SUPERINTENDENT'S REPORT AND AGENDA

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

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

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

Monday, May 1, 2023 7 p.m. School Board Meeting

- I. CALL TO ORDER
- II. REVIEW AND APPROVAL OF THE AGENDA
- III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS
 - A. Superintendent Update
 - 1. RCEP Presentation
 - 2. Nutrition Services Presentation
 - 3. Student Representative Report on Networking Session
 - B. Commendation
- 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
 - 3. General Disbursements as of 4/24/23 in the amount of \$404,872.15
 - 4. Investment Holdings
 - 5. Bid Award Renewal Main Food Vendor for 2023-2024
 - 6. Bid Award Renewals Produce, Milk, Bread for 2023-2024
 - B. Personnel Items from 4/17/23
 - C. 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

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

VI. NEW BUSINESS

- A. Fiscal Host Agreement for Richfield READY
- B. Revised 2022-2023 Budget
- C. Resolution Approving Cooperative Sponsorship Agreement
- D. Termination and Nonrenewal of Probationary Teaching Contracts
- E. Nutrition Services Collective Bargaining Agreement 2022-2024
- F. Policy 203: Organization of the Board of Education
- G. Donations

VII. ADVANCE PLANNING

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

5-15-2023 7 p.m. Regular Board Meeting – Public Comment 6-5-2023 7 p.m. Regular Board Meeting

VIII. ADJOURN REGULAR MEETING

Board of Education

Independent School District 280 Richfield, Minnesota

Regular Meeting, May 1, 2023

Subject: Ongoing Data Reference List

Acronyms:

CIS:

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
AP: Assistant Principal

APBP: Association of Pedestrian and Bicycle Professionals

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

CLSD: Comprehensive Literacy State Development

College in the Schools

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 o 807 Middle (6-8) Average Class Size = 21.63 Average Class Size = 28.03
 - o 1,322 High (9-12)
 - o 112 ECSE
 - 25 Transition+
- 170 Voluntary Prekindergarten (VPK)

Student Diversity (based on MDE categories)

- BIPOC: 71%
 - American Indian or Alaska Native: 1.01%
 - o Asian: 4.12% o Hispanic: 42.6%
 - Black or African American: 14.59%
 - Native Hawaiian or Other Pacific Islander: 0.05%
 - o 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%

Board of Education

Independent School District 280 Richfield, Minnesota

Regular Meeting, May 1, 2023

Subject: Superintendent Update

Dr. Kasya Willhite, Director of Multilingual Learning & RCEP, will give a presentation. Director of Nutrition Services Michael Manning will present. The student board representatives will report back to the board on the networking session they attended on 4/21.

Attached:

RCEP Presentation
Nutrition Services Presentation

Enriching and accelerating learning



RPS Board Presentation RCEP

Monday, May 1st, 2023 Kasya Willhite, Cassie Acostacano, Jill Carlton

Enriqueciendo y acelerando el aprendizaje

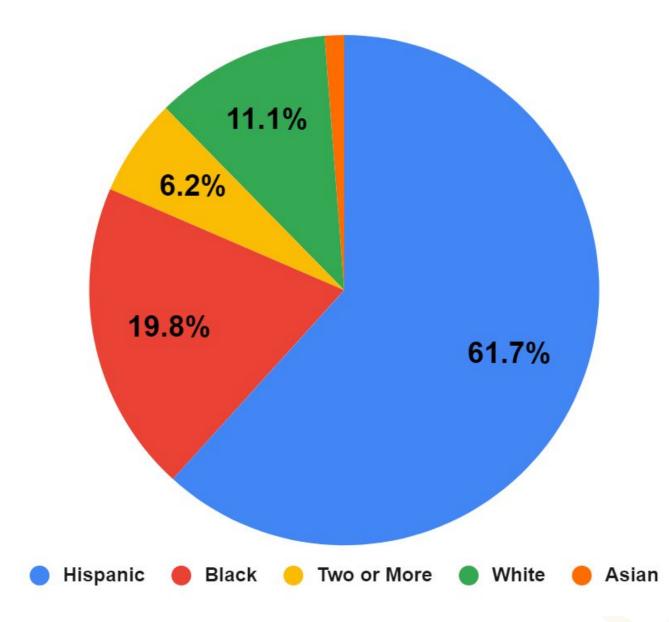
Demographics and Enrollment Data SY22-23



Student Count as of April 20th		Richfield Residents Open Enrollees	
10th Graders	3 Students	Richfield	57 Students
11th Graders	25 Students	Minneapolis	12 Students
12 Graders	42 Students	Bloomington	8 Students
5 Year Grads	4 Students	Edina	2 Students
6 Year Grads	3 Students	Apple Valley, Burnsville, West Saint Paul, South Saint Paul, and Columbia Heights	Each city with 1 enrollment
7 Year Grads	4 Students		

Demographics and Enrollment Data

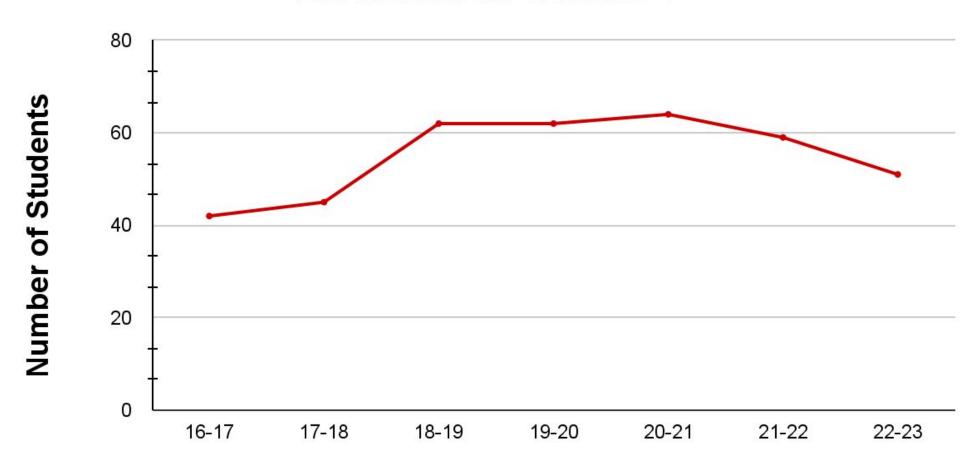




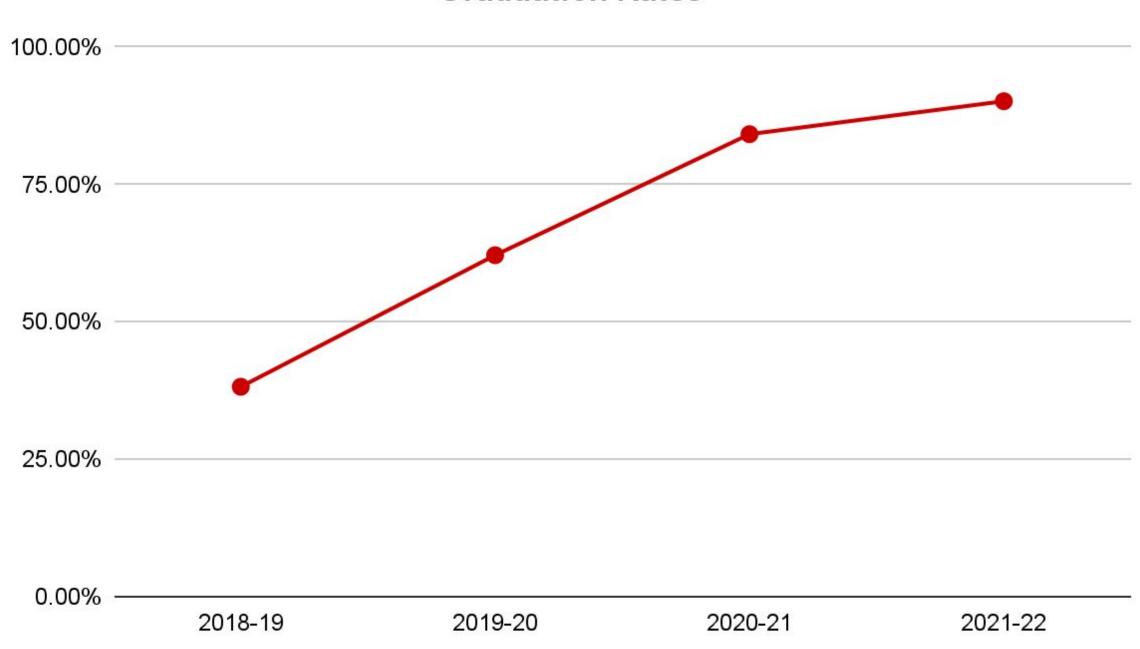
5 Year Enrollment Trend Data



Enrollment on October 1



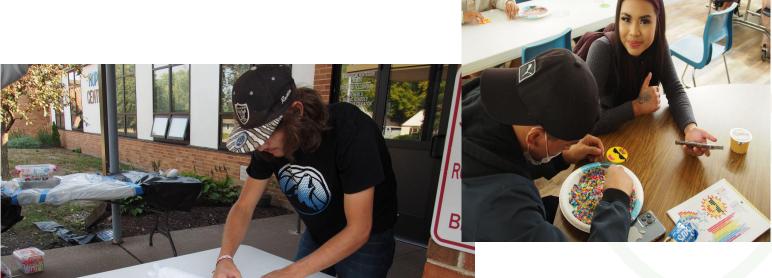
Graduation Rates



Student Experiences and Assistance League Grant Activities



Opening Week





Fall Family Night





Bowling







Crayon Art and Ronald McDonald House Snack Bags







Afton Trip









Volunteering at Feed My Starving Children





College Visits: MN State Mankato







RCEP Students Designed School T-Shirts





Pies, Raptors, and Minute to Win It



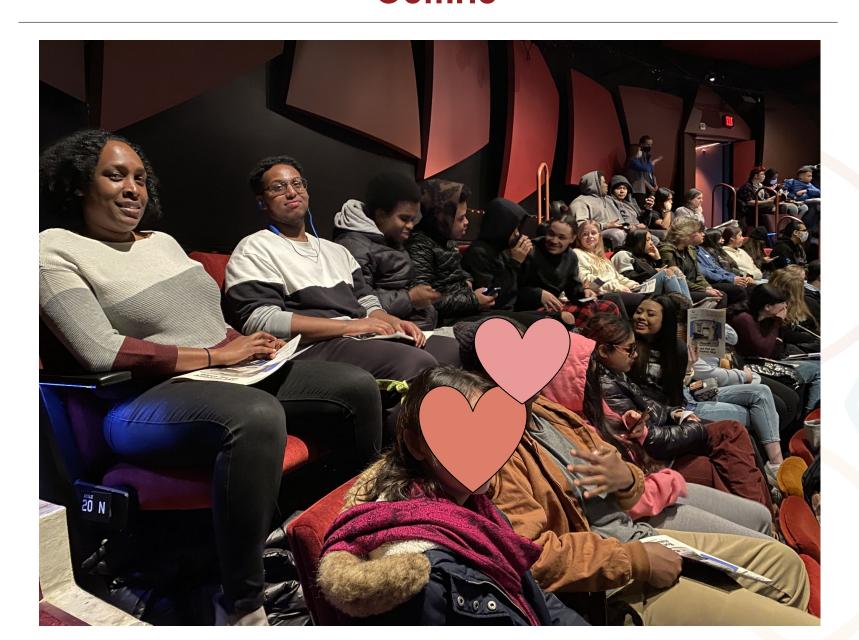






Guthrie





Science is Fun







Terraria







Terraria





Terraria









Terraria: A few finished products





Highlights: Home Visits



Where we were: School Year 21-22

- Occasional home visits to check on students who had not been attending
- Continuation from covid and hybrid learning; had found some successful connections during that time

Where we are: School Year 22-23

- Weekly home visit trips to check on students who are not attending
- Additional intervention of work completion either in their home or satellite location when significant attendance barriers come up

Where we are going: School Year 23-24

• Due to successful connections we will be increasing home visits to include teacher involvement

Highlights: Home Visits



motivation and encouragement

mental health support

relationship building

credit completion

barriers to attendance

school home connection





academic progress

resource connections



Graduates and SEAL of Biliteracy Earners to Date





7 Graduates as of April 20th

Minnesota Bilingual and Multilingual Seals and World Language Proficiency Certificates

- 13 Students have taken SEAL assessment
- 1 Platinum Seal
- **5** Gold Seals
- 3 World Certificates

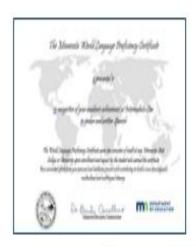
Waiting for 4 more to take test

the assessment

All earned elective credit- 66 Elective credits to date







Nutrition Services Program Update

Richfield Board of Education

May 1, 2023



Michael Manning
Director of Food & Nutrition

Nutrition Services Mission:

Our goal is to create a warm and welcoming environment for every student, every meal, every day.

Program Mission

SY 2018-19:

- Average Daily Participation breakfast = 45.8%
- Average Daily Participation lunch = 63.7%
- F/R Percentage= 61.04%

SY 2022-23 (YTD February):

- Average Daily Participation breakfast = 42.3% YTD
- Average Daily Participation lunch = 64.3% YTD
- F/R Percentage= 63.29%

Program Participation



















Richfield High School

Jan 19 · 🕙

Last week, our Richfield High School students had the opportunity to try sambusas from Hoyo. Students used QR codes to share feedback, which was over 98% positive!

About Hoyo Sambusas: "Hoyo", which means "mother" in Somali, was founded with the purpose of employing and empowering Somali women. They hire mothers to make one of their favorite dishes, sambusa. This way, they are able to share a piece of their culture with the Twin Cities community while also providing for their families. Learn more on their website: https://www.hoyosambusa.com/







SCRATCH WORKS

SY22/23 Highlights

- MN Department of Agriculture
 - Farm to School First Bite Mini Grant
 - \$10,000
 - Revol Greens @ RHS
- FFVP
 - Fresh Fruit and Vegetable Program
 - All 4 elementary schools qualify!!!





Farm to School Grant & FFVP

- K-5
 - Richfield STEM
 - 6/20 7/20
 - Breakfast in the classroom (multiple kiosks)
 - Lunch in the classroom & cafeteria (students come through cafeteria line)
- 6-8
 - Richfield Middle School
 - 6/20 7/20
 - Breakfast in the classroom (multiple kiosks)
 - Lunch in the classroom & cafeteria (students come through cafeteria line)
- 9-12
 - Richfield High School
 - 6/20 8/10
 - Extended dates to facilitate Beacons and additional programming
 - Breakfast in the classroom (multiple kiosks)
 - · Grab & Go lunch

Summer Plans

Elementary Schools

Breakfast in the classroom

• Lunch in the cafeteria

Richfield Middle School

Hybrid Breakfast

• Lunch in the cafeteria

Richfield High School

Hybrid Breakfast

Lunch in the cafeteria

Greater Nutrition promotion and education

Grab & Go reimbursable meal cart to speed up lunch service



SY23/24 Plans

- Main Vendor Bid Award in Board Agenda
- Produce Vendor Recommend Renewal in Board Agenda
- Milk Vendor Recommend Renewal in Board Agenda
- Bread Vendor Recommend Renewal in Board Agenda
- Disp. Vendor Renewing under Eastern Carver County cooperative agreement

Vendor Contract Status

- Current negative balances = (-\$29,948.35) for all accounts less than –(.01)
 - Closed Accounts = (-\$2,709.30)
 - Open Accounts = (-\$27,239.05)
- Sunshine Fund Balance = \$7,225.18

Updated Negative Balance Lunch Account Procedures

- \$1,169,574 Beginning fund balance 7/1/22
- \$1,864,506 YTD Revenue
- (\$2,646,738) YTD Expenditures
- \$500,000 YTD Delayed Revenue
- \$887,342 Projected fund balance at year end

Fund Balance Update

- Triennial Assessment
 - Currently underway
 - Increased nutrition promotion and education
 - Specific goals for school-based activities that promote student wellness

Wellness Policy Update

Questions or comments?

CONTACT INFORMATION:

MICHAEL.MANNING@RPSMN.ORG

(612)798-6071



Agenda Item III.B.

Board of Education

Independent School District 280 Richfield, Minnesota

Regular Meeting, May 1, 2023

Subject: Commendation

RPS would like to commend facilities staff members at RMS and RHS. The superintendent recently received these words of appreciation:

From a group that rented a space at RMS: "Monday night went great – everything was open and easy to find and the room was exactly what I was hoping for. There was even a nice gentleman on the custodial team who checked in to see if we needed anything as well."

Regarding the Eco Fair at RHS on 4/15: "On Monday before the event [the renter] came with a map which included moving ALL the furniture in north and south commons AND setup for the vendors – it was a crazy amount of work. [Our facilities staff members] not only executed the setup perfectly when [the renter] asked for a few more changes the morning of, they were great at saying sure we can do that and helped all morning. [The renters] had nothing but great things to say about their experience with Richfield Public Schools."

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	SOROUSH 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	307997	03/16/2023	UNITED HEARTHCARE /AARP MEDICARE RX	R R	109.60
01	307998	03/16/2023	VANESSA MERRY	R R	150.00
01	307999	03/16/2023	WINSOR LEARNING	R R	975.00
01	308000	03/16/2023	XCEL ENERGY	R R	107.97
01	308001	03/16/2023	YOUTH ENRICHMENT LEAGUE (YEL!)	R R	912.00
01	308002	03/16/2023	ZYRA SMITH	R R	400.00
01	308003 V612717	03/16/2023	GLORIA M ENGLUND	R R	400.00 67.58
UI	V U12/1/	05/10/2023	GLORIA M ENGLUND	K	07.38

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	308052	03/23/2023	MTN-METROPOLITAN TRANSP NETWORK	R 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 R	1,980.00
01	308057	03/23/2023	PAN O GOLD BAKING CO	R R	443.71
01	308058	03/23/2023	PITNEY BOWES BANK PURCHASE POWER	R	1,797.96
01	308069	03/23/2023	PROCARE THERAPY	R R	11,661.47
01	308061	03/23/2023	PROPIO LS, LLC	R R	932.74
01	308062	03/23/2023	PTM DOCUMENT SYSTEMS	R R	798.22
01	308062	03/23/2023	RACHEL B JONES	R	250.00
01	308064	03/23/2023	RICHFIELD ICE ARENA	R R	16,597.50
01			RUPP ANDERSON SQUIRES & WALDSPURGER		
01	308065 308066	03/23/2023	RYAN JEANNIE M	R R	11,619.00 718.89
		03/23/2023	SCHOOL SERVICE EMPLOYEES UNION		
01	308067	03/23/2023		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

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

CHECK REGISTER BANK 05 TOTAL =	1,127,160.05
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ВІ	REAKDOWN	
01-206-00		700,771.77
02-206-00		59,685.78
03-206-00		342,820.18
04-206-00		11,253.82
06-206-00		0.00
07-206-00		0.00
18-206-00		0.00
20-206-00		11,971.54
21-206-00		656.96
47-206-00		
	BANK TOTAL =	1,127,160.05

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 Jesperson – American Indian Education Coordinator – Districtwide

Effective 4/7/2023

Years of Service: 7 years

Classified Part Time Paraprofessional Resignation

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

Effective 3/12/2023

Years of Service: 2 months

Classified Part Time Paraprofessional for Retirement

Linda Stokes – Paraprofessional Clerical – RSTEM Elementary

Effective 06/30/2023

Years of Service: 37 Years

Classified Full Time Administrative Assistant for Retirement

Nancy Berres – Administrative Assistant 3 – District Office

Effective 6/30/2023

Years of Service: 25 Years

Classified Full Time Facilities and Transportation for Retirement

Kevin Gullickson – Warehouse Coordinator – District Office

Effective 4/7/2023

Years of Service: 27 years

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	NORMANDALE 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

CHECK REGISTER BANK 05 TOTAL =	569,221.48
CHECK REGISTER BANK 05 TOTAL =	569,221.

В	REAKDOWN	
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		-
	BANK TOTAL =	569,221.48

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	308196	04/13/2023	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	308197	04/13/2023	ACADEMY OF HOLY ANGELS	R	1,046.80
01	308198	04/13/2023	PRESENTATIONS, INC.	R	179.85
01	308199	04/13/2023	BATTERIES R US	R	5,694.44
01	308200	04/13/2023	BCBS OF MINNESOTA & BLUE PLUS	R	9,495.00
01	308201	04/13/2023	BSI MECHANICAL, INC.	R	1,268.53
01	308202	04/13/2023	CANON USA	R	47.41
01	308203	04/13/2023	CEL PUBLIC RELATIONS, INC.	R	1,200.00
01	308204	04/13/2023	CINTAS CORPORATION NO 2	R	493.84
01	308205	04/13/2023	CITY OF RICHFIELD	R	6,852.80
01	308206	04/13/2023	COMCAST BUSINESS	R	546.35
01	308207	04/13/2023	CONTINENTAL RESEARCH CORP	R	2,066.71
01	308208	04/13/2023	CUB FOODS	R	310.94
01	308209	04/13/2023	DICKS SANITATION SERVICE, INC (DSI)	R	8,761.50
01	308210	04/13/2023	ECM PUBLISHERS INC	R	180.00
01	308211	04/13/2023	ECOLAB INC	R	514.48
01	308212	04/13/2023	WW GRAINGER INC	R	96.46
01	308213	04/13/2023	HAWKINS INC	R	4,576.14
01	308214	04/13/2023	HERFF JONES INC	R	10,408.00
01	308215	04/13/2023	HILLYARD MINNEAPOLIS	R	2,510.55
01	308216	04/13/2023	HOGAN ASSESSMENT SYSTEMS INC	R	585.00
01	308217	04/13/2023	HOME DEPOT U.S.A.	R	2,600.26
01	308218	04/13/2023	HOPE CHURCH	R	14,774.12
01	308219	04/13/2023	HR SIMPLIFIED INC.	R	472.00
01	308220	04/13/2023	INNOVATIVE OFFICE SOLUTIONS LLC	R	20.52
01	308221	04/13/2023	INTEGRATED FIRE & SECURITY INC	R	754.08
01	308222	04/13/2023	JUDY GIBAS	R	70.00
01	308223	04/13/2023	JW PEPPER & SON INC	R	21.50
01	308224	04/13/2023	KINECT ENERGY INC	R	515.00
01	308225	04/13/2023	LARSON ENGINEERING	R	1,960.00
01	308226	04/13/2023	LOFFLER COMPANIES	R	299.00
01	308227	04/13/2023	METRO APPLIANCE RECYCLING	R	2,032.59
01	308228	04/13/2023	MIDWEST BUS PARTS INC	R	532.63
01	308229	04/13/2023	MINNESOTA ADAPTED ATHLETICS ASSOC	R	300.00
01	308230	04/13/2023	MORRIS LEATHERMAN COMPANY	R	13,000.00
01	308231	04/13/2023	MRI SOFTWARE LLC	R	23.50
01	308232	04/13/2023	MTI DISTRIBUTING CO	R	1,030.59
01	308233	04/13/2023	NAPA AUTO PARTS	R	9.26
01	308234	04/13/2023	NORTH CENTRAL INTERNATIONAL, LLC	R	1,936.99
01	308235	04/13/2023	ONEBRIDGE BENEFITS INC.	R	5,314.00
01	308236	04/13/2023	OSCAR ALVARADO HERRERA	R	1,550.00
01	308237	04/13/2023	PAUL WENELL JR.	R	5,000.00
01	308238	04/13/2023	PAYDHEALTH	R	25,358.21
01	308239	04/13/2023	PER MAR SECURITY SERVICES	R	18.00
01	308240	04/13/2023	PITNEY BOWES INC	R	406.00
01	308240	04/13/2023	PREMIUM WATERS INC	R	33.00
01	308242	04/13/2023	REGION 2AA	R	501.00
01	308242	04/13/2023	REGION 6 AA-MSHSL	R	2,835.00
01	308244	04/13/2023	RIDDELL ALL AMERICAN SPORTS CORP	R	168.07
01	300277	J 1/ 13/ 2023	THE PERSON OF THE PROPERTY OF THE CORD	11	100.07

01	308245	04/13/2023	RSCHOOLTODAY	R	94.00
01	308246	04/13/2023	RUPP ANDERSON SQUIRES & WALDSPURGER	R	6,163.00
01	308247	04/13/2023	SCHMITT MUSIC	R	452.14
01	308248	04/13/2023	SCHUMACHER ELEVATOR COMPANY	R	486.00
01	308249	04/13/2023	SHERWIN WILLIAMS CO	R	572.28
01	308250	04/13/2023	SMARTSENSE BY DIGI	R	330.00
01	308251	04/13/2023	STATE SUPPLY COMPANY	R	132.81
01	308252	04/13/2023	TERREL'S TOOLBOX LLC	R	19.80
01	308253	04/13/2023	TOLL COMPANY	R	12.03
01	308254	04/13/2023	TRAFERA, LLC	R	9,769.99
01	308255	04/13/2023	TWIN CITY FILTER SERVICE INC	R	839.37
01	308256	04/13/2023	TWIN CITY HARDWARE	R	1,505.46
01	308257	04/13/2023	VIG SOLUTIONS INC	R	920.00
01	308258	04/13/2023	ALLSTATE PETERBILT OF S ST PAUL	R	955.76
01	308259	04/13/2023	XCEL ENERGY	R	175.18
01	308260	04/14/2023	ARVIG ENTERPRISES INC	R	1,307.90
01	308261	04/14/2023	CENTURYLINK	R	116.59
01	308262	04/14/2023	CITY OF RICHFIELD	R	600.00
01	308263	04/14/2023	DONNA POSHUSTA	R	500.00
01	308264	04/14/2023	GABRIELLE MEIERHOFER	R	500.00
01	308265	04/14/2023	GRAHAM WRIGHT	R	991.23
01	308266	04/14/2023	GREGG SAWYER	R	500.00
01	308267	04/14/2023	JAMES AMSTUTZ	R	500.00
01	308268	04/14/2023	KEVIN CHIRPICH	R	500.00
01	308269	04/14/2023	LOFFLER	R	1,225.09
01	308270	04/14/2023	MASPA-MN ASSC SCHL PERSONNEL ADMIN	R	215.00
01	308271	04/14/2023	MELANIE AYLWARD	R	500.00
01	308272	04/14/2023	RYAN JEANNIE M	R	718.89
01	308273	04/14/2023	SCHOLASTIC INC	R	65.89
01	V612785	04/14/2023	PATRICIA L BURNS	R	24.99
01	V612786	04/14/2023	ANGELA M FISH	R	48.73
01	V612787	04/14/2023	GRETCHEN A GIFFORD	R	48.00
01	V612788	04/14/2023	JESSICA M HOFFMAN	R	91.64
01	V612789	04/14/2023	GRACE M JENNINGS	R	74.45
01	V612790	04/14/2023	SHERYL M P JUENEMANN	R	151.41
01	V612791	04/14/2023	AARON T LOESCH	R	28.56
01	V612792	04/14/2023	DOUG R MCMEEKIN	R	42.90
01	V612793	04/14/2023	ERIN H NEILON	R	49.26
01	V612794	04/14/2023	YESENIA ISABEL NEVAREZ BADILLA	R	380.00
01	V612795	04/14/2023	AMY M PONCE	R	10.93
01	V612796	04/14/2023	AMANDA SAUER	R	6.17
01	V612797	04/14/2023	ANNE C SCHUETTE	R	5.56
01	308274	04/20/2023	APPRIZE TECHNOLOGIES	R	320.00
01	308275	04/20/2023	AVEX, LLC	R	3,010.00
01	308276	04/20/2023	BIX FRUIT COMPANY	R	7,188.76
01	308277	04/20/2023	BRICKMAN JACQUYLYN	R	1,350.00
01	308278	04/20/2023	BSN SPORTS, LLC	R	3,393.55
01	308279	04/20/2023	BUCK HILL INC.	R	5,537.31
01	308280	04/20/2023	CHESS & STRATEGY GAME ASSOCIATION	R	800.00
01	308281	04/20/2023	COMMERCIAL KITCHEN	R	1,174.58

308309 308310 308311 308312 308313 308314 308315 308316 308317 308318 308320 308321 308324 308325 308326 308327	04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023	FRSECURE, LLC HIAWATHA GOLF COURSE LANGUAGE BABEL INC. LANGUAGE LINE SERVICE LENOVO (UNITED STATES) INC. LIFETIME FITNESS BLOOMINGTON MADISON NATIONAL LIFE INS CO INC MULTILINGUAL WORD INC NOVA EDUCATION CONSULTANTS PROCARE THERAPY PROPIO LS, LLC SCHOOL SERVICE EMPLOYEES UNION UNITED STATES TREASURER UNIVERSITY LANGUAGE CENTER VERTO VSP INSURANCE CO. (CT) XCEL ENERGY	R R R R R R R R R R R R R R R	9,987.50 573.81 115.00 54.75 579.30 324.00 11,235.55 4,891.20 880.00 4,067.64 1,894.85 8,033.27 430.00 8,913.20 422.00 3,201.60 634.74
308310 308311 308312 308313 308314 308315 308316 308317 308318 308319 308320 308321 308324 308325 308326	04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023	HIAWATHA GOLF COURSE LANGUAGE BABEL INC. LANGUAGE LINE SERVICE LENOVO (UNITED STATES) INC. LIFETIME FITNESS BLOOMINGTON MADISON NATIONAL LIFE INS CO INC MULTILINGUAL WORD INC NOVA EDUCATION CONSULTANTS PROCARE THERAPY PROPIO LS, LLC SCHOOL SERVICE EMPLOYEES UNION UNITED STATES TREASURER UNIVERSITY LANGUAGE CENTER VERTO VSP INSURANCE CO. (CT)	R R R R R R R R R R R R R R	573.81 115.00 54.75 579.30 324.00 11,235.55 4,891.20 880.00 4,067.64 1,894.85 8,033.27 430.00 8,913.20 422.00 3,201.60
308310 308311 308312 308313 308314 308315 308316 308317 308318 308319 308320 308321 308324 308325	04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023	HIAWATHA GOLF COURSE LANGUAGE BABEL INC. LANGUAGE LINE SERVICE LENOVO (UNITED STATES) INC. LIFETIME FITNESS BLOOMINGTON MADISON NATIONAL LIFE INS CO INC MULTILINGUAL WORD INC NOVA EDUCATION CONSULTANTS PROCARE THERAPY PROPIO LS, LLC SCHOOL SERVICE EMPLOYEES UNION UNITED STATES TREASURER UNIVERSITY LANGUAGE CENTER VERTO	R R R R R R R R R R R R R	573.81 115.00 54.75 579.30 324.00 11,235.55 4,891.20 880.00 4,067.64 1,894.85 8,033.27 430.00 8,913.20 422.00
308310 308311 308312 308313 308314 308315 308316 308317 308318 308319 308320 308321 308324	04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023	HIAWATHA GOLF COURSE LANGUAGE BABEL INC. LANGUAGE LINE SERVICE LENOVO (UNITED STATES) INC. LIFETIME FITNESS BLOOMINGTON MADISON NATIONAL LIFE INS CO INC MULTILINGUAL WORD INC NOVA EDUCATION CONSULTANTS PROCARE THERAPY PROPIO LS, LLC SCHOOL SERVICE EMPLOYEES UNION UNITED STATES TREASURER UNIVERSITY LANGUAGE CENTER	R R R R R R R R R R R R	573.81 115.00 54.75 579.30 324.00 11,235.55 4,891.20 880.00 4,067.64 1,894.85 8,033.27 430.00 8,913.20
308310 308311 308312 308313 308314 308315 308316 308317 308318 308319 308320 308321	04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023	HIAWATHA GOLF COURSE LANGUAGE BABEL INC. LANGUAGE LINE SERVICE LENOVO (UNITED STATES) INC. LIFETIME FITNESS BLOOMINGTON MADISON NATIONAL LIFE INS CO INC MULTILINGUAL WORD INC NOVA EDUCATION CONSULTANTS PROCARE THERAPY PROPIO LS, LLC SCHOOL SERVICE EMPLOYEES UNION UNITED STATES TREASURER	R R R R R R R R R R R	573.81 115.00 54.75 579.30 324.00 11,235.55 4,891.20 880.00 4,067.64 1,894.85 8,033.27 430.00
308310 308311 308312 308313 308314 308315 308316 308317 308318 308319 308320	04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023	HIAWATHA GOLF COURSE LANGUAGE BABEL INC. LANGUAGE LINE SERVICE LENOVO (UNITED STATES) INC. LIFETIME FITNESS BLOOMINGTON MADISON NATIONAL LIFE INS CO INC MULTILINGUAL WORD INC NOVA EDUCATION CONSULTANTS PROCARE THERAPY PROPIO LS, LLC SCHOOL SERVICE EMPLOYEES UNION	R R R R R R R R R R	573.81 115.00 54.75 579.30 324.00 11,235.55 4,891.20 880.00 4,067.64 1,894.85 8,033.27
308310 308311 308312 308313 308314 308315 308316 308317 308318 308319	04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023	HIAWATHA GOLF COURSE LANGUAGE BABEL INC. LANGUAGE LINE SERVICE LENOVO (UNITED STATES) INC. LIFETIME FITNESS BLOOMINGTON MADISON NATIONAL LIFE INS CO INC MULTILINGUAL WORD INC NOVA EDUCATION CONSULTANTS PROCARE THERAPY PROPIO LS, LLC	R R R R R R R R R R	573.81 115.00 54.75 579.30 324.00 11,235.55 4,891.20 880.00 4,067.64 1,894.85
308310 308311 308312 308313 308314 308315 308316 308317 308318	04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023	HIAWATHA GOLF COURSE LANGUAGE BABEL INC. LANGUAGE LINE SERVICE LENOVO (UNITED STATES) INC. LIFETIME FITNESS BLOOMINGTON MADISON NATIONAL LIFE INS CO INC MULTILINGUAL WORD INC NOVA EDUCATION CONSULTANTS PROCARE THERAPY	R R R R R R R R R	573.81 115.00 54.75 579.30 324.00 11,235.55 4,891.20 880.00 4,067.64
308310 308311 308312 308313 308314 308315 308316 308317	04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023	HIAWATHA GOLF COURSE LANGUAGE BABEL INC. LANGUAGE LINE SERVICE LENOVO (UNITED STATES) INC. LIFETIME FITNESS BLOOMINGTON MADISON NATIONAL LIFE INS CO INC MULTILINGUAL WORD INC NOVA EDUCATION CONSULTANTS	R R R R R R R R	573.81 115.00 54.75 579.30 324.00 11,235.55 4,891.20 880.00
308310 308311 308312 308313 308314 308315 308316	04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023	HIAWATHA GOLF COURSE LANGUAGE BABEL INC. LANGUAGE LINE SERVICE LENOVO (UNITED STATES) INC. LIFETIME FITNESS BLOOMINGTON MADISON NATIONAL LIFE INS CO INC MULTILINGUAL WORD INC	R R R R R R	573.81 115.00 54.75 579.30 324.00 11,235.55 4,891.20
308310 308311 308312 308313 308314 308315	04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023	HIAWATHA GOLF COURSE LANGUAGE BABEL INC. LANGUAGE LINE SERVICE LENOVO (UNITED STATES) INC. LIFETIME FITNESS BLOOMINGTON MADISON NATIONAL LIFE INS CO INC	R R R R R R	573.81 115.00 54.75 579.30 324.00 11,235.55
308310 308311 308312 308313 308314	04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023	HIAWATHA GOLF COURSE LANGUAGE BABEL INC. LANGUAGE LINE SERVICE LENOVO (UNITED STATES) INC. LIFETIME FITNESS BLOOMINGTON	R R R R R	573.81 115.00 54.75 579.30 324.00
308310 308311 308312 308313	04/24/2023 04/24/2023 04/24/2023 04/24/2023 04/24/2023	HIAWATHA GOLF COURSE LANGUAGE BABEL INC. LANGUAGE LINE SERVICE LENOVO (UNITED STATES) INC.	R R R R	573.81 115.00 54.75 579.30
308310 308311 308312	04/24/2023 04/24/2023 04/24/2023 04/24/2023	HIAWATHA GOLF COURSE LANGUAGE BABEL INC. LANGUAGE LINE SERVICE	R R R R	573.81 115.00 54.75
308310 308311	04/24/2023 04/24/2023 04/24/2023	HIAWATHA GOLF COURSE LANGUAGE BABEL INC.	R R R	573.81 115.00
308310	04/24/2023 04/24/2023	HIAWATHA GOLF COURSE	R R	573.81
	04/24/2023		R	
308308	0.4/0.4/0.000	ESTR PUBLICATIONS	R	26.20
308307	04/24/2023	AUGSBURG UNIVERSITY-ROCHESTER	R	665.00
308306	04/24/2023	ARMSTRONG HIGH SCHOOL	R	375.00
308305	04/20/2023	UPPER LAKES FOODS	R	20,286.91
308303	04/20/2023	UNITED HEARTHCARE /AARP MEDICARE RX	R	109.60
308302	04/20/2023	UNITED HEALTHCARE/AARP MEDICARE RX	R	109.60
308301	04/20/2023	UNITED HEALTHCARE INSURANCE CO	R	528.23
308300	04/20/2023	TRIO SUPPLY COMPANY	R	1,341.68
308299	04/20/2023	TEAM GOLF GEAR	R	2,237.50
308298	04/20/2023	POWERSCHOOL GROUP LLC	R	15,467.24
308297	04/20/2023	PAN O GOLD BAKING CO	R	492.53
308296	04/20/2023	ON SITE SANITATION	R	504.87
308295	04/20/2023	NOVAK JANICE SOPHIE	R	140.00
308294	04/20/2023	NATHAN P KENNEDY	R	125.00
308293	04/20/2023	MN SYNCHRONIZED SWIM COACHES ASSOC	R	514.00
308292	04/20/2023	MINUTEMAN PRESS EDINA	R	308.67
308291	04/20/2023	MADISON NATIONAL LIFE INS CO INC	R	5,814.62
308290	04/20/2023	INTERMEDIATE DISTRICT 287	R	89,541.37
308289	04/20/2023	IDEAL ENERGIES, LLC	R	6,543.67
308288	04/20/2023	HILLYARD MINNEAPOLIS	R	38.16
308287	04/20/2023	HASTINGS CREAMERY LLC	R	1,674.80
308286	04/20/2023	GROTH MUSIC COMPANY	R	463.25
308285	04/20/2023	GONZALEZ JOSUE	R	46.83
308284	04/20/2023	EDUCATORS BENEFIT CONSULTANTS LLC	R	493.77
308283	04/20/2023	DIGITAL INSURANCE LLC	R	5,263.00
308282	04/20/2023	CONSOLIDATED COMMUNICATIONS	R	2,396.91
	308283 308284 308285 308286 308287 308288 308289 308290 308291	308283 04/20/2023 308284 04/20/2023 308285 04/20/2023 308286 04/20/2023 308287 04/20/2023 308288 04/20/2023 308289 04/20/2023 308290 04/20/2023 308291 04/20/2023	308283 04/20/2023 DIGITAL INSURANCE LLC 308284 04/20/2023 EDUCATORS BENEFIT CONSULTANTS LLC 308285 04/20/2023 GONZALEZ JOSUE 308286 04/20/2023 GROTH MUSIC COMPANY 308287 04/20/2023 HASTINGS CREAMERY LLC 308288 04/20/2023 HILLYARD MINNEAPOLIS 308289 04/20/2023 IDEAL ENERGIES, LLC 308290 04/20/2023 INTERMEDIATE DISTRICT 287 308291 04/20/2023 MADISON NATIONAL LIFE INS CO INC	308283 04/20/2023 DIGITAL INSURANCE LLC R 308284 04/20/2023 EDUCATORS BENEFIT CONSULTANTS LLC R 308285 04/20/2023 GONZALEZ JOSUE R 308286 04/20/2023 GROTH MUSIC COMPANY R 308287 04/20/2023 HASTINGS CREAMERY LLC R 308288 04/20/2023 HILLYARD MINNEAPOLIS R 308289 04/20/2023 IDEAL ENERGIES, LLC R 308290 04/20/2023 INTERMEDIATE DISTRICT 287 R 308291 04/20/2023 MADISON NATIONAL LIFE INS CO INC R

P-CARD, CHECK RUNS, E-PAYS & WIRES FOR 05/01/2023 BOARD REPORTS

DATE	AMOUNT
4/13/2023	161,147.94
4/14/2023	8,240.59
4/20/2023	177,216.41
4/24/2023	57,304.61
4/14/2023	962.60
	4/13/2023 4/14/2023 4/20/2023 4/24/2023

В	BREAKDOWN	
01-206-00		333,750.35
02-206-00		32,249.00
03-206-00		5,612.43
04-206-00		1,549.66
06-206-00		0.00
07-206-00		0.00
18-206-00		0.00
20-206-00		30,207.83
21-206-00		1,502.88
47-206-00		
	BANK TOTAL =	404,872.15

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of April 26, 2023

Description	Matures	Rate	Cost	General Operating	Custodial (Scholarships)	2018A Bond	OPEB Bond
VERITEX COMMUNITY BANK	09/19/23	4.52%	240,000.00	240,000.00	-	-	-
PENTAGON FEDERAL CREDIT UNION (183 day and	09/19/23	4.46%	760,000.00	760,000.00	-	-	-
SERVISFIRST BANK	12/19/23	4.72%	236,300.00	236,300.00	-	-	-
PENTAGON FEDERAL CREDIT UNION (183 day and	12/19/23	4.45%	1,263,700.00	1,263,700.00	-	-	-
PENTAGON FEDERAL CREDIT UNION (183 day and	01/25/24	4.46%	2,263,800.00	2,263,800.00	-	-	-
PENTAGON FEDERAL CREDIT UNION (183 day and	01/25/24	4.54%	236,200.00	236,200.00	-	-	-
MODERN BANK, NATIONAL ASSOCATION	05/02/24	4.54%	233,000.00	233,000.00	-	-	-
US TREASURY N/B	06/30/23	0.25%	1,998,011.64	1,998,011.64	-	-	-
STATE BANK OF INDIA	11/29/23	0.40%	249,739.23	249,739.23	-	-	-
SYNCHRONY BANK	11/30/23	0.40%	249,739.23	249,739.23	-	-	-
CUSTOMERS BANK	05/06/24	4.52%	244,632.85	244,632.85	-	-	-
UBS BANK USA	05/09/24	4.55%	249,525.90	249,525.90	-	-	-
MN TRUST TERM SERIES	07/25/23	4.70%	1,000,000.00	1,000,000.00	-	-	-
MNTRUST – Term Series-Flex (PenFed C)	01/00/00	4.85%	7,318,391.33	7,318,391.33	-	-	-
US TREASURY N/B	01/15/24	4.22%	1,499,025.00	1,499,025.00	-	-	-
T BANK, NA	11/01/23	4.53%	124,000.00	-	124,000.00	-	-
SALLIE MAE BANK/SALT LKE	08/25/23	0.30%	249,248.07	-	249,248.07	-	-
Federated Institutional Tax-Free Cash Trust	01/00/00	0.00%	959,096.63	-	-	959,096.63	-
MNTRUST – Term Series-Flex (Western - C)	01/00/00	2.15%	678.12	-	-	678.12	-
HAWAII-FA-TXBL	10/01/23	1.62%	882,359.50	-	-	-	882,359.50
US TREASURY N/B	10/15/24	1.12%	527,929.69	-	-	-	527,929.69
FIRST INTERNET BANK OF INDIANA	09/30/26	4.00%	209,500.00	-	-	-	209,500.00
FIRST PRYORITY BANK	11/07/24	4.56%	226,800.00	-	-	-	226,800.00
KS STATEBANK / KANSAS STATE BANK OF MANHA	11/10/25	4.74%	212,900.00	-	-	-	212,900.00
BANK HAPOALIM	10/01/26	4.45%	206,700.00	-	-	-	206,700.00
US TREASURY N/B	09/30/25	4.41%	621,742.19	-	-	-	621,742.19
US TREASURY N/B	09/30/26	4.34%	789,398.44	-	-	-	789,398.44
GENERAL ELECTRIC CREDIT UNION	06/28/24	4.75%	233,950.00	-	-	-	233,950.00
ELGA CREDIT UNION	06/30/25	4.13%	226,750.00	-	-	-	226,750.00
Great Midwest Bank, S.S.B.	06/30/25		227,400.00	-	-	-	227,400.00
FREDDIE MAC	09/23/25		287,372.71	-	-	-	287,372.71
US TREASURY N/B	09/30/23	2.00%	731,132.81	-	-	-	731,132.81
NYC -TXBL -REF -D	08/01/24	0.38%	506,600.00	-	-	-	506,600.00
Total Investments Held		-	25,265,623.34	18,042,065.18	373,248.07	959,774.75	5,890,535.34

Board of Education

Independent School District 280 Richfield, Minnesota

Regular Meeting, May 1, 2023

SUBJECT: BID AWARD - MAIN VENDOR

Recommended by the superintendent that the board of education approve the bid award for the main vendor contract for the 2023-2024 school year to Upper Lakes Foods.

Background Information

(Prepared by Craig Holje and Michael Manning)

This year we received bids from 1 of the 3 vendors contacted. This year's bid was conducted together with Bloomington Public Schools in order to secure best pricing. Michael Manning (Director of Food and Nutrition Services) is recommending Upper Lakes Foods as the lowest responsible bidder for 2023-2024. This selection was based on pricing, experience, references, and ability to provide requested equipment. The current bid price is within the food service budget for FY23. This will be a one (1) year contract with an optional three additional one-year renewals upon mutual agreement by both parties.



March 30, 2023

Re:

Request for Proposal (RFP) Prime Vendor – School Food

Jennifer Hazel Purchasing Manager Bloomington Public Schools, ISD #271 1350 W. 106th St. Bloomington, MN 55431

Dear Jennifer,

Upper Lakes Foods thanks you for the opportunity to earn your business supplying ISD #271 Bloomington Schools and ISD #280 Richfield Public Schools for the upcoming 2023-2024 school year. We are excited for the opportunity to work with you. We are confident that we can best cater to your program's nutritional needs.

We look forward to your review of our proposal and discussing our future business venture together.

Respectfully Submitted,

Rene@Parks

Bid Department Manager

Upper Lakes Foods

ISD #271 Bloomington Schools and ISD #280 Richfield Public Schools

Request for Proposal

March 30, 2023

Presented by



UPPER LAKES FOODS EST 1967

801 Industry Avenue, Cloquet, MN 55720 / (800) 879-1265 www.upperlakesfoods.com

MINNESOTA CHOICE!









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Attachment D Proposal Cover Page SCHOOL FOOD SERVICE DISTRIBUTOR PRIME FOOD VENDOR RFP

Independent School Districts #271 and 280 <u>DUE: March 30, 2023 10:00 AM</u>

The undersigned hereby offers to distribute food products as specified in this RFP for the *period of July 1, 2023 through June 30, 2023.*

I understand that the School reserves the right to reject any or all Proposals, and that this Proposal may not be withdrawn during a period of sixty (60) days from the time of opening of the RFP.

DISTRIBUTOR NAME	Upper Lakes Foods, Inc.
DISTRIBUTOR ADDRESS	801 Industry Avenue
	Cloquet, MN 55720
	D. D. A.
SIGNATURE: of authorized representative	Pereriore
PRINTED NAME:	Renee Parks
TITLE:	Bid Department Manager
DATE:	March 30, 2023
	Damas Daulis
CONTACT NAME:	Renee Parks
TITLE:	Bid Department Manager
PHONE:	218-879-1265 Ext. 4208
E-MAIL:	rparks@ulfoods.com

\$1.36

Upper Lakes Foods, Inc.
Renee Parks
800-879-1265

School District ISD #271 and ISD #280	Bloomington Public Schools, Richfileld Public Schools	Distributor Name:
RFP Due Date:	Due March 30, 2023 10:00 AM	Contact Name:
Pricing based on distributor invoice cost the week of: Pricing Week, January 23, 2023	Pricing Week, January 23, 2023	Telephone & Email:
		Fixed Fee
		USDA Fixed Fee

A	80	J	D	В	ı	ŋ	Ξ		7		×	_		Σ
Distributor Item Number or leave blank if not currently	Manufacturer Product			Pack Size/	Invoice Cost from		Manufacturer Allowance for the 2022-2023	ž	Se Fixed		Final Unit Price to District (Fixed Fee + Net Case	Annual District Usage	Exten District	Extended Price to District (Unit Price x Annual District
stocked	Code	Product Description	Brand	Purchase Unit	Manufacturer	reignt	20	3			COST	cases		OSSER)
742624	2150006960	UNCRUSTABLE WHEAT PB & GRAPE	SMUCKERS	72/2.602	\$ 40.77	·	ŝ	\$ 4E	^	1.36 \$	42.13	849	Λ (35,768.37
572096	78637	PIZZA 4 CHEESE 51%WG 16"	BIG DADDY'S	9/41.502	\$ 68.05		^	\$	Λ.	7.36	69.41	459	Λ.	31,859.19
682399	16660100928	CHICKEN DRUMSTICK BRD WG CKD	NOSAL	1/29.64#	\$ 87.27	, \$\$	· •	\$ 87	S.	1.36 \$	88.63	246	'n	21,802.98
572128	78638	PIZZA TURK PEPP WG 16" PRIMO	BIG DADDY'S	9/41.50Z	\$ 68.87	۰	· \$	\$ 68	'n	1.36 \$	70.23	260	v.	18,259.80
682350	10037310928	CHICKEN PATTY WG HOMESTYLE	NOSAL	105/4.070Z	\$ 76.06		\$	\$ 76	s	1.36 \$	77.42	271	φ.	20,980.82
742626	5150006961	UNCRUSTABLE WHEAT PB & STRAW	SMUCKERS	72/2.60Z	\$ 42.56		٠.	\$ 42	❖	1.36 \$	43.92	308	₩	13,527.36
768513	43274	MAC & CHEESE WG RS RF	LAND O'LAKES	#5/9	\$ 62.10	٠	\$	\$	₩	1.36 \$	63.46	182	φ.	11,549.72
582466	98096	CORN DOG CHIC MINI WHL GRAIN	FOSTER FARMS	2/2#	\$ 28.55		\$ 3.30	\$	25.25 \$ 1.	1.36 \$	79.97	451	\$	12,001.11
742701	8781511122	SAUCE ALFREDO ANGELA MIA	ANGELA MIA	4/80OZ	\$ 56.91	٠ چ	\$	\$ 26	ζĄ	1.36 \$	58.27	194	\$	11,304.38
765770	860	EMPANADA CHICKEN ENCHILADA	ALBIE'S	48/502	\$ 45.47	\$	· \$	\$ 45	٠s	1.36 \$	46.83	236	ςş	11,051.88
581445	18501	CHIC SAUSAGE LINK FC GF 1.40Z	JONES	1/10#	\$ 40.60	\$ 1.06	÷	\$ 41	٠s	1.36 \$	43.02	199	₩	8,560.98
680039	MCF03761	FRENCH FRY 3/8" CRNK CUT OR	MCCAIN	#2/9	\$ 23.65	\$ 1.91	\$	\$ 22	25.56 \$ 1.	1.36 \$	26.92	199	٠	5,357.08
681946	28075	BEEF CRUMBLES UNSEASONED FC	ADA VALLEY	4/2#	\$ 67.60	٠.	÷	\$ 67	ς,	1.36 \$	96.89	115	-γ-	7,930.40
581449	018859	CHIC SAUS PATTY FC 1.502 GF	JONES	1/10#	\$ 37.90	\$ 1.06	\$	\$ 38	₩	1.36 \$	40.32	173	45	6,975.36
200205	53498	POTATO PEARLS GOLD MASHED	POTATO PEARLS	12/29.6OZ	\$ 57.64	\$ 4.51	\$ 2.75	\$	٠,	1.36 \$	92'09	111	√	6,744.36
676920	10383540928	CHICKEN BRST STRIP GRLD FC	TYSON	2/2#	\$ 39.04	٠.	\$	\$ 39	39.04 \$ 1.	1.36 \$	40.40	176	₩	7,110.40
591160	10000009739	BEEF CRUMBLE CKD CN	ADVANCEPIERRE	8/2#	\$ 193.41	•	\$	\$ 193	193.41 \$ 1.	1.36 \$	194.77	36	ş	7,011.72
204149	11142	CHIP DORITO NACHO CHEESE	DORITOS	104/1 OZ	\$ 40.54		\$	\$ 40	٠,	1.36 \$	41.90	166	ş	6,955.40
682345	10038590928	CHICKEN TENDER CRISP KRUNCH F	TYSON	432/1.13 OZ	\$ 79.33	٠,	· \$	\$ 79	٠Ş	1.36 \$	80.69	86	₩	7,907.62
354320	06349	SYRUP CUP PC 10Z	SAUER BRANDS	100/10Z	\$ 13.71	\$ 0.71	٠,	\$ 14	↔	1.36 \$	15.78	326	❖	5,144.28
178095	38030WH	ORANGE MANDARIN WHLJC	WORLD HORIZON	6/#10	\$ 47.79	\$ 3.64	\$	\$ 51	Ϋ́	1.36 \$	52.79	108	ş	5,701.32
734776	18000-33686	ROLL CINNIS MINI PREBAKED IW	PILLSBURY	72/2.29 OZ	\$ 30.53	-	\$	\$ 30	v	1.36 \$	31.89	187	\$	5,963.43
573305	7738712699	PIZZA CHEESE QUESADILLA WG	THE MAX	96/4.830Z	\$ 52.20		\$		σ	1.36 \$	53.56	108	ν,	5,784.48
702720	OIF03456	POTATO KID SMILES OR MASHED	MCCAIN	6/4#	\$ 26.45	5 1.54	\$		٠,	1.36 \$	29.35	122	٠,	3,580.70
725434	18000-27852	STRUDEL APPLE FRUDEL IW	PILLSBURY	72/2.2902	\$ 30.59	٠	\$	\$ 30	s	1.36 \$	31.95	161	ψ.	5,143.95
152416	4696	SOUR CREAM 10Z	Prairie Farms	100/1OZ	\$ 19.22	\$ 0.17	\$		ş	1.36 \$	20.75	257	s	5,332.75
725433	18000-38413	BAGELS MINI STRAWB CRMCH IW	PILLSBURY	72/2.43 02	\$ 30.59	10	\$	\$ 30	ş	1.36 \$	31.95	176	₩.	5,623.20
716992	0006	CKIE BREKKIE OAT/FLX SD WG IW	GREAT NORTHERN	48/30z	\$ 23.42	,	\$	П	s	1.36 \$	24.78	213	٠,٠	5,278.14
682406	10055670928	CHICKEN PATTY WG HOT&SPICY FC	NOSAL	149/3.230Z	\$ 88.09	,	\$		s.	1.36 \$	89.45	67	φ.	5,993.15
775657	155524	CHICKEN MANDARIN ORANGE WG	YANG'S	2092#3/9	\$ 143.13	14.50	\$	-1	S.	1.36 \$	158.99	37	s,	5,882.63
730130	37720	FRENCH TOAST STICK 51% WG	RICH'S	12/2#	\$ 41.47	,	\$	1	Λ.	1.36 5	42.83	507	۸.	4,497.15
223912	400305	JUICE BOX APPLE 100%	SUNCUP TOTALLY	40/4.2302	\$ 6.63	1.15	\$	ľ	<u>۸</u> ۱	1.30 5	9.14	000	Λ (5,118.40
274334	14374HVR	DRESSING LIGHT RANCH CUP GF	HIDDEN VALLEY	160/1 OZ CUP	\$ 27.34	0.54	\$		s.	1.36 \$	29.24	164	v.	4,795.36
748150	40401	BAR BENEFIT OATMEAL CC WG LG	READI-BAKE	48/2.5 OZ	\$ 20.52		\$		s.	1.36 \$	21.88	220	v.	4,813.60
725437	18000-10978	BAR CINN TOAST FLD WG IW	PILLSBURY	72/2.3602	\$ 30.59	1	\$		s,	1.36 \$	31.95	153	v. 1	4,888.35
212608	9318	CHEESE STRING MOZZ LMPS	UPSTATE FARMS	168/10Z	\$ 41.67		٠ د		v.	1.36 5	43.03	110	љ.	4,/33.30
290404	06368	SAUCE BBQ CUP PC	SAUER BRANDS	100/10Z	\$ 14.67	0.71	٠		s i	1.36 \$	16.74	203	v. 1	3,398.22
178459	38192WH	PINEAPPLE TIDBIT JC	WORLD HORIZON	6/#10CAN	\$ 43.21	3.65	· ·		vs 1	1.36 \$	48.22	103	Λ·1	4,966.65
739727	00110	WAFFLE BUTTERY MPL SNACK'N IW	ARLINGTONVALLE	96/2.40Z	\$ 37.10	,	ς.		v.	1.36 \$	38.46	114	v.	4,384.44
730081	442	FRENCH TOAST STICK WG BULK	BAKE CRAFTERS	2/2#	\$ 20.69	٠	\$	\$ 20	S	1.36 \$	22.05	194	v.	4,277.70
195311	F001868700122	PEAR SLICED CHOICE IN JUICE	SUNSOURCE MERIT	6/#10CAN	\$ 48.76	5.41	\$	\$ 54	s	1.36 \$	55.53	76	v.	4,220.28
211309	40295-1	*CHEESE STRING MOZZARELLA	BONGARDS	168/10Z	\$ 32.89		\$		ş	1.36 \$	34.25	265	S	9,076.25
178466	38934WH	PEACH DICED LS	WORLD HORIZON	6/#10CN	\$ 50.11	3.65	٠,	\$	s.	1.36 \$	55.12	20	v,	3,858.40
716855	41141	DONUT RING APPLE FILLED WG IW	BAKER BOY	48/2.7502	\$ 25.83	1.41	٠ د د	S 4	S t	1.36 \$	28.60	133	v, v	3,803.80
448266	7294011581	KETCHUP FANCY PC PACKETS	RED GOLD	1000/9 GRM	\$ 19.10	1.31	\$ 0.26	s,	<u>۸</u> ۲	1.36 \$	21.51	168	۸ ،	3,613.68
673205	10241600928	CHICKEN ALL NAT DICED LS FC	TYSON	2/5#	\$ 46.35		٠ ٠	5 40	s t	1.36 5	47.71	£ 5	۸ د	3,769.09
682384	10703120928	CHIC FLT BRD HOT&SPCY WG FC	TYSON	132/3.7502	\$ 105.20 \$		٠ د	COI &	105.20 \$ 1.	36 3	106.50	32	٠.	5,528.00

A	8	U	۵	ш	u.	G	I	-	-	¥	_		Σ
										Final Unit			
							Manufacturer			Price to	Annual	Extende	Extended Price to
Distributor Item Number or					Invoice Cost		Allowance for			District (Fixed	District	District (District (Unit Price x
eave blank if not currently	Manufacturer Product			Pack Size/	from		the 2022-2023	Net Case	Fixed	Fee + Net Case	Usage	Annua	Annual District
stocked	Code	Product Description	Brand	Purchase Unit	Manufacturer	Freight	λS	Cost	Fee	Cost)	(cases)	Ď	Usage)
682393	10703340928	CHICKEN TENDER WG CRISPY FC	NOSAL	#5/9	\$ 73.69	\$	- \$	\$ 73.69	\$ 1.36	\$ 75.05	09	δ.	4,503.00
768517	43284	MACARONI & CHEESE RF FC	LAND O'LAKES	#5/9	\$ 59.71	÷	- \$	\$ 59.71	\$ 1.36	\$ 61.07	57	\$	3,480.99
558131	10000097726	MEATBALL CKD .50Z CN	ADVANCEPIERRE	#9/5	\$ 113.53	٠. دۍ	- \$	\$ 113.53 \$	\$ 1.36	\$ 114.89	59	\$	3,331.81
787573	60585	DUMPLING CHICKEN VEG WW FC	CHEF ONE	8/2.5#	\$ 57.95	₩.	· ·	\$ 57.95	\$ 1.36	\$ 59.31	52	\$	3,084.12
198474	1868700116	PEACH SLICED CHOICE IN JUICE	SUNSOURCE MERIT	6/#10CAN	\$ 49.94	\$ 5.29	٠ ٠	\$ 55.23	\$ 1.36	\$ 56.59	54	\$	3,055.86
582470	95121	PANCAKE TURK SAUS WG ON ST	FOSTER FARMS	56/2.850Z	\$ 27.90	· •	\$ 2.25	\$ 25.65	\$ 1.36	\$ 27.01	125	\$	3,376.25
463378	13907HVR	DRESSING RANCH ORIG CUP GF	HIDDEN VALLEY	160/1.250Z	\$ 36.46	\$ 0.65	\$	\$ 37.11	\$ 1.36	\$ 38.47	7.7	Ş	2,962.19
689919	256503	HAM TURKEY SLI CN GF	JENNIE-O	12/1#	\$ 43.44	· •	\$	\$ 43.44	\$ 1.36	\$ 44.80	. 88	\$	3,942.40
354398	06384	SYRUP PANCAKE SUGAR FREE CUP	SAUER BRANDS	100/10Z	\$ 19.33	\$ 0.71	, \$	\$ 20.04	\$ 1.36	\$ 21.40	108	\$	2,311.20
223916	400805	JUICE BOX FRUIT PUNCH 100%	SUNCUP TOTALLY	40/4.23OZ	\$ 6.63	\$ 1.15	۱ ه	\$ 7.78	\$ 1.36	\$ 9.14	301	\$	2,751.14
409690	16000-31888	CEREAL COCOA PUFFS RS	COCOA PUFFS	96/1.06302	\$ 18.45	· •	· \$	\$ 18.45	\$ 1.36	\$ 19.81	141	\$	2,793.21
202561	11061	CHIP TACO IN A BAG	ОГР РОТСН	72/1.50Z	\$ 28.59	, \$	\$ 2.52	\$ 26.07	\$ 1.36	\$ 27.43	82	\$	2,249.26
407041	3010050689	STICK CIN GRAHAM SCOOBY BONE	KEEBLER	210/102	\$ 39.38	, v.	\$	\$ 39.38	\$ 1.36	\$ 40.74	65	\$	2,648.10
729674	8862	MUFFIN DOUBLE CHOC IW WG	SARA LEE	48/20Z	\$ 16.25	٠ ٠	\$	\$ 16.25	\$ 1.36	\$ 17.61	127	\$	2,236.47
742635	5150089978	UNCRUSTABL TURK SAUS/EG/CH	SMUCKERS	60/2.10Z	\$ 34.64	٠ ۍ	\$	\$ 34.64	\$ 1.36	\$ 36.00	64	\$	2,304.00
448477	7294074954	KETCHUP FOLDS OF HONOR	FOLDS OF HONOR	250/10Z	\$ 26.45	\$ 1.08	\$ 0.26	\$ 27.27	\$ 1.36	\$ 28.63	59	\$	1,689.17
223910	402405	JUICE BOX ORAN TANG 100%	SUNCUP TOTALLY	40/4.230Z	\$ 6.63	\$ 1.15	- \$	\$ 7.78	\$ 1.36	\$ 9.14	188	\$	1,718.32
											TOTAL	S	440,067.13

Attachment E

Proposal for Distribution of USDA Commodities

To: Bloomington Public Schools ISD #271, Richfield Public Schools ISD #280

The undersigned hereby certifies that it has an approved agreement with the Minnesota Department of Education to deliver USDA Commodities from the State designated warehouse to Bloomington Public Schools ISD #271 and Richfield Public Schools ISD #280 for School Year 2023-2024, with options to renew, as described in this proposal and in compliance with the USDA Food Distribution Program Agreement.

I understand that the School Districts reserve the right to reject any or all proposals, and that this proposal may not be withdrawn during a period of sixty (60) days form the time of opening of the bid.

Are these proposed prices		oncurrent prime vend SNO (circle or		ool?
Commodity Dry Delivery F (Fee per case charged in a Commodity Frozen/Refrig (Fee per case charged in a Fee for Accepting and Re-	ddition to warehouse erated Delivery Fee ddition to warehouse	fee from State-desig \$ 4.00 fee from State-desig	_per case	
Additional Storage Availab To be negotiated		If Yes, how long? Fe		
Minimum USDA Commod If Yes, please describe:	ities delivery requiren	ments:YES X I	NO	
Order/Delivery options: Weekly Delivery Bi-monthly Monthly	X			
Additional Requirements:				

Attachment E, Cont.

Re: USDA Commodities for:

ISD #271 Bloomington Public Schools and ISD #280 Richfield Public Schools

FIRM NAME	Upper Lakes Foods, Inc.	
FIRM ADDRESS	801 Industry Avenue, Cloquet MN 55720	
SIGNATURE of authorized representative	Rence Parks	_
PRINTED NAME	Renee Parks	
TITLE	Bid Department Manager	_
DATE	March 30, 2023	_
CONTACT NAME	Renee Parks	
PHONE NUMBER	218-879-1265 Ext. 4208	
FAX NUMBER	218-879-1940	
EMAIL ADDRESS	rparks@ulfoods.com	

Attachment C - Distributor Product List

School District ISD #271 and ISD #280	Bloomington Public Schools, Richfileld Public Schools							
RFP Due Date:	Due March 30, 2023 10:00 AM							
Pricing based on distributor invoice cost the week of:	Pricing Week, January 23, 2023							

Distributor Name:	Upper Lakes Foods, Inc.
Contact Name:	Renee Parks
Telephone & Email:	800-879-1265
Fixed Fee	\$1.36
USDA Fixed Fee	\$4.00

Α	В	C	D	E	F	G	Н	I	J	K	L	M
										Final Unit		
							Manufacturer			Price to	Annual	Extended Price to
Distributor Item Number or					Invoice Cost		Allowance for			District (Fixed	District	District (Unit Price x
leave blank if not currently	Manufacturer Product			Pack Size/	from		the 2022-2023	Net Case		Fee + Net Case	Usage	Annual District
stocked	Code	Product Description	Brand	Purchase Unit	Manufacturer	Freight	SY	Cost	Fixed Fee	Cost)	(cases)	Usage)
742624	5150006960	UNCRUSTABLE WHEAT PB & GRAPE	SMUCKERS	72/2.6OZ	\$ 40.77	\$ -	\$ -	\$ 40.77	\$ 1.36		849	\$ 35,768.37
572096	78637	PIZZA 4 CHEESE 51%WG 16"	BIG DADDY'S	9/41.50Z	\$ 68.05		\$ -	\$ 68.05	\$ 1.36		459	\$ 31,859.19
682399	16660100928	CHICKEN DRUMSTICK BRD WG CKD	TYSON	1/29.64#	\$ 87.27		\$ -	\$ 87.27	\$ 1.36		246	\$ 21,802.98
572128	78638	PIZZA TURK PEPP WG 16" PRIMO	BIG DADDY'S	9/41.50Z	\$ 68.87		\$ -	\$ 68.87	\$ 1.36		260	\$ 18,259.80
682350	10037310928	CHICKEN PATTY WG HOMESTYLE	TYSON	105/4.07OZ	\$ 76.06		\$ -	\$ 76.06	\$ 1.36		271	\$ 20,980.82
742626	5150006961	UNCRUSTABLE WHEAT PB & STRAW	SMUCKERS	72/2.6OZ	\$ 42.56		\$ -	\$ 42.56	\$ 1.36		308	\$ 13,527.36
768513	43274	MAC & CHEESE WG RS RF	LAND O'LAKES	6/5#	\$ 62.10		\$ -	\$ 62.10	\$ 1.36		182	\$ 11,549.72
582466	96086	CORN DOG CHIC MINI WHL GRAIN	FOSTER FARMS	2/5#	\$ 28.55		\$ 3.30				451	\$ 12,001.11
742701		SAUCE ALFREDO ANGELA MIA	ANGELA MIA	4/80OZ	\$ 56.91		\$ -	\$ 56.91	\$ 1.36		194	\$ 11,304.38
765770	860	EMPANADA CHICKEN ENCHILADA	ALBIE'S	48/5OZ	\$ 45.47		\$ -	\$ 45.47	\$ 1.36		236	\$ 11,051.88
581445	18501	CHIC SAUSAGE LINK FC GF 1.40Z	JONES	1/10#	\$ 40.60		\$ -	\$ 41.66	\$ 1.36		199	\$ 8,560.98
690039	MCF03761	FRENCH FRY 3/8" CRNK CUT OR	MCCAIN	6/5#	\$ 23.65	\$ 1.91	\$ -	\$ 25.56	\$ 1.36		199	\$ 5,357.08
681946	28075	BEEF CRUMBLES UNSEASONED FC	ADA VALLEY	4/5#	\$ 67.60	\$ -	\$ -	\$ 67.60	\$ 1.36	\$ 68.96	115	\$ 7,930.40
581449	018859	CHIC SAUS PATTY FC 1.50Z GF	JONES	1/10#	\$ 37.90	\$ 1.06	\$ -	\$ 38.96	\$ 1.36		173	\$ 6,975.36
200205	53498	POTATO PEARLS GOLD MASHED	POTATO PEARLS	12/29.6OZ	\$ 57.64	\$ 4.51	\$ 2.75	\$ 59.40	\$ 1.36		111	\$ 6,744.36
676920	10383540928	CHICKEN BRST STRIP GRLD FC	TYSON	2/5#	\$ 39.04		\$ -	\$ 39.04	\$ 1.36		176	\$ 7,110.40
591160	10000009739	BEEF CRUMBLE CKD CN	ADVANCEPIERRE	8/5#	\$ 193.41	\$ -	\$ -	\$ 193.41	\$ 1.36	\$ 194.77	36	\$ 7,011.72
204149	11142	CHIP DORITO NACHO CHEESE	DORITOS	104/1 OZ	\$ 40.54		\$ -	\$ 40.54	\$ 1.36		166	\$ 6,955.40
682345	10038590928	CHICKEN TENDER CRISP KRUNCH F	TYSON	432/1.13 OZ	\$ 79.33		\$ -	\$ 79.33	\$ 1.36		98	\$ 7,907.62
354320	06349	SYRUP CUP PC 1OZ	SAUER BRANDS	100/1OZ	\$ 13.71	\$ 0.71	\$ -	\$ 14.42	\$ 1.36	\$ 15.78	326	\$ 5,144.28
178095	38030WH	ORANGE MANDARIN WHL JC	WORLD HORIZON	6/#10	\$ 47.79		\$ -	\$ 51.43			108	\$ 5,701.32
734776	18000-33686	ROLL CINNIS MINI PREBAKED IW	PILLSBURY	72/2.29 OZ	\$ 30.53		\$ -	\$ 30.53			187	\$ 5,963.43
573305	7738712699	PIZZA CHEESE QUESADILLA WG	THE MAX	96/4.83OZ	\$ 52.20		\$ -	\$ 52.20	\$ 1.36		108	\$ 5,784.48
702720	OIF03456	POTATO KID SMILES OR MASHED	MCCAIN	6/4#	\$ 26.45	\$ 1.54	\$ -	\$ 27.99	\$ 1.36		122	\$ 3,580.70
725434		STRUDEL APPLE FRUDEL IW	PILLSBURY	72/2.29OZ	\$ 30.59		\$ -	\$ 30.59	\$ 1.36		161	\$ 5,143.95
152416	4696	SOUR CREAM 1OZ	Prairie Farms	100/1OZ	\$ 19.22	\$ 0.17	\$ -	\$ 19.39	\$ 1.36		257	\$ 5,332.75
725433	18000-38413	BAGELS MINI STRAWB CRMCH IW	PILLSBURY	72/2.43 OZ	\$ 30.59	\$ -	\$ -	\$ 30.59	\$ 1.36	\$ 31.95	176	\$ 5,623.20
716992	9000	CKIE BREKKIE OAT/FLX SD WG IW	GREAT NORTHERN	48/3oz	\$ 23.42	\$ -	\$ -	\$ 23.42	\$ 1.36	\$ 24.78	213	\$ 5,278.14
682406	10055670928	CHICKEN PATTY WG HOT&SPICY FC	TYSON	149/3.23OZ	\$ 88.09	\$ -	\$ -	\$ 88.09	\$ 1.36	\$ 89.45	67	\$ 5,993.15
775657	155524	CHICKEN MANDARIN ORANGE WG	YANG'S	6/5#36OZ	\$ 143.13	\$ 14.50	\$ -	\$ 157.63	\$ 1.36	\$ 158.99	37	\$ 5,882.63
730130	37720	FRENCH TOAST STICK 51% WG	RICH'S	12/2#	\$ 41.47	\$ -	\$ -	\$ 41.47	\$ 1.36	\$ 42.83	105	\$ 4,497.15
223912	400305	JUICE BOX APPLE 100%	SUNCUP TOTALLY	40/4.23OZ	\$ 6.63	\$ 1.15	\$ -	\$ 7.78	\$ 1.36	\$ 9.14	560	\$ 5,118.40
274334	14374HVR	DRESSING LIGHT RANCH CUP GF	HIDDEN VALLEY	160/1 OZ CUP	\$ 27.34	\$ 0.54	\$ -	\$ 27.88	\$ 1.36	\$ 29.24	164	\$ 4,795.36

5/1/2023

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												Final Unit		
								Manufacturer				Price to	Annual	Extended Price to
Distributor Item Number or					Invoi	ice Cost		Allowance for				District (Fixed	District	District (Unit Price x
leave blank if not currently	Manufacturer Product			Pack Size/	fr	rom		the 2022-2023	Net Case			Fee + Net Case	Usage	Annual District
stocked	Code	Product Description	Brand	Purchase Unit	Manu	facturer	Freight	SY	Cost	Fixe	d Fee	Cost)	(cases)	Usage)
748150	40401	BAR BENEFIT OATMEAL CC WG LG	READI-BAKE	48/2.5 OZ	\$	20.52	\$ -	\$ -	\$ 20.52	\$	1.36	\$ 21.88	220	\$ 4,813.60
725437	18000-10978	BAR CINN TOAST FLD WG IW	PILLSBURY	72/2.36OZ	\$	30.59	\$ -	\$ -	\$ 30.59	\$	1.36	\$ 31.95	153	\$ 4,888.35
212608	9318	CHEESE STRING MOZZ LMPS	UPSTATE FARMS	168/1OZ	\$	41.67	\$ -	\$ -	\$ 41.67	\$	1.36	\$ 43.03	110	\$ 4,733.30
290404	06368	SAUCE BBQ CUP PC	SAUER BRANDS	100/1OZ	\$	14.67	\$ 0.71	\$ -	\$ 15.38	\$	1.36	\$ 16.74	203	\$ 3,398.22
178459	38192WH	PINEAPPLE TIDBIT JC	WORLD HORIZON	6/#10CAN	\$	43.21	\$ 3.65	\$ -	\$ 46.86	\$	1.36	\$ 48.22	103	\$ 4,966.66
739727	00110	WAFFLE BUTTERY MPL SNACK'N IW	ARLINGTONVALLE	96/2.4OZ	\$	37.10	\$ -	\$ -	\$ 37.10	\$	1.36	\$ 38.46	114	\$ 4,384.44
730081	442	FRENCH TOAST STICK WG BULK	BAKE CRAFTERS	2/5#	\$	20.69	\$ -	\$ -	\$ 20.69	\$	1.36	\$ 22.05	194	\$ 4,277.70
195311	F001868700122	PEAR SLICED CHOICE IN JUICE	SUNSOURCE MERIT	6/#10CAN	\$	48.76	\$ 5.41	\$ -	\$ 54.17	\$	1.36	\$ 55.53	76	\$ 4,220.28
211309	40295-1	*CHEESE STRING MOZZARELLA	BONGARDS	168/1OZ	\$	32.89	\$ -	\$ -	\$ 32.89	\$	1.36	\$ 34.25	265	\$ 9,076.25
178466	38934WH	PEACH DICED LS	WORLD HORIZON	6/#10CN	\$	50.11	\$ 3.65	\$ -	\$ 53.76	\$	1.36	\$ 55.12	70	\$ 3,858.40
716855	41141	DONUT RING APPLE FILLED WG IW	BAKER BOY	48/2.75OZ	\$	25.83	\$ 1.41	\$ -	\$ 27.24	\$	1.36	\$ 28.60	133	\$ 3,803.80
448266	7294011581	KETCHUP FANCY PC PACKETS	RED GOLD	1000/9 GRM	\$	19.10	\$ 1.31	\$ 0.26	\$ 20.15	\$	1.36	\$ 21.51	168	\$ 3,613.68
673205	10241600928	CHICKEN ALL NAT DICED LS FC	TYSON	2/5#	\$	46.35	\$ -	\$ -	\$ 46.35	\$	1.36	\$ 47.71	79	\$ 3,769.09
682384	10703120928	CHIC FLT BRD HOT&SPCY WG FC	TYSON	132/3.75OZ	\$	105.20	\$ -	\$ -	\$ 105.20	\$	1.36	\$ 106.56	50	\$ 5,328.00
682393	10703340928	CHICKEN TENDER WG CRISPY FC	TYSON	6/5#	\$	73.69	\$ -	\$ -	\$ 73.69	\$	1.36	\$ 75.05	60	\$ 4,503.00
768517	43284	MACARONI & CHEESE RF FC	LAND O'LAKES	6/5#	\$	59.71	\$ -	\$ -	\$ 59.71	\$	1.36	\$ 61.07	57	\$ 3,480.99
558131	10000097726	MEATBALL CKD .50Z CN	ADVANCEPIERRE	5/6#	\$	113.53	\$ -	\$ -	\$ 113.53	\$	1.36	\$ 114.89	29	\$ 3,331.81
787573	60585	DUMPLING CHICKEN VEG WW FC	CHEF ONE	8/2.5#	\$	57.95	\$ -	\$ -	\$ 57.95	\$	1.36	\$ 59.31	52	\$ 3,084.12
198474	1868700116	PEACH SLICED CHOICE IN JUICE	SUNSOURCE MERIT	6/#10CAN	\$	49.94	\$ 5.29	\$ -	\$ 55.23	\$	1.36	\$ 56.59	54	\$ 3,055.86
582470	95121	PANCAKE TURK SAUS WG ON ST	FOSTER FARMS	56/2.85OZ	\$	27.90	\$ -	\$ 2.25	\$ 25.65	\$	1.36	\$ 27.01	125	\$ 3,376.25
463378	13907HVR	DRESSING RANCH ORIG CUP GF	HIDDEN VALLEY	160/1.25OZ	\$	36.46	\$ 0.65	\$ -	\$ 37.11	\$	1.36	\$ 38.47	77	\$ 2,962.19
689919	256503	HAM TURKEY SLI CN GF	JENNIE-O	12/1#	\$	43.44	\$ -	\$ -	\$ 43.44	\$	1.36	\$ 44.80	88	\$ 3,942.40
354398	06384	SYRUP PANCAKE SUGAR FREE CUP	SAUER BRANDS	100/10Z	\$	19.33	\$ 0.71	\$ -	\$ 20.04	\$	1.36	\$ 21.40	108	\$ 2,311.20
223916	400805	JUICE BOX FRUIT PUNCH 100%	SUNCUP TOTALLY	40/4.23OZ	\$	6.63	\$ 1.15	\$ -	\$ 7.78	\$	1.36	\$ 9.14	301	\$ 2,751.14
409690	16000-31888	CEREAL COCOA PUFFS RS	COCOA PUFFS	96/1.063OZ	\$	18.45	\$ -	\$ -	\$ 18.45	\$	1.36	\$ 19.81	141	\$ 2,793.21

5/1/2023 2 of 2

Independent School District 280 Richfield, Minnesota

Regular Meeting, May 1, 2023

SUBJECT: BID AWARD - PRODUCE

BID AWARD - MILK BID AWARD - BREAD

Recommended by the superintendent that the board of education renew the bid award for the milk product contract for the 2023-24 school year with Hastings Creamery, renew the bid award for the produce product contract for the 2023-24 school year with Bix Produce and renew the bid award for bread product contract for the 2023-24 school year with Pan-O-Gold Corporation.

Background Information

(Prepared by Craig Holje and Michael Manning)

It is recommended that we renew contracts with Hastings Creamery, Bix Produce, and Pan-O-Gold based on their products, service and delivery accuracy. These are active contracts and we have had no issues with any of these vendors.

Michael Manning (Director of Food and Nutrition Services) is recommending the renewal of these contracts. The current bid price is within the food service budget for FY23-24.

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:

Classified Part Time Food and Nutrition for Employment

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

Classified Part Time Paraprofessional for Resignation

Reem Reyes – Para Instructional – Richfield Dual Language Elementary Effective 5/19/2023

Years of Service: 7 years

Classified Part Time Outreach Worker for Termination

Falis Aided – Outreach Bilingual – Richfield High School

Effective 3/16/2023

Years of Service: 6 years

Independent School District 280 Richfield, Minnesota

Regular Meeting May 1, 2023

Subject: PERSONNEL ITEMS

(Recommended by superintendent)

That the board of education approve the following personnel items:

Certified Part Time Social Worker for 2022-2023

Mason Davies – School Social Worker – Richfield Senior High School Effective 4/20/2023

Certified Full Time Social Worker Year 1 of 3

Mason Davies – School Social Worker – Richfield Senior High School Effective 8/22/23

Certified Full Time Teacher for Resignation

Stephany Jallo – English as Second Language – Richfield Senior High School

Effective 6/9/2023 Yrs of Service: 1 year

Yesenia Isabel Nevarez Badilla – 1st Grade – Richfield Dual Language Elementary

Effective 6/9/2023 Yrs of Service: 1 year

Claire Madden - English as Second Language - District Wide

Effective 6/9/2023 Yrs of Service: 1 year

Luz P Arias Ortiz – Language Arts Dual Immersion – Richfield Middle School

Effective 6/9/2023 Yrs of Service: 3 years

Karen Doucette - Reading Specialist – Richfield Middle School

Effective 6/9/23

Yrs of Service: 1 year

Certified Part Time Leave of Absence

Nichol Kamholz – Arts Specialist – Sheridan Hills Elementary School

Effective 6/9/2023

Reduction in FTE: 0.2 Reduction

Classified Part Time Paraprofessional for Employment

Madelynn Salinas – Instructional Paraprofessional – Central Education Center Effective 04/17/2023

Classified Part Time Facilities and Transportation for Employment

Michael Jaeger – Bus Driver – Districtwide Effective 04/13/2023

Classified Part Time Food and Nutrition for Resignation

Pablo Estrada – Kitchen Assistant – Richfield Middle School

Effective 04/17/2023 Yrs of Service: 1 month

Edith Salazar – Kitchen Assistant – Richfield High School

Effective 04/17/2023 Yrs of Service: 1 month

Meredith Ritch – Kitchen Assistant – Richfield Middle School

Effective 04/17/2023 Yrs of Service: 5 months

Independent School District 280 Richfield, Minnesota

Regular Meeting, May 1, 2023

Subject: Public Relations/Involvement

(Recommended by the superintendent)

Passage upon a fourth 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

PUBLIC RELATIONS/INVOLVEMENT

RICHFIELD PUBLIC SCHOOLS

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 residents 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 publics stakeholders; and that the District will benefit from providing citizens residents with information, good and bad, directly from the system itself.

The <u>Board board</u> of <u>Education education</u> 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 <u>Board board</u>, working through the administration, is committed to:

II. OBJECTIVES OF PUBLIC RELATIONS/INVOLVEMENT PROGRAM

- A. To maintain an effective two-way communication system between the District and its various publics_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;
 - 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

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

- D. To allocate human and financial resources to support a public relations program based on need and the availability of resources.
- E. To maintain a written communication plan, which will be available to employees and to the public upon request.
- F.E. To provide for the periodic review and evaluation of Districtdistrict-wide two-way communication efforts.

III. LIMITATIONS OF PUBLIC RELATIONS/INVOLVEMENT PROGRAM

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

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

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

SURVEYS AND FEEDBACK IN PUBLIC RELATIONS/INVOLVEMENT ٧. **PROGRAM**

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

VI. RESPONSIBILITY FOR IMPLEMENTATION

The overall responsibility for developing and maintaining an effective public relations/Involvement involvement program rests with the Superintendent superintendent. The Superintendent superintendent is directed to

Section 900 Board Policy 926
School Community Relations page 3

1 develop administrative guidelines to carry out the intent of this policy. 2 Responsibility for effective implementation is shared among 3 Superintendentsuperintendent, Board board of Education education, and all 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 REVISED BY THE BOARD OF EDUCATION: ____March 5, 2007, _; October 16, 2017 17 18 REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: ——March 1, 19 2004, October 16, 2017

Section900 School Community Relations

Administrative Guidelines 926.1

page 1

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Independent School District 280 Richfield Public Schools

ADMINISTRATIVE GUIDELINES

PUBLIC RELATIONS

I. BOARD INVOLVEMENT IN PUBLIC RELATIONS

- A. All <u>Beard board</u> meetings are open to the public <u>who is The public is</u> encouraged to attend <u>meetings in person or to view them on the Richfield Public Schools YouTube channel.</u>
- 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.
 - The District will maintain advisory committees so that the thinking of feedback from representative citizens residents and staff can be solicited and used to solve problems, which that affect the future of the school district. District.
 - 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.
 - A summary of the minutes of the regular school board meetings will be published by in the official newspaper as prescribed by law.
 - A summary of advisory committees, including the demographic makeup, will be maintained, published and distributed by the district <u>District</u> on the <u>district <u>District</u> website <u>pertaining to</u> committees/advisories, and reported publically to the board of education on a <u>periodicn</u> as-needed basis.
 </u>
 - Board members are should strive to be available for discussion of school matters with citizens and community groups.
- C. Individual <u>Board-board</u> 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

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2. Serve

- Serve as a Beard board liaison to outside groups and organizations
- Participate in the <u>AdoptRepresent</u>-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.

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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, email, website, social media, events, news releases podcasts, and electronic signboard.

1. All materials will be factual and objective.

 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.

It is expected that applicable laws and rules governing data

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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.

 Members of the administrative staff will make themselves available for discussion of school matters with individuals and community groups.

Administrative Guidelines 926.1 page 3

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:
 - 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
 - 41.9. Social media
 - 12. Electronic Signboard
- C. Every contact between a school 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

Section900 School Community Relations

Administrative Guidelines 926.1

on an as needed basis, determined by administration with consultation

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5 6 from the Board board of Education education.

IV. MEDIA RELATIONS

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

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

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

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

18 19 20

21 Dated: 11-1-99

22 Reviewed:

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

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RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

REPRESENT A SCHOOL PROGRAM

One of the objectives of the <u>Board_board</u> of <u>Education_education</u> is to foster a positive climate by increasing <u>Board_board</u> member visibility in the schools. One way by which this objective can be accomplished is to have each <u>Board_board</u> 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"

- To provide increased opportunities for face-to face contact between individual <u>Board board</u> 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"

- In "representing" a building, each <u>Board board member</u> will try (as <u>his/hertheir</u> schedule permits) to attend late afternoon or evening functions that facilitate exposure to students, staff, and parents. From time to time, a <u>Board board member liaison may also wish to visit during school hours</u>, 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 tThe representation is not intended to alter the respective roles of Board-board members as Districtdistrict-wide policy-makers; principals as building managers and leaders; and the superintendent as the conduit for bringing issues and concerns which have policy, personnel or financial implications to the Board-board for discussion and action.

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C. PRINCIPAL'S ROLE IN FACILITATING THE REPRESENTATION

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43 August 7, 2000 Dated: 44 March 5, 2007 Reviewed: 45 Revised: December 3, 2018

1. The principal can keep the **Board**-board member informed by placing him/herthem 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.

Independent School District 280 Richfield, Minnesota

Regular Meeting, May 1, 2023

Subject: Visitors to School District Buildings and Sites

(Recommended by the superintendent)

Passage upon a third 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 Schoolsschool 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

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

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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 optionsPSEO 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 toadministrative 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:
 - 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 optionsPSEO 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. § 124D.09 (Post-Ssecondary Enrollment Options ProgramAct)

Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)

Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

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Section 900
School Community Relations

ADOPTED RATIFIED BY THE BOARD OF EDUCATION: August 3, 1970

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

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

RICHFIELD PUBLIC SCHOOLS

VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

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

I. VISITOR ACCOMMODATIONS AND LIMITATIONS

- A. Visitors include all people at the school site who are not staff or fully enrolled students.
- B. Visitors are welcome in our schools. For security reasons, all visitors are expected to sign in using each building's defined entry process including obtaining a visitor's pass.
- C. <u>In general, The a</u> visitor's pass, in general is required on school days between 7 a.m. and 4 p.m. The principal at each school shall be responsible for establishing the site-specific hours for issuance of visitor passes.

Passes are not required of:

- 1. Persons voting or aiding in the conduct of any official federal, state, county, city or school district election.
- 2. Persons attending any scheduled athletic, recreational, cultural, or other school event to which the public is invited.
- 3. Salespersons, job applicants, and persons who are making deliveries of materials and supplies previously ordered.
- 4. Visitors to the district administration offices outside of school hours.
- D. The school principal may limit visits as to time or purpose or both. Either_ he/she or the superintendent or school principal 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.

- During a school visit, candidates elected officials may provide information and respond to questions, but may not distribute campaign literature or tell students, staff or others in attendance how to vote.
 Print material furnished by the candidate elected official
- 2. Print material furnished by the candidate elected official must be reviewed and approved for distribution by the building principal prior to distribution, in accordance with expectations and requirements pertaining to content as well as the time, place and manner of distribution, as outlined in Board Policy 980109:, Distribution of Materials on School Premises by Nonschool Persons.

- F. No person shall violate the terms of the visitor's pass, or remain in the school building under any of the following circumstances:

1. He/sheThey has have been denied permission to visit;

2. His/herTheir permission has been revoked.

 3. He/she They has have been directed by the principal or assistant principal to leave the premises.

II. MAINTAINING HEALTH AND SAFETY

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

III. COMMUNICATIONS

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

Cross References:

Board Policy 980 -___ Distribution of Materials on School Premises by Non-School Persons

Dated: 5-21-01

Reviewed:

48 Revised: 2-6-06, 11-6-06, 12-4-17

Section 900 School Community Relations

Administrative Guidelines 953.1 page 3

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

Independent School District 280 Richfield, Minnesota

Regular Meeting, May 1, 2023

Subject: Credit for Learning

(Recommended by the superintendent)

A second read of Policy 620: Credit for Learning & Administrative Guideline 620.1. Suggested changes have been included to adhere to District branding and style guidelines and based on updates to current practices. Additional sections have been added to the policy based on feedback from the District Curriculum Advisory Committee and the Teaching & Learning department.

Attachments:

Policy 620: Credit for Learning - redlined Administrative Guideline 620.1 - redlined MSBA Model Policy 620: Credit for Learning

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RICHFIELD PUBLIC SCHOOLS

CREDIT FOR OUTSIDE 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 (PSEO), in advanced enrichment programs, in out-ofschool experiences such as community organizations, work-based learning, and other educational activities and opportunities by demonstrating mastery of proficiency in 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 Richfield Public Schools will recognize student achievement obtained outside of the school dDistrict.

GENERAL STATEMENT OF POLICY II.

It is the policy of the school district Richfield Public Schools to develop and provide processes and procedures by which students may meet a graduation requirement, whether the school dDistrict offers the content standard in its curriculum or the student accomplishes the work in another learning environment, or online courses and programs. The school dDistrict 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 dDistrict 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 dDistrict 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 dDistrict 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.

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- The district District will determine the transferring student's grade E. placement, awarded grade for completed courses and diploma requirements.
- F. While waiting for records to be transmitted, the admitting school shall determine the student's grade level and place the student accordingly.

IV. **RECOGNITION OF COMPLETED WORK**

- A. The school dDistrict will equate credits completed by students in schools (K-12, post-secondary, state-approved online or other) to completed course credits.
- В. When a student transfers into the school dDistrict with a transcript from a school or school district other than a Minnesota public school district, effort shall be made to ascertain the content of courses, programs, and learning previously achieved to credit the student as fully as possible for previous learning. This may include asking the student or the sending school to verify content of completed courses and programs when that content is not clear from the transcript.
- C. The district may formally consider other learning experiences, including state-approved language assessments for multilingual students, to determine that a transfer-student meets or exceeds a specific academic standard requirement or course credit.
- D. Currently enrolled sStudents must receive prior approval from the school dDistrict, consistent with state law, for any courses to be completed for credit outside the district District. College-based courses that, even if they do not provide college credit, and summer school programs (approved by high schools or colleges) will be considered as part of the credits required for graduation requirements. Credits for such course work shall not be more than two credits per year for a total of eight credits toward graduation. The school dDistrict will determine the awarding of the course credit. The school dDistrict shall not cover expenses related to courses addressed in this section.

٧. POST-SECONDARY ENROLLMENT OPTIONS (PSEO) CREDIT

A student who satisfactorily completes a postsecondary enrollment optionsPSEO course of or program under Minnesota Statutes Section 124D.09, that has been approved as meeting the necessary requirements is not required to complete other requirements corresponding to that specific course of study. A list of the courses or programs meeting the

Board Policy 620 page 3

necessary requirements may be obtained from the Commissioner of the Department of Education.

VI. CREDIT FOR COURSES TAKEN IN MIDDLE SCHOOL

 Any student who satisfactorily completes a high school course shallreceive secondary course credit, and the course shall be counted towards satisfaction of graduation requirements.

B. Any high school credit earned by a middle school student shall not be automatically calculated into the student's GPA and will be initially reported as a "pass" on the student's high school transcript. Students will confer with their high school counselors to determine whether they take the "pass" or letter grade on their official transcript as part of their post-secondary planning.

VII. CREDIT BY ASSESSMENT IN TRADITIONAL SETTINGS

The District will develop and provide processes and procedures by which students in grades 9-12 may meet a graduation requirement for knowledge acquired in another learning environment other than standard course curriculum. Students may earn up to two credits per year or eight credits total through credit by assessment in the traditional high school setting.

- A. A team including building administrator, district administrator and teacher for the course will determine the assessment or set of assessments, and the criteria for awarding credit. The assessment(s) will be aligned to the priority standards of the course. Once an assessment has been established for a course, subsequent applicants will be evaluated using the same assessment and criteria. However, adjustments can be made in order to reflect any changes to the course.
- B. The student will complete all portions of the assessment and submit it for evaluation within one semester. The student must show proficiency or higher on the assessed priority standards in order to receive credit.
- C. The team identified in VII. A. will evaluate the assessment and then consult with the student to inform them of the results of the assessment.
- D. If the student completes the assessment process and demonstrates proficiency or higher on the priority standards, the student's transcript will show the credit earned and a course grade of "passing."

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page 4 **Educational Program** 1 Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students) 2 Minn. Stat. § 120B.021 (Required Academic Standards) 3 4 Minn. Stat. § 120B.11 (School District Process) 5 Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act) 6 Minn. Stat. § 124D.095 (On-Line Learning Option) Minn. Rules Parts 3501.0010-3501.0180 (Rules Relating to Graduation 7 Standards - Mathematics and Reading) 8 Minn. Rules Parts 3501.0200-3501.0290 (Rules Relating to Graduation 9 Standards - Written Composition) 10 11 Minn. Rules Parts 3501.0505-3501.0635 (K-12 Standards) 12 Minn. Rules Parts 3501.0370, Subp. 1(B) (Assessment and Scoring Student 13 Achievement) Minn. Rules Parts 3501.0420 (Implementing Reporting) 14 15 16 17 18 ADOPTED RATIFIED BY THE BOARD OF EDUCATION: November 6, 2007 19 20 REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: July 17, 21 2017 22

REVISED BY THE BOARD OF EDUCATION: August 8, 2017

Section 600

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Board Policy 620

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES CREDIT FOR OUTSIDE 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 RHS² credit is requested and the student has achieved a passing grade.
 - e. Transferred <u>Credits credits</u> 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 he 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.

Section 600
Educational Program

Administrative Guidelines 620.1 page 2

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
 - 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.
 - 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 duel 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 quardian 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, May 1, 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 though 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, May 1, 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.

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

YTD March YTD March YTD March





Revised Budget Summary 2022-23

	REVENUE GENERAL FU	ND						YTD March 31, 2023	YTD March 31, 2022	YTD March 31, 2021
Ī		Actual June 30,	Actual June 30,		Increase or (Decrease)	YTD March 31,	Revised Budget	% of Budget	% of Actuals	% of Actuals

					increase or					
	Actual June 30,	Actual June 30,			(Decrease)	YTD March 31,	Revised Budget	% of Budget	% of Actuals	% of Actuals
REVENUE CATEGORIES	2021	2022	Adopted Budget	Revised Budget	from Adopted	2023	Remaining	Received	Received	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%
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%
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%
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%
TOTALS	68,718,148	73,037,477	73,499,297	75,228,042	1,728,745	52,079,166	23,148,876	69.2%	66.0%	71.4%

	YTD March 31, 2022	YTD March 31, 2021
	28,928,939	28,176,055
Ī	1,590,582	2,724,400
Ī	17,006,447	17,451,264
	691,882	744,158
	48,217,850	49,095,877

EXPENDITURES GEN	NERAL FUND							YTD March 31, 2023	YTD March 31, 2022	YTD March 31, 2021
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	% 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%
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%
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%
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%
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%
OTHER EXPENDITURES	366,580	576,702	577,023	690,543	113,520	156,603	533,940	22.7%	56.5%	39.9%
TOTALS	65,294,224	73,319,567	74,595,187	76,063,785	1,468,598	49,324,434	26,739,351	64.8%	64.7%	64.4%

YTD March 31, 2022	YTD March 31, 2021
24,948,854	23,017,404
9,531,050	8,973,297
6,802,455	4,882,520
2,598,844	2,430,415
3,257,801	2,612,894
325,685	146,333
47,464,689	42,062,862

								31, 2023	31, 2022	31, 2021
					Increase or					
	Actual June 30,	Actual June 30,			(Decrease) from	YTD March 31,	Revised Budget	% of Budget	% of Actuals	% of Actuals
PROGRAM SERIES	2021	2022	Adopted Budget	Revised Budget	Adopted	2023	Remaining	Expended	Expended	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%
DISTRICT ADMINISTRATION	692,037	719,178	758,066	802,233	44,167	537,734	264,499	67.0%	74.9%	91.6%
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%
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%
EXTRA-CURRICULAR ACTIVITES	945,936	1,085,665	1,272,731	1,316,983	44,252	887,507	429,476	67.4%	68.7%	65.2%
VOCATIONAL INSTRUCTION	457,380	785,186	815,988	524,808	(291,180)	339,624	185,184	64.7%	59.4%	57.8%
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%
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%
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%
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%
OTHER FINANCING USES	324,599	366,483	385,400	435,565	50,165	408,446	27,119	93.8%	101.1%	100.0%
TOTALS	65,294,224	73,319,567	74,595,187	76,063,785	1,468,598	49,324,434	26,739,351	64.8%	64.7%	64.4%

YTD March 31, 2022	YTD March 31, 2021
1,392,405	1,316,874
538,664	634,124
2,275,971	2,078,232
16,679,791	16,254,685
745,854	616,815
466,647	264,334
8,016,608	7,407,050
3,932,802	3,424,919
6,382,599	3,981,614
6,662,942	5,759,616
370,406	324,599
47.464.689	42.062.862

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YTD March 31, 2021



ACTIVITY - OTHER FUN	IDS				YTD March 31, 2023	YTD March 31, 2022	
			Increase or				Γ

					Increase or						Г
	Actual June 30,	Actual June 30,			(Decrease) from	YTD March 31,	Revised Budget	% of Budget	% of Actuals	% of Actuals	
REVENUE	2021	2022	Adopted Budget	Revised Budget	Adopted	2023	Remaining	Received	Received	Received	
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%	Ī
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%	
CONSTRUCTION FUND	232,885	56,923	-	2,386,116	2,386,116	2,367,537	18,579	99.2%	94.2%	18.2%	
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%	
CUSTODIAL/SCHOLARSHIPS	9,151	9,632	6,100	25,600	19,500	22,235	3,365	86.9%	80.7%	77.5%	
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%	
INTERNAL SERVICE - DENTAL INS.	513,898	514,120	515,250	515,500	250	329,895	185,605	64.0%	65.7%	64.8%	Ī
OPEB - IRREVOCABLE TRUST	100,761	(100,692)	80,000	100,000	20,000	177,858	(77,858)	177.9%	-142.6%	-25.1%	Ī
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%	Ī

YTD March 31, 2022	YTD March 31, 2021
2,106,770	1,256,962
1,840,985	1,481,437
53,647	42,461
9,450,518	7,589,724
7,776	7,088
4,663,620	4,495,338
337,802	332,761
143,568	(25,248)
2,051,623	2,112,942

								YTD March 31, 2023	YTD March 31, 2022	YTD March 31, 2021
					Increase or					
	Actual June 30,	Actual June 30,			(Decrease) from	YTD March 31,	Revised Budget	% of Budget	% of Actuals	% of Actuals
EXPENDITURES	2021	2022	Adopted Budget	Revised Budget	Adopted	2023	Remaining	Expended	Expended	Expended
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%
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%
CONSTRUCTION FUND	35,442,525	7,816,477	-	347,559	347,559	129,548	218,011	37.3%	83.4%	74.4%
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%
CUSTODIAL/SCHOLARSHIPS	6,098	6,050	6,100	8,000	1,900	7,614	386	95.2%	100.0%	100.0%
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%
INTERNAL SERVICE - DENTAL INS.	491,075	543,124	480,000	480,000	-	334,506	145,494	69.7%	73.0%	76.6%
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	1	100.0%	100.0%	100.0%

_		
ls	YTD March 31, 2022	YTD March 31, 2021
%	1,949,178	1,524,737
%	1,600,344	1,356,388
%	6,522,769	26,370,790
%	9,714,349	7,246,938
%	6,050	6,098
%	7,112,425	5,471,167
%	396,405	376,149
%	-	-
%	2,033,025	2,021,775
	b.	

SUMMARY - ALL FUNDS												
					Increase or							
	Actual June 30,	Actual June 30,			(Decrease) from	YTD March 31,	Revised Budget	% of Budget	% of Actuals	% of Actuals	YTD March 31,	YTD March 31,
SUMMARY	2021	2022	Adopted Budget	Revised Budget	Adopted	2023	Remaining				2022	2021
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)

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R	RICHFIELD PUBLIC SCHOOLS			REVENUE	SUMMARY	- BY MAJOR (CATEGORY	YTD	March 31, 2	023		T SUMMARIZ CATEGORY A CODE	
		G	GENERAL FUND						YTD March 31, 2023	YTD March 31, 2022	YTD March 31, 2021	FORECASTS .	School Bhases
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	% Budget Received	% Actual Received	% Actual Received	YTD March 31, 2022	YTD March 31, 2021
	STATE AID												
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	-	-			-	(=,0:0)	-	0.00%	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	70,232	323,000	0.00%	0.00%	0.00%	505,020	-
	TOTAL STATE AID	45.171.242	46.153.496	45,841,459	48,090,367	2,248,908	29.517.497	18,572,870	61.38%	62.68%	62.38%	28,928,939	28.176.055
		,,	10,200,100	10,012,100	,,	_,_ :,,,,,,,							
	FEDERAL												
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	50.13%	99.91%	60.23%	28,407	23,470
420/400	B-2 IDEA PART C GRANT	35,519	80,057	77,178	77,983	805	39,599	38,384	50.03%	41.39%	8.71%	33.132	3,095
499/400	FED LITERACY GRANT	662,631	793,193	839,951	995,012	155,061	39,599	58,384 681,622	31.50%	41.39% 30.47%	0.00%	241,721	3,095
499/400	MDE B-2 PART C	002,031	/93,193	166,669	995,012	155,061	313,390	081,022	0.00%	0.00%	0.00%	241,721	-
		40.005	42.500	40.407	44.010	4.422	4 427	40.702				0.555	-
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 2,724,400
	TOTAL FEDERAL	4,835,777	8,554,971	8,416,494	7,909,682	(506,812)	3,718,716	4,190,966	47.01%	18.59%	56.34%	1,590,582	

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R	RICHFIELD PUBLIC SCHOOLS			REVENUE	SUMMARY	- BY MAJOR	CATEGORY	VTD	March 31. 2	023		T SUMMARIZ CATEGORY A CODE	
_				KEVENOE	JOHNHART	- DI WAJOK	CATEGORI	110	REVISED *	ACTIVE	DUDCET	I	
		_										FORECAST5	
		G	ENERAL FUND						YTD March 31, 2023	YTD March 31, 2022	YTD March 31, 2021	ANAUTRS	+ School Binases
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	% Budget Received	% Actual Received	% Actual Received	YTD March 31, 2022	YTD March 31, 2021
	LEVY												
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
	TOTAL - LEVY	17,711,183	17,297,937	18,045,678	18,045,678	-	17,750,202	295,476	98.36%	98.31%	98.53%	17,006,447	17,451,264
											1	•	
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	202.477	(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%	-	-
	TOTAL - LOCAL	999,946	1,031,073	1,195,666	1,182,315	(13,351)	1,092,751	89,564	92.42%	67.10%	74.42%	691,882	744,158
		68.718.148	73,037,477	73,499,297	75,228,042	1.728.745	52,079,166	23.148.876	69.23%	66.02%	71.45%	48,217,850	49,095,877

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Richfield Public Schools Budget Overview



Revised Budget Summary 2022-23 Actual Revised Budget Revised Budget Projected Balance Net Increase July 1, 2022 10,954,236 Revenues 55,394,217 Expenditures 54,460,720 June 30, 2023 7,794,554 or Decrease (3,159,682 General Fund - 01 Transfers Unassigned - 422 (4,093,179) 14.94% 10.25% Restricted 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 1.264.675 411.551 453,402 1,089,627 1,041,284 Operating Capital - 424 501,745 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 Subtotal Restricted 3,530,495 15,634,788 17,211,646 1,871,346 3,824,983 294,488 Nonspendable Inventory & Prepaid Expenditures 69,896 69,896 Inventory Subtotal Nonspendable - 460 69.896 69,896 Assigned Funds Assigned - Turf 377,403 20,000 339,425 57,978 (319,425) Assigned - Program Initiatives 905,027 905,027 600 000 Assigned - Enrollment 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 2,221,833 2.889.367 2,508,675 Assigned - Subsequent Yr Budget 1.095.890 1.095.890 Subtotal Assigned - 462 4,784,959 4,199,037 4,391,419 2,221,833 6,814,410 2,029,451 Total General Fund 19.339.586 75.228.042 76.063.785 18.503.843 (835.743) Food Service Fund - 02 Nonspendable Inventory & Prepaid Expenditures 35,176 35,176 Subtotal Nonspendable - 460 35.176 35,176 Restricted - 464 1,134,398 2,918,148 3,501,446 551,100 (583,298) Total Food Service 1,169,574 2,918,148 3,501,446 586,276 (583,298) Community Services - 04 Restricted - 464 (Non-Public, EcScreen, LCTS) 91,816 567,272 567,290 91,798 (18)Restricted / Reserved (88,949)572,278 582,082 (98,753)Community Ed - 431 (9,804)ECFE - 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 Restricted/Reserved - Subtotal 195,918 1,471,404 1,478,661 188,661 (7,257)Unassigned - 463 Total Community Education 287,734 280,459 (7,275) 2,038,676 2,045,951 Construction - 06 Restricted/Reserved LTFM (2018B) - 467 7,720 7,720 Restricted/Reserved - Subtotal 7,720 7,720 Restricted (2018A) - 464 961,362 2,378,396 339,839 2,999,919 2,038,557 Total Construction Fund 2,038,557 961,362 2,386,116 347,559 2,999,919 Restricted - 464 1,520,695 7,319,786 7,248,908 1,591,573 70,878 Total Debt Service Fund 1,520,695 7,319,786 7,248,908 1,591,573 70,878 Custodial Fund - 18 17,600 27,588 25,600 8,000 45,188 Internal Service - 20 Health 3,464,479 7,845,750 8,128,605 3,181,624 (282,855) Internal Service - 21 Dental 515,500 480,000 119,742 35,500 84,242 OPEB Irrevocable Trust - 45 (535,000) 7,582,960 100,000 635,000 7,047,960 OPEB Debt Service - 47 354,963 2,079,000 2,027,475 406,488 51,525 34,793,183 100,456,618 100,486,729 34,763,072 (30,111) Total All Funds:

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Enriching and accelerating learning



Revised FY23 Budget

Craig Holje

Chief Human Resources and Administrative Officer

Richfield Board of Education – May 1, 2023

Agenda



- FY23 (Current Year) Update
 - March 31, 2023 Year-to-date
- FY23 (Current Year) Revised Budget
 - Changes
 - Fund Balance Projections
 - COVID Funds
 - Summary of Changes
 - Future Planning

Current Year – FY23 Budget Update



## ## ## ## ## ## ## ## ## ## ## ## ##		REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES RICHFIELD March 31, 2023											
## ## ## ## ## ## ## ## ## ## ## ## ##					Projecte Znd Of						Current YTD vs.		
## REPORTEY TYRES ## A 1,551,777 ## 1,551,970 ## A	REVENUE CATEGORIES	June 30, 2021	June 30, 2022	Adopted Budget	/ear	Received YTD	Budget Remaining	Received	Received	Received	PYTD	March 31, 2022	March 31, 2021
PROPERTY TAKES 17,711,581 17,296,001 18,046,792 34,642,212 17,750,201 295,477 98,30% 98,31% 98,33% 745,680 17,004,521 17,461,202 231,750,201 201,001,001,001,001,001,001,001,001,001,	STATE	45,171,242	46,153,496	45,841,459	48,752,589	29,517,499	16,323,960	64.39%	62.68%	62.38%	588,559	28,928,939	28,176,054
SOCIAL SET, INTERCOVERN S. DUDGENENTS 346,118 43,504 85,000 67,991 25,522 59,478 30,03% 72,91% 72,77% (6,198 31,720 251,736 251,	FEDERAL	4,835,777	8,551,970	8,415,494	7,418,716	3,718,716	4,696,778	44.19%	15.98%	56.34%	2,352,537	1,366,179	2,724,399
SALE DISNOS & LIOMS 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	PROPERTY TAXES	17,711,183	17,296,011	18,045,678	18,042,212	17,750,201	295,477	98.36%	98.31%	98.53%	745,680	17,004,521	17,451,264
COMING TRANSFERS FROM OTH FUNDS	LOCAL SALES, INS RECOVERY & JUDGEMENTS	346,118	43,504	85,000	67,991	25,522	59,478	30.03%	72.91%	72.75%	(6,198)	31,720	251,790
COMMINISTRATON CONTINUES PROGRAM SERIES South State South Stat	SALE OF BONDS & LOANS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
Committee Comm	INCOMING TRANSFERS FROM OTH FUNDS	0	0	Ō	0	0	0	0.00%	0.00%	0.00%	0	0	0
Committee Comm		653.828	992 495	1.111.666	1.067.224	1.067.224	44 442				180.743	886 481	492,365
March 31, 2023 March 31, 2021 March 31, 2021 March 31, 2021 March 31, 2022 March 31, 2023 Marc													49.095,873
EXPENDITURES QUIECT SERIES		50,7 20,240	,5,05,,477	13,733,631	13,340,132	32,013,102	22/120/233	7 0.00 / 0	50.5E/6	12/70/6	5,002,321	40,227,040	43,033,013
DOTESTITUTES DATE SOLUTION Date SOLUTION Date Solution Expended Expend					•			March 31, 2023	March 31, 2022	March 31, 2021			
DOTESTITUTES DATE SOLUTION Date SOLUTION Date Solution Expended Expend					Project d End Of	Α		% of Budget	% of Actuals	% of Actuals	Current YTD vs.		
SALARIES & WAGES 37,395,344 40,284,587 42,310,423 42,314,897 65,378,784 16,531,639 61,47% 61,93% 61,55% 1,295,972 29,401,123 14,930,345 14,930,345 14,930,345 14,930,345 14,930,345 14,930,345 14,930,345 14,930,345 10,939,670 65,970,059 2,220,367 75,85% 59,80% 62,26% 170,005 6,802,548 482,53 482	EXPENDITURES (OBJECT SERIES)	June 30, 2021	June 30, 2022	Adopted Budget	Year	Expend a YTD	Budget Remaining	Expended	Expended	Expended	PYTD	March 31, 2022	March 31, 2021
EMPLOYEE BENEFITS 13,311,059 14,074,129 14,930,345 14,950,122 9,740,631 5,189,714 65,24% 67,72% 67,41% 209,612 9,531,019 8,973,519 1,975,129 1,970,059 1,9	SALARIES & WAGES	37,395,344	40.284.587	42.910.423	42.134.897	26,378,784	16.531.639	61.47%	61.93%	61.55%	1,429,957	24.948.827	23,017,404
PulcitASED SERVICES 7,829,673 11,375,887 9,193,426 10,899,670 6,973,059 2,220,367 75,85% 59,80% 62,39% 170,005 6,02,45% 4,882,5 10,099,670 6,973,059 2,220,367 75,85% 59,80% 62,39% 74,46% 119,641 2,598,835 2,430,4 2,500,485 2,430,4 2,500,485 2,430,4 2		,,				and an editor.	,,			0210074			8,973,297
SUPPLIES 3,264,242 3,555,548 3,450,724 3,656,980 2,779,195 871,529 74,74% 73,09% 74,46% 125,641 2,598,835 2,430,455 2,500,477 2,577% 2,500,477 2,577% 2,500,477 2,577% 2,500,477 2,577% 2,500,477 2,577% 2,500,477 2,577% 2,500,477 2,577% 2,500,477 2,577% 2,500,477 2,577% 2,500,477 2,577% 2,500,477 2,577% 2,500,477 2,577% 2,500,477 2,577% 2,500,477 2,577% 2,500,477 2,577% 2,500,477% 2		,,						0012110	0.11.00				4,882,520
EQUIPMENT 3,127,326 3,452,503 3,533,245 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		.,,			,,	-yer eyees		1010010					2,430,415
DEBT SERVICE 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0													2,612,894
DTHER EXPENDITURES 366,580 576,702 577,023 574,734 156,601 420,422 27,14% 56,47% 39,92% 169,086 325,687 146,300 146,30				0,555,210			,		- 110-010		225,552		0
OTHER FINANCING USES O O O O O O O O O O O O O O O O O O O				577.023							(169.086)		146,333
TOTALS 65,294,224 73,319,567 74,595,187 75,725,061 49,311,099 25,284,088 66.10% 64.74% 64.42% 1,846,479 47,464,620 42,062,8 March 31, 2023		300,380	370,702	377,023							(105,000)		140,333
EXPENDITURES (PROGRAM SERIES) June 30, 2021 June 30, 2022 Adopted Budget Year Expended YTD Budget Remaining Expended E		65 294 224	73 319 567	74 595 187							1.846.479		42.062.862
EXPENDITURES (PROGRAM SERIES) June 30, 2021 June 30, 2022 Adopted Budget Year Expended YTD Budget Remaining Expended			70,020,007	7-4,000,207	.,,.,,	10,000,000	23,20-7,300	March 31, 2023	March 31, 2022	March 31, 2021		47,70	
SITE ADMINISTRATION 1,782,559 1,855,478 2,081,611 1,940,288 1,408,600 673,011 67.67% 75.04% 73.88% 16,198 1,392,401 1,316,8 DISTRICT ADMINISTRATION 2,143,369 1,865,832 2,037,190 1,758,929 1,480,629 556,561 72.68% 74.36% 74.20% 93,146 1,387,482 1,590,2 SUPPORT SERVICES 2,393,196 2,633,934 2,809,288 3,218,643 2,478,874 330,414 88.24% 86.41% 86.84% 202,940 2,275,969 2,078,2 ERGULAR INSTRUCTION 27,799,860 29,101,959 30,822,553 29,985,138 18,142,121 12,680,432 58.86% 57.31% 58.47% 1,462,352 16,679,769 16,254,6 EXTRA-CURRICULAR ACTIVITES 845,030 983,301 999,373 1,177,073 810,347 189,026 81.09% 69.49% 67.92% 127,086 683,261 573,9 VOCATIONAL INSTRUCTION 457,380 785,186 815,988 537,290 339,623 476,365 41.62% 59.43% 57.79% (127,022) 466,645 264,3 SPECIAL EDUCATION 11,761,573 12,646,379 13,949,234 23,582,839 8,523,205 5,426,029 61.10% 63.39% 62.98% 506,617 8,016,588 7,407,0 COMMUNITY SERVICES 0 0 0 0 0 0 0.00%	SUPERIOR (DE GENERAL CENTES)					5 d. d							
DISTRICT ADMINISTRATION 2,143,369 1,865,832 2,037,190 1,758,929 1,480,629 556,561 72.68% 74.36% 74.20% 93,146 1,387,482 1,590,2 SUPPORT SERVICES 2,393,196 2,633,934 2,809,288 3,218,643 2,478,874 330,414 88.24% 86.41% 86.64% 202,904 2,275,969 2,078,2 REGULAR INSTRUCTION 27,799,860 29,101,959 30,822,553 29,985,138 18,142,121 12,680,432 58.86% 57.31% 58.47% 1,462,352 16,679,769 16,254,6 VOCATIONAL INSTRUCTION 457,380 785,186 815,988 537,290 339,623 476,365 41.62% 59,43% 57.79% (127,022) 466,645 264,3 SPECIAL EDUCATION 11,761,573 12,646,379 13,949,234 23,582,839 8,523,205 5,426,029 61.10% 63.39% 62.98% 506,617 8,016,588 7,407,0 COMMUNITY SERVICES 0 0 0 0 0.00% 0													
SUPPORT SERVICES 2,393,196 2,633,934 2,809,288 3,218,643 2,478,874 330,414 88.24% 86.41% 86.84% 202,904 2,275,969 2,078,2 REGULAR INSTRUCTION 27,799,860 29,101,959 30,822,553 29,985,138 18,142,121 12,680,432 58.86% 57.31% 58.47% 1,462,382 16,679,769 16,254,6 EXTRA-CURRICULAR ACTIVITES 845,030 983,301 999,373 1,77,073 810,347 189,026 81.09% 69.49% 67.92% 127,026 463,261 573,5 VOCATIONAL INSTRUCTION 457,380 785,186 815,988 537,290 339,623 476,365 41,62% 59.43% 57.79% 127,022 466,645 264,3 SPECIAL EDUCATION 11,761,573 12,646,379 13,949,234 3,582,839 8,523,205 5,426,029 61.10% 63.39% 62.98% 506,617 8,016,588 7,407,0 COMMUNITY SERVICES 0 0 0 0 0 0.00% 0.00% 0.00% 0.0			-,,			-,,							
REGULAR INSTRUCTION 27,799,860 29,101,959 30,822,553 29,985,138 18,142,121 12,680,432 58.86% 57.31% 58.47% 1,462,352 16,679,769 16,254,6 27,400 16,20													
EXTRA-CURRICULAR ACTIVITES 845,030 983,301 999,373 1,177,073 810,347 189,026 81.09% 69.49% 67.92% 127,086 683,261 573,90 VOCATIONAL INSTRUCTION 457,380 785,186 815,988 537,290 339,623 476,365 41.62% 59.43% 57.79% (127,022) 466,645 264,30 SPECIAL EDUCATION 11,761,573 12,646,379 13,949,234 23,582,839 8,523,205 5,426,029 61.10% 63.39% 62.98% 506,617 8,016,588 7,407,01 COMMUNITY SERVICES 0 0 0 0 0 0 0.00% 0.0		-,,	-,,							0010110		.,,	
VOCATIONAL INSTRUCTION 457,380 785,186 815,988 537,290 339,623 476,365 41.62% 59.43% 57.79% (127,022) 466,645 264,3 SPECIAL EDUCATION 11,761,573 12,646,379 13,949,234 3,582,839 8,523,205 5,426,029 61.10% 63.39% 62.98% 506,617 8,016,588 7,407,01 COMMUNITY SERVICES 0 0 0 0 0.00%		,,			,,						-,,		16,254,685
SPECIAL EDUCATION 11,761,573 12,646,379 13,949,234 3,582,839 8,523,205 5,426,029 61.10% 63.39% 62.98% 506,617 8,016,588 7,407,07 COMMUNITY SERVICES 0 0 0 0 0.00% 0.00% 0.00% 0			,	,					0011010				573,969
COMMUNITY SERVICES 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0			,	The state of the s		,						,	264,334
INSTRUCTIONAL SUPPORT 4,551,070 5,360,857 4,984,232 5,262,573 3,883,966 1,100,266 77.93% 73.36% 75.26% (48,831) 3,932,797 3,424,990 10,201,001,001,001,001,001,001,001,001,0				13,949,234							506,617		7,407,050
PUPIL SUPPORT SERVICES 6,736,524 10,205,505 8,350,275 10,311,866 6,547,983 1,802,292 78.42% 62.54% 59.10% 165,395 6,382,588 3,981,6	COMMUNITY SERVICES	0	•	0		0			0.00%	0.00%	0		0
the state of the s				4,984,232		3,883,966							3,424,919
6499.064 7.514.652 7.360.043 7.542.373 5.287.307 2.072.736 71.94% 78.20% 74.57% (500.40%) 5.276.712 4.946.73	PUPIL SUPPORT SERVICES	6,736,524	10,205,505	8,350,275	10,311,866	6,547,983	1,802,292	78.42%	62.54%	59.10%	165,395	6,382,588	3,981,614
אור אור באינוער אור אור אור אור אור אור אור אור אור או	FACILITIES	6,499,064	7,514,652	7,360,043	7,542,373	5,287,307	2,072,736	71.84%	78.20%	74.57%	(589,405)	5,876,712	4,846,288
OTHER FINANCING USES 324,599 366,483 385,400 408,049 408,446 (23,046) 105.98% 101.07% 100.00% 38,039 370,406 324,5	OTHER FINANCING USES	324,599	366,483	385,400	408,049	408,446	(23,046)	105.98%	101.07%	100.00%	38,039	370,406	324,599
TOTALS 65,294,224 73,319,567 74,595,187 75,725,061 49,311,099 25,284,088 66.10% 64.74% 64.42% 1,846,479 47,464,620 42,062,8	TOTALS	65,294,224	73,319,567	74,595,187	75,725,061	49,311,099	25,284,088	66.10%	64.74%	64.42%	1,846,479	47,464,620	42,062,862

Current Year – FY23 Budget Update



	RE	VENUE & E	XPENDITU	RE SUMMA	RY BY SOU	RCE, OBJEC	T SERIES &	PROGRAM	SERIES			
				RIC	HFIELD Marc	h 31, 2023						
ACTIVITY - OTHER FUNDS							March 31, 2023	March 31, 2022	March 31, 2021			
				Projected End Of			% of Budget	% of Actuals	% of Actuals	Current YTD vs.		
REVENUE	June 30, 2021	June 30, 2022	Adopted Budget	Year		Budget Remaining	Received	Received	Received	PYTD	March 31, 2022	March 31, 2021
FOOD SERVICE	2,613,215	3,695,253	2,899,391	2,937,323	1,837,440	1,061,951	63.37%	57.01%	48.10%	(269,328)	2,106,769	1,256,962
COMMUNITY EDUCATION	1,892,291	2,075,910	2,025,109	2,166,327	1,819,813	205,296	89.86%	88.68%	78.29%	(21,170)	1,840,984	1,481,436
CONSTRUCTION	232,885	56,923	0	2,444,452	2,367,538	(2,367,538)	0.00%	94.25%	18.23%	2,313,890	53,647	42,461
DEBT SERVICE	7,641,299	9,531,432	7,316,786	7,635,247	7,209,799	106,987	98.54%	99.15%	99.33%	(2,240,719)	9,450,519	7,589,723
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
CUSTODIAL	9,151	9,632	6,100	34,247	22,236	(16,136)	364.52%	80.73%	77.45%	14,460	7,776	7,087
INTERNAL SERVICE	7,521,053	7,663,631	8,346,000	8,120,233	5,211,022	3,134,978	62.44%	65.26%	64.19%	209,601	5,001,421	4,828,099
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	100,761	(100,692)	80,000	243,536	177,858	(97,858)	222.32%	-142.58%	-25.06%	34,290	143,568	(25,248)
OPEB DEBT SERVICE	2,129,110	2,074,785	2,079,000	2,290,563	2,049,052	29,948	98.56%	98.88%	99.24%	(2,572)	2,051,624	2,112,943
TOTALS	22,139,765	25,006,874	22,752,386	25,871,927	20,694,758	2,057,628	90.96%	82.60%	78.11%	38,451	20,656,307	17,293,463
						i	March 31, 2023	March 31, 2022	March 31, 2021			,
				Project ad End Of			% of Budget	% of Actuals	% of Actuals	Current YTD vs.		
EXPENDITURES	June 30, 2021	June 30, 2022	Adopted Budget	Year	Expended YTD	Budget Remaining	Expended	Expended	Expended	PYTD	March 31, 2022	March 31, 2021
FOOD SERVICE	2,329,661	3,046,741	2,831,586	3,522,293	2,388,089	443,497	84.34%	63.98%	65.45%	438,914	1,949,175	1,524,737
COMMUNITY EDUCATION	2,026,134	2,254,992	1,947,714	2,030,394	1,434,430	513,284	73.65%	70.97%	66.94%	(165,910)	1,600,339	1,356,388
CONSTRUCTION	35,442,525	7,816,477	0	268,633	129,547	(129,547)	0.00%	83.45%	74.40%	(6,393,220)	6,522,767	26,370,790
DEBT SERVICE	7,246,938	9,714,349	7,256,038	6,828,037	7,254,908	1,130	99.98%	100.00%	100.00%	(2,459,440)	9,714,349	7,246,938
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
CUSTODIAL	6,098	6,050	6.100	11,832	7,614	(1,514)	124.82%	100.00%	100,00%	1,564	6,050	6,098
INTERNAL SERVICE	7,805,471	9,798,093	8,608,605	7,813,959	5,753,712	2,854,893	66.84%	76.64%	74.91%	(1,755,117)	7,508,829	5,847,316
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	697,086	606,214	735.000	635,000	0	735,000	0.00%	0.00%	0.00%	0	0	0
OPEB DEBT SERVICE	2,021,775	2,033,025	2,027,600	2,027,475	2,027,475	125	99,99%	100.00%	100.00%	(5,550)	2,033,025	2,021,775
TOTALS	57,575,688	35,275,941	23,412,643	23,137,622	18,995,774	4,416,869	81.13%	83.16%	77.07%	(10,338,760)	29,334,534	44,374,042
	,,			,,		, ,				1-77		
SUMMARY - ALL FUNDS						1	March 31, 2023	March 31, 2022	March 31, 2021			
				Project Ad End Of			% of Budget	% of Actuals	% of Actuals	Current YTD vs.		
SUMMARY	June 30, 2021	June 30, 2022	Adopted Budget	Year	YTD	Budget Remaining	Expended	Expended	Expended	PYTD	March 31, 2022	March 31, 2021
REVENUE	90,857,913	98,044,351	96.251.683	No. of the last of	72,773,920	23,477,763	75.61%	70.25%	73.07%	3,899,772	68,874,148	66,389,336
EXPENDITURES	122,869,913	108,595,507	98,007,830	98,862,683	68,306,873	29,700,957	69.70%	70.72%	70.35%	(8,492,281)	76,799,154	86,436,904
SPENDING VARIANCE	(32,012,000)	(10,551,157)	(1.756.147)	2,357,977	4,467,047	N/A	N/A	N/A	N/A	12,392,053	(7,925,006)	(20,047,567)
FERDING TANAPICE	(32,012,000)	(10,331,137)	(1,730,147)	2,317,311	4,407,047	N/A	N/A	N/A	H/A	12,392,033	(7,525,000)	(20,047,307)

Current Year - FY23 Budget Implications



- Revenue Adjustments
 - State/Federal
- Salary/Benefit Changes
- Contracted Special Ed & Special Transportation
- Nutrition Services food costs
- Construction Fund Bond issuance

FY23 Revised Budget – General Fund Revenue





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

Revised Bu	ıdget Summa	ry 2022-23					
REVENUE GENERAL FUND							
					Increase or		
	Actual June 30,	Actual June 30,			(Decrease)	YTD March 31,	Revised Budget
REVENUE CATEGORIES	2021	2022	Adopted Budget	Revised Budget	from Adopted	2023	Remaining
STATE	45,171,242	46,153,496	45,841,459	48,090,367	2,248,908	29,517,497	18,572,870
FEDERAL	4,835,777	8,554,971	8,416,494	7,909,682	(506,812)	3,718,716	4,190,966
PROPERTY TAXES	17,711,183	17,297,937	18,045,678	18,045,678	-	17,750,202	295,476
LOCAL (FEES, INTEREST, ETC.)	999,946	1,031,073	1,195,666	1,182,315	(13,351)	1,092,751	89,564
TOTALS	68,718,148	73,037,477	73,499,297	75,228,042	1,728,745	52,079,166	23,148,876

FY23 Revised Budget – General Fund Expenditures RICHFIELD





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

Revised Budget Summary 2022-23

EXPENDITURES GENERAL FUND

EXI ENDITORES GENERA	AL I OND						
					Increase or		
	Actual June 30,	Actual June 30,			(Decrease) from	YTD March 31,	Revised Budget
OBJECT SERIES	2021	2022	Adopted Budget	Revised Budget	Adopted	2023	Remaining
SALARIES & WAGES	37,395,344	40,284,587	42,910,423	42,826,066	(84,357)	26,378,794	16,447,272
EMPLOYEE BENEFITS	13,311,059	14,074,329	14,930,345	14,487,809	(442,536)	9,740,683	4,747,126
PURCHASED SERVICES	7,829,673	11,283,786	9,193,426	10,793,314	1,599,888	6,973,061	3,820,253
SUPPLIES	3,264,242	3,647,659	3,450,724	3,783,316	332,592	2,592,463	1,190,853
EQUIPMENT	3,127,326	3,452,503	3,533,246	3,482,737	(50,509)	3,482,830	(93)
OTHER EXPENDITURES	366,580	576,702	577,023	690,543	113,520	156,603	533,940
TOTALS	65,294,224	73,319,567	74,595,187	76,063,785	1,468,598	49,324,434	26,739,351

FY23 Revised Budget – General Fund Expenditures RICHFIELD





Revised Bu	ıdget Summa	ry 2022-23					
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
SITE ADMINISTRATION	1,782,559	1,855,478	2,081,611	1,939,788	(141,823)	1,404,478	535,310
DISTRICT ADMINISTRATION	692,037	719,178	758,066	802,233	44,167	537,734	264,499
SUPPORT SERVICES	2,393,196	2,633,934	2,809,288	2,990,913	181,625	2,485,984	504,929
REGULAR INSTRUCTION	27,799,860	29,101,959	30,822,553	30,542,197	(280,356)	18,143,344	12,398,853
EXTRA-CURRICULAR ACTIVITES	945,936	1,085,665	1,272,731	1,316,983	44,252	887,507	429,476
VOCATIONAL INSTRUCTION	457,380	785,186	815,988	524,808	(291,180)	339,624	185,184
SPECIAL EDUCATION	11,761,573	12,646,379	13,949,234	13,956,029	6,795	8,518,279	5,437,750
INSTRUCTIONAL SUPPORT	4,551,070	5,360,857	4,984,232	5,178,577	194,345	3,883,968	1,294,609
PUPIL SUPPORT SERVICES	6,736,524	10,205,505	8,332,362	10,077,537	1,745,175	6,553,089	3,524,448
FACILITIES	7,849,490	8,558,942	8,383,722	8,299,155	(84,567)	6,161,981	2,137,174
OTHER FINANCING USES	324,599	366,483	385,400	435,565	50,165	408,446	27,119
TOTALS	65,294,224	73,319,567	74,595,187	76,063,785	1,468,598	49,324,434	26,739,351

FY23 Revised Budget – Other Funds





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

Revised	Budget Summary	2022-23
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ACTIVITY - OTHER FUNDS

					Increase or		
	Actual June 30,	Actual June 30,			(Decrease) from	YTD March 31,	Revised Budget
REVENUE	2021	2022	Adopted Budget	Revised Budget	Adopted	2023	Remaining
FOOD SERVICE	2,613,215	3,695,253	2,899,391	2,918,148	18,757	1,837,441	1,080,707
COMMUNITY EDUCATION	1,892,291	2,075,910	2,025,109	2,038,676	13,567	1,819,816	218,860
CONSTRUCTION FUND	232,885	56,923	-	2,386,116	2,386,116	2,367,537	18,579
DEBT SERVICE	7,641,299	9,531,432	7,316,786	7,319,786	3,000	7,209,799	109,987
CUSTODIAL/SCHOLARSHIPS	9,151	9,632	6,100	25,600	19,500	22,235	3,365
INTERNAL SERVICE - HEALTH INS.	7,007,155	7,149,511	7,830,750	7,845,750	15,000	4,881,127	2,964,623
INTERNAL SERVICE - DENTAL INS.	513,898	514,120	515,250	515,500	250	329,895	185,605
OPEB - IRREVOCABLE TRUST	100,761	(100,692)	80,000	100,000	20,000	177,858	(77,858)
OPEB DEBT SERVICE	2,129,110	2,074,785	2,079,000	2,079,000	-	2,049,052	29,948

					Increase or		_
	Actual June 30,	Actual June 30,			(Decrease) from	YTD March 31,	Revised Budget
EXPENDITURES	2021	2022	Adopted Budget	Revised Budget	Adopted	2023	Remaining
FOOD SERVICE	2,329,661	3,046,741	2,831,586	3,501,446	669,860	2,388,317	1,113,129
COMMUNITY EDUCATION	2,026,134	2,254,992	1,947,714	2,045,951	98,237	1,434,511	611,440
CONSTRUCTION FUND	35,442,525	7,816,477	•	347,559	347,559	129,548	218,011
DEBT SERVICE	7,246,938	9,714,349	7,256,038	7,248,908	(7,130)	7,254,908	(6,000)
CUSTODIAL/SCHOLARSHIPS	6,098	6,050	6,100	8,000	1,900	7,614	386
INTERNAL SERVICE - HEALTH INS.	7,314,396	9,254,969	8,128,605	8,128,605	•	5,419,206	2,709,399
INTERNAL SERVICE - DENTAL INS.	491,075	543,124	480,000	480,000	•	334,506	145,494
OPEB - IRREVOCABLE TRUST	697,086	606,214	735,000	635,000	(100,000)		635,000
OPEB DEBT SERVICE	2,021,775	2,033,025	2,027,600	2,027,475	(125)	2,027,475	-

FY23 Revised Budget – All Funds Summary





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

Revised Budget Summary 2022-23							
SUMMARY - ALL FUNDS							
SUMMARY	Actual June 30, 2021	Actual June 30, 2022	Adopted Budget	Revised Budget	Increase or (Decrease) from Adopted	YTD March 31,	Revised Budget Remaining
REVENUE	90,857,913	98,044,351	96,251,683	100,456,618	4,204,935	/12,773,926	27,682,692
EXPENDITURES	122,869,913	108,595,507	98,007,830	100,486,729	2,478,899	68,320,519	32,166,210
SPENDING VARIANCE	(32,012,000)	(10,551,157)	(1,756,147)	(30,111)	1,726,036	4,453,407	(4,483,518)

FY 23 Proposed Budget – General Fund Balances



RICHFIEI PUBLIC SCHOOLS	D	Budget (blic Schools Overview Proposed 2022-23		FORECASTS +		
Canaval Fund 04	Projected Balance		Proposed Budget	T	Projected Balance	Net Increase	
General Fund • 01 Unassigned - 422	June 30, 2022 9,788,603	53,026,191	52,902,696	(2,394,040)	June 30, 2023 7,518,058	or Decrease (2,270,545	
	13.68%	,,	,,	(=,===,==,	10.08%	(=,=,=,=,=	
Restricted Staff Development - 403	-	606,994	606,994	_	-	_	
Long-Term Fac Maint - 467	795,044	1,751,641	1,732,992	_	813,693	18,649	
Capital Projects Tech Levy - 407	918,935	3,956,534	3,602,070	-	1,273,399	354,464	
Operating Capital - 424	464,485	997,656	1,031,284	_	430,857	(33,628	
Student Activities - 401	70,791	50,000	52,040		68,751	(2,040	
Scholarships - 402	416,803	30,500	30,500		416,803	-	
Learning & Development - 428	-	872,269	872,269	-	-	-	
Area Learning Center - 434	512,420	736,848	600,000		649,268	136,848	
Gifted & Talented - 438	-	57,504	344,392	286,888	-	-	
Basic Skills - 441	-	5,008,112	5,609,136	601,024	-	-	
Career & Technical - 445	-	139,742	460,824	321,082	-	-	
Achievement & Integration - 448	_	1,084,506	1,084,506	_	(0)	(1	
Basic Skills Extended Time - 459	271,290	-	91,949		179,341	(91,949	
Safe Schools - 449	_	160,076	219,179	59,103	_	_	
Medical Assistance - 472	17,195	275,000	292,195		-	(17,19	
Subtotal Restricted	3,466,963	15,727,382	16,630,330	1,268,097	3,832,112	365,149	
Vonspendable							
Inventory & Prepaid Expenditures	50,000	-	-		50,000	-	
Subtotal Nonspendable - 460	50,000	-		-	50,000	-	
Assigned Funds							
Assigned - Turf	377,963	20,000	336,437	-	61,526	(316,437	
Assigned - Program Initiatives	905,027			-	905,027	-	
Assigned - Enrollment	600,000			-	600,000	-	
Assigned - Future Retirement	638,422			-	638,422	-	
Assigned - Carryover	424,347		-	-	424,347	-	
Assigned - 3rd Party Sped	335,054			-	335,054	-	
Assigned - COVID	2,271,740	4,725,724	4,725,724	2,221,833	4,493,573	2,221,833	
Assigned - Subsequent Yr Budget	1,095,890		-	(1,095,890)	-	(1,095,890	
Subtotal Assigned - 462	6,648,443	4,745,724	5,062,161	1,125,943	7,457,949	809,506	
Total General Fund	19,954,010	73,499,297	74,595,187	-	18,858,119	(1,095,890	

FY 23 Revised Budget – General Fund Balances



	_ F	Richfield Pub	olic Schools		FORECASTS +	
RICHFIELI PUBLIC SCHOOLS		Budget C Revised Budget S			_	FIELD
	Actual	Revised Budget	Revised Budget		Projected Balance	Net Increase
General Fund - 01	July 1, 2022	Revenues	Expenditures	Transfers	June 30, 2023	or Decrease
Unassigned - 422	10,954,236	55,394,217	54,460,720	(4,093,179)	7,794,554 10.25%	(3,159,682)
Restricted	14.3470				10.25%	
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	-	(00,000)
Medical Assistance - 472	75,469	200,000	261,166	200,070	14,303	(61,166)
Subtotal Restricted	3,530,495	15,634,788	17,211,646	1,871,346	3,824,983	294,488
Nonspendable						
Inventory & Prepaid Expenditures	69,896	_	_	_	69,896	-
Inventory	-	-	-	-	-	-
Subtotal Nonspendable - 460	69,896				69,896	-
Assigned Funds						
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	,0	,	_	335,054	(121,130)
Assigned - COVID	380,692	4,143,737	3,856,895	2,221,833	2,889,367	2,508,675
Assigned - Subsequent Yr Budget	1,095,890	-,140,131	-		1,095,890	- 2,000,013
Subtotal Assigned - 462	4,784,959	4,199,037	4,391,419	2,221,833	6,814,410	2,029,451
Total General Fund	19,339,586	75,228,042	76,063,785		18,503,843	(835,743)

FY23 Revised Budget – Other Fund Balances



RICHFIELD PUBLIC SCHOOLS	•	chfield Pub Budget O evised Budget Si		RICHFIELD PUBLIC SCHOOLS		
Food Service Fund - 02						
Nonspendable						
Inventory & Prepaid Expenditures	35,176				35,176	-
Subtotal Nonspendable - 460	35,176				35,176	-
Restricted - 464	1,134,398	2,918,148	3,501,446		551,100	(583,298)
Total Food Service	1,169,574	2,918,148	3,501,446		586,276	(583,298)
Community Services - 04						
Restricted - 464 (Non-Public, EcScreen, LCTS)	91,816	567,272	567,290	-	91,798	(18)
Restricted / Reserved Community Ed - 431	(88,949)	572,278	582,082	-	(98,753)	(9,804)
ECFE - 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
Restricted/Reserved - Subtotal	195,918	1,471,404	1,478,661		188,661	(7,257)
Unassigned - 463					-	-
Total Community Education	287,734	2,038,676	2,045,951		280,459	(7,275)
Construction - 06						
Restricted/Reserved						
LTFM (2018B) - 467		7,720	7,720		-	-
Restricted/Reserved - Subtotal		7,720	7,720			-
Restricted (2018A) - 464	961,362	2,378,396	339,839		2,999,919	2,038,557
Total Construction Fund	961,362	2,386,116	347,559		2,999,919	2,038,557
Restricted - 464	1,520,695	7,319,786	7,248,908		1,591,573	70,878
Total Debt Service Fund	1,520,695	7,319,786	7,248,908		1,591,573	70,878
Custodial Fund - 18	27,588	25,600	8,000		45,188	17,600
Internal Service - 20 Health	3,464,479	7,845,750	8,128,605		3,181,624	(282,855)
Internal Service - 21 Dental	84,242	515,500	480,000		119,742	35,500
OPEB Irrevocable Trust - 45	7,582,960	100,000	635,000		7,047,960	(535,000)
OPEB Debt Service - 47	354,963	2,079,000	2,027,475	-	406,488	51,525
Total All Funds:	34,793,183	100,456,618	100,486,729		34,763,072	(30,111)

FY23 Revised Budget – COVID Funds



- FY23 Budget \$4,143,737 in Revenue
 - Maintain or Reduce Class Sizes (20 teachers) \$1,960,000
 - Connect & Assess Days \$185,000
 - Premier Reserve Substitutes \$459,000
 - Summer and After School Programming \$225,000
 - COVID Testing \$100,000
 - Director of Extended Learning \$164,000
 - Interventionists and Student Engagement Specialists \$772,000
 - Miscellaneous additional hours for staff, instructional supplies and technology

FY23 Revised Budget – Summary



- Revenue Increase of \$1,728,745
 - Increase in Special Education transportation
 - Reduction in Federal Programs COVID
- Expenditures Increase of \$1,468,598
 - Adjustments for actual salary and benefits
 - Adjustments for contracted transportation
 - Adjustments for carryover of donated funds
- Fund Balance
 - Net impact of Total General Fund fund balance is an increase of \$260,147 compared to original budget
 - Overall General Fund fund balance decrease of \$835,743
 - Current General Fund balance projection of \$18,503,843, decrease of \$835,743 from FY22
 - Unassigned General Fund Balance of \$7,794,554 or 10.25% of expenditures
 - Down from 14.94% Audited FY22 balance
 - Increase in Assigned Fund Balance for COVID
 - Decreases in Food Services and Internal Service (Self Insurance) Fund Balances
 - Increase in 2022A Construction Fund balance

Future Planning



- FY24 Budget and Staffing
 - Proposed Budget to Board in May
 - Adopted Budget to Board in June
- Fund Balance
 - Have strategically increased fund balance to be able to extend life of referendum as well as COVID funds
 - Have started to spend down as we work to maintain programming
- Future Funding
 - COVID funds currently expire Summer 2024
 - Capital Projects (Technology) Levy expires end of FY24 (@\$3.9M)
 - Must renew referendum no later than November 2023
 - Consider future Operating Referendum increases

Questions





Board of Education

Independent School District 280 Richfield, Minnesota

Regular Meeting, May 1, 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.

Minnesota State High School League

2100 Freeway Blvd., Brooklyn Center, MN 55430-1735 763-560-2262, Fax: 763.569.0499

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	e g	overning boards	of each participa	ting school m	nust	jointly m	ake appl	ication for coope	rative	sponsorship	Ο.	
			ving schools, we h		for o	cooperat	ive spon			astics – Gi		5 13
		_	23-2024 school ye			• "		,	• , ,	ys' or girls') (A	Adapted-CI o	r PI)
LIS	i A	LL schools inclu	uded in the coope			p. <i>Attac</i> rollment	h anothe 	er form if necessa City	ary.	Administrati	ve Comp	etitive
		High School #1:	Bloomington Jeffers	n .	1,6	(9-12)*	Blooming	aton		Region**	Secti 2AA	on**
		•	-				·					
		High School #2:	Bloomington Kenned	•	1,6	601	Blooming	gton		3AA	2AA	
		High School #3:	Richfield High School	ol	1,2	270	Richfield			3AA	6AA	
		High School #4:	Academy of Holy An	gels	630	0	Richfield			3AA	6AA	
	*E	nrollment reported t	to the State of Minnes	ota on October 1	of th	ne previous	school ye	ar.	**	Current (Numl	ber and Clas	s)
1.	D	o any of the abo	ve schools belon	g to a confere	ence	in this a	ctivity?					
			pplication must incl	ude a review a	nd c	comments	from the	conference(s) of w	vhich th	e schools are	e members.	•
2		No	wa aabaala aurrar	utly have a se	ono	rativa as	roomont	t in this activity?				
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3.			ditions which have								ion at	
		· ·	out MSHSL/Member	·		-	& Model H	Resolution for Scho	ool Boai	rds)		
4.			<u>nly have 4 gymna</u> f students, by gra				in this a	ctivity during the	provio	uc voor <i>164</i>	the seheel di	d not
4.			last year, indicate the									
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		High School #2						1		1		
		High School #3								3		
	•	High School #4						1				
5.	T	eam Identificatio	n: (Indicate how coop	ned schools show	ıld he	l e identified	in tournam	l				
•		loomington Jef		, o	aid b	o laoritinoa	in tournain	ioni programo).				
			<u> </u>									
6.	T	eam Colors:	Columbia blu	e & silver				Team Mas	cot:	<u>Jaguars</u>		
7.	Н	ost School (scho	ool that will receiv	e revenue sh	are	check):						
		Board of Ed	ucation (or desiថ្	jnee)				School			Date	
Si	gn	ed					Jeffe	erson				
Signed Kennedy												
Si	gn	ed			_	Acad	emy of F	Holy Angels				
Si	gn	ed		 	_		Richt	field				
			Off	cial Action o	of th	ne MSHS	L Board	l of Directors				
				Approved				ot Approved				
Sic	nr	ature:					Date:					
- 3	, .	N	ISHSL Executive	Director								

Board of Education

Independent School District 280 Richfield, Minnesota

Regular Meeting, May 1, 2023

SUBJECT: TERMINATION AND NONRENEWAL OF PROBATIONARY TEACHING CONTRACTS

(Recommended by superintendent)

That the board of education approve the resolution relating to the termination and nonrenewal of probationary teaching contracts.

Background Information

See attached.

RESOLUTION RELATING TO TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACTS OF THE FOLLOWING PROBATIONARY TEACHERS

FULL TIME

Rachel Brolsma	Elementary
Carmen Carmona Fernandez	Reading Interventionist
Sara Crosby	Elementary
Matthew Dean	Mathematics
Jordan Degidio	Science
Katherine Foy	Elementary
Samuel Foy	English Language Arts
Kinya Gilbert	Elementary
Laura Holz	Elementary
Michele Horak	Spec ED/LD
Lauren Marinello	Science
Devika (Budhram) Singh	Elementary
Adam Spear	Social Studies
Matthew Suttner	Spec ED/OHD
Tiffany Turner	Spanish Language Arts

WHEREAS, the above named are probationary teachers in Independent School District 280.

BE IT RESOLVED, by the school board of Independent School District 280, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contracts of the above named, who are probationary teachers in Independent School District 280, be hereby terminated at the close of the current 2022-2023 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teachers regarding termination and nonrenewal of their contracts.

May 1, 2023 Board Action

Board of Education

Independent School District 280 Richfield, Minnesota

Regular Meeting, May 1, 2023

Subject: Nutrition Services Collective Bargaining Agreement for Years 2022-2023 and 2023-2024

(Recommended by Superintendent)

It is recommended that the Board of Education approve the tentative collective bargaining agreement for Nutrition Services Employees for the period July 1, 2022 through June 30, 2024.

Background Information

(Prepared by Craig Holje)

A tentative agreement was reached in April regarding the 2022-2024 Master Agreement with the Nutrition Services Employees represented by SEIU Local 284. This agreement has been ratified by the Nutrition Services Employees. It is recommended that the School Board approve the agreement.

The changes to the agreement include the following:

Base Salary and Benefit Summary

Year 1 - July 1, 2022 - June 30, 2023

- 1. \$1.40/hour increase on the salary schedule for all steps which includes necessary market adjustments
- 2. Compress steps on the salary schedule to align off the top step
- 3. Add Step 3 for Kitchen Manager with a \$.50 differential from Step 2
- 4. Increase the VEBA contribution by \$250 for all employees
- 5. Provide clarifying language in the benefits section to align with other contracts
- 6. Provide VEBA account fees paid for by district for active employees only
- 7. Provide revised language around additional compensation when employees substitute for a kitchen manager who is absent.

Year 2 - July 1, 2023 - June 30, 2024

1. \$1.00 increase on pay rate scheduled for all positions at all steps which includes additional market adjustments

RICHFIELD PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT NO. 280

SALARY SCHEDULE, FRINGE BENEFITS AND WORKING CONDITIONS FOR

FOOD & NUTRITION SERVICES

20220-20242

THIS AGREEMENT ENTERED INTO BETWEEN THE SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 280, RICHFIELD, MINNESOTA AND THE SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 284, EFFECTIVE JULY 1, 20229_THROUGH JUNE 30, 20242 IN ACCORDANCE WITH THE PUBLIC EMPLOYMENT LABOR RELATIONS ACT OF 1971, AS AMENDED.

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Be it resolved by the Board of Education of Independent School District No. 280: The following articles constitute the terms of employment of Food & Nutrition Service employees of this District for the period of July 1, 20220 through June 30, 20242.

ARTICLE I.

RECOGNITION OF EXCLUSIVE REPRESENTATIVE:

Preamble: Recognizing that the Union is required by the provisions of the State of Minnesota Public Employment Labor Relations Act to be the sole bargaining representative of all the employees within the coverage of this Agreement, without regard to membership in the Union, the School Board hereby agrees that it will not recognize or negotiate with any other person, association, group, committee or entity other than the Union with respect to such matters and will deal solely through the agency of and with the Union.

NEW EMPLOYEE INFORMATION:

The Employer shall provide to the Exclusive Representative the following information on each new employee within thirty (30) calendar days of the employee's first date of work: name; home address; work email address; work phone number; job classification; shift; wage, number of hours normally scheduled in a work week; whether the position is a nine (9) month or twelve (12) month assignment; and building assignment.

REQUEST FOR DUES CHECK OFF:

Pursuant to PELRA, the exclusive representative shall be allowed dues check off. Upon receipt by the Human Resources Office of a properly executed authorization card by the employee, the School District will deduct from the employee's paycheck the dues that the employee has agreed to pay to the exclusive representative in equal installments.

The Union agrees to indemnify and hold harmless the School District and its agents, officers and employees against any and all claims, suits, orders, or judgments brought or issued against the School District as a result of any action taken or not taken as the result of a request of the Union under the provisions of this Article.

EMPLOYEE PERSONNEL FILE

Upon written or verbal request of an employee, the School District shall permit the employee to review his or her own personnel file within seven (7) working days after receipt of the request. The employee shall be permitted to attach a statement to any evaluation or discipline with which the employee disagrees. The School District shall provide a copy of documents within the personnel file upon an employee's request and without charge to the employee.

ARTICLE II.

JOB CLASSIFICATION AND SALARY SCHEDULE:

SALARY SCHEDULE:

Position/Step	2021-2022	2022-2023	2023-2024
Kitchen Assistant			
Step 1	<u>15.24</u>	<u>17.38</u>	18.38
Step 2	16.33	18.48	19.48
Step 3	<u>18.18</u>	19.58	20.58
Production Cook			
Step 1	<u>16.32</u>	<u>19.18</u>	20.18
Step 2	<u>17.41</u>	<u>19.93</u>	20.93
Step 3	<u>19.28</u>	20.68	21.68
Kitchen Manager			
Step 1	<u>21.85</u>	<u>23.25</u>	24.25
Step 2	22.30	23.70	24.70
Step 3		24.20	25.20
Production Manager			
Step 1	<u>25.39</u>	<u>26.79</u>	27.79

Section 1. <u>Certification</u>

Before July 1, 2021, all employees with School Nutrition Association Certification on file in the District Office, above that which is required for their position, will be paid the following additional rate:

Certification Level 2	15
	. 10
Certification Level 3	.45
Certification Level 4	60

Beginning on July 1, 2021, all employees with School Nutrition Association Certification on file in the District Office will be paid the following additional rate:

Certification Level 2 .10
Certification Level 3 .20
Certification Level 4 .30

Section 2. Longevity

Employees shall receive additional compensation per hour as follows:

After 10 years of continuous service in the unit - \$.20

After 15 years of continuous service in the unit - \$.30

After 20 years of continuous service in the unit - \$.40

Section 3. Pay Periods

Employees will be paid twice a month beginning September 20th and on the 5th and the 20th in the subsequent months up to and including June 20th of each year. Payroll information will be communicated via an electronic, web-based system.

Section 4. Pay Equity

If the wage rates shown above are ruled to be out of compliance with pay equity legislation, a higher rate may be paid at the discretion of the District. The Union shall be given 10 days notice prior to any such increase in wage rates.

Section 5. Substitute

In the absence of the Kitchen Manager, the Production Cook will take charge and will be paid at the Kitchen Manager wage rate. In the absence of the Production Cook, a Kitchen Assistant will be assigned to this job. If a Kitchen Assistant is assigned to perform the work of either a Kitchen Manager or a Production Cook, the Kitchen Assistant will be paid at the respective Kitchen Manager or Production Cook wage rate. The wage rate change will apply after 2 days of continuous absence and be paid retroactive to the first day of substitution.

Section 6. Uniform Allowance

- (a) \$175 uniform allowance.
- (b) In addition to the uniform allowance, the District shall provide 5 new shirts to new employees. If uniform guidelines change and existing shirts are no longer permissible, the District shall provide all employees with 5 new shirts.

District shall provide up to 3 new shirts to employees each year if needed due to wear and tear.

- (c) Uniform guidelines will be determined annually by the District
- (d) The employee shall determine the place of purchase.
- (e) An employee must submit receipts to the School District. The School District will reimburse an employee within thirty (30) calendar days of receiving receipts from the employee.
- (f) Rubber gloves, plastic & cloth aprons shall be furnished by the School District.
- (g) Employees will submit a receipt for uniforms purchased by March 1st of each year to the Business office. Employees hired after March 1 during a school year, can submit a receipt within four weeks of start date and receive reimbursement.

Section 7. Salary Schedule Placement

New employees will begin at step one, however, placement at the second or third steps may be authorized by the Director of Human Resources, or designee, to give credit for related experiences. Placement at the third step shall require consultation with the union steward. Employees will advance to the next step each twelve months from their hiring date.

ARTICLE III.

PROBATION PERIOD:

All new employees shall work a probationary period which shall consist of ninety (90) days of continuous service. A new employee shall not be considered a permanent employee until having successfully completed the 90-day probation period. At the District's request, the probationary period may be extended up to an additional ninety (90) days upon mutual agreement between the union steward and the district.

Employees switching classifications within the contract will be required to serve a new probationary period. An employee shall not be considered a permanent employee in this new position until having successfully completed the probationary period and acquired all required certifications. In the event an employee who has switched classifications does not successfully complete the probationary period after communication and opportunity to improve and/or achieved necessary certification, they will be offered the next available vacancy at or below their previous classification. If no vacancy exists, the individual would be placed on the substitute call list and retain rights to the vacancy and their seniority date for up to 18 months. While employees switching classifications will be considered probationary in their new role, they will not be at will employees and retain the rights indicated above. All employees must complete the required certification within the defined probationary period.

ARTICLE IV.

PHYSICAL EXAMINATIONS:

Physical exams will be required of staff members upon request by the District. When so required, the District will pay the cost of the examination if the staff member obtains the examination at a District designated facility using the District's physical examination form. The staff member will be reimbursed up to the amount paid by the District at its designated facility if the staff member obtains the physical exam at a facility other than that designated by the District and upon presentation of the completed physical exam form along with an itemized statement from the examining facility.

ARTICLE V.

HOURS OF WORK:

Section 1. Work Week

Five (5) eight-hour days, Monday through Friday, inclusive, shall constitute the regular work week.

Section 2. Compensatory Time

All work performed in excess of forty (40) hours per week shall be compensated for at the rate of time and one-half. Consistent with federal law, vacation and holiday hours, sick leave and other leaves, paid and unpaid, shall not be considered as hours of work for purposes of calculating overtime.

Section 3. Additional Work

- (a) An employee shall be paid at a rate of time and one-half for any scheduled work performed outside the regular work schedule on school days during the school year that is not contiguous to the employee's regular work schedule.
- (b) For hours worked after eight (8) continuous hours of scheduled work, the employee and supervisor will agree whether those additional hours will be paid at a rate of time and one-half or whether the additional hours will be compensated by time off within the same pay period.
- (c) An employee who is called back to work shall be paid at the rate of time and one-half for hours worked with a minimum of two hours pay regardless of whether the employee must actually perform two hours of work.
- (d) Catering hours will be offered to members of the Nutrition Services team and will be considered optional.

Section 4. Overtime Pay

The Board shall pay for all overtime worked during any given month on the next regular payday provided the overtime report is in proper form, signed and approved.

Section 5. <u>Emergency Closing</u>

- a) On days when all schools are officially closed by the Superintendent or designee, employees directed to stay home will suffer no loss of pay.
- b) The District may reassign affected employees during the closing.

- c) In the event of a lost contract day due to emergency closing, the district may schedule a make-up day when the employee will be expected to work his/her regular duties. Employees who are released from work on the emergency closing day, but required to work the make-up day will only receive compensation for the make-up day.
- d) In the event an employee has a prior commitment on a make-up day, previously scheduled as a non-duty day, the employee will be permitted to use a personal leave day, if available, or take the day as an unpaid day. In the event the employee has extenuating circumstances and no remaining personal leave days, the employee may request an additional personal leave day to be allocated from accrued sick leave. Final approval for use of personal leave days and unpaid days will be at the discretion of the Director of Human Resources.
- e) Twelve month employees required to work the emergency closing day will receive compensatory time to be used within 30 days from the date of the emergency closing, but no later than the end of the school year.
- f) Nothing in this section limits the district's authority for layoff of employees pursuant to Article VIII.

ARTICLE VI.

LEAVE:

Section 1. Sick Leave

- (a) Sick leave allowance of ten (10) days per year, accumulative, shall be allowed.
- (b) Days of sick leave shall be credited when the school year starts. Employees who work less than the full school year shall receive sick leave on a pro rata basis.
- (c) An Employee may use one (1) day of accumulated sick leave for each day of illness of the Employee's child who is less than eighteen (18) years old, or up to 20 years old and attending a secondary school, due to an illness of or injury to the child for such reasonable periods as the employee's attendance with the child may be necessary.
- (d) An Employee who has been employed by the District for the most recent 12 month period and holds a 0.5 FTE or greater position may use up to twenty (20) days of accumulated sick leave during the school year as is medically necessary to care for an ill spouse, parent, step-parent-in-law, adult child, sibling, grandchild, or grandparent.

(e) An Employee who has not been employed by the District for the most recent 12 month period and/or who does not hold a 0.5 FTE or greater position, may use up to five (5) days in any one year of earned sick leave for illness in the immediate family. The immediate family shall include wife, husband, child, brother, sister, parent, guardian or parents-in-law. These days will be deducted from available personal leave in Section 2.

Section 2. Bereavement Leave

Upon advance notice and arrangement with the food service director, up to five (5) days per year of paid leave, non-accumulative, may be used by an employee for the attendance at or to make the arrangement for the funeral of a relative or friend. Days used for bereavement leave are not deducted from accumulated sick leave.

Section 3. Personal Leave

Each regularly employed worker shall be granted two (2) days of personal leave per year, which will be deducted from accumulated sick leave when used, to handle important personal matters at the worker's own discretion. Requests for such leave must be made to the food service director at least two (2) work days in advance. Not more than one employee shall be permitted to use this personal leave at one time per kitchen. Leave will be approved on a first-come, first-serve basis.

Only one day of personal leave per year may be used on a day immediately preceding or following a break in the school calendar. Additional days connected to a break within the same school year or consecutive days connected to a break will be without pay unless otherwise authorized under Article VI of the contract. For purposes of this section, a break in the school calendar is considered any day, other than Saturdays or Sundays, staff are not assigned to be at work.

Section 4. Medical Certification:

The School District may require an Employee to furnish a medical certificate from a licensed medical professional as to evidence of illness, medical condition (e.g. childbirth), or accident, indicating such absence was due to illness or injury, to qualify for sick leave pay. Such medical certificate may pertain to the Employee, child, or other individual as appropriate to the Division of Section 1, cited in the leave request. Any leave of five or more consecutive days of absence or intermittent days required to care for the same medical condition within the same school year will require a medical certificate from a licensed medical provider. The final determination as to the eligibility of an employee for sick leave is reserved to the School District. In the event that a

medical certificate will be required for unrelated intermittent leave, the Employee will be so advised.

Section 5. <u>Jury Duty</u>:

Employees shall be granted the additional amount to make up full pay if required to serve on Jury Duty.

Section 6. <u>Leave of Absence:</u>

An employee granted a leave of absence shall suffer no loss of seniority or job rights except as provided herein.

To comply with the requirements of the PERA, any employee covered by this contract wherein the accumulated sick leave is entirely used, and said staff member is not able to return to their normal duties because of illness, the Board of Education will pass a resolution granting a temporary leave of absence and will notify the office of the PERA of this action. The "temporary leave of absence" shall be for the remainder of the school year during which the employees become disabled. This right will be extended the maximum of one (1) additional school year upon written request by the employee if the employee continues to be disabled

ARTICLE VII.

HOLIDAYS:

All cafeteria employees will have nine (9) paid holidays; Labor Day, Thanksgiving Day, Day after Thanksgiving, one day at Winter Break, December 31st, New Year's Day, Martin Luther King Jr.'s Day or President's Day, Spring Holiday and Memorial Day.

In the event that any of the above referenced holidays fall on a regularly scheduled work day as provided in the school calendar, an alternative day will be designated by the employer following a meet and confer session with the union steward.

ARTICLE VIII.

SENIORITY:

The Board recognizes that the purpose of seniority is to provide a declared policy as to the order of layoff and recall of employees. If an employee's position is eliminated or

the hours reduced, the employee will be provided at least two weeks advance written notice. The employee shall have the right to displace the least senior employee in the same classification with the nearest equivalent hours or the least senior employee in a lower classification with the nearest equivalent hours, provided the employee has the qualifications to satisfactorily perform the job and has greater seniority. The displaced person shall then have the right to displace the least senior employee with the nearest equivalent hours in the next lower classification, etc., provided such employee has the necessary qualifications and seniority. In no event shall an employee displace another employee in a higher paid classification or with greater seniority. If any opening subsequently occurs, recall will be on the same basis in reverse. Employees will retain recall rights for a period of two (2) years. If an employee without good reason fails or refuses to return to work when recalled within five (5) days after the notice of recall, the employee shall lose their seniority rights. The Board shall determine what constitutes a good reason for failure to return to work when the employee has been recalled. Good cause shall include, but not be limited to, temporary illness and temporary absence from the citv.

LAYOFF CLASSIFICATION CHART

Production Manager Kitchen Manager Production Cook Kitchen Assistant

ARTICLE IX.

VACANCIES:

New positions, or vacancies of three (3) hours or more per day, will be posted on the district website for a period of five (5) working days. Increases to positions of less than one hour per day may be made without requiring a posting. The posting shall include the hours for that position. Applications of the interested parties should be sent to the Human Resources office.

The leading candidates whose background and abilities best meet the requirements as defined in the posted position will be called in for an interview by the Director of Human Resources or designee.

The selection of the candidate for the position will be made no later than 30 calendar days after the completion of the position of the position. If the position is not filled, the position will be reposted and the timeline will be renewed.

A copy of the letter to the candidate(s) selected for the position shall be sent to the appropriate supervisor and the appropriate steward.

An internal applicant not granted a position has the right to request through the union steward the reasoning behind the administration's rejection of the application with the intent being to increase or correct any qualifications that are lacking in order to be considered in future job postings.

Employees placed into a position for which they do not hold the required certification will be given ninety (90) workdays to acquire certification as the required level. Additional time may be given for extenuating circumstances.

ARTICLE X.

BENEFITS

Section 1. Eligibility

- (a) An employee must complete 30 calendar days of employment in order to be eligible to enroll in the District's fringe benefits program. The employee will be eligible for benefits on the 1st of the month following the completion of the 30 days referred to above.
- (b) An employee must pay the employee's portion of premium for medical coverage one (1) month in advance, if the employee's earnings are not sufficient to cover any monthly premium amount which exceeds the District's maximum contribution.
- (c) Part-time employees working more than 14 hours per week but less than 40 hours per week shall be eligible for hospitalization-major medical, and dental benefits and life insurance. The monthly district contribution will be prorated according to the number of hours assigned of the 40-hour week. If the premium for the hospitalization-major medical insurance plan selected is less than the maximum district contribution specified in Section 1, then the monthly premium will be prorated according to the number of hours assigned of the 40-hour week.

Section 2. <u>Medical Benefits</u>

(a) The School District shall provide a program of single and dependent hospitalization-major medical insurance benefits. The District will select the insurance carrier and policy after considering the recommendations of the Medical and Dental Benefits insurance committee. Any modifications to the deductible amounts and plan options during the term of the contract may be agreed upon via a Memorandum of Agreement between SEIU 284 and the District.

- (b) Participation in the School District insurance program is voluntary on the part of the employee. No additional compensation will be made to those who choose not to accept any or all portions of the program.
- (c) The District shall offer at least one deductible medical benefit plan coupled with a VEBA Trust in addition to its other health insurance plans. Each employee who chooses to enroll in a high-deductible/VEBA plan shall receive a District contribution to a VEBA account set up for that employee. The following provisions shall apply to the high-deductible/VEBA plan offered by the District:
- 1. Single Coverage: The District shall pay the full cost of the single premium for the high-deductible plan. For information purposes only, this is the plan identified as Plan A\$1250/\$2500 deductible plan option during the 202219-20230 school year. In addition, the District will make a \$1,000750 annual contribution, paid on a monthly semiannual basis, to the employee's VEBA account.
- 2. Dependent Coverage: Effective July 1, 202248, the District shall pay \$1300.00 per month toward the cost of the dependent premium for the high-deductible plan. In addition, the District will make a \$1,250000 annual contribution, paid on a monthly semiannual basis, to the employee's VEBA account.
- 3. The employer will contribute up \$6.00 per month to the VEBA trust for administrative fees. for all individuals employed by the District and covered by this master agreement at the time the administrative fee is due. Individuals not employed at the time of the administrative fee charge will have the fee deducted from the VEBA account.

Each employee enrolled in the program shall contribute, through payroll deduction, any premium amount which exceeds the Districts maximum contribution. Enrollment in the program shall be on an annual basis.

(d) All employees who have at least 15 years of continuous employment in the Richfield School District and who are at least age fifty-five (55) may continue* to participate in the District Hospitalization-Major Medical program. An employee who retires will also be allowed to continue* in the District Dental program. For employees hired prior to January 1, 2011, the District contribution for retired employees participating in Hospitalization-Major Medical and Dental programs will be adjusted so that it is the same for retired employees as it is for active employees. Any additional premium cost must be paid by the retiree and will be increased annually. This provision shall apply until the individual becomes eligible for another employers,* or any other health plan, or according to the following schedule, whichever comes first.

Completion of 15 years in Richfield 48 months
Completion of 20 years in Richfield 60 months
Completion of 25 years in Richfield 72 months

Completion of 30 years in Richfield 120 months

- * "continue" means that the employee has enrolled in the medical and dental plans he/she desires to participate in following retirement during the open enrollment period that takes place at least 12 months prior to retirement.
- *Provided the aggregate value of benefits of another employer's medical insurance is not less than the medical insurance plan in effect for ISD 280, nor will the employee payment for another employer's premiums be greater than the amount required by the Labor agreement in effect between ISD 280 and SEIU 284 Cafeteria personnel.
- (e) For employees hired after December 31, 2010 the District will contribute toward a post-employment Health Reimbursement Account (HRA) established for the individual with a third party administrator identified by the District. Health Care Savings Plan Account for the individual employee. Funds will accrue in the individual's account and become available to the employee at time of separation from the District. The District will make contributions to the account as follows:
- 1. \$2,500 at the completion of 10 years in the District; and
- 2. \$250 at the completion of each additional year of experience in the District.
- 3. The amounts above in 1. and 2. will be prorated based on the employee's FTE for the period covered.
- 4. The District makes no representations or guarantees regarding the tax qualified status of any Health Care Savings Plan selected.
- (f) Employees who retired prior to September 30, 2000 and who are eligible and have maintained post retirement medical and dental coverage will retain such coverage concurrent with the terms and conditions of the 1998-2000 Cafeteria Master Agreement.

Section 3. <u>Income Protection</u>

- (a) The School District shall make available a contributory income protection plan for all 40-hour employees. Benefits shall begin after the seventy-eighth (78th) calendar day of total disability. Acceptance of this provision is voluntary on the part of the employee but no additional compensation will be made to those who choose not to accept coverage.
- (b) The District will pay the cost of the Long-Term Disability (LTD) insurance to a maximum of two-hundred and fifty-five (\$255) dollars per year for each participant. The employee will pay the balance.
- (c) The District will continue to pay the district contribution toward the premium amounts for medical and dental insurance coverage for a period of 24 months from the date of disability for those individuals on long term disability who were participating in

those programs at the time of their disability. After the 24th month on long term disability, the district contribution toward the health insurance premium shall equal the cost of the single premium for the high deductible plan for medical insurance and premium for dental insurance. District contributions toward these insurances will continue until the individual becomes eligible for Medicare or Medicaid benefits.

Section 4. <u>Dental Insurance</u>

The School District will purchase dental insurance for all full time employees and their dependents. The District shall contribute to a maximum of \$59.00 effective July 1, 202218, for a plan based on a composite bid quotation. If the composite cost exceeds the District contribution, the excess amount shall be prorated on a monthly basis among the employees with dependent coverage.

Section 5. Life Insurance

Employees will receive a five thousand (\$5,000) dollar term life insurance policy.

Section 6. <u>Tax Shelter Annuities</u>

- (a) All personnel may participate in the Tax Sheltered Annuities program.
- (b) All employees who wish to enter the Tax Sheltered Annuity program for the first time, on a non-matching basis, must complete the District and company forms provided for this purpose and must submit the District forms to the Human Resources office. Entry into the program may occur at any time. The District Tax Sheltered Annuity Form must be completed and returned to the District Human Resources office at least thirty (30) days before the payroll date on which tax deduction is to begin.
- (c) An employee who has filed the District Tax Sheltered Annuity program form shall have that program automatically continue for the identified dollar or percentage amounts as indicated on the form until changed or cancelled. A new form will be needed each year only if the individual wishes to make a change in the present plan, i.e., carrier, dollar amount or percentage.
- (d) The District will contribute on a matching basis up to 1% of salary for employees beginning after five (5) years of employment and up to 2% of salary upon completion of eight (8) years of employment. Initial entry or re-entry into the District matching program shall occur on September 1 or January 1 of each year provided the District Tax Sheltered Annuity form is submitted to the Human Resources office 30 days in advance.

ARTICLE XI.

RETIREMENT:

Section 1. Incentives for Retirement

(a) An individual who has at least ten years of credited experience in the Richfield Public Schools and who is at least age fifty-five (55) shall receive severance pay upon resignation. For purposes of this section, credited experience is defined as the number of years the employee works more than 14 hours per week. The amount of severance pay shall be based on accrued sick leave. Accrued sick leave shall mean the number of days the individual has accumulated at the effective date of retirement. The individual's severance pay shall be the sum of the applicable amounts determined by the provisions of both Subdivisions (c) and (d).

Severance pay is considered earned only after the employee completes active employment through the Board approved retirement date.

(b) This benefit will be prorated in relationship to the number of hours worked at the time of retirement, for example:

eight-hour personnel -- 8/8 seven-hour personnel -- 7/8 six-hour personnel -- 3/4 etc.

(c) The individual shall multiply accumulated sick leave by the appropriate percentage from the chart below. The product of this multiplication shall then be multiplied by sixty-five (\$65.00) dollars for the years $20\underline{2218}$ - $20\underline{2319}$ and $20\underline{2319}$ - $202\underline{40}$ to determine the severance pay for this Subdivision. In no case, however, shall the benefit from this Subdivision exceed seven thousand five hundred (\$7,500) dollars.

Ninety (90%) of accrued sick leave

(d) An individual who has at least fifteen (15) years of credited experience in the Richfield School District shall be paid the following amount as defined in Subdivision (a):

\$3,500

(e) The individual shall receive the amount of severance pay in one (1) lump sum payment within thirty (30) days of the last date of employment by the District.

If an individual dies before all or a portion of the severance pay has been disbursed, that balance due shall be paid to a named beneficiary or, lack of same, to the deceased's estate.

(f) The provisions of the Richfield Public School Incentive for retirement shall apply to resignations for retirement for 2018-2019 and 2019-2020.

ARTICLE XII.

GRIEVANCE PROCEDURE:

Section 1. <u>Definition</u>

A grievance shall mean a written complaint by an employee, group of employees, or the union that there has been a violation, misinterpretation, or misapplication of this agreement.

Section 2. <u>Timeliness</u>

Within fifteen (15) working days following knowledge of the act or condition which is the basis of the complaint, the grievant may file a grievance beginning at Step 1 and proceeding through each succeeding step until the grievance has been resolved. Except by mutual agreement, failure by the employer at any step to communicate a decision within the specified time limit shall permit the grievant to proceed to the next step; likewise, failure by the grievant at any step to appeal a grievance to the next step within the specified time limit shall be considered acceptance of the decision at that step. The time limits for decision or appeal are as follows: Step 1 - five (5) working days; Step 2 - ten (10) working days; Step - 3 ten (10) working days. Decision or appeal should be completed as soon as possible but shall not exceed the time limit specified.

Section 3. Steps

- Step 1: The cognizant supervisor. (The cognizant supervisor shall be the individual directly responsible for the operation of the department in which the grievant works. In this unit it will be the Supervisor of Food & Nutrition Services.)
- Step 2: Director of Human Resources.
- Step 3: The Superintendent of Schools or designee.
- Step 4: Arbitration under the Public Employment Labor Relations Act of 1971, incorporating the use of one arbitrator, the arbitrator's award being final and binding upon the parties.

Section 4. <u>Union Representation, Intervention and Initiation</u>

All employees shall have the right of union representation at each step. The union shall have the right to intervene and present its position at any step in the grievance procedure. The union itself may initiate a grievance on any matter affecting the application or interpretation of this agreement.

Section 5. Reprisals

No reprisals shall be invoked against any employee for processing a grievance.

Section 6. Cost of Transcript

The cost of a transcript of the arbitration shall be borne by the party demanding the transcript. If no demand is made, but a transcript is required, the cost shall be shared equally by the parties involved.

FOOD & NUTRITION SERVICES CONTRACT DOCUMENT AUTHORIZATION

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

For: SEIU Local 284 450 Southview Boulevard South St. Paul, MN 55075	For: Richfield Public Schools #280 7001 Harriet Avenue South Richfield, Minnesota 55423
Union Representative	Board of Education Chair
Union Representative	Board of Education Clerk
Union Representative	Superintendent of Schools
Dated thisday of, 202 <u>3</u> 4	Dated thisday of, 202 <u>3</u> 4
THIS AGREEMENT shall be in force from Ju shall continue as is from year to year unless sixty (60) days prior to expiration date of the	either party shall notify the other in writing

MEMORANDUM OF AGREEMENT Between RICHFIELD PUBLIC SCHOOLS ISD #280 And SEIU LOCAL 284 – RICHFIELD FOOD AND NUTRITION SERVICES

This Memorandum of Agreement ("MOA") is entered into by and between Independent School District No. 280, Richfield ("District") and SEIU Local 284 Food and Nutrition Services ("Union"). The District and the Union are collectively referred to as the "parties."

WHEREAS, the District and the Union are parties to a collective bargaining agreement ("CBA") governing the general terms and conditions of employment for Nutrition Services:

WHEREAS, the parties desire to create clarity in the current contract language when event catering situations occur at various times during a calendar year;

WHEREAS, the parties desire to ensure that employees are paid appropriately based on the catering event they have agreed to work;

NOW, THEREFORE, BE IT AGREED:

Richfield School District and Union agree that:

- 1. Catering events will be categorized in two ways; those held within the normal school year and those held outside of the normal school year calendar.
- 2. Catering events held during the normal school year calendar, which includes all days between the first day of school and the last day of school, and are considered school district events will not be paid at time and one-half, unless the time accrued is beyond a 40-hour work week, or if the customer is billed for an overtime rate for labor, or if they return after having left their regular assignment.
- 3. Catering or outside rental events held during the normal school year calendar that are not considered school district events will be paid at the rate of time and one-half.
- 4. Catering events held outside of the normal school year calendar will be paid at the employee's regular rate of pay times time and half. District sponsored events, including but not limited to, training, professional development, workshops, meetings, conferences, open houses, and back to school events, are not to be included in this category and will be paid at the employees' regular rate of pay unless the time accrued

labor. Term. This MOA will take effect immediately upon ratification of this agreement and will automatically expire on June 30, 2024 2022 or upon ratification of the 2024 - 2026 2022-2024 Master Agreement, whichever occurs later, unless the parties agree, in writing, to amend or extend the terms or provisions of this MOA. Entire Agreement. This MOA and the CBA constitute the entire agreement between the parties relating to clarifying and supporting Food Service workers in their current role. No party has relied upon any statements, representations, or promises that are not set forth in this MOA or the CBA. No changes to this MOA are valid unless they are in writing and signed by the parties. IN WITNESS WHEREOF, the parties have executed this Agreement as follows: For: SEIU Local 284 Richfield Public Schools #280 For: 450 Southview Boulevard 7001 Harriet Avenue South South St. Paul, MN 55075 Richfield, Minnesota 55423 Board of Education Chair Union Representative Board of Education Clerk Union Representative Union Representative Superintendent of Schools Dated this day of , 20234 Dated this day of , 20234

is beyond a 40-hour work week, or if the customer is billed for an overtime rate for

MEMORANDUM OF AGREEMENT Between RICHFIELD PUBLIC SCHOOLS ISD #280 And SEIU LOCAL 284 – RICHFIELD FOOD AND NUTRITION SERVICES

This Memorandum of Agreement ("MOA") is entered into by and between Independent School District No. 280, Richfield ("District") and SEIU #284 Richfield Food and Nutrition Services ("Union"). The District and the Union are collectively referred to as the "parties."

WHEREAS, the District and the Union are parties to a collective bargaining agreement ("CBA") governing the general terms and conditions of employment for Food and Nutrition Services.

WHEREAS, the District and Union desire to develop an effective working relationship that promotes ongoing communication regarding work schedules and professional development opportunities.

NOW, THEREFORE, BE IT AGREED that the following topics and goals be discussed during outside of collective bargaining through a Collaborative Work Group comprised of District administration and Union members, beginning in spring 20234, to address the implementation of the following:

The District shall notify employees by June 15 of any mandatory trainings or other duty days occurring before the school year begins.

To the extent possible, the District shall notify employees by June 15 of any duty days scheduled on non-student contact days during the school year.

During the school year, every effort shall be made to provide thirty (30) calendar days notice of trainings or other duty days occurring on non-student contact days. Attendance on these non-student contact days shall not be mandatory, but the District may require that employees make up the training online or on other days.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

For: SEIU Local 284 450 Southview Boulevard South St. Paul, MN 55075

For: Richfield Public Schools #280 7001 Harriet Avenue South Richfield, Minnesota 55423

Union Representative	Board of Education Chair
·	
Union Representative	Board of Education Clerk
Union Representative	Superintendent of Schools
Dated this day of , 20234	Dated this day of , 20234
Term. This MOA will take effect upon ratification	·

MEMORANDUM OF AGREEMENT Between RICHFIELD PUBLIC SCHOOLS ISD #280 And SIEU LOCAL 284 – RICHFIELD FOOD AND NUTRITION SERVICES

This Memorandum of Agreement ("MOA") is entered into by and between Independent School District No. 280, Richfield ("District") and SEIU #284 Richfield Food and Nutrition Services ("Union"). The District and the Union are collectively referred to as the "parties."

WHEREAS, the District and the Union are parties to a collective bargaining agreement ("CBA") governing the general terms and conditions of employment for Nutrition Services

WHEREAS, the District and Union desire to develop an effective working relationship that promotes ongoing communication regarding work schedules and breaks.

NOW, THEREFORE, BE IT AGREED that the following topics and goals be discussed during outside of collective bargaining through a Collaborative Work Group comprised of District administration and Union members, beginning in spring 2021, to address the implementation of the following:

Beginning with the 2021-2022 school year, employees working four or more hours shall receive one fifteen (15) minute paid break each day, in lieu of the 20 minute unpaid break they were previously scheduled to receive.

District will schedule time and staffing so that breaks can realistically be taken.

It is understood that employees may occasionally need to miss some or all of their break to deal with problems in the kitchen.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

For: SEIU Local 284	For: Richfield Public Schools #280
450 Southview Boulevard	7001 Harriet Avenue South
South St. Paul, MN 55075	Richfield, Minnesota 55423
Union Representative	Board of Education Chair
•	

Board of Education Clerk
Superintendent of Schools
4 Dated this day of , 202 <u>3</u> 4

NEW BUSINESS – FOR REVIEW

Board of Education

Independent School District 280 Richfield, Minnesota

Regular Meeting, May 1, 2023

Subject: Organization of the Board

(Recommended by the superintendent)

A first read of Policy 203: Organization of the Board of Education.

Attachments:

Policy 203: Organization of the Board of Education MSBA Model Policy 202: School Board Officers

MSBA Model Policy 203: Operation of the School Board MSBA Model Policy 203.1: School Board Procedures

1 2 3

ORGANIZATION OF THE BOARD OF EDUCATION

RICHFIELD PUBLIC SCHOOLS

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I. **Number of Members and Terms of Office**

8 9 10 The Board of Education shall consist of six voting members. The term of office is four years. The terms shall be so established that three expire at the end of every odd calendar year.

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There may be other ex-officio members of the school board as provided by law. The superintendent is a non-voting ex-officio member. Student representatives may also be appointed as non-voting ex-officio members of the school board. A majority of voting members constitutes a quorum. The act of the majority of a guorum is the act of the school board.

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II. Meetings

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Official business of the Board of Education shall be conducted at meetings. Except for the annual organization meeting, described in Section III of this policy, meetings are described in Board Policy 208 - Open and Closed Meetings.

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Annual Organization Meeting III.

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Α. Date of Annual Organization Meeting

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The annual organization meeting shall be held the first Monday in January or as soon thereafter as practicable (M.S. §123.34, Subd. 1).

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B. Order of Business at Annual Organization Meeting

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1. Call to order by chair

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Administer oath of office to newly elected or re-elected board 2. members if applicable

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3. Election of chair

Elect treasurer

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4. Set the honorarium for board members and board officers 5. Elect vice chair

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Elect clerk 6.

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8. Determine dates and times for regular meetings

43 44 9. Appointment of board representatives to committees and outside organizations

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C. The following items will be acted on in the first meeting in July.

10. Appointment of board representatives as school liaisons

Section 200 Board Policy 203
Board of Directors page 2

- 1. Designation of depositories for school district funds
- 2. Designation of official newspaper(s)
- 3. Decision regarding employment of board secretary
- 4. Decision regarding board attorney(s)
- 5. Decision regarding insurance consultant(s)
- 6. Decision regarding membership in associations
- 7. Resolution authorizing early claim payments
- 8. Resolution authorizing wire transfer of funds
- 9. Resolution authorizing lease / purchase agreements

IV. Available Records and Written Materials

A. All records of the Board shall be available to citizens of Independent School District No. 280 for inspection on the district website.

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

V. Delegations and Requests by Groups and Individuals to the Board

Please refer to Board Policy 216 Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations

VI. Parliamentary Procedure

The Board shall adopt as its ethical and parliamentary authority *Robert's Rules of Order.*

VII. District Policy

A set of policy statements shall be maintained and modified as needed to assure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. Whereas these policies exist to support public accountability, the Board, or its designee, shall assure that the content of the policies are easily accessible to the public. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

A. Policies may be revised, added to, or amended at a regular or special meeting of the Board by a majority vote of the members present.

Section 200
Board of Directors

Board Policy 203 page 3

Except when deemed routine or non-controversial, policies, amendments, or additions shall be introduced in policy draft form to the Board and shall not be adopted until a subsequent meeting. Thus, time shall be given to permit further study and also to give opportunity for interested parties to react.

B. Policies will be organized in accordance with the Minnesota School Board Association system of Board policy organization.

- C. The Board shall conduct a rotational review and appraisal of all policies, with no less than one fifth of Board policies scheduled for review and appraisal in each school year.
- D. The operation of any section or sections of these policies not established by law may be temporarily suspended by a majority vote of the Board at a regular or a special meeting.
- E. The Board shall post on the district website whenever revisions, additions, amendments and/or deletions are made.

VIII. Officers and Duties

Chair -- The chair shall preside at all meetings of the Board and perform such other duties as are required by law. The chair shall assist in setting board agendas and shall assure that Board meetings are run efficiently. The chair shall serve as chief spokesperson for the Board in communications with other organizations and the media. The chair shall perform various ceremonial duties including speaking on behalf of the Board at various school district functions. The chair is responsible for coordinating the superintendent evaluation process each year and shall serve as Board liaison in communications with the superintendent. The chair shall appoint board members to various committees and outside organizations, and is responsible for board member discipline.

Vice Chair -- The vice chair shall serve as chair in the absence of the chair and shall otherwise serve on behalf of the chair as requested by the chair of the Board.

Clerk -- The clerk or designee shall keep a record of the proceedings of the Board and perform such other duties as are required by law. The clerk or designee shall keep on file all reports, communications, papers and documents relating to the business of the Board and shall issue notices of Board meetings and perform such other duties as may be required by the Board. The clerk or designee shall be responsible for the annual school board election and any other elections called by the Board.

Treasurer -- It shall be the duty of the treasurer to sign all financial documents requiring board signature and to perform other duties as required by law.

IX. Vacancy

A. A vacancy on a school board occurs when a member dies, resigns, ceases to be a resident of the district, or is unable to serve on the board and attend its meetings for not less than 90 days because of illness or prolonged absence from the district.

B. Once a vacancy has been declared to exist for the reasons listed in Section IX.A above, the vacancy shall be filled by clearly following the process outlined in 2015 MN Statute 123B.095.

X. Calendar

A. Fiscal Year -- The fiscal and statistical year shall begin on the 1st day of July in each year and end on the 30th of June of the following year.

B. School Year -- The school calendar for the succeeding year shall be adopted by the Board in accordance with Minnesota Statute §120A.40 prior to April 1 of each year.

XI. Office Hours of the Clerk

The office hours of the clerk shall coincide with the regular office hours of the superintendent and the district office. The secretary to the superintendent may serve during office hours as designee for the clerk. The official address shall be the Office of the Superintendent located in the Richfield High School, 7001 Harriet Avenue South, Richfield MN 55423.

XII. Committees

There shall be no standing committees of the Board. Special temporary committees may be appointed by the chair. The duties of such committees shall be outlined at the time of appointment and a special committee shall be considered dissolved when its final report is made and accepted.

Legal References: Minn. Stat. §123B.09 (Boards of Independent School Districts)

Minn. Stat. §123B.14 (Officers of Independent School Districts)

Minn. Stat. §123B.095 (Officers of Independent School Districts)

Board of Directors page 5 1 **Cross References:** Board Policy 208 - Open Meetings and Closed Meetings 2 Board Policy 216 - Public Participation in School Board 3 Meetings/Complaints about Persons at School Board Meetings and Data Privacy 4 Considerations. 5 6 Approved by the Board of Education: December 6, 1971, November 13, 2017 7 Reviewed by the Board of Education: 8 Revised by the Board Of Education: April 2, 1972; April 19, 1982; July 19, 1982; 9 October 20, 1986; December 11, 1989; 10 January 8, 1990; April 2, 1990; January 3, 11 1994, April 15, 1996, September 5, 2000, 12 August 1, 2005, January 19, 2016, August 13 21, 2017 14

Section 200

Board Policy 203

Adopted:	MSBA/MASA Model Policy 202
	Orig. 1995
Revised:	Rev. 2022

202 SCHOOL BOARD OFFICERS

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

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

[Note: The organizational meeting is a good time for the school board to plan for how to cancel and reschedule a board meeting. For example, the school board could decide and include in the regular meeting schedule a provision that if the school district closes early due to bad weather and calls off evening activities, any school board meeting scheduled for that evening will also be postponed and held at the same time and place the following evening.

The organizational meeting is also a good time for the school board to select the school district's legal counsel and the individuals authorized to contact legal counsel. Usually, the authorized contacts are the board chair, the superintendent, and the chief business official of the school district. In addition, many school districts authorize their human resources director, or a person exercising similar duties, to contact legal counsel.]

IV. OFFICER'S RESPONSIBILITIES

A. Chair

- The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.
- 2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Treasurer

- 1. The treasurer shall deposit the funds of the school district in the official depository.
- 2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
- 3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minnesota Statutes section 123B.12.

C. <u>Clerk</u>

- 1. The clerk shall keep a record of all meetings in the books provided.
- 2. Within three days after an election, the clerk shall notify all persons elected of their election.
- 3. On or before September 15 of each year, the clerk shall:
 - a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the Commissioner of the Minnesota Department of Education (Commissioner) certified reports, showing:
 - revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the Commissioner;
 - length of school term and enrollment and attendance by grades;and
 - (3) other items of information as called for by the commissioner.
- 4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
- 5. The clerk shall furnish to the county auditor, on or before September 30 of each 202-2

year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.

- 6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
- 7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
- 8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair [Optional]

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

- 1. The superintendent shall be an ex officio, nonvoting member of the school board.
- 2. The superintendent shall perform the following:
 - visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
 - b. recommend to the school board employment and dismissal of teachers;
 - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
 - d. superintend school grading practices and examinations for promotions;
 - e. make reports required by the commissioner; and
 - f. perform other duties prescribed by the school board.

Legal References: Minn. Stat. § 123B.12 (Insufficient Funds to Pay Orders)

Minn. Stat. § 123B.14 (Officers of Independent School Districts)

Minn. Stat. § 123B.143 (Superintendent) Minn. Stat. § 126C.17 (Referendum Revenue) Minn. Stat. Ch. 205A (School District Elections)

Cross References:

MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

203 OPERATION OF THE SCHOOL BOARD - GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

II. GENERAL STATEMENT OF POLICY

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. Robert's Rules of Order (latest edition) where not inconsistent with A. and B., above.

[Note: The editions of Robert's Rules of Order differ, so specifying the edition used is important.]

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)

Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (Boards of Independent School

Districts)

Minn. Stat. § 123B.14 (Officers of Independent School Districts)

Cross References: None

Adopted:	MSBA/MASA Model Policy 203.1
	Orig. 1997
Revised:	Rev. 1999

203.1 SCHOOL BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

II. GENERAL STATEMENT OF POLICY

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.
- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.

- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- The order in which names will be called for roll call votes will be determined by the school board.

[Note: The school board may choose to include in the policy a method of calling the roll.]

- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally, any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to recess or to take measures to obtain a quorum.

[Note: In addition, school boards may have other rules or local customs they wish to incorporate to reflect their normal processes and procedures.]

Legal References: Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)

Minn. Stat. § 122A.40 (Employment; Contracts; Termination)

Minn. Stat. \S 123B.09, Subds. 6 and 7 (Boards of Independent School Districts) Minn. Stat. \S 126C.53 (Enabling Resolution; Form of Certificates of

Indebtedness)

Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)

Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)

Minn. Stat. § 471.88 (Exceptions)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing

Rules)

MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy

Considerations)

MSBA/MASA Model Policy 207 (Public Hearings)

Board of Education

Independent School District 280 Richfield, Minnesota

Regular Meeting, May 1, 2023

Subject: Donations

(Recommended by the superintendent)

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

Centennial Elementary School received a donation of \$1,080.00 from KPMG in Minneapolis for books; a donation of \$150.00 from the Optimist Club of Richfield, and donations totaling \$119.98 through the Blackbaud Giving Fund.

Richfield Public Schools received a donation of four books valued at a total of \$54.00 from the Minnesota chapter of ASHRAE. RPS also received a donation of 36 copies of the book The Purple Dot, written by Sheridan Hills student Remi Axelson, valued at a total of \$539.64 from Chris Axelson.

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

The RHS German Club received donations of \$100.00 from Noelle Stadler of Shoreview, MN, \$25.00 from Angela Caprio of Washington, D.C., \$35.00 from Louise Brask of Blaine, MN, \$50.00 from Anna Lissiman of Riverview, FL, and and anonymous donation of \$25.00.

The RHS Science Department received donations for the BWCA Trip of:

- \$25.00 from Susie Luttenegger of Richfield
- \$50.00 from the Howell Daltons of Alexandria, VA dedicated to Matt Brown
- \$50.00 from Cathy Theisen of Richfield
- \$100.00 from Larry Peterson of Sun Prairie, WI
- \$25.00 from Pat Rivers of Lakeland, MN
- \$25.00 from Erin Skinner of Eden Prairie
- \$25.00 from Carol Gilbert of Minneapolis
- \$20.00 from Masey Brook of Hopkins
- \$100.00 from Linda Humiston of Rio Verde, AZ in memory of Grandpa Dale
- \$100.00 from Laurie Humiston of Richfield
- \$100.00 from Elizabeth Di Grazia of Richfield dedicated to Juan Jose & Crystel di Grazia
- \$25.00 from Kristi Carr of Richfield
- Anonymous donations totaling \$245.00