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.

Tuesday, January 21, 2025
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. Extended Learning Presentation
2. Board Goals Check-In

C. Commendation

IV. CONSENT AGENDA

A. Routine Matters

1. Minutes of the Organizational Meeting held January 6, 2025
2. General Disbursements as of 1/14/25 in the Amount of $1,176,729.55
3. Year-to-Date Finance Update

B. Personnel Items

V. OLD BUSINESS

A. Draft Administrative Guideline 926.3: Language Access Plan

B. Policy 524: Promotion, Retention and Acceleration & Administrative Guideline 524.1

VI. NEW BUSINESS

A. 2025 Represent a School Assignments

B. 2025 Board Liaison Assignments

C. Policy 585: Student Surveys & Administrative Guideline 585.1

D. Donations

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Suggested/Future Agenda Items

D. Future Meeting Dates

2-3-2025	7 p.m.	Regular Board Meeting
*Tuesday, 2-18-2025	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, January 21, 2025

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 or IPAC:	American Indian Parent Advisory Committee or Indigenous Parent Advisory Committee
ALC:	Area Learning Center
AMSD:	Association of Metropolitan School Districts
AP:	Advanced Placement
AP:	Assistant Principal
APBP:	Association of Pedestrian and Bicycle Professionals
BGC:	Background Check
BGC:	Boys & Girls Club
BIPOC:	Black, Indigenous, and People of Color
BILT or ILT:	(Building) Instructional Leadership Team
BLT:	Beacons Leadership Team
BOLT:	Building Operational Leadership Team
BPH:	Bloomington Public Health
C&A:	Connect & Assess
CACR:	Comprehensive Achievement and Civic Readiness (previously World's Best Workforce)
CAREI:	Center for Applied Research & Educational Improvement
CASEL:	Collaborative for Academic, Social, and Emotional Learning
CBM:	Curriculum Based Measurement
CCR:	Career & College Readiness

CDC:	Centers for Disease Control
CE:	Community Education
CIS:	College in the Schools
CPR & AED:	Cardiopulmonary Resuscitation & Automated External Defibrillator
DA:	Dream Act
D.O.:	District Office
DSLN:	District Summer Learning Network
EAP:	Employee Assistance Program
ECFE:	Early Childhood Family Education
ECSE:	Early Childhood Special Education
ELA:	English Language Arts
EL or ELL:	English Learner or English Language Learner
ESSA:	Every Student Succeeds Act
ESL:	English as a Second Language
ESY:	Extended School Year
FAFSA:	Free Application for Federal Student Aid
FFVP:	Fresh Fruit and Vegetable Program
F/R or FRP:	Free/Reduced or Free and Reduced Price (usually referring to eligible students)
FTE:	Full-Time Equivalent
FY:	Fiscal Year
GASB:	Governmental Accounting Standards Board
GLOW:	Gay, Lesbian Or Whatever (LGBTQ+/allies student group)
GPA:	Grade Point Average
HHM:	Homeless/Highly Mobile
HR:	Human Resources
HSSC:	Hennepin South Services Collaborative
HVAC:	Heating, Ventilation, & Air Conditioning
IEP:	Individualized Education Plan
IHP:	Individual Healthcare Plan
IT:	Instructional Technology
LAN:	Local Area Network
LETRS:	Language Essentials for Teachers of Reading and Spelling
LGBTQ+ or LGBTQIA+:	Lesbian, Gay, Bisexual, Transgender, Queer, and others or Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, and others
LOR:	Local Optional Revenue
LTD:	Long Term Disability
LTFM:	Long-Term Facilities Maintenance
MASA:	Minnesota Association of School Administrators
MASMS:	Minnesota Educational Facilities Management Professionals Association
MCA:	Minnesota Comprehensive Assessments
MDE:	Minnesota Department of Education
MDH:	Minnesota Department of Health

MIEA:	Minnesota Indian Education Association
MIRA:	Módulo de información recursos y apoyo (CE partner)
MLL:	Multilingual Learning
MnDOT:	Minnesota Department of Transportation
MNEEP:	Minnesota Education Equity Partnership
MOA:	Memorandum of Agreement
MSBA:	Minnesota School Boards' Association
MSHSL:	Minnesota State High School League
MTSS:	Multi-Tiered Systems of Support
MVP:	Most Valuable Player
NA/I:	Native American/Indigenous
NCTM:	National Council of Teachers of Mathematics
NSBA:	National School Boards' Association
NSPRA:	National School Public Relations Association
NWEA-MAP	Northwest Evaluation Association-Measures of Academic Progress
OPEB:	Other Post-Employment Benefits
OSHA:	Occupational Safety and Health Administration
OW:	Outreach Worker
PAG:	Parent Advisory Group
PD:	Professional Development
PICA:	Parents in Community Action (Head Start organization)
PLC:	Professional Learning Community
PSEO:	Postsecondary Enrollment Options
PTO or PTSO:	Parent-Teacher Organization or Parent-Teacher-Student Organization
POS:	Point of Sale
POY:	Player of the Year
Q Comp:	Alternative Teacher Professional Pay System
RCEP:	Richfield College Experience Program
RDLS:	Richfield Dual Language School
READY:	Residents Encouraging Asset Development in Youth
RFP:	Request for Proposal
RHRC:	Richfield Health Resource Center
RHS:	Richfield High School
RLFA:	Richfield Latino Family Association
RMS:	Richfield Middle School
RPS:	Richfield Public Schools
SAEBRS:	Social, Academic, and Emotional Behavior Risk Screener
SBG:	Standards-Based Grading
SEC:	South Education Center
SEIU:	Service Employees International Union
SEL:	Social-Emotional Learning
SLA:	Spanish Language Arts
SPED:	Special Education
SRTS:	Safe Routes to School

STAR:	Standardized Test for Assessment of Reading
STAT:	Student and Teacher Assistance Team
STEM:	Science, Technology, Engineering, and Math
SWBE:	Schoolwide 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 2024-2025:

4,117 Students Districtwide

- 3,963 Traditional Count
  - 1,739 Elementary (K-5) Average Class Size = 24.15
  - 813 Middle (6-8) Average Class Size = 24.19
  - 1,272 High (9-12) Average Class Size = 26.02
  - 115 Prekindergarten (16 ECSE VPK)
  - 24 Transition+
- 154 Voluntary Prekindergarten (VPK)

Student Diversity (based on MDE categories)

- BIPOC: 70.73%
  - American Indian or Alaska Native: 1.02%
  - Asian: 3.3%
  - Hispanic: 44.74%
  - Black or African American: 14.04%
  - Native Hawaiian or Other Pacific Islander: 0.07%
  - 2 or More Races: 7.55%
- White: 29.27%

English Learner

- ELL: 24.17%
- Non-ELL: 75.83%

Free/Reduced Eligible

- Eligible: 53%

- Not Eligible: 47%

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 21, 2025

Subject: Ongoing Board Calendar

Upcoming Events to Attend:

Thursday, January 23: Kindergarten Open House, 5:30 p.m. @ Sheridan Hills
Tuesday, January 28: Explore RHS, 6 p.m.
Thursday, January 30: Kindergarten Open House, 5:30 p.m. @ R-STEM

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.
Friday, February 7: Central Education Center Open House, 5 p.m.
Tuesday, February 11: Incoming 6th Grade Preview & RMS Curriculum Night, 6 p.m.
Tuesday, February 18: Board Meeting, 7 p.m.
Thursday, February 20: Districtwide Choral Festival, 6:30 p.m. @ RHS
Friday, February 28: Sheridan Hills Winter Dance & PTO Silent Auction, 6 p.m.

Upcoming Holidays, Heritage Months, and Appreciation Days:

January 20-24: Minnesota Paraprofessional Recognition Week

February 3-7: National School Counselor Week
February 17: Presidents Day
February 24-28: RPS Employee Appreciate Week

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 21, 2025

Subject: Superintendent Update

Director of Extended Learning Jonathan Heyer will present. The board will discuss their goals process.

Board Goals:
This past August, the board discussed the attached draft goals for the year but left goal finalization flexible for the 2024-2025 school year. The calendar outlined in Administrative Guideline 209.1 indicates that a mid-year progress review of board goals should take place in January. Some possible next steps for the board could be:

- Agree to the draft goals for this school year and provide data to the board secretary to create a mid-year progress report for review in February
- Create new goals to focus on for the rest of the school year
- Decline to finalize goals while remaining flexible for this school year and begin new goals process in August

Attachments:
Extended Learning Presentation
Board Goals 24-25 Draft
Administrative Guideline 209.1: Board Self-Evaluation Form (for reference)


Enriching and accelerating learning
RICHFIELD
PUBLIC SCHOOLS
Extended Learning 2024-2025
Learning Never Stops!
Jonathan Heyer
1/21/25
Enriqueciendo y aceleranndo el aprendizaje

RICHFIELD PUBLIC SCHOOLS

AGENDA

- Why Extended Learning
- Gratitude
- Grant Updates
- High School Beacons Showcase
- High School Student YPAR Presentation
- Questions
- Program Updates - In Packet
    - Enrollment
    - Programming
    - Community Partners

Why Extended Learning

RICHFIELD PUBLIC SCHOOLS

Reduce the opportunity gap

Extended learning opportunities provide students with extra instruction beyond the standard school day. Smaller class sizes and varied teaching approaches allow students to work on academics in ways that are different but complement the skills they learn during the school day. Student also have opportunities to explore their own interests and discover their brilliance through out of school time opportunities. Our programs and partnerships aim to boost students' academic engagement and achievements as well as social emotional learning.

Whole child development

Gratitude

Learning never stops!

Learning never stops because of all the amazing people making extended learning programs happen for Richfield students and families!



Funding and Grant History

There are two primary funding streams that support our extended learning offerings: **Targeted Services & 21st Century Grant Funds**

Background on the 21st Century Grant:

- We are in the final year (year 6 of 6) of this grant cycle.
- The grant provides $879,000 annually, funding our 3 Beacons Centers.
- Approximately 10% of this grant flows to Richfield Schools to offset costs associated with implementing and supporting these programs and partnerships.
- Additionally, the YMCA and Boys and Girls Club - Twin Cities leverage significant supplemental funding—amounting to hundreds of thousands of dollars—to run these programs

Current Challenges:

- As we approach the end of the grant cycle, all the progress made over the past six years is at risk.
- A new grant application is critical. However, applications aimed solely at maintaining existing programming have a lower likelihood of success.

Options as we look to future

Future Vision:

To create a compelling grant application and expand opportunities for Richfield students, we are exploring many options. Below is one option we may pursue.

- **Elementary After-School Hub**: Establish a centralized program at the RDLS/STEM campus to serve elementary students district-wide.
  - This model would allow us to consolidate resources from both the Targeted Services and 21st Century Grant funding streams.
  - By focusing efforts, we aim to deliver expanded and enriched after-school opportunities for more students.

This strategic approach seeks to position our application for success while enhancing after-school programming for the community.

Richfield Extended Learning Programs

RICHFIELD PUBLIC SCHOOLS

Elementary
Grades K-5

DREAMS Academy
Beacons

Middle School
Grades 6-8
RMS

8th Hour
Beacons
Best Buy Teen Tech Center

High School
Grade 9-12
RHS

Credit Recovery
Beacons

Positive Changes in Programming

- Elementary:
  - Total enrollment in Elementary Programs has increased from 283 to 323.
  - Increased RPS teacher participation and collaboration with the MN Cycling Center at STEM
  - Multi-age classes at RDLS
  - Increased Beacons spots from 60 to 82 at Centennial

- RMS:
  - Beacons continues to become the After School Hub allowing a more streamlined and robust after school environment at RMS.
  - Increased enrollment and attendance as the quantity and quality of programs continue to increase.

- RHS:
  - Huge increase in Beacons participation from 45 to 133 students.

RHS Beacons
Fall Session Highlights

September - December
M-Th 3:30-5:30PM



Beacons office BTS



WIN Time



14 Staff…

6 Student Staff

3 RHS School Day Staff

2 Beacons Alumni

1 Amazing team!





Posada Celebration



Turkey Bingo

133

youth enrolled *(thus far)*



Current Beacons After School Clubs

Cooking Esports Online Gaming
DIY Arts & Crafts Hair Braiding
Spartan Plus Homework Help
Black Student Union
Karaoke Jewelry Making

WIN Time Clubs partnered with Beacons

Mural Club w/ Tr. Ani
DESMA Latin Dance w/ Ms. Vanessa



Esports



Hair Braiding w/ Ms. Lucy



Community Dinner prep!

Additional Activities

Youth Participatory Action Research Project June - Sept.

Spartan Camp July 8th - 25th

RHS Staff Appreciation

Coffee & Donuts Oct. 4th

Beacons Leadership Camp Oct. 15th - 18th

Deadend Hayride Field Trip Oct. 24th

Costume Party Movie Night Oct. 31st

Beacons Community Dinner Nov. 20th

Traditional Hispanic Posada Celebration Dec. 11th

Winter Party Dec. 18th

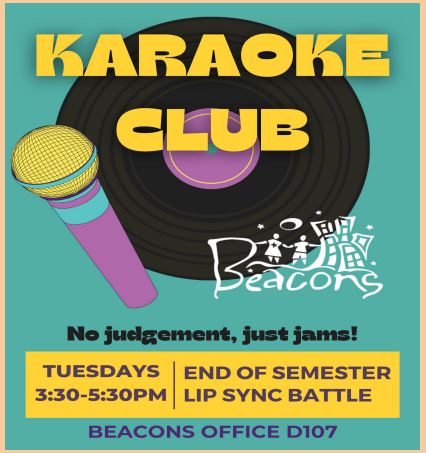
Beacons Lunch Time, Beacons WIN Time All year long!

RHS x Beacons Partnerships

Powwow - Beacons provided cash prizes to dancers

Hispanic Heritage Event - Pizzas, treats and gift cards provided for all participants!

Choir Retreat - Ice cream, pizzas, and promotion provided by Beacons







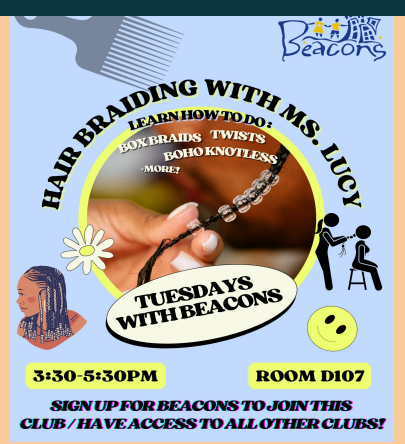






Beacons in a glance ...



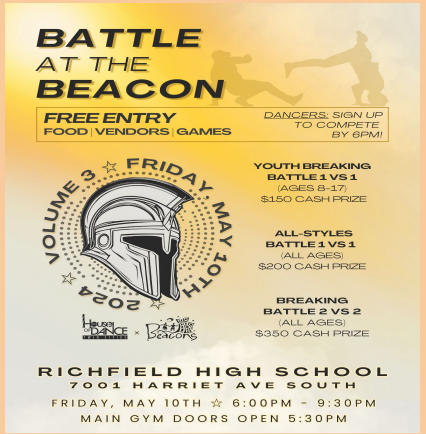












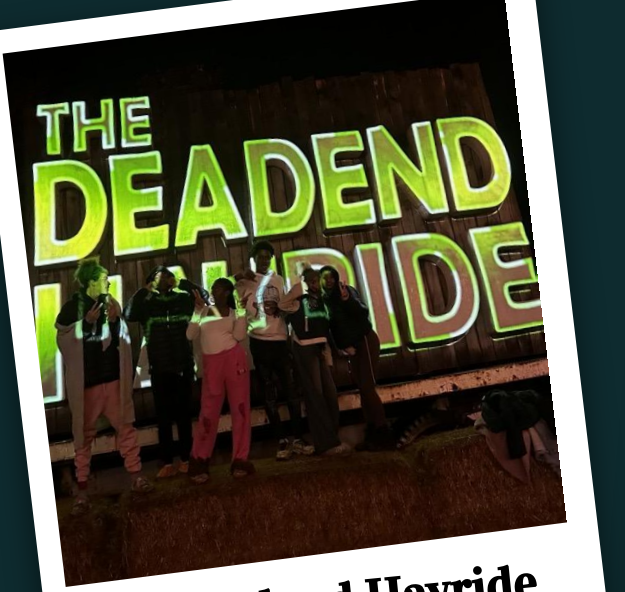








Field Trips & Events



Deadend Hayride Field Trip



Turkey Bingo Winners



Musical Chairs Posada Celebration



Costume Party



City Council presentation



RHS Staff Appreciation hosted by Beacons



Community Dinner

Upcoming events!



Recruiting!



Breakdance Battle May 2025



Valentine's Day Roses Sale



Soul Skate
Black History Month Field Trip



Citywide Soccer Tournament



Buck Hill Field Trip

Beacons YPAR

Youth Participatory Action Research

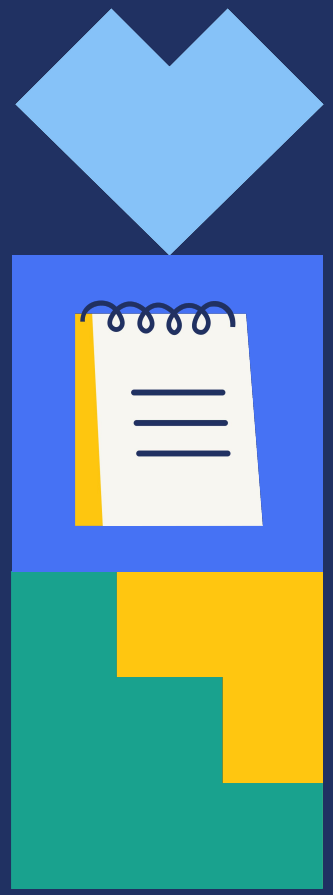
-Approach to positive youth and community development

-Young people are trained to conduct systematic research to improve their lives, their communities and institutions that serve them.

-Young people are the researchers and the change makers

Our research question: ‘What spaces do young people need to have a strong and involved Richfield community?”.





What we did?

Community Asset Mapping
Youth Surveys
Youth Focus Groups
Community Engagement

Who we met with?

Parks & Recreation
City Works
City Mayor
Local Business Owners

What did the data say?

- Youth feel most involved in parks and at the Richfield High School.
- 20.5% of youth reported not feeling involved in the Richfield Community.
- Transportation is the number one barrier to youth participation
- Summer community programming often does not include ages 14-18

Introducing Philesha! youth researcher



What do youth want?

- A Community Center with access to open gyms, food, comfortable seating, and fun activities
- Events that are coordinated for youth by youth
- Culturally based programming and events
- Increased opportunities for summer programming

What we accomplished:

- Soccer nets unlocked at Donaldson, Christian, and the fields at Washington
- Gained community connections with City leaders
- Made adult leaders more aware of the needs of young people
- Increased confidence in public speaking
- Presented data at Penn Fest

Questions

RICHFIELD PUBLIC SCHOOLS



Learning never stops!

Enriching and accelerating learning

Additional Extended Learning Details

Enriqueciendo y acelerando el aprendizaje

Richfield DREAMS Academy

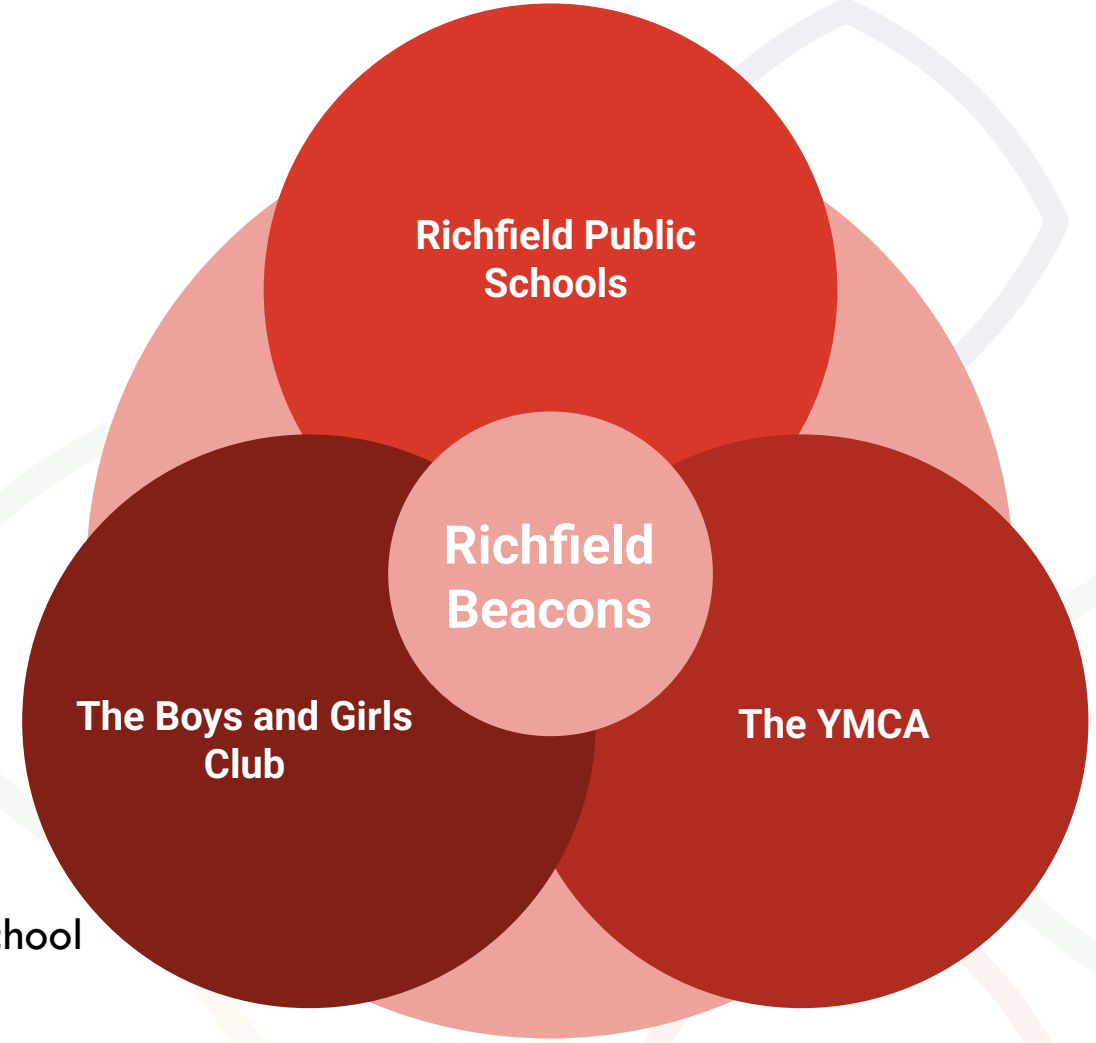
Differentiated
Relevant
Engaging
And
Meaningful
Supports

- Richfield DREAMS Academy is our elementary targeted services program.
- Classes are taught by Richfield teachers and focus on literacy, math or science skills that are different from, but complement our regular curriculum.
- Each school has a similar program with its own flavor.

Beacons Partnership

Beacons
RICHFIELD

Centennial Elementary / Richfield Middle School / Richfield High School



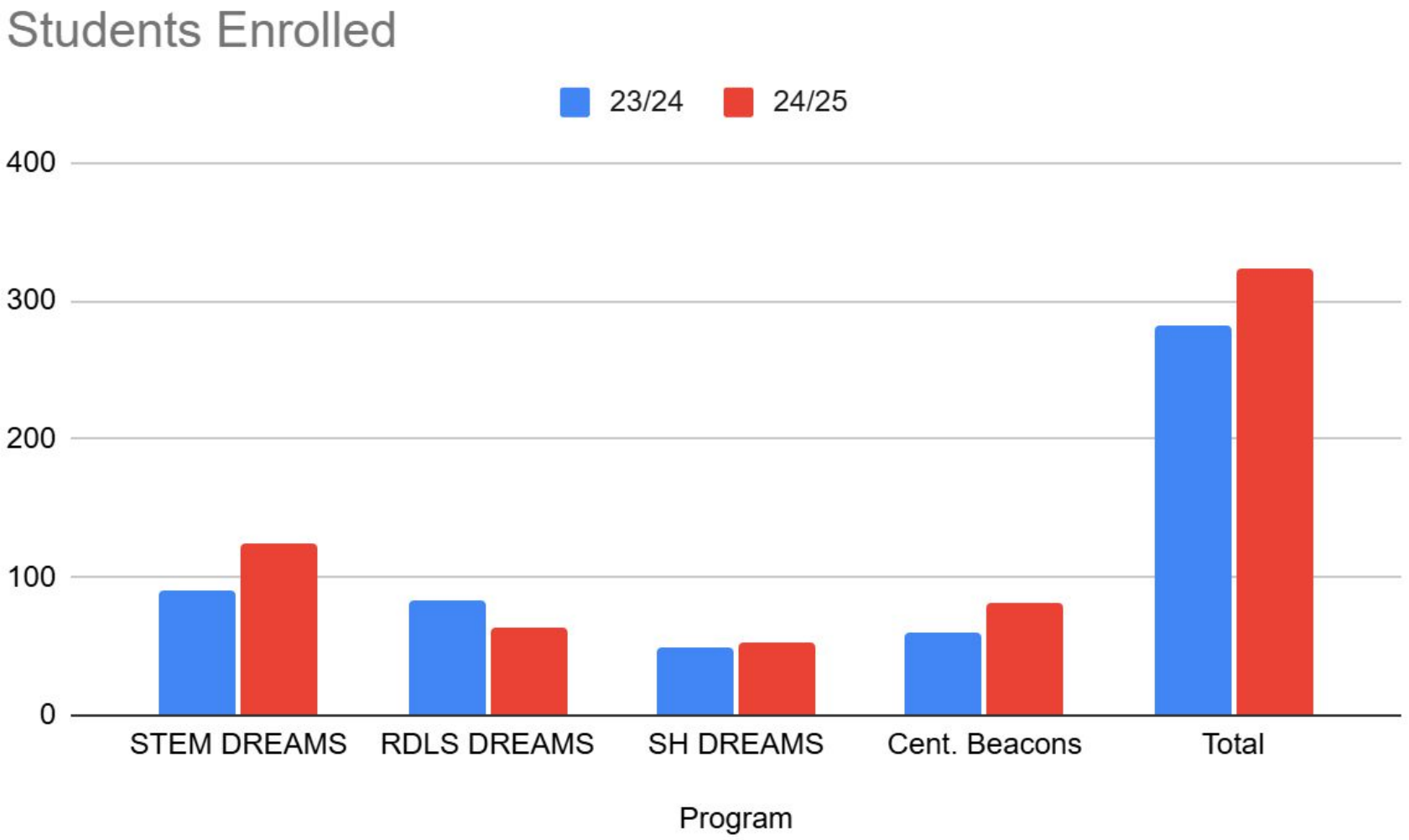
Elementary Programs

RICHFIELD PUBLIC SCHOOLS

Elementary Grades K-5

	STEM	RDLS	Sheridan Hills	Centennial
Program	DREAMS Academy	DREAMS Academy	DREAMS Academy	Beacons
Grades	2nd - 5th	1st - 4th	2nd - 5th	K - 5th
Enrollment	124	64	53	82
Years Running	2nd year at STEM	4th year at RDLS	4th year at Sheridan Hills	6th year at Centennial
Program Flavor	Academics through Enrichment	Multi-age Language, Math & SEL	Reading, Math & SEL	Whole child development

Enrollment Changes in Elementary Programs



Total Enrollment has increased from 283 students last year to 323 this year.

Middle School Programs

RICHFIELD PUBLIC SCHOOLS

Beacons RICHFIELD

BEST BUY Teen Tech Center

8th Hour at RMS

- 8th hour is our middle school targeted services program.
- This program will be starting second semester and will be a Beacons club taught in collaboration with RPS teachers.
- Smaller class sizes, collaborative environment with teacher guidance and support

Middle School Programs

RICHFIELD PUBLIC SCHOOLS

Middle School Grades 6-8 RMS

	Richfield Middle School		
Program	8th Hour	Beacons	Best Buy TTC
Grades	6th - 8th	6th - 8th	6th - 12th
Attendance	20 to 45	50 to 150	15 to 30
Years Running	2nd year at RMS	6th year at RMS	3rd year at RMS
Program Flavor	Academic support and collaborative learning	Whole child and leadership development	Student-led interest-based tech and career exploration

High School Programs

RICHFIELD PUBLIC SCHOOLS

Beacons RICHFIELD

Credit Recovery Program

High School Programs

High School Grade 9-12 RHS

	Richfield High School	
Program	Beacons	Credit Recovery
Grades	9th - 12th	9th - 12th
Enrollment	Last year (45) This year (133)	as needed
Years Running	6th year at RHS	Ongoing program
Classes or clubs	• Leadership Team • Hair Braiding • Cooking • Black Student Union • Latin Dance • E-Sports • Spartan Plus	• Math • English • Social Studies • Science

RICHFIELD PUBLIC SCHOOLS

Enriching and accelerating learning

Enriqueciendo y acelerando el aprendizaje

RPS Board Goals 24-25

Goal Area 1: Encourage student, parent and community member involvement in District advisory committees, District or school parent groups and school volunteer opportunities.

How this goal aligns to the District's strategic plan and yearly priorities:

- Aligns to the following goals from the Climate & Culture section of the 21-26 Strategic Plan:
  - Climate & Culture: "We will provide new opportunities for parent involvement to strengthen connections between home and school."
  - Climate & Culture: "We will provide new opportunities for community involvement to strengthen connections between the Richfield community and school."

Measures of success for this goal in the current academic year:

- Process: A total of 5 discussions per month in which board members encouraged students, parents or community members to become involved in available opportunities will signal success for this goal.
- Achievement: Documented increase in the number of participants in District advisory committees, District or school parent groups, and/or volunteer opportunities.

DRAFT

Goal Area 2: Review board policies using a lens supported by the equity and gender inclusion policies.

How this goal aligns to the District's strategic plan and yearly priorities:

- Aligns to the following goals from the 21-26 Strategic Plan:
  - Academics: "We will address the educational debt owed to marginalized communities to ensure equitable outcomes for all students."
  - Climate & Culture: "We will support and celebrate diversity to provide a welcoming environment."
  - Activities: "We will increase student participation in activity programs and better align the demographics of participating students with those of the overall student population."

Measures of success for this goal in the current academic year:

- Process: Continue to document the expectation that policy decisions require voice from those impacted, particularly those voices that are often unheard.
- Achievement: Review process completion for 20 to 25 policies this year will signal success on this goal.

Goal Area 3: Create methods to regularly engage community voice with board members, specifically focusing on traditionally unheard community voices.

How this goal aligns to the District's strategic plan and yearly priorities:

- Aligns to the following goals from the 21-26 Strategic Plan:
  - Activities: "We will increase attendance at games and performances to foster a greater sense of community."
  - Communication & Marketing: "We will support the positive reputation of Richfield Public Schools."
- Aligns to the District priority of elevating student voice and valuing bilingualism.

Measures of success for this goal in the current academic year:

- Process: A total of 5 events attended by traditionally marginalized community members that board members attended per month will signal success for this goal.
- Achievement: A total of 5 communications per month between traditionally marginalized community members and board members outside of events will signal success for this goal.

Administrative Guideline 209.1: Board Self-Evaluation Form

Overview
Each academic year the Richfield Public Schools board of education will set a small and high impact number of goals to center its work in alignment with the District's current strategic plan and yearly priorities. At the end of each academic year, the board will evaluate its progress towards these goals as well reflect on areas of standard governance responsibilities.

Yearly Goal Setting
Goal Area 1:

- How this goal aligns to the District's strategic plan and yearly priorities:
- Measures of success for this goal in the current academic year:

Goal Area 2:

- How this goal aligns to the District's strategic plan and yearly priorities:
- Measures of success for this goal in the current academic year:

Goal Area 3:

- How this goal aligns to the District's strategic plan and yearly priorities:
- Measures of success for this goal in the current academic year:

Annual Governance Reflection Areas

- Partnership with the superintendent
- Connection with students, staff, and community
- Orientation to policy and the District's strategic plan, mission, vision, and values in board meetings and as board representatives

Calendar

- January: Mid-year progress review of board goals.
- June/July: Complete self-evaluation based on established measures of success for board goals and annual governance reflection areas.
- August: Set board goals for the coming school year.

Dated: 1/3/2023

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 21, 2025

Subject: Commendation

Employee Appreciation Days
Governor Walz has proclaimed the week of January 20-26 as paraprofessional recognition week. RPS recognizes the essential role that paraprofessionals play in ensuring success in our schools and appreciates all of our paras for their dedication to our students. Thank you, paraprofessionals!

NOW, THEREFORE, I, TIM WALZ, Governor of Minnesota, do hereby proclaim January 20-26, 2025, as:

PARAPROFESSIONAL RECOGNITION WEEK

in the State of Minnesota.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Minnesota to be affixed at the State Capitol this 8th day of January.

GOVERNOR

SECRETARY OF STATE

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 21, 2025

Subject: Routine Matters

(Recommended by the superintendent)

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

Attachments:

1. Minutes of the Organizational Meeting held January 6, 2025
   - Disbursements from the January 6, 2025 Meeting
   - Checks & E-pay Register from the January 6, 2025 Meeting
   - Superintendent's Report and Agenda Meeting Minutes from January 6, 2025
2. General Disbursements as of 1/14/25 in the Amount of $1,176,729.55
   - Disbursements for the January 21, 2025 Meeting
   - Checks & E-pay Register for the January 21, 2025 Meeting
3. Year-to-Date Finance Update

P-CARD,CHECK RUNS, E-PAYS & WIRES FOR 01/06/2025 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	12/12/2024	107,068.18
	12/13/2024	59,863.74
	12/18/2024	252,176.44
	12/20/2024	635,406.78
	12/27/2024	201,971.09
	12/30/2024	102,090.25
E-Pays	12/12/2024	899.53
SCHOLARSHIPS	12/12/2024	1,500.00

CHECK REGISTER BANK 05 TOTAL =	**1,360,976.01**

BREAKDOWN	
01-206-00	495,059.91
02-206-00	161,403.05
03-206-00	507,456.27
04-206-00	49,158.11
06-206-00	-
07-206-00	-
18-206-00	-
20-206-00	147,179.37
21-206-00	719.30
47-206-00	
BANK TOTAL =	**1,360,976.01**

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	313565	12/12/2024	ADVANCED COMMERCIAL KITCHENS	R	339.00
01	313566	12/12/2024	ALERUS RETIREMENT AND BENEFITS	R	888.60
01	313567	12/12/2024	ANOKA-HENNEPIN SCHOOL DIST #11	R	100.00
01	313568	12/12/2024	ANTHOLOGIE, LLC	R	1,188.00
01	313569	12/12/2024	AI TECHNOLOGIES LLC	R	240.00
01	313570	12/12/2024	ASTLEFORD INTERNATIONAL	R	337.10
01	313571	12/12/2024	BEST PLUMBING SPECIALTIES, INC.	R	679.92
01	313572	12/12/2024	BCBS OF MINNESOTA & BLUE PLUS	R	9,588.00
01	313573	12/12/2024	BRIDGING, INC.	R	275.00
01	313574	12/12/2024	CAPTIVATE MEDIA & CONSULTING	R	1,540.50
01	313575	12/12/2024	CATALYST BUYING GROUP LLC	R	294.67
01	313576	12/12/2024	CDW GOVERNMENT INC	R	3,907.31
01	313577	12/12/2024	CEDAR SMALL ENGINE	R	89.99
01	313578	12/12/2024	CHARACTER KIDS, LLC	R	4,620.00
01	313579	12/12/2024	CINTAS CORPORATION NO 2	R	143.41
01	313580	12/12/2024	MIDPOINT INTERNATIONAL INC	R	976.80
01	313581	12/12/2024	COMCAST BUSINESS	R	550.10
01	313582	12/12/2024	CULLIGAN SOFT WATER	R	10.95
01	313583	12/12/2024	CYBER ADVISORS LLC	R	3,407.50
01	313584	12/12/2024	ETTEL & FRANZ ROOFING CO	R	2,560.00
01	313585	12/12/2024	WW GRAINGER INC	R	479.58
01	313586	12/12/2024	GROTH MUSIC COMPANY	R	657.51
01	313587	12/12/2024	GROUP HEALTH NON-PATIENT A/R	R	5,505.00
01	313588	12/12/2024	HAAS MUSICAL INSTRUMENT REPAIR, INC	R	145.00
01	313589	12/12/2024	HAWKINS INC	R	66.85
01	313590	12/12/2024	HENNEPIN TECHNICAL COLLEGE	R	1,500.00
01	313591	12/12/2024	HILLYARD MINNEAPOLIS	R	4,165.14
01	313592	12/12/2024	IMPROVE YOUR TOMORROW, INC.	R	2,775.00
01	313593	12/12/2024	INNOVATIVE OFFICE SOLUTIONS LLC	R	634.00
01	313594	12/12/2024	INTERNATIONAL E-Z UP, INC.	R	3,616.50
01	313595	12/12/2024	KELLY JOHNSON	R	217.24
01	313596	12/12/2024	JW PEPPER & SON INC	R	118.99
01	313597	12/12/2024	LEARNING ALLY	R	2,599.00
01	313598	12/12/2024	LEROY'S GREAT BEAR	R	534.89
01	313599	12/12/2024	LESSONPIX INC	R	1,193.40
01	313600	12/12/2024	LOFFLER	R	994.64
01	313601	12/12/2024	METROPOLITAN MECHANICAL CONTRACTORS	R	6,826.17
01	313602	12/12/2024	MIDWEST VOLLEYBALL WAREHOUSE	R	462.53
01	313603	12/12/2024	MINUTEMAN PRESS EDINA	R	1,349.29
01	313604	12/12/2024	NAPA AUTO PARTS	R	17.42
01	313605	12/12/2024	NORTH CENTRAL INTERNATIONAL, LLC	R	76.36
01	313606	12/12/2024	PLUNKETT'S /VARMENT GUARD	R	1,159.37
01	313607	12/12/2024	SAFEWAY DRIVING SCHOOL	R	1,050.00
01	313608	12/12/2024	SCHUMACHER ELEVATOR COMPANY	R	186.75
01	313609	12/12/2024	SEPTRAN STUDENT TRANSPORTATION	R	7,836.66
01	313610	12/12/2024	SQUIRES, WALDSPURGER & MACE, P.A.	R	11,969.20
01	313611	12/12/2024	ST MARY UNIVERSITY	R	660.00
01	313612	12/12/2024	STEM SMART LLC	R	350.00
01	313613	12/12/2024	TOLL COMPANY	R	12.75
01	313614	12/12/2024	TWIN CITY FILTER SERVICE INC	R	82.00
01	313615	12/12/2024	UNITED HEALTHCARE/AARP MEDICARE RX	R	92.20
01	313616	12/12/2024	UNITED HEARTHCARE /AARP MEDICARE RX	R	92.20
01	313617	12/12/2024	UNITEDHEALTHCARE	R	590.91
01	313618	12/12/2024	VANESSA MERRY	R	120.00
01	313619	12/12/2024	VELOCITYEHS INC.	R	7,462.35
01	313620	12/12/2024	WORLD FUEL SERVICES, INC.	R	2,598.67
01	313621	12/12/2024	YOUNG AMERICANS SCHL SELF-DEFENSE	R	993.30
01	313622	12/12/2024	YOUTH ENRICHMENT LEAGUE (YEL!)	R	3,240.50

01	313623	12/12/2024	ZIEGLER INC.	R	4,399.96
01	V614399	12/12/2024	BRADLEY BADOUR	R	40.00
01	V614400	12/12/2024	GALE DEVITA	R	20.00
01	V614401	12/12/2024	HEATHER HAUCK	R	20.00
01	V614402	12/12/2024	BAILEY D KRETSINGER	R	62.65
01	V614403	12/12/2024	MICHAEL A MANNING	R	71.88
01	V614404	12/12/2024	CHRISTIAN SCHEMPP	R	40.00
01	V614405	12/12/2024	STACY THEIEN-COLLINS	R	645.00
01	313624	12/13/2024	ADVANCED COMMERCIAL KITCHENS	R	606.75
01	313625	12/13/2024	BIX FRUIT COMPANY	R	6,244.51
01	313626	12/13/2024	BRAND FARMS	R	1,800.00
01	313627	12/13/2024	CONSOLIDATED COMMUNICATIONS	R	3,171.71
01	313628	12/13/2024	INTERMEDIATE DISTRICT 287	R	823.24
01	313630	12/13/2024	KEMPS LLC	R	4,448.94
01	313631	12/13/2024	PAN O GOLD BAKING CO	R	157.50
01	313632	12/13/2024	SNA-SCHOOL NUTRITION	R	20.00
01	313633	12/13/2024	TRIO SUPPLY COMPANY	R	1,691.58
01	313635	12/13/2024	UPPER LAKES FOODS	R	40,899.51
01	313636	12/18/2024	ALL VOLLEYBALL INC.	R	497.00
01	313637	12/18/2024	ALTMAN ADAM	R	420.00
01	313638	12/18/2024	ANDERSON JULIE R	R	240.00
01	313639	12/18/2024	BOTSFORD CODY W	R	144.20
01	313640	12/18/2024	BSN SPORTS, LLC	R	250.16
01	313641	12/18/2024	BUCHANAN PATRICK	R	67.00
01	313642	12/18/2024	BUCK HILL INC.	R	3,136.95
01	313643	12/18/2024	CDW GOVERNMENT INC	R	9,490.00
01	313644	12/18/2024	CITY OF RICHFIELD	R	123.75
01	313645	12/18/2024	COMCAST	R	404.36
01	313646	12/18/2024	CROY GABRIELA R	R	11.85
01	313647	12/18/2024	CUB FOODS	R	426.06
01	313648	12/18/2024	DIGITAL INSURANCE LLC	R	3,607.00
01	313649	12/18/2024	ECM PUBLISHERS INC	R	495.00
01	313650	12/18/2024	EDUCATORS BENEFIT CONSULTANTS LLC	R	512.04
01	313651	12/18/2024	FINANGER PHILLIP J	R	108.15
01	313652	12/18/2024	FOX ERIK	R	95.00
01	313653	12/18/2024	FREEWHEEL BIKE RICHFIELD	R	318.83
01	313654	12/18/2024	WW GRAINGER INC	R	189.89
01	313655	12/18/2024	GROUP HEALTH NON-PATIENT A/R	R	4,140.00
01	313656	12/18/2024	HANSON MICHAEL	R	115.00
01	313657	12/18/2024	HAWKINS, CLAUDE	R	95.00
01	313658	12/18/2024	HOME DEPOT U.S.A.	R	1,415.37
01	313659	12/18/2024	HOOKS, DESMOND	R	95.00
01	313660	12/18/2024	IDEAL ENERGIES SOLAR LEASE 2021,LLC	R	7,715.32
01	313661	12/18/2024	INNOVATIVE OFFICE SOLUTIONS LLC	R	54.48
01	313662	12/18/2024	INTERMEDIATE DISTRICT 287	R	126,767.13
01	313663	12/18/2024	JENSEN RANDAL	R	95.00
01	313664	12/18/2024	JW PEPPER & SON INC	R	218.00
01	313665	12/18/2024	KELSEY CHARLEMAGNE	R	35.97
01	313666	12/18/2024	KUSNIER MELANIE	R	61.80
01	313667	12/18/2024	LOFFLER COMPANIES	R	150.00
01	313668	12/18/2024	MACKIN BOOK COMPANY	R	777.49
01	313669	12/18/2024	MADISON PAUL	R	95.00
01	313670	12/18/2024	MAXORPLUS, LTD	R	52,369.41
01	313671	12/18/2024	NICHE.COM, INC.	R	4,995.00
01	313672	12/18/2024	OKEY CHRIS	R	66.95
01	313673	12/18/2024	PHOENIX SCHOOL COUNSELING	R	24,000.00
01	313674	12/18/2024	PIKET, JOSEPH	R	67.00
01	313675	12/18/2024	PLOY KHUNISOM	R	40.00
01	313676	12/18/2024	PROPIO LS, LLC	R	146.15

01	313677	12/18/2024	REED BEHAVIORAL HEALTH LLC	R	2,080.00
01	313678	12/18/2024	RICHFIELD GIRLS SWIM & DIVE BOOSTER	R	1,500.00
01	313679	12/18/2024	RUFFIN MATTHEW J	R	67.00
01	313680	12/18/2024	SCHMITT MUSIC	R	866.97
01	313681	12/18/2024	SMITH CAITLIN	R	11.85
01	313682	12/18/2024	SULLIVAN LAMARR	R	95.00
01	313683	12/18/2024	SWANK MOTION PICTURES, INC.	R	1,588.00
01	313684	12/18/2024	W.W. NORTON & COMPANY INC.	R	1,606.80
01	313685	12/18/2024	WASHINGTON TYREE	R	67.00
01	313686	12/18/2024	WETHINGTON, AUDREY	R	144.20
01	313687	12/18/2024	XCEL ENERGY	R	97.31
01	313688	12/20/2024	BEST PLUMBING SPECIALTIES, INC.	R	22.35
01	313689	12/20/2024	BOTSFORD CODY W	R	61.80
01	313690	12/20/2024	BRIN GLASS COMPANY	R	1,470.00
01	313691	12/20/2024	BSN SPORTS, LLC	R	159.98
01	313692	12/20/2024	CANON USA	R	4,674.02
01	313693	12/20/2024	CDW GOVERNMENT INC	R	1,595.00
01	313694	12/20/2024	CINTAS CORPORATION NO 2	R	143.41
01	313695	12/20/2024	DELGADO MICHEAL	R	95.00
01	313696	12/20/2024	DEMOREST CONNOR	R	134.00
01	313697	12/20/2024	DREPAUL NERICA	R	11.85
01	313698	12/20/2024	DZIERZAK LOUIS	R	27.82
01	313699	12/20/2024	ECM PUBLISHERS INC	R	154.40
01	313700	12/20/2024	FORTIER SEAN	R	27.82
01	313701	12/20/2024	GARCIA ERIKA	R	27.82
01	313702	12/20/2024	WW GRAINGER INC	R	332.21
01	313703	12/20/2024	HAWKINS INC	R	20.00
01	313704	12/20/2024	HILLYARD MINNEAPOLIS	R	5,856.51
01	313705	12/20/2024	INSTITUTE FOR ENVIROMENTAL	R	4,702.61
01	313706	12/20/2024	KEE-BOWLING BONNIE	R	82.00
01	313707	12/20/2024	KREMER SERVICES LLC	R	1,000.00
01	313708	12/20/2024	MACKIN BOOK COMPANY	R	552.01
01	313709	12/20/2024	MADISON NATIONAL LIFE INS CO INC	R	5,726.46
01	313710	12/20/2024	MAHADY SHAWN	R	67.00
01	313711	12/20/2024	MANIRATH, ALIYAH	R	11.85
01	313712	12/20/2024	MAXORPLUS, LTD	R	37,889.49
01	313713	12/20/2024	MAYER CHAD	R	51.50
01	313714	12/20/2024	MAYER VALERIE	R	51.50
01	313715	12/20/2024	MEDSOURCE SALES LLC	R	263.95
01	313716	12/20/2024	MELVIN NEWBERN JR	R	134.00
01	313717	12/20/2024	METRO TRANSIT	R	194.00
01	313718	12/20/2024	METROPOLITAN MECHANICAL CONTRACTORS	R	1,732.96
01	313719	12/20/2024	MIDWEST BUS PARTS INC	R	386.88
01	313720	12/20/2024	MOBILE RADIO ENGINE	R	156.50
01	313721	12/20/2024	MOLLY ANTHONY	R	648.00
01	313722	12/20/2024	MOOK CHRISTOPHER	R	27.82
01	313723	12/20/2024	MOREY ANNE	R	27.82
01	313724	12/20/2024	MTN-METROPOLITAN TRANSP NETWORK	R	469,830.71
01	313725	12/20/2024	NAPA AUTO PARTS	R	412.87
01	313726	12/20/2024	NATALIE D RASMUSSEN	R	6,000.00
01	313727	12/20/2024	NOONAN JACOB	R	27.82
01	313728	12/20/2024	NUSS TRUCK & EQUIPMENT	R	2,950.00
01	313729	12/20/2024	OKEY CHRIS	R	66.95
01	313730	12/20/2024	PARKER NINA	R	11.85
01	313731	12/20/2024	POMPS TIRE SERVICE	R	3,657.97
01	313732	12/20/2024	RISDALL PAUL	R	95.00
01	313733	12/20/2024	ROBERT W KOHLMEYER JR	R	67.00
01	313734	12/20/2024	SONNENBURG GARY	R	95.00
01	313735	12/20/2024	SQUIRES, WALDSPURGER & MACE, P.A.	R	435.60

01	313736	12/20/2024	STIERS ERIN	R	82.00
01	313737	12/20/2024	STOESZ MAUREEN	R	27.82
01	313738	12/20/2024	TAYLOR JASON	R	51.50
01	313739	12/20/2024	THOMPSON MARGARET	R	11.85
01	313740	12/20/2024	TOM HOGAN	R	249.99
01	313741	12/20/2024	WALZ JEFFREY	R	27.82
01	313742	12/20/2024	ALLSTATE PETERBILT OF S ST PAUL	R	481.20
01	313743	12/20/2024	WETHINGTON, AUDREY	R	83.40
01	313744	12/20/2024	WORLD FUEL SERVICES, INC.	R	17,305.32
01	313745	12/20/2024	XCEL ENERGY	R	1,362.83
01	313746	12/20/2024	BIX FRUIT COMPANY	R	4,767.08
01	313747	12/20/2024	CITY OF RICHFIELD	R	4,800.00
01	313749	12/20/2024	KEMPS LLC	R	5,865.00
01	313750	12/20/2024	LISA STOCCO	R	500.00
01	313751	12/20/2024	MALLOY MONTAGUE KARNOWSKI & RADO	R	9,400.00
01	313752	12/20/2024	PAN O GOLD BAKING CO	R	1,029.90
01	313753	12/20/2024	TRIO SUPPLY COMPANY	R	2,451.05
01	313755	12/20/2024	UPPER LAKES FOODS	R	34,738.91
01	313668	12/27/2024	MACKIN BOOK COMPANY	V	-777.49
01	313756	12/27/2024	ALL STATE COMMUNICATIONS INC	R	18,427.00
01	313757	12/27/2024	ALLIED PROFESSIONALS, INC.	R	1,983.75
01	313758	12/27/2024	AMINGA, ESTHER	R	11.85
01	313759	12/27/2024	ANDERSON SHEILA K	R	47.40
01	313760	12/27/2024	ASTLEFORD INTERNATIONAL	R	339.41
01	313761	12/27/2024	AZURE ADLER	R	312.00
01	313762	12/27/2024	BILINGUAL LEARNING CENTER	R	1,268.00
01	313763	12/27/2024	BIX FRUIT COMPANY	R	6,010.11
01	313764	12/27/2024	BOTSFORD CODY W	R	61.80
01	313765	12/27/2024	BRATTON DONALD	R	95.00
01	313766	12/27/2024	BRITT KEVIN	R	95.00
01	313767	12/27/2024	CAPITAL ONE TRADE CREDIT	R	275.05
01	313768	12/27/2024	CENGAGE LEARNING INC	R	1,102.50
01	313769	12/27/2024	CHURCHILL LEE	R	67.00
01	313770	12/27/2024	CINTAS CORPORATION NO 2	R	360.00
01	313771	12/27/2024	CITY OF RICHFIELD	R	44.22
01	313772	12/27/2024	DASH SPORTS, LLC	R	1,560.00
01	313773	12/27/2024	DREPAUL NERICA	R	11.85
01	313774	12/27/2024	FASTENAL INDUSTRIAL	R	124.64
01	313775	12/27/2024	GILLUND, TOM	R	95.00
01	313776	12/27/2024	WW GRAINGER INC	R	1,415.28
01	313777	12/27/2024	GROUP MEDICAREBLUE RX	R	8,325.00
01	313778	12/27/2024	HEALTHJOY LLC	R	10,744.50
01	313779	12/27/2024	HOUSE OF PRINT	R	4,517.36
01	313780	12/27/2024	IMAGINE LEARNING LLC	R	56,000.00
01	313781	12/27/2024	JW PEPPER & SON INC	R	198.74
01	313783	12/27/2024	KEMPS LLC	R	4,228.50
01	313784	12/27/2024	LAMONT FONDERN	R	134.00
01	313785	12/27/2024	LAURSEN PIANO SERVICE	R	130.00
01	313786	12/27/2024	LOMAX CARLA	R	192.00
01	313787	12/27/2024	LVC COMPANIES INC	R	430.00
01	313788	12/27/2024	MACKIN BOOK COMPANY	R	777.49
01	313789	12/27/2024	MADISON NATIONAL LIFE INS CO INC	R	12,513.81
01	313790	12/27/2024	MANIRATH, ALIYAH	R	11.85
01	313791	12/27/2024	MCDONOUGH'S SEWER SERVICES, INC.	R	2,763.61
01	313792	12/27/2024	METROPOLITAN MECHANICAL CONTRACTORS	R	1,757.00
01	313793	12/27/2024	MIDWEST BUS PARTS INC	R	100.35
01	313794	12/27/2024	MULTILINGUAL WORD INC	R	3,415.76
01	313795	12/27/2024	MUSKA ELECTRIC CO.	R	249.40
01	313796	12/27/2024	NEI ELECTRIC, INC.	R	2,057.08

01	313797	12/27/2024	NORTH CENTRAL INTERNATIONAL, LLC	R	30.70
01	313798	12/27/2024	PAN O GOLD BAKING CO	R	497.45
01	313799	12/27/2024	PARKER NINA	R	11.85
01	313800	12/27/2024	PETERSON BROOKS	R	66.95
01	313801	12/27/2024	PITNEY BOWES BANK PURCHASE POWER	R	1,940.67
01	313802	12/27/2024	PROPIO LS, LLC	R	5,513.39
01	313803	12/27/2024	RIEMERSMA TYLER J	R	67.00
01	313804	12/27/2024	ROSA RUBIO ESCODA	R	975.00
01	313805	12/27/2024	SCHOOL SERVICE EMPLOYEES UNION	R	8,271.46
01	313806	12/27/2024	SKOF BRYAN	R	123.60
01	313807	12/27/2024	STONE ARCH STUDIO LLC	R	200.00
01	313808	12/27/2024	STRATEGIC STAFFING SOLUTIONS	R	300.00
01	313809	12/27/2024	TAYLOR BRANDON	R	134.00
01	313810	12/27/2024	THE MPX GROUP	R	280.79
01	313811	12/27/2024	THOMPSON MARGARET	R	11.85
01	313812	12/27/2024	TRIO SUPPLY COMPANY	R	576.71
01	313813	12/27/2024	TRUSTED METRO OFFICIALS	R	600.00
01	313814	12/27/2024	UNITED STATES TREASURER	R	400.00
01	313815	12/27/2024	UPPER LAKES FOODS	R	39,699.85
01	313816	12/27/2024	ALLSTATE PETERBILT OF S ST PAUL	R	670.40
01	313817	12/27/2024	WETHINGTON, AUDREY	R	61.80
01	313818	12/27/2024	WETHINGTON, MADELINE	R	61.80
01	313819	12/30/2024	CITY OF RICHFIELD	R	6,343.08
01	313820	12/30/2024	KINECT ENERGY INC	R	22,006.49
01	313821	12/30/2024	MAXORPLUS, LTD	R	44,647.47
01	313822	12/30/2024	PEDIATRIC HOME SERVICE	R	6,187.50
01	313823	12/30/2024	POWERSCHOOL GROUP LLC	R	18,852.30
01	313824	12/30/2024	VSP INSURANCE CO. (CT)	R	3,403.77
01	313825	12/30/2024	XCEL ENERGY	R	649.64
			TOTAL CHECK, EPAY & SCHOLARSHIP REGISTER		**1,360,976.01**

SUPERINTENDENT'S REPORT AND AGENDA

Organizational 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, January 6, 2025
7 p.m. School Board Meeting

I. CALL TO ORDER

The organizational meeting of the board of education of ISD 280, Hennepin County, Richfield, Minnesota was held on Monday, January 6, 2025 in the boardroom at the Richfield Public Schools District Office.

A. Chair Cole called the board organizational meeting to order at 7 p.m. with the following school board members in attendance: Banks Kupcho, Carter, Liss, Pollis and Spencer.

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

B. Election of Chair Carter

Nominated by Pollis, seconded by Spencer, and unanimously carried.

C. Election of Vice Chair Spencer

Nominated by Liss, seconded by Cole, and unanimously carried.

D. Election of Clerk Banks Kupcho

Nominated by Banks Kupcho, seconded by Pollis, and unanimously carried.

E. Election of Treasurer Liss

Nominated by Banks Kupcho, seconded by Pollis, and unanimously carried.

II. REVIEW AND APPROVAL OF THE AGENDA

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

III. INFORMATION AND PROPOSALS - NON-ACTION ITEMS

A. Superintendent Update
    1. R-STEM Elementary School Presentation
    2. Where We Are in Enrollment Report

IV. CONSENT AGENDA

A. Routine Matters
    1. Minutes of the Regular Meeting held December 16, 2024
    2. General Disbursements as of 12/30/24 in the Amount of $1,360,976.01
    3. Investment Holdings
B. Personnel Items

Management Full Time Retirement
Nancy Stachel – Elementary Principal - Sheridan Hills Elementary
Effective: 7/15/2025
Yrs. Of Service: 9

Certified Full Time Retirement
Joann Chiappetta Baumgardner – Psychologist – RDLS
Effective: 6/6/2025
Yrs. Of Service: 27

Classified Full-Time Paraprofessional for Employment
Laura Pena Granados – Instructional – Richfield Dual Language Elementary
Effective: 12/16/2024
Margarita Sanchez - Special Education – Richfield High School
Effective: 01/02/2025

Classified Full-Time Outreach Worker for Employment
Kimberly Hernandez Xochipiltecalt - Bilingual Outreach – RDLS
Effective: 01/02/2025

Classified Full-Time Paraprofessional Resignation
Kimberly Hernandez Xochipiltecalt - Special Education – Centennial Elementary
Yrs. of Service: 2.25
Effective: 12/20/2024

Classified Part-Time Paraprofessional Leave of Absence
Amal Mohamud – Instructional – Central Education Center
Effective: 12/20/2024

Classified Part-Time Food & Nutrition Services Probationary Termination
Anna Acosta Sanchez - Kitchen Assistant – Richfield High School
Yrs of Service: 0.25
Effective: 12/17/2024

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

V. OLD BUSINESS

A. Draft Policy 414: Staff Professional Boundaries & Draft Administrative Guidelines 414.1 & 414.2 - third read
B. Draft RPS Legislative Platform 2025 - third read

Motion by Cole, seconded by Pollis, and unanimously carried, the board of education approved the legislative platform.

C. Preschool & Prekindergarten Fees for 2025-2026

Motion by Pollis, seconded by Spencer, and unanimously carried, the board of education approved the revised fees.

VI. NEW BUSINESS

A. Review 2024 Represent a School Assignments
B. Review 2024 Board Liaison Assignments
C. Set Honorarium for Board Members, Board Officers and Student Board Representatives

Motion by Pollis, seconded by Liss, and unanimously carried, the board of education approved the honorariums.

D. Draft Administrative Guideline 926.3: Language Access Plan - first read
E. Policy 524: Promotion, Retention and Acceleration & Administrative Guideline 524.1 - first read
F. Donations

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

VII. ADVANCE PLANNING

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

*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
2-3-2025	7 p.m.	Regular Board Meeting

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

Motion by Pollis, seconded by Spencer, and unanimously carried, the board of education moved into closed session at 8:48 p.m. Attending the closed session were Banks Kupcho, Carter, Cole,

Liss, Pollis and Spencer. Chief HR and Administrative Officer Holje and Director of HR Axell were also present.

IX. REOPEN MEETING

Motion by Pollis, seconded by Cole, and unanimously carried, the board of education moved into open session at 9:05 p.m. with the following board members present: Banks Kupcho, Carter, Cole, Liss, Pollis and Spencer. Chief HR and Administrative Officer Holje was also present.

X. ADJOURN REGULAR MEETING

Chair Carter adjourned the meeting at 9:07 p.m.

E-PAYS, PCARDS & CHECKS FOR 01/21/2025 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	1/6/2025	20,531.91
	1/8/2025	628,907.95
	1/10/2025	453,725.25
	1/14/2025	35,462.69
P-Cards DECEMBER 2024	1/4/2025	32,633.82
E-Pays	1/3/2025	5,467.93

CHECK REGISTER BANK 05 TOTAL =	**1,176,729.55**

BREAKDOWN		
01-206-00		209,107.60
02-206-00		4,038.34
03-206-00		560,370.98
04-206-00		18,972.99
06-206-00		350,000.00
07-206-00		-
18-206-00		-
20-206-00		33,662.52
21-206-00		577.12
47-206-00		-
	BANK TOTAL =	**1,176,729.55**

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	V614406	01/03/2025	ERIC ANDERSON	R	21.31
01	V614407	01/03/2025	MATTHEW ARNOLD	R	70.00
01	V614408	01/03/2025	MICHELLE L AXELL	R	70.00
01	V614409	01/03/2025	ERICA T BARLOW	R	70.00
01	V614410	01/03/2025	TIMOTHY BRACKETT	R	366.96
01	V614411	01/03/2025	MARY L CLARKSON	R	70.00
01	V614412	01/03/2025	RACHEL U CORNES	R	44.37
01	V614413	01/03/2025	LATANYA R DANIELS	R	70.00
01	V614414	01/03/2025	KRISTI A DINGMAN	R	23.32
01	V614415	01/03/2025	PETER J FITZPATRICK	R	40.00
01	V614416	01/03/2025	MICHELE FLUHR FRASER	R	22.15
01	V614417	01/03/2025	RACHEL GENS	R	70.00
01	V614418	01/03/2025	AREND J GEURINK	R	70.00
01	V614419	01/03/2025	JAMES A GILLIGAN	R	70.00
01	V614420	01/03/2025	CHRISTINA M GONZALEZ	R	70.00
01	V614421	01/03/2025	AMY E HAGER	R	70.00
01	V614422	01/03/2025	KEVIN D HARRIS	R	40.00
01	V614423	01/03/2025	MICHAEL G HARRIS	R	70.00
01	V614424	01/03/2025	JONATHAN W HEYER	R	70.00
01	V614425	01/03/2025	STEPHANIE M HEYER-WALSH	R	41.20
01	V614426	01/03/2025	JAMES L HILL	R	40.00
01	V614427	01/03/2025	JESSICA M HOFFMAN	R	40.00
01	V614428	01/03/2025	CRAIG D HOLJE	R	70.00
01	V614429	01/03/2025	ETHAN J HOLLIS	R	385.00
01	V614430	01/03/2025	ERIN M HUBER	R	136.40
01	V614431	01/03/2025	SHERYL M P JUENEMANN	R	126.13
01	V614432	01/03/2025	LESLIE K KEGAN	R	76.00
01	V614433	01/03/2025	DANIEL E KRETSINGER	R	70.00
01	V614434	01/03/2025	JENNIFER KRUEGER	R	185.00
01	V614435	01/03/2025	ANOOP KUMAR	R	40.00
01	V614436	01/03/2025	NOEMI LOPEZ-DEL VALLE	R	21.87
01	V614437	01/03/2025	JOHN M LORENZINI	R	70.00
01	V614438	01/03/2025	COLLEEN M MAHONEY	R	70.00
01	V614439	01/03/2025	MICHAEL A MANNING	R	70.00
01	V614440	01/03/2025	DANIEL P MCGINN	R	40.00
01	V614441	01/03/2025	DOUG R MCMEEKIN	R	70.00
01	V614442	01/03/2025	KENT D MEYER	R	70.00
01	V614443	01/03/2025	KATRINA L MORGAN	R	40.00
01	V614444	01/03/2025	ERIN H NEILON	R	120.27
01	V614445	01/03/2025	STEPHANIE NICHOLS	R	45.00
01	V614446	01/03/2025	ROBERT G OLSON	R	40.00
01	V614447	01/03/2025	TANYA R OLSON	R	66.80
01	V614448	01/03/2025	LAURA B OTTERNESS	R	70.00
01	V614449	01/03/2025	JAMES R PADDOCK	R	89.21
01	V614450	01/03/2025	CHRISTOPHER A PETERSON	R	70.00
01	V614451	01/03/2025	CASSANDRA QUAM	R	70.00
01	V614452	01/03/2025	RENEE C REED-KARSTENS	R	40.00
01	V614453	01/03/2025	AMANDA SAUER	R	22.99
01	V614454	01/03/2025	ASHLEY SCHAEFER	R	70.00
01	V614455	01/03/2025	CHRISTIAN SCHEMPP	R	40.00
01	V614456	01/03/2025	AMY B SKARE-KLECKER	R	70.00
01	V614457	01/03/2025	JOSEPH D SOBRASKE	R	99.93
01	V614458	01/03/2025	NANCY J STACHEL	R	70.00
01	V614459	01/03/2025	JUSTIN STEELE	R	70.00
01	V614460	01/03/2025	ANGELA TAYLOR	R	70.00
01	V614461	01/03/2025	STACY THEIEN-COLLINS	R	70.00
01	V614462	01/03/2025	MICHELLE T THOEMKE	R	169.80
01	V614463	01/03/2025	VLADIMIR S TOLEDO	R	40.00

01	V614464	01/03/2025	STEVEN P UNOWSKY	R	270.00
01	V614465	01/03/2025	CARRIE A VALA	R	70.00
01	V614466	01/03/2025	MARIA VALDEZ	R	144.03
01	V614467	01/03/2025	JENNIFER K SMITH	R	70.00
01	V614468	01/03/2025	REBECCA S WALD	R	40.00
01	V614469	01/03/2025	ALEXANDER WARD	R	70.00
01	V614470	01/03/2025	MICHELLE R WHITESIDE	R	82.00
01	V614471	01/03/2025	KASYA L WILLHITE	R	70.00
01	V614472	01/03/2025	KELLY L WOODS	R	70.00
01	V614473	01/03/2025	AUBREE M YUNKER	R	118.19
01	V2502112	01/04/2025	P-CARD BAIRD LISA	R	3,751.58
01	V2502113	01/04/2025	P-CARD BARLOW ERICA	R	3,582.83
01	V2502114	01/04/2025	P-CARD BLUMA, MEGAN BOLLIG	R	474.35
01	V2502115	01/04/2025	P-CARD BROWN MATTHEW	R	561.65
01	V2502116	01/04/2025	P-CARD BRUNNER PATTI	R	530.28
01	V2502117	01/04/2025	P-CARD CARUSO MATTHEW	R	441.16
01	V2502118	01/04/2025	P-CARD CRUZ ESTEVA JENNIFER	R	1,603.36
01	V2502119	01/04/2025	P-CARD EDWARDS NATHAN	R	597.78
01	V2502120	01/04/2025	P-CARD GEURINK AREND	R	1,612.90
01	V2502121	01/04/2025	P-CARD HUERTA-ANAYA ALICIA	R	762.84
01	V2502122	01/04/2025	P-CARD KRETSINGER DAN	R	4,283.62
01	V2502123	01/04/2025	P-CARD LEIKNES LISA	R	493.52
01	V2502124	01/04/2025	P-CARD LEWIS JENNIFER	R	1,373.30
01	V2502125	01/04/2025	P-CARD LUNDY MICHELLE	R	1,480.70
01	V2502126	01/04/2025	P-CARD MAHONEY COLLEEN	R	297.94
01	V2502127	01/04/2025	P-CARD MANNING MICHAEL	R	615.47
01	V2502128	01/04/2025	P-CARD MCCLENDON LAURA	R	137.94
01	V2502129	01/04/2025	P-CARD MCGINN DAN	R	46.49
01	V2502130	01/04/2025	P-CARD MORALES LIZETTE	R	4,479.81
01	V2502131	01/04/2025	P-CARD PETERSON CHRIS	R	1,504.49
01	V2502132	01/04/2025	P-CARD SACHER GRACE	R	583.07
01	V2502133	01/04/2025	P-CARD SETZER ALEXIS	R	61.58
01	V2502134	01/04/2025	P-CARD SKARE-KLECKER AMY	R	627.84
01	V2502135	01/04/2025	P-CARD SMITH DANE	R	148.90
01	V2502136	01/04/2025	P-CARD STACHEL NANCY	R	854.89
01	V2502137	01/04/2025	P-CARD VALLEY JENNIFER	R	5.00
01	V2502138	01/04/2025	P-CARD VENTURA PEREZ RAMIRO	R	186.72
01	V2502139	01/04/2025	P-CARD WILLHITE KASYA	R	1,107.77
01	V2502140	01/04/2025	P-CARD WOODS KELLY	R	279.33
01	V2502141	01/04/2025	P-CARD YUNKER AUBREE	R	146.71
01	313826	01/06/2025	CDW GOVERNMENT INC	R	1,595.00
01	313827	01/06/2025	HERITAGE CRYSTAL CLEAN INC	R	99.60
01	313828	01/06/2025	HOPE CHURCH	R	15,522.06
01	313829	01/06/2025	LIMBLE SOLUTIONS, INC.	R	240.49
01	313830	01/06/2025	MOORHEAD AREA PUBLIC SCHOOLS	R	2,207.79
01	313831	01/06/2025	SCHMITT MUSIC	R	866.97
01	313832	01/08/2025	ARVIG ENTERPRISES INC	R	1,307.90
01	313833	01/08/2025	BCN TELECOM, INC TBS	R	921.92
01	313834	01/08/2025	BEST PLUMBING SPECIALTIES, INC.	R	431.94
01	313835	01/08/2025	BRENDON J BUSHMAN	R	40.00
01	313836	01/08/2025	BSI MECHANICAL, INC.	R	1,370.80
01	313837	01/08/2025	CDW GOVERNMENT INC	R	48,710.00
01	313838	01/08/2025	CENTURYLINK	R	49.72
01	313839	01/08/2025	CEP ART & DESIGN	R	144.00
01	313840	01/08/2025	CINTAS CORPORATION NO 2	R	143.41
01	313841	01/08/2025	CITY OF RICHFIELD	R	1,873.42
01	313842	01/08/2025	COMCAST BUSINESS	R	425.93
01	313843	01/08/2025	CULLIGAN SOFT WATER	R	10.95
01	313844	01/08/2025	DIGITAL INSURANCE LLC	R	3,607.00

01	313845	01/08/2025	EDUCATORS BENEFIT CONSULTANTS LLC	R	524.33
01	313846	01/08/2025	HAWKINS INC	R	4,151.16
01	313847	01/08/2025	HILLYARD MINNEAPOLIS	R	446.37
01	313848	01/08/2025	HOME DEPOT U.S.A.	R	453.93
01	313849	01/08/2025	ICS CONSULTING, LLC - 138006	R	350,000.00
01	313850	01/08/2025	IMPROVE YOUR TOMORROW, INC.	R	2,775.00
01	313851	01/08/2025	IN THE HEART OF THE BEAST (HOBT)	R	400.00
01	313852	01/08/2025	HIPPIE DOG	R	250.00
01	313853	01/08/2025	KIDCREATE STUDIO	R	228.00
01	313854	01/08/2025	KINECT ENERGY INC	R	558.00
01	313855	01/08/2025	LEXIA LEARNING SYSTEMS LLC	R	4,400.00
01	313856	01/08/2025	LIFESAVER FIRE PROTECTION LLC	R	2,939.20
01	313857	01/08/2025	LOFFLER COMPANIES	R	13,895.74
01	313858	01/08/2025	LULO LIBROS INC.	R	2,330.28
01	313859	01/08/2025	MAXORPLUS, LTD	R	32,436.14
01	313860	01/08/2025	METROPOLITAN TILE & MARBLE, INC.	R	1,369.39
01	313861	01/08/2025	MINNESOTA DEPARTMENT OF EDUCATION	R	260.92
01	313862	01/08/2025	MINUTEMAN PRESS EDINA	R	121.14
01	313863	01/08/2025	MPLS PUBLIC SCHOOL SPECIAL DIST 1	R	3,475.78
01	313864	01/08/2025	MUSKA ELECTRIC CO.	R	4,522.72
01	313865	01/08/2025	NEI ELECTRIC, INC.	R	714.70
01	313866	01/08/2025	NEW LIFE ENTERPRISE	R	992.00
01	313867	01/08/2025	PHOENIX SCHOOL COUNSELING	R	5,592.62
01	313868	01/08/2025	REED BEHAVIORAL HEALTH LLC	R	1,440.00
01	313869	01/08/2025	SHERWIN WILLIAMS CO	R	165.39
01	313870	01/08/2025	ST MARY UNIVERSITY	R	560.00
01	313871	01/08/2025	SWANK MOTION PICTURES, INC.	R	1,588.00
01	313872	01/08/2025	TAFFE SARAH ANN	R	9,750.00
01	313873	01/08/2025	TWIN CITY TRANSPORTATION	R	123,136.86
01	313874	01/08/2025	VERIZON WIRELESS	R	360.09
01	313875	01/08/2025	XCEL ENERGY	R	33.20
01	313876	01/10/2025	ANNIES FROZEN YOGURT	R	87.00
01	313877	01/10/2025	BRAND FARMS	R	1,800.00
01	313878	01/10/2025	CENTURYLINK	R	71.00
1	313879	01/10/2025	CONTEMPORARY TRANSPORTATION LLC	R	7,065.00
01	313880	01/10/2025	CUB FOODS	R	125.09
01	313881	01/10/2025	DICKS SANITATION SERVICE, INC (DSI)	R	7,567.96
01	313882	01/10/2025	HUBERT COMPANY, LLC	R	2,566.77
01	313883	01/10/2025	INTERMEDIATE DISTRICT 287	R	623.32
01	313884	01/10/2025	MTN-METROPOLITAN TRANSP NETWORK	R	428,541.05
01	313885	01/10/2025	NEWS 2 YOU INC	R	249.99
01	313886	01/10/2025	RODRIGUEZ EMBROIDERY INC	R	476.42
01	313887	01/10/2025	RYAN JEANNIE M	R	971.28
01	313888	01/10/2025	SMARTSENSE BY DIGI	R	134.07
01	313889	01/10/2025	TIERNEY CONSULTING LLC	R	3,400.00
01	313890	01/10/2025	TRIO SUPPLY COMPANY	R	46.30
01	313891	01/14/2025	DIRTY DOG PRODUCTIONS LLC	R	27.64
01	313892	01/14/2025	HENNEPIN COUNTY TREASURER	R	20.00
01	313893	01/14/2025	ISD 271 JEFFERSON HIGH SCHOOL	R	450.00
01	313894	01/14/2025	LEXIA LEARNING SYSTEMS LLC	R	32,250.00
01	313895	01/14/2025	WIESE USA, INC.	R	2,715.05
			TOTAL EPAYS, PCARDS & CHECKS		**1,176,729.55**

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

RICHFIELD | December 31, 2024

REVENUE CATEGORIES	June 30, 2023	June 30, 2024	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	December 31, 2024 % of Budget Received	December 31, 2023 % of Actuals Received	December 31, 2022 % of Actuals Received	Current YTD vs. PYTD	December 31, 2023	December 31, 2022
STATE	47,269,721	55,361,384	56,786,786	56,221,279	13,789,986	42,996,800	24.28%	26.84%	25.75%	**(1,068,184)**	14,858,169	12,171,800
FEDERAL	8,182,832	5,360,512	1,585,186	1,479,792	101,356	1,483,830	6.39%	4.11%	18.68%	**(118,838)**	220,194	1,528,704
PROPERTY TAXES	17,853,747	18,257,792	23,050,883	22,348,455	22,234,165	816,718	96.46%	98.55%	98.29%	**4,240,791**	17,993,374	17,548,085
LOCAL SALES, INS RECOVERY & JUDGEMENTS	53,909	84,206	85,000	51,933	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	2,215,421	1,026,309	1,187,016	46.37%	37.91%	38.99%	**(89,781)**	1,116,090	645,657
TOTALS	**75,016,334**	**82,007,607**	83,721,180	**82,316,880**	**37,164,512**	**46,556,668**	**44.39%**	**41.72%**	**42.53%**	**2,954,268**	**34,210,243**	**31,904,768**

EXPENDITURES (OBJECT SERIES)	June 30, 2023	June 30, 2024	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	December 31, 2024 % of Budget Expended	December 31, 2023 % of Actuals Expended	December 31, 2022 % of Actuals Expended	Current YTD vs. PYTD	December 31, 2023	December 31, 2022
SALARIES & WAGES	42,666,507	44,519,026	47,359,520	47,276,328	17,438,247	29,921,273	36.82%	36.80%	36.71%	**1,057,378**	16,380,869	15,664,240
EMPLOYEE BENEFITS	14,518,829	15,376,730	16,012,385	16,265,914	6,783,048	9,229,337	42.36%	38.90%	40.69%	**801,824**	5,981,224	5,908,000
PURCHASED SERVICES	11,201,175	13,172,577	12,103,692	13,081,170	5,944,069	6,159,623	49.11%	40.07%	38.87%	**665,671**	5,278,398	4,353,954
SUPPLIES	3,707,790	3,838,248	4,457,922	4,347,642	2,540,799	1,917,123	57.00%	58.64%	52.72%	**290,228**	2,250,571	1,954,784
EQUIPMENT	4,339,230	3,488,077	2,936,585	2,466,257	1,617,312	1,319,273	55.07%	80.94%	63.43%	**(1,205,829)**	2,823,141	2,752,346
OTHER EXPENDITURES	392,751	406,103	716,045	597,349	131,912	584,133	18.42%	31.89%	34.35%	**2,399**	129,513	134,920
TOTALS	**76,826,282**	**80,800,761**	83,586,149	**84,034,661**	**34,455,388**	**49,130,761**	**41.22%**	**40.65%**	**40.05%**	**1,611,671**	**32,843,717**	**30,768,245**

EXPENDITURES (PROGRAM SERIES)	June 30, 2023	June 30, 2024	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	December 31, 2024 % of Budget Expended	December 31, 2023 % of Actuals Expended	December 31, 2022 % of Actuals Expended	Current YTD vs. PYTD	December 31, 2023	December 31, 2022
SITE ADMINISTRATION	1,951,791	2,063,549	2,473,515	2,523,479	1,201,207	1,272,308	48.56%	48.83%	50.44%	**193,562**	1,007,644	984,512
DISTRICT ADMINISTRATION	2,124,536	2,281,758	2,579,209	2,262,775	942,632	1,636,577	36.55%	47.26%	47.83%	**(135,807)**	1,078,438	1,016,189
SUPPORT SERVICES	3,097,622	3,265,363	3,236,439	3,478,354	1,893,318	1,343,121	58.50%	55.27%	54.46%	**88,681**	1,804,637	1,686,998
REGULAR INSTRUCTION	30,597,910	31,337,342	31,936,608	31,752,492	11,323,611	20,612,997	35.46%	34.85%	35.24%	**401,016**	10,922,595	10,782,866
EXTRA-CURRICULAR ACTIVITES	1,131,315	1,043,990	1,119,853	1,113,118	445,016	674,837	39.74%	44.83%	43.48%	**(22,963)**	467,979	491,937
VOCATIONAL INSTRUCTION	599,877	839,648	698,297	778,118	330,117	368,180	47.27%	23.17%	33.96%	**135,530**	194,586	203,730
SPECIAL EDUCATION	13,955,261	15,690,800	16,464,054	16,265,198	5,912,958	10,551,096	35.91%	34.45%	35.02%	**507,511**	5,405,448	4,886,634
INSTRUCTIONAL SUPPORT	5,115,499	5,557,740	5,537,906	5,317,236	2,975,161	2,562,745	53.72%	67.66%	58.73%	**(785,213)**	3,760,374	3,004,556
PUPIL SUPPORT SERVICES	10,416,333	11,410,630	11,691,285	12,287,870	4,999,556	6,691,729	42.76%	34.75%	34.30%	**1,033,995**	3,965,561	3,572,689
FACILITIES	7,423,372	6,795,129	7,324,403	7,668,698	3,862,118	3,462,285	52.73%	54.84%	50.29%	**135,424**	3,726,694	3,733,215
OTHER FINANCING USES	412,768	514,812	524,580	587,324	569,694	(45,114)	108.60%	99.02%	98.10%	**59,934**	509,760	404,921
TOTALS	**76,826,282**	**80,800,761**	83,586,149	**84,034,661**	**34,455,388**	**49,130,761**	**41.22%**	**40.65%**	**40.05%**	**1,611,671**	**32,843,717**	**30,768,245**

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

RICHFIELD | December 31, 2024

ACTIVITY - OTHER FUNDS

REVENUE	June 30, 2023	June 30, 2024	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	December % of Budget Received	December % of Actuals Received	December % of Actuals Received	Current YTD vs. PYTD	December 31, 2023	December 31, 2022
FOOD SERVICE	3,072,380	3,949,403	3,582,663	3,201,942	558,437	3,024,226	15.59%	24.86%	24.99%	**(423,269)**	981,706	767,866
COMMUNITY EDUCATION	2,097,545	2,322,904	2,031,749	2,103,314	1,390,278	641,471	68.43%	66.68%	65.40%	**(158,630)**	1,548,907	1,371,740
CONSTRUCTION	2,403,125	2,767,467	80,000	201,779	101,634	(21,634)	127.04%	2.81%	97.23%	**23,983**	77,651	2,336,472
DEBT SERVICE	7,384,481	8,086,343	7,819,436	7,028,425	7,059,235	760,201	90.28%	100.92%	97.22%	**(1,101,628)**	8,160,863	7,179,146
CUSTODIAL	25,986	30,570	12,000	14,811	5,606	6,394	46.72%	23.13%	17.24%	**(1,463)**	7,069	4,480
INTERNAL SERVICE	8,168,983	8,636,077	9,689,595	10,087,489	4,400,296	5,289,299	45.41%	52.37%	38.31%	**(122,138)**	4,522,434	3,129,879
OPEB IRREVOCABLE TRUST	190,720	364,778	200,000	63,234	(46,784)	246,784	-23.39%	19.36%	186.20%	**(117,387)**	70,604	355,128
OPEB DEBT SERVICE	2,061,376	2,013,317	2,058,652	1,854,816	1,879,311	179,341	91.29%	102.95%	99.01%	**(193,351)**	2,072,661	2,040,909
TOTALS	**25,404,596**	**28,170,859**	25,474,095	**24,555,810**	**15,348,013**	**10,126,082**	**60.25%**	**61.91%**	**67.65%**	**(2,093,883)**	**17,441,896**	**17,185,619**

EXPENDITURES	June 30, 2023	June 30, 2024	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	December % of Budget Expended	December % of Actuals Expended	December % of Actuals Expended	Current YTD vs. PYTD	December 31, 2023	December 31, 2022
FOOD SERVICE	3,519,501	3,729,581	3,669,579	3,865,880	1,696,810	1,972,769	46.24%	41.28%	42.52%	157,091	1,539,719	1,496,439
COMMUNITY EDUCATION	2,092,359	2,258,815	1,999,439	2,027,970	908,550	1,090,889	45.44%	47.65%	42.08%	(167,756)	1,076,306	880,517
CONSTRUCTION	136,534	1,834,310	2,000,000	1,649,702	748,309	1,251,691	37.42%	15.59%	85.90%	462,359	285,950	117,282
DEBT SERVICE	7,254,908	7,949,447	7,688,838	7,679,609	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	14,429	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	9,113,929	4,707,921	4,979,379	48.60%	66.27%	58.47%	(96,727)	4,804,649	4,616,750
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	**27,038,694**	**10,438,499**	**17,305,832**	**37.62%**	**39.92%**	**41.04%**	246,475	**10,192,024**	**9,610,024**

SUMMARY - ALL FUNDS

SUMMARY	June 30, 2023	June 30, 2024	Adopted Budget	Projected End Of Year	YTD	Budget Remaining	December % of Budget Expended	December % of Actuals Expended	December % of Actuals Expended	Current YTD vs. PYTD	December 31, 2023	December 31, 2022
REVENUE	100,420,930	110,178,467	109,195,275	106,872,691	52,512,524	56,682,751	48.09%	46.88%	48.88%	860,385	51,652,139	49,090,387
EXPENDITURES	100,245,273	106,333,361	111,330,480	111,073,355	44,893,887	66,436,593	40.32%	40.47%	40.28%	1,858,146	43,035,741	40,378,269
SPENDING VARIANCE	175,656	3,845,105	(2,135,205)	(4,200,664)	7,618,637	N/A	N/A	N/A	N/A	(997,761)	8,616,398	8,712,118

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting January 21, 2025

Subject: PERSONNEL ITEMS

(Recommended by superintendent)

That the board of education approve the following personnel items:

Certified Full-Time Retirement
Christine Awbrey - Math Interventionist – STEM Elementary
Effective: 6/7/2025
Yrs. of Service: 24

Certified Full-Time Resignation
Michael Miller – Health Teacher – Richfield Middle School
Effective: 1/21/2025
Yrs. of Service: 0.5

Classified Full-Time Paraprofessional Employment Termination
Antonia Iguanero Lopez - Special Education – Centennial Elementary School
Yrs of Service: 1.25
Effective: 01/10/2025

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 21, 2025

Subject: Language Access Plan

(Recommended by the superintendent)

A second read of Draft Administrative Guideline 926.3: Language Access Plan.

A change to Minnesota statute requires the board to approve a language access plan that specifies the District's process and procedures to render effective language assistance to students and adults who communicate in a language other than English. This must be approved by the 2025-2026 school year and reviewed by the board every two years.

The proposed administrative guideline will be associated with Policy 926: Public Relations/Involvement since most of the procedures are related to schoolwide and districtwide communications and events. The drafted guideline details the procedures that are ***already in place*** in RPS to ensure effective two-way communication with students and families who prefer to use a language other than English.

The guideline has been reviewed by the Communications Department, Student Support Services Department, and the Richfield Latino Family Association.

A section has been added that describes the District's commitment to employing bilingual staff members.

Attachments:
Draft Administrative Guideline 926.3: Language Access Plan - redlined
Policy 926: Public Relations/Involvement (for reference)

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

LANGUAGE ACCESS PLAN

I. GENERAL STATEMENT OF PURPOSE

Richfield Public Schools views multilingualism as a strength and is committed to effectively communicating with all students, staff and families. This Language Access Plan provides procedures to ensure effective two-way communication with students and families who prefer to use a language other than English.

II. BILINGUAL STAFFING

Richfield Public Schools strives to employ staff members who speak the languages that are most spoken by our student population. Approximately 15% of current RPS staff members are bilingual in English and Spanish, with many additional staff members with some proficiency.

RPS is committed to maintaining at least one staff member who is bilingual in English and Spanish at every RPS school site (the South Education Center has access to bilingual staff as needed from the District or from in-building partners). The Central Education Center, each of the four RPS elementary schools, Richfield Middle School and Richfield High School each have several additional bilingual staff members, including at least one outreach worker per building who is bilingual in English and Spanish in order to fully engage our Spanish-speaking students and parents/guardians in the RPS community. The District also employs an outreach worker who is bilingual in English and Somali. Outreach workers are trained on best practices related to interpretation to ensure ethical and appropriate experiences for students and families.

Richfield Dual Language School, Richfield Middle School and Richfield High School all offer dual language immersion programming in Spanish and English taught by fully bilingual staff members.

~~II.~~ III. INTERPRETATION PROCEDURES

The District will use trained or certified spoken language interpreters for communication with parents/guardians who speak a language other than English when discussing topics related to student academic outcomes, progress and placement of students in specialized programs and services. This may take place at conferences, special education meetings, other parent/guardian meetings with staff, and phone conversations between staff and parents/guardians.

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Staff members can request Spanish or Somali interpretation for a parent/guardian meeting through the following process:

1. For all Spanish interpreting requests, support should first be requested from the outreach worker(s) in the building. For Somali interpreting requests, support should first be requested from the districtwide Somali outreach worker.

2. Outreach workers should be provided at least four working days of notice for scheduled meetings where interpretation is needed. Outreach workers are expected to modify their schedules to meet the needs of families for planned meetings and for school-related activities. Building principals are expected to adjust the work hours of outreach workers to ensure that their hours are flexed.

3. In the event that the building outreach worker or districtwide Somali outreach worker is not available, please contact the director of student support services to request coverage from another outreach worker within the District.

4. The outreach worker should be provided with a brief overview of the meeting's purpose, and any documentation that needs interpretation should be provided in advance of the meeting.

5. Outreach workers have been trained on best practices for interpreting. Allow the outreach worker a few minutes at the beginning of the meeting to articulate their role as a neutral, word-for-word interpreter. The outreach worker is solely there to interpret.

For meetings or events requiring more than one interpreter or languages other than Spanish or Somali (including American Sign Language), staff can contact the following agencies to provide interpreters:

- Kim Tong Translation Service
- ARCH Intelligere - Propio
- Multilingual Word
- University Language Center

For on-demand over-the-phone interpreting or on-demand video remote interpreting, staff can contact ARCH Intelligere - Propio using the assigned school phone number and user code.

Each building has an assigned budget to cover costs of interpretation that is based on historical usage, student enrollment counts, and the percentage of families who speak a language other than English. Buildings are expected to manage their own budgets and ensure the funds are not overspent. Any request for additional funds

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outside of the allocated building budget should be submitted to the director of student support services.

Interpretation for meetings and phone calls related to special education services has additional documentation requirements. All records must include the student's name and the purpose of the meeting/call to reflect services related to the student's IEP. Special education lead teachers are responsible for ensuring that these services get documented appropriately and verify the information on invoices before they are sent to the District Office for coding and processing.

~~III.~~IV. TRANSLATION PROCEDURES

All districtwide and schoolwide communications to parents/guardians will be distributed in both English and Spanish. Parents/guardians can indicate their language preference both through the student enrollment process and in the settings of the parent/guardian communication platform used by the District. Important or complex communications will be manually translated into Spanish. Simple or short communications may rely on auto-translation. Languages other than Spanish will be auto-translated from English into the language the parent/guardian selects.

Documents that will be communicated districtwide will be translated through the District Office. Buildings are responsible for school-specific translations. Larger and more complicated written translations can be completed by the district translation coordinator following the approval of the director of student support services. Staff can request written translation for a communication they will be sending by following this procedure:

1. All written Spanish translation requests must be made using the designated online form.

2. The requested document must be attached in an editable format.

3. For written translation requests for languages other than Spanish, please contact the director of student support services for approval.

~~IV.~~V. DISSEMINATION OF INFORMATION

This administrative guideline will be published on the District website and included in each school's handbook.

~~V.~~VI. BIENNIAL REVIEW

The board must review this administrative guideline every two years and update the language access plan as appropriate.

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Legal References:
Minn. Stat. 123B.32 (Language Access Plan)

Dated:

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RICHFIELD PUBLIC SCHOOLS

PUBLIC RELATIONS/INVOLVEMENT

I. GENERAL STATEMENT OF POLICY

The board of education believes it is the responsibility of each board member, as well as 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.

The board believes that residents have a right to know what is occurring in their public school system; that board members and all school administrators have an obligation to systematically and adequately inform all stakeholders; and that the District will benefit from providing residents with information, good and bad, directly from the system itself.

The board of education also recognizes the value of parent, student, and community involvement at the building and district level to enhance and support school effectiveness, student achievement and positive public relationships. In order to facilitate a collaborative partnership, the board, working through the administration, is committed to:

II. OBJECTIVES OF PUBLIC RELATIONS/INVOLVEMENT PROGRAM

A. To maintain an effective two-way communication system between the District and its various stakeholders, which promotes:

   1. Dissemination of accurate, timely information about school policies, programs, procedures, achievements, decisions, and critical issues;

   2. Interpretation of decisions and actions;

   3. Elimination of rumors and misinformation;

   4. Programs and practices designed to provide an open climate which will elicit ideas, suggestions, and reactions from the community and employees alike; and

   5. An effective working relationship with the news media.

B. To provide for coordination of the District's communication efforts.

C. To develop and maintain an organizational environment where all District staff members are aware that they share the responsibility for communication of school policies, programs and activities to students, parents, residents, the

educational community and others who have an interest in Richfield Public Schools.

D. To allocate human and financial resources to support a public relations program based on need and the availability of resources.

E. To provide for the periodic review and evaluation of districtwide two-way communication efforts.

III. LIMITATIONS OF PUBLIC RELATIONS/INVOLVEMENT PROGRAM

The board of education authorizes the expenditure of funds for the purpose of preparing and distributing information to the general public to explain the instructional program, operation and maintenance of the schools of the District: Provided, that nothing contained herein shall be construed to authorize preparation and distribution of information to the general public for the purpose of advocating on behalf of a candidate for elected office or to influence the outcome of a school district election.

IV. ADVISORY COMMITTEES IN PUBLIC RELATIONS/INVOLVEMENT PROGRAM

The board of education recognizes the value of including parent, student, and community representatives on advisory committees at the school and district level. Such committees must operate within clearly defined parameters that are consistent with the mission, goals, and policies of Richfield Public Schools. The superintendent is authorized to develop administrative guidelines pertaining to the organization and operation of advisory committees.

V. SURVEYS AND FEEDBACK IN PUBLIC RELATIONS/INVOLVEMENT PROGRAM

On a periodic basis, the board of education will solicit community input regarding matters of board concern through such means as written surveys, phone surveys, and focus group discussions, designed and conducted in a way that ensures reasonable accuracy. Following board review, a summary of the input received will be shared with the public.

VI. RESPONSIBILITY FOR IMPLEMENTATION

The overall responsibility for developing and maintaining an effective public relations/involvement program rests with the superintendent. The superintendent is directed to develop administrative guidelines to carry out the intent of this policy. Responsibility for effective implementation is shared among the superintendent, board of education, and all District employees.

CROSS REFERENCES:
Board Policy 107: Electronic Use and Communications
Board Policy 208: Open Meetings and Closed Meetings
Board Policy 203: Organization of the Board of Education

RATIFIED BY THE BOARD OF EDUCATION: November 1, 1999
REVISED BY THE BOARD OF EDUCATION: March 5, 2007; October 16, 2017; May 1, 2023
REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: March 1, 2004; October 16, 2017

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 21, 2025

Subject: Promotion, Retention and Acceleration

(Recommended by the superintendent)

A second read of Policy 524: Promotion, Retention and Acceleration & Administrative Guideline 524.1. The policy provides guidance about students moving from one grade level to the next. The guideline gives further detail about when students may be considered for retention in a grade level, accelerating to through grade levels more quickly, and/or advanced academics or enrichment programming.

The policy and guideline have been reviewed by the Teaching & Learning Department, and suggested changes are included.

Attachments:
Policy 524: Promotion, Retention and Acceleration - redlined
Administrative Guideline 524.1 - redlined
MSBA Model Policy 513: Student Promotion, Retention, and Program Design

RICHFIELD PUBLIC SCHOOLS

PROMOTION, RETENTION AND ACCELERATION

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, families and students regarding student promotion, retention, and acceleration.

II. GENERAL STATEMENT OF POLICY

Because the ~~public schools of the District~~Richfield Public Schools ~~are~~ is dedicated to the best total and continuous development of each student enrolled, the professional staff is expected to place students at the instructional level for which they are best suited academically, socially and emotionally.

III. DEFINITIONS

A. Promotion
Promotion is the system of students moving from grade level to the next grade level in school.

B. Retention
Retention is the practice of repeating an academic year of school.

C. Acceleration
Acceleration is the practice of moving students through traditional curriculum at a rate faster than is typical. Acceleration can include single subject acceleration (e.g. learning fifth grade math as a fourth grader), grade skipping (e.g. going from first to third grade), early entrance to kindergarten, compacted curriculum or classes (e.g. learning all sixth grade math standards and half of seventh grade math standards in a single year), or college-credit bearing courses at high school (e.g. College in the Schools, Advanced Placement).

D. Twice-exceptional
The term "twice-exceptional", also referred to as 2E, is used to describe gifted children who have the characteristics of gifted students with the potential for high achievement, and who also give evidence of one or more disabilities as defined by federal or state eligibility criteria (National Association of Gifted Children [NAGC]).

IV. PROGRAM DESIGN

A. Students will normally progress annually from grade to grade through achievement or by working toward meeting the goals set in the student's individualized education program (IEP). ~~a special education~~

~~program and described in the considered when,~~ This determination is made through ~~in~~ the judgment of the professional staff, and such decisions are made in the best educational interest of the ~~pupils~~ students involved. ~~-~~Any consideration for retention or acceleration will involve consultation with the student's parent/guardian and the professional staff, but the final decision will rest with the superintendent or designee ~~school administration~~. ~~-~~The ~~Superintendent~~ superintendent is directed to establish regulations for retention or acceleration of students to ~~insure~~ ensure the required consultation with parents/guardians and the necessary involvement of various professional staff members leading to such decisions.

B. The ~~School~~ District will develop guidelines for assessing and identifying students for participation in advanced academics, including enrichment and acceleration programs ~~gifted and talented programs~~. The guidelines will include the use of multiple objective criteria; assessments that are based on current theory and research; assessments and procedures that are sensitive to historically under-represented groups including, but not limited to, students of color, English learners, students of limited economic means, and twice-exceptional students.

Legal References:
Minn. Stat. § 120B.15 (Gifted and Talented Students Program)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References:
Board Policy 501: Early Entrance to Kindergarten

RATIFIED BY THE BOARD OF EDUCATION: ~~-~~April 7, 1997

REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: ~~-~~December 17, 2001~~,~~; May 1, 2017

~~CROSS REFERENCE: Board Policy 501 Initial Entrance into the School System~~

REVISED BY THE BOARD OF EDUCATION: ~~-~~November 18, 2019

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RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

PROMOTION, RETENTION AND ACCELERATION

The administrative guidelines below provide direction regarding promotion, retention, and acceleration in Richfield Public Schools and are consistent with Board Policy 524.

I. DEFINITIONS

A. Promotion
Promotion is the system of students moving from grade level to the next grade level in school.

B. Retention
Retention is the practice of repeating an academic year of school.

C. Acceleration
Acceleration is the practice of moving students through traditional curriculum at a rate faster than is typical. Acceleration can include single subject acceleration (e.g. learning fifth grade math as a fourth grader), grade skipping (e.g. going from first to third grade), early entrance to kindergarten, compacted curriculum or classes (e.g. learning all sixth grade math standards and half of seventh grade math standards in a single year), or college-credit bearing courses at high school (e.g. College in the Schools, Advanced Placement).

D. Twice-exceptional
The term "twice-exceptional", also referred to as 2E, is used to describe gifted children who have the characteristics of gifted students with the potential for high achievement, and who also give evidence of one or more disabilities as defined by federal or state eligibility criteria (National Association of Gifted Children [NAGC]).

E. Enrichment
Enrichment consists of activities that add to, deepen, or go beyond the existing curriculum ~~(National Association of Gifted Children [NAGC])~~.

F. Intervention
An intervention is a specific and intentional educational opportunity ~~which~~ that provides students with the support they need to acquire a certain skill needed to be successful at grade level.

II. GUIDELINES

The ~~Board~~ board of ~~Education~~ education expects all students to achieve at acceptable levels of proficiency~~, thereby being~~ and therefore be promoted to the next grade level at the completion of each school year. ~~Parental~~ Parent/guardian ~~assistance~~support, enrichment and intervention programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school. There can be exceptions to annual grade level promotion, when these exceptions are in the best educational interest of the student. Parents/guardians~~,~~ and teachers should initiate the process for student promotion, retention, or acceleration.

A student's readiness for promotion, retention, ~~or~~ or ~~acceleration must be considered.

A. Promotion
Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next level at the completion of each school year.

B. Retention
Retention of a student is not supported by research in most cases and is rarely recommended. Retention of a student will only be considered in extreme instances when school and ~~district~~ District professionals~~,~~ are in close collaboration with parents/guardians, utilizing multiple data points to determine it is in the best social, emotional, and academic interest of the student.~~;~~ ~~further~~Further, it must be determined that the student is likely, if retained, to achieve and maintain academic and/or social proficiencies at grade level or above throughout their schooling. Physical development and health, maturity, emotional factors, birthdate, and family situation (such as sibling grade level) shall be considered along with academic achievement. ~~The~~ The superintendent shall make the final determination, and that decision will be deemed final.

C. Acceleration
The ~~school district~~ District will implement guidelines for assessing and identifying students for participation in ~~talent development~~enrichment programs, advanced academics, and acceleration. ~~The~~ The guidelines will ~~utilize the use of~~use:

~~i.~~1. Multiple objective criteria;
~~ii.~~2. Assessments and procedures that are valid, reliable, fair, and based on current theory and research. ~~Procedures~~ Procedures will be sensitive to under-

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represented groups of students, including, but not limited to, students of color, English learners, twice-exceptional students, and students of limited economic means.

~~iii.~~3. The ~~school district~~ District will implement procedures for academic acceleration of academically advanced students. The acceleration process is a collaborative effort between ~~school d~~District staff and family, including parents/guardians and, when developmentally appropriate, from the student. ~~-~~The procedures will include a plan on how the ~~school d~~District will match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student. ~~-~~These procedures include, but are not limited to:

~~iv.~~a. Differentiation in the student's core or grade level class

~~v.~~b. Subject or course acceleration

If full subject acceleration is implemented through a sequential content area, a plan must be created that accommodates the potential for continued sequential implementation beyond the year that the subject acceleration is instituted. Teachers and families will work with the building administrator and the ~~Superintendent~~ superintendent or ~~Designee~~ designee to create a plan that is beneficial for the student.

~~vi.~~c. Full grade level acceleration

The ~~school d~~District recognizes that, in rare cases, some students demonstrate the great need for grade level acceleration. Grade level acceleration may be considered for students who exhibit superior levels of aptitude and have demonstrated high levels of competency in multiple academic areas. ~~-~~In these cases, full grade level acceleration may be considered. ~~-~~Teachers and families will work with the building administrator and the ~~Superintendent~~ superintendent or ~~Designee~~ designee to create a plan that is beneficial for the student.

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Dated: April 7, 1997

Revised: November 18, 2019

Adopted: _____ *MSBA/MASA Model Policy 513*
Orig. 1995
Revised: _____ *Rev. 2024~~3~~*

513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design.

II. GENERAL STATEMENT OF POLICY

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

B. Retention

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement. The superintendent's decision shall be final.

C. Program Design

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options. All programs will be aligned with creating comprehensive achievement and civic readiness.~~the World's Best Workforce~~.

2. The school district may identify students, locally develop programs and services addressing instructional and affective needs, provide staff development, and evaluate programs to provide gifted and talented students with challenging and appropriate educational programs and services.

3. The school district must adopt guidelines for assessing and identifying students for participation in gifted and talented programs and services consistent with Minnesota Statutes, section 120B.11. The guidelines should include the use of:

   a. multiple objective criteria; and

   b. assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should

be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.

4. The school district must adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:

   a. assess a student's readiness and motivation for acceleration; and

   b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.

5. The school district must adopt procedures consistent with Minnesota Statutes, section 124D.02 for early admission to kindergarten or first grade of gifted or talented learners consistent with Minnesota Statutes, section 120B.11, subdivision 2, clause (2). The procedures must be sensitive to underrepresented groups.

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Students Program)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 620 (Credit for Learning)

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 21, 2025

Subject: 2025 Board Member Represent a School Assignments

(Recommended by superintendent)

That the board approve the 2025 Represent a School Assignments.

Represent a School Assignments	**2025 Appointments**
Central Education Center	Kirk Spencer
Centennial Elementary	Paula Cole
Sheridan Hills Elementary	Tim Pollis
R-STEM Elementary	Rachel Banks Kupcho
RDLS	Paula Cole
Richfield Middle School	Kirk Spencer
Richfield High School	Eric Carter
RCEP	Ken Liss
South Education Center	Tim Pollis

Attached:
Administrative Guideline 926.2: Represent a School Program

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINE

REPRESENT A SCHOOL PROGRAM

One of the objectives of the board of education is to foster a positive climate by increasing board member visibility in the schools. One way by which this objective can be accomplished is to have each board member "represent a school," attempting to schedule occasional visits during the school day and participating in selected school activities throughout the school year.

A. PURPOSE OF "REPRESENTING A SCHOOL"

1. To provide increased opportunities for face-to face contact between individual board members and students, teachers, and parents.

2. To provide an opportunity for a more direct, in-depth exposure to Richfield Public Schools programs and activities than can be obtained through written and oral reports or through occasional visits to a variety of schools.

3. To ensure that all buildings are visited, without placing an undue burden on any one board member.

B. ROLE OF BOARD MEMBER IN "REPRESENTING A SCHOOL"

1. In "representing" a building, each board member will try (as their schedule permits) to attend late afternoon or evening functions that facilitate exposure to students, staff, and parents. From time to time, a board member liaison may also wish to visit during school hours, as arranged with the principals.

2. The "representation" is not meant to be a burden either to the board member or to the school which the board member is representing. The representation is not intended to alter the respective roles of board members as districtwide policymakers; principals as building managers and leaders; and the superintendent as the conduit for bringing issues and concerns which have policy, personnel or financial implications to the board for discussion and action.

C. PRINCIPAL'S ROLE IN FACILITATING THE REPRESENTATION

1. The principal can keep the board member informed by placing them on the school mailing list, so that any material a parent would receive would likewise be sent to the board member (e.g. parent group materials, school newsletter, special announcements, etc.)

2. If the board member wishes to visit during the school day, the principal would be expected to facilitate the visit in the same manner as the principal would facilitate a parent visit. Any guidelines for visitations that apply to parents or other visitors would also be expected to apply to board member visits.

D. ASSIGNMENT OF BOARD MEMBERS TO BUILDINGS

On a yearly basis, board members will collaboratively discuss and agree upon “represent-a-school” assignments for the upcoming calendar year.

Dated: August 7, 2000
Reviewed: March 5, 2007
Revised: December 3, 2018; May 1, 2023

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 21, 2025

Subject: 2025 Board Liaison Assignments

(Recommended by superintendent)

That the board accept the 2025 Board Liaison Assignments.

ORGANIZATION	PURPOSE	MEETING SCHEDULE & LOCATION	2025 Assignments
Association of Metropolitan School Districts (AMSD)*	AMSD's primary task is to lobby at the state level for the needs of metropolitan school districts.	7:30 – 9 a.m. Quora Education Center (70 W. Cty Rd B2, Little Canada 55117) February 7, March 7, April 11, May 2, May 23	Carter Unowsky Cole (Alternate) Daniels/Holje (Alternate)
BrightWorks Representative Assembly	BrightWorks is an educational cooperative that provides education services and programs to school districts.	Annual meeting is held virtually on the third Wednesday in April.	Banks Kupcho Unowsky
Business/Career & Technical Education Advisory Board	Provide input to align RPS career & technical education programming to the needs of the community.	Meets twice per year.	Carter Ward
Community Education Advisory Council*	The mission of Community Ed is to bring together school and community services.	Last Monday of the month, 6 - 7:30 p.m. Central Education Center January 27, February 24, April 28	Cole Skare-Klecker
Competitive Activities Advisory Committee	Provides students, families, and Richfield community opportunities for learning & participating beyond the classroom.	District boardroom, typically 2nd Monday of the month, 6:30 – 8 p.m. February 10, April 14	Carter Peterson Unowsky
District Construction Committee	Reviews construction project proposals and progress updates.	Meets as needed	Pollis Holje
District Curriculum Advisory Committee*	Parents, administration, and school staff – advise & support the implementation of the curriculum.	Meets quarterly on Wednesdays, 5 – 6:30 p.m. Virtual February 12, April 9	Liss Daniels Ward Gens
District Insurance Advisory Committee & Negotiations Representatives	Insurance Advisory Committee provides input on employee benefits programs.	Insurance Committee: Typically 2nd Wednesday of the month, 3:45 – 5 p.m. February 5, March 4 Negotiations Team meets as needed	Pollis (Insurance & Negotiations) Spencer (Negotiations) Holje
District Technology	Provides input on our technology infrastructure project, K-12 digital and	Meets 3-4 times per year, 5 – 6:30 p.m. District Office Boardroom February 20	Carter Steele

Advisory Committee	media literacy standards, digital learning model, etc.		
Fiscal Planning Advisory Committee*	The purpose of FPAC is to provide advice to the superintendent in areas of budget and finance planning.	2nd Monday of the month 6:30 – 8 p.m. District Office boardroom February 12, March 11, April 8, May 13	Spencer Holje Gilligan
Friends of Wood Lake (FOWL) Board of Directors	Advocacy and fundraising group in support of the nature center.	Typically 3rd Thursday of the month, 4:30 p.m. Hybrid meetings – Wood Lake or online Jan. 16, Feb. 20, Mar. 20, Apr. 17, May 15, June 19, Aug. 21, Sept. 18, Oct. 16, Nov. 20	Liss
Health, Wellness & Safety Committee*	Reviews efforts to ensure a safe workplace and healthy place to learn.	Meets quarterly, 7:15 – 8 a.m. District Office boardroom February 27, April 24	Carter Holje
Intermediate District 287 School Board*	Educational partner providing innovative specialized services to meet the unique learning needs students.	2nd and 4th Thursdays of the month, 6:30 p.m.	Brakke
Minnesota State High School League	Provides opportunities for athletics and fine arts competition.	MSHSL League Office (2100 Freeway Boulevard, Brooklyn Center) 9:30 a.m. – 1 p.m. February 6, April 3, June 3	Pollis Unowsky Peterson
MSBA Delegate Assembly	MSBA supports, promotes and enhances the work of public school boards and public education.	Meets annually in December	Cole
Richfield City Council (Planning Commission if appropriate)	Guides Richfield development.	2nd & 4th Tuesday of the Month, 7 p.m. Richfield Municipal Center, Council Chambers	Spencer
Richfield Historical Society	Collects, preserves and shares the story of Richfield	3rd Monday of the month, 7 p.m. Richfield History Center, 6901 Lyndale Ave.	Cole
Richfield Human Rights Commission	Helps to secure human rights and equal opportunity for residents of Richfield	1st Tuesday of the month, 6:30 p.m. Richfield City Hall	Liss
Richfield Spartan Foundation	Supports the youth of Richfield – golf tournament, scholarships	Meets on an as needed basis	Pollis Smith
Safe & Supportive Schools Advisory Committee	Provide input to improve school climate and safety ensuring that all Richfield students have a supportive learning environment that maximizes student learning potential.	Parent Mtgs: Quarterly, 5 – 7:30 p.m. February 11, May 13 Student Mtgs: Quarterly at RMS, RHS, & RCEP during the school day	Banks Kupcho (RHS & RMS) Liss (Parent & RCEP) Clarkson Gonzalez
Special Education Advisory Committee	Provide input into the special education department and advocate for high-quality educational programs for all learners.	Meets quarterly, 6 – 7:30 p.m. February 24, April 14	Spencer Krueger
Work Experience Advisory Committee	Advises RPS work-based learning program	Typically 2nd Tuesday of the month 11:30 a.m. – 12:15 p.m. virtual February 12, March 12, April 9, May 14	Pollis

*It has been determined that a board representative is essential to the groups indicated by the asterisk, either because it is a requirement of membership in the organization or because Minnesota statute requires the committee/council to report to the board regularly.

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 21, 2025

Subject: Student Surveys

(Recommended by the superintendent)

A first read of Policy 585: Student Surveys & Administrative Guideline 585.1. This policy establishes requirements for student surveys that are conducted by the District across multiple buildings and/or grade levels. The administrative guideline presents the process for students to opt out of taking a survey.

The policy and guideline are being reviewed by the Student Support Services and Communications Departments.

Attachments:
Policy 585: Student Surveys
Administrative Guideline 585.1
MSBA Model Policy 20: Student Surveys

RICHFIELD PUBLIC SCHOOLS

STUDENT SURVEYS

I. PURPOSE

The purpose of this policy is to establish the parameters related to student surveys conducted in Richfield Public Schools.

II. GENERAL STATEMENT OF POLICY

The school district may conduct surveys of students to support schools, school district improvement and student engagement. Surveys conducted in Richfield Public Schools must follow the defined approval process. The school district will follow applicable federal regulations in conducting any survey of students that is a part of any program funded through the United States Department of Education. The school district will not impose an academic or other penalty upon a student who opts out of participating in a survey.

III. DEFINITIONS

A. Confidential Data means data about a person that is accessible only to representatives of the school district who have a need to know the information in order to do their jobs. Confidential data is not available to the data subject.

B. Student survey for the purpose of this policy means student surveys conducted by the school district, implemented across multiple buildings and/or multiple grade levels.

C. Student survey for the purpose of this policy does not mean surveys conducted at one grade level, one class level, or by student groups.

IV. STUDENT SURVEYS IN GENERAL

A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. No requirement that the student return the survey shall exist, and no record of the student's returning a survey will be maintained.

B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey

participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.

C. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.

D. Inspection

The school district will make all instructional materials available for inspection by students, parents, or guardians.

E. The school district will notify parents about student surveys using a variety of methods that may include (i.e. website, email, blackboard notification) to be administered during the school year with sufficient time, a least two weeks in advance of the survey, to allow for parental review as defined in this policy. The notice will include the grade levels to be surveyed, the purpose of the survey, the opt-out process, and a way for parents to review all questions in the survey.

F. The school district will provide survey information and the opt-out form on the school district website.

G. The school district will maintain the survey results as confidential data on the students and will report the survey results in a way that does not allow for identification of individual student results.

H. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

V. STUDENT SURVEYS APPROVAL PROCESS

A. Student surveys conducted at the district level must be approved by the superintendent and will allow time for parent feedback and review as defined in this policy.

B. Student surveys conducted at the grade or classroom level must be approved by the principal or administrative designee. Surveys conducted in this fashion

are subject to all of the rules in this policy related to confidentiality and information requested of students.

VI. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, and shall be available for inspection by the parents or guardians of the students.

B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. mental and psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or the student's parent; or;
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections VI.A. and VI.B. above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.

1. The policies adopted under Section VI.C. above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.

i. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.

ii. The notice will provide parents with an opportunity to opt out of participation in the following activities:

a. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

b. The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section VI.B., above.

c. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

"Invasive physical examination" means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

iii. The notice will advise students of the specific or approximate dates during the school year when the activities in Section VI.C.1.ii., above, are scheduled, or expected to be scheduled.

iv. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply

to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

V. NOTICE

A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.

B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.

C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information; Parent Notice and Opportunity for Opting Out)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. § 1232h (Protection of Pupil Rights)
34 C.F.R. § 99 (Family Educational Rights and Privacy Act Regulations)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)
C.N. v. Ridgewood Bd. of Educ., 430 F.3d. 159 (3rd Cir. 2005)
Fields v. Palmdale School Dist., 427 F.3d. 1197 (9th Cir. 2005)

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

RATIFIED BY THE BOARD OF EDUCATION: July 17, 2006
REVISED BY THE BOARD OF EDUCATION: October 21, 2019

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

STUDENT SURVEYS

I. PURPOSE

The purpose of these administrative guidelines is to assist in the implementation of Board Policy 585 – Student Surveys.

II. DEFINITIONS

A. Confidential Data means data about a person that is accessible only to representatives of the school district who have a need to know the information in order to do their jobs. Confidential data is not available to the data subject.
B. Student surveys for the purpose of this policy means student surveys conducted by the school district.

III. PROCESS TO OPT OUT OF STUDENT SURVEY

A. The school district will notify parents each year in the fall about the district administered surveys and the opportunity they have to opt out their student.
B. Parents must notify the building principal through mail, email or in person that they do not want their student to participate in the survey.
C. The principal will notify classroom teachers of students who have opted out and will be excluded from the Student Survey.
D. The school district will not impose an academic or other penalty against a student who opts out of participating in a student survey under this policy.

Board Approved: October 21, 2019

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

STUDENT SURVEYS OPT OUT FORM

Student Opt-Out Form

If you DO NOT WANT your child to participate in the _____ survey, please sign this form and return it to school office by _____

_____ I would prefer that my child NOT participate in the survey:

School Name: _____

Student Name:_____ Student Grade: _____

Parent Signature: _____

Date:_____

Do not return this form if your child will be taking the survey.

Adopted: _____ *MSBA/MASA Model Policy 520*
Orig. 1995
Revised: _____ *Rev. 2022*

520 STUDENT SURVEYS

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

I. PURPOSE

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 United States Code section 1232h.

III. STUDENT SURVEYS IN GENERAL

A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. No requirement that the student return the survey shall exist, and no record of the student's returning a survey will be maintained.

B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.

C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality, and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.

D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act), 20 United States Code section 1232g (Family Educational Rights and Privacy Act) and 34 Code of Federal Regulations Part 99.

E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.

B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;

2. mental and psychological problems of the student or the student's family;

3. sex behavior or attitudes;

4. illegal, antisocial, self-incriminating, or demeaning behavior;

5. critical appraisals of other individuals with whom respondents have close family relationships;

6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

7. religious practices, affiliations, or beliefs of the student or the student's parent; or

8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.

1. The following policies are to be adopted in consultation with parents:

a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

"Parent" means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.

b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a

student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.

c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

"Instructional material" means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 United States Code section 1400, *et seq.*).

e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

(1) "Personal information" means individually identifiable information including a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.

(2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:

(a) college or other post-secondary education recruitment or military;

(b) book clubs, magazines, and programs providing access to low cost literary products;

(c) curriculum and instructional materials used by elementary and secondary schools;

(d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and

public release of the aggregate data from such tests and assessments;

(e) the sale by students of products or services to raise funds for school-related or education-related activities; and

(f) student recognition programs.

(3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.

2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.

a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.

b. The notice will provide parents with an opportunity to opt out of participation in the following activities:

(1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

(2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.

(3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

"Invasive physical examination" means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.

d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply

to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

V. NOTICE

A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.

B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.

C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information; Parent Notice and Opportunity for Opting Out)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. § 1232h (Protection of Pupil Rights)
34 C.F.R. § 99 (Family Educational Rights and Privacy Act Regulations)
Gonzaga University v. Doe, 536 U.S. 273 (2002)
C.N. v. Ridgewood Bd. of Educ., 430 F.3d. 159 (3rd Cir. 2005)
Fields v. Palmdale School Dist., 427 F.3d. 1197 (9th Cir. 2005)

Cross References:
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedure and Process)

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 21, 2025

Subject: Donations

(Recommended by the superintendent)

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

Richfield STEM Elementary School received a donation of $83.20 from Box Tops for Education.

Richfield High School received a donation of $500.00 for the Nordic Ski team and $500.00 for the Music and Theatre Departments from Mr. and Mrs. Ball of Minneapolis.