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, December 2, 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. Truth-in-Taxation Hearing
2. RDLS Presentation

IV. CONSENT AGENDA

A. Routine Matters

1. Minutes of the Regular Meeting held November 18, 2024
2. General Disbursements as of 11/22/24 in the Amount of $936,860.88
3. Investment Holdings

B. Personnel Items

V. OLD BUSINESS

A. Policy 979: Community Use of School Facilities and Grounds

B. Policy 522: Commencement Participation

C. Policy 606: Home Schooling & Administrative Guideline 606.1

VI. NEW BUSINESS

A. Final Levy Certification 2024 Payable 2025

B. Authorization for RHS Restroom Remodeling Project

C. Draft RPS Legislative Platform 2025

D. Draft Policy 414: Staff Professional Boundaries & Draft Administrative Guideline 414.1

E. Donations

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Suggested/Future Agenda Items

D. Future Meeting Dates

12-16-2024	7 p.m.	Regular Board Meeting – Public Comment
1-6-2025	7 p.m.	Board Organizational Meeting

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

IX. REOPEN MEETING

X. ADJOURN REGULAR MEETING

INFORMATION AND PROPOSALS – NON-ACTION ITEMS **Agenda Item II.A.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 2, 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
CACR:	Comprehensive Achievement and Civic Readiness (previously World's Best Workforce)
CAREI:	Center for Applied Research & Educational Improvement
CASEL:	Collaborative for Academic, Social, and Emotional Learning
CBM:	Curriculum Based Measurement
CCR:	Career & College Readiness
CDC:	Centers for Disease Control

CE:	Community Education
CIS:	College in the Schools
CPR & AED:	Cardiopulmonary Resuscitation & Automated External Defibrillator
DA:	Dream Act
D.O.:	District Office
DSLN:	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
ESSA:	Every Student Succeeds Act
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
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
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
PSEO:	Postsecondary Enrollment Options
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
RLFA:	Richfield Latino Family Association
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
TMC:	Tri-Metro Conference
T Plus or T+	Transition Plus
TS GOLD:	Teaching Strategies GOLD® Assessment
UFARS:	Uniform Financial Accounting and Reporting Standards
VEBA:	Voluntary Employees' Beneficiary Association
VPK:	Voluntary PreKindergarten
WBWF:	World's Best Workforce (renamed Comprehensive Achievement and Civic Readiness)
WIN:	What I Need
YTD:	Year-to-Date

RPS Student Demographic Data 2023-2024:

4,073 Students Districtwide

- 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, December 2, 2024

Subject: Ongoing Board Calendar

Upcoming Events to Attend:

Saturday, December 7: Kindergarten Kickoff & Preschool Preview, 9 a.m.–12 p.m. @ R-STEM Elementary
Thursday, December 12: Richfield Holiday Lights Parade @ 6 p.m.
Monday, December 16: Board Meeting, 7 p.m.
Thursday, December 19: RMS Advanced Band Holiday Concert, 11 a.m. @ Southdale
Thursday, December 19: RHS Winter Choir Concert, 7 p.m.

Monday, January 6: Board Meeting, 7 p.m.
Wednesday, January 15: RMS & RHS Advanced Band Concert, 7 p.m. @ RHS
Thursday, January 16: RMS Beginner & Intermediate Band Concert, 7 p.m.
Friday, January 17: RHS Fine Arts Festival, 6:30 p.m.
Tuesday, January 21: Board Meeting, 7 p.m.

Upcoming Holidays, Heritage Months, and Appreciation Days:

December 2-6: Inclusive Schools Week
December 9-15: Computer Education Week

January 20: Martin Luther King Jr. Day

INFORMATION AND PROPOSALS – NON-ACTION ITEMS **Agenda Item III.B.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 2, 2024

Subject: Superintendent Update

Chief HR and Administrative Officer Craig Holje will present the annual Truth-in-Taxation Hearing with opportunity for public comment related to taxation. RDLS Principal Matthew Arnold will provide a presentation.

Attachments:
Truth-in-Taxation Presentation
RDLS Presentation

RICHFIELD
PUBLIC SCHOOLS

Richfield Public Schools, ISD 280

Public Hearing for Taxes Payable in 2025

DECEMBER 2, 2024

PRESENTED BY:

CRAIG HOLJE,

CHIEF HUMAN RESOURCES & ADMINISTRATIVE OFFICER

Minnesota State Law Requirements

A Public Meeting…

- Between November 25th & December 30th
- At 6:00 PM or later
- May be part of regularly scheduled meeting
- Must allow for public comments
- May adopt final levy at same meeting

…and Presentation of:

- Current year budget
- Proposed property tax levy

Hearing Agenda



Background Information on School Funding



District's Budget



District's Proposed Tax Levy for Taxes Payable in 2025



Public Comments

MN Legislature Must Set Funding for Minnesota Public Schools

Minnesota Constitution ARTICLE XIII

MISCELLANEOUS SUBJECTS

Section 1

“UNIFORM SYSTEM OF PUBLIC SCHOOLS. The stability of a republican form of government depending mainly upon the intelligence of the people, it is the duty of the legislature to establish a general and uniform system of public schools. The ***legislature shall make such provisions by taxation or otherwise*** as will secure a thorough and efficient system of public schools throughout the state.”

As a Result, Funding is Highly Regulated

State Sets:

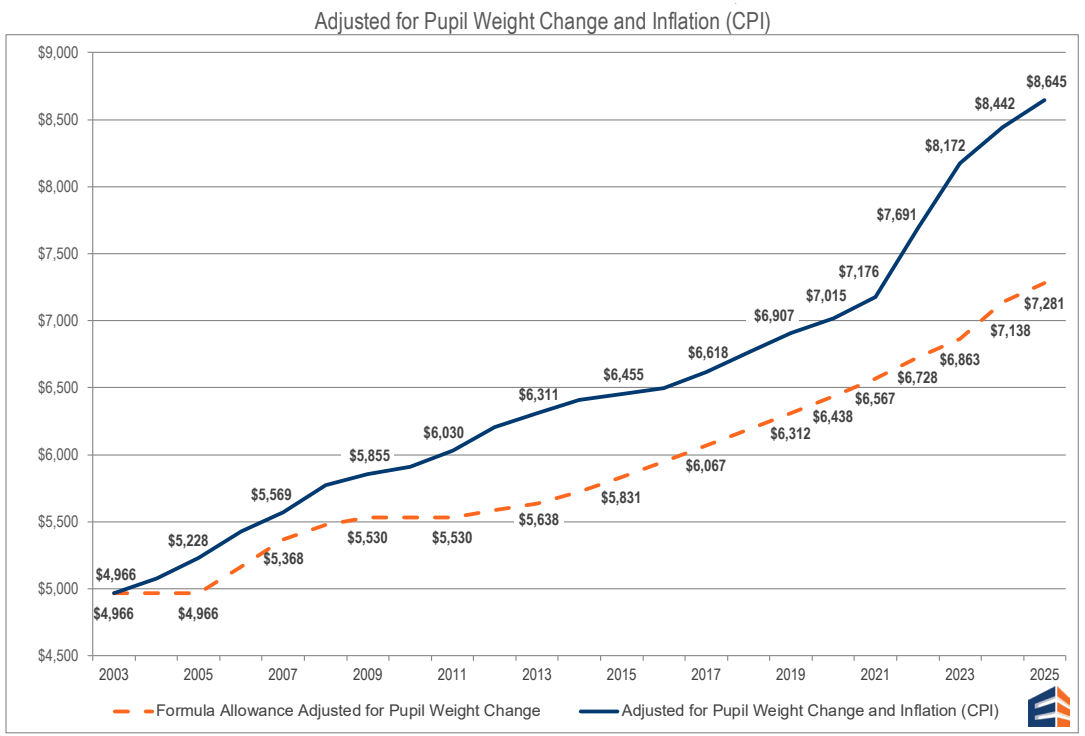
- Formulas which determine revenue; most revenue based on specified amounts per pupil
- Tax policy for local schools
- Maximum authorized property tax levy
  - Districts can levy less, but not more than amount authorized by state, unless approved by voters in November

State also authorizes school board to submit referendums for operating & capital needs to voters for approval

General Education Formula Allowance, 2003-25

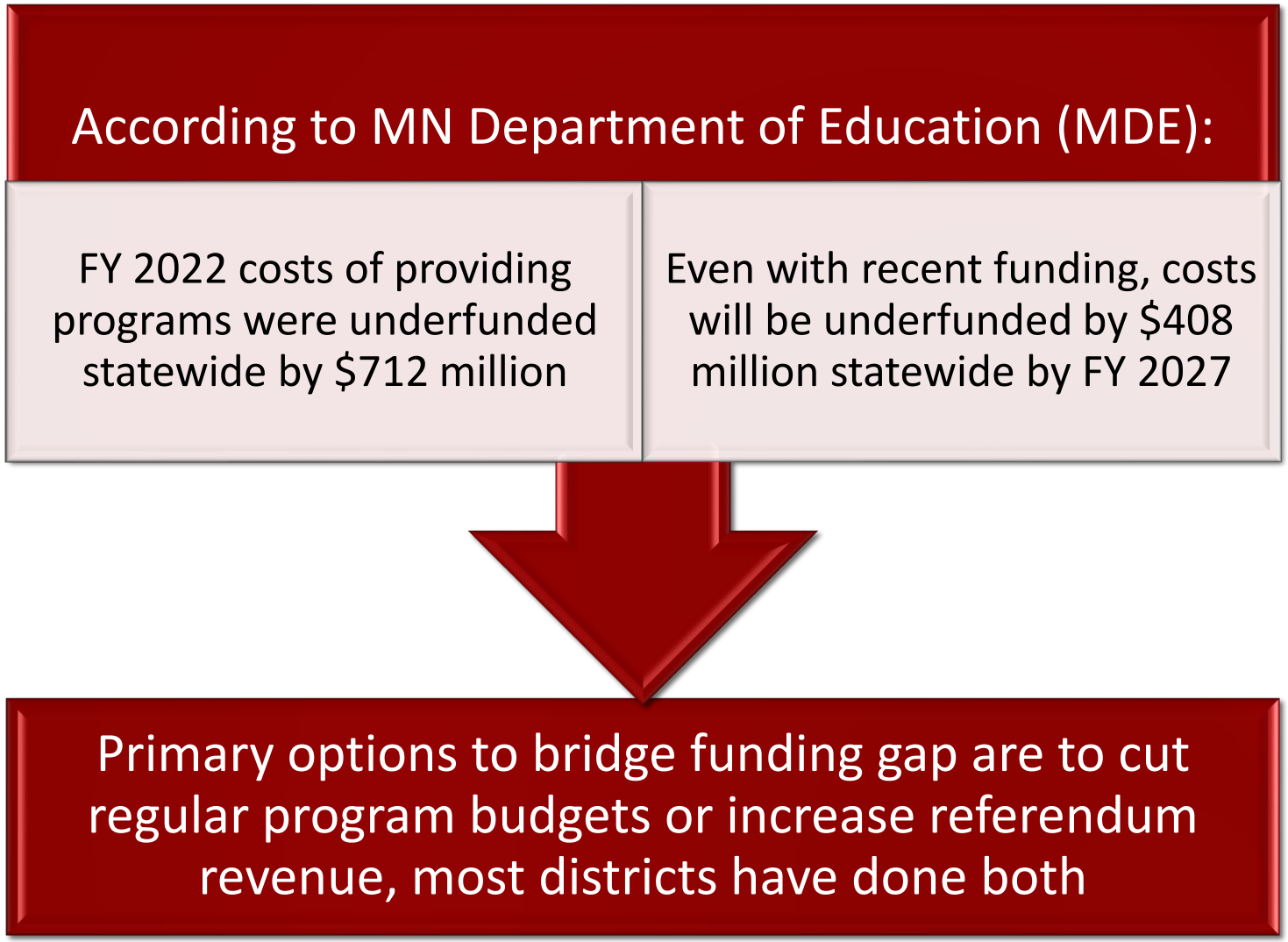
- Funding is Since 2002-03, state General Education Revenue formula has not kept pace with inflation
- For Fiscal Year 2023-24, an increase of 4.00% or $275 over previous year was approved
- For Fiscal Year 2024-25, an increase of 2.00% or $143 over previous year was approved

Per-pupil allowance for Fiscal Year 2024-25 of $7,281 would need to increase by another $1,364 (18.7%) to have kept pace with inflation since 2002-03, resulting in an allowance of $8,645



Source: MDE June 2024 Inflation Estimates and Minnesota Laws 2023

Underfunding of Special Education



Budget Information

Because approval of school district budget lags certification of tax levy by six months, state requires *only current year budget information be presented at this hearing. Fiscal Year 2025-26 budget will be adopted by School Board in June 2025.*

School district budgets are divided into separate funds, based on purposes of revenue, as required by law.

Our District's Funds:

- General
- Food Service
- Community Service
- Building Construction
- Debt Service
- Trust
- OPEB* Trust
- OPEB* Debt Service

**Other Post-Employment Benefits*



District Revenues & Expenditures

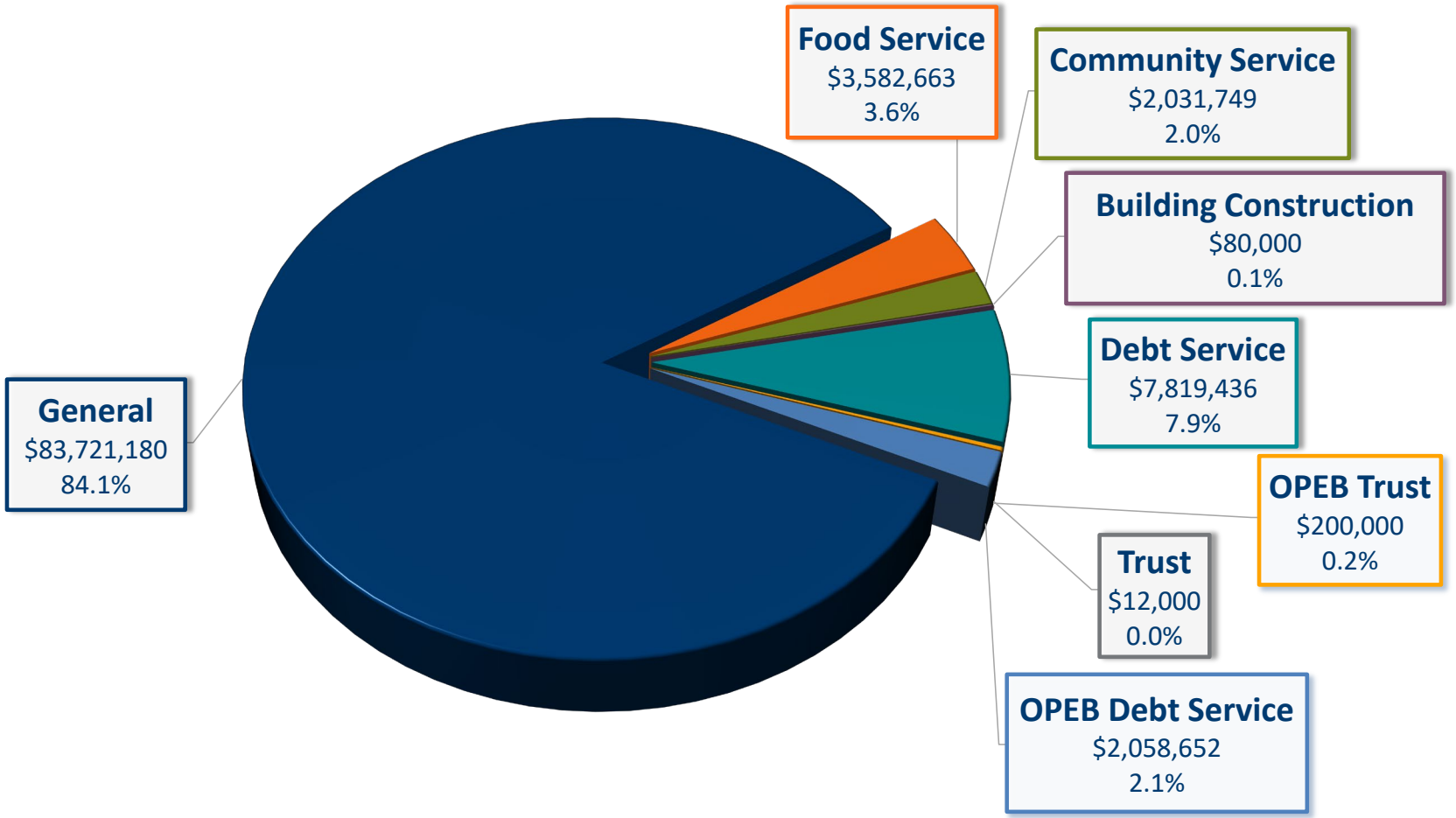
Actual for FY 2024, Budget for FY 2025

FUND	FISCAL 2024 BEGINNING	2023-24 ACTUAL		JUNE 30, 2024 ACTUAL	2024-25 BUDGET		JUNE 30, 2025 PROJECTED
	FUND BALANCES	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSERS OUT	FUND BALANCES	REVENUES & TRANSERS IN	EXPENDITURES & TRANSFERS OUT	FUND BALANCES
General/Restricted	$3,634,618	$19,717,467	$18,609,880	$4,742,205	$22,007,579	$22,097,317	$4,652,467
General/Other	13,895,019	62,289,437	62,266,942	13,917,514	61,713,601	61,488,832	14,142,283
Food Service	722,453	3,949,403	3,729,581	942,275	3,582,663	3,669,579	855,359
Community Service	292,919	2,322,904	2,258,199	357,624	2,031,749	1,999,439	389,934
Building Construction	3,227,953	2,767,467	1,834,310	4,161,110	80,000	2,000,000	2,241,110
Debt Service	1,650,268	8,086,343	7,949,447	1,787,164	7,819,436	7,688,838	1,917,762
Trust	45,934	30,570	9,075	67,429	12,000	12,000	67,429
Internal Service	3,821,400			4,262,587			4,264,882
OPEB* Irrevocable Trust	7,289,409	364,778	476,577	7,177,610	200,000	665,000	6,712,610
OPEB* Debt Service	388,864	2,013,317	2,025,100	377,081	2,058,652	2,022,175	413,558
Total All Funds	**34,968,837**	**101,541,686**	**99,159,111**	**37,792,599**	**99,505,680**	**101,643,180**	**35,657,394**

*Other Post Employment Benefits

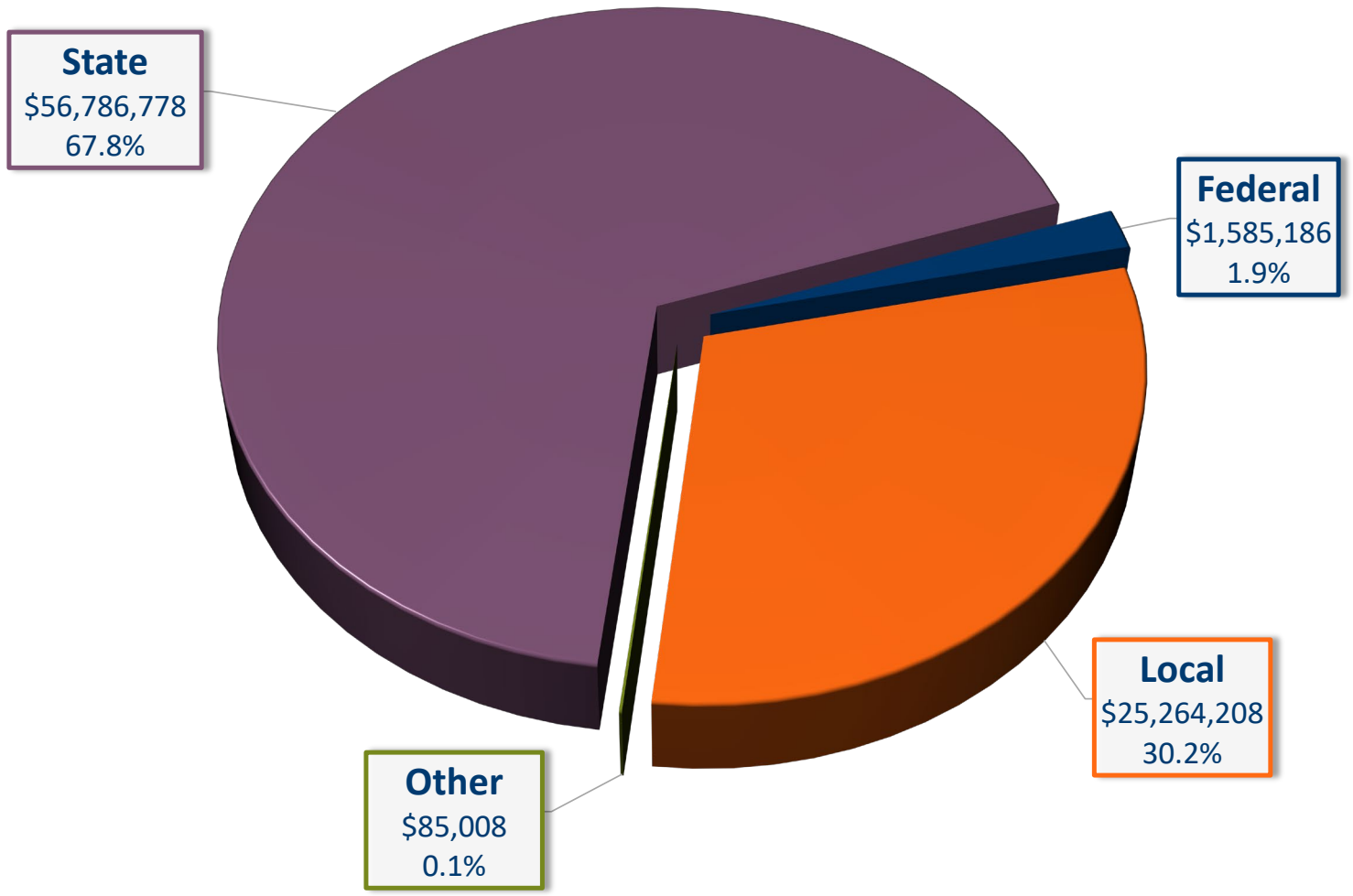
Revenue
- All Funds -

2024-25 Budget
$99,505,680



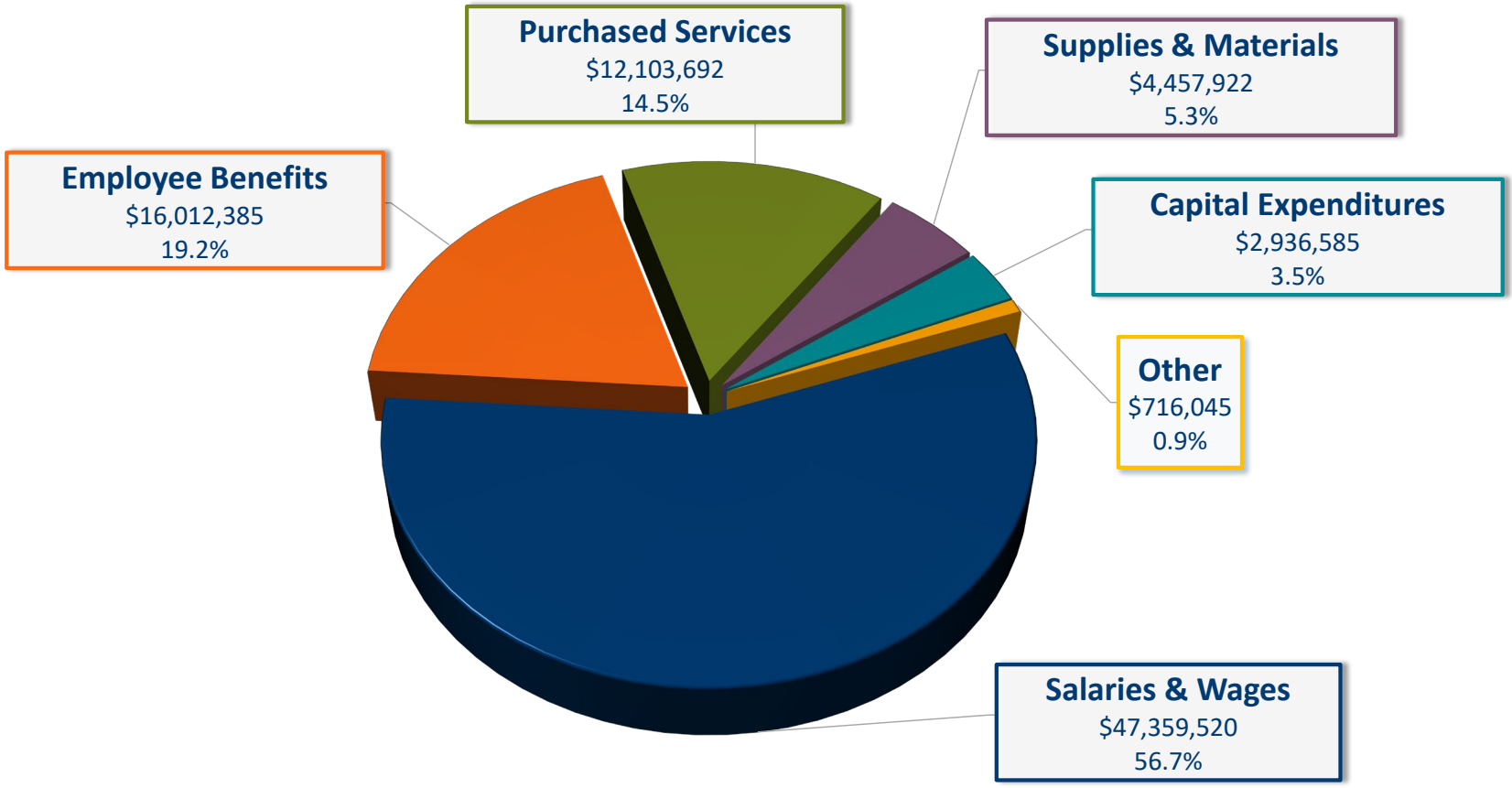
General Fund Revenue

2024-25 Budget
$83,721,180



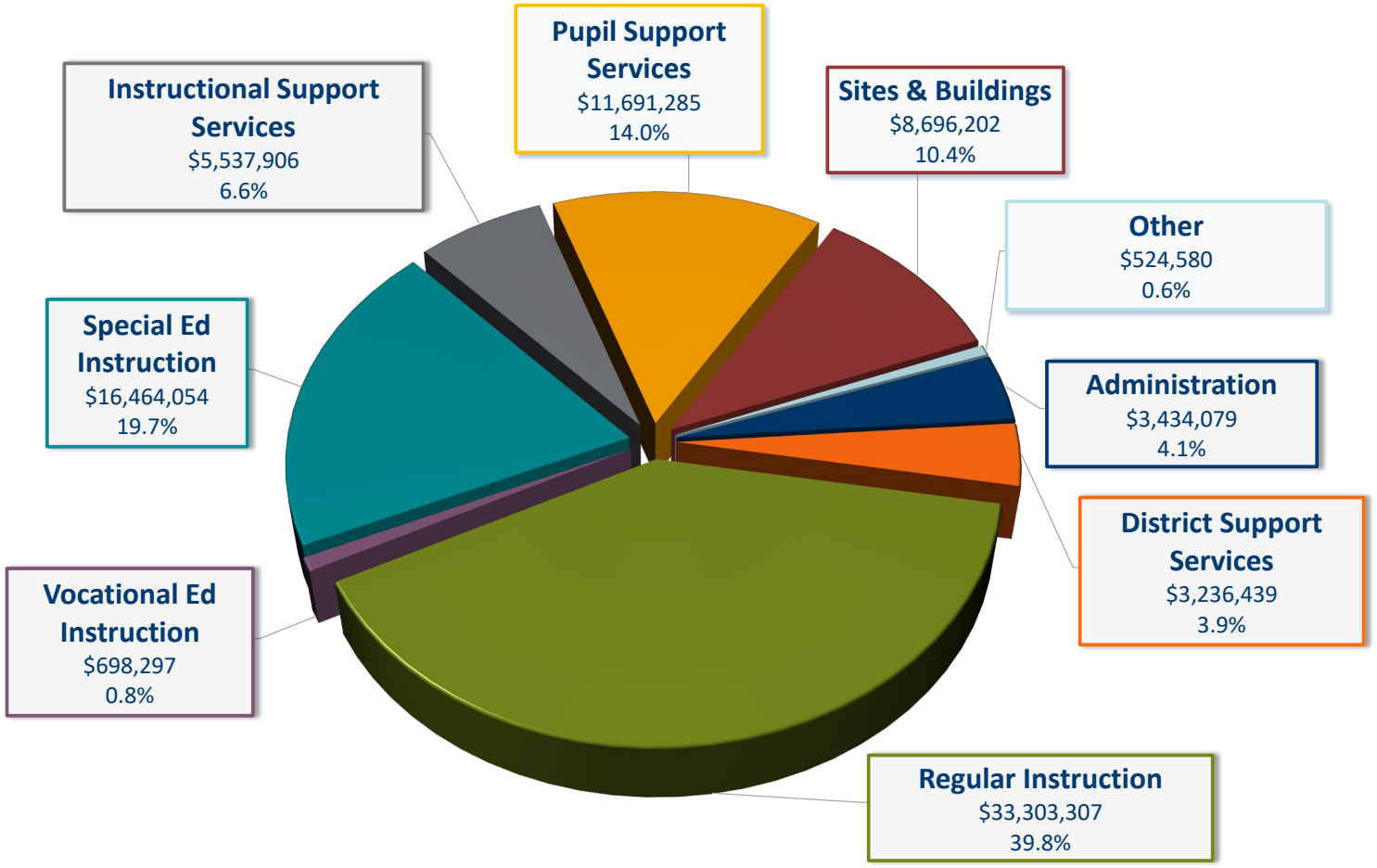
General Fund Expenditures - by Object -

2024-25 Budget
$83,586,149



General Fund Expenditures - by Program -

2024-25 Budget
$83,586,149



Change in Tax Levy does not Determine Change in Budget



Tax levy is based on many state-determined formulas plus voter approved referendums



Some increases in tax levies are revenue neutral, offset by reductions in state aid



Expenditure budget is limited by state-set revenue formulas, voter-approved levies & fund balance



An increase in school taxes does not always correlate to an equal increase in budget

Difference in Levy Cycles



School District:

- Budget year begins July 1st
- 2025 taxes provide revenue for 2025-26 fiscal year
- Budget adopted in June 2025



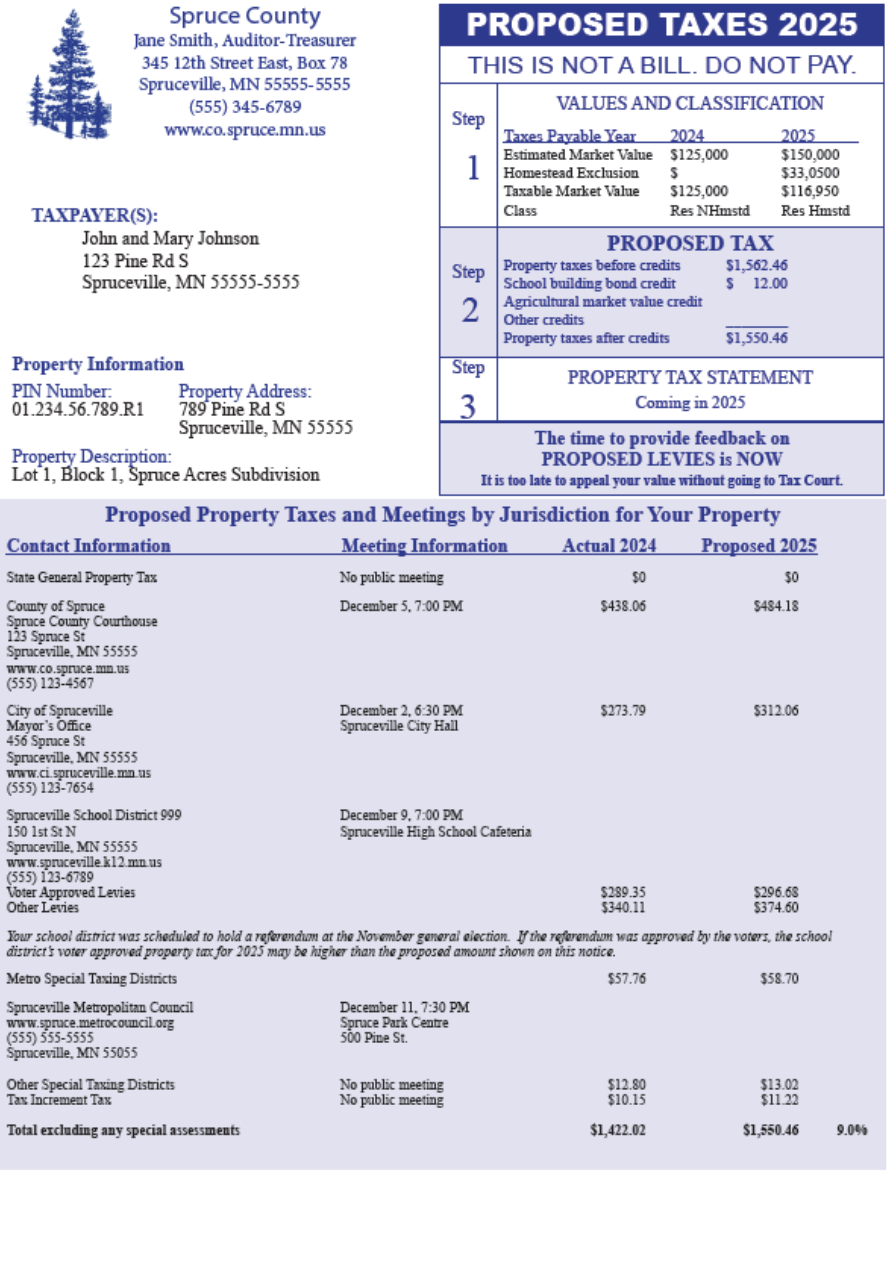
City/County:

- Budget year begins January 1st
- 2025 taxes provide revenue for 2025 calendar year budget

Sample of parcel specific notice mailed to every property owner between November 10th – 25th

Property Tax Background:

- Every owner of taxable property pays property taxes to various “taxing jurisdictions” (county, city/township, school district, special districts) in which property is located
- Each taxing jurisdiction sets own tax levy, often based on limits in state law
- County sends bills, collects taxes from property owners & distributes funds back to other taxing jurisdictions



Spruce County
Jane Smith, Auditor-Treasurer
345 12th Street East, Box 78
Spruceville, MN 55555-5555
(555) 345-6789
www.co.spruce.mn.us

PROPOSED TAXES 2025

THIS IS NOT A BILL. DO NOT PAY.

Step 1 — VALUES AND CLASSIFICATION

Taxes Payable Year	2024	2025
Estimated Market Value	$125,000	$150,000
Homestead Exclusion	$	$33,0500
Taxable Market Value	$125,000	$116,950
Class	Res NHmstd	Res Hmstd

Step 2 — PROPOSED TAX

Property taxes before credits	$1,562.46
School building bond credit	$ 12.00
Agricultural market value credit	
Other credits	
Property taxes after credits	$1,550.46

Step 3 — PROPERTY TAX STATEMENT
Coming in 2025

The time to provide feedback on PROPOSED LEVIES is NOW
It is too late to appeal your value without going to Tax Court.

TAXPAYER(S):
John and Mary Johnson
123 Pine Rd S
Spruceville, MN 55555-5555

Property Information
PIN Number: 01.234.56.789.R1
Property Address: 789 Pine Rd S, Spruceville, MN 55555
Property Description: Lot 1, Block 1, Spruce Acres Subdivision

Proposed Property Taxes and Meetings by Jurisdiction for Your Property

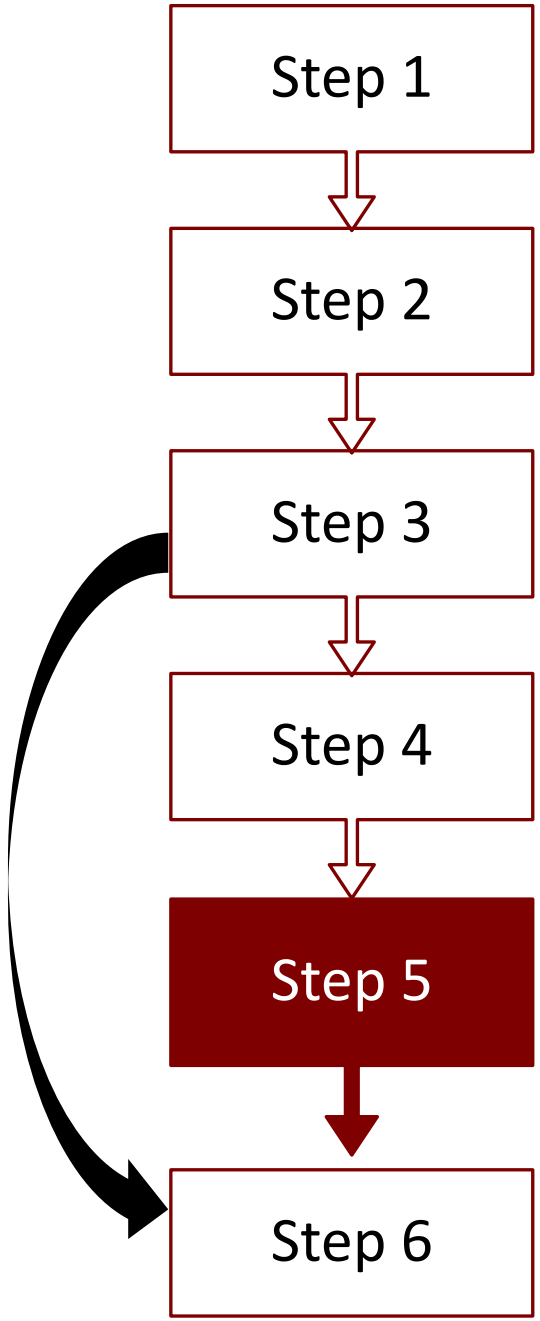
Contact Information	Meeting Information	Actual 2024	Proposed 2025	
State General Property Tax	No public meeting	$0	$0	
County of Spruce Spruce County Courthouse 123 Spruce St Spruceville, MN 55555 www.co.spruce.mn.us (555) 123-4567	December 5, 7:00 PM	$438.06	$484.18	
City of Spruceville Mayor’s Office 456 Spruce St Spruceville, MN 55555 www.ci.spruceville.mn.us (555) 123-7654	December 2, 6:30 PM Spruceville City Hall	$273.79	$312.06	
Spruceville School District 999 150 1st St N Spruceville, MN 55555 www.spruceville.k12.mn.us (555) 123-6789	December 9, 7:00 PM Spruceville High School Cafeteria			
Voter Approved Levies		$289.35	$296.68	
Other Levies		$340.11	$374.60	
Your school district was scheduled to hold a referendum at the November general election. If the referendum was approved by the voters, the school district’s voter approved property tax for 2025 may be higher than the proposed amount shown on this notice.				
Metro Special Taxing Districts		$57.76	$58.70	
Spruceville Metropolitan Council www.spruce.metrocouncil.org (555) 555-5555 Spruceville, MN 55055	December 11, 7:30 PM Spruce Park Centre 500 Pine St.			
Other Special Taxing Districts	No public meeting	$12.80	$13.02	
Tax Increment Tax	No public meeting	$10.15	$11.22	
Total excluding any special assessments		**$1,422.02**	**$1,550.46**	**9.0%**

School District Property Taxes

- Each school district has limited authority to levy taxes
- MDE calculates levy amounts for various categories, set by:
  - State law
  - Voter approval

School District Property Tax Process

Note: For certain levy categories, tax rates & levy amounts are based on referendum market value, rather than tax capacity.



City or County Assessor determines estimated market value for each parcel of property.

Legislature sets formulas for tax capacity and school district levy limits.

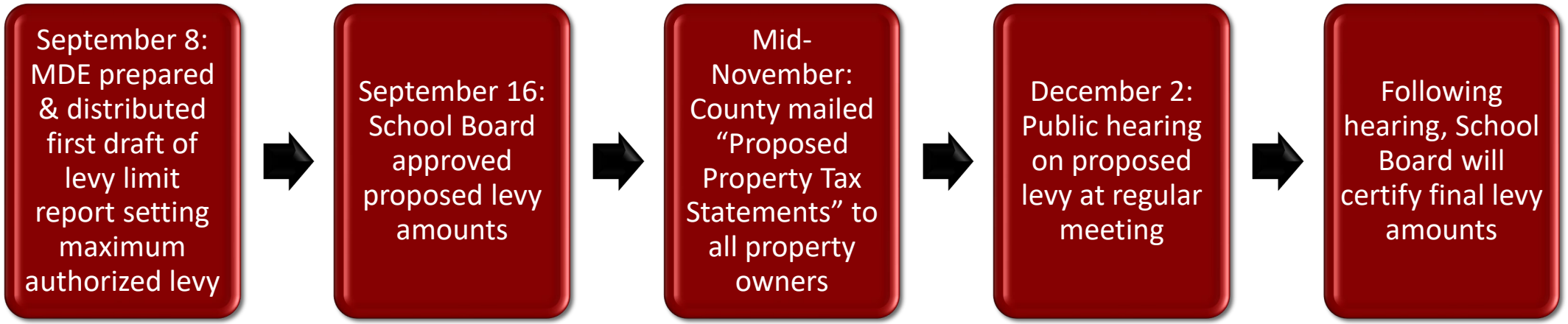
County Auditor calculates tax capacity for each parcel of property, as well as total tax capacity for each school district.

Minnesota Department of Education calculates detailed levy limits for each school district, based on formulas approved by Legislature.

School Board sets levy and is only one step in the process.

County Auditor divides final levy by district's total tax capacity to determine tax rate needed to raise levy amount.

Approval of District's Tax Levy in 2024 (Payable 2025)





Overview of District's Proposed Tax Levy

- Proposed Payable 2025 tax levy is an increase from 2024 of $1,220,974 or 3.7%
- Changes by levy category and reasons for major increases & decreases in levy are included on following slides

Comparison of Actual Tax Levy Payable in 2024 to Proposed Levy Payable in 2025

Fund Levy Category	Actual Levy Payable in 2024	Proposed Levy Payable in 2025	$ Change	% Change
General				
Voter Approved Operating Referendum	$9,273,726	$9,846,483	$572,757	
Local Optional Revenue (LOR)	3,047,673	3,187,839	140,166	
Equity	210,490	305,596	95,106	
Voter Approved Capital Project Levy	4,777,993	4,982,132	204,139	
Operating Capital	876,812	892,250	15,438	
Alternate Teacher Compensation	367,715	371,656	3,941	
Achievement and Integration	320,525	330,059	9,534	
Long Term Facilities Maintenance (LTFM)	1,655,350	1,729,019	73,669	
Lease Levy	822,017	740,571	(81,446)	
Other	970,619	1,031,054	60,435	
Prior Year Adjustments	384,782	284,665	(100,117)	
Total, General Fund	$22,707,702	$23,701,323	$993,621	4.4%
Community Service				
Basic Community Education	$313,585	$280,959	($32,626)	
Early Childhood Family Education	167,473	170,302	2,829	
Other	11,443	11,682	239	
Prior Year Adjustments	(4,938)	3,019	7,957	
Total, Community Service Fund	$487,564	$465,963	($21,601)	-4.4%
Debt Service				
Voter Approved	$3,903,008	$5,174,033	$1,271,025	
Other	0	239,873	239,873	
Long Term Facility Maintenance (LTFM)	4,161,873	2,970,752	(1,191,121)	
Other Post Employment Benefits (OPEB)	2,122,785	2,122,890	105	
Reduction for Debt Excess	(481,404)	(566,987)	(85,583)	
Prior Year Adjustments	91,742	106,397	14,655	
Total, Debt Service Fund	$9,798,004	$10,046,958	$248,953	2.5%
Total Levy, All Funds	**$32,993,269**	**$34,214,243**	**$1,220,974**	**3.7%**
Subtotal by Truth in Taxation Categories:				
Voter Approved	17,974,113	20,074,300	2,100,187	
Other	15,019,156	14,139,944	(879,213)	
Total	**$32,993,269**	**$34,214,243**	**$1,220,974**	**3.7%**

Explanation of Levy Changes

Category:	General Fund – Voter Approved Operating Referendum
Change:	+$572,757
Use of Funds:	General Operating Expenses
Reasons for Change:	• Existing voter approved authority includes an annual inflationary increase; inflation factors are determined by State, as set in statute • Authority is based on enrollment which is higher than previously estimated

Explanation of Levy Changes

Category:	General Fund – Voter Approved Capital Project Referendum
Change:	+$204,139
Use of Funds:	Technology Costs
Reason for Change:	Levy is based on voter approved tax rate applied to tax base, District's tax base increased

Explanation of Levy Changes

Category:	Debt Service – Voter Approved & LTFM
Change:	+$1,271,025 (Voter Approved) & -$1,191,121 (LTFM)
Use of Funds:	Principal & Interest Payments on Existing Debt
Reason for Changes:	Levies are coordinated with other capital & debt levies to maintain a level debt service tax rate

Explanation of Levy Changes

Category:	Debt Service – Other
Change:	+$239,873
Use of Funds:	Principal & Interest Payments on Capital Facilities Bonds
Reason for Change:	Revenue is shifted from the General Fund Operating Capital to Debt Service for principal and interest payments on the bond issued in 2024

Factors Impacting Individual Taxpayers' School Taxes

Many factors can cause a tax bill for an individual property to increase or decrease from year to year

- Changes in value of individual property
- Changes in total value of all property within District
- Increases or decreases in levy amounts caused by changes in state funding formulas, local needs & costs, voter-approved referendums & other factors

What's happening with each slice?

Higher Market Value Increase = Bigger Slice

Lower Market Value Increase = Smaller Slice





Each Property Owner pays a portion of the pie

Impact of Property Valuations

Two properties in the district

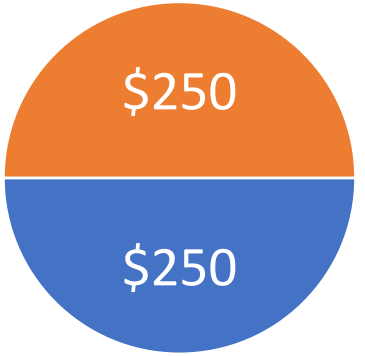
- Both houses are valued at $100,000

Total levy of $500

- Each property will pay $250 of levy

$100,000





$100,000



Impact of Property Valuations

Two properties in the district

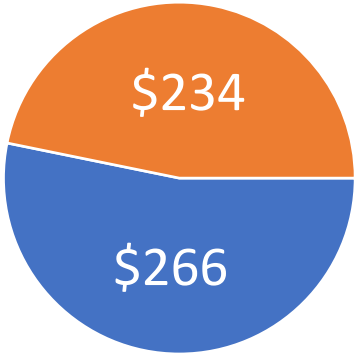
- Orange house value increases by 10%
- Blue house value increases by 25%

Total levy of $500

- School District will still generate the same amount of levy even though values increased
- Orange house pays less
- Blue house pays more

$110,000





$125,000





Minnesota Legislative Changes for Pay 2025

In 2023, The Minnesota State Legislature passed laws that affect property taxes for taxes payable in 2025.

Recap of major changes:

- Provided a tax benefit to homeowners by increasing the homestead exclusion for valuations between $76,000 and $517,000; and
- Increased the first-tier limit for Ag Homestead land to $3.5M from $2.15M

Four Year School Levy Comparison

- Examples include school district taxes only & are shown based on no change and a 12.2% increase in property value for residential homes over the past four years
  - Actual changes in value may be more or less than this for any parcel of property
  - Intended to provide a fair representation of what happened to school district property taxes over this period for typical properties
- Examples are for property in City of Richfield
- Amounts for 2025 are preliminary estimates; final amounts could change slightly
- Estimates prepared by Ehlers (District's municipal advisors)

Estimated Changes in School Property Taxes, 2022 to 2025

Based on No Changes in Property Values

Type of Property	Estimated Market Value	Actual Taxes Payable in 2022	Actual Taxes Payable in 2023	Actual Taxes Payable in 2024	Estimated Taxes Payable in 2025	Change in Taxes 2022 to 2025	Change in Taxes 2024 to 2025
Residential Homestead	$150,000	$554	$515	$590	$581	$27	-$9
	200,000	774	719	820	816	42	-4
	250,000	994	924	1,050	1,051	57	1
	300,000	1,215	1,129	1,280	1,286	71	6
	350,000	1,435	1,334	1,510	1,521	86	11
	400,000	1,655	1,539	1,740	1,756	101	16
	450,000	1,866	1,735	1,961	1,991	125	30
	500,000	2,073	1,928	2,179	2,226	153	47
	550,000	2,317	2,154	2,430	2,487	170	57
	600,000	2,560	2,381	2,681	2,743	183	62
Commercial/ Industrial #	$250,000	$1,079	$1,032	$1,155	$1,156	$77	$1
	1,000,000	4,718	4,519	5,006	5,000	282	-6
	2,500,000	11,996	11,493	12,709	12,686	690	-23
	3,500,000	16,848	16,143	17,844	17,811	963	-33
	4,000,000	19,274	18,467	20,412	20,373	1,099	-39
Apartments and Res. Non-Homestead (2 or more units)	$500,000	$2,432	$2,264	$2,511	$2,564	$132	$53
	2,000,000	9,729	9,056	10,045	10,256	527	211
	3,500,000	17,026	15,849	17,579	17,948	922	369

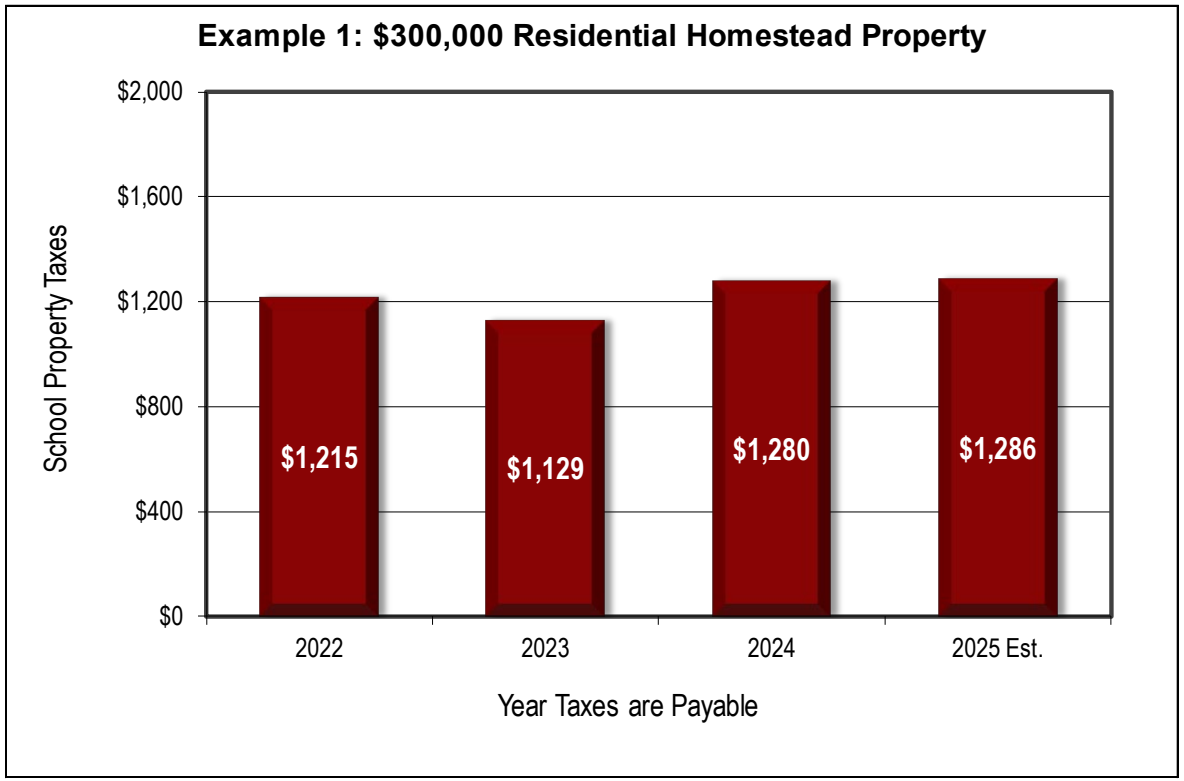
For commercial-industrial property, amounts above are for property in Richfield. Taxes for commercial-industrial property in other municipalities may be slightly different, due to the impact of the Fiscal Disparities Program.

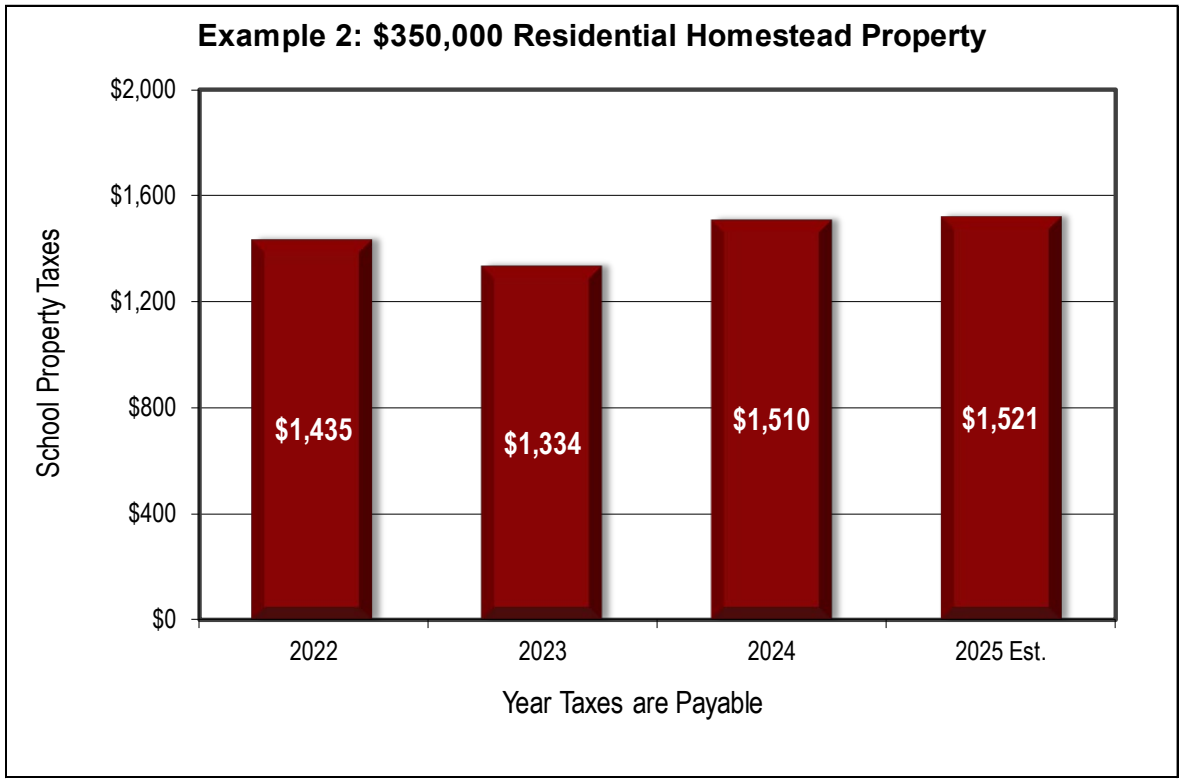
General Notes

1. Amounts are based on school district taxes only, and do not include taxes for city or township, county, state, or other taxing jurisdictions.
2. Estimates of taxes payable in 2025 are preliminary, based on the best data available.
3. For all examples of properties, taxes are calculated based on no changes in estimated market value from 2022 to 2025.

Estimated Changes in School Property Taxes, 2022-25

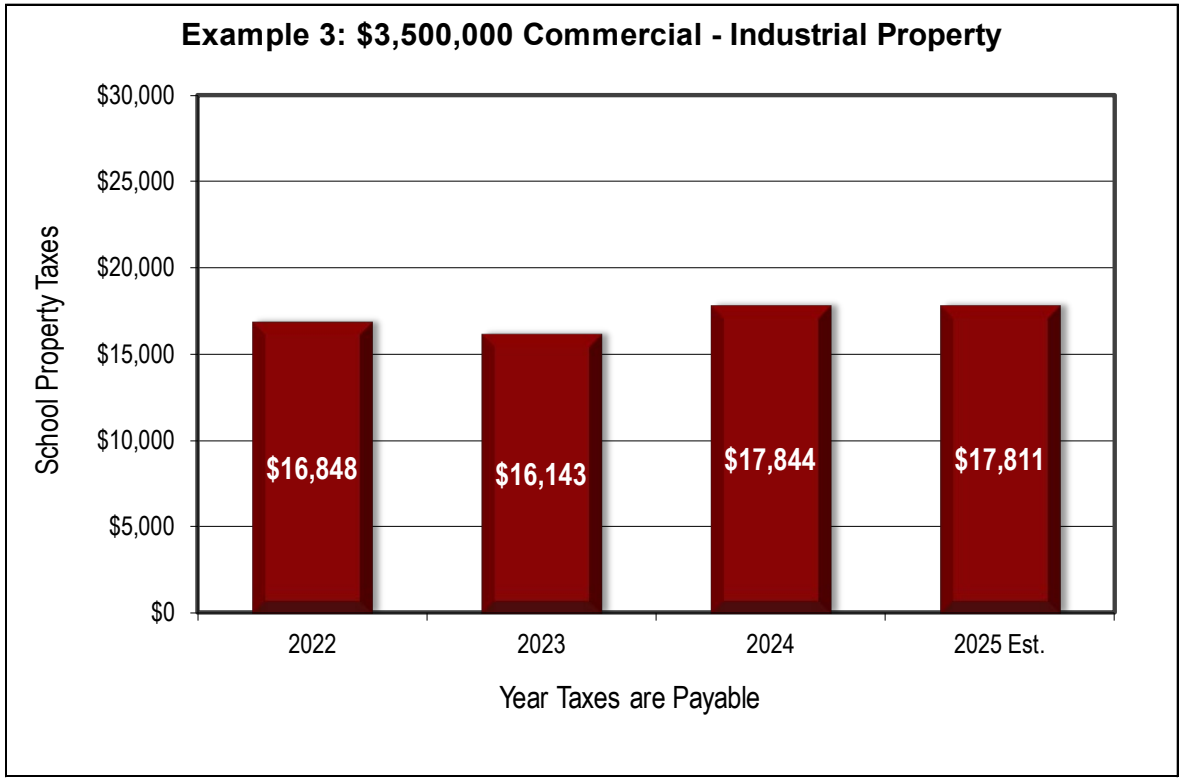
Based on No Changes in Property Value

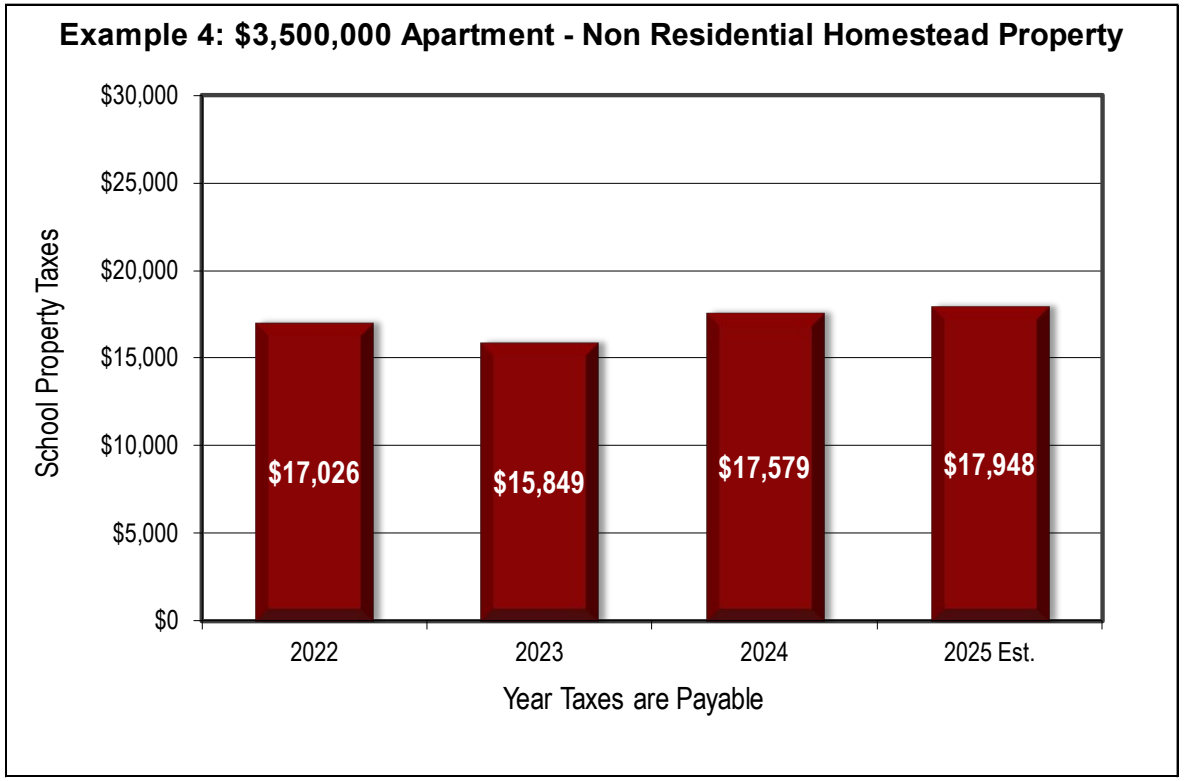




Estimated Changes in School Property Taxes, 2022-25

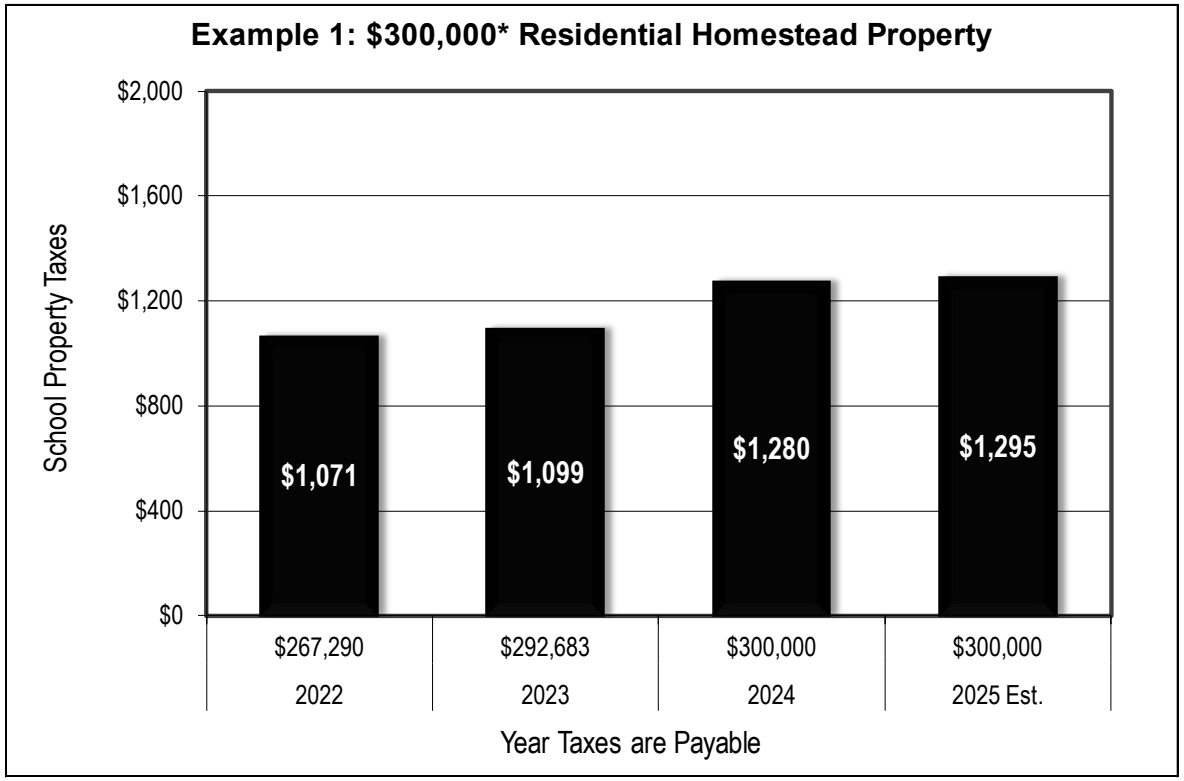
Based on No Changes in Property Value

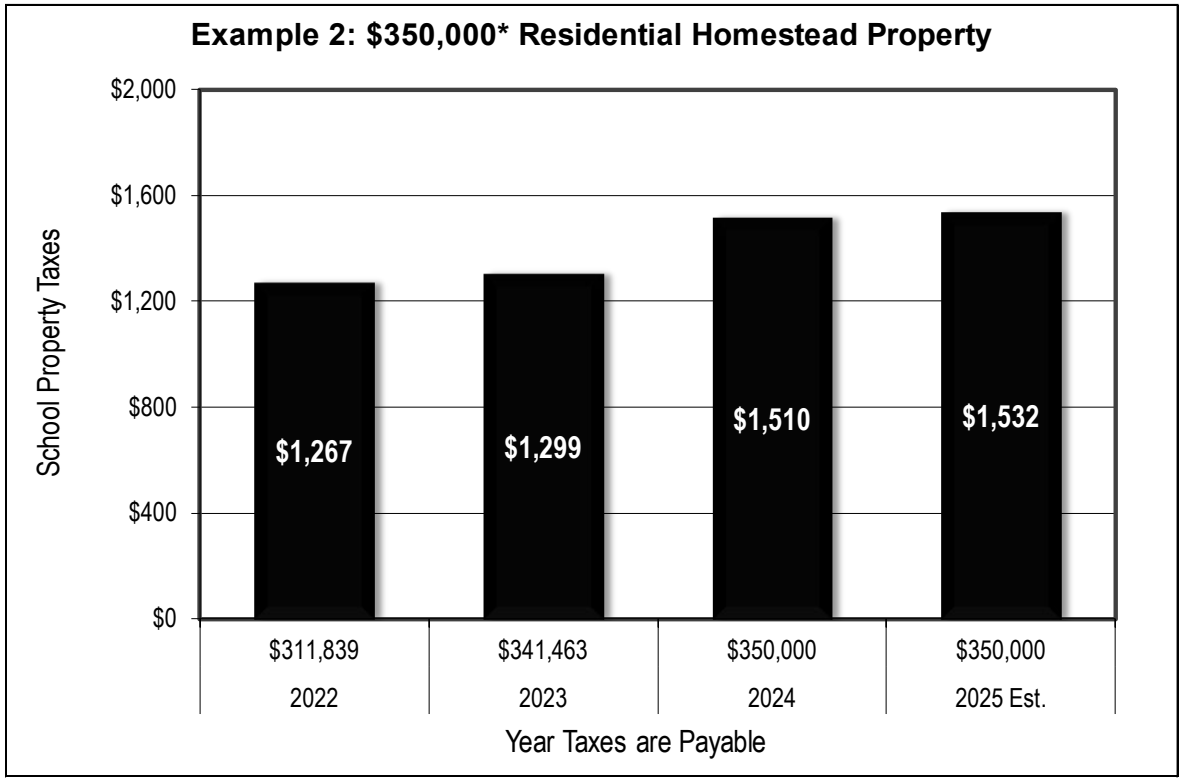




Estimated Changes in School Property Taxes, 2022-25

Based on 12.2% Cumulative Changes in Property Value





* Estimated market value for taxes payable in 2025. Taxes are calculated based on changes in market value of 9.5% from 2022 to 2023, 2.5% from 2023 to 2024 and 0.0% from 2024 to 2025.

State Property Tax Refunds & Deferral

Homestead Credit Refund

- Available for all homestead property, both residential and agricultural (house, garage and one acre (HGA) only)
- Refund is sliding scale, based on total property taxes and income (maximum refund is $3,310 for homeowners and $2,640 for renters)

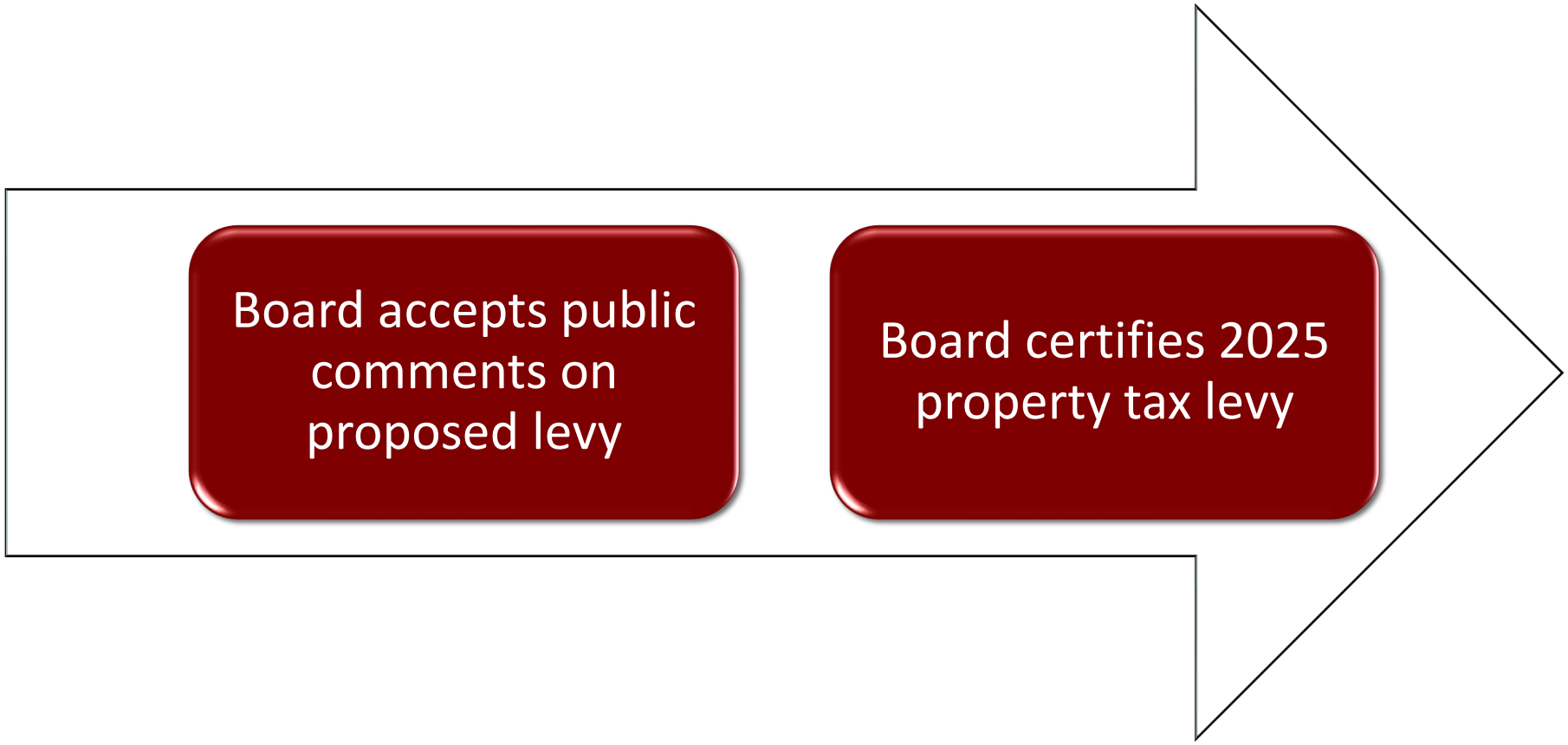
Special Property Tax Refund

- Available for all homestead property, both residential & agricultural (HGA only) with a gross tax increase of at least 12% and $100 over prior year
- Refund is 60% of tax increase that exceeds greater of 12% or $100 (max $1,000)

Senior Citizen Property Tax Deferral

- Allows people 65 years of age or older with household income of $96,000 or less to defer a portion of property taxes on their home
- Deferred property taxes plus accrued interest must be paid when home is sold or homeowner(s) dies

Next Steps


Board accepts public comments on proposed levy
Board certifies 2025 property tax levy

RICHFIELD
PUBLIC SCHOOLS

PUBLIC COMMENTS

Enriching and accelerating learning

RICHFIELD
PUBLIC SCHOOLS

Richfield Dual Language School

School Board Presentation

December 2, 2024

Enriqueciendo y acelerando el aprendizaje

RICHFIELD
PUBLIC SCHOOLS

AGENDA

RDLS Priorities SY 24-25

School mural project

Yearbook cover project

School song

RDLS Priorities SY 24-25

RICHFIELD PUBLIC SCHOOLS

- Principal Transition
  - 1:1 Meetings during the summer
  - Continuing Traditions and Opportunities for Change
  - Developing Leadership and Structures
- Data Driven Instruction
  - Grade Level Data Dives
  - Professional Learning Communities
  - Student-Teacher Assistance Team
- Best Practices for Bilingual Education



School Community

RICHFIELD PUBLIC SCHOOLS

What Lifts You Up Mural, Inspired by the artwork of Kelsey Montague

- All students created a feather to be added to our wings
- Reminds us of what lifts us in our lives to make strong, free beautiful and powerful
- We are all in this together to lift each other up!







School Community



Kelsey Montague is well known for her iconic signature wings across the world. Classic, Colorful, Whimsical, and Imaginative are just a few words to describe some of her most famous pieces. She wanted people to feel like they were in flight; strong, free, beautiful and powerful.

Here is Dr. Unowsky showing off his wings!



School Community

RICHFIELD PUBLIC SCHOOLS

Students from RDLS showing off their wings!











School Yearbook

Identity of Self and School

- 5th grade students create an RDLS Yearbook cover to submit into a competition
- The winner of the yearbook cover and the runners up are featured in the inside of the yearbook
- Celebrates the identity of our school through their artwork

Winner!



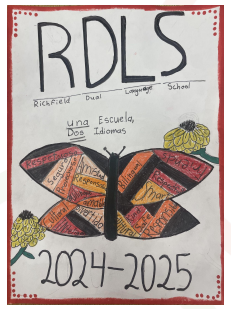
Congrats Lidia!



Anya



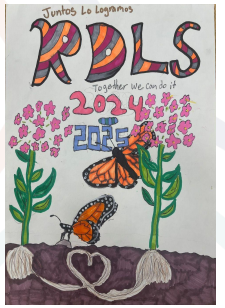
Cruz



Liliana J.



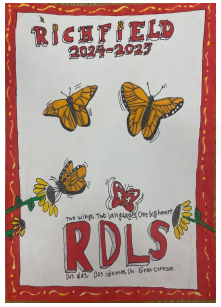
Santiago P.



Vivian



Estyn



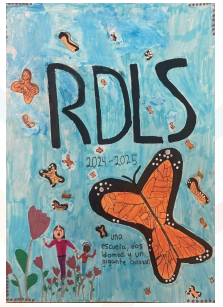
Marco



Rory



Joey



Naomi

RDLS School Song

RICHFIELD PUBLIC SCHOOLS

School Identity through a school song



CONSENT AGENDA – FOR ACTION **Agenda Item IV.A.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 2, 2024

Subject: Routine Matters

(Recommended by the superintendent)

That the board of education approve the attached routine business items.

Attachments:

Minutes of the Regular Meeting held November 18, 2024
- Disbursements from the November 18, 2024 Meeting
- Checks & E-pay Register from the November 18, 2024 Meeting
- Superintendent's Report and Agenda Meeting Minutes from November 18, 2024

General Disbursements as of 11/22/24 in the Amount of $936,860.88
- Disbursements for the December 2, 2024 Meeting
- Checks & E-pay Register for the December 2, 2024 Meeting

Investment Holdings

P-CARD,CHECK RUNS, E-PAYS & WIRES FOR 11/18/2024 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	10/30/2024	738,982.88
	10/31/2024	3,475.80
	11/1/2024	757.00
	11/7/2024	247,467.52
PCARDS-October 2024	11/5/2024	63,137.86
E-Pays	11/7/2024	4,990.07

CHECK REGISTER BANK 05 TOTAL =	**1,058,811.13**

BREAKDOWN		
01-206-00		852,728.21
02-206-00		103,173.77
03-206-00		36,343.33
04-206-00		16,492.10
06-206-00		-
07-206-00		-
18-206-00		-
20-206-00		50,073.72
21-206-00		-
47-206-00		-
	BANK TOTAL =	**1,058,811.13**

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	313151	10/30/2024	4IMPRINT, INC.	R	1,241.95
01	313152	10/30/2024	ACOSTACANO, CASSIE	R	100.00
01	313153	10/30/2024	ADVANCED COMMERCIAL KITCHENS	R	1,715.39
01	313154	10/30/2024	ALL STATE COMMUNICATIONS INC	R	164,938.00
01	313155	10/30/2024	ANNIES FROZEN YOGURT	R	56.00
01	313156	10/30/2024	AQUA LOGIC INC	R	1,184.22
01	313157	10/30/2024	BENCHMARK EDUCATION COMPANY, LLC.	R	31,000.00
01	313158	10/30/2024	BIX FRUIT COMPANY	R	8,034.61
01	313159	10/30/2024	BRAND FARMS	R	3,720.00
01	313160	10/30/2024	BSN SPORTS, LLC	R	787.48
01	313161	10/30/2024	CAPITAL ONE TRADE CREDIT	R	272.39
01	313162	10/30/2024	CDW GOVERNMENT INC	R	25,515.60
01	313163	10/30/2024	CEDAR SMALL ENGINE	R	242.96
01	313164	10/30/2024	CINTAS CORPORATION NO 2	R	404.34
01	313165	10/30/2024	CONTINENTAL RESEARCH CORP	R	790.36
01	313166	10/30/2024	DARLINGS SALES & SERVICE COMPANY	R	1,804.34
01	313167	10/30/2024	DIGITAL INSURANCE LLC	R	1,602.00
01	313168	10/30/2024	WW GRAINGER INC	R	268.99
01	313169	10/30/2024	GRAMMARLY, INC.	R	4,320.00
01	313170	10/30/2024	HAWKINS INC	R	4,151.11
01	313171	10/30/2024	HILDI INC.	R	7,640.00
01	313172	10/30/2024	HILLYARD MINNEAPOLIS	R	12,383.75
01	313173	10/30/2024	IMAGINE LEARNING LLC	R	1,095.00
01	313174	10/30/2024	INDEPENDENT SCHOOL DISTRICT #625	R	503.16
01	313175	10/30/2024	INSTITUTE FOR ENVIROMENTAL	R	1,310.75
01	313176	10/30/2024	INTERMEDIATE DISTRICT 287	R	779.26
01	313177	10/30/2024	INTERSTATE ALL BATTERY CENTER	R	79.99
01	313179	10/30/2024	KEMPS LLC	R	5,314.50
01	313180	10/30/2024	LEROY'S GREAT BEAR	R	105.00
01	313181	10/30/2024	LYNN E. HENRY	R	72.00
01	313182	10/30/2024	MASSP-MN ASSOCIATION	R	865.00
01	313183	10/30/2024	MAXORPLUS, LTD	R	48,471.72
01	313184	10/30/2024	MCDONOUGH'S SEWER SERVICES, INC.	R	609.00
01	313185	10/30/2024	MCPHILLIPS BROS ROOFING	R	43,000.00
01	313186	10/30/2024	MILLET, RACHAEL R	R	131.00
01	313187	10/30/2024	MINNESOTA UI FUND	R	224,586.21
01	313188	10/30/2024	NAPA AUTO PARTS	R	59.73
01	313189	10/30/2024	NORTH CENTRAL INTERNATIONAL, LLC	R	6,867.12
01	313190	10/30/2024	NORTHERN SALT INC	R	5,360.00
01	313191	10/30/2024	PAN O GOLD BAKING CO	R	802.95
01	313192	10/30/2024	PLOY KHUNISOM	R	40.00
01	313193	10/30/2024	POMPS TIRE SERVICE	R	214.18
01	313194	10/30/2024	PROPIO LS, LLC	R	385.51
01	313195	10/30/2024	PTM DOCUMENT SYSTEMS	R	311.12
01	313196	10/30/2024	SAFEWAY DRIVING SCHOOL	R	3,400.00
01	313197	10/30/2024	SKOF BRYAN	R	41.20
01	313198	10/30/2024	SNA-SCHOOL NUTRITION	R	14.00
01	313199	10/30/2024	SOURCEWELL	R	3,330.00
01	313200	10/30/2024	STEM SMART LLC	R	680.00
01	313201	10/30/2024	SUPER DUPER PUBLICATIONS	R	214.00
01	313202	10/30/2024	TAFFE SARAH ANN	R	9,750.00
01	313203	10/30/2024	TORTILLERIA LA PERLA	R	200.48
01	313204	10/30/2024	TRIO SUPPLY COMPANY	R	2,153.32
01	313205	10/30/2024	TRISTATE BOBCAT INC	R	9,000.00
01	313207	10/30/2024	UPPER LAKES FOODS	R	32,092.25
01	313208	10/30/2024	VISTA HIGHER LEARNING	R	11,000.00
01	313209	10/30/2024	WIESE USA, INC.	R	400.00
01	313210	10/30/2024	WORLD FUEL SERVICES, INC.	R	18,662.96

01	313211	10/30/2024	XCEL ENERGY	R	34,907.98
01	313212	10/31/2024	CHRISTIFER J SONNENBERG	R	1,000.00
01	313213	10/31/2024	ETTEL & FRANZ ROOFING CO	R	848.00
01	313214	10/31/2024	GARY SMITH	R	800.00
01	313215	10/31/2024	GUSTAFSON ZACHARY	R	89.00
01	313216	10/31/2024	HD SUPPLY FORMERLY HOME DEPOT PRO	R	499.80
01	313217	10/31/2024	HOLLY M HENNING	R	300.00
01	313218	10/31/2024	JEFF R SCHAD	R	500.00
01	313219	10/31/2024	KIM TONG TRANSLATION SERVICE INC	R	50.00
01	313220	10/31/2024	LYNDSLEY KEVIN KAR	R	89.00
01	313221	10/31/2024	ZACHERIAH RED BEAR	R	300.00
01	313222	11/01/2024	AYINDE WAHEED	R	392.00
01	313223	11/01/2024	CHRISTIAN PEREZ	R	170.00
01	313224	11/01/2024	HUGO PEREZ	R	70.00
01	313225	11/01/2024	RICHFIELD FOOTBALL LEAGUE, INC.	R	125.00
01	V2502050	11/05/2024	P-CARD BAIRD LISA	R	795.98
01	V2502051	11/05/2024	P-CARD BARLOW ERICA	R	5,760.30
01	V2502052	11/05/2024	P-CARD BLUMA, MEGAN BOLLIG	R	860.79
01	V2502053	11/05/2024	P-CARD BROWN MATTHEW	R	714.05
01	V2502054	11/05/2024	P-CARD BRUNNER PATTI	R	2,215.62
01	V2502055	11/05/2024	P-CARD CARUSO MATTHEW	R	836.20
01	V2502056	11/05/2024	P-CARD CRUZ ESTEVA JENNIFER	R	4,429.76
01	V2502057	11/05/2024	P-CARD EDWARDS NATHAN	R	452.64
01	V2502058	11/05/2024	P-CARD GEURINK AREND	R	1,464.73
01	V2502059	11/05/2024	P-CARD HOLJE CRAIG	R	260.00
01	V2502060	11/05/2024	P-CARD HUERTA-ANAYA ALICIA	R	5,364.43
01	V2502061	11/05/2024	P-CARD KRETSINGER DAN	R	5,707.18
01	V2502062	11/05/2024	P-CARD LEIKNES LISA	R	288.13
01	V2502063	11/05/2024	P-CARD LEWIS JENNIFER	R	1,525.30
01	V2502064	11/05/2024	P-CARD LUNDY MICHELLE	R	10,628.43
01	V2502065	11/05/2024	P-CARD MAHONEY COLLEEN	R	766.48
01	V2502066	11/05/2024	P-CARD MANNING MICHAEL	R	608.11
01	V2502067	11/05/2024	P-CARD MCCLENDON LAURA	R	90.82
01	V2502068	11/05/2024	P-CARD MCGINN DAN	R	274.80
01	V2502069	11/05/2024	P-CARD MORALES LIZETTE	R	10,081.18
01	V2502070	11/05/2024	P-CARD PETERSON CHRIS	R	1,549.35
01	V2502071	11/05/2024	P-CARD SACHER GRACE	R	2,386.89
01	V2502072	11/05/2024	P-CARD SETZER ALEXIS	R	49.10
01	V2502073	11/05/2024	P-CARD SKARE-KLECKER AMY	R	1,204.52
01	V2502074	11/05/2024	P-CARD SMITH DANE	R	52.35
01	V2502075	11/05/2024	P-CARD STACHEL NANCY	R	929.95
01	V2502076	11/05/2024	P-CARD VALLEY JENNIFER	R	711.61
01	V2502077	11/05/2024	P-CARD VENTURA PEREZ RAMIRO	R	94.78
01	V2502078	11/05/2024	P-CARD WILLHITE KASYA	R	464.44
01	V2502079	11/05/2024	P-CARD WOODS KELLY	R	1,492.34
01	V2502080	11/05/2024	P-CARD YUNKER AUBREE	R	1,077.60
01	313226	11/07/2024	ADVANCED COMMERCIAL KITCHENS	R	1,135.95
01	313227	11/07/2024	BIX FRUIT COMPANY	R	5,951.62
01	313228	11/07/2024	CDW GOVERNMENT INC	R	3,895.66
01	313229	11/07/2024	COMCAST BUSINESS	R	414.80
01	313230	11/07/2024	WW GRAINGER INC	R	389.00
01	313231	11/07/2024	HILLYARD MINNEAPOLIS	R	612.67
01	313232	11/07/2024	IMPROVE YOUR TOMORROW, INC.	R	2,775.00
01	313233	11/07/2024	ISD #294 HOUSTON PUBLIC SCHOOLS	R	158,475.00
01	313234	11/07/2024	JW PEPPER & SON INC	R	350.00
01	313236	11/07/2024	KEMPS LLC	R	3,495.70
01	313237	11/07/2024	KINECT ENERGY INC	R	8,637.83
01	313238	11/07/2024	MTI DISTRIBUTING CO	R	147.01
01	313239	11/07/2024	NCS PEARSON INC	R	1,028.07

01	313240	11/07/2024	NORTH CENTRAL INTERNATIONAL, LLC	R	8,928.38
01	313241	11/07/2024	NORTHSHORE LEARNING	R	4,800.00
01	313242	11/07/2024	ONE OF ONE CLOTHING	R	479.25
01	313243	11/07/2024	PAN O GOLD BAKING CO	R	339.50
01	313244	11/07/2024	RED BALLOON BOOK STORE	R	31.18
01	313245	11/07/2024	SNA-SCHOOL NUTRITION	R	40.00
01	313246	11/07/2024	TITAN ENVIRONMENTAL, INC.	R	8,650.00
01	313247	11/07/2024	TRIO SUPPLY COMPANY	R	797.20
01	313248	11/07/2024	UPPER LAKES FOODS	R	31,409.78
01	313249	11/07/2024	XCEL ENERGY	R	4,683.92
01	V614263	11/07/2024	MARIA ARIAS YANEZ	R	55.01
01	V614264	11/07/2024	MATTHEW ARNOLD	R	70.00
01	V614265	11/07/2024	JON S AVERY	R	35.00
01	V614266	11/07/2024	MICHELLE L AXELL	R	70.00
01	V614267	11/07/2024	ERICA T BARLOW	R	70.00
01	V614268	11/07/2024	MARY L CLARKSON	R	70.00
01	V614269	11/07/2024	RACHEL U CORNES	R	28.53
01	V614270	11/07/2024	ELVIRA CRUZ MIRANDA	R	25.55
01	V614271	11/07/2024	LATANYA R DANIELS	R	70.00
01	V614272	11/07/2024	PETER J FITZPATRICK	R	40.00
01	V614273	11/07/2024	RACHEL GENS	R	70.00
01	V614274	11/07/2024	AREND J GEURINK	R	70.00
01	V614275	11/07/2024	JAMES A GILLIGAN	R	70.00
01	V614276	11/07/2024	CHRISTINA M GONZALEZ	R	70.00
01	V614277	11/07/2024	AMY E HAGER	R	70.00
01	V614278	11/07/2024	KEVIN D HARRIS	R	40.00
01	V614279	11/07/2024	MICHAEL G HARRIS	R	70.00
01	V614280	11/07/2024	DANIEL HERRERA JIMENEZ	R	170.86
01	V614281	11/07/2024	JONATHAN W HEYER	R	70.00
01	V614282	11/07/2024	STEPHANIE M HEYER-WALSH	R	25.36
01	V614283	11/07/2024	JAMES L HILL	R	40.00
01	V614284	11/07/2024	JESSICA M HOFFMAN	R	40.00
01	V614285	11/07/2024	CRAIG D HOLJE	R	70.00
01	V614286	11/07/2024	NASHWA M IBRAHIM	R	175.00
01	V614287	11/07/2024	BAILEY D KRETSINGER	R	53.20
01	V614288	11/07/2024	DANIEL E KRETSINGER	R	70.00
01	V614289	11/07/2024	JENNIFER KRUEGER	R	70.00
01	V614290	11/07/2024	ANOOP KUMAR	R	40.00
01	V614291	11/07/2024	JOHN M LORENZINI	R	70.00
01	V614292	11/07/2024	COLLEEN M MAHONEY	R	70.00
01	V614293	11/07/2024	MICHAEL A MANNING	R	70.00
01	V614294	11/07/2024	DANIEL P MCGINN	R	40.00
01	V614295	11/07/2024	DOUG R MCMEEKIN	R	70.00
01	V614296	11/07/2024	KENT D MEYER	R	70.00
01	V614297	11/07/2024	KATRINA L MORGAN	R	40.00
01	V614298	11/07/2024	ERIN H NEILON	R	121.07
01	V614299	11/07/2024	ROBERT G OLSON	R	40.00
01	V614300	11/07/2024	CASSI M O'MEARA	R	15.98
01	V614301	11/07/2024	LAURA B OTTERNESS	R	70.00
01	V614302	11/07/2024	JAMES R PADDOCK	R	91.60
01	V614303	11/07/2024	CHRISTOPHER A PETERSON	R	70.00
01	V614304	11/07/2024	CASSANDRA QUAM	R	70.00
01	V614305	11/07/2024	RENEE C REED-KARSTENS	R	40.00
01	V614306	11/07/2024	KATHIE REESE	R	175.00
01	V614307	11/07/2024	KATHLEEN A RUMPPE	R	435.80
01	V614308	11/07/2024	ASHLEY SCHAEFER	R	70.00
01	V614309	11/07/2024	AMY B SKARE-KLECKER	R	70.00
01	V614310	11/07/2024	NANCY J STACHEL	R	70.00
01	V614311	11/07/2024	JUSTIN STEELE	R	70.00

01	V614312	11/07/2024	ANGELA TAYLOR	R	70.00
01	V614313	11/07/2024	STACY THEIEN-COLLINS	R	70.00
01	V614314	11/07/2024	VLADIMIR S TOLEDO	R	40.00
01	V614315	11/07/2024	STEVEN P UNOWSKY	R	270.00
01	V614316	11/07/2024	CARRIE A VALA	R	70.00
01	V614317	11/07/2024	JENNIFER K VALLEY	R	70.00
01	V614318	11/07/2024	ISELA VENTURA RUBIO	R	175.00
01	V614319	11/07/2024	REBECCA S WALD	R	40.00
01	V614320	11/07/2024	ALEXANDER WARD	R	70.00
01	V614321	11/07/2024	SAMANTHA WEAVER	R	207.79
01	V614322	11/07/2024	MICHELLE R WHITESIDE	R	70.00
01	V614323	11/07/2024	KASYA L WILLHITE	R	109.32
01	V614324	11/07/2024	KELLY L WOODS	R	70.00
01	313212	11/08/2024	CHRISTIFER J SONNENBERG	V	-1,000.00
			TOTAL CHECKS, PCARDS & EPAY REGISTER		**1,058,811.13**

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, November 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, November 18, 2024 in the boardroom at the Richfield Public Schools District Office. Chair Cole called the regular board meeting to order at 7:03 p.m. with the following school board members in attendance: Banks Kupcho, Carter, Liss, Pollis and Spencer. As allowed by Minnesota Statute 13D.02, Director Kirk Spencer was present in the meeting via interactive technology. Director Spencer was located at 125 Harbour Place Dr., Davidson, NC 28036.

Administrators present were Superintendent Unowsky, Assistant Superintendent Daniels, Executive Director Clarkson and Chief HR and Administrative Officer Holje. Student representatives Tania Brackenridge and Vanessa Rosas Miguel were present.

II. REVIEW AND APPROVAL OF THE AGENDA

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

III. INFORMATION AND PROPOSALS - NON-ACTION ITEMS

A. Public Comment
B. Superintendent Update
    1. Solar Energy Presentation
    2. Annual Staffing Report

IV. CONSENT AGENDA

A. Routine Matters
    1. Minutes of the Regular Meeting held November 4, 2024
    2. General Disbursements as of 11/7/24 in the Amount of $1,058,811.13
    3. Year-to-Date Finance Update
B. Personnel Items

Certified Full Time Retirements
Sara Linde – Counselor – Richfield Senior High School
Effective: 6/13/2025
Yrs. Of Service: 25

Daniel Fogelson – Phy. E. – Social Studies – Richfield Senior High School
Effective: 6/6/2025
Yrs. Of Service: 30

Certified Full Time Resignations
Alicia Bauers – Social Worker- South Education Center
Effective: 11/22/2024
Yrs. of Service: 0.3

Classified Full Time Administrative Asst. & Management Support for Employment
Karen Gavilan-Tepozteco - Administrative Assistant 3 – District Office
Effective: 11/12/2024

Classified Full Time Facilities & Transportation for Employment
Josiah Laturnus - District Maintenance Mechanic – Garage
Effective: 11/18/2024

Classified Full Time Paraprofessional for Employment
Garrett Gregersen - Managerial Paraprofessional - Sheridan Hills Elementary
Effective: 11/4/2024
Nicholas Rogness - Technology Paraprofessional – Richfield High School
Effective: 11/11/2024
Teresa Doyle - Special Education Paraprofessional – Richfield Middle School
Effective: 11/07/2024

Classified Full Time Food & Nutrition Resignation
Rachel Johnson Myrick - Kitchen Manager - Richfield STEM Elementary
Effective: 11/13/2024
Yrs. of Service: 5

Classified Full Time Outreach Worker Resignation
Ashley Acevedo - Outreach Worker - Richfield Dual Language Elementary
Effective: 11/25/2024
Yrs. of service: 4

C. Non-Resident Tuition Rate for 2024-2025

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

V. OLD BUSINESS

A. Policy 608: Education of Students with Disabilities - third read

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

B. Policy 521: Graduation Requirements & Administrative Guidelines 521.1 & 521.2 - second read
C. Policy 522: Commencement Participation - second read

VI. NEW BUSINESS

A. Policy 606: Home Schooling & Administrative Guideline 606.1 - first read
B. Donations

Motion by Banks Kupcho, seconded by Pollis, 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

12-2-2024	7 p.m.	Regular Board Meeting with Truth-in-Taxation
12-16-2024	7 p.m.	Regular Board Meeting - Public Comment

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

Motion by Pollis, seconded by Carter, and unanimously carried, the board of education moved into closed session at 8:05 p.m. Attending the closed session were Banks Kupcho, Carter, Cole, Liss and Pollis. Superintendent Unowsky, Chief HR and Administrative Officer Holje and Director of HR Axell were also present.

IX. REOPEN MEETING

Motion by Pollis, seconded by Carter, and unanimously carried, the board of education moved into open session at 8:41 p.m. with the following board members present: Banks Kupcho, Carter, Cole, Liss and Pollis. Superintendent Unowsky and Chief HR and Administrative Officer Holje were also present.

X. ADJOURN REGULAR MEETING

Chair Cole adjourned the meeting at 8:42 p.m.

P-CARD,CHECK RUNS, E-PAYS & WIRES FOR 12/02/2024 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	11/13/2024	527,679.36
	11/15/2024	114,415.38
	11/20/2024	228,590.05
	11/22/2024	63,219.25
Scholarships	11/15/2024	1,500.00
E-Pays	11/21/2024	1,456.84
CHECK REGISTER BANK 05 TOTAL =		**936,860.88**

BREAKDOWN	
01-206-00	501,402.22
02-206-00	108,458.93
03-206-00	15,795.04
04-206-00	5,470.77
06-206-00	220,000.00
07-206-00	-
18-206-00	27.20
20-206-00	84,111.66
21-206-00	1,595.06
47-206-00	-
BANK TOTAL =	**936,860.88**

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	313250	11/13/2024	ALLIED PROFESSIONALS, INC.	R	1,431.75
01	313251	11/13/2024	AMITY INSTITUTE LTD	R	3,600.00
01	313252	11/13/2024	ANTHONY LEE FRANK	R	1,000.00
01	313253	11/13/2024	ARVIG ENTERPRISES INC	R	1,307.90
01	313254	11/13/2024	AZURE ADLER	R	286.00
01	313255	11/13/2024	BCN TELECOM, INC TBS	R	920.79
01	313256	11/13/2024	BENCHMARK EDUCATION COMPANY, LLC.	R	1,260.00
01	313257	11/13/2024	BETTER PARTS COMPANY, INC.	R	433.60
01	313258	11/13/2024	BSN SPORTS, LLC	R	5,912.54
01	313259	11/13/2024	CENTURYLINK	R	120.46
01	313260	11/13/2024	CHRISTOPHER OQUIST	R	500.00
01	313261	11/13/2024	CINTAS CORPORATION NO 2	R	750.34
01	313262	11/13/2024	CITY OF RICHFIELD	R	800.00
01	313263	11/13/2024	COMCAST BUSINESS	R	549.50
01	313264	11/13/2024	CUB FOODS	R	500.45
01	313265	11/13/2024	CULLIGAN SOFT WATER	R	10.95
01	313266	11/13/2024	DECA INC.	R	507.00
01	313267	11/13/2024	DICKS SANITATION SERVICE, INC (DSI)	R	7,927.84
01	313268	11/13/2024	DIGITAL INSURANCE LLC	R	3,607.00
01	313269	11/13/2024	ECM PUBLISHERS INC	R	167.20
01	313270	11/13/2024	EDUCATORS BENEFIT CONSULTANTS LLC	R	512.04
01	313271	11/13/2024	FASTENAL INDUSTRIAL	R	39.84
01	313272	11/13/2024	FLASHLIGHT LEARNING, INC.	R	4,000.00
01	313273	11/13/2024	FREEWAY FORD	R	71.76
01	313274	11/13/2024	GOEBEL JUDITH K	R	250.00
01	313275	11/13/2024	WW GRAINGER INC	R	675.32
01	313276	11/13/2024	HAAS MUSICAL INSTRUMENT REPAIR, INC	R	1,283.26
01	313277	11/13/2024	HILLYARD MINNEAPOLIS	R	4,004.93
01	313278	11/13/2024	HOME DEPOT U.S.A.	R	922.68
01	313279	11/13/2024	HOPE CHURCH	R	15,522.06
01	313280	11/13/2024	ICS CONSULTING, LLC - 138006	R	220,000.00
01	313281	11/13/2024	IIX INSURANCE INFORMATION EXCHANGE	R	45.80
01	313282	11/13/2024	INNOVATIVE OFFICE SOLUTIONS LLC	R	5,899.34
01	313283	11/13/2024	INTERMEDIATE DISTRICT 287	R	633.10
01	313284	11/13/2024	LARSON JUDI	R	27.20
01	313285	11/13/2024	LOMAX CARLA	R	224.00
01	313286	11/13/2024	MAXORPLUS, LTD	R	35,428.16
01	313287	11/13/2024	MCEA	R	1,137.00
01	313288	11/13/2024	METRO APPLIANCE RECYCLING	R	4,439.95
01	313289	11/13/2024	METROPOLITAN MECHANICAL CONTRACTORS	R	4,075.17
01	313290	11/13/2024	MIDWEST BUS PARTS INC	R	53.87
01	313291	11/13/2024	MRI SOFTWARE LLC	R	309.00
01	313292	11/13/2024	NORMANDALE COMMUNITY COLLEGE	R	153,285.34
01	313293	11/13/2024	ONEBRIDGE BENEFITS INC.	R	5,305.50
01	313294	11/13/2024	OPTIMIST CLUB OF RICHFIELD	R	57.50
01	313295	11/13/2024	PAYDHEALTH	R	2,486.88
01	313296	11/13/2024	PITNEY BOWES BANK PURCHASE POWER	R	2,400.00
01	313297	11/13/2024	PLUNKETT'S /VARMENT GUARD	R	1,164.72
01	313298	11/13/2024	POMPS TIRE SERVICE	R	601.98
01	313299	11/13/2024	PREMIUM WATERS INC	R	39.00
01	313300	11/13/2024	PROPIO LS, LLC	R	97.72
01	313301	11/13/2024	SEPTRAN STUDENT TRANSPORTATION	R	10,247.94
01	313302	11/13/2024	STEM SMART LLC	R	490.00
01	313303	11/13/2024	STONE ARCH STUDIO LLC	R	200.00
01	313304	11/13/2024	TEAMWORKS INTERNATIONAL, INC	R	1,254.48
01	313305	11/13/2024	TOLL COMPANY	R	13.18
01	313306	11/13/2024	TRANSPORTATION PLUS, INC.	R	120.00
01	313307	11/13/2024	TRAVOI LEVAN TUTTLE	R	100.00

01	313308	11/13/2024	TRUGREEN LIMITED PARTNERSHIP	R	5,817.00
01	313309	11/13/2024	UHL COMPANY INC	R	5,520.00
01	313310	11/13/2024	UNITED HEALTHCARE/AARP MEDICARE RX	R	103.50
01	313311	11/13/2024	UNITED HEARTHCARE /AARP MEDICARE RX	R	103.50
01	313312	11/13/2024	UNITEDHEALTHCARE	R	590.91
01	313313	11/13/2024	VERIZON WIRELESS	R	360.09
01	313314	11/13/2024	WHIRLYBALL TWIN CITIES	R	1,504.00
01	313315	11/13/2024	WIESE USA, INC.	R	1,425.66
01	313316	11/13/2024	WORLD FUEL SERVICES, INC.	R	1,485.91
01	313317	11/13/2024	XCEL ENERGY	R	156.75
01	313318	11/13/2024	YOUTH FRONTIERS INC	R	1,600.00
01	313319	11/15/2024	ADVANCED COMMERCIAL KITCHENS	R	530.25
01	313320	11/15/2024	ANOKA-HENNEPIN SCHOOL DIST #11	R	200.00
01	313321	11/15/2024	BIX FRUIT COMPANY	R	2,489.81
01	313322	11/15/2024	BCBS OF MINNESOTA & BLUE PLUS	R	9,588.00
01	313323	11/15/2024	BRAND FARMS	R	1,860.00
01	313324	11/15/2024	CONSOLIDATED COMMUNICATIONS	R	3,185.08
01	313325	11/15/2024	PROVENDER BRANDS, LLC	R	3,696.00
01	313326	11/15/2024	ENVIROMATIC CORP OR AMERICA, INC	R	1,884.66
01	313327	11/15/2024	INTERMEDIATE DISTRICT 287	R	981.50
01	313329	11/15/2024	KEMPS LLC	R	4,365.06
01	313330	11/15/2024	MAXORPLUS, LTD	R	42,807.13
01	313331	11/15/2024	MOORHEAD AREA PUBLIC SCHOOLS	R	2,597.40
01	313332	11/15/2024	PAN O GOLD BAKING CO	R	1,157.40
01	313333	11/15/2024	RYAN JEANNIE M	R	924.28
01	313334	11/15/2024	SCHMITT MUSIC	R	171.00
01	313335	11/15/2024	SKOF BRYAN	R	82.40
01	313336	11/15/2024	ST CATHERINE UNIVERSITY	R	1,500.00
01	313337	11/15/2024	TORTILLERIA LA PERLA	R	100.24
01	313338	11/15/2024	TRIO SUPPLY COMPANY	R	1,451.69
01	313339	11/15/2024	UPPER LAKES FOODS	R	36,343.48
01	313340	11/20/2024	ALERUS RETIREMENT AND BENEFITS	R	1,056.60
01	313341	11/20/2024	AI TECHNOLOGIES LLC	R	240.00
01	313342	11/20/2024	ARBON EQUIPMENT CORPORATION	R	2,819.39
01	313343	11/20/2024	ASTLEFORD INTERNATIONAL	R	19.77
01	313344	11/20/2024	BEST BUY BUSINESS ADVANTAGE	R	2,819.94
01	313345	11/20/2024	BRIN GLASS COMPANY	R	1,442.00
01	313346	11/20/2024	BRINK'S INCORPORATED	R	33.85
01	313347	11/20/2024	BUILDING CONTROLS & SOLUTIONS	R	705.39
01	313348	11/20/2024	CAPTIVATE MEDIA & CONSULTING	R	1,540.50
01	313349	11/20/2024	CATALYST BUYING GROUP LLC	R	219.99
01	313350	11/20/2024	CDW GOVERNMENT INC	R	8,600.00
01	313351	11/20/2024	CINTAS CORPORATION NO 2	R	199.30
01	313352	11/20/2024	CITY OF RICHFIELD	R	6,668.81
01	313353	11/20/2024	COMCAST	R	404.36
01	313354	11/20/2024	CONTINENTAL RESEARCH CORP	R	2,386.84
01	313355	11/20/2024	CONTRACT PAPER GROUP INC	R	7,020.00
01	313356	11/20/2024	DECA INC.	R	104.00
01	313357	11/20/2024	DIRTY DOG PRODUCTIONS LLC	R	250.56
01	313358	11/20/2024	EAGAN HIGH SCHOOL	R	600.00
01	313359	11/20/2024	EDPUZZLE, INC	R	16,808.40
01	313360	11/20/2024	WW GRAINGER INC	R	711.72
01	313361	11/20/2024	GROTH MUSIC COMPANY	R	471.38
01	313362	11/20/2024	H&B SPECIALIZED PRODUCTS INC	R	2,396.00
01	313363	11/20/2024	HILLYARD MINNEAPOLIS	R	4,047.01
01	313364	11/20/2024	IDEAL ENERGIES SOLAR LEASE 2021,LLC	R	7,715.32
01	313365	11/20/2024	INTERMEDIATE DISTRICT 287	R	126,767.13
01	313366	11/20/2024	JOHN WILEY & SONS, INC.	R	225.07
01	313367	11/20/2024	LEROY'S GREAT BEAR	R	89.98

01	313368	11/20/2024	LEXIA LEARNING SYSTEMS LLC	R	1,320.00
01	313369	11/20/2024	LOFFLER	R	994.64
01	313370	11/20/2024	LVC COMPANIES INC	R	1,266.40
01	313371	11/20/2024	LYNN E. HENRY	R	72.00
01	313372	11/20/2024	MATRIX COMMUNICATIONS, INC	R	15,655.02
01	313373	11/20/2024	METRO TRANSIT	R	388.00
01	313374	11/20/2024	MN DEPT OF LABOR AND INDUSTRY	R	620.00
01	313375	11/20/2024	MPLS ROOSEVELT/HERITAGE ACADMY COOP	R	250.00
01	313376	11/20/2024	NAPA AUTO PARTS	R	302.42
01	313377	11/20/2024	NOKOMIS SHOE SHOP	R	125.00
01	313378	11/20/2024	NORTH CENTRAL INTERNATIONAL, LLC	R	728.24
01	313379	11/20/2024	NWEA	R	5,000.00
01	313380	11/20/2024	OCCUPATIONAL MEDICINE CONSULTANTS	R	95.00
01	313381	11/20/2024	PREMIER LIGHTING INC	R	3,500.00
01	313382	11/20/2024	PROPIO LS, LLC	R	99.54
01	313383	11/20/2024	SCHUMACHER ELEVATOR COMPANY	R	498.00
01	313384	11/20/2024	THE MINNESOTA CHEMICAL COMPANY	R	365.00
01	313385	11/20/2024	VANESSA MERRY	R	220.00
01	313386	11/20/2024	XCEL ENERGY	R	518.48
01	313387	11/20/2024	ZONEONE LOCATING	R	209.00
01	V614325	11/21/2024	MEGAN BLUMA	R	120.00
01	V614326	11/21/2024	MILISSA CARTER	R	241.33
01	V614327	11/21/2024	KRISTI A DINGMAN	R	15.21
01	V614328	11/21/2024	JESSICA M HOFFMAN	R	66.87
01	V614329	11/21/2024	JUNE HOVE	R	47.70
01	V614330	11/21/2024	DANIEL E KRETSINGER	R	359.53
01	V614331	11/21/2024	LORINDA A LOSIER	R	9.99
01	V614332	11/21/2024	MICHAEL A MANNING	R	201.00
01	V614333	11/21/2024	KATRINA L MORGAN	R	110.28
01	V614334	11/21/2024	LIBBY C NELSON	R	12.06
01	V614335	11/21/2024	STEPHANIE NICHOLS	R	71.28
01	V614336	11/21/2024	MONICA PINTO-MOE	R	37.66
01	V614337	11/21/2024	ANGELA TAYLOR	R	156.73
01	V614338	11/21/2024	MICHELLE R WHITESIDE	R	7.20
01	313388	11/22/2024	BIX FRUIT COMPANY	R	8,220.72
01	313389	11/22/2024	BRAND FARMS	R	1,860.00
01	313390	11/22/2024	GROUP MEDICAREBLUE RX	R	8,010.00
01	313392	11/22/2024	KEMPS LLC	R	6,090.92
01	313393	11/22/2024	PAN O GOLD BAKING CO	R	512.60
01	313394	11/22/2024	TRIO SUPPLY COMPANY	R	1,012.39
01	313396	11/22/2024	UPPER LAKES FOODS	R	37,512.62
			TOTAL CHECKS, SCHOLARSHIPS & EPAYS		**936,860.88**

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of

November 25, 2024

Description	Matures	Rate	Cost	General Operating	2024A Cap Fac Bond	2018A Bond	OPEB Bond
MNTrust Term Series-Flex (PenFed C)		4.47%	7,946,468.13	7,946,468.13	-	-	-
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	-	-	-
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	-	-	-
TREASURY BILL	07/10/25	4.18%	999,739.31	999,739.31	-	-	-
US TREASURY N/B	09/30/25	4.22%	748,874.02	748,874.02	-	-	-
Susquehanna Community Bank	10/02/25	4.25%	240,900.00	240,900.00	-	-	-
MN TRUST TERM SERIES	01/07/26	4.82%	3,000,000.00	3,000,000.00	-	-	-
MNTrust TERM SERIES	01/26/26	4.25%	2,000,000.00	2,000,000.00	-	-	-
MN TRUST TERM SERIES	05/18/26	4.70%	1,000,000.00	1,000,000.00	-	-	-
STRIPS	11/15/26	4.19%	499,807.02	499,807.02	-	-	-
Federated Institutional Tax-Free Cash Trust		3.27%	441,639.10	-	-	441,639.10	-
Western Alliance Bank	03/03/25	5.07%	239,450.00	-	239,450.00	-	-
Oakwood Bank	05/01/25	5.05%	237,650.00	-	237,650.00	-	-
CIBM Bank	06/02/25	5.03%	236,700.00	-	236,700.00	-	-
GOLDMAN SACHS GOVERNMENT MONEY MARKET		4.96%	4,333,711.83	-	-	-	4,333,711.83
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
US TREASURY N/B	09/30/25	4.41%	621,742.19	-	-	-	621,742.19
KS STATEBANK / KANSAS STATE BANK OF MANHA	11/10/25	4.75%	212,900.00	-	-	-	212,900.00
US TREASURY N/B	09/30/26	4.34%	789,398.44	-	-	-	789,398.44
FIRST INTERNET BANK OF INDIANA	09/30/26	4.00%	209,500.00	-	-	-	209,500.00
BANK HAPOALIM	10/01/26	4.45%	206,700.00	-	-	-	206,700.00
Total Investments Held			**30,157,537.25**	**21,886,622.98**	**713,800.00**	**441,639.10**	**7,115,475.17**

ppd:Finance

Consent Agenda – For Action **Agenda Item IV.B.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting December 2, 2024

Subject: PERSONNEL ITEMS

(Recommended by superintendent)

That the board of education approve the following personnel items:

Classified Part-Time Administrative Asst. & Management Support for Employment
Nicole Stodola - Administrative Assistant 2, 0.5 FTE – Central Education Center
Effective: 10/21/2024

Classified Full-Time Administrative Asst. & Management Support Reassignment
Stephanie Nichols - Administrative Assistant 4 – Richfield High School
Effective: 10/14/2024

Classified Full-Time Food & Nutrition Reassignment
Paula Washington - Kitchen Manager – STEM Elementary School
Effective: 12/02/2024

Classified Part-Time Paraprofessional Reassignment
Sarah Nelson - Special Education Paraprofessional – STEM Elementary
Effective: 12/02/2024
Garrett Gregersen - Special Education Paraprofessional – Sheridan Hills Elementary
Effective: 11/18/2024

Classified Part-Time Paraprofessional FTE Reduction
Nicole Stodola - Clerical Paraprofessional, 0.5 FTE – Richfield High School
Effective: 10/21/2024

Classified Part-Time Paraprofessional Resignation
Bailey Kretsinger - Technology Paraprofessional – Richfield High School
Effective: 12/06/2024
Yrs. of Service: 2.25

OLD BUSINESS – FOR REVIEW **Agenda Item V.A.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 2, 2024

Subject: Community Use of School Facilities and Grounds

(Recommended by the superintendent)

A fourth read of Policy 979: Community Use of School Facilities and Grounds. This policy governs the rental of school facilities and grounds by community groups and establishes a fee structure for rental. This policy does **not** govern long-term lease of school facilities, which is covered in Policy 803: Leasing School Space.

A small change was made to Policy 979 on November 7, 2022; however, the policy in its entirety has not been reviewed or revised since 2019.

This policy has been reviewed by the Facilities and Community Education Departments as well as the Competitive Activities Advisory Committee for feedback, and suggested changes are included. Some rental fees have been adjusted in order to support our facility upkeep and site supervision as necessary.

The board completed a first read of this policy on June 3, 2024, a second read on July 15, 2024 and a third read on August 5, 2024. At that time, further input, review, and reflection was determined to be necessary.

A summary of the proposed changes is as follows:

- Formatting changes, including moving certain language into different sections of the policy.
- Prioritization of permit approvals in the order of RPS, then groups requesting the use of the same space and timeframe they have scheduled in previous years, then category 1 and category 2, then by date of application (exceptions possible).
- Clarification that only RPS groups are allowed to displace a previously confirmed group from their scheduled space.
- Clarification that RPS public outdoor spaces are only available for public use when school and activities are not in session.
- Change of Category 2 rental fees for classroom spaces from $10/day to $5/hour.
- Change of Category 2 rental fees for gyms, track, tennis courts, grass fields and stadium from per day to per hour charges.
- Increase of Category 2 rental fees for cafeterias, kitchens, and auditoriums.

- Increase of rental fees for softball/baseball fields.
- Special agreement for Richfield Girls Fastpitch and Richfield Baseball, Inc. to rent softball/baseball fields at $10/day.
- Specification of available hours that requests may be submitted for different areas of the District (exceptions possible):
    - All outdoor spaces: 4 – 11 p.m.
    - Elementary and middle school indoor spaces: 6 – 11 p.m.
    - Richfield Middle School pool: 5 a.m. – 11 p.m.
    - High school indoor spaces: 4 – 11 p.m.
    - District Office boardroom: 7 – 8:30 a.m. and 4 – 11 p.m.

Attachments:
Policy 979: Community Use of School Facilities and Grounds - redlined
MSBA Model Policy 902: Use of School District Facilities and Equipment

RICHFIELD PUBLIC SCHOOLS

COMMUNITY USE OF SCHOOL FACILITIES ~~&~~ AND GROUNDS

I. GOAL OF ~~THE~~ RICHFIELD PUBLIC SCHOOLS REGARDING COMMUNITY USE OF SCHOOL FACILITIES

It is the desire of the Richfield School Board that school facilities be made available for cultural, recreational and educational activities.

II. DEFINITIONS

A. School grounds consist of the area outside the school buildings and includes, but are not limited to parking lots, athletic fields, tennis courts and running track.

B. Centennial, Sheridan Hills and ~~Richfield~~ R-STEM fields and high school tennis courts are designated as open areas. Unless previously scheduled, these areas are available for use by individuals or small groups on a casual, recreational basis without a permit.

C. Richfield High School stadium and baseball field, Richfield Middle School Fields and Lyndale Fields are designated as secure areas, available for use on a permit basis.

D. For the purposes of this policy:

a. A Richfield group, organization or activity shall consist of 75% or more of school district residents and/or enrolled RPS students.

b. A large group consists of 30 or more people

~~C.~~c. A small group consists of fewer than 30 people

III. RULES AND REGULATIONS ~~IMPLEMENTING BOARD POLICY~~

A. Permits will be issued on a one hour minimum basis. ~~For the purpose of definition:~~

- ~~A Richfield group, organization or activity shall consist of 75% or more of school district residents.~~
- ~~A large group consists of 30 or greater people~~
- ~~A small group consists of fewer than 30 people~~

B. Groups Permitted to Request Use of Facilities:

The category of a group using school space will be determined by the Facilities Use Office. If a group disagrees with the level assigned they can request a review by the superintendent or District Office designee~~s~~. The assigned level will be ~~Reviewed~~reviewed, and the superintendent will make a final determination of the group's category for the purpose of implementing ~~the~~ this policy.

~~A. Groups Permitted to Request Use of Facilities:~~

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Access to district facilities by group is ~~prioritized~~ categorized as follows: ~~Category 1, Category 2, Category 3, Category 4, and Category 5.~~

1. Category 1 - Richfield Public Schools/City of Richfield
   (Highest priority listed first)
   a. ~~Educational E-12 programs and co-curricular~~School-sponsored activities
   b. Community Education
   c. School building and/or district parent involvement programs
   d. Functions of school-related organizational meetings
   e. Richfield Public Schools reunions and other approved alumni events
   f. City government use
   g. Parks and recreation
   h. Essential ~~Community~~ community ~~Activities~~activities, including city-wide elections and party caucuses~~/~~ primaries on sanctioned dates
   ~~h~~i. Emergency services, including disaster relief

2. Category 2 - Richfield Youth Organizations and Activities

   a. —
   Richfield youth organization activities for small groups after school
   b. Richfield ~~Youth~~ youth ~~Organizations~~ organizations (e.g. Richfield Baseball, Inc., Richfield Boys Basketball Association, Richfield Girls Basketball Association, Richfield Soccer Association, etc.)
   c. Youth athletic organizations as recommended by athletic director and approved by the superintendent (athletic feeder programs, etc.)

3. Category 3 - Richfield Non-Profit Community Organizations and Activities

   a. Richfield special interest groups
   b. Richfield youth organization activities for large groups
   c. Richfield organizations
   d. Richfield faith communities
   e. Resident personal use
   f. Political conventions and meetings, not on sanctioned dates

4. Category 4 - Other Non-Profit Organizations

   a. Non-Richfield organizations
   b. Non-Richfield interest groups
   c. Universities, colleges, vocational technical schools

5. Category 5 - For Profit Organizations

   a. Groups who want to use buildings or grounds for educational or recreational activities
   b. Buildings and grounds may NOT be used for advertising, to make a profit, or for commercial enterprise.

B. Fund~~r R~~aising Activities and Events

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Any category #3 or #4 user group will be charged the category #5 rates for fund~~-~~raising activities and events which occur on Saturday, Sunday or holidays, when an admission fee is charged.

C. Permit Required

1. Buildings are not to be opened or equipment provided unless a permit has been signed and approved and the equipment needed has been requested in the permit.

2. Cancellation of a building use permit should be made at least 72 hours before the event or facility rental charges and staffing costs will be assessed.

3. The permit use of school facilities is offered on an hourly basis during periods when they are not being used. Permit use is not intended to govern long-term rental of excess school space. Such use is covered in Board Policy 803~~- :Rental of~~Leasing School Space. Persons interested in leasing school property should contact the ~~School District Business Manager~~Chief HR & Administrative Officer.

4. After the request has been approved, it becomes a contract with the applicant and/or organization. It may not be sublet or transferred to another individual or organization.

D. Approving of Permits

1. Permits for athletic spaces are approved in 4-month cycles to ensure ~~Category~~ category 1 and ~~Category~~ category 2 permits are fulfilled. July-October permit requests will be reviewed on/or before June 1. November ~~-~~February permit requests will be reviewed on/or before October 1. March-June permit requests will be reviewed on/or before February 1.

2. Permits for non-athletic spaces will be reviewed on/or before June 30 for the upcoming school year. This ensures all Richfield ~~School District~~Public Schools requests are fulfilled for the year.

3. Priority will be given first to Richfield Public Schools, then to groups requesting use of the same space and timeframe they have scheduled in previous years, then to category 1 and category 2, and then by the date of application. The activities director may approve a different prioritization on a case-by-case basis if approved by the superintendent.

4. There may be circumstances where a Richfield ~~School District~~Public Schools activity needs to be rescheduled. If this happens and a conflict occurs, the ~~district~~ District activity or program has priority. Every effort will be made to find an alternate facility for the non-district organization or individual. Resolution of conflicts will be handled between the building administration and the Facilities Use Office. No group other than

Richfield Public Schools will be allowed to displace a previously confirmed group from their scheduled space.

E. Closing of Playgrounds

Playgrounds, playing fields, and spectator stands located on Richfield Public Schools property are open for public use only during the hours that school is not in session and no other school-sponsored activities are taking place in these locations.

All public playgrounds, playing fields, spectator stands, or other recreational facilities located on Richfield Public Schools property shall be closed to the public at 11 p.m. every day.

IV. CHARGES

A. No facility use fee or rental charge will be assessed groups identified in ~~Category~~ category 1, unless there is a special agreement in place.

B. The Facilities Use Office will determine the staffing needed for events, and it will be communicated on the approved permit. Each group is required to cover the cost of the staff assigned, regardless of category.

~~B. Facility use costs associated with Category 2 shall typically be $10.00 per use and those additional costs incurred by the School District due to the use. This may include, but not limited to personnel and equipment fees.~~

C. Facility use fees for defraying operating costs for ~~Categories~~ categories 2, 3, 4 and 5 are as follows:

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	Category 1	Category 2	Category 3	Category 4	Category 5
	Richfield Public Schools / City of Richfield	Richfield Youth Group Organizations and Activities	Richfield Non-~~profit~~ Profit Community Organizations and Activities	Other Non-Profit Organizations including Universities, colleges and vocational schools	For-Profit Organizations
All listed charges are per hour unless otherwise specified. ~~*Per hour charge~~ ~~*Per hour charge~~ ~~*Per hour charge~~					
Permit Fee		$20.00/season	$25.00	$25.00	$30.00
Classrooms					
General Classroom	No Charge	$~~10.00/day~~5.00	$10.00	$20.00	$40.00
Large Classroom/ Choir/Band	No Charge	$~~10.00/day~~5.00	$15.00	$30.00	$60.00
Computer Lab	No Charge	$~~10.00/day~~5.00	$25.00	$50.00	$100.00
Media Center	No Charge	$~~10.00/day~~5.00	$25.00	$50.00	$100.00
Conference Room	No Charge	$~~10.00/day~~5.00	$10.00	$20.00	$40.00
Flex Space	No Charge	$5.00	$10.00	$20.00	$40.00
Gymnasiums					
Elementary	No Charge	$10.00~~/day~~	$15.00	$30.00	$60.00
Middle School/ RSTEM	No Charge	$10.00~~/day~~	$25.00	$50.00	$100.00
High School Small	No Charge	$10.00~~/day~~	$25.00	$50.00	$100.00
High School Large	No Charge	$10.00~~/day~~	$35.00	$70.00	$140.00
Locker Room	No Charge	No Charge	$20.00	$40.00	$80.00
Wrestling Room	No Charge	$10.00~~/day~~	$25.00	$50.00	$100.00
Weight Room	No Charge	$10.00~~/day~~	$25.00	$50.00	$100.00
Cafeteria					
Elementary	No Charge	$10.00~~/day~~	$15.00	$30.00	$60.00
Middle School	No Charge	$~~10~~15.00~~/day~~	$25.00	$50.00	$100.00
High School	No Charge	$~~10~~15.00~~/day~~	$25.00	$50.00	$100.00
Kitchen					
Elementary	No Charge	$10.00~~/day~~	$20.00	$40.00	$80.00
Middle / High School	No Charge	$~~10~~15.00~~/day~~	$30.00	$60.00	$120.00
Auditorium					
Middle School	No Charge	$~~10.00/day~~20.00	$40.00	$80.00	$160.00
High School	No Charge	$~~10.00/day~~25.00	$50.00	$100.00	$200.00
Indoor Pool	No Charge~~.~~	$20.00~~/hour~~	$50.00	$80.00	$150.00
Swim Meets~~,~~ ~~Category 4 & 5~~		$20.00~~/hour~~	$50.00	$150.00	$150.00
Special Agreement: City of Richfield, $45.00/hour ~~Richfield Swim Club~~					

~~$20.00/hour~~					

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Outdoor Sport Areas	**Category 1**	**Category 2**	**Category 3**	**Category 4**	**Category 5**
Track Only	No Charge	$10.00~~/hour~~	$25.00	$~~25~~30.00	$50.00
Tennis Courts	No Charge	$10.00~~/hour~~	$25.00	$~~25~~30.00	$50.00
Grass Field	No Charge	$20.00~~/hour~~	$25.00	$~~25~~30.00	$50.00
Softball/Baseball Diamond	No Charge	$~~10.00/day~~15.00/game (approximately 3 hours)	$~~25~~40.00/game (approximately 3 hours)	$~~25~~50.00/game (approximately 3 hours)	$~~50~~75.00/game (approximately 3 hours)
Spartan Stadium	No Charge	$40.00~~/hour~~	$85.00	$115.00	$150.00
Richfield High School Baseball Field	No Charge	$~~10.00/day~~25.00/game (approximately 3 hours: ~~no field prep included~~)	$75.00/game (approximately 3 hours)	$100.00/game (approximately 3 hours)	$~~125~~150.00/game (approximately 3 hours)
Special Agreements: Richfield Girls Fastpitch & Richfield Baseball, Inc.: $10.00/day					
Equipment Charges					
Score Board Pool	No Charge	No Charge	$25.00/day	$25.00/day	$25.00/day
Score Board Gym	No Charge	No Charge	$25.00/day	$25.00/day	$25.00/day
Volleyball Standards/Nets	No Charge	No Charge	$5.00/court	$5.00/court	$10.00/court
Bleachers	No Charge	No Charge	$10.00/section	$10.00/section	$10.00/section
Concession Stand		No Charge	$25.00/day	$50.00/day	$100.00/day
Auditorium Equipment Charges	No Charge	No Charge	$50.00/day	$50.00/day	$50.00/day
Microphone / Battery Pack	No Charge	No Charge	$10.00/day	$10.00/day	$10.00/day
Scrim	No Charge	$75.00/event	$75.00/event	$75.00/event	$75.00/event
Risers	No Charge	$30.00/event	$30.00/event	$30.00/event	$30.00/event
Portable Stage	No Charge	$40.00/event	$40.00/event	$40.00/event	$40.00/event
DVD / VCR / TV	No Charge	No Charge	$25.00/day	$25.00/day	$25.00/day
LCD Projector	No Charge	No Charge	$50.00/day	$50.00/day	$50.00/day
Projection Screen (portable)	No Charge	No Charge	$15.00/event	$15.00/event	$15.00/event
Piano	No Charge	No Charge	$15.00/event	$15.00/event	$15.00/event

D. A Richfield Public Schools employee must be on duty whenever facilities are in use by categories 3-5.~~,~~ ~~this~~ This may include: custodians, kitchen supervisors, auditorium managers, lifeguards, and/or event supervisors. Category 2 groups will require an employee on duty when hosting public events on the weekend inside the high school gymnasiums and for all indoor weekend events in all other ~~district~~ District facilities. ~~The Facilities Use Office will determine the staffing needed for events and it will be communicated on your approved permit. Each group is required to cover the cost of the staff assigned.~~ The Richfield Public Schools employee will supervise the facility, but not the facility user or its activities.

Commented [CQ1]: Moved to above

E. Events that have excessive trash will be assessed a trash removal fee of $50.

V. USE OF EQUIPMENT

Facility users in ~~Categories~~ categories 2, 3, 4 and 5 are expected to supply all their own equipment, such as basketballs, volleyballs, bats, balls, etc. If school equipment is to be used, it needs to be requested at the time of the permit request and equipment charges may be applied. Any unauthorized use of school equipment may result in cancellation of future use of ~~school d~~District facilities.

Organizations or individuals using ~~district~~ District facilities and equipment assume responsibility for any damage and will be billed accordingly if damage is caused by participants or spectators.

VI. INSURANCE

A. Prior to approval of any use permit, the applicant must provide the ~~School~~ District with evidence of liability insurance as required below, and proof of non-profit status and proof of ~~Workers'~~ workers' ~~Compensation~~ compensation ~~Insurance~~ insurance if applicable.

B. Insurance Requirements

Prior to approval of any use permit, the applicant must provide the ~~School~~ District with evidence of liability insurance as required below, naming Richfield Public Schools, Independent School District 280, as an ~~Additional~~ additional ~~Named~~ named ~~Insured~~insured. Failure to provide the District with evidence of such coverage shall not relieve the permit holder of the obligation to maintain such insurance for the benefit of the District. The ~~Superintendent~~ superintendent ~~of Schools~~ or designee may waive the certificate of insurance requirement for events designed to benefit ~~Richfield School~~District students.

Coverage shall be provided by an insurance company licensed to do business in the State of Minnesota with AM Best ratings of A or above.

The applicant shall provide a certificate of insurance specifying amounts of coverage equal to or greater than the minimum required limits of liability stated below. All certificates shall provide the ~~School~~ District with thirty (30) days of notice of cancellation, material change, or non-renewal. The certificate must be altered to eliminate the words "endeavor to" and "but failure to make such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives."

1. Commercial General Liability

Bodily Injury Including Death	$1,000,000 Each Occurrence
Personal Injury	$1,000,000 Each Occurrence
Products/Completed Operations	$1,000,000 Each Occurrence
General Aggregate	$1,000,000
Products/Completed Operations Aggregate	$1,000,000

2. Workers' Compensation

~~a.~~ Statutory
~~b.~~ Employers Liability — $100,000 Each Accident; $500,000 Disease Policy Limits; $100,000 Disease Ea. Employee

VII. LIMITATIONS OF USE

A. Possession ~~of~~ or use of alcohol, drugs, or tobacco in the building or on school property is prohibited. It is the permit holder's responsibility to communicate these restrictions to the participants and the spectators. If your group violates this rule you will be asked to leave the building and your right to future use will be forfeited.

B. Treat school property with care; you are responsible for all damages.

1. Report any damage to school property to the Facility ~~use~~ Use Office within 24 hours. Failure to report any damage may result in cancellation of future use of ~~school d~~District facilities.

2. If you don't make satisfactory replacement or payment for any loss or damage, your right to future use will be forfeited. The ~~school d~~District assumes no liability for loss of personal effects of participants.

C. Appropriate athletic shoes are required for gymnasium use.

D. You may not use rooms or facilities not asked for and authorized by the permit.

E. You are responsible for the conduct of both participants and spectators. To ensure the safety of facilities and participants all children must be under competent and responsible adult supervision at all times.

F. Adhere to the hours of use designated in the contract. If you do not vacate by the time indicated on the permit, additional charges will be assessed to your permit.

~~VIII. CONFLICTS~~

~~There may be circumstances where a Richfield School District activity needs to be added to the schedule or rescheduled. If this happens and a conflict occurs, the district activity or program has priority. Every effort will be made to find an alternate facility for the non-district organization or individual. Resolution of conflicts will be handled between the building administration and the Facilities Use Office.~~

Commented [CQ2]: This is repeated above.

IX. APPLICATIONS AND CANCELLATIONS

Applications for use of buildings must be made electronically through the online building reservation system. The application, if approved, becomes a contract, but the contract may be canceled by either party 72 hours in advance. An application for use of school facilities should be submitted at least two weeks in advance of the scheduled use. Requests made with less than two weeks are difficult to accommodate and may be denied.

Permits should be completed with precise dates and times (including set-up and tear down as well as set-up diagrams). Permits will be reviewed and approval or rejection will be communicated in 10 business days by email through the online reservation system.

All buildings will be required to submit their building curricular and co-curricular schedules to the Facilities Use Office by May 15 ~~th~~of each year to block off dates on the master calendar for those requesting use of building facilities. The ~~Business Manager~~Chief HR & Administrative Officer will provide lease agreement information to the Facility Use Office by May 15~~th~~ for inclusion into the master calendar.

Requests for building use during scheduled school hours are excluded unless approved by the ~~Building~~ building ~~Principal~~ principal and/or ~~Superintendent~~superintendent. Requests may be submitted for the following hours:

- All outdoor spaces: 4 – 11 p.m.
- Elementary and middle school indoor spaces: 6 – 11 p.m.
- Richfield Middle School pool: 5 a.m. – 11 p.m.
- High school indoor spaces: 4 – 11 p.m.
- District Office boardroom: 7 – 8:30 a.m. and 4 – 11 p.m.

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~~Cancellations –~~In the event that the requestor needs to cancel, they must do so by contacting the Facility Use Office at least 72 hours prior to the event.

Legal References:

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Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses For School and Nonschool Purposes; Closings)

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Cross References:

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Policy 413: Staff Use of School Facilities
Policy 801: Student Use of Secondary School Facilities
Policy 803: Leasing School Space

~~DATED~~RATIFIED BY THE BOARD OF EDUCATION: September 7, 1982

REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: October 20, 1986

REVISED BY THE BOARD OF EDUCATION: July 21, 1986; December 7, 1987; June 18, 1990, November 21, 1994, September 3, 1996, August 11, 1997, May 15, 2000, March 5, 2001, May 7, 2001; April 19, 2004, April 18, 2005; July 11, 2005; December 17, 2007; February 1, 2010; November 12, 2013; March 18, 2019; November 7, 2022

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Adopted: _____ *MSBA/MASA Model Policy 902*
Orig. 1995
Revised: _____ *Rev. 2022*

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

A. The school district administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.

B. Procedures for providing publicity, registration, and collection of fees shall be the responsibility of the school district administration.

C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.

B. Requests for use of school facilities by community groups or individuals shall be made through the school district administrative office. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.

C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. A rental fee schedule, deposit or surety bond schedule, and payment procedure shall be presented for review and approval by the school board.

D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

V. USE OF SCHOOL EQUIPMENT

The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized, and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses For School and Nonschool Purposes; Closings)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA/MASA Model Policy 901 (Community Education)

OLD BUSINESS – FOR ACTION **Agenda Item V.B.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 2, 2024

Subject: Commencement Participation

(Recommended by the superintendent)

Passage upon a third read of Policy 522: Commencement Participation. This policy explains the requirements senior students must fulfill in order to participate in commencement and other year-end activities.

Input has been gathered from the RHS administration and counseling department, and suggested changes are included.

Attachments:
Policy 522: Commencement Participation - redlined

RICHFIELD PUBLIC SCHOOLS

COMMENCEMENT PARTICIPATION

I. PURPOSE

The purpose of this policy is to set forth requirements for commencement participation.

II. GENERAL STATEMENT OF POLICY

It is the policy of ~~the school district~~Richfield Public Schools that all students who participate in commencement have completed the requirements for graduation. Except as noted in Section III of this policy, no senior will be allowed to participate in the ~~Commencement~~ commencement ~~Exercises~~ exercises of ~~the~~ Richfield High School (RHS) unless all qualifications are met for receiving a diploma as outlined in Board Policy 521~~,~~ ~~:~~ ~~Requirements for~~ Graduation Requirements.

III. COMMENCEMENT PARTICIPATION

Seniors meeting the requirements specified in Section II of this policy will be eligible to participate in the ~~Commencement~~ commencement ~~Ceremony~~ ceremony with the exception of students who are ineligible to participate for disciplinary reasons that have been reviewed by the Richfield High School ~~Principal~~ principal and the ~~Superintendent~~superintendent. Participating students will be required to wear the prescribed cap and gown. Decoration of caps is allowed, provided the decorations adhere to Board Policy 547: Student Dress and Appearance. Modification or decoration of caps may be reviewed and/or approved by the RHS administration prior to the commencement ceremony.

IV. PARTICIPATION IN OTHER YEAR-END ACTIVITIES

Seniors who do not participate in commencement may still participate in all other senior class year-end activities unless participation is denied for appropriate reasons, which may include discipline. The decision for students determined to be ineligible for other year-end activities will also undergo review by the Richfield High School ~~Principal~~ principal and the ~~Superintendent~~superintendent.

Cross References:
Board Policy 521: Graduation Requirements
Board Policy 547: Student Dress and Appearance

~~APPROVED~~ RATIFIED BY THE BOARD OF EDUCATION: February 26, 1962

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~~AMENDED~~ REVISED BY THE BOARD OF EDUCATION: ~~—~~ April 20, 1970~~,~~; July 21, 1986~~,~~; June 1, 1998~~,~~; September 16, 2002~~,~~; June 24, 200~~3,~~ May 1, 2017~~,~~; September 3, 2019

~~***Cross References:*** Board Policy 521 Requirements for Graduation from Richfield Senior High School~~

OLD BUSINESS – FOR REVIEW **Agenda Item V.C.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 2, 2024

Subject: Home School

(Recommended by the superintendent)

A second read of Policy 606: Home Schooling & Administrative Guideline 606.1: Non-Public or Homeschool Participation in Shared Time Programs. This policy provides guidance for parents who want their children to be educated in a home school and details what RPS is required by law to provide for these students. Administrative Guideline 606.1 describes the process for home-schooled or non-public students to enroll part-time in RPS classes.

There are currently 90 students in the RPS district area who are home schooled (45 families). We do not currently have any students participating in shared time programming.

This policy and guideline have been reviewed by the Community Education Department, and suggested changes are included.

Attachments:
Policy 606: Home Schooling - redlined
Administrative Guideline 606.1 – redlined
MSBA Model Policy 611: Home Schooling

RICHFIELD PUBLIC SCHOOLS

HOME SCHOOLING

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents/guardians who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minn. Stat. § 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. (Minn. Stat. § 120A.22, Subd. 1)

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minn. Stat. § 120A.22.

IV. IMMUNIZATION

The parent or guardian of a home-schooled child shall submit statements as required by Minn. Stat. § 121A.15, Subds. 1, 2, 3, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 the first year of ~~Home~~ home ~~Schooling~~ schooling in Minnesota and the grade 7 year. (Minn. Stat. § 121A.15, Subd. 8)

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request as required by law, ~~the school district~~Richfield Public Schools will provide textbooks, (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany student materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided in Minn. Stat. § 123B.42 and Minn. Rules Ch. 3540. The ~~school d~~District is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for this purpose. If curriculum has both physical and electronic components, the ~~school d~~District will, at the request of the student or the student's parent ~~or~~/ guardian, make the electronic component accessible to a resident student provided that the ~~school~~

~~district~~ District does not incur more than an incidental cost as a result of providing access electronically.

VI. STUDENT SUPPORT SERVICES

Upon formal request as required by law, the ~~school d~~District will provide student support services in the form of health services and counseling and guidance services to a home-schooled child as provided by Minn. Stat. § 123B.44 and Minn. Rules Ch. 3540. The ~~school d~~District is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for any of these purposes.

VII. SERVICES FOR STUDENTS WITH SPECIAL NEEDS

IDEA (Individuals with Disabilities Act)

A. Children who are enrolled in home school and meet special education eligibility criteria are entitled to free, appropriate services at a public school site. Parents of students with suspected or existing disabilities may refer students to the public school district and request an educational assessment. A referral form must be completed by the parent and returned to the ~~district~~District. After receipt of the referral, the parent will be invited to participate in team decisions regarding assessment planning, need for special education and, if appropriate, the specific special education plan for the child. Contact the Special Education Director at 612-798-6043.

VIII. EXTRACURRICULAR ACTIVITIES

Resident students who receive instruction in a home school (in which five or fewer students receive instruction) may fully participate in extracurricular activities of the ~~school d~~District on the same basis as other public school students. (Minn. Stat. §§ 123B.36, Subd. 1, and 123B.49, Subd. 4)

IX. SHARED TIME PROGRAMS

Enrollment in class offerings of the ~~school d~~District.

A. A home-schooled child who is a resident of the ~~school d~~District may enroll in classes in the ~~school d~~District as a shared time student on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the ~~school d~~District allows the enrollment of any students on a shared-time basis.

B. The ~~school d~~District may limit enrollment of shared-time students in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and

control over scheduling of all classes and assignment of shared time students to classes. (Refer to Administrative Guidelines 606.1)

X. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities

1. A home-schooled student may participate in Minnesota State High School League (MSHSL) activities offered by the ~~school d~~District ~~upon application~~. Students must register with the Activities Office.

2. Minnesota State High School League sponsored activities (in which six or more students receive instruction in the home school or the home school students are not residents of the ~~school d~~District):

   A home school which is a member of the Minnesota State High School League may request that the ~~school d~~District enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League ~~Bylaw 403.00~~bylaws. The approval of such an arrangement shall be at the discretion of the school board.

   a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.

   b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.

   c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any ~~school d~~District activity fees associated with the Minnesota State High School League activity.

   d. The home-schooled student must comply with ~~district~~ District rules and policies, as well as school practices.

   e. All home-schooled students must go through the same competitive process for participation as public school students.

3. Non-Minnesota State High School League Activities:

   A home-schooled child may participate in non-Minnesota State High

School League activities offered by the ~~school d~~District upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home-schooled students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation Services

1. The ~~school d~~District may provide nonpublic non-regular transportation services to a home-schooled child.

2. The school board ~~of the school district~~ retains sole discretion, control, and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of schoolchildren, and any other matter relating to the provision of transportation services.

Please refer to Policy Guidelines 742.1, 743.1 and 744.

Legal References:

~~Minn. Stat. § 124D.03 (Enrollment Options Program)~~
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
~~Minn. Stat. § 123B.49 (Co-curricular and Extracurricular Activities)~~
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36, Subd.1 (~~School Boards May Require~~Authorized Fees)
~~Minn. Stat. § 123B.36, Subd.1 (Extra Curricular Activities)~~
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks, Individual Instruction or Cooperative Learning Material, Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.49 (~~Co-curricular and~~ Extracurricular Activities; Insurance)
~~Minn. Stat. § 123B.49, Subd.4~~
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Rules Ch. 3540 (~~Textbooks, Individualized Instruction Materials, Standardized Tests)~~Nonpublic Schools)

Cross References:

Board Policy 502~~(~~: Resident and Nonresident Student Enrollment~~)~~
Board Policy 651 ~~(:Mission and Philosophy of the Richfield Interscholastic~~ Athletic and Activity Program~~)~~
~~Board Policy 652 (Addition and Deletion of Interscholastic Athletic~~

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~~Offerings)~~

~~Board Policy 742 and Administrative Guidelines 742.1 (:~~ Student Transportation~~)~~ Services

Board Policy 743~~: and Administrative Guidelines 743.1 (~~Pay-to-~~ride~~ Ride Service~~)~~

~~Board Policy 744: and Administrative Guidelines 744.1 (Co-Curricular and Athletic~~Activities Transportation~~)~~

~~MSBA Policy 611 Home Schooling~~

RATIFIED BY THE BOARD OF EDUCATION~~:~~: December 17, 2007
REVISED BY THE BOARD OF EDUCATION~~:~~: August 12, 2013; September 16, 2019

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RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

NON-PUBLIC OR HOME-SCHOOLED STUDENT PARTICIPATION IN ~~SHARED~~ SHARED-TIME PROGRAMS

I. PURPOSE

These administrative guidelines have been developed pursuant to Board Policy 606, Section IX and serve a twofold purpose:

A. To provide guidance for families who would like their non-public or home-schooled students to be enrolled part-time in ~~Independent School District 280~~Richfield Public Schools, and,
B. To guide building decisions regarding participation of non-public or home-schooled students in school curriculum offerings.

II. DEFINITION

Shared-Time Student~~s~~: A resident home-schooled or non-public student, grades 1-12, who is enrolled part-time in Independent School District 280 (Richfield Public Schools).

III. FACTORS FOR CONSIDERATION IN DETERMINING PARTICIPATION

A. Student Eligibility:

1. Residents of ~~Independent School District 280~~the Richfield Public School District who attend approved home schools, non-public~~,~~ or private schools full time and are in compliance with the Minnesota Compulsory Instruction Law.

2. Students in grades 9-12 may apply for any curricular offering. Students in grades 1-5 may apply for Physical Education, Music and Art, and grades 6-8 may apply for Exploratory courses.

3. To be approved for a specific course, a student must have completed all pre-requisite course requirements and may be required to demonstrate appropriate skill and/or knowledge levels.

4. When participating in shared-time course, shared-time home-schooled students will be subject to all the same school and ~~district~~ District policies, regulations and rules, which apply to public school students, including

student rights, responsibilities, grading, and attendance and performance expectations.

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5. Nothing in these guidelines is intended to exclude students with disabilities from receiving special education services.

B. Program Availability

1. Shared-time enrollment will be provided only as space is available in the program, class, grade level and/or school building as determined by ~~district~~ District administration.

2. Shared-time students enrolled for courses that are not offered consecutively must leave school property when not in class.

3. If the school lunch period falls between the two courses, the shared-time student may ~~purchase~~ receive a school lunch and eat in the student eating area. ~~Students whose families fall within the income guidelines for free or reduced price meals may qualify for a free or reduced price lunch. Inquiries should be directed to the Director of Food Services.~~

4. Home-schooled shared-time students may take state tests and nationally norm-referenced tests at the public school, as arranged with the principal.

   a. The home school will be charged for the cost of the test and scoring.
   b. Home-schooled student test results will be reported separately from the public school students.

C. Limitations

Shared-time enrollment privileges are limited as follows:

1. Shared-time students may enroll in a course~~,~~ which requires co-curricular participation (i.e. Band).

2. Priority for course enrollment will be given to full-time public school students. Shared-time enrollment at ~~the high schools~~Richfield High School will be limited to 2 semester credits or 0.4 or less of the school day, each semester, per year.

3. Shared-time students do not qualify for ~~an Independent School District 280 high school~~ a Richfield High School diploma, participation in honor roll~~s~~, class rank, and other recognition available to full-time public school students. In order to qualify for ~~an ISD 280~~a Richfield High School diploma, a student must be enrolled at Richfield High School for one full semester, and the student's transcript must be reviewed and approved by ~~district~~ District administration.

IV. APPLICATION PROCESS

A. All inquiries for shared-time enrollment shall be directed to the Community Education Director, who serves as the District administrative liaison to home-schooled and non-public students.

B. Inquiries will be accepted from students who are residents of ~~Independent School District 280~~ the Richfield Public School District only.

1. Upon request, the Community Education Director will provide an inquiring student with a shared-time enrollment application form (attached) and a copy of these guidelines.

2. The home-schooled or non-public school shall send each completed application to the principal of the school. The application must be received by May 1 for the student to be considered for shared-time enrollment the following school year. After May 1, approval will be made on a space-available basis.

3. The building administration shall review the application, review class scheduling issues, give approval and forward the application to the Community Education Director with a recommendation for final approval or disapproval.

4. The Community Education Director will give final approval or disapproval of the application and notify the principal/building administration of the decision.

5. The Community Education Director will notify the home school or non-public school principal of students who will be participating in a shared-time course.

6. Students approved for shared-time courses must complete and submit the Richfield Public Schools enrollment forms prior to attending.

V. RESPONSIBILITIES FOLLOWING ACCEPTANCE OF A SHARED-TIME STUDENT

A. Class scheduling

Specific communication about class scheduling should take place between the shared-time applicant and the school principal or designee.

B. Calculations for Student Unit Accounting

Students accepted for shared-time enrollment will be counted as enrolled in the ~~district~~ District for the purpose of calculating state aid. Principals of schools~~,~~ ~~which~~ that shared-time students attend~~,~~ are responsible for calculating the proportion of classroom time in the ~~district's~~ District's system of pupil unit accounting.

C. Transportation

Students accepted for shared-time enrollments are eligible for ~~district~~ District transportation to and from school if they are at an existing bus stop at the regularly scheduled bus-stop time. This is subject to busing availability and if the student meets ~~district~~ District policy guidelines for distance from school.

1. Students must be eligible for state transportation aid.

2. Transportation arrangements will be made by the Transportation Department at the request of the home school or non-public school.

RATIFIED BY THE BOARD OF EDUCATION: December 17, 2008
REVIEWED BY THE BOARD OF EDUCATION: August 12, 2013, September 16, 2019

Application by Nonpublic ~~Students~~ or Home-schooled Students for Participation in Richfield Public School's ~~Shared~~ Shared-Time Programs

Date of Application_____

STUDENT INFORMATION

Student's Full Name
_____

Address_____

Date of Birth_____

Grade in School_____

Parent/Guardian Name_____

Home Phone_____

Work Phone_____

Cell Phone_____

Email Address_____

NON-PUBLIC SCHOOL INFORMATION

School you are currently attending_____

Address of School_____

Category: Home ~~school~~ School ___ Private School ___

Have you attended another Richfield ~~School~~ school previously? Yes ___ No ___

CURRICULAR OPPORTUNITIES

School Requested_____

Resident of school's attendance area? Yes ___ No ___

Grade level_____

Courses Requested:

_____

_____

_____

_____

_____

_____

_____

I agree to all policies and regulations set forth in Policy Guidelines 606.1 "Nonpublic or Home-Schooled Student Participation in ~~Shared~~ Shared-Time Programs".

Parent Signature_____

Student Signature_____

.

Adopted: _____ *MSBA/MASA Model Policy 611*
Orig. 1996
Revised: _____ *Rev. 2022*

611 HOME SCHOOLING

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

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minnesota Statutes section 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship.

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minnesota Statutes section 120A.22.

IV. IMMUNIZATION

The parent or guardian of a home-schooled child shall submit statements as required by Minnesota Statutes section 121A.15, Subds. 1, 2, 3, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year.

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request, as required by law, the school district will provide textbooks (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany pupil materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided under state law. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to state law for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request, as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided under state law. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to state law.

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (in which five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students.

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.

B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

[Note: The provisions of Article VIII. - Shared Time Programs do not determine whether Shared Time Programs should be offered to any pupil. However, home-schooled children are required to be treated the same as all other nonpublic school children.]

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities

1. Minnesota State High School League-sponsored activities (in which six or more students receive instruction in the home school or the home school students are not residents of the school district).

   A home school that is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League bylaws. The approval of such an arrangement shall be at the discretion of the school board.

   a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.

   b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.

   c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.

2. Non-Minnesota State High School League activities in which six or more students receive instruction in the home school.

   A home-schooled child may participate in non-Minnesota State High School

League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation Services

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.

2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Rules Ch. 3540 (Nonpublic Schools)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 510 (School Activities)

NEW BUSINESS – FOR ACTION **Agenda Item VI.A.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 2, 2024

SUBJECT: FINAL LEVY CERTIFICATION 2024 PAYABLE 2025

Recommended by the superintendent, that the board of education consider for approval by resolution, the 2024 payable 2025 levy limitation and certification with an amount to be determined following the Truth-in-Taxation Hearing and board discussion.

Now therefore, be it resolved by the school board of Independent School District No. 280, Richfield, Minnesota, that the total levy to be levied in 2024 to be collected in 2025 is set at **$34,214,243.37.** The clerk of the school board is authorized to certify the proposed levy to the county auditor of Hennepin County, Minnesota.

Background Information

(Prepared by Craig Holje and Jim Gilligan)

The levy certification for taxes payable 2025 must be certified to the county auditor and the MN Department of Education prior to December 30, 2024.

The total levy limit is $34,421,582.10. Details regarding the levy with changes highlighted were presented as part of the Truth-in-Taxation Hearing at the beginning of the board meeting. The board of education may consider options for a levy up to this maximum amount for taxes payable in 2025. Beginning with the 2024-25 fiscal year, the District entered into an agreement with Intermediate District #287 to sub-lease space at South Education Center back to them at an annual cost of $117,901.73.

In addition, in 2023 the District entered into a reimbursement agreement with Best Buy to ensure the Richfield School District nor its taxpayers were not negatively impacted by an early termination of an assessment agreement between Best Buy and the city of Richfield. The early termination resulted in a reduced valuation of the Best Buy corporate campus from $118,500,000 to $69,000,000 for the Pay 2025 levy. The District's municipal advisors, Ehlers, has calculated that this change reduced Best Buy's tax obligation to the school district for Pay 2025 in the amount of $89,437.00 which would otherwise be spread to the other taxpayers in the District. In accordance with the reimbursement agreement, the administration is recommending an underlevy in the amount of $89,437.00 be applied toward the

unequalized portion of the voter approved operating referendum authority to ensure the other District taxpayers are not negatively impacted by this change in tax obligation. This reduction will be offset through the use of funds from the proceeds of the Best Buy Reimbursement Agreement.

As a result, the recommended total above includes $207,338.73 in reductions to the total levied in 2024 to be collected in 2025.

DEPARTMENT OF EDUCATION

Levy Certification

Taxes Payable 2025
0280-01-000-000 Richfield Public School District
craigholje

Validate/Certify Levy

Validate/Certify Levy

Submit Levy

If you are sure your levy data is correct and ready to certify it, you can do so by clicking Certify Levy button below.
Before certifying it, you are strongly recommended to validate it by clicking Validate Levy button.

- By clicking Certify Levy button, you are certifying your levy data and data is being submitted to MDE.
- If you certified your levy previously and are now making any changes, you have to recertify it again.

For further information about Levy Certifcation. contact the following:

Program Finance at **mde.levy@state.mn.us**
Emails will be redirected to the appropriate staff person within Program Finance.

Validate Levy Certify Levy

District Levy Summary

Subtotals By Levy Category

Title	Limit	Proposed	Certified
GENERAL - RMV VOTER	10,218,639.93	10,218,639.93	10,129,202.93
GENERAL - RMV OTHER	3,677,077.89	3,677,077.89	3,677,077.89
GENERAL - NTC VOTER	4,982,131.85	4,982,131.85	4,982,131.85
GENERAL - NTC OTHER	5,030,811.87	5,030,811.87	4,912,910.14
COMMUNITY SERVICE - NTC OTHER	465,962.72	465,962.72	465,962.72
GENERAL DEBT - NTC VOTER	4,962,964.87	4,962,964.87	4,962,964.87
GENERAL DEBT - NTC OTHER	3,027,967.50	3,027,967.50	3,027,967.50
OPEB DEBT - NTC VOTER	0.00	0.00	0.00
OPEB DEBT - NTC OTHER	2,056,025.47	2,056,025.47	2,056,025.47

Subtotals By Fund

Title	Limit	Proposed	Certified
GENERAL FUND	23,908,661.54	23,908,661.54	23,701,322.81

COMMUNITY SERVICES FUND	465,962.72	465,962.72	465,962.72
GENERAL DEBT SERVICE FUND	7,990,932.37	7,990,932.37	7,990,932.37
OPEB/PENSION DEBT SERVICE FUND	2,056,025.47	2,056,025.47	2,056,025.47

Subtotals By Tax Base

Title	Limit	Proposed	Certified
REFERENDUM MARKET VALUE	13,895,717.82	13,895,717.82	13,806,280.82
NET TAX CAPACITY	20,525,864.28	20,525,864.28	20,407,962.55

Subtotals By Truth In Taxation Category

Title	Limit	Proposed	Certified
VOTER APPROVED	20,163,736.65	20,163,736.65	20,074,299.65
OTHER	14,257,845.45	14,257,845.45	14,139,943.72

Total Levy

Title	Limit	Proposed	Certified
TOTAL LEVY	34,421,582.10	34,421,582.10	34,214,243.37

NEW BUSINESS - FOR ACTION **Agenda Item VI.B.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 2, 2024

Subject: Authorization to Proceed with a District-Wide Facilities Improvement Project

Recommended by the Superintendent that the board authorize the administration to proceed with planning, development, approvals, design, and implementation of a Richfield High School restroom remodeling project and contract with Wold Architects to provide these services.

Background Information

(Prepared by Craig Holje)

The administration has identified the need for the renovation of additional restrooms in the E Wing at Richfield High School. These restrooms were not remodeled as part of the larger construction project based on their age and availability of funds. In 2022, the District issued additional bonds connected with the 2017 voter approved bond referendum to complete additional work. Part of this bond funding will be used for this renovation project.

This action allows the district to secure Wold Architects to support this design and construction coordination with additional information and authorization for the project coming at future meetings.

November 18, 2024
Revised November 19, 2024

Craig Holje
Chief Human Resources and Administrative Officer
Independent School District #280
401 West 70th Street
Richfield, Minnesota 55423

Re: Independent School District #280 – Richfield Public Schools
Richfield High School 2025 Toilet Room Renovations
Commission No. 242200

Dear Craig:

We are pleased to provide a Fixed Fee for the renovation work on the three existing female toilet rooms in the north tower of Richfield High School. As we have done for past work, our fee is based on a fixed percentage of the construction budget, plus half of the contingency. Project soft costs include A/E design fees, contingency, commissioning, testing, permits, printing costs, etc., and are budgeted at 20% of the Construction estimate (since FF&E are not a part of this project). Reimbursable expenses will be billed at actual rate as they are incurred.

Per our October 8, 2024 discussion, we defined project scope and budget for the project to be completed over the summer of 2025. Our fee calculation is as follows:

Fee Calculation:	**Project Costs**
Total Construction Cost	$ 715,000
Contingency (10%)	$ 71,500
Project Soft Costs (10%)	$ 71,500
Total Project Budget	**$ 858,000**
Fee Basis:	
$715,000 Construction + ½ Contingency ($35,750)	$ 750,750
	x 7.5%
Fixed Fee	**$ 56,300**

If additional scope and funds are added to the project beyond the $858,000 identified above, we will revise our fees accordingly based on this fee structure.

We anticipate the following schedule such that the project will be constructed over the Summer of 2025 and will be fully complete for the start of the 2025-26 School Year. Some items will still need strategizing, such as the approach for construction scheduling, and we will keep the District up to date as design progresses and we learn more together.

Design Development:	December 2024
Contract Documents:	January 2024 - Early February 2025
Bidding:	Early February 2025
Substantial Completion (anticipated):	Late August 2025

Per out Master Contract with the School District, we ask that you please sign this letter below. We will take that as our written authorization to proceed with this work.

We look forward to our continuing work with the District and thank you for your continued confidence in Wold. Please contact me or our team if you have any questions.

Sincerely,

Wold Architects and Engineers

Vaughn Dierks | AIA, LEED AP
Partner

Independent School District #280

_____
Craig Holje Date
Chief Human Resources and Administrative Officer

cc: Dan Kretsinger, ISD #280
Matthew Mohr, Wold
Accounting

EM/EDU-MN-ISD280/HS_Richfield/242200/_Admin/Letters/2024.11.19 Revised Letter to Craig Holje

NEW BUSINESS – FOR REVIEW **Agenda Item VI.C.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 2, 2024

Subject: Legislative Platform

(Recommended by the superintendent)

A first read of the RPS 2025 legislative platform. AMSD and MSBA have not yet finalized their 2025 legislative platforms. The highlighted items have been carried over with no changes from the RPS 2024 legislative platform.

Attachments:
RPS Draft 2025 Legislative Platform

RICHFIELD PUBLIC SCHOOLS

Enriching and accelerating learning

Enriqueciendo y acelerando el aprendizaje

Richfield Public Schools 2025 Legislative Platform

CONTINUE TO SUPPORT FULL FUNDING OF REQUIREMENTS

- Provide permanent funding for future compensatory revenue left in jeopardy due to universal free meals.
- Establish ongoing funding for unemployment insurance and paid family medical leave costs.
- Fully close the gaps in funding for English Learner and Special Education programming.

DIVERSIFY STAFF WORKFORCE AND PROMOTE EQUITABLE OUTCOMES

- Enact protections for immigrant and refugee families in MN.
- Ensure that districts can maintain student and staff data privacy.
- Continue to expand programs and incentives to attract, develop and retain teachers of color.
- Increase funding for targeted services and allow funding to cover culturally responsive and innovative summer programming.

REDUCE MANDATES AND ENHANCE LOCAL CONTROL

- Protect school districts' ability to support all students, particularly those who could be negatively impacted by new federal policies.
- Fund existing mandates and oppose new unfunded mandates.
- Allow districts to choose which standardized tests to complete at the high school level.
- Reduce special education paperwork requirements to allow teachers to spend more time with students.[i]

[i] Items highlighted in blue remain the same from the RPS 2024 Legislative Platform

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NEW BUSINESS – FOR REVIEW **Agenda Item VI.D.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 2, 2024

Subject: Staff Professional Boundaries

(Recommended by the superintendent)

A first read of Draft Policy 414: Staff Professional Boundaries & Draft Administrative Guideline 414.1: Tutoring of Students. The policy details the type of employee-student relationships that are not acceptable and encourages best practices for staff to maintain positive relationships with both students and other staff members. The administrative guideline lays out expectations for staff members who choose to be privately employed as paid tutors outside of their role in the District.

The draft policy and guideline are being reviewed by the Safe & Supportive Schools Committee groups to gather input.

Attachments:
Draft Policy 414: Staff Professional Boundaries
Draft Administrative Guideline 414.1
MSBA Model Policy 423: Employee-Student Relationships

RICHFIELD PUBLIC SCHOOLS

STAFF PROFESSIONAL BOUNDARIES

I. PURPOSE

Richfield Public Schools is committed to an educational environment in which all people are treated with respect and dignity. Every District employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct. Additionally, cultivating respectful and professional relationships among staff members is essential to maintaining a safe working environment and acting as role models for students.

II. GENERAL STATEMENT OF POLICY

A. This policy applies to all District employees at all times, whether on or off duty and on or off of school district locations.

B. At all times, students, parents/guardians, and community members will be treated by all District employees with respect, courtesy, and consideration and in a professional manner. Each District employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must remain on a teacher-student basis or an employee-student basis with an understanding of appropriate self-disclosure, physical boundaries and decision making.

C. Teachers and other staff members must be mindful of their inherent positions of authority and influence over students. While the role of a teacher is to inspire and empower students to learn, grow and excel, staff must also be cautious to avoid promoting a personal or political agenda to students.

D. Sexual relationships between District employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.

E. Other actions that violate this policy include, but are not limited to, the following:

1. Dating students.

2. Having any interaction/activity of a sexual nature with a student.

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3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the District.

4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.

5. Using a personal vehicle to transport one or more students, except in the event of an emergency or unforeseen circumstance as described in Policy 653: Field Trips.

F. District employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.

1. When a staff member has a social connection to a student outside of school that arises from a familial or friend relationship with the student's parent/guardian or neighborhood/community involvement with the student's family, that is not considered to be excessive.

H. Staff members should not communicate with students using their personal phone numbers or personal email addresses. Staff members are strongly discouraged from engaging in any social media interaction with students. Additional expectations for staff use of social media are outlined in Administrative Guideline 107.2: Social Media.

I. If staff use personal devices to take photos of students for school social media or marketing purposes, staff should delete the photos from their personal devices as soon as the photos are shared/used.

J. Staff members should not use professional relationships with students, parents/guardians, and/or colleagues to private advantage.

K. District employees will adhere to applicable standards of ethics and professional conduct in Minnesota law. Staff who hold professional licenses are also expected to adhere to their governing board's code of ethics related to professional practice.

III. BEST PRACTICES IN BUILDING POSITIVE RELATIONSHIPS WITH STUDENTS

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Working together to establish a District culture that respects and accepts differences is a shared responsibility. Relationships and interactions with students should be primarily focused on student success, academic achievement and engagement in school activities. Staff are encouraged to follow these best practices in order to build positive relationships with students:

A. Greet students daily.

B. Provide positive feedback to students and their parents/guardians for achievements and positive behavior.

C. Listen to students without judgment or interruption.

D. Encourage student voice and participation in class.

E. Communicate with students outside of class using a District-approved communication platform.

F. Notice and encourage students' unique strengths.

G. Be aware of the impact of communication on students, not solely the intent.

IV. BEST PRACTICES IN MAINTAINING POSITIVE COLLEGIAL RELATIONSHIPS

A safe and positive work environment requires respectful and professional collaboration among colleagues. Staff are encouraged to follow these best practices in order to build positive relationships with coworkers:

A. Use respectful language in communicating with other staff members, particularly in front of students.

B. Address any conflicts or concerns with polite and honest communication, and enlist the help of your supervisor if needed.

C. Practice gratitude.

D. Welcome new staff members.

E. Keep personal devices put away during meetings and active work times in order to be respectful of your colleagues' time.

F. Keep in mind that cultural differences may include varying assumptions about what constitutes polite or respectful communication.

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G. Limit conversations with coworkers about private student and staff information to an as needed basis.

V. REPORTING AND INVESTIGATION

A. Complaints and/or concerns regarding alleged violations of this policy shall be brought to the building principal, director or supervisor. If the complaint involves the building leader, it shall be brought to the superintendent.

B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

VI. SCHOOL DISTRICT ACTION

Upon receipt of a report, the District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and District policies.

VII. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the District is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References:
Minn. Stat. § 13.43, Subd. 16 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Suspension or Revocation of Licenses)
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Employment; Contracts; Termination)
Minn. Stat. §§ 609.341-609.352 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

Cross References:
Policy 103: Harassment Prohibition
Policy 107: Electronic Use and Communication
Policy 408: Gifts to Employees

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Policy 409: Mandated Reporting of Child Neglect or Physical or Sexual Abuse
Policy 410: Mandated Reporting of Maltreatment of Vulnerable Adults

RATIFIED BY THE BOARD OF EDUCATION:

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RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

TUTORING OF STUDENTS

I. INTRODUCTION

Richfield Public Schools inspires and empowers each individual to learn, grow and excel. RPS is committed to effectively utilizing the resources of the District in a manner that is equitable for all students. The District strives to provide a variety of academic supports and enriching experiences to accommodate all students' educational needs and interests. Nevertheless, it is accepted that some students may seek out and/or benefit from additional tutoring or private lessons beyond what is offered by the District.

RPS staff members may be privately employed as paid tutors or private teachers outside of their role in the District. If RPS staff members are compensated to teach or tutor RPS students outside of their role in the District, they must adhere to these administrative guidelines in order to avoid a conflict of interest.

II. DEFINITIONS

A. "Tutor" means an instructor or other employee who gives additional, special, or remedial instruction to students.

B. "Volunteer tutor" means an instructor or other employee who gives additional, special, or remedial instruction to students at no cost to the student, to the student's family, or to the district, and who receives no financial remuneration for tutoring.

C. "Paid tutor" means an instructor or other employee who gives additional, special, or remedial instruction to students, and receives some financial remuneration for tutoring, from any source, which could include the student, the student's family, the District, or a third party.

III. GUIDELINES FOR PAID TUTORING OF STUDENTS

A. Tutoring instruction provided to students who are assigned to a licensed staff member's RPS class for private pay outside of regular duty hours is prohibited.

B. Tutoring instruction provided to RPS students before or after school but during the licensed staff member's regular duty hours is encouraged. No extra pay is authorized, because such help is considered part of the staff member's regular contract.

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C. Tutoring instruction provided to RPS students who are not assigned to a licensed staff member's RPS class for private pay outside of regular duty hours is permitted, as long as it takes place outside of school facilities. Staff members are advised to disclose their plans in advance to their RPS supervisor.

D. RPS staff members are not permitted to use District resources or parent/guardian contact information to advertise any private tutoring services.

E. RPS staff members are encouraged to apply for additional casual work assignments through RPS Community Education and/or Extended Learning (Beacons, DREAMS Academy, Credit Recovery, etc.) as tutors or private instructors.

Dated:

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423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.

B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.

C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.

D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.

E. Other actions that violate this policy include, but are not limited to, the following:

1. Dating students.

2. Having any interaction/activity of a sexual nature with a student.

3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.

4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.

F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

[Note: Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.]

G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.

H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.

B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References:
Minn. Stat. § 13.43, Subd. 16 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Suspension or Revocation of Licenses)
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Employment; Contracts; Termination)
Minn. Stat. §§ 609.341-609.352 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

Cross References:
MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
MSBA/MASA Model Policy 507 (Corporal Punishment)

NEW BUSINESS - FOR ACTION **Agenda Item VI.E.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 2, 2024

Subject: Donations

(Recommended by the superintendent)

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

Richfield Dual Language School received a donation of $59.48 from the RDLS PTSO for field trip busing.

Richfield Public Schools received donations of $50.00 from Nicole Schissel of Richfield and $100.00 from Aaron DeVries of Richfield.

The Central Education Center received a donation of $50.00 from Anne Schuette of Richfield in honor of Community Education.

R-STEM Elementary School received an anonymous donation of $10.00.

Richfield Middle School received a donation of $50.00 from Anne Schuette of Richfield in honor of the special education department and all teachers.

Richfield High School received donations of $50.00 from Nathaniel Lindley of Minneapolis, $25.00 from Kathryn Olson of Minneapolis and $200.00 from John Lindley of Minneapolis.

The RHS Green Team received donations for the BWCA trip of $25.00 from Kristi Carr of Richfield, $50.00 from Richard & Deanne Beaudet of Minneapolis, $100.00 from Danni Remer of Minneapolis and $100.00 from Sylvia Utecht of Eagan, MN.

The RHS French Club received donations of $25.00 from Gustavo Lopez of Richfield, $25.00 from Ann Rummel of Richfield, $25.00 from Ellen Tronnes of Richfield, $50.00 from Susan Johnson of Minneapolis, $25.00 from Sarah Gacek of Richfield, $25.00 from Joliene Litwinczuk of Minneapolis, $25.00 from Megan Ritchie of Richfield, $25.00 from Elizabeth Leino of Minneapolis, $25.00 from Javier Olalde of Minneapolis, $25.00 from Michael Manning of Mendota Heights, MN, and an anonymous donation of $50.00.