

SUPERINTENDENT'S REPORT AND AGENDA

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

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

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

Monday, April 1, 2024 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. Richfield Dual Language School Presentation
 - 2. Annual Survey Results
- IV. CONSENT AGENDA
 - A. Routine Matters
 - 1. Minutes of the Regular Meeting held March 18, 2024
 - 2. General Disbursements as of 3/25/24 in the Amount of \$1,116,888.21
 - 3. Investment Holdings
 - B. Personnel Items
- V. OLD BUSINESS
 - A. Policy 655: Family Engagement & Administrative Guidelines 655.1 & 655.2
 - B. Policy 543: Search of Student Lockers, Desks, Personal Possessions, Student's Person, Motor Vehicles and All Other School Locations & Administrative Guideline 543.1
- VI. NEW BUSINESS
 - A. Renewal of Group Medical and Dental Coverage
 - B. Management Team Handbook 2023-2025

- C. Classified Management Team Handbook 2023-2025
- D. Draft Policy 117: Environmental Sustainability & Administrative Guideline 117.1
- E. Donations

VII. ADVANCE PLANNING

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

4-15-2024	7 p.m.	Regular Board Meeting – Public Comment
5-6-2024	7 p.m.	Regular Board Meeting

VIII. ADJOURN REGULAR MEETING

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

Agenda Item II.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 1, 2024

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
A.I.:	Artificial Intelligence
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
CASEL:	Collaborative for Academic, Social, and Emotional Learning
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
ECFE:	Early Childhood Family Education
ECSE:	Early Childhood Special Education
ELA:	English Language Arts
EL or ELL:	English Learner or English Language Learner
ESL:	English as a Second Language
ESY:	Extended School Year
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
HVAC:	Heating, Ventilation, & Air Conditioning
IEP:	Individualized Education Plan
IHP:	Individual Healthcare Plan
IT:	Instructional Technology
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
MNEEP:	Minnesota Education Equity Partnership
MOA:	Memorandum of Agreement
MSBA:	Minnesota School Boards' Association
MSHSL:	Minnesota State High School League
MTSS:	Multi-Tiered Systems of Support
MVP:	Most Valuable Player
NA/I:	Native American/Indigenous
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
PICA:	Parents in Community Action (Head Start organization)
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
POY:	Player of the Year
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
SAEBRS:	Social, Academic, and Emotional Behavior Risk Screener
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
VEAP:	Volunteers Enlisted to Assist People
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 2023-2024:

4,073 Students District-wide

- 3,925 Traditional Count
 - 1,685 Elementary (K-5) Average Class Size = 23.08
 - 797 Middle (6-8) Average Class Size = 23.21
 - 1,304 High (9-12) Average Class Size = 25.2
 - 119 ECSE
 - 20 Transition+
- 148 Voluntary Prekindergarten (VPK)

Student Diversity (based on MDE categories)

- BIPOC: 70.71%
 - American Indian or Alaska Native: 0.88%
 - Asian: 3.66%
 - Hispanic: 44.19%
 - Black or African American: 13.5%
 - Native Hawaiian or Other Pacific Islander: 0.07%
 - 2 or More Races: 8.4%
- White: 29.29%

English Learner

- ELL: 23.67%
- Non-ELL: 76.33%

Free/Reduced Eligible

- Eligible: 57.2%
- Not Eligible: 42.8%

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

Agenda Item II.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 1, 2024

Subject: Ongoing Board Calendar

Upcoming Events to Attend:

Monday, April 15: Board Meeting, 7 p.m.

Tuesday, April 16: RMS Arts Night, 6 p.m.

Thursday, April 25 – Sunday, April 28: RHS Spring Musical

Friday, April 26: Sheridan Hills PTO Fun Fair, 6 p.m.

Wednesday, May 1 – Saturday, May 4: RMS Spring Musical

Monday, May 6: Board Meeting, 7 p.m.

Tuesday, May 14: RHS Band Concert, 7 p.m.

Saturday, May 18: Sheridan Hills PTO Adopt a Park, 10 a.m. @ Sheridan Park

Monday, May 20: Sheridan Hills PTO Year-End Celebration, 5:30 p.m.

Monday, May 20: Board Meeting, 7 p.m.

Tuesday, May 21: RHS Choir Pop Concert, 7 p.m.

Tuesday, May 28: RMS Spring Choir Concert, 7 p.m.

Thursday, May 30: RMS Spring Band Concert, 7 p.m. @ Veterans Park

Monday, June 3: Board Meeting, 7 p.m.

Wednesday, June 5: RCEP Graduation, 5:30 p.m.

Friday, June 7: RHS Graduation

Upcoming Holidays, Heritage Months, and Appreciation Days:

April 1-5: National Assistant Principals Week

April 4: National Librarian Day

April 24: Administrative Professionals Day

May is Asian American and Pacific Islander Heritage Month

May 3: School Lunch Hero Day

May 6-10: Teacher Appreciation Week

May 8: National School Nurses Day

May 10: School Communicators Day

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

Agenda Item III.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 1, 2024

Subject: Superintendent Update

RDLS Principal Marta Shahsavand will present. Director of Marketing & Communication Jennifer Valley will provide the results of the annual staff and parent/guardian surveys.

Attachments:

RDLS Presentation

Annual Survey Results Presentation

Enriching and accelerating learning

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JUNTA LATINA - RDLS

School Board Meeting

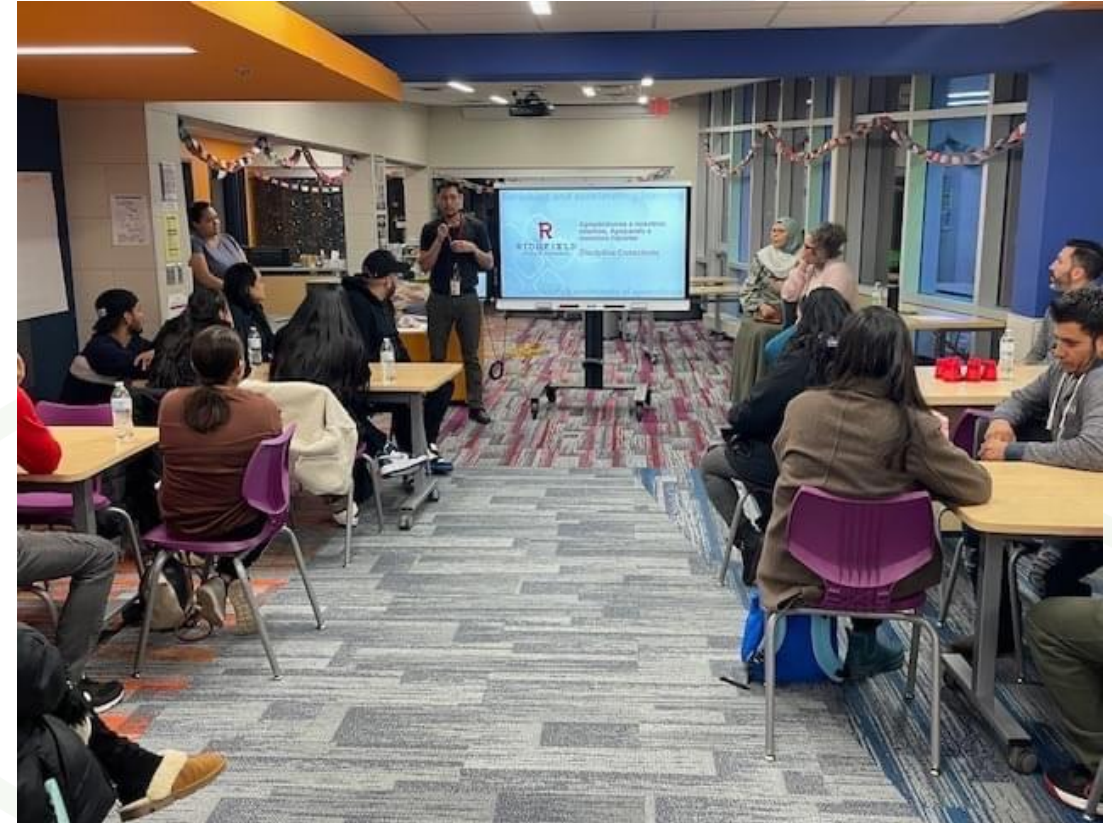
April 1, 2024

Enriqueciendo y acelerando el aprendizaje

Richfield Dual Language School

How did it start?

- Parent Tech Connect at SH
 - Carlos observed & adapted to RDLS
- Staff collaboration
 - Carlos Balbuena Rendon, Bilingual Outreach worker
 - Rachael Millet, Family Literacy Specialist
 - Sarah Egberg, Literacy Coach
 - Marta Shahsavand, Principal
 - Kate Rogan, 4th grade teacher
 - Paloma Perez, Kindergarten teacher
- Department collaboration
 - Christina Gonzalez, Director of Student Services
 - Ibelizet Dominguez, Richfield Health Center Coordinator
 - Yacaira Rodriguez, MIRA
 - Abby DuBe, Community Ed



Richfield Dual Language School

What do we do?

- Parent Classes:
 - December - Conscious Discipline
 - January- Health Resource Center, Community Ed
 - March - Conferences
 - April - Technology
- Create a Community of Learners through Educational Workshops
- Support Parent/Teacher collaboration at Home
- Sense of belonging through food (El Sazón & potluck)



Richfield Dual Language School

What is the impact?

- Increased parent involvement
- Increased sense of community
- Requests for additional classes
- Continued partnerships being built to better support families and their needs at Richfield Dual Language School



Junta Latina



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Richfield Dual Language School

Next Steps

- Continue the program & expand to districtwide
- Collaboration with MIRA to further educate & engage parents and provide resources/workshops that they are requesting (by site)
- Fill in the gaps





Any Questions

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Thank you!

School Board Meeting

January 3, 2023

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23-24 Annual Survey Results

Jennifer Valley, Director of
Marketing & Communications

4/1/23

Enriqueciendo y acelerando el aprendizaje

Survey Design & Administration



- The annual surveys for staff and for parents/guardians are aligned to our current strategic plan.
- Both surveys allow for respondents to only complete sections that are relevant to their roles and sites in RPS.
- This year the surveys were administered earlier – in March instead of April/May, in part so that the survey timing could be aligned to spring conferences.
 - Overall parent/guardian & staff participation was higher than last year
 - Parent/guardian survey was slightly less demographically representative of our District community

Richfield Public Schools Strategic Plan 2021-26

RICHFIELD

Realized

Enriching and accelerating learning

Staff Survey Results

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Staff Survey Distribution & Participation



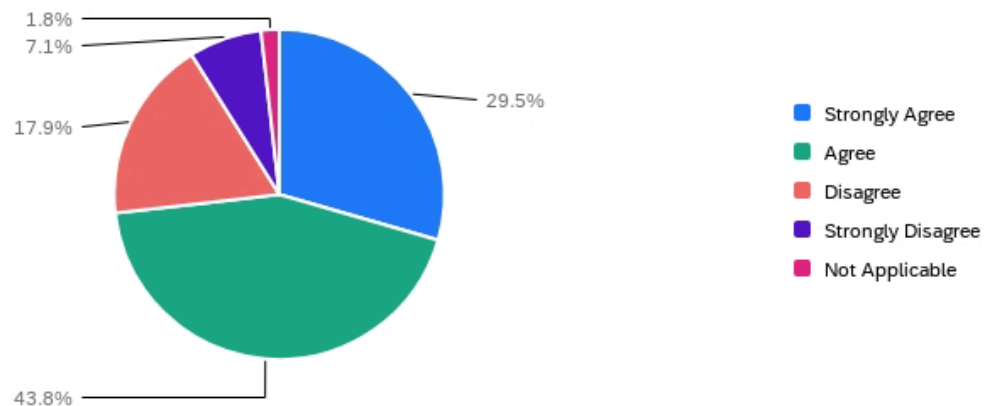
- Staff members were given 12 days to complete the survey.
- Participation numbers by building:
 - Bus Garage: 2 (6% completion)
 - Centennial: 41 (71% completion)
 - Central: 25 (61% completion)
 - District Office: 27 (56% completion)
 - RCEP: 5 (63% completion)
 - RDLS: 35 (60% completion)
 - RHS: 71 (50% completion)
 - RMS: 70 (73% completion)
 - R-STEM: 41 (48% completion)
 - Sheridan: 42 (64% completion)
 - SEC: 5 (50% completion)
 - Didn't specify building: 27
 - Total: 391 (58% completion)

Staff Survey Results - Overall

- “I would recommend my school or program to parents seeking a place for their child.”
- 79.4% agree or strongly agree (6.1 percentage points higher than last year)
- 17.9% disagree or strongly disagree

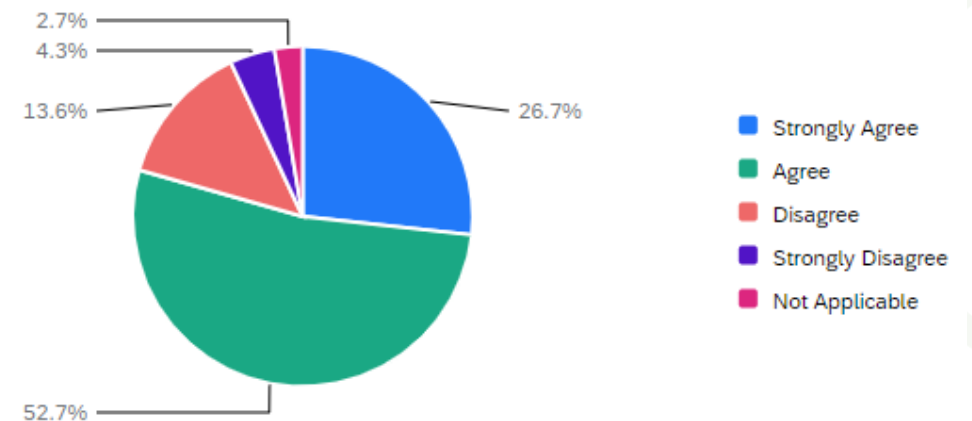
2022-2023 Data

Would Recommend School/Program



2023-2024 Data

Would Recommend School/Program



Staff Survey Results – School Administration

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

- **Strength (highest):** 95% of respondents agree or strongly agree that their school administration “promotes the school and district in a positive manner.”
- **Opportunity (lowest):** Only 79% of respondents agree or strongly agree that their school administration “aligns support to the needs of the building.”
- **Compared to last year:** Strong agreement increased by 6-10 percentage points for each statement. Strong disagreement decreased by up to 9 percentage points for each statement.

[My School Administration \(including Principal, Assistant Principals, Dean of Students, Director of RCEP, Director of Special Education, Director of Community Education and/or Activities Director\)](#) > ...

Q8 Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree	Count
Aligns support to the needs of my building.	30%	49%	17%	4%	317
Encourages student participation in extracurricular activities.	34%	57%	8%	1%	270
Ensures equitable outcomes for all students.	33%	49%	14%	4%	320
Ensures that students are seen, valued, heard, and respected.	40%	51%	7%	2%	321
Establishes an environment of trust, teamwork and collaboration.	34%	50%	12%	4%	321
Promotes the school and district in a positive manner.	47%	48%	4%	1%	321
Respects and supports teachers and staff.	38%	46%	11%	4%	317

Staff Survey Results - Teachers

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

- **Strength (highest):** 96% of respondents agree or strongly agree that the teachers in their building “ensure that students are seen, valued, heard, and respected.”
- **Opportunity (lowest):** Only 88% of respondents agree or strongly agree that teachers in their building “ensure equitable outcomes for all students.”
- **Compared to last year:** Overall agreement increased by 1-5 percentage points for each statement.

The Teachers in my Building...

Q13 Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree	Count
Ensure equitable outcomes for all students.	31%	57%	9%	3%	306
Ensure that students are seen, valued, heard, and respected.	38%	58%	4%	0%	307
Establish an environment of trust, teamwork and collaboration.	40%	55%	5%	1%	308
Promote the school and district in a positive manner.	36%	60%	5%	0%	303
Respect and support fellow teachers and staff.	41%	54%	5%	1%	306
Respect the work of other staff who take the lead in school improvement eff...	39%	54%	7%	0%	299

Staff Survey Results – Business Team

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

- **Strength (highest):** 94% of respondents agree or strongly agree that the Business team “promotes the District in a positive manner.”
- **Opportunity (lowest):** Only 68% agree or strongly agree that the Business team “fosters a culture of financial accountability and transparency,” and 67% of respondents agree or strongly agree that the Business team “establishes an environment of trust, teamwork and collaboration.”
- **Compared to last year:** Strong agreement increased by 4-6 percentage point for each statement. Strong disagreement decreased by 2-8 percentage points for each statement.

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

Q19 Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree	Count
Aligns supports with the needs of my building.	23%	51%	22%	4%	116
Establishes an environment of trust, teamwork and collaboration.	21%	46%	28%	5%	121
Fosters a culture of financial accountability and transparency.	26%	42%	26%	6%	125
Promotes the District in a positive manner.	29%	65%	6%	0%	118
Respects and supports teachers and staff.	24%	47%	24%	5%	124

Staff Survey Results – Operations Team

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

- **Strength:** All of the statements inspired 91-98% overall agreement!
- **Compared to last year:** Overall agreement decreased by 1 to 3 percentage points for 4 statements, remained equal for 1 statement and increased by 3 percentage points for the statement: “Provides resources needed by students, staff and families.”

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

Q23 Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree	Count
Aligns support with the needs of my building.	38%	53%	9%	0%	128
Establishes an environment of trust, teamwork and collaboration.	37%	56%	7%	0%	135
Is committed to continuous improvement of services.	41%	51%	7%	1%	136
Promotes the District in a positive manner.	43%	55%	1%	1%	134
Provides resources needed by students, staff and families.	37%	58%	5%	1%	133
Respects and supports teachers and staff.	43%	52%	4%	1%	137

Staff Survey Results – Marketing & Communications Team

Marketing & Communications Team:

- **Strength:** All of the statements inspired 94-98% agreement!
- **Compared to last year:** Strong agreement increased by 3 percentage points for each statement, and strong disagreement decreased 1 percentage point for each statement.

The District Marketing & Communications Team...

Q27 Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree	Count
Has provided effective communication this school year.	31%	63%	6%	1%	281
Supports the positive reputation of the District.	38%	60%	1%	0%	281
Works to celebrate diversity and improve school pride.	36%	61%	3%	1%	283

Staff Survey Results – Teaching & Learning Team



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

- **Strength (highest):** 98% of respondents agree or strongly agree that the T&L team “promotes the District in a positive manner.”
- **Opportunity (lowest):** Only 77% of respondents agree or strongly agree that the T&L team “respects and supports teachers and staff.”
- **Compared to last year:** Progress is mixed, but trending upward. Overall agreement increased by 2-9 percentage points for 4 of the statements, while overall disagreement increased for by 1-2 percentage points for 3 of the statements.

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

Q32 Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree	Count
Aligns support with the needs of my building.	25%	53%	18%	4%	158
Ensures equitable outcomes for all students.	34%	52%	12%	3%	159
Ensures that students are seen, valued, heard, and respected.	33%	56%	9%	2%	156
Establishes an environment of trust, teamwork and collaboration.	27%	52%	17%	4%	162
Promotes the District in a positive manner.	35%	63%	1%	1%	161
Respects and supports teachers and staff.	29%	48%	19%	4%	160
Takes a personal interest in the professional development and growth of sta...	27%	54%	13%	5%	158

Staff Survey Results – Special Programs Team



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

- **Strength (highest):** 98% of respondents agree or strongly agree that the Special Programs team “promotes the District in a positive manner,” and 92% of respondents agree or strongly that the Special Programs team “ensures that students are seen, valued, heard, and respected.”
- **Opportunity (lowest):** Only 79% of respondents agree or strongly agree that the Special Programs team “aligns support with the needs of my building.”
- **Compared to last year:** Overall agreement increased by 2-4 percentage points for 5 of the statements, while holding steady or decreasing by 1 percentage point for the remaining 3 statements.

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

Q37 Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree	Count
Aligns support with the needs of my building.	35%	44%	19%	2%	138
Ensures equitable outcomes for all students.	40%	49%	12%	0%	144
Ensures that students are seen, valued, heard, and respected.	45%	47%	8%	0%	143
Establishes an environment of trust, teamwork and collaboration.	34%	51%	13%	2%	144
Promotes the District in a positive manner.	43%	55%	2%	0%	141
Respects and supports teachers and staff.	37%	48%	12%	4%	142
Works to celebrate diversity and improve school pride.	40%	51%	9%	0%	141
Works to increase social-emotional support for the RPS community.	43%	48%	9%	0%	141

Staff Survey Results - Technology



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

- **Strength:** 96% of respondents rated in person building support from site technicians as excellent or good.
- **Opportunity:** Only 64% of teacher respondents rated their data tools as excellent or good.
- **Compared to last year:** Progress is mixed. Responses of excellent for tech support increased by 5-14 percentage points. Responses of excellent or good for tech training increased 7 percentage points. Responses of excellent or good for teaching & learning software and management systems increased 10-11 points. At the same time, responses of only fair for hardware increased by 2-10 percentage points.

Calling 6050	53%	41%	4%	2%	160
Help Desk Ticket support	57%	35%	6%	1%	283
In person building support from site technicians	60%	36%	4%	1%	277
Quality of workspace hardware (PC/Laptop)	32%	46%	19%	3%	287
Quality of workspace software applications (Google Workspace, Microsoft Off...	38%	56%	5%	1%	282
Access to quality technology training from site and District staff.	18%	56%	20%	6%	180
Data tools (Hoonuit, Qualtrics, etc.)	12%	52%	23%	13%	145
Learning Hardware (Chromebooks for students, PC labs, robotics, etc.)	25%	51%	22%	3%	166
Student information & learning management systems (Synergy, Schoology, Sees...	22%	61%	13%	4%	182
Teaching and learning software (SMART Notebook, Kami, Screencastify, Edgenu...	22%	67%	10%	1%	154
Teaching Hardware (Smartboards, Lightspeed speaker systems, document camera...	33%	52%	11%	4%	166

Staff Survey Results - Superintendent



Superintendent:

- **Strength (highest):** 93% of respondents agree or strongly agree that the superintendent “leads the District to accomplish strategic plan goals” and that the superintendent “effectively communicates with stakeholders to promote a positive image for the District.”
- **Opportunity (lowest):** Only 71% of respondents agree or strongly agree that the superintendent “effectively supports keeping high performing and diverse educators in the District.”
- **Compared to last year:** Strong agreement increased by 2-8 percentage points for all statements, and strong disagreement decreased by 1-7 percentage points for all statements.

The Superintendent...

Q46 Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree ▼	Count
Effectively supports keeping high performing and diverse educators in the D...	23%	48%	20%	8%	266
Ensures equitable outcomes for all students.	28%	52%	14%	5%	269
Leads the District to provide programs and services that go beyond what oth...	28%	52%	16%	3%	262
Leads the District to offer innovative educational programs that provide op...	26%	59%	13%	2%	268
Leads the District to accomplish strategic plan goals.	30%	63%	6%	2%	276
Manages assets and utilizes resources to maintain the District's financial...	33%	57%	9%	2%	258
Effectively communicates with stakeholders to promote a positive image for...	31%	62%	5%	2%	261
Effectively recruits high performing and diverse educators.	29%	53%	16%	1%	273

Staff Survey Results - Comments



A few final comments from respondents:

- “Richfield is a GREAT place to work.”
- “Much is expected of all educators, but if you are not a core class you do not get the same support from admin, DO or resources.”
- “Our district needs to do more restorative practices with discipline. It's consistently been shown to resolve issues and improve lives.”
- “This year is better than last year, but we have plenty of room to grow.”
- “Overall, I have been happy at RPS as a second year teacher. Thanks for being an amazing district to work for!”
- “More ML teachers to support our multi-lingual learners. More reading/math intervention staff.”
- “The parking lot is not adequate to hold all staff vehicles.”
- “I would also like to see more focused language support for newcomers to the country.”
- “Class sizes in elementary should be equitable across the district...Class size does impact equity.”
- “I think Richfield would benefit to diversify its staff more to meet the needs of its diverse students.”
- “I love the Richfield community and hope that the school is able to retain high level staff going forward.”

Enriching and accelerating learning

**Parent/Guardian Survey
Results**

Enriqueciendo y acelerando el aprendizaje



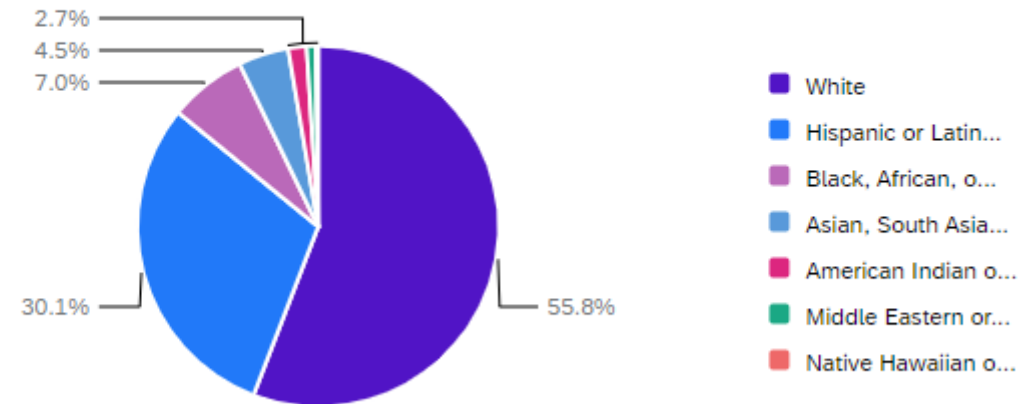
Parent Survey Distribution & Participation



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- Parents/guardians were given a 12 days to complete the survey.
- A total of 478 parent/guardians participated (up from 438 last year)
- Participation numbers by school and by race/ethnicity:
 - Centennial: 39 (13%)
 - Central: 27 (16%)
 - RCEP: 4 (7%)
 - RDLS: 73 (14%)
 - RHS: 70 (6%)
 - RMS: 99 (12%)
 - R-STEM: 78 (14%)
 - Sheridan Hills: 78 (18%)
 - SEC: 3 (15%)
 - Didn't specify school: 7

Participant Race/Ethnicity >



Note: Survey participants were able to check as many race/ethnicity boxes as apply. Therefore one participant may be counted in multiple race/ethnicity categories in the pie chart. For example, 14% of the white respondents also checked another race/ethnicity category.

Parent Survey Results – RPS Overall



Richfield Public Schools:

- **Strength:** 95% of respondents agree or strongly agree that RPS provides the technology resources for their children to effectively learn and participate and that RPS has safe, modern and clean school buildings and facilities.
- **Opportunity:** 22% of respondents disagree or strongly disagree that RPS has a positive reputation in the community.
- **Compared to last year:** Progress is mixed, but trending upward. Overall agreement increased by 1-5 percentage points for 7 of the statements, while holding steady or decreasing by 1 percentage point for 3 statements. Overall agreement decreased by 3 points for the statement that RPS supports and celebrates diversity and school pride.

Richfield Public Schools...

...

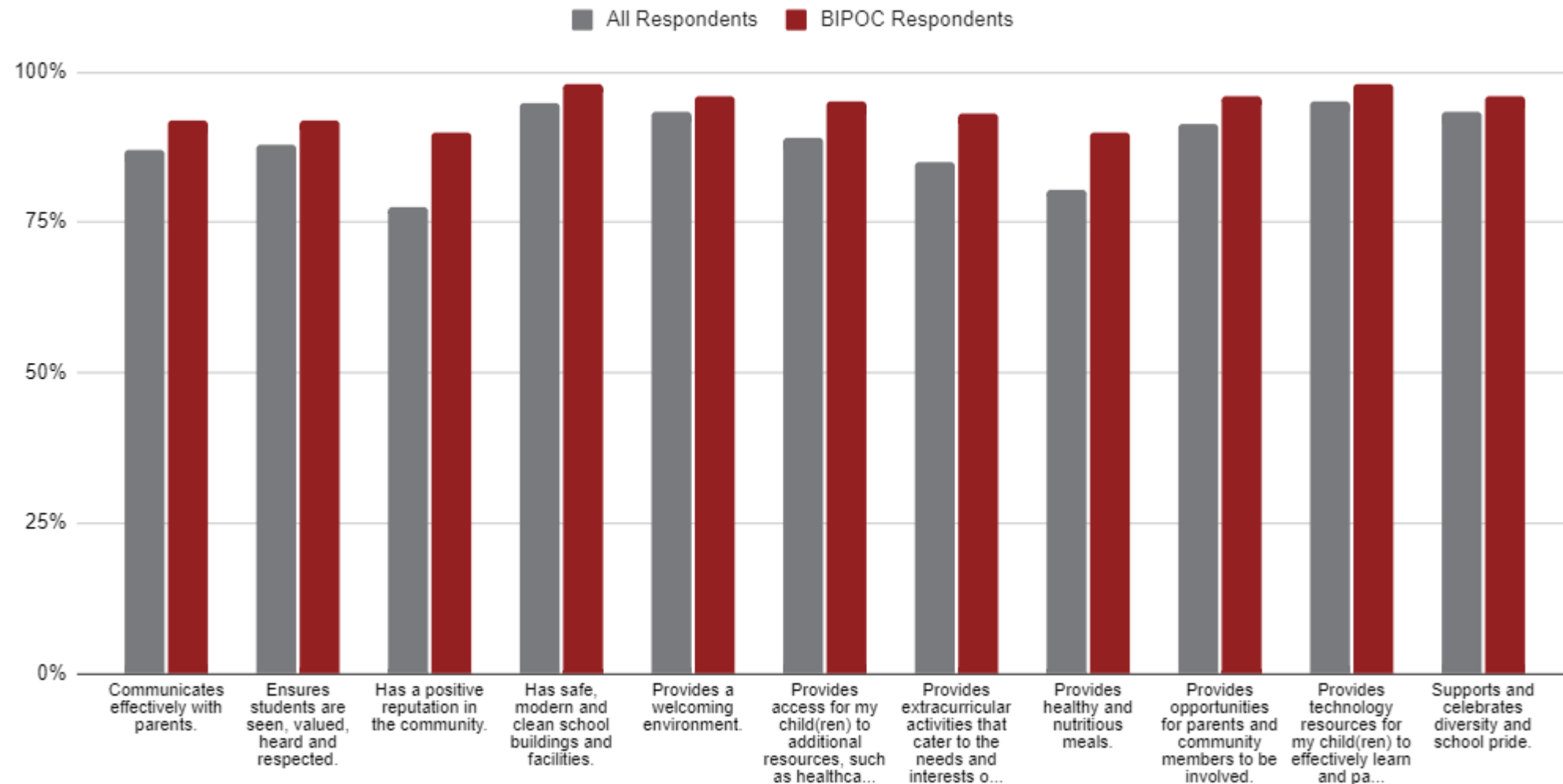
Q53 Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree	Count
Communicates effectively with parents.	38%	49%	8%	5%	394
Ensures students are seen, valued, heard and respected.	32%	56%	8%	4%	383
Has a positive reputation in the community.	24%	54%	19%	3%	383
Has safe, modern and clean school buildings and facilities.	42%	53%	4%	2%	391
Provides a welcoming environment.	41%	53%	4%	3%	388
Provides access for my child(ren) to additional resources, such as healthca...	39%	50%	8%	3%	348
Provides extracurricular activities that cater to the needs and interests o...	31%	55%	12%	2%	363
Provides healthy and nutritious meals.	30%	51%	15%	5%	366
Provides opportunities for parents and community members to be involved.	39%	52%	7%	2%	385
Provides technology resources for my child(ren) to effectively learn and pa...	39%	56%	3%	2%	376
Supports and celebrates diversity and school pride.	42%	51%	3%	3%	385

Parent Survey Results Comparison: BIPOC Respondents & All Respondents



RICHFIELD
PUBLIC SCHOOLS

Overall Agreement with Each Statement About RPS

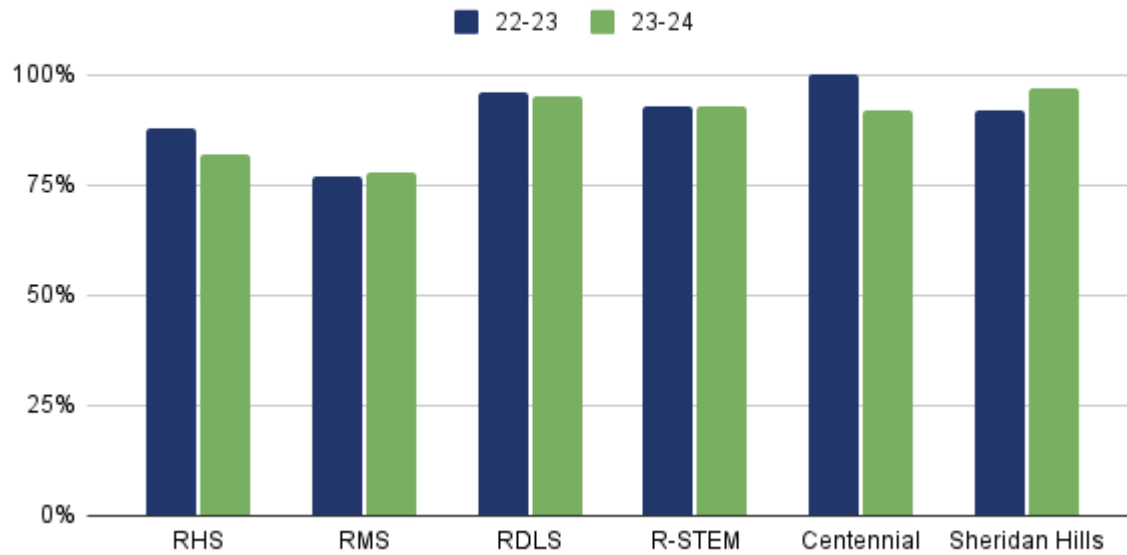


Parent Survey Results - Schools

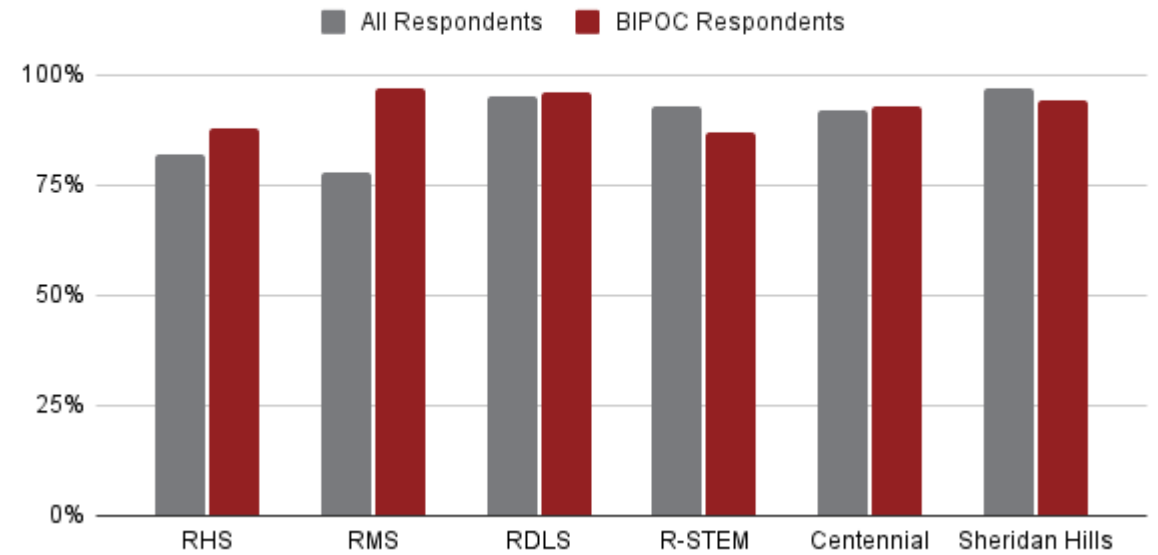


RICHFIELD
PUBLIC SCHOOLS

I would recommend my school to a parent seeking a place for their child.



I would recommend my school to a parent seeking a place for their child.



Parent Survey Results – School Transition Experiences



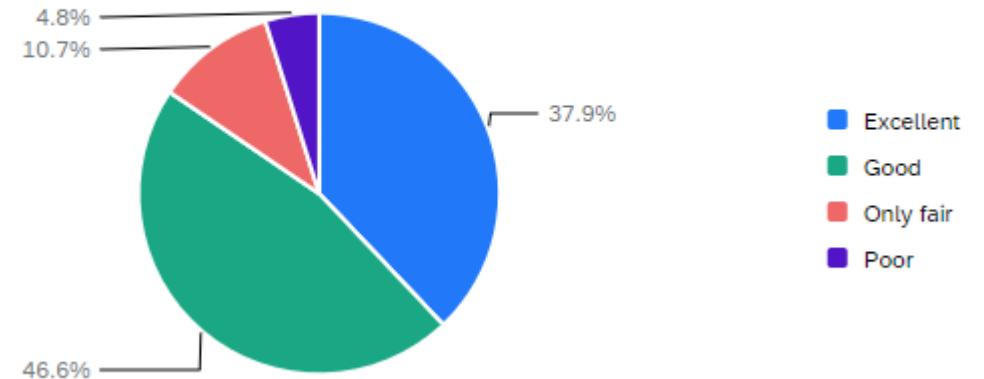
School Transition Experiences: 84.5% of respondents indicated excellent or good experiences transitioning from PreK to K, elementary to middle, and/or middle to high.

Compared to last year: The percentage of respondents who rated their transitions as excellent increased by 2.6 percentage points.

Sample Comments:

- “Better information night in the spring. More communication from teachers rather than just advisory teachers. More communication to parents about extracurricular clubs vs just information to students.”
- “Our son felt overwhelmed by the difference in the amount of work expected of him at the middle school.”
- “Give the 6th graders an extra day at the beginning of the year to practice moving around the building w/o the upper grades present. Kids are terrified to look lost/stupid/clueless in front of their peers who have more experience. Middle school to high school...The last thing a 9th grader wants is to be seen with a map; give them access to a phone-friendly map so they can discreetly figure things out on their phone.”
- “Liked that she got to meet with her teacher before school. Maybe a social event (ice cream and tour school/playground) for prek and k kids before school starts so they can get to know other kiddos?”
- “I've seen really good improvement in this area over the last 6 years.”

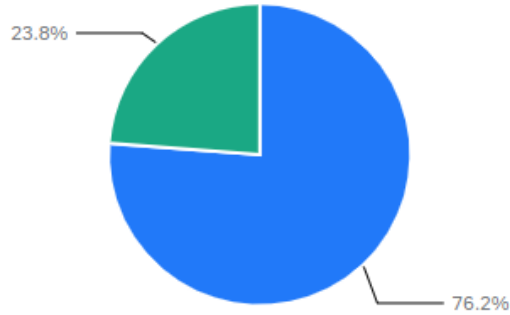
School Transition Experiences >



Parent Survey Results - Activities

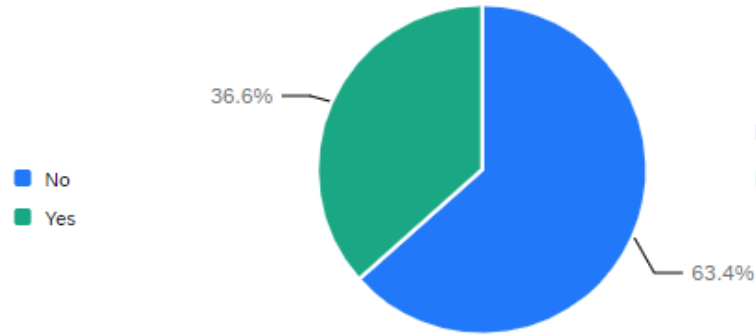
2022-2023 Survey Results:

Activity Fees a Barrier?

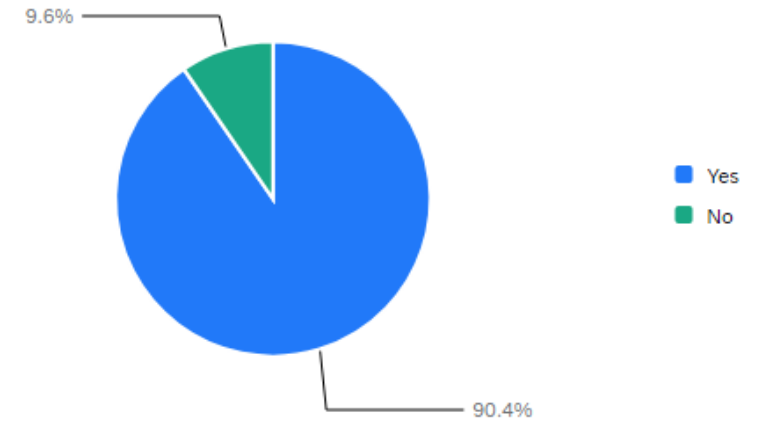


Aware of Scholarship Opportunities?

...

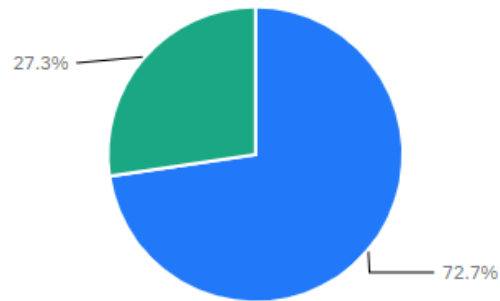


Enjoy Attending Performances & Competitions?

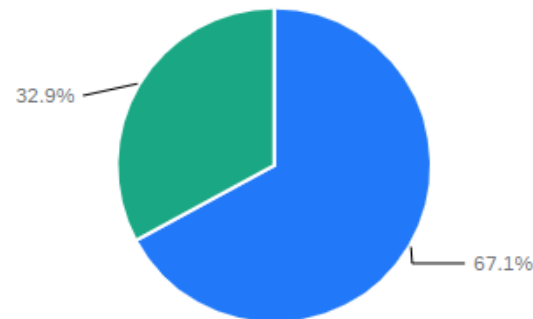


2023-2024 Survey Results:

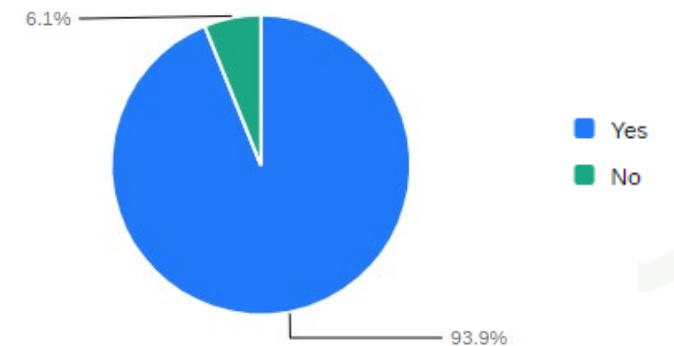
Activity Fees a Barrier?



Aware of Scholarship Opportunities?



Enjoy Attending Performances & Competitions? >

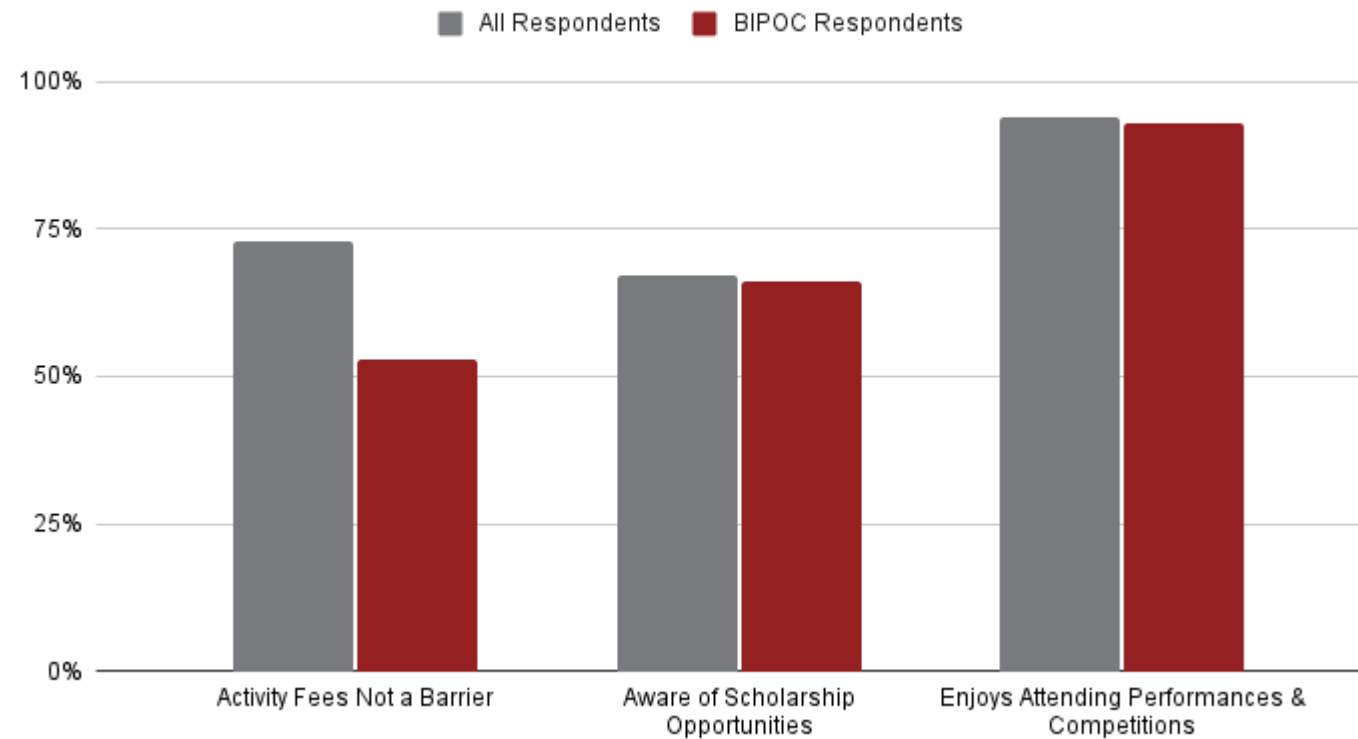


Parent Survey Results Comparison: BIPOC Respondents & All Respondents



RICHFIELD
PUBLIC SCHOOLS

Activities



Parent Survey Results – Superintendent



RICHFIELD
PUBLIC SCHOOLS

The Superintendent:

- **Strengths (highest):** 90% of respondents agree or strongly agree that the superintendent manages assets and utilizes resources to maintain the District’s financial stability. Additionally, 87% of respondents agree or strongly agree that the superintendent effectively recruits high performing and diverse educators.
- **Opportunities (lowest):** Only 79% of respondents agree that the superintendent leads the District to provide programs and services that go beyond what other similarly sized districts offer. Additionally, only 80% of respondents agree that the superintendent effectively supports keeping high performing and diverse educators in the District.
- **Compared to last year:** Overall agreement increased by 1-8 percentage points for 5 of the statements. Two of the statements were equal to last year in agreement, and agreement decreased by 2 points for one statement.

The Superintendent...

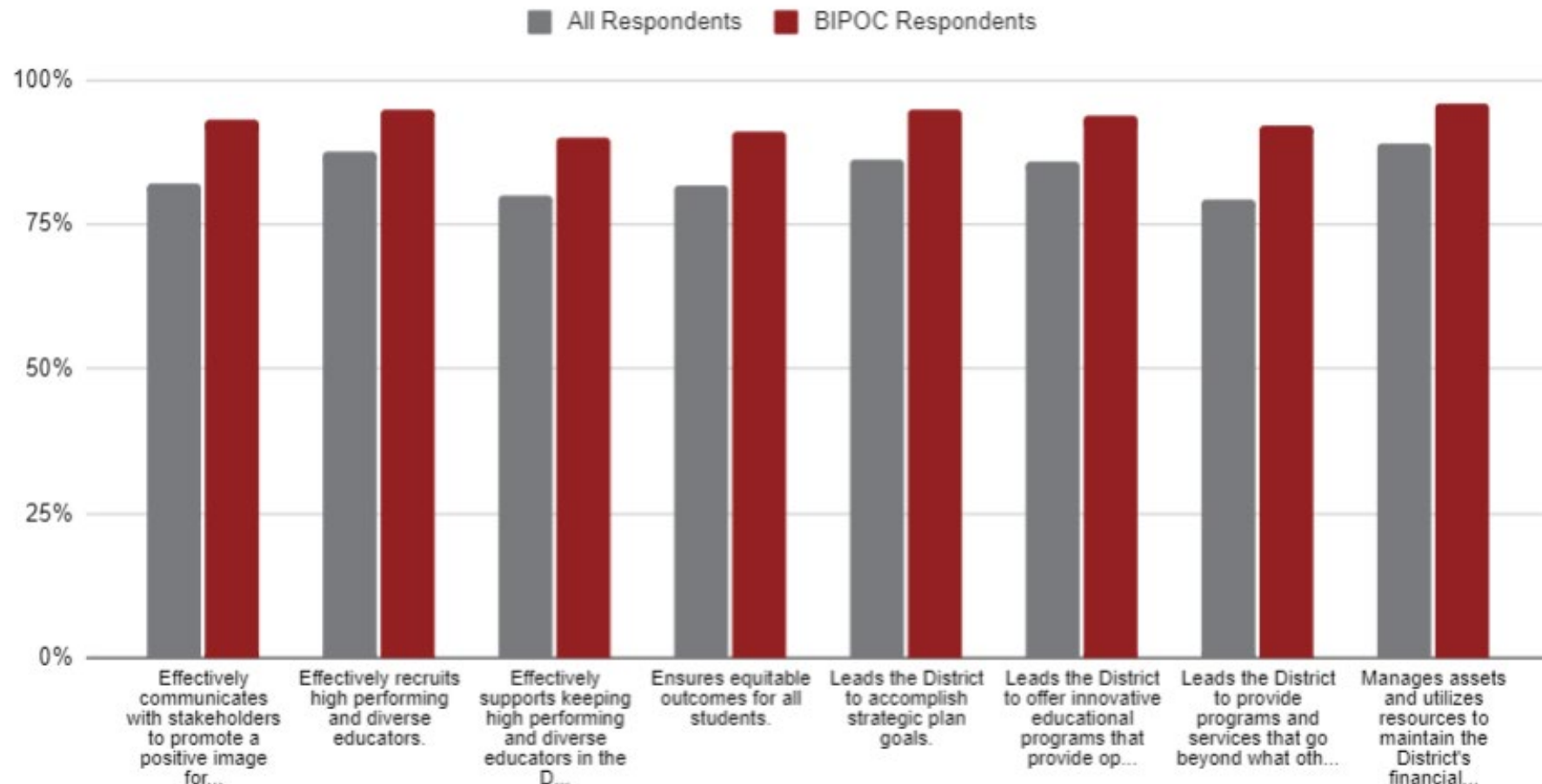
Q58 Matrix	Strongly Agree	Agree	Disagree	Strongly Disagree	Total Respondents
Effectively communicates with stakeholders to promote a positive image for...	29%	53%	13%	5%	284
Effectively recruits high performing and diverse educators.	26%	61%	8%	4%	305
Effectively supports keeping high performing and diverse educators in the D...	23%	57%	14%	6%	295
Ensures equitable outcomes for all students.	27%	55%	11%	7%	294
Leads the District to accomplish strategic plan goals.	27%	59%	9%	5%	312
Leads the District to offer innovative educational programs that provide op...	25%	60%	9%	5%	310
Leads the District to provide programs and services that go beyond what oth...	25%	54%	14%	7%	289
Manages assets and utilizes resources to maintain the District's financial...	26%	64%	6%	4%	294

Parent Survey Results Comparison: BIPOC Respondents & All Respondents



RICHFIELD
PUBLIC SCHOOLS

Overall Agreement with Each Statement About the Superintendent



Parent Survey Results – Comments



A few final comments from respondents:

- “Richfield Schools are the Best Schools”
- “I was told and received information on the scholarship my children could receive for them to participate in games, but paying the difference is hard for me because there are three of them and we don’t have a car and sometimes the games are far or they have to leave and could not go.”
- “There is a need for after school care. Having been a parent in the district for five years now this is an on going need. If anything the need is greater post pandemic. People need safe, affordable childcare options.”
- “Keep strengthening music programs at all schools. Would love to see orchestra as an option some day!”
- “Our district could take a stronger stand on early childhood education. We could also be intentional about creating opportunities for or students to develop a global and inclusive mindset. We currently have diversity by proximity but do not foster the ability to connect across difference.”
- “I am curious why the RPS website says that students are issued new chromebooks in 6th and 9th grade, when my 10th grader is still using the same, glitchy chromebook from 6th grade.”
- “The Richfield school community (students and parents) need more sensitivity training with language around people who have physical disabilities.”
- “We’d love to see afterschool child care options at school expanded.”
- “I would prefer to see inclusive holiday exposure and celebrations, rather than excluding all holidays and cultural events as the district has currently decided to do. Other than that, I have no concerns with the Richfield Public Schools.”

Next Steps

- Board members will be given access to Qualtrics in order to view the dashboard of survey information, including all the comments written in about the superintendent's performance and district-level questions.
- District leaders will view the survey results that are specific to their building or department in order to incorporate the feedback into continuous improvement efforts. Data from the survey are also part of each district leader's annual evaluation.
- Data from this survey are part of the superintendent's annual evaluation, along with upcoming data on superintendent goals and feedback from board members and staff members who report directly to the superintendent.

Enriching and accelerating learning



RICHFIELD
PUBLIC SCHOOLS

Questions/Comments

Enriqueciendo y acelerando el aprendizaje

P-CARD,CHECK RUNS, E-PAYS FOR 03/18/2024 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	2/27/2024	(140.00)
	2/28/2024	140.00
	2/29/2024	533,019.29
	3/6/2024	17,216.84
	3/7/2024	470,191.99
	3/8/2024	50,333.26
 P-Cards		
FEBRUARY Pcards	3/5/2024	60,039.45
 E-Pays		
	3/7/2024	4,872.56

CHECK REGISTER BANK 05 TOTAL =	1,135,673.39
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BREAKDOWN

01-206-00	374,898.06
02-206-00	53,214.46
03-206-00	326,927.38
04-206-00	29,413.46
06-206-00	257,260.00
07-206-00	128.00
18-206-00	-
20-206-00	92,406.27
21-206-00	1,425.76
47-206-00	

BANK TOTAL =	1,135,673.39
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FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	310722	02/27/2024	STARK MOLLY	V	-140.00
01	310782	02/28/2024	STARK MOLLY	R	140.00
01	310783	02/29/2024	ALL STATE COMMUNICATIONS INC	R	310.00
01	310784	02/29/2024	ALLIED PROFESSIONALS, INC.	R	1,017.75
01	310785	02/29/2024	ARCHETYPE	R	33,347.00
01	310786	02/29/2024	PRESENTATIONS, INC.	R	9,654.00
01	310787	02/29/2024	BATTERIES R US	R	2,015.92
01	310788	02/29/2024	THE BIRCH AGENCY INC	R	5,632.00
01	310789	02/29/2024	BRIDGING, INC.	R	720.00
01	310790	02/29/2024	COUGHLAN COMPANIES LLC	R	4,271.23
01	310791	02/29/2024	CATALYST BUYING GROUP LLC	R	668.04
01	310792	02/29/2024	CEDAR SMALL ENGINE	R	86.38
01	310793	02/29/2024	CINTAS CORPORATION NO 2	R	4,338.41
01	310794	02/29/2024	CONTEMPORARY TRANSPORTATION LLC	R	11,782.00
01	310795	02/29/2024	DOOR SERVICE COMPANY OF THE TWIN CI	R	407.98
01	310796	02/29/2024	ECM PUBLISHERS INC	R	295.20
01	310797	02/29/2024	ECOLAB INC	R	129.77
01	310798	02/29/2024	FASTENAL INDUSTRIAL	R	20.26
01	310799	02/29/2024	FREEWAY FORD	R	190.59
01	310800	02/29/2024	WW GRAINGER INC	R	332.60
01	310801	02/29/2024	HAAS MUSICAL INSTRUMENT REPAIR, INC	R	390.90
01	310802	02/29/2024	HENNEPIN COUNTY ACCOUNTS RECEIVABLE	R	287.00
01	310803	02/29/2024	HILLYARD MINNEAPOLIS	R	6,468.24
01	310804	02/29/2024	IIX INSURANCE INFORMATION EXCHANGE	R	49.65
01	310805	02/29/2024	HIPPIE DOG	R	250.00
01	310806	02/29/2024	INNOVATIVE OFFICE SOLUTIONS LLC	R	60.47
01	310807	02/29/2024	KINECT ENERGY INC	R	63,150.21
01	310808	02/29/2024	LOFFLER COMPANIES	R	150.00
01	310809	02/29/2024	LUBE TECH & PARTNERS LLC	R	255.35
01	310810	02/29/2024	MAXORPLUS, LTD	R	25,810.00
01	310811	02/29/2024	MCEA	R	259.00
01	310812	02/29/2024	MIDWEST BUS PARTS INC	R	175.40
01	310813	02/29/2024	MTN-METROPOLITAN TRANSP NETWORK	R	303,307.88
01	310814	02/29/2024	NAPA AUTO PARTS	R	838.99
01	310815	02/29/2024	NUMWORKS, INC.	R	2,699.73
01	310816	02/29/2024	PER MAR SECURITY SERVICES	R	14.50
01	310817	02/29/2024	POWERSCHOOL GROUP LLC	R	2,400.00
01	310818	02/29/2024	PROCARE THERAPY	R	14,220.62
01	310819	02/29/2024	PROPIO LS, LLC	R	290.45
01	310820	02/29/2024	SCHOOL SAVERS CORPORATION	R	7,788.42
01	310821	02/29/2024	SHERWIN WILLIAMS CO	R	116.08
01	310822	02/29/2024	SQUIRES, WALDSPURGER & MACE, P.A.	R	14,211.76
01	310823	02/29/2024	TAFFE SARAH ANN	R	9,361.83
01	310824	02/29/2024	TRANSPORTATION PLUS, INC.	R	438.00
01	310825	02/29/2024	TRISTATE BOBCAT INC	R	31.98
01	310826	02/29/2024	U OF MN TWIN CITIES	R	2,000.00
01	310827	02/29/2024	UNIVERSITY LANGUAGE CENTER	R	212.16
01	310828	02/29/2024	WORLD FUEL SERVICES, INC.	R	1,711.54
01	310829	02/29/2024	YOUTH FRONTIERS INC	R	850.00
01	V2401815	03/05/2024	P-CARD BAIRD LISA	R	1,049.25
01	V2401816	03/05/2024	P-CARD BARLOW ERICA	R	4,946.49
01	V2401817	03/05/2024	P-CARD BLUMA, MEGAN BOLLIG	R	636.44
01	V2401818	03/05/2024	P-CARD BROWN MATTHEW	R	1,585.37
01	V2401819	03/05/2024	P-CARD BRUNNER PATTI	R	7,917.22
01	V2401820	03/05/2024	P-CARD CARUSO MATTHEW	R	523.77
01	V2401821	03/05/2024	P-CARD CRUZ ESTEVA JENNIFER	R	5,006.89
01	V2401822	03/05/2024	P-CARD EDWARDS NATHAN	R	2,194.19
01	V2401823	03/05/2024	P-CARD FREEBURG DAVID	R	217.58

01	V2401824	03/05/2024	P-CARD GEURINK AREND	R	171.18
01	V2401825	03/05/2024	P-CARD KRETSINGER DAN	R	1,378.73
01	V2401826	03/05/2024	P-CARD LEIKNES LISA	R	323.17
01	V2401827	03/05/2024	P-CARD LEWIS JENNIFER	R	1,654.93
01	V2401829	03/05/2024	P-CARD LUNDY MICHELLE	R	6,114.80
01	V2401830	03/05/2024	P-CARD MAHONEY COLLEEN	R	1,016.33
01	V2401831	03/05/2024	P-CARD MANNING MICHAEL	R	398.49
01	V2401832	03/05/2024	P-CARD MCGINN DAN	R	352.03
01	V2401833	03/05/2024	P-CARD MCINNES CALLEN	R	77.51
01	V2401834	03/05/2024	P-CARD MORALES LIZETTE	R	10,794.86
01	V2401835	03/05/2024	P-CARD PETERSON CHRIS	R	2,596.54
01	V2401836	03/05/2024	P-CARD SACHER GRACE	R	574.64
01	V2401837	03/05/2024	P-CARD SETZER ALEXIS	R	313.67
01	V2401838	03/05/2024	P-CARD SHAHSAVAND MARTA	R	1,474.11
01	V2401839	03/05/2024	P-CARD SKARE-KLECKER AMY	R	1,445.86
01	V2401840	03/05/2024	P-CARD SMITH DANE	R	1,031.40
01	V2401841	03/05/2024	P-CARD STACHEL NANCY	R	2,795.32
01	V2401842	03/05/2024	P-CARD VALLEY JENNIFER	R	1,028.50
01	V2401843	03/05/2024	P-CARD VENTURA PEREZ RAMIRO	R	293.71
01	V2401844	03/05/2024	P-CARD WILLHITE KASYA	R	1,284.26
01	V2401845	03/05/2024	P-CARD WOODS KELLY	R	727.89
01	V2401846	03/05/2024	P-CARD YUNKER AUBREE	R	114.32
01	310842	03/06/2024	ACADEMY OF HOLY ANGELS	R	1,198.00
01	310843	03/06/2024	BRAINPOP LLC	R	1,992.10
01	310844	03/06/2024	CHARACTER KIDS, LLC	R	3,960.00
01	310845	03/06/2024	DELEGARD TOOL COMPANY	R	58.76
01	310846	03/06/2024	KERI BRENDEN	R	1,730.96
01	310847	03/06/2024	MAGERS & QUINN BOOKSELLERS	R	128.16
01	310848	03/06/2024	MCEA	R	50.00
01	310849	03/06/2024	MCTM	R	295.00
01	310850	03/06/2024	PHOENIX SCHOOL COUNSELING	R	5,972.24
01	310851	03/06/2024	SARAH SCHWAB	R	1,831.62
01	310852	03/07/2024	ARVIG ENTERPRISES INC	R	1,307.90
01	310853	03/07/2024	BIX FRUIT COMPANY	R	7,054.57
01	310854	03/07/2024	BRAND FARMS	R	900.00
01	310855	03/07/2024	CATALYST BUYING GROUP LLC	R	1,564.14
01	310856	03/07/2024	CDW GOVERNMENT INC	R	2,500.00
01	310857	03/07/2024	CENTURYLINK	R	47.60
01	310858	03/07/2024	CINTAS CORPORATION NO 2	R	140.01
01	310859	03/07/2024	CITY OF RICHFIELD	R	9,579.65
01	310860	03/07/2024	COMCAST BUSINESS	R	414.80
01	310861	03/07/2024	COMMUNITY PRODUCTS LLC	R	1,162.00
01	310862	03/07/2024	CULLIGAN SOFT WATER	R	10.95
01	310863	03/07/2024	D.E.L.O.R.E.S WORKS, INC.	R	3,756.25
01	310864	03/07/2024	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	310865	03/07/2024	DICKS SANITATION SERVICE, INC (DSI)	R	6,892.75
01	310866	03/07/2024	DIGITAL INSURANCE LLC	R	3,607.00
01	310867	03/07/2024	DISCOUNT SCHOOL SUPPLY	R	39.31
01	310868	03/07/2024	ECM PUBLISHERS INC	R	154.40
01	310869	03/07/2024	ECOLAB INC	R	247.75
01	310870	03/07/2024	EDINA HIGH SCHOOL	R	350.00
01	310871	03/07/2024	EDUCATORS BENEFIT CONSULTANTS LLC	R	512.04
01	310872	03/07/2024	FOREST LAKE HIGH SCHOOL	R	250.00
01	310873	03/07/2024	FRIDLEY HIGH SCHOOL	R	100.00
01	310874	03/07/2024	WW GRAINGER INC	R	244.20
01	310875	03/07/2024	HILLYARD MINNEAPOLIS	R	6,744.10
01	310876	03/07/2024	HOPE CHURCH	R	15,143.47
01	310877	03/07/2024	HYLAND HILLS	R	1,621.00
01	310878	03/07/2024	ICS CONSULTING, LLC - 138006	R	225,000.00

01	310879	03/07/2024	IIX INSURANCE INFORMATION EXCHANGE	R	61.20
01	310880	03/07/2024	IN THE HEART OF THE BEAST (HOBT)	R	600.00
01	310881	03/07/2024	INNOVATIVE OFFICE SOLUTIONS LLC	R	14,625.60
01	310882	03/07/2024	JOSEPH TRUCANO	R	187.50
01	310883	03/07/2024	JW PEPPER & SON INC	R	147.80
01	310885	03/07/2024	KEMPS LLC	R	4,908.67
01	310886	03/07/2024	KINECT ENERGY INC	R	547.00
01	310887	03/07/2024	LAURSEN PIANO SERVICE	R	200.00
01	310888	03/07/2024	LEXIA LEARNING SYSTEMS LLC	R	1,750.00
01	310889	03/07/2024	LIMBLE SOLUTIONS, INC.	R	6,920.00
01	310890	03/07/2024	LOFFLER COMPANIES	R	333.98
01	310891	03/07/2024	MAXORPLUS, LTD	R	62,516.53
01	310892	03/07/2024	MIDWEST BUS PARTS INC	R	27.06
01	310893	03/07/2024	MIDWEST SPECIAL INSTRUMENTS (MSI)	R	1,405.00
01	310894	03/07/2024	MINUTEMAN PRESS EDINA	R	634.16
01	310895	03/07/2024	MN TRUE TEAM TRACK & FIELD	R	170.00
01	310896	03/07/2024	NAPA AUTO PARTS	R	38.91
01	310897	03/07/2024	NEI ELECTRIC, INC.	R	3,726.45
01	310898	03/07/2024	NORTH CENTRAL INTERNATIONAL, LLC	R	2,946.15
01	310899	03/07/2024	NUSS TRUCK & EQUIPMENT	R	625.00
01	310900	03/07/2024	ONEBRIDGE BENEFITS INC.	R	5,304.00
01	310901	03/07/2024	OPEN DOOR COMMUNITY THEATRE	R	500.00
01	310902	03/07/2024	PAN O GOLD BAKING CO	R	940.80
01	310903	03/07/2024	PAYDHEALTH	R	1,050.00
01	310904	03/07/2024	POWERSCHOOL GROUP LLC	R	720.00
01	310905	03/07/2024	PREMIUM WATERS INC	R	36.00
01	310906	03/07/2024	PROFESSIONAL WIRELESS COMMUNICATION	R	193.00
01	310907	03/07/2024	RICHFIELD ICE ARENA	R	17,648.75
01	310908	03/07/2024	SCHOOL SPECIALTY, LLC	R	193.78
01	310909	03/07/2024	SHERWIN WILLIAMS CO	R	16.51
01	310910	03/07/2024	SIMLEY HIGH SCHOOL	R	250.00
01	310911	03/07/2024	SQUIRES, WALDSPURGER & MACE, P.A.	R	12,212.81
01	310912	03/07/2024	STEWART ZLIMEN & JUNGERS LTD	R	300.04
01	310913	03/07/2024	TOLL COMPANY	R	28.94
01	310914	03/07/2024	TRIO SUPPLY COMPANY	R	1,731.11
01	310915	03/07/2024	TRUSTED METRO OFFICIALS	R	1,440.00
01	310916	03/07/2024	UHL COMPANY INC	R	5,118.00
01	310918	03/07/2024	UPPER LAKES FOODS	R	27,805.61
01	310919	03/07/2024	VERIZON WIRELESS	R	320.08
01	310920	03/07/2024	VIG SOLUTIONS INC	R	1,684.00
01	310921	03/07/2024	ZACK'S INC.	R	633.66
01	V613667	03/07/2024	MICHELLE L AXELL	R	70.00
01	V613668	03/07/2024	ERICA T BARLOW	R	70.00
01	V613669	03/07/2024	MARY L CLARKSON	R	70.00
01	V613670	03/07/2024	LATANYA R DANIELS	R	70.00
01	V613671	03/07/2024	KRYSTAL M DEGRAW	R	70.00
01	V613672	03/07/2024	GEORGE A DENNIS	R	35.00
01	V613673	03/07/2024	STEPHANIE ESPINOZA COYOTE	R	159.59
01	V613674	03/07/2024	PETER J FITZPATRICK	R	40.00
01	V613675	03/07/2024	DAVID A FREEBURG	R	70.00
01	V613676	03/07/2024	RACHEL GENS	R	70.00
01	V613677	03/07/2024	AREND J GEURINK	R	70.00
01	V613678	03/07/2024	JAMES A GILLIGAN	R	70.00
01	V613679	03/07/2024	CHRISTINA M GONZALEZ	R	70.00
01	V613680	03/07/2024	KYLE L GUSTAFSON	R	40.00
01	V613681	03/07/2024	KEVIN D HARRIS	R	40.00
01	V613682	03/07/2024	MICHAEL G HARRIS	R	70.00
01	V613683	03/07/2024	JONATHAN W HEYER	R	70.00
01	V613684	03/07/2024	JAMES L HILL	R	40.00

01	V613685	03/07/2024	JESSICA M HOFFMAN	R	40.00
01	V613686	03/07/2024	CRAIG D HOLJE	R	70.00
01	V613687	03/07/2024	MELISSA M HUSABY	R	43.57
01	V613688	03/07/2024	GRACE M JENNINGS	R	33.08
01	V613689	03/07/2024	ANNIE MARIE JOHNSON	R	29.96
01	V613690	03/07/2024	BAILEY D KRETSINGER	R	50.72
01	V613691	03/07/2024	DANIEL E KRETSINGER	R	70.00
01	V613692	03/07/2024	ANOOP KUMAR	R	40.00
01	V613693	03/07/2024	JULIE SABLE LENTZ	R	11.04
01	V613694	03/07/2024	SHANNON J LINDBERG	R	40.00
01	V613695	03/07/2024	JOHN M LORENZINI	R	70.00
01	V613696	03/07/2024	COLLEEN M MAHONEY	R	70.00
01	V613697	03/07/2024	MICHAEL A MANNING	R	70.00
01	V613698	03/07/2024	DANIEL P MCGINN	R	40.00
01	V613699	03/07/2024	DOUG R MCMEEKIN	R	70.00
01	V613700	03/07/2024	SHERRI L MEDVEC	R	175.00
01	V613701	03/07/2024	KENT D MEYER	R	70.00
01	V613702	03/07/2024	MARY M MEYER	R	117.05
01	V613703	03/07/2024	ALECIA M MOBLEY	R	70.00
01	V613704	03/07/2024	KATRINA L MORGAN	R	40.00
01	V613705	03/07/2024	ERIN H NEILON	R	40.00
01	V613706	03/07/2024	TANYA M NEWELL	R	169.41
01	V613707	03/07/2024	ROBERT G OLSON	R	40.00
01	V613708	03/07/2024	LAURA B OTTERNESS	R	70.00
01	V613709	03/07/2024	MARK S PEDERSEN	R	40.00
01	V613710	03/07/2024	CHRISTOPHER A PETERSON	R	70.00
01	V613711	03/07/2024	DIANE C PROVOST	R	237.49
01	V613712	03/07/2024	CASSANDRA QUAM	R	70.00
01	V613713	03/07/2024	RENEE C REED-KARSTENS	R	40.00
01	V613714	03/07/2024	KEITH D RIEF	R	40.00
01	V613715	03/07/2024	LEAH ROCHE	R	29.96
01	V613716	03/07/2024	MARIA L SANCHEZ	R	170.95
01	V613717	03/07/2024	ASHLEY SCHAEFER	R	70.00
01	V613718	03/07/2024	MARTA I SHAHSAVAND	R	70.00
01	V613719	03/07/2024	AMY B SKARE-KLECKER	R	70.00
01	V613720	03/07/2024	NANCY J STACHEL	R	70.00
01	V613721	03/07/2024	MORGAN L STEELE	R	169.74
01	V613722	03/07/2024	ANGELA TAYLOR	R	70.00
01	V613723	03/07/2024	STACY THEIEN-COLLINS	R	70.00
01	V613724	03/07/2024	VLADIMIR S TOLEDO	R	40.00
01	V613725	03/07/2024	STEVEN P UNOWSKY	R	270.00
01	V613726	03/07/2024	STEPHEN C URBANSKI	R	40.00
01	V613727	03/07/2024	CARRIE A VALA	R	70.00
01	V613728	03/07/2024	JENNIFER K VALLEY	R	70.00
01	V613729	03/07/2024	RYAN WAGNER	R	40.00
01	V613730	03/07/2024	REBECCA S WALD	R	40.00
01	V613731	03/07/2024	ALEXANDER WARD	R	70.00
01	V613732	03/07/2024	MICHELLE R WHITESIDE	R	70.00
01	V613733	03/07/2024	KASYA L WILLHITE	R	70.00
01	V613734	03/07/2024	KELLY L WOODS	R	70.00
01	310922	03/08/2024	GRAHAM WRIGHT	R	500.00
01	310923	03/08/2024	HILLYARD MINNEAPOLIS	R	3,425.06
01	310924	03/08/2024	HUBERT COMPANY, LLC	R	3,548.00
01	310925	03/08/2024	INSTITUTE FOR ENVIROMENTAL	R	5,235.25
01	310926	03/08/2024	JEFF WEISS	R	720.70
01	310927	03/08/2024	JESS ALLURED	R	500.00
01	310928	03/08/2024	KATY KIEFFER	R	500.00
01	310929	03/08/2024	LINDSAY STONE	R	500.00
01	310930	03/08/2024	LISA STOCCO	R	500.00

01	310931	03/08/2024	MASBO	R	290.00
01	310932	03/08/2024	MELANIE AYLWARD	R	500.00
01	310933	03/08/2024	MOLLY KERN	R	500.00
01	310934	03/08/2024	NOKOMIS SHOE SHOP	R	4,744.95
01	310935	03/08/2024	SQUIRES, WALDSPURGER & MACE, P.A.	R	13,928.60
01	310936	03/08/2024	STATE OF MINNESOTA	R	14,940.70

TOTAL CHECK, PCARD & EPAY REGISTER					1,135,673.39
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SUPERINTENDENT'S REPORT AND AGENDA

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

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

Monday, March 18, 2024
7 p.m. School Board Meeting

I. CALL TO ORDER

The regular meeting of the board of education of ISD 280, Hennepin County, Richfield, Minnesota was held on Monday, March 18, 2024 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: Banks Kupcho, Carter, Liss, Pollis and Spencer.

Administrators present were Assistant Superintendent Daniels and Executive Director Clarkson. Student representatives Gerardo Castañeda Lopez and Chimdalú Dibua were present.

II. REVIEW AND APPROVAL OF THE AGENDA

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

III. INFORMATION AND PROPOSALS - NON-ACTION ITEMS

- A. Public Comment
- B. Superintendent Update
 - 1. Special Education Child Count Presentation
- C. Commendation

IV. CONSENT AGENDA

- A. Routine Matters
 - 1. Minutes of the Regular Meeting held March 4, 2024
 - 2. General Disbursements as of 3/8/24 in the Amount of \$1,135,673.39
 - 3. Year-to-Date Finance Update
 - 4. Bid Award - Main Food Vendor 2024-2025
- B. Personnel Items

Management Full Time for Employment

Justin Steele – Director of Technology - District Office

Effective: July 1, 2024

Matthew Arnold – Elementary Principal – Richfield Dual Language Elementary

Effective: July 1, 2024

Certified Full Time Resignation per Agreement

Lynn Hanson – Special Ed Teacher – South Education Center

Effective: March 22, 2024

Yrs. of Service: 0.75

Classified Full Time Facilities and Transportation for Employment

Gustavo Martinez Cruz – Building Cleaner – Richfield Senior High

Effective: 03/15/2024

Classified Part Time Facilities and Transportation for Employment

Mark Shifflet – Building Cleaner – Districtwide

Effective: 03/05/2024

Classified Full Time Facilities and Transportation for Resignation

Zachary Gilligan – Building Cleaner – Sheridan Hills Elementary

Effective: 03/01/2024

Yrs. of Service: 1.5

Classified Full Time Administrative & Management Support for Employment

Stephanie Nichols – Administrative Assistant – Bus Garage

Effective: 03/14/2024

Classified Full Time Outreach for Employment

Ashley Acevedo – Outreach Worker – Richfield Dual Language Elementary

Effective: 03/13/2024

Classified Full Time Paraprofessional for Resignation

Ashley Acevedo – Paraprofessional – Richfield Senior High

Effective: 03/12/2024

Yrs. of Service: 3.5

Danielle Engelen – Paraprofessional – Richfield Transitions Plus

Effective: 03/04/2024

Yrs. of Service: 0.5

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

V. OLD BUSINESS

A. Policy 105: Tobacco-Free Environment - third read

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

VI. NEW BUSINESS

A. Policy 655: Family Engagement & Administrative Guidelines 655.1 & 655.2 - first read

- B. Policy 543: Search of Student Lockers, Desks, Personal Possessions, Student's Person, Motor Vehicles and All Other School Locations & Administrative Guideline 543.1 - first read
- C. Donations

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

VII. ADVANCE PLANNING

- A. Legislative Update
- B. Information and Questions from Board
- C. Suggested/Future Agenda Items
- D. Future Meeting Dates
 - 4-1-2024 7 p.m. Regular Board Meeting Meeting
 - 4-15-2024 7 p.m. Regular Board Meeting - Public Comment

VIII. ADJOURN REGULAR MEETING

Chair Cole adjourned the meeting at 7:44 p.m.

P-CARD,CHECK RUNS, E-PAYS & WIRES FOR 04/01/2024 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	3/13/2024	156,122.13
	3/20/2024	534,690.37
	3/21/2024	406,772.05
	3/25/2024	15,410.21
E-Pays	3/21/2024	3,893.45

CHECK REGISTER BANK 05 TOTAL =	1,116,888.21
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BREAKDOWN

01-206-00	396,468.67
02-206-00	88,704.78
03-206-00	561,564.98
04-206-00	17,542.46
06-206-00	-
07-206-00	-
18-206-00	-
20-206-00	52,523.48
21-206-00	83.84
47-206-00	-

BANK TOTAL =	1,116,888.21
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FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	310937	03/13/2024	APPRIZE TECHNOLOGIES	R	240.00
01	310938	03/13/2024	AQUA LOGIC INC	R	350.00
01	310939	03/13/2024	AYENI PHIL	R	84.00
01	310940	03/13/2024	BEST PLUMBING SPECIALTIES, INC.	R	479.94
01	310941	03/13/2024	BIX FRUIT COMPANY	R	8,567.49
01	310942	03/13/2024	BCBS OF MINNESOTA & BLUE PLUS	R	8,772.00
01	310943	03/13/2024	BSN SPORTS, LLC	R	1,044.80
01	310944	03/13/2024	BC SOLUTIONS, LLC	R	601.07
01	310945	03/13/2024	BUSBY TREVOR	R	66.00
01	310946	03/13/2024	CAPTIVATE MEDIA & CONSULTING	R	1,517.76
01	310947	03/13/2024	CENTURYLINK	R	71.00
01	310948	03/13/2024	CHURCHILL LEE	R	103.00
01	310949	03/13/2024	CINTAS CORPORATION NO 2	R	140.01
01	310950	03/13/2024	CITY OF RICHFIELD	R	350.00
01	310951	03/13/2024	COMCAST BUSINESS	R	549.80
01	310952	03/13/2024	CONSOLIDATED COMMUNICATIONS	R	3,252.08
01	310953	03/13/2024	DASH SPORTS, LLC	R	910.00
01	310954	03/13/2024	DAY ROGER ANTHONY	R	84.00
01	310955	03/13/2024	DREPAUL NERICA	R	39.75
01	310956	03/13/2024	ECOLAB INC	R	440.67
01	310957	03/13/2024	ELLIOTT MATTHEW	R	84.00
01	310958	03/13/2024	ACTIVE INTERNET TECHNOLOGIES, LLC	R	399.00
01	310959	03/13/2024	FINANGER PHILLIP J	R	160.00
01	310960	03/13/2024	FREEWHEEL BIKE RICHFIELD	R	25,929.50
01	310961	03/13/2024	FUGATE BEN	R	103.00
01	310962	03/13/2024	GILBERT MECHANICAL CONTRACTORS, LLC	R	466.25
01	310963	03/13/2024	GONZALEZ JOSUE	R	176.21
01	310964	03/13/2024	WW GRAINGER INC	R	386.33
01	310965	03/13/2024	HANSEN CALEB	R	84.00
01	310966	03/13/2024	HAWKINS INC	R	20.00
01	310967	03/13/2024	HELGET MADALYN	R	84.00
01	310968	03/13/2024	HELGET TERRY	R	84.00
01	310969	03/13/2024	HILLYARD MINNEAPOLIS	R	4,046.51
01	310970	03/13/2024	HOFSTEDT JASON	R	84.00
01	310971	03/13/2024	HOGAN ASSESSMENT SYSTEMS INC	R	1,755.00
01	310972	03/13/2024	HOLT JAMES B JR	R	84.00
01	310973	03/13/2024	HOOKS, DESMOND	R	252.00
01	310974	03/13/2024	HORN, TYLER	R	84.00
01	310975	03/13/2024	HR SIMPLIFIED INC.	R	524.00
01	310976	03/13/2024	KELLY JOHNSON	R	258.32
01	310977	03/13/2024	JW PEPPER & SON INC	R	338.48
01	310979	03/13/2024	KEMPS LLC	R	3,697.22
01	310980	03/13/2024	KURT ELYEA-WHEELER	R	66.00
01	310981	03/13/2024	LAMPRON BENJAMIN	R	66.00
01	310982	03/13/2024	LAWLER SANJAY	R	66.00
01	310983	03/13/2024	LIMBLE SOLUTIONS, INC.	R	1,730.00
01	310984	03/13/2024	LOFFLER	R	994.64
01	310985	03/13/2024	MANIRATH, ALIYAH	R	39.75
01	310986	03/13/2024	MASSP-MN ASSOCIATION	R	175.00
01	310987	03/13/2024	MAXORPLUS, LTD	R	41,022.32
01	310988	03/13/2024	MCDONOUGH'S SEWER SERVICES, INC.	R	338.50
01	310989	03/13/2024	METROPOLITAN MECHANICAL CONTRACTORS	R	3,520.88
01	310990	03/13/2024	MINNEAPOLIS COMMUNITY EDUCATION	R	120.00
01	310991	03/13/2024	MINNESOTA DEPT OF HEALTH	R	70.00
01	310992	03/13/2024	MINUTEMAN PRESS EDINA	R	2,140.10
01	310993	03/13/2024	MN DEPT OF LABOR AND INDUSTRY	R	100.00
01	310994	03/13/2024	OKEY CHRIS	R	390.00
01	310995	03/13/2024	OLSON KRISTINA	R	80.00

01	310996	03/13/2024	PAN O GOLD BAKING CO	R	463.56
01	310997	03/13/2024	PATRICIA A VENNE	R	330.40
01	310998	03/13/2024	PER MAR SECURITY SERVICES	R	505.00
01	310999	03/13/2024	PETERSON GARY	R	103.00
01	311000	03/13/2024	PROPIO LS, LLC	R	177.14
01	311001	03/13/2024	RIEMERSMA TYLER J	R	103.00
01	311002	03/13/2024	ROGERS ROCHESTER	R	84.00
01	311003	03/13/2024	SCHMITT MUSIC	R	1,936.60
01	311004	03/13/2024	STARK MOLLY	R	280.00
01	311005	03/13/2024	STATE SUPPLY COMPANY	R	785.19
01	311006	03/13/2024	TOLL COMPANY	R	11.89
01	311007	03/13/2024	TRANSPORTATION PLUS, INC.	R	66.00
01	311008	03/13/2024	TRIO SUPPLY COMPANY	R	1,268.48
01	311009	03/13/2024	TWIN CITY FILTER SERVICE INC	R	314.80
01	311011	03/13/2024	UPPER LAKES FOODS	R	30,069.67
01	311012	03/13/2024	WEVIDEO, INC.	R	374.00
01	311013	03/13/2024	WIESE USA, INC.	R	190.00
01	311014	03/13/2024	XCEL ENERGY	R	168.84
01	311015	03/13/2024	ZAHL PETROLEUM MAINTENANCE CO	R	1,208.18
01	311016	03/20/2024	TWIN CITY TRANSPORTATION	R	534,690.37
01	311017	03/21/2024	ADVANCED COMMERCIAL KITCHENS	R	2,039.61
01	311018	03/21/2024	ALL STATE COMMUNICATIONS INC	R	16,541.00
01	311019	03/21/2024	ANTHOLOGIE, LLC	R	425.00
01	311020	03/21/2024	ASTLEFORD INTERNATIONAL	R	137.28
01	311021	03/21/2024	AZURE ADLER	R	156.00
01	311022	03/21/2024	BATTERIES R US	R	1,364.97
01	311023	03/21/2024	BIX FRUIT COMPANY	R	8,435.48
01	311024	03/21/2024	BRINK'S INCORPORATED	R	2,287.60
01	311025	03/21/2024	CDW GOVERNMENT INC	R	14,029.33
01	311026	03/21/2024	CINTAS CORPORATION NO 2	R	140.01
01	311027	03/21/2024	CITY OF RICHFIELD	R	605.09
01	311028	03/21/2024	COMCAST	R	355.21
01	311029	03/21/2024	CONTINENTAL RESEARCH CORP	R	2,171.78
01	311030	03/21/2024	CUB FOODS	R	1,193.95
01	311031	03/21/2024	D.E.L.O.R.E.S WORKS, INC.	R	3,756.25
01	311032	03/21/2024	DASH SPORTS, LLC	R	455.00
01	311033	03/21/2024	DRAMATIC PUBLISHING	R	270.35
01	311034	03/21/2024	ECOLAB INC	R	365.03
01	311035	03/21/2024	FREEWAY FORD	R	120.00
01	311036	03/21/2024	GOEBEL JUDITH K	R	250.00
01	311037	03/21/2024	WW GRAINGER INC	R	6,723.11
01	311038	03/21/2024	HAAS MUSICAL INSTRUMENT REPAIR, INC	R	462.58
01	311039	03/21/2024	HAWKINS INC	R	3,362.52
01	311040	03/21/2024	HEALTHJOY LLC	R	11,323.00
01	311041	03/21/2024	HENNEPIN COUNTY TREASURER	R	5,151.42
01	311042	03/21/2024	HILLYARD MINNEAPOLIS	R	4,740.92
01	311043	03/21/2024	HOME DEPOT U.S.A.	R	1,428.96
01	311044	03/21/2024	HIPPIE DOG	R	250.00
01	311045	03/21/2024	INTERMEDIATE DISTRICT 287	R	242,065.64
01	311046	03/21/2024	KELLY JOHNSON	R	6.51
01	311047	03/21/2024	KEANE SENSE OF RHYTHM INC	R	247.50
01	311049	03/21/2024	KEMPS LLC	R	3,986.57
01	311050	03/21/2024	METROPOLITAN TILE & MARBLE, INC.	R	675.00
01	311051	03/21/2024	MOBILE RADIO ENGINE	R	258.60
01	311052	03/21/2024	NAPA AUTO PARTS	R	185.24
01	311053	03/21/2024	NEI ELECTRIC, INC.	R	1,821.56
01	311054	03/21/2024	NORTH CENTRAL INTERNATIONAL, LLC	R	13,537.72
01	311055	03/21/2024	ON SITE SANITATION	R	841.68
01	311056	03/21/2024	PAN O GOLD BAKING CO	R	783.86

01	311057	03/21/2024	PITNEY BOWES BANK PURCHASE POWER	R	1,876.97
01	311058	03/21/2024	RYAN JEANNIE M	R	821.12
01	311059	03/21/2024	SAFEWAY DRIVING SCHOOL	R	7,090.00
01	311060	03/21/2024	SCHMITT MUSIC	R	272.04
01	311061	03/21/2024	SEPTRAN STUDENT TRANSPORTATION	R	8,320.00
01	311062	03/21/2024	SOUTHSIDE PRIDE	R	315.00
01	311063	03/21/2024	STEM SMART LLC	R	2,560.00
01	311064	03/21/2024	STONE ARCH STUDIO LLC	R	200.00
01	311065	03/21/2024	TORTILLERIA LA PERLA	R	255.58
01	311066	03/21/2024	TRIO SUPPLY COMPANY	R	1,877.74
01	311067	03/21/2024	U OF M - ACADEMIC SUPPT RESOURCES	R	580.00
01	311068	03/21/2024	UNITED HEALTHCARE INSURANCE CO	R	542.62
01	311069	03/21/2024	UNITED HEALTHCARE/AARP MEDICARE RX	R	109.60
01	311070	03/21/2024	UNITED HEARTH CARE /AARP MEDICARE RX	R	109.60
01	311071	03/21/2024	UPPER LAKES FOODS	R	26,525.57
01	311072	03/21/2024	ALLSTATE PETERBILT OF S ST PAUL	R	39.40
01	311073	03/21/2024	WHEELCO	R	153.98
01	311074	03/21/2024	YOUTH ENRICHMENT LEAGUE (YEL!)	R	2,171.50
01	V613735	03/21/2024	JENNIFER C BERGSTROM	R	7.54
01	V613736	03/21/2024	KRYSTAL M DEGRAW	R	23.92
01	V613737	03/21/2024	RACHEL M EDSTROM	R	457.00
01	V613738	03/21/2024	ANGELA M FISH	R	22.78
01	V613739	03/21/2024	MELISSA M HUSABY	R	23.99
01	V613740	03/21/2024	BROOKE JOHNSON	R	7.71
01	V613741	03/21/2024	ALEXANDER S KALBOW	R	497.38
01	V613742	03/21/2024	LAURA B OTTERNESS	R	2,487.87
01	V613743	03/21/2024	DARBY L SWANK	R	2.28
01	V613744	03/21/2024	ANGELA TAYLOR	R	22.34
01	V613745	03/21/2024	SAMANTHA WEAVER	R	321.86
01	V613746	03/21/2024	MELISSA J WILLIAMS	R	18.78
01	311075	03/25/2024	M&G TRAILER SALES, SERVICE & RENTAL	R	15,410.21

TOTAL CHECKS & EPAY REGISTER					1,116,888.21
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RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
March 26, 2024

Description	Matures	Rate	Cost	General Operating	Custodial (Scholarships)	2018A Bond	OPEB Bond
MODERN BANK, NATIONAL ASSOCIATION	05/02/24	4.54%	233,000.00	233,000.00	-	-	-
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	5.30%	7,676,209.21	7,676,209.21	-	-	-
Farmers and Merchants Union Bank	03/18/25	4.95%	237,950.00	237,950.00	-	-	-
Cornerstone Bank	03/18/25	4.96%	237,900.00	237,900.00	-	-	-
EagleBank	03/18/25	5.12%	237,550.00	237,550.00	-	-	-
MN TRUST TERM SERIES	01/27/25	4.97%	4,500,000.00	4,500,000.00	-	-	-
CHARLES SCHWAB BANK SSB	03/13/25	4.95%	237,434.50	237,434.50	-	-	-
BOM Bank	10/04/24	5.53%	236,800.00	-	236,800.00	-	-
Federated Institutional Tax-Free Cash Trust	01/00/00	0.00%	931,056.39	-	-	931,056.39	-
US TREASURY N/B	10/15/24	1.12%	527,929.69	-	-	-	527,929.69
US TREASURY N/B	10/31/24	5.32%	2,971,805.00	-	-	-	2,971,805.00
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 MANHATTAN	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
Great Midwest Bank, S.S.B.	06/30/25	4.13%	227,400.00	-	-	-	227,400.00
ELGA CREDIT UNION	06/30/25	4.13%	226,750.00	-	-	-	226,750.00
FREDDIE MAC	09/23/25	1.60%	287,372.71	-	-	-	287,372.71
NYC -TXBL -REF -D	08/01/24	0.38%	506,600.00	-	-	-	506,600.00
Total Investments Held			22,270,906.88	13,854,202.46	236,800.00	931,056.39	7,248,848.03

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting April 1, 2024

Subject: PERSONNEL ITEMS

(Recommended by superintendent)

That the board of education approve the following personnel items:

Classified Full Time Paraprofessional for Resignation

Ryan Alaimo – Paraprofessional – Richfield Central Education Center

Effective: 06/06/2024

Yrs. of Service: 2.5

Joliene Litwinczuk – Paraprofessional – Richfield Central Education Center

Effective: 04/12/2024

Yrs. of Service: 5

Classified Full Time Outreach Worker for Resignation

Ahmednur Abdirahman – Bilingual Outreach Worker – Richfield Senior High

Effective: 03/15/2024

Yrs. of Service: 0.5

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 1, 2024

Subject: Family Engagement

(Recommended by the superintendent)

A second read of Policy 655: Family Engagement & Administrative Guidelines 655.1 & 655.2. The policy and guidelines describes the required ways that RPS will engage with parents/guardians as it relates to Title I programs.

Feedback from the Student Support Services Department and the Richfield Latino Family Association has been gathered and will be incorporated into suggested changes, in addition to the current updates included based on the District branding and style guidelines.

Attachments:

Policy 655: Family Engagement - redlined

Administrative Guideline 655.1 - redlined

Administrative Guideline 655.2 - redlined

MSBA Model Policy 612.1: Development of Parent and Family Engagement Policies for Title I Programs

RICHFIELD PUBLIC SCHOOLS

FAMILY ENGAGEMENT

I. PURPOSE

The ~~School-school Board-board~~ recognizes the positive impact that family engagement has on student achievement. The ~~School-school Board-board~~ desires to promote student success by encouraging and facilitating parent and family involvement in learning and particularly with respect to Title I services within the district. The purpose of this policy is to establish standards for family engagement. This policy also means to satisfy the requirements of law relative to family engagement.

II. DEFINITIONS

- A. ~~The district~~Richfield Public Schools will be governed by the following definition to the term “parent” to include legal guardian or other person standing in place of a parent.
- B. Parental involvement means the participation of parents in regular, two-way, meaningful communication involving student academic learning and other school activities, including ensuring:
- a. that parents play an integral role in assisting their child’s learning;
 - b. that parents are encouraged to be actively involved in their child’s education at school;
 - c. that parents are included, as appropriate, in decision-making and on advisory activities.

III. GENERAL STATEMENT OF POLICY

- A. The ~~School-school Board-board~~ encourages the engagement of families in their student’s education and supports ~~district~~District and school based staff in their efforts to increase the level and quality of family engagement.
- B. The ~~School-school Board-board~~ endorses the District’s Family Engagement Plan which was developed pursuant to 20 U.S.C. § 6318 jointly with parents and families including those with children participating in Title I programs. The Family Engagement Plan reflects a common vision of what needs to be in place for quality family engagement across the district, sets expectations

for increased levels of family engagement, and specifies what needs to happen at the district, school, classroom, and home levels for meaningful family engagement.

- C. The ~~School-school~~ ~~Board-board~~ also endorses and directs annual review of the District's Family Engagement Plan in joint cooperation with parents and families.
- D. The District and individual schools will provide full opportunities for participation by families with limited English proficiency as well as those with disabilities, including the provision of information in languages and forms that are understandable by parents and guardians.
- E. The District's Family Engagement Plan will be distributed to all families annually.

III. SCHOOL LEVEL TITLE I PLAN

- A. Each school that receives Title I funding has developed and agreed upon jointly with parents and families a school plan for parent engagement. The agreed upon plan will be distributed to all families annually.
- B. Each school's family engagement plan includes a school-family compact to outline how families, staff, and students will share responsibility for improved student academic achievement and the means by which the school and family will work together in partnership to help students achieve the state's high standards. Each school's family engagement plan will be reviewed annually for effectiveness jointly with parents and families.

Legal References:

20 U.S.C. § 6318 (Parent and Family Engagement – Title I)

~~_____~~ Minn. Stat. § 124D.8955 (Parent and Family Engagement Policy)

~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: December 3, 2018

~~REVISED BY THE BOARD OF EDUCATION:~~

**RICHFIELD PUBLIC SCHOOLS
FAMILY ENGAGEMENT GUIDELINES**

DISTRICT EXPECTATIONS

Richfield Public Schools will:

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1. Design and implement programs, activities, and procedures for the involvement of parents in all of its schools with Title I programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
2. Work with schools to ensure that the required school-level Parent and Family Engagement Plan meets the Title I requirements, and include, as a component, a school- parent compact.
3. To the extent practicable, the ~~district-District~~ and its schools will provide full opportunities for the participation of all parents, including providing information and school reports in an understandable and uniform format, including alternative formats upon request in a language parents can understand.
4. If the ~~district-District~~ plan for Title I is not satisfactory to the parents ~~and/or guardians~~ of participating students, the ~~district-District~~ will submit any family comments with the plan when the ~~school-d~~District submits the plan to Minnesota Department of Education.
5. If applicable, involve the parents of children served in Title I schools in decisions about how the one percent- of Title I funds reserved for parent involvement is spent, and will ensure that not less than 90% of the one percent reserved goes directly to the schools.
6. The ~~district-District~~ will be governed by the following definition to the term "parent" to include legal guardian or other person standing in place of a parent.

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Commented [CQ1]: The policy gives a definition of parents that includes guardians, so this is unnecessary

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~~7.~~ Parental involvement means the participation of parents in regular, two-way, meaningful communication involving student academic learning and other school activities, including ensuring:

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~~a.~~1. that parents play an integral role in assisting their child's learning;

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~~b.~~2. that parents are encourage to be actively involved in their child's education at school;

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~~e~~3. _____ that parents are full partners in their child's education and are included, as appropriate in decision-making and on advisory activities.

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SCHOOL EXPECTATIONS

Each RPS school that receives Title I funding will:

1. Provide assistance to the parents, as appropriate, in understanding such topics as the state's content standards and state academic and linguistic achievement standards, state and local academic assessments, how to monitor a child's progress and work with educators to improve the achievement of their children;
2. Provide materials and training to help parents to work with their children to improve their children's academic and linguistic achievement, as appropriate, to foster parental involvement;
3. Educate staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;
4. Coordinate and integrate parent involvement programs and activities, to the extent feasible and appropriate;
5. Ensure that information is sent to the parents of participating children in a format and, to the extent practicable, in a language parents can understand;
6. Provide other reasonable support for parental involvement activities under this as parents may request;
7. Discretionary activities as applicable.

~~ADOPTED BY THE BOARD OF EDUCATION~~Dated: December 3, 2018

Revised:

**Richfield Public Schools
Family Engagement Plan**

1. Required Activity	Richfield Public Schools Will:	Date(s)
2. Involve parents in the joint development district parent and family engagement plan.	a.	a.

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1. Required Activity	Richfield Public Schools will Will:	Date(s)
Involve parents in the development of the district Title I plan	a.	a.

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2. Required Activity	Richfield Public Schools Will:	Date(s)
Coordinate technical assistance and other support necessary to build capacity of staff in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance.	a.	a.

3. Required Activity	Richfield Public Schools Will:	Date(s)
Coordinate and integrate parental involvement programs that encourage and support parents in more fully participating in the education of their children.		

4. Required Activity	Richfield Public Schools Will:	Date(s)
Conduct an annual evaluation of the content and effectiveness of the parent and family engagement policy.		

5. Required Activity	Richfield Public Schools Will:	Date(s)
Use the results of the evaluation to design evidence-based strategies for more effective parent and family engagement as necessary and to revise the policy as necessary.	a.	a.

6. Required Activity	Richfield Public Schools Will:	Date(s)
Involve parents in activities at the district level.	a	a.

7. Required Activity	Richfield Public Schools Will:	Date(s)
Involve parents in decisions regarding how funds reserved for parent involvement activities will be allocated.	a.	

Accessibility

1. Required Activity	Richfield Public Schools Will:	Date(s)
To the extent practicable, will provide opportunities for the participation of parents with children with limited English proficiency, disabilities and migratory children including providing information and school reports in a language parents can understand.	a.	

Section 600
School District

Guideline 655.2

DISCRETIONARY DISTRICT PLAN REQUIREMENTS

Discretionary activities the district, in consultation with parents, chooses to implement

Activity	Richfield Public Schools Will:	Date(s)
	a.	

ADOPTION/RATIFICATION

This Richfield Public School's Parent and Family Engagement Plan has been developed jointly with, and agreed on with, parents of children participating in Title I schools, as evidenced by meeting minutes.

On (insert date) the Richfield Public School District Parent and Family Engagement Policy will be in effect for the period of the school year.

Richfield Public Schools will distribute this policy to all parents of participating Title I children and make it available to the community.

Signature of Title I Authorized Representative: _____

Printed Name of Authorized Representative: _____

These parents were involved with the development of this document:

~~Dated~~ **ADOPTED BY THE BOARD OF EDUCATION:** December 3, 2018

Revised:

Adopted:

MSBA/MASA Model Policy 612.1

Revised:

Orig. 1996

Rev. 2016

612.1 DEVELOPMENT OF PARENT AND FAMILY ENGAGEMENT POLICIES FOR TITLE I PROGRAMS

[Note: This policy reflects recent federal statutory changes made by the Every Student Succeeds Act (ESSA) which require school districts and schools to meet with parents and jointly develop parent and family engagement policies at both a district wide and school building level. This policy lists the required components of the parent and family engagement policies described herein and serves as a framework for their development. The policies and these components are mandatory in order for the school district to receive federal funds under this program.]

I. PURPOSE

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed, and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public and private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to plan and implement, with meaningful consultation with parents of participating children, programs, activities, and procedures for the engagement of parents and families in its Title I programs.
- B. The policy of the school district is to fully comply with 20 United States Code section 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parent and family engagement policies.

III. DEVELOPMENT OF DISTRICT LEVEL POLICY

The school board will direct the administration to develop jointly with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that will be incorporated into the school district's Title I plan. The policy will establish the expectations for meaningful parent and family involvement and describe how the school district will:

- A. Involve parents and family members in the joint development of the school district's Title I plan and the development of support and improvement plans;
- B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the school district in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- C. Coordinate and integrate parent and family engagement strategies with similar

strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs;

- D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities (with particular attention to, parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or who are of a racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;
- E. Use the findings of such evaluations to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level and family engagement policies; and
- F. Involve parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the school district to adequately represent the needs of the population served by the school district for the purposes of developing, revising, and reviewing the parent and family engagement policy.

IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

The school board will direct the administration of each school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents and families, that shall describe the means for carrying out the federal requirements of parent and family engagement. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

- A. The policy will describe the means by which each school with a Title I program will:
 - 1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
 - 2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds transportation, child care, or home visits, as such services relate to parental involvement;
 - 3. Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the parental involvement programs, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide program plan, except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;
 - 4. Provide parents of participating children with: timely information about Title I programs; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children,

and to respond to any such suggestions as soon as practicably possible; and

5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.
- B. As a component of this policy, each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall:
1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;
 2. Describe the ways each parent will be responsible for supporting his or her child's learning by volunteering in his or her child's classroom and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.
 3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
 - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
 - b. Frequent progress reports to the parents; and
 - c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.
 - d. Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.
- C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how each school and the school district will:
1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
 2. Provide materials and training to assist parents in working with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
 3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;
 4. Coordinate and integrate parental involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children to the extent feasible and appropriate;

5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent ~~home~~ to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; and
 6. Provide such other reasonable support for parental involvement activities as requested by parents.
- D. The policy will also describe the process to be taken if the school district and school choose to:
1. Involve parents in the development of training for school staff to improve the effectiveness of such training;
 2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
 3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
 4. Train parents to enhance the involvement of other parents;
 5. Arrange meetings at a variety of times or ~~have~~ conduct in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental ~~opportunities for~~ involvement and participation in school-related activities;
 6. Adopt and implement model approaches to improving parental involvement;
 7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
 8. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.
- E. To carry out the requirements of parent and family engagement, the school district and schools, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports in a format and, to the extent practicable, in a language that is understandable by the parents.
- F. The school district and each school shall inform parents and parent organizations of the existence of family engagement in education programs.

The policies will be updated periodically to meet the changing needs of parents and the school.

Legal References: 20 U.S.C. § 6318 (Parent and Family Engagement)

Cross References: None

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 1, 2024

Subject: Search of Students

(Recommended by the superintendent)

A second read of Policy 543: Search of Student Lockers, Desks, Personal Possessions, Student's Person, Motor Vehicles and All Other School Locations & Administrative Guideline 543.1. This policy is required by statute.

Suggested changes have been included based on District branding and style guidelines as well as board feedback. A group of RHS students will be reviewing the policy, and their feedback will be incorporated before the policy is brought back to the board for a third read.

Attachments:

- Policy 543: Search of Student Lockers, Desks, Personal Possessions, Student's Person, Motor Vehicles and All Other School Locations - **redlined**
- Administrative Guideline 543.1 - **redlined**
- MSBA Model Policy 502: Search of Student Lockers, Desks, Personal Possessions, and Student's Person

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RICHFIELD PUBLIC SCHOOLS

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**SEARCH OF STUDENT LOCKERS, DESKS,
PERSONAL POSSESSIONS, STUDENT'S PERSON, MOTOR VEHICLES
AND ALL OTHER LOCATIONS**

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I. PURPOSE

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The purpose of this policy is to provide for a safe and healthful educational environment by enforcing ~~the school district's~~ Richfield Public Schools policies against contraband.

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II. DEFINITIONS

A. "Contraband" means any unauthorized item possession of which is prohibited by ~~school d~~District policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, tobacco products, electronic delivery devices (e.g. vapes), controlled substances and "look-alikes," materials belonging to the school district, and stolen property.

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B. "Personal possessions" includes but is not limited to purses, backpacks, book bags, packages, clothing, and electronic devices. It does not include electronic devices owned by the school district.

C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of ~~school district-D~~istrict policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student or staff member or other individual, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, an "alert" or signal received in the course of conducting a search of lockers or vehicles parked in school parking lots or property, or other reliable sources of information.

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D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

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III. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions within a Locker

Pursuant to Minnesota statute, school lockers are the property of the ~~school district~~ Richfield Public Schools. At no time does the ~~school~~ ~~d~~District relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

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B. Desks

School desks are the property of the ~~school d~~District. At no time does the ~~school d~~District relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without consent, and without a search warrant.

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C. Other Locations

Searches may be conducted in all locations where school authorities have supervisory responsibilities.

D. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

E. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions on school premises.

IV. PATROLS, INSPECTIONS, AND SEARCHES OF MOTOR ~~VHECLES~~ VEHICLES

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A. School officials may conduct routine patrols of ~~school-d~~istrict locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in ~~school-d~~istrict locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

B. Prohibition of Contraband and Interference with Patrols, Inspections, Searches, and/or Seizures

A violation of this policy occurs when students store or carry contraband in motor vehicles in a ~~school-d~~istrict location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

V. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will take the item and may turn it over to legal authorities.

VI. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with Board Policy 541—: Student Behavior, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal authorities.

Legal References:

U.S. Const., Fourth Amendment

_____ Minn. Const., art. I, 10

_____ New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

_____ Minn. Stat. 121A.72 (school locker policy)

Cross Reference:

Board Policy 110—: Chemical Use/Abuse

_____ Board Policy 104—: Drug Free Workplace/Drug Free School

_____ Board Policy 105: Tobacco-Free Environment

Board Policy 107—: Electronic Use and Communication

_____ Board Policy 111—: Weapons on School Premises

_____ Board Policy 541—: Student Behavior

Section 500

Board

Policy 543

Students

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~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: August 7, 1995;

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~~AMENDED-REVISED~~ BY THE BOARD OF EDUCATION: ~~January 22, 2019~~; April 16, 2001; January 21, 2003

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

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

PROCEDURES FOR SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, STUDENT'S PERSON, MOTOR VEHICLES, AND ALL OTHER LOCATIONS

I. PURPOSE

The purpose of these guidelines is to outline the procedures for searches of student lockers, desks, personal possessions, student's person and all other locations.

II. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, tobacco products, electronic delivery devices (e.g. vapes), controlled substances and "look-alikes," other materials belonging to the school district, and stolen property.
- B. "Personal possessions" includes but is not limited to purses, backpacks, book bags, packages, clothing, and electronic devices. It does not include district owned devices.
- C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of ~~school~~ district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student or staff member or other individual, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, an "alert" or signal received in the course of conducting a canine search of lockers or vehicles parked in school parking lots or property, or other reliable sources of information.
- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

1
2 III. PROCEDURES
3

- 4 A. School officials may inspect any school property, the interiors of
5 lockers and desks for any reason at any time, without notice, without
6 consent, and without a search warrant.
7
- 8 B. School officials may inspect the personal possessions of a student
9 and/or a student's person based on a reasonable suspicion that the
10 search will uncover a violation of law or school rules. A search of
11 personal possessions of a student and/or a student's person will be
12 reasonable in its scope and intrusiveness.
13
- 14 C. School officials may conduct routine patrols of student parking lots and
15 other ~~school-d~~District locations and routine inspections of the exteriors
16 of the motor vehicles of students. Such patrols and inspections may be
17 conducted without notice, without consent, and without a search
18 warrant.
19
- 20 D. The interiors of motor vehicles of students in school district locations,
21 including glove or trunk compartments, may be searched when school
22 officials have a reasonable suspicion that the search will uncover a
23 violation of law and/or school policy or rule. The search will be
24 reasonable in its scope and intrusiveness. Such searches may be
25 conducted without notice, without consent, and without a search
26 warrant. A student will be subject to withdrawal of parking privileges and
27 to discipline if the student refuses to open a locked motor vehicle under
28 the student's control or its compartments upon the request of a school
29 official.
30
- 31 ~~D.~~E. Determining the reasonable scope of a search depends on context.
32 The primary concern of maintaining student safety may require
33 administrators to be more thorough in searches for weapons or other
34 items that may cause immediate harm than in searches for other
35 contraband.
36
- 37 ~~E.~~F. As soon as practicable after a search of personal possessions the
38 school officials must provide notice of the search to students ~~and~~
39 ~~parents/guardians~~ whose possessions were searched, as well as their
40 parent/guardians, unless disclosure would impede an ongoing
41 investigation by police or school officials.
42
- 43 ~~F.~~G. Whenever feasible, a search of a person shall be conducted in
44 private by a school official. ~~A second school employee or school~~
45 ~~resource officer shall be present as an observer during the search of a~~
46 ~~person.~~ A school official conducting searches will have a second official
47 present as an observer.
48

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1 H. Personal searches involving the removal of coverings or clothing from
2 private areas shall not be permitted. Under no circumstances will school
3 officials conduct body cavity searches or strip searches.

4
5 G.I. Searches of student possessions and a student's person shall be
6 conducted in a respectful and transparent manner. Administrators will
7 take care to ensure that student possessions are not damaged during
8 the search process and will return the possessions that are not
9 contraband to their previous locations after the search (i.e. put them
10 back into the bag or locker) to the extent practicable.

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11
12
13 ~~H. A summary of this policy will be printed in the student handbook or~~
14 ~~disseminated in any other way which school officials deem appropriate.~~
15 ~~A complete copy of the policy will be available for review in each school~~
16 ~~office and the superintendent's office and shall also be available on the~~
17 ~~district web site.~~

18
19 III. NOTIFICATION

20 The building principal or designee will notify parents/guardians as soon as
21 practical when a search has occurred and contraband is found.

22
23
24 A summary of this policy will be printed in the student handbook or
25 disseminated in any other way which school officials deem appropriate. A
26 complete copy of the policy will be available for review in each school office
27 and the superintendent's office and shall also be available on the District
28 website.

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31 Dated: January 21, 2003
32 Reviewed: June 17, 2008
33 Revised: January 22, 2019
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Adopted: _____

MSBA/MASA Model Policy 502

Orig. 1995

Revised: _____

Rev. 1999

502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.

- B. "Personal possessions" includes, but is not limited to, purses, backpacks, bookbags, packages, and clothing.
- C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, § 10
Minn. Stat. § 121A.72 (School Locker Policy)
New Jersey v. T.L.O., 469 U.S. 325 (1985)
G.C. v. Owensboro Public Schools, 711 F.3d 623 (6th Cir. 2013)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: _____

MSBA/MASA Model Policy 527

Orig. 1998

Revised: _____

Rev. 2022

527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent, or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm, or destruction of evidence), and the age of the student.
- D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus[es] during the school day only if there is an emergency and permission has been granted to the student by (designated school official) to use a motor vehicle. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus[es].

***[Note: This portion of the policy may need to be modified depending upon the designation of the high school campus as open or closed. For example, the school district may choose to adopt language for an open campus in the second sentence such as "Students may use motor vehicles on the high school campus[es] during the school day only during the student's designated lunch period or if there is an emergency and permission has been granted to the student by (designated school official) to use a motor vehicle during the school day."*]**

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in [**other designated areas, e.g., parking lots designated for use only by staff or by the general public**].
- B. When there are unauthorized vehicles parked on school district property, school officials may:
 - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

VI. PATROLS, INSPECTIONS, AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A. Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches, and/or Seizures

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

D. Seizure of Contraband

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

VII. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

[Note: Some school districts may choose to allow students to park their cars in school district locations, such as designated student parking lots, by permit only. Such a permit system can be used to assist in the dissemination and enforcement of the motor vehicle policy. For example, school districts instituting a permit system can advise students who apply for a permit that the motor vehicle policy exists and that their motor vehicles are subject to inspection and search by school officials. An acknowledgment form, such as the sample attached to this policy, can then be utilized to document the notice given and the student's receipt of the policy.]

[Note: If a school district institutes a permit system and intends to charge students a fee for parking permits, the procedures in Minnesota Statutes section 123B.38 must be followed before the fees are implemented.]

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, §10
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School

Districts)
Minn. Stat. § 123B.38 (Hearing)
New Jersey v. T.L.O., 469 U.S. 325 (1985)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 1, 2024

Subject: Renewal of Group Medical and Dental Coverage

(Recommended by the superintendent)

That the board of education approve the recommendation of the District Insurance Advisory Committee to continue a self-funded health insurance plan with HealthPartners as the third party administrator for the program along with Maxor, its current Pharmacy Benefit Manager (PBM). It is also recommended that Delta Dental continue as the third party administrator for the dental plan.

It is further recommended that the monthly rates and deductibles for the plans increase as follows:

<u>Health Plan Rates (monthly)</u>	<u>2023-2024</u>	<u>2024-2025</u>
Plan A		
Single	\$895.00	\$960.00
Family	\$2,180.00	\$2345.00
Plan B		
Single	\$730.00	\$785.00
Family	\$1,780.00	\$1915.00
<u>Health Plan Deductibles</u>	<u>2023-2024</u>	<u>2024-2025</u>
Plan A		
Single	\$2,700.00	\$2,700.00
Family	\$5,400.00	\$5,400.00
Plan B		
Single	\$4,000.00	\$4,000.00
Family	\$8,000.00	\$8,000.00
<u>Dental Plan Rates (monthly)</u>	<u>2023-2024</u>	<u>2024-2025</u>
Single	\$59.00	\$59.00
Family	\$70.66	\$75.00

Background Information

(Prepared by Craig Holje)

The District entered into a two-year contract with HealthPartners, starting July 1, 2023, and ending June 30, 2025, for third-party administrator services as well as specific stop loss insurance for the District's medical benefits plan and continue with Maxor as its Pharmacy Benefit Manger (PBM). This contract was approved by the Board at its March 20, 2023 meeting. The medical insurance funding rates increase slightly less than 18% for the July 2023-June 2024. The District completed a review of projected costs to the district self-funded insurance plans for medical and dental benefits on Wednesday, March 6, 2024. As part of this review the District Insurance Advisory Committee is recommending that the premium rate contribution for the medical and dental plans be established at the rates identified above which represent a 7.65% overall increase.

The self-insurance plan is running well and is meeting the budgeted projections Yet the District has seen an increase in claims per member basis over this time last year. With this increase in claims, however, there is a need to provide additional revenue for the fund or reduce costs.

Current year dental claims are expected to increase slightly and administrative fees will remain at \$5.00 per employee per month with an overall expense of \$19,000 or 3.69% above our current funding levels. The dental plan currently has funding for approximately 3 months of annualized spend. It is anticipated that this reserve will decline in 2024-2025. An increase in rates is necessary to maintain appropriate funding levels. The committee recommended remaining with Delta Dental for administration and an increase to family dental current rates.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 1, 2024

Subject: Master Agreement with Management Team for Years 2023-2025

(Recommended by the superintendent)

It is recommended that the board of education approve the proposed Master Agreement with the Management Team for the years 2023-2025.

Background Information

(Prepared by Steven Unowsky)

It is recommended that the school board approve the agreement.

The essential financial changes to the agreement include the following:

Base Salary and Benefit Summary

Year 1 - July 1, 2023 – June 30, 2024

- 1.) Base salary schedule Increase of 3.5%, additional 1% on top step
- 2.) Health insurance –
 - a. Increase \$20/month (\$1,300/month) for district contribution toward family
 - b. Increase VEBA contribution by \$250 annually for all plans

Year 2 - July 1, 2024 – June 30, 2025

- 1.) Base salary schedule increase of 3%, additional 1% on top step
- 2.) New 10-year Richfield longevity increment of 2% to base pay
- 3.) Health insurance –
 - a. Increase \$100/month (\$1,400/month) for district contribution toward family
 - b. Increase VEBA contribution by \$250 annually for all plans

Language/transition Items:

1. Eliminate leave language that was referencing an obsolete state statute
2. Add Juneteenth as a holiday

RICHFIELD PUBLIC SCHOOLS

MANAGEMENT TEAM

HANDBOOK

20231-20253

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ARTICLE I

PURPOSE

The purpose of this handbook is to provide general, salary, and benefit information for administrators related to Management Team members and their employment.

A. Physical Examinations

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

B. Retirement

In the interest of a uniform policy applicable to all employees of this school district and in conformance with the provisions of the continuing contract law, the retirement age for all members of the staff shall be at the end of the fiscal year in which the member reaches the age of seventy (70) years, except as provided by federal legislation.

ARTICLE II

SALARIES

A. Method of Salary Payment

Members of the Management Team shall be paid twice each month, on the 5th and 20th.

B. Deductions

1. Compulsory Deductions

Federal withholding tax
Minnesota withholding tax
Retirement, social security, and Medicare

2. Voluntary Deductions

Annuities
Savings bonds
Flexible benefit account

C. Incentive Pay

Management Team members will be eligible for performance incentive pay based on the attainment of pre-determined performance objectives and established criteria. The Superintendent of Schools shall, at the Superintendent's sole discretion, be authorized to award an amount of dollars equaling up to 6% -of the employee's base salary on an annual basis.

D. Leap Years

During a calendar year in which there are 366 days (i.e., Leap Year), the employee will be paid for one (1) additional work day at his/her daily rate of pay. The daily rate of pay will be determined by dividing the employee's applicable base salary by 260. This payment will be included in the employee's salary on the payroll following February 29th during the Leap Year.

E. Longevity Increment

Beginning on July 1, 2024, individuals who have been a member of the Management Team for ten (10) or more years will receive an additional 2% increment added to their base salary.

ARTICLE III

BENEFITS

A. Holidays

Management Team members shall be granted ~~twelve~~ thirteen (13) holidays as follows: Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Two Winter Break Holidays, Two New Year's Holidays, Martin Luther King, Jr. Day, President's Day, Spring Holiday, ~~and~~ Memorial Day and Juneteenth.

B. Vacations

1. Unused vacation must be taken within six (6) months after the end of the contract year in which it is earned. Management Team members shall

have five (5) days of unpaid vacation available for use during the contract year. Unpaid vacation is available on the same terms and conditions as paid vacation. Paid vacation time will be used first unless the Management Team member specifically designates the use of unpaid vacation. Unpaid vacation must be taken within the contract year to which it relates. Unpaid vacation does not carry over to subsequent contract years.

2. The smallest unit of vacation that can be taken is one-half day. Normally the number of days taken individually shall not exceed one-fourth of earned vacation days.
3. If annual work calendars, as assigned by the Superintendent, require fewer vacation days, additional days will be paid on a pro rata basis.

C. Tax -Deferred Programs

1. The District will contribute on a matching basis up to 4% of the administrator's salary to all Management Team members in accordance with the benefit program. After the employee has completed ten (10) full years of continuous service for the District, the District will contribute on a matching basis up to 6% of the individual's salary. In no event will the District's matching contribution exceed the amount allowed by Minn. Stat. 356.24 (as amended), or other applicable law.
2. All Management Team members who wish to enroll must complete the District form provided for this. Entry can occur at any time.
3. Forms are not required the following year if no change in deduction is made.
4. Before completing the District form, arrangements must be made with the company of the employee's choice selected from those companies approved by the District.
5. Yearly tax deferred deductions and matching contributions cannot be withdrawn until the end of the fiscal year.

D. Dental -Benefits Program

The District will provide dental benefits for all members of the Management Team and their dependents. The District will pay the total premium cost for the plan, based on a composite rate quotation, for all Management Team members selecting coverage.

A Management Team member who retires will be allowed to continue in the District Dental Benefits program. The premium costs to the employee for this coverage shall be the same as if the individual were still on the staff. This provision shall apply until the individual becomes eligible for Medicare benefits.

E. Medical Benefits Program

1. The District shall provide a medical benefits program that includes single and dependent. The District will select the insurance carrier/plan administrator and policy after considering the recommendations of the Medical and Dental Benefits Committee.

2. Participation in the District -medical benefits program is voluntary on the part of the employee. No additional compensation will be made to those who choose not to accept any or all portions of the program.

3. The District shall offer at least one deductible plan coupled with a VEBA Trust-. Each employee who chooses to enroll in a deductible/VEBA plan shall receive a District contribution to a VEBA account set up for that employee. The following provisions shall apply to the deductible/VEBA plan offered by the District:

a. Single Coverage: The District shall pay the full cost of the single premium or equivalent for the deductible plan. For informational purposes only, this is the plan identified as Plan A during the 2023+2024~~2~~ school year-. The District will make a ~~\$751,000~~ annual contribution in 2023-2024 and a \$1,250 annual contribution in 2024-2025, paid semi-annually in July and January, to the employee's VEBA account.

b. Dependent Coverage: As of July 1, 2023+, the District shall pay \$1,~~283~~00 monthly toward the cost of the dependent premium or equivalent for the deductible plan. As of July 1, 2024, the District will pay \$1,400 monthly toward the cost of the dependent premium or equivalent for the deductible plan. The District will make a \$1,~~002~~50 annual contribution in 2023-2024 and a \$1,500 annual contribution in 2024-2025, paid semi-annually in July and January, to the employee's VEBA account.

In the event two full time employees are covered under one dependent policy, the maximum District premium payment will be the total cost of the dependent premium or equivalent for the high-deductible plan. The District will make a \$1,~~002~~50 annual contribution in 2023-204 and a \$1,500 annual contribution in

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~~2024-2025~~, paid on a semi-annual basis, to each employee's VEBA account who is covered under the same dependent policy.

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- c. The employer will contribute up to \$6.00 per month to the VEBA trust for administrative fees for all individuals employed by the District and covered by this handbook at the time the administrative fee is due. Individuals not employed at the time of the administrative fee charge will have the fee deducted from the VEBA account..
4. Post-~~retirement~~ medical benefit for Management Team members hired prior to January 1, 2011 are as follows:
 - a. Management Team members hired on and after July 1, 2001 must have completed at least 10 years of employment as an administrator in the Richfield Public Schools and attain age 55 to be eligible for post-~~retirement~~ medical benefits.
 - b. A member of the administrative staff who retires early at age fifty-five (55) will be allowed to continue in the District Medical Benefits program. The District will pay toward the premium cost for this coverage, the same as if the individual were still on the staff. This provision shall apply until the individual reaches Medicare eligibility. The District will cover the cost of dependent coverage until the spouse reaches Medicare eligibility.
 - c. Management Team members are eligible to receive the Medicare Supplement herein provided, the cost to be borne by the District if you continue the above program until you reach Medicare eligibility. The employee's spouse also will be eligible to be included in the Medicare Supplement program at the time of Medicare eligibility if he/she is covered by this group plan until they reach Medicare eligibility or if the spouse maintained continuous coverage with another employer or plan prior to age 65 and coverage under the Richfield plan would constitute redundant coverage. The cost of the Medicare Supplement, for the employee's spouse, will be borne by the District.
 - d. In the event of the employee's death while insured, the dependent coverage will continue while the current policy is in effect, until the end of three years after the employee's death, or earlier if that person marries or otherwise ceases to be an eligible dependent, or becomes insured under another plan of group insurance. At the

end of the three-year period no further coverage will be available, except as is otherwise provided by state/federal law.

In the event of the employee's death while covered under the dental program, the dependent will be covered for a period of one year after the employee's death. After this period no further coverage will be available at District expense.

5. For Management Team members employed after December 31, 2010, the District shall make an initial contribution of \$5,000 for the employee to a post-employment premium health reimbursement arrangement ("HRA") sponsored by the District following completion of five consecutive years of service with the District beginning with the July 1, 2012 plan year.

At the time of the initial \$5,000 contribution, the employee shall be 100% vested in the HRA account balance. The account balance shall be maintained in a trust established by the District for purposes including funding District HRA obligations. Thereafter, a \$1,000 annual contribution shall be made for each complete year of service with the District; provided, however, that the District's contribution upon the completion of each five years of service interval will be \$5,000, rather than \$1,000. For example, the District's contributions will be as follows:

Consecutive Years Completed	HRA Contribution
5	\$5,000
6	\$1,000
7	\$1,000
8	\$1,000
9	\$1,000
10	\$5,000
11	\$1,000
Etc.	

The District's HRA payments were changed for the 2019-20 school year. These changes will not be retroactive to previous years.

Contributions shall be made to the trust at the conclusion of the service year. Contributions shall only be made for complete years of service with the District except for the year in which the employee retires. For the year in which the employee retires, the contribution will be made on or before the date of retirement and shall be \$1,000 pro-rated for whole calendar months of service.

F. Term Life Insurance

1. Term Life insurance will be supplied by the District, at no cost to the Management Team member in an amount equal to three times the individual's basic annual salary on the date the insurance becomes effective, taken to the nearest multiple of \$500 to a maximum of \$300,000. A member of the Management Team who retires early will be allowed to continue in the life insurance program with full coverage until age 65. Sixty-five percent of the life insurance program will be continued until age 70. The premium costs to the administrator for this coverage shall be the same as if the individual were still on the staff.
2. If the employee's salary changes, the amount of the insurance shall be redetermined as of the date such change is made.
3. No increase in amount of insurance shall become effective if an employee is away from work due to disability.
4. There shall be no decrease in amount of insurance due to decrease in salary.
5. The Human Resources Department will provide proper forms on request of a spouse in the event of death while still employed.
6. The following supplemental life insurance is made available to the Management Team member in addition to the insurance above. Full cost for supplemental life insurance shall be paid by the Management Team member at the current coverage rates.
 - a. Supplemental Life
Coverage Amount
\$ 25,000
\$ 50,000
\$ 75,000
 - b. Dependent Life Insurance

Wife or husband	\$ 5,000
Child - 14 days but less than 6 months	\$ 200
6 months but less than 21 years (to 25 if full time student)	\$ 2,000

G. Income Protection Plan

1. The District shall make available to all Management Team members a Long-Term Disability (LTD) insurance program. Benefits shall begin after the seventy-eighth (78) calendar day of total disability.
2. The amount of the monthly income benefit shall be at a minimum seventy percent (70%) of the scheduled salary, less any amounts collectible under Worker's Compensation, the Teacher's Retirement Association Plan, and State Disability benefits law and the full disability benefit of Social Security.
3. The District will pay the cost of the Long-Term Disability Insurance for each participant.
4. For illness or accidents where absences are expected to continue for more than 78 calendar days, please contact the Human Resources Office within 30 days. A claim form will be initiated, a portion to be completed by the employee and a portion to be completed by the employee's medical provider. The medical provider will mail the completed form directly to the insurance carrier.
5. Income protection insurance will be canceled upon termination of employment or on reaching the age of 70.
6. For Management Team members on Long Term Disability on the date of ratification of the Management Team handbook, the District will pay the total premium amounts for medical and dental benefits coverage in place at the time of disability, for those individuals on long term disability, until the individual becomes eligible for Medicare coverage.

For Management Team members who go on Long-Term Disability after July 1, 2005, the District will pay the same insurance benefit contribution toward the premium amounts of medical and dental -benefits coverage as if the individual were actively employed, for a period of 24 months. After the 24th month on long-term disability, the district contribution toward the health -benefit premium shall equal the cost of the single premium for the high-deductible medical benefit plan and premium for the dental -benefit plan until the individual becomes eligible for Medicare or Medicaid benefits.

H. Worker's Compensation

1. All employees are covered by Worker's Compensation according to the law of the State for injuries sustained in the course of employment, if injuries require the care of a medical provider.

2. All injuries should be reported immediately on the proper forms available in the District Office.
 3. On approved claims, all medical providers and hospital expenses will be paid. In addition, compensation for loss of time will be paid at the rate established by the State after a three-day waiting period. Full salary will be paid, if sufficient sick leave has accumulated. Deduction, for the amount paid by the insurance company, will be made from your salary and a deduction from accumulated sick leave will be made on a prorated basis.
- I. Health and Accident Insurance for Retired Employees After Becoming Eligible for Medicare Eligibility
1. In accordance with the provisions of Article III, Section E.4, a supplement to Medicare will be supplied to Management Team members hired prior to January 1, 2011 at Medicare eligibility with the cost to be borne by the District, if your present coverage is in effect until that time. On retirement at the time of Medicare eligibility, your regular group health and accident coverage will be changed to Medicare supplement coverage.
 2. Management Team members hired prior to January 1, 2011 who are eligible for Medicare may continue the health and accident coverage for their spouse until Medicare eligibility, providing the spouse has already reached the age of 55 and providing he/she is at that time covered under the group policy. This cost will be borne by the District. A Medicare supplement is available to the spouse after he/she reaches Medicare eligibility. If this coverage is selected the district will pay the full cost of the spouse's Medicare supplement.
- J. Leaves
1. Sick Leave
 - a. Sick leave allowance of thirteen (13) days per year, accumulative shall be allowed for full time members of the Management Team.
 - b. In cases of extended illness the fitness of the employee for the performance of duties shall be determined by a competent medical provider.
 - c. Days of sick leave shall be credited in July when the fiscal year starts.
 - d. Employees will have access to an electronic record of his/her accumulated balance of sick leave.

- e. ~~A Management Team member who has been employed by the district for the most recent 12 month period and holds a .5 FTE or greater position may use up to twenty (20) days of accumulated sick leave during the school year, as is medically necessary, for the illness or injury of a spouse, parent, step parent, parent in law, adult child, sibling, grandchild, or grandparent.~~

2. Disaster Leave

Additional sick leave benefits shall be granted to any Management Team member who has exhausted accumulated sick leave benefits, if such Management Team member has been continuously disabled and unable to work for a period of 30 or more consecutive duty days, as certified by a medical provider. Disaster leave benefits shall commence as of the duty day immediately following the last day of regular sick leave payment. Disaster leave benefits shall continue only for the period during which the Management Team member remains continuously disabled and unable to work and shall cease on the 78th calendar day of total disability.

3. Personal Leave

Up to six (6) days of earned sick leave per year may be used for:

- a. Death of a relative or friend. If needed for these purposes, the District may grant up to six (6) additional days of personal leave not used in the previous two (2) years with deduction from accumulated sick leave. Such additional leave must be requested in writing and must receive written approval in advance from the Human Resources Office.

- b. One day of earned sick leave may be used for a personal emergency or calamity. Upon returning to work, notification in writing shall be given to the appropriate person describing the nature of the emergency or calamity which transpired.

Weather conditions may constitute a legitimate calamity day providing that every reasonable effort has been made by the Management Team member to get to work.

- c. Absence with pay may be allowed for a required appearance in court, tax audit, adoption, college or a university examination or graduation. Absence with pay may also be allowed for marriages or graduations in the immediate family (including nieces and nephews) that require travel or must be attended during the school

day. A request for leave in this Division must be submitted to the Human Resources Office in advance.

- d. Yom Kippur, Rosh Hashanah, Christmas and Good Friday, when they fall on a regularly scheduled work day, will each be considered a day deductible from personal leave for Management Team members who desire to observe said days. A request for leave in this Division must be submitted to the Human Resources Office in advance.
- e. Each regularly employed Management Team member may be granted two (2) days of their personal leave per year to handle important personal matters at the Management Team members' own discretion. Requests for such leave must be made to the Human Resources Office at least two (2) days in advance. Priority will be given to individuals who have not used this provision in the past, providing the request is made at least 4 weeks in advance. Only one day per year may be used to extend a break in the school calendar.

K. Automobile Mileage

The District shall reimburse Management Team members for job-related use of the employee's personal vehicle at the Internal Revenue Service mileage rate.

L. Communications

For Management Team members who are required by the district to carry a cell phone, the District, at its discretion will either provide a cell phone to be used exclusively for work related purposes or a stipend as follows:

- Voice only access - \$35 per month
- Voice and data access - \$70 per month

M. Professional Dues

The District will provide Management Team members with up to \$3,000 annually for professional organization membership fees, conferences and workshop registration and travel, or college tuition. Such expenses must receive pre-approval and include satisfactory completion of any coursework. Management Team members may accumulate up to \$9,000 to be used for these professional development activities.

N. Retirement Incentive

- 1. a. Members of the Management Team who have completed at least fifteen (15) years of employment as an administrator with the Richfield Public

Schools or 20 years as an employee of the Richfield Public Schools of which 10 years is as an administrator and who are at least age 55 shall be eligible for severance pay according to the following provision.

15 or more years in Richfield 50% of annual salary

b. Members of the Management Team who are not eligible for 1.a of this section but are at least age 62 and have completed at least twelve (12) years of employment as an administrator with the Richfield Public Schools shall be eligible for severance pay according to the following provision.

13 or more years in Richfield 40% of annual salary

2. Members of the Management Team shall be eligible for additional severance pay equal to six (6) days of accumulated sick leave for each year of service as an employee in the Richfield Public Schools.

Commencing at the conclusion of school year 2001-02, members of the Management Team who are at least age 55 and with at least one year as an administrator in the Richfield Public Schools shall be eligible for severance pay equal to six (6) days of accumulated sick leave for each year of service as an employee in the Richfield Public Schools.

3. The payment will be the sum of the applicable amounts determined by the provisions of both 1. and 2. above, with the total amount not to exceed the annual salary.
4. The annual salary shall be based on the last contract between the employee and the Richfield Public Schools for a fiscal year in which salary is paid. The daily rate of pay shall be computed by dividing the annual salary by 260 days.
5. The notice of retirement must be given in writing to the Board of Education no later than 90 calendar days prior to the date the retirement is to be effective.
6. To the fullest extent permissible under applicable law, severance pay shall be made in a single payment.

The full amount of severance pay a retiring employee is eligible to receive herein shall be contributed into a 403b supplemental retirement account established by the employee, exclusively for the purpose of receiving such payment (the "Severance 403b"). Such a contribution shall be consistent with the applicable IRS rules on annual additions to tax-deferred accounts. The employee will not receive any direct payment from the school district for severance pay.

In the event the severance pay calculated above exceeds the maximum annual contributions permitted under the applicable IRS rules, the excess severance pay shall be contributed to the Severance 403b after January 1st of the year following the year of retirement, and for up to four calendar years thereafter, if necessary.

Each year, prior to any contribution, the employee shall provide verification of the amount that may be contributed to the Severance 403(b) without exceeding the applicable IRS limits on annual additions to tax-deferred accounts. Upon request by the employee, the school district shall provide a summary of the employee's salary reduction and the school district's matching contributions for the year of proposed retirement (i.e., the year of the proposed severance contribution).

7. If the retiree dies before all or a portion of the severance pay has been disbursed the unpaid balance shall be paid to a named beneficiary, or in the event no beneficiary has been named, to the estate of the deceased. Severance pay is considered earned only after the employee completes active employment through the Board approved retirement date.
8. A Management Team member who was hired on or before June 30, 2001, and has completed (1) at least 15 years as an administrator with Richfield Public Schools or (2) at least 20 years with Richfield Public Schools and at least 10 years as an administrator, making him/her eligible for both the severance and retirement benefits contained in Article III.E.4 and Article III.N based on years of service in the District but is laid off or terminated for reasons other than those articulated in MS 122A.40, Sub 13 will be eligible for the retirement and severance benefits specified in Article III.D, Article III.E.4, Article III.F, Article III.I, and Article III.N of this handbook.

RICHFIELD PUBLIC SCHOOLS
MANAGEMENT TEAM SALARIES 2023~~1~~-2024~~2~~

Position	Salary		Vacation Days
Assistant Superintendent	\$168,617	- \$187,352	25
Chief Human Resources and Admin. Officer	\$177,198	- \$196,886	25
Executive Director of Special Programs	\$168,617	- \$187,352	25
Senior High Principal	\$156,089	- \$173,432	25
Senior High Assistant Principal	\$136,632	- \$151,813	25
Athletic Director	\$115,571	- \$128,412	25
Middle School Principal	\$150,270	- \$166,967	25
Middle School Assistant Principal	\$131,445	- \$146,050	25
Elementary School Principal	\$145,289	- \$161,433	25
Elementary School Assistant Principal	\$124,974	- \$138,860	25
Directors of Curricular Learning	\$124,974	- \$138,860	25
Director of Community Education	\$124,974	- \$138,860	25
Director of Finance	\$124,974	- \$138,860	25
Director of Human Resources	\$124,974	- \$138,860	25
Director of MLL and RCEP	\$124,974	- \$138,860	25
Director of Special Education	\$124,974	- \$138,860	25
Director of Student Services	\$124,974	- \$138,860	25
Director of Technology	\$124,974	- \$138,860	25
Director of Extended Learning	\$124,974	- \$138,860	25
Director of Facilities and Transportation	\$115,571	- \$128,412	25
Director of Food and Nutrition	\$115,571	- \$128,412	25
Director of Marketing and Communications	\$115,571	- \$128,412	25
Special Education Supervisor	\$115,571	- \$128,412	25

Note: Minimum to maximum salary range consists of five (5) steps at 90%; 92%; 94%; 97%; and 100%

RICHFIELD PUBLIC SCHOOLS
MANAGEMENT TEAM SALARIES 2024-2025

Position	Salary		Vacation Days
Assistant Superintendent	\$175,361	- \$194,846	25
Chief Human Resources and Admin. Officer	\$184,286	- \$204,762	25
Executive Director of Special Programs	\$175,361	- \$194,846	25
Senior High Principal	\$162,333	- \$180,370	25
Senior High Assistant Principal	\$142,097	- \$157,886	25
Athletic Director	\$120,193	- \$133,548	25
Middle School Principal	\$156,281	- \$173,646	25
Middle School Assistant Principal	\$136,703	- \$151,892	25
Elementary School Principal	\$151,101	- \$167,890	25
Elementary School Assistant Principal	\$129,973	- \$144,414	25
Directors of Curricular Learning	\$129,973	- \$144,414	25
Director of Community Education	\$129,973	- \$144,414	25
Director of Finance	\$129,973	- \$144,414	25
Director of Human Resources	\$129,973	- \$144,414	25
Director of MLL and RCEP	\$129,973	- \$144,414	25
Director of Special Education	\$129,973	- \$144,414	25
Director of Student Services	\$129,973	- \$144,414	25
Director of Technology	\$129,973	- \$144,414	25
Director of Extended Learning	\$129,973	- \$144,414	25
Director of Facilities and Transportation	\$120,193	- \$133,548	25
Director of Food and Nutrition	\$120,193	- \$133,548	25
Director of Marketing and Communications	\$120,193	- \$133,548	25
Special Education Supervisor	\$120,193	- \$133,548	25

Note: Minimum to maximum salary range consists of five (5) steps at 90%; 92%; 94%; 97%; and 100%

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 1, 2024

Subject: Master Agreement with Classified Management Team for Years 2023-2025

(Recommended by the superintendent)

That the board of education approve the proposed Master Agreement with the Classified Management Team for the years 2023-2025.

Background Information

(Prepared by Steven Unowsky)

It is recommended that the school board approve the agreement.

The essential financial changes to the agreement include the following:

Base Salary and Benefit Summary

Year 1 - July 1, 2023 – June 30, 2024

- 1.) Base salary schedule increase of 3.5%, additional 1% on top step
- 2.) Health insurance –
 - a. Increase \$20/month (\$1,300/month) for district contribution toward family
 - b. Increase VEBA contribution by \$250 annually for all plans

Year 2 - July 1, 2024 – June 30, 2025

- 1.) Base salary schedule increase of 3%, additional 1% on top step
- 2.) New 10-year Richfield longevity increment of 2% to base pay
- 3.) Health insurance –
 - a. Increase \$100/month (\$1,400/month) for district contribution toward family
 - b. Increase VEBA contribution by \$250 annually for all plans

Language/transition Items:

1. Eliminate leave language that was referencing an obsolete state statute
2. Add Juneteenth as a holiday

RICHFIELD PUBLIC SCHOOLS

CLASSIFIED MANAGEMENT TEAM HANDBOOK

20231-20253

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ARTICLE I

PURPOSE

The purpose of this handbook is to provide information related to the Classified Management Team.

A. Physical Examinations

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

B. Retirement

In the interest of a uniform policy applicable to all employees of this school district and in conformance with the provisions of the continuing contract law, the retirement age for all members of the staff shall be at the end of the fiscal year in which the member reaches the age of seventy (70) years, except as provided by federal legislation.

ARTICLE II

SALARIES

A. Method of Salary Payment

Members of the Classified Management Team shall be paid twice each month, on the 5th and 20th.

B. Deductions

1. Compulsory Deductions

- a. Federal withholding tax
- b. Minnesota withholding tax
- c. Retirement, social security, and Medicare

- 2. Voluntary Deductions
 - a. Annuities
 - b. Savings bonds
 - c. Flexible benefit account

C. Incentive Pay

Classified Management Team members will be eligible for performance incentive pay based on the attainment of pre-determined district goals and individual performance objectives. The Superintendent of Schools shall, at the Superintendent's sole discretion, be authorized to award an amount of dollars equaling up to 4% of the employee's base salary on an annual basis.

D. Leap Years

During a calendar year in which there are 366 days (i.e., Leap Year), the employee will be paid for one (1) additional work day at his/her daily rate of pay. The daily rate of pay will be determined by dividing the employee's applicable base salary by 260. This payment will be included in the employee's salary on the payroll following February 29th during the Leap Year.

E. Longevity Increment

Beginning on July 1, 2024, individuals who have been a member of the Classified Management Team for ten (10) or more years will receive an additional 2% increment added to their base salary.

ARTICLE III

BENEFITS

A. Holidays

Classified Management Team members shall be granted ~~twelve~~ thirteen (13) holidays as follows: Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Two Winter Break Holidays, Two New Year's Holidays, Martin Luther King, Jr. Day, President's Day, Spring Holiday, ~~and~~ Memorial Day and Juneteenth.

B. Vacations

- 1. Unused vacation must be taken within six (6) months after the end of the contract year in which it is earned. Classified Management Team members shall have five (5) days of unpaid vacation available for use

during the contract year. Unpaid vacation is available on the same terms and conditions as paid vacation. Paid vacation time will be used first unless the Classified Management Team member specifically designates the use of unpaid vacation. Unpaid vacation must be taken within the contract year to which it relates. Unpaid vacation does not carryover to subsequent contract years.

2. The smallest unit of vacation that can be taken is one-half day. Normally the number of days taken individually shall not exceed one-fourth of earned vacation days.
3. If annual work calendars, as assigned by the Superintendent, require fewer vacation days, additional days will be paid on a pro rata basis.

C. Tax Deferred Programs

1. The District will contribute on a matching basis up to 4% of the individual's salary to all Classified Management Team members in accordance with the tax deferred program. After the employee has completed ten (10) full years of continuous service for the District, the District will contribute on a matching basis up to 6% of the individual's salary. In no event will the District's matching contribution exceed the amount allowed by Minn. Stat. 356.24 (as amended), or other applicable law.
2. All individuals who wish to enroll must complete the District form provided for this purpose.
3. Forms are not required the following year if no change in deduction is made. Entry can occur at any time.
4. Before completing the District form, arrangements must be made with the company of the employee's choice selected from those companies approved by the District.
5. Yearly ~~annuity tax deferred~~ deductions and matching contributions cannot be withdrawn until the end of the fiscal year.

D. Dental Benefits Program

1. The District will provide a dental benefits program for all Classified Management Team members and their dependents. The District will pay the total premium cost for the plan based on a composite rate quotation, for all Classified Management Team members selecting coverage.

2. A Classified Management Team member who retires early will be allowed to continue in the District Dental Benefits program. The premium costs to the employee for this coverage shall be the same as if the individual were still on the staff. This provision shall apply until the individual becomes eligible for Medicare benefits or reaches age sixty-five (65).

E. Medical Benefits Program

1. The District shall provide a medical benefits program that includes single and dependent coverage. The District will select the insurance carrier/plan administrator and policy after considering the recommendations of the Medical and Dental Benefits Committee.
2. Participation in the District medical benefits program is voluntary on the part of the employee. No additional compensation will be made to those who choose not to accept any or all portions of the program.
3. The District shall offer at least one deductible medical benefit plan coupled with a VEBA Trust. Each employee who chooses to enroll in a deductible/VEBA plan shall receive a District contribution to a VEBA account set up for that employee. The following provisions shall apply to the deductible/VEBA plan offered by the District:
 - a. Single Coverage: The District shall pay the full cost of the single premium or equivalent for the deductible plan. For informational purposes only, this is the plan identified as Plan A during the ~~20231-20242~~ school year. The District will make a ~~\$751,000~~ annual contribution in 2023-2024 and a \$1,250 annual contribution in 2024-2025, paid semi-annually in July and January, to the employee's VEBA account.
 - b. Dependent Coverage: As of July 1, ~~20231~~, the District shall pay \$1,~~28300~~ monthly toward the cost of the dependent premium or equivalent for the deductible plan. As of July 1, 2024, the District will pay \$1,400 monthly toward the cost of the dependent premium or equivalent for the deductible plan. The District will make a \$1,~~00250~~ annual contribution in 2023-2024 and a \$1,500 annual contribution in 2024-2025, paid semi-annually in July and January, to the employee's VEBA account.

In the event two full time employees are covered under one dependent policy, the maximum District premium payment will be the total cost of the dependent premium or equivalent for the high-deductible plan. The District will make a \$1,~~00250~~ annual contribution in 2023-2024 and a \$1,500 annual contribution in

2024-2025, paid on a semi-annual basis, to each employee's VEBA account who is covered under the same dependent policy.

- c. The employer will contribute up to \$6.00 per month to the VEBA trust for administrative fees for all individuals employed by the District and covered by this handbook at the time the administrative fee is due. Individuals not employed at the time of the administrative fee charge will have the fee deducted from the VEBA account.

4. Post-retirement medical benefit for Classified Management Team members hired before January 1, 2011 are as follows:

- a. Classified Management Team members hired on and after July 1, 2001 must have completed at least 10 years of employment as a Classified Management Team member in the Richfield Public Schools and attain age 55 to be eligible for post-retirement medical benefits.
- b. A member of the Classified Management Team who retires early at age fifty-five (55) will be allowed to continue in the District Medical Benefits program. The District will pay toward the premium cost for this coverage, the same as if the individual were still on the staff. This provision shall apply until the individual reaches Medicare eligibility. The District will cover the cost of dependent coverage until the spouse reaches Medicare eligibility.
- c. Classified Management Team members are eligible to receive the Medicare Supplement herein provided, the cost to be borne by the District if the Classified Management Team member continues the above program until Medicare eligibility. The employee's spouse will also be eligible to be included in the Medicare Supplement program upon attainment of Medicare eligibility if he/she is covered by this group plan until reaching Medicare eligibility or if the spouse maintained continuous coverage with another employer or plan prior to age 65 and coverage under the Richfield plan would constitute redundant coverage. The cost of the Medicare Supplement, for the employee's spouse, will be borne by the District.
- d. In the event of the employee's death while insured, dependent coverage will continue while the current policy is in effect, until the end of three years after the employee's death, or earlier if that person marries or otherwise ceases to be an eligible dependent, or becomes insured under another plan of group insurance. At the end of the three year period no further coverage will be available.

In the event of the employee's death while covered under the dental program, the dependent will be covered for a period of one year after the employee's death. After this period no further coverage will be available.

5. For Classified Management Team members employed after December 31, 2010, the District shall make an initial contribution of \$5,000 for the employee to a post-employment premium health reimbursement arrangement -("HRA") sponsored by the District following completion of five consecutive years of service with the District beginning with the July 1, 2012 plan year.

At the time of the initial \$5,000 contribution, the employee shall be 100% vested in the HRA account balance. The account balance shall be maintained in a trust established by the District for purposes including funding District HRA obligations. Thereafter, a \$1,000 annual contribution shall be made for each complete year of service with the District; provided, however, that the District's contribution upon the completion of each five years of service interval will be \$5,000, rather than \$1,000. For example, the District's contributions will be as follows:

Consecutive Years Completed	HRA Contribution
5	\$5,000
6	\$1,000
7	\$1,000
8	\$1,000
9	\$1,000
10	\$5,000
11	\$1,000
Etc.	

The District's HRA payments were changed for the 2019-20 school year. These changes will not be retroactive to previous years.

Contributions shall be made to the trust at the conclusion of the service year. Contributions shall only be made for complete years of service with the District except for the year in which the employee retires. For the year in which the employee retires, the contribution will be made on or before the date of retirement and shall be \$1,000 pro-rated for whole calendar months of service.

F. Term Life Insurance

1. Term Life insurance will be supplied by the District, at no cost to the Classified Management Team member in an amount equal to twice the individual's basic annual salary on the date the insurance becomes effective, taken to the nearest multiple of \$500 to a maximum of \$300,000. A member of the Classified Management Team who retires early will be allowed to continue in the life insurance program with full coverage until age 65. Sixty-five percent of the life insurance program will be continued until age 70. The premium costs to the Classified Management Team member for this coverage shall be the same as if the individual were still on the staff. Any member who retires after January 1, 1981 will be covered under this program.
2. If the employee's salary shall change, the amount of the insurance shall be redetermined as of the date such change is made.
3. No increase in amount of insurance shall become effective if an employee is away from work due to disability.
4. There shall be no decrease in amount of insurance due to decrease in salary.
5. The Human Resources Department will provide proper forms on request of a spouse in the event of death while still employed.
6. The following supplemental life insurance is made available to the Classified Management Team members in addition to the insurance above. Full cost for supplemental life insurance shall be paid by the Classified Management Team member at the current coverage rates.

a. Supplemental Life

Coverage Amount

\$ 25,000

\$ 50,000

\$ 75,000

b. Dependent Life Insurance

Wife or husband \$ 5,000

Child - 14 days but less than 6 months \$ 200

6 months but less than 21 years \$ 2,000

(to 25 if full time student)

G. Income Protection Plan

1. The District shall make available to all Classified Management Team members a Long-Term Disability (LTD) insurance program. Benefits shall begin after the seventy-eighth (78) calendar day of total disability.
2. The amount of the monthly income benefit shall be at a minimum seventy percent (70%) of the scheduled salary, less any amounts collectible under Worker's Compensation, the Public Employees Retirement Association Plan, and State Disability benefits law and the full disability benefit of Social Security.
3. The District will pay the cost of the Long-Term Disability Insurance for each participant.
4. For illness or accidents where absences are expected to continue for more than 78 calendar days, please contact the Human Resources Office within 30 days. A claim form will be initiated, a portion to be completed by the employee and a portion to be completed by the employee's medical provider. The medical provider will mail the completed form directly to the insurance carrier.
5. Income protection insurance will be cancelled upon termination of employment or on reaching the age of 70.
6. For Classified Management Team members on Long-Term Disability on the date of ratification of the Classified Management Handbook, the District will pay the total premium amounts for medical and dental benefits coverage in place at the time of disability, for those individuals on long term disability, until the individual becomes eligible for Medicare coverage.

For Classified Management Team members who go on Long-Term Disability after July 1, 2005, the individual will pay the same insurance benefit contribution toward the premium amounts of medical and dental benefits coverage as if the individual were actively employed for a period of 24 months.

After the 24th month on long-term disability, the District contribution toward the health benefit premium shall equal the cost of the single premium for the high-deductible medical benefit plan and premium for the dental benefit plan until the individual becomes eligible for Medicare or Medicaid benefits.

H. Worker's Compensation

1. All employees are covered by Worker's Compensation according to the law of the State for injuries sustained in the course of employment, if injuries require the care of a medical provider.
2. All injuries should be reported immediately on the proper forms available in the District Office.
3. On approved claims, all medical provider and hospital expenses will be paid. In addition, compensation for loss of time will be paid at the rate established by the State after a three-day waiting period. Full salary will be paid, if sufficient sick leave has accumulated. Deduction, for the amount paid by the insurance company, will be made from your salary and a deduction from accumulated sick leave will be made on a prorated basis.

I. Health and Accident Insurance for Retired Employees After Becoming Eligible for Medicare Coverage

1. In accordance with the provisions of Article III, Section E.4, a supplement to Medicare will be supplied to Classified Management Team members hired prior to January 1, 2011 upon attainment of Medicare eligibility with the cost to be borne by the District, if the employee's present coverage is in effect until that time. On retirement at the time of Medicare eligibility, the employee's regular group health and accident coverage will be changed to Medicare supplement coverage.
2. Classified Management Team members hired prior to January 1, 2011 who are eligible for Medicare may continue the health and accident coverage for their spouse until Medicare eligibility, providing the spouse has already reached age 55 and providing he/she is at that time covered under this group policy. This cost will be borne by the District. A Medicare supplement is available to their spouse after he/she reaches Medicare eligibility. If this coverage is selected the district will pay the full cost of the spouse's Medicare supplement.

J. Leaves

1. Sick Leave

- a. Sick leave allowance of thirteen (13) days per year, accumulative shall be allowed for full time members of the Classified Management Team.
- b. In cases of extended illness the fitness of the employee for the performance of duties shall be determined by a competent medical provider.
- c. Days of sick leave shall be credited in July when the fiscal year starts.
- d. Employees will have access to an electronic record of his/her accumulated balance of sick leave.
- e. ~~A Classified Management Team member who has been employed by the district for the most recent 12 month period and holds a .5 FTE or greater position may use up to twenty (20) days of accumulated sick leave during the school year as is medically necessary to care for a critically ill spouse, parent, step parent, parent in law, adult child, sibling, grandchild, or grandparent.~~

2. Disaster Leave

Additional sick leave benefits shall be granted to any Classified Management Team member who has exhausted accumulated sick leave benefits, if such employee has been continuously disabled and unable to work for a period of 30 or more consecutive duty days, as certified by a medical provider. Disaster leave benefits shall commence as of the duty day immediately following the last day of regular sick leave payment. Disaster leave benefits shall continue only for the period during which the employee remains continuously disabled and unable to work and shall cease on the 78th calendar day of total disability.

3. Personal Leave

Up to six (6) days of earned sick leave per year may be used for:

- a. Illness or death of a relative or friend. If needed for these purposes, the District may grant up to six (6) additional days of personal leave not used in the previous two (2) years with deduction from accumulated sick leave. Such additional leave must be requested in writing and must receive written approval in advance from the Human Resources Office.

- b. One day of earned sick leave may be used for a personal emergency or calamity. Upon returning to work, notification in writing shall be given to the appropriate person describing the nature of the emergency or calamity which transpired.

Weather conditions may constitute a legitimate calamity day providing that every reasonable effort has been made by the Classified Management Team member to get to work.

- c. Absence with pay may be allowed for a required appearance in court, tax audit, adoption, college or a university examination or graduation. Absence with pay may also be allowed for marriages or graduations in the immediate family (including nieces and nephews) that require travel or must be attended during the school day. A request for leave in this Division must be submitted to the Human Resources Office in advance.
- d. Yom Kippur, Rosh Hashanah, Christmas and Good Friday, when they fall on a regularly scheduled work day, will each be considered a day deductible from personal leave for Classified Management Team members who desire to observe said days. A request for leave in this Division must be submitted to the Human Resources Office in advance.
- e. Each regularly employed Classified Management Team member may be granted two (2) days of personal leave per year to handle important personal matters at the Classified Management Team members' own discretion. Requests for such leave must be made to the Human Resources Office at least two (2) days in advance. The Human Resources Office will give priority to individuals who have not used this provision in the past, providing the request is made at least 4 weeks in advance. Only one day per year may be used to extend a break in the school calendar.

K. Communications

For Classified Management Team members who are required by the district to carry a cell phone, the District, at its discretion will either provide a cell phone to be used exclusively for work related purposes or a stipend as follows:

Voice only access - \$35 per month

Voice and data access - \$70 per month

L. Staff Development

The District will provide Classified Management Team members with up to \$2,000 annually for professional organization membership fees, conferences and

workshop registration and travel, and/or college tuition. Such expenses must receive pre-approval and include satisfactory completion of any coursework. Classified Management Team members may accumulate up to \$6,000 to be used for these professional development activities.

M. Retirement Incentives

1. A Classified Management Team member who has at least fifteen (15) years of employment in the Richfield Public Schools and also is at least age fifty-five (55) shall receive severance pay upon resignation. Accrued sick leave shall mean the number of days the employee has accumulated at the effective date of retirement.

The Classified Management Team members severance pay shall be the sum of the applicable amounts determined by the provisions of both Divisions 2 and 3 below.

2. The Classified Management Team member shall multiply accumulated sick leave by the appropriate percentage from the chart below. The product of this multiplication shall then be multiplied by two hundred dollars (\$200) to determine the severance pay for this Division. In no case, however, shall the benefit from this Division exceed twenty thousand dollars (\$20,000).

15 or more years in Richfield	100% of accumulated sick leave
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3. A Classified Management Team member who has at least fifteen (15) years of credited experience or more in the Richfield School District shall be paid the following amount:

15 or more years in Richfield	\$10,000
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4. To the fullest extent permissible under applicable law, severance pay shall be made in a single payment.

The full amount of severance pay a retiring employee is eligible to receive herein shall be contributed into a 403b supplemental retirement account established by the employee, exclusively for the purpose of receiving such payment (the "Severance 403b"). Such a contribution shall be consistent with the applicable IRS rules on annual additions to tax-deferred accounts. The employee will not receive any direct payment from the school district for severance pay.

In the event the severance pay calculated above exceeds the maximum annual contributions permitted under the applicable IRS rules, the excess severance pay shall be contributed to the Severance 403b after January 1st

of the year following the year of retirement, and for up to four calendar years thereafter, if necessary.

Each year, prior to any contribution, the employee shall provide verification of the amount that may be contributed to the Severance 403(b) without exceeding the applicable IRS limits on annual additions to tax-deferred accounts. Upon request by the employee, the school district shall provide a summary of the employee's salary reduction and the school district's matching contributions for the year of proposed retirement (i.e., the year of the proposed severance contribution).

5. If the retiree dies before all or a portion of the severance pay has been disbursed the unpaid balance shall be paid to a named beneficiary, or in the event no beneficiary has been named, to the estate of the deceased. Severance pay is considered earned only after the employee completes active employment through the Board approved retirement date.

RICHFIELD PUBLIC SCHOOLS
SALARIES FOR CLASSIFIED MANAGEMENT
20231-20242

Position	Salary		Vacation Days
Assistant to the Superintendent	\$76,559	- \$85,065	25
Community Education Program Coordinator	\$66,492	- \$73,880	25
Human Resources Manager	\$83,172	- \$92,414	25
Supervisor of Student Information Systems	\$72,087	- \$80,097	25
Supervisor of Special Programs Accounting	\$72,087	- \$80,097	25
Technology Systems Administrator	\$86,976	- \$96,641	25
Payroll Accountant	\$71,509	- \$79,454	25
Human Resources Coordinator	\$68,086	- \$75,651	25
Technology Systems-Support Specialists	\$62,701	- \$69,668	25
District Data and Testing Coordinator Executive Assistant to Teaching & Learning	\$72,087	- \$80,097	25
Digital Communications Specialist	\$53,817	- \$59,797	25
Health Supervisor	\$88,065	- \$97,850	25
Finance Manager	\$100,024	- \$111,138	25

Note: Minimum to maximum salary range consists of five (5) steps at 90%; 92%; 94%; 97%; and 100%

RICHFIELD PUBLIC SCHOOLS
SALARIES FOR CLASSIFIED MANAGEMENT
20242-20253

Position	Salary		Vacation Days
Assistant to the Superintendent	\$79,621	- \$88,468	25
Community Education Program Coordinator	\$69,152	- \$76,836	25
Human Resources Manager	\$86,499	- \$96,110	25
Supervisor of Student Information Systems	\$74,971	- \$83,301	25
Supervisor of Special Programs Accounting	\$74,971	- \$83,301	25
Technology Systems Administrator	\$90,456	- \$100,506	25
Payroll Accountant	\$74,369	- \$82,633	25
Human Resources Coordinator	\$70,809	- \$78,677	25
Technology Systems-Support Specialists	\$65,209	- \$72,455	25
District Data and Testing Coordinator Executive Assistant to Teaching & Learning	\$74,971	- \$83,301	25
Digital Communications Specialist	\$55,970	- \$62,189	25
Health Supervisor	\$91,587	- \$101,764	25
Finance Manager	\$104,025	- \$115,583	25

Note: Minimum to maximum salary range consists of five (5) steps at 90%; 92%; 94%; 97%; and 100%

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 1, 2024

Subject: Environmental Sustainability

(Recommended by the superintendent)

A second read of new Policy 117: Environmental Sustainability and new Administrative Guideline 117.1. This policy draft was first brought to the board on October 30, 2023. Significant revisions have been incorporated since then, including splitting the document into a policy and an administrative guideline.

Because this is a completely new policy, extra care has been taken to include stakeholder input. At various stages of its development, the policy has been reviewed by AIPAC, the RHS Green Team (student org), the Operations team, Cabinet, and members of the Teaching & Learning team. It will be reviewed by the full Management Team, again by AIPAC, and also by the Safe & Supportive Schools Committees before being brought back to the board for a third read.

Attachments:

Draft Policy 117: Environmental Sustainability
Draft Administrative Guideline 117.1

DRAFT Policy 117: Environmental Sustainability

I. Purpose

This policy defines Richfield Public Schools' vision for environmental sustainability initiatives. Sustainability is defined as meeting the needs of the present without compromising the ability of future generations to meet their own needs. It considers the interrelationship of economic, social, and environmental factors that protect and enhance present and future quality of life.

II. General Statement of Policy

Richfield Public Schools acknowledges that we are located on the ancestral land of the Dakota people, who have lived on and cared for the land since time immemorial. Indigenous nations have a long history of stewardship and preservation of the local area. The District can honor and respect the historical guardianship of the area by Indigenous peoples by continuing to care for the land, water and resources. This responsibility for caretaking the environment belongs to everyone in the District.

Richfield Public Schools values creating globally-minded citizens who are aware of their collective and individual environmental footprint and who are equipped to manage their consumption of environmental resources. The District will implement its policies and practices to ensure that environmental sustainability is an integral part of District planning, decision-making, and daily operations. Prioritizing sustainability can have a positive impact on student health, academic outcomes, and the District community.

III. Environmental Justice and Equity

Richfield Public Schools is committed to viewing and analyzing all of our work through a racial and cultural equity lens so that each individual can learn, grow, and excel. The impacts of pollution and climate change are disproportionately felt by communities of color, Indigenous peoples, and low-income communities. Environmental sustainability efforts must be rooted in equity and must work toward a better world for everyone, not just those in power. In pursuit of this goal, the District can:

- A. Provide equitable student access to outdoor spaces.
- B. Seek out student voice and input. Young people have the greatest stake in sustainability because they have the greatest chance to live in the world far into the future.
- C. Mitigate some of the negative effects of pollution and climate change on students by providing a safe and healthy environment for them to learn.
- D. Ensure that environmental education courses examine the issues from an ethical lens as well as a scientific lens.
- E. Continuously improve the District's overall energy efficiency, ethical consumption of resources, and community impact, knowing that the District's contributions to both global and local climate concerns may affect RPS students, present and future.

IV. Guidelines

The superintendent may create regulations and guidelines for the implementation of this policy.

DRAFT Guideline 117.1: Environmental Sustainability

Responsible caretaking of land, water, and resources as a District is a goal that is complex and multilayered. These guidelines provide detailed expectations for environmental initiatives across departments in the District that can contribute to environmental justice in different ways.

I. Organics, Recycling, and Waste Disposal

A. RPS will attempt to decrease the amount of waste materials by:

1. reducing the consumption of single-use materials whenever practical;
2. fully utilizing materials before disposal;
3. minimizing the use of non-biodegradable or non-recyclable products whenever practical.
4. providing opportunities for students to offer up unwanted food items to other students at mealtimes.

B. RPS will follow all statutes and regulations regarding:

1. Recycling
2. Solid waste disposal
3. Disposal of motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, and motor vehicle antifreeze
4. Disposal of thermostats, thermometers, electric switches, appliances, gauges, medical or scientific instruments, fluorescent or high-intensity discharge lamps, batteries, electric relays, and other electrical devices
5. Yard waste disposal
6. Disposal of telephone directories and confidential documents
7. Management of pharmaceutical waste, including medications, controlled substances, and sharps

C. Composting

1. RPS provides the opportunity to compost all food waste and compostable materials such as lunch trays, paper towels, etc.
2. RPS will ensure that signage around trash, recycling, and compost bins is adequately clear and that staff and students are trained in which items can be recycled and composted.

II. Procurement of Recycled Commodities and Materials

- A. When practical and when the price of recycled materials does not exceed the price of non-recycled materials by more than 10 percent, the District may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the District may also use other appropriate procedures to acquire recycled materials at the most economical cost to the District.

- B. When purchasing commodities and services, the District will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste.
- C. The District will not use any specified product included on the prohibited products list published in the State Register.
- D. In developing bid specifications, the District will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains post-consumer material. These specifications will be considered while ultimately sourcing the products that work best for District systems.
- E. When a project involves the replacement of carpeting, the District will require all persons who wish to bid on the project to designate a carpet recycling company in their bids.

III. Facilities

- A. The District is responsible for the efficient use of its natural resources in the operation of its facilities and strives to conserve energy while maintaining a comfortable environment.
- B. The District has solar panels installed on multiple buildings that provide a significant portion of the District's total electricity needs. The District is committed to the continued use of solar energy and other renewable energy sources.
- C. The District will continue to upgrade utilities when practical to utilize technologies, such as LED lighting, that are longer-lasting and more energy efficient.
- D. The District will annually evaluate overall energy usage and identify potential areas of improvement.
- E. The District will ensure responsible water usage through the regular maintenance of plumbing systems and through optimizing the timing of irrigation systems for lawn care.

IV. Environmental Education

- A. RPS supports outdoor education at all grade levels. The District will strive to provide opportunities for students to learn outdoors through community partnerships, field trips, outdoor classroom usage, and access to outdoor recess as appropriate.
- B. RPS high school students will have access to science courses that focus on the natural world, environmental issues, and/or global climate concerns.
- C. RPS will provide students with the skills they need to become environmentally literate - able to understand and think critically about environmental issues they may encounter in the media, as a consumer, and related to civic engagement.
- D. RPS will provide age-appropriate education about trash, recycling, and composting to students in order to maximize the success of the District recycling and composting programs through correct usage.

V. Alternative Transportation

- A. RPS will provide bicycle education throughout the District so that every student has the opportunity to learn to proficiently and safely ride a bike by fourth grade. RPS will also provide active transportation safety education throughout the District. This provides

students with the skills they need to safely navigate walking and biking both to and from school and in the community generally.

- B. RPS will collaborate with the City of Richfield on public improvement projects that make the community safer for walking and biking, particularly around RPS school locations.
- C. RPS will maintain safe and adequate bicycle parking options at each school building.
- D. RPS encourages staff to consider carpooling, public transit, walking and biking as methods for getting to and from work.

VI. Advocacy & Partnerships

- A. The policy of the District is to actively advocate, where appropriate, for resource conservation practices to be used at the local, regional, and state levels.
- B. The District will consider partnerships with the Sustainability Commission of the City of Richfield and other local groups as appropriate.
- C. The District administration actively seeks student voice on environmental initiatives, including gathering input from student clubs related to the environment, when possible.

Legal References:

Minn. Stat. § 115A (Waste Management)

Minn. Stat. § 16C.073 (Purchase and Use of Paper Stock; Printing)

Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)

Minn. Stat. § 216B.241, Subds. 2 and 4 (Energy Conservation Improvement)

Minn. Stat. § 458D.07 (Sewage Collection and Disposal)

National Solid Waste Management Ass'n v. Williams, et al., 966 F.Supp. 844 (D. Minn. 1997)

Cross References:

Policy 116: Equity

Policy 782: Environmental Health and Safety Standards

Policy 804: Energy Management Conservation

Policy 805: Disposition of Obsolete Equipment and Material

Feedback obtained from:

- AIPAC (initial concept)
- RHS Green Team
- Communications
- Cabinet
- Facilities Department
- Teaching & Learning Team (partial)
- Management Team
- AIPAC (2nd time)
- Safe & Supportive Schools Committee (May?)

NEW BUSINESS - FOR ACTION

Agenda Item VI.E.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 1, 2024

Subject: Donations

(Recommended by the superintendent)

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

The RHS Green Team received a donation of \$1,000.00 from Fresh Energy.