

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, February 18, 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. Indigenous Parent/Guardian Advisory Committee Presentation
 - 2. Student Support Services Presentation
 - C. Commendation
- IV. CONSENT AGENDA
 - A. Routine Matters
 - 1. Minutes of the Regular Meeting held February 3, 2025
 - 2. General Disbursements as of 2/7/25 in the Amount of \$7,992,913.49
 - 3. Year-to-Date Finance Update
 - B. Personnel Items
- V. OLD BUSINESS
 - A. Policy 414: Staff Professional Boundaries & Administrative Guidelines 414.1 & 414.2
 - B. Policy 585: Student Surveys & Administrative Guideline 585.1
 - C. Draft Policy 550: Student Cell Phones & Draft Administrative Guideline 550.1
- VI. NEW BUSINESS

- A. District Calendar for School Year 2025-2026
- B. Policy 412: Public and Private Personnel Data & Form 412.1
- C. Donations

VII. ADVANCE PLANNING

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

3-3-2025	7 p.m.	Regular Board Meeting
3-17-2025	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, February 18, 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/Guardian 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
DSLNL:	District Summer Learning Network
EAP:	Employee Assistance Program
ECFE:	Early Childhood Family Education
ECSE:	Early Childhood Special Education
ELA:	English Language Arts
EL or ELL:	English Learner or English Language Learner
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
NAI:	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, February 18, 2025

Subject: Ongoing Board Calendar

Upcoming Events to Attend:

Thursday, February 20: Districtwide Choral Festival, 6:30 p.m. @ RHS

Friday, February 28: R-STEM Loteria Night, 5:30 p.m.

Friday, February 28: Sheridan Hills Winter Dance & PTO Silent Auction, 6 p.m.

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

Wednesday, March 12: RMS Fine Arts Night (Jazz Workshop), 7 p.m.

Monday, March 17: Board Meeting, 7 p.m.

Wednesday, March 19: RMS Chamber Ensemble Recital, 7 p.m.

Thursday, March 20: Centennial Grades 2 & 3 Music Program, 1:45 p.m.

Thursday, March 20: Empty Bowls at RHS, 5 p.m.

Upcoming Holidays, Heritage Months, and Appreciation Days:

February is Black History Month

February 19: Minnesota Bus Driver Appreciation Day (tentative)

February 24-28: RPS Employee Appreciate Week

March is Women's History Month

March 2-8: School Social Workers Week

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

Agenda Item III.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, February 18, 2025

Subject: Superintendent Update

The co-chairs of the Indigenous Parent/Guardian Advisory Committee, Milissa Carter and Janell McCarty, will present the results of their annual vote of concurrence/non-concurrence. Director of Student Support Services Christina Gonzalez will share a presentation.

Attachments:

Indigenous Parent/Guardian Advisory Committee Presentation
Student Support Services Presentation

INDIGENOUS PARENT & GUARDIAN ADVISORY COMMITTEE

Vote of Concurrence

February 2025

The Vote of Concurrence

The Indigenous Parent & Guardian
Advisory Committee (IPAC) met to
determine if RPS is

*Providing a high quality, culturally relevant
& appropriate education to our
Indigenous Students*

Vote of Concurrence Passed

by a vote of 5 yay, 2 nay, and 1 non-vote

The vote was a *slim majority* and comes as
a yes, AND vote.

Yes, AND

- Parents & guardians of Indigenous students recognize and appreciate the work the district has done over the past 5 - 10 years to
 - include a fuller, more accurate history of Indigenous people in Minnesota, and
 - provide representation of Indigenous people in a current world view, not just the past

AND

- We are trusting that this momentum will continue, because there is

More Work to be Done

IPAC Expectations

1. Develop & deliver curriculum that includes Indigenous history, knowledge, and culture for all students in RPS
 2. Provide culturally relevant curriculum for Indigenous students
 3. Provide curriculum and culture training and accountability for all staff, not just classroom teachers
 4. Deliver better academic outcomes for Indigenous students
 5. Hire additional Indigenous staff to support this work
-

Develop & deliver curriculum that includes Indigenous history, knowledge, and culture

Only when all students are taught a curriculum that is accurate and inclusive of Indigenous cultures will our Indigenous students get a quality education.

- Exposure should begin in grade school with hands-on experiences
 - Increase the amount of Indigenous content taught at all grades and across subject areas
 - Add Dakota & Ojibwe to the Global Languages program
 - Provide transparency in teaching standards and how Indigenous knowledge is incorporated
 - Review and remove texts being used that have inaccurate or harmful content
-

Provide culturally relevant curriculum for Indigenous students

There is generational trauma impacting our student population, from centuries of attempted erasure. Culturally relevant curriculum should seek to:

- Restore knowledge and understanding of Indigenous ways of being through classes, cultural events, guest speakers, field trips, and after school / community education programs
- Address contemporary challenges plaguing the Indigenous community of education disparities, economic disparities, health disparities, etc.

Leverage local resources: Minnesota Indian Women's Resource Center, Indigenous Food Labs, Minneapolis American Indian Center, and MIGIZI (Youth empowerment organization)

Provide curriculum & culture training and accountability for all staff

All staff engage with students in some way and have an impact on their learning environment at RPS.

- Mandate culture training for all staff in Indigenous ways of being
 - Provide relevant subject area training to teaching staff (teachers and other staff that provide academic support) that incorporates Indigenous content e.g. Health teacher on health disparities in the Indigenous community
 - Provide a mechanism for reporting and re-training staff that are not meeting expectations
-

Deliver better academic outcomes for Indigenous students

Indigenous students at RPS are not achieving academic success at the same level as their white counterparts.

- Identify and solve for barriers impacting academic success for our Indigenous students
 - Close the achievement gap between Indigenous and white student outcomes
-

Hire additional Indigenous staff to support this work

This work requires more Indigenous staff.

- Hire one additional resource to support Indian Education Coordinator
 - Fairly compensate resources and consider union classification for both roles
 - Continue to hire Indigenous consulting resources in reviewing current and developing new content
-

**We look forward to
partnering**

Enriching and accelerating learning



RICHFIELD
PUBLIC SCHOOLS

**Student Support Services
School Board Presentation**

February 18, 2025

Enriqueciendo y acelerando el aprendizaje

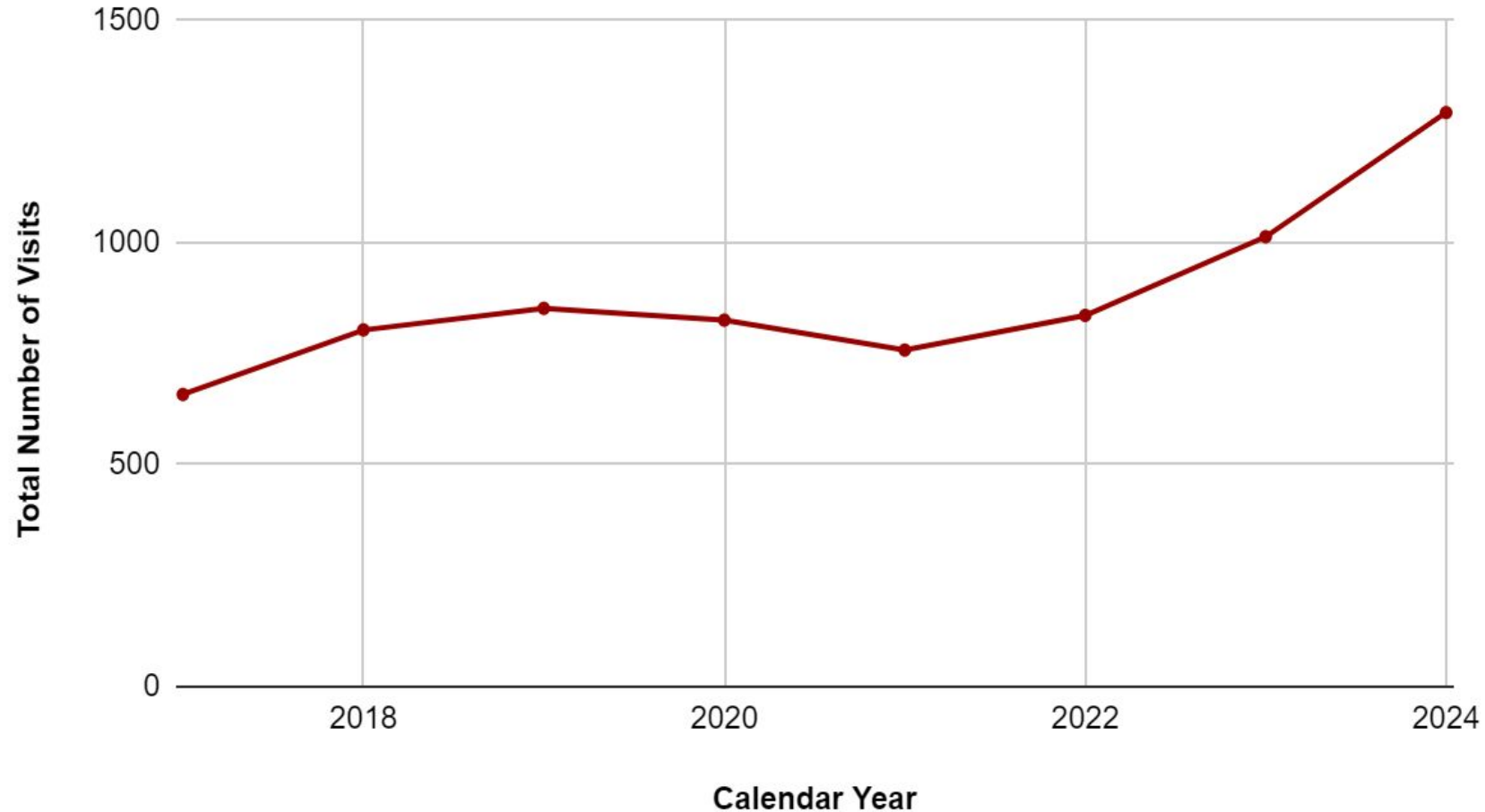




Student Support Services Work-To-Date

- 2017: 658 Total Visits
 - Avg: 55/month
- 2018: 803 Total Visits
 - Avg: 68/month
- 2019: 852 Total Visits
 - Avg: 71/month
- 2020: 825 Total Visits
 - Avg: 69/month
- 2021: 758 Total Visits
 - Avg: 63/month
- 2022: 836 Total Visits
 - Avg: 70/month
- 2023: 1,013 Total Visits
 - Avg: 84/month
- 2024: 1,293 Total Visits
 - Avg: 108/month

RHRC Utilization by Year



Brain States
School Family
Safe Places



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Social Emotional Behavior Teams - Overview

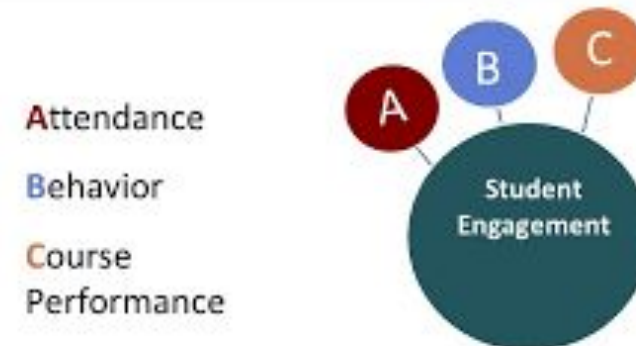


- Building level
- Follow data routines and decision making rules
- Use multiple behavior data sources: universal screening, minor/major discipline data, progress monitoring & intervention data, Learning Walk data
- Identify “at-risk” students across data points
- Analyze data and make decisions about:
 - Instruction
 - Movement within prevention system
 - Intensification of instruction and supports
- Ensure fidelity

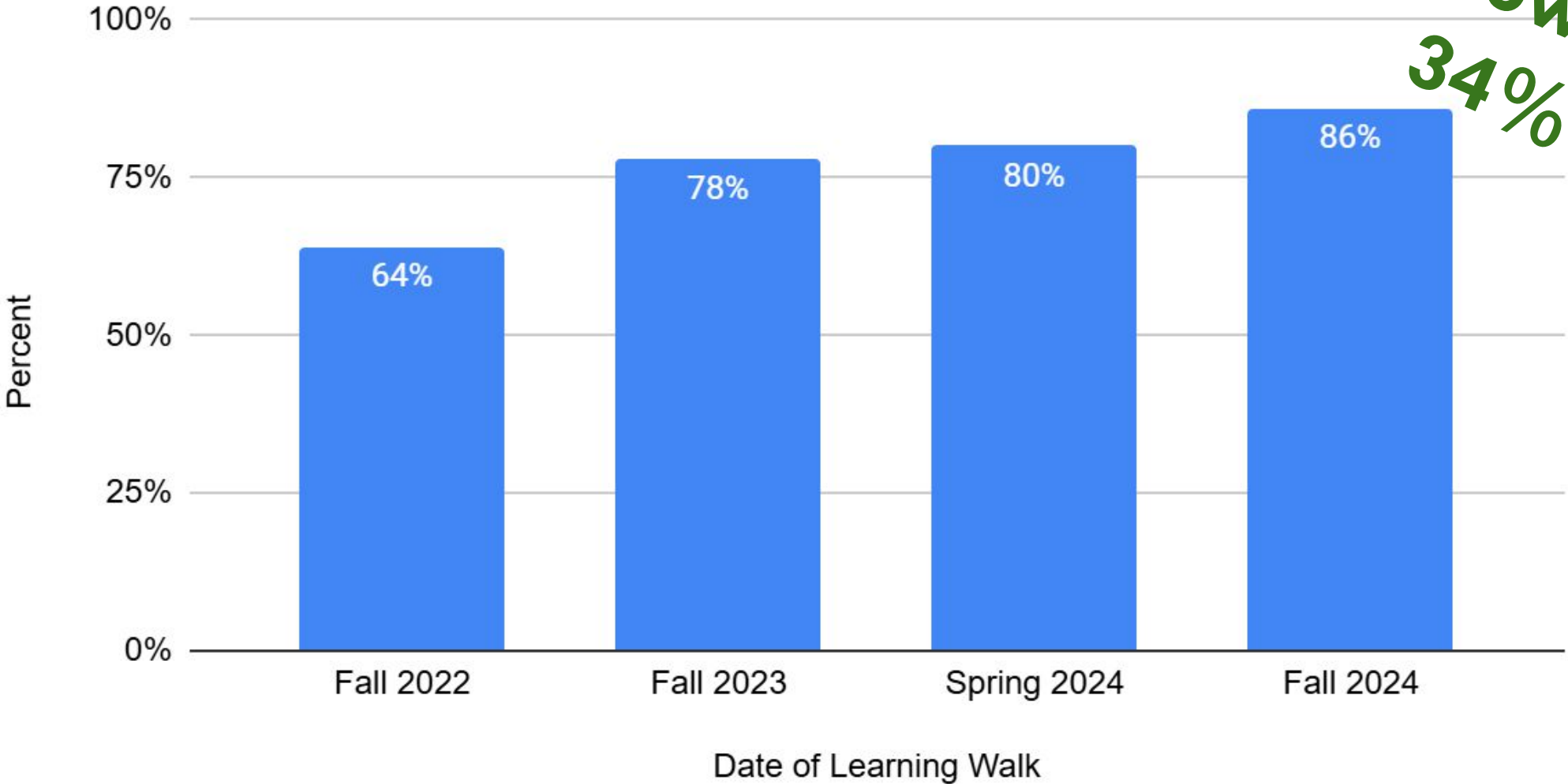


- Look for trends and patterns
 - Building wide - Tier 1
 - Grade level - Tier 1
 - Classroom level - Tier 1
 - Small group - Tier 2
 - Individual level - Tier 2 or 3
- Create action steps
 - Point person
 - Deadline
 - Data system
- Review Progress
- Consider
 - Number of
 - Type
 - Response
 - Day/time
 - Location
 - Risk factors

Most Consistent Predictors of Student Success are the ABC's

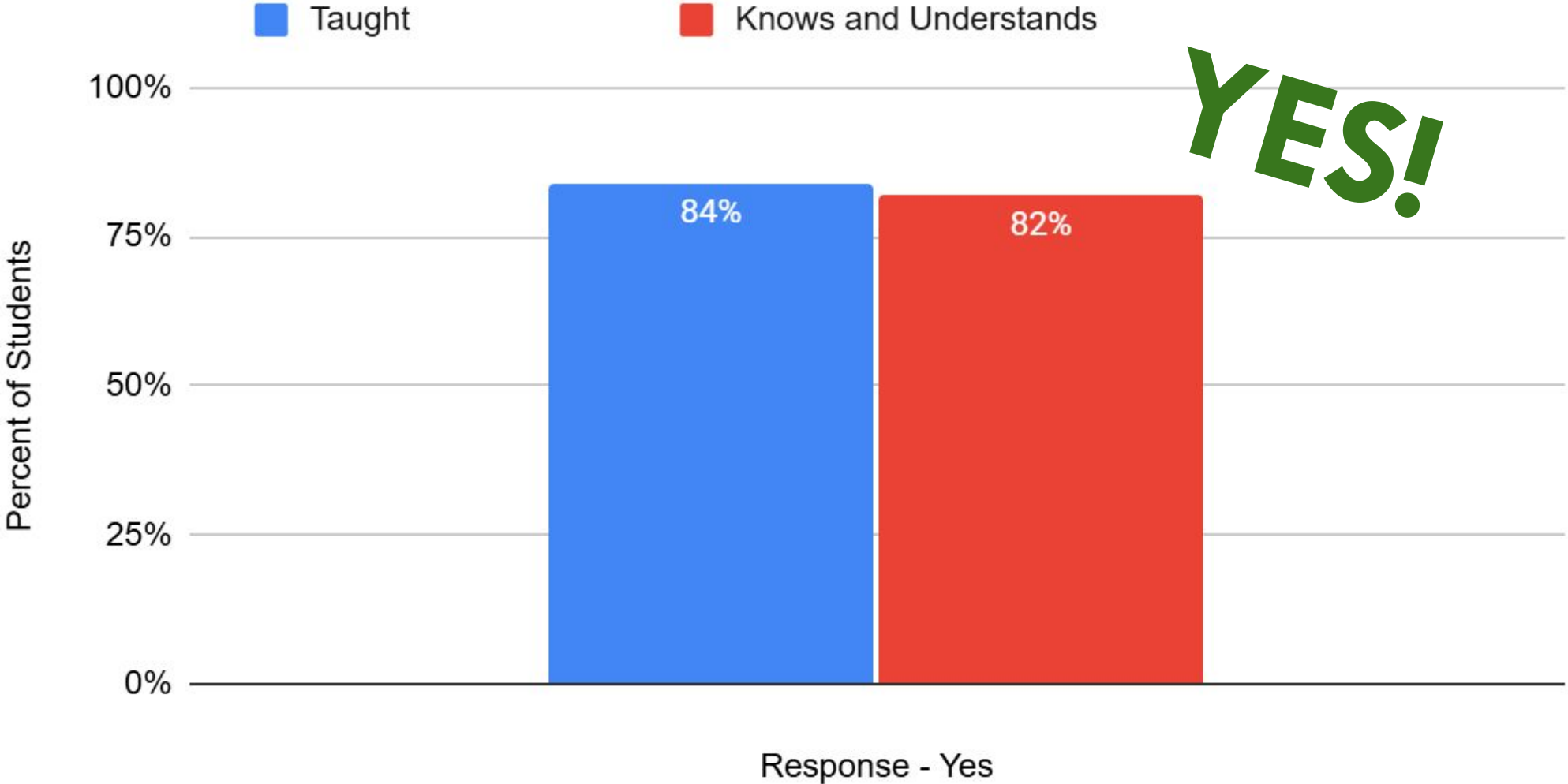


District Trend Safe Place Implementation SEL Learning Walks

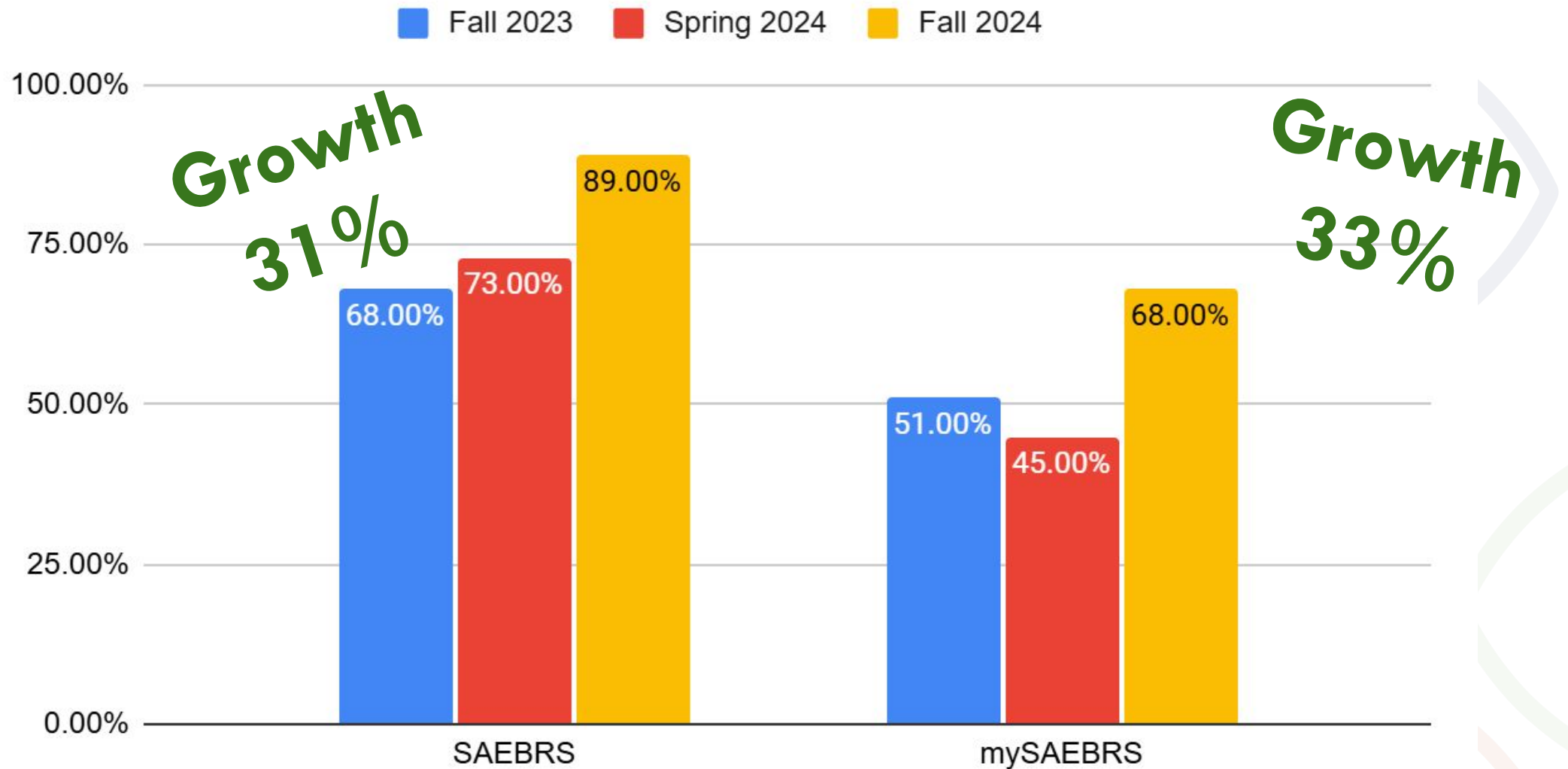


**Growth
34%**

Safe Place - Student Interview District Data - Fall 2024



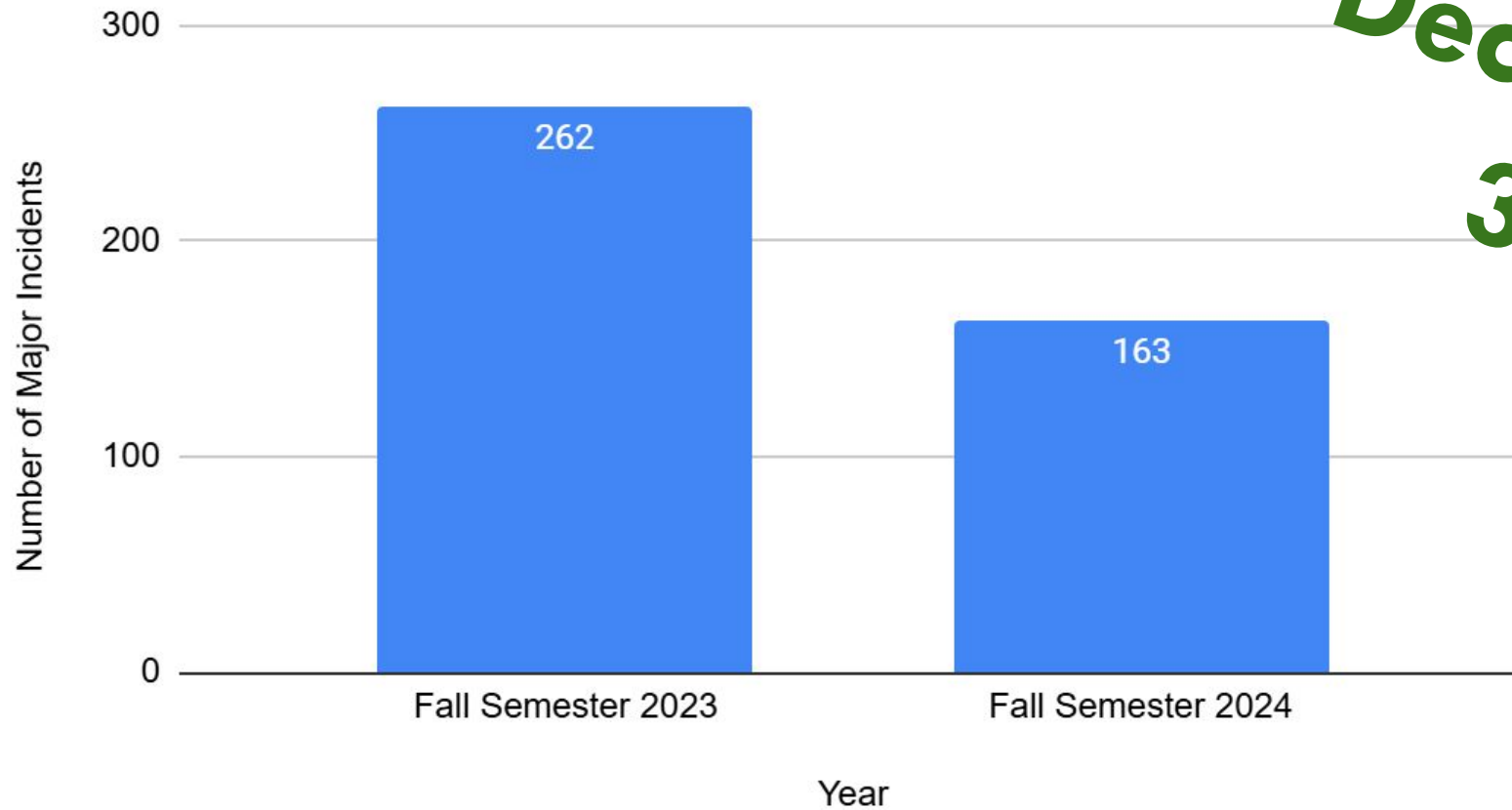
District SAEBRS/mySAEBRS Completion Trend Rates



Elementary Data



Elementary Major Trend Data

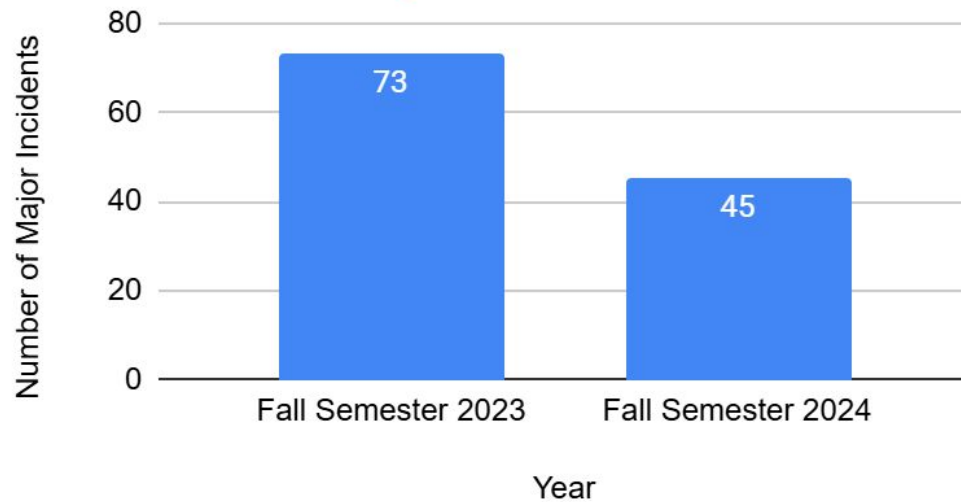


**Decrease of
38%**

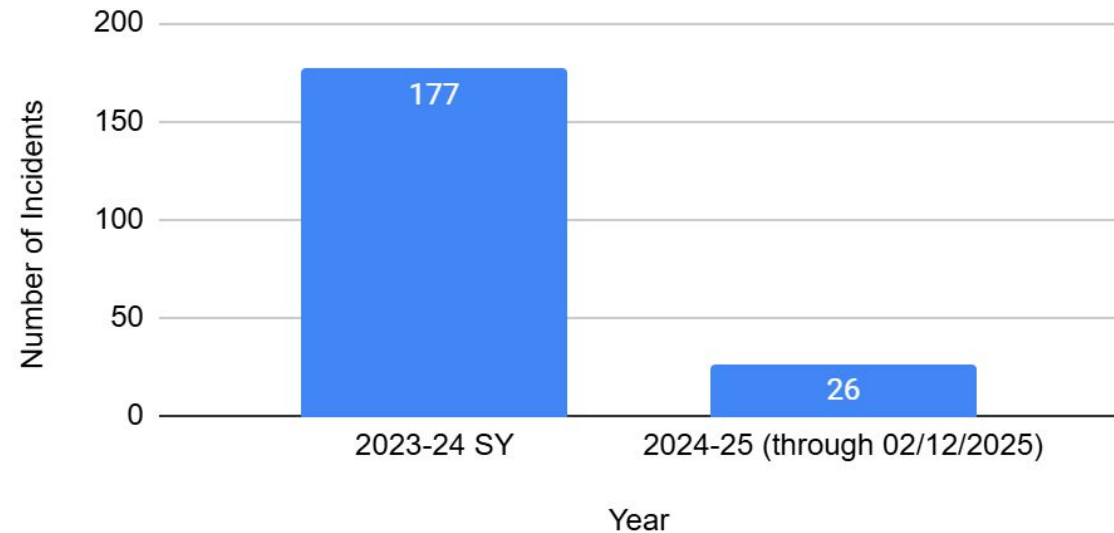


**Decrease
of 38%**

RMS Majors Trend Data

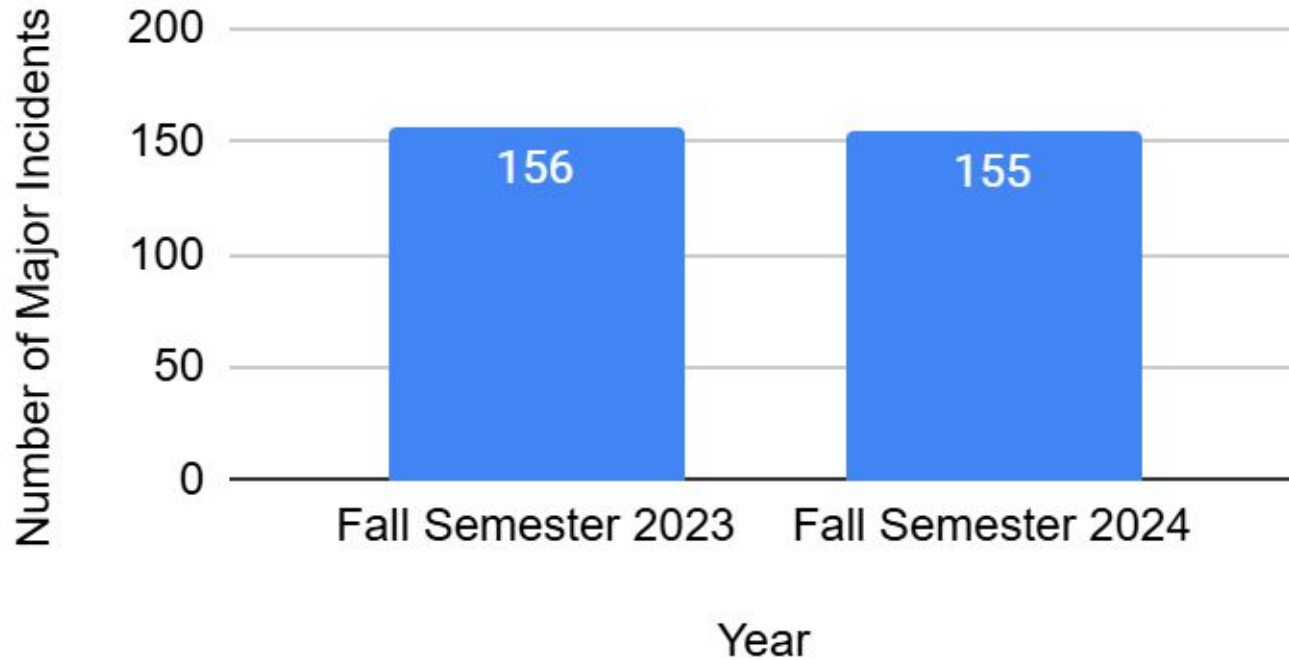


Number of Incidents with Suspension as Primary Response

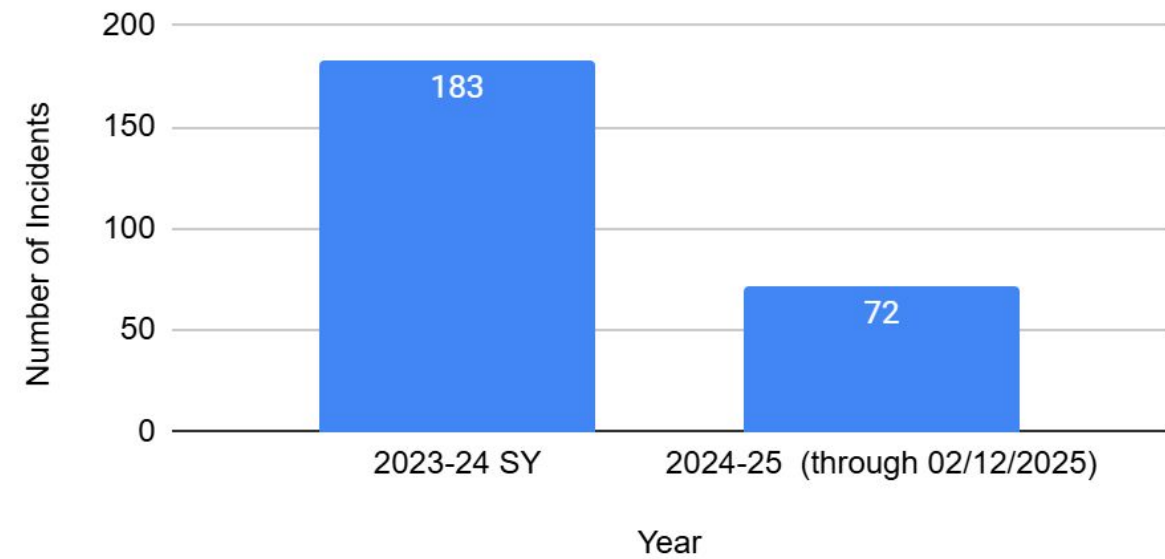


**Decrease
of 1%**

RHS Major Trend Data



Number of Incidents with Suspension as Primary Response





Future Work & Opportunities

- Progress monitoring - data driven decision making & intervention tracking by student
- Solidify Social Emotional Learning Data Teams
- Enhance alignment across schools related to Conscious Discipline and School Wide Behavior Expectations



**The world we believe in
becomes the world we live in.**

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

Agenda Item III.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, February 18, 2025

Subject: Commendation

Employee Appreciation Days

Tomorrow (2/19/25) is Minnesota School Bus Driver Appreciation Day! RPS bus drivers go above and beyond in order to transport students to school every day, especially during our winter months. Bus drivers are important figures in students' lives, often bookending their days at school. Their safe and timely services positively influence students' experiences. Thank you, bus drivers!

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, February 18, 2025

Subject: Routine Matters

(Recommended by the superintendent)

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

Attachments:

1. Minutes of the Regular Meeting held February 3, 2025
 - Disbursements from the February 3, 2025 Meeting
 - Checks & E-pay Register from the February 3, 2025 Meeting
 - Superintendent's Report and Agenda Meeting Minutes from February 3, 2025
2. General Disbursements as of 2/7/25 in the Amount of \$7,992,913.49
 - Disbursements for the February 18, 2025 Meeting
 - Checks & E-pay Register for the February 18, 2025 Meeting
3. Year-to-Date Finance Update
 - Revenue & Expenditure Summary as of January 31, 2025

CHECK RUNS & E-PAYS 02/03/2025 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	1/15/2025	324,834.94
	1/21/2025	6,360.00
	1/22/2025	245,923.70
	1/24/2025	44,468.80
	1/25/2025	6,644.44
 E-Pays	1/16/2025	424.26

CHECK REGISTER BANK 05 TOTAL =	628,656.14
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BREAKDOWN	
01-206-00	401,865.46
02-206-00	67,119.37
03-206-00	13,738.42
04-206-00	11,258.67
06-206-00	25,234.38
07-206-00	5,000.00
18-206-00	-
20-206-00	103,452.38
21-206-00	987.46
47-206-00	-
BANK TOTAL =	628,656.14

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	313896	01/15/2025	ALERUS RETIREMENT AND BENEFITS	R	888.60
01	313897	01/15/2025	ALVIN ZACHERY	R	95.00
01	313898	01/15/2025	AMINGA, ESTHER	R	11.85
01	313899	01/15/2025	ANDERSON, LONNIE ALLEN	R	95.00
01	313900	01/15/2025	AI TECHNOLOGIES LLC	R	240.00
01	313901	01/15/2025	BIX FRUIT COMPANY	R	10,241.80
01	313902	01/15/2025	BCBS OF MINNESOTA & BLUE PLUS	R	9,588.00
01	313903	01/15/2025	BOND TRUST SERVICES CORP	R	475.00
01	313904	01/15/2025	BOTSFORD CODY W	R	247.20
01	313905	01/15/2025	BUREAU OF EDUCATION & RESEARCH	R	1,120.00
01	313906	01/15/2025	CATALYST BUYING GROUP LLC	R	369.34
01	313907	01/15/2025	CDW GOVERNMENT INC	R	51,227.96
01	313908	01/15/2025	CINTAS CORPORATION NO 2	R	143.41
01	313909	01/15/2025	COMCAST BUSINESS	R	556.98
01	313910	01/15/2025	CONSOLIDATED COMMUNICATIONS	R	3,233.11
01	313911	01/15/2025	CONTINENTAL RESEARCH CORP	R	219.93
01	313912	01/15/2025	DREPAUL NERICA	R	11.85
01	313913	01/15/2025	ECM PUBLISHERS INC	R	134.40
01	313914	01/15/2025	EGAN DANIEL	R	67.00
01	313915	01/15/2025	FASTENAL INDUSTRIAL	R	39.84
01	313916	01/15/2025	FASTEST LABS OF BLOOMINGTON	R	280.00
01	313917	01/15/2025	FREEBURG RYAN	R	162.00
01	313918	01/15/2025	WW GRAINGER INC	R	317.97
01	313919	01/15/2025	HANSON MICHAEL	R	30.00
01	313920	01/15/2025	HARRIS DENNIS	R	95.00
01	313921	01/15/2025	HENNEPIN COUNTY TREASURER	R	4,624.93
01	313922	01/15/2025	HILLYARD MINNEAPOLIS	R	9,826.29
01	313923	01/15/2025	HOOKS, DESMOND	R	162.00
01	313924	01/15/2025	HOPE CHURCH	R	15,522.06
01	313925	01/15/2025	HOWARD PHILLIP	R	134.00
01	313926	01/15/2025	HUGHES, DENNIS SCOTT	R	95.00
01	313927	01/15/2025	IIX INSURANCE INFORMATION EXCHANGE	R	45.80
01	313928	01/15/2025	INNOVATIVE OFFICE SOLUTIONS LLC	R	2,486.51
01	313931	01/15/2025	KEMPS LLC	R	8,125.17
01	313932	01/15/2025	LAMONT FONDERN	R	134.00
01	313933	01/15/2025	LAST DANIEL	R	95.00
01	313934	01/15/2025	LOFFLER	R	994.64
01	313935	01/15/2025	MALLOY MONTAGUE KARNOWSKI & RADO	R	14,790.00
01	313936	01/15/2025	MANIRATH, ALIYAH	R	11.85
01	313937	01/15/2025	MAXORPLUS, LTD	R	57,720.72
01	313938	01/15/2025	MCDONOUGH'S SEWER SERVICES, INC.	R	4,094.75
01	313939	01/15/2025	MN NONPUBLIC SCHL ACCREDITING ASSOC	R	175.00
01	313940	01/15/2025	MOORE CHARLES	R	95.00
01	313941	01/15/2025	MRI SOFTWARE LLC	R	81.00
01	313942	01/15/2025	MWJR GRAPHICS LLC	R	765.00
01	313943	01/15/2025	NAPA AUTO PARTS	R	112.67
01	313944	01/15/2025	NORTH CENTRAL INTERNATIONAL, LLC	R	4,133.99
01	313945	01/15/2025	OKEY CHRIS	R	267.80
01	313946	01/15/2025	ONEBRIDGE BENEFITS INC.	R	5,283.00
01	313947	01/15/2025	PAN O GOLD BAKING CO	R	1,182.25
01	313948	01/15/2025	PARKER NINA	R	11.85
01	313949	01/15/2025	PAYDHEALTH	R	5,779.17
01	313950	01/15/2025	PIKET, JOSEPH	R	28.00
01	313951	01/15/2025	PITNEY BOWES BANK PURCHASE POWER	R	2,400.00
01	313952	01/15/2025	PITNEY BOWES INC	R	111.00
01	313953	01/15/2025	PLUNKETT'S /VARMEN GUARD	R	1,159.37
01	313954	01/15/2025	PREMIUM WATERS INC	R	39.00
01	313955	01/15/2025	PROFESSIONAL WIRELESS COMMUNICATION	R	1,831.52

01	313956	01/15/2025	RICHFIELD ICE ARENA	R	16,996.45
01	313957	01/15/2025	RIES ROBERT A	R	67.00
01	313958	01/15/2025	RYAN JEANNIE M	R	971.28
01	313959	01/15/2025	SAFEWAY DRIVING SCHOOL	R	8,970.00
01	313960	01/15/2025	SCOTT DESTINY	R	95.00
01	313961	01/15/2025	SIMS ISAAH L	R	67.00
01	313962	01/15/2025	SOURCEWELL	R	3,330.00
01	313963	01/15/2025	SQUIRES, WALDSPURGER & MACE, P.A.	R	1,576.48
01	313964	01/15/2025	STATE SUPPLY COMPANY	R	154.08
01	313965	01/15/2025	SULLIVAN THOMAS W	R	95.00
01	313966	01/15/2025	TAYLOR BRANDON	R	95.00
01	313967	01/15/2025	THOMPSON MARGARET	R	11.85
01	313968	01/15/2025	TOLL COMPANY	R	13.64
01	313969	01/15/2025	TRANSPORTATION PLUS, INC.	R	624.00
01	313970	01/15/2025	TRIO SUPPLY COMPANY	R	2,486.46
01	313971	01/15/2025	UNITED HEALTHCARE/AARP MEDICARE RX	R	92.20
01	313972	01/15/2025	UNITED HEARTHCARE /AARP MEDICARE RX	R	92.20
01	313973	01/15/2025	UNITEDHEALTHCARE	R	590.91
01	313974	01/15/2025	UPPER LAKES FOODS	R	39,485.60
01	313975	01/15/2025	VAN DYK JORDAN	R	67.00
01	313976	01/15/2025	VARSITY ATHLETIC APPAREL, INC	R	2,602.50
01	313977	01/15/2025	VINKEMEIER JEFFREY	R	95.00
01	313978	01/15/2025	WETHINGTON, AUDREY	R	123.60
01	313979	01/15/2025	WETHINGTON, MADELINE	R	61.80
01	313980	01/15/2025	WILLIAM V MACGILL & CO	R	38.51
01	313981	01/15/2025	WOLD ARCHITECTS AND ENGINEERS	R	13,734.38
01	313982	01/15/2025	ZAYO GROUP HOLDINGS	R	10,088.42
01	V614474	01/16/2025	ANGELA M FISH	R	15.01
01	V614475	01/16/2025	KAREN GAVILAN-TEPOZTECO	R	8.36
01	V614476	01/16/2025	JESSICA M HOFFMAN	R	48.24
01	V614477	01/16/2025	JENNIFER KRUEGER	R	43.42
01	V614478	01/16/2025	JOHN M LORENZINI	R	125.00
01	V614479	01/16/2025	ERIN H NEILON	R	89.38
01	V614480	01/16/2025	MONICA PINTO-MOE	R	24.79
01	V614481	01/16/2025	ANGELA TAYLOR	R	22.02
01	V614482	01/16/2025	MICHELLE R WHITESIDE	R	7.49
01	V614483	01/16/2025	KASYA L WILLHITE	R	40.55
01	313983	01/21/2025	SKATEVILLE INC	R	2,130.00
01	313984	01/21/2025	SKATEVILLE INC	R	2,190.00
01	313985	01/21/2025	SKATEVILLE INC	R	2,040.00
01	313986	01/22/2025	ADVANCED COMMERCIAL KITCHENS	R	412.75
01	313987	01/22/2025	ALL STATE COMMUNICATIONS INC	R	2,000.00
01	313988	01/22/2025	ALLIED PROFESSIONALS, INC.	R	948.75
01	313989	01/22/2025	ANDERSON SHEILA K	R	47.40
01	313990	01/22/2025	ASTLEFORD INTERNATIONAL	R	37.04
01	313991	01/22/2025	BERRY COFFEE COMPANY INC.	R	696.34
01	313992	01/22/2025	BRAND FARMS	R	1,800.00
01	313993	01/22/2025	BURKSTRAND MICHAEL	R	82.00
01	313994	01/22/2025	CANON USA	R	4,674.02
01	313995	01/22/2025	CAPTIVATE MEDIA & CONSULTING	R	1,540.50
01	313996	01/22/2025	CEDAR SMALL ENGINE	R	118.48
01	313997	01/22/2025	COMCAST	R	404.93
01	313998	01/22/2025	DREPAUL NERICA	R	11.85
01	313999	01/22/2025	ECM PUBLISHERS INC	R	104.00
01	314000	01/22/2025	EHLERS & ASSOCIATES	R	4,525.00
01	314001	01/22/2025	ESX TECHNOLOGY SOLUTIONS, LLC	R	90.00
01	314002	01/22/2025	FORTIER SEAN	R	27.82
01	314003	01/22/2025	GARCIA ERIKA	R	27.82
01	314004	01/22/2025	GOVENAT DIANE	R	27.82

01	314005	01/22/2025	GRAHAM THOMAS	R	99.92
01	314006	01/22/2025	WW GRAINGER INC	R	110.16
01	314007	01/22/2025	GROUP MEDICAREBLUE RX	R	8,140.00
01	314008	01/22/2025	HOLT JAMES B JR	R	95.00
01	314009	01/22/2025	IDEAL ENERGIES SOLAR LEASE 2021,LLC	R	7,715.32
01	314010	01/22/2025	INTERMEDIATE DISTRICT 287	R	126,767.13
01	314011	01/22/2025	JOHNSTON, TANYA	R	27.82
01	314012	01/22/2025	JW PEPPER & SON INC	R	39.99
01	314013	01/22/2025	LULO LIBROS INC.	R	611.75
01	314014	01/22/2025	LYNDSLEY KEVIN KAR	R	134.00
01	314015	01/22/2025	MACKIN BOOK COMPANY	R	807.55
01	314016	01/22/2025	MADISON NATIONAL LIFE INS CO INC	R	18,231.84
01	314017	01/22/2025	MANIRATH, ALIYAH	R	11.85
01	314018	01/22/2025	MAXORPLUS, LTD	R	37,854.15
01	314019	01/22/2025	MAYER CHAD	R	51.50
01	314020	01/22/2025	MAYER VALERIE	R	51.50
01	314021	01/22/2025	MIDWEST BUS PARTS INC	R	81.96
01	314022	01/22/2025	MTI DISTRIBUTING CO	R	3,328.48
01	314023	01/22/2025	NAPA AUTO PARTS	R	322.53
01	314024	01/22/2025	NAVARRO RAYMOND	R	134.00
01	314025	01/22/2025	NORTH CENTRAL INTERNATIONAL, LLC	R	882.44
01	314026	01/22/2025	NUSS TRUCK & EQUIPMENT	R	2,950.00
01	314027	01/22/2025	POINT LOMA NAZARENE UNIVERSITY	R	1,500.00
01	314028	01/22/2025	POMPS TIRE SERVICE	R	966.26
01	314029	01/22/2025	RICHFIELD SOCCER ASSOCIATION	R	870.00
01	314030	01/22/2025	SCHOOL SERVICE EMPLOYEES UNION	R	8,242.22
01	314031	01/22/2025	SOLLIE DUANE A	R	27.82
01	314032	01/22/2025	STOESZ MAUREEN	R	27.82
01	314033	01/22/2025	TAYLOR JASON	R	51.50
01	314034	01/22/2025	THOMPSON MARGARET	R	11.85
01	314035	01/22/2025	THUROW STEPHANIE J	R	400.00
01	314036	01/22/2025	TRIMARK MARLINN LLC	R	1,210.36
01	314037	01/22/2025	LAMAR WILLIS	R	95.00
01	314038	01/22/2025	UNITED STATES TREASURER	R	200.00
01	314039	01/22/2025	UPPER LAKES FOODS	R	114.90
01	314040	01/22/2025	VSP INSURANCE CO. (CT)	R	3,430.68
01	314041	01/22/2025	WALZ CHRISTINE M	R	51.50
01	314042	01/22/2025	ALLSTATE PETERBILT OF S ST PAUL	R	125.56
01	314043	01/22/2025	WORLD FUEL SERVICES, INC.	R	1,482.12
01	314044	01/22/2025	XCEL ENERGY	R	995.70
01	314045	01/22/2025	YOUNG BRANDON CRAIG	R	95.00
01	314046	01/24/2025	CUSTOM EDUCATION SOLUTIONS INC	R	179.50
01	314047	01/24/2025	DECKER EQUIPMENT INC	R	133.71
01	314048	01/24/2025	EDEN PRAIRIE HIGH SCHOOL	R	100.00
01	314049	01/24/2025	ENVIRONMENTAL PLANT SERVICES, INC.	R	28,530.00
01	314050	01/24/2025	GROTH MUSIC COMPANY	R	35.00
01	314051	01/24/2025	SHUTTERFLY LIFETOUCH, LLC	R	1,346.16
01	314052	01/24/2025	MASP	R	40.00
01	314053	01/24/2025	MINNESOTA DEPARTMENT OF EDUCATION	R	367.00
01	314054	01/24/2025	MINUTEMAN PRESS EDINA	R	374.43
01	314055	01/24/2025	NEW PRAGUE SCHOOLS	R	175.00
01	314056	01/24/2025	STEVE WEISS MUSIC INC	R	95.00
01	314057	01/24/2025	SUNDE LAND SURVEYING, LLC	R	11,500.00
01	314058	01/24/2025	THREE RIVERS PARK DISTRICT	R	1,395.00
01	314059	01/24/2025	WOODCRAFT	R	198.00
01	314060	01/25/2025	BSN SPORTS, LLC	R	2,480.40
01	314061	01/25/2025	REALITYWORKS, INC.	R	4,164.04

TOTAL CHECKS & EPAY REGISTER

628,656.14

SUPERINTENDENT'S REPORT AND AGENDA

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

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

Monday, February 3, 2025
7 p.m. School Board Meeting

I. CALL TO ORDER

The regular meeting of the board of education of ISD 280, Hennepin County, Richfield, Minnesota was held on Monday, February 3, 2025 in the boardroom at the Richfield Public Schools District Office. Chair Carter called the regular board meeting to order at 7 p.m. with the following school board members in attendance: Cole, Liss, Pollis and Spencer. Banks Kupcho was not able to attend.

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.

II. REVIEW AND APPROVAL OF THE AGENDA

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

III. INFORMATION AND PROPOSALS - NON-ACTION ITEMS

- A. Superintendent Update
 - 1. Richfield Middle School Presentation
 - 2. Vision Cards Mid-Year Update
 - 3. Superintendent Goals Mid-Year Update
- B. Commendations

IV. CONSENT AGENDA

- A. Routine Matters
 - 1. Minutes of the Regular Meeting held January 21, 2025
 - 2. General Disbursements as of 1/25/25 in the Amount of \$628,656.14
 - 3. Investment Holdings
- B. Personnel Items

Classified Management Full Time Resignation

Angelique Farnung – Payroll Manager – District Office

Effective: 1/31/2025

Yrs. of Service: 1.5

Certified Full-Time Retirement

Kim Daraitis – Special Education Teacher – South Education Center

Effective: 6/6/2025

Yrs. of Service: 32

Eudoro Olivares – Fourth Grade Teacher – Richfield Dual Language Elementary

Effective: 6/6/2025

Yrs. of Service: 11

Classified Full-Time Paraprofessional for Employment

Noelle Olson - Special Education – Centennial Elementary

Effective: 01/22/2025

Classified Part-Time Food and Nutrition Services for Employment

Edelia Coyote Tenango - Kitchen Assistant – Richfield High School

Effective: 01/21/2025

Classified Full-Time Facilities and Transportation Retirement

Patrick Kielty - Head Custodian – Richfield Dual Language Elementary

Effective: 07/02/2025

Yrs. of Service: 40

Classified Full-Time Paraprofessional Retirement

Genet Eshete - Special Education – Richfield STEM Elementary

Effective: 06/05/2025

Yrs. of Service: 27

Classified Full-Time Paraprofessional Extended Probationary Termination

Ashton Robinson - Special Education – Richfield High School

Yrs of Service: 1.25

Effective: 01/17/2025

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

V. OLD BUSINESS

- A. Administrative Guideline 926.3: Language Access Plan - third read

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

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

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

- C. Policy 585: Student Surveys & Administrative Guideline 585.1 - second read

VI. NEW BUSINESS

A. Bid Authorization for RHS Toilet Room Renovation Project

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

B. Authorization for Purchase of Passenger Vehicles

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

C. Resolution Approving Cooperative Sponsorship Agreement for Boys Volleyball

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

D. Draft Policy 550: Student Cell Phones & Draft Administrative Guideline 550.1 - first read

E. Donations

Motion by Pollis, seconded by Liss, 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, 2-18-2025	7 p.m.	Regular Board Meeting - Public Comment
3-3-2025	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 9:15 p.m. Attending the closed session were Carter, Cole, Liss, Pollis and Spencer. Superintendent Unowsky, Chief HR and Administrative Officer Holje and Director of HR Axell were also present.

IX. REOPEN MEETING

Motion by Pollis, seconded by Spencer, and unanimously carried, the board of education moved into open session at 9:51 p.m. with the following board members present: Carter, Cole, Liss, Pollis and Spencer. Superintendent Unowsky and Chief HR and Administrative Officer Holje were also present.

X. ADJOURN REGULAR MEETING

Chair Carter adjourned the meeting at 9:52 p.m.

CHECKS, WIRES, EPAYS & PCARD REGSITER 02/18/2025 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	1/29/2025	309,444.24
	2/5/2025	143,271.18
	2/7/2025	54,119.44
PCARDS-January 2025	2/5/2025	49,806.40
Wires	1/29/2025	7,430,047.50
E-Pays	1/30/2025	1,597.64
	2/6/2025	4,627.09

CHECK REGISTER BANK 05 TOTAL =	7,992,913.49
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BREAKDOWN	
01-206-00	275,557.83
02-206-00	145,502.81
03-206-00	15,611.42
04-206-00	16,151.17
06-206-00	14,080.63
07-206-00	5,504,197.50
18-206-00	95,962.13
20-206-00	-
21-206-00	-
47-206-00	1,925,850.00
BANK TOTAL =	7,992,913.49

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	314062	01/29/2025	ALLIED PROFESSIONALS, INC.	R	517.50
01	314063	01/29/2025	ALVIN ZACHERY	R	95.00
01	314064	01/29/2025	ANGELA KAPPENMAN	R	1,500.00
01	314065	01/29/2025	BARNES MICHAEL	R	134.00
01	314066	01/29/2025	BASHIR, ANZAL M	R	11.85
01	314067	01/29/2025	BATTERIES R US	R	1,511.78
01	314068	01/29/2025	BERG, LUCAS J	R	95.00
01	314070	01/29/2025	BIX FRUIT COMPANY	R	14,331.08
01	314071	01/29/2025	BOTSFORD CODY W	R	144.20
01	314072	01/29/2025	BRAND FARMS	R	1,800.00
01	314073	01/29/2025	BSI MECHANICAL, INC.	R	15,941.17
01	314074	01/29/2025	CAPITAL ONE TRADE CREDIT	R	132.64
01	314075	01/29/2025	CINTAS CORPORATION NO 2	R	2,323.05
01	314076	01/29/2025	CONTINENTAL RESEARCH CORP	R	3,036.37
01	314077	01/29/2025	COOK GERIAND E	R	134.00
01	314078	01/29/2025	DIEHL GEOFFREY	R	205.00
01	314079	01/29/2025	DREPAUL NERICA	R	23.70
01	314080	01/29/2025	ECM PUBLISHERS INC	R	157.50
01	314081	01/29/2025	EGAN DANIEL	R	67.00
01	314082	01/29/2025	FASTENAL INDUSTRIAL	R	150.40
01	314083	01/29/2025	WW GRAINGER INC	R	344.43
01	314084	01/29/2025	GUSTAFSON ZACHARY	R	95.00
01	314085	01/29/2025	HABERMANN HENRY	R	95.00
01	314086	01/29/2025	HAWKINS INC	R	40.00
01	314087	01/29/2025	HEARTLAND PAYMENT SYSTEMS INC	R	1,610.00
01	314088	01/29/2025	HILLYARD MINNEAPOLIS	R	9,060.11
01	314089	01/29/2025	HUGHES, DENNIS (SCOTT)	R	95.00
01	314090	01/29/2025	INSTITUTE FOR ENVIROMENTAL	R	3,129.25
01	314091	01/29/2025	INTEGRATED FOOD SERVICE	R	4,956.00
01	314092	01/29/2025	INTERSTATE ALL BATTERY CENTER	R	1.50
01	314093	01/29/2025	JENNIE KAPPENMAN	R	1,500.00
01	314095	01/29/2025	KEMPS LLC	R	7,117.00
01	314096	01/29/2025	KINECT ENERGY INC	R	76,592.07
01	314097	01/29/2025	KUSNIER MELANIE	R	61.80
01	314098	01/29/2025	LARSON PAUL	R	67.00
01	314099	01/29/2025	LAWLER SANJAY	R	67.00
01	314100	01/29/2025	LIZEBETH SARGENT	R	1,500.00
01	314101	01/29/2025	LULO LIBROS INC.	R	649.23
01	314102	01/29/2025	MACKIN BOOK COMPANY	R	285.57
01	314103	01/29/2025	MANIRATH, ALIYAH	R	23.70
01	314104	01/29/2025	MASA/MASE	R	816.00
01	314105	01/29/2025	MAXORPLUS, LTD	R	52,227.53
01	314106	01/29/2025	MCKNIGHT MICHAEL X	R	23.70
01	314107	01/29/2025	MIDWEST BUS PARTS INC	R	559.40
01	314108	01/29/2025	MN DEPT OF LABOR AND INDUSTRY	R	330.00
01	314109	01/29/2025	MOORHEAD AREA PUBLIC SCHOOLS	R	1,948.05
01	314110	01/29/2025	MTI DISTRIBUTING CO	R	1,179.69
01	314111	01/29/2025	MULTILINGUAL WORD INC	R	1,527.34
01	314112	01/29/2025	NAPA AUTO PARTS	R	388.38
01	314113	01/29/2025	NAVARRO RAYMOND	R	67.00
01	314114	01/29/2025	NEI ELECTRIC, INC.	R	3,108.42
01	314115	01/29/2025	NORTH CENTRAL INTERNATIONAL, LLC	R	796.98
01	314116	01/29/2025	OKEY CHRIS	R	314.15
01	314117	01/29/2025	PAN O GOLD BAKING CO	R	909.85
01	314118	01/29/2025	PARKER NINA	R	23.70
01	314119	01/29/2025	PEDIATRIC HOME SERVICE	R	2,118.75
01	314120	01/29/2025	PROFESSIONAL WIRELESS COMMUNICATION	R	2,218.00
01	314121	01/29/2025	PROPIO LS, LLC	R	373.56

01	314122	01/29/2025	ROBERT E RILEY JR	R	134.00
01	314123	01/29/2025	ROGERS ROCHESTER	R	190.00
01	314124	01/29/2025	ROY, CAMERON	R	134.00
01	314125	01/29/2025	RUDOLPH MICHAEL	R	134.00
01	314126	01/29/2025	SCHUMACHER ELEVATOR COMPANY	R	17,732.14
01	314127	01/29/2025	SEPTRAN STUDENT TRANSPORTATION	R	6,932.43
01	314128	01/29/2025	SETON	R	959.47
01	314129	01/29/2025	SHERWIN WILLIAMS CO	R	768.68
01	314130	01/29/2025	SKOF BRYAN	R	391.40
01	314131	01/29/2025	SNA-SCHOOL NUTRITION	R	54.00
01	314132	01/29/2025	STARK MOLLY	R	154.50
01	314133	01/29/2025	SULLIVAN THOMAS W	R	95.00
01	314134	01/29/2025	SUTHERLAND SHANDON	R	95.00
01	314135	01/29/2025	TAHAR ANIS	R	134.00
01	314136	01/29/2025	TAYLOR BRANDON	R	190.00
01	314137	01/29/2025	THOMPSON MARGARET	R	23.70
01	314138	01/29/2025	TRACY D BULLOCK	R	80.00
01	314139	01/29/2025	TRANSPORTATION PLUS, INC.	R	58.50
01	314140	01/29/2025	TRIO SUPPLY COMPANY	R	2,557.94
01	314141	01/29/2025	TRUE NORTH WATER TREATMENT	R	842.83
01	314143	01/29/2025	UPPER LAKES FOODS	R	58,177.74
01	314144	01/29/2025	VINKEMEIER JEFFREY	R	95.00
01	314145	01/29/2025	WETHINGTON, AUDREY	R	61.80
01	314146	01/29/2025	WETHINGTON, MADELINE	R	61.80
01	314147	01/29/2025	XCEL ENERGY	R	231.37
01	314148	01/29/2025	ZIEGLER INC.	R	623.54
01	V2502142	01/29/2025	BOND TRUST SERVICES CORP	R	7,430,047.50
01	V614484	01/30/2025	JOSEPH C CORCORAN	R	335.00
01	V614485	01/30/2025	KEVIN D HARRIS	R	65.49
01	V614486	01/30/2025	JESSICA M HOFFMAN	R	41.67
01	V614487	01/30/2025	JULIE M HUGHES	R	13.67
01	V614488	01/30/2025	JOHN M LORENZINI	R	150.00
01	V614489	01/30/2025	KATRINA L MORGAN	R	53.47
01	V614490	01/30/2025	MONIQUE S TWEH	R	115.00
01	V614491	01/30/2025	MARIA VALENZUELA MELGAR	R	35.61
01	V614492	01/30/2025	SAMANTHA WEAVER	R	780.04
01	V614493	01/30/2025	MICHELLE R WHITESIDE	R	7.69
01	314149	02/05/2025	ALLIED PROFESSIONALS, INC.	R	483.00
01	314150	02/05/2025	ANDERSON JULIE R	R	180.00
01	314151	02/05/2025	ANDERSON SHEILA K	R	71.10
01	314152	02/05/2025	ANOKA-HENNEPIN SCHOOL DIST #11	R	76.82
01	314153	02/05/2025	ASTLEFORD INTERNATIONAL	R	745.96
01	314154	02/05/2025	AYENI PHIL	R	95.00
01	314155	02/05/2025	BATTERIES R US	R	7,968.05
01	314156	02/05/2025	BERG JASON	R	95.00
01	314157	02/05/2025	BOTSFORD CODY W	R	123.60
01	314158	02/05/2025	BSI MECHANICAL, INC.	R	4,806.11
01	314159	02/05/2025	CARDONA IVAN	R	95.00
01	314160	02/05/2025	CARLSON NOAH	R	67.00
01	314161	02/05/2025	CENTURYLINK	R	49.77
01	314162	02/05/2025	CINTAS CORPORATION NO 2	R	143.41
01	314163	02/05/2025	CITY OF RICHFIELD	R	4,628.65
01	314164	02/05/2025	COLUMBIA HEIGHTS PUB SCHL, ISD #13	R	72.00
01	314165	02/05/2025	COMCAST BUSINESS	R	425.93
01	314166	02/05/2025	DICKS SANITATION SERVICE, INC (DSI)	R	7,435.63
01	314167	02/05/2025	DREPAUL NERICA	R	11.85
01	314168	02/05/2025	ECM PUBLISHERS INC	R	176.25
01	314169	02/05/2025	EHLERS & ASSOCIATES	R	2,475.00
01	314170	02/05/2025	PRECISION ARTS, INC	R	153.00

01	314171	02/05/2025	WW GRAINGER INC	R	465.58
01	314172	02/05/2025	HILL WESLEY	R	95.00
01	314173	02/05/2025	HILLYARD MINNEAPOLIS	R	3,512.46
01	314174	02/05/2025	HJELM, ADAM	R	60.00
01	314175	02/05/2025	INNOVATIVE OFFICE SOLUTIONS LLC	R	1,160.00
01	314176	02/05/2025	JULIE ANDREWS LINSCHIED	R	82.00
01	314177	02/05/2025	KENDALL MARIEY	R	67.00
01	314178	02/05/2025	KINECT ENERGY INC	R	558.00
01	314179	02/05/2025	LAMONT FONDERN	R	67.00
01	314180	02/05/2025	LAURSEN PIANO SERVICE	R	230.00
01	314181	02/05/2025	MANIRATH, ALIYAH	R	11.85
01	314182	02/05/2025	MAXORPLUS, LTD	R	43,734.60
01	314183	02/05/2025	MINNESOTA UI FUND	R	24,598.33
01	314184	02/05/2025	MINUTEMAN PRESS EDINA	R	120.00
01	314185	02/05/2025	MSBA-MINNESOTA SCHOOL BOARD ASSOC	R	165.00
01	314186	02/05/2025	MTI DISTRIBUTING CO	R	117.52
01	314187	02/05/2025	NAPA AUTO PARTS	R	10.38
01	314188	02/05/2025	CAPITAL ONE TRADE CREDIT	R	90.42
01	314189	02/05/2025	NORTHWOODS PROMOTIONS WEST	R	2,847.50
01	314190	02/05/2025	OKEY CHRIS	R	133.90
01	314191	02/05/2025	PARKER NINA	R	11.85
01	314192	02/05/2025	PEREZ ANTHONY J	R	95.00
01	314193	02/05/2025	PITTMAN DARIAN	R	134.00
01	314194	02/05/2025	PLUNKETT'S /VARMINT GUARD	R	119.94
01	314195	02/05/2025	RATWIK ROSZAK & MALONEY PA	R	132.50
01	314196	02/05/2025	RICHFIELD CHAMBER OF COMMERCE	R	1,395.00
01	314197	02/05/2025	SHERWIN WILLIAMS CO	R	139.91
01	314198	02/05/2025	SKOF BRYAN	R	123.60
01	314199	02/05/2025	SQUIRES, WALDSPURGER & MACE, P.A.	R	6,562.62
01	314200	02/05/2025	STONE ARCH STUDIO LLC	R	200.00
01	314201	02/05/2025	SUTHERLAND SHANDON	R	134.00
01	314202	02/05/2025	TAFFE SARAH ANN	R	9,750.00
01	314203	02/05/2025	THOMPSON MARGARET	R	11.85
01	314204	02/05/2025	TIME INTO PIXELS PHOTOGRAPHY	R	615.00
01	314205	02/05/2025	TWIN CITY FILTER SERVICE INC	R	518.80
01	314206	02/05/2025	VARRIANO, ANTHONY C	R	67.00
01	314207	02/05/2025	VERIZON WIRELESS	R	360.09
01	314208	02/05/2025	VRIEZE GRETCHEN	R	27.82
01	314209	02/05/2025	WHITFIELD DOUG	R	134.00
01	314210	02/05/2025	WOLD ARCHITECTS AND ENGINEERS	R	14,080.63
01	314211	02/05/2025	XCEL ENERGY	R	57.90
01	314212	02/05/2025	YOUNG BRANDON CRAIG	R	95.00
01	V2502143	02/05/2025	P-CARD BAIRD LISA	R	4,381.61
01	V2502144	02/05/2025	P-CARD BARLOW ERICA	R	2,320.49
01	V2502145	02/05/2025	P-CARD BLUMA, MEGAN BOLLIG	R	61.86
01	V2502146	02/05/2025	P-CARD BROWN MATTHEW	R	328.37
01	V2502147	02/05/2025	P-CARD BRUNNER PATTI	R	517.89
01	V2502148	02/05/2025	P-CARD CARUSO MATTHEW	R	981.34
01	V2502149	02/05/2025	P-CARD CRUZ ESTEVA JENNIFER	R	3,040.26
01	V2502150	02/05/2025	P-CARD EDWARDS NATHAN	R	2,495.95
01	V2502151	02/05/2025	P-CARD GEURINK AREND	R	888.00
01	V2502152	02/05/2025	P-CARD GONZALEZ CHRISTINA	R	518.98
01	V2502153	02/05/2025	P-CARD HUERTA-ANAYA ALICIA	R	2,004.39
01	V2502154	02/05/2025	P-CARD KRETSINGER DAN	R	674.05
01	V2502155	02/05/2025	P-CARD LEIKNES LISA	R	313.65
01	V2502156	02/05/2025	P-CARD LEWIS JENNIFER	R	1,156.47
01	V2502157	02/05/2025	P-CARD LUNDY MICHELLE	R	6,845.84
01	V2502158	02/05/2025	P-CARD MAHONEY COLLEEN	R	385.75
01	V2502159	02/05/2025	P-CARD MANNING MICHAEL	R	654.89

01	V2502160	02/05/2025	P-CARD MCCLENDON LAURA	R	545.79
01	V2502161	02/05/2025	P-CARD MCGINN DAN	R	351.59
01	V2502162	02/05/2025	P-CARD MORALES LIZETTE	R	10,209.06
01	V2502163	02/05/2025	P-CARD PETERSON CHRIS	R	1,185.34
01	V2502164	02/05/2025	P-CARD SACHER GRACE	R	2,279.19
01	V2502165	02/05/2025	P-CARD SETZER ALEXIS	R	83.53
01	V2502166	02/05/2025	P-CARD SKARE-KLECKER AMY	R	1,762.78
01	V2502167	02/05/2025	P-CARD SMITH DANE	R	52.81
01	V2502168	02/05/2025	P-CARD STACHEL NANCY	R	1,720.36
01	V2502169	02/05/2025	P-CARD VALLEY JENNIFER	R	564.46
01	V2502170	02/05/2025	P-CARD VENTURA PEREZ RAMIRO	R	196.65
01	V2502171	02/05/2025	P-CARD WILLHITE KASYA	R	1,166.71
01	V2502172	02/05/2025	P-CARD WOODS KELLY	R	2,118.34
01	V614494	02/06/2025	MATTHEW ARNOLD	R	70.00
01	V614495	02/06/2025	MICHELLE L AXELL	R	70.00
01	V614496	02/06/2025	BRADLEY BADOUR	R	80.00
01	V614497	02/06/2025	ERICA T BARLOW	R	70.00
01	V614498	02/06/2025	MARY L CLARKSON	R	70.00
01	V614499	02/06/2025	RACHEL U CORNES	R	56.29
01	V614500	02/06/2025	LATANYA R DANIELS	R	70.00
01	V614501	02/06/2025	NATHAN EDWARDS	R	81.72
01	V614502	02/06/2025	PETER J FITZPATRICK	R	40.00
01	V614503	02/06/2025	RACHEL GENS	R	70.00
01	V614504	02/06/2025	AREND J GEURINK	R	70.00
01	V614505	02/06/2025	JAMES A GILLIGAN	R	796.30
01	V614506	02/06/2025	CHRISTINA M GONZALEZ	R	70.00
01	V614507	02/06/2025	AMY E HAGER	R	70.00
01	V614508	02/06/2025	KEVIN D HARRIS	R	40.00
01	V614509	02/06/2025	MICHAEL G HARRIS	R	70.00
01	V614510	02/06/2025	JONATHAN W HEYER	R	70.00
01	V614511	02/06/2025	STEPHANIE M HEYER-WALSH	R	49.67
01	V614512	02/06/2025	JAMES L HILL	R	40.00
01	V614513	02/06/2025	JESSICA M HOFFMAN	R	40.00
01	V614514	02/06/2025	CRAIG D HOLJE	R	70.00
01	V614515	02/06/2025	NICHOL W KAMHOLZ	R	275.45
01	V614516	02/06/2025	DANIEL E KRETSINGER	R	70.00
01	V614517	02/06/2025	JENNIFER KRUEGER	R	70.00
01	V614518	02/06/2025	ANOOP KUMAR	R	40.00
01	V614519	02/06/2025	JOHN M LORENZINI	R	70.00
01	V614520	02/06/2025	COLLEEN M MAHONEY	R	70.00
01	V614521	02/06/2025	MICHAEL A MANNING	R	70.00
01	V614522	02/06/2025	DANIEL P MCGINN	R	40.00
01	V614523	02/06/2025	DOUG R MCMEEKIN	R	70.00
01	V614524	02/06/2025	KENT D MEYER	R	70.00
01	V614525	02/06/2025	KATRINA L MORGAN	R	40.00
01	V614526	02/06/2025	ERIN H NEILON	R	40.00
01	V614527	02/06/2025	STEPHANIE NICHOLS	R	45.00
01	V614528	02/06/2025	ROBERT G OLSON	R	40.00
01	V614529	02/06/2025	CASSI M O'MEARA	R	68.28
01	V614530	02/06/2025	LAURA B OTTERNESS	R	70.00
01	V614531	02/06/2025	CHRISTOPHER A PETERSON	R	70.00
01	V614532	02/06/2025	CASSANDRA QUAM	R	70.00
01	V614533	02/06/2025	RENEE C REED-KARSTENS	R	40.00
01	V614534	02/06/2025	AMANDA SAUER	R	4.38
01	V614535	02/06/2025	ASHLEY SCHAEFER	R	70.00
01	V614536	02/06/2025	CHRISTIAN SCHEMP	R	40.00
01	V614537	02/06/2025	AMY B SKARE-KLECKER	R	70.00
01	V614538	02/06/2025	NANCY J STACHEL	R	70.00
01	V614539	02/06/2025	JUSTIN STEELE	R	70.00

01	V614540	02/06/2025	ANGELA TAYLOR	R	70.00
01	V614541	02/06/2025	STACY THEIEN-COLLINS	R	70.00
01	V614542	02/06/2025	VLADIMIR S TOLEDO	R	40.00
01	V614543	02/06/2025	STEVEN P UNOWSKY	R	270.00
01	V614544	02/06/2025	CARRIE A VALA	R	70.00
01	V614545	02/06/2025	JENNIFER K SMITH	R	70.00
01	V614546	02/06/2025	REBECCA S WALD	R	40.00
01	V614547	02/06/2025	ALEXANDER WARD	R	70.00
01	V614548	02/06/2025	MICHELLE R WHITESIDE	R	70.00
01	V614549	02/06/2025	KASYA L WILLHITE	R	70.00
01	V614550	02/06/2025	KELLY L WOODS	R	70.00
01	314213	02/07/2025	AMINGA, ESTHER	R	11.85
01	314214	02/07/2025	ANDERSON SHEILA K	R	47.40
01	314215	02/07/2025	BAUERS, ALICIA R	R	64.60
01	314216	02/07/2025	BERG JASON	R	95.00
01	314217	02/07/2025	BIX FRUIT COMPANY	R	7,070.25
01	314218	02/07/2025	BOTSFORD CODY W	R	61.80
01	314219	02/07/2025	CHALLGREN MARK	R	82.00
01	314220	02/07/2025	COLUMBIA HEIGHTS PUB SCHL, ISD #13	R	100.00
01	314221	02/07/2025	DREPAUL NERICA	R	11.85
01	314222	02/07/2025	DURDA DANIELLE	R	51.50
01	314223	02/07/2025	FINANGER PHILLIP J	R	41.20
01	314224	02/07/2025	FORTIER JENNIFER	R	27.82
01	314225	02/07/2025	FORTIER SEAN	R	27.82
01	314226	02/07/2025	FREEBURG RYAN	R	162.00
01	314227	02/07/2025	GARCIA EMILY	R	27.82
01	314228	02/07/2025	GARCIA ERIKA	R	27.82
01	314229	02/07/2025	GOVENAT DIANE	R	27.82
01	314230	02/07/2025	GRAHAM THOMAS	R	72.10
01	314231	02/07/2025	HILLYARD MINNEAPOLIS	R	3,266.32
01	314232	02/07/2025	KALDAHL KRISTIN	R	82.00
01	314234	02/07/2025	KEMPS LLC	R	3,752.14
01	314235	02/07/2025	MANIRATH, ALIYAH	R	11.85
01	314236	02/07/2025	MAYER CHAD	R	51.50
01	314237	02/07/2025	MAYER VALERIE	R	51.50
01	314238	02/07/2025	MELVIN NEWBERN JR	R	134.00
01	314239	02/07/2025	MINNESOTA DEPT OF HEALTH	R	35.00
01	314240	02/07/2025	MN TRUE TEAM TRACK & FIELD	R	170.00
01	314241	02/07/2025	MOOK CHRISTOPHER	R	27.82
01	314242	02/07/2025	OKEY CHRIS	R	66.95
01	314243	02/07/2025	PAN O GOLD BAKING CO	R	559.90
01	314244	02/07/2025	PARKER NINA	R	11.85
01	314245	02/07/2025	PEARSON DAVID	R	162.00
01	314246	02/07/2025	SNA-SCHOOL NUTRITION	R	20.00
01	314247	02/07/2025	SOLLIE DUANE A	R	27.82
01	314248	02/07/2025	THOMPSON MARGARET	R	11.85
01	314249	02/07/2025	TRACY, JED P	R	134.00
01	314250	02/07/2025	TRIO SUPPLY COMPANY	R	1,260.91
01	314251	02/07/2025	TWO RIVERS HIGH SCHOOL	R	300.00
01	314253	02/07/2025	UPPER LAKES FOODS	R	35,830.26
01	314254	02/07/2025	VRIEZE GRETCHEN	R	27.82
01	314255	02/07/2025	WALZ CHRISTINE M	R	51.50
01	314256	02/07/2025	WETHINGTON, AUDREY	R	61.80

TOTAL CHECKS, WIRES, EPAYS & PCARDS

REGISTER

7,992,913.49

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

RICHFIELD | January 31, 2025

REVENUE CATEGORIES	June 30, 2023		Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	January 31, 2025	January 31, 2024	January 31, 2023	Current YTD vs. PYTD	January 31, 2024	January 31, 2023
	2023	June 30, 2024					% of Budget Received	Actuals Received	Actuals Received		2024 % of Received	2023 % of Received
STATE	47,269,721	55,361,384	56,786,786	56,630,968	20,578,181	36,208,605	36.24%	37.83%	37.22%	(366,435)	20,944,616	17,595,584
FEDERAL	8,182,832	5,360,512	1,585,186	1,584,031	236,599	1,348,587	14.93%	14.92%	18.83%	(563,215)	799,814	1,540,420
PROPERTY TAXES	17,853,747	18,257,792	23,050,883	23,050,883	22,436,137	614,746	97.33%	99.42%	99.42%	4,283,337	18,152,800	17,750,201
LOCAL SALES, INS RECOVERY & JUDGEMENTS	53,909	84,206	85,000	62,023	28,763	56,237	33.84%	26.62%	47.34%	6,347	22,416	25,522
LOCAL (FEES, INTEREST, ETC.)	1,656,125	2,943,714	2,213,325	2,267,235	1,489,766	723,559	67.31%	53.79%	45.40%	(93,663)	1,583,429	751,938
TOTALS	75,016,334	82,007,607	83,721,180	83,595,140	44,769,446	38,951,734	53.47%	50.61%	50.21%	3,266,371	41,503,075	37,663,664

EXPENDITURES (OBJECT SERIES)	June 30, 2023		Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	January 31, 2025	January 31, 2024	January 31, 2023	Current YTD vs. PYTD	January 31, 2024	January 31, 2023
	2023	June 30, 2024					% of Budget Expended	Actuals Expended	Actuals Expended		2024 % of Expended	2023 % of Expended
SALARIES & WAGES	42,666,507	44,519,026	47,359,520	47,241,494	21,301,587	26,057,933	44.98%	44.95%	44.96%	1,292,509	20,009,078	19,181,608
EMPLOYEE BENEFITS	14,518,829	15,376,730	16,012,385	16,332,383	8,199,716	7,812,669	51.21%	47.07%	49.31%	962,248	7,237,469	7,159,366
PURCHASED SERVICES	11,201,175	13,172,577	12,103,692	13,151,275	6,897,013	5,206,679	56.98%	46.34%	46.28%	792,803	6,104,210	5,184,264
SUPPLIES	3,707,790	3,838,248	4,457,922	4,326,114	2,739,382	1,718,540	61.45%	64.10%	59.50%	278,884	2,460,498	2,206,269
EQUIPMENT	4,339,230	3,488,077	2,936,585	2,542,225	1,755,612	1,180,973	59.78%	81.83%	66.27%	(1,098,639)	2,854,250	2,875,737
OTHER EXPENDITURES	392,751	406,103	716,045	583,940	143,540	572,505	20.05%	33.76%	37.77%	6,427	137,113	148,331
TOTALS	76,826,282	80,800,761	83,586,149	84,177,431	41,036,850	42,549,299	49.10%	48.02%	47.84%	2,234,232	38,802,618	36,755,577

EXPENDITURES (PROGRAM SERIES)	June 30, 2023		Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	January 31, 2025	January 31, 2024	January 31, 2023	Current YTD vs. PYTD	January 31, 2024	January 31, 2023
	2023	June 30, 2024					% of Budget Expended	Actuals Expended	Actuals Expended		2024 % of Expended	2023 % of Expended
SITE ADMINISTRATION	1,951,791	2,063,549	2,473,515	2,534,264	1,410,105	1,063,410	57.01%	57.47%	59.10%	224,125	1,185,981	1,153,571
DISTRICT ADMINISTRATION	2,124,536	2,281,758	2,579,209	2,256,635	1,086,491	1,492,718	42.12%	52.19%	56.12%	(104,270)	1,190,761	1,192,374
SUPPORT SERVICES	3,097,622	3,265,363	3,236,439	3,475,883	2,128,701	1,107,738	65.77%	64.23%	63.55%	31,430	2,097,270	1,968,499
REGULAR INSTRUCTION	30,597,910	31,337,342	31,936,608	31,717,380	13,740,226	18,196,382	43.02%	42.30%	43.08%	485,184	13,255,042	13,183,069
EXTRA-CURRICULAR ACTIVITIES	1,131,315	1,043,990	1,119,853	1,156,790	559,324	560,529	49.95%	52.69%	53.77%	9,198	550,126	608,291
VOCATIONAL INSTRUCTION	599,877	839,648	698,297	803,302	413,262	285,035	59.18%	29.64%	41.31%	164,421	248,841	247,786
SPECIAL EDUCATION	13,955,261	15,690,800	16,464,054	16,240,038	7,307,779	9,156,275	44.39%	42.45%	43.29%	647,229	6,660,550	6,041,847
INSTRUCTIONAL SUPPORT	5,115,499	5,557,740	5,537,906	5,390,973	3,372,606	2,165,300	60.90%	72.80%	64.50%	(673,466)	4,046,072	3,299,589
PUPIL SUPPORT SERVICES	10,416,333	11,410,630	11,691,285	12,403,928	6,089,103	5,602,182	52.08%	42.70%	42.10%	1,216,842	4,872,262	4,385,290
FACILITIES	7,423,372	6,795,129	7,324,403	7,617,667	4,358,061	2,966,342	59.50%	61.58%	57.48%	173,606	4,184,455	4,266,816
OTHER FINANCING USES	412,768	514,812	524,580	580,572	571,194	(46,614)	108.89%	99.31%	98.95%	59,934	511,260	408,446
TOTALS	76,826,282	80,800,761	83,586,149	84,177,431	41,036,850	42,549,299	49.10%	48.02%	47.84%	2,234,232	38,802,618	36,755,577

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

RICHFIELD | January 31, 2025

ACTIVITY - OTHER FUNDS	January 31, January 31, January 31,											
	June 30,	June 30, 2024	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	Current YTD vs. PYTD	January 31, 2024	January 31, 2023
REVENUE												
FOOD SERVICE	3,072,380	3,949,403	3,582,663	3,604,385	1,344,000	2,238,663	37.51%	34.15%	33.31%	(4,598)	1,348,598	1,023,518
COMMUNITY EDUCATION	2,097,545	2,322,904	2,031,749	2,022,805	1,472,902	558,847	72.49%	77.00%	70.76%	(315,749)	1,788,651	1,484,299
CONSTRUCTION	2,403,125	2,767,467	80,000	205,059	111,416	(31,416)	139.27%	3.27%	97.63%	20,893	90,523	2,346,221
DEBT SERVICE	7,384,481	8,086,343	7,819,436	7,037,558	7,095,910	723,526	90.75%	101.28%	97.63%	(1,094,021)	8,189,930	7,209,799
CUSTODIAL	25,986	30,570	12,000	14,598	6,239	5,761	51.99%	24.31%	17.45%	(1,193)	7,432	4,535
INTERNAL SERVICE	8,168,983	8,636,077	9,689,595	9,942,590	5,080,036	4,609,559	52.43%	60.26%	46.88%	(123,953)	5,203,989	3,829,352
OPEB IRREVOCABLE TRUST	190,720	364,778	200,000	64,649	(31,198)	231,198	-15.60%	19.49%	186.23%	(102,279)	71,080	355,176
OPEB DEBT SERVICE	2,061,376	2,013,317	2,058,652	1,854,809	1,888,790	169,862	91.75%	103.31%	99.40%	(191,241)	2,080,031	2,049,052
TOTALS	25,404,596	28,170,859	25,474,095	24,746,453	16,968,094	8,506,001	66.61%	66.67%	72.04%	(1,812,141)	18,780,234	18,301,952
	January 31, January 31, January 31,											
	June 30,	June 30, 2024	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	January 31, 2024	January 31, 2023
EXPENDITURES												
FOOD SERVICE	3,519,501	3,729,581	3,669,579	3,918,480	2,014,425	1,655,154	54.90%	48.42%	50.27%	208,471	1,805,954	1,769,271
COMMUNITY EDUCATION	2,092,359	2,258,815	1,999,439	2,007,874	1,061,513	937,926	53.09%	55.27%	51.32%	(187,011)	1,248,524	1,073,815
CONSTRUCTION	136,534	1,834,310	2,000,000	1,874,180	1,123,544	876,456	56.18%	61.99%	94.88%	(13,629)	1,137,173	129,547
DEBT SERVICE	7,254,908	7,949,447	7,688,838	7,779,254	7,779,254	(90,416)	101.18%	99.94%	99.94%	(165,540)	7,944,794	7,250,658
CUSTODIAL	7,639	9,075	12,000	14,409	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	8,953,645	5,345,232	4,342,068	55.18%	75.20%	68.38%	(106,711)	5,451,943	5,399,280
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	2,022,175	0	100.00%	100.00%	100.00%	(2,925)	2,025,100	2,027,475
TOTALS	23,418,991	25,532,600	27,744,331	27,235,016	19,356,669	8,387,662	69.77%	76.85%	75.40%	(265,819)	19,622,488	17,657,617
	January 31, January 31, January 31,											
	June 30,	June 30, 2024	Adopted Budget	Projected End Of Year	YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	January 31, 2024	January 31, 2023
SUMMARY - ALL FUNDS												
SUMMARY												
REVENUE	100,420,930	110,178,467	109,195,275	108,341,592	61,737,540	47,457,735	56.54%	54.71%	55.73%	1,454,230	60,283,309	55,965,616
EXPENDITURES	100,245,273	106,333,361	111,330,480	111,412,448	60,393,520	50,936,960	54.25%	54.95%	54.28%	1,968,413	58,425,106	54,413,194
SPENDING VARIANCE	175,656	3,845,105	(2,135,205)	(3,070,855)	1,344,020	N/A	N/A	N/A	N/A	(514,183)	1,858,203	1,552,422

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting February 18, 2025

Subject: PERSONNEL ITEMS

(Recommended by superintendent)

That the board of education approve the following personnel items:

Certified Full Time Out of Field Permission

Kourtney Culver – Health Teacher – Richfield Middle School
Effective: 1/27/2025

Certified Full Time Retirement

Christine Awbrey - Math Interventionist – STEM Elementary
Effective: 6/7/2025
Yrs. Of Service: 25
Correction of years of service from the 1/21/25 board meeting.

Certified Full Time Resignation

Angela Lawson – School Social Worker – Richfield Senior High School
Effective: 06/07/2025
Yrs. Of Service: 1

Certified Full Time Extended Leave of Absence

Jodi Donahue – Special Education – Centennial Elementary School
Requesting a 3-5 year leave of absence per MN Statute 122A.46
Effective: 2025-2028

Alaina Rice-Hanson – Special Education Teacher – Richfield Middle School
Effective: 2025-2026

Classified Full-Time Paraprofessional for Employment

Hamza Aden - Special Education – Centennial Elementary
Effective: 01/30/2025

Amber Boie - Special Education – Richfield High School
Effective: 02/04/2025

Classified Part-Time Facilities & Transportation for Employment

Jools Brandt - Bus Driver – Bus Garage
Effective: 02/04/2025

Classified Full-Time for Employment

Callmie Dennis - Registered Nurse – Academy of Holy Angels
Effective: 02/10/2025

Classified Full-Time Paraprofessional Resignation

Kameron Poncius - Special Education – Richfield STEM Elementary
Effective: 02/18/2025

Yrs. of Service: 3.25

Stephanie Blonigan - Special Education – South Education Center
Effective: 02/20/2025

Yrs. of Service: 0.75

Classified Full-Time Food & Nutrition Resignation

Armando Perez - Production Cook – Centennial Elementary
Effective: 02/14/2025

Yrs. of Service: 0.25

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, February 18, 2025

Subject: Staff Professional Boundaries

(Recommended by the superintendent)

Passage upon a fourth read of Draft Policy 414: Staff Professional Boundaries & Draft Administrative Guidelines 414.1 & 414.2. Based on staff feedback, the policy draft has been split so that there is now a policy and two guidelines. The policy details the type of employee-student relationships that are not acceptable. Guideline 414.1 encourages best practices for staff to maintain positive relationships with students, parents/guardians and other staff members. Guideline 414.2 lays out expectations for staff members who choose to be privately employed as paid tutors outside of their role in the District.

The draft policy and guidelines have been reviewed by the HR department, the Safe & Supportive Schools parent/guardian, RHS student, RMS student and RCEP student groups, as well as Education Richfield to gather input. **They have also been reviewed by the attorneys for the District.**

Changes from the third draft shared with the board on 1/6/25 have been included as redlines.

Attachments:

Draft Policy 414: Staff Professional Boundaries - redlined

Draft Administrative Guideline 414.1: Best Practices for Staff to Build Positive Relationships - redlined

Draft Administrative Guideline 414.2: Tutoring of Students - redlined

MSBA Model Policy 423: Employee-Student Relationships

RICHFIELD PUBLIC SCHOOLS
STAFF PROFESSIONAL BOUNDARIES

I. PURPOSE

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

II. DEFINITIONS

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

III. GENERAL STATEMENT OF POLICY

A. This policy applies to all District employees at all times, whether on or off duty and on or off of District property. While employees have a reasonable expectation of privacy in their personal lives, this policy primarily governs employee-student relationships, which affect the safety and well-being of students regardless of where and when these interactions take place.

B. At all times, students, parents/guardians, and RPS community members will be treated by all District employees with respect, courtesy, and consideration and in a professional manner, with the understanding that cultural differences may include varying assumptions about what constitutes polite or respectful communication. Each District employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must remain on an employee-student basis with an understanding of appropriate self-disclosure, physical boundaries and decision-making.

C. Employees must be mindful of their inherent positions of authority and influence over students. While the role of an RPS teacher is to inspire and empower students to learn, grow and excel, employees must also be cautious to avoid promoting a specific personal or political agenda to students. Were an employee to encounter a student by chance when engaging in political canvassing/campaigning or at a political rally on their own time and in their personal capacity, the employee could continue to participate in the activity in their personal capacity.)

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- 47 D. Sexual relationships between District employees and students, without
48 regard to the age of the student, are strictly forbidden and may subject the
49 employee to criminal liability.
50
- 51 E. Other actions that violate this policy include, but are not limited to, the
52 following:
53
- 54 1. Dating students, regardless of the age of the student.
 - 55 2. Having any interaction/activity of a sexual nature with a student.
 - 56 3. Committing or attempting to induce students or others to commit an
57 illegal act or act that endangers the health, welfare, safety or
58 education of any student.
 - 59 4. Supplying alcohol or any illegal substance to a student, allowing a
60 student access to such substances, or failing to take reasonable
61 steps to prevent such access from occurring.
 - 62 5. Using a personal vehicle to transport one or more students, except
63 as provided in III.G.1(a) of this policy or in the event of an emergency
64 or unforeseen circumstance as described in Policy 653: Field Trips.
 - 65 6. Allowing a student to use an employee's personal vehicle for any
66 purpose.
 - 67 7. Giving personal gifts, cards or letters that are unrelated to school
68 activities to an individual student.
 - 69
- 70 F. District employees shall, whenever possible, employ safeguards against
71 improper relationships with students and/or claims of such improper
72 relationships. Such safeguards may include avoiding altogether or
73 minimizing physical contact and keeping doors open when meeting with
74 students one-on-one if appropriate and/or making sure that such meetings
75 with a student take place in rooms with windows and/or others nearby.
76
- 77 G. Excessive informal and social involvement with individual students is
78 unprofessional, is not compatible with employee-student relationships, and
79 is inappropriate. Examples of excessive informal and social involvement
80 could include building a trusting relationship with a student in order to exploit
81 them, such as for sexual activity (i.e. grooming); using manipulative tactics
82 to cause a student to become emotionally dependent and/or to discourage
83 a student from trusting other adults; making plans with students outside of
84 school; disclosing unnecessarily personal information to students; ;
85 complimenting students on factors unrelated to school; ; using overly
86 familiar nicknames; ; etc.
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1. When an employee has a social connection to a student outside of school that arises from a familial or friend relationship with the student's parent/guardian or neighborhood/community involvement with the student's family, that connection is not, in and of itself, considered to be excessive. Employees with this type of social connection to a student's family must be particularly cautious about maintaining professional boundaries with the student at school in order to prevent any appearance of favoritism.
 - a. An employee who has this type of social connection with a student outside of school may use a personal vehicle to transport the student with prearranged, documented parent/guardian permission. This stipulation is not meant to be used as a substitute for District-provided transportation, but rather to acknowledge that parents/guardians may arrange carpools and other forms of transportation for their own students, and RPS employees need not be excluded from supporting their friends or family in this way simply because they are employees.
- ~~2. Employees may encounter students outside of school and need not hide their personal lives, including political activities, from students in these types of coincidental interactions. However, employees should be aware that the political opinions they express in their personal lives could still have a significant impact on their professional relationships with students if those opinions become known.~~
- ~~3. Employees should be mindful that even after a student graduates or leaves the District and becomes an adult, there may still be an uneven power dynamic between the employee and the former student. While friendships with adult former students are allowable, they should be undertaken with caution.~~
- H. ~~Employees~~ The law requires employees must to maintain the confidentiality of private student information at all times. Private student or staff information can only be shared between employees when the staff member needs the information in order to perform their job duties. Further detail is provided in Policy 581: Protection and Privacy of Pupil Records and Policy 412: Public and Private Personnel Data. Conversations between employees must also protect student dignity (e.g., not gossiping about students with other employees).
- I. ~~Employees~~ Unless the employee and student are related, employees should not communicate with students using their personal phone numbers, personal email addresses or any private messaging platform that is not

139 approved by the District. Employees are strongly discouraged from
140 engaging in any social media interaction with students, unless it is through
141 a social media account set up solely to share educational or school-related
142 information. Additional expectations for staff use of social media are
143 outlined in Administrative Guideline 107.2: Social Media.
144

145 J. If an employee uses a personal device to take photos of students for school
146 social media or marketing purposes, classroom community building or
147 teaching purposes, the employee should delete the photos from their
148 personal device as soon as the photos are shared/used. Exceptions can be
149 made for ~~a limited number of~~ photos of school events that are open to the
150 public to be retained by an employee as keepsakes. Employees must not
151 post identifiable photos of RPS students to their personal social media
152 accounts unless they are related to the student or family friends with the
153 student's parent/guardian, and they have the student's parent/guardian's
154 explicit written permission to post the photo, without documented
155 permission from the student's parent/guardian.

156 K. Employees should not leverage their professional relationships with
157 students, parents/guardians, and/or colleagues to gain personal benefits or
158 advantages. Examples of this could include employees selling items to
159 students, requiring students to complete personal tasks or errands as a form
160 of discipline, asking coworkers to patronize their small business in return for
161 support at work, etc. Delineation of when tutoring students for pay is
162 prohibited or allowable is outlined in Administrative Guideline 414.2:
163 Tutoring of Students.
164

165 L. District employees will adhere to applicable standards of ethics and
166 professional conduct under Minnesota law. Employees who hold
167 professional licenses are also expected to adhere to their governing board's
168 code of ethics related to professional practice.
169

170 M. Emergency situations may arise that necessitate ~~the crossing of employee-~~
171 ~~student boundaries-physical intervention~~ in order to prevent immediate
172 harm to ~~an student individual~~ or ~~to render emergent-emergency~~ medical
173 assistance.
174

175 IV. REPORTING AND INVESTIGATION

176 A. Complaints and/or concerns regarding alleged violations of this policy shall
177 be brought to the building principal, director or supervisor. If the complaint
178 involves the building leader, it shall be brought to the superintendent.
179

180 B. All employees shall cooperate with any investigation of alleged acts,
181 conduct, or communications in violation of this policy.
182
183
184

185 **V. SCHOOL DISTRICT ACTION**

186
187 Upon receipt of a report, the District will take appropriate action. Such action may
188 include, but is not limited to, providing expectations and/or directives, warning,
189 suspension, transfer, remediation, termination, or discharge. It also may include
190 reporting to appropriate state or federal authorities, including the Minnesota
191 Professional Educator Licensing and Standards Board or the appropriate licensing
192 authority and appropriate agencies responsible for investigating reports of
193 maltreatment of minors and/or vulnerable adults. District action taken for violation
194 of this policy will be consistent with requirements of applicable collective bargaining
195 agreements, Minnesota and federal law, and District policies.

196
197 **VI. SCOPE OF LIABILITY**

198
199 Employees are placed on notice that if an employee acts outside the performance
200 of the duties of the position for which the employee is employed or is guilty of willful
201 neglect of duty, or bad faith, the District is not required to provide legal defense for
202 the employee.
203

204 **Legal References:**

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

213
214 **Cross References:**

215 Policy 103: Harassment Prohibition
216 Policy 107: Electronic Use and Communication
217 Policy 408: Gifts to Employees
218 Policy 409: Mandated Reporting of Child Neglect or Physical or Sexual Abuse
219 Policy 410: Mandated Reporting of Maltreatment of Vulnerable Adults
220 [Policy 412: Public and Private Personnel Data](#)
221 Policy 581: Protection and Privacy of Pupil Records
222 Policy 926: Public Relations/Involvement

223
224 RATIFIED BY THE BOARD OF EDUCATION:

**RICHFIELD PUBLIC SCHOOLS
ADMINISTRATIVE GUIDELINES**

BEST PRACTICES FOR STAFF TO BUILD POSITIVE RELATIONSHIPS

I. BEST PRACTICES IN BUILDING POSITIVE RELATIONSHIPS WITH STUDENTS

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

- A. Greet students daily.
- B. Engage in classroom and school community-building activities.
- C. Learn about students' interests and engage in conversations with them as time allows.
- D. Provide positive feedback to students and their parents/guardians for achievements and positive behavior.
- D-E. Take care to create positive interactions with students who have had negative interactions with you in the past.
- E-F. When students are sharing appropriately, listen-listen to students-them without judgment or interruption.
- G. Encourage student voice and participation in class. Ensure that students are allowed to share differing viewpoints from others.
- F-H. Keep in mind that cultural differences may include varying assumptions about what constitutes polite or respectful communication.
- G-I. ~~Communicate with students outside of class using~~ Use a District-approved communication platform to communicate with students outside of class (e.g. regarding an extracurricular activity or to answer questions about a classroom assignment).
- H-J. Notice and encourage students' unique strengths.

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46 K. Be aware of the impact your communication may have on students, not
47 solely the intent.
48

49 L. Keep physical contact with students to a minimum. Appropriate physical
50 contact may include:
51

- 52 a. Congratulatory handshakes and high fives when appropriate
- 53 b. Placing a hand on a student's shoulder to comfort them or to get their
54 attention
- 55 c. The exceptions to physical holding included in Minnesota Statutes
56 Section 125A.094(c)
- 57 d. Where immediate intervention is necessary to protect the student or
58 other individuals from physical injury
59 ↳ Obtain permission before engaging in appropriate physical
60 contact or encroaching on a student's physical space.
61

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62 K.M. Share information authentically with students as relevant and appropriate
63 for the activity.
64

65 L.N. Communicate to students that they are valued members of the school and
66 classroom community.
67

68 **II. BEST PRACTICES IN BUILDING POSITIVE RELATIONSHIPS WITH** 69 **PARENTS/GUARDIANS** 70

71 It is the responsibility of each employee of Richfield Public Schools to actively
72 communicate in a way that highlights the educational experiences in the District
73 and promotes effective partnerships between school, home and the community.
74 This responsibility is detailed in Policy 926: Public Relations/Involvement.
75 Additionally, employees are encouraged to follow these best practices in order to
76 build positive relationships with parents/guardians:
77

- 78 A. Welcome all visitors who enter the front office of a school.
- 79
- 80 B. Use respectful language when communicating with parents/guardians.
- 81
- 82 C. Communicate with parents/guardians on a regular basis using a District-
83 approved platform.
- 84
- 85 D. Provide positive feedback to parents/guardians for student achievements
86 and positive behavior.
- 87
- 88 E. Ensure that trained spoken language interpreters are available and utilized
89 as needed for communication with parents/guardians who speak a
90 language other than English.
91

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

III. BEST PRACTICES IN MAINTAINING POSITIVE COLLEGIAL RELATIONSHIPS

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

- A. Use respectful language in communicating with other employees, particularly in front of students.
- B. Address any conflicts or concerns with polite and honest communication, and enlist the help of ~~your~~^a supervisor if needed.
- C. Welcome new employees.
- D. Keep personal devices put away during meetings and active work times in order to be respectful of ~~your~~ colleagues' time.
- E. Keep in mind that cultural differences may include varying assumptions about what constitutes polite or respectful communication.

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

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RICHFIELD PUBLIC SCHOOLS
ADMINISTRATIVE GUIDELINES
TUTORING OF STUDENTS

I. INTRODUCTION

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

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

II. DEFINITIONS

A. "Tutor" means an instructor or other employee who gives additional, special, or remedial instruction to students outside of the staff member's regular duty hours.

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

B. "Paid tutor" means an instructor or other employee who gives additional, special, or remedial instruction to students outside of the staff member's regular duty hours, and receives some financial ~~remuneration~~ compensation for tutoring, from any source, which could include the student, the student's family, the District, or a third party.

~~C. Instruction and/or assistance provided to RPS students before or after school but during the licensed staff member's regular duty hours does not constitute tutoring for which a teacher will receive extra pay. This type of assistance is expected and considered part of the staff member's regular contract duties.~~

III. GUIDELINES FOR PAID TUTORING OF STUDENTS

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46 A. Private Pay Tutoring of Assigned Students Outside Regular Hours is
47 Prohibited

48 ~~A. Tutoring instruction provided to RPS students by a licensed staff~~
49 ~~member is prohibited if the student is who are assigned to a the licensed~~
50 ~~staff member's RPS class and the tutoring is for private pay and/or~~
51 ~~outside of regular duty hours is prohibited.~~
52

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53
54 ~~B. Tutoring instruction provided to RPS students before or after school~~
55 ~~but during the licensed staff member's regular duty hours is encouraged.~~
56 ~~No extra pay is authorized, because such help is considered part of the staff~~
57 ~~member's regular contract.~~
58

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59
60 B. Private Pay Tutoring Outside School Facilities for Unassigned Students is
61 Allowed

62 ~~C. Tutoring instruction provided to RPS students who are not assigned~~
63 ~~to a the licensed staff member's RPS class is allowed for private pay, but it~~
64 ~~must occur outside of regular duty hours is permitted, as long as it takes~~
65 ~~place and outside of school facilities. Staff members are advised to disclose~~
66 ~~their plans in advance tasked to notify their RPS supervisor about their~~
67 ~~plans in advance.~~
68

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69
70 ~~D.C.~~ RPS staff members are not permitted to use District resources or
71 parent/guardian contact information to advertise any private tutoring
72 services.

73
74 ~~E.D.~~ RPS staff members are encouraged to apply for additional casual work
75 assignments through RPS Community Education and/or Extended Learning
76 (Beacons, DREAMS Academy, Credit Recovery, etc.) as tutors or private
77 instructors.
78

79
80 Dated:

Adopted: _____

MSBA/MASA Model Policy 423

Orig. 1999

Revised: _____

Rev. 2022

423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
 - 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

[Note: Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.]
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.

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

III. REPORTING AND INVESTIGATION

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

IV. SCHOOL DISTRICT ACTION

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

V. SCOPE OF LIABILITY

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

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

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, February 18, 2025

Subject: Student Surveys

(Recommended by the superintendent)

Passage upon a third 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 have been reviewed by the Communications Department and the Student Support Services Department.

Suggested changes have been included for clarity and to adhere to District branding and style guidelines. Input from board members has also been incorporated.

Attachments:

Policy 585: Student Surveys - **redlined**

Administrative Guideline 585.1 - **redlined**

MSBA Model Policy 520: 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-d~~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-d~~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-d~~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 data~~ means data about a person that is accessible only to representatives of the ~~school-d~~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-d~~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.

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

47
48 C. Although the survey is conducted anonymously, the potential exists for
49 personally identifiable information to be provided in response thereto. ~~To the~~
50 extent that personally identifiable information of a student is contained in ~~his or~~
51 ~~her~~their responses to a survey, the ~~school d~~District will take appropriate steps
52 to ensure the data is protected in accordance with Minn. Stat. Ch. 13
53 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family
54 Educational Rights and Privacy Act) and 34 C.F.R. Part 99.

55
56 D. Inspection

57 The ~~school d~~District will make all instructional materials available for
58 inspection by students, ~~and~~ parents, ~~or~~ guardians.

59
60 E. The ~~school d~~District will notify parents/guardians about student surveys using
61 a variety of methods that may include text, email, and/or web posts~~(i.e.~~
62 ~~website, email, blackboard notification)~~ to be
63 administered during the school year with sufficient time, a least two weeks in
64 advance of the survey, to allow for parental review as defined in this policy.
65 The notice will include the grade levels to be surveyed, the purpose of the
66 survey, the opt-out process, and a way for parents/guardians to review all
67 questions in the survey.

68
69 F. The ~~school d~~District will provide survey information and the opt-out form on
70 the ~~school d~~District website.

71
72 G. The ~~school d~~District will maintain the survey results as confidential data on
73 the students and will report the survey results in a way that does not allow for
74 identification of individual student results.

75
76 H. The ~~school d~~District must not impose an academic or other penalty on a student
77 who opts out of participating in a student survey.

78
79 **V. STUDENT SURVEYS APPROVAL PROCESS**

80
81 A. Student surveys conducted at the district level must be approved by the
82 superintendent and will allow time for parent/guardian feedback and review as
83 defined in this policy.

84
85 B. Student surveys conducted at the grade ~~or classroom~~-level must be approved
86 by the principal or administrative designee. Surveys conducted in this fashion
87 are subject to all of the rules in this policy related to confidentiality and
88 information requested of students, and students must be informed of the
89 purpose of the survey before it is administered.

90
91 **VI. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF**
92 **EDUCATION PROGRAM**

93
94 A. All instructional materials, including teacher's manuals, films, tapes, or other
95 supplementary material which will be used in connection with any survey,
96 analysis, or evaluation as part of any program funded in whole or in part by the
97 U.S. Department of Education, ~~and~~ shall be available for inspection by the
98 parents ~~or~~ guardians of the students.

99
100 B. No student shall be required, as part of any program funded in whole or in part
101 by the U.S. Department of Education, without the prior consent of the student
102 (if the student is an adult or emancipated minor), or, in the case of an
103 unemancipated minor, without the prior written consent of the parent/guardian,
104 to submit to a survey that reveals information concerning:

- 105
106 1. political affiliations or beliefs of the student or the student's parent/guardian;
107
108 2. mental and psychological problems of the student or the student's family;
109
110 3. sex behavior or attitudes;
111
112 4. illegal, antisocial, self-incriminating, or demeaning behavior;
113
114 5. critical appraisals of other individuals with whom respondents have close
115 family relationships;
116
117 6. legally recognized privileged or analogous relationships, such as those of
118 lawyers, physicians, and ministers;
119
120 7. religious practices, affiliations, or beliefs of the student or the student's
121 parent/guardian; or;
122

- 123 8. income (other than that required by law to determine eligibility for
124 participation in a program or for receiving financial assistance under such
125 program).
- 126
- 127 C. A school district that receives funds under any program funded by the U.S.
128 Department of Education shall develop local policies consistent with Sections
129 VI.A. and VI.B. above, concerning student privacy, parental access to
130 information, and administration of certain physical examinations to minors.
- 131
- 132 1. The policies adopted under Section VI.C. above, shall provide for
133 reasonable notice of the adoption or continued use of such policies directly
134 to parents/guardians of students enrolled in or served by the ~~school~~
135 District.
- 136
- 137 i. The notice will be provided at least annually, at the beginning of the school
138 year, and within a reasonable period of time after any substantive change
139 in a policy.
- 140
- 141 ii. The notice will provide parents/guardians with an opportunity to opt out of
142 participation in the following activities:
- 143
- 144 a. Activities involving the collection, disclosure, or use of personal
145 information collected from students for the purpose of marketing or
146 for selling that information, or otherwise providing that information to
147 others for that purpose.
- 148
- 149 b. The administration of any third-party survey (non-Department of
150 Education funded) containing one or more of the items contained in
151 Section VI.B., above.
- 152
- 153 c. Any nonemergency, invasive physical examination or screening that
154 is required as a condition of attendance, administered by the school
155 and scheduled by the school in advance, and not necessary to
156 protect the immediate health and safety of the student or other
157 students.
- 158
- 159 “Invasive physical examination” means any medical examination
160 that involves the exposure of private body parts, or act during such
161 examination that includes incision, insertion, or injection into the
162 body, but does not include a hearing, vision, or scoliosis screening.
163

- 164 iii. The notice will advise students of the specific or approximate dates during
165 the school year when the activities in Section VI.C.1.ii., above, are
166 scheduled, or expected to be scheduled.
167
- 168 iv. The notice provisions shall not be construed to preempt applicable
169 provisions of state law that require parental notification and do not apply
170 to any physical examination or screening that is permitted or required by
171 applicable state law, including physical examinations or screenings that
172 are permitted without parental notification.

173
174 **V. NOTICE**

- 175
- 176 A. The ~~school-d~~District must give parents/guardians and students notice of this
177 policy at the beginning of each school year and after making substantive
178 changes to this policy.
- 179
- 180 B. The ~~school-d~~District must inform parents/guardians at the beginning of the
181 school year if the ~~district-District~~ or school has identified specific or approximate
182 dates for administering surveys and give parents/guardians reasonable notice
183 of planned surveys scheduled after the start of the school year.—The ~~school~~
184 dDistrict must give parents/guardians direct, timely notice when their students
185 are scheduled to participate in a student survey by United States mail, e-mail,
186 or another direct form of communication.
- 187
- 188 C. The ~~school-d~~District must give parents/guardians the opportunity to review the
189 survey and to opt their ~~students-children~~ out of participating in the survey.

190
191 **Legal References:**

- 192 Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
193 Minn. Stat. § 121A.065 (District Surveys to Collect Student Information; Parent Notice
194 and Opportunity for Opting Out) ← **Formatted: Indent: Left: 0"**
- 195 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
196 20 U.S.C. § 1232h (Protection of Pupil Rights)
197 34 C.F.R. § 99 (Family Educational Rights and Privacy Act Regulations)
198 *Gonzaga University v. Doe*, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)
199 *C.N. v. Ridgewood Bd. of Educ.*, 430 F.3d. 159 (3rd Cir. 2005)
200 *Fields v. Palmdale School Dist.*, 427 F.3d. 1197 (9th Cir. 2005)

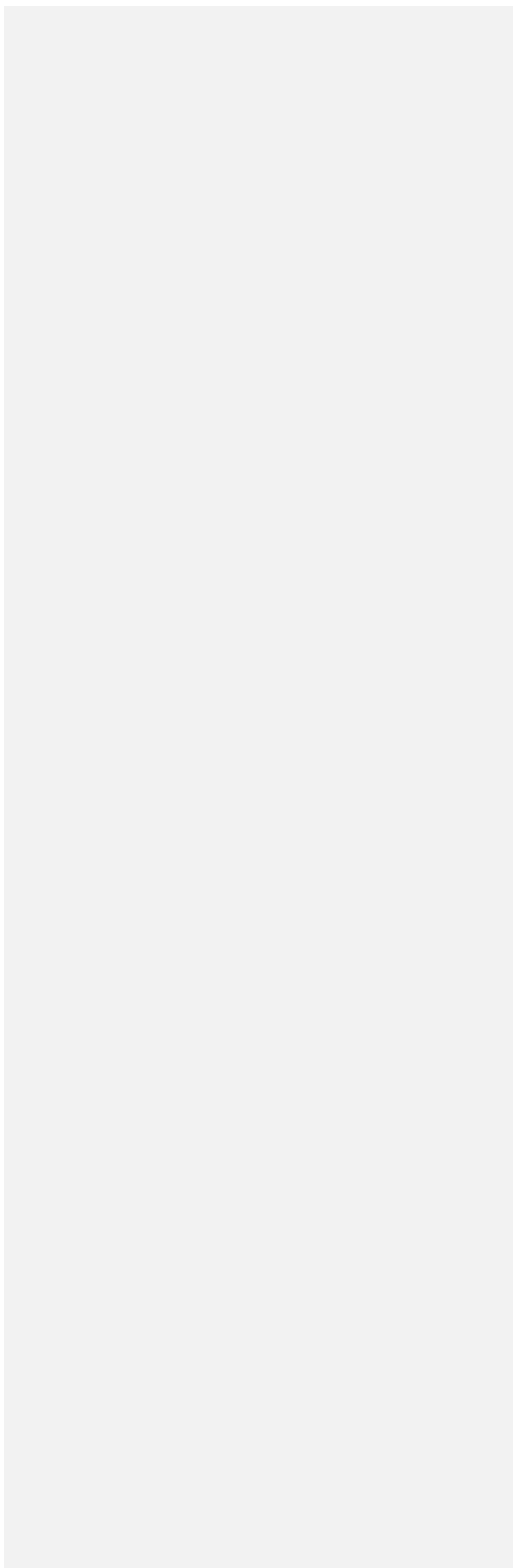
201
202 **Cross References:**

- 203 ~~MSBA/MASA Model Policy 515 (Policy 581: Protection and Privacy of Pupil~~
204 ~~Records)~~
- 205 ~~MSBA/MASA Model Policy 521 (Policy 505: Student Disability Nondiscrimination)~~ ← **Formatted: Indent: Left: 0"**
206 ~~MSBA/MASA Model Policy 522 (Policy 506: Student Sex Nondiscrimination)~~
207

Section 500
Students

Board Policy 585
Page | 6

208 RATIFIED BY THE BOARD OF EDUCATION: July 17, 2006
209 REVISED BY THE BOARD OF EDUCATION: October 21, 2019
210



**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-~~1~~; Student Surveys.

II. DEFINITIONS

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

~~A.~~

B. Student surveys for the purpose of this policy means student surveys conducted by the ~~school-d~~District.

III. PROCESS TO OPT OUT OF STUDENT SURVEY

A. The ~~school-d~~District will notify parents/guardians each year in the fall about the ~~district-district~~-administered surveys and the opportunity they have to opt out their student-child.

~~A.~~

B. Parents/guardians must notify the building principal through mail, email or in person that they do not want their student-child to participate in the survey.

~~B.~~

C. The principal will notify classroom teachers of students who have opted out and will be excluded from the ~~Student-student Surveys~~survey.

~~C.~~

D. The ~~school-d~~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

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**RICHFIELD PUBLIC SCHOOLS
ADMINISTRATIVE GUIDELINES
STUDENT SURVEYS OPT OUT FORM**

Student Opt-Out Form

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

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

School Name: _____

Student Name: _____ Student Grade: _____

Parent/Guardian 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)

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, February 18, 2025

Subject: Student Cell Phones

(Recommended by the superintendent)

A second read of Draft Policy 550: Student Cell Phones & Draft Administrative Guideline 550.1. Recent updates to statute require the board to have a policy in place that addresses student cell phone use. This policy must be approved by mid-March.

The District administration has drafted a general policy and guidelines that are specific to each RPS school.

The policy and guideline have been reviewed by the Safe & Supportive Schools parent/guardian, RMS and RCEP groups, and suggested changes are included. The RHS Safe & Supportive Schools group will also be reviewing the policy and guideline before they are brought back to the board.

Attachments:

Draft Policy 550: Student Cell Phones - redlined

Draft Administrative Guideline 550 - redlined

MSBA Model Policy 524.5: Personal Electronic Communication Devices

RICHFIELD PUBLIC SCHOOLS
ADMINISTRATIVE GUIDELINES
STUDENT CELL PHONES

I. DEFINITIONS

“Cell Phone” means a personal device capable of making calls, transmitting pictures or video, or sending or receiving messages through electronic means. The definition of cell phone includes a non-smartphone that is limited to making phone calls or text messages and a smartphone that encompasses the above features.

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“Personal Electronic Device” means any personal device capable of connecting to a cell phone, the internet, a cellular or Wi-Fi network, or that directly connects to another similar device. Personal electronic communication devices may include cell phones, wearable devices such as smartwatches, personal headphones, earbuds or pods, laptops, tablets, virtual reality devices, and other personal electronic communication devices with the abovementioned characteristics. Electronic devices owned by Richfield Public Schools are not personal devices.

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II. DISTRICTWIDE REQUIREMENTS

To minimize the impact of personal electronic devices on student behavior, mental health, and academic attainment and to support school environments in which students can engage fully with their classmates, their teachers, and instruction, Richfield Public Schools has determined the use of personal electronic devices by students should be limited.

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Personal electronic devices may not be used in any manner that causes or results in disruption of the educational environment or school-sponsored extracurricular activities or events or impairs or interferes with District operations. All student use of personal electronic devices must adhere to Policy 107: Electronic Use and Communications.

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Devices, including but not limited to personal electronic devices with audio, video, or photo-taking capabilities shall not be used at any time in locker rooms, bathrooms, or other locations where the presence of such devices poses an unreasonable risk to the safety, welfare, or privacy of others.

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Personal electronic devices may not be used to engage in bullying, cyberbullying, harassment, discrimination, or other activity prohibited under federal or state law or under District policy.

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Students shall not use personal electronic devices during a lockdown drill, a fire drill, or a similar safety drill.

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Using a personal electronic device on a school bus to play audio at a volume that is distracting to the bus driver is prohibited.

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School administration may establish expectations for personal electronic device possession and use during off-campus school-sponsored activities, such as extracurricular activities, outdoor and service trips, and school field trips. These expectations will be provided at pre-activity meetings, activity-specific permission slips, and by other means as appropriate in the circumstances.

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III. PROCEDURES FOR STUDENT CELL PHONES AT RICHFIELD HIGH SCHOOL

Students may possess or use personal electronic devices on school property, on school buses, or at school-sponsored events according to the following guidelines:

- Before school until the beginning of the school day (8:40 A.m.).
- During a student's lunch period.
- During a student's passing time.
- After school as signaled by the 3:30 bell.

It is expected that ~~phones~~ personal electronic devices are silenced and put away during a student's scheduled instruction time.

Students will be considered "in class" once the bell rings. ~~Teachers will set the appropriate level of acceptable use at any given time in their classroom as outlined below. Earbuds and headphones are to be out of sight while students are "in class" unless the classroom teacher specifically allows their use for a class activity.~~

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~~Red Light: Personal electronic devices are not allowed for the current activity/time period. They must be turned off and put away (teachers may use cell phone caddies for storage)~~

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~~Yellow Light: Personal electronic devices are regulated by the classroom teacher, and students may only use them with permission from the teacher.~~

~~Green Light: Personal electronic devices are allowed by the classroom teacher for the current activity/time period. Students will be professional in the use of their devices and understand that the use of technology is intended to help them interact with the curriculum.~~

Commented [CQ1]: RHS has removed the yellow and green light options as a pilot this year and found success with not allowing cell phones at all during class time.

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77 ~~In the case of a teacher absence, the default setting will be RED unless~~
78 ~~otherwise stated in the teacher's substitute plans.~~

79 Teachers will support students to maintain the expected policy within their
80 classroom. If a student does not honor the expectations at the classroom level,
81 they ~~will may~~ be referred to their ~~grade grade~~-level behavior specialist ~~who will~~
82 ~~for~~ support ~~the student~~ in storing the ~~phone device~~ for the remainder of the day.
83 Repeated patterns of behavior ~~will may~~ result in higher level administrative
84 interventions, ~~possibly~~ including a contract with turning in the ~~phone device~~ (to be
85 stored in ~~the a~~ secure location) at the start of ~~the each school~~ day and picking it
86 up at the end of each school day.
87

88 **IV. PROCEDURES FOR STUDENT CELL PHONES AT THE RICHFIELD COLLEGE**
89 **EXPERIENCE PROGRAM (RCEP)**

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90 Students may possess or use personal electronic devices on school property, on
91 school buses, or at school-sponsored events according to the following
92 guidelines:

- 93 • Before school until the beginning of the school day (8:40 ~~Ama.m.~~)
- 94 • During a student's lunch period.
- 95 • During a student's passing time
- 96 • During class time following acceptable use set by the teacher (see below)
- 97 • After school after 3:30 ~~PMp.m.~~

98
99 While in the classroom during learning time:
100 ~~Teachers, teachers~~ will set the appropriate level of acceptable use as outlined
101 below.

- 102 • Red Light:- Personal electronic devices are not allowed for the current
103 activity/time period. They must be turned off and put away. A cell phone
104 caddy may be used in the classroom.
- 105 • Yellow Light: Personal electronic devices are regulated by the classroom
106 teacher, and students may only use them with permission from the teacher.
- 107 • Green Light: Personal electronic devices are allowed by the classroom
108 teacher for the current activity/time period. Students will be professional in the
109 use of their devices and understand that the use of technology is intended to
110 help them interact with the curriculum. Any misuse of their device may result
111 in an individual yellow or red light.
112

113
114 The same rules apply when there is a substitute teacher in the classroom.

115 Teachers will support students to maintain the expected policy within their
116 classroom. If a student does not honor the expectations at the classroom level,
117 they ~~will may~~ be referred to student support ~~who will~~services for support ~~the~~
118 ~~student~~ in storing the ~~phone device~~ for the remainder of the day. Repeated

119 patterns of behavior ~~will~~ may result in higher level administrative interventions,
120 possibly including a contract with turning in the phone device (to be stored in the
121 a secure location) at the start of ~~the~~ each school day and picking it up at the end
122 of each school day.
123

124 **III.V. PROCEDURES FOR STUDENT CELL PHONES AT RICHFIELD MIDDLE**
125 **SCHOOL**

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126 Prohibited Usage:

- 127
- 128 • ~~Cell phones, smartwatches (e.g. Apple or Google watches) and~~
129 ~~headphones/earbuds~~ All personal electronic devices must be turned off and
130 stored in lockers during school hours (8:~~30~~ 40 AM a.m. - 3:30 PM p.m.).
 - These personal devices should not be used, seen, or heard during this time.

131 Consequences for Violation:

132 Teachers or staff will notify the behavior team to collect the device to secure in
133 the office.

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134 First to Second Offense:

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- 135
- 136 • The personal electronic device will be confiscated and ~~kept~~ secured in the
office until the end of the school day.

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137 Third Offense and Beyond:

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- 138
- 139 • A parent/guardian must pick up the personal electronic device from the
school.
 - 140 • An individual device plan may need to be established with an
141 administrator.

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142 By adhering to this policy, students can focus on their education without the
143 distraction of ~~cell phones, smartwatches and earbuds~~ personal electronic
144 devices.
145

146 **IV.VI. PROCEDURES FOR STUDENT CELL PHONES AT RPS ELEMENTARY**
147 **SCHOOLS**

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148 Prohibited Usage:

- 149
- 150 • Cell phones must be turned off and stored in lockers or given to a teacher
during school hours. Cell phones are not to be out at all during school hours.
 - 151 • Smartwatches can be used as a timekeeping device, but not as a
152 communication device. Communication features should be shut off during the
153 school day.

154 Consequences for Violation:

155 First to Second Offense:

- 156 • The personal electronic device will be confiscated ~~and kept in the office~~
157 until the end of the school day.

158 Third Offense and Beyond:

- 159 • A parent/guardian must pick up the personal electronic device from the
160 school.
161 • An individual device plan may need to be established with an
162 administrator.

163 By adhering to this policy, students can focus on their education without the
164 distraction of cell phones and smartwatch communication features. While we
165 understand that parents/guardians may choose to have their student bring a cell
166 phone for communication purposes before or after school, school staff is not
167 liable for any lost, stolen, or damaged devices.

168 Students who need to contact caregivers during the school day must obtain
169 permission from their teacher or the office and use the school phone.

170

171

172 **VII. EXCEPTIONS**

173 Nothing in this guideline prohibits a student from using a personal electronic device
174 for a purpose documented in the student's individualized education program, a
175 plan developed under section 504 of the Rehabilitation Act of 1973, or a health
176 care plan in force regarding the student.

177 A student may use a personal electronic device to monitor or address a health
178 concern or medical condition upon permission granted by the school
179 administration.

180 Students may use a personal electronic device when the use is necessary to
181 respond to or report an emergency. For purposes of this policy, "emergency"
182 means an actual or imminent threat to the health or safety of students and/or
183 school personnel, which may result in death, bodily injury, or substantial property
184 damage.

185

186 **VIII. SCHOOL DISTRICT RESPONSIBILITY**

187

188 The District is not responsible for, nor is it required to investigate, any lost, stolen,
189 or damaged personal electronic devices brought onto school grounds, the bus or
190 to school-sponsored activities or events.

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Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 13.32 (Educational Data)
- Minn. Stat. § 121A.031 (School Student Bullying Policy)
- Minn. Stat. § 121A.73 (School Cell Phone Policy)
- Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
- Minn. Stat. § 125B.15 (Internet Access for Students)
- Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
- 29 U.S.C. § 794 (Nondiscrimination under Federal Grants and Programs)

Cross References:

- Board Policy 107: Electronic Use and Communications
- Board Policy 113: Bullying Prohibition
- Board Policy 412: Public and Private Personnel Data
- Board Policy 541: Student Behavior
- Board Policy 581: Protection and Privacy of Pupil Records

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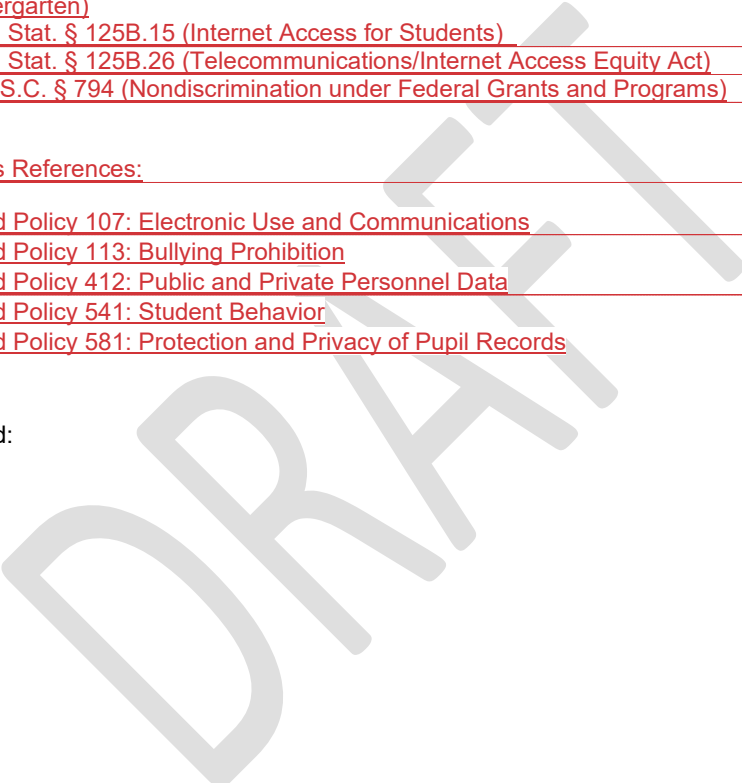
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Adopted: _____
Revised: _____

MSBA/MASA Model Policy 524.5
Orig. 2025

524.5 PERSONAL ELECTRONIC COMMUNICATION DEVICES

I. PURPOSE

The objective of this policy is to support the school district's focus on learning in alignment with the district's mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools. Possession and use of personal electronic communication devices must be regulated to ensure that such devices do not disrupt or interfere with the education process or school operations, impair the safety, welfare, and privacy of students and staff, or are used as part of an act of academic dishonesty.

II. GENERAL STATEMENT OF POLICY

To minimize the impact of personal electronic communication devices on student behavior, mental health, and academic attainment and to support school environments in which students can engage fully with their classmates, their teachers, and instruction, the school board has determined the use of personal electronic communication devices by students during school hours should be limited.

III. DEFINITIONS

- A. "Bell-to-Bell" means from when the first bell rings at the start of the school day to begin instructional time until the dismissal bell rings at the end of the academic school day. "Bell-to bell" includes lunch and time in between class periods.
- B. "Cell Phone" means a personal device capable of making calls, transmitting pictures or video, or sending or receiving messages through electronic means. The definition of cell phone includes a non-smart phone that is limited to making phone calls or text messages and a smart phone that encompasses the above features.
- C. "Cyberbullying" means bullying using technology or other electronic communication, including but not limited to a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device.
- D. "Instructional Time" means any structured or unstructured learning experiences that occur from when the first bell rings at the start of the school day until the dismissal bell rings at the end of the academic school day.
- E. "Personal Electronic Communication Device" means any personal device capable of connecting to a cell phone, the internet, a cellular or Wi-Fi network, or directly connects to another similar device. Personal electronic communication devices may include cell phones, wearable devices such as smart watches, personal headphones, earbuds or pods, laptops, tablets, virtual reality devices, and other personal electronic communication devices with the abovementioned characteristics.
- F. "Stored" means a cell phone or personal electronic communication device not being carried on the student's person, including not in the student's pocket. Storage options may include, but are not limited to, in the student's backpack, in the student's locker, in a locked pouch, or in a designated place in the classroom, as determined by school

administration.

IV. PERSONAL ELECTRONIC COMMUNICATION DEVICE USE AND STORAGE

A. Personal Electronic Communication Device Use

1. Students are prohibited from using personal electronic communication devices

2. Elementary Schools (K-5)
 - a. Students are prohibited from using personal electronic communication devices on school premises from bell-to-bell, which includes but is not limited to instructional time, lunch periods, recess, school-sponsored programs, events or activities, or any other time during the designated school day.
 - b. All personal electronic communication devices shall be kept in designated areas and turned off.
3. Middle Schools/Junior High Schools
4. High Schools (9-12)
 - a. Students are prohibited from using personal electronic communication devices during instructional time, which includes the entire period of a scheduled class and other times when students are directed to report to and participate in any instructional activity.
 - b. Students may wear smart or electronic watches but may not use any communication applications or features that are prohibited from use on other personal electronic communication devices and all notifications must be turned off.
 - c. All personal electronic communication devices shall be kept in designated areas and turned off during instructional time. Personal electronic communication devices may be used during passing times and lunch periods; however, such use is discouraged.

B. Off-Campus School-Sponsored Activities

School administration may establish guidelines for personal electronic communication device possession and use during off-campus school-sponsored activities, such as extracurricular activities, outdoor and service trips, and school field trips. These guidelines will be provided at pre-activity meetings, activity-specific permission slips, and by other means as appropriate in the circumstances.

V. LIMITATIONS ON USE OF AND STORAGE OF PERSONAL ELECTRONIC COMMUNICATION DEVICES

A. Limitations on Use of Personal Electronic Communication Devices

1. Personal electronic communication devices may not be used in any manner that causes or results in disruption of the educational environment or school-

sponsored extracurricular activities or events or impairs or interferes with school district operations.

2. Devices, including but not limited to personal electronic communication devices, with audio, video, or photo-taking capabilities shall not be used at any time in locker rooms, bathrooms, or other locations where the presence of such devices poses an unreasonable risk to the safety, welfare, or privacy of others. Confiscation and search of such devices will occur if found in these areas.
3. Students may not use a device to record, transmit, or post audio, videos, or photos of a person or persons on school grounds or on a school bus without the express permission of school staff in addition to the express consent of the individual or individuals that are the subjects of the recording.
4. Personal electronic communication devices may not be used to engage in bullying, cyberbullying, harassment, discrimination, or other activity prohibited under federal or state law or under school district policy.
5. Personal electronic communication devices shall not be used during a lockdown drill, a fire drill, or a similar safety drill.

B. Storage of Personal Electronic Communication Devices

Students shall keep their personal electronic communication devices in a secure place, such as the student's locker, a closed backpack, a storage device provided by the school, or an area designated by the classroom teacher at all times when personal electronic communication device use is prohibited.

V. EXCEPTIONS

- A. Nothing in this policy prohibits a student from using a personal electronic communication device for a purpose documented in the student's individualized education program, a plan developed under section 504 of the Rehabilitation Act of 1973, or a health care plan in force regarding the student.
- B. A student may use a personal electronic communication device to monitor or address a health concern or medical condition upon permission granted by school administration.
- C. Students may use a personal electronic communication device when the use is necessary to respond to or report an emergency. For purposes of this policy, "emergency" means an actual or imminent threat to the health or safety of students and/or school personnel, which may result in death, bodily injury, or substantial property damage.
- D. A student may use a personal electronic communication device during a time at which use would otherwise be prohibited when the student has been granted permission from a staff member to use the device. If the school district implements a curriculum that uses technology, students may be allowed to use their own personal electronic communication devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices for curriculum.
- E. A personal electronic communication device may be stored in student vehicles parked

on school district property provided that the device is not removed from the vehicle while on school district property.

- F. Students who need to make a call may request permission to use a telephone in the building office.

VI. DISCIPLINE

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

- A. Give the student a verbal warning and require the student to store the student's personal electronic communication device in accordance with this policy.
- B. Securely store the student's personal electronic communication device in a teacher- or administrator-controlled locker, bin, or drawer for the duration of the class or period.
- C. Place the student's personal electronic communication device in the school's central office for the remainder of the school day.
- D. Place the student's personal device in the school's central office to be picked up by the student's parent or guardian.
- E. Schedule a conference with the student's parent or guardian to discuss the student's personal device use.
- F. Apply discipline as provided under school district policies and as appropriate.
- G. Other (insert as needed).

VII. SCHOOL DISTRICT RESPONSIBILITY

- A. The school district is not responsible for, nor is it required to investigate, any lost, stolen, or damaged personal electronic communication devices brought onto school grounds or the bus or school-sponsored activities or events.
- B. The school board directs the superintendent and school district administration to establish additional rules and procedures regarding student possession and use of personal electronic communication devices in schools as the superintendent and school district administration find appropriate. These rules shall be consistent with this policy and other applicable school district policies. These rules and procedures should seek to minimize the impact of personal electronic communication devices on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or pursuant to similar criteria.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.73 (School Cell Phone Policy)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)

29 U.S.C. § 794 (Nondiscrimination under Federal Grants and Programs)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 524 (Internet, Technology, and Cell Phone Acceptable Use and Safety Policy)
Away for the Day (www.awayfortheday.org)
MASSP/MESPA, *The Cell Phone Toolkit* (July 2024)

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, February 18, 2025

Subject: District Calendar for School Year 2025-2026

(Recommended by the superintendent)

That the board approve the attached Richfield Public Schools district calendar for school year 2025-2026.

Background Information

(Prepared by Jennifer Smith)

The calendar committee, composed of parent and staff representatives from all schools, met five times this year, including two sub-committee meetings. For the 2025-26 calendar, they gathered input from hundreds of staff, community members and students, balancing diverse priorities to create a recommendation that met the majority's highest needs.

The top priorities identified were a two-week winter break, a student end date in the first week of June, and a strong commitment to instructional days. The calendar was designed with these highest priorities as the primary focus while accommodating other requests as much as possible.

Key details in the final calendar include:

- **Workshop Week**
 - Workshop week will begin on August 22.
- **First Day of School**
 - PreK-5: Connect & Assess will take place August 28 through September 2 and the first day of school will be September 3.
 - Grades 6-12: The first day of school will be September 2.
- **Conferences**
 - Conference dates were chosen to align with reporting times to ensure the best possible conferences for families and staff.
 - PreK-8 spring conferences are scheduled as follows:
 - March 19 & 26 (both in the evening) and March 27 from 8 a.m.-4 p.m.
 - This arrangement is intended to prevent a lengthy 12-hour conference day before a professional development day. (While it was preferred to have a Comp Day after a conference evening, the

two-week winter break and the first week of June end date took priority. Thus, the March 20 PD day on Eid was utilized.

- A PreK-12 Conference Comp Day is scheduled for December 22. This non-traditional conference Comp Day was the only way to accommodate a two-week winter break and a first week of June end date.
- **End of Year**
 - PreK-8
 - The last day of school will be June 5.
 - The last work day for staff will be June 8, which will be a PreK-8 workshop day.
 - Grades 9-12
 - The last day of school will be June 4.
 - The last work day for staff will be June 5, which will be a 9-12 workshop day.
 - The date of high school graduation has not yet been determined and is based on venue availability. It will also be chosen on a date that does not conflict with Eid al-Ghadir, anticipated to be June 3-4, 2026.

Additional things that were considered:

- **Different Conference Dates/Times**
 - Input from educators advised that report cards needed to be used to determine the best times for conferences.
- **November 26**
 - All feedback indicated that the Conference Comp Day on November 26 should not be moved.
- **March Conferences and Comp Day**
 - The only way we could prioritize the strongly preferred June end date and a two-week winter break was with a “nontraditional” Comp Day on December 22.
- **Workshop Week**
 - For secondary, starting workshop week on August 22 was preferred to June 8 as the best way to maintain contract days and still accommodate top priorities.
- **Moving January PD Date**
 - One PD day per quarter was a strong preference. Moving the January 26 PD day was considered, but with WIDA/ACCESS testing starting that week, moving the PD day to February would have jeopardized our ability to complete WIDA/ACCESS testing on time.

Attached:

Proposed 2025-2026 Calendar

Preliminary Draft 2026-2027 Calendar



2025-26 District Calendar

KEY

- No School - All Grades
- No School - Select Grades
- First/Last Day of School
- Other Important Date

AUGUST 2025

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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SEPTEMBER 2025

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OCTOBER 2025

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19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025

S	M	T	W	TH	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2025

S	M	T	W	TH	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2026

S	M	T	W	TH	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026

S	M	T	W	TH	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026

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22	23	24	25	26	27	28
29	30	31				

APRIL 2026

S	M	T	W	TH	F	S
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19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026

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24	25	26	27	28	29	30
31						

JUNE 2026

S	M	T	W	TH	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

First Day of School: Students in grades 6-12+ start on Sept. 2 and students in grades PreK-5 start on Sept. 3.

Connect & Assess: Families with children in grades PreK-5 will receive information over the summer about the Connect & Assess meetings that will take place Aug. 28-Sept. 2.

Testing Dates & Information: richfieldschools.org/testing

IMPORTANT DATES

Aug. 19-21	Staff	New Teacher Workshop
Aug. 22-27	Staff	All Teacher Workshop
Aug. 28-29	Staff	PreK-5 Teacher Workshop (half days)
Aug. 28-29	Staff	6-12 Teacher Workshop (full days)
Aug. 28-Sept. 2	PreK-5	Connect & Assess
Sept. 1	All	Labor Day
Sept. 2	6-12+	First Day of School
Sept. 3	PreK-5	First Day of School
Oct. 14	6-8	Conferences (evening)
Oct. 15	6-8	Conferences (day & evening)
Oct. 16-17	All	Teacher Convention (MEA)
Oct. 23	9-12+	Conferences (evening)
Nov. 5	PreK-5	Conferences K-5 (evening) & PreK (day & evening, no school)
Nov. 6	PreK-5	Conferences (day & evening)
Nov. 6	All	End of Quarter 1 / Midterm
Nov. 7	All	Professional Development Day
Nov. 26	All	Conference Comp Day
Nov. 27-28	All	Thanksgiving Holiday
Dec. 4	9-12+	Conferences (evening)
Dec. 22	All	Conference Comp Day
Dec. 23-Jan. 2	All	Winter Recess
Jan. 19	All	MLK Day
Jan. 22 (23)	6-12+ (K-5)	End of Quarter 2 / Semester 1
Jan. 23	6-12+	Teacher Workshop
Jan. 26	All	Professional Development Day
Feb. 16	All	Presidents Day
March 13	9-12+	Conferences (evening)
March 19	PreK-8	Conferences (evening)
March 20	All	Professional Development Day
March 26	PreK-8	Conferences (evening)
March 27	PreK-8	Conferences (day)
Mar. 30-Apr. 3	All	Spring Recess
April 10	All	End of Quarter 3 / Midterm
April 23	9-12+	Conferences (evening)
May 25	All	Memorial Day
June TBD	12	RHS Graduation
June 4	9-12+	Last Day of School
June 5	PreK-8	Last Day of School
June 5	Staff	9-12+ Teacher Workshop
June 8	Staff	PreK-8 Teacher Workshop

DRAFT ***Richfield Public Schools Calendar 2026-27***DRAFT

July 2026

Su	M	T	W	Th	F	Sa
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August 2026

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23	24	25	26	27	28	29
30	31					

September 2026

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19	20	21	22	23	24	25
26	27	28	29	30		

October 2026

Su	M	T	W	Th	F	Sa
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November 2026

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December 2026

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January 2027

1: Winter Recess
 18: MLK Jr. Day
 21: 9-12 End of Qtr 2 / Sem. 1
 22: 6-12 Tchr Workshop, K-8 End of Q2 / Sem. 1
 25: PreK-12 Prof. Dev. Day

Su	M	T	W	Th	F	Sa
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February 2027

15: President's Day

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March 2027

___: 9-12 Conferences 4pm-8pm
 18: PreK-8 Conf. (evening)
 19: PreK-12 Prof. Dev. Day
 25: PreK-8 Conf. (evening)
 26: PreK-8 Conf. (8am-4pm)
 29-31: Spring Recess

Su	M	T	W	Th	F	Sa
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April 2027

___: 9-12 Conferences 4pm-8pm
 1-2: Spring Recess
 9: End of Qtr 3 / Midterm

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May 2027

31: Memorial Day

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June 2027

9: 9-12 Last Day of School
 10: PreK-8 Last Day of School
 10: 9-12 Tchr Workshop
 11: PreK-8 Tchr Workshop
 ___: RHS Graduation

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Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, February 18, 2025

Subject: Public and Private Personnel Data

(Recommended by the superintendent)

A first read of Policy 412: Public and Private Personnel Data & Form 412.1. This policy is governed by the Minnesota Government Data Practices Act, and much of it cannot be changed. The policy describes what types of data on RPS staff members are available to the public upon request and what types of data are private and only available to the data subject and to staff members who need to have the information for business purposes.

Attachments:

Policy 412: Public and Private Personnel Data

Form 412.1: Employee Authorization for Release of Information

MSBA Model Policy 406: Public and Private Personnel Data

MSBA Model Form: Consent to Release Data – Request from an Individual

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RICHFIELD PUBLIC SCHOOLS

PUBLIC AND PRIVATE PERSONNEL DATA

[Note: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data is not available to the subject.
- D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. "Personnel data" means government data on individuals collected because they are or were employees of the school district, applicants for employment, or volunteers, or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

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- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.

- G. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.

- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteers and independent contractors, is public:

Personnel Information

- 1. name;
- 2. education and training background; and
- 3. previous work experience.

Compensation Related Information

- 1. actual gross salary;
- 2. salary range;
- 3. terms and conditions of employment relationship;
- 4. contract fees;
- 5. actual gross pension;
- 6. the value and nature of employer-paid fringe benefits;
- 7. the basis for and the amount of any added remuneration including expense reimbursement, in addition to salary; and
- 8. payroll time sheets or other comparable data that are used only to account for employee’s work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee’s reasons for the use of sick or other medical leave or other not public data.

Work and Performance Information

- 1. employee identification number, which may not be the employee’s social security number;
- 2. job title;
- 3. bargaining unit;
- 4. job description;
- 5. date of first and last employment;

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6. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
 7. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
 8. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
 9. work location;
 10. work telephone number;
 11. badge number,
 12. work related continuing education; and
 13. honors and awards received.
- B. The following information on applicants for employment is public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training;
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Applicants for appointment to the school board.
1. Data about applicants for appointment to the school board are private data on individuals except that the following are public if collected:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;

- 1 g. prior government service;
- 2 h. any data required to be provided or that are
- 3 voluntarily provided in an application for appointment
- 4 to a multimember agency pursuant to Minn. Stat. §
- 5 15.0597; and
- 6 i. veteran status.
- 7
- 8 2. Once an individual is appointed to the school board, the
- 9 following additional items of data are public:
- 10
- 11 a. residential address;
- 12 b. either a telephone number or electronic mail address
- 13 where the appointee can be reached, or both at the
- 14 request of the appointee;
- 15 c. first and last dates of service on the public body;
- 16 d. the existence and status of any complaints or charges
- 17 against an appointee; and
- 18 e. upon completion of an investigation of a complaint or
- 19 charge against an appointee, the final investigative
- 20 report is public, unless access to the data would
- 21 jeopardize an active investigation.
- 22
- 23 3. Notwithstanding paragraph 2., any electronic mail address or
- 24 telephone number provided by a public body for use by an
- 25 appointee shall be public. An appointee may use an
- 26 electronic mail address or telephone number provided by the
- 27 public body as the designated electronic mail address or
- 28 telephone number at which the appointee can be reached.
- 29
- 30 E. Regardless of whether there has been a final disposition as defined
- 31 in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an
- 32 investigation of a complaint or charge against a public official, as
- 33 defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official
- 34 resigns or is terminated from employment while the complaint or
- 35 charge is pending, all data relating to the complaint or charge are
- 36 public, unless access to the data would jeopardize an active
- 37 investigation or reveal confidential sources.
- 38
- 39 F. Data relating to a complaint or charge against a public official is
- 40 public only if: (1) the complaint or charge results in disciplinary
- 41 action or the employee resigns or is terminated from employment
- 42 while the complaint or charge is pending; or (2) potential legal
- 43 claims arising out of the conduct that is the subject of the complaint
- 44 or charge are released as part of a settlement agreement. Data
- 45 that is classified as private under another law is not made public by
- 46 this provision.
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V. PRIVATE PERSONNEL DATA

- A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
 - 3. A court, law enforcement agency or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.

- 1 J. A complainant has access to a statement provided by the
2 complainant to the school district in connection with a complaint or
3 charge against an employee.
4
- 5 K. When allegations of sexual or other types of harassment are made
6 against an employee, the employee shall not have access to data
7 that would identify the complainant or other witnesses if the school
8 district determines that the employee's access to that data would:
9
- 10 1. threaten the personal safety of the complainant or a witness;
 - 11 or
 - 12 2. subject the complainant or witness to harassment.
- 13
- 14 If a disciplinary proceeding is initiated against the employee, data
15 on the complainant or witness shall be available to the employee as
16 may be necessary for the employee to prepare for the proceeding.
17
- 18 L. The school district shall make any report to the board of teaching or
19 the state board of education as required by Minn. Stat. § 122A.20,
20 Subd. 2, and shall, upon written request from the licensing board
21 having jurisdiction over a teacher's license, provide the licensing
22 board with information about the teacher from the school district's
23 files, any termination or disciplinary proceeding, and settlement or
24 compromise, or any investigative file in accordance with Minn. Stat.
25 § 122A.20, Subd. 2.
26
- 27 M. Private personnel data shall be disclosed to the department of
28 economic security for the purpose of administration of the
29 unemployment insurance program under Minn. Stat. Ch. 268.
30
- 31 N. When a report of alleged maltreatment of a student in a school is
32 made to the Commissioner of Education, data that are relevant and
33 collected by the school about the person alleged to have committed
34 maltreatment must be provided to the Commissioner on request for
35 purposes of an assessment or investigation of the maltreatment
36 report. Additionally, personnel data may be released for purposes
37 of informing a parent, legal guardian, or custodian of a child that an
38 incident has occurred that may constitute maltreatment of the child,
39 when the incident occurred, and the nature of the conduct that may
40 constitute maltreatment.
41
- 42 O. The school district shall release to a requesting school district or
43 charter school private personnel data on a current or former
44 employee related to acts of violence toward or sexual contact with a
45 student, if an investigation conducted by or on behalf of the school
46 district or law enforcement affirmed the allegations in writing prior to
47 release and the investigation resulted in the resignation of the
48 subject of the data; or the employee resigned while a complaint or
49 charge involving the allegations was pending, the allegations
50 involved acts of sexual contact with a student, and the employer
51 informed the employee in writing, before the employee resigned,

1 that if the employee resigns while the complaint or charge is still
2 pending, the employer must release private personnel data about
3 the employee's alleged sexual contact with a student to a school
4 district or charter school requesting the data after the employee
5 applies for employment with that school district or charter school
6 and the data remain classified as provided in Minn. Stat. Ch. 13.
7 Data that are released under this paragraph must not include data
8 on the student.
9

10 P. The identity of an employee making a suggestion as part of an
11 organized self-evaluation effort by the school district to cut costs,
12 make the school district more efficient, or to improve school district
13 operations, is private.
14

15 Q. Health information on employees is private unless otherwise
16 provided by law. To the extent that the school district transmits
17 protected health information, the school district will comply with all
18 privacy requirements.
19

20 R. Personal home contact information for employees may be used by
21 the school district and shared with another government entity in the
22 event of an emergency or other disruption to ensure continuity of
23 operation for the school district or government entity.
24

25 S. The personal telephone number, home address, and electronic mail
26 address of a current or former employee of a contractor or
27 subcontractor maintained as a result of a contractual relationship
28 between the school district and a contractor or subcontractor
29 entered on or after August 1, 2012, are private data. These data
30 must be shared with another government entity to perform a
31 function authorized by law. The data also must be disclosed to a
32 government entity or any person for prevailing wage purposes.
33

34 T. When a teacher is discharged immediately because the teacher's
35 license has been revoked due to a conviction for child abuse or
36 sexual abuse or when the Commissioner of the Minnesota
37 Department of Education (MDE) makes a final determination of
38 child maltreatment involving a teacher, the school principal or other
39 person having administrative control of the school must include in
40 the teacher's employment record the information contained in the
41 record of the disciplinary action or the final maltreatment
42 determination, consistent with the definition of public data under
43 Minn. Stat. § 13.41, Subd. 5, and must provide the Minnesota
44 Professional Educator Licensing and Standards Board and the
45 licensing division at MDE with the necessary and relevant
46 information to enable the Minnesota Professional Educator
47 Licensing and Standards Board and MDE's licensing division to
48 fulfill their statutory and administrative duties related to issuing,
49 renewing, suspending, or revoking a teacher's license. In addition
50 to the background check required under Minn. Stat. § 123B.03, a
51 school board or other school hiring authority must contact the

1 Minnesota Professional Educator Licensing and Standards Board
2 and MDE to determine whether the teacher's license has been
3 suspended or revoked, consistent with the discharge and final
4 maltreatment determinations. Unless restricted by federal or state
5 data practices law or by the terms of a collective bargaining
6 agreement, the responsible authority for a school district must
7 disseminate to another school district private personnel data on a
8 current or former teacher (employee or contractor) of the district,
9 including the results of background investigations, if the requesting
10 school district seeks the information because the subject of the
11 data has applied for employment with the requesting school district.
12

13
14 **VI. MULTIPLE CLASSIFICATIONS**

15
16 If data on individuals are classified as both private and confidential by
17 Minn. Stat. Ch. 13, or any other state or federal law, the data are private.
18

19 **VII. CHANGE IN CLASSIFICATIONS**

20
21 The school district shall change the classification of data in its possession
22 if it is required to do so to comply with other judicial or administrative rules
23 pertaining to the conduct of legal actions or with a specific statute
24 applicable to the data in the possession of the disseminating or receiving
25 agency.
26

27 **VIII. RESPONSIBLE AUTHORITY**

28
29 The school district has designated Craig Holje, Chief Human Resources
30 Officer, 7001 Harriet Ave. South, Richfield, MN 55423, (612) 798-6031 as
31 the authority responsible for personnel data. If you have any questions,
32 contact him.
33

34 **IX. EMPLOYEE AUTHORIZATION/RELEASE FORM**

35
36 An employee authorization form is included as an addendum to this policy.
37

38 **Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data
39 Practices Act)
40 Minn. Stat. § 13.02 (Definitions)
41 Minn. Stat. § 13.37 (General Nonpublic Data)
42 Minn. Stat. § 13.39 (Civil Investigation Data)
43 Minn. Stat. § 13.43 (Personnel Data)
44 Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed
45 Officials)
46 Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
47 Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment;
48 Contracts; Termination)
49 Minn. Stat. § 626.556, Subd. 7 (Reporting of
50 Maltreatment of Minors)
51 P.L. 104-191 (HIPAA)

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45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References:

Policy 581 (Protection and Privacy of Pupil Records)
Policy XXX (Public Participation in School Board
Meetings/Complaints about Persons at School Board
Meetings and Data Privacy Considerations)
MSBA Service Manual, Chapter 13, School Law Bulletin
“I” (School Records – Privacy – Access to Data)

RATIFIED BY THE BOARD OF EDUCATION: July 17, 2006

REVISED BY THE BOARD OF EDUCATION: November 12, 2019

FORM: EMPLOYEE AUTHORIZATION FOR RELEASE OF INFORMATION

TO: [School District] _____

RE: Personnel Records of [name]

(Date of Birth and/or Social Security Number)

This is your full and sufficient authorization, pursuant to Minn. Stat. § 13.05, Subd. 4 and Minn. Rules 1205.1400, Subp. 4, to release to _____, their representatives or employees, all information pertaining to [describe] _____

maintained by the employer school district, with the following exceptions: _____

The information is needed for the purpose of [specify] _____

This authorization specifically includes records prepared prior to the date of this authorization and records prepared after the date of this authorization, such records to be used only for the purpose specified. I do not authorize re-release of this information by the third party.

I understand that I may revoke this consent in writing at any time. Upon the fulfillment of the above-stated purpose, this consent will automatically expire without my express revocation. A photocopy of this authorization will be treated in the same manner as an original.

Dated: _____

Signature of Employee

ATTENTION PUBLIC FACILITIES: Minn. Stat. § 13.05 requires automatic expiration of this authorization one (1) year from the date of authorization.

Adopted: _____

MSBA/MASA Model Policy 406

Orig. 1995

Revised: _____

Rev. 2023

406 PUBLIC AND PRIVATE PERSONNEL DATA

[NOTE: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its employees, volunteers, independent contractors, and applicants ("personnel").

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained, or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. "Confidential" means the data are not public and are not accessible to the subject.
- B. "Finalist" means an individual who is selected to be interviewed by the school board for a position.
- C. "Parking space leasing data" means the following government data on an applicant for, or lessee of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- D. "Personnel data" means government data on individuals maintained because they are or were employees, applicants for employment, volunteers or independent contractors for the school district. Personnel data include data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations.
- E. "Private" means the data is not public and is accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.
- F. "Protected health information" means individually identifiable health information as defined in 45 Code of Federal Regulations, section 160.103, that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 Code of Federal Regulations, Parts 160, 162 and 164. "Protected health

information" excludes individually identifiable health information in education records covered by the Family Educational Rights and Privacy Act, employment records held by a school district in its role as employer; and records regarding a person who has been deceased for more than fifty (50) years.

- G. "Public" means that the data is available to anyone who requests it.
- H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals and in a charter school, individuals employed in comparable positions.

IV. PUBLIC PERSONNEL DATA

- A. The following information on current and former employees, volunteers and independent contractors of the school district, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee's Social Security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. terms and conditions of employment relationship;
 - 6. contract fees;
 - 7. actual gross pension;
 - 8. the value and nature of employer-paid fringe benefits;
 - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 - 10. job title;
 - 11. bargaining unit;
 - 12. job description;
 - 13. education and training background;
 - 14. previous work experience;
 - 15. date of first and last employment;
 - 16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
 - 17. the final disposition of any disciplinary action, as defined in Minnesota Statutes, section 13.43, subdivision. 2(b), together with the specific reasons for the action

and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;

18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
 19. work location;
 20. work telephone number;
 21. badge number;
 22. work-related continuing education;
 23. honors and awards received; and
 24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.
- B. The following information on current and former applicants for employment by the school district is public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the school board to be finalists for public employment.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;

- c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minnesota Statutes, section 15.0597; and
 - i. veteran status.
2. Once an individual is appointed to a public body, the following additional items of data are public:
- a. residential address;
 - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes, section 13.43, subdivision 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes, section 13.43, subdivision 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources. Data relating to a complaint or charge against a public official is public only if:
- 1. the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
 - 2. potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement

Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data not listed in Section IV are private data will not be otherwise released unless authorized by law.

- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected, or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data with regard to data on individuals are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data must be disseminated to labor organizations to the extent necessary to conduct elections, investigate and process grievances, and implement the provisions of Minnesota Statutes, chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the Commissioner of the BMS. Employee Social Security numbers are not necessary to implement the provisions of chapters 179 and 179A.

The home addresses, nonemployer issued phone numbers and email addresses, dates of birth, and emails or other communications between exclusive representatives and their members, prospective members, and nonmembers are private data on individuals.

Dissemination of personnel data to a labor organization pursuant to Minnesota Statutes, section 13.43, subdivision 6, shall not subject the school district to liability under Minnesota Statutes, section 13.08.

Personnel data described under Minnesota Statutes, section 179A.07, subdivision 8, must be disseminated to an exclusive representative under the terms of that subdivision.

- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 2. a prepetition screening team conducting an investigation of the employee under Minnesota Statutes, section 253B.07, subdivision 1; or
 3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of a crime or alleged crime committed by an employee.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

- K. When allegations of sexual or other types of harassment are made against an employee, the employee does not have access to data that would identify the complainant or other witnesses if the responsible authority determines that the employee's access to that data would:
1. threaten the personal safety of the complainant or a witness; or
 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district must report to the Minnesota Professional Educator Licensing and Standards Board ("PELSB") or the Board of School Administrators ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license, as required by Minnesota Statutes, section 122A.20, subdivision. 2, and shall, upon written request from the licensing board having jurisdiction over the license, provide the licensing board with information about the teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes, section 122A.20, subdivision 2.

[NOTE: The obligation to make a report set forth in this section applies equally to charter school boards and their executive directors and charter school authorizers.]

- M. Private personnel data shall be disclosed to the Minnesota Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minnesota Statutes, chapter 268.
- N. When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter school is made to the Commissioner of the Minnesota Department of Education ("MDE") under Minnesota Statutes, chapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines.
- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if
1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
 2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes,

chapter 13.

Data that are released under this paragraph must not include data on the student.

- P. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- Q. Protected health information, as defined in 45 Code of Federal Regulations, Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required by law.
- R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or when the Commissioner of the MDE makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4, or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, section 13.41, subdivision. 5, and must provide PELSB and the licensing division at MDE with the necessary and relevant information to enable PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes, section 123B.03, a school board or other school hiring authority must contact PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minnesota Statutes, chapter 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do

so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated [*name and title, telephone*] as the authority responsible for personnel data.

The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation)
Minn. Stat. § 13.41 (Licensing Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, subd. 3 (Elected and Appointed Officials)
Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.143, subd. 2 (Disclose Past Buyouts)
Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)
Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)
Minn. Stat. § 253B.07 (Judicial Commitment: Preliminary Procedures)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. Ch. 268 (Unemployment Insurance)
Minn. R. Pt. 1205 (Data Practices)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160, 162, and 164 (HIPAA Regulations)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA Law Bulletin "I" (School Records – Privacy – Access to Data)

Consent to Release Data – Request from an Individual

An individual asks the school district to release private data to an outside entity or person. Because the district does not have statutory authority to release the data, it must get the individual's written informed consent.

Explanation of Your Rights

If you have a question about anything on this form, or would like more explanation, please talk to

_____(name of school district contact person and contact information)_____before you sign it.

I, _____, give my permission for _____
(name of individual) (name of school district)

to release data about me to _____ as described in this consent form.
(name of other entity/person)

1. The specific data I want _____ to release include:
(name of school district)

(explanation of data requested)

2. I understand that I have asked _____ to release the data.
(name of school district)

3. I understand that although the data are classified as private at _____,
(name of school district)

classification/treatment of the data at _____ depends on laws or policies
(name of other entity/person)

that apply to_____.
(name of other entity/person)

This authorization to release expires _____.
(date/time of expiration)

Individual data subject's signature _____ Date_____

Parent/guardian's signature [if needed] _____ Date_____

NEW BUSINESS - FOR ACTION

Agenda Item VI.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, February 18, 2025

Subject: Donations

(Recommended by the superintendent)

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

The Richfield READY Scholarship Fund received an anonymous donation of \$10,000.00.

The RPS Activities Department received a donation of \$1,000.00 from Barry Bishop of Owatonna, MN.

Richfield High School received a donation of \$500.00 for the Job Olympics from the Optimist Club of Richfield.