

# SUPERINTENDENT'S REPORT AND AGENDA

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

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

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

## **Monday, October 2, 2023 7 p.m. School Board Meeting**

- I. CALL TO ORDER
- II. REVIEW AND APPROVAL OF THE AGENDA
- III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS
  - A. Superintendent Update
    - 1. Welcome Back Student Board Representatives
    - 2. Marketing & Communication Presentation
    - 3. Superintendent Goals Presentation
  - B. Commendation
- IV. CONSENT AGENDA
  - A. Routine Matters
    - 1. Minutes of the regular meeting held September 18, 2023
    - 2. General Disbursements as of 9/21/23 in the amount of \$1,587,474.22
    - 3. Investment Holdings
  - B. Personnel Items
- V. OLD BUSINESS
  - A. Policy 583: Do Not Resuscitate/Do Not Intubate
  - B. Policy 108: Hazing Prohibition
  - C. Policy 586: Gender Inclusion
- VI. NEW BUSINESS
  - A. Policy 584: Student Medication

B. Resolution Appointing Election Judges

C. Donations

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Suggested/Future Agenda Items

D. Future Meeting Dates

10-16-2023	7 p.m.	Regular Board Meeting – Public Comment
10-30-2023	7 p.m.	Regular Board Meeting

VIII. CLOSED SESSION AS ALLOWED BY MINNESOTA STATUTE 13D.03 FOR LABOR NEGOTIATIONS STRATEGY

IX. REOPEN MEETING

X. ADJOURN REGULAR MEETING

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

**Agenda Item II.A.**

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

**Regular Meeting, October 2, 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
BPH:	Bloomington Public Health
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

CPR & AED:	Cardiopulmonary Resuscitation & Automated External Defibrillator
DA:	Dream Act
D.O.:	District Office
DSLNL:	District Summer Learning Network
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
IHP:	Individual Healthcare 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
LSN:	Licensed School Nurse
MASA:	Minnesota Association of School Administrators
MASMS:	Minnesota Educational Facilities Management Professionals Association
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
STAR:	Standardized Test for Assessment of Reading
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
UFARS:	Uniform Financial Accounting and Reporting Standards
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 II.B.**

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

**Regular Meeting, October 2, 2023**

**Subject: Ongoing Board Calendar**

Upcoming Events to Attend:

Thursday, October 12 - Friday, October 13: Student Government Class Presentations,  
8:40 a.m. - 2:50 p.m. (*sign up for specific time slots*)  
Thursday, October 12: Centennial Family Bingo Night, 4:30 p.m.  
Monday, October 16: Board Meeting, 7 p.m.  
Tuesday, October 24: RMS Latino Night, 6 p.m.  
Friday, October 27: Sheridan Hills Fall Craft Night, 6 p.m.  
Monday, October 30: Board Meeting, 7 p.m.

Tuesday, November 7: Vote!  
Thursday, November 9: AMSD Annual Conference, 8 a.m. – 3:30 p.m. @ Minneapolis  
Marriott Northwest (7025 Northland Dr. N., Brooklyn Park)  
Thursday, November 9 – Sunday, November 12: RHS Fall Play, 7 p.m.  
Friday, November 10: RDLS Family Night, 6 p.m.

Upcoming Holidays, Heritage Months, and Appreciation Days:

October is Bullying Prevention Month & National Principals Month  
Friday, October 6: National Coaches Day/Instructional Coaches Appreciation Day  
Monday, October 9: Indigenous Peoples' Day

November is American Indian & Alaska Native Heritage Month  
November 6-10: National School Psychology Week  
Thursday, November 9: National Community Education Day

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

**Agenda Item III.A.**

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

**Regular Meeting, October 2, 2023**

**Subject: Superintendent Update**

Welcome back student board representatives! Seniors Chimdalú Dibua and Paola Hernández Zuniga will be serving as student representatives to the board for a second year. The administration is still in the process of selecting a new student board representative to provide a third student perspective in board discussions.

Director of Marketing & Communication Jennifer Valley will present. Superintendent Unowsky will provide a second draft of his goals for the year.

**Attached:**

Marketing & Communication Presentation  
Superintendent Goals Presentation

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**R**

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## **Communications & Marketing**

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2023 School Board Report

Jennifer Valley, Dir. of Marketing & Communications  
Laura Otterness, Digital Communication Specialist

October 2, 2023

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# We Are Multi-Faceted



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## Meet the Team

- **Jennifer Valley, Communication Director**
  - Districtwide Messaging & Copyediting
  - Marketing and Advertising
  - Graphic Design
  - Crisis Communications
  - Newsletters (external)
  - Employee Recognition
- **Laura Otterness, Digital Comm. Specialist**
  - Website Management & ADA Compliance
  - Social Media & Content Creation
  - Video Production
  - Newsletters (internal)
- **Carleen Shively, Enrollment Coordinator**
  - Enrollment
  - Event Planning



The Team: Laura, Jennifer and Carleen

# We Are Storytellers



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PUBLIC SCHOOLS

Goal: 18 profile stories that highlight the diversity in RPS.

## Telling the Story of RPS

- 38 original stories were written and published
- 19 of these stories met the criteria for this goal
- An additional 16 Senior Stories were written and published, celebrating the class of 2023
- Top three stories from last year:
  - [Direct Admissions Program: You Are College Material](#) (October 2022)
  - [RHS Band Students Excel at Conference & University Honor Bands](#) (February 2023)
  - [Solar at Richfield Public Schools](#) (April 2023)



Some of the band students who performed in the Tri-Metro Conference.

# We Are Storytellers



**RICHFIELD**  
PUBLIC SCHOOLS

Goal: Increase positive media hits by 10%.

## Telling the Story of RPS

- 2020-21 Benchmark: 27 articles
- 2021-22 Goal: 30 articles (a 10% increase)
  - Actual: 47
- 2022-23 Goal: 32 articles (a 10% increase)
  - Actual: 32
- Top three media hits from last year:
  - [Richfield 5th graders share bullying prevention message](#) (KARE 11, October 2022)
  - [Two metro educators awarded for equitable approach to learning](#) (KARE 11, January 2023)
  - [Minnesota's High School Graduation Rates Return to Pre-Pandemic Level](#) (KSTP, April 2023)



KSTP interviewing an RHS senior for the graduation rate story, April 2023.

# We Support School Communication



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Task: Work with schools to streamline and improve the quality of family communication

We support schools in strengthening partnerships with their families through effective communication.

- We support the implementation of **ParentSquare**, sharing best practices and elevating success stories.
- We promote the **Brand & Style Guide** as a way to help ensure consistency in external communication.
- We share the district **Communication Guides** to ensure staff are listening to our families and following best practices.



Central family on the first day of school.

# We Are Engaging

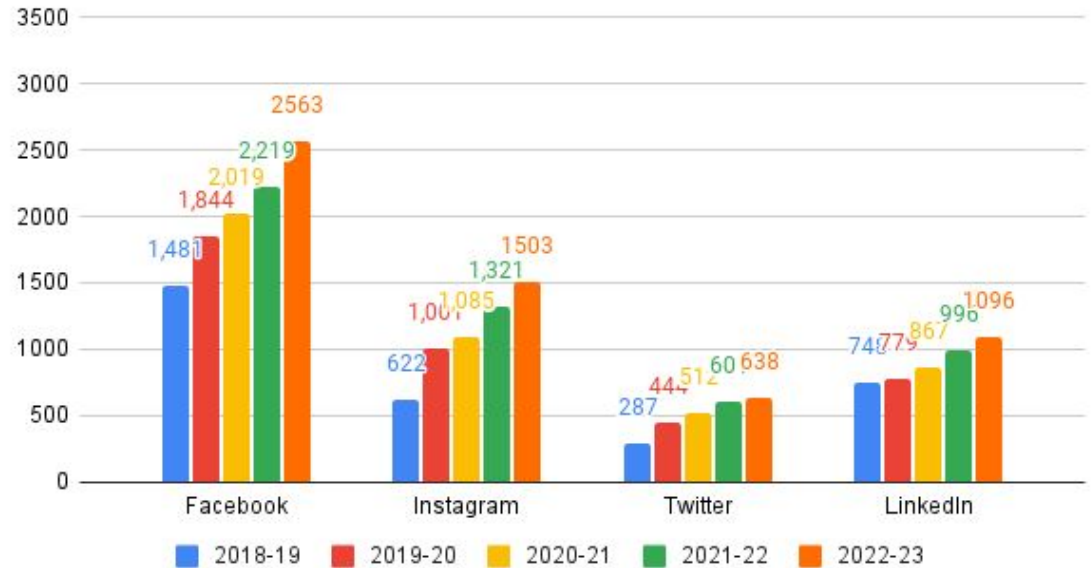


Task: Continue to effectively track and grow social media engagement.

In 2022-23, all RPS social media accounts grew in likes and followers.

- Facebook: 13%
- Instagram: 12%
- Twitter (a.k.a. X): 6%
- LinkedIn: 9%

Social Media Growth



## Highlights from the 2022-23 Staff Survey

- They are well organized and respond quickly to requests. Things are constantly evolving and they are always looking for ways to improve their service and product.
- They do an amazing job at managing all the communications going out, and they do it in a humorous and informative manner--they're the best!
- JV and her team are awesome to work with. This team does such a great job of promoting R-STEM and RPS schools in such a positive light! Keep up the good work!!!!
- I love ParentSquare and I think the support that Jennifer Valley gives to all sites is fantastic.
- I appreciate the increased presence on social media and the increased level of district communication such as the staff newsletters.
- The Communications team is proactive in promoting the district. The team has clear procedures and timelines for projects.
- I partner with the communications team frequently. They are a wealth of knowledge!
- Jennifer Valley and her team work tirelessly to ensure the district gets the recognition it deserves. Our communication team is amazing!
- JV and her team have transformed this district from old school to new school.
- The Marketing and Communications team has been amazing with helping to showcase cool stuff that's happening in our schools. Thank you Laura and Jennifer!
- I appreciate the RPS newsletter; I feel I am more aware of what is happening across the district.
- The communications team is amazing!!! They always work hard to do as much as they can for everyone else.

# We Are Forward Focused



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## Priorities for the 2023-24 School Year

- Engaging our broader community through regular publication of the Your Schools print and digital newsletters.
- Supporting clear and effective communication around the 2023 referendum questions.
- Updating and implementing a new enrollment marketing plan.
- Creating and implementing an HR marketing plan to ensure we are attracting and retaining top talent.

**Have you  
enrolled your  
child for  
Fall 2023?**

*Join the Richfield  
Public Schools family*

*Enroll Today*

**R**  
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Enrollment Ad, 2023

# Awards & Recognition

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## 2023 NSPRA Awards

The National School Public Relations Association's Publications and Digital Media Excellence Awards recognize exemplary work in all aspects of school public relations, communication, marketing and engagement.

- Award of Excellence: RPS Enrollment Guide
- Honorable Mention: At-A-Glance Calendar



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**Questions?**

Thank you!

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**Superintendent Goals**  
**2023-2024**

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October 2, 2023

DRAFT

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# 2023-2024 Performance Evaluation Process

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**Student Achievement (35%):** Specific data based on gains and performance of students

**Process Goals (35%):** Strategic Plan strategies and activities designed to improve our district

**Individual Performance (30%):** Board evaluation of superintendent

# Achievement Measure: Common Assessment Growth & Gap Closure

Achievement growth at elementary & secondary levels measured by common assessments.

- Increase the number of students scoring proficient on the 5th grade FastBridge CBM Reading Assessment by 5%.
- Ensure the demographics of students scoring proficient on the 5th grade FastBridge CBM Reading Assessment align with the overall demographics of RPS.
- Increase the number of students scoring proficient on the 8<sup>th</sup> grade local reading assessment by 5%.
- Ensure the demographics of students scoring proficient on the 8<sup>th</sup> grade local reading assessment align with the overall demographics of RPS.

2022-2023 Data	5 <sup>th</sup> Grade Proficiency (Goal to increase)	Gap for BIPOC Students (Goal to decrease)
Semester 1	45%	10%
Semester 2	59%	8%

8 <sup>th</sup> Grade Local Reading Assessment	8 <sup>th</sup> Grade Proficiency (Goal to increase)	Gap for BIPOC Students (Goal to decrease)
2022-2023	60%	11%

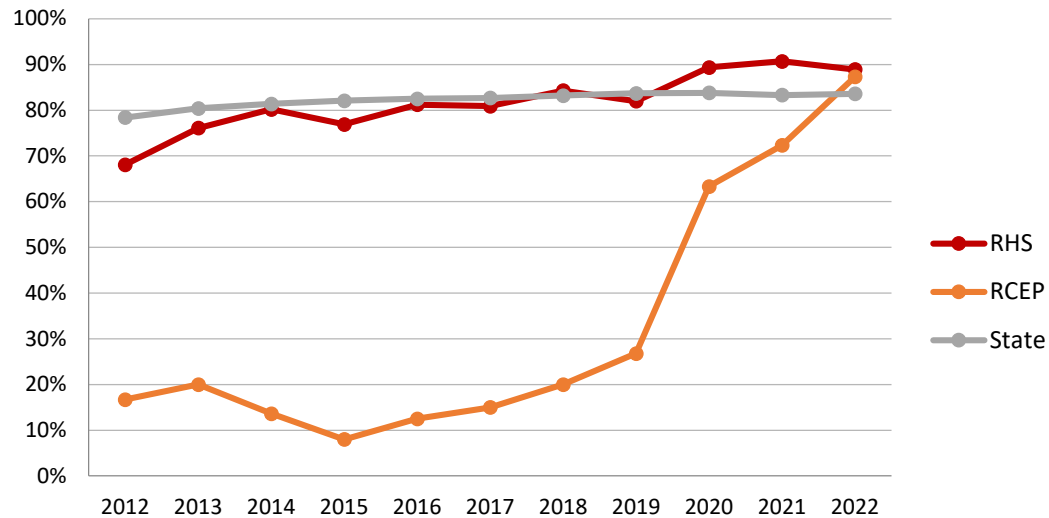
# Achievement Measure: Graduation Rate Growth & Gap Closure



Goal: Continued graduation rate growth – 1.7 point gain overall and within each demographic group.

	2021	2022
RPS	87.3%	88.3%
RHS	90.7%	88.9%
RCEP	72.3%	87.3%
Minnesota	83.3%	83.6%

4-year Graduation Rate Trend  
by Secondary School/Program



# Achievement Measure: College Credit Attainment & Gap Closure

- Increase the number of students attaining college credit by 5%.
- Reduce the gap for BIPOC students by 2% or greater to ensure the demographics of students attaining college credit align with the overall demographics of RHS.

School Year	2021-2022	2022-2023
Students Attaining College Credit (goal to increase)	325	368
Gap for BIPOC Students (goal to decrease)	11%	12%



# Achievement Measure: Math & Reading Standardized Test Scores & Gap Closure



- 2024 achievement on 3<sup>rd</sup> grade MCA reading test, disaggregated by racial demographic
- 2024 achievement on 8<sup>th</sup> grade MCA math test, disaggregated by racial demographic
- 2023 FastBridge 3<sup>rd</sup> grade reading 75% typical to aggressive growth from fall to spring, disaggregated by racial demographic
- 2023 FastBridge 8<sup>th</sup> grade math 75% typical to aggressive growth from fall to spring, disaggregated by racial demographic

MCA	2023 Achievement	2023 Gap for BIPOC Students
3 <sup>rd</sup> grade reading	32% scored proficient	Gap of 22%
8 <sup>th</sup> grade math	25% scored proficient	Gap of 22%

FastBridge growth categories:  
Flat (0-15%)  
Modest (16-39%)  
Typical (40-74%)  
Aggressive (75+%)

# Process Goals: Equity/Excellence/Belonging

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- **Goal: Equity**
  - Deepen Staff Usage of Data in Guiding Decision-Making
  - Launch and Implement Teacher Evaluation Rubric Rooted in Equity
- **Goal: Excellence**
  - Manage Continuing Transition to Standards-Based Grading Districtwide
  - Effectively Implement Elementary Literacy Curriculum Pilot
  - Effectively Implement New Classroom Visit Procedures
  - Increase Individual Participation in Professional Development
  - Effectively Share Information About the Referendum with the Community
- **Goal: Belonging**
  - Improve School Climate and Public Perception of RMS

## Equity Goal: Deepen Staff Usage of Data in Guiding Decision-Making

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Measurement: Staff Survey Distributed by Teaching & Learning Department

Progress:

- Prepfeasts took place in June and August for leadership teams
- PLC facilitators have received training in several data analysis protocols and are using data from formative and summative classroom assessments to guide instruction
- FastBridge assessments provide greater tools for specific interventions and progress monitoring based on individual assessment data
- Building-level teams are being identified to do twice monthly review of behavior data

## Equity Goal: Launch and Implement Teacher Evaluation Rubric Rooted in Equity

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Measurement: Completion data for teacher evaluation process

Progress:

- Revised Danielson rubric training for administrators and teachers took place this fall

## Excellence Goal: Manage Continuing Transition to Standards-Based Grading Districtwide

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Measurement: Appropriate progress in development throughout PreK-12

Progress:

- Elementary digital gradebooks operating successfully out of Synergy (student information system) for standards-based grading and reporting
- RHS leadership teams refined standard grading practices for this year to ensure expectations are aligned to both equity and rigor

# Excellence Goal: Effectively Implement Elementary Literacy Curriculum Pilot

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Measurement: December feedback from pilot classrooms

Progress:

- Training and launch of Benchmark Advance in 27 English-speaking classrooms
- Training and launch of Benchmark Adelante in 15 Spanish-speaking classrooms

## Excellence Goal: Effectively Implement New Classroom Visit Procedures

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Measurement: System-wide data gathered from classroom visits used for teacher evaluation process

Progress:

- MOA Committee and leadership teams agree on classroom visit language and procedures
- Systemic definitions of learning walk, evaluation/observation, and classroom visit created

## Excellence Goal: Increase Individual Participation in Professional Development

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Measurement: Documentation and Communication of Professional Development Activities

Progress:

- Registered for MNEEP Superintendent Equity Institute
- Participating as a University of MN Superintendent Licensure Mentor

## Excellence Goal: Effectively Share Information About the Referendum with the Community

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Measurement: Number of Community Event Presentations Led by RPS Management Team Members

Progress:

- Partnered with CEL for referendum communications
- Published referendum and voting information on the website
- Presenting information at community meetings and events

## Belonging Goal: Improve School Climate and Public Perception of RMS

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Measurement: Parent and Staff Annual Survey Data

Progress:

- Catalyst training for RMS staff
- Conscious Discipline training for RMS staff
- Implementation of school wide behavior expectations taught through advisory

# Individual Performance

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Evaluation occurs yearly in spring/summer:

- Data from Parent and Staff Surveys
- Feedback from Direct Reports
- Feedback from Board Members
- Board Member Closed Session and Evaluative Process

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**Questions/Comments**

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

**Agenda Item III.B.**

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

**Regular Meeting, October 2, 2023**

**Subject: Commendation**

Richfield Public Schools would like to commend RMS staff member Katie Stephens for participating in the Minnesota Department of Education Assessment Committee this past summer. Developing quality assessments is a lengthy process that requires the work of many people: MDE department staff, testing vendors, and, most importantly, the teachers and stakeholders across Minnesota. We appreciate Katie Stephens for bringing her knowledge, skills, and voice to the table at MDE. Thank you!

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	309594	08/30/2023	BIX FRUIT COMPANY	R	169.94
01	309595	08/30/2023	COMCAST	R	350.04
01	309596	08/30/2023	ECM PUBLISHERS INC	R	160.80
01	309597	08/30/2023	HASTINGS CREAMERY LLC	R	52.91
01	309598	08/30/2023	IDEAL ENERGIES, LLC	R	7,430.38
01	309599	08/30/2023	INNOVATIVE OFFICE SOLUTIONS LLC	R	120.00
01	309600	08/30/2023	KINECT ENERGY INC	R	8,144.34
01	309601	08/30/2023	LAKESHORE LEARNING MATERIALS	R	98.97
01	309602	08/30/2023	MADISON NATIONAL LIFE INS CO INC	R	2,679.13
01	309603	08/30/2023	MINUTEMAN PRESS EDINA	R	1,416.39
01	309604	08/30/2023	MRI SOFTWARE LLC	R	4.00
01	309605	08/30/2023	MULTILINGUAL WORD INC	R	40.00
01	309606	08/30/2023	PEP RALLY EMBROIDERY	R	400.00
01	309607	08/30/2023	SCHOOL SERVICE EMPLOYEES UNION	R	3,320.18
01	309608	08/30/2023	SCREENCASTIFY, LLC	R	10,235.00
01	309609	08/30/2023	SQUIRES, WALDSPURGER & MACE, P.A.	R	2,330.50
01	309610	08/30/2023	STRATEGIC STAFFING SOLUTIONS	R	4,453.00
01	309611	08/30/2023	TAFFE SARAH ANN	R	9,361.83
01	309612	08/30/2023	TECHNOLOGY MANAGEMENT CORPORATION	R	300.00
01	309613	08/30/2023	TRIO SUPPLY COMPANY	R	649.53
01	309614	08/30/2023	UNITED STATES TREASURER	R	230.00
01	309615	08/30/2023	UNIVERSITY LANGUAGE CENTER	R	206.20
01	309616	08/30/2023	UPPER LAKES FOODS	R	1,613.64
01	309617	08/30/2023	XCEL ENERGY	R	47,477.13
01	309618	08/30/2023	YOUTH ENRICHMENT LEAGUE (YEL!)	R	2,261.00
01	309619	08/30/2023	CARLETON COLLEGE	R	1,500.00
01	309620	08/30/2023	SOUTHWEST MN STATE UNIVERSITY	R	1,500.00
01	309621	08/30/2023	ST CLOUD STATE UNIVERSITY	R	2,000.00
01	309622	08/31/2023	MCTLC	R	210.00
01	309623	08/31/2023	MINUTEMAN PRESS EDINA	R	1,033.03
01	309624	08/31/2023	XCEL ENERGY	R	30,530.80
01	V2401647	09/05/2023	P-CARD BAIRD LISA	R	2,733.74
01	V2401648	09/05/2023	P-CARD BARLOW ERICA	R	1,201.14
01	V2401649	09/05/2023	P-CARD BRUNNER PATTI	R	4,921.38
01	V2401650	09/05/2023	P-CARD CRUZ ESTEVA JENNIFER	R	961.40
01	V2401651	09/05/2023	P-CARD EDWARDS NATHAN	R	939.43
01	V2401652	09/05/2023	P-CARD GEURINK AREND	R	925.85
01	V2401653	09/05/2023	P-CARD GONZALEZ CHRISTINA	R	67.05
01	V2401654	09/05/2023	P-CARD HOLJE CRAIG	R	575.00
01	V2401655	09/05/2023	P-CARD KRETSINGER DAN	R	8,847.43
01	V2401656	09/05/2023	P-CARD LUNDY MICHELLE	R	12,839.41
01	V2401657	09/05/2023	P-CARD MAHONEY COLLEEN	R	962.89
01	V2401658	09/05/2023	P-CARD MANNING MICHAEL	R	2,712.91
01	V2401659	09/05/2023	P-CARD MCDONALD (MORRISSEY) MELISSA	R	1,930.97
01	V2401660	09/05/2023	P-CARD MCGINN DAN	R	656.74
01	V2401661	09/05/2023	P-CARD PETERSON CHRIS	R	1,852.61
01	V2401662	09/05/2023	P-CARD SKARE-KLECKER AMY	R	1,481.70
01	V2401663	09/05/2023	P-CARD STACHEL NANCY	R	1,537.60
01	V2401664	09/05/2023	P-CARD VALLEY JENNIFER	R	592.17
01	V2401665	09/05/2023	P-CARD VENTURA PEREZ RAMIRO	R	76.86
01	V2401666	09/05/2023	P-CARD WILLHITE KASYA	R	60.47
01	V2401667	09/05/2023	P-CARD WOODS KELLY	R	3,756.45
01	V2401668	09/05/2023	P-CARD YUNKER AUBREE	R	99.65
01	309625	09/06/2023	A.J. MOORE ELECTRIC, INC.	R	6,447.35
01	309626	09/06/2023	ALL STATE COMMUNICATIONS INC	R	23,298.75
01	309627	09/06/2023	ARCHETYPE	R	270.97
01	309628	09/06/2023	ARVIG ENTERPRISES INC	R	1,307.90
01	309629	09/06/2023	ASTLEFORD INTERNATIONAL	R	432.06

01	309630	09/06/2023	BATTERIES R US	R	763.90
01	309631	09/06/2023	BITUMINOUS ROADWAYS, INC.	R	139,180.81
01	309632	09/06/2023	BLUUM OF MINNESOTA, LLC	R	33,950.00
01	309633	09/06/2023	BC SOLUTIONS, LLC	R	634.98
01	309634	09/06/2023	CDW GOVERNMENT INC	R	18,900.00
01	309635	09/06/2023	CEDAR SMALL ENGINE	R	36.99
01	309636	09/06/2023	CENTURYLINK	R	45.32
01	309637	09/06/2023	CEP ART & DESIGN	R	279.00
01	309638	09/06/2023	CINTAS CORPORATION NO 2	R	271.34
01	309639	09/06/2023	COMCAST BUSINESS	R	406.35
01	309640	09/06/2023	COMMUNITY EDUCATION-ADULT LEARN	R	66.52
01	309641	09/06/2023	CONCRETE LIFTING, INC.	R	1,200.00
01	309642	09/06/2023	CULLIGAN SOFT WATER	R	10.50
01	309643	09/06/2023	CURRICULUM ASSOCIATES, LLC	R	4,000.00
01	309644	09/06/2023	DAVIS EQUIPMENT CORP	R	240.79
01	309645	09/06/2023	DOOR SERVICE COMPANY OF THE TWIN CI	R	337.50
01	309646	09/06/2023	ECOLAB INC	R	526.33
01	309647	09/06/2023	FAIRCON SERVICE COMPANY	R	2,537.85
01	309648	09/06/2023	FASTENAL INDUSTRIAL	R	76.81
01	309649	09/06/2023	FLYNN MIDWEST LP	R	112,261.50
01	309650	09/06/2023	GILBERT MECHANICAL CONTRACTORS, LLC	R	311.11
01	309651	09/06/2023	WW GRAINGER INC	R	658.32
01	309652	09/06/2023	HILLYARD MINNEAPOLIS	R	236.00
01	309653	09/06/2023	HOLSTINE KELLY DEE	R	525.00
01	309654	09/06/2023	INSTITUTE FOR ENVIROMENTAL	R	4,646.00
01	309655	09/06/2023	INTEGRATED FIRE & SECURITY INC	R	1,040.00
01	309656	09/06/2023	JAYTECH, INC	R	2,252.80
01	309657	09/06/2023	JW PEPPER & SON INC	R	340.90
01	309658	09/06/2023	RICK J KAUFMAN	R	1,500.00
01	309659	09/06/2023	KINECT ENERGY INC	R	536.00
01	309660	09/06/2023	KREMER SERVICES LLC	R	1,431.58
01	309661	09/06/2023	LAKESHORE LEARNING MATERIALS	R	16.96
01	309662	09/06/2023	LEROY'S GREAT BEAR	R	140.68
01	309663	09/06/2023	LIGHTSPEED SOLUTIONS, LLC	R	13,040.00
01	309664	09/06/2023	LOFFLER COMPANIES	R	3,155.72
01	309665	09/06/2023	LOMAX CARLA	R	320.00
01	309666	09/06/2023	MATH LEARNING CENTER	R	150.00
01	309667	09/06/2023	MATRIX COMMUNICATIONS, INC	R	28,220.61
01	309668	09/06/2023	METROPOLITAN MECHANICAL CONTRACTORS	R	2,177.98
01	309669	09/06/2023	MINUTEMAN PRESS EDINA	R	612.24
01	309670	09/06/2023	MPLS PUBLIC SCHOOL SPECIAL DIST 1	R	796.40
01	309671	09/06/2023	NAPA AUTO PARTS	R	65.32
01	309672	09/06/2023	NEI ELECTRIC, INC.	R	347.66
01	309673	09/06/2023	NORTH CENTRAL INTERNATIONAL, LLC	R	4,151.49
01	309674	09/06/2023	PAPCO, INC.	R	1,895.32
01	309675	09/06/2023	PER MAR SECURITY SERVICES	R	58.00
01	309676	09/06/2023	PHOENIX SCHOOL COUNSELING	R	8,587.50
01	309677	09/06/2023	POTTIOS LAVINIA	R	200.00
01	309678	09/06/2023	POWERSCHOOL GROUP LLC	R	19,125.00
01	309679	09/06/2023	PREMIER LIGHTING INC	R	500.47
01	309680	09/06/2023	SAFeway DRIVING SCHOOL	R	4,670.00
01	309681	09/06/2023	SHERWIN WILLIAMS CO	R	711.72
01	309682	09/06/2023	SITEONE LANDSCAPE SUPPLY LLC	R	231.80
01	309683	09/06/2023	SNAPOLOGY OF MINNEAPOLIS	R	1,320.00
01	309684	09/06/2023	STATE SUPPLY COMPANY	R	60.67
01	309685	09/06/2023	TOLL COMPANY	R	1,275.00
01	309686	09/06/2023	TRAFERA, LLC	R	59.99
01	309687	09/06/2023	VERIZON WIRELESS	R	320.08
01	309688	09/06/2023	WIESE USA, INC.	R	495.00

01	309689	09/06/2023	XCEL ENERGY	R	52.00
01	V613156	09/07/2023	MICHELLE L AXELL	R	70.00
01	V613157	09/07/2023	ERICA T BARLOW	R	70.00
01	V613158	09/07/2023	MARY L CLARKSON	R	70.00
01	V613159	09/07/2023	LATANYA R DANIELS	R	70.00
01	V613160	09/07/2023	KRYSTAL M DEGRAW	R	70.00
01	V613161	09/07/2023	GEORGE A DENNIS	R	35.00
01	V613162	09/07/2023	MEGAN M STECHER	R	70.00
01	V613163	09/07/2023	PETER J FITZPATRICK	R	40.00
01	V613164	09/07/2023	STEVEN T FLUCAS	R	70.00
01	V613165	09/07/2023	DAVID A FREEBURG	R	70.00
01	V613166	09/07/2023	RACHEL GENS	R	70.00
01	V613167	09/07/2023	AREND J GEURINK	R	70.00
01	V613168	09/07/2023	JAMES A GILLIGAN	R	70.00
01	V613169	09/07/2023	CHRISTINA M GONZALEZ	R	70.00
01	V613170	09/07/2023	KYLE L GUSTAFSON	R	40.00
01	V613171	09/07/2023	KEVIN D HARRIS	R	40.00
01	V613172	09/07/2023	JONATHAN W HEYER	R	70.00
01	V613173	09/07/2023	JAMES L HILL	R	40.00
01	V613174	09/07/2023	JESSICA M HOFFMAN	R	40.00
01	V613175	09/07/2023	CRAIG D HOLJE	R	70.00
01	V613176	09/07/2023	CORY J KLINGE	R	70.00
01	V613177	09/07/2023	DANIEL E KRETSINGER	R	70.00
01	V613178	09/07/2023	ANOOP KUMAR	R	40.00
01	V613179	09/07/2023	SHANNON J LINDBERG	R	40.00
01	V613180	09/07/2023	JOHN M LORENZINI	R	70.00
01	V613181	09/07/2023	COLLEEN M MAHONEY	R	70.00
01	V613182	09/07/2023	MICHAEL A MANNING	R	70.00
01	V613183	09/07/2023	DANIEL P MCGINN	R	40.00
01	V613184	09/07/2023	DOUG R MCMEEKIN	R	70.00
01	V613185	09/07/2023	KENT D MEYER	R	70.00
01	V613186	09/07/2023	ALECIA M MOBLEY	R	70.00
01	V613187	09/07/2023	KATRINA L MORGAN	R	40.00
01	V613188	09/07/2023	ERIN H NEILON	R	40.00
01	V613189	09/07/2023	ROBERT G OLSON	R	40.00
01	V613190	09/07/2023	LAURA B OTTERNESS	R	70.00
01	V613191	09/07/2023	MARK S PEDERSEN	R	40.00
01	V613192	09/07/2023	CHRISTOPHER A PETERSON	R	70.00
01	V613193	09/07/2023	CASSANDRA QUAM	R	70.00
01	V613194	09/07/2023	RENEE C REED-KARSTENS	R	40.00
01	V613195	09/07/2023	KEITH D RIEF	R	40.00
01	V613196	09/07/2023	ASHLEY SCHAEFER	R	70.00
01	V613197	09/07/2023	MARTA I SHAHSAVAND	R	70.00
01	V613198	09/07/2023	AMY B SKARE-KLECKER	R	70.00
01	V613199	09/07/2023	NANCY J STACHEL	R	70.00
01	V613200	09/07/2023	PATRICK M SURE	R	40.00
01	V613201	09/07/2023	ANGELA TAYLOR	R	70.00
01	V613202	09/07/2023	STACY THEIEN-COLLINS	R	70.00
01	V613203	09/07/2023	VLADIMIR S TOLEDO	R	40.00
01	V613204	09/07/2023	STEVEN P UNOWSKY	R	270.00
01	V613205	09/07/2023	STEPHEN C URBANSKI	R	40.00
01	V613206	09/07/2023	CARRIE A VALA	R	70.00
01	V613207	09/07/2023	JENNIFER K VALLEY	R	70.00
01	V613208	09/07/2023	RYAN WAGNER	R	40.00
01	V613209	09/07/2023	REBECCA S WALD	R	40.00
01	V613210	09/07/2023	MICHELLE R WHITESIDE	R	70.00
01	V613211	09/07/2023	KASYA L WILLHITE	R	70.00
01	V613212	09/07/2023	KELLY L WOODS	R	70.00
01	309690	09/08/2023	ACCO BRANDS USA LLC	R	265.43

01	309691	09/08/2023	HOME DEPOT U.S.A.	R	1,340.24
01	309692	09/08/2023	LOFFLER COMPANIES	R	212.01
01	309693	09/08/2023	THE HOME DEPOT PRO	R	1,848.00

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<b>CHECKS, PCARDS &amp; EPAYS TOTAL</b>					<b>650,981.11</b>
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**P-CARD,CHECK RUNS, E-PAYS & WIRES FOR  
09/18/2023 BOARD REPORTS**

<b>BANK 05</b>	<b>DATE</b>	<b>AMOUNT</b>
Checks	8/30/2023	103,504.91
	8/31/2023	31,773.83
	9/6/2023	453,718.84
	9/8/2023	3,665.68
Checks-Scholarships	8/30/2023	5,000.00
P-Cards		
AUGUST Pcards	9/5/2023	49,732.85
E-Pays	9/7/2023	3,585.00

<b>CHECK REGISTER BANK 05 TOTAL =</b>	<b>650,981.11</b>
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<b>BREAKDOWN</b>	
01-206-00	593,397.82
02-206-00	10,496.07
03-206-00	11,118.75
04-206-00	35,968.47
06-206-00	-
07-206-00	-
18-206-00	-
20-206-00	-
21-206-00	-
47-206-00	-
<b>BANK TOTAL =</b>	<b>650,981.11</b>

## SUPERINTENDENT'S REPORT AND AGENDA

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

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

**Monday, September 18, 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, September 18, 2023 in the boardroom at the Richfield Public Schools District Office. Chair Cole called the regular board meeting to order at 7:02 p.m. with the following school board members in attendance: Brakke, Carter, Pollis and Toensing. Banks Kupcho was not able to attend.

Administrators present were Superintendent Unowsky, Assistant Superintendent Daniels, Executive Director Clarkson and Chief HR and Administrative Officer Holje.

### II. REVIEW AND APPROVAL OF THE AGENDA

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

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

- A. Public Comment
- B. Superintendent Update
  - 1. Back to School Update, Part 2
  - 2. Superintendent Goals Presentation

### IV. CONSENT AGENDA

- A. Routine Matters
  - 1. Minutes of the regular meeting held September 5, 2023
  - 2. General Disbursements as of 9/8/23 in the amount of \$650,981.11
- B. Personnel Items

#### **Management Full Time for Employment**

**Alexander Ward** – Director of Secondary Education – District Office  
Effective 9/25/2023

#### **Certified Full Time Teacher Year 3 of 3**

**Jill Livdahl** – English Language Arts – Richfield Middle School  
Effective 9/1/2023

**Certified Full Time TIER 1 Teacher**

**Stephanie Heyer-Walsh** – Bilingual Early Learning Teacher – RDLS  
Effective 8/25/2023

**Pedro Turiel Miranda** – Math Interventionist – RDLS  
Effective 8/22/2023

**Certified Full Time Unpaid Leave**

**Vanessa Krebsbach** – Literacy Intervention – STEM Elementary  
Leave of Absence 2/7/24 - 3/1/24

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

**Lavdie Gjonedaj** – Building Cleaner – Richfield High School  
Effective 9/18/2023

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

**Stephanie Espinoza Coyote** – Kitchen Assistant – Richfield Middle School  
Effective 9/5/2023

**Hazel Burnside** – Kitchen Assistant – Richfield High School  
Effective 9/5/2023

**Classified Part Time Paraprofessional for Employment**

**Bryant Morales** – Managerial Paraprofessional – RSTEM  
Effective 9/8/2023

**Brianna Boykins** – Main Office Clerical – RSTEM  
Effective 9/8/2023

**D'Siaha Menyweather** – Special Education Paraprofessional – RSTEM  
Effective 9/13/2023

**Jacqueline Zapata Hernandez** – Special Education Paraprofessional – RSTEM  
Effective 9/12/2023

**Ashley Hernandez Martinez** – Special Education Paraprofessional – RSTEM  
Effective 9/13/2023

**Angelique King** – Special Education Paraprofessional – South Education Center  
Effective 9/5/2023

**Devon Gibson** – Security Monitor – Richfield High School  
Effective 9/5/2023

**Classified Full Time Administrative Assistant**

**Jennifer Puchuela** – Admin Assistant 3 – Centennial Elementary  
Effective 8/23/2023  
*Change from Outreach Worker to Administrative Assistant*

**Classified Part Time Paraprofessional for Resignation**

**Diane Olson** – Special Education Paraprofessional – Richfield Middle School  
Effective 10/1/2023

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

**Maria Genchi Palma** – Building Cleaner – Richfield High School  
Effective 8/11/2023

**Patrick Sure** – Building Maintenance – Richfield High School  
Effective 9/22/2023

**Jamie Gilmore** - Laundry Worker/Bus Driver – Districtwide  
Effective 9/29/2023

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

V. NEW BUSINESS

A. Preliminary Levy Certification

Motion by Toensing, seconded by Carter, and unanimously carried, the board of education approved the certification.

B. Property, Liability, Fleet, Professional and Faithful Performance and Cyber Liability Insurance Renewal

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

C. Policy 108: Hazing Prohibition - first read

D. Policy 586: Gender Inclusion - first read

E. Donations

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

VI. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Suggested/Future Agenda Items

D. Future Meeting Dates

10-2-2023                      7 p.m.

Regular Board Meeting

10-16-2023                    7 p.m.

Regular Board Meeting - Public Comment

VIII. CLOSED SESSION AS ALLOWED BY MINNESOTA STATUTE 13D.03 FOR LABOR NEGOTIATIONS STRATEGY

Motion by Toensing, seconded by Brakke, and unanimously carried, the board of education moved into closed session at 8:14 p.m. Attending the closed session were Brakke, Carter, Cole, Pollis and Toensing. Superintendent Unowsky and Chief HR and Administrative Officer Holje were also present.

IX. REOPEN MEETING

Motion by Pollis, seconded by Carter, and unanimously carried, the board of education moved into open session at 8:29 p.m. with the following board members present: Brakke, Carter, Cole, Pollis and Toensing. Superintendent Unowsky and Chief HR and Administrative Officer Holje were also present.

X. ADJOURN REGULAR MEETING

Chair Cole adjourned the meeting at 8:30 p.m.

## WIRES, CHECK RUNS & E-PAYS FOR 10/02/2023 BOARD REPORTS

BANK 05	DATE	AMOUNT
Wires	9/12/2023	433,672.36
Checks	9/13/2023	700,355.37
	9/15/2023	19,245.45
	9/18/2023	411,454.31
Scholarships	9/15/2023	17,000.00
	9/21/2023	3,000.00
E-Pays	9/21/2023	2,746.73

<b>CHECK REGISTER BANK 05 TOTAL =</b>	<b>1,587,474.22</b>
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### BREAKDOWN

01-206-00	634,438.86
02-206-00	116,560.00
03-206-00	51,317.89
04-206-00	15,880.47
06-206-00	-
07-206-00	-
18-206-00	-
20-206-00	767,694.52
21-206-00	1,582.48
47-206-00	-

<b>BANK TOTAL =</b>	<b>1,587,474.22</b>
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FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	V2401669	09/12/2023	HEALTHPARTNERS ADMINISTRATORS, INC.	R	433,672.36
01	309694	09/13/2023	ADVANCED COMMERCIAL KITCHENS	R	476.26
01	309695	09/13/2023	BERRY COFFEE COMPANY INC.	R	586.50
01	309696	09/13/2023	BITUMINOUS ROADWAYS, INC.	R	7,540.00
01	309697	09/13/2023	BIX FRUIT COMPANY	R	6,585.91
01	309698	09/13/2023	BCBS OF MINNESOTA & BLUE PLUS	R	9,706.00
01	309699	09/13/2023	CDW GOVERNMENT INC	R	3,781.37
01	309700	09/13/2023	CEL PUBLIC RELATIONS, INC.	R	9,300.00
01	309701	09/13/2023	CENTURYLINK	R	71.00
01	309702	09/13/2023	CITY OF RICHFIELD	R	14,189.26
01	309703	09/13/2023	COMCAST BUSINESS	R	546.35
01	309704	09/13/2023	CONSOLIDATED COMMUNICATIONS	R	4,118.94
01	309705	09/13/2023	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	309706	09/13/2023	DICKS SANITATION SERVICE, INC (DSI)	R	3,788.21
01	309707	09/13/2023	DIGITAL INSURANCE LLC	R	3,607.00
01	309708	09/13/2023	ECM PUBLISHERS INC	R	148.00
01	309709	09/13/2023	EDUCATORS BENEFIT CONSULTANTS LLC	R	493.77
01	309710	09/13/2023	GENESIS TECHNOLOGIES INC	R	4,680.00
01	309711	09/13/2023	GROUP MEDICAREBLUE RX	R	7,414.00
01	309712	09/13/2023	HAAS MUSICAL INSTRUMENT REPAIR, INC	R	250.00
01	309713	09/13/2023	HILLYARD MINNEAPOLIS	R	2,736.13
01	309714	09/13/2023	HOPE CHURCH	R	15,143.47
01	309715	09/13/2023	HOYO, SBC	R	2,531.25
01	309716	09/13/2023	HR SIMPLIFIED INC.	R	1,018.00
01	309717	09/13/2023	HUBERT COMPANY, LLC	R	2,149.61
01	309718	09/13/2023	INTERMEDIATE SCHOOL DISTRICT 917	R	16,303.76
01	309719	09/13/2023	KAJEET, INC.	R	10,287.83
01	309720	09/13/2023	KEMPS LLC	R	2,946.50
01	309721	09/13/2023	LIGHTSPEED TECHNOLOGIES, INC.	R	200.00
01	309722	09/13/2023	LOFFLER	R	80.14
01	309723	09/13/2023	LOFFLER COMPANIES	R	172.84
01	309724	09/13/2023	MADISON NATIONAL LIFE INS CO INC	R	5,739.42
01	309725	09/13/2023	MATRIX COMMUNICATIONS, INC	R	10,385.05
01	309726	09/13/2023	MCCARTHY WELL COMPANY	R	14,763.00
01	309727	09/13/2023	MENARDS - RICHFIELD	R	749.30
01	309728	09/13/2023	MINNESOTA DEPARTMENT OF HEALTH	R	35.00
01	309729	09/13/2023	MINUTEMAN PRESS EDINA	R	350.18
01	309730	09/13/2023	NORTHERN STAR COUNCIL / BSA	R	192.00
01	309731	09/13/2023	ON SITE SANITATION	R	603.50
01	309732	09/13/2023	ONEBRIDGE BENEFITS INC.	R	5,265.50
01	309733	09/13/2023	PAN O GOLD BAKING CO	R	624.85
01	309734	09/13/2023	PAYDHEALTH	R	6,504.04
01	309735	09/13/2023	RED CEDAR STEEL ERECTORS, INC.	R	1,515.00
01	309736	09/13/2023	RODRIGUEZ EMBROIDERY INC	R	1,792.00
01	309737	09/13/2023	SFM	R	459,639.00
01	309738	09/13/2023	TOWN & COUNTRY FENCE	R	6,075.00
01	309739	09/13/2023	TRIO SUPPLY COMPANY	R	2,500.60
01	309740	09/13/2023	TRUGREEN LIMITED PARTNERSHIP	R	8,508.00
01	309741	09/13/2023	UPPER LAKES FOODS	V	0.00
01	309742	09/13/2023	UPPER LAKES FOODS	R	43,911.83
01	309743	09/15/2023	AGATE SR DERRICK	R	81.00
01	309744	09/15/2023	ANDERSON SHEILA K	R	22.50
01	309745	09/15/2023	BERG ADAM	R	94.00
01	309746	09/15/2023	BORCHERS WILLIAM S	R	58.00
01	309747	09/15/2023	BSN SPORTS, LLC	R	8,072.43
01	309748	09/15/2023	BUNDGAARD BRUCE	R	116.00
01	309749	09/15/2023	CHARACTER CHALLENGE ADVENTURES INC	R	4,890.92
01	309750	09/15/2023	EDWARDS NICHOLAS THOMAS	R	94.00

01	309751	09/15/2023	FINANGER PHILLIP J	R	60.00
01	309752	09/15/2023	FLANERY-OLSON, JODI	R	22.50
01	309753	09/15/2023	FRANCZAK JOHN P	R	94.00
01	309754	09/15/2023	GREENE MICKEY W	R	138.00
01	309755	09/15/2023	GUSTAFSON ZACHARY	R	94.00
01	309756	09/15/2023	HRYPA WILLIAM V	R	138.00
01	309757	09/15/2023	JEROME A PLAGGE JR	R	49.50
01	309758	09/15/2023	JESSEN CHRIS	R	138.00
01	309759	09/15/2023	KRAMER PAUL	R	138.00
01	309760	09/15/2023	KROONBLAWD DAVID	R	138.00
01	309761	09/15/2023	MASPA/STATE NEGOTIATORS	R	575.00
01	309762	09/15/2023	MEAD RONALD D	R	94.00
01	309763	09/15/2023	MENDELBLATT SCOTT	R	45.00
01	309764	09/15/2023	METRO VOLLEYBALL OFFICIAL ASSOC LLC	R	2,160.00
01	309765	09/15/2023	MONITA MIKE	R	94.00
01	309766	09/15/2023	OFSTEDAHL DENNIS	R	138.00
01	309767	09/15/2023	OLEYAR DAVID A	R	138.00
01	309768	09/15/2023	OLSON ANDREA JADE	R	22.50
01	309769	09/15/2023	ONDREY JOHN	R	94.00
01	309770	09/15/2023	OWENS SEDRIC	R	22.50
01	309771	09/15/2023	RIGHT BRAIN GRAPHICS	R	502.00
01	309772	09/15/2023	SKOCHENSKI BRYAN	R	94.00
01	309773	09/15/2023	THOMPSON ERROL	R	81.00
01	309774	09/15/2023	TIMM RACHELLE R	R	138.00
01	309775	09/15/2023	TURNBULL BLAINE	R	94.00
01	309776	09/15/2023	VAZQUEZ IZAYA	R	174.00
01	309777	09/15/2023	VETSCH TERRI	R	60.00
01	309778	09/15/2023	WINKELMANN DONDI	R	94.00
01	309779	09/15/2023	WITHERS GERALD	R	81.00
01	309780	09/15/2023	XCEL ENERGY	R	105.60
01	309781	09/15/2023	AUGSBURG COLLEGE	R	1,500.00
01	309782	09/15/2023	U OF MN TWIN CITIES	R	4,500.00
01	309783	09/15/2023	UNIVERSITY OF ILLINOIS	R	1,500.00
01	309784	09/15/2023	UNIVERSITY OF MINNESOTA DULUTH	R	1,500.00
01	309785	09/15/2023	UNIVERSITY OF NORTHWESTERN-ST PAUL	R	1,500.00
01	309786	09/15/2023	UNIVERSITY OF ST THOMAS	R	6,500.00
01	309787	09/18/2023	APPRIZE TECHNOLOGIES	R	240.00
01	309788	09/18/2023	BARNES & NOBLE BOOK	R	444.00
01	309789	09/18/2023	BENCHMARK EDUCATION COMPANY, LLC.	R	22,528.00
01	309790	09/18/2023	BOOKSOURCE	R	785.15
01	309791	09/18/2023	BRINK'S INCORPORATED	R	2,197.90
01	309792	09/18/2023	CATALYST BUYING GROUP LLC	R	934.99
01	309793	09/18/2023	CDW GOVERNMENT INC	R	20,500.00
01	309794	09/18/2023	CITY OF RICHFIELD	R	229.30
01	309795	09/18/2023	CPM EDUCATIONAL PROGRAM	R	6,205.00
01	309796	09/18/2023	DEERE & COMPANY	R	4,147.61
01	309797	09/18/2023	LOFFLER COMPANIES	R	478.80
01	309798	09/18/2023	MATH LEARNING CENTER	R	722.25
01	309799	09/18/2023	MATRIX COMMUNICATIONS, INC	R	12,453.42
01	309800	09/18/2023	NETWORK DESIGN, INC.	R	1,046.63
01	309801	09/18/2023	MAXORPLUS, LTD	R	324,155.35
01	309802	09/18/2023	NYSTROM PUBLISHING	R	7,387.77
01	309803	09/18/2023	PITNEY BOWES BANK PURCHASE POWER	R	4,400.00
01	309804	09/18/2023	PREMIUM WATERS INC	R	36.00
01	309805	09/18/2023	REGION 1 INFORMATION MGMT SERVICE	R	255.00
01	309806	09/18/2023	RYAN JEANNIE M	R	1,245.32
01	309807	09/18/2023	TECHNOLOGY MANAGEMENT CORPORATION	R	300.00
01	309808	09/18/2023	UNITED HEALTHCARE INSURANCE CO	R	542.62
01	309809	09/18/2023	UNITED HEALTHCARE/AARP MEDICARE RX	R	109.60

01	309810	09/18/2023	UNITED HEARTHCARE /AARP MEDICARE RX	R	109.60
01	309811	09/21/2023	THE UNIVERSITY OF IOWA	R	1,500.00
01	309812	09/21/2023	U OF MN TWIN CITIES	R	1,500.00
01	V613213	09/21/2023	ASHLEY ACEVEDO	R	19.53
01	V613214	09/21/2023	MARIA ARIAS YANEZ	R	159.97
01	V613215	09/21/2023	LISA M BAIRD	R	19.67
01	V613216	09/21/2023	DAVID H BIPES	R	21.95
01	V613217	09/21/2023	NICOLE BULLOCK	R	64.99
01	V613218	09/21/2023	SHANYN HILL	R	70.86
01	V613219	09/21/2023	MELISSA M HUSABY	R	14.49
01	V613220	09/21/2023	GRACE M JENNINGS	R	141.92
01	V613221	09/21/2023	BAILEY D KRETSINGER	R	142.85
01	V613222	09/21/2023	DANIEL E KRETSINGER	R	81.55
01	V613223	09/21/2023	MAIA M MACK	R	881.46
01	V613224	09/21/2023	YONG HUA QUAN	R	175.00
01	V613225	09/21/2023	GRACE E SACHER	R	205.50
01	V613226	09/21/2023	ANA G SAMPER INFANTE	R	110.57
01	V613227	09/21/2023	AMANDA SAUER	R	18.03
01	V613228	09/21/2023	ISELA VENTURA RUBIO	R	175.00
01	V613229	09/21/2023	SAMANTHA WEAVER	R	438.96
01	V613230	09/21/2023	MICHELLE R WHITESIDE	R	4.43

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<b>TOTAL WIRES, CHECKS &amp; EPAYS</b>					<b>1,587,474.22</b>
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## RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of  
September 27, 2023

Description	Matures	Rate	Cost	General Operating	Custodial (Scholarships)	2018A Bond	OPEB Bond
SERVISFIRST BANK	12/19/23	4.72%	236,300.00	236,300.00	-	-	-
PENTAGON FEDERAL CREDIT UNION (183 day and	12/19/23	4.45%	1,263,700.00	1,263,700.00	-	-	-
PENTAGON FEDERAL CREDIT UNION (183 day and	01/25/24	4.46%	2,263,800.00	2,263,800.00	-	-	-
PENTAGON FEDERAL CREDIT UNION (183 day and	01/25/24	4.54%	236,200.00	236,200.00	-	-	-
MODERN BANK, NATIONAL ASSOCIATION	05/02/24	4.54%	233,000.00	233,000.00	-	-	-
STATE BANK OF INDIA	11/29/23	0.40%	249,739.23	249,739.23	-	-	-
SYNCHRONY BANK	11/30/23	0.40%	249,739.23	249,739.23	-	-	-
CUSTOMERS BANK	05/06/24	4.52%	244,632.85	244,632.85	-	-	-
UBS BANK USA	05/09/24	4.55%	249,525.90	249,525.90	-	-	-
MNTrust Term Series-Flex (PenFed C)	01/00/00	5.35%	7,474,761.83	7,474,761.83	-	-	-
US TREASURY N/B	01/15/24	4.22%	1,499,025.00	1,499,025.00	-	-	-
T BANK, NA	11/01/23	4.53%	124,000.00	-	124,000.00	-	-
Federated Institutional Tax-Free Cash Trust	01/00/00	0.00%	915,914.74	-	-	915,914.74	-
HAWAII-FA-TXBL	10/01/23	1.62%	882,359.50	-	-	-	882,359.50
US TREASURY N/B	10/15/24	1.12%	527,929.69	-	-	-	527,929.69
FIRST INTERNET BANK OF INDIANA	09/30/26	4.00%	209,500.00	-	-	-	209,500.00
FIRST PRYORITY BANK	11/07/24	4.56%	226,800.00	-	-	-	226,800.00
KS STATEBANK / KANSAS STATE BANK OF MANHA	11/10/25	4.74%	212,900.00	-	-	-	212,900.00
BANK HAPOALIM	10/01/26	4.45%	206,700.00	-	-	-	206,700.00
US TREASURY N/B	09/30/25	4.41%	621,742.19	-	-	-	621,742.19
US TREASURY N/B	09/30/26	4.34%	789,398.44	-	-	-	789,398.44
GENERAL ELECTRIC CREDIT UNION	06/28/24	4.75%	233,950.00	-	-	-	233,950.00
ELGA CREDIT UNION	06/30/25	4.13%	226,750.00	-	-	-	226,750.00
Great Midwest Bank, S.S.B.	06/30/25	4.13%	227,400.00	-	-	-	227,400.00
FREDDIE MAC	09/23/25	1.60%	287,372.71	-	-	-	287,372.71
US TREASURY N/B	09/30/23	2.00%	731,132.81	-	-	-	731,132.81
NYC -TXBL -REF -D	08/01/24	0.38%	506,600.00	-	-	-	506,600.00
<b>Total Investments Held</b>			<b>21,130,874.12</b>	<b>14,200,424.04</b>	<b>124,000.00</b>	<b>915,914.74</b>	<b>5,890,535.34</b>

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

**Regular Meeting October 2, 2023**

**Subject: PERSONNEL ITEMS**

(Recommended by superintendent)

That the board of education approve the following personnel items:

**Classified Management Full Time**

**Angelique Farnung** – Payroll Manager/Accountant – District Office  
Effective 9/25/2023

**Certified Full Time Teacher Yr 3 of 3**

**Kinya Gilbert** – Grade 4 – Centennial Elementary  
Effective 9/26/2023

**Certified Full Time Resignation**

**Pedro Turiel Miranda** – Math Interventionist - Richfield Dual Language School  
Effective 10/3/2023  
Yrs of Service: 0.5

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

**Nikolas Bauza** – Building Cleaner – Richfield High School  
Effective 10/2/2023

**Classified Part Time Paraprofessional for Employment**

**Antonia Iguanero Lopez** – Special Education Para – Centennial Elem  
Effective 9/25/2023

**Shelley Lovick** – Special Education Para – Transition Plus  
Effective 9/25/2023

**Classified Part Time Paraprofessional for Resignation**

**Valerie Mayer** – Special Education Paraprofessional – Richfield High School  
Effective 9/5/2023

**Diane Olson** – Special Education Paraprofessional – Richfield Middle School  
Effective 10/1/2023

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

**Hazel Burnside** – Kitchen Assistant – Richfield High School  
Effective 9/20/2023

**OLD BUSINESS – FOR ACTION**

**Agenda Item V.A.**

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

**Regular Meeting, October 2, 2023**

**Subject: Do Not Resuscitate/Do Not Intubate Orders**

(Recommended by the superintendent)

Passage upon a fourth read of Policy 583: Do Not Resuscitate/Do Not Intubate Orders. Minor changes have been included to adhere to District branding and style guidelines. An addition has also been included to describe the situation in which a possible exception could occur.

**Attachments:**

Policy 583: Do Not Resuscitate/Do Not Intubate Orders - **redlined**  
MSBA Model Policy 518: DNR-DNI Orders

RICHFIELD PUBLIC SCHOOLS

**DO NOT RESUSCITATE – DO NOT INTUBATE ORDERS**

**I. PURPOSE**

The Individuals with Disabilities Education Act (IDEA) mandates that school districts provide a free and appropriate education for students with disabilities, including students with complex health needs. The ~~Board~~ board of Education recognizes that ~~school district~~ Richfield Public Schools staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate / Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to ~~school-d~~ District staff and parents or guardians in these situations.

**II. GENERAL STATEMENT OF POLICY**

- A. The primary mission of the Richfield Public Schools is education, and the ~~school-d~~ District is committed to providing related health services where necessary in order for a student to receive a free appropriate public education. However, DNR-DNI orders are medical documents that extend beyond the District's educational mission and commitments. Accordingly, ~~school district staff will not~~ Richfield Public Schools does not have the capacity to accept or honor requests to withhold emergency care or DNR-DNI orders, nor will ~~school-d~~ District staff be expected to convey such orders to emergency medical personnel, except in circumstances described in Section II.E.1.
- B. ~~School-d~~ District staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C. ~~School-d~~ District staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D. The parent/guardian will be notified of the emergency as soon as possible.

1 E. ~~Notwithstanding this school district policy, When the provision of~~  
2 healthcare services at school are necessary for students with  
3 disabilities to access public education, IEP and Section 504 teams  
4 must develop individualized medical emergency care plans for  
5 students ~~when appropriate~~ in accordance with state and federal law.  
6 Such plans will seek to balance the individual right to autonomy in  
7 healthcare decision-making with the District's capacity to implement  
8 the plan in good faith.

9  
10 i. When a student's IEP or 504 plan specifies withholding CPR  
11 and/or AED use in the event of cardiorespiratory arrest, that  
12 care plan may supersede the District's default position. In  
13 this circumstance, the superintendent or designee must be  
14 consulted to determine the District's capacity to fulfill the  
15 requirements of the IEP or 504 plan.

16  
17 Any student whose IEP or 504 plan requires withholding  
18 emergency medical care may be required to be accompanied  
19 by a healthcare professional at all times when under District  
20 supervision. This healthcare professional must be adequately  
21 trained in understanding and carrying out the requirements of  
22 the IEP or 504 plan and communicating those requirements to  
23 emergency medical personnel as needed.

24 E.  
25 F. Parents/guardians who request that emergency care be withheld for  
26 their child or who present DNR-DNI orders, shall be advised of and  
27 shall be given a copy of this policy.  
28  
29  
30  
31

32 **Legal References:** 29 U.S.C. §794 et.seq. (Section 504 of the Rehabilitation Act  
33 of 1973)  
34 42 U.S.C. §§ 12101 – 12213 (Americans with Disabilities  
35 Act)  
36  
37  
38

39 ADOPTED-RATIFIED BY THE BOARD OF EDUCATION: November 1, 2004  
40 REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: February  
41 20, 2018  
42 REVISED BY THE BOARD OF EDUCATION:

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

MSBA/MASA Model Policy 518

Orig. 1995

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

Rev. 2003

## **518 DNR-DNI ORDERS**

### **I. PURPOSE**

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

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

- A. The primary mission of the school district is education. DNR-DNI orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.
- B. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D. The parent/guardian will be notified of the emergency as soon as possible.
- E. Notwithstanding this school district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.
- F. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI orders, shall be advised of and shall be given a copy of this policy.

**Legal References:** 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

**Cross References:** None

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

**Regular Meeting, October 2, 2023**

**Subject: Hazing Prohibition**

(Recommended by the superintendent)

A second read of Policy 108: Hazing Prohibition. This policy was brought before the board last school year but updates were not completed at that time. Suggested changes have been included to simplify and align to District branding and style guidelines.

This policy was brought to a group of RHS students for review and feedback. The students shared the positive perspective that they do not believe any hazing has happened in Richfield for decades. They did not feel anything is missing from the policy, and expressed support for the updates.

**Attachments:**

Policy 108: Hazing Prohibition - redlined

MSBA Model Policy 526: Hazing Prohibition

**RICHFIELD PUBLIC SCHOOLS**

**HAZING PROHIBITION**

**I. PURPOSE**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing.- Hazing activities of any type are inconsistent with the educational goals of ~~the school district~~Richfield Public Schools and are prohibited at all times.

**II. GENERAL STATEMENT OF POLICY**

- A. No student, teacher, administrator, volunteer, contractor or other employee of the ~~school district~~District shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the ~~school district~~District shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. A person who engages in an act of hazing, reprisal, retaliation, or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the ~~school district's~~District's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- 1 F. This policy applies to hazing that occurs during and after school hours,  
2 on or off ~~school-District~~ premises or property, at school functions or  
3 activities, or on school transportation.  
4  
5 G. A person who engages in an act that violates school policy or law in  
6 order to be initiated into or affiliated with a student organization shall be  
7 subject to discipline for that act.  
8  
9 H. The ~~school-district~~District will act to investigate all complaints of hazing  
10 and will discipline or take appropriate action against any student,  
11 teacher, administrator, volunteer, contractor, or other employee of the  
12 ~~school-district~~District who is found to have violated this policy.  
13

14 **III. DEFINITIONS**

- 15 A. "Hazing" means committing an act against a student, or coercing a  
16 student into committing an act, that creates a substantial risk of harm  
17 to a person, in order for the student to be initiated into or affiliated with  
18 an ~~official or unofficial~~ student organization, or for any other purpose.  
19 The term hazing includes, but is not limited to:  
20  
21  
22 1. Any type of physical brutality ~~such a whipping, beating, striking,~~  
23 ~~branding, electronic shocking or placing a harmful substance on~~  
24 ~~the body.~~  
25  
26 2. Any type of physical activity such as sleep deprivation, exposure  
27 to weather, confinement in a restricted area, calisthenics or other  
28 activity that subjects the student to an unreasonable risk of harm  
29 or that adversely affects the mental or physical health or safety of  
30 the student.  
31  
32 3. Any activity involving the consumption of alcoholic beverage,  
33 drug, tobacco product or any other food, liquid, or substance that  
34 subjects the student to an unreasonable risk of harm or that  
35 adversely affects the mental or physical health or safety of the  
36 student.  
37  
38 4. Any activity that intimidates or threatens the student with  
39 ostracism, that subjects a student to extreme mental stress,  
40 embarrassment, shame or humiliation, that adversely affects the  
41 mental health or dignity of the students or discourages the student  
42 from remaining in school.  
43  
44 5. Any activity that causes or requires the student to perform a task  
45 that involves violation of state or federal law or of ~~school~~  
46 ~~district~~District policies or regulations.  
47

- 1 B. "Immediately" means as soon as possible but in no event longer  
2 than 24 hours.  
3
- 4 C. "On school premises or ~~school-district~~District property, or at school  
5 functions or activities, or on school transportation" means all ~~school~~  
6 ~~district-District~~ buildings, school grounds, and school property or  
7 property immediately adjacent to school grounds, school bus stops,  
8 school buses, school vehicles, school contracted vehicles, or any  
9 other vehicles approved for ~~school-district~~District purposes, the  
10 area of entrance or departure from school grounds, premises, or  
11 events, and all school-related functions, school-sponsored  
12 activities, events, or trips. ~~School-district~~District property also may  
13 mean a student's walking route to or from school for purposes of  
14 attending school or school-related functions, activities, or events.  
15 While prohibiting hazing at these locations and events, the ~~school~~  
16 ~~district-District~~ does not represent that it will provide supervision or  
17 assume liability at these locations and events.  
18
- 19 D. "Remedial response" means a measure to stop and correct hazing,  
20 prevent hazing from recurring, and protect, support, and intervene  
21 on behalf of a student who is the target or victim of hazing.  
22
- 23 E. "Student" means a student enrolled in a public school or a charter  
24 school.  
25
- 26 F. "Student organization" means a group, club, or organization having  
27 students as its primary members or participants. ~~It includes grade~~  
28 ~~levels, classes, teams, activities, or particular school events. -A~~  
29 ~~student organization does not have to be an official school~~  
30 ~~organization to come within the terms of this definition.~~  
31  
32

#### 33 IV. REPORTING PROCEDURES 34

- 35 A. Any person who believes ~~he or she~~they has ~~have~~ been the target or  
36 victim of hazing or any person with knowledge or belief of conduct  
37 which may constitute hazing shall report the alleged acts immediately  
38 to a member of the ~~district-District~~ management team ~~designated by~~  
39 ~~this policy~~. A person may report hazing anonymously. ~~However, the~~  
40 ~~school-district~~District may not rely solely on an anonymous report to  
41 determine discipline or other remedial responses.  
42  
43
- 44 B. The ~~school-district~~District encourages the reporting party to provide  
45 written reports but oral reports shall be considered complaints as  
46 well.  
47

1 The building administrator or designee is the person responsible for  
2 investigating reports of hazing at the building level. Any ~~adult~~  
3 ~~school-district personnel-District staff member~~ who receives a  
4 report of hazing prohibited by this policy shall inform the building  
5 administrator immediately. -Any person may report hazing directly  
6 to the superintendent. - If the complaint involves the building  
7 administrator, the complaint shall be made or filed directly with the  
8 superintendent by the reporting party or complainant.  
9

10 The building administrator shall ensure that this policy and its  
11 procedures, practices, consequences, and sanctions are fairly and  
12 fully implemented and shall serve as a primary contact on policy  
13 and procedural matters.  
14

- 15 C. A teacher, administrator, volunteer, contractor, ~~and-or~~ other school  
16 employees shall be particularly alert to possible situations,  
17 circumstances, or events which might include hazing. -Any such  
18 person who witnesses, observes, receives a report of, or has other  
19 knowledge or belief of conduct which may constitute hazing shall  
20 make reasonable efforts to address and resolve the hazing and  
21 shall inform the building administrator immediately. ~~School-district~~  
22 ~~District personnel-staff members~~ who fail to inform the building  
23 administrator of conduct that may constitute hazing or who fail to  
24 make reasonable efforts to address and resolve the hazing in a  
25 timely manner may be subject to disciplinary action.  
26
- 27 D. Submission of a good faith complaint or report of hazing will not  
28 affect the complainant or reporter's future employment, grades,  
29 work assignments, or educational or work environment.  
30
- 31 E. Reports of hazing are classified as private educational and/or  
32 personnel data and/or confidential investigative data and will not be  
33 disclosed except as permitted by law. -The building administrator, in  
34 conjunction with the responsible authority, shall be responsible for  
35 keeping and regulating access to any report of hazing and the  
36 record of any resulting investigation.  
37
- 38 F. The ~~school-district~~District will respect the privacy of the  
39 complainant(s), the individual(s) against whom the complaint is  
40 filed, and the witnesses as much as possible, consistent with the  
41 ~~school-district's~~District's legal obligations to investigate, to take  
42 appropriate action, and to comply with any discovery or disclosure  
43 obligations.  
44

45 **V. SCHOOL DISTRICT ACTION**  
46

- 1 A. Within three (3) days of the receipt of a complaint or report of  
2 hazing, the ~~school district~~District shall undertake or authorize an  
3 investigation by ~~school district~~District officials or a third party  
4 designated by the ~~school district~~District.  
5
- 6 B. The building administrator or other appropriate ~~school district~~District  
7 officials may take immediate steps, at their discretion, to protect the  
8 target or victim of the hazing, the complainant, the reporter, and  
9 students or others pending completion of an investigation of alleged  
10 hazing prohibited by this policy.  
11
- 12 C. The alleged perpetrator of the hazing shall be allowed the  
13 opportunity to present a defense during the investigation or prior to  
14 the imposition of discipline or other remedial responses.  
15
- 16 D. Upon completion of an investigation that determines hazing has  
17 occurred, the ~~school district~~District will take appropriate action.  
18 Such action may include, but is not limited to, warning, suspension,  
19 exclusion, expulsion, transfer, remediation, termination, or  
20 discharge. -Disciplinary consequences will be sufficiently severe to  
21 try to deter violations and to appropriately discipline prohibited  
22 behavior. -~~School district~~District action taken for violation of this  
23 policy will be consistent with the requirements of applicable  
24 collective bargaining agreements; applicable statutory authority,  
25 including the Minnesota Pupil Fair Dismissal Act; and applicable  
26 ~~school district~~District policies and regulations.  
27
- 28 E. The ~~school district~~District is not authorized to disclose to a victim  
29 private educational or personnel data regarding an alleged  
30 perpetrator who is a student or employee of the ~~school~~  
31 ~~district~~District. - School officials will notify the parent(s) or  
32 guardian(s) of students who are targets or victims of hazing and the  
33 parent(s) or guardian(s) of alleged perpetrators of hazing who have  
34 been involved in a reported and confirmed hazing incident of the  
35 remedial or disciplinary action taken, to the extent permitted by law.  
36
- 37 F. In order to prevent or to respond to hazing committed by or directed  
38 against a child with a disability, the school district shall, where  
39 determined appropriate by the child's individualized education  
40 program (IEP) team or Section 504 team, allow the child's IEP or  
41 Section 504 plan to be drafted to address the skills and  
42 proficiencies the child needs as a result of the child's disability to  
43 allow the child to respond to or not to engage in hazing.  
44  
45  
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## VI. RETALIATION OR REPRISAL

The ~~school district~~District will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the ~~school district~~District who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.- Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct.- Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

## VII. DISSEMINATION OF POLICY

Notification of the policy shall appear in the ~~District Calendar/Handbook~~student handbook or other District publications.

Legal References: Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § 121A.40 to 121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)

Cross Reference: Board Policy 103: ~~Harassment Prohibition and Administrative Guidelines 103.4-2 en~~  
~~Racial, Religious and Sexual Harassment and Violence~~

Board Policy 541: ~~Student Behavior and Administrative Guidelines 541.1 en~~  
~~Guidelines for Student Behavior~~  
~~MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)~~  
~~MSBA/MASA Model Policy 413 (Harassment and Violence)~~  
~~MSBA/MASA Model Policy 506 (Student Discipline)~~  
~~MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)~~  
~~MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])~~

~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: October 6,  
1997

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| 1 ~~AMENDED-REVISED~~ BY THE BOARD OF EDUCATION: January 6,  
2 2003  
| 3 REVIEWED ~~AND REAFFIRMED~~ BY THE BOARD OF EDUCATION: May 18,  
4 2009; ~~March 6, 2017~~  
5 ~~REAFFIRMED BY THE BOARD OF EDUCATION: May 18, 2009~~

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

MSBA/MASA Model Policy 526

Orig. 1997

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

Rev. 2014

## 526 HAZING PROHIBITION

***[Note: School districts are required by statute to have a policy addressing these issues. The Minnesota Department of Education (MDE) will maintain and make available a model policy on student and staff hazing in accordance with Minnesota Statutes section 121A.69. The MDE model policy differs from the MSBA/MASA model policy as it incorporates state and federal requirements related to harassment and discrimination which extends beyond the mandate of Minnesota Statutes section 121A.69. Topics of harassment and discrimination are addressed in other MSBA/MASA policies. While school districts are required to adopt a policy governing student and staff hazing, school districts are not required to adopt any particular policy. MSBA recommends this policy.]***

### I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

### II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
  - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
  - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.
- F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s)

against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

#### **V. SCHOOL DISTRICT ACTION**

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

#### **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

## **VII. DISSEMINATION OF POLICY**

***[Note: Proper reference should be made to the appropriate handbooks in each school district.]***

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

***Legal References:*** Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

**OLD BUSINESS – FOR REVIEW**

**Agenda Item V.C.**

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

**Regular Meeting, October 2, 2023**

**Subject: Gender Inclusion**

(Recommended by the superintendent)

A second read of Policy 586: Gender Inclusion. This policy was reviewed by the Safe & Supportive Schools Committees, and suggested changes are included.

**Attachment:**

Policy 586: Gender Inclusion - **redlined**

**RICHFIELD -PUBLIC -SCHOOLS**  
**GENDER INCLUSION POLICY**

**I. PURPOSE**

All students need a safe, supportive school environment to progress academically and developmentally. The purpose of this policy is to facilitate compliance with applicable laws and organizational guidelines as well as to foster an educational environment at Richfield Public Schools that is safe, supportive, and fully inclusive for all students regardless of gender identity or gender expression.

**II. POLICY STATEMENT**

Richfield Public Schools shall act to ensure that students who are transgender and gender non-conforming are included in all school activities like their peers.

**DEFINITIONS**

The following definitions are provided to assist in understanding this policy.

~~a. **Assigned Gender** – An individual's gender assigned at birth, which correlates to the biological, genetic, and anatomical makeup of a body.~~

~~b.a. **Gender Expression** – The manner-way in which an individual expresses their gender through mannerisms, clothing, behavior, etc.~~

~~c.b. **Gender Identity** – An individual's sense of being male, female, a girl/woman, boy/man or otherwise on a continuum of gender.~~

~~d. **Gender Dysphoria** – A conflict between an individual's physical or assigned gender and the gender with which they identify.~~

~~e.c. **Gender Non-Conformity conforming** – Behaviors-Describes an individual whose gender expression and interests that fits outside of stereotypical behaviors and interests for an individual's assigned sex the sex assigned to them at birth.~~

~~d. **Nonbinary** – Describes an individual whose gender identity falls outside of the traditional structure of girl/woman and boy/man.~~

~~e. **Sex Assigned at Birth** – An individual's sex (female or male) assigned at birth, which correlates to the biological, genetic, and anatomical makeup of a body.~~

~~f. **Transgender** – An-Describes an individual whose gender is different from the gender that traditionally corresponds to the gender-sex assigned to them at birth.~~

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1 **III. BULLYING, HARASSMENT, AND DISCRIMINATION PROHIBITION**

2 Bullying, harassment, and discrimination on the basis of gender identity or  
3 expression are prohibited. Richfield Public Schools will take any such  
4 incident seriously, give the incident immediate attention, and handle the  
5 incident in the same manner as the school handles other bullying,  
6 harassment and discrimination. The school and all employees are  
7 responsible for ensuring that every student, including transgender and  
8 gender nonconforming students, has a safe and supportive school  
9 environment at Richfield Public Schools. Education and training regarding  
10 the issues addressed in this gender inclusion policy will be provided for  
11 employees, students and the broader school community. Richfield Public  
12 Schools will ensure that all ~~district-District~~ policies, including but not limited to  
13 Policy 102-~~(Equal Educational Opportunity)~~, Policy 103-~~(Bullying~~  
14 ~~Prohibition-Policy)~~, Policy 108-~~(Hazing Prohibition)~~, Policy 113-~~(Bullying~~  
15 ~~Prohibition)~~, Policy 505-~~(Student Disability Nondiscrimination)~~, Policy 506  
16 ~~(Student Sex Nondiscrimination)~~, Policy 541-~~(Student Behavior)~~ and  
17 Policy 581-~~(Protection and Privacy of Pupil Records)~~ apply to all students  
18 regardless of their gender identity or gender expression.  
19

20 **IV. GENDER TRANSITION AT SCHOOL**

21 Students who transition socially or physically at school have a right to a  
22 safe and supportive environment. Steps taken to support students during  
23 this time will be done in collaboration with the student first, then the  
24 parent/guardian, with careful consideration given to student data privacy  
25 and consent. If appropriate, school administration and staff shall work with  
26 any such students and their parents/guardians (based on the ~~students~~  
27 individual student needs) to identify which steps will create the necessary  
28 conditions to make the transition experience as positive as possible.  
29 Based on this work, the school, student, and parents/guardians will create  
30 a tailored gender transition plan that ensures the school environment  
31 remains both safe and supportive of the student. As each possible plan  
32 will be highly individualized, the plan will be developed in collaboration  
33 with the student, parent/guardian, school principal, ~~Director-director of~~  
34 Student-student Support-support Services-services and/or additional  
35 appropriate school staff.  
36

37 **V. NAMES AND PRONOUNS USAGE**

38 Students have the right to be addressed by a preferred name and by a  
39 pronoun corresponding to their gender identity. A court-ordered name or  
40 gender change is not required, and a student need not change official  
41 records in order to have this right honored by all members of the school  
42 community. Official school records, including report cards, transcripts,  
43 class lists, course schedules, health records and discipline files, etc. must  
44 identify a student with their legal name and assigned-gendersex assigned  
45 at birth, unless the student has legally changed their name or the sex on  
46 their birth record.  
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2 **VI. DRESS CODE**  
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4 Students have the right to dress in accordance with their gender identity,  
5 within the constraints of the dress ~~code expectations~~ specified in ~~the~~  
6 ~~Richfield Public Schools handbook or policy~~ Policy 547: Student Dress and  
7 Appearance. School staff will not enforce the school's dress ~~code~~  
8 expectations more strictly toward transgender and gender nonconforming  
9 students than other students. Richfield Public Schools will not require  
10 gender stereotypical fashion or dress. Richfield Public Schools will ~~avoid~~  
11 ~~the not~~ use ~~of gender-pronouns~~ language when describing dress in ~~its~~  
12 ~~dress code~~ Policy 547: Student Dress and Appearance.  
13

14 **VII. GENDER-SEGREGATED ACTIVITIES, RULES, POLICIES AND**  
15 **PRACTICES**  
16

17 Richfield Public Schools shall evaluate all gender-based activities,  
18 curricula, rules, policies, and practices – including but not limited to  
19 classroom activities, school ceremonies, and school photos – and  
20 maintain only those that have a clear and sound pedagogical purpose. In  
21 situations where students are segregated by gender, students have the  
22 right to participate in any such activities or conform to any such rule,  
23 policy, or practice in a manner that aligns with their gender identity  
24 consistently asserted at school.  
25

26 All students, regardless of their gender identity, have the right to  
27 participate fully in overnight trips and other activities. In all cases, the  
28 school has an obligation to maintain the privacy of all students and cannot  
29 disclose or require the disclosure of the student's ~~transgender status~~  
30 gender identity to the other students or the parents/guardians of other  
31 students.  
32

33 **VIII. PHYSICAL EDUCATION CLASSES AND INTRAMURAL AND**  
34 **INTERSCHOLASTIC ATHLETICS**  
35

36 All students have the right to participate in physical education classes,  
37 intramural sports, and interscholastic athletics in a manner that aligns with  
38 their gender identity. For participation on interscholastic athletic teams,  
39 this policy will not supersede Minnesota State High School League policy  
40 related to transgender student eligibility and participation.  
41

42 **IX. ACCESS TO RESTROOMS, LOCKER ROOMS, AND CHANGING**  
43 **AREAS**  
44

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1 Each student shall be granted access to restrooms, locker rooms, and  
2 changing areas that align with the student's gender identity. Any student  
3 who has a need or desire for increased privacy, regardless of the  
4 underlying reason, shall be provided access to a reasonable alternative  
5 that is adequately clean and safe, but no student shall be required to use  
6 such a facility.  
7

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8 **X. PRIVACY**  
9

10 All students have a right to privacy. A student's transgender or ~~gender~~  
11 ~~nonconforming—nonbinary~~ status is private information. Related  
12 information, such as the student's legal name, may also constitute private  
13 information. Information regarding a student's transgender or ~~gender~~  
14 ~~nonconforming—nonbinary~~ status may also be confidential medical  
15 information. Disclosing this information to other students, other students'  
16 parents, or other third parties may violate privacy provisions in certain  
17 laws, such as the federal Family Educational Rights and Privacy Act  
18 (FERPA) and the Minnesota Government Data Practices Act. Disclosure  
19 of this information to school employees is also limited to those employees  
20 who have a legitimate educational reason for obtaining the information.  
21

22 Richfield Public Schools shall keep private all personal information  
23 relating to transgender and ~~gender nonconformingnonbinary~~ students in  
24 accordance with Board Policy 581 and applicable laws. School staff shall  
25 not disclose information that may reveal a student's transgender or  
26 nonbinary status to others, including other students' parents/guardians  
27 and other school staff, unless legally required to do so or when written  
28 permission has been given by the parent(s)/guardian(s) or the student  
29 who is over 18 years of age.  
30

31 Transgender and gender nonconforming students have the right to  
32 discuss their gender identity and express their gender ~~identity and gender~~  
33 ~~expression~~ openly and to decide when, with whom, and how much private  
34 information to share. The fact that a student chooses to disclose their  
35 transgender or nonbinary status to staff or other students does not  
36 authorize school staff to disclose other private information about the  
37 student.  
38  
39  
40

41 **Legal Reference:**

- 42 Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
- 43 Minn. Stat. ~~—~~§ 121A.031 (Safe and Supportive Minnesota Schools Act)
- 44 Minn. Stat. § 121A.03, subd. 2 (Sexual, Religious and Racial Harassment and  
45 Violence Policy)
- 46 Minn. Stat. § 363A (Minnesota Human Rights Act)
- 47 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)

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1 \_\_\_\_\_ 34 C.F.R. Part 106 (Implementing Regulations of Title IX)  
2 *Montgomery v. ISD No. 709*, 109 F.Supp. 2d 1081, 1093 (D. Minn. 2000).

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4 **Cross References:**

5 Policy 102-~~( Equal Educational Opportunity)~~

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6 Policy 103-~~( Bullying Prohibition Policy)~~

7 \_\_\_\_\_ Policy 108-~~( Hazing Prohibition)~~

8 \_\_\_\_\_ Policy 113-~~( Bullying Prohibition)~~

9 \_\_\_\_\_ Policy 505-~~( Student Disability Nondiscrimination)~~

10 \_\_\_\_\_ Policy 506-~~( Student Sex Nondiscrimination)~~

11 \_\_\_\_\_ Policy 541-~~( Student Behavior)~~

12 Policy 547: Student Dress and Appearance

13 \_\_\_\_\_ Policy 581-~~( Protection and Privacy of Pupil Records)~~

14 Policy 653: Field Trips

15 \_\_\_\_\_ Minnesota State High School League Official Handbook

16 \_\_\_\_\_ 300.00 Bylaws: Administration of Student Eligibility

17  
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19 ~~ADOPTED-RATIFIED BY- THE- BOARD- OF- EDUCATION: \_~~ August 20,  
20 2018

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21 REVISED BY THE BOARD OF EDUCATION:  
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**NEW BUSINESS – FOR REVIEW**

**Agenda Item VI.A.**

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

**Regular Meeting, October 2, 2023**

**Subject: Student Medication**

(Recommended by the superintendent)

A first read of Policy 584: Student Medication.

**Attachment:**

Policy 584: Student Medication

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**RICHFIELD PUBLIC SCHOOLS**

**STUDENT MEDICATION**

**I. PURPOSE**

The purpose of this policy is to set forth the provisions for student medication administration at school.

**II. GENERAL STATEMENT OF POLICY**

It is generally recognized that during the school day some students may require medication for chronic health conditions or short-term illness. This medication enables students to remain in school and participate in their education. Although the school district believes that medication should be given outside of school hours whenever possible, the district will facilitate the administration of medication for any student if the parent/guardian is willing to comply with requests for authorization and provision of information. Self-administration of medication may be allowed if certain conditions are met.

**III. REQUIREMENTS**

- A. Parents/guardians of students requesting that long-term medication (longer than three weeks and/or over-the-counter) be administered during school hours by school staff are required, according to school district guidelines, to provide:
  - 1. A signed statement from the licensed prescriber; and
  - 2. A signed parent/guardian release for the administration of medication.
- B. Parents/guardians of students requesting that short-term (three weeks or less) non-controlled prescription medication be administered during school hours by school staff are required, according to school district guidelines, to provide the school with a written parent/guardian release for the administration of this medication.
- C. A Consent for Administration of Medication form, or the equivalent, must be completed annually (once per school year) and/or when a change in the requirements for administration occurs. Medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.

- 1 D. Medication must come to school in the original container, and must  
2 be administered in a manner consistent with the instructions or  
3 manufacturer's label.  
4
- 5 E. School health service staff may request to receive further  
6 information, if needed, prior to administration of the medication.  
7
- 8 F. Medications are to be left with the appropriate school district  
9 personnel. Exceptions to this requirement are: prescription asthma  
10 medications self-administered with an inhaler (See Part J.5. below),  
11 and/or other non-controlled medications authorized by a licensed  
12 prescriber and the parent/guardian for self-carry/administration.  
13
- 14 G. The school shall be notified by parent/guardian or students 18  
15 years or older in writing of any change in the student's medication  
16 administration. A new medication authorization consent and/or  
17 medication container label with new pharmacy instructions shall be  
18 required.  
19
- 20 H. For medication used by children with a disability, administration  
21 may be as provided in the student's individualized plan.  
22
- 23 I. The school nurse, or other designated person, shall be responsible  
24 for filing the medication authorization consent form in the health  
25 records. The school nurse, or other designated person, shall be  
26 responsible for providing a copy of such form to the principal or to  
27 other personnel designated to administer medication.  
28
- 29 J. Specific Exceptions:  
30
- 31 1. Special health treatments and health functions such as  
32 catheterization, tracheostomy suctioning, and gastrostomy  
33 feedings do not constitute administration of medication;  
34
- 35 2. Emergency health procedures, including emergency  
36 administration of medication are not subject to this policy;  
37
- 38 3. Medication provided or administered by a public health  
39 agency to prevent or control an illness or a disease outbreak  
40 are not governed by this policy;  
41
- 42 4. Medication used at school in connection with services for  
43 which a minor may give effective consent are not governed  
44 by this policy;  
45
- 46 5. Medications that are prescription asthma or reactive airway  
47 disease medications can be self-administered by a student  
48 with an asthma inhaler if:  
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- a. the school district has received a written authorization from the student's parent/guardian permitting the student to self-administer the medication;
- b. the inhaler is properly labeled for that student; and
- c. the parent/guardian has not requested school personnel to administer the medication to the student.

The parent/guardian must submit written authorization for the student to self-administer the medication each school year. In addition, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

The school nurse or other designated person must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

- 6. Medications:
  - a. that are used off school grounds;
  - b. that are used in connection with athletics or extracurricular activities; or
  - c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

- 7. A student in grade 9 or above may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent/guardian permitting the student to self-administer the medication. The parent/guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. At no time will any student be permitted to share medication or give any medication to any other student. This provision does not apply to the possession or use of any drug or

1 product containing ephedrine or pseudoephedrine as its sole  
2 active ingredient or as one of its active ingredients.

3  
4 8. At the start of each school year or at the time a student  
5 enrolls in school, whichever is first, a student's  
6 parent/guardian, school staff, including those responsible for  
7 student health care, and the prescribing medical  
8 professional must develop and implement an individualized  
9 written health plan for a student who is prescribed  
10 epinephrine auto-injectors that enables the student to:

11  
12 a. possess epinephrine auto-injectors; or

13  
14 b. if the parent and prescribing medical  
15 professional determine the student is unable to  
16 possess the epinephrine, have immediate access  
17 to epinephrine auto-injectors in close proximity to  
18 the student at all times during the instructional  
19 day.

20  
21 The plan must designate the school staff responsible for  
22 implementing the student's health plan, including  
23 recognizing anaphylaxis and administering epinephrine auto-  
24 injectors when required, consistent with state law. This  
25 health plan may be included in a student's individualized  
26 plan.

27  
28 K. "Parent/guardian" for students 18 years old or older is the student.  
29

30  
31 Legal References: Minn. Stat. § 13.32 (Student Health Data)  
32 Minn. Stat. § 121A.21 (Hiring of Health Personnel)  
33 Minn. Stat. § 121A.22 (Administration of Drugs and  
34 Medicine)  
35 Minn. Stat. § 121A.221 (Possession and Use of Asthma  
36 Inhalers by Asthmatic Students)  
37 Minn. Stat. § 121A.222 (Possession and Use of  
38 Nonprescription Pain Relievers by Secondary Students)  
39 Minn. Stat. § 121A.2205 (Possession and Use of  
40 Epinephrine Auto Injectors; Model Policy)  
41 Minn. Stat. § 121A.2207 (Life-Threatening Allergies in  
42 Schools; Stock Supply of Epinephrine Auto-Injectors)  
43 Minn. Stat. § 151.212 (Label of Prescription Drug  
44 Containers)  
45 Minn. Stat. § 152.22 (Medical Cannabis; Definitions)  
46 Minn. Stat. § 152.23 (Medical Cannabis; Limitations)  
47 20 U.S.C. § 1400 et seq. (Individuals with Disabilities  
48 Education Improvement Act of 2004)  
49 29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)  
50

1 Cross References: MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-  
2 Free School)

3

4

5 ADOPTED BY THE BOARD OF EDUCATION: July 17, 2006

6

7 REVISED BY THE BOARD OF EDUCATION: January 22, 2019

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

MSBA/MASA Model Policy 516

Orig. 1995

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

Rev. 2022

## **516 STUDENT MEDICATION**

***[Note: The necessary provisions for complying with Minnesota Statutes sections 121A.22, Administration of Drugs and Medicine, 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students are included in this policy. The statutes do not regulate administration of drugs and medicine for students aged 18 and over or other nonprescription medications. Please note that section 121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]***

### **I. PURPOSE**

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

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

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

### **III. REQUIREMENTS**

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes section 152.22, subdivision 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504

plan, or IHP (individual health plan).

- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minnesota Statutes section 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.
- K. Specific Exceptions:
  - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
  - 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
  - 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
  - 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
  - 5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
    - a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;

- b. the inhaler is properly labeled for that student; and
- c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:

- a. that are used off school grounds;
- b. that are used in connection with athletics or extracurricular activities; or
- c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

***[Note: The provisions of paragraph 6 are optional and the school board may choose to include or exclude any of the provisions specified.]***

7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

***[Note: School districts should consult with licensed medical and nursing personnel to address whether nonprescription medications will be allowed at elementary schools and whether and under what conditions school personnel will participate in storing or administering nonprescription medications.]***

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop

and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:

- a. possess epinephrine auto-injectors; or
- b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

L. "Parent" for students 18 years old or older is the student.

M. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

N. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency

regulations, or if a site is not available, under the agency's procedure for transporting drugs.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.21 (Hiring of Health Personnel)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)  
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)  
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)  
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)  
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)  
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)  
Minn. Stat. § 152.01 (Definitions)  
Minn. Stat. § 152.22 (Definitions)  
Minn. Stat. § 152.23 (Limitations)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

**Cross References:** MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

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

**Regular Meeting, October 2, 2023**

**Subject: Resolution Appointing Election Judges**

BE IT RESOLVED by the School Board of Independent School District 280, State of Minnesota, as follows:

1. The list of individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the school district's general election on November 7, 2023 to act as such at the polling places or combined polling places established by the school district.
2. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections.

EXHIBIT A

RESOLUTION APPOINTING ELECTION JUDGES FOR RICHFIELD PUBLIC SCHOOLS GENERAL ELECTION ON NOVEMBER 7, 2023

WHEREAS, a Richfield Public Schools General Election will be held on Tuesday, November 7, 2023.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Richfield Public Schools that the following are hereby appointed as judges for said election:

Robert Alexander	Debbie Eng	Katie Lankton
Robert Amundson	Carolyn Engeldinger	Helen Lapakko
Donald Anderson	Brie Ericksson	Joan Lash
Joyce Anderson	Larry Ernster	Mandee Liberty
Michelle Ansonge	Mary Jo Fadell	Emily Lodermeier
John Ashmead	Denise Famodu	Carol Lowe
Mary Ann Ashmead	Derek Field	Natalie Madgy
Barbara Bauer	Megan Forsmark	Breanna Markuson
William Bednar	Dean Gade	Andy May
Valerie Belton	Arend Geurink	Kathleen McDonough
Rosemary Bernau	Allison Glass	Richard Morey
Rosalie Bjorkman	Judith Goebel	Robert Mulcahy
Suzi Blumberg	Anthony Goodman	Sarah Musgrave
Linda Boyd	Jane Greene	Sumner Musolf
Daniel Bredemus	Rebecca Guarino	Carol Nelson
Meredith Bruzek	Bradley Hanson	Susan Nielsen
Mark Buffie	Mary Hayden	Cindy Norland
Christie Burke	Ruth Hiland	Barbara Orzechowski
Willis Cahill	Linda Hinz	Marvin Pate
Amy Carlsted	Dean Hoffman	David Paxson
Milissa Carter	Craig Holmquist	Paul Peichel
Rebecca Case	Emilie Jensen	Wayne Peterson
Sally Cassellius	Thomas Jensen	Carol Petkoff
Carrie Chillman	Sita Johnson	Joshua Policarpio
Margaret Cole	Joy Jurewicz	Heather Polivka
Gretchen Crow	Andy Kahn	Wanda Poston
Scott Dahlquist	Amanda Kaiser	Leif Reffsgaard
Blue Delliquanti	Janet Karnick	Danni Remer
Katrina DeVore	Carol Kellett	Holly Rhodes
Catherine Dinndorf	John Kelly	Shawn Rodbourne
Sheila Domstrand	Mary Kelly	Bill Rodriguez
Cynthia Dubansky	Carly Kidd	Samantha Ross
Joanne Ehren Dahlquist	Barbara Knoll	Jeffrey Rundgren
Mary Elliott	Dora Lane	Robert Sakkinen
Taryn Ellis	Jeremy Lang	Vicki Saueressig

Michael Sawyer  
Maureen Scaglia  
Lynn Schoonmaker  
Margaret Schow  
Anne Schuette  
Michael Smith  
K. Lashel Solberg  
Ellen Stavreff  
Brett Stursa  
Elaine Swanson

John Swanson  
Roger Swanson  
Kristin Swenson  
Cheryl Thiele  
Ana Thompson  
Cara Thrane  
Mark Tilc  
David Tufford  
Mary Jo Tuttle  
John Twisk

Cynthia Wade Forsgren  
Nancy Walstrom  
Sandra Walstrom  
Lois Webb-Bradford  
Mark Wegener  
Karin Wolverton  
Charles Wright  
Michael Zazzera

BE IT FURTHER RESOLVED that the City Clerk is with this, authorized to make any substitutions or additions as deemed necessary.

EXTRACT OF MINUTES OF MEETING  
OF THE SCHOOL BOARD  
OF INDEPENDENT SCHOOL DISTRICT NO. 280  
(RICHFIELD PUBLIC SCHOOLS)  
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 280 (Richfield Public Schools), State of Minnesota, was duly held in said school district on the 2nd day of October, 2023, at 7 o'clock p.m.

The following members were present:

and the following were absent:

Member \_\_\_\_\_ moved the adoption of the following resolution:

**RESOLUTION APPOINTING ELECTION JUDGES FOR RICHFIELD PUBLIC  
SCHOOLS GENERAL ELECTION ON NOVEMBER 7, 2023**

BE IT RESOLVED by the School Board of Independent School District No. 280, State of Minnesota, as follows:

1. The list of individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the school district's general election on November 7, 2023 to act as such at the polling places or combined polling places established by the school district.
2. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections.

BE IT FURTHER RESOLVED that the City Clerk is with this, authorized to make any substitutions or additions as deemed necessary.

The motion for the adoption of the foregoing resolution was duly seconded by Member

\_\_\_\_\_ and upon vote being taken thereon, the following voted in favor

thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA            )  
  )SS  
COUNTY OF HENNEPIN         )

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 280 (Richfield Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to canvassing the results of the general and special election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this \_\_\_\_\_ day of October, 2023.

\_\_\_\_\_  
Clerk

**NEW BUSINESS - FOR ACTION**

**Agenda Item VI.C.**

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

**Regular Meeting, October 2, 2023**

**Subject: Donations**

(Recommended by the superintendent)

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

**The RPS Sunshine Lunch Account** received a donation of \$100.00 from Jennie Smith of Richfield and an anonymous donation of \$100.00.