605</b>	<b>-</b>	<b>3,181,624</b>	<b>(282,855)</b>
<b>Internal Service - 21 Dental</b>	<b>84,242</b>	<b>515,500</b>	<b>480,000</b>	<b>-</b>	<b>119,742</b>	<b>35,500</b>
<b>OPEB Irrevocable Trust - 45</b>	<b>7,582,960</b>	<b>100,000</b>	<b>635,000</b>	<b>-</b>	<b>7,047,960</b>	<b>(535,000)</b>
<b>OPEB Debt Service - 47</b>	<b>354,963</b>	<b>2,079,000</b>	<b>2,027,475</b>	<b>-</b>	<b>406,488</b>	<b>51,525</b>
<b>Total All Funds:</b>	<b>34,793,183</b>	<b>100,456,618</b>	<b>100,486,729</b>	<b>-</b>	<b>34,763,072</b>	<b>(30,111)</b>

**NEW BUSINESS – FOR REVIEW**

**Agenda Item VI.C.**

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

**Regular Meeting, April 17, 2023**

**Subject: Credit for Learning**

(Recommended by the superintendent)

A first read of Policy 620: Credit for Learning & Administrative Guideline 620.1.

**Attachments:**

Policy 620: Credit for Learning

Administrative Guideline 620.1

MSBA Model Policy 620: Credit for Learning



1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50

## **RICHFIELD PUBLIC SCHOOLS**

### **CREDIT FOR LEARNING**

#### **I. PURPOSE**

The purpose of this policy is to recognize student achievement which occurs in other schools, in alternative learning sites, in Post-Secondary Enrollment Options, in advanced enrichment programs, in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities by demonstrating mastery of applicable subject matter. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

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

It is the policy of the school district to develop and provide processes and procedures by which students may meet a graduation requirement, whether the school district offers the content standard in its curriculum or the student accomplishes the work in another learning environment, or online courses and programs. The school district will provide a process for transfer of courses completed in other schools and post-secondary institutions and credit for requirements achieved in extracurricular activities, activities outside the school, previous learning, and community and work experiences. The school district may allow students to receive credit for rigorous course completion in lieu of the course that includes the academic standards.

#### **III. TRANSFER OF COURSE CREDITS**

- A. The school district will accept high school credit achieved in earlier grades or in other schools on aligned credit-based courses as long as the transcript includes the course, grade, contact hours and site at which the credit was earned.
- B. When a student transfers into the school district from another Minnesota public school district, any credits completed in the sending school district shall be recorded as completed with a notation indicating "transferred from..."
- C. Transferred credits will be applied to Richfield graduation requirements.
- D. Students and parents will be advised of all remaining graduation requirements.

- 1 E. The district will determine the transferring student's grade  
2 placement, awarded grade for completed courses and diploma  
3 requirements.  
4
- 5 F. While waiting for records to be transmitted, the admitting school  
6 shall determine the student's grade level and place the student  
7 accordingly.  
8

9 **IV. RECOGNITION OF COMPLETED WORK**

- 10
- 11 A. The school district will equate credits completed by students in  
12 schools (K-12, post-secondary or other) to completed course  
13 credits.  
14
- 15 B. When a student transfers into the school district with a transcript  
16 from a school or school district other than a Minnesota public  
17 school district, effort shall be made to ascertain the content of  
18 courses, programs, and learning previously achieved to credit the  
19 student as fully as possible for previous learning. This may include  
20 asking the student or the sending school to verify content of  
21 completed courses and programs when that content is not clear  
22 from the transcript.  
23
- 24 C. The district may formally consider other learning experiences to  
25 determine that a transfer student meets or exceeds a specific  
26 academic standard requirement or course credit.  
27
- 28 D. Students must receive prior approval from the school district,  
29 consistent with state law, for any courses to be completed for credit  
30 outside the district. College-based courses that do not provide  
31 college credit and summer school programs (approved by high  
32 schools or colleges) will be considered as part of the credit  
33 graduation requirements. Credits for such course work shall not be  
34 more than two credits per year for a total of eight credits toward  
35 graduation. The school district will determine the awarding of the  
36 course credit. The school district shall not cover expenses related  
37 to courses addressed in this section.  
38

39 **V. POST-SECONDARY ENROLLMENT CREDIT**

- 40
- 41 A student who satisfactorily completes a postsecondary enrollment  
42 options course of program under Minnesota Statutes Section 124D.09,  
43 that has been approved as meeting the necessary requirements is not  
44 required to complete other requirements corresponding to that specific  
45 course of study. A list of the courses or programs meeting the necessary  
46 requirements may be obtained from the Commissioner of the Department  
47 of Education.  
48  
49  
50

- 1     **Legal References:** Minn. Stat. § 120B.02 (Educational Expectations for  
2                                   Minnesota’s Students)  
3                                   Minn. Stat. § 120B.021 (Required Academic Standards)  
4                                   Minn. Stat. § 120B.11 (School District Process)  
5                                   Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options  
6                                   Act)  
7                                   Minn. Stat. § 124D.095 (On-Line Learning Option)  
8                                   Minn. Rules Parts 3501.0010-3501.0180 (Rules Relating to  
9                                   Graduation Standards - Mathematics and Reading)  
10                                  Minn. Rules Parts 3501.0200-3501.0290 (Rules Relating to  
11                                  Graduation Standards - Written Composition)  
12                                  Minn. Rules Parts 3501.0505-3501.0635 (K-12 Standards)  
13                                  Minn. Rules Parts 3501.0370, Subp. 1(B) (Assessment and  
14                                  Scoring Student Achievement)  
15                                  Minn. Rules Parts 3501.0420 (Implementing Reporting)

16  
17  
18  
19  
20  
21  
22  
23

ADOPTED BY THE BOARD OF EDUCATION: November 6, 2007

REVIEWED BY THE BOARD OF EDUCATION: July 17, 2017

REVISED BY THE BOARD OF EDUCATION: August 8, 2017

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50

**RICHFIELD PUBLIC SCHOOLS**  
**ADMINISTRATIVE GUIDELINES**  
**CREDIT FOR LEARNING**

The following procedure will be used to determine **transfer of credits** earned in earlier grades or in other schools.

1. Course alignment will be determined with consideration for information recorded on the transcript and other available evidence.
  - a. Counselors will consider evidence of credits earned.
  - b. Counselors will consider evidence related to course name and description.
  - c. Counselors will consider evidence of contact hours.
  - d. Credits will be recorded on the RHS transcript when the course under consideration is aligned with the course for which RHS' credit is requested and the student has achieved a passing grade.
  - e. Transferred Credits will be recorded as completed with a notation indicating "transferred from...".
  - f. Grade placement will be determined by counselors based on credits earned toward graduation.
  - g. Temporary grade placement will be made pending receipt of formal transcripts and revised if necessary based on transcripts.
  - h. Students and parents will be notified in writing of remaining graduation requirements.
2. Transfer of credits when students seek to transfer credits earned in alternative programs while concurrently enrolled full-time at RHS and carrying a full load of credits.
  - a. Counselors will follow the process described for transfer of credits.
  - b. Students are responsible for course tuition.
  - c. Counselors will consider evidence of contact hours (approximately 60 hours per credit).
3. Transfer of credits when students seek to transfer credits earned in alternative programs while concurrently enrolled full-time at RHS and carrying less than a full load of credits.
  - a. Counselors will follow the process described for transfer of credits.
  - b. Counselors will limit the number of credits funded by RPS to 2 per year.
  - c. Counselors will consider evidence of contact hours (approximately 60 hours per credit).
4. If credits are denied, a formal appeal with written justification may be provided to the principal for further review. The principal will review documentation and provide written response to any/all appeals.

1  
2  
3  
4

Dated: 11-6-07  
Revised: 08-21-17

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

MSBA/MASA Model Policy 620

Orig. 1998

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

Rev. 2022

## **620 CREDIT FOR LEARNING**

***[Note: School districts statutorily are required to provide students with credit for approved post-secondary courses, as set forth in Section V.; online learning courses, as set forth in Section VI.; and accelerated or advanced academic courses offered by a higher education institution or nonprofit public agency, as set forth in Section VII. Additionally, school districts are required by statute to identify whether the school district offers weighted grades and, if it does, identify the courses for which a student may earn a weighted grade (Section VIII). Optional provisions related to awarding credit to students transferring from out-of-state, private, or home schools and the issuance of student grades for purposes of awarding certain honors, as set forth in Section IV., are not required by statute. Therefore, the language contained in Section IV. is suggested language, and a school district may or may not include this section or may modify this section at its discretion.]***

### **I. PURPOSE**

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs. The purpose of this policy also is to recognize student achievement which occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

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

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, other learning environments, and online courses and programs.

### **III. DEFINITIONS**

- A. "Accredited school" means a school that is accredited by an accrediting agency, recognized according to Minnesota Statutes section 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (Commissioner).
- B. "Blended learning" is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- C. "Commissioner" means the Commissioner of MDE.
- D. "Digital learning" is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- E. "Eligible institution" means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an

opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.

- F. "Nonpublic school" is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- G. "Online learning" is a form of digital learning delivered by an approved online learning provider.
- H. "Online learning provider" is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. "Weighted grade" is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

#### **IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS**

##### **A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools**

- 1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
- 2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least **[insert number]** credits from the school district.

##### **B. Transfer of Academic Requirements from Other Schools**

- 1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
  - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
  - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least **[insert number]** credits from the school district.
  - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.
  - d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.

2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
  - a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
  - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
  - c. In the event the content of a course taken at an non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
  - d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
  - e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

**V. POST-SECONDARY ENROLLMENT CREDIT**

- A. A student who satisfactorily completes a post-secondary enrollment options course or program under Minnesota Statutes section 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
  1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
  2. Seven quarter or four semester post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.
  3. When a determination is made that the content of the post-secondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
  4. In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation but is comparable



to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.

5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
  6. When secondary credit is granted for post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

#### **VI. CREDIT FROM ONLINE LEARNING COURSES**

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.
- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.

#### **VII. ADVANCED ACADEMIC CREDIT**

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

## VIII. WEIGHTED GRADES

***[Note: School districts must identify in policy whether they offer courses with weighted grades. Therefore, school districts must include one of the following options in their policies.]***

A. The school district does not offer weighted grades.

***[or]***

A. The school district offers weighted grades for courses that are identified as more rigorous or academically challenging as follows:

***[List the types of courses that will be awarded weighted grades and the multiplier, similar to the following examples.]***

1. A grade awarded in an Advanced Placement course will be multiplied by a factor of \_\_\_\_ (i.e., 1.07).
  2. A grade awarded in an Honors course will be multiplied by a factor of \_\_\_\_.
  3. A grade awarded in a College In the Schools course will be multiplied by a factor of \_\_\_\_.
  4. A grade awarded in a course taken through a Post-Secondary Enrollment Options program will be multiplied by a factor of \_\_\_\_.
  5. A grade awarded in a course in a dual enrollment course will be multiplied by a factor of \_\_\_\_.
- B. The school district will update its website prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade.

## IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided

credit until requested documentation is available for review, if requested.

**Legal References:** Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota’s Students)  
Minn. Stat. § 120B.021 (Required Academic Standards)  
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World’s Best Workforce)  
Minn. Stat. § 120B.14 (Advanced Academic Credit)  
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.445 (Nonpublic Education Council)  
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)  
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)  
Minn. Stat. § 124D.095 (Online Learning Option)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)  
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

**Cross References:** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)  
MSBA/MASA Model Policy 624 (Online Learning Options)

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

**Regular Meeting, April 17, 2023**

**Subject: Resolution supporting a cooperative sponsorship agreement with  
Bloomington**

(Recommended by the superintendent)

That the board approve this resolution for the 2023-2024 school year to support a cooperative sponsorship with Bloomington Kennedy and Bloomington Jefferson.

**Background Information**

The Richfield/Holy Angels gymnastics co-op would like to form a new cooperatively sponsored gymnastics team beginning in the 2023-2024 school year. Our current team only has four returning gymnasts for next season (five competitors are needed to make a team). Bloomington Kennedy and Jefferson already co-op in gymnastics, and they have a large senior group that is graduating in 2023. This is an effort to provide our athletes with a more beneficial team experience through larger numbers.

**Application for Cooperative Sponsorship**

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

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

On behalf of the following schools, we hereby apply for cooperative sponsorship of Gymnastics - Girls  
 beginning with the 2023 - 2024 school year. (activity) (boys' or girls') (Adapted-CI or PI)

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

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	B1 Jefferson	1637	Bloomington	3 AA	2 AA
High School #2:	B1 <del>Jefferson</del> Kennedy	1601	Bloomington	3 AA	2 AA
High School #3:	Richfield	1270	Richfield	3 AA	6 AA
High School #4:	Academy of Holy Angels	630	Richfield	3 AA	6 AA

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

\*\*Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?  
 **Yes** This application must include a review and comments from the conference(s) of which the schools are members.  
 **No**
- Do any of the above schools currently have a cooperative agreement in this activity?  
 **Yes** An application for dissolution must be submitted for the existing agreement.  
 **No**
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About/MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About/MSHSL/Membership/Information:A%20History%20&%20Model%20Resolution%20for%20School%20Boards))  
Richfield / AHA only have 4 gymnasts in their program
- List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1	2	1	3	3	4	5
High School #2				1	1	
High School #3				3		
High School #4			1			

- Team Identification: (Indicate how cooped schools should be identified in tournament programs):  
Bloomington Jefferson
- Team Colors: Columbia blue & silver Team Mascot: Jaguars
- Host School (school that will receive revenue share check): Bloomington Jefferson

Board of Education (or designee)	School	Date
Signed _____	<u>Jefferson</u>	_____
Signed _____	<u>Kennedy</u>	_____
Signed _____	<u>Academy of Holy Angels</u>	_____
Signed <u>[Signature]</u>	<u>Richfield</u>	_____

**Official Action of the MSHSL Board of Directors**

- Approved
  Not Approved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 MSHSL Executive Director