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 16, 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. Public Comment

B. Superintendent Update

1. Reminder About Board Reorganization in January
2. Audit Report
3. Comprehensive Achievement and Civic Readiness Report

C. Commendations

IV. CONSENT AGENDA

A. Routine Matters

1. Minutes of the Regular Meeting held December 2, 2024
2. General Disbursements as of 12/9/24 in the Amount of $1,744,228.68
3. Year-to-Date Finance Update

B. Personnel Items

V. OLD BUSINESS

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

B. Policy 521: Graduation Requirements & Administrative Guidelines 521.1 & 521.2

C. Policy 606: Home Schooling & Administrative Guideline 606.1

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

E. Draft RPS Legislative Platform 2025

VI. NEW BUSINESS

A. Resolution Designating Polling Places for 2025

B. Preschool & Prekindergarten Fees for 2025-2026

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Suggested/Future Agenda Items

D. Future Meeting Dates

1-6-2025	7 p.m.	Board Organizational Meeting
*Tuesday, 1-21-2025	6 p.m.	Board Study Session with Local Legislators
*Tuesday, 1-21-2025	7 p.m.	Regular Board Meeting – Public Comment

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 16, 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
SEFA:	Schedule of Expenditures of Federal Awards
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 16, 2024

Subject: Ongoing Board Calendar

Upcoming Events to Attend:

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 Study Session with Local Legislators, 6 p.m.
Tuesday, January 21: Board Meeting, 7 p.m.
Thursday, January 23: Kindergarten Open House, 5:30 p.m. @ Sheridan Hills

Monday, February 3: Board Meeting, 7 p.m.
Wednesday, February 5: Winter Walk to School Day
Thursday, February 6: Centennial Grades 4 & 5 Music Program, 1:15 p.m.
Friday, February 7: RDLS Family Night Friendship Dance, 5 p.m.

Upcoming Holidays, Heritage Months, and Appreciation Days:

January 20: Martin Luther King Jr. Day
January 20-24 (likely): Minnesota Paraprofessional Recognition Week

February 3-7: National School Counselor Week

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 16, 2024

Subject: Superintendent Update

In January the board will undergo a reorganization. The board will have the opportunity to elect new officers to hold leadership positions for the 2025 calendar year. Our current officers are as follows:
Chair: Paula Cole – has completed 2 years as chair; currently 1 year into her 4-year term as a board member
Vice Chair: Eric Carter – has completed 2 years as vice chair; currently 3 years into his 4-year term as a board member
Clerk: Tim Pollis – has completed 1 year as clerk; currently 3 years into his 4-year term as a board member
Treasurer: Kirk Spencer – has completed 1 year as treasurer; currently 1 year into his 4-year term as a board member

Auditors from MMKR will give the annual audit report to the board. Assistant Superintendent Dr. Latanya Daniels will present the annual Comprehensive Achievement and Civic Readiness report (formerly World's Best Workforce).

Attachments:
Audit Report Presentation
Comprehensive Achievement and Civic Readiness Presentation



MMKR
CERTIFIED PUBLIC ACCOUNTANTS
MALLOY MONTAGUE KARNOWSKI RADOSEVICH & CO., P.A.

INDEPENDENT SCHOOL DISTRICT NO. 280

Audit Report for Year Ended June 30, 2024

AUDITOR'S ROLE

MMKR

OPINION ON FINANCIAL STATEMENTS

- DISTRICT AUDIT
- SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (SEFA)

INTERNAL CONTROLS AND COMPLIANCE

- FINANCIAL STATEMENT AUDIT
- FEDERAL "SINGLE AUDIT"
- STATE LAWS AND REGULATIONS

AUDIT RESULTS

DISTRICT FINANCIAL AUDIT	• Unmodified Opinions on Basic Financial Statements
INTERNAL CONTROL AND COMPLIANCE – FINANCIAL AUDIT	• No Material Internal Control Weaknesses Reported • No Compliance Findings Reported

AUDIT RESULTS (CONTINUED)

MMKR

MN LEGAL COMPLIANCE

- No Minnesota Legal Compliance Findings Reported

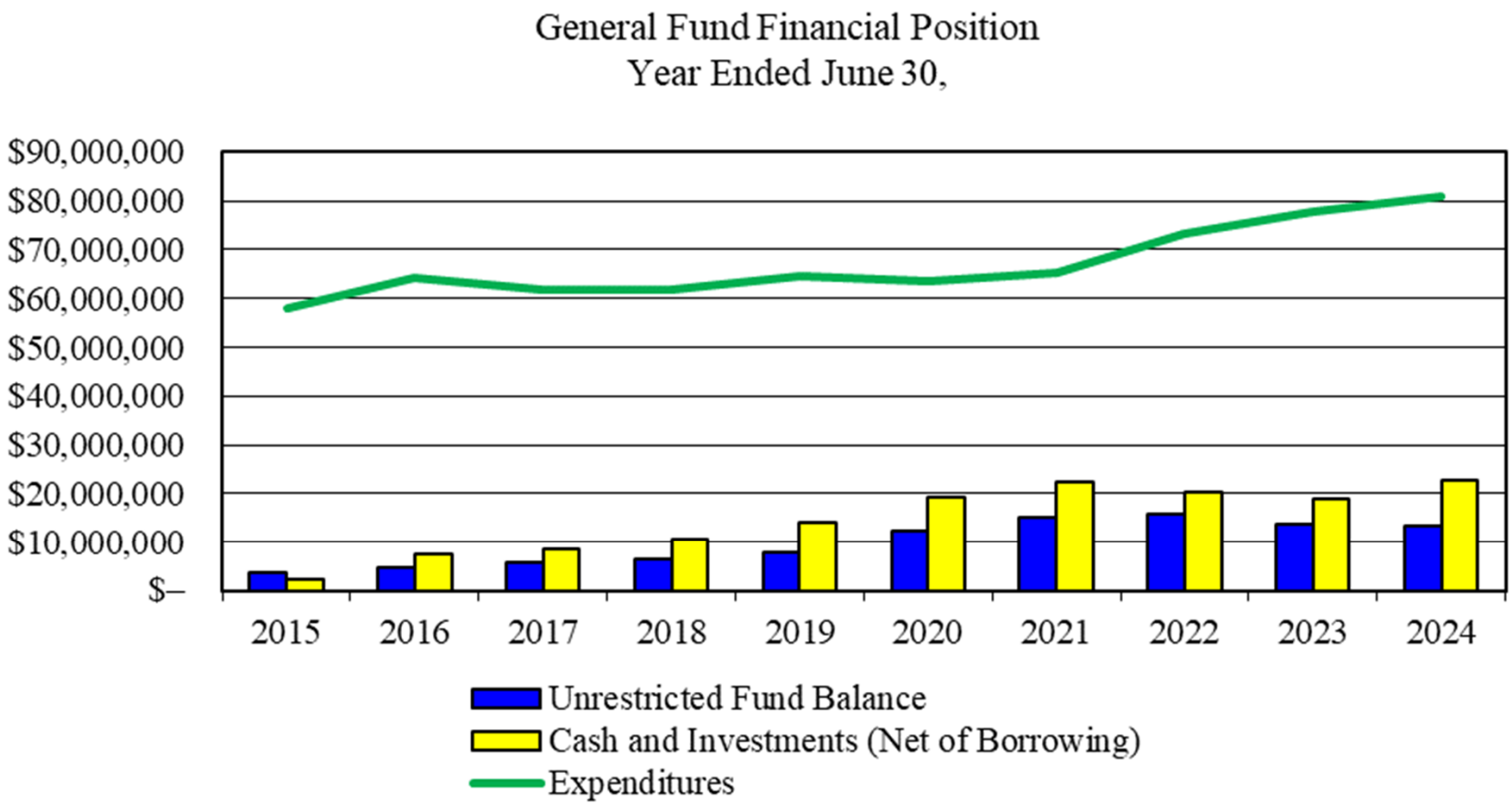
AUDIT RESULTS (CONTINUED)

MMKR

SINGLE AUDIT of FEDERAL AWARDS

- Clean Opinion on SEFA
- Finding 2024-001- Internal Control Over Compliance With Federal Suspension and Debarment Requirements
- No Compliance Findings Reported

GENERAL FUND FINANCIAL POSITION

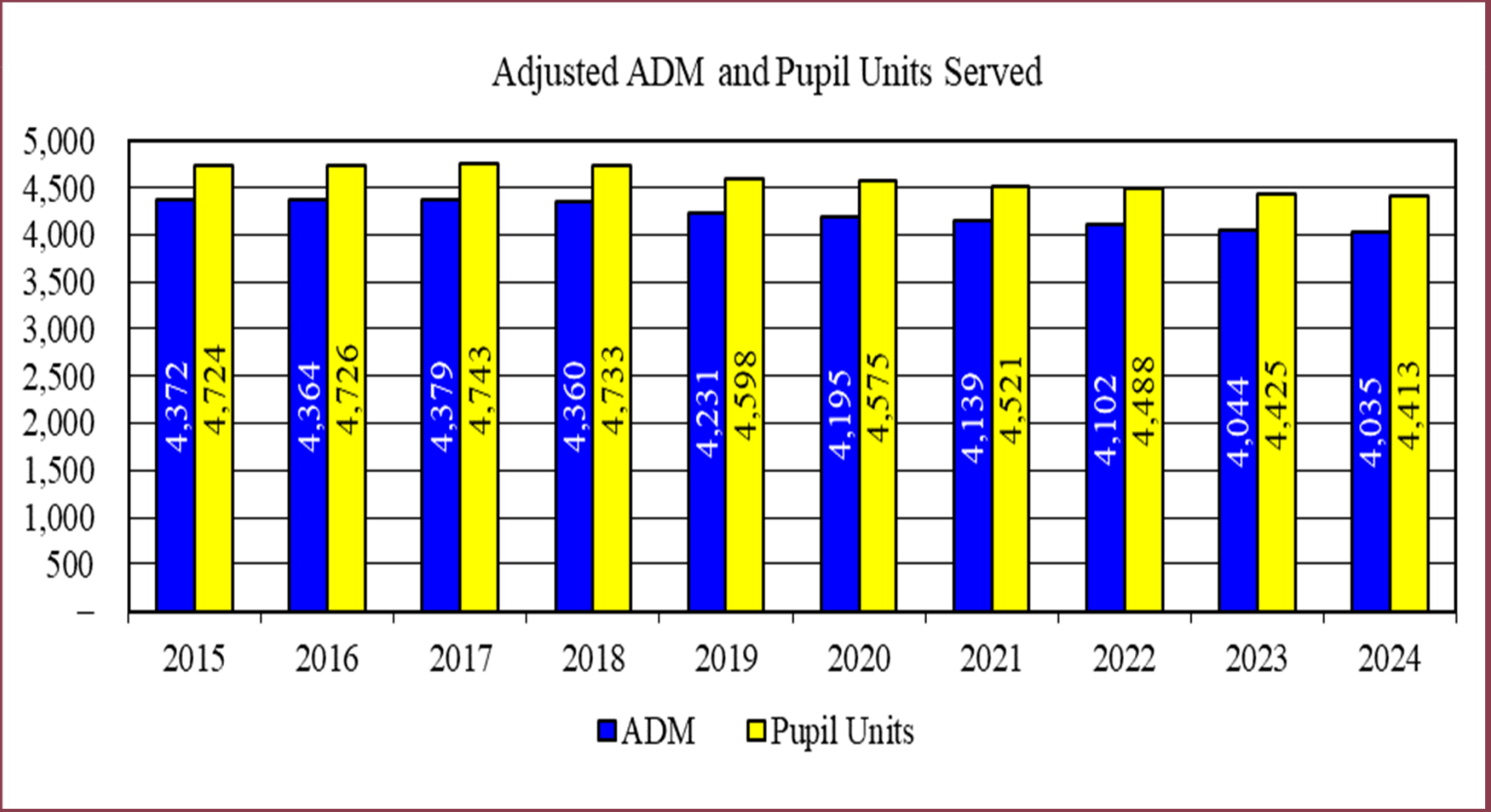


GENERAL FUND FINANCIAL POSITION – PAST FIVE YEARS

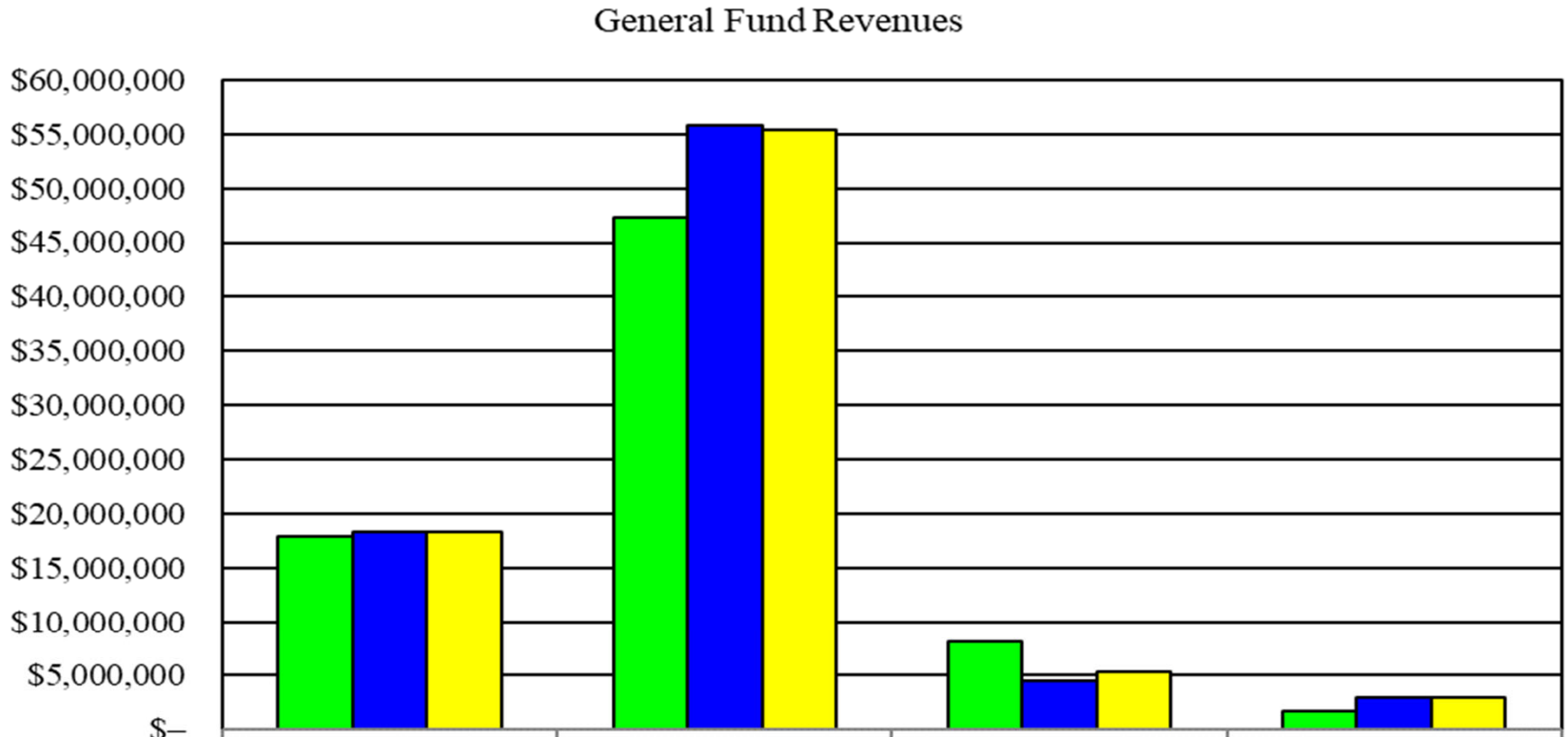
	June 30,				
	2020	2021	2022	2023	2024
Nonspendable fund balances	$ 33,813	$ 458,242	$ 69,896	$ 77,780	$ 535,311
Restricted fund balances (1)	3,964,677	4,120,720	3,530,497	3,634,620	4,742,205
Unrestricted fund balances					
Assigned	5,278,307	3,834,622	4,784,958	5,375,308	5,259,100
Unassigned	6,920,954	11,208,090	10,954,234	8,441,929	8,123,103
Total fund balance	$ 16,197,751	$ 19,621,674	$ 19,339,585	$ 17,529,637	$ 18,659,719
Unrestricted fund balances as a percentage of expenditures	19.2%	23.0%	21.5%	17.8%	16.5%
Unassigned fund balances as a percentage of expenditures	10.9%	17.2%	14.9%	10.9%	10.0%

(1) Includes deficits in restricted fund balance accounts allowed to accumulate deficits under UFARS, which are part of unassigned fund balance on the accounting principles generally accepted in the United States of America-based financial statements.

STUDENTS SERVED

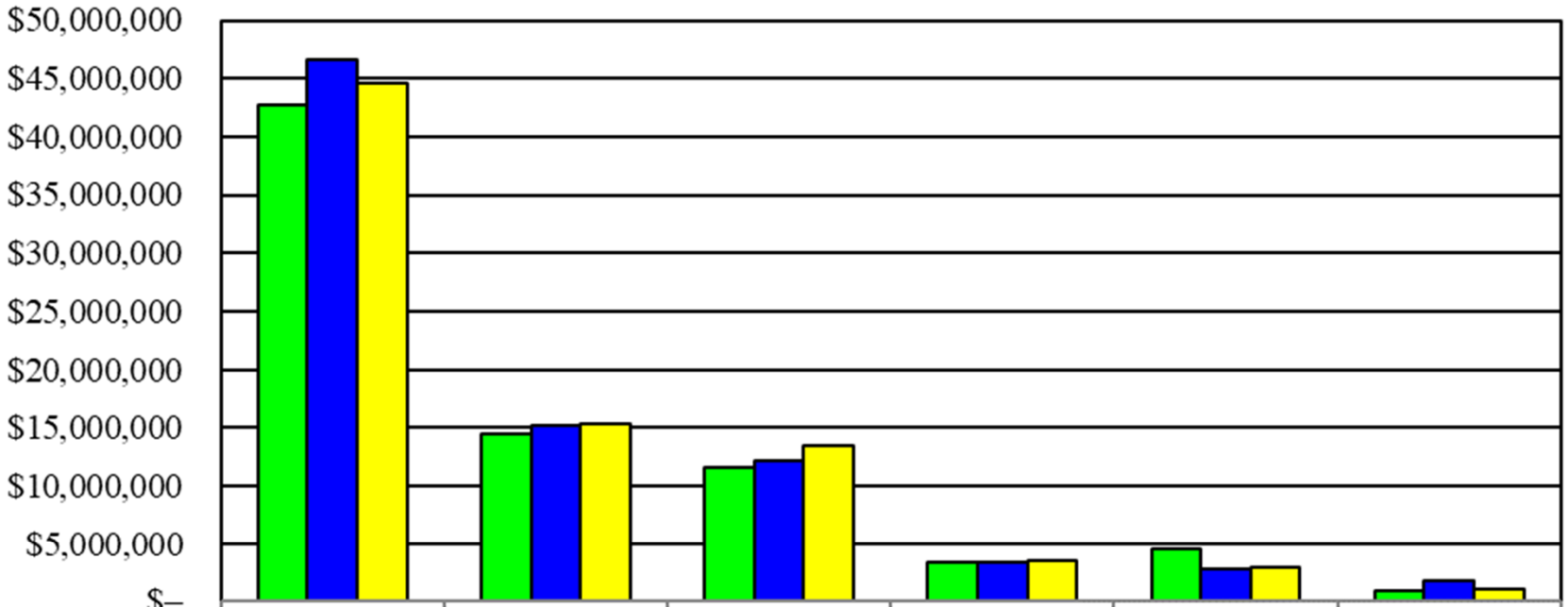


GENERAL FUND REVENUE



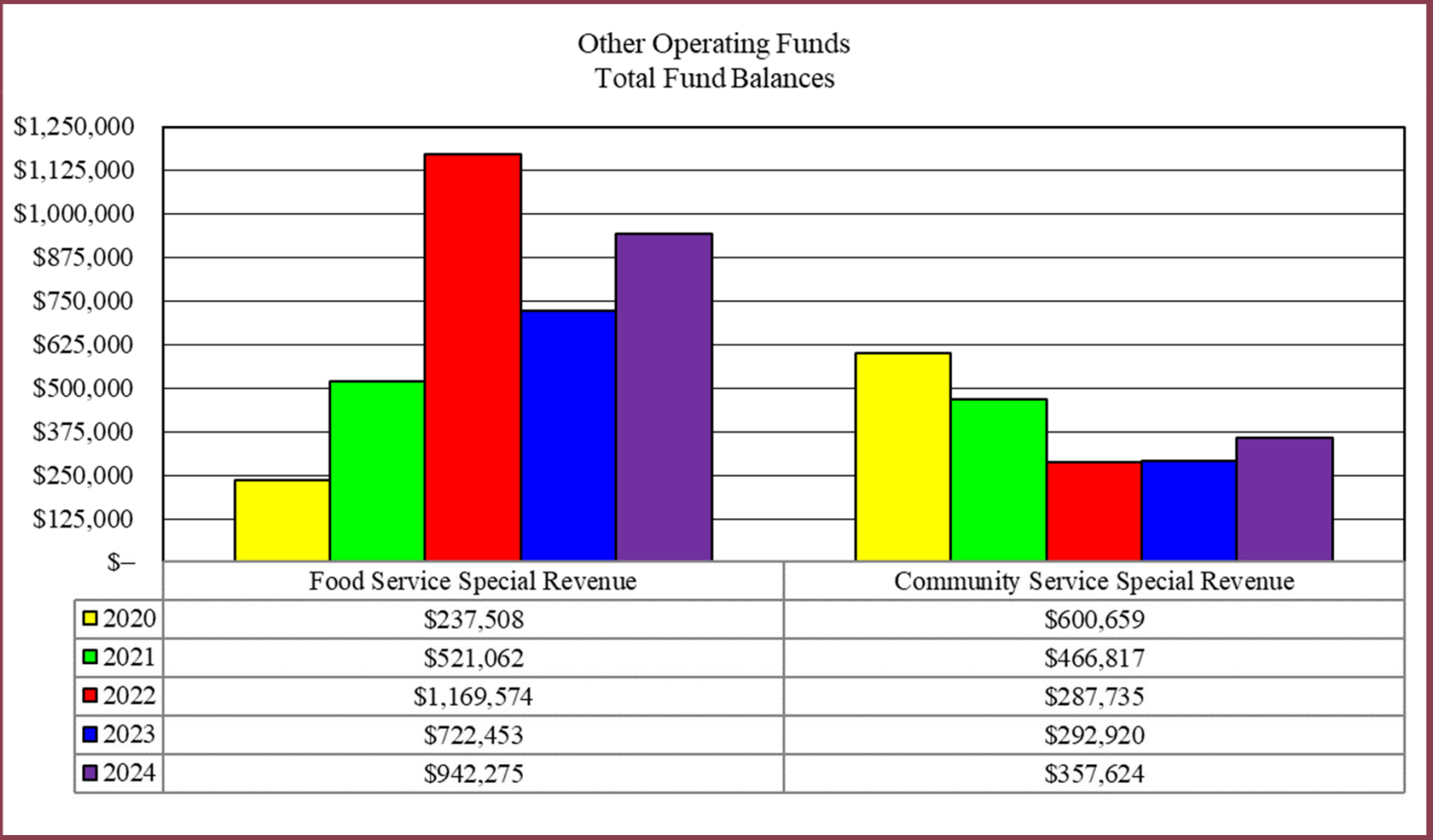
	Property Taxes	State Sources	Federal Sources	Other
Prior Year	$17,853,746	$47,269,721	$8,182,833	$1,656,125
Budget	$18,352,115	$55,809,614	$4,530,615	$3,002,645
Actual	$18,257,791	$55,361,384	$5,361,721	$2,941,802

GENERAL FUND EXPENDITURES



	Salaries	Employee Benefits	Purchased Services	Supplies	Capital	Other
Prior Year	$42,666,507	$14,518,829	$11,597,467	$3,313,364	$4,577,405	$976,681
Budget	$46,593,365	$15,193,364	$12,150,806	$3,380,528	$2,788,738	$1,755,061
Actual	$44,595,087	$15,376,730	$13,510,639	$3,520,269	$2,888,207	$985,890

OTHER GOVERNMENTAL FUNDS



	Food Service Special Revenue	Community Service Special Revenue
2020	$237,508	$600,659
2021	$521,062	$466,817
2022	$1,169,574	$287,735
2023	$722,453	$292,920
2024	$942,275	$357,624

DISTRICT-WIDE
STATEMENT OF NET POSITION

	June 30, 2024	June 30, 2023	Change
Net position – governmental activities			
Total fund balances – governmental funds	$ 26,284,974	$ 23,812,095	$ 2,472,879
Capital assets, net	151,478,772	154,515,503	(3,036,731)
Bonds, leases, and financed purchases	(133,488,120)	(136,840,421)	3,352,301
Pension liabilities, net of deferments	(43,578,873)	(47,029,821)	3,450,948
OPEB liability, net of deferments	(8,520,285)	(8,882,451)	362,166
Other	(262,763)	(51,006)	(211,757)
Total net position – governmental activities	$ (8,086,295)	$ (14,476,101)	$ 6,389,806
Net position			
Net investment in capital assets	$ 25,145,839	$ 27,946,240	$ (2,800,401)
Restricted	9,795,951	5,887,985	3,907,966
Unrestricted	(43,028,085)	(48,310,326)	5,282,241
Total net position	$ (8,086,295)	$ (14,476,101)	$ 6,389,806

MMKR

Enriching and accelerating learning

RICHFIELD
PUBLIC SCHOOLS

Comprehensive Achievement and Civic Readiness

Rachel Gens, Director of Elementary Education
Alex Ward, Director of Secondary Education
Dr. Latanya Daniels, Assistant Superintendent

Monday, December 16, 2024

Enriqueciendo y acelerando el aprendizaje

Learning Target

RICHFIELD PUBLIC SCHOOLS

Learning Target: We will review the outcomes of Richfield Public Schools Comprehensive Achievement and Civic Readiness goals.

Success Criteria: I know RPS achievement and readiness outcomes around:

- School Readiness
- Career and College Readiness
- High School Graduation
- Racial and Achievement Gaps

CACR

RICHFIELD PUBLIC SCHOOLS

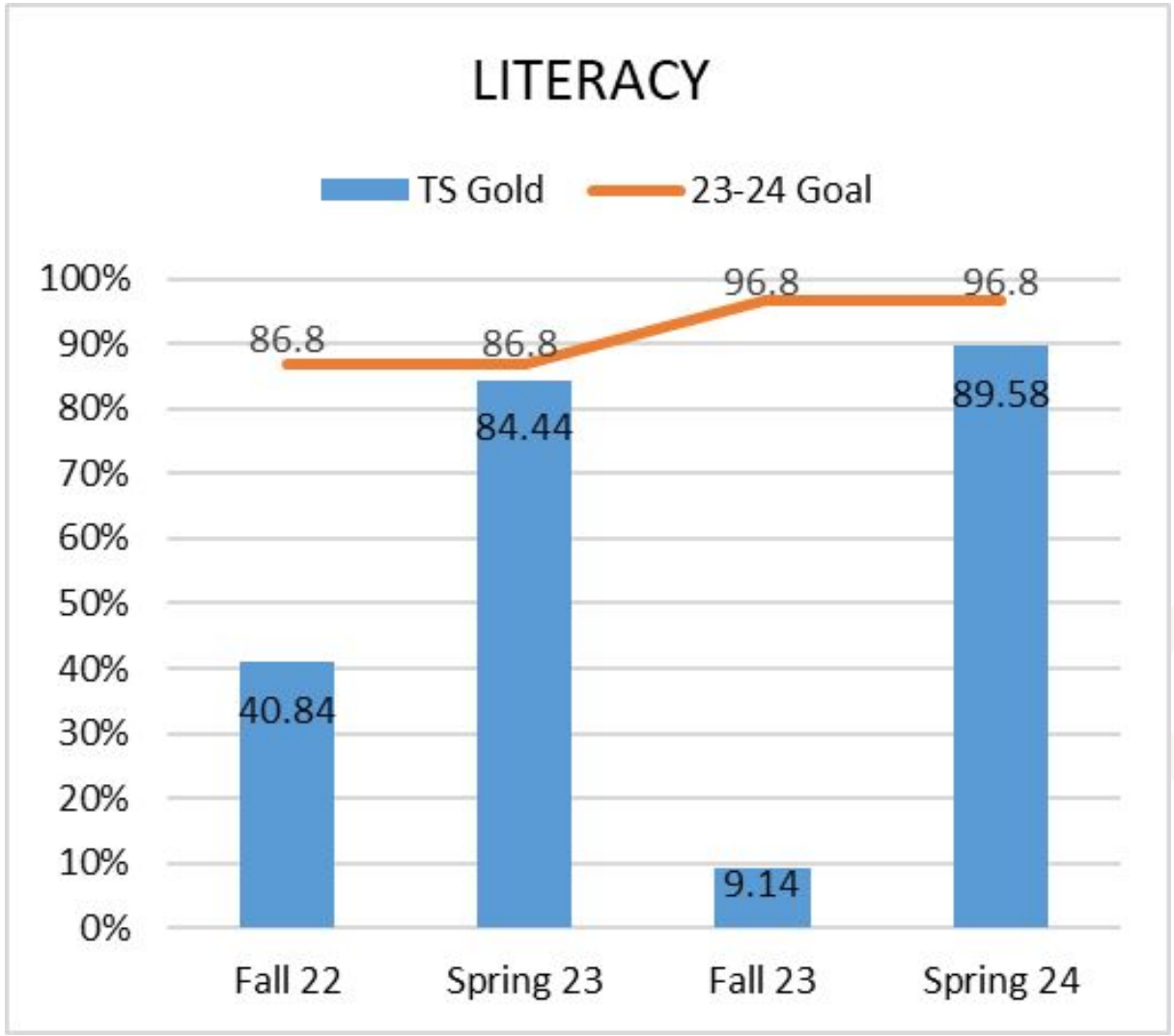
World's Best Workforce (WBWF) was renamed Comprehensive Achievement and Career Readiness

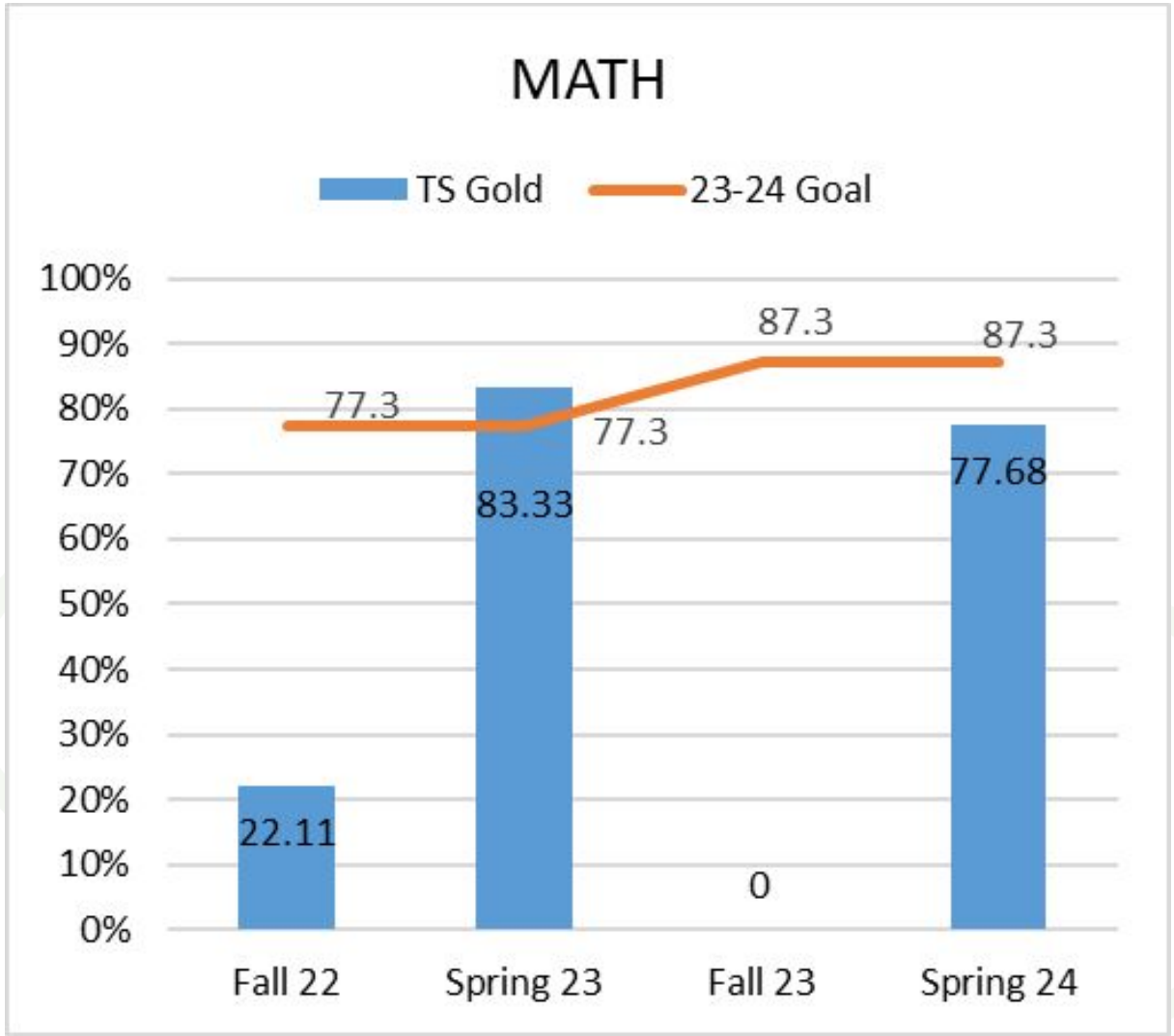
- Support the achievement of students PK-12 experience
- Prepare students to be active members of their community after graduation
- Prepare students to be lifelong learners



Kindergarten Readiness

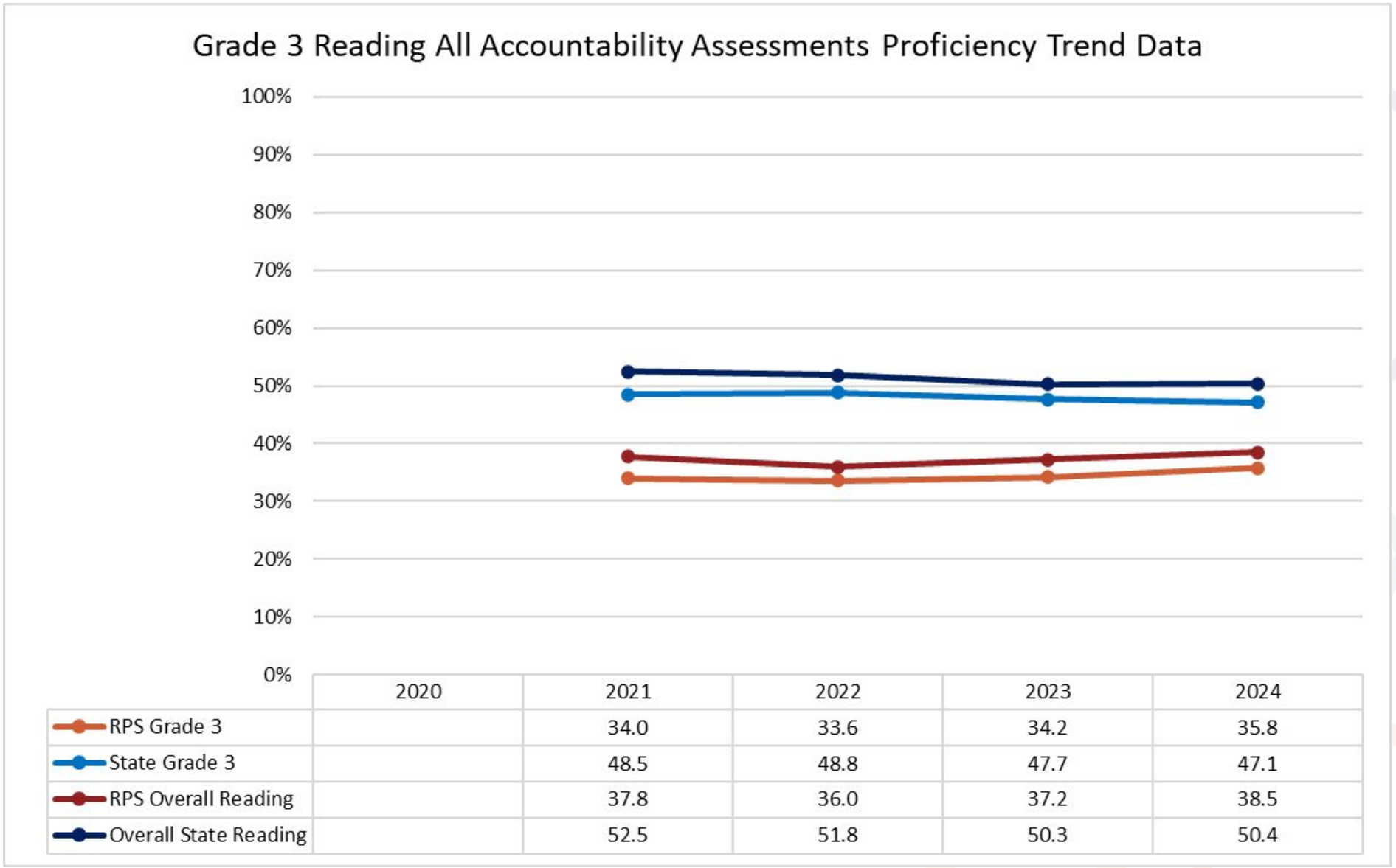
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3rd Graders Reading at Grade Level

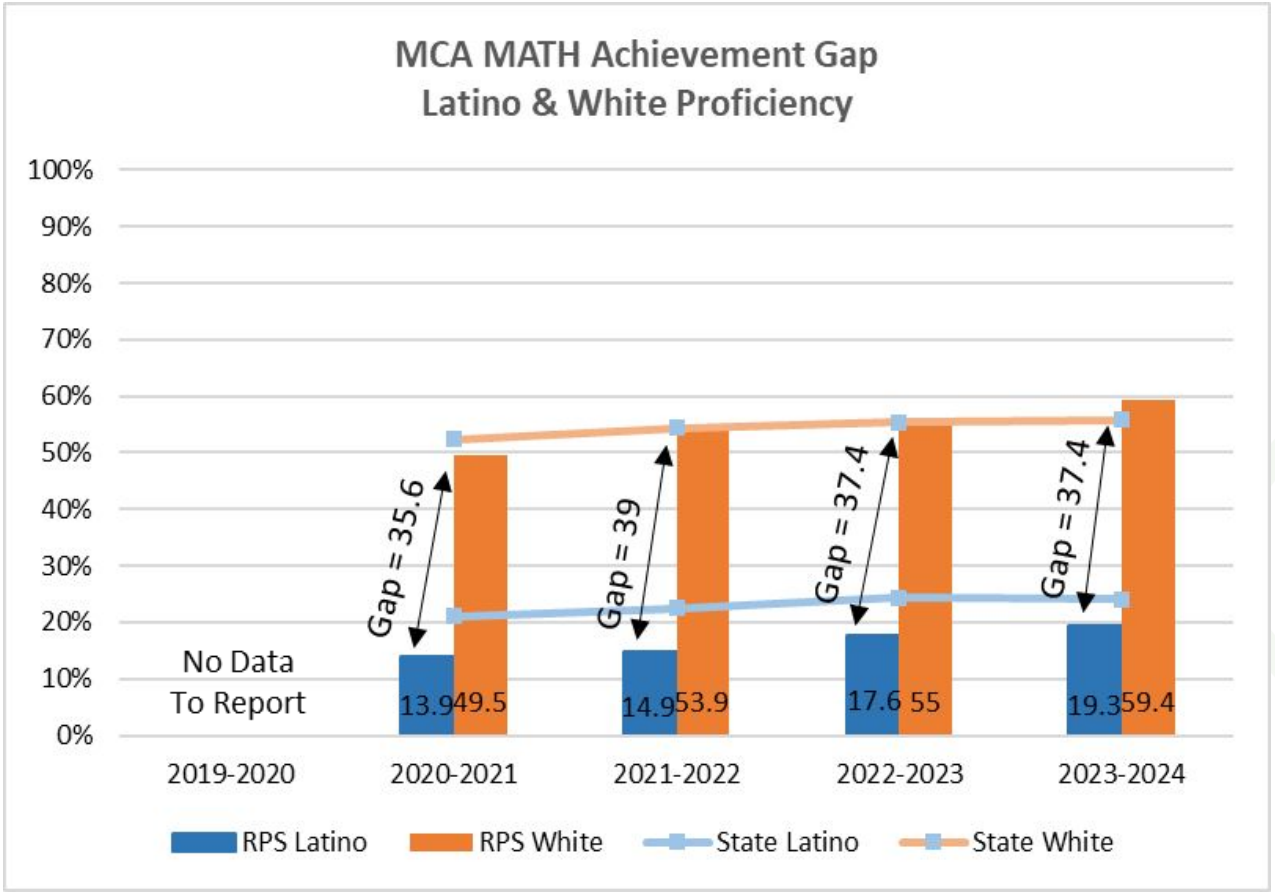
RICHFIELD PUBLIC SCHOOLS

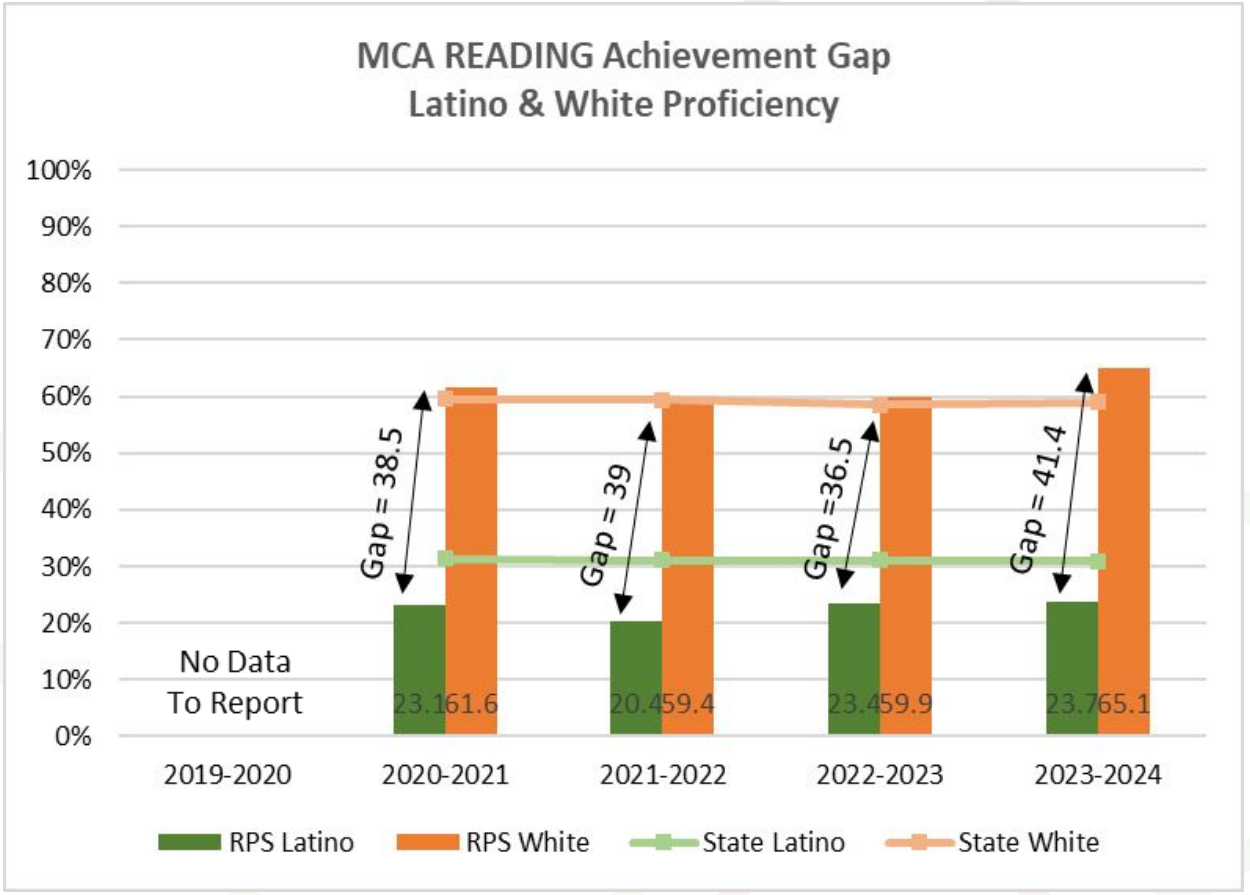


	2020	2021	2022	2023	2024
RPS Grade 3		34.0	33.6	34.2	35.8
State Grade 3		48.5	48.8	47.7	47.1
RPS Overall Reading		37.8	36.0	37.2	38.5
Overall State Reading		52.5	51.8	50.3	50.4

Closing Achievement Gaps in Student Groups

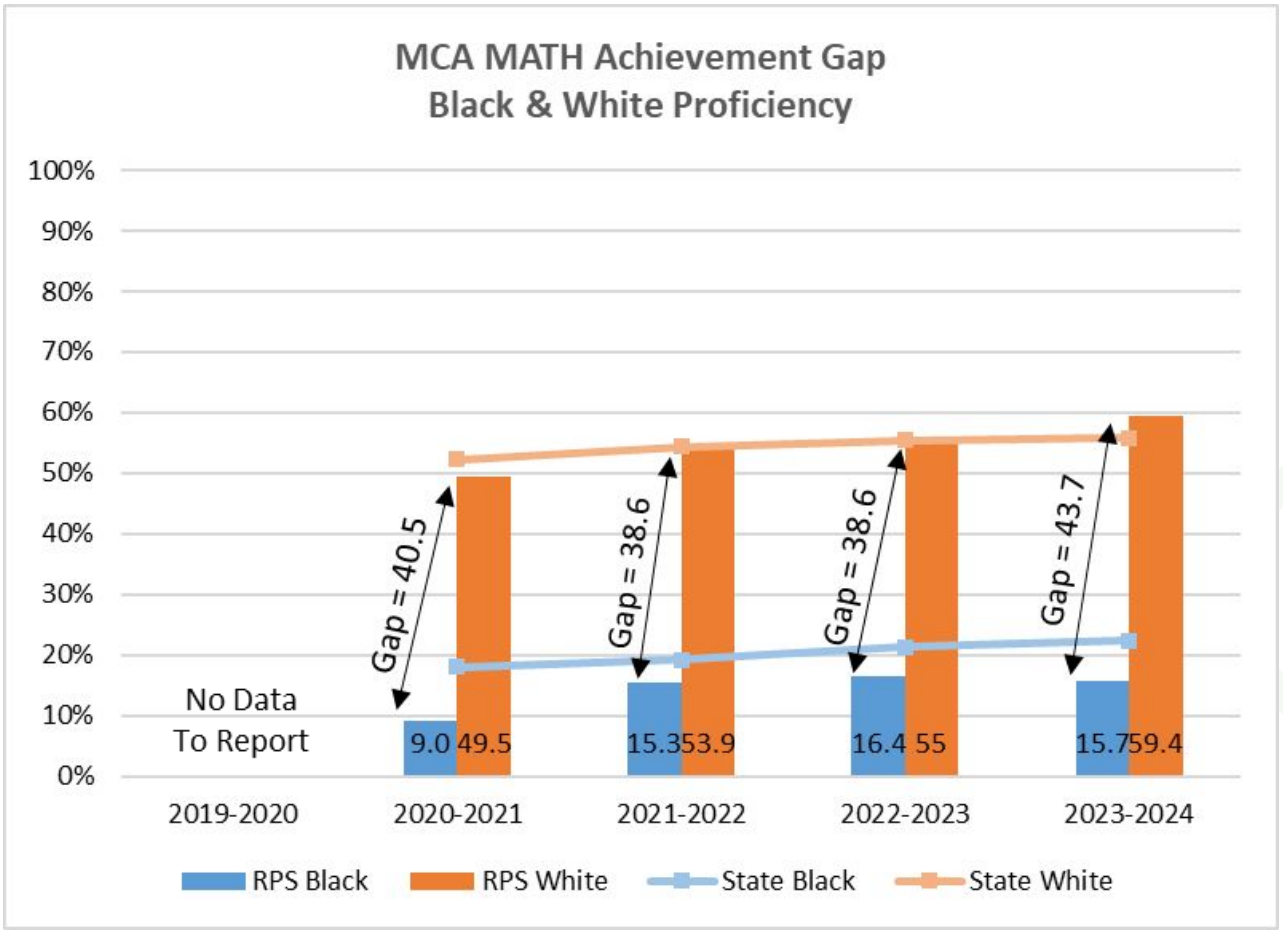
RICHFIELD PUBLIC SCHOOLS

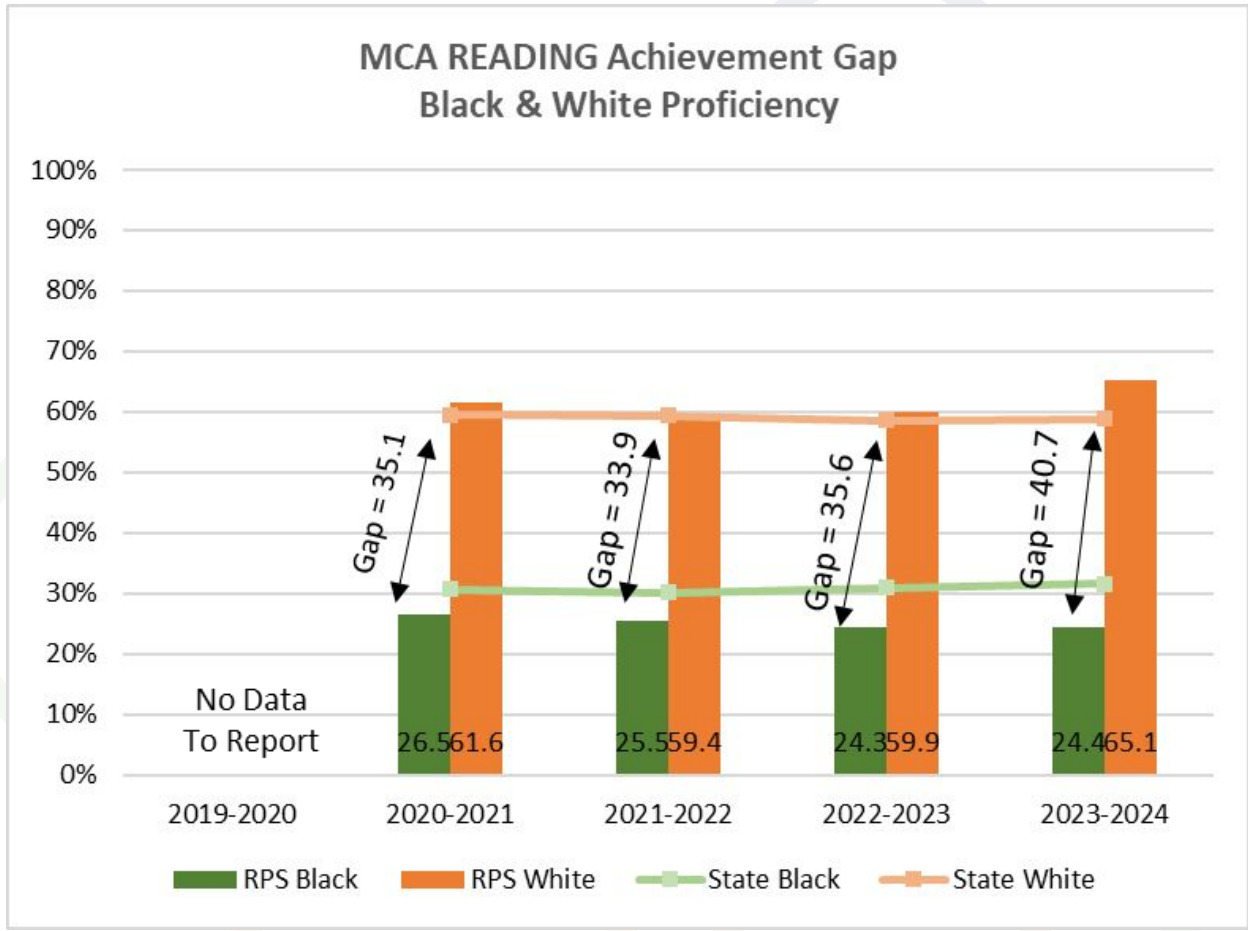




Closing Achievement Gaps in Student Groups

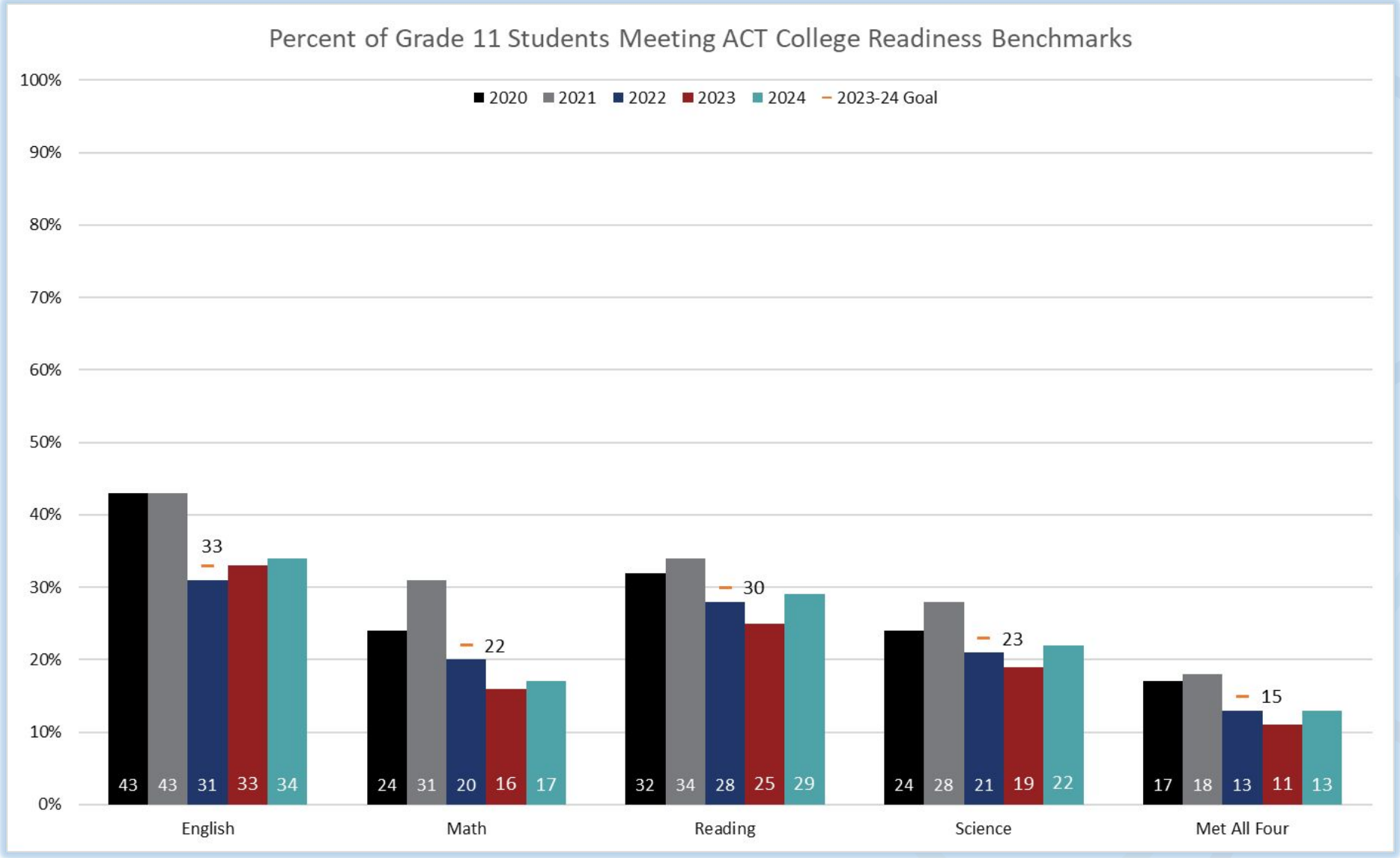
RICHFIELD PUBLIC SCHOOLS





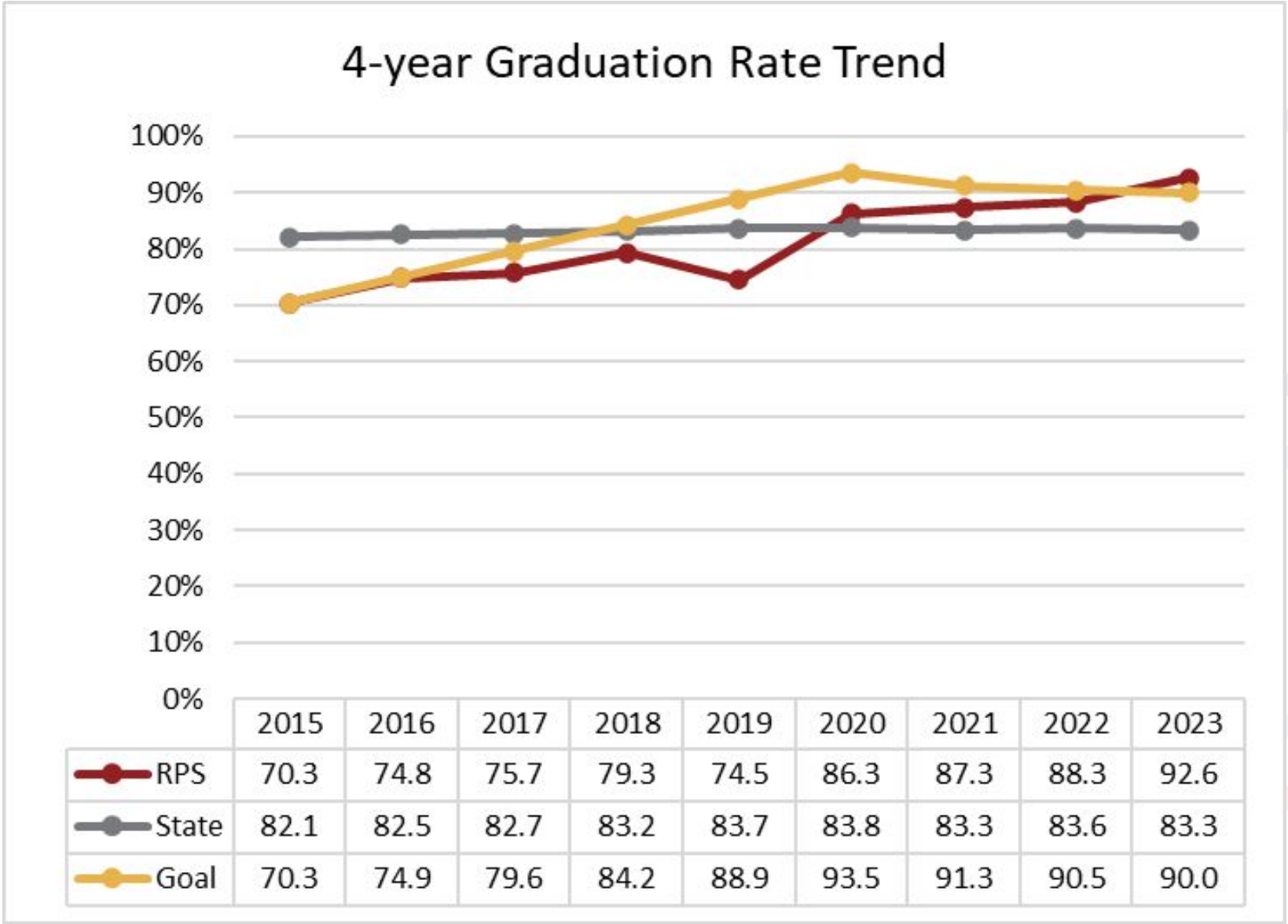
College and Career Readiness of All Students

RICHFIELD PUBLIC SCHOOLS



All Students Graduate

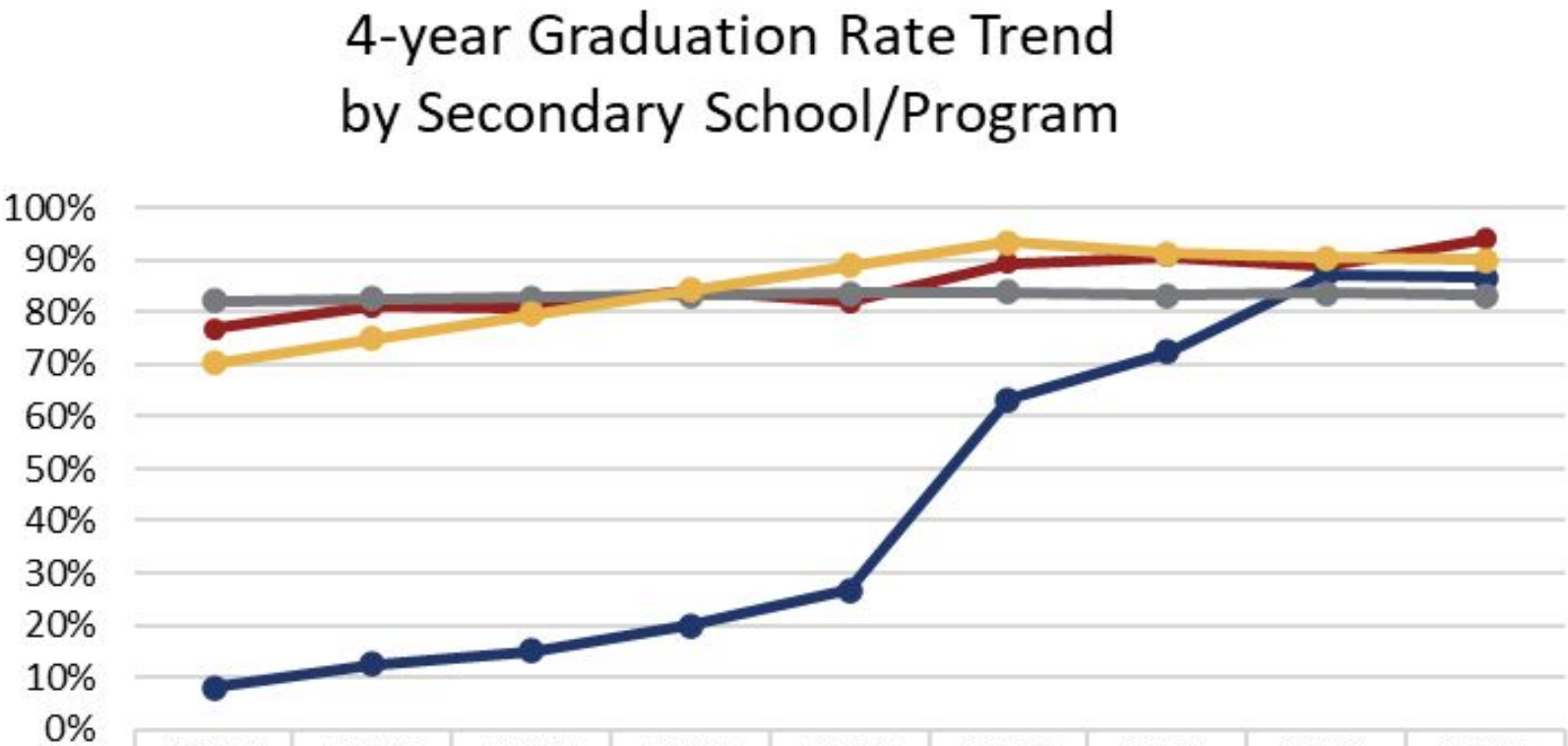
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	2015	2016	2017	2018	2019	2020	2021	2022	2023
RPS	70.3	74.8	75.7	79.3	74.5	86.3	87.3	88.3	92.6
State	82.1	82.5	82.7	83.2	83.7	83.8	83.3	83.6	83.3
Goal	70.3	74.9	79.6	84.2	88.9	93.5	91.3	90.5	90.0

All Students Graduate

RICHFIELD PUBLIC SCHOOLS



	2015	2016	2017	2018	2019	2020	2021	2022	2023
RHS	76.9	81.2	80.9	84.3	82.0	89.4	90.7	88.9	94.1
RCEP	8.0	12.5	15.0	20.0	26.8	63.3	72.3	87.3	86.7
State	82.1	82.5	82.7	83.2	83.7	83.8	83.3	83.6	83.3
Goal	70.3	74.9	79.6	84.2	88.9	93.5	91.3	90.5	90.0

Standard Work and Initiatives

RICHFIELD PUBLIC SCHOOLS

Curriculum	Instruction	Professional Development	Data and Systems
Benchmark Advance/Adelante	Learning Walks	LETRS Training	FastBridge
Mystery Science K-5	Coaching Cycles	PLC Facilitation	Progress Monitoring
Amplify Science 6-8	Classroom visits with Feedback	District-wide Coaches' PD	Standards Based Grading
Secondary ELA Curriculum Review in Process		Choice Sessions	Analytics and Insights (formerly called Hoonuit)

Questions?

RICHFIELD PUBLIC SCHOOLS



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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 16, 2024

Subject: Commendations

RPS would like to commend CJ Armstrong, senior at RHS. CJ recently broke the all-time boys basketball scoring record of 1,747 points! He is now working toward hitting 2,000 points, which has never been done in Richfield. CJ recently signed on to play basketball at Augustana University next year. Congratulations to CJ!

RPS would also like to commend the Associates in Women's Health and OB/GYN Specialist Clinic Sonography Department, which recently donated 4 large bags of pants, underwear and feminine hygiene products to be given to RMS students through the RMS health office. This donation was part of their "Power to You Pants Drive" which aims to support and empower students experiencing menstruation at school. Thank you to the members of the Sonography Department for supporting our RMS students!

(Note: because these items are simply redistributed to students, they do not need to be approved by the board as a donation.)

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 16, 2024

Subject: Routine Matters

(Recommended by the superintendent)

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

Attachments:

1. Minutes of the Regular Meeting held December 2, 2024
   - Disbursements from the December 2, 2024 Meeting
   - Checks & E-pay Register from the December 2, 2024 Meeting
   - Superintendent's Report and Agenda Meeting Minutes from December 2, 2024
2. General Disbursements as of 12/9/24 in the Amount of $1,744,228.68
   - Disbursements for the December 16, 2024 Meeting
   - Checks & E-pay Register for the December 16, 2024 Meeting
3. Year-to-Date Finance Update

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**

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, December 2, 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, December 2, 2024 in the boardroom at the Richfield Public Schools District Office. Vice Chair Carter called the regular board meeting to order at 7 p.m. with the following school board members in attendance: Banks Kupcho, Liss and Spencer. Cole and Pollis were not able to attend.

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

II. REVIEW AND APPROVAL OF THE AGENDA

Motion by Spencer, seconded by Liss, and unanimously carried, the board of education approved the amended 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

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

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

V. OLD BUSINESS

A. Policy 979: Community Use of School Facilities and Grounds - fourth read
B. Policy 522: Commencement Participation - third read

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

C. Policy 606: Home Schooling & Administrative Guideline 606.1 - second read

VI. NEW BUSINESS

A. Final Levy Certification 2024 Payable 2025

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

B. Authorization for RHS Restroom Remodeling Project

Motion by Liss, seconded by Spencer, and unanimously carried, the board of education approved the authorization.

C. Draft RPS Legislative Platform 2025 - first read

D. Draft Policy 414: Staff Professional Boundaries & Draft Administrative Guideline 414.1 - first read
E. Donations

Motion by Banks Kupcho, seconded by Spencer, 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

12-16-2024	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

Vice Chair Carter adjourned the meeting at 8:34 p.m.

P-CARD,CHECK RUNS, E-PAYS & WIRES FOR 12/16/2024 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	11/27/2024	1,027,617.64
	12/4/2024	582,969.79
	12/9/2024	63,010.39
Scholarship	12/9/2024	1,500.00
P-Cards November 24	12/5/2024	64,074.92
E-Pays	12/5/2024	5,055.94
CHECK REGISTER BANK 05 TOTAL =		**1,744,228.68**

BREAKDOWN	
01-206-00	309,704.29
02-206-00	59,851.43
03-206-00	830,012.04
04-206-00	45,678.84
06-206-00	350,000.00
07-206-00	-
18-206-00	-
20-206-00	148,134.80
21-206-00	847.28
47-206-00	
BANK TOTAL =	**1,744,228.68**

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	313397	11/27/2024	ACT RESTORATION INC.	R	800.00
01	313398	11/27/2024	ADVANCED COMMERCIAL KITCHENS	R	3,252.44
01	313399	11/27/2024	AIM ELECTRONICS INC	R	136.39
01	313400	11/27/2024	ALLIED PROFESSIONALS, INC.	R	483.00
01	313401	11/27/2024	ANTHOLOGIE, LLC	R	825.00
01	313402	11/27/2024	NEWBERN LLC	R	80.00
01	313403	11/27/2024	BIX FRUIT COMPANY	R	4,846.20
01	313404	11/27/2024	CANON USA	R	4,578.42
01	313405	11/27/2024	CAPITAL ONE TRADE CREDIT	R	60.00
01	313406	11/27/2024	CDW GOVERNMENT INC	R	20,113.43
01	313407	11/27/2024	CEP ART & DESIGN	R	558.00
01	313408	11/27/2024	CITY OF RICHFIELD	R	305.17
01	313409	11/27/2024	CITY OF RICHFIELD	R	1,358.96
01	313410	11/27/2024	CONTINENTAL RESEARCH CORP	R	1,647.73
01	313411	11/27/2024	CURTIS NEAL BARKER	R	80.00
01	313412	11/27/2024	DASH SPORTS, LLC	R	1,105.00
01	313413	11/27/2024	DAY ROGER ANTHONY	R	80.00
01	313414	11/27/2024	ECM PUBLISHERS INC	R	371.20
01	313415	11/27/2024	ELLIOTT MATTHEW	R	80.00
01	313416	11/27/2024	ETTEL & FRANZ ROOFING CO	R	2,980.00
01	313417	11/27/2024	WW GRAINGER INC	R	380.57
01	313418	11/27/2024	HARRIS DENNIS	R	80.00
01	313419	11/27/2024	HAWKINS INC	R	4,878.06
01	313420	11/27/2024	HILLYARD MINNEAPOLIS	R	6,172.74
01	313421	11/27/2024	HOYO, SBC	R	2,100.00
01	313422	11/27/2024	HIPPIE DOG	R	250.00
01	313423	11/27/2024	INNOVATIVE OFFICE SOLUTIONS LLC	R	2,280.28
01	313424	11/27/2024	INTERMEDIATE DISTRICT 287	R	14,799.67
01	313425	11/27/2024	INTERSTATE ALL BATTERY CENTER	R	64.95
01	313426	11/27/2024	JULIE L DAVIS	R	200.00
01	313427	11/27/2024	JW PEPPER & SON INC	R	40.30
01	313429	11/27/2024	KEMPS LLC	R	3,429.44
01	313430	11/27/2024	KINECT ENERGY INC	R	22,180.34
01	313431	11/27/2024	LAKE COUNTRY SCALE WORKS INC	R	340.00
01	313432	11/27/2024	LEROY'S GREAT BEAR	R	19.99
01	313433	11/27/2024	LIGHTSPEED SOLUTIONS, LLC	R	13,840.00
01	313434	11/27/2024	LOFFLER COMPANIES	R	491.38
01	313435	11/27/2024	MADISON NATIONAL LIFE INS CO INC	R	18,329.01
01	313436	11/27/2024	MALLOY MONTAGUE KARNOWSKI & RADO	R	7,350.00
01	313437	11/27/2024	MARKS TOWING	R	253.00
01	313438	11/27/2024	MATRIX COMMUNICATIONS, INC	R	946.45
01	313439	11/27/2024	MAXORPLUS, LTD	R	99,772.51
01	313440	11/27/2024	MELVIN NEWBERN JR	R	80.00
01	313441	11/27/2024	METROPOLITAN MECHANICAL CONTRACTORS	R	3,951.43
01	313442	11/27/2024	METROPOLITAN TILE & MARBLE, INC.	R	1,785.00
01	313443	11/27/2024	MIDWEST BUS PARTS INC	R	313.37
01	313444	11/27/2024	MOORE CHARLES	R	80.00
01	313445	11/27/2024	MPLS PUBLIC SCHOOL SPECIAL DIST 1	R	237.60
01	313446	11/27/2024	MTI DISTRIBUTING CO	R	674.43
01	313447	11/27/2024	MTN-METROPOLITAN TRANSP NETWORK	R	525,798.83
01	313448	11/27/2024	MULTILINGUAL WORD INC	R	4,446.02
01	313449	11/27/2024	NAPA AUTO PARTS	R	235.80
01	313450	11/27/2024	NEI ELECTRIC, INC.	R	3,908.33
01	313451	11/27/2024	NORTH CENTRAL INTERNATIONAL, LLC	R	856.20
01	313452	11/27/2024	NUSS TRUCK & EQUIPMENT	R	3,400.00
01	313453	11/27/2024	OLIVE MATT	R	80.00
01	313454	11/27/2024	PAN O GOLD BAKING CO	R	541.15
01	313455	11/27/2024	PHOENIX SCHOOL COUNSELING	R	24,000.00

01	313456	11/27/2024	PROPIO LS, LLC	R	761.89
01	313457	11/27/2024	ROSA RUBIO ESCODA	R	552.50
01	313458	11/27/2024	SCHOOL SERVICE EMPLOYEES UNION	R	8,348.48
01	313459	11/27/2024	STONE ARCH STUDIO LLC	R	200.00
01	313460	11/27/2024	TAYLOR BRANDON	R	80.00
01	313461	11/27/2024	TRIO SUPPLY COMPANY	R	3,175.16
01	313462	11/27/2024	LAMAR WILLIS	R	80.00
01	313463	11/27/2024	TURNBULL BLAINE	R	80.00
01	313464	11/27/2024	TWIN CITY TRANSPORTATION	R	141,907.04
01	313465	11/27/2024	UPPER LAKES FOODS	R	35,896.23
01	313466	11/27/2024	VSP INSURANCE CO. (CT)	R	3,453.45
01	313467	11/27/2024	ALLSTATE PETERBILT OF S ST PAUL	R	472.31
01	313468	11/27/2024	WESTERN SPECIALTY CONTRACTORS INC	R	3,950.00
01	313469	11/27/2024	WHITE CARLTON A	R	80.00
01	313470	11/27/2024	XCEL ENERGY	R	15,717.29
01	313471	11/27/2024	YOUNG AMERICANS SCHL SELF-DEFENSE	R	535.50
01	313472	12/04/2024	4IMPRINT, INC.	R	774.75
01	313473	12/04/2024	ALL STATE COMMUNICATIONS INC	R	220.00
01	313474	12/04/2024	ANDERSON, LONNIE ALLEN	R	82.00
01	313475	12/04/2024	ASTLEFORD INTERNATIONAL	R	284.86
01	313476	12/04/2024	BACHAND BRYAN	R	64.00
01	313477	12/04/2024	BCN TELECOM, INC TBS	R	920.79
01	313478	12/04/2024	BOTSFORD CODY W	R	82.40
01	313479	12/04/2024	BUILDING CONTROLS & SOLUTIONS	R	83.60
01	313480	12/04/2024	CDW GOVERNMENT INC	R	9,490.00
01	313481	12/04/2024	CENTURYLINK	R	49.72
01	313482	12/04/2024	CINTAS CORPORATION NO 2	R	286.82
01	313483	12/04/2024	CITY OF RICHFIELD	R	10,448.00
01	313484	12/04/2024	CONTEMPORARY TRANSPORTATION LLC	R	25,545.00
01	313485	12/04/2024	CONTINENTAL RESEARCH CORP	R	219.25
01	313486	12/04/2024	DICKS SANITATION SERVICE, INC (DSI)	R	8,289.99
01	313487	12/04/2024	DOOR SERVICE COMPANY OF THE TWIN CI	R	1,390.00
01	313488	12/04/2024	ETTEL & FRANZ ROOFING CO	R	2,802.00
01	313489	12/04/2024	FASTEST LABS OF BLOOMINGTON	R	919.00
01	313490	12/04/2024	FINANGER PHILLIP J	R	41.20
01	313491	12/04/2024	WW GRAINGER INC	R	570.32
01	313492	12/04/2024	HAWKINS INC	R	10.00
01	313493	12/04/2024	HILLYARD MINNEAPOLIS	R	7,499.48
01	313494	12/04/2024	ICS CONSULTING, LLC - 138006	R	350,000.00
01	313495	12/04/2024	IIX INSURANCE INFORMATION EXCHANGE	R	41.95
01	313496	12/04/2024	INNOVATIVE OFFICE SOLUTIONS LLC	R	60.24
01	313497	12/04/2024	INSTITUTE FOR ENVIROMENTAL	R	3,386.50
01	313498	12/04/2024	KENDALL MARIEY	R	64.00
01	313499	12/04/2024	KINECT ENERGY INC	R	558.00
01	313500	12/04/2024	KREMER SERVICES LLC	R	7,562.74
01	313501	12/04/2024	MCEA	R	1,989.00
01	313502	12/04/2024	MIDWEST BUS PARTS INC	R	118.95
01	313503	12/04/2024	MINUTEMAN PRESS EDINA	R	476.31
01	313504	12/04/2024	MTI DISTRIBUTING CO	R	64.16
01	313505	12/04/2024	NAPA AUTO PARTS	R	281.18
01	313506	12/04/2024	NEI ELECTRIC, INC.	R	790.00
01	313507	12/04/2024	NORTH CENTRAL INTERNATIONAL, LLC	R	3,200.61
01	313508	12/04/2024	OKEY CHRIS	R	66.95
01	313509	12/04/2024	POMPS TIRE SERVICE	R	900.00
01	313510	12/04/2024	PROFESSIONAL WIRELESS COMMUNICATION	R	184.13
01	313511	12/04/2024	SHERWIN WILLIAMS CO	R	88.21
01	313512	12/04/2024	SQUIRES, WALDSPURGER & MACE, P.A.	R	8,884.10
01	313513	12/04/2024	SULLIVAN LAMARR	R	82.00
01	313514	12/04/2024	TAFFE SARAH ANN	R	9,750.00

01	313515	12/04/2024	TURNBULL BLAINE	R	82.00
01	313516	12/04/2024	TWIN CITY TRANSPORTATION	R	121,102.62
01	313517	12/04/2024	UHL COMPANY INC	R	779.63
01	313518	12/04/2024	VERIZON WIRELESS	R	360.09
01	313519	12/04/2024	ALLSTATE PETERBILT OF S ST PAUL	R	150.24
01	313520	12/04/2024	WHELAN, JENNIFER C	R	1,240.19
01	313521	12/04/2024	XCEL ENERGY	R	53.16
01	313522	12/04/2024	ZACK'S INC.	R	579.65
01	V614339	12/05/2024	ANNA ACOSTA SANCHEZ	R	49.94
01	V614340	12/05/2024	MEGAN AMBROSIUS	R	221.76
01	V614341	12/05/2024	MATTHEW ARNOLD	R	70.00
01	V614342	12/05/2024	MICHELLE L AXELL	R	70.00
01	V614343	12/05/2024	ERICA T BARLOW	R	70.00
01	V614344	12/05/2024	DAVID H BIPES	R	19.68
01	V614345	12/05/2024	MARY L CLARKSON	R	70.00
01	V614346	12/05/2024	RACHEL U CORNES	R	47.55
01	V614347	12/05/2024	LATANYA R DANIELS	R	70.00
01	V614348	12/05/2024	KIM M DARAITIS	R	47.21
01	V614349	12/05/2024	BRIT L EISELE	R	61.10
01	V614350	12/05/2024	ANGELA M FISH	R	25.19
01	V614351	12/05/2024	PETER J FITZPATRICK	R	40.00
01	V614352	12/05/2024	RACHEL GENS	R	70.00
01	V614353	12/05/2024	AREND J GEURINK	R	70.00
01	V614354	12/05/2024	JAMES A GILLIGAN	R	70.00
01	V614355	12/05/2024	CHRISTINA M GONZALEZ	R	70.00
01	V614356	12/05/2024	AMY E HAGER	R	70.00
01	V614357	12/05/2024	KEVIN D HARRIS	R	40.00
01	V614358	12/05/2024	MICHAEL G HARRIS	R	70.00
01	V614359	12/05/2024	JONATHAN W HEYER	R	70.00
01	V614360	12/05/2024	STEPHANIE M HEYER-WALSH	R	44.38
01	V614361	12/05/2024	JAMES L HILL	R	40.00
01	V614362	12/05/2024	JESSICA M HOFFMAN	R	40.00
01	V614363	12/05/2024	CRAIG D HOLJE	R	70.00
01	V614364	12/05/2024	SARAH M E HUTTON	R	40.00
01	V614365	12/05/2024	ALEXANDER S KALBOW	R	384.83
01	V614366	12/05/2024	DANIEL E KRETSINGER	R	70.00
01	V614367	12/05/2024	JENNIFER KRUEGER	R	310.53
01	V614368	12/05/2024	ANOOP KUMAR	R	40.00
01	V614369	12/05/2024	JOHN M LORENZINI	R	70.00
01	V614370	12/05/2024	COLLEEN M MAHONEY	R	70.00
01	V614371	12/05/2024	MICHAEL A MANNING	R	70.00
01	V614372	12/05/2024	DANIEL P MCGINN	R	40.00
01	V614373	12/05/2024	DOUG R MCMEEKIN	R	70.00
01	V614374	12/05/2024	KENT D MEYER	R	70.00
01	V614375	12/05/2024	KATRINA L MORGAN	R	40.00
01	V614376	12/05/2024	ERIN H NEILON	R	40.00
01	V614377	12/05/2024	STEPHANIE NICHOLS	R	45.00
01	V614378	12/05/2024	ROBERT G OLSON	R	40.00
01	V614379	12/05/2024	LAURA B OTTERNESS	R	70.00
01	V614380	12/05/2024	CHRISTOPHER A PETERSON	R	70.00
01	V614381	12/05/2024	CASSANDRA QUAM	R	70.00
01	V614382	12/05/2024	RENEE C REED-KARSTENS	R	40.00
01	V614383	12/05/2024	ASHLEY SCHAEFER	R	70.00
01	V614384	12/05/2024	AMY B SKARE-KLECKER	R	70.00
01	V614385	12/05/2024	NANCY J STACHEL	R	70.00
01	V614386	12/05/2024	JUSTIN STEELE	R	70.00
01	V614387	12/05/2024	ANGELA TAYLOR	R	70.00
01	V614388	12/05/2024	STACY THEIEN-COLLINS	R	70.00
01	V614389	12/05/2024	VLADIMIR S TOLEDO	R	40.00

01	V614390	12/05/2024	STEVEN P UNOWSKY	R	270.00
01	V614391	12/05/2024	CARRIE A VALA	R	70.00
01	V614392	12/05/2024	JENNIFER K VALLEY	R	70.00
01	V614393	12/05/2024	REBECCA S WALD	R	40.00
01	V614394	12/05/2024	ALEXANDER WARD	R	70.00
01	V614395	12/05/2024	SAMANTHA WEAVER	R	511.69
01	V614396	12/05/2024	MICHELLE R WHITESIDE	R	132.08
01	V614397	12/05/2024	KASYA L WILLHITE	R	125.00
01	V614398	12/05/2024	KELLY L WOODS	R	70.00
01	V2502081	12/05/2024	P-CARD BAIRD LISA	R	4,363.75
01	V2502082	12/05/2024	P-CARD BARLOW ERICA	R	5,071.92
01	V2502083	12/05/2024	P-CARD BLUMA, MEGAN BOLLIG	R	426.66
01	V2502084	12/05/2024	P-CARD BROWN MATTHEW	R	835.84
01	V2502085	12/05/2024	P-CARD BRUNNER PATTI	R	2,745.10
01	V2502086	12/05/2024	P-CARD CARUSO MATTHEW	R	570.73
01	V2502087	12/05/2024	P-CARD CRUZ ESTEVA JENNIFER	R	2,408.18
01	V2502088	12/05/2024	P-CARD EDWARDS NATHAN	R	1,794.06
01	V2502089	12/05/2024	P-CARD GEURINK AREND	R	1,774.73
01	V2502090	12/05/2024	P-CARD HUERTA-ANAYA ALICIA	R	2,428.87
01	V2502091	12/05/2024	P-CARD KRETSINGER DAN	R	4,757.46
01	V2502092	12/05/2024	P-CARD LEIKNES LISA	R	582.18
01	V2502093	12/05/2024	P-CARD LEWIS JENNIFER	R	1,813.65
01	V2502095	12/05/2024	P-CARD LUNDY MICHELLE	R	11,389.35
01	V2502096	12/05/2024	P-CARD MAHONEY COLLEEN	R	536.43
01	V2502097	12/05/2024	P-CARD MANNING MICHAEL	R	281.16
01	V2502098	12/05/2024	P-CARD MCCLENDON LAURA	R	114.48
01	V2502099	12/05/2024	P-CARD MCGINN DAN	R	1,265.74
01	V2502100	12/05/2024	P-CARD MORALES LIZETTE	R	8,621.12
01	V2502101	12/05/2024	P-CARD PETERSON CHRIS	R	110.19
01	V2502102	12/05/2024	P-CARD SACHER GRACE	R	378.84
01	V2502103	12/05/2024	P-CARD SETZER ALEXIS	R	75.13
01	V2502104	12/05/2024	P-CARD SKARE-KLECKER AMY	R	3,900.20
01	V2502105	12/05/2024	P-CARD SMITH DANE	R	18.01
01	V2502106	12/05/2024	P-CARD STACHEL NANCY	R	446.31
01	V2502107	12/05/2024	P-CARD VALLEY JENNIFER	R	1,913.47
01	V2502108	12/05/2024	P-CARD VENTURA PEREZ RAMIRO	R	135.80
01	V2502109	12/05/2024	P-CARD WILLHITE KASYA	R	920.40
01	V2502110	12/05/2024	P-CARD WOODS KELLY	R	727.17
01	V2502111	12/05/2024	P-CARD YUNKER AUBREE	R	3,667.99
01	313523	12/09/2024	AMINGA, ESTHER	R	11.85
01	313524	12/09/2024	ANDERSON, LONNIE ALLEN	R	13.00
01	313525	12/09/2024	ARVIG ENTERPRISES INC	R	1,307.90
01	313526	12/09/2024	BACHAND BRYAN	R	3.00
01	313527	12/09/2024	BIX FRUIT COMPANY	R	994.78
01	313528	12/09/2024	BRAND FARMS	R	1,800.00
01	313529	12/09/2024	BSN SPORTS, LLC	R	355.50
01	313530	12/09/2024	CENTURYLINK	R	71.00
01	313531	12/09/2024	COMCAST BUSINESS	R	414.80
01	313532	12/09/2024	DREPAUL NERICA	R	11.85
01	313533	12/09/2024	ECM PUBLISHERS INC	R	154.40
01	313534	12/09/2024	FINANGER PHILLIP J	R	41.20
01	313535	12/09/2024	HILLYARD MINNEAPOLIS	R	318.00
01	313536	12/09/2024	KELM ANTHONY	R	95.00
01	313537	12/09/2024	KEMPS LLC	R	1,051.24
01	313538	12/09/2024	KENDALL MARIEY	R	3.00
01	313539	12/09/2024	MANIRATH, ALIYAH	R	11.85
01	313540	12/09/2024	MAXORPLUS, LTD	R	43,513.45
01	313541	12/09/2024	MCDONALD DANIEL	R	95.00
01	313542	12/09/2024	MOORE KENAN	R	95.00

01	313543	12/09/2024	MRI SOFTWARE LLC	R	189.00
01	313544	12/09/2024	NORMANDALE COMMUNITY COLLEGE	R	1,500.00
01	313545	12/09/2024	OKEY CHRIS	R	66.95
01	313546	12/09/2024	ONEBRIDGE BENEFITS INC.	R	5,295.50
01	313547	12/09/2024	ORDWAY CENTER FOR THE PERFORMING	R	1,200.00
01	313548	12/09/2024	PAN O GOLD BAKING CO	R	228.50
01	313549	12/09/2024	PARKER NINA	R	11.85
01	313550	12/09/2024	PAYDHEALTH	R	3,048.37
01	313551	12/09/2024	PETERSON GARY	R	134.00
01	313552	12/09/2024	PITNEY BOWES BANK PURCHASE POWER	R	225.10
01	313553	12/09/2024	PITTMAN DARIAN	R	67.00
01	313554	12/09/2024	PREMIUM WATERS INC	R	39.00
01	313555	12/09/2024	PROFESSIONAL WIRELESS COMMUNICATION	R	793.17
01	313556	12/09/2024	SMITH QUINCY	R	67.00
01	313557	12/09/2024	SNA-SCHOOL NUTRITION	R	14.00
01	313558	12/09/2024	STARK MOLLY	R	61.80
01	313559	12/09/2024	SULLIVAN LAMARR	R	13.00
01	313560	12/09/2024	TAHAR ANIS	R	134.00
01	313561	12/09/2024	THOMPSON MARGARET	R	11.85
01	313562	12/09/2024	TRIO SUPPLY COMPANY	R	716.53
01	313563	12/09/2024	TURNBULL BLAINE	R	13.00
01	313564	12/09/2024	WOODCRAFT	R	318.95
			Total Checks, Epays & Pcards Register		**1,744,228.68**

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

RICHFIELD | November 30, 2024

REVENUE CATEGORIES	June 30, 2023	June 30, 2024	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	November 30, 2024 % of Budget Received	November 30, 2023 % of Actuals Received	November 30, 2022 % of Actuals Received	Current YTD vs. PYTD	November 30, 2023	November 30, 2022
STATE	47,269,721	55,361,384	56,786,786	57,763,720	15,473,840	41,312,946	27.25%	19.51%	27.82%	**4,673,046**	10,800,793	13,150,245
FEDERAL	8,182,832	5,360,512	1,585,186	1,478,257	32,116	1,553,070	2.03%	0.01%	2.10%	**31,363**	753	172,084
PROPERTY TAXES	17,853,747	18,257,792	23,050,883	21,681,376	21,610,642	1,440,241	93.75%	96.68%	96.98%	**3,959,732**	17,650,910	17,315,120
LOCAL SALES, INS RECOVERY & JUDGEMENTS	53,909	84,206	85,000	52,385	12,695	72,305	14.94%	26.62%	19.52%	**(9,721)**	22,416	10,522
LOCAL (FEES, INTEREST, ETC.)	1,656,125	2,943,714	2,213,325	2,386,666	908,837	1,304,488	41.06%	28.04%	31.07%	**83,398**	825,438	514,559
TOTALS	**75,016,334**	**82,007,607**	83,721,180	**83,362,404**	**38,038,130**	**45,683,050**	**45.43%**	**35.73%**	**41.54%**	**8,737,819**	**29,300,311**	**31,162,530**

EXPENDITURES (OBJECT SERIES)	June 30, 2023	June 30, 2024	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	November 30, 2024 % of Budget Expended	November 30, 2023 % of Actuals Expended	November 30, 2022 % of Actuals Expended	Current YTD vs. PYTD	November 30, 2023	November 30, 2022
SALARIES & WAGES	42,666,507	44,519,026	47,359,520	47,373,865	13,571,152	33,788,368	28.66%	28.67%	28.15%	**809,420**	12,761,732	12,011,964
EMPLOYEE BENEFITS	14,518,829	15,376,730	16,012,385	16,249,727	5,484,684	10,527,701	34.25%	31.22%	32.73%	**684,200**	4,800,483	4,751,782
PURCHASED SERVICES	11,201,175	13,172,577	12,103,692	13,353,549	4,971,718	7,131,974	41.08%	32.86%	28.24%	**642,835**	4,328,883	3,162,857
SUPPLIES	3,707,790	3,838,248	4,457,922	4,470,734	2,316,741	2,141,181	51.97%	53.15%	46.12%	**276,838**	2,039,903	1,710,040
EQUIPMENT	4,339,230	3,488,077	2,936,585	2,682,168	1,569,451	1,367,134	53.44%	74.87%	61.20%	**(1,042,193)**	2,611,644	2,655,450
OTHER EXPENDITURES	392,751	406,103	716,045	604,962	125,787	590,258	17.57%	29.15%	33.38%	**7,398**	118,390	131,099
TOTALS	**76,826,282**	**80,800,761**	83,586,149	**84,735,006**	**28,039,533**	**55,546,616**	**33.55%**	**33.00%**	**31.79%**	**1,378,498**	**26,661,035**	**24,423,192**

EXPENDITURES (PROGRAM SERIES)	June 30, 2023	June 30, 2024	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	November 30, 2024 % of Budget Expended	November 30, 2023 % of Actuals Expended	November 30, 2022 % of Actuals Expended	Current YTD vs. PYTD	November 30, 2023	November 30, 2022
SITE ADMINISTRATION	1,951,791	2,063,549	2,473,515	2,550,183	1,026,334	1,447,181	41.49%	40.93%	42.24%	**181,758**	844,575	824,373
DISTRICT ADMINISTRATION	2,124,536	2,281,758	2,579,209	2,406,373	818,215	1,760,994	31.72%	42.44%	41.73%	**(150,130)**	968,345	886,572
SUPPORT SERVICES	3,097,622	3,265,363	3,236,439	3,479,060	1,626,251	1,610,188	50.25%	48.76%	47.65%	**34,202**	1,592,049	1,476,028
REGULAR INSTRUCTION	30,597,910	31,337,342	31,936,608	31,959,667	8,952,107	22,984,501	28.03%	27.41%	27.33%	**362,047**	8,590,060	8,361,554
EXTRA-CURRICULAR ACTIVITES	1,131,315	1,043,990	1,119,853	1,118,895	369,637	750,216	33.01%	37.51%	34.78%	**(21,985)**	391,622	393,523
VOCATIONAL INSTRUCTION	599,877	839,648	698,297	753,650	246,300	451,997	35.27%	16.99%	26.30%	**103,656**	142,644	157,792
SPECIAL EDUCATION	13,955,261	15,690,800	16,464,054	16,428,140	4,532,332	11,931,722	27.53%	26.30%	26.70%	**406,082**	4,126,250	3,726,746
INSTRUCTIONAL SUPPORT	5,115,499	5,557,740	5,537,906	5,448,673	2,627,023	2,910,883	47.44%	60.19%	52.01%	**(718,090)**	3,345,113	2,660,386
PUPIL SUPPORT SERVICES	10,416,333	11,410,630	11,691,285	12,124,772	3,817,846	7,873,439	32.66%	25.85%	23.28%	**867,920**	2,949,926	2,425,227
FACILITIES	7,423,372	6,795,129	7,324,403	7,841,040	3,456,988	3,867,415	47.20%	47.12%	42.70%	**255,219**	3,201,770	3,169,695
OTHER FINANCING USES	412,768	514,812	524,580	624,553	566,500	(41,920)	107.99%	98.81%	82.68%	**57,818**	508,682	341,296
TOTALS	**76,826,282**	**80,800,761**	83,586,149	**84,735,006**	**28,039,533**	**55,546,616**	**33.55%**	**33.00%**	**31.79%**	**1,378,498**	**26,661,035**	**24,423,192**

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

RICHFIELD | November 30, 2024

ACTIVITY - OTHER FUNDS

REVENUE	June 30, 2023	June 30, 2024	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	November % of Budget Received	November % of Actuals Received	November % of Actuals Received	Current YTD vs. PYTD	November 30, 2023	November 30, 2022
FOOD SERVICE	3,072,380	3,949,403	3,582,663	3,412,483	536,919	3,045,744	14.99%	23.70%	15.75%	**(398,958)**	935,877	483,787
COMMUNITY EDUCATION	2,097,545	2,322,904	2,031,749	2,185,642	1,293,319	738,430	63.66%	58.80%	60.44%	**(72,634)**	1,365,953	1,267,687
CONSTRUCTION	2,403,125	2,767,467	80,000	196,155	91,353	(11,353)	114.19%	2.32%	96.84%	**27,098**	64,255	2,327,294
DEBT SERVICE	7,384,481	8,086,343	7,819,436	7,308,266	7,365,554	453,882	94.20%	99.27%	96.08%	**(662,037)**	8,027,591	7,094,988
CUSTODIAL	25,986	30,570	12,000	14,813	5,368	6,632	44.73%	21.52%	15.36%	**(1,210)**	6,577	3,992
INTERNAL SERVICE	8,168,983	8,636,077	9,689,595	10,175,963	3,667,289	6,022,306	37.85%	43.87%	30.14%	**(121,229)**	3,788,518	2,461,969
OPEB IRREVOCABLE TRUST	190,720	364,778	200,000	23,695	(62,136)	262,136	-31.07%	19.22%	186.18%	**(132,262)**	70,126	355,085
OPEB DEBT SERVICE	2,061,376	2,013,317	2,058,652	1,927,318	1,959,304	99,348	95.17%	101.36%	97.83%	**(81,391)**	2,040,695	2,016,582
TOTALS	**25,404,596**	**28,170,859**	25,474,095	**25,244,337**	**14,856,971**	**10,617,124**	**58.32%**	**57.86%**	**63.03%**	**(1,442,622)**	**16,299,594**	**16,011,384**

EXPENDITURES	June 30, 2023	June 30, 2024	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	November % of Budget Expended	November % of Actuals Expended	November % of Actuals Expended	Current YTD vs. PYTD	November 30, 2023	November 30, 2022
FOOD SERVICE	3,519,501	3,729,581	3,669,579	3,931,196	1,377,272	2,292,307	37.53%	32.28%	33.75%	173,291	1,203,981	1,188,007
COMMUNITY EDUCATION	2,092,359	2,258,815	1,999,439	2,009,637	716,721	1,282,718	35.85%	37.71%	34.02%	(135,129)	851,850	711,860
CONSTRUCTION	136,534	1,834,310	2,000,000	1,364,443	398,309	1,601,691	19.92%	11.98%	85.90%	178,598	219,712	117,282
DEBT SERVICE	7,254,908	7,949,447	7,688,838	7,679,963	2,270,056	5,418,782	29.52%	29.61%	32.29%	(83,794)	2,353,850	2,342,490
CUSTODIAL	7,639	9,075	12,000	16,127	10,527	1,473	87.73%	99.18%	99.12%	1,527	9,000	7,571
INTERNAL SERVICE	7,896,304	7,249,696	9,687,300	9,258,084	3,786,723	5,900,577	39.09%	53.07%	46.92%	(60,377)	3,847,100	3,704,660
OPEB IRREVOCABLE TRUST	484,271	476,577	665,000	665,000	0	665,000	0.00%	0.00%	0.00%	0	0	0
OPEB DEBT SERVICE	2,027,475	2,025,100	2,022,175	2,022,175	96,325	1,925,850	4.76%	6.05%	7.35%	(26,225)	122,550	148,975
TOTALS	**23,418,991**	**25,532,600**	27,744,331	**26,946,625**	**8,655,934**	**19,088,397**	**31.20%**	**33.71%**	**35.10%**	47,891	**8,608,043**	**8,220,845**

SUMMARY - ALL FUNDS

SUMMARY	June 30, 2023	June 30, 2024	Adopted Budget	Projected End Of Year	YTD	Budget Remaining	November % of Budget Expended	November % of Actuals Expended	November % of Actuals Expended	Current YTD vs. PYTD	November 30, 2023	November 30, 2022
REVENUE	100,420,930	110,178,467	109,195,275	108,606,741	52,895,101	56,300,174	48.44%	41.39%	46.98%	7,295,197	45,599,904	47,173,914
EXPENDITURES	100,245,273	106,333,361	111,330,480	111,681,631	36,695,468	74,635,012	32.96%	33.17%	32.56%	1,426,389	35,269,079	32,644,037
SPENDING VARIANCE	175,656	3,845,105	(2,135,205)	(3,074,889)	16,199,634	N/A	N/A	N/A	N/A	5,868,808	10,330,826	14,529,877

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting December 16, 2024

Subject: PERSONNEL ITEMS

(Recommended by superintendent)

That the board of education approve the following personnel items:

Classified Management Retirement
Pam Olson - Human Resources Manager – District Office
Effective: 3/31/2025
Yrs. Of Service: 3

Certified Full Time Year 1 of 1
Suzanne Hiller – School Social Worker 0.2 FTE - South Education Center
Effective: 11/20/2024

Certified Full Time Return to Work Agreement
Terry Meryhew – Math Interventionist 0.5 FTE – STEM Elementary
Effective: 11/25/2024

Classified Full-Time Food and Nutrition Services for Employment
Armando Perez - Production Cook – Centennial Elementary School
Effective: 12/16/2024

Classified Full-Time Facilities and Transportation Reassignment
Bradley BaDour - High School Engineer – Richfield High School
Effective: 12/09/2024

Classified Full-Time Community Education Resignation
Ava Cipowski – Nurse – Academy of Holy Angels
Effective: 12/17/2024
Yrs. of Service: 0.5

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 16, 2024

Subject: Community Use of School Facilities and Grounds

(Recommended by the superintendent)

Passage upon a fifth 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 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.

The board held a study session with the Richfield city council on 11/18/24. The Competitive Activities Advisory Committee reviewed the proposed changes at their meeting on 12/9/24.

Once approved by the board, the proposed changes to fees would go into effect for events taking place on or after July 1, 2025.

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 approval process for groups that wish to burn sage or other materials for cultural purposes.
- 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. Fundr ~~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~~	No Charge	$20.00~~/hour~~	$50.00	$150.00	$150.00
Special Agreement: City of Richfield, $45.00/hour ~~Richfield Swim Club~~					

~~$20.00/hour~~					

1

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 Diamond	No Charge	$10.00/game (approximately 1.5 hours)	$25.00/game (approximately 1.5 hours)	$30.00/game (approximately 1.5 hours)	$50.00/game (approximately 1.5 hours)
~~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					
Spartan Stadium	No Charge	$40.00	$85.00	$115.00	$150.00
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~~ the group violates this rule, the group ~~you~~ will be asked to leave the building and ~~your~~ the permit holder's right to future use will be forfeited.

1. In accordance with Policy 105: Tobacco-Free Environment, an adult Native American may use tobacco as part of a traditional Native American spiritual or cultural ceremony. A Native American student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices.

2. Any burning of sage or other materials for cultural purposes must be done in a location and manner that does not create a fire hazard. Any non-Richfield Public Schools groups who wish to burn sage or other materials for cultural purposes must have approval from the superintendent for this activity and must coordinate with the director of facilities to ensure that fire alarms will not be activated.

B. ~~Treat school~~School property must be treated with care; ~~you are~~the permit holder is responsible for all damages.

1. ~~Report any~~Any damage to school property must be reported 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 is not made, ~~your~~ the permit holder's 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~~Rooms or facilities that are not ~~asked for~~specified and authorized by the

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Permit may not be used.

E. ~~You are~~The permit holder is 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~~ Adherence to the hours of use designated in the contract is required. If ~~you~~ the group does not vacate by the time indicated on the permit, additional charges will be assessed to ~~your~~ the 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~~ outside of the hours specified below 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:
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses For School and Nonschool Purposes; Closings)

Cross References:
Policy 105: Tobacco-Free Environment
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 16, 2024

Subject: Graduation Requirements

(Recommended by the superintendent)

Passage upon a third read of Policy 521: Graduation Requirements & Administrative Guidelines 521.1 & 521.2. This policy sets out the course credit and other requirements for students to graduate from Richfield Public Schools. Guideline 521.1 affirms that students with disabilities will receive diplomas upon attaining the objectives of their individualized education plans. Guideline 521.2 explains the youth service requirement in greater detail.

Though the policy has been updated multiple times in the past 5 years, the guidelines have not been reviewed by the board for a significantly longer time period. The policy needs to be updated to reflect recent changes to statute.

Feedback has been gathered from the RHS administration and counseling department. Suggested changes are included.

Additional input was gathered from almost all RHS 12th grade students specifically related to the proposed change to physical education credits required for graduation. The proposed changes would reduce the physical education credit requirement from 2 semesters of physical education to 1 semester required for graduation for the Class of 2026 and beyond. This aligns with state requirements.

Attachments:
Policy 521: Graduation Requirements - redlined
Administrative Guideline 521.1: Granting of Diplomas to Students with Disabilities
Administrative Guideline 521.2: Youth Service Requirement for Graduation from Richfield High School - redlined
MSBA Model Policy 613: Graduation Requirements

RICHFIELD PUBLIC SCHOOLS

GRADUATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from Richfield Public Schools.

II. GENERAL STATEMENT OF POLICY

It is the policy of Richfield Public Schools that all students must satisfactorily complete all course credit requirements and graduation standards, as established by the school board in order to graduate.

III. TEMPORARY CHANGE TO GRADUATION REQUIREMENTS

~~This change has been established due to the COVID-19 pandemic and associated disruptions to schooling caused by legally required transitions to distance learning and hybrid learning models. The COVID-19 pandemic and associated disruptions to schooling have created an environment that may be less conducive to educational success for students, such that graduation requirements that are significantly above and beyond those established by the Minnesota Department of Education may no longer be appropriate at this time.~~

~~Beginning with graduation year 2021 and ending with graduation year 2024, students will be required to complete only 11 semesters of elective credits and a total of only 44 credits to graduate. This temporarily supersedes the required number of electives and total credits listed in section IV. All other graduation requirements will still apply.~~

A temporary change to graduation requirements was established due to the COVD-19 pandemic for students with graduation years 2021-2024. This temporary change made students eligible for graduation after completing only 11 semesters of elective credits and a total of 44 credits. This change is no longer in effect for students with graduation years 2025 and beyond. However, students who had a graduation school year of 2021-2024 and have not yet graduated are still eligible to graduate using the temporary requirements once their credits are completed until the year in which they turn 21.

IV. CREDIT COURSE REQUIREMENTS

A. Richfield Senior High School students must currently earn a minimum of forty-nine (49) semester credits in order to be eligible for graduation.

Students may earn more than the minimum number of credits if they desire.

B. To be eligible for graduation from Richfield Senior High School, each student must successfully complete the following requirements:

Credit Requirements include achievement of required Minnesota Academic Standards:

- 8 credits of English
- 6 credits of Mathematics – This requirement includes Intermediate Algebra, Geometry and Advanced Algebra or higher.
- 6 credits of science ~~.~~ This requirement includes 2 credits of Earth and Space Science, 2 credits of Life Science/Biology and 2 credits of Chemistry or Physics.
- 8 credits of Social Studies – This requirement includes Human Geography (2 credits), World History (2 credits), U.S. History (2 credits), ~~and~~ Economics (1 credit) ~~/~~ and Government (1 credit).
- 2 credits in the Fine Arts
- 2 credits of Physical Education
- 1 credit of Health
- 16 elective course credits. Elective credits are all classes that are not specifically required for Richfield graduation.

C. Beginning with the Class of 2026, students will only be required to complete 1 credit of Physical Education, and will be required to complete 17 elective course credits.

D. Beginning with the Class of 2028, students must successfully complete 1 credit of Personal Finance and only 16 elective course credits.

V. SERVICE REQUIREMENT

All senior students will be required to perform a minimum of fifteen (15) hours of youth service between the end of their junior year and the end of their senior year.

VI. STATE AND LOCAL ACADEMIC STANDARDS

Graduates must successfully complete required Minnesota Academic Standards for Language Arts, Math, Science, Social Studies and Arts.

Graduation requirements for special education students, students with 504 Plans and limited English proficiency will comply with Minnesota Statute §125A.03.

VII. OTHER PROVISIONS

A. The ~~school d~~District will notify students and their parents of the ~~school d~~District's graduation requirements within 30 working days of a student's entry into ninth grade.

B. Consistent with the mission and belief statements ~~adopted by~~of the ~~Board~~ board of ~~Education~~ education and to the extent permitted by law, flexibility will be provided as to the designation of courses which meet

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requirements. It is also intended that students have some choice as to when requirements are met.

C. Richfield Public Schools will recognize student academic achievement obtained outside of the District as specified in Policy 620: Credit for Outside Learning. Transferred credits will be applied to Richfield graduation requirements.

D. Students who transfer to Richfield Public Schools from a high school setting with fewer than 7 periods per day may qualify for an elective waiver for up to 2 elective credits. Requests for this waiver will be submitted to the high school counseling office.

~~B~~F. If a student desires early graduation, ~~he/she~~they must submit a plan in writing to ~~his/her~~their counselor prior to the start of the senior year. This written plan must have the endorsement of the student's parent~~s~~ or guardian and the approval of the high school administration. Students who have graduated early will not be eligible to participate in identified co-curricular activities but are encouraged to take part in graduation ceremonies and events.

1. All course or standards and credit requirements must be met;

2. Principal or designee shall conduct an interview with the student and parent or guardian to familiarize the parties with opportunities available in post secondary education and arrive at a timely decision; and

3. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

~~C~~G. A uniform diploma will be awarded to all graduates. Special commendations may be awarded to individual graduates.

~~D~~H. This policy will be subject to review due to changing rules and requirements from the State of Minnesota as well as other emerging needs and priorities.

Cross References:

~~Admin. Guidelines 521.1 Guidelines for Graduation of Special Education Students~~
~~Admin. Guidelines 521.2 Guidelines for Youth Service Requirements~~
Board Policy 524~~:~~ Promotion, Retention and Acceleration
Board Policy ~~601~~ 601: Academic Standards and Instructional Curriculum
Board Policy 620: Credit for Outside Learning

Legal References:

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Minnesota Statute 125A.04 (High ~~school~~ School ~~diploma~~Diploma)~~, pupils with disabilities~~

Minnesota Statute 120B.024 ~~Graduation Requirements Course Credits~~(Educational Expectations and Graduation Requirements for Minnesota's Students)

Minn. Stat. 120B.07 (Early Graduation)

Minn. Stat. §125A.03 (Special Instruction for Children with a Disability)

Minn. Rules Part 3501.0660 (Academic Standards For Kindergarten through Grade 12)

Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rules Part 3501.0820 (Academic Arts Standards for Kindergarten through Grade 12)

Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)

Minn. Rules Parts 3501.1200-1210 (Academic Standards for English Language Development)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

RATIFIED BY THE BOARD OF EDUCATION: March 1, 1982

REAFFIRMED BY THE BOARD OF EDUCATION: August 6, 1990~~,~~ ; May 4, 2009

REVISED BY THE BOARD OF EDUCATION: July 21, 1986; May 21, 1990; June 20, 1994; April 15, 1996; June 1, 1998; January 22, 2001; August 4, 2003; January 5, 2004; October 1, 2007; August 15, 2011; July 15, 2014; December 19, 2016; May 1, 2017; April 19, 2021; December 6, 2021

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RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

GRANTING OF DIPLOMAS TO STUDENTS WITH DISABILITIES

Upon completion of secondary school or the equivalent, a pupil with a disability who satisfactorily attains the objectives in the pupil's individual education plan will be granted a high school diploma that is identical to the diploma granted to a pupil without a disability.

Legal Reference:
Minn. Stat. 125A.04

Dated: November 15, 2004
Reviewed: May 4, 2009; August 15, 2011; July 15, 2014
Revised:

RICHFIELD PUBLIC SCHOOL

ADMINISTRATIVE GUIDELINES

YOUTH SERVICE REQUIREMENT FOR GRADUATION FROM RICHFIELD HIGH SCHOOL

I. DEFINITION

"Youth Service Activities," as referred to in these guidelines, are defined as any activities performed by students for no pay that help meet the needs of others in the school and/or community.

"School," as referred to herein, is defined as any school in the Richfield Public Schools, District #280.

"Community," is defined as the entire geographic area inhabited or frequented by any Richfield High School student; it might well extend beyond the confines of Richfield, MN.

II. GOALS OF THE YOUTH SERVICE PROGRAM

The fundamental goals of the Richfield High School Youth Service Program shall be:

A. To involve students in helping to meet real needs existing in the school and community.

B. To help students form the habit of participating in activities which positively affect their school and/or community.

C. To give students the opportunity to devise and pursue new ideas aimed at improving their school and/or community.

D. To involve students in constructive collaborative effort with other ~~citizens~~ residents ~~of all ages, races and creeds~~.

E. To heighten students' senses of responsibility for the welfare of others in the school and community. ~~("You are your brother's keeper.")~~

III. ORGANIZATIONAL PLAN

A. Requirement

All senior students will be required to perform a minimum of fifteen (15) hours of youth service between the end of their junior year and the end of their senior year. This ~~would~~ allows them to perform their service during the summer months also.

B . Accreditation/Recordkeeping

Each time a student completes ~~a given amount of youth service~~service hours, ~~he/she~~they will submit a form to the counseling office. ~~fill out a Youth Service Performance form and have it signed by the person best qualified to verify the work performed. The form will then be turned in to the High School Office, which will maintain Youth Service records on all students. When a student completes his/her minimum requirement for the year, the student's cumulative record will be marked to indicate completion of the requirement. (E.g., "Youth Service Credit Completed.")~~ If a student does not ~~fulfill the~~complete the 15 hours of service requirement by the date determined by the administration for that graduating class, they will be allowed to participate~~.~~ ~~(i.e. fifteen hours of service) by the end of the senior year, he/she will be held "Incomplete," which means he/she may take part~~ in the graduation ceremony but will not receive a diploma until the Youth Service Requirement is complete.

C. Exemplary Service

Those students performing at least~~.~~ one hundred (100) hours of service will receive special recognition at the end of each school year~~, and their cumulative record will be marked accordingly. (E.g., "Exemplary Youth Service Performed.").~~

D. Types of Youth Service

There is virtually no limit to what a student can do to fulfill ~~his/her~~their youth service requirement. A very broad division of places where help is always needed might be as follows:

1. Social Agencies (~~E~~e.g., food shelves, community centers, nursing homes, hospitals, day care centers)
2. Schools (~~E~~e.g., peer tutoring, teaching assistantships, clerical assistance in Guidance/Career Center, Media Center, High School office, hall monitoring)
3. Special projects (helping senior citizens with house cleaning, laundry, home repair, or just visiting, helping with recycling programs, producing public service videos, caring for small children)

E. ~~Curricular Applications~~School Support of Youth Service

It is the responsibility of Richfield High School to provide a variety of youth service opportunities to students.

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~~To be successful, the Youth Service concept must permeate throughout Richfield High School's entire program - academic as well as co-curricular. Involvement by students cannot be an isolated activity; it must be an integral part of the total school experience. It must become habitual for students to "practice the humane application of knowledge, discovering that education is not just something one gains but something to be used to improve the lives of others." (Conrad)~~

~~To accomplish this end, Richfield High School must seek and create ways to make service a part of its curriculum; and the possibilities for such integration are limited only by the imagination of each individual teacher.~~

~~In-service training and opportunities for sharing ideas among the staff will be provided by the administration to facilitate the incorporation of the Youth Service component into many curricular and co-curricular areas.~~

IV. EVALUATION

The ~~Senior~~ Richfield High School administration will work with the student government to evaluate the ~~Youth~~ youth ~~Service~~ service ~~Program~~ program ~~annually~~ and modify it as needed.

Dated: ~~_____~~ May 21, 1990
Reviewed: ~~___~~ August 15, 2011~~,~~; July 15, 2014
Revised: ~~____~~ October 4, 1999~~,~~; August 4, 2003~~,~~; May 4, 2009

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613 GRADUATION REQUIREMENTS

[NOTE: The requirements set forth in this policy govern the graduation standards that Minnesota public schools must require for a high school diploma for all students.]

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.

B. "English language learners" or "ELL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

C. "Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.

D. "Required standard" means a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, health, and the arts. Locally developed academic standards in health apply until statewide rules implementing statewide health standards under Minnesota Statutes, section 120B.021, subdivision 3, are required to be implemented in the classroom.

[NOTE: The 2024 Minnesota legislature enacted this change. Paragraphs B and C are flipped to create alphabetical order.]

E. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

IV. DISTRICT ASSESSMENT COORDINATOR

(_____*Position Title*_____) shall be named the District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

V. ASSESSMENT GRADUATION REQUIREMENTS

A. Graduation Requirements

Students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

1. Achievement and career and college readiness in mathematics, reading, and writing, consistent with paragraph (k) and to the extent available, to monitor students' continuous development of and growth in requisite knowledge and skills; analyze students' progress and performance levels, identifying students' academic strengths and diagnosing areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and, based on analysis of students' progress and performance data, determine students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student; and

2. Consistent with this paragraph and Minnesota Statutes, section 120B.125 (see Policy 604, Section II.H.), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.

3. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.

B. Targeted Instruction Plan

1. A student must receive targeted, relevant, academically rigorous, and resourced instruction, which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.

2. Consistent with Minnesota Statutes, sections 120B.13, 124D.09, 124D.091, 124D.49, and related sections, an enrolling school or district must actively encourage a student in grade 11 or 12 who is identified as academically ready for a career or college to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment under this subdivision to graduate from high school.

3. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.

[NOTE: The revisions in Paragraphs A and B align the model policy language with Minnesota Statutes 120B.303.]

C. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. GRADUATION CREDIT REQUIREMENTS

Students must successfully complete, as determined by the school district, the following high school level credits for graduation:

A. Credit Requirements

1. Four credits of language arts sufficient to satisfy all academic standards in English language arts;

2. Three credits of mathematics sufficient to satisfy all of the academic standards in mathematics;

3. Three credits of science, including one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12, and one credit to satisfy all the chemistry or physics standards for grades 9 through 12;

4. Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;

   [NOTE: This revision includes the 2024 change on implementation of the government and citizenship requirement to the 2025-26 school year.]

5. One credit in the arts sufficient to satisfy all of the academic standards in the arts;

6. Credit sufficient to satisfy the state standards in physical education; and

7. A minimum of seven elective credits.

8. Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12. A teacher of a personal finance course that satisfies the graduation requirement must have a field license or out-of-field permission in agricultural education, business, family and consumer science, social studies, or math.

   [Note: The revisions above align the policy language with Minnesota law, including changes enacted by the 2024 Minnesota legislature concerning physical education credit and state standards in health. Paragraph 8 was enacted in 2023; it affects students who begin grade 9 in the 2024-25 school year.]

B. Credit equivalencies

1. A one-half credit of economics taught in a school's agricultural, food, and natural resources education or business education program or department may fulfill a one-half credit in social studies under Paragraph D., above, if the credit is sufficient to satisfy all of the academic standards in economics.

2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph C., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph C.,

above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry academic standards or all of the physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph C., above.

3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph B. or Paragraph E., above.

4. A computer science credit may fulfill a mathematics credit requirement under Paragraph B., above, if the credit meets state academic standards in mathematics.

5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph B. or Paragraph C., above, if the credit meets the state academic standards in mathematics or science.

6. An ethnic studies course may fulfill a social studies, language arts, arts, math, or science credit if the course meets the applicable state academic standards. An ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.

[Note: The revisions above align the policy language with Minnesota law, including changes enacted by the 2024 Minnesota legislature. Starting in the 2026-27 school year, a high school must offer an ethnic studies course; in elementary and middle schools by the 2027-28 school year.]

VII. GRADUATION STANDARDS REQUIREMENTS

A. All students must demonstrate their understanding of the following academic standards:

1. School District Standards, Health (K-12);

2. School District Standards, Career and Technical Education (K-12); and

3. School District Standards, World Languages (K-12).

B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.

* Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.

C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):

1. Minnesota Academic Standards, English Language Arts K-12;

2. Minnesota Academic Standards, Mathematics K-12;

3. Minnesota Academic Standards, Science K-12;

4. Minnesota Academic Standards, Social Studies K-12; and

5. Minnesota Academic Standards, Physical Education K-12.

D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.

E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minnesota Statutes, section 120B.07, upon meeting the following conditions:

A. All course or standards and credit requirements must be met;

B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and

C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

Legal References:
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.30 (General Requirements; Statewide Assessments)
Minn. Stat. § 120B.303 (Assessment Graduation Requirements)
Minn. Stat. § 120B.307 (College and Career Readiness)
Minn. Rules Part 3501.0660 (Academic Standards For Kindergarten through Grade 12)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Part 3501.0820 (Academic Arts Standards for Kindergarten through Grade 12)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 16, 2024

Subject: Home School

(Recommended by the superintendent)

Passage upon a third 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. This is the same process that charter and non-public schools that wish to enter into a cooperative sponsorship arrangement must follow.

   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~~)~~

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~~Board Policy 651 (:Mission and Philosophy of the Richfield Interscholastic~~ Athletic and Activity Program~~)~~

~~Board Policy 652 (Addition and Deletion of Interscholastic Athletic 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)

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 16, 2024

Subject: Staff Professional Boundaries

(Recommended by the superintendent)

A second 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 have been reviewed by the HR department, the Safe & Supportive Schools parent/guardian, RMS student and RCEP student groups, as well as Education Richfield to gather input. The Safe & Supportive Schools RHS student group will review the policy and guideline in the next week, and our attorneys will review all draft policy language and proposed changes. Changes from the first draft shared with the board on 12/2/24 have been included.

Attachments:
Draft Policy 414: Staff Professional Boundaries - redlined
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. DEFINITIONS

A. Professionalism is defined as conducting oneself with responsibility, integrity, accountability and appropriate behavior.

~~II.~~III. 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~~decision-making.

C. ~~Teachers and other staff members~~Employees must be mindful of their inherent positions of authority and influence over students. While the role of an RPS teacher is to inspire and empower students to learn, grow and excel, ~~staff~~ employees 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:

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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 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. Such safeguards may include minimizing physical contact and keeping doors open when meeting with students one-on-one if appropriate.

G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate. Examples of excessive informal and social involvement could include making plans with students outside of school, disclosing unnecessarily personal information to students, complimenting students on factors unrelated to school, using overly familiar nicknames, etc.

1. When a ~~staff member~~ n employee 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 connection is not, in and of itself, considered to be excessive. Employees with this type of social connection to a student's family must be particularly cautious about maintaining professional boundaries with the student in order to prevent any appearance of favoritism.

~~1.~~2. Employees should be mindful that even after a student graduates or leaves the District and becomes an adult, there may still be an uneven power dynamic between the employee and the former student. While friendships with adult former students are allowable, they should be undertaken with caution.

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H. Employees must maintain the confidentiality of private student information at all times. Further detail is provided in Policy 581: Protection and Privacy of Pupil Records.

~~H.~~I. ~~Staff members~~Employees should not communicate with students using their personal phone numbers or personal email addresses. ~~Staff members~~Employees 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.~~J. If ~~staff~~ an employee use~~s~~ a personal device~~s~~ to take photos of students for school social media or marketing purposes, ~~staff~~ the employee should delete the photos from their personal device~~s~~ as soon as the photos are shared/used. Employees must not post identifiable photos of RPS students to their personal social media accounts without explicit permission from the student's parent/guardian.

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

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

~~III.~~IV. BEST PRACTICES IN BUILDING POSITIVE RELATIONSHIPS WITH STUDENTS

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~~ Employees are encouraged to follow these best practices in order to build positive relationships with students:

A. Greet students daily.

~~A.~~B. Learn about students' interests and engage in conversations with them as time allows.

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

~~C.~~D. Listen to students without judgment or interruption.

~~D.~~E. Encourage student voice and participation in class.

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

~~F.~~G. Notice and encourage students' unique strengths.

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

I. Obtain permission before engaging in appropriate physical contact or encroaching on a student's physical space.

J. Share information authentically with students as relevant and appropriate for the activity.

~~G.~~K. Communicate to students that they are valued members of the school and classroom community.

V. BEST PRACTICES IN BUILDING POSITIVE RELATIONSHIPS WITH PARENTS/GUARDIANS

It is the responsibility of each employee of Richfield Public Schools to actively communicate in a way that highlights the educational experiences in the District and promotes effective partnerships between school, home and the community. This responsibility is detailed in Policy 926: Public Relations/Involvement. Additionally, employees are encouraged to follow these best practices in order to build positive relationships with parents/guardians:

A. Welcome all visitors who enter the front office of a school.

B. Use respectful language when communicating with parents/guardians.

C. Communicate with parents/guardians using a District-approved platform.

1. Teachers should send weekly communications to parents/guardians of their students when feasible.

D. Provide positive feedback to parents/guardians for student achievements and positive behavior.

E. Ensure that trained spoken language interpreters are available and utilized as needed for communication with parents/guardians who speak a language other than English.

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

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~~IV.~~ VI. BEST PRACTICES IN MAINTAINING POSITIVE COLLEGIAL RELATIONSHIPS

A safe and positive work environment requires respectful and professional collaboration among colleagues. ~~Staff~~ Employees 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~~employees, 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~~employees.

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.

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

~~V.~~ VII. 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.~~ VIII. SCHOOL DISTRICT ACTION

Upon receipt of a report, the District will take appropriate action. Such action may include, but is not limited to, providing expectations and/or directives, 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

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applicable collective bargaining agreements, Minnesota and federal law, and District policies.

~~VII.~~IX. 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.

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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
Policy 409: Mandated Reporting of Child Neglect or Physical or Sexual Abuse
Policy 410: Mandated Reporting of Maltreatment of Vulnerable Adults
Policy 581: Protection and Privacy of Pupil Records
Policy 926: Public Relations/Involvement

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)

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 16, 2024

Subject: Legislative Platform

(Recommended by the superintendent)

A second read of the RPS 2025 legislative platform. The purpose of a legislative platform is to define the areas that Richfield Public Schools will advocate for at a state policy level. This could include board members meeting with local legislators to communicate these priorities, as well as board or staff members testifying to the legislature when these advocacy areas are addressed.

The highlighted items have been carried over with no changes from the RPS 2024 legislative platform.

Attachments:
RPS Draft 2025 Legislative Platform
RPS Draft 2025 Legislative Platform with Additional Notes
AMSD 2025 Legislative Platform
MSBA 2025 Legislative Platform
Draft MASA 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.[1,2,3]
- Establish ongoing funding for unemployment insurance and paid family medical leave costs.[1,2,3]
- Fully close the gaps in funding for English Learner and Special Education programming.[1,3]
- Provide for universal prekindergarten through a single, unified funding source.[3]

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. [1]
- Increase funding for targeted services and allow funding to cover culturally responsive and innovative summer programming. [1]

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. [1,2]
- Allow districts to choose which standardized tests to complete at the high school level. [1,2]
- Reduce special education paperwork requirements to allow teachers to spend more time with students.

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[1] Aligned to the AMSD Legislative Platform
[2] Aligned to the MSBA Legislative Platform
[3] Aligned to the MASA Legislative Platform
Items highlighted in blue remain the same from the RPS 2024 Legislative Platform.

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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.
  - During COVID, free/reduced eligibility dropped 9% in RPS due to universal free meals, resulting in about a $1 million reduction in annual compensatory funding. This flipped back in the 22-23 year with the return to the previous meal model.
  - In 23-24, with universal free meals, there was a 5% drop in free/reduced eligibility, with funding temporarily held harmless.
  - In 24-25, there was a further 4.2% drop in eligibility, which will bring a projected $1.4 million decrease in compensatory funding compared to the 22-23 year.
- Establish ongoing funding for unemployment insurance and future paid family medical leave costs.
  - In the summer of 2024, 74 RPS employees claimed unemployment benefits, for a total cost of $205,982.78.
  - The costs of future paid family medical leave are unknown.
  - Short-term funding has been allocated, but in the long term, districts and staff members will have to shoulder the cost.
- Fully close the gaps in funding for English Learner and Special Education programming.
  - Despite increased funding last year, RPS still has a shortfall of $3.1 million for special education and EL programming that must be covered by the general education budget.
- Provide for universal prekindergarten through a single, unified funding source.
  - RPS had been offering free half-day PreK, but families must now pay a fee for PreK unless their student meets the eligibility criteria for free programming.

- PreK funding is currently accessed through a combination of program sources that are separated from K-12 funding.

DIVERSIFY STAFF WORKFORCE AND PROMOTE EQUITABLE OUTCOMES

- Enact protections for immigrant and refugee families in MN.
  - RPS enrollment of new-to-country students has increased significantly in the past two years.
- Ensure that districts can maintain student and staff data privacy.
  - RPS collects private family identification data through free/reduced eligibility forms, student health data through RHRC, student behavior data, etc.
  - We would not be able to serve our students as effectively if we cannot ensure that this data will remain private.
- Continue to expand programs and incentives to attract, develop and retain teachers of color.
  - Despite funding support and programming, Minnesota has only increased from 4% to 6% teachers of color.
  - RPS teachers of color have increased from 11% (2018) to 18.5% (2024).
- Increase funding for targeted services and allow funding to cover culturally responsive and innovative summer programming.
  - RPS has cultivated partnerships that provide culturally relevant and engaging programming during the summer. These partnerships cannot covered by current targeted services funding.
  - RPS must write grants and find external funding to support relevant, engaging and enriching programming, such as the 21st Century grant (approx. $50,000 for last summer).

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.
  - RPS has an equity policy and a gender inclusion policy that have been approved by the board. Our autonomy as a district to enact and carry out these policies should be protected by the state.
- Fund existing mandates and oppose new unfunded mandates.

    - ESST, universal free meals, summer unemployment, family medical leave, READ Act, period products, etc. are all new requirements that have not had full funding behind them.
- Allow districts to choose which standardized tests to complete at the high school level.
    - The high school MCA has no direct benefit to students.
    - The ACT and SAT are no longer required by most postsecondary institutions.
- Reduce special education paperwork requirements to allow teachers to spend more time with students.
    - Current requirements from the state include additional paperwork beyond federal expectations.

Association of Metropolitan School Districts

LEGISLATIVE PLATFORM

2025

Keeping Students at the Center

Public education is foundational to Minnesota's future prosperity.

Our ability to compete in the global economy is directly tied to our success in closing the significant racial and socioeconomic disparities in our educational outcomes. All students, and all Minnesotans, will benefit when each and every student has access to an equitable and excellent education.

The AMSD Board of Directors has identified the following priorities to help stabilize school budgets and create more equitable academic opportunities for all students.





ABOUT AMSD

The Association of Metropolitan School Districts represents 47 K-12 school districts and six intermediate / cooperative districts. AMSD member school districts enroll more than one-half of all public school students in Minnesota, with the mission to lead the transformation of public education.

AMSD stands ready to assist state policymakers by providing current research and data to help them make informed decisions.

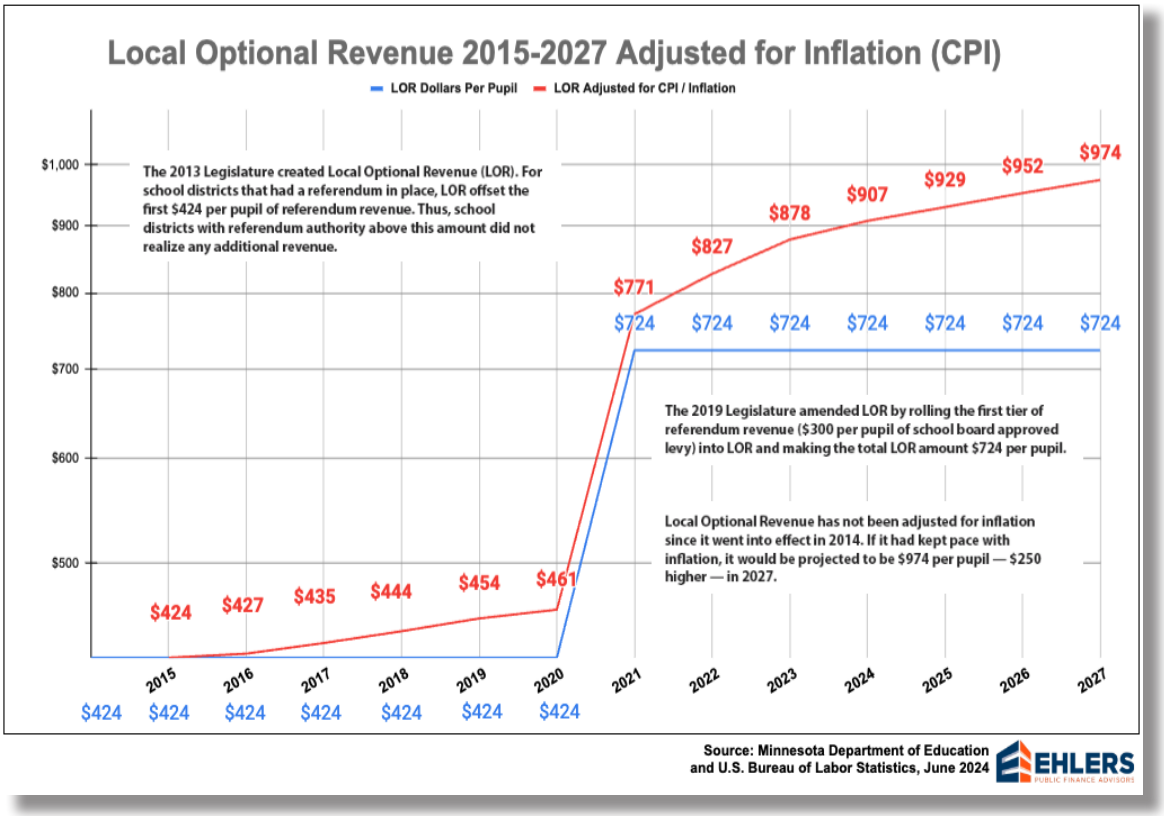
AMSD

Association of Metropolitan School Districts

FUNDING PRIORITIES

A stable and equitable system must provide the resources necessary to meet state mandates and recognize real inflationary cost pressures. AMSD member school districts are facing major budget shortfalls in the wake of rising costs and expansive new requirements and expectations for our schools.

To help stabilize school budgets and mitigate significant staff layoffs, the Governor and Legislature should:



- Increase the formula allowance by 3 percent over current law for FY26 and FY27;
- Increase Local Optional Revenue from $724 to $974 per pupil to recover ground lost to inflation since the program was established in 2014 and link it to the formula;
- Provide funding to cover the state mandated costs of the Minnesota Unemployment Insurance and Paid Leave programs;
- Provide additional funding for teacher training and curriculum to ensure a successful implementation of the Read Act;
- Stabilize the compensatory funding formula by including additional criteria to identify families and students eligible for compensatory services;
- Increase the allowance for the Extended Time program so school districts can extend the school day, week and/or year to help all students succeed;
- Reduce the cross-subsidies in the special education and English learner programs;
- Strengthen programs such as the Grow Your Own and teacher apprenticeship programs to recruit and retain teachers of color and teachers in shortage areas, and maintain and expand pathways to teacher licensure; and
- Increase equalization of the operating referendum, local optional, and debt service levies in the omnibus tax bill to reduce taxpayer and education funding disparities.

AMSD

Association of Metropolitan School Districts

ENHANCE STUDENT-CENTERED LEARNING

State policymakers should expand student-centered learning opportunities to allow school districts to create meaningful and personalized experiences that prepare students for future success. Specifically, the Governor and Legislature should:



- Broaden the definition of hours of instruction to allow students to earn credit for learning wherever it occurs;
- Create a legislative working group to study existing barriers to student-centered learning and craft recommendations for improvement;
- Replace the high school MCA exams with a nationally recognized college entrance exam; and
- Direct the Minnesota Department of Education to appoint a working group to build on the Future Assessment Design Working Group recommendations from 2017 and leverage existing state expertise, including researchers, practitioners, and stakeholders, to develop an assessment system that better supports student-centered learning.



ENSURE SAFE SCHOOLS FOR STUDENTS AND STAFF

To protect public assets and ensure safe and secure learning environments for students and staff, state policymakers should:

- Increase the per pupil allocation for the Long-Term Facilities Maintenance (LTFM), Operating Capital, and Lease Levy programs to recover ground lost to inflation since 2014 and expand the allowable uses of LTFM revenue to include security modifications and additions for instructional space;
- Allow limited removal time from class within Non-Exclusionary Discipline (NED) to enable schools to plan effective reentry supports and interventions to ensure safe classrooms; and
- Increase the Safe Schools Levy.

Association of Metropolitan School Districts

MEMBER DISTRICTS

Anoka Hennepin Schools • Bloomington Public Schools • Brooklyn Center Community Schools • BrightWorks • Buffalo-Hanover-Montrose Schools • Burnsville-Eagan-Savage School District • Centennial School District • Columbia Heights Public Schools • Duluth Public Schools • Eastern Carver County Schools • Eden Prairie Schools • Edina Public Schools • Elk River Area Schools • Farmington Area Public Schools • Fridley Public Schools • Hastings School District • Hopkins Public Schools • Intermediate School District 287 • Intermediate School District 917 • Inver Grove Heights Schools • Lakeville Area Public Schools • Mahtomedi Public Schools • Mankato Area Public Schools • Minneapolis Public Schools • Minnetonka Public Schools • Mounds View Public Schools • Northeast Metro Intermediate School District 916 • North St. Paul-Maplewood-Oakdale School District • Northwest Suburban Integration School District • Orono Schools • Osseo Area Schools • Prior Lake-Savage Area Schools • Richfield Public Schools • Robbinsdale Area Schools • Rochester Public Schools • Rockford Area Schools • Rosemount-Apple Valley-Eagan Public Schools • Roseville Area Schools • Shakopee Public Schools • South St. Paul Public Schools • South Washington County Schools • SouthWest Metro Intermediate District • Spring Lake Park Schools • St. Anthony-New Brighton School District • St. Cloud School District • St. Louis Park Public Schools • St. Michael-Albertville Schools • St. Paul Public Schools • Stillwater Area Public Schools • Wayzata Public Schools • West St. Paul-Mendota Heights-Eagan School District • Westonka Public Schools • White Bear Lake Schools

RESTORE MANAGERIAL RIGHTS AND ENHANCE LOCAL CONTROL

School districts need time to implement the new programs and requirements adopted during the last biennium. AMSD urges state policymakers to refrain from enacting any new mandates and:

- Repeal the requirement that locally elected school boards negotiate e-learning days, student testing, and student-to-staff ratios;
- Allow locally elected school boards to renew an existing capital project levy at the same rate after a public hearing;
- Require any individual submitting a data request to identify themself and the organization they represent and allow districts to recover the rapidly escalating costs, including legal costs, associated with these requests;
- Allow school boards to establish the school calendar that best meets the needs of their students, staff, and community;
- Allow school districts to publish official proceedings on the district website in lieu of publishing them in a newspaper; and
- Eliminate the state requirement of a three day notice for remote school board meeting access.



STAY CONNECTED WITH AMSD

Website: www.amsd.org
X: @amsdmn
Facebook: www.facebook.com/AMSDMN

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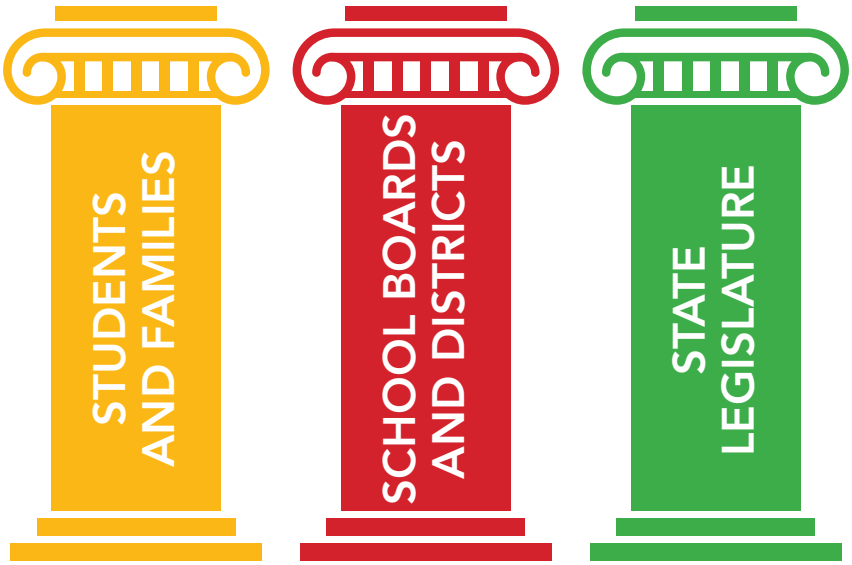
  Lori Grivna
  lori@amundsonstrategies.com

LEGISLATIVE PLATFORM FOR 2025

Pillars to Strong Minnesota Public Schools

Public education is one of the fundamental pillars of a thriving community and state. Every day, our schools open their doors to a diverse body of students with unique dreams, goals and aspirations. In these classrooms, students develop essential skills in - reading, math, writing, critical thinking and civic engagement – tools that prepare them for success in an increasingly complex world whether their path leads to college, careers or community service.

Public education is an important investment in our students and in the future of our state. It is our school districts' duty to prepare students for a multi-cultural world and workplace.



The difficult reality is our Minnesota public schools are underfunded. Despite recent funding, districts continue to experience budget shortfalls that lead them to go to the taxpayers for operating levies, tap into budget reserves, and unfortunately, make cuts that negatively impact student learning. Now is the time to build on the past progress and address funding gaps worsened by inflation, new requirements, declining enrollment and the expiration of federal funds.

The Minnesota School Boards Association (MSBA) is a statewide advocate for public education, representing 331 school districts and over 2,450 elected school board members. Our school boards serve a diverse body of nearly 870,000 students in districts ranging in size from fewer than 100 students to over 38,000.

38.6%
students of color

42.4%
low-income

1.2%
homeless

9.7%
English learners

18.5%
special education

MSBA Funding Priorities for 2025

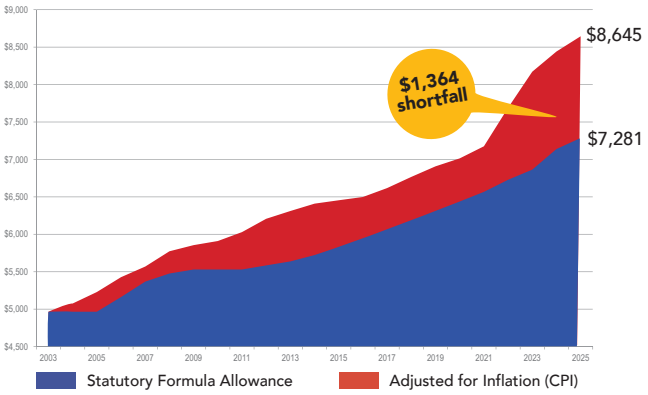
Increase the General Education Formula

An increase in the general education formula benefits all districts, including other formulas – English learner (EL), compensatory, declining enrollment, sparsity, and transportation sparsity.

Our school districts require an additional 3 percent (approximately $673 million for the biennium) to address the rising costs of basic school operations (energy, transportation, insurance, curriculum, food, wages and benefits).

Without inflationary dollars since 2003, districts have lost the buying power of the formula, creating a shortfall of $1,364 per pupil. Increased dollars on the general education formula would provide all schools with approximately $223/$227 per pupil FY26/FY27.

Inflationary Shortfall of the General Education Formula Allowance, 2003-2025



Compensatory Funding Formula

Ensure school districts are held harmless in compensatory funding allocations while expanding the criteria beyond direct certification and free and reduced-price lunch forms. Incorporate additional measures to better identify and address students' needs for services.

Long-term Facilities Maintenance Revenue (LTFM)

Remove the cap on LTFM, allowing all districts, not just a handful, to access funding for essential facilities maintenance based on a 10-year plan, approved by the school board and the Commissioner. If the cap is not lifted, we ask that roofs, pavement and security be added as allowable expenditures. This will provide fair and adequate resources for all schools to maintain safe and functional school facilities – a fundamental expectation of the public.

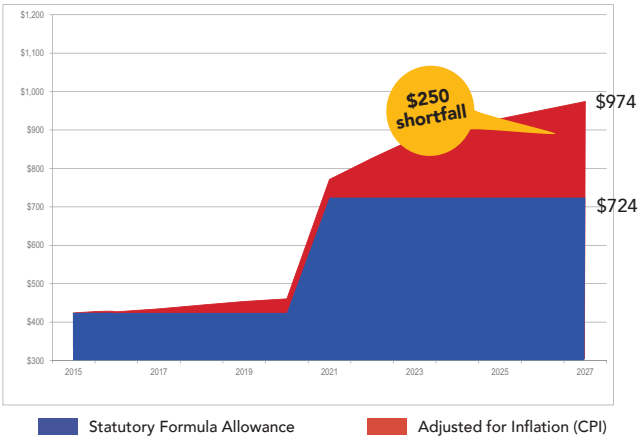
Funding for New Benefits

Fully fund the new Paid Leave statewide initiative. Fully fund summer unemployment insurance for non-licensed staff or repeal the law. Maintain ESST as a separate benefit to uphold its intended purpose while allowing for reasonable employer safeguards.

Local Optional Revenue Levy Adjustment (LOR)

Increase the LOR school board levy authority from $724 per student to $974 per student to adjust for inflation beginning with its inception. The additional $250 per pupil would significantly reduce financial burdens for districts.

Inflationary Shortfall of the Local Optional Revenue (LOR) Allowance, 2015-2027



MSBA Policy Priorities for 2025

Local School Board Authority
Maintain local decision-making. Review, modify, or repeal existing unfunded mandates where possible. Resist any new mandates. Allow school boards greater flexibility to: transfer fund balances, expand uses of Fund 2 dollars, continue the substitute teacher pilot program but eliminate the $200 minimum pay, modify the qualifications for student support personnel aid, and/or broaden the classification of Type III vehicles.

Restore Managerial Rights
Repeal the requirement that local school boards negotiate "adult to student ratios" in classrooms, "student testing" and "student to personnel ratios" as terms and conditions in collective bargaining. Reinstate the "number of personnel" in matters of inherent managerial policy.

Capital Projects Levy
Grant school boards the authority to renew a capital projects levy one time, enabling stability in funding for equipment, facilities, supplies and technology related initiatives. This request is modeled after the 2023 operating referendum renewal.

Data Requests
Amend Minnesota Government Data Practices Act to authorize school districts to assess and recover actual costs of searching and retrieving government data if the requesting individual abandons or fails to inspect the data once it has been prepared.

Open Meeting Law
Eliminate the three-day notice requirement for remote meetings to allow board members to participate in meetings remotely in case someone is sick or can't attend in person after the three-day posting.

School Attendance Initiatives
Launch a statewide campaign to promote and engage families and students in the benefits of consistent school attendance. Extend the enrollment drop period for student absences from 15 days to at least 20 days, facilitating continued support for students facing barriers to attendance.

Standardized Testing for High School Students
Minnesota should transition from the high school Minnesota Comprehensive Assessment (MCA) to the widely accepted, nationally recognized ACT, aligning assessments more closely with career and college readiness. The ACT not only helps students see the direct connection between their efforts in high school and future career paths, but it opens doors to those who may not have considered post-secondary education a path forward.

Broaden Definition of Instructional Hours
To better prepare students for future careers and post-secondary options, we must broaden the definition of instructional hours. This change would allow students to access more electives and courses that aligns with students' interests and career goals.

Recent legislative changes in credit requirements for graduation limit the valuable career pathways to meaningful coursework. By offering more flexibility in instructional hours, we can provide a wider range of electives and hands-on learning experiences that support students' individual paths, whether toward college or vocational careers. This approach ensures students earn credit for their efforts and schools receive funding for offering meaningful educational opportunities.

Voluntary Pilot Program for Extended School Year
Allow school districts to voluntarily explore extending the school year, aimed at improving student achievement and addressing workforce challenges.

Stabilize Workforce
Support policies to address the shortage of staff by reducing barriers to licensing and hiring.

Minnesota Association of School Administrators

2025 Legislative Priorities

Ensuring Ongoing Support for Public Education

In 2023, the legislature made strides in addressing the financial challenges faced by school districts. However, school districts continue to struggle due to years of underfunding, persistent staff shortages, and the introduction of new mandates.

For the 2025 legislative session, MASA urges the legislature to build on that progress by continuing to close the remaining funding gaps, fully funding the new mandates passed over the past two years, and granting schools the flexibility they need to effectively support students and expand the educator workforce.

Local Control and Flexibility

- **Renew capital levies locally**
- **Promote effective discipline policies**
- **Allow for flexible learning environments**

Adequate Funding

- **Increase the basic formula**
- **Fund unemployment insurance**
- **Eliminate cross-subsidies**
- **Fix compensatory funding**

Expand Educator Workforce

- **Broaden licensure & alternative pathways**
- **Improve educator pension benefits**
- **Require teacher preparation programs to train teacher candidates in the science of reading**

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Minnesota Association of School Administrators

2025 Legislative Priorities

Adequate Funding

- Provide a 3% basic formula increase over current law.
- Permanently fund summer term unemployment insurance.
- Establish a district-level hold harmless for compensatory funding and direct a study group to recommend a long-term solution.
- Eliminate the cross-subsidies for English learner programming and special education.
- Increase local optional revenue to $974 per pupil.
- Increase long-term facilities maintenance revenue and provide additional flexibility in its uses.
- Expand access to voluntary pre-kindergarten.
- Provide funding for staff training for non-exclusionary discipline and restorative practices.
- Increase Safe Schools funding to provide resources for addressing cybersecurity concerns.

Educator Workforce

- Improve pension benefits including establishing a career 60 and 30 rule, reducing the early retirement penalty from 7% to 5%, and removing the TIER II retiree cost of living adjustment delay.
- Increase funding for programs that expand the educator workforce and broaden pathways for hard-to-fill subject areas such as science, special education, and career and technical education.
- Expand alternative pathways to teacher licensure, including movement between tiers and paraprofessional-to-teacher training programs.
- Remove caps on out-of-field permissions and remove posting deadlines.
- Support restorative practices and student discipline through locally determined policies.
- Require teacher preparation programs to train teacher candidates in the science of reading.

Local Control and Flexibility

- Allow districts to design school calendars aligned with community needs.
- Focus on learning outcomes instead of seat time.
- Permit school boards to renew existing capital project levies after a public hearing.
- Enable school districts to recover expenses for staffing and legal fees tied to data requests.
- Refine earned safe and sick time (ESST) and Paid Leave (PL) to ensure alignment with locally negotiated contracts.
- Support non-exclusionary discipline and restorative practices through locally determined policies.
- Establish a study group to review and recommend updates to state laws concerning homeschooling and the Post-Secondary Enrollment Options (PSEO) program.

About MASA

As advocates of a world-class education for Minnesota's learners, MASA's members serve as the leading voice for public education, shape and influence the state and national education agenda, and empower leaders through high-quality professional learning, services, and support. MASA members include more than 600 superintendents, directors of special education, curriculum and technology leaders, other central office administrators, service providers, business partners, and retirees.

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 16, 2025

Subject: Polling Places for 2025

(Recommended by the superintendent)

That the board of education approve the resolution designating polling places for 2025. The board is required to approve polling places annually in December for the following year. Future changes to 2025 polling locations can be made by board resolution at least 90 days before the election if needed.

Attachments:
Resolution Designating Polling Places for 2025
Signed City Council Resolution Designating Polling Places for 2025

RESOLUTION DESIGNATING POLLING PLACES FOR 2025

WHEREAS, Minnesota Statute 204B.16, subd.1 requires Richfield Public Schools, by ordinance or resolution, to designate polling places for the upcoming year; and

WHEREAS, changes to the polling places locations may be made at least 90 days before the next election if one or more of the authorized polling places becomes unavailable for use; and

WHEREAS, changes to the polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting; and

NOW, THEREFORE, BE IT RESOLVED, Richfield Public Schools hereby designates the following polling places for elections conducted in the city as well as residents in non-Richfield precincts in 2025;

Precinct No. 1 Edina Precincts 8, 9, 15, 16	Church of Peace 6345 Xerxes Ave.
Precinct No. 2 Edina Precinct 14	St. Richard's Catholic Church 7540 Penn Avenue
Precinct No. 3	Woodlake Lutheran Church 2120 W. 76th St.
Precinct No. 4	St. Peter's Catholic Church 6730 Nicollet Ave.
Precinct No. 5	Richfield Community Center 7000 Nicollet Ave.
Precinct No. 6	Bethel's Rock Church 7601 Girard Ave.
Precinct No. 7 Fort Snelling Precinct 1	Mt. Calvary Education Building 6541 16th Ave.
Precinct No. 8	Hope Presbyterian Education Facility 7132 Portland Ave.
Precinct No. 9	Church of the Assumption 305 E. 77th St.

NOW, THEREFORE, BE IT RESOLVED by Richfield Public Schools that the nine locations listed above are the designated 2025 polling locations in Richfield.

Approved by Richfield Public Schools this 16th day of December, 2024.

ATTEST:

_____ _____

Tim Pollis, Board Clerk Paula Cole, Board Chair

RESOLUTION NO. 12275

RESOLUTION DESIGNATING POLLING PLACES FOR THE RICHFIELD PUBLIC SCHOOL DISTRICT SCHOOL BOARD ELECTIONS FOR THE GENERAL ELECTION IN 2025

WHEREAS, Minnesota Statute 204B.16, subd 1 requires the City Council, by ordinance or resolution, to designate polling places for the upcoming year; and

WHEREAS, changes to the polling places locations may be made at least 90 days before the next election if one or more of the authorized polling places becomes unavailable for use; and

WHEREAS, changes to the polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting; and

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Richfield hereby designates the following polling place locations for the Richfield Public School District for the School Board General Election in 2025, and includes polling place locations for residents in non-Richfield precincts that are included within the Richfield Public School District boundaries:

Precinct No. 1 Ward 1 Edina Precincts 8, 9, 15, 16	Church of Peace 6345 Xerxes Avenue
Precinct No. 2 Ward 1 Edina Precinct 14	St. Richard's Catholic Church 7540 Penn Avenue
Precinct No. 3 Ward 1	Woodlake Lutheran Church 2120 W. 76th St.
Precinct No. 4 Ward 2	St. Peter's Catholic Church 6730 Nicollet Avenue
Precinct No. 5 Ward 2	Richfield Community Center 7000 Nicollet Avenue
Precinct No. 6 Ward 2	Bethel's Rock Church 7601 Girard Avenue
Precinct No. 7 Ward 3 Fort Snelling Precinct 1	Mt. Calvary Education Building 6541 16th Avenue
Precinct No. 8 Ward 3	Hope Presbyterian Education Facility 7132 Portland Avenue
Precinct No. 9 Ward 3	Church of Assumption 305 E 77th Street

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richfield that the nine locations listed above are the designated 2025 polling locations in Richfield for the Richfield Public School District School Board Election.

Adopted by the City Council of the City of Richfield, Minnesota this 10th day of December, 2024.

Mary B. Supple, Mayor

ATTEST:

Michelle Friedrich, City Clerk

NEW BUSINESS – For Action **Agenda Item VI.B.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 16, 2024

SUBJECT: Updated Preschool Sliding Scale Fee

(Recommended by the superintendent)

That the board approve the proposed changes to preschool and prekindergarten fees for the 2025-2026 school year.

Background Information

(Prepared by Amy Skare-Klecker & Mary Clarkson)

We previously provided access to free prekindergarten for 4 year olds through the state's voluntary prekindergarten (VPK) program. However, new legislation requires students/families to meet eligibility requirements to participate in free preschool programs funded through VPK.

We will work closely with families to determine eligibility and many families will still qualify for free VPK. For those that don't meet eligibility, we need to establish a sliding fee scale for our 4 year old, half-day preschool. In order to keep pace with rising costs, we also are updating the pricing for 3 year old preschool. The last change to those fees was in FY23.

These fee changes are in line with other area preschools and represent about a 4% increase to our current pricing.

USE THIS CHART TO DETERMINE YOUR TUITION LEVEL AND COST *Eligibility for free or reduced-price preschool can also be based on other factors*			
HOUSEHOLD SIZE	**Level 1 (annual income) Educational Benefits**	**Level 2 (annual income)**	**Level 3 (annual income)**
2	$0 - $37,814	$37, 815 - $49,053	$49,054 +
3	$0 - $47,767	$47,768 - $61,968	$61,969 +
4	$0 - $57,720	$57,721 - $74,880	$74,881 +
5	$0 - $67,673	$67,674 - $73,160	$73,161 +
6	$0 - $77,626	$77,627 - $100,704	$100,705 +
MONTHLY TUITION FEE (all programs are half day)			
Preschool for 3's, 2 days per week	$0	$120	$160
Preschool for 3's, 3 days per week	$0	$172.50	$230
Prekindergarten for 4's 5 days per week	$0	$292.50	$370