

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 15, 2023 7 p.m. School Board Meeting

- I. CALL TO ORDER
- II. REVIEW AND APPROVAL OF THE AGENDA
- III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS
 - A. Public Comment
 - B. Superintendent Update
 - 1. Technology Presentation
 - 2. Annual Survey Results Presentation
 - C. Commendations
- IV. CONSENT AGENDA
 - A. Routine Matters
 - 1. Minutes of the regular meeting held May 1, 2023
 - 2. General Disbursements as of 5/9/23 in the amount of \$863,801.44
 - B. Personnel Items
- V. OLD BUSINESS
 - A. Policy 620: Credit for Learning & Administrative Guideline 620.1
 - B. Policy 203: Organization of the Board of Education
- VI. NEW BUSINESS
 - A. Preliminary 2023-2024 Budget
 - B. Board Meeting Dates for 2023-2024

- C. Miscellaneous Pay Rates 2023-2024
- D. Policy 402: Equal Employment Opportunity
- E. Donations

VII. ADVANCE PLANNING

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

6-5-2023	7 p.m.	Regular Board Meeting
6-26-2023	7 p.m.	Regular Board Meeting – Public Comment

VIII. ADJOURN REGULAR MEETING

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

Agenda Item II.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 15, 2023

Subject: Ongoing Data Reference List

Acronyms:

This list will be added to for each board meeting whenever acronyms are presented in following items of the board packet.

ABE:	Adult Basic Education
AC:	All Conference
ACHM:	All Conference Honorable Mention
ADA:	Americans with Disabilities Act
ADM:	Average Daily Membership
A.I.:	American Indian
AIPAC:	American Indian Parent Advisory Committee
ALC:	Area Learning Center
AMSD:	Association of Metropolitan School Districts
AP:	Advanced Placement
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
CAD:	Computer-aided Design
CAV-X:	Connected and Automated Vehicles Office (MnDOT)
CCR:	Career & College Readiness
CDC:	Centers for Disease Control
CE:	Community Education
CIS:	College in the Schools
CLSD:	Comprehensive Literacy State Development
COL:	Cost of Living
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
LAN:	Local Area Network
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
MFA:	Multi-Factor Authentication
MIEA:	Minnesota Indian Education Association
MIRA:	Módulo de información recursos y apoyo (CE partner)
MLL:	Multilingual Learning
MnDOT:	Minnesota Department of Transportation
MSBA:	Minnesota School Boards' Association
MSHSL:	Minnesota State High School League
MTSS:	Multi-Tiered Systems of Support
MVP:	Most Valuable Player
NCTM:	National Council of Teachers of Mathematics
NSBA:	National School Boards' Association
NSPRA:	National School Public Relations Association
NWEA-MAP	Northwest Evaluation Association-Measures of Academic Progress
OPEB:	Other Post-Employment Benefits
OSHA:	Occupational Safety and Health Administration

OW:	Outreach Worker
PAG:	Parent Advisory Group
PD:	Professional Development
PLC:	Professional Learning Community
PRESS:	Path to Reading Excellence in School Sites
PTO or PTSO:	Parent-Teacher Organization or Parent-Teacher-Student Organization
POS:	Point of Sale
Q Comp:	Alternative Teacher Professional Pay System
RCEP:	Richfield College Experience Program
RDLS:	Richfield Dual Language School
READY:	Residents Encouraging Asset Development in Youth
RFP:	Request for Proposal
RHRC:	Richfield Health Resource Center
RHS:	Richfield High School
RMS:	Richfield Middle School
RPS:	Richfield Public Schools
SBG:	Standards-Based Grading
SEC:	South Education Center
SEIU:	Service Employees International Union
SEL:	Social-Emotional Learning
SLA:	Spanish Language Arts
SPED:	Special Education
SRTS:	Safe Routes to School
STAT:	Student and Teacher Assistance Team
STEM:	Science, Technology, Engineering, and Math
SWBE:	School Wide Behavior Expectations
SY:	School year
T&L:	Teaching & Learning
TCRWP:	Teachers College Reading & Writing Project
TMC:	Tri-Metro Conference
TS GOLD:	Teaching Strategies GOLD® Assessment
VEBA:	Voluntary Employees' Beneficiary Association
VPK:	Voluntary PreKindergarten
WBWF:	World's Best Workforce
WCPM:	Words Correct Per Minute
WIN:	What I Need
YTD:	Year-to-Date

RPS Student Demographic Data 2022-2023:

4,148 Students District-wide

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

Student Diversity (based on MDE categories)

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

English Learner

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

Free/Reduced Eligible

- Eligible: 62.5%
- Not Eligible: 37.5%

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

Agenda Item III.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 15, 2023

Subject: Superintendent Update

Cory Klinge, Director of Technology, will present to the board on updates from the technology department as well as the results of the annual survey of staff and parents/guardians.

Attached:

Technology Presentation

Annual Survey Results Presentation

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Technology Levy
Board Briefing 5/15/23

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AGENDA

Framing & History of Tech Levy

Levy Health & Expenditures

Cybersecurity Briefing

Looking to the Future



Enriching and accelerating learning

Framing & History

Built For Learning Engagement

Reinforced with secure organizational data

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Reminder of the Origins of Levy Funding

- In 2013, we asked the community to renew an existing technology levy with a question of authorization that would renew the school district's existing levy which was scheduled to expire after taxes payable in 2013.
- However, our buildings needed serious infrastructure upgrades, and learning environment enhancements, plus we needed many more resources in order to provide mobile technology devices for students and staff, so we asked the community to support additional funding. The proposed capital project levy authorization raised additional capital, and was authorized for ten years scheduled to expire after taxes payable in 2013.

Both questions passed (were approved). Thank you!

Planned, Organized, and Delivered

With Careful and Thoughtful Planning...

- We have built out and updated our high speed fiber optic network, including a 2023 refresh of wireless access points.
- We have fully implemented a 1:1 device rollout with high quality student Chromebooks.
- We have updated all community and classroom learning spaces with new digital displays, audio systems, and staff computers.
- We have fully staffed our organization to support and secure our assets and data systems.
- We have invested in educational software to improve student outcomes and graduation rates including multiple career pathways in information technology, graphic design, digital photography, CAD, and more.
- We have invested in non-instructional licensing to assure streamlined and efficient district data systems.
- We have invested in physical and digital security hardware and software, as well as thoroughly updated plans and protocols in the event of a security breach.



Seeking Levy Renewal in the Fall of 2023!

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Levy Health and Expenditures

FY 22-23

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Levy Expenditure Status (FY23)



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Funding Allocations Meeting Goals

Total Levy Allocations

- Licensing costs have grown primarily in the areas of educational apps and cybersecurity
- Hardware costs have grown but have been aided by federal e-rate dollars
- More essential staff are being supported by the technology levy
- **Cycles of maintenance and replacement are steady, planned for the future and will be maintained without leases

	FY 23
Hardware Expenditures	\$ 1,149,540.54
Employee Salaries & Benefits	\$ 1,606,003.00
Instructional Licensing & Software	\$ 490,000.00
Non Instructional Licensing & Software	\$ 511,700.00
IT Department Budget	\$ 82,000.00
Internet, Copiers, Misc Fees For Service	\$ 245,343.00
Total Expenditures	\$ 4,084,586.54
Estimated Available Tech Levy Funds	\$ 3,916,878.48
Estimated E-Rate Funds (inc Cat 2 & ECF)	\$ 120,000.00
Prior 795 Balance	**\$ 825,000.00
Total Funds Available	\$ 4,861,878.48
Projected Balance Available	\$ 777,291.94

FY 23

- Hardware Expenditures
- Employee Salaries & Benefits
- Instructional Licensing & Software
- Non Instructional Licensing & Software
- IT Department Budget
- Internet, Copiers, Misc Fees For Service



Levy Expenditure Status (FY24)



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Accounting for the Digital Transformation

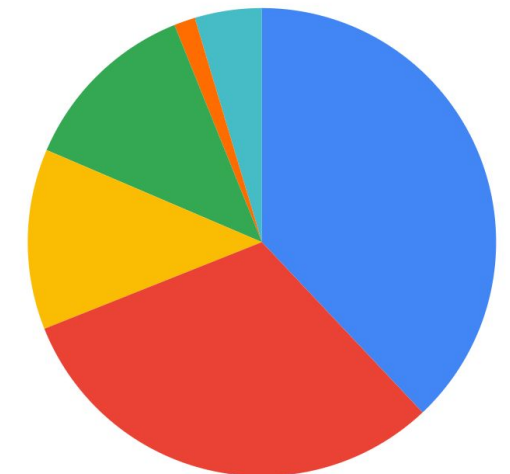
Total Levy Allocations

- Salaries moved into the Tech Levy in FY23 remain with COL increases
- Licensing and software costs increase due to curriculum moving online & cybersecurity
- Large hardware increase is due to new LAN (wireless access points and switches)

	FY 24
Hardware Expenditures	\$ 2,131,087.14
Employee Salaries & Benefits	\$ 1,739,800.00
Instructional Licensing & Software	\$ 700,000.00
Non Instructional Licensing & Software	\$ 700,000.00
IT Department Budget	\$ 82,000.00
Internet, Copiers, Misc Fees For Service	\$ 260,000.00
Total Expenditures	\$ 5,612,887.14
Estimated Available Tech Levy Funds	\$ 4,300,479.22
Estimated E-Rate Funds (inc Cat 2 & ECF)	\$ 1,030,000.00
Prior 795 Balance	\$ 1,250,000.00
Total Funds Available	\$ 6,580,479.22
Projected Balance Available	\$ 967,592.08

FY 24

- Hardware Expenditures
- Employee Salaries & Benefits
- Instructional Licensing & Software
- Non Instructional Licensing & Software
- IT Department Budget
- Internet, Copiers, Misc Fees For Service



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Cybersecurity Briefing

Prevention and Preparation Planning

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- Globally, 56% of K-12 schools and 64% of colleges and universities report being hit by an attack in the past year, according to an independent survey of 5,600 IT professionals in 31 countries by British security software and hardware company Sophos.
- There have been 1,619 publicly disclosed cyber incidents between 2016 and 2022, according to K12 Security Information Exchange (K12 SIX), a nonprofit focused on helping schools prevent cyber attacks.
- Locally Minneapolis, Elk River, and Rochester have experienced cyber incidents.

Prevention

Annual
Training
Mandated

MFA Universally Applied

Regular
Security
Assessments

Full Service SOC Partner

Active Incident Response

Cyber
Incident
Reported

Access Incident Response
Plan

Determine
Classification
of Incident &
Utilize Specific
Playbook

Mitigate, Communicate, Learn



Richfield Public Schools Cybersecurity Handbook: Protecting Our Students and Community

Richfield Public Schools Cybersecurity Handbook
Protecting Our Students and Community

Published
4/25/23

Revised

Handbook in Board Packet

What's Next?



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Hearing all voices!

- New Digital Learning Plan
 - Writing in progress
- Questions for feedback in stakeholder group surveys
 - Staff
 - Community
 - Students
- Working on plans to support new auditorium technology
 - RMS
 - RHS



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Questions?

Thank You Richfield!

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22-23 Annual Survey Results

Cory Klinge, Director of
Technology

5/15/23

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- The annual surveys for staff and for parents/guardians are aligned to our current strategic plan.
- Both surveys allow for respondents to only complete sections that are relevant to their roles and sites in RPS.

Richfield Public Schools Strategic Plan 2021-26

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Realized

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Staff Survey Results

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Staff Survey Distribution & Participation



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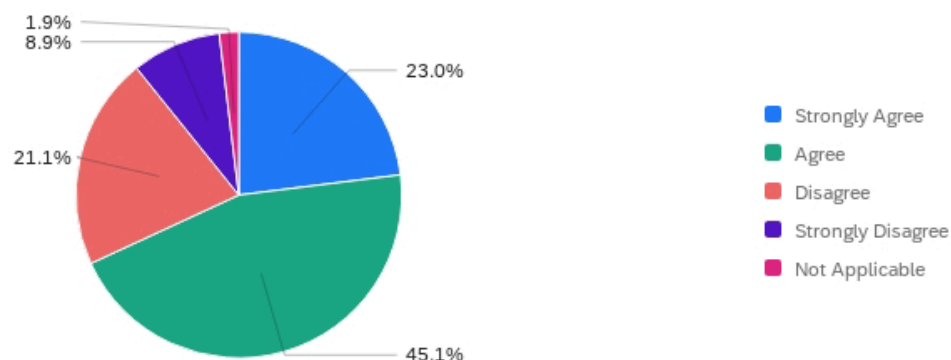
- Staff members were given 12 days to complete the survey.
- Participation numbers by building:
 - Bus Garage: 3 (12% completion)
 - Centennial: 40 (65% completion)
 - Central: 31 (72% completion)
 - District Office: 20 (53% completion)
 - RCEP: 6 (75% completion)
 - RDLS: 36 (60% completion)
 - RHS: 56 (42% completion)
 - RMS: 40 (43% completion)
 - R-STEM: 47 (51% completion)
 - Sheridan: 43 (68% completion)
 - SEC: 9 (82% completion)
 - Total: 359 (53% completion)

Staff Survey Results - Overall

- “I would recommend my school or program to parents seeking a place for their child.”
- 73.3% agree or strongly agree (5.2 percentage points higher than last year)
- 25% disagree or strongly disagree

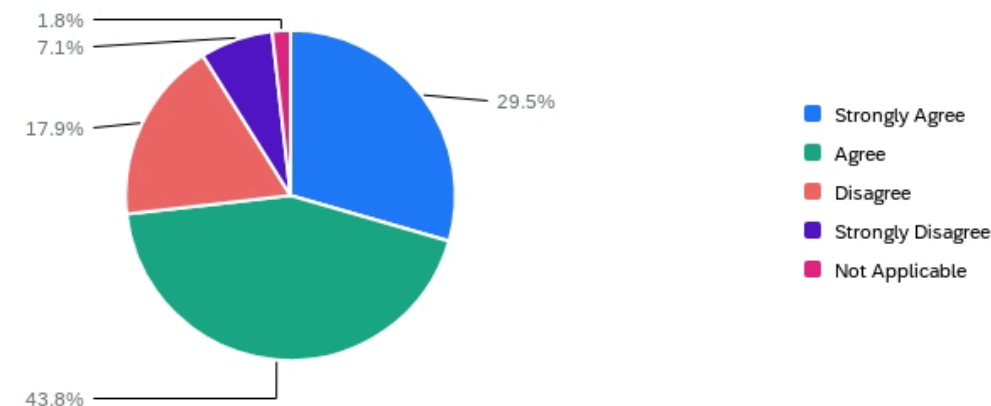
2021-2022 Data

Would Recommend School/Program



2022-2023 Data

Would Recommend School/Program



Staff Survey Results – School Administration

School Administration (Staff at the D.O. and bus garage skipped these questions):

- Strength: 93% of respondents agree or strongly agree that their school administration “promotes the school and district in a positive manner.”
- Opportunity: 34% of respondents disagree or strongly disagree that their school administration “aligns support to the needs of the building.”
- Compared to last year: Strong agreement increased by 3-7 percentage points for each statement. Strong disagreement decreased by 2-7 percentage points for each statement.

My School Administration (including Principal, Assistant Principals, Dean of Students, Director of RCEP, Director of Special Education, Director of Community Education ...					
Q8 Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree	Count
Aligns support to the needs of my building.	23%	43%	23%	11%	271
Encourages student participation in extracurricular activities.	27%	52%	19%	2%	223
Ensures equitable outcomes for all students.	27%	44%	19%	10%	272
Ensures that students are seen, valued, heard, and respected.	32%	49%	14%	5%	271
Establishes an environment of trust, teamwork and collaboration.	24%	44%	19%	13%	275
Promotes the school and district in a positive manner.	37%	56%	6%	1%	278
Respects and supports teachers and staff.	30%	41%	19%	10%	276

Staff Survey Results - Teachers



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Teachers in my Building (Staff at the D.O. and bus garage skipped these questions):

- Strength: 94% of respondents agree or strongly agree that the teachers in their building “ensure that students are seen, valued, heard, and respected.”
- Opportunity: 13% of respondents disagree or strongly disagree that teachers in their building “ensure equitable outcomes for all students.”
- Compared to last year: Responses remained similar, trending slightly toward stronger agreement.

The Teachers in my Building...

...

Q13 Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree	Count
Ensure equitable outcomes for all students.	34%	53%	11%	2%	258
Ensure that students are seen, valued, heard, and respected.	41%	53%	6%	0%	259
Establish an environment of trust, teamwork and collaboration.	39%	53%	6%	2%	262
Promote the school and district in a positive manner.	34%	58%	7%	1%	262
Respect and support fellow teachers and staff.	41%	48%	8%	2%	262
Respect the work of other staff who take the lead in school improvement eff...	35%	53%	10%	2%	255

Staff Survey Results – Business Team

Business Team (Finance, HR, Student Information – staff only completed these questions if they interact with this team specifically):

- Strength: 89% of respondents agree or strongly agree that the Business team “promotes the District in a positive manner.”
- Opportunity: 40% of respondents disagree or strongly disagree that the Business team “establishes an environment of trust, teamwork and collaboration.”
- Compared to last year: As a whole, strong agreement and agreement decreased by 1 to 10 percentage points for each statement.

The District Business Team (including Finance, Human Resources and Student Information)...

Q19 Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree	Count
Aligns supports with the needs of my building.	18%	46%	29%	7%	115
Establishes an environment of trust, teamwork and collaboration.	16%	44%	27%	13%	118
Fosters a culture of financial accountability and transparency.	20%	44%	22%	14%	117
Promotes the District in a positive manner.	25%	64%	10%	2%	118
Respects and supports teachers and staff.	18%	45%	28%	8%	120

Staff Survey Results – Operations Team



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Operations Team (Facilities, Nutrition Services, Transportation, Safe Routes to School – staff only completed these questions if they interact with this team specifically):

- Strength: All of the statements inspired 92-97% agreement!
- Compared to last year: As a whole, strong agreement and agreement increased by 1 to 5 percentage points for all statements except “Provides resources needed by students, staff and families,” which decreased by 2 percentage points.

The District Operations Team (including Facilities, Nutrition Services, Transportation and Safe Routes to School)...

Q23 Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree	Count
Aligns support with the needs of my building.	35%	56%	6%	2%	131
Establishes an environment of trust, teamwork and collaboration.	39%	57%	5%	0%	129
Is committed to continuous improvement of services.	39%	56%	5%	0%	133
Promotes the District in a positive manner.	44%	55%	0%	1%	131
Provides resources needed by students, staff and families.	38%	54%	8%	0%	131
Respects and supports teachers and staff.	38%	59%	2%	0%	133

Staff Survey Results – Marketing & Communications Team



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Marketing & Communications Team:

- Strength: 94% of respondents agree or strongly agree that the Marketing & Communications team “supports the positive reputation of the District.”
- Opportunity: 12% of respondents disagree or strongly disagree that the Marketing & Communications team “has provided effective communication this school year.”
- Compared to last year: Strong agreement increased by 3-4 percentage points for each statement, and strong disagreement decreased 1-2 percentage points for each statement.

The District Marketing & Communications Team...

Q27 Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree	Count
Has provided effective communication this school year.	28%	60%	10%	2%	259
Supports the positive reputation of the District.	35%	59%	5%	1%	260
Works to celebrate diversity and improve school pride.	33%	57%	8%	2%	261

Staff Survey Results – Teaching & Learning Team



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Teaching & Learning (staff only completed these questions if they interact with this team specifically):

- Strength: 96% of respondents agree or strongly agree that the T&L team “promotes the District in a positive manner.”
- Opportunity: 27% of respondents disagree or strongly disagree that the T&L team “aligns support with the needs of my building.”
- Compared to last year: Progress is mixed. Overall agreement increased for 4 of the statements, while overall disagreement increased for 3 of the statements. Despite the lowest overall agreement with the statement “aligns support with the needs of my building,” strong agreement for that statement also increased by 11 percentage points from last year.

The District Teaching & Learning Team (including Assistant Superintendent, Director of Elementary Ed., Director of Secondary Ed., Director of Technology and Director of ...)

Q32 Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree	Count
Aligns support with the needs of my building.	35%	39%	19%	8%	156
Ensures equitable outcomes for all students.	32%	45%	18%	4%	159
Ensures that students are seen, valued, heard, and respected.	34%	56%	9%	1%	158
Establishes an environment of trust, teamwork and collaboration.	33%	49%	13%	6%	160
Promotes the District in a positive manner.	41%	55%	3%	1%	159
Respects and supports teachers and staff.	34%	45%	15%	7%	158
Takes a personal interest in the professional development and growth of sta...	36%	43%	15%	6%	160

Staff Survey Results – Special Programs Team



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Special Programs (staff only completed these questions if they interact with this team specifically):

- Strength: 96% of respondents agree or strongly agree that the Special Programs team “promotes the District in a positive manner,” and 92% of respondents agree or strongly that the Special Programs team “works to celebrate diversity and improve school pride.”
- Opportunity: 25% of respondents disagree or strongly disagree that the Special Programs team “aligns support with the needs of my building.”
- Compared to last year: Overall agreement increased by 2-8 percentage points for 5 of the statements, while holding steady or decreasing by 1 percentage point for the remaining 3 statements.

The District Special Programs Team (including the Executive Director of Special Programs, Director of Multilingual Learning, Director of Special Education and Director of... ***

Q37 Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree	Count
Aligns support with the needs of my building.	33%	42%	18%	7%	123
Ensures equitable outcomes for all students.	38%	47%	10%	4%	125
Ensures that students are seen, valued, heard, and respected.	42%	50%	8%	1%	125
Establishes an environment of trust, teamwork and collaboration.	35%	47%	12%	6%	125
Promotes the District in a positive manner.	44%	52%	2%	2%	128
Respects and supports teachers and staff.	34%	47%	13%	6%	127
Works to celebrate diversity and improve school pride.	43%	49%	7%	1%	122
Works to increase social-emotional support for the RPS community.	42%	49%	7%	2%	122

Staff Survey Results - Technology



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Technology (First 5 statements shown to all staff; rest to teachers only):

- Strength: 93% of respondents rated their workspace software as good or excellent, and 93% of respondents rated support from the Help Desk ticket system as good or excellent.
- Opportunity: 38% of teacher respondents rated their data tools as only fair or poor.
- Compared to last year: Tech support was rated 5-7 percentage points higher than last year. Teaching and learning hardware were rated 10-12 percentage points higher. The wording of other categories was updated this year, so an accurate comparison cannot be made.

Q42 Matrix	Excellent	Good	Only Fair	Poor	Count
Calling 6050	48%	44%	5%	4%	126
Help Desk Ticket support	43%	50%	6%	1%	253
In person building support from site technicians	49%	43%	7%	2%	249
Quality of workspace hardware (PC/Laptop)	35%	53%	9%	3%	257
Quality of workspace software applications (Google Workspace, Microsoft Off...	39%	54%	6%	1%	257
Access to quality technology training from site and District staff.	16%	51%	23%	10%	167
Data tools (Hoonuit, Qualtrics, etc.)	18%	43%	19%	19%	134
Learning Hardware (Chromebooks for students, PC labs, robotics, etc.)	18%	64%	13%	4%	157
Student information & learning management systems (Synergy, Schoology, Sees...	17%	55%	16%	13%	168
Teaching and learning software (SMART Notebook, Kami, Screencastify, Edgenu...	18%	61%	17%	4%	144
Teaching Hardware (Smartboards, Lightspeed speaker systems, document camera...	31%	56%	9%	4%	167

Staff Survey Results - Superintendent



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Superintendent:

- Strength: 89% of respondents agree or strongly agree that the superintendent “leads the District to accomplish strategic plan goals.”
- Opportunity: 41% of respondents disagree or strongly disagree that the superintendent “effectively supports keeping high performing and diverse educators in the District.”
- Compared to last year: Overall agreement increased by 2-13 percentage points for all statements except “manages assets and utilizes resources to maintain the District’s financial stability,” which decreased by 2 percentage points.

The Superintendent...					
Q46 Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree	Count
Leads the District to accomplish strategic plan goals.	28%	61%	7%	4%	242
Effectively communicates with stakeholders to promote a positive image for...	26%	60%	11%	3%	227
Manages assets and utilizes resources to maintain the District's financial...	25%	57%	15%	4%	216
Leads the District to provide programs and services that go beyond what oth...	23%	50%	22%	5%	224
Leads the District to offer innovative educational programs that provide op...	23%	56%	14%	7%	235
Ensures equitable outcomes for all students.	23%	51%	18%	8%	237
Effectively recruits high performing and diverse educators.	22%	50%	19%	8%	237
Effectively supports keeping high performing and diverse educators in the D...	19%	40%	28%	13%	232

Staff Survey Results - Comments



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A few final comments from respondents:

- “I am proud to work for RPS. All in all, I think we do a fantastic job.”
- Despite its faults, I am happy to work in Richfield Public Schools. I hope the district doesn’t fall into the trap of making political decisions at the expense of student education and growth.”
- “Most importantly, we could really use more mental health support.”
- “This year has been a difficult year to get a sense for what is going well and what is going poorly since much of the year has been spent putting schools back together with pieces and people that are still trying to put themselves back together. It is a messy year.”
- “I would love to see the district be able to offer more pathways for growth in skills/responsibilities/pay/certification for non-licensed staff, many of whom are BIPOC.”
- “I am newer to the district and to teaching and I am truly proud to be a part of RPS as both an employee and a parent.”
- “Post Covid we have increased needs at the elementary level for academic and SEL interventions yet the need does not match the staffing needed to provide these. We’d love an increase in gen ed intervention staff to support the need.”
- I think that this is a wonderful place to work, however I think sometimes that a bit more love, trust, and positive feedback needs to come from our district administrators of all levels. People want to be seen, heard, and appreciated. Education is really hard. Staff appreciation events are really nice, but what people want is to have a voice, and to have that voice heard and honored.”

Enriching and accelerating learning

Parent/Guardian Survey Results

Enriqueciendo y acelerando el aprendizaje

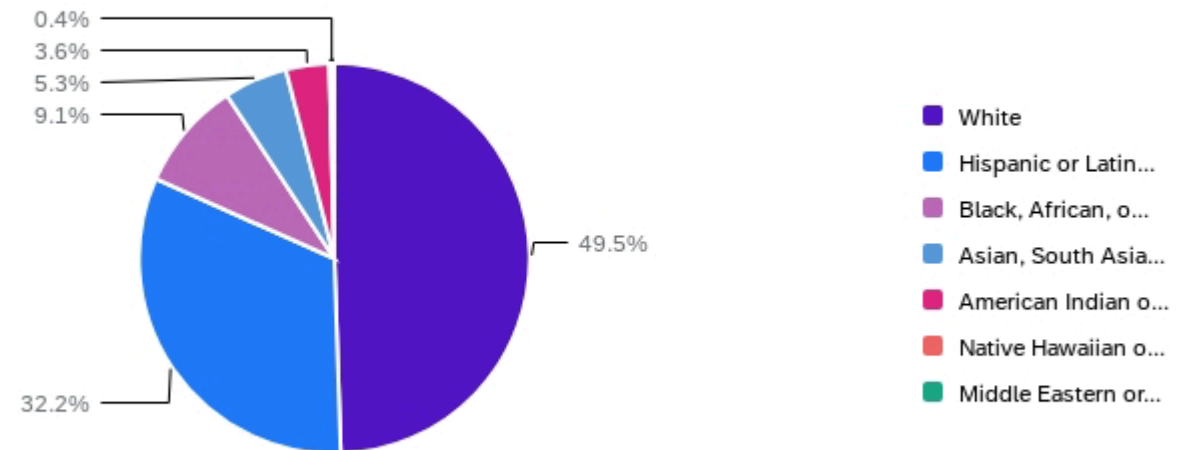
Parent Survey Distribution & Participation



RICHFIELD
PUBLIC SCHOOLS

- Parents/guardians were given a 14 days to complete the survey.
- Participation numbers by school and by race/ethnicity:
 - Centennial: 33
 - Central: 28
 - RCEP: 1
 - RDLS: 67
 - RHS: 80
 - RMS: 77
 - R-STEM: 71
 - Sheridan Hills: 66
 - SEC: 1
 - Total: 424

Participant Race/Ethnicity



Parent Survey Results – RPS Overall



RICHFIELD
PUBLIC SCHOOLS

Richfield Public Schools:

- Strength: 95% of respondents agree or strongly agree that RPS provides the technology resources for their children to effectively learn and participate and that RPS supports and celebrates diversity and school pride.
- Opportunity: 26% of respondents disagree or strongly disagree that RPS has a positive reputation in the community.
- Compared to last year: Overall agreement increased by 1-7 percentage points for 8 of the statements, while holding steady or decreasing by 1 percentage point for the remaining 3 statements.

Richfield Public Schools...

Q53 Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree	Count
Communicates effectively with parents.	33%	52%	10%	5%	332
Ensures students are seen, valued, heard and respected.	33%	56%	10%	2%	319
Has a positive reputation in the community.	25%	49%	22%	4%	327
Has safe, modern and clean school buildings and facilities.	40%	53%	5%	2%	332
Provides a welcoming environment.	42%	51%	5%	2%	323
Provides access for my child(ren) to additional resources, such as healthca...	36%	51%	10%	3%	273
Provides extracurricular activities that cater to the needs and interests o...	30%	54%	12%	4%	299
Provides healthy and nutritious meals.	26%	50%	19%	6%	313
Provides opportunities for parents and community members to be involved.	38%	53%	7%	2%	325
Provides technology resources for my child(ren) to effectively learn and pa...	39%	56%	4%	1%	322
Supports and celebrates diversity and school pride.	46%	49%	3%	2%	326

Parent Survey Results Comparison: BIPOC Respondents & All Respondents



RICHFIELD
PUBLIC SCHOOLS

RPS:

- Biggest difference: Among BIPOC respondents, 85% agree or strongly agree that RPS has a positive reputation in the community, whereas only 74% of all respondents agree or strongly agree with that statement.
- Strongest similarity: 93% of respondents agree or strongly agree that RPS has safe, modern and clean school buildings and facilities. This 93% rating also holds true for BIPOC respondents specifically.
- **Overall trend in comparison: For every statement except one, BIPOC respondents had a higher percentage of combined agree responses, indicating an overall higher level of satisfaction with RPS from BIPOC respondents.**
- The only exception was the statement that RPS supports and celebrates diversity and school pride, which had an agreement percentage of 93% from BIPOC respondents, as opposed to 95% from all respondents.

Parent Survey Results – School Transition Experiences



RICHFIELD
PUBLIC SCHOOLS

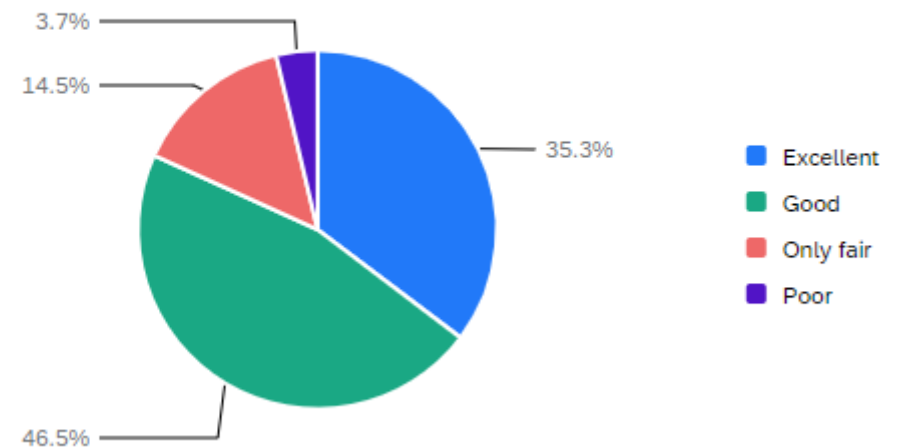
School Transition Experiences: 81.8% of respondents indicated excellent or good experiences transitioning from PreK to K, elementary to middle, and/or middle to high.

Compared to last year: The percentage of respondents who rated their transitions as excellent increased by 1.1 percentage points.

Sample Comments:

- “Transition between elementary schools went well. However we are transitioning into middle school and feel that there has been very few and limited communication about this transition process.”
- “If RPS wants to keep RDLS students they need a fancy brochure about the [RMS] immersion program and some statistics about how RDLS students who have graduated from RPS are doing.”
- “Our youngest will be starting K in the fall of 2023. I wish we had more opportunities to ride the bus - this is both exciting and a point of anxiety!”
- “The transition from elementary school to middle school is hard for kids, but also hard for parents. Communication and grades need to be streamlined, and there should be better systems in place and consistency, plus orientation for parents on how to navigate these systems and tech support in doing so.”

School Transition Experiences



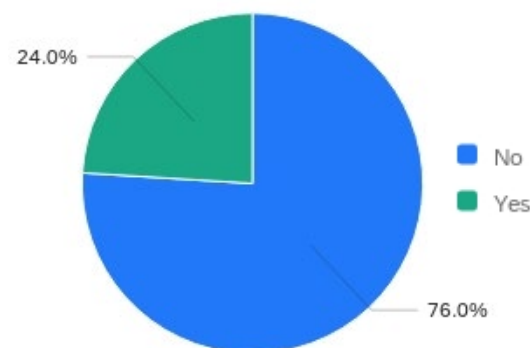
Parent Survey Results - Activities



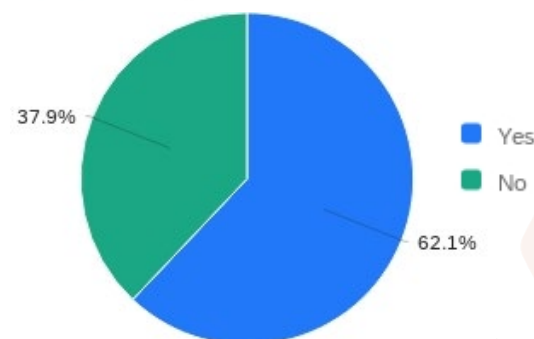
RICHFIELD
PUBLIC SCHOOLS

2021-2022 Survey Results:

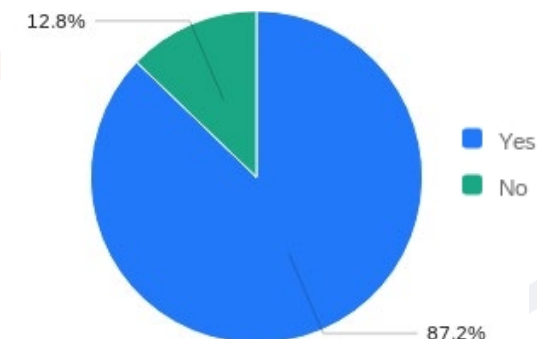
Activity Fees a Barrier?



Aware of Scholarship Opportunities?

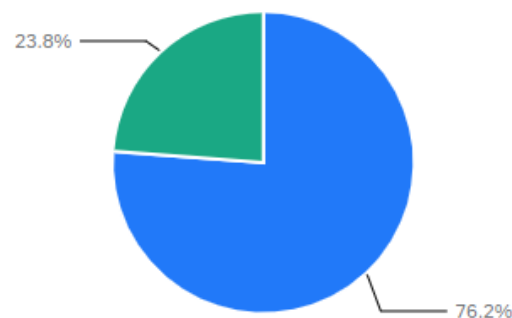


Enjoy Attending Performances & Competitions?

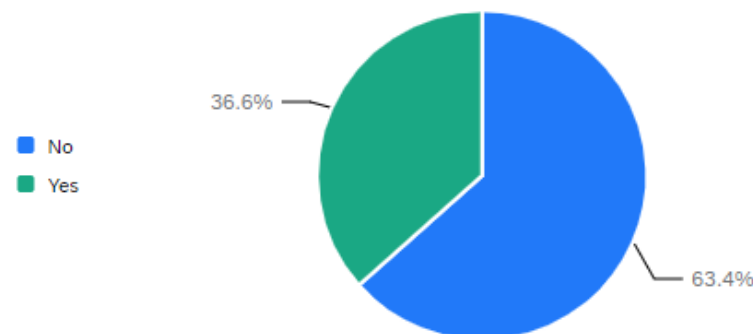


2022-2023 Survey Results:

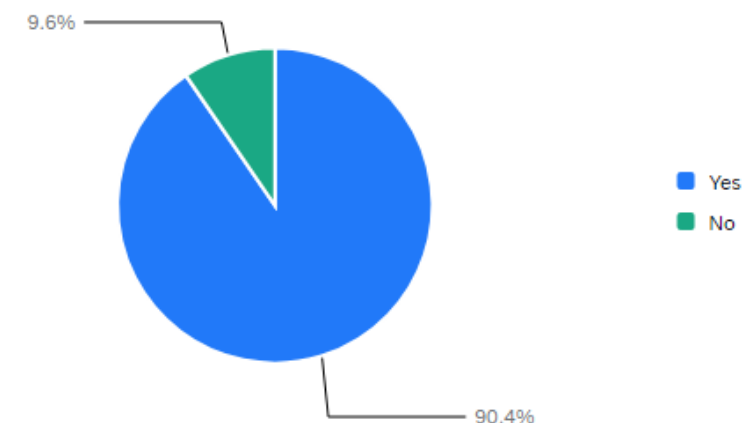
Activity Fees a Barrier?



... Aware of Scholarship Opportunities?



Enjoy Attending Performances & Competitions?



Parent Survey Results Comparison: BIPOC Respondents & All Respondents



RICHFIELD
PUBLIC SCHOOLS

Activities:

- Biggest difference: 37.5% of BIPOC respondents indicated that activity fees are a barrier for them, as compared to 23.8% of all respondents.
- Strongest similarity: 88.3% of BIPOC respondents indicated they enjoy attending student performances and competitions, as compared to 90.4% of all respondents.
- Additional data point: 42.3% of BIPOC respondents indicated they are not aware of scholarship opportunities, as compared to 36.6% of all respondents.

Parent Survey Results – Superintendent



RICHFIELD
PUBLIC SCHOOLS

The Superintendent:

- Strength: 89% of respondents agree or strongly agree that the superintendent manages assets and utilizes resources to maintain the District's financial stability. Additionally, 88% of respondents agree or strongly agree that the superintendent leads the District to accomplish strategic plan goals.
- Opportunity: 23% of respondents disagree that the superintendent leads the District to provide programs and services that go beyond what other similarly sized districts offer.
- Compared to last year: Overall agreement increased by 2-8 percentage points for every statement.

The Superintendent...

Q58 Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree	Total Respondents
Effectively communicates with stakeholders to promote a positive image for...	27%	54%	11%	7%	257
Effectively recruits high performing and diverse educators.	27%	52%	15%	6%	268
Effectively supports keeping high performing and diverse educators in the D...	24%	54%	15%	7%	267
Ensures equitable outcomes for all students.	26%	56%	11%	7%	266
Leads the District to accomplish strategic plan goals.	30%	58%	9%	4%	284
Leads the District to offer innovative educational programs that provide op...	29%	56%	11%	4%	278
Leads the District to provide programs and services that go beyond what oth...	25%	52%	16%	7%	254
Manages assets and utilizes resources to maintain the District's financial...	31%	58%	8%	4%	255

Parent Survey Results Comparison: BIPOC Respondents & All Respondents



RICHFIELD
PUBLIC SCHOOLS

The Superintendent:

- Biggest difference: 86% of BIPOC respondents agreed or strongly agreed that the superintendent leads the District to provide programs and services that go beyond what other similarly sized districts offer, as compared to 77% of all respondents.
- Strongest similarity: 88% of BIPOC respondents agreed or strongly agreed that the superintendent effectively communicates with stakeholders to promote a positive image for the District, as compared to 87% of all respondents.
- **Overall trend in comparison: For every statement, BIPOC respondents had a higher percentage of combined agreement, indicating an overall higher level of satisfaction with the superintendent's performance from BIPOC respondents.**

Parent Survey Results – Comments

A few final comments from respondents:

- “I am happy and my son is happy to have him going to Richfield Middle School. Thank You, teachers, and other staff for making it a positive environment for our kids!”
- “I love living in Richfield, I just wish the schools were more unified. Instead, it feels like a competition. One school has all the best opportunities, while another school feels like an afterthought or not the popular choice. We are all in the same district and should be represented similarly.”
- “We were disappointed that the machines, construction, and welding programs are not running.”
- “I would like to have more diversity in the extracurricular sports.”
- “I believe that the academic standards should be raised.”
- “We NEED more access to Fun Club. We've been on the wait list for 2.5 years since moving into the district. This is a huge barrier to employment in our family.”
- “Teachers and staff are respectful and welcoming.”
- “I appreciate having a voice to share concerns.”
- “We've had good experiences with RPS, but FWIW, people I know who have been at other schools do think RHS is not rigorous enough.”
- “Keep working long/hard as you have been doing - it's going super well.”

Next Steps

- Board members will be given access to Qualtrics in order to view the dashboard of survey information, including all the comments written in about the superintendent's performance.
- Data from this survey are part of the superintendent's annual evaluation, along with upcoming data on superintendent goals and feedback from board members and staff members who report directly to the superintendent.

Enriching and accelerating learning



RICHFIELD
PUBLIC SCHOOLS

Questions/Comments

Enriqueciendo y acelerando el aprendizaje

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

Agenda Item III.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 15, 2023

Subject: Commendation

Richfield Public Schools would like to commend RMS Assistant Principal David Freeburg. Mr. Freeburg led the building while Principal Erica Barlow was out on leave. Mr. Freeburg went above and beyond to take on this leadership role and ensure that RMS would remain in good hands until Principal Barlow returned. Thank you to Mr. Freeburg, and congratulations on a job well done!

Richfield Public Schools would also like to commend the ten RPS students who were recently announced as 2023 Wallin Scholars! These students will each receive \$16,000 over four years of college, as well as college advising and support funded by Wallin Education Partners. Congratulations to these students on this great honor!

- Adam Douiri
- Andy Mera
- Anthony Rutherford
- Elsy Cruz Parra
- Kharisma Naidu
- Kokou Sronvi
- Michael Montano-Aguilar
- Ryan Kelleher
- Sophia Proulx
- Trey Petersen



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

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

01	V612773	04/04/2023	PATRICK M SURE	R	40.00
01	V612774	04/04/2023	STACY THEIEN-COLLINS	R	70.00
01	V612775	04/04/2023	VLADIMIR S TOLEDO	R	40.00
01	V612776	04/04/2023	STEVEN P UNOWSKY	R	270.00
01	V612777	04/04/2023	STEPHEN C URBANSKI	R	40.00
01	V612778	04/04/2023	CARRIE A VALA	R	70.00
01	V612779	04/04/2023	JENNIFER K VALLEY	R	70.00
01	V612780	04/04/2023	RYAN WAGNER	R	40.00
01	V612781	04/04/2023	REBECCA S WALD	R	40.00
01	V612782	04/04/2023	MICHELLE R WHITESIDE	R	70.00
01	V612783	04/04/2023	KASYA L WILLHITE	R	70.00
01	V612784	04/04/2023	AMY J WINTER AHSENMACHER	R	70.00
01	308147	04/06/2023	ANTHONY LEE FRANK	R	400.00
01	308148	04/06/2023	CEP ART & DESIGN	R	180.00
01	308149	04/06/2023	COMCAST BUSINESS	R	406.35
01	308150	04/06/2023	CULLIGAN SOFT WATER	R	10.50
01	308151	04/06/2023	DICK BLICK COMPANY	R	23.20
01	308152	04/06/2023	ECOLAB INC	R	259.43
01	308153	04/06/2023	FLICEK WELDING	R	3,200.00
01	308154	04/06/2023	GURSTEL LAW FIRM, P.C.	R	1,221.99
01	308155	04/06/2023	HARVEST TECHNOLOGY GROUP, INC.	R	36,725.72
01	308156	04/06/2023	IDENTISYS INC	R	2,992.94
01	308157	04/06/2023	IIX INSURANCE INFORMATION EXCHANGE	R	40.15
01	308158	04/06/2023	INNOVATIVE OFFICE SOLUTIONS LLC	R	72.04
01	308159	04/06/2023	JOSEPH RYAN MOUSSEAU	R	100.00
01	308160	04/06/2023	KINECT ENERGY INC	R	536.00
01	308161	04/06/2023	LIGHTSPEED TECHNOLOGIES, INC.	R	2,029.00
01	308162	04/06/2023	LOFFLER COMPANIES	R	13,117.03
01	308163	04/06/2023	MATRIX COMMUNICATIONS, INC	R	665.93
01	308164	04/06/2023	MAVO SYSTEMS INC	R	2,640.00
01	308165	04/06/2023	MINNESOTA DEPT OF HEALTH	R	35.00
01	308166	04/06/2023	MINUTEMAN PRESS EDINA	R	40.62
01	308167	04/06/2023	MIRA	R	21,147.50
01	308168	04/06/2023	MOLLY ANTHONY	R	547.50
01	308169	04/06/2023	MSBA-MINNESOTA SCHOOL BOARD ASSOC	R	80.00
01	308170	04/06/2023	NEW LIFE ENTERPRISE	R	906.00
01	308171	04/06/2023	NORMANDEALE COMMUNITY COLLEGE	R	100,272.30
01	308172	04/06/2023	NORTHERN SALT INC	R	1,040.00
01	308173	04/06/2023	NOVA EDUCATION CONSULTANTS	R	1,842.50
01	308174	04/06/2023	ONE OF ONE CLOTHING	R	353.50
01	308175	04/06/2023	PAMELA MERCADO MICHELLI	R	262.50
01	308176	04/06/2023	PHOENIX SCHOOL COUNSELING	R	8,333.34
01	308177	04/06/2023	PROCARE THERAPY	R	3,722.45
01	308178	04/06/2023	RUPP ANDERSON SQUIRES & WALDSPURGER	R	7,483.09
01	308179	04/06/2023	SOROUGH 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
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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
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BREAKDOWN	
01-206-00	423,133.04
02-206-00	51,787.15
03-206-00	45,244.17
04-206-00	49,057.12
06-206-00	
07-206-00	
18-206-00	
20-206-00	
21-206-00	
47-206-00	-
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	308241	04/13/2023	PREMIUM WATERS INC	R	33.00
01	308242	04/13/2023	REGION 2AA	R	501.00
01	308243	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	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

01	308282	04/20/2023	CONSOLIDATED COMMUNICATIONS	R	2,396.91
01	308283	04/20/2023	DIGITAL INSURANCE LLC	R	5,263.00
01	308284	04/20/2023	EDUCATORS BENEFIT CONSULTANTS LLC	R	493.77
01	308285	04/20/2023	GONZALEZ JOSUE	R	46.83
01	308286	04/20/2023	GROTH MUSIC COMPANY	R	463.25
01	308287	04/20/2023	HASTINGS CREAMERY LLC	R	1,674.80
01	308288	04/20/2023	HILLYARD MINNEAPOLIS	R	38.16
01	308289	04/20/2023	IDEAL ENERGIES, LLC	R	6,543.67
01	308290	04/20/2023	INTERMEDIATE DISTRICT 287	R	89,541.37
01	308291	04/20/2023	MADISON NATIONAL LIFE INS CO INC	R	5,814.62
01	308292	04/20/2023	MINUTEMAN PRESS EDINA	R	308.67
01	308293	04/20/2023	MN SYNCHRONIZED SWIM COACHES ASSOC	R	514.00
01	308294	04/20/2023	NATHAN P KENNEDY	R	125.00
01	308295	04/20/2023	NOVAK JANICE SOPHIE	R	140.00
01	308296	04/20/2023	ON SITE SANITATION	R	504.87
01	308297	04/20/2023	PAN O GOLD BAKING CO	R	492.53
01	308298	04/20/2023	POWERSCHOOL GROUP LLC	R	15,467.24
01	308299	04/20/2023	TEAM GOLF GEAR	R	2,237.50
01	308300	04/20/2023	TRIO SUPPLY COMPANY	R	1,341.68
01	308301	04/20/2023	UNITED HEALTHCARE INSURANCE CO	R	528.23
01	308302	04/20/2023	UNITED HEALTHCARE/AARP MEDICARE RX	R	109.60
01	308303	04/20/2023	UNITED HEARTHCARE /AARP MEDICARE RX	R	109.60
01	308305	04/20/2023	UPPER LAKES FOODS	R	20,286.91
01	308306	04/24/2023	ARMSTRONG HIGH SCHOOL	R	375.00
01	308307	04/24/2023	AUGSBURG UNIVERSITY-ROCHESTER	R	665.00
01	308308	04/24/2023	ESTR PUBLICATIONS	R	26.20
01	308309	04/24/2023	FRSECURE, LLC	R	9,987.50
01	308310	04/24/2023	HIAWATHA GOLF COURSE	R	573.81
01	308311	04/24/2023	LANGUAGE BABEL INC.	R	115.00
01	308312	04/24/2023	LANGUAGE LINE SERVICE	R	54.75
01	308313	04/24/2023	LENOVO (UNITED STATES) INC.	R	579.30
01	308314	04/24/2023	LIFETIME FITNESS BLOOMINGTON	R	324.00
01	308315	04/24/2023	MADISON NATIONAL LIFE INS CO INC	R	11,235.55
01	308316	04/24/2023	MULTILINGUAL WORD INC	R	4,891.20
01	308317	04/24/2023	NOVA EDUCATION CONSULTANTS	R	880.00
01	308318	04/24/2023	PROCARE THERAPY	R	4,067.64
01	308319	04/24/2023	PROPIO LS, LLC	R	1,894.85
01	308320	04/24/2023	SCHOOL SERVICE EMPLOYEES UNION	R	8,033.27
01	308321	04/24/2023	UNITED STATES TREASURER	R	430.00
01	308324	04/24/2023	UNIVERSITY LANGUAGE CENTER	R	8,913.20
01	308325	04/24/2023	VERTO	R	422.00
01	308326	04/24/2023	VSP INSURANCE CO. (CT)	R	3,201.60
01	308327	04/24/2023	XCEL ENERGY	R	634.74

TOTAL CHECK & EPAY REGISTER					404,872.15
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P-CARD,CHECK RUNS, E-PAYS & WIRES FOR 05/01/2023 BOARD REPORTS

BANK 05	DATE	AMOUNT
CHECKS	4/13/2023	161,147.94
	4/14/2023	8,240.59
	4/20/2023	177,216.41
	4/24/2023	57,304.61
EPAYS	4/14/2023	962.60

CHECK REGISTER BANK 05 TOTAL =	404,872.15
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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

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, May 1, 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, May 1, 2023 in the boardroom at the Richfield Public Schools District Office. Chair Paula Cole called the regular board meeting to order at 7:02 p.m. with the following school board members in attendance: Banks Kupcho, Brakke, Carter, Pollis and Smisek.

Administrators present were Superintendent Unowsky, Assistant Superintendent Daniels, and Chief HR and Admin Officer Holje. Student representatives Elsy Cruz Parra, Chimdalun Dibua and Paola Hernandez Zuniga were present.

II. REVIEW AND APPROVAL OF THE AGENDA

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

III. INFORMATION AND PROPOSALS - NON-ACTION ITEMS

- A. Superintendent Update
 - 1. 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

Classified Part Time Food and Nutrition for Employment
Sarah Jespersen – 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

C. 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

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

V. OLD BUSINESS

- A. Policy 926: Public Relations/Involvement & Administrative Guidelines 926.1 & 926.2 - fourth read

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

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

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

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

VI. NEW BUSINESS

- A. Fiscal Host Agreement for Richfield READY

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

- B. Revised 2022-2023 Budget

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

- C. Resolution Approving Cooperative Sponsorship Agreement

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

D. Termination and Nonrenewal of Probationary Teaching Contracts

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

E. Nutrition Services Collective Bargaining Agreement 2022-2024

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

F. Policy 203: Organization of the Board of Education

G. Donations

Motion by Smisek, seconded by Banks Kupcho, 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

5-15-2023

7 p.m.

Regular Board Meeting - Public Comment

6-5-2023

7 p.m.

Regular Board Meeting

VIII. ADJOURN REGULAR MEETING

Chair Cole adjourned the meeting at 8:44 p.m.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	308141	04/25/2023	MINNESOTA EDUCATION JOB FAIR	V	-50.00
01	308328	04/27/2023	A.J. MOORE ELECTRIC, INC.	R	285.73
01	308329	04/27/2023	AASPA	R	275.00
01	308330	04/27/2023	ALL STATE COMMUNICATIONS INC	R	925.00
01	308331	04/27/2023	BATTERIES R US	R	2,419.65
01	308332	04/27/2023	BESSER WELDING & FABRICATION	R	330.00
01	308333	04/27/2023	BIX FRUIT COMPANY	R	8,327.44
01	308334	04/27/2023	BRINK'S INCORPORATED	R	1,830.57
01	308335	04/27/2023	CANON USA	R	9,643.43
01	308336	04/27/2023	CAPTIVATE MEDIA & CONSULTING	R	1,488.00
01	308337	04/27/2023	CATALYST BUYING GROUP LLC	R	354.99
01	308338	04/27/2023	CINTAS CORPORATION NO 2	R	940.71
01	308339	04/27/2023	CITY OF RICHFIELD	R	2,635.01
01	308340	04/27/2023	DELEGARD TOOL COMPANY	R	298.67
01	308341	04/27/2023	ECM PUBLISHERS INC	R	167.20
01	308342	04/27/2023	ECOLAB INC	R	130.38
01	308343	04/27/2023	ECSI	R	454.52
01	308344	04/27/2023	FASTENAL INDUSTRIAL	R	936.65
01	308345	04/27/2023	FREEDOM CONCEPTS USA LLC	R	9,056.00
01	308346	04/27/2023	PATRICK A GEE	R	1,800.00
01	308347	04/27/2023	GILBERT MECHANICAL CONTRACTORS, LLC	R	1,078.42
01	308348	04/27/2023	WW GRAINGER INC	R	531.76
01	308349	04/27/2023	HARMES, KRISTIN	R	188.68
01	308351	04/27/2023	HASTINGS CREAMERY LLC	R	6,514.47
01	308352	04/27/2023	HAWKINS INC	R	10.00
01	308353	04/27/2023	HILLYARD MINNEAPOLIS	R	8,847.55
01	308354	04/27/2023	HOYO, SBC	R	1,089.00
01	308355	04/27/2023	INDIGO SIGNS	R	417.25
01	308356	04/27/2023	INSTITUTE FOR ENVIROMENTAL	R	10,730.00
01	308357	04/27/2023	INSTRUMENTALIST AWARDS	R	84.00
01	308358	04/27/2023	INTERMEDIATE DISTRICT 287	R	908.00
01	308359	04/27/2023	J5CREATE	R	1,209.90
01	308360	04/27/2023	KINECT ENERGY INC	R	66,943.70
01	308361	04/27/2023	LORENZ BUS SERVICE, LLC	R	4,200.00
01	308362	04/27/2023	MAGIC TURF, INC.	R	1,130.00
01	308363	04/27/2023	MASTER TECHNOLOGY GROUP	R	550.00
01	308364	04/27/2023	MPCA	R	435.10
01	308365	04/27/2023	MPLS PUBLIC SCHOOL SPECIAL DIST 1	R	15,264.13
01	308366	04/27/2023	MTN-METROPOLITAN TRANSP NETWORK	R	268,453.97
01	308367	04/27/2023	NAPA AUTO PARTS	R	290.68
01	308368	04/27/2023	NEWS 2 YOU INC	R	239.99
01	308369	04/27/2023	NORTH CENTRAL INTERNATIONAL, LLC	R	55.64
01	308370	04/27/2023	ON SITE SANITATION	R	131.25
01	308371	04/27/2023	OPTIMIST CLUB OF RICHFIELD	R	57.50
01	308372	04/27/2023	PAN O GOLD BAKING CO	R	307.08
01	308373	04/27/2023	PREMIER LIGHTING INC	R	2,187.81
01	308374	04/27/2023	PRIMEX WIRELESS INC	R	3,239.60
01	308375	04/27/2023	PROFESSIONAL WIRELESS COMMUNICATION	R	2,053.00
01	308376	04/27/2023	RED BALLOON BOOK STORE	R	411.58

01	308377	04/27/2023	SAGRADO CORAZON DE JESUS	R	400.00
01	308378	04/27/2023	SCHUMACHER ELEVATOR COMPANY	R	243.00
01	308379	04/27/2023	SEPTRAN STUDENT TRANSPORTATION	R	6,240.00
01	308380	04/27/2023	SHERWIN WILLIAMS CO	R	180.77
01	308381	04/27/2023	STUDENTTREASURES, LLC	R	856.10
01	308382	04/27/2023	SWEETWATER SOUND, INC.	R	1,537.99
01	308383	04/27/2023	TRIO SUPPLY COMPANY	R	1,290.84
01	308384	04/27/2023	TWIN CITY HARDWARE	R	200.45
01	308385	04/27/2023	TWIN CITY TRANSPORTATION	R	132,149.24
01	308386	04/27/2023	UHL COMPANY INC	R	94.00
01	308387	04/27/2023	UPPER LAKES FOODS	R	27,187.13
01	308388	04/27/2023	VALLEY RICH CO INC	R	900.90
01	308389	04/27/2023	VANESSA MERRY	R	205.00
01	308390	04/27/2023	WILLIAM V MACGILL & CO	R	195.50
01	308392	04/27/2023	XCEL ENERGY	R	40,197.62
01	308393	04/27/2023	ZONEONE LOCATING	R	209.00
01	308394	04/28/2023	ALEXANDER ESTRADA CORTEZ	R	50.00
01	308395	04/28/2023	ANDALE INC	R	750.00
01	308396	04/28/2023	GARCIA EMILY	R	24.00
01	308397	04/28/2023	GROUP MEDICAREBLUE RX	R	7,245.50
01	308398	04/28/2023	KORBA JERRY	R	75.00
01	308399	04/28/2023	MORROW DONALD	R	83.00
01	308400	04/28/2023	PAHL, THOMAS W	R	64.00
01	308401	04/28/2023	SIMON MELVIN	R	75.00
01	308402	05/04/2023	ALLIED PROFESSIONALS, INC.	R	3,198.50
01	308403	05/04/2023	ARVIG ENTERPRISES INC	R	1,307.90
01	308404	05/04/2023	AUGSBURG UNIVERSITY-ROCHESTER	R	775.00
01	308405	05/04/2023	BIX FRUIT COMPANY	R	7,743.96
01	308406	05/04/2023	BUSINESS ESSENTIALS	R	467.70
01	308407	05/04/2023	CENTURYLINK	R	45.27
01	308408	05/04/2023	CINTAS CORPORATION NO 2	R	870.79
01	308409	05/04/2023	CITY OF RICHFIELD	R	300.00
01	308410	05/04/2023	COMCAST	R	345.78
01	308411	05/04/2023	COMCAST BUSINESS	R	406.35
01	308412	05/04/2023	CONCORDIA LANGUAGE VILLAGES	R	430.00
01	308413	05/04/2023	DASH SPORTS, LLC	R	1,506.00
01	308414	05/04/2023	DICK BLICK COMPANY	R	251.13
01	308415	05/04/2023	DICKS SANITATION SERVICE, INC (DSI)	R	8,642.05
01	308416	05/04/2023	ESX TECHNOLOGY SOLUTIONS, LLC	R	800.00
01	308417	05/04/2023	HASTINGS CREAMERY LLC	R	3,272.90
01	308418	05/04/2023	IMAGINE LEARNING LLC	R	2,000.00
01	308419	05/04/2023	INNOVATIVE OFFICE SOLUTIONS LLC	R	286.21
01	308420	05/04/2023	ISD #271	R	608.80
01	308421	05/04/2023	KELLY JOHNSON	R	52.62
01	308422	05/04/2023	KINECT ENERGY INC	R	536.00
01	308423	05/04/2023	LEARNING A-Z	R	42.66
01	308424	05/04/2023	LEXIA LEARNING SYSTEMS LLC	R	667.00
01	308425	05/04/2023	LIGHTSPEED TECHNOLOGIES, INC.	R	488.00
01	308426	05/04/2023	MALLOY MONTAGUE KARNOWSKI & RADO	R	17,575.00
01	308427	05/04/2023	MARX, CHANTEL	R	162.62

01	308428	05/04/2023	MINUTEMAN PRESS EDINA	R	51.25
01	308429	05/04/2023	NOVA EDUCATION CONSULTANTS	R	2,035.00
01	308430	05/04/2023	PAN O GOLD BAKING CO	R	371.34
01	308431	05/04/2023	PAYDHEALTH	R	13,308.75
01	308432	05/04/2023	PROCARE THERAPY	R	8,135.28
01	308433	05/04/2023	RATWIK ROSZAK & MALONEY PA	R	79.50
01	308434	05/04/2023	RED BALLOON BOOK STORE	R	1,121.46
01	308435	05/04/2023	SCHOOL SPECIALTY, LLC	R	235.27
01	308436	05/04/2023	SETON	R	945.80
01	308437	05/04/2023	SOROUSH NAJI	R	228.57
01	308438	05/04/2023	TAFFE SARAH ANN	R	8,831.97
01	308439	05/04/2023	TRAFERA, LLC	R	163.99
01	308440	05/04/2023	TRIO SUPPLY COMPANY	R	482.17
01	308441	05/04/2023	UNIVERSITY LANGUAGE CENTER	R	1,019.21
01	308443	05/04/2023	UPPER LAKES FOODS	R	33,442.01
01	308444	05/04/2023	VERIZON WIRELESS	R	298.15
01	308445	05/04/2023	XCEL ENERGY	R	11,687.42
01	308446	05/04/2023	YOUTH FRONTIERS INC	R	2,200.00
01	V612798	05/04/2023	MICHELLE L AXELL	R	119.14
01	V612799	05/04/2023	ERICA T BARLOW	R	70.00
01	V612800	05/04/2023	MARY L CLARKSON	R	70.00
01	V612801	05/04/2023	LATANYA R DANIELS	R	70.00
01	V612802	05/04/2023	GEORGE A DENNIS	R	35.00
01	V612803	05/04/2023	MEGAN M STECHER	R	70.00
01	V612804	05/04/2023	PETER J FITZPATRICK	R	40.00
01	V612805	05/04/2023	STEVEN T FLUCAS	R	70.00
01	V612806	05/04/2023	DAVID A FREEBURG	R	70.00
01	V612807	05/04/2023	RACHEL GENS	R	70.00
01	V612808	05/04/2023	AREND J GEURINK	R	70.00
01	V612809	05/04/2023	JAMES A GILLIGAN	R	70.00
01	V612810	05/04/2023	CHRISTINA M GONZALEZ	R	70.00
01	V612811	05/04/2023	KYLE L GUSTAFSON	R	40.00
01	V612812	05/04/2023	KEVIN D HARRIS	R	40.00
01	V612813	05/04/2023	JONATHAN W HEYER	R	70.00
01	V612814	05/04/2023	JAMES L HILL	R	40.00
01	V612815	05/04/2023	JESSICA M HOFFMAN	R	40.00
01	V612816	05/04/2023	CRAIG D HOLJE	R	70.00
01	V612817	05/04/2023	CORY J KLINGE	R	70.00
01	V612818	05/04/2023	DANIEL E KRETSINGER	R	70.00
01	V612819	05/04/2023	ANOOP KUMAR	R	40.00
01	V612820	05/04/2023	SHANNON J LINDBERG	R	40.00
01	V612821	05/04/2023	JOHN M LORENZINI	R	70.00
01	V612822	05/04/2023	COLLEEN M MAHONEY	R	70.00
01	V612823	05/04/2023	MICHAEL A MANNING	R	70.00
01	V612824	05/04/2023	DANIEL P MCGINN	R	40.00
01	V612825	05/04/2023	DOUG R MCMEEKIN	R	70.00
01	V612826	05/04/2023	KENT D MEYER	R	70.00
01	V612827	05/04/2023	ALECIA M MOBLEY	R	70.00
01	V612828	05/04/2023	KATRINA L MORGAN	R	40.00
01	V612829	05/04/2023	ERIN H NEILON	R	40.00

01	V612830	05/04/2023	ROBERT G OLSON	R	40.00
01	V612831	05/04/2023	LAURA B OTTERNESS	R	70.00
01	V612832	05/04/2023	MARK S PEDERSEN	R	40.00
01	V612833	05/04/2023	CHRISTOPHER A PETERSON	R	70.00
01	V612834	05/04/2023	CASSANDRA QUAM	R	70.00
01	V612835	05/04/2023	RENEE C REED-KARSTENS	R	40.00
01	V612836	05/04/2023	KEITH D RIEF	R	40.00
01	V612837	05/04/2023	ASHLEY SCHAEFER	R	70.00
01	V612838	05/04/2023	MARTA I SHAHSAVAND	R	70.00
01	V612839	05/04/2023	AMY B SKARE-KLECKER	R	70.00
01	V612840	05/04/2023	NANCY J STACHEL	R	70.00
01	V612841	05/04/2023	PATRICK M SURE	R	40.00
01	V612842	05/04/2023	STACY THEIEN-COLLINS	R	70.00
01	V612843	05/04/2023	VLADIMIR S TOLEDO	R	40.00
01	V612844	05/04/2023	STEVEN P UNOWSKY	R	270.00
01	V612845	05/04/2023	STEPHEN C URBANSKI	R	40.00
01	V612846	05/04/2023	CARRIE A VALA	R	70.00
01	V612847	05/04/2023	JENNIFER K VALLEY	R	70.00
01	V612848	05/04/2023	RYAN WAGNER	R	40.00
01	V612849	05/04/2023	REBECCA S WALD	R	40.00
01	V612850	05/04/2023	MICHELLE R WHITESIDE	R	70.00
01	V612851	05/04/2023	KASYA L WILLHITE	R	70.00
01	V612852	05/04/2023	AMY J WINTER AHSENMACHER	R	70.00
01	V2301539	05/06/2023	P-CARD BAIRD LISA	R	10,386.31
01	V2301540	05/06/2023	P-CARD BARLOW ERICA	R	2,160.46
01	V2301541	05/06/2023	P-CARD BROWN MATTHEW	R	2,668.72
01	V2301542	05/06/2023	P-CARD BRUNNER PATTI	R	10,729.83
01	V2301543	05/06/2023	P-CARD CARUSO MATTHEW	R	1,114.99
01	V2301544	05/06/2023	P-CARD CRUZ ESTEVA JENNIFER	R	8,627.95
01	V2301545	05/06/2023	P-CARD EDWARDS NATHAN	R	647.39
01	V2301546	05/06/2023	P-CARD FREEBURG DAVID	R	1,009.48
01	V2301547	05/06/2023	P-CARD GEURINK AREND	R	881.89
01	V2301548	05/06/2023	P-CARD GULLICKSON KEVIN	R	31.48
01	V2301549	05/06/2023	P-CARD HOLJE CRAIG	R	100.00
01	V2301550	05/06/2023	P-CARD KRETSINGER DAN	R	2,877.72
01	V2301551	05/06/2023	P-CARD LEIKNES LISA	R	363.12
01	V2301552	05/06/2023	P-CARD LEWIS JENNIFER	R	1,424.41
01	V2301553	05/06/2023	P-CARD LUNDY MICHELLE	R	3,048.02
01	V2301554	05/06/2023	P-CARD MAHONEY COLLEEN	R	457.38
01	V2301555	05/06/2023	P-CARD MANNING MICHAEL	R	140.54
01	V2301556	05/06/2023	P-CARD MCGINN DAN	R	447.99
01	V2301557	05/06/2023	P-CARD MCINNES CALLEN	R	570.00
01	V2301558	05/06/2023	P-CARD MORRISSEY MELISSA	R	1,778.67
01	V2301559	05/06/2023	P-CARD PETERSON CHRIS	R	1,577.94
01	V2301560	05/06/2023	P-CARD SHAHSAVAND MARTA	R	2,198.25
01	V2301561	05/06/2023	P-CARD SKARE-KLECKER AMY	R	1,120.77
01	V2301562	05/06/2023	P-CARD SMITH DANE	R	509.39
01	V2301563	05/06/2023	P-CARD STACHEL NANCY	R	2,427.53
01	V2301564	05/06/2023	P-CARD VALLEY JENNIFER	R	406.75
01	V2301565	05/06/2023	P-CARD WILLHITE KASYA	R	1,250.65

01	V2301566	05/06/2023	P-CARD WINTER AMY	R	719.69
01	V612853	05/08/2023	LISA M BAIRD	R	46.40
01	V612854	05/08/2023	CRYSTAL D BRAKKE	R	291.38
01	V612855	05/08/2023	YASMIN CLARA	R	87.40
01	V612856	05/08/2023	EUNICE GARZA	R	39.32
01	V612857	05/08/2023	BRAD HARRIS	R	231.22
01	V612858	05/08/2023	CHARLOTTE NICHOLE WOLLENBURG	R	27.51
01	V612859	05/08/2023	BAILEY D KRETSINGER	R	66.74
01	V612860	05/08/2023	CLAIRE MADDEN	R	39.70
01	V612861	05/08/2023	DARBY L SWANK	R	9.69
01	V612862	05/08/2023	ALISON M PICHEL	R	82.57
01	V612863	05/08/2023	LORI A SCHMIDT	R	78.84
01	V612864	05/08/2023	MICHELLE R WHITESIDE	R	8.95
01	308447	05/09/2023	BALLNER ERIC	R	83.00
01	308448	05/09/2023	BISSONETTE ROBERT	R	83.00
01	308449	05/09/2023	BRIGGS AMY	R	75.00
01	308450	05/09/2023	HOGAN SEAN	R	150.00
01	308451	05/09/2023	JACOBSON BRYCE	R	83.00
01	308452	05/09/2023	MULTILINGUAL WORD INC	R	814.05
01	308453	05/09/2023	PROPIO LS, LLC	R	333.78
01	308454	05/09/2023	SHIBLEY JEREMY	R	75.00
01	308455	05/09/2023	SIMON MELVIN	R	75.00
01	308456	05/09/2023	SOUERS RANDY	R	83.00
01	308457	05/09/2023	WESTRUM, JOHN L	R	83.00

TOTAL CHECKS, EPAYS & PCARD REGISTER					863,801.44
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CHECK'S, EPAYS & PCARDS FOR 05/15/2023 BOARD REPORTS

BANK 05	DATE	AMOUNT
MARCH PCARDS	5/6/2023	59,677.32
E-Pays	5/4/2023	3,494.14
	5/8/2023	1,009.72
Checks	4/25/2023	(50.00)
	4/27/2023	651,946.55
	5/4/2023	137,419.38
	4/28/2023	8,366.50
	5/9/2023	1,937.83

CHECK REGISTER BANK 05 TOTAL =	863,801.44
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BREAKDOWN	
01-206-00	324,936.45
02-206-00	95,741.83
03-206-00	413,407.96
04-206-00	16,406.45
06-206-00	-
07-206-00	-
18-206-00	-
20-206-00	13,308.75
21-206-00	-
47-206-00	-
BANK TOTAL =	863,801.44

Consent Agenda – For Action

Agenda Item IV.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting May 15, 2023

Subject: PERSONNEL ITEMS

(Recommended by superintendent)

That the board of education approve the following personnel items:

Certified Full Time Teacher Year 1 of 3

Alexis Setzer – Family and Consumer Science – Richfield Senior High School
Effective 8/22/2023

Preston Teske – Special Education Resource Teacher – Sheridan Hills Elementary
Effective 8/22/2023

Lynn Hanson – Special Education Teacher Transitions – SEC
Effective 8/22/2023

Becky Arredondo – Dual Language Immersion Spanish – Richfield Senior High School
Effective 8/22/2023

Certified Full Time Teacher for Retirement

Christy Conrad – Extended Leave
Effective 6/9/23
Yrs of Service: 29

Certified Full Time Resignation

Angela De Pena – Grade 2 Dual Language – Richfield Dual Language Elementary
Effective 6/9/23
Yrs of Service: 6

Classified Part Time Paraprofessional for Employment

Brooke Johnson – Health Assistant – Districtwide
Effective 5/01/2023

Classified Part Time Paraprofessional for Retirement

Vickie Mcinnis – Para Clerical – Richfield High School
Effective 8/31/2023

Classified Part Time Facilities and Transportation for Retirement

David Horn – Building Cleaner – Richfield High School
Effective 5/15/202

OLD BUSINESS – FOR ACTION

Agenda Item V.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 15, 2023

Subject: Credit for Learning

(Recommended by the superintendent)

Passage upon a third 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. *The proposed changes were also reviewed by a group of PSEO students who shared their support for the policy.*

Attachments:

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

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-of-school 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 d~~District.

II. GENERAL STATEMENT OF POLICY

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 d~~District offers the content standard in its curriculum or the student accomplishes the work in another learning environment, or online courses and programs. The ~~school d~~District will provide a process for transfer of courses completed in other schools and post-secondary institutions and credit for requirements achieved in extracurricular activities, activities outside the school, previous learning, and community and work experiences. The ~~school d~~District may allow students to receive credit for rigorous course completion in lieu of the course that includes the academic standards.

III. TRANSFER OF COURSE CREDITS

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

Commented [CQ1]: See below for the process for accepting credit from earlier grades.

E. The ~~district~~District will determine the transferring student's grade 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-d~~District will equate credits completed by students in schools (K-12, post-secondary, state-approved online or other) to completed course credits.

B. When a student transfers into the ~~school-d~~District 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~~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 for course credit.

D. Currently enrolled sStudents must receive prior approval from the ~~school-d~~District, 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-d~~District will determine the awarding of the course credit. The ~~school-d~~District shall not cover expenses related to courses addressed in this section.

V. POST-SECONDARY ENROLLMENT OPTIONS (PSEO) CREDIT

A student who satisfactorily completes a ~~postsecondary-enrollment options~~PSEO 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

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

VI. CREDIT FOR COURSES TAKEN IN MIDDLE SCHOOL

A. Any student who satisfactorily completes a high school course shall receive 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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Legal References:

Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (On-Line Learning Option)
Minn. Rules Parts 3501.0010-3501.0180 (Rules Relating to Graduation
Standards - Mathematics and Reading)
Minn. Rules Parts 3501.0200-3501.0290 (Rules Relating to Graduation
Standards - Written Composition)
Minn. Rules Parts 3501.0505-3501.0635 (K-12 Standards)
Minn. Rules Parts 3501.0370, Subp. 1(B) (Assessment and Scoring Student
Achievement)
Minn. Rules Parts 3501.0420 (Implementing Reporting)

ADOPTED-RATIFIED BY THE BOARD OF EDUCATION: November 6, 2007

REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: July 17,
2017

REVISED BY THE BOARD OF EDUCATION: August 8, 2017

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

1
2
3
4

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

Adopted: _____

MSBA/MASA Model Policy 620

Orig. 1998

Revised: _____

Rev. 2022

620 CREDIT FOR LEARNING

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

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

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

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

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

B. Transfer of Academic Requirements from Other Schools

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

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

V. POST-SECONDARY ENROLLMENT CREDIT

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

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

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

VI. CREDIT FROM ONLINE LEARNING COURSES

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

VII. ADVANCED ACADEMIC CREDIT

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

VIII. WEIGHTED GRADES

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

- A. The school district does not offer weighted grades.

[or]

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

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

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

IX. PROCESS FOR AWARDING CREDIT

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

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

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

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 15, 2023

Subject: Organization of the Board

(Recommended by the superintendent)

A second read of Policy 203: Organization of the Board of Education. Suggested edits have been included to align to District branding and style guidelines as well as updates to current practices.

Attachments:

Policy 203: Organization of the Board of Education - **redlined**

MSBA Model Policy 202: School Board Officers

MSBA Model Policy 203: Operation of the School Board

MSBA Model Policy 203.1: School Board Procedures

RICHFIELD PUBLIC SCHOOLS
ORGANIZATION OF THE BOARD OF EDUCATION

I. Number of Members and Terms of Office

The ~~Board-board~~ of ~~Education-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.

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 quorum is the act of the school board.

II. Meetings

Official business of the ~~Board-board~~ of ~~Education-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.

III. Annual Organization Meeting

A. Date of Annual Organization Meeting

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

B. Order of Business at Annual Organization Meeting

1. Call to order by chair
2. Administer oath of office to newly elected ~~or re-elected~~ board members if applicable
3. Election of chair
- ~~4. Set the honorarium for board members and board officers~~
- ~~54.~~ Elect vice chair
- ~~65.~~ Elect clerk
- ~~76.~~ Elect treasurer
- ~~8. Determine dates and times for regular meetings~~
- ~~7. Set the honorarium for board members and board officers~~
- ~~98.~~ Appointment of board representatives to each school site committees and outside organizations
- ~~109.~~ Appointment of board ~~representatives as school liaisons to advisory committees and outside organizations~~

Commented [CQ1]: Re-elected board members still have to sign the oath of office before this meeting

Commented [CQ2]: Because the board follows a school year calendar, dates and times for board meetings in the following school year are approved in May/June

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

1. Designation of depositories for school district funds
2. Designation of signatories on accounts
3. Resolution authorizing wire transfer of funds
- ~~24.~~ Designation of official newspaper(s)
- ~~35.~~ Decision regarding employment of board secretary
46. Decision regarding ~~board attorney(s)~~legal counsel
- ~~5.~~ ~~Decision regarding insurance consultant(s)~~
- ~~67.~~ 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-board~~ shall be available ~~to citizens of~~
Independent School District No. 280 for inspection on the ~~district-District~~
website or by request to the board secretary.
- 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 Requests by groups and individuals to publicly address the board are governed by Board Policy 216-216: Public CommentPublic Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations~~

VI. Parliamentary Procedure

The ~~Board-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~~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~~board by a majority vote of the members present. Except when deemed routine or non-controversial, policies, amendments, or additions shall be introduced in policy draft form to the ~~Board~~board and shall not be ~~adopted~~approved 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~~board policy organization.

C. The ~~Board~~board shall conduct a rotational review and appraisal of all policies, with no less than one fifth of ~~Board~~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~~board at a regular or a special meeting.

E. The ~~Board~~board shall post on the ~~district~~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~~board and perform such other duties as are required by law. The chair shall assist in setting board agendas and shall assure that ~~Board~~board meetings are run efficiently. The chair shall serve as chief spokesperson for the ~~Board~~board in communications with other organizations and the media. The chair shall perform various ceremonial duties including speaking on behalf of the ~~Board~~board at various ~~school district~~District functions. The chair is responsible for coordinating the superintendent evaluation process each year and shall serve as ~~Board~~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~~board.

Clerk -- The clerk or designee shall keep a record of the proceedings of the ~~Board~~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-board~~ and shall issue notices of ~~Board-board~~ meetings and perform such other duties as may be required by the ~~Boardboard~~. The clerk or designee shall be responsible for the annual school board election and any other elections called by the ~~Boardboard~~.

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 ~~adepted~~approved 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~~District Office located ~~in the Richfield High School, at 7001 Harriet Avenue South~~401 70th Street West, Richfield MN 55423.

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XII. Committees

There shall be no standing committees of the ~~Boardboard~~. 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.

Commented [CQ3]: This refers to official committees that could take board action. Separate from our advisory committees that only give input to the administration.

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)

Cross References:

Board Policy 208—; Open Meetings and Closed Meetings

_____Board Policy 216—; Public ~~Participation in School Board~~

~~Meetings/Complaints about Persons at School Board Meetings and Data Privacy~~

~~Considerations-Comment~~

~~APPROVED-RATIFIED~~ BY THE BOARD OF EDUCATION: December 6, 1971,
November 13, 2017

REVIEWED ~~AND REAFFIRMED~~ BY THE BOARD OF EDUCATION:

REVISED BY THE BOARD OF EDUCATION: April 2, 1972; April 19, 1982; July 19,
1982; October 20, 1986; December 11,
1989; January 8, 1990; April 2, 1990;
January 3, 1994, April 15, 1996, September
5, 2000, August 1, 2005, January 19, 2016,
August 21, 2017

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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

1. 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. Clerk

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:
 - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the Commissioner;
 - (2) 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

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:
 - a. 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)

Adopted: _____

MSBA/MASA Model Policy 203

Orig. 1995

Revised: _____

Rev. 2009

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.
- J. 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 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. § 123B.09, Subds. 6 and 7 (Boards of Independent School Districts)
Minn. Stat. § 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 15, 2023

**SUBJECT: 2023-24 PRELIMINARY BUDGET AND ADVANCE EXPENDITURE
AUTHORIZATION**

(Recommended by the superintendent)

That the board of education, based upon the 2023-24 (FY24) preliminary budget, authorize the finance department to expend up to 30% of all fund budgets prior to the final budget approval and adoption.

Background Information

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

Information will be presented Monday regarding the preliminary budget for FY24, which will reflect the assumptions based on projected student enrollment and anticipated changes in revenue and expenditures.

This will be a first reading with a final presentation made at a June school board meeting at which time we will be recommending final approval and adoption of the 2023-24 budget.

As in prior years, we are requesting that you authorize the business office to expend up to 30% of all fund budgets which allows us to initiate purchase orders for instructional supplies, materials and equipment needed for the start-up of the new school year and summer programs.



Revised Budget Summary 2022-23

REVENUE GENERAL FUND

REVENUE CATEGORIES	Actual June 30, 2021	Actual June 30, 2022	Adopted Budget	Revised Budget	Next Year Budget	Increase or (Decrease) from PY Revised	YTD March 31, 2023	Revised Budget Remaining	YTD March 31, 2023	YTD March 31, 2022	YTD March 31, 2021	YTD March 31, 2022	YTD March 31, 2021
									% of Budget Received	% of Actuals Received	% of Actuals Received		
STATE	45,171,242	46,153,496	45,841,459	48,090,367	50,112,776	2,022,409	29,517,497	18,572,870	61.4%	62.7%	62.4%	28,928,939	28,176,055
FEDERAL	4,835,777	8,554,971	8,416,494	7,909,682	6,169,449	(1,740,233)	3,718,716	4,190,966	47.0%	18.6%	56.3%	1,590,582	2,724,400
PROPERTY TAXES	17,711,183	17,297,937	18,045,678	18,045,678	18,352,115	306,437	17,750,202	295,476	98.4%	98.3%	98.5%	17,006,447	17,451,264
LOCAL (FEES, INTEREST, ETC.)	999,946	1,031,073	1,195,666	1,182,315	2,090,465	908,150	1,092,751	89,564	92.4%	67.1%	74.4%	691,882	744,158
TOTALS	68,718,148	73,037,477	73,499,297	75,228,042	76,724,805	1,496,763	52,079,166	23,148,876	69.2%	66.0%	71.4%	48,217,850	49,095,877

EXPENDITURES GENERAL FUND

OBJECT SERIES	Actual June 30, 2021	Actual June 30, 2022	Adopted Budget	Revised Budget	Next Year Budget	Increase or (Decrease) from PY Revised	YTD March 31, 2023	Revised Budget Remaining	YTD March 31, 2023	YTD March 31, 2022	YTD March 31, 2021	YTD March 31, 2022	YTD March 31, 2021
									% of Budget Expended	% of Actuals Expended	% of Actuals Expended		
SALARIES & WAGES	37,395,344	40,284,587	42,910,423	42,826,066	44,329,960	1,503,894	26,378,794	16,447,272	61.6%	61.9%	61.6%	24,948,854	23,017,404
EMPLOYEE BENEFITS	13,311,059	14,074,329	14,930,345	14,487,809	15,424,992	937,183	9,740,683	4,747,126	67.2%	67.7%	67.4%	9,531,050	8,973,297
PURCHASED SERVICES	7,829,673	11,283,786	9,193,426	10,793,314	10,910,443	117,129	6,973,061	3,820,253	64.6%	60.3%	62.4%	6,802,455	4,882,520
SUPPLIES	3,264,242	3,647,659	3,450,724	3,783,316	4,616,258	832,942	2,592,463	1,190,853	68.5%	71.2%	74.5%	2,598,844	2,430,415
EQUIPMENT	3,127,326	3,452,503	3,533,246	3,482,737	4,401,530	918,793	3,482,830	(93)	100.0%	94.4%	83.6%	3,257,801	2,612,894
OTHER EXPENDITURES	366,580	576,702	577,023	690,543	705,973	15,430	156,603	533,940	22.7%	56.5%	39.9%	325,685	146,333
TOTALS	65,294,224	73,319,567	74,595,187	76,063,785	80,389,156	4,325,371	49,324,434	26,739,351	64.8%	64.7%	64.4%	47,464,689	42,062,862

PROGRAM SERIES	Actual June 30, 2021	Actual June 30, 2022	Adopted Budget	Revised Budget	Next Year Budget	Increase or (Decrease) from PY Revised	YTD March 31, 2023	Revised Budget Remaining	YTD March 31, 2023	YTD March 31, 2022	YTD March 31, 2021	YTD March 31, 2022	YTD March 31, 2021
									% of Budget Expended	% of Actuals Expended	% of Actuals Expended		
SITE ADMINISTRATION	1,782,559	1,855,478	2,081,611	1,939,788	1,995,258	55,470	1,404,478	535,310	72.4%	75.0%	73.9%	1,392,405	1,316,874
DISTRICT ADMINISTRATION	692,037	719,178	758,066	802,233	821,546	19,313	537,734	264,499	67.0%	74.9%	91.6%	538,664	634,124
SUPPORT SERVICES	2,393,196	2,633,934	2,809,288	2,990,913	3,376,135	385,222	2,485,984	504,929	83.1%	86.4%	86.8%	2,275,971	2,078,232
REGULAR INSTRUCTION	27,799,860	29,101,959	30,822,553	30,542,197	31,830,269	1,288,072	18,143,344	12,398,853	59.4%	57.3%	58.5%	16,679,791	16,254,685
EXTRA-CURRICULAR ACTIVITIES	945,936	1,085,665	1,272,731	1,316,983	1,269,509	(47,474)	887,507	429,476	67.4%	68.7%	65.2%	745,854	616,815
VOCATIONAL INSTRUCTION	457,380	785,186	815,988	524,808	548,530	23,722	339,624	185,184	64.7%	59.4%	57.8%	466,647	264,334
SPECIAL EDUCATION	11,761,573	12,646,379	13,949,234	13,956,029	14,760,605	804,576	8,518,279	5,437,750	61.0%	63.4%	63.0%	8,016,608	7,407,050
INSTRUCTIONAL SUPPORT	4,551,070	5,360,857	4,984,232	5,178,577	6,714,793	1,536,216	3,883,968	1,294,609	75.0%	73.4%	75.3%	3,932,802	3,424,919
PUPIL SUPPORT SERVICES	6,736,524	10,205,505	8,332,362	10,077,537	10,429,894	352,357	6,553,089	3,524,448	65.0%	62.5%	59.1%	6,382,599	3,981,614
FACILITIES	7,849,490	8,558,942	8,383,722	8,299,155	8,195,459	(103,696)	6,161,981	2,137,174	74.2%	77.8%	73.4%	6,662,942	5,759,616
OTHER FINANCING USES	324,599	366,483	385,400	435,565	447,158	11,593	408,446	27,119	93.8%	101.1%	100.0%	370,406	324,599
TOTALS	65,294,224	73,319,567	74,595,187	76,063,785	80,389,156	4,325,371	49,324,434	26,739,351	64.8%	64.7%	64.4%	47,464,689	42,062,862





ACTIVITY - OTHER FUNDS

	Actual June 30, 2021	Actual June 30, 2022	Adopted Budget	Revised Budget	Next Year Budget	Increase or (Decrease) from PY Revised	YTD March 31, 2023	Revised Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	YTD March 31, 2022	YTD March 31, 2021
FOOD SERVICE	2,613,215	3,695,253	2,899,391	2,918,148	3,634,391	716,243	1,837,441	1,080,707	63.0%	57.0%	48.1%	2,106,770	1,256,962
COMMUNITY EDUCATION	1,892,291	2,075,910	2,025,109	2,038,676	2,104,446	65,770	1,819,816	218,860	89.3%	88.6%	78.3%	1,840,038	1,481,437
CONSTRUCTION FUND	232,885	56,923	-	2,386,116	43,000	(2,343,116)	2,367,537	18,579	99.2%	94.2%	18.2%	53,647	42,461
DEBT SERVICE	7,641,299	9,531,432	7,316,786	7,319,786	8,038,458	718,672	7,209,799	109,987	98.5%	99.2%	99.3%	9,450,518	7,589,724
CUSTODIAL/SCHOLARSHIPS	9,151	9,632	6,100	25,600	31,200	5,600	22,235	3,365	86.9%	80.7%	77.5%	7,776	7,088
INTERNAL SERVICE - HEALTH INS.	7,007,155	7,149,511	7,830,750	7,845,750	8,534,618	688,868	4,881,127	2,964,623	62.2%	65.2%	64.2%	4,663,620	4,495,338
INTERNAL SERVICE - DENTAL INS.	513,898	514,120	515,250	515,500	515,250	(250)	329,895	185,605	64.0%	65.7%	64.8%	337,802	332,761
OPEB - IRREVOCABLE TRUST	100,761	(100,692)	80,000	100,000	80,000	(20,000)	177,858	(77,858)	177.9%	-142.6%	-25.1%	143,568	(25,248)
OPEB DEBT SERVICE	2,129,110	2,074,785	2,079,000	2,079,000	2,041,553	(37,447)	2,049,052	29,948	98.6%	98.9%	99.2%	2,051,623	2,112,942

	Actual June 30, 2021	Actual June 30, 2022	Adopted Budget	Revised Budget	Next Year Budget	Increase or (Decrease) from PY Revised	YTD March 31, 2023	Revised Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	YTD March 31, 2022	YTD March 31, 2021
FOOD SERVICE	2,329,661	3,046,741	2,831,586	3,501,446	3,633,554	132,108	2,388,317	1,113,129	68.2%	64.0%	65.4%	1,949,178	1,524,737
COMMUNITY EDUCATION	2,026,134	2,254,992	1,947,714	2,045,951	2,142,339	96,388	1,434,511	611,440	70.1%	71.0%	66.9%	1,600,344	1,356,388
CONSTRUCTION FUND	35,442,525	7,816,477	-	347,559	1,500,000	1,152,441	129,548	218,011	37.3%	83.4%	74.4%	6,522,769	26,370,790
DEBT SERVICE	7,246,938	9,714,349	7,256,038	7,248,908	7,943,844	694,936	7,254,908	(6,000)	100.1%	100.0%	100.0%	9,714,349	7,246,938
CUSTODIAL/SCHOLARSHIPS	6,098	6,050	6,100	8,000	8,000	-	7,614	386	95.2%	100.0%	100.0%	6,050	6,098
INTERNAL SERVICE - HEALTH INS.	7,314,396	9,254,969	8,128,605	8,128,605	8,616,321	487,716	5,419,206	2,709,399	66.7%	76.8%	74.8%	7,112,425	5,471,167
INTERNAL SERVICE - DENTAL INS.	491,075	543,124	480,000	480,000	515,000	35,000	334,506	145,494	69.7%	73.0%	76.6%	396,405	376,149
OPEB - IRREVOCABLE TRUST	697,086	606,214	735,000	635,000	665,000	30,000	-	635,000	0.0%	0.0%	0.0%	-	-
OPEB DEBT SERVICE	2,021,775	2,033,025	2,027,600	2,027,475	2,025,575	(1,900)	2,027,475	-	100.0%	100.0%	100.0%	2,033,025	2,021,775

SUMMARY - ALL FUNDS

	Actual June 30, 2021	Actual June 30, 2022	Adopted Budget	Revised Budget	Next Year Budget	Increase or (Decrease) from PY Revised	YTD March 31, 2023	Revised Budget Remaining	% of Budget	% of Actuals	% of Actuals	YTD March 31, 2022	YTD March 31, 2021
REVENUE	90,857,913	98,044,351	96,251,683	100,456,618	101,747,721	1,291,103	72,773,926	27,682,692	72.4%	70.2%	73.1%	68,873,212	66,389,342
EXPENDITURES	122,869,913	108,595,507	98,007,830	100,486,729	107,438,789	6,952,060	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)	(5,691,068)	(5,660,957)	4,453,407	(4,483,518)				(7,926,022)	(199,541)

<div>  <div> RICHFIELD PUBLIC SCHOOLS </div> </div> <div> Richfield Public Schools Budget Overview Budget Summary - Proposed 2023-24 </div> <div> FORECASTS  </div>						
	Projected Balance June 30, 2023	Proposed Budget Revenues	Proposed Budget Expenditures	Transfers	Projected Balance June 30, 2024	Net Increase or Decrease
General Fund - 01						
Unassigned - 422	7,794,554	55,721,107	55,978,964	250,453	7,787,150	(7,404)
	10.25%				9.69%	
Restricted						
Staff Development - 403	-	626,985	656,588	29,603	-	-
Long-Term Fac Maint - 467	756,213	1,698,160	1,701,813	-	752,560	(3,653)
Capital Projects Tech Levy - 407	1,264,675	4,971,816	5,355,508	-	880,983	(383,692)
Operating Capital - 424	501,745	1,052,681	1,017,017	-	537,409	35,664
Student Activities - 401	76,501	50,000	53,341	-	73,160	(3,341)
Scholarships - 402	419,128	46,888	46,888	-	419,128	-
Learning & Development - 428	-	833,276	833,276	-	-	-
Area Learning Center - 434	470,587	586,848	615,000	-	442,435	(28,152)
Gifted & Talented - 438	-	57,114	428,184	371,070	-	-
Basic Skills - 441	-	7,029,540	7,029,540	-	-	-
Career & Technical - 445	-	155,054	177,533	22,479	-	-
Achievement & Integration - 448	-	1,158,475	1,158,475	-	-	-
Basic Skills Extended Time - 459	321,831	-	90,430	-	231,401	(90,430)
Safe Schools - 449	-	221,471	442,805	221,334	-	-
Medical Assistance - 472	14,303	200,000	206,616	-	7,687	(6,616)
Subtotal Restricted	3,824,983	18,688,308	19,813,014	644,486	3,344,763	(480,220)
Nonspendable						
Inventory & Prepaid Expenditures	69,896	-	-	-	69,896	-
Subtotal Nonspendable - 460	69,896	-	-	-	69,896	-
Assigned Funds						
Assigned - Turf	57,978	20,000	67,221	-	10,757	(47,221)
Assigned - Program Initiatives	905,027	-	-	-	905,027	-
Assigned - Enrollment	600,000	-	-	-	600,000	-
Assigned - Future Retirement	638,422	-	-	-	638,422	-
Assigned - Carryover	292,672	-	200,951	200,951	292,672	-
Assigned - 3rd Party Sped	335,054	-	-	-	335,054	-
Assigned - COVID	2,889,367	2,295,390	4,329,006	-	855,751	(2,033,616)
Assigned - Subsequent Yr Budget	1,095,890	-	(1,095,890)	-	-	(1,095,890)
Subtotal Assigned - 462	6,814,410	2,315,390	4,597,178	(894,939)	3,637,683	(3,176,727)
Total General Fund	18,503,843	76,724,805	80,389,156	-	14,839,492	(3,664,351)
Food Service Fund - 02						
Nonspendable						
Inventory & Prepaid Expenditures	35,176	-	-	-	35,176	-
Subtotal Nonspendable - 460	35,176	-	-	-	35,176	-
Restricted - 464	551,100	3,634,391	3,633,554	-	551,937	837
Total Food Service	586,276	3,634,391	3,633,554	-	587,113	837
Community Services - 04						
Restricted - 464 (Non-Public, EcScreen, LCTS)	91,798	635,272	635,189	-	91,881	83
Restricted / Reserved						
Community Ed - 431	(98,753)	568,667	597,699	-	(127,785)	(29,032)
ECFE - 432	26,455	368,121	365,373	-	29,203	2,748
School Readiness - 444	260,959	532,386	544,078	-	249,267	(11,692)
Restricted/Reserved - Subtotal	188,661	1,469,174	1,507,150	-	150,685	(37,976)
Unassigned - 463	-	-	-	-	-	-
Total Community Education	280,459	2,104,446	2,142,339	-	242,566	(37,893)
Construction - 06						
Restricted (2018A/2022A) - 464	2,999,919	43,000	1,500,000	-	1,542,919	(1,457,000)
Total Construction Fund	2,999,919	43,000	1,500,000	-	1,542,919	(1,457,000)
Debt Service - 07						
Restricted - 464	1,591,573	8,038,458	7,943,844	-	1,686,187	94,614
Total Debt Service Fund	1,591,573	8,038,458	7,943,844	-	1,686,187	94,614
Custodial Fund - 18	45,188	31,200	8,000	-	68,388	23,200
Internal Service - 20 Health	3,181,624	8,534,618	8,616,321	-	3,099,921	(81,704)
Internal Service - 21 Dental	119,742	515,250	515,000	-	119,992	250
OPEB Irrevocable Trust - 45	7,047,960	80,000	665,000	-	6,462,960	(585,000)
OPEB Debt Service - 47	406,488	2,041,553	2,025,575	-	422,466	15,978
Total All Funds:	34,763,072	101,747,721	107,438,789	-	29,072,004	(5,691,068)

Board of Education Independent School District
280 Richfield, Minnesota

Regular Meeting, May 15, 2023

Subject: Miscellaneous Pay Rates for Year 2023-2024

(Recommended by Superintendent)

That the Board of Education approves the pay rates for ISD #280 positions which are not covered by existing contracts effective July 1, 2023.

Background Information

(Prepared by Michelle Axell and Craig Holje)

The Miscellaneous Pay Rate schedule covers a variety of positions that are either casual employment or not represented by a collective bargaining agreement. This schedule is reviewed to look at internal and external market conditions in addition to alignment with other District positions.

The Miscellaneous Pay Rate schedule is approved on an annual basis.

Highlights of the recommended changes include the following:

Miscellaneous Positions:

- Increases hourly rate for all Miscellaneous positions

Community Education Positions:

- Earlier effective date of June 1, 2023, increases range of hourly rate specific to; Water Safety Instructor, Lifeguard, and Water Safety Aide positions
- Change in name from Aquatic Coordinator to Aquatic Lead
- Includes Pool Manager position under Aquatics
- Increases range of hourly rate and hourly rate for all Community Education positions

Activities & Athletics:

- Change from 'Pay Per Event' to 'Hourly Pay' rate for Clock/Announcer/Scorer, Event Worker and Event Security positions
- Add Facilities Supervisor position
- Change in name from Site Manager to Event Manager
- Increases in hourly rate for all Activities & Athletic positions currently receiving a pay per hour rate

Substitute Employees:

- Increases hourly rate for School RN

All other rates will remain the same for the 2023-2024 school year.

RICHFIELD PUBLIC SCHOOLS

Miscellaneous Pay Rates 2023-2024

Miscellaneous Positions	Rate for 7/1/22	Rate for 7/1/23
School RN	Hourly Pay	Hourly Pay
Year 1	\$31.59	\$32.60
Year 2	\$31.93	\$33.00
Homebound Teachers	Hourly Pay	Hourly Pay
Base	As identified in Teacher Master Contract	As identified in Teacher Master Contract
Translation Services	Hourly Pay	Hourly Pay
Per Page	\$25.00	\$25.00
Per Hour	\$25.00	\$25.00
Specialized Student Support	Hourly Pay	Hourly Pay
Student Engagement Specialist	\$23.33	\$24.35
American Indian Coordinator	\$27.59	\$28.60
Safe Routes to Schools Coordinator	\$31.25	\$32.25
District Support Community/Students	Hourly Pay	Hourly Pay
Translation Engagement Coordinator	\$26.01	\$27.00
Health Resource Center	Hourly Pay	Hourly Pay
Health Resource Coordinator	\$26.01	\$27.00

Community Education Positions	Rate for 7/1/22	Rate for 7/1/23
Community Education Instructors	Hourly Pay	Hourly Pay
Community Ed Instructor	\$20.00 – \$36.50	\$20.60 – \$37.60
Community Ed Site Supervisor	\$13.00 – \$15.00	\$13.40 – \$15.45
Community Ed Program Assistant	\$10.50 – \$18.91	\$10.80 – \$19.50
Aquatics	Hourly Pay	Hourly Pay
Aquatic Lead	\$23.11 – \$25.73	\$23.80 – \$26.50
Water Safety Instructor (WSI)*	\$12.88 – \$15.45	\$15.46 – \$18.54*
Lifeguard*	\$11.70 – \$13.52	\$15.80 – \$18.25*
Water Safety Assistant*	\$10.61 – \$11.67	\$11.67 – \$12.84*
Pool Manager	\$17.50	\$18.00

***Pay Rate Effective 6/1/23**

Activities & Athletics	Rate for 7/1/22	Rate for 7/1/23
Site Manager	Hourly Pay	Hourly Pay
Site Manager 1	\$25.00	N/A
Site Manager 2	\$25.00	N/A
Event Manager		\$27.00
Facilities Supervisor		\$20.00
Ticket Sales	Hourly Pay	Hourly Pay
Tickets	\$20.00	\$23.00
Clock/Announcer/Scorer	Pay Per Event	Hourly Pay
Clock/Announcer/Scorer 1 (Per Event)	\$40.00	N/A
Clock/Announcer/Scorer 2 (Per Event)	\$60.00	N/A
Clock/Announcer/Scorer		\$20.00
Track Meet	Pay Per Event	Pay Per Event
Timing System Operator	\$275	\$275
Camera Operator	\$275	\$275
Event Workers	Pay Per Event	Hourly Pay
Event Worker 1	\$13.00	\$11.50
Event Worker 2	\$24.00	\$18.00
Event Worker 3	\$45.00	N/A
Event Security	Hourly Pay	Hourly Pay

Security Worker 1	\$18.50	N/A
Security Worker 2	\$18.50	N/A
Security Worker		\$20.00
Sound, Light & Video Production	Hourly Pay	Hourly Pay
Sound & Light for Theatre	\$22.75	\$25.00
Asst. Sound & Light for Theatre	\$11.00	\$11.50
Video Production – Board/Theatre	\$25.50	\$26.00

Substitute Employees	Rate for 7/1/22	Rate for 7/1/23
School RN – Hourly Position	Hourly Pay	Hourly Pay
	\$19.50	\$27.00
Food Service		
	Step 1 of Contract for Position Subbing	Step 1 of Contract for Position Subbing
Paraprofessional		
	Step 1 of Contract for Position Subbing	Step 1 of Contract for Position Subbing
External Summer School Para		
	Step 1 of Contract for Position Subbing	Step 1 of Contract for Position Subbing
Facilities & Transportation		
	Step 1 of Contract for Position Subbing	Step 1 of Contract for Position Subbing

NEW BUSINESS- FOR REVIEW

Agenda Item VI.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 15, 2023

Subject: 2023-2024 School Board Meeting Schedule

(Recommended by the superintendent)

A first read of the proposed board meeting dates for the 2023-2024 school year.

Background:

All meetings are held at 7 p.m. in the District Office boardroom on the first and third Mondays of the month with noted exceptions.

- Each school will be invited to make a presentation to the board of education during the school year. These presentations will typically occur during the first meeting of the month.
- Public comment is available during second meeting of the month.
- Study sessions will be added as needed.

The attached document offers some different possibilities for the October and November board meeting dates as well as the January meeting dates.

Due to the requirement to canvass the results of the board election, a meeting must be held on November 13.

- Option 1: The November meetings could be held on November 6 and November 13, even though they are only one week apart.
- Option 2: A third meeting in October could be held on October 30, and only one meeting in November, which would adequately space out all meetings with either two or three weeks between each.
- Option 3: The November 13 meeting could be the only meeting in November, with no additional meeting in October, though that would make four weeks between meetings.

January 1, 2024 will be a Monday. January 2, 2024 will be a non-school day, but **not** a district holiday for staff who work on non-school days.

- Option 1: The organizational meeting of the board could be held on Tuesday, January 2, even though school will not be in session that day.
- Option 2: The organizational meeting could be held on Monday, January 8, which would then push the second meeting in January to Monday, January 22.

Attached:

2023-2024 RPS Proposed School Board Meeting Dates

2023-2024 RPS School Board Meeting Dates

All meetings are held at 7 p.m. in the District Office boardroom on the first and third Monday of the month with noted exceptions (*).

- Each school will be invited to make a presentation to the board of education during the school year.
- Public Comment is available during the second meeting of the month.
- Study sessions will be added as needed.

August 2023

Monday, August 7	7 p.m. Regular Meeting
Monday, August 21	7 p.m. Regular Meeting (Public Comment)

September 2023

<i>*Tuesday, September 5</i>	7 p.m. Regular Meeting
Monday, September 18	7 p.m. Regular Meeting (Public Comment)

October 2023

Monday, October 2	7 p.m. Regular Meeting
Monday, October 16	7 p.m. Regular Meeting (Public Comment)

November 2023

Monday, November 6	7 p.m. Regular Meeting
<i>*Monday, November 13</i>	7 p.m. Regular Meeting (Public Comment)

Or

October 2023

Monday, October 2	7 p.m. Regular Meeting
Monday, October 16	7 p.m. Regular Meeting (Public Comment)
<i>*Monday, October 30</i>	7 p.m. Regular Meeting

November 2023

<i>*Monday, November 13</i>	7 p.m. Regular Meeting (Public Comment)
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December 2023

Monday, December 4	7 p.m. Regular Meeting with Truth-in-Taxation
Monday, December 18	7 p.m. Regular Meeting (Public Comment)

January 2024

<i>*Tuesday, January 2</i>	7 p.m. Organizational Meeting
<i>*Tuesday, January 16</i>	7 p.m. Regular Meeting (Public Comment)

Or

January 2024

<i>*Monday, January 8</i>	7 p.m. Organizational Meeting
<i>*Monday, January 22</i>	7 p.m. Regular Meeting (Public Comment)

February 2024

Monday, February 5 7 p.m. Regular Meeting
**Tuesday, February 20* 7 p.m. Regular Meeting (Public Comment)

March 2024

Monday, March 4 7 p.m. Regular Meeting
Monday, March 18 7 p.m. Regular Meeting (Public Comment)

April 2024

Monday, April 1 7 p.m. Regular Meeting
Monday, April 15 7 p.m. Regular Meeting (Public Comment)

May 2024

Monday, May 6 7 p.m. Regular Meeting
Monday, May 20 7 p.m. Regular Meeting (Public Comment)

June 2024

Monday, June 3 7 p.m. Regular Meeting
**Monday, June 24* 7 p.m. Regular Meeting (Public Comment)

July 2024

**Monday, July 15* 7 p.m. Regular Meeting (Public Comment)

***School Board Meeting Exceptions**

Meetings are held in the District Office boardroom on the first and third Monday at 7 p.m. except as noted below:

Tuesday, September 5, 2023	(due to Monday holiday)
Monday, November 13, 2023	(due to election canvassing req.)
Tuesday, January 2, 2024	(due to Monday holiday)
Tuesday, January 16, 2024	(due to Monday holiday)
Tuesday, February 20, 2024	(due to Monday holiday)
Monday, June 24, 2024	(summer schedule)
Monday, July 15, 2024	(summer schedule)

NEW BUSINESS – FOR REVIEW

Agenda Item VI.D.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 15, 2023

Subject: Equal Employment Opportunity

(Recommended by the superintendent)

A first read of Policy 402: Equal Employment Opportunity.

Attachments:

Policy 402: Equal Employment Opportunity

MSBA Model Policy 401: Equal Employment Opportunity

RICHFIELD PUBLIC SCHOOLS
EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status. The school district also makes reasonable accommodations for the known disabilities of its employees and qualified applicants for employment.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to Board Policy 103 - Racial, Religious, and Sexual Harassment and Violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.
- D. . Every School district employee shall be responsible for following this policy.
- E. Any person having any questions regarding this policy should discuss it with the Director of Human Resources and Administrative Services, Superintendent, or designee.

Legal References: MSA 363 (A) (Minnesota Human Rights Act)
29 U.S.C. § 621 et. seq. (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4301__et seq. (Vietnam Era Veterans' Readjustment Assistance Act)
38 U.S.C. § 4211 et. seq. (Veterans' Reemployment Rights Act)
42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

Cross Reference: Board Policy 103 - Racial, Religious, and Sexual Harassment and Violence Policy

ADOPTED BY THE BOARD OF EDUCATION: December 18, 1995

AMENDED BY THE BOARD OF EDUCATION: November 6, 2000; October 4, 2004, June 11, 2012, February 5, 2018

Adopted: _____

MSBA/MASA Model Policy 401

Orig. 1995

Revised: _____

Rev. 2022

401 EQUAL EMPLOYMENT OPPORTUNITY

[Note: School districts are not required by statute to have a policy addressing these issues. However, the Equal Employment Opportunity Commission strongly encourages the adoption of a policy and will look for such a policy during accreditation visits, audits, or investigations.]

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and for all school district employees.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.

[Note: The Minnesota Human Rights Act defines "sexual orientation" to include "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness." Minnesota Statutes section 363A.03, subdivision 44.]

- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment, including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D. Every school district employee shall be responsible for following this policy.
- E. Any person having a question regarding this policy should discuss it with _____ (specify, e.g., the Personnel Manager).

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
42 U.S.C. § 2000e *et seq.* (Equal Employment Opportunities; Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

MSBA/MASA Model Policy 405 (Veteran's Preference)
MSBA/MASA Model Policy 413 (Harassment and Violence)

NEW BUSINESS - FOR ACTION

Agenda Item VI.E.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 15, 2023

Subject: Donations

(Recommended by the superintendent)

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

Richfield Middle School received a donation of a drum set, drum hardware and cymbals valued at \$750.00 from Nathaniel Lindley of Richfield.