SUPERINTENDENT'S REPORT AND AGENDA

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

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

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

Monday, March 3, 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. Superintendent Update (pages 8-28)

1. Richfield High School Presentation (pages 9-20)
2. Activities Update (pages 21-28)

B. Commendation (page 29)

IV. CONSENT AGENDA

A. Routine Matters (pages 30-45)

1. Minutes of the Regular Meeting held February 18, 2025 (pages 31-40)
2. General Disbursements as of 2/20/25 in the Amount of $1,391,773.69 (pages 41-44)
3. Investment Holdings (page 45)

B. Personnel Items (page 46)

V. OLD BUSINESS

A. Policy 550: Student Cell Phones & Administrative Guideline 550.1 (pages 47-59)

B. Policy 412: Public and Private Personnel Data & Form 412.1 (pages 60-81)

VI. NEW BUSINESS

A. Revised 2024-2025 Budget (pages 82-103)

B. Resolution Establishing a Transition Plan to Even-Year Board Elections (pages 104-106)

C. Resolution for Safe Routes to School Boost Grant (pages 107-108)

D. Bid Award for RHS Toilet Room Renovation Project (pages 109-112)

E. Policy 582: Staff Notification of Violent Behavior by Students & Administrative Guideline 582.1 (pages 113-131)

F. Donations (page 132)

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Suggested/Future Agenda Items

D. Future Meeting Dates

3-17-2025	7 p.m.	Regular Board Meeting – Public Comment
4-7-2025	7 p.m.	Regular Board Meeting

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

IX. REOPEN MEETING

X. ADJOURN REGULAR MEETING

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 3, 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
DSLN:	District Summer Learning Network
EAP:	Employee Assistance Program
ECFE:	Early Childhood Family Education
ECSE:	Early Childhood Special Education
ELA:	English Language Arts
EL or ELL:	English Learner or English Language Learner
ESSA:	Every Student Succeeds Act
ESL:	English as a Second Language
ESY:	Extended School Year
FAFSA:	Free Application for Federal Student Aid
FFVP:	Fresh Fruit and Vegetable Program
F/R or FRP:	Free/Reduced or Free and Reduced Price (usually referring to eligible students)
FTE:	Full-Time Equivalent
FY:	Fiscal Year
GASB:	Governmental Accounting Standards Board
GLOW:	Gay, Lesbian or Whatever (LGBTQ+/allies student group)
GPA:	Grade Point Average
HHM:	Homeless/Highly Mobile
HR:	Human Resources
HSSC:	Hennepin South Services Collaborative
HVAC:	Heating, Ventilation, & Air Conditioning
IEP:	Individualized Education Plan
IHP:	Individual Healthcare Plan
IT:	Instructional Technology
LAN:	Local Area Network
LETRS:	Language Essentials for Teachers of Reading and Spelling
LGBTQ+ or LGBTQIA+:	Lesbian, Gay, Bisexual, Transgender, Queer, and others or Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, and others
LOR:	Local Optional Revenue
LTD:	Long Term Disability
LTFM:	Long-Term Facilities Maintenance
MASA:	Minnesota Association of School Administrators
MASMS:	Minnesota Educational Facilities Management Professionals Association
MCA:	Minnesota Comprehensive Assessments
MDE:	Minnesota Department of Education
MDH:	Minnesota Department of Health

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

STAR:	Standardized Test for Assessment of Reading
STAT:	Student and Teacher Assistance Team
STEM:	Science, Technology, Engineering, and Math
SWBE:	Schoolwide Behavior Expectations
SY:	School Year
T&L:	Teaching & Learning
TMC:	Tri-Metro Conference
T Plus or T+	Transition Plus
TS GOLD:	Teaching Strategies GOLD® Assessment
UFARS:	Uniform Financial Accounting and Reporting Standards
VEBA:	Voluntary Employees' Beneficiary Association
VPK:	Voluntary Prekindergarten
WBWF:	World's Best Workforce (renamed Comprehensive Achievement and Civic Readiness)
WIN:	What I Need
YTD:	Year-to-Date

RPS Student Demographic Data 2024-2025:

4,117 Students Districtwide

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

Student Diversity (based on MDE categories)

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

English Learner

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

Free/Reduced Eligible

- Eligible: 53%
- Not Eligible: 47%

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 3, 2025

Subject: Ongoing Board Calendar

Upcoming Events to Attend:

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.

Monday, April 7: Board Meeting, 7 p.m.
Tuesday, April 15: RMS Arts Night, 6 p.m.
Monday, April 21: Board Study Session, 5:30 p.m.
Monday, April 21: Board Meeting, 7 p.m.
Thursday, April 24: Centennial Grades K & 1 Music Program, 1:45 p.m.
Friday, April 25: Sheridan Hills Fun Fair, 6 p.m.
Friday, April 25: R-STEM Sparktacular, 6 p.m.

Upcoming Holidays, Heritage Months, and Appreciation Days:

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, March 3, 2025

Subject: Superintendent Update

RHS Principal Stacy Theien-Collins will present. Director of Activities Chris Peterson will share an update.

Attachments:
Richfield High School Presentation
Activities Update Presentation


Richfield High School. Start here, go places.

Why do families choose RHS?

RICHFIELD HIGH SCHOOL

Enriching and accelerating learning. Every day for every student.

- Real Community
- Personalized Learning
- Rich Opportunities
- Innovation in Action



What I Need Flexible Learning Time -W.I.N.

RICHFIELD HIGH SCHOOL

Goals and Objectives

Purpose: Predictable scheduled time within the school day for

- individualized academic enrichment
- social emotional support
- high interest activities, clubs and intramural sports.

Students may work with teachers in completing assignments or assessments, engage in enrichment activities including intramurals, high interest clubs, and college & career readiness offerings, or meet with counselors and affinity groups. The WIN concept is used as a way to provide opportunities during the school day providing equitable access for both enrichment and supplemental instruction.



WIN Time History

RICHFIELD HIGH SCHOOL

Where we started and where we are now.

Started to support the social and relational needs presented by students as they returned to in-person learning.

Changes:

- Schedule
- Class/Club options using student surveys for high interest
- Action research to support model implementation
- Scheduling software
- Academic Tier II Intervention



WIN Success

RICHFIELD HIGH SCHOOL

Student Achievement, Connection and Enrichment

WIN time survey data was collected after **Quarter 1** of this year to understand the impact of WIN time and progress monitor for continuous improvement. School wide fail data is declining and our WIN program is having a significant impact.

289 Summatives completed

618 Students made academic progress in a class

- -Only 38 students are failing 4 or more
- -Only 68 are failing 3 or more
- - Reduction of 48% compared to this time last year.

917 Participated in a club or activity

BOLT will progress monitor again at the end of Quarter 3 for continued refinement.

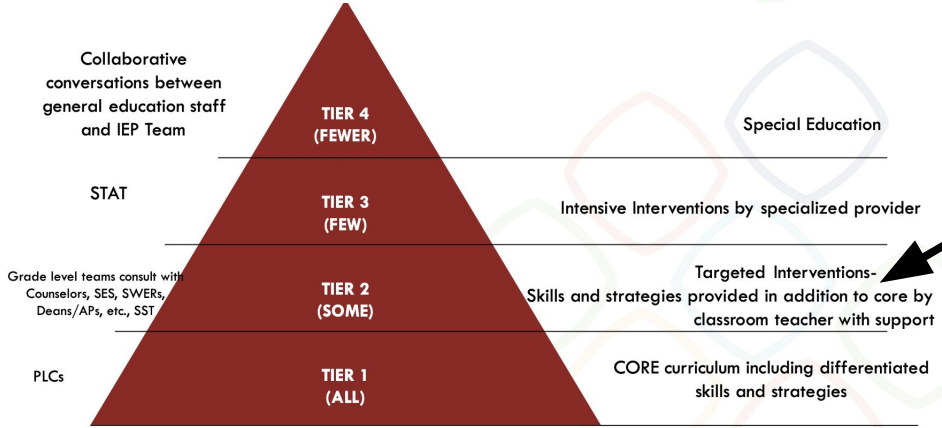


Tier II Intervention Data

RICHFIELD HIGH SCHOOL

WIN to increase math and reading skills for students at high risk

- Math Tier II Intervention: 72% of students had typical or aggressive growth from fall to winter (FAST Assessment Progress Monitoring).
- Reading Tier II Intervention: 71% of students had typical or aggressive growth from fall to winter. (FAST Assessment Progress Monitoring).



Targeted support using real time data

Offerings

RICHFIELD HIGH SCHOOL





VINYL CLUB

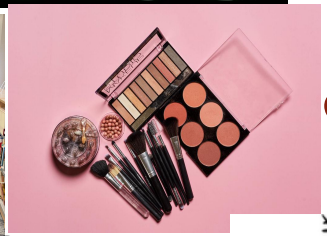












INCLUSIVE COOKING CLUB





Art Club



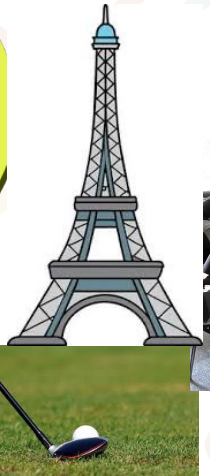


K-Pop Club











POETRY CLUB

NBA ROUNDTABLE

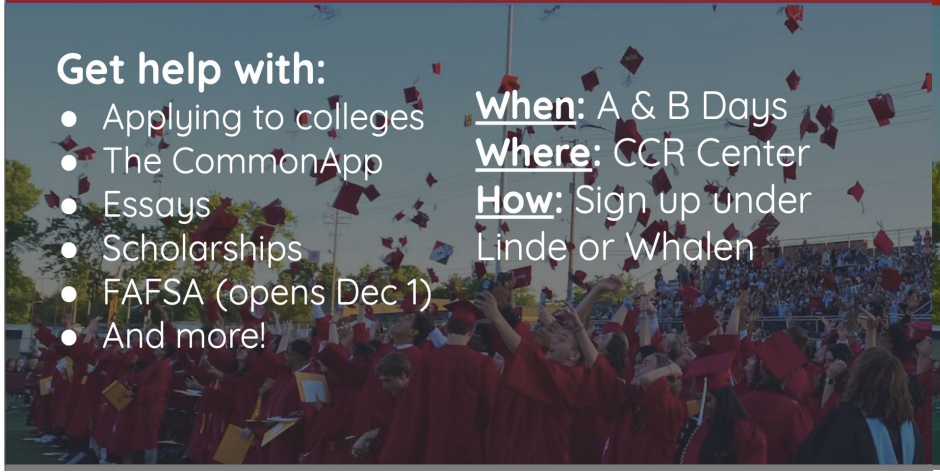
GLOW

School Success

RICHFIELD HIGH SCHOOL

Individualized Post-Secondary and School Planning Support

ALL THINGS COLLEGE - 12th grade



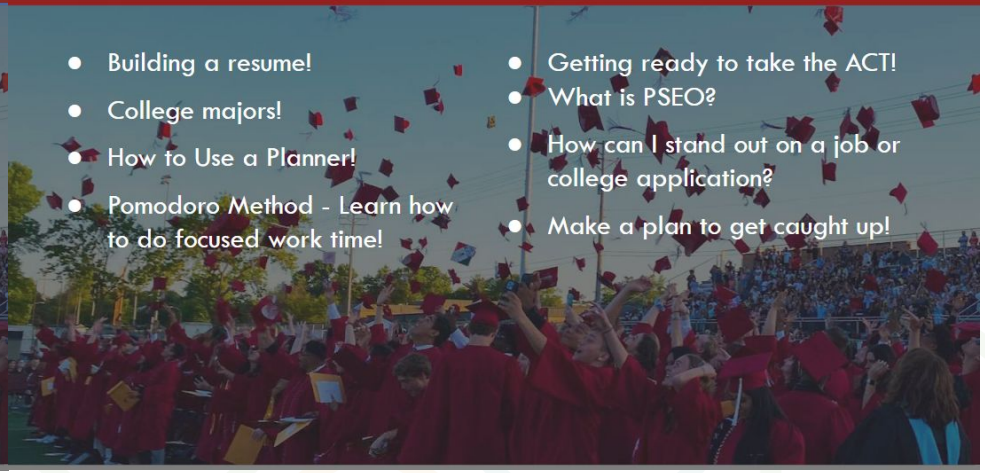
Get help with:

- Applying to colleges
- The CommonApp
- Essays
- Scholarships
- FAFSA (opens Dec 1)
- And more!

When: A & B Days
Where: CCR Center
How: Sign up under Linde or Whalen

WIN Time with the Counselors

Rotating Topics



- Building a resume!
- College majors!
- How to Use a Planner!
- Pomodoro Method - Learn how to do focused work time!
- Getting ready to take the ACT!
- What is PSEO?
- How can I stand out on a job or college application?
- Make a plan to get caught up!

From Our Students

RICHFIELD HIGH SCHOOL

Survey Question: How is WIN time worthwhile to you?

- "I can work with certain teachers and ask questions about assignments in those classes." (grade 12 student)
- "During 1st semester my advisor looked at my grades, would assign me and I would go there and it was good to get one on one help in classes where I needed support." (grade 9 student)
- "I love the break and I can play sports in the gym." (grade 9 student)
- "I got time to practice Native Dance with Ms. Weaver so our Powwow was successful." (grade 11 student)
- "When I go to esports--it's just fun and I get to talk to my friends. I stay caught up in classes so I can go." (grade 12 student)
- "Working on missing work when there are less distractions from friends. More time to get clarification from teachers and work one on one with them. Quieter environment" (grade 12 student)



W.I.N. Video

RICHFIELD HIGH SCHOOL



In Closing

RICHFIELD HIGH SCHOOL

Overall Benefits

- A WIN flexible learning time is beneficial for students because it allows them to receive individualized support based on their specific needs, providing extra help with areas they struggle with, or offering enrichment opportunities, ultimately promoting a more personalized learning experience and maximizing their academic potential.

- It allows us to embrace this time for relationship building for students to connect with staff and with others who share common interests. The individualized access to teachers and resources to enrich and support learning during school hours is what makes W.I.N. time special.

Questions?

RICHFIELD
HIGH SCHOOL




Enriching and accelerating learning
Athletics & Activities
Enriqueciendo y acelerando el aprendizaje

Athletics and Activities

RICHFIELD HIGH SCHOOL

Fall Minnesota State High School League (MSHSL) Participation

Sport	Grades	2022 Participants	2023 Participants	2024 Participants
Cross Country	7-12	43	51	70
Football	9-12	76	66	68
Soccer-Boys	8-12	65	60	72
Soccer-Girls	7-12	42	40	33
Swimming-Girls	7-12	24	24	15
Tennis-Girls	7-12	11	19	21
Volleyball-Girls	8-12	38	39	41
Total		299	299	320

Athletics and Activities

RICHFIELD HIGH SCHOOL

Winter Minnesota State High School League (MSHSL) Participation

Sport	Grades	2022-2023 Participants	2023-2024 Participants	2024-2025 Participants
Alpine Ski Team	7-12	9	5	5
Basketball-Boys	8-12	40	47	48
Basketball-Girls	7-12	28	20	21
Nordic Ski Team	7-12	33	26	25
Swimming-Boys	7-12	23	29	32
Wrestling	7-12	11	24	25
Total		144	151	156

Athletics and Activities

RICHFIELD HIGH SCHOOL

RHS Activities Participation

Activity	2022-2023 Participants	2023-2024 Participants	2024-2025 Participants
Cheer Team-Fall	10	17	15
Fall Play	19	22	20
National Honor Society	47	47	46
One-Act Play	12	17	15
Total	88	103	96

Athletics and Activities

RICHFIELD HIGH SCHOOL

Fall and Early Winter Highlights

Cross Country - State Qualifier = Signe Linne

Girls Swimming and Diving - State Qualifier = Maddie Friel

Boys Basketball - CJ Armstrong - All-Time Leading Scorer for Richfield

Girls Basketball - Desi Chappell - Surpassed 1,000 Career Points Scored

Boys Basketball finished 2nd in the Conference

Girls Basketball finished 3rd in the Conference









Athletics and Activities

RICHFIELD HIGH SCHOOL

Academics, Arts and Athletics (AAA Award) Winners for RHS

Jonas Taylor and Josie Epler!

Requirements to be nominated: 3.0 GPA or higher, participation in MSHSL athletics and activities.

Jonas = Band Section Leader, All-Conference and Superior Rating. Cross Country Running (Captain & All-Conference), Boys Swimming and Diving, Boys Tennis.

Josie = Band Section Leader, Visual Arts State Participant. Girls Swimming and Diving (Captain & All-Conference Honorable Mention).



Athletics and Activities

RICHFIELD HIGH SCHOOL

Looking Ahead…Spring 2025 and beyond

New sports:

- Boys Volleyball (MSHSL) - Season begins on March 17th. First match - April 8th 7:00 pm vs. Brooklyn Center.
- Girls Flag Football (Intramural) via partnership with MN Vikings.

Spring sports: adapted bowling, boys tennis, softball, track and field (boys and girls), synchronized swimming, golf (boys and girls), lacrosse (boys and girls), baseball, clay target.

Senior Award Announcements: Athena and Tom Spooner

Tri-Metro Leadership Conference on April 11th: Organized by Emma Govenant and the RHS Morgan's Message Group

Umbrella Booster Group - They have met to create bylaws. They are currently working on legal and tax questions with help from RPS.

Athletics and Activities

RICHFIELD HIGH SCHOOL

Athletic Award Winners

Signe Linne - All Conference - CC

Jonas Taylor - All Conference - CC

Beckett Morey - All Conference HM - CC

Matthew Popp - All Conference HM - CC

Kirsten Eccles - All Conference - GSoccer

Amelia Rheinhart - All Conference - GSoccer

Andrea Molina - All Conference HM - GSoccer

Sydney Mork - All Conference HM - GSoccer

Elizabeth Hernandez - All Conference - GTennis

Brooke Lewis - All Conference - GTennis

Morgan Toler - All Conference - GTennis

Katie Estrada Zantanga - All Conference HM - GTennis

Madeleine Pham - All Conference HM - GTennis

Maddie Friel - All Conference - GSwim & Dive

Isabel Scrafford - All Conference - GSwim & Dive

Emma Govenat - All Conference - GSwim & Dive

Lila Martin - All Conference - GSwim & Dive

Sammy Aylward - All Conference HM - GSwim & Dive

Julia Parish - All Conference HM - GSwim & Dive

Josie Epler - All Conference HM - GSwim & Dive

Maddie Mendelblatt - All Conference - Volleyball

Adeline Plagge - All Conference - Volleyball

Jayla Inthasone - All Conference HM - Volleyball

Olivia Whittaker - All Conference HM - Volleyball

Damon Brown - All District HM - Football

Connor Oberpillar - All District HM - Football

Derrick Brown - All District HM - Football

Ian Ekholm -All District HM - Football

Dre Collins - All District - Football

Brody Johnson - All District - Football

Michael McKnight - All District - Football

Joey Noonan - All District - Football

Spencer Lewis - All District - Football

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 3, 2025

Subject: Commendation

Employee Appreciation Days
March 2-8 is School Social Work Week, a time to recognize and appreciate the profound impact that our school social workers have on our RPS community. Social workers provide tireless emotional support, guidance and resources that enhance our students' academic and personal growth. Thank you to all of our school social workers!



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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 3, 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 18, 2025
   - Disbursements from the February 18, 2025 Meeting
   - Checks & E-pay Register from the February 18, 2025 Meeting
   - Superintendent's Report and Agenda Meeting Minutes from February 18, 2025
2. General Disbursements as of 2/20/25 in the Amount of $1,391,773.69
   - Disbursements for the March 3, 2025 Meeting
   - Checks & E-pay Register for the March 3, 2025 Meeting
3. Investment Holdings
   - Investment Holdings as of February 26, 2025

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**

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 LINSCHEID	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 /VARMENT 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 SCHEMPP	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**

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*

Tuesday, February 18, 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 Tuesday, February 18, 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.

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

II. REVIEW AND APPROVAL OF THE AGENDA

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

Banks Kupcho joined the meeting at 7:02 p.m.

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

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

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

V. OLD BUSINESS

A. Policy 414: Staff Professional Boundaries & Administrative Guidelines 414.1 & 414.2 - fourth read

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

B. Policy 585: Student Surveys & Administrative Guideline 585.1 - third read

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

C. Draft Policy 550: Student Cell Phones & Draft Administrative Guideline 550.1 - second read

VI. NEW BUSINESS

A. District Calendar for School Year 2025-2026

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

B. Policy 412: Public and Private Personnel Data & Form 412.1 - first read
C. Donations

Motion by Banks Kupcho, 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

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

Motion by Banks Kupcho, seconded by Cole, and unanimously carried, the board of education moved into closed session at 8:54 p.m. Attending the closed session were Banks Kupcho, 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 Cole, and unanimously carried, the board of education moved into open session at 9:23 p.m. with the following board members present: Banks Kupcho, 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 9:24 p.m.

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

BANK 05	DATE	AMOUNT
Checks	2/13/2025	504,009.28
	2/20/2025	886,086.65
E-Pays	2/13/2025	1,035.54
	2/20/2025	642.22
CHECK REGISTER BANK 05 TOTAL =		**1,391,773.69**

BREAKDOWN	
01-206-00	405,221.43
02-206-00	77,067.78
03-206-00	738,296.46
04-206-00	32,301.23
06-206-00	7,426.00
07-206-00	-
18-206-00	-
20-206-00	129,895.09
21-206-00	1,565.70
47-206-00	
BANK TOTAL =	**1,391,773.69**

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	314257	02/13/2025	ARVIG ENTERPRISES INC	R	1,307.90
01	314258	02/13/2025	ASTLEFORD INTERNATIONAL	R	842.82
01	314259	02/13/2025	BATTERIES R US	R	99.99
01	314260	02/13/2025	BCN TELECOM, INC TBS	R	921.92
01	314261	02/13/2025	BCBS OF MINNESOTA & BLUE PLUS	R	9,180.00
01	314262	02/13/2025	BOTSFORD CODY W	R	82.40
01	314263	02/13/2025	CAMMERRER, KARI	R	123.60
01	314264	02/13/2025	CAPTIVATE MEDIA & CONSULTING	R	1,540.50
01	314265	02/13/2025	CATALYST BUYING GROUP LLC	R	613.37
01	314266	02/13/2025	CDW GOVERNMENT INC	R	3,911.77
01	314267	02/13/2025	CENTURYLINK	R	71.00
01	314268	02/13/2025	CINTAS CORPORATION NO 2	R	143.41
01	314269	02/13/2025	COMCAST BUSINESS	R	560.93
01	314270	02/13/2025	CONSOLIDATED COMMUNICATIONS	R	3,233.11
01	314271	02/13/2025	CONTEMPORARY TRANSPORTATION LLC	R	9,105.00
01	314272	02/13/2025	CUB FOODS	R	433.13
01	314273	02/13/2025	CULLIGAN SOFT WATER	R	10.95
01	314274	02/13/2025	DIGITAL INSURANCE LLC	R	3,607.00
01	314275	02/13/2025	DISTRICT 3 DECA	R	1,840.00
01	314276	02/13/2025	DOOR SERVICE COMPANY OF THE TWIN CI	R	16,278.00
01	314277	02/13/2025	DREPAUL NERICA	R	23.70
01	314278	02/13/2025	EDUCATORS BENEFIT CONSULTANTS LLC	R	524.33
01	314279	02/13/2025	EDWARD J STEVENS IV	R	201.00
01	314280	02/13/2025	FASTEST LABS OF BLOOMINGTON	R	86.00
01	314281	02/13/2025	FINANGER PHILLIP J	R	41.20
01	314282	02/13/2025	FREEBURG RYAN	R	95.00
01	314283	02/13/2025	WW GRAINGER INC	R	1,965.21
01	314284	02/13/2025	HOLTZ TODD	R	95.00
01	314285	02/13/2025	HOPE CHURCH	R	15,522.06
01	314286	02/13/2025	IIX INSURANCE INFORMATION EXCHANGE	R	57.35
01	314287	02/13/2025	IMPROVE YOUR TOMORROW, INC.	R	2,775.00
01	314288	02/13/2025	LUBE TECH & PARTNERS LLC	R	6,924.93
01	314289	02/13/2025	MACKIN BOOK COMPANY	R	102.87
01	314290	02/13/2025	MANIRATH, ALIYAH	R	23.70
01	314291	02/13/2025	MAXORPLUS, LTD	R	76,490.82
01	314292	02/13/2025	METRO TRANSIT	R	291.00
01	314293	02/13/2025	MILLER PAUL	R	95.00
01	314294	02/13/2025	MINUTEMAN PRESS EDINA	R	66.19
01	314295	02/13/2025	MOORE KENAN	R	95.00
01	314296	02/13/2025	MSHSL REGION 4AA	R	115.00
01	314297	02/13/2025	MTI DISTRIBUTING CO	R	3,150.69
01	314298	02/13/2025	NAPA AUTO PARTS	R	65.65
01	314299	02/13/2025	NCS PEARSON INC	R	131.25
01	314300	02/13/2025	NOKOMIS SHOE SHOP	R	124.95
01	314301	02/13/2025	NORTH CENTRAL INTERNATIONAL, LLC	R	303.20
01	314302	02/13/2025	OKEY CHRIS	R	133.90
01	314303	02/13/2025	ONEBRIDGE BENEFITS INC.	R	5,290.00
01	314304	02/13/2025	PAYDHEALTH	R	5,601.17
01	314305	02/13/2025	PEDIATRIC HOME SERVICE	R	206.25
01	314306	02/13/2025	PHOENIX SCHOOL COUNSELING	R	24,000.00
01	314307	02/13/2025	PITNEY BOWES BANK PURCHASE POWER	R	2,450.00
01	314308	02/13/2025	PLUNKETT'S /VARMENT GUARD	R	1,159.37
01	314309	02/13/2025	PREMIUM WATERS INC	R	39.00
01	314310	02/13/2025	PROFESSIONAL WIRELESS COMMUNICATION	R	518.75
01	314311	02/13/2025	PROPIO LS, LLC	R	8.69
01	314312	02/13/2025	RASHAD COHEN LLC	R	5,000.00
01	314313	02/13/2025	REED BEHAVIORAL HEALTH LLC	R	4,160.00
01	314314	02/13/2025	RIVERSIDE INSIGHTS	R	1,084.02

01	314315	02/13/2025	RYAN JEANNIE M	R	971.28
01	314316	02/13/2025	SCHROEPFER, NATHAN	R	67.00
01	314317	02/13/2025	SHERWIN WILLIAMS CO	R	225.39
01	314318	02/13/2025	ST CROIX FIRE & SAFETY, INC.	R	1,046.00
01	314319	02/13/2025	STARK MOLLY	R	41.20
01	314320	02/13/2025	SYN-TECH SYSTEMS, INC	R	1,175.00
01	314321	02/13/2025	TOLL COMPANY	R	13.64
01	314322	02/13/2025	TRANSPORTATION PLUS, INC.	R	120.00
01	314323	02/13/2025	TWIN CITY TRANSPORTATION	R	191,483.99
01	314324	02/13/2025	UHL COMPANY INC	R	48,385.50
01	314325	02/13/2025	UNITED HEALTHCARE/AARP MEDICARE RX	R	92.20
01	314326	02/13/2025	UNITED HEARTHCARE /AARP MEDICARE RX	R	92.20
01	314327	02/13/2025	UNITEDHEALTHCARE	R	590.91
01	314328	02/13/2025	WASHINGTON ROBERT	R	257.00
01	314329	02/13/2025	WETHINGTON, AUDREY	R	82.40
01	314330	02/13/2025	WETHINGTON, MADELINE	R	164.80
01	314331	02/13/2025	WHITFIELD DOUG	R	134.00
01	314333	02/13/2025	XCEL ENERGY	R	46,142.72
01	V614551	02/13/2025	AMY L COUGHLIN	R	80.00
01	V614552	02/13/2025	SARAH HAWN	R	37.63
01	V614553	02/13/2025	JENNIFER KRUEGER	R	140.08
01	V614554	02/13/2025	CASSANDRA QUAM	R	289.92
01	V614555	02/13/2025	ELIZABETH W RICKER	R	99.95
01	V614556	02/13/2025	ELISABETH RILEY	R	263.49
01	V614557	02/13/2025	KIRSTEN THORSON	R	40.00
01	V614558	02/13/2025	MICHELLE R WHITESIDE	R	8.49
01	V614559	02/13/2025	MELISSA J WILLIAMS	R	31.01
01	V614560	02/13/2025	KELLY L WOODS	R	44.97
01	314334	02/20/2025	ALERUS RETIREMENT AND BENEFITS	R	888.60
01	314335	02/20/2025	AI TECHNOLOGIES LLC	R	240.00
01	314336	02/20/2025	AZURE ADLER	R	130.00
01	314338	02/20/2025	BIX FRUIT COMPANY	R	14,961.77
01	314339	02/20/2025	BRAND FARMS	R	2,520.00
01	314340	02/20/2025	BSI MECHANICAL, INC.	R	1,552.49
01	314341	02/20/2025	CANON USA	R	4,674.02
01	314342	02/20/2025	CDW GOVERNMENT INC	R	8,625.00
01	314343	02/20/2025	CINTAS CORPORATION NO 2	R	143.41
01	314344	02/20/2025	COMCAST	R	404.93
01	314345	02/20/2025	CONTINENTAL RESEARCH CORP	R	213.78
01	314346	02/20/2025	DELEGARD TOOL COMPANY	R	92.99
01	314347	02/20/2025	COREMARK METALS	R	2,469.48
01	314348	02/20/2025	GALLUP INC.	R	7,650.00
01	314349	02/20/2025	WW GRAINGER INC	R	1,015.62
01	314350	02/20/2025	HALONEN, JOSEPH M	R	67.00
01	314351	02/20/2025	HILLYARD MINNEAPOLIS	R	3,417.74
01	314352	02/20/2025	IDEAL ENERGIES SOLAR LEASE 2021,LLC	R	7,715.32
01	314353	02/20/2025	INNOVATIVE OFFICE SOLUTIONS LLC	R	33,329.11
01	314354	02/20/2025	INTERMEDIATE DISTRICT 287	R	126,767.13
01	314357	02/20/2025	KEMPS LLC	R	6,650.86
01	314358	02/20/2025	KREMER SERVICES LLC	R	909.00
01	314359	02/20/2025	LAKESHORE LEARNING MATERIALS	R	42.97
01	314360	02/20/2025	LOFFLER	R	994.64
01	314361	02/20/2025	LOFFLER COMPANIES	R	166.58
01	314362	02/20/2025	MAXORPLUS, LTD	R	44,476.00
01	314363	02/20/2025	MCTM	R	620.00
01	314364	02/20/2025	METROPOLITAN MECHANICAL CONTRACTORS	R	8,655.63
01	314365	02/20/2025	MTN-METROPOLITAN TRANSP NETWORK	R	517,883.91
01	314366	02/20/2025	NAPA AUTO PARTS	R	306.33
01	314367	02/20/2025	NORTH CENTRAL INTERNATIONAL, LLC	R	318.00

01	314368	02/20/2025	NUSS TRUCK & EQUIPMENT	R	2,950.00
01	314369	02/20/2025	PAN O GOLD BAKING CO	R	548.70
01	314370	02/20/2025	PER MAR SECURITY SERVICES	R	11.00
01	314371	02/20/2025	PERMA-BOUND BOOKS	R	3,551.30
01	314372	02/20/2025	RATWIK ROSZAK & MALONEY PA	R	767.16
01	314373	02/20/2025	RM COTTON COMPANY	R	591.74
01	314374	02/20/2025	SAFEWAY DRIVING SCHOOL	R	2,990.00
01	314375	02/20/2025	SCHOOL SPECIALTY, LLC	R	205.35
01	314376	02/20/2025	SKOF BRYAN	R	206.00
01	314377	02/20/2025	SUNDE ENGINEERING, PLLC.	R	7,426.00
01	314378	02/20/2025	TRIO SUPPLY COMPANY	R	1,752.53
01	314379	02/20/2025	TRISTATE BOBCAT INC	R	147.54
01	314380	02/20/2025	TWIN CITY FILTER SERVICE INC	R	496.60
01	314381	02/20/2025	U OF M - ACADEMIC SUPPT RESOURCES	R	14,065.00
01	314383	02/20/2025	UPPER LAKES FOODS	R	48,534.85
01	314384	02/20/2025	ALLSTATE PETERBILT OF S ST PAUL	R	31.92
01	314385	02/20/2025	WIESE USA, INC.	R	495.00
01	314386	02/20/2025	WORLD FUEL SERVICES, INC.	R	1,822.87
01	314387	02/20/2025	XCEL ENERGY	R	1,590.78
01	V614561	02/20/2025	MICHAEL E JAEGER	R	112.12
01	V614562	02/20/2025	SHERRI L MEDVEC	R	169.60
01	V614563	02/20/2025	ISRAEL RUBIO SEGURA	R	120.80
01	V614564	02/20/2025	PATRICIA RUBIO SEGURA	R	174.96
01	V614565	02/20/2025	ANGELA ZIELINSKI	R	64.74
			TOTAL CHECKS & EPAY REGISTER		**1,391,773.69**

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
February 26, 2025

Description	Matures	Rate	Cost	General Operating	2024A Cap Fac Bond	2018A Bond	OPEB Bond
GOLDMAN SACHS GOVERNMENT MONEY MARKET		4.96%	4,379,663.41	-	-	-	4,379,663.41
Federated Institutional Tax-Free Cash Trust		1.95%	287,295.02	-	-	287,295.02	-
Western Alliance Bank	03/03/25	5.07%	239,450.00	-	239,450.00	-	-
CHARLES SCHWAB BANK SSB	03/13/25	4.95%	237,434.50	237,434.50	-	-	-
Farmers and Merchants Union Bank	03/18/25	4.95%	237,950.00	237,950.00	-	-	-
Cornerstone Bank	03/18/25	4.96%	237,900.00	237,900.00	-	-	-
EagleBank	03/18/25	5.12%	237,550.00	237,550.00	-	-	-
Oakwood Bank	05/01/25	5.05%	237,650.00	-	237,650.00	-	-
CIBM Bank	06/02/25	5.03%	236,700.00	-	236,700.00	-	-
Great Midwest Bank, S.S.B.	06/30/25	4.13%	227,400.00	-	-	-	227,400.00
ELGA CREDIT UNION	06/30/25	4.13%	226,750.00	-	-	-	226,750.00
TREASURY BILL	07/10/25	4.18%	999,739.31	999,739.31	-	-	-
MNTrust TERM SERIES	09/17/25	4.19%	1,000,000.00	1,000,000.00	-	-	-
FREDDIE MAC	09/23/25	1.60%	287,372.71	-	-	-	287,372.71
US TREASURY N/B	09/30/25	4.41%	621,742.19	-	-	-	621,742.19
US TREASURY N/B	09/30/25	4.22%	748,874.02	748,874.02	-	-	-
Susquehanna Community Bank	10/02/25	4.25%	240,900.00	240,900.00	-	-	-
KS STATEBANK / KANSAS STATE BANK OF MANHA	11/10/25	4.75%	212,900.00	-	-	-	212,900.00
MN TRUST TERM SERIES	01/07/26	4.82%	3,000,000.00	3,000,000.00	-	-	-
MNTrust TERM SERIES	01/26/26	4.10%	1,000,000.00	1,000,000.00	-	-	-
MNTrust TERM SERIES	01/26/26	4.25%	2,000,000.00	2,000,000.00	-	-	-
GBank	01/29/26	4.18%	239,900.00	239,900.00	-	-	-
Omb Bank	01/29/26	4.15%	239,900.00	239,900.00	-	-	-
ServisFirst Bank	01/29/26	4.24%	239,700.00	239,700.00	-	-	-
NexBank	01/29/26	4.14%	240,000.00	240,000.00	-	-	-
MN TRUST TERM SERIES	05/18/26	4.70%	1,000,000.00	1,000,000.00	-	-	-
US TREASURY N/B	09/30/26	4.34%	789,398.44	-	-	-	789,398.44
FIRST INTERNET BANK OF INDIANA	09/30/26	4.00%	209,500.00	-	-	-	209,500.00
BANK HAPOALIM	10/01/26	4.45%	206,700.00	-	-	-	206,700.00
STRIPS	11/15/26	4.19%	499,807.02	499,807.02	-	-	-
Total Investments Held			**20,562,176.62**	**12,399,654.85**	**713,800.00**	**287,295.02**	**7,161,426.75**

ppd:Finance

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting March 03, 2025

Subject: PERSONNEL ITEMS

(Recommended by superintendent)

That the board of education approve the following personnel items:

Certified Full-Time Retirement
Theresa Halpern – First Grade Teacher – Sheridan Hills Elementary
Effective: 6/6/2025
Yrs. of Service: 24

Certified Part-Time Temporary Contract
Kelly Gerde – Interventionist – Centennial Elementary
Effective: 12/16/2024

Classified Management Full-Time for Employment
Carla Schwappach – Payroll Manager/Accountant – District Office
Effective: 3/1/2025

Classified Full-Time Facilities & Transportation for Employment
Jany Giacomotti Francia - Building Cleaner – Richfield Middle School
Effective: 02/19/2025

Classified Full-Time Paraprofessional for Retirement
Annette Watkins - Special Education – Richfield Middle School
Effective: 06/05/2025
Yrs. of Service: 3

Classified Full-Time Facilities & Transportation Resignation
Josiah Laturnus - District Maintenance Mechanic – Garage
Effective: 02/28/2025
Yrs. of Service: 0.25

Classified Full-Time Resignation
Callmie Dennis - Registered Nurse – Academy of Holy Angels
Effective: 02/28/2025
Yrs. of Service: 0

Classified Full-Time Paraprofessional Probationary Termination
Anjelika Reid - Special Education – Richfield Middle School
Effective: 02/26/2025
Yrs. of Service: 1.50

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 3, 2025

Subject: Student Cell Phones

(Recommended by the superintendent)

Passage upon a third 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 guidelines have been reviewed by the Safe & Supportive Schools parent/guardian, RMS, RHS and RCEP groups, and suggested changes are included.

Any changes made since the 2/18/25 board meeting have been included as redlines.

Attachments:
Draft Policy 550: Student Cell Phones
Draft Administrative Guideline 550 - redlined
MSBA Model Policy 524.5: Personal Electronic Communication Devices

RICHFIELD PUBLIC SCHOOLS

STUDENT CELL PHONES

The RPS school board directs the superintendent and District administration to establish rules and procedures regarding student possession and use of cell phones and other personal electronic devices in schools. These rules and procedures should seek to minimize the impact of cell phones and other personal electronic devices on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria.

Legal References:
Minn. Stat. § 121A.73 (School Cell Phone Policy)

Cross References:
Policy 107: Electronic Use and Communication

RATIFIED BY THE BOARD OF EDUCATION:

DRAFT

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.

"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.

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.

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.

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.

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.

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

Students may possess and use personal electronic devices on the school bus before and after school hours. Students are expected to follow all the same behavioral standards related to the use of personal electronic devices while on the school bus that they would on school property or at school activities, functions or events. Using a personal electronic device on a school bus to play audio at a volume that is distracting to the bus driver is also 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.

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

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

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

DRAFT

- 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
- During class time following acceptable use set by the teacher (see below)
- After school after 3:30 p.m.

While in the classroom during learning time, teachers will set the appropriate level of acceptable use as outlined below.

- Red Light: Personal electronic devices are not allowed for the current activity/time period. They must be turned off and put away. A cell phone caddy may be used in the classroom.
- 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. Any misuse of their device may result in an individual yellow or red light.

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

Teachers will support students to maintain the expected policy within their classroom. If a student does not honor the expectations at the classroom level, they may be referred to student support services for support in storing the device for the remainder of the day. Repeated patterns of behavior may result in higher level administrative interventions, possibly including a contract with turning in the device (to be stored in a secure location) at the start of each school day and picking it up at the end of each school day.

V. PROCEDURES FOR STUDENT CELL PHONES AT RICHFIELD MIDDLE SCHOOL

Prohibited Usage:

- All personal electronic devices must be turned off and stored in lockers during school hours (8:40 a.m. - 3:30 p.m.).
- These personal devices should not be used, seen, or heard during this time.

Consequences for Violation:

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

First to Second Offense:

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- The personal electronic device will be confiscated and secured in the office until the end of the school day.

Third Offense and Beyond:

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

By adhering to this policy, students can focus on their education without the distraction of personal electronic devices.

VI. PROCEDURES FOR STUDENT CELL PHONES AT RPS ELEMENTARY SCHOOLS

Prohibited Usage:

- 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.
- Smartwatches can be used as a timekeeping device, but not as a communication device. Communication features should be shut off during the school day.

Consequences for Violation:

First to Second Offense:

- The personal electronic device will be confiscated until the end of the school day.

Third Offense and Beyond:

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

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

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

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VII. EXCEPTIONS

Nothing in this guideline prohibits a student from using a personal electronic 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.

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

Students may use a personal electronic 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.

If a parent/guardian needs to be in closer contact with their student throughout the school day for a safety or medical reason, they should reach out to the school principal to set up a specific plan.

VIII. SCHOOL DISTRICT RESPONSIBILITY

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

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:

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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
Board Policy 742: Student Transportation Services

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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)

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 3, 2025

Subject: Public and Private Personnel Data

(Recommended by the superintendent)

A second 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.

Suggested changes have been included to adhere to changes in statute.

Attachments:
Policy 412: Public and Private Personnel Data - redlined
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

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~~Richfield Public Schools employees as to the data the ~~school d~~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 d~~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 d~~District.

B. All other data on individuals is private or confidential.

C. District staff will take care to avoid collecting data on individuals that might be sensitive unless there is a specific requirement for collecting that data.

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 d~~District staff who need it to conduct the business of the ~~school d~~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~~ maintained because they are or were employees of the ~~school district~~District, applicants for employment, ~~or~~ volunteers, or independent contractors for the ~~school d~~District~~, or members of or applicants for an advisory board or commission~~. Personnel data include data submitted to the ~~school d~~District by an employee as part of an organized self-evaluation effort by the ~~school d~~District to

request suggestions from all employees on ways to cut costs, make the ~~school d~~District more efficient, or to improve ~~school d~~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.~~

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 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. ~~"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.~~

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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 current and former employees, including volunteers and independent contractors, is public:

Personnel Information

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

Compensation Related Information

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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;
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 d~~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~~ work-related continuing education; and
13. honors and awards received.

B. The following information on current and former 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.

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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;
   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 Minn. Stat. § 15.0597; and
   i. veteran status.

2. Once an individual is appointed to the school board, the following additional items of data are public:

   a. residential address;
   b. either a telephone number or e~~lectronic~~ 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~~school board;
   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 e~~lectronic~~ mail address or telephone number provided by ~~a public body~~the District for use by an appointee shall be public. An appointee may use an e~~lectronic~~ mail address or telephone number provided by the ~~public body~~District as the designated e~~lectronic~~ 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 Minn. Stat. § 13.43, Subd. 2(b), upon completion of an

investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 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.

F. 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.

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V. PRIVATE PERSONNEL DATA

A. All other personnel data not listed in Section IV are private and will only be shared with ~~school d~~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 d~~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 ~~may~~ must be disseminated to labor organizations to the extent ~~the school district determines it is~~ necessary ~~for the labor organization~~ 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 Chapter 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.

~~its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.~~

G. The ~~school d~~District may display a photograph of a current or former employee to prospective witnesses as part of the ~~school~~

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~~district's~~ District's investigation of any complaint or charge against the employee.

H. The ~~school d~~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.

J. A complainant has access to a statement provided by the complainant to the ~~school d~~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 shall not have access to data that would identify the complainant or other witnesses if the school district 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 d~~District shall make any report to 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, ~~the board of teaching or the state board of education~~ as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the ~~school d~~District's files, any termination or disciplinary proceeding,

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and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.

M. Private personnel data shall be disclosed to the ~~department of economic security~~ Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.

N. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school 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 ~~informing~~ providing information to a parent, legal guardian, or custodian of a child ~~that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment~~ in accordance with MDE screening guidelines.

O. The ~~school d~~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~~ 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 Minn. Stat. Ch. 13.

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

P. ~~The identity of an employee making a suggestion~~Data submitted by an employee to the District as part of an organized self-evaluation effort by the ~~school d~~District to request suggestions from all employees on ways to cut costs, make the ~~school d~~District more efficient, or to improve ~~school d~~District operations, is private. An employee who is identified in a suggestion, however, shall have

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

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R. Personal home contact information for employees may be used by the ~~school d~~District to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of District operations and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the ~~school d~~District or government entity.

S. The personal telephone number, home address, and e~~lectronic~~ mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the ~~school d~~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 abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, 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 Minn. Stat. § 13.41, Subd. 5, and must provide the Minnesota Professional Educator Licensing and Standards Board and the licensing division at MDE with the necessary and relevant information to enable the Minnesota Professional Educator Licensing and Standards Board 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 Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Minnesota Professional Educator Licensing and Standards Board 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 Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The ~~school d~~District shall change the classification of data in its possession if it is required to do so to comply with other 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 d~~District has designated Craig Holje, Chief Human Resources and Administrative~~—~~ Officer, ~~7001 Harriet Ave~~401 70th St W.~~ South~~, Richfield, MN~~—~~ 55423, (612) 798-6031 as the authority responsible for personnel data.~~ If you have any questions, contact him.~~

The responsible authority shall serve as the 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 Data)
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)

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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)
~~Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)~~
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References:

Policy 581 ~~(~~:Protection and Privacy of Pupil Records~~)~~
Policy ~~XXX~~ 216: Public Comment (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

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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.A.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 3, 2025

Subject: Annual Budget Revision 2024-2025

(Recommended by the superintendent)

That the board of education approve the revised budget as presented.

Background

(Prepared by Craig Holje, James Gilligan and John Lorenzini)

Attached is a copy of the 2024-2025 revised budget for your review and approval. The revised budget provides updated amounts for revenues and expenditures based on changes in enrollment and programming.

Net revenue is up $5,330,039 in the general fund from $83,721,180 to $89,051,219. Net expenditures are up by $4,708,676 from $83,586,149 to $88,294,825.

Major adjustments to the budget account for an increase in state funding related to an increase in special education funding, increase federal funding revenue and expenditures associated with tuition, updating enrollment as well as updated staffing and benefits. The net impact is an increase of $621,364 to the general fund budget from the adopted budget for the current fiscal year, resulting in a revised total projected general fund balance increase of $756,394 from FY24 to FY25.

More details on these and other changes will be presented at the board meeting.

Enriching and accelerating learning

RICHFIELD
PUBLIC SCHOOLS

Revised FY25 Budget

Craig Holje

Chief Human Resources and Administrative Officer

Richfield Board of Education – March 3, 2025

Enriqueciendo y acelerando el aprendizaje

Agenda

RICHFIELD PUBLIC SCHOOLS

- FY25 (Current Year) Update
  - January 31, 2025 Year-to-date
- FY25 (Current Year) Revised Budget
  - Changes
  - Fund Balance Projections
  - Summary of Changes
  - Future Planning

Current Year – FY25 Budget Update

RICHFIELD PUBLIC SCHOOLS

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

RICHFIELD | January 31, 2025

REVENUE CATEGORIES	June 30, 2023	June 30, 2024	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	January 31, 2025 % of Budget Received	January 31, 2024 % of Actuals Received	January 31, 2023 % of Actuals Received	Current YTD vs. PYTD	January 31, 2024	January 31, 2023
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	June 30, 2024	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	January 31, 2025 % of Budget Expended	January 31, 2024 % of Actuals Expended	January 31, 2023 % of Actuals Expended	Current YTD vs. PYTD	January 31, 2024	January 31, 2023
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	June 30, 2024	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	January 31, 2025 % of Budget Expended	January 31, 2024 % of Actuals Expended	January 31, 2023 % of Actuals Expended	Current YTD vs. PYTD	January 31, 2024	January 31, 2023
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 ACTIVITES	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	16,484,054	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**

Current Year – FY25 Budget Update

RICHFIELD PUBLIC SCHOOLS

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

RICHFIELD | January 31, 2025

ACTIVITY - OTHER FUNDS

REVENUE	June 30, 2023	June 30, 2024	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	January 31, % of Budget Received	January 31, % of Actuals Received	January 31, % of Actuals Received	Current YTD vs. PYTD	January 31, 2024	January 31, 2023
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**

EXPENDITURES	June 30, 2023	June 30, 2024	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	January 31, % of Budget Expended	January 31, % of Actuals Expended	January 31, % of Actuals Expended	Current YTD vs. PYTD	January 31, 2024	January 31, 2023
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**

SUMMARY - ALL FUNDS

SUMMARY	June 30, 2023	June 30, 2024	Adopted Budget	Projected End Of Year	YTD	Budget Remaining	January 31, % of Budget Expended	January 31, % of Actuals Expended	January 31, % of Actuals Expended	Current YTD vs. PYTD	January 31, 2024	January 31, 2023
REVENUE	100,420,930	110,178,467	109,195,275	108,341,592	61,727,540	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

Budget Management Analytics

Current Year – FY25 Budget Implications

RICHFIELD PUBLIC SCHOOLS

- Revenue Adjustments
  - Enrollment
  - Special Education
  - Interest
- Salary/Benefit Changes
- Transportation Contracts
- Construction Fund

FY25 Revised Budget – General Fund Revenue

RICHFIELD PUBLIC SCHOOLS

RICHFIELD PUBLIC SCHOOLS

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

Revised 2024-25 Budget

REVENUE GENERAL FUND

REVENUE CATEGORIES	Actual June 30, 2023	Actual June 30, 2024	Adopted Budget 2024-25	Revised Budget 2024-25	Increase or (Decrease) from Adopted Budget	YTD JANUARY 31, 2025
STATE	47,269,721	55,361,384	56,786,786	61,145,174	4,358,388	20,578,181
FEDERAL	8,182,832	5,361,721	1,585,186	2,633,950	1,048,764	236,599
PROPERTY TAXES	17,853,747	18,257,792	23,050,883	23,100,410	49,527	22,436,137
LOCAL (FEES, INTEREST, ETC.)	1,710,034	3,026,007	2,298,325	2,171,685	(126,640)	1,518,529
TOTALS	**75,016,334**	**82,006,904**	**83,721,180**	**89,051,219**	**5,330,039**	**44,769,446**

FY25 Revised Budget – General Fund Expenditures

RICHFIELD PUBLIC SCHOOLS

RICHFIELD PUBLIC SCHOOLS

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

Revised 2024-25 Budget

EXPENDITURES GENERAL FUND

OBJECT SERIES	Actual June 30, 2023	Actual June 30, 2024	Adopted Budget 2024-25	Revised Budget 2024-25	Increase or (Decrease) from Adopted	YTD JANUARY 31, 2025
SALARIES & WAGES	42,666,507	44,595,087	47,359,520	48,079,454	719,934	21,301,587
EMPLOYEE BENEFITS	14,518,829	15,376,729	16,012,385	16,284,347	271,962	8,199,716
PURCHASED SERVICES	11,201,175	13,172,577	12,103,692	15,647,434	3,543,742	6,897,013
SUPPLIES	3,707,790	3,838,248	4,457,922	4,640,472	182,550	2,739,382
EQUIPMENT	4,339,230	3,488,077	2,936,585	2,925,649	(10,936)	1,755,612
OTHER EXPENDITURES	392,751	406,103	716,045	717,469	1,424	143,540
TOTALS	**76,826,282**	**80,876,821**	**83,586,149**	**88,294,825**	**4,708,676**	**41,036,850**

FY25 Revised Budget – General Fund Expenditures

RICHFIELD PUBLIC SCHOOLS

RICHFIELD PUBLIC SCHOOLS

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

Revised 2024-25 Budget

EXPENDITURES GENERAL FUND

PROGRAM SERIES	Actual June 30, 2023	Actual June 30, 2024	Adopted Budget 2024-25	Revised Budget 2024-25	(Decrease) from Adopted Budget	YTD JANUARY 31, 2025
SITE ADMINISTRATION	1,951,791	2,063,549	2,473,515	2,343,188	(130,327)	1,410,105
DISTRICT ADMINISTRATION	728,589	909,525	960,564	977,997	17,433	569,382
SUPPORT SERVICES	3,097,622	3,265,363	3,236,439	3,316,727	80,288	2,128,701
REGULAR INSTRUCTION	30,597,910	31,368,241	31,936,608	32,210,528	273,920	13,740,226
EXTRA-CURRICULAR ACTIVITES	1,343,167	1,274,689	1,366,699	1,345,314	(21,385)	622,409
VOCATIONAL INSTRUCTION	599,877	839,648	698,297	1,007,365	309,068	413,262
SPECIAL EDUCATION	13,955,260	15,720,800	16,464,054	17,458,055	994,001	7,307,779
INSTRUCTIONAL SUPPORT	5,115,499	5,557,740	5,537,906	5,537,706	(200)	3,372,606
PUPIL SUPPORT SERVICES	10,416,333	11,411,246	11,691,285	14,629,973	2,938,688	6,089,103
FACILITIES	8,607,466	7,951,208	8,696,202	8,940,238	244,036	4,812,084
OTHER FINANCING USES	412,768	514,812	524,580	527,734	3,154	571,194
TOTALS	**76,826,282**	**80,876,821**	**83,586,149**	**88,294,825**	**4,708,676**	**41,036,850**

FY25 Revised Budget – Other Funds

RICHFIELD PUBLIC SCHOOLS

RICHFIELD PUBLIC SCHOOLS

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

Revised 2024-25 Budget

ACTIVITY - OTHER FUNDS

REVENUE	Actual June 30, 2023	Actual June 30, 2024	Adopted Budget 2024-25	Revised Budget 2024-25	Increase or (Decrease) from Adopted Budget	YTD JANUARY 31, 2025
FOOD SERVICE	3,072,380	3,949,403	3,582,663	3,577,663	(5,000)	1,344,000
COMMUNITY EDUCATION	2,097,545	2,322,904	2,031,749	2,056,049	24,300	1,472,902
CONSTRUCTION FUND	2,403,125	2,767,467	80,000	166,000	86,000	111,416
DEBT SERVICE	7,384,481	8,086,343	7,819,436	7,819,436	-	7,095,910
CUSTODIAL/SCHOLARSHIPS	25,986	30,570	12,000	29,392	17,392	6,239
INTERNAL SERVICE - HEALTH INS.	7,666,030	8,229,680	9,136,095	8,416,420	(719,675)	4,822,780
INTERNAL SERVICE - DENTAL INS.	502,953	496,284	553,500	526,174	(27,326)	257,256
OPEB - IRREVOCABLE TRUST	190,720	364,778	200,000	200,000	-	(31,198)
OPEB DEBT SERVICE	2,061,376	2,013,317	2,058,652	2,058,652	-	1,888,790

EXPENDITURES	Actual June 30, 2023	Actual June 30, 2024	Adopted Budget 2024-25	Revised Budget 2024-25	Increase or (Decrease) from Adopted Budget	YTD JANUARY 31, 2025
FOOD SERVICE	3,519,444	3,729,581	3,669,579	3,808,676	139,097	2,014,425
COMMUNITY EDUCATION	2,092,351	2,258,199	1,999,439	2,120,241	120,802	1,061,513
CONSTRUCTION FUND	136,534	1,834,310	2,000,000	2,670,000	670,000	1,123,544
DEBT SERVICE	7,254,908	7,949,447	7,688,838	7,779,254	90,416	7,779,254
CUSTODIAL/SCHOLARSHIPS	7,639	9,075	12,000	10,500	(1,500)	10,527
INTERNAL SERVICE - HEALTH INS.	7,388,780	7,742,514	9,133,300	8,260,949	(872,351)	5,035,028
INTERNAL SERVICE - DENTAL INS.	507,523	542,263	554,000	554,000	-	310,204
OPEB - IRREVOCABLE TRUST	484,271	476,577	665,000	477,000	(188,000)	-
OPEB DEBT SERVICE	2,027,475	2,025,100	2,022,175	2,022,175	-	2,022,175

FY25 Revised Budget – All Funds Summary

RICHFIELD PUBLIC SCHOOLS

RICHFIELD PUBLIC SCHOOLS

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

Revised 2024-25 Budget

SUMMARY - ALL FUNDS

SUMMARY	Actual June 30, 2023	Actual June 30, 2024	Adopted Budget 2024-25	Revised Budget 2024-25	Increase or (Decrease) from Adopted Budget	YTD JANUARY 31, 2025
REVENUE	100,420,930	110,267,650	109,195,275	113,901,005	4,705,730	61,737,540
EXPENDITURES	100,245,207	107,443,888	111,330,480	115,997,620	4,667,140	60,393,520
SPENDING VARIANCE	175,723	2,823,762	(2,135,205)	(2,096,615)	38,590	1,344,020

FY 25 Proposed Budget – General Fund Balances

RICHFIELD PUBLIC SCHOOLS

Richfield Public Schools
Budget Overview

Original Approved Budget Summary 2024-25 - with actual July 1 2024 Beginning Balances

General Fund - 01	Actual July 1, 2024	Revised Budget Revenues	Revised Budget Expenditures	Transfers	Projected Balance June 30, 2025	Net Increase or Decrease
Unassigned - 422	8,123,104	64,151,796	61,476,370	(2,462,195)	8,336,335	213,231
	10.04%				*9.97%*	
Restricted						
Staff Development - 403	-	634,453	634,453	-	-	-
Long-Term Fac Maint - 467	1,003,466	1,603,368	1,716,705	-	890,129	(113,337)
Capital Projects Tech Levy - 407	836,264	4,779,493	4,310,580	-	1,305,177	468,913
Operating Capital - 424	481,716	1,035,176	1,285,131	-	231,761	(249,955)
Student Activities - 401	88,767	50,650	55,189		84,228	(4,539)
Scholarships - 402	456,963	65,410	44,580		477,793	20,830
Literacy Incentive Aid - 412	136,889	307,268	313,477	-	130,680	(6,209)
Learning & Development - 428	-	824,711	824,711	-	-	-
Area Learning Center - 434	705,623	655,265	715,286		645,602	(60,021)
Gifted & Talented - 438	-	55,529	341,934	286,405	-	-
English Learner - 439	-	1,241,800	2,942,859	1,701,059	-	-
Basic Skills - 441	854,441	6,620,250	6,952,659	-	522,032	(332,409)
School Library Aid - 443	-	69,237	69,237		-	-
Career & Technical - 445	-	147,479	327,313	179,834	-	-
Achievement & Integration - 448	-	1,099,629	1,099,629	-	-	-
Safe Schools - 449	-	155,666	450,563	294,897	-	-
Teacher Comp Read Act - 457	-	-	-		-	-
Basic Skills Extended Time - 459 re	-	-	-	-	-	-
Medical Assistance - 472	178,074	200,000	13,011		365,063	186,989
Subtotal Restricted	4,742,205	19,545,384	22,097,317	2,462,195	4,652,465	(89,738)
Nonspendable						
Inventory & Prepaid Expenditures	535,311	-	-		535,311	-
Subtotal Nonspendable - 460	535,311	-	-	-	535,311	-
Assigned Funds						
Assigned - Turf	16,522	20,000	8,462	-	28,060	11,538
Assigned - Program Initiatives	905,027			-	905,027	-
Assigned - Enrollment	600,000			-	600,000	-
Assigned - Future Retirement	638,422			-	638,422	-
Assigned - Carryover	358,539	-	-	-	358,539	-
Assigned - 3rd Party Sped	171,481			-	171,481	-
Assigned - COVID	2,569,109	4,000	4,000	-	2,569,109	-
Assigned - Subsequent Yr Budget	-	-	-	-	-	-
Subtotal Assigned - 462	5,259,100	24,000	12,462	-	5,270,638	11,538
Total General Fund	**18,659,719**	**83,721,180**	**83,586,149**	**-**	**18,794,749**	**135,031**

FY 25 Revised Budget – General Fund Balances

RICHFIELD PUBLIC SCHOOLS

Richfield Public Schools
Budget Overview
Revised Budget 2024-25

General Fund - 01	FD	Actual July 1, 2024	Revised Budget Revenues	Revised Budget Expenditures	Transfers	Projected Balance June 30, 2025	Net Increase or Decrease
Unassigned - 422	422	8,514,349	67,749,212	65,880,939	(938,051)	9,444,571	930,222
		10.04%				*10.70%*	
Restricted	FD						
Staff Development - 403	403	-	648,795	606,133	(42,662)	-	-
Long-Term Fac Maint - 467	467	1,003,466	1,603,368	1,700,033	-	906,801	(96,665)
Capital Projects Tech Levy - 407	407	836,264	4,779,493	4,199,640	-	1,416,117	579,853
Operating Capital - 424	424	481,716	1,085,180	1,268,851	-	298,045	(183,671)
Student Activities - 401	401	88,767	50,650	55,189	-	84,228	(4,539)
Scholarships - 402	402	456,963	65,410	47,734	-	474,639	17,676
Literacy Incentive Aid - 412	412	136,889	144,375	193,692	-	87,572	(49,317)
Learning & Development - 428	428	-	868,930	979,132	110,202	-	-
Area Learning Center - 434	434	705,623	655,265	724,172	-	636,716	(68,907)
Teacher Q Comp	437	(391,245)	1,025,083	1,132,212	-	(498,374)	(107,129)
Gifted & Talented - 438	438	-	57,920	401,961	344,041	-	-
English Learner - 439	439	-	1,497,600	3,023,293	1,148,181	(377,512)	(377,512)
Basic Skills - 441	441	854,441	6,643,299	5,495,118	(1,148,181)	854,441	-
School Library Aid - 443	443	-	71,906	85,653	13,747	-	-
Career & Technical - 445	445	-	197,006	495,004	297,998	-	-
Achievement & Integration - 448	448	-	1,085,145	1,181,049	95,904	-	-
Safe Schools - 449	449	-	155,666	448,780	293,114	-	-
Literacy Aid One time - 456	456	-	161,477	-	-	161,477	161,477
Teacher Comp Read Act - 457	457	-	145,791	145,791	-	-	-
Student Support Personnel Aid - 47	471	-	116,194	88,481	-	27,713	27,713
Medical Assistance - 472	472	178,074	200,000	13,300	-	364,774	186,700
Subtotal Restricted		4,350,960	21,258,553	22,285,218	1,112,344	4,436,638	85,679
Nonspendable							
Inventory & Prepaid Expenditures		535,311	-	-	-	535,311	-
Inventory		-	-	-	-	-	-
Subtotal Nonspendable - 460		535,311	-	-	-	535,311	-
Assigned Funds							
Assigned - Turf	425	16,522	20,000	8,451	-	28,071	11,549
Assigned - Program Initiatives		905,027	-	-	-	905,027	-
Assigned - Enrollment		600,000	-	-	-	600,000	-
Assigned - Future Retirement		638,422	-	-	-	638,422	-
Assigned - Carryover	435	358,539	-	119,547	(174,293)	64,699	(293,840)
Assigned - 3rd Party Sped		171,481	-	-	-	171,481	-
Assigned - COVID	019	2,569,109	23,454	670	-	2,591,893	22,784
Assigned - Subsequent Yr Budget		-	-	-	-	-	-
Subtotal Assigned - 462		5,259,100	43,454	128,668	(174,293)	4,999,593	(259,507)
Total General Fund		**18,659,719**	**89,051,219**	**88,294,825**	-	**19,416,113**	**756,394**

FY25 Revised Budget – Other Fund Balances

RICHFIELD PUBLIC SCHOOLS

Richfield Public Schools
Budget Overview
Revised Budget 2024-25

Food Service Fund - 02		-				
Nonspendable						
Inventory & Prepaid Expenditures	32,946	-	-		32,946	-
Subtotal Nonspendable - 460	32,946	-	-	-	32,946	-
Restricted - 464	909,329	3,577,663	3,808,676	-	678,316	(231,013)
Total Food Service	**942,275**	**3,577,663**	**3,808,676**	**-**	**711,262**	**(231,013)**
Community Services - 04						
Restricted - 464 (Non-Public, EcScreen, LCTS)	79,827	417,128	498,941	-	(1,986)	(81,813)
Restricted / Reserved						
Community Ed - 431	(127,614)	673,123	686,344	-	(140,835)	(13,221)
ECFE - 432	54,212	407,968	395,762	-	66,418	12,206
Adult Basic Ed - 447	-	-	-	-	-	-
School Readiness - 444	351,197	557,830	539,194	-	369,833	18,636
Restricted/Reserved - Subtotal	277,796	1,638,921	1,621,300	-	295,417	17,621
Unassigned - 463	-	-	-	-	-	-
Total Community Education	**357,623**	**2,056,049**	**2,120,241**	**-**	**293,431**	**(64,192)**
Construction - 06						
Restricted (2018A/2022A/2024A) - 464	4,161,110	166,000	2,670,000	-	1,657,110	(2,504,000)
Total Construction Fund	**4,161,110**	**166,000**	**2,670,000**	**-**	**1,657,110**	**(2,504,000)**
Restricted - 464	1,787,165	7,819,436	7,779,254	-	1,827,347	40,182
Total Debt Service Fund	**1,787,165**	**7,819,436**	**7,779,254**	**-**	**1,827,347**	**40,182**
Custodial Fund - 18	**67,429**	**29,392**	**10,500**	**-**	**86,321**	**18,892**
Internal Service - 20 Health	**4,228,895**	**8,416,420**	**8,260,949**	**-**	**4,384,366**	**155,471**
Internal Service - 21 Dental	**33,692**	**526,174**	**554,000**	**-**	**5,866**	**(27,826)**
OPEB Irrevocable Trust - 45	**7,177,611**	**200,000**	**477,000**	**-**	**6,900,611**	**(277,000)**
OPEB Debt Service - 47	**377,081**	**2,058,652**	**2,022,175**	**-**	**413,558**	**36,477**
Total All Funds:	**37,792,599**	**113,901,005**	**115,997,620**	**-**	**35,695,984**	**(2,096,615)**

FY25 Revised Budget – Summary

RICHFIELD PUBLIC SCHOOLS

- General Fund Revenue – Increase of $5,330,039 to $89,051,219
  - Increase in Special Education revenue
    - State
    - Federal
  - Increase in basic aid due to enrollment
- General Fund Expenditures – Increase of $4,708,676 to $88,294,825
  - Adjustments for actual salary and benefits
  - Increase in special transportation costs
  - Increase is special education tuition
- Fund Balance
  - Current General Fund balance projection of $18,794,749
    - Net impact of Total General Fund fund balance is an increase of $621,363 compared to original budget
    - Overall General Fund fund balance increase of $756,394
  - Unassigned General Fund Balance of $9,444,571 or 10.70% of expenditures
    - Up slightly from 10.04% Audited FY24 balance

Future Planning

RICHFIELD PUBLIC SCHOOLS

- FY26 Budget and Staffing
  - Current work to develop FY26 budget and programming
  - Proposed budget to Board in May
  - Adopted budget to Board in June
- Fund Balance
  - Have strategically increased fund balance to be able to extend life of referendum as well as COVID funds
- Future Funding
  - COVID funds have expired
  - Significant projected reduction in compensatory funds in FY26 based on current statute
  - Projecting slight enrollment reductions moving forward

Questions

RICHFIELD PUBLIC SCHOOLS

RICHFIELD PUBLIC SCHOOLS

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

Revised 2024-25 Budget

REVENUE GENERAL FUND

REVENUE CATEGORIES	Actual June 30, 2023	Actual June 30, 2024	Adopted Budget 2024-25	Revised Budget 2024-25	Increase or (Decrease) from Adopted Budget	YTD JANUARY 31, 2025
STATE	47,269,721	55,361,384	56,786,786	61,145,174	4,358,388	20,578,181
FEDERAL	8,182,832	5,361,721	1,585,186	2,633,950	1,048,764	236,599
PROPERTY TAXES	17,853,747	18,257,792	23,050,883	23,100,410	49,527	22,436,137
LOCAL (FEES, INTEREST, ETC.)	1,710,034	3,026,007	2,298,325	2,171,685	(126,640)	1,518,529
TOTALS	**75,016,334**	**82,006,904**	**83,721,180**	**89,051,219**	**5,330,039**	**44,769,446**

EXPENDITURES GENERAL FUND

OBJECT SERIES	Actual June 30, 2023	Actual June 30, 2024	Adopted Budget 2024-25	Revised Budget 2024-25	Increase or (Decrease) from Adopted Budget	YTD JANUARY 31, 2025
SALARIES & WAGES	42,666,507	44,595,087	47,359,520	48,079,454	719,934	21,301,587
EMPLOYEE BENEFITS	14,518,829	15,376,729	16,012,385	16,284,347	271,962	8,199,716
PURCHASED SERVICES	11,201,175	13,172,577	12,103,692	15,647,434	3,543,742	6,897,013
SUPPLIES	3,707,790	3,838,248	4,457,922	4,640,472	182,550	2,739,382
EQUIPMENT	4,339,230	3,488,077	2,936,585	2,925,649	(10,936)	1,755,612
OTHER EXPENDITURES	392,751	406,103	716,045	717,469	1,424	143,540
TOTALS	**76,826,282**	**80,876,821**	**83,586,149**	**88,294,825**	**4,708,676**	**41,036,850**

PROGRAM SERIES	Actual June 30, 2023	Actual June 30, 2024	Adopted Budget 2024-25	Revised Budget 2024-25	Increase or (Decrease) from Adopted Budget	YTD JANUARY 31, 2025
SITE ADMINISTRATION	1,951,791	2,063,549	2,473,515	2,343,188	(130,327)	1,410,105
DISTRICT ADMINISTRATION	728,589	909,525	960,564	977,997	17,433	569,382
SUPPORT SERVICES	3,097,622	3,265,363	3,236,439	3,316,727	80,288	2,128,701
REGULAR INSTRUCTION	30,597,910	31,368,241	31,936,608	32,210,528	273,920	13,740,226
EXTRA-CURRICULAR ACTIVITES	1,343,167	1,274,689	1,366,699	1,345,314	(21,385)	622,409
VOCATIONAL INSTRUCTION	599,877	839,648	698,297	1,007,365	309,068	413,262
SPECIAL EDUCATION	13,955,260	15,720,800	16,464,054	17,458,055	994,001	7,307,779
INSTRUCTIONAL SUPPORT	5,115,499	5,557,740	5,537,906	5,537,706	(200)	3,372,606
PUPIL SUPPORT SERVICES	10,416,333	11,411,246	11,691,285	14,629,973	2,938,688	6,089,103
FACILITIES	8,607,466	7,951,208	8,696,202	8,940,238	244,036	4,812,084
OTHER FINANCING USES	412,768	514,812	524,580	527,734	3,154	571,194
TOTALS	**76,826,282**	**80,876,821**	**83,586,149**	**88,294,825**	**4,708,676**	**41,036,850**

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ACTIVITY - OTHER FUNDS

REVENUE	Actual June 30, 2023	Actual June 30, 2024	Adopted Budget 2024-25	Revised Budget 2024-25	Increase or (Decrease) from Adopted Budget	YTD JANUARY 31, 2025
FOOD SERVICE	3,072,380	3,949,403	3,582,663	3,577,663	(5,000)	1,344,000
COMMUNITY EDUCATION	2,097,545	2,322,904	2,031,749	2,056,049	24,300	1,472,902
CONSTRUCTION FUND	2,403,125	2,767,467	80,000	166,000	86,000	111,416
DEBT SERVICE	7,384,481	8,086,343	7,819,436	7,819,436	-	7,095,910
CUSTODIAL/SCHOLARSHIPS	25,986	30,570	12,000	29,392	17,392	6,239
INTERNAL SERVICE - HEALTH INS.	7,666,030	8,229,680	9,136,095	8,416,420	(719,675)	4,822,780
INTERNAL SERVICE - DENTAL INS.	502,953	496,284	553,500	526,174	(27,326)	257,256
OPEB - IRREVOCABLE TRUST	190,720	364,778	200,000	200,000	-	(31,198)
OPEB DEBT SERVICE	2,061,376	2,013,317	2,058,652	2,058,652	-	1,888,790

EXPENDITURES	Actual June 30, 2023	Actual June 30, 2024	Adopted Budget 2024-25	Revised Budget 2024-25	Increase or (Decrease) from Adopted Budget	YTD JANUARY 31, 2025
FOOD SERVICE	3,519,444	3,729,581	3,669,579	3,808,676	139,097	2,014,425
COMMUNITY EDUCATION	2,092,351	2,258,199	1,999,439	2,120,241	120,802	1,061,513
CONSTRUCTION FUND	136,534	1,834,310	2,000,000	2,670,000	670,000	1,123,544
DEBT SERVICE	7,254,908	7,949,447	7,688,838	7,779,254	90,416	7,779,254
CUSTODIAL/SCHOLARSHIPS	7,639	9,075	12,000	10,500	(1,500)	10,527
INTERNAL SERVICE - HEALTH INS.	7,388,780	7,742,514	9,133,300	8,260,949	(872,351)	5,035,028
INTERNAL SERVICE - DENTAL INS.	507,523	542,263	554,000	554,000	-	310,204
OPEB - IRREVOCABLE TRUST	484,271	476,577	665,000	477,000	(188,000)	-
OPEB DEBT SERVICE	2,027,475	2,025,100	2,022,175	2,022,175	-	2,022,175

SUMMARY - ALL FUNDS

SUMMARY	Actual June 30, 2023	Actual June 30, 2024	Adopted Budget 2024-25	Revised Budget 2024-25	Increase or (Decrease) from Adopted Budget	YTD JANUARY 31, 2025
REVENUE	100,420,930	110,267,650	109,195,275	113,901,005	4,705,730	61,737,540
EXPENDITURES	100,245,207	107,443,888	111,330,480	115,997,620	4,667,140	60,393,520
SPENDING VARIANCE	175,723	2,823,762	(2,135,205)	(2,096,615)	38,590	1,344,020

RICHFIELD PUBLIC SCHOOLS

2024-25 REVISED EXPENDITURES BY PROGRAM CODE

PROGRAM CODE	DESCRIPTION	June 30, 2023	June 30, 2024	2024-25 Adopted Budget	2024-25 Revised Budget	Increase or (Decrease) from ORIGINAL FY25	YTD JANUARY 31, 2025
	DISTRICT ADMINISTRATION						
010	BOARD OF EDUCATION	74,081	64,061	81,071	78,626	(2,445)	46,281
020	OFFICE OF SUP'T	438,037	486,550	484,944	493,636	8,692	294,553
030	INSTRUCTIONAL ADMIN	216,471	358,914	394,549	405,735	11,186	228,548
	TOTAL - DISTRICT ADMINISTRATION	**728,589**	**909,525**	**960,564**	**977,997**	**17,433**	**569,382**
	SITE ADMINISTRATION						
050	SCHOOL BLDG ADMIN	1,951,791	2,063,549	2,473,515	2,343,188	(130,327)	1,410,105
	TOTAL - SITE ADMINISTRATION	**1,951,791**	**2,063,549**	**2,473,515**	**2,343,188**	**(130,327)**	**1,410,105**
	SUPPORT SERVICES						
105	ADMIN SUPPORT	71,801	75,945	85,485	76,754	(8,731)	33,341
107	MARKETING/COMMUNICATIONS	347,349	420,696	400,672	436,763	36,091	206,158
108	ADMINISTRATIVE TECHNOLOGY	580,838	640,599	501,000	499,000	(2,000)	474,278
110	BUSINESS SERVICES	1,275,367	1,254,229	1,209,477	1,287,747	78,270	914,557
150	LEGAL SERVICES	78,796	140,034	82,400	82,400	-	41,092
160	PERSONNEL	675,973	663,992	870,513	847,181	(23,332)	437,605
190	RESEARCH/EVALUATION	15,102	30,408	39,579	39,569	(10)	17,044
199	SCHOOL ELECTIONS	52,397	39,460	47,313	47,313	-	4,625
	TOTAL - SUPPORT SERVICES	**3,097,622**	**3,265,363**	**3,236,439**	**3,316,727**	**80,288**	**2,128,701**
	REGULAR INSTRUCTION						
200	VPK PROGRAM	695,164	706,352	912,005	795,787	(116,218)	334,307
201	KINDERGARTEN	966,214	926,196	646,215	980,383	334,168	415,276
203	ELEM EDUCATION	11,544,989	10,920,482	9,884,377	9,690,265	(194,112)	4,046,238
204	TITLE II FED TEACH/PRINC TRAINING	146,405	135,045	124,405	118,966	(5,439)	59,478
205	TITLE III FEDERAL LEP	194,734	176,770	174,390	242,308	67,918	84,572
211	SECONDARY ED GENERAL	4,780,574	4,726,578	4,382,587	4,192,858	(189,729)	1,726,178
212	ART	379,367	361,896	433,459	601,395	167,936	262,936
215	BUSINESS EDUCATION	2,214	1,560	1,802	1,802	-	744
216	TITLE I FEDERAL	868,839	899,291	854,856	862,470	7,614	361,900
218	GIFTED & TALENTED	285,927	336,896	341,934	401,961	60,027	156,855
219	ENGLISH LANGUAGE LEARNER (ELL)	2,245,493	2,587,442	2,967,954	3,033,001	65,047	1,363,912
220	ENGLISH/LANGUAGE ART	918,849	794,958	1,132,856	704,781	(428,075)	293,365
230	FOREIGN LANGUAGE	285,007	160,844	129,314	341,048	211,734	147,412
231	DUAL LANGUAGE PROGRAM	657	27,101	75,009	77,846	2,837	33,045
240	HEALTH ED	1,162,375	1,241,401	1,272,821	1,177,066	(95,755)	498,431
241	PHYSICAL ED	1,430	2,512	2,650	2,650	-	765
255	INDUSTRIAL EDUCATION	111,044	124,087	140,795	45,337	(95,458)	4,685
256	MATHEMATICS	1,151,947	763,185	1,217,901	953,962	(263,939)	391,518
258	MUSIC - BAND	439,593	495,427	499,045	667,019	167,974	294,396
259	MUSIC - CHOIR	1,128	1,925	2,005	2,005	-	1,032
260	NATURAL SCIENCE	1,297,571	1,283,186	1,351,470	1,837,859	486,389	792,139
270	SOCIAL STUDIES	908,978	1,034,641	1,080,304	1,115,274	34,970	482,663
276	BASIC SKILLS ELEMENTARY	1,162,739	1,648,353	2,400,337	2,444,812	44,475	1,119,158
277	VOLUNTARY PARENT INVOLVEMENT	1,041,173	2,009,568	1,903,328	1,914,884	11,556	866,685
279	VOLUNTARY PARENT INVOLVEMENT	5,498	2,547	4,789	4,789	-	2,536
	TOTAL - REGULAR INSTRUCTION	**30,597,910**	**31,368,241**	**31,936,608**	**32,210,528**	**273,920**	**13,740,226**
	EXTRA-CURRICULAR						
291	CO-CURRICULAR ACTIVITIES	144,743	135,394	175,277	191,749	16,472	45,992
292	BOY/GIRL ATHLETICS	427,860	466,921	523,067	499,290	(23,777)	234,755
294	BOY ATHLETICS	416,290	321,042	318,185	310,618	(7,567)	183,886
296	GIRL ATHLETICS	287,165	256,026	278,601	275,968	(2,633)	140,684
298	EXTRA-CURR ACTIVITIES (INCL STUDENT ACT	67,109	95,306	71,569	67,689	(3,880)	17,093
	TOTAL - EXTRA-CURRICULAR ACTIVITIES	**1,343,167**	**1,274,689**	**1,366,699**	**1,345,314**	**(21,385)**	**622,409**

RICHFIELD PUBLIC SCHOOLS

2024-25 REVISED EXPENDITURES BY PROGRAM CODE

PROGRAM CODE	DESCRIPTION	June 30, 2023	June 30, 2024	2024-25 Adopted Budget	2024-25 Revised Budget	Increase or (Decrease) from ORIGINAL FY25	YTD JANUARY 31, 2025
	VOCATIONAL INSTRUCTION						
311	VOC DISTRIBUTIVE ED	39,981	235,521	113,174	174,619	61,445	77,179
321	VOC HEALTH OCC EDUCATION	10,153	19,056	31,104	31,104	-	3,411
331	VOC PERSONAL FAMILY LIFE SCI	348,741	361,367	353,273	357,551	4,278	148,688
361	VOC ED TRADE & IND	-	33	-	-	-	-
380	VOC SPECIAL NEEDS	197,558	122,370	197,656	337,191	139,535	140,543
399	VOC ED - GENERAL	3,444	101,302	3,090	106,900	103,810	43,440
	TOTAL - VOCATIONAL INSTRUCTION	**599,877**	**839,648**	**698,297**	**1,007,365**	**309,068**	**413,262**
	SPECIAL ED INSTRUCTION						
400	GENERAL SPECIAL EDUCATION	535,729	484,898	768,852	526,693	(242,159)	249,099
401	SPEECH/LANGUAGE IMPAIRED	261,458	345,962	181,344	140,326	(41,018)	48,154
402	DEVEL COGN DISBLY MILD-MODERATE	704,071	738,872	806,803	838,036	31,233	374,353
403	DEVEL COGN DISBLY SEVERE-PROFOUND	562,751	643,388	688,223	783,752	95,529	337,094
404	PHYSICALLY IMPAIRED	332,955	335,578	256,789	263,831	7,042	112,647
405	DEAF/HARD OF HEARING	37,977	32,782	-	-	-	-
406	VISUALLY IMPAIRED	16,838	27,288	-	-	-	885
407	SPECIFIC LEARNING DISABILITY	1,937,170	2,199,427	2,656,765	2,771,560	114,795	1,188,580
408	EMOTIONAL/BEHAVIORAL DISORDER	1,743,855	1,643,319	1,731,556	1,968,570	237,014	786,859
410	OTHER HEALTH DISABILITIES	1,209,532	1,289,523	1,520,736	1,596,021	75,285	665,317
411	AUTISTIC	1,956,782	2,407,122	2,361,685	2,425,046	63,361	1,034,958
412	DEV DELAYED	1,058,477	1,131,395	1,309,256	1,424,811	115,555	601,476
416	SEVERELY MULTIPLY IMPAIRED	304,596	306,244	365,855	336,921	(28,934)	121,892
420	SPECIAL ED 3 OR MORE DISBTY	2,084,053	2,964,748	2,266,508	2,980,562	714,054	1,195,472
422	SPED-STUDENTS W/O DISABILITIES	1,209,017	1,170,255	1,549,682	1,401,926	(147,756)	590,991
	TOTAL - SPECIAL ED INSTRUCTION	**13,955,260**	**15,720,800**	**16,464,054**	**17,458,055**	**994,001**	**7,307,779**
	INSTRUCTIONAL SUPPORT						
605	GENERAL INSTR SUPPORT	1,274,540	1,172,620	1,079,390	1,057,237	(22,153)	595,591
610	CURRICULUM DEVLP	116,787	138,564	142,033	131,913	(10,120)	69,073
620	MEDIA	363,688	247,802	350,535	269,650	(80,885)	113,059
630	INSTRUCT RELATED TECHNOLOGY	3,168,239	3,807,599	3,367,284	3,256,344	(110,940)	2,318,399
640	STAFF DEVELOPMENT	144,642	153,261	577,794	801,692	223,898	275,483
680	COMPUTER AIDED INST	-	-	-	-	-	-
690	OTHER INST SERVICES	47,602	37,893	20,870	20,870	-	1,000
	TOTAL - INSTRUCTIONAL SUPPORT	**5,115,499**	**5,557,740**	**5,537,906**	**5,537,706**	**(200)**	**3,372,606**
	PUPIL SUPPORT SERVICES						
710	GUIDANCE/COUNSELING	947,440	893,281	882,540	961,484	78,944	385,488
715	SAFE SCHOOLS GRANT MDE	190,305	207,038	208,705	199,535	(9,170)	93,665
720	HEALTH SERVICES	716,636	514,513	557,921	561,981	4,060	267,981
730	PSYCHOLOGICAL SERVICES	15,350	20,146	18,010	9,870	(8,140)	2,724
740	SOCIAL WORK SERVICES	415,681	594,349	696,011	708,107	12,096	271,013
760	PUPIL TRANSPORTATION	6,564,961	7,253,794	7,020,858	9,721,303	2,700,445	3,838,406
770	FOOD SERVICE	4,071	70	7,067	7,898	831	-
790	OTHER SUPPORT SERVICES	1,561,888	1,928,056	2,300,173	2,459,795	159,622	1,229,826
	TOTAL - PUPIL SUPPORT SERVICES	**10,416,333**	**11,411,246**	**11,691,285**	**14,629,973**	**2,938,688**	**6,089,103**
	FACILITIES						
810	OPERATIONS & MAINTENANCE	5,370,110	5,294,466	5,424,888	5,681,096	256,208	2,822,945
812	SEC MAINTENANCE	734	1,545	721	721	-	817
814	CENTRAL MAINTENANCE	135,146	134,595	123,262	123,262	-	67,132
850	CAPITAL FACILITIES	1,184,094	1,141,533	1,371,799	1,376,299	4,500	454,023
865	LTFM< $100K	1,917,381	1,379,069	1,775,532	1,758,860	(16,672)	1,467,167
	TOTAL - FACILITIES	**8,607,466**	**7,951,208**	**8,696,202**	**8,940,238**	**244,036**	**4,812,084**
	OTHER FINANCING USES						
940	INSURANCE	359,446	453,927	480,000	480,000	-	506,012
960	SCHOLARSHIPS & OTHER NONRECURRING IT	53,322	60,885	44,580	47,734	3,154	65,182
	TOTAL - OTHER FINANCING USES	**412,768**	**514,812**	**524,580**	**527,734**	3,154	**571,194**
	GENERAL FUND TOTAL	**76,826,282**	**80,876,821**	**83,586,149**	**88,294,825**	**4,708,676**	**41,036,850**

Richfield Public Schools
Budget Overview
Revised Budget 2024-25

General Fund - 01	Actual July 1, 2024	Revised Budget Revenues	Revised Budget Expenditures	Transfers	Projected Balance June 30, 2025	Net Increase or Decrease
Unassigned - 422	8,514,349	67,749,212	65,880,939	(938,051)	9,444,571	930,222
	10.04%				*10.70%*	
Restricted						
Staff Development - 403	-	648,795	606,133	(42,662)	-	-
Long-Term Fac Maint - 467	1,003,466	1,603,368	1,700,033	-	906,801	(96,665)
Capital Projects Tech Levy - 407	836,264	4,779,493	4,199,640	-	1,416,117	579,853
Operating Capital - 424	481,716	1,085,180	1,268,851	-	298,045	(183,671)
Student Activities - 401	88,767	50,650	55,189	-	84,228	(4,539)
Scholarships - 402	456,963	65,410	47,734	-	474,639	17,676
Literacy Incentive Aid - 412	136,889	144,375	193,692	-	87,572	(49,317)
Learning & Development - 428	-	868,930	979,132	110,202	-	-
Area Learning Center - 434	705,623	655,265	724,172	-	636,716	(68,907)
Teacher Q Comp	(391,245)	1,025,083	1,132,212	-	(498,374)	(107,129)
Gifted & Talented - 438	-	57,920	401,961	344,041	-	-
English Learner - 439	-	1,497,600	3,023,293	1,148,181	(377,512)	(377,512)
Basic Skills - 441	854,441	6,643,299	5,495,118	(1,148,181)	854,441	-
School Library Aid - 443	-	71,906	85,653	13,747	-	-
Career & Technical - 445	-	197,006	495,004	297,998	-	-
Achievement & Integration - 448	-	1,085,145	1,181,049	95,904	-	-
Safe Schools - 449	-	155,666	448,780	293,114	-	-
Literacy Aid One time - 456	-	161,477	-	-	161,477	161,477
Teacher Comp Read Act - 457	-	145,791	145,791	-	-	-
Student Support Personnel Aid - 471	-	116,194	88,481	-	27,713	27,713
Medical Assistance - 472	178,074	200,000	13,300	-	364,774	186,700
Subtotal Restricted	4,350,960	21,258,553	22,285,218	1,112,344	4,436,638	85,679
Nonspendable						
Inventory & Prepaid Expenditures	535,311	-	-	-	535,311	-
Inventory	-	-	-	-	-	-
Subtotal Nonspendable - 460	535,311	-	-	-	535,311	-
Assigned Funds						
Assigned - Turf	16,522	20,000	8,451	-	28,071	11,549
Assigned - Program Initiatives	905,027	-	-	-	905,027	-
Assigned - Enrollment	600,000	-	-	-	600,000	-
Assigned - Future Retirement	638,422	-	-	-	638,422	-
Assigned - Carryover	358,539	-	119,547	(174,293)	64,699	(293,840)
Assigned - 3rd Party Sped	171,481	-	-	-	171,481	-
Assigned - COVID	2,569,109	23,454	670	-	2,591,893	22,784
Assigned - Subsequent Yr Budget	-	-	-	-	-	-
Subtotal Assigned - 462	5,259,100	43,454	128,668	(174,293)	4,999,593	(259,507)
Total General Fund	**18,659,719**	**89,051,219**	**88,294,825**	**-**	**19,416,113**	**756,394**
Food Service Fund - 02		-			21.99%	
Nonspendable						
Inventory & Prepaid Expenditures	32,946	-	-		32,946	-
Subtotal Nonspendable - 460	32,946	-	-	-	32,946	-
Restricted - 464	909,329	3,577,663	3,808,676	-	678,316	(231,013)
Total Food Service	**942,275**	**3,577,663**	**3,808,676**	**-**	**711,262**	**(231,013)**
Community Services - 04						
Restricted - 464 (Non-Public, EcScreen, LCTS)	79,827	417,128	498,941	-	(1,986)	(81,813)
Restricted / Reserved						
Community Ed - 431	(127,614)	673,123	686,344	-	(140,835)	(13,221)
ECFE - 432	54,212	407,968	395,762	-	66,418	12,206
Adult Basic Ed - 447	-	-	-	-	-	-
School Readiness - 444	351,197	557,830	539,194	-	369,833	18,636
Restricted/Reserved - Subtotal	277,796	1,638,921	1,621,300	-	295,417	17,621
Unassigned - 463	-	-	-	-	-	-
Total Community Education	**357,623**	**2,056,049**	**2,120,241**	**-**	**293,431**	**(64,192)**
Construction - 06						
Restricted (2018A/2022A/2024A) - 464	4,161,110	166,000	2,670,000	-	1,657,110	(2,504,000)
Total Construction Fund	**4,161,110**	**166,000**	**2,670,000**	**-**	**1,657,110**	**(2,504,000)**
Restricted - 464	1,787,165	7,819,436	7,779,254	-	1,827,347	40,182
Total Debt Service Fund	**1,787,165**	**7,819,436**	**7,779,254**	**-**	**1,827,347**	**40,182**
Custodial Fund - 18	**67,429**	**29,392**	**10,500**	**-**	**86,321**	**18,892**
Internal Service - 20 Health	**4,228,895**	**8,416,420**	**8,260,949**	**-**	**4,384,366**	**155,471**
Internal Service - 21 Dental	**33,692**	**526,174**	**554,000**	**-**	**5,866**	**(27,826)**
OPEB Irrevocable Trust - 45	**7,177,611**	**200,000**	**477,000**	**-**	**6,900,611**	**(277,000)**
OPEB Debt Service - 47	**377,081**	**2,058,652**	**2,022,175**	**-**	**413,558**	**36,477**
Total All Funds:	**37,792,599**	**113,901,005**	**115,997,620**	**-**	**35,695,984**	**(2,096,615)**

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 3, 2025

Subject: Transition Plan to Even-Year Elections

(Recommended by the superintendent)

That the board of education approve the attached resolution providing that school board general elections in 2025 and 2027 shall be three-year terms and elections held after 2027 shall be held in the even-numbered years. Additionally, beginning with the election of 2028, board member terms will revert to four-year terms.

Background Information

The school board currently holds general elections in November of odd-numbered years for four-year terms. The City of Richfield has partnered with RPS to ensure that elections are administered in a successful and professional manner, and RPS reimburses the city for school board election administration costs. In recent years, election administration has become much more complex and costly, due to increased early voting options and necessary technology and security upgrades, as well as other factors. In order to create greater efficiency, the school board can move their elections to even years when other statewide and local elections also take place. This would also likely increase voter turnout for school board elections.

Minnesota Statute 205A.04 subd.3 allows a school board to change the year in which the general election will be held approving a resolution that includes an orderly transition plan. The terms of school board members may be lengthened or shortened by one year as a part of the transition process. Current board member terms will not be lengthened or shortened based on this proposal. The goal is to ensure that those already elected serve their originally designated terms, while new or returning candidates are chosen by the voters for clearly defined future term lengths.

With the approval of this resolution, school board elections will take place as follows:

- 2025: 3 board seats for 3-year terms
- 2027: 3 board seats for 3-year terms
- 2028: 3 board seats for 4-year terms
- 2030: 3 board seats for 4-year terms, etc.

Attached

Resolution Establishing a Transition Plan to Even-Year Board Elections

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 280
(RICHFIELD PUBLIC SCHOOLS)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 280 was held on the 3rd day of March, 2025, at 7 o'clock p.m.

The following Board members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION PROVIDING THAT
SCHOOL BOARD GENERAL ELECTIONS IN 2025 and 2027 SHALL
BE THREE-YEAR TERMS AND ELECTIONS HELD AFTER 2027
SHALL BE HELD IN THE EVEN-NUMBERED YEARS;
ESTABLISHING A TRANSITION PLAN

WHEREAS, the school board has previously determined that the school district should hold its general election in November of the odd-numbered year in 1999 and thereafter; and

WHEREAS, the school board now believes that voter participation would be greater and election administration easier if school district general elections were held in conjunction with state general elections in November of the even-numbered year; and

WHEREAS, Laws 1994, Chapter 646, Section 26, Subdivision 1, provides that a political subdivision that initially chooses odd-numbered year elections and later determines to change to even-numbered year elections may do so by the adoption of a new resolution that contains an orderly plan for the transition;

NOW, THEREFORE, BE IT ENACTED by the school board of Independent School District No. 280, State of Minnesota, as follows:

1. In order to establish an orderly transition from elections in the odd-numbered year to elections in the even-numbered year, the terms of office of school board members elected in 2025 and 2027 shall be three years.

2. School board elections held after 2027 in Independent School District No. 280 shall

be held on the first Tuesday after the first Monday in November of the even-numbered year. Except as may be necessary to fill a vacancy, school board members elected in 2028 thereafter would be elected for four-year terms.

3. The school board shall notify the county auditor of each county in which the school district is located in whole or in part of its determination to hold its general election in November of the even-numbered year in 2028 and thereafter.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____, and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) SS.
COUNTY OF _____)

I, the undersigned, being the fully qualified and acting Clerk of Independent School District No. 280, State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the School Board of Independent School District No. 280, duly called and held on the date therein indicated, so far as such minutes relate to changing from odd-numbered year general elections to even-numbered year general elections and that said resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Clerk this ____ day of _____, 20__.

_____
Clerk
Independent School District No. 280 (Richfield Public Schools)
State of Minnesota

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 3, 2025

Subject: Resolution: Safe Routes to School (SRTS) Boost Grant for 2025

(Recommended by the superintendent)

That the board of education approve the resolution authorizing the execution of the Safe Routes to School Boost Grant for 2025.

Background Information

(Prepared by Tim Brackett & Craig Holje)

Each year MnDOT's statewide Safe Routes to School Program awards boost grants to local school districts and nonprofit organizations. These boost grants are intended to help boost Safe Routes to School efforts by funding non-infrastructure strategies for schools that support making it safe, easy and fun for students to walk or bike to school. Funding from these grants ranges from $5,000 to $50,000 per grant. To date, Richfield Public Schools has received all six boost grants that it has applied for. These six previous boost grants funded three bike fleets, districtwide secure bicycle parking facilities, a walking school bus pilot program and the implementation of a trauma-informed approach to the SRTS program.

This year Richfield Public Schools applied for boost grant funding to create culture and build community. Evaluation of our annual SRTS Caregiver Survey and engagement with student families and staff indicates Richfield Public Schools has built a strong foundation for our SRTS program, but in order to grow the program we need to create a culture of walking and biking in our school district and build community in order to sustain the culture we create. At the same time, we also look to use this funding to create programming that will allow our Latino community to both see and be able to express their own unique culture when it comes to walking or biking in Richfield. This boost grant will fund programming opportunities to accomplish these goals.

Independent School District 280

RESOLUTION FOR SAFE ROUTES TO SCHOOL (SRTS) BOOST GRANT

WHEREAS, the Minnesota Department of Transportation (MnDOT) Safe Routes to School Program assists schools and communities by making it safer for children to walk and bike to school; and

WHEREAS, MnDOT Safe Routes to School Program solicits applications to enable schools and communities to implement Safe Route to School non-infrastructure activities; and

WHEREAS, if **Independent School District 280** is awarded a SRTS Boost Grant, these funds would be used to provide non-infrastructure activities to local communities to develop Safe Routes to School initiatives that increase safety and encourage more children to walk and bicycle to school; and

WHEREAS, no local match funding is required; and

WHEREAS, SRTS Boost grant activities will commence after the grant agreement is fully executed.

THEREFORE, BE IT RESOLVED:

1. That **Independent School District 280** authorizes the **Chief Human Resources and Administrative Officer (Craig Holje)** to enter into a grant agreement with the Minnesota Department of Transportation for financial assistance to fund a Safe Routes to School Boost Grant and eligible expenses.
2. That **Chief Human Resources and Administrative Officer (Craig Holje)** is authorized to execute such Agreement and any amendment(s).

Adopted and approved at a duly called meeting, this 3rd day of March, 2025.

_____

Board Chair

Attest:

_____

Board Clerk

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 3, 2025

SUBJECT: BID AWARD – RICHFIELD HIGH SCHOOL 2025 TOILET ROOM RENOVATIONS

(Recommended by the superintendent)

That the board of education approve the Richfield Public Schools – Richfield High School 2025 Toilet Room Renovations Bid Award and authorize the administration to enter into a contract with Brennan Construction for $728,000.

Background Information

(Prepared by Craig Holje and Dan Kretsinger)

On Thursday, February 20, 2025, the District received thirteen (13) bids for the above-referenced project. The District administration along with Wold Architects recommend that the bid be awarded to the lowest responsible bidder, Brennan Construction, for $728,000.00. Two bids were submitted with lower base bids, but one was rejected for failure to submit the appropriate bid security at the time of the public bid opening, and the other withdrew their bid due to a clerical error.

Specific information and bid tabulation is included in the additional materials in this packet.

February 27, 2025

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

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

Dear Craig:

We request that the following recommendation be presented to the School Board for the award of the Richfield High School 2025 Toilet Room Renovations project.

On Thursday, February 20, 2025, at 2:00 p.m., bids were received from twelve (12) contractors for the Richfield High School 2025 Toilet Room Renovations project. A copy of the bid tabulation is enclosed for your review. The bid has been reviewed and reflects a fair value for the work involved.

Based on our review of the bids submitted, we recommend that the District award a contract for the Richfield High School 2025 Toilet Room Renovations project to Brennan Construction of Minneapolis, Minnesota as follows:

Richfield High School 2025 Toilet Room Renovations:

Base Bid:	$728,000
Total Recommended Contract Amount:	**$728,000**

Upon your action, we will provide notice to the contractor and draft a contract reflecting this amount.

Sincerely,

Wold Architects and Engineers

Matthew M. Mohr | AIA
Associate

Enclosure

cc: Dan Kretsinger, ISD #280
Vaughn Dierks, Wold

KA/EDU-MN-ISD280/HS_Richfield/242200/Admin/Letters/2025.02.27 Letter to Craig Holje

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101
woldae.com | 651 227 7773

PLANNERS
ARCHITECTS
ENGINEERS

Project Name: **Richfield High School 2025 Toilet Room Improvements**

BID TABULATION

Commission No.: 242200
Date: 2/20/2025
Time: 2:00 PM

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, Minnesota 55101
651.227.7773 Fax: 651.223.5646

Bidder's Name	Addendum Numbers	Bid Security	Base Bid	Remarks
CM Construction 12215 Nicollet Avenue South Burnsville, MN 55337 P: (952) 895-8223 F: (952) 895-8183	1,2	Yes	$700,800.00	Contractor withdrew bid.
Brennan Construction 201 North Riverfront Drive, Suite 210 Mankato, MN 56001 P: (507) 625-5417 F: (507) 625-4805	**1,2**	**Yes**	**$728,000.00**	**Lowest Responsible Bidder**
Rochon Corporation 28 2nd Street NW, Suite 200 Osseo, MN 55369 P: (763) 559-9393 F: (763) 559-8101	1,2	Yes	$765,000.00	
Construction Results 5465 Highway 169 North Plymouth, MN 55442 P: (612) 247-0472 F: (763) 553-0494	1,2	Yes	$774,598.00	
Weber 2497 7th Avenue East, Suite 110 North Saint Paul, MN 55109 P: (651) 770-5350 F: (651) 770-5385	1,2	Yes	$787,000.00	
Solid Rock Construction 14665 Buchanan Street NE, Suite 4 Ham Lake, MN 55304 P: (763) 270-5058	1,2	Yes	$795,268.00	
Ebert Companies 23350 County Road 10 Corcoran, MN 55357 P: (763) 498-7844 F: (763) 498-9951	1,2	Yes	$813,300.00	

Project Name: **Richfield High School 2025 Toilet Room Improvements**

BID TABULATION

Commission No.: 242200
Date: 2/20/2025
Time: 2:00 PM

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, Minnesota 55101
651.227.7773 Fax: 651.223.5646

Bidder's Name	Addendum Numbers	Bid Security	Base Bid	Remarks
Maertens-Brenny Construction 8251 Main Street NE, Suite 105 Minneapolis, MN 55432 P: (763) 786-4779 F: (763) 786-6973	1,2	Yes	$846,600.00	
Kue Contractors 130 Central Avenue South Watkins, MN 55389 P: (320) 764-2525 F: (320) 764-2524	1,2	Yes	$854,872.00	
Dering Pierson Group 22401 Industrial Blvd. Rogers, MN 55374 P: (320) 493-4540 F: (612) 392-7944	1,2	Yes	$859,000.00	
BCI Construction 7135 5th Avenue NE Sauk Rapids, MN 56379 P: (320) 393-3185	1,2	Yes	$864,000.00	
Lush Industries 1101 East 78th Street, Suite 300 Bloomington, MN 55420 P: (612) 386-0783	1,2	No	$497,724.25	No bid security was received at the time of public bid opening.

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 3, 2025

Subject: Staff Notification of Violent Behavior by Students

(Recommended by the superintendent)

A first read of Policy 582: Staff Notification of Violent Behavior by Students and Administrative Guideline 582.1. This policy outlines the situations in which staff must be notified about a student's history of violent behavior in accordance with MN statute and how that notice will be given. The administrative guideline further details the process.

Attachments:
Policy 582: Staff Notification of Violent Behavior by Students
Administrative Guideline 582.1
Form for 582.1
MSBA Model Policy 529: Staff Notification of Violent Behavior by Students
MSBA Model Notice: Staff Notification of Violent Behavior by Students

RICHFIELD PUBLIC SCHOOLS

STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher(s) and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to support and manage such student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding placement of students with a history of violent behavior.

In acknowledgement that supports to students and families are a significant part of this policy, Richfield Public Schools administration will ensure that social emotional and family based supports are offered to students and families where there is a history of violent behavior by the student.

II. GENERAL STATEMENT OF POLICY

A. Any staff member or other employee of the school district who obtains or has information concerning a student with a history of violent behavior shall immediately report the information to the principal of the building in which the student attends school or is attempting to enroll.

B. Building/program administrator or designee verifies information and consults with the superintendent prior to notification of staff.

C. Building administrator or designee will consult with the superintendent to determine which staff will receive notice and what data will be shared.

D. Building/program administrator will notify the parents that the district will be notifying staff that work with their child has been identified as having a history of violent behavior.

E. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.

F. Only staff members who have a legitimate educational interest in the information will receive notification.

G. Social workers and/or school administration will offer direct supports to families where there is a history of violent behavior by the student.

III. DEFINITIONS

For purposes of this policy and the model notification form, the following terms have been defined.

A. Administration
Administration" means the superintendent, building principal or other administrative designee.

B. Classroom Teacher
"Classroom teacher" means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior
1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.

2. If the district has knowledge that a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported. Knowledge will be based on reports from law enforcement or school district investigation of violent incidents.

D. Incident(s) of Violence
"Incident(s) of violence" means willful conduct in which a student endangers or causes physical injury to person(s) or significant damage to property, regardless of whether related to a disability or whether discipline was imposed. This does not include injury or damage, which is accidental or is the result of negligence. Administration in collaboration with the superintendent shall be responsible for determining if an incident rises to the level of an incident of violence. In so doing the administrator and superintendent shall consider all surrounding facts and circumstances, including the existence and extent of injury, the level of threat, the existence of criminal charges, and the student's disciplinary history.

E. Legitimate Educational Interest
"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person's

need to know in order to:

Perform an administrative task required in the school or the employee's contract or position description approved by the school district; used solely within the context of school business and not for purposes extraneous to the school staff member's areas of responsibility or to the school;

1. Perform a supervisory or instructional task directly related to the student's education;

2. Perform a service or benefit for the student or the students family such as health care, counseling, or student job placement;

3. Perform a task directly related to responding to a request for data.

F. School Staff Member

"School staff member" includes:

1. A person employed by the school board in an administrative, supervisory, instructional or other professional position.

2. A person employed by or under contract to the school district to perform a special task such as but not limited to a, paraprofessional, school bus driver, a secretary, clerk, a public information officer, data practices compliance official, or an attorney or auditor for the period of his or her performance as an employee or contractor; and,

3. A substitute for persons listed above for the period of his or her performance as a substitute.

IV. STAFF NOTIFICATION

A. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above), will meet with and receive written notification from the building administration prior to placement of the student in the teacher's classroom. In addition, notice will be given by the school administration to other school staff members who have a legitimate educational interest, as defined in this Policy.

For example, the bus driver of the student or a paraprofessional assisting on the student's bus would have a legitimate educational interest in the data while a driver or paraprofessional on a different bus would not. Different school staff members may have a

legitimate educational interest in different amounts of data on a particular student.

B. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest will be made by the building principal in consultation with the superintendent. The superintendent will provide guidance to school administration as to what data will be shared with staff.

C. Form of Written Notice

The notice given to classroom teachers and school staff members will be provided in writing at a meeting and will include the following:

1. Name of the student;

2. Date of notice;

3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III, C of this Policy; and;

4. Reminder of the private nature of the data provided.

If appropriate, the notice will also include any or all of the following:

5. Explanation of what occurred in each incident of violent behavior, if known, specifically including any mitigating factors;

6. Types of situations that might trigger violent behavior by the student, if known;

7. Successful strategies or interventions, if known; and;

8. Documents that the staff member may review to assist understanding of the student (e.g. IEP or § 504 plan).

D. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.

2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

E. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration will convene a meeting(s) to share and discuss such data.

2. The persons present at the meeting(s) may have access to the data described in Section IIII.C., above.

F. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior. Notice will be given to staff within a reasonable time, not to exceed 10 business days.

V. MAINTENANCE AND TRANSFER OF RECORDS

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

VI. PARENTAL NOTICE

A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members with a legitimate educational interest notice about students' history of violent behavior.

B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.

C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior) in accordance with Policy 515, Protection and Privacy of Pupil Records.

D. Supports will be offered to families through the school social worker or administrative designee.

VII. TRAINING NEEDS

Representatives of the school administration and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.22, Subd. 7 (School Attendance - Education Records)
Minn. Stat. § 121A.45 (Grounds for Dismissal)
Minn. Stat. § 121A.64 (Notification of Students with Violent Behavior)
Minn. Stat. § 121A.75 (Law Enforcement Notice to Schools)
Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)
Minn. Laws 2003, 1st Sp., Ch. 9, Art. 2, § 53

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

ADOPTED BY THE BOARD OF EDUCATION: December 15, 2003
REVISED BY THE BOARD OF EDUCATION: June 17, 2008
REVISED BY THE BOARD OF EDUCATION: December 16, 2019

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

Notification to Staff: Students with History of Violent Behavior

OR

Notification to Staff: Receipt of Disposition Order

RATIONALE

1. Minnesota statutes require notification to appropriate school staff of information about students with histories of violent behavior and of receipt of disposition orders.

> **Minnesota Statute 121A.64 Notification (complete)**
> Representatives of the school board and the exclusive representative of the teachers shall discuss issues related to notification prior to placement in classrooms of students with histories of violent behavior and any need for intervention services or conflict resolution or training for staff in these cases.
>
> **Minnesota Statute 121A.75 Receipt of disposition order; sharing (summary)**
> Upon receipt of a disposition order, the principal must:
>
> A. place the disposition order in the student's permanent education record.
> B. immediately notify any counselor assigned to the student.
> C. immediately notify any staff (including substitutes or volunteers) who need the data to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability.
>
> When provided in the disposition order, the notice given must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information. Information received under this subdivision is private data and is received for the limited purpose of serving the educational needs of the student and protecting students or staff. The data may not be further disseminated by the teacher, counselor, staff member, and administrator except as necessary to serve

the student, to protect students or staff, or as otherwise required by law.

2. The District 280 Belief Statement (Strategy 5) holds that maintaining a safe, supportive, respectful and caring environment is the responsibility of the district in collaboration with the students, staff, family, and community.

TIMELINE FOR NOTIFICATION

Immediate notification to staff is required upon receipt of information regarding a history of violent behavior or upon receipt of a disposition order for a student who is currently enrolled in school.

Notification to staff prior to placement of student in classrooms is required upon receipt of information regarding a history of violent behavior or upon receipt of a disposition order for a student in the process of enrolling in school.

NOTIFICATION PROCESS

1. Staff member receiving information on a student with a history of violent behavior or receiving a disposition order must inform the building/program administrator.
2. Building/program administrator or designee verifies background information prior to notification of staff.
3. Building/program administrator notifies appropriate staff.
4. Building/program administrator notifies parents of violent students that the District will be giving notice of the history of violent behavior to the student's classroom teacher and other employees who have a legitimate educational interest.

GUIDELINES

Violence related:
- Expulsion
- Felony
- Gross Misdemeanor
- physical assault on staff
- possession / use weapon
- terroristic threat to staff
- 2 or more fight incidents per year, which results in suspension

Staff need to know as determined by building administration may include but not limited to:
- administrative staff
- bus drivers
- counselors
- extra/co-curricular advisors

health specialist
office staff
paraprofessionals
police liaison
teachers

Dated: December 15, 2003
Reviewed: June 17, 2008
Revised:

Staff Notification of Violent Behavior by Student

Private Student Data

(Educational data classified as "private" can be accessed on a "professional need to know" basis only.)

KEEP THIS INFORMATION SECURE

Date:

To:

From:

RE: Notification to Staff: Student with History of Violent Behavior

Student Name:

Offense:

Date of Offense:

Explanation of incident(s):

Mitigating factors:

Potential triggers:

Strategies and/or interventions to support student:

Additional documents to review:

You are receiving this notification pursuant to Minnesota State Statute 121A.64 because you will have contact with the above named student during the course of your duties. This student has exhibited behavior which is defined as violent. The statute regarding notification to staff is listed on the reverse side of this memo.

If you wish more information regarding this student's behavior or if you have concerns regarding this student, please see me.

Note: This information is "private" and must be safeguarded! You are being provided this data because you have a legitimate educational interest to this information.

529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

[Note: School districts are not required to adopt a policy regarding staff notification of violent behavior by students. State law does, however, require school districts to provide classroom teachers with notice of the placement of students with a history of violent behavior in their classrooms. Thus, school districts may decide the manner in which they provide such notice. In 2003, the Minnesota Legislature required a committee, including a representative from the Minnesota School Boards Association (MSBA), to develop a model policy for schools to notify staff about violent behavior by students. That model policy is available on the Minnesota Department of Administration's website. MSBA has modified the committee-developed policy for consistency with its other model policies and to reflect management perspectives. MSBA recommends this policy.]

I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

II. GENERAL STATEMENT OF POLICY

A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.

B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.

C. Only staff members who have a legitimate educational interest in the information will receive notification.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them.

A. Administration

"Administration" means the superintendent, building principal, or other designee.

B. Classroom Teacher

"Classroom teacher" means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.

2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

"Incident(s) of violence" means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or the employee's contract or position description approved by the school board;

2. Perform a supervisory or instructional task directly related to the student's education; or

3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

4. Perform a task directly related to responding to a request for data.

F. School Staff Member

"School staff member" includes:

1. A person duly elected to the school board;

2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;

3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and

4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

[Note: School districts may wish to reference other school staff members such as paraprofessionals, bus drivers, occupational therapists, or police liaison officers in the definition of a "school staff member." However, the definition of a "school staff member" in this policy should be identical to the school district's definition of a "school official" in Policy 515, Protection and Privacy of Pupil Records.]

IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR

A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;

2. Date of notice;

3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and

4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.

2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.

2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

V. MAINTENANCE AND TRANSFER OF RECORDS

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

VI. PARENTAL NOTICE

A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.

B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.

C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

VII. TRAINING NEEDS

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.22, Subd. 7 (Compulsory Instruction)~~School Attendance - Education Records~~)
Minn. Stat. § 121A.45 (Grounds for Dismissal)
Minn. Stat. § 121A.64 (Notification; Teachers' Legitimate Educational Interest) ~~of Students with Violent Behavior)~~
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)~~Law Enforcement Notice to Schools)~~
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)
Minn. Laws 2003, 1st Sp., Ch. 9, Art. 2, § 53

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MODEL NOTICE

STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

To: (Staff Name)

From: (Administrative Official)

Date of Notice:

This notice is sent to inform you that the following student has a history of violent behavior. The notice is sent to assist you in helping this student to be successful and ensuring the safety of students and staff.

You can use what you have learned about the student's history of violent behavior only to the extent allowed by school district policy. The data on this form are private data under state and federal law, and the student's privacy rights must be protected.

Student's name:

Incident(s) of violence:

If staff have a legitimate educational interest, provide the following information.

Description/Explanation of incident(s) if known (Specifically include any mitigating factors, e.g. self-defense, defense of others, medication issues):

The types of situations that might trigger violent behavior by this student, if known (e.g. triggers for frustration or anger):

Strategies or interventions that are successful with this student, if known:

The following documents may be available for you to review regarding this student:

_____ IEP
_____ §504 Plan
_____ Functional Behavioral Assessment
_____ Reports or statements by school staff
_____ Information provided by the parent or guardian

Additional information may be available to you based on your legitimate educational interest.

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 3, 2025

Subject: Donations

(Recommended by the superintendent)

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

The RHS Wrestling Team received a donation of $250.00 from Carolyn Deters and Timothy Wicker of Minneapolis.