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 17, 2025
7 p.m. School Board Meeting

I. CALL TO ORDER

II. REVIEW AND APPROVAL OF THE AGENDA

III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

A. Public Comment

B. Superintendent Update

1. Special Education Child Count Presentation
2. Safe Routes to School Presentation

IV. CONSENT AGENDA

A. Routine Matters

1. Minutes of the Regular Meeting held March 3, 2025
2. General Disbursements as of 3/10/25 in the Amount of $701,086.75
3. Year-to-Date Finance Update

B. Personnel Items

V. OLD BUSINESS

A. Policy 412: Public and Private Personnel Data & Form 412.1

B. Policy 582: Staff Notification of Violent Behavior by Students & Administrative Guideline 582.1

VI. NEW BUSINESS

A. Medical Insurance Renewal

B. Dental Insurance Renewal

C. Resolution Discontinuing Positions for 2025-2026

D. Resolution Proposing to Discontinue Teaching Contract and Place Teacher on Unrequested Leave of Absence

E. Policy 610: Selection and Reevaluation of Instructional Resources & Administrative Guideline 610.1

F. Policy 612: Curriculum Development & Administrative Guideline 612.1

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Suggested/Future Agenda Items

D. Future Meeting Dates

4-7-2025	7 p.m.	Regular Board Meeting
4-21-2025	5:30 p.m.	Board Study Session
4-21-2025	7 p.m.	Regular Board Meeting – Public Comment

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

IX. REOPEN MEETING

X. ADJOURN REGULAR MEETING

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 17, 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 17, 2025

Subject: Ongoing Board Calendar

Upcoming Events to Attend:

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

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 17, 2025

Subject: Superintendent Update

Director of Special Education Jen Krueger will present. Safe Routes to School Coordinator Tim Brackett will share an update.

Attachments:
Special Education Child Count Presentation
Safe Routes to School Presentation

Enriching and accelerating learning

RICHFIELD
PUBLIC SCHOOLS

Special Education Unduplicated Child Count: School Board Presentation

Jennifer Krueger
Director of Special Education

March 17, 2025

Enriqueciendo y acelerando el aprendizaje

December 1, 2024 Child Count

RICHFIELD PUBLIC SCHOOLS

Richfield Unduplicated Child Count **832**

Receiving service in Richfield **753**

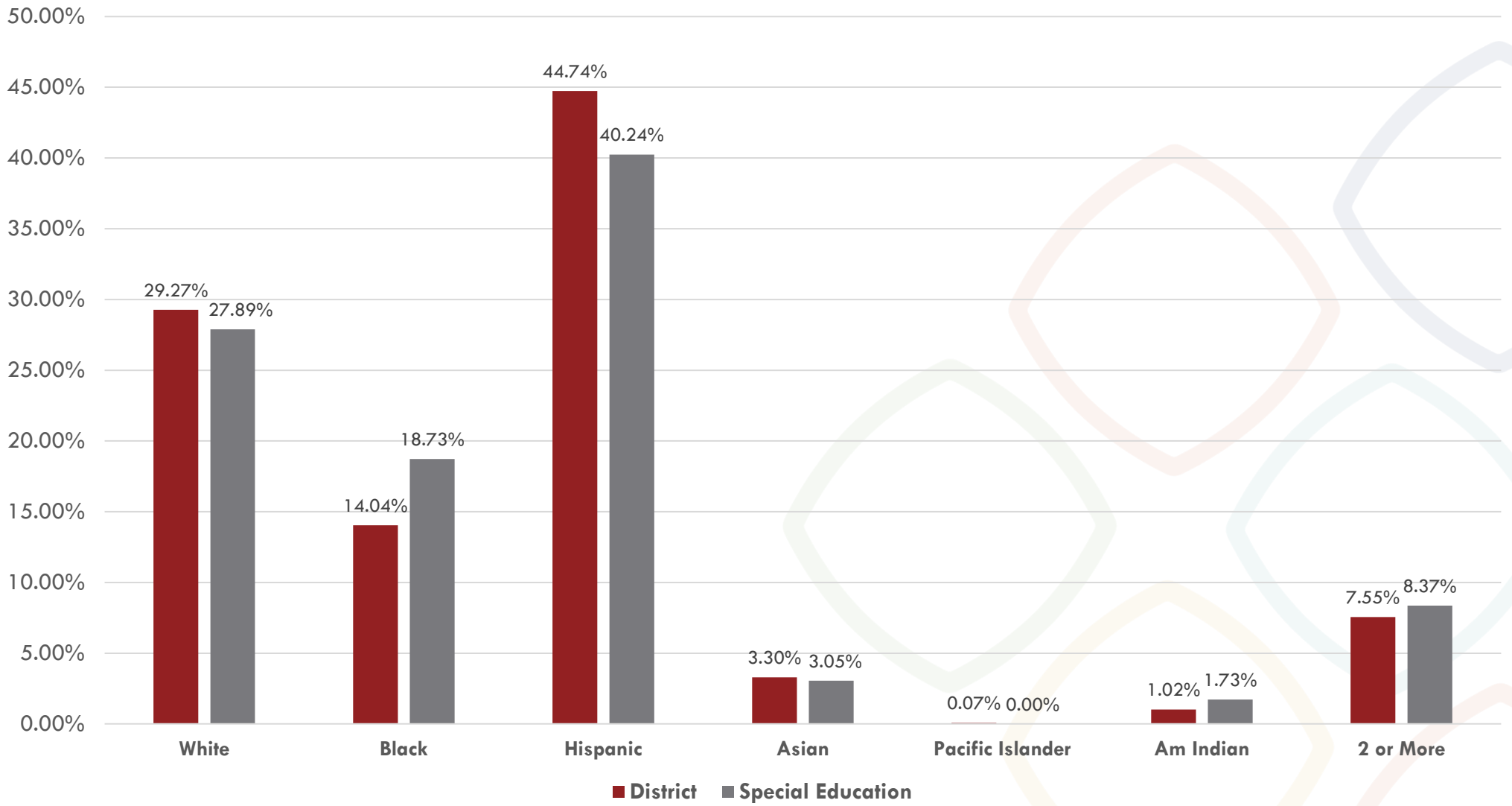
- Included non-residents served 110

Resident students served out of District **189**

- **Intermediate 287** **34**
  - Special Education Placements 28
  - Alternative Learning Center 6
- **Open Enrolled or Private School** **155**

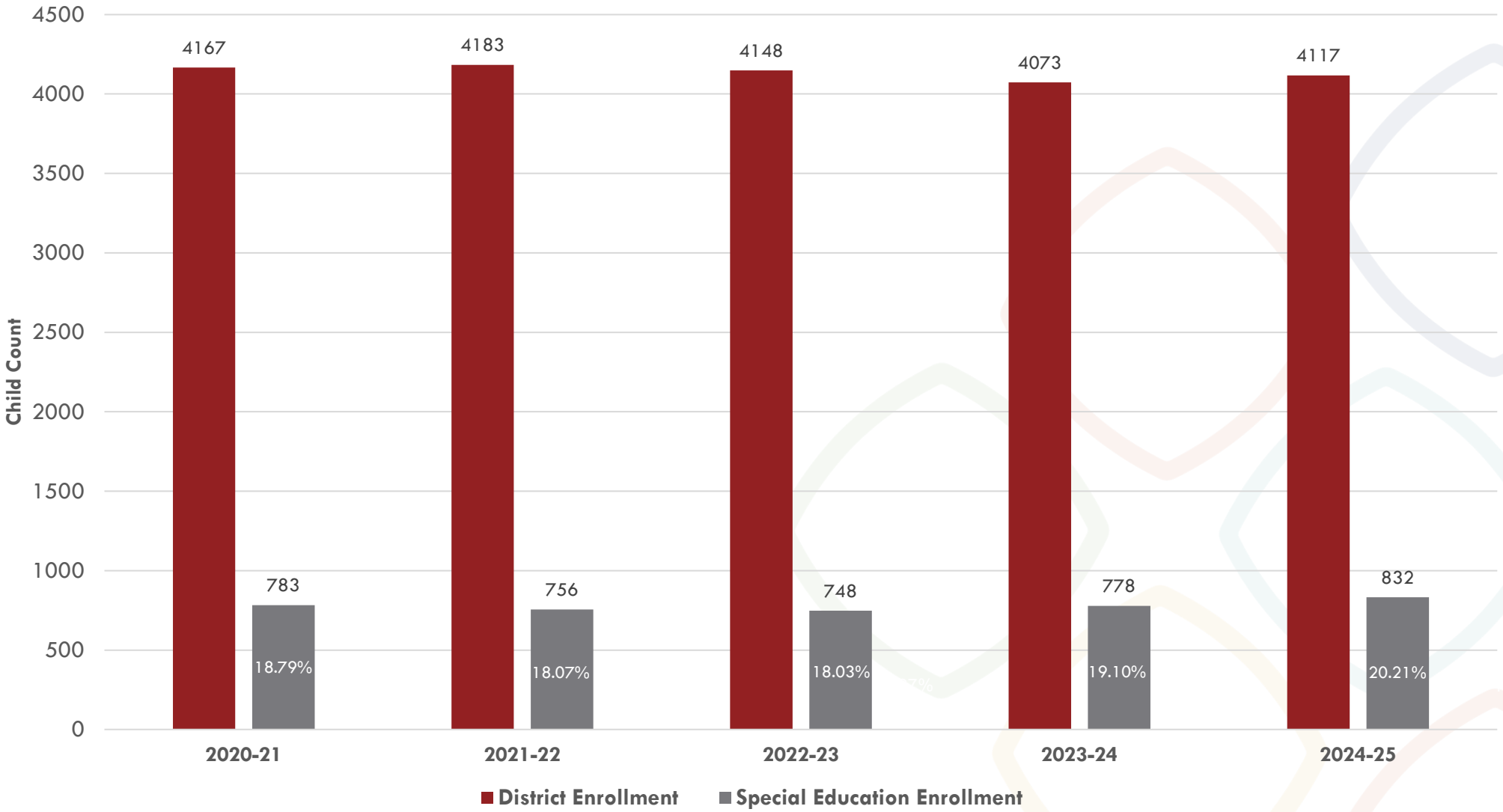
Richfield Demographics

RICHFIELD PUBLIC SCHOOLS



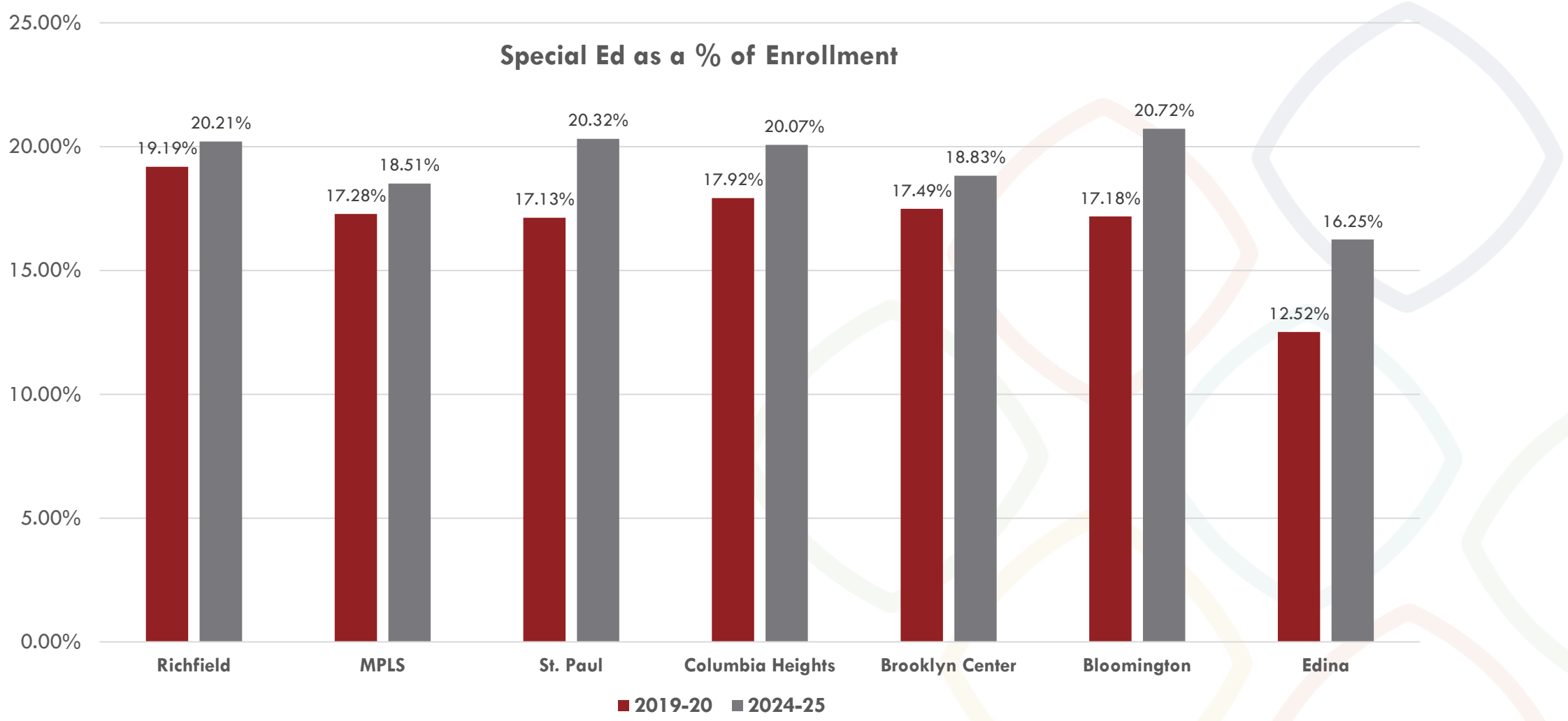
Five Year Child Count Comparison

RICHFIELD PUBLIC SCHOOLS

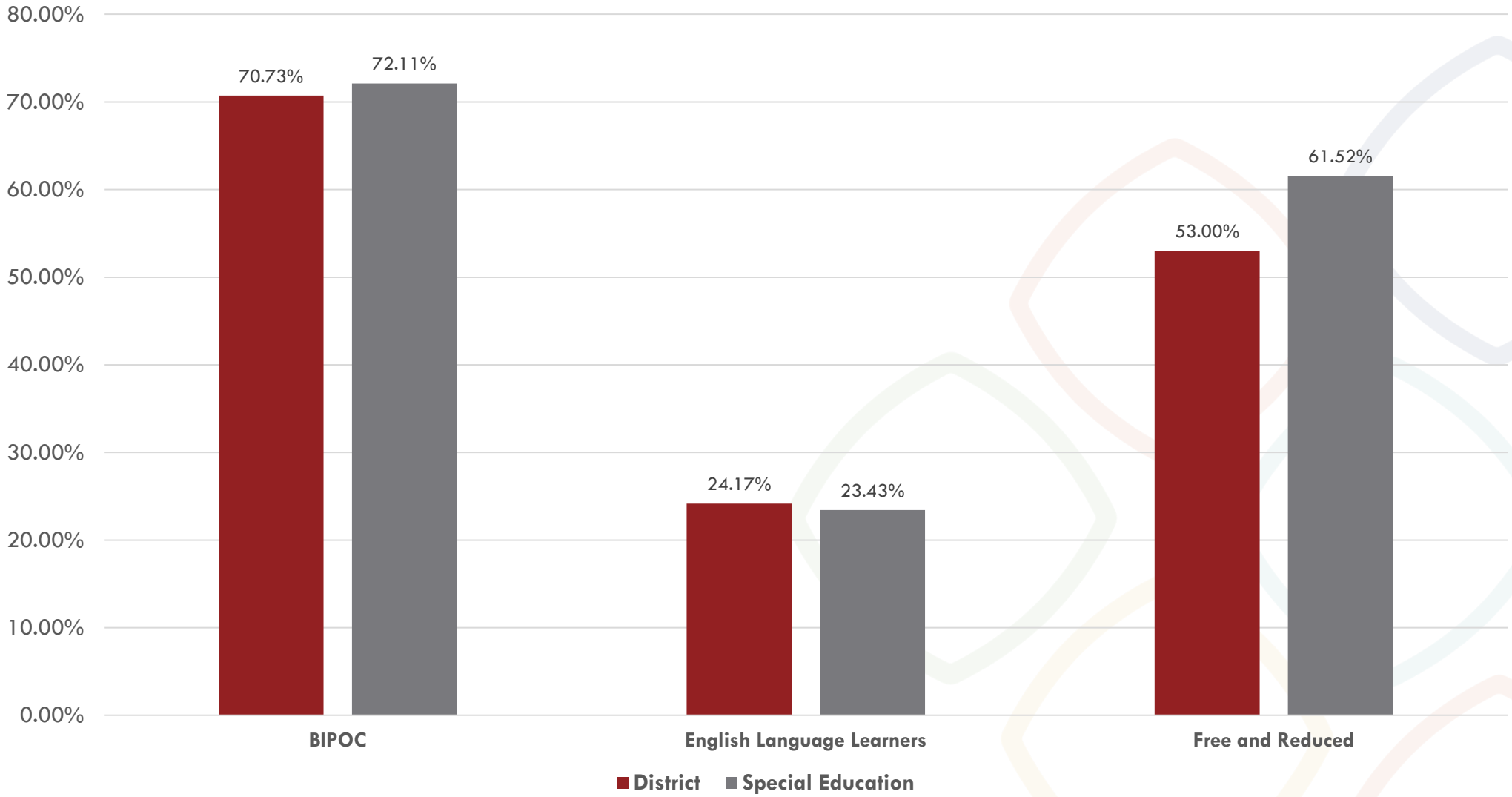


District Special Education Child Count Comparison

RICHFIELD PUBLIC SCHOOLS

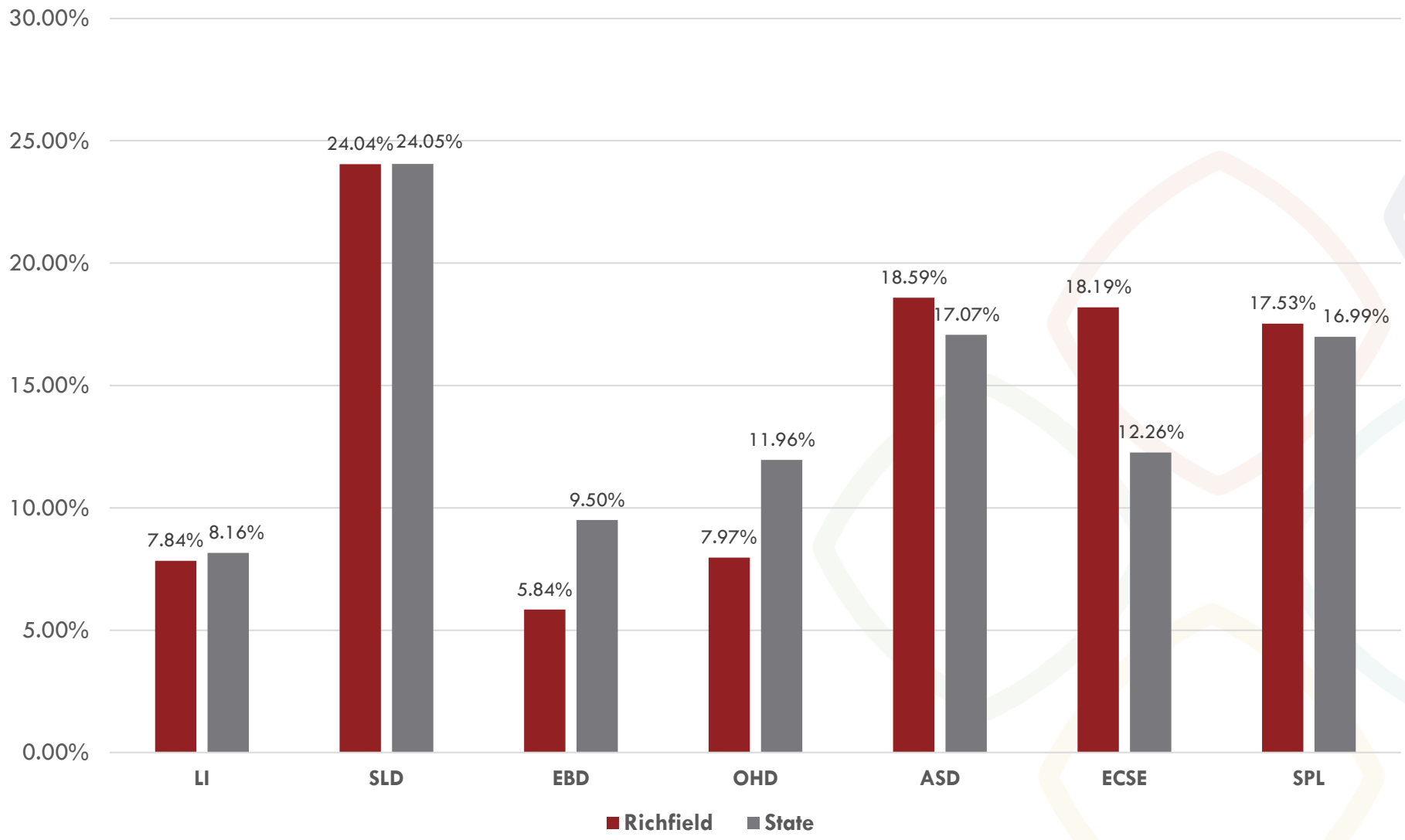


Special Education Demographics Compared to District



State Disability Comparisons

RICHFIELD PUBLIC SCHOOLS



LI – Low Incident (Developmental Cognitive Disabilities, Physically Impaired, Deaf/Hard of Hearing, Visually Impaired, Deaf/Blind, Severely Multiply Impaired)

SLD – Specific Learning Disabilities

EBD – Emotional/Behavioral Disorders

OHD – Other Health Disabilities

ASD – Autism Spectrum Disorder

ECSE – Early Childhood Special Ed

SPL – Speech/Language Impaired

Center Based: Planning for Continued Increases

RICHFIELD PUBLIC SCHOOLS

Districtwide Center Based Projections

	Developmental Cognitive Disabilities	Emotional/Behavioral Disorders
FY 23	57	14
FY 24	60	22
FY 25	81	36
FY 26 (projected)	87	38
FY 27 (projected)	90	40
FY 28 (projected)	92	45

District 287 Setting IV Placements:

RICHFIELD PUBLIC SCHOOLS

District 287 Placements

	Setting IV Placements
FY 23	24
FY 24	31
FY 25*	30
FY 26 (projected)	28

* Setting IV Emotional/Behavioral Disorders (EBD) programming shifted to District 287 beginning in FY 25

Richfield Child Count Summary

RICHFIELD PUBLIC SCHOOLS

- There was a 7% increase in our unduplicated child count and a 3% increase in the number of students receiving special education services in RPS.
- Students served through Early Childhood Special Education in RPS decreased slightly and continue to be above the state average. This is an opportunity for early intervention and supports.
- RPS has seen an increase in students requiring center-based programming to address intensive needs, and continued increases are anticipated.
- The number of RPS students receiving special education services who are served by Intermediate District 287 has remained stable.

Richfield Child Count Summary

RICHFIELD PUBLIC SCHOOLS

- Our Hispanic scholars continue to make up the largest percentage of our students in the District and are also the largest percentage of students receiving special education services.
  - Of the students who qualify for Specific Learning Disability (SLD), 53.59% are Hispanic – this is slightly down from 54.5% last year.
  - 38% of English Language Learners (ELL) in special education receive services in the category of SLD – this is the same as last year.

- Richfield continues to be below the state average in the disability categories of Emotional/Behavioral Disabilities and Other Health Disabilities
  - Of the students who qualify for Emotional Behavioral Disorder (EBD), 34% are Black or African American – this is the same as last year.
  - Of the students who qualify for EBD, 25% are students who identify as "two or more races" – up from 22% last year.

Focus Areas Aligned with District Priorities

RICHFIELD PUBLIC SCHOOLS

- LETRS Training
  - Phase 1 (24-25 SY): 48 Special Education Teachers & Leads (ECSE 3-5 to Grade 12)
  - Phase 2 (25-26 SY): Paraprofessional training

- Data-Based Decision Making
  - Supporting use of FastBridge Assessments for progress monitoring
  - Special education lead teachers are supporting building teams to utilize data to adjust instruction and support student progress
  - Special education lead monthly meetings have included data dialogues
  - Data-based process to support teams to implement interventions prior to considering an increase in level of special education services

Enriching and accelerating learning

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Thank you!

Enriqueciendo y acelerando el aprendizaje

Enriching and accelerating learning

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Safe Routes to School @ RPS: 2025 Update

Tim Brackett, Safe Routes to School Coordinator

timothy.brackett@rpsmn.org
(612) 798-6055

Enriqueciendo y acelerando el aprendizaje

RICHFIELD
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AGENDA

What is Safe Routes to School?

Who is the Safe Routes to School Coordinator?

What has happened in the past year?

How does SRTS impact the bigger picture (AKA #OneRichfield)?

What is Safe Routes to School?

RICHFIELD PUBLIC SCHOOLS

- RPS has a Safe Routes to School Coordinator
- MnDOT contract with RPS until June 2027
- Focus on the 6Es of Safe Routes to School



Who is the Safe Routes to School Coordinator?

RICHFIELD PUBLIC SCHOOLS

- Tim Brackett
- Year-round bike commuter
- MN Greencorps Alum (BikeMN)
- Parent of a 18-month-old



Example Activity	Location	Notes



Detail #1

Detail #2

Detail #3

6Es

SRTS Coordinator | District Office | Notes



3 more years! (At least)

Position renewed until 2027

Program Sustainability

Education

All schools

Notes



3 Bicycle Fleets

Summer Programming

Adaptive Bicycle Library

Centennial Traffic Garden

Engineering | Centennial | Notes



Won Met Council solicitation for sidewalk connection

Demo Project to work the kinks out

Consistent advocacy from Centennial staff

Rebuild Summer ‘25

Engineering | RDLS + STEM | Notes



Intersections of 70th/Elliot and 70th/12th

Enhanced pedestrian crossing improvements

Traffic calming

Rebuild Summer ‘25

Engagement | District-wide | Notes



Won MnDOT SRTS Boost Grant in 2024

Implement a Trauma-informed approach to SRTS

Curriculum designed to be used districtwide

Value Add

Encouragement Days

Centennial Elementary

Notes



Three Walking and Biking Days each school year

Different at every school

The most fun days!

Bike to School Day is May 17

Community Fleet Use

Citywide



Notes

Community Ed

Parks & Recreation

Visiting Professionals

Bike Park *Citywide* *Notes*

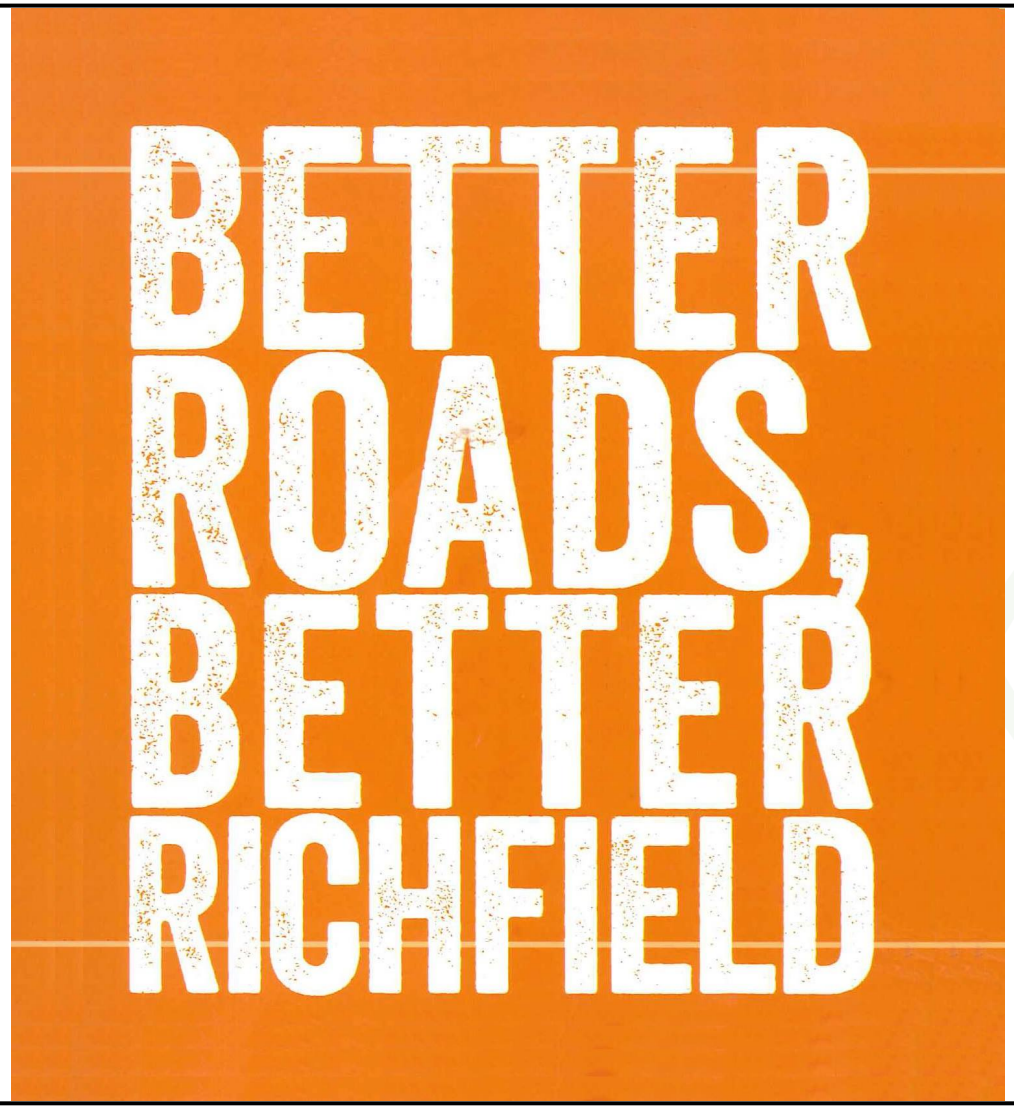


Image Courtesy Minneapolis Bike Parks

Richfield Parks & Recreation built Taft Park Bike Course

Target kids age 4-10

Utilizing balance bicycle fleet in summer 2024



SRTS Infrastructure Grant

Penn Avenue Reconstruction

DEPARTMENT OF TRANSPORTATION

Research & Innovation Application: Effect of School Start Times on SRTS Efficacy

Enriching and accelerating learning

RICHFIELD
PUBLIC SCHOOLS

Be Safe Out There! Questions?

Tim Brackett, Safe Routes to School

timothy.brackett@rpsmn.org

(612) 798-6055

Enriqueciendo y acelerando el aprendizaje

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 17, 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 March 3, 2025
   - Disbursements from the March 3, 2025 Meeting
   - Checks & E-pay Register from the March 3, 2025 Meeting
   - Superintendent's Report and Agenda Meeting Minutes from March 3, 2025
2. General Disbursements as of 3/10/25 in the Amount of $701,086.75
   - Disbursements for the March 17, 2025 Meeting
   - Checks & E-pay Register for the March 17, 2025 Meeting
3. Year-to-Date Finance Update
   - Revenue & Expenditure Summary as of February 28, 2025

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**

SUPERINTENDENT'S REPORT AND AGENDA

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

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

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

I. CALL TO ORDER

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

Administrators present were Superintendent Unowsky and Chief HR and Administrative Officer Holje. Student representatives Gerardo Castañeda Lopez and Vanessa Rosas Miguel were present.

II. REVIEW AND APPROVAL OF THE AGENDA

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

III. INFORMATION AND PROPOSALS - NON-ACTION ITEMS

A. Superintendent Update
    1. Richfield High School Presentation
    2. Activities Update
B. Commendation

IV. CONSENT AGENDA

A. Routine Matters
    1. Minutes of the Regular Meeting held February 18, 2025
    2. General Disbursements as of 2/20/25 in the Amount of $1,391,773.69
    3. Investment Holdings
B. 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: 1.5

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

V. OLD BUSINESS

A. Policy 550: Student Cell Phones & Draft Administrative Guideline 550.1 - third read

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

B. Policy 412: Public and Private Personnel Data & Form 412.1 - second read

VI. NEW BUSINESS

A. Revised 2024-2025 Budget

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

B. Resolution Establishing a Transition Plan to Even-Year Board Elections

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

C. Resolution for Safe Routes to School Boost Grant

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

D. Bid Award for RHS Toilet Room Renovation Project

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

E. Policy 582: Staff Notification of Violent Behavior by Students & Administrative Guideline 582.1 - first read
F. Donations

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

VII. ADVANCE PLANNING

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

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

Motion by Pollis, seconded by Liss, and unanimously carried, the board of education moved into closed session at 8:38 p.m. Attending the closed session were Banks Kupcho, Carter, Liss and Pollis. Superintendent Unowsky, Chief HR and Administrative Officer Holje and Director of HR Axell were also present.

IX. REOPEN MEETING

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

X. ADJOURN REGULAR MEETING

Chair Carter adjourned the meeting at 9:06 p.m.

CHECK RUNS & E-PAYS
03/17/2025 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	2/27/2025	259,027.70
	2/28/2025	69,588.38
	3/3/2025	37,941.30
	3/5/2025	274,808.85
JAN OUTSTANDING CHECK REISSUED 3/10/25	3/6/2025	(2,323.05)
JAN OUTSTANDING CHECK REISSUED 3/10/25	3/7/2025	(218.00)
	3/10/2025	56,678.32
E-Pays	2/27/2025	729.27
	3/6/2025	4,853.98

CHECK REGISTER BANK 05 TOTAL =	**701,086.75**

BREAKDOWN	
01-206-00	350,547.15
02-206-00	103,110.03
03-206-00	204,235.94
04-206-00	13,007.08
06-206-00	100.00
07-206-00	-
18-206-00	10.20
20-206-00	30,076.35
21-206-00	-
47-206-00	-
BANK TOTAL =	**701,086.75**

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	314388	02/27/2025	ALL STATE COMMUNICATIONS INC	R	945.00
01	314389	02/27/2025	ALLIED PROFESSIONALS, INC.	R	4,493.50
01	314390	02/27/2025	ALVIN ZACHERY	R	95.00
01	314391	02/27/2025	ANDERSON SHEILA K	R	47.40
01	314392	02/27/2025	ARCHETYPE	R	1,150.00
01	314393	02/27/2025	AZURE ADLER	R	156.00
01	314394	02/27/2025	BARNES & NOBLE BOOK	R	330.89
01	314395	02/27/2025	BATTERIES R US	R	7,101.99
01	314396	02/27/2025	BSI MECHANICAL, INC.	R	1,889.60
01	314397	02/27/2025	BSN SPORTS, LLC	R	4,656.58
01	314398	02/27/2025	CAMMERRER, KARI	R	61.80
01	314399	02/27/2025	CAPITAL ONE TRADE CREDIT	R	53.31
01	314400	02/27/2025	CDW GOVERNMENT INC	R	2,281.17
01	314401	02/27/2025	CEP ART & DESIGN	R	729.00
01	314402	02/27/2025	CINTAS CORPORATION NO 2	R	143.41
01	314403	02/27/2025	CITY OF RICHFIELD	R	350.00
01	314404	02/27/2025	CONTINENTAL RESEARCH CORP	R	2,278.60
01	314405	02/27/2025	ECM PUBLISHERS INC	R	231.25
01	314406	02/27/2025	FASTENAL INDUSTRIAL	R	39.84
01	314407	02/27/2025	FINANGER PHILLIP J	R	41.20
01	314408	02/27/2025	FOREST LAKE HIGH SCHOOL	R	250.00
01	314409	02/27/2025	GARCIA ERIKA	R	27.82
01	314410	02/27/2025	GOEBEL JUDITH K	R	200.00
01	314411	02/27/2025	GRAHAM THOMAS	R	72.10
01	314412	02/27/2025	WW GRAINGER INC	R	1,522.67
01	314413	02/27/2025	GROUP MEDICAREBLUE RX	R	8,140.00
01	314414	02/27/2025	H&B SPECIALIZED PRODUCTS INC	R	47,547.27
01	314415	02/27/2025	HILLYARD MINNEAPOLIS	R	9,416.40
01	314416	02/27/2025	HOME DEPOT U.S.A.	R	1,010.46
01	314417	02/27/2025	HIPPIE DOG	R	275.00
01	314418	02/27/2025	INSTITUTE FOR ENVIROMENTAL	R	36,594.50
01	314419	02/27/2025	INTERSTATE ALL BATTERY CENTER	R	243.90
01	314420	02/27/2025	ISD #271	R	300.00
01	314421	02/27/2025	JOHNSON CHRISTOPHER	R	27.82
01	314422	02/27/2025	KEYSTONE CONTRACTING, INC.	R	972.00
01	314423	02/27/2025	KREMER SERVICES LLC	R	900.40
01	314424	02/27/2025	KRUEGER ESTEE STENE	R	10.20
01	314425	02/27/2025	LAKESHORE LEARNING MATERIALS	R	20.98
01	314426	02/27/2025	LANDY SCOTT	R	95.00
01	314427	02/27/2025	LOFFLER COMPANIES	R	3,195.00
01	314428	02/27/2025	LUDOWESE, DAVID	R	162.00
01	314429	02/27/2025	LUPIENT CHEVROLET	R	14.18
01	314430	02/27/2025	MACKIN BOOK COMPANY	R	46.07
01	314431	02/27/2025	MADISON NATIONAL LIFE INS CO INC	R	18,469.06
01	314432	02/27/2025	MALLORY "SKIP" GRANTHAM	R	82.00
01	314433	02/27/2025	MAXORPLUS, LTD	R	30,076.35
01	314434	02/27/2025	MAYER CHAD	R	51.50
01	314435	02/27/2025	MAYER VALERIE	R	51.50
01	314436	02/27/2025	MCDONOUGH'S SEWER SERVICES, INC.	R	218.00
01	314437	02/27/2025	MCEA	R	219.00
01	314438	02/27/2025	METROPOLITAN MECHANICAL CONTRACTORS	R	950.60
01	314439	02/27/2025	MIDWEST BUS PARTS INC	R	134.90
01	314440	02/27/2025	MOORHEAD AREA PUBLIC SCHOOLS	R	1,818.18
01	314441	02/27/2025	MTI DISTRIBUTING CO	R	388.21
01	314442	02/27/2025	MULTILINGUAL WORD INC	R	728.70
01	314443	02/27/2025	NORTH CENTRAL INTERNATIONAL, LLC	R	2,545.72
01	314444	02/27/2025	OKEY CHRIS	R	66.95
01	314445	02/27/2025	PEDIATRIC HOME SERVICE	R	1,837.50

01	314446	02/27/2025	PER MAR SECURITY SERVICES	R	16.50
01	314447	02/27/2025	PROPIO LS, LLC	R	353.42
01	314448	02/27/2025	RIDDELL ALL AMERICAN SPORTS CORP	R	7,432.90
01	314449	02/27/2025	RONDESTVEDE STEPHEN	R	82.00
01	314450	02/27/2025	ROSA RUBIO ESCODA	R	715.00
01	314451	02/27/2025	SCHOOL SERVICE EMPLOYEES UNION	R	8,423.12
01	314452	02/27/2025	SHERWIN WILLIAMS CO	R	300.32
01	314453	02/27/2025	SKOF BRYAN	R	61.80
01	314454	02/27/2025	SOLIANT HEALTH, LLC	R	1,050.00
01	314455	02/27/2025	SOLLIE DUANE A	R	27.82
01	314456	02/27/2025	STEVE SCHNEEBERGER	R	70.00
01	314457	02/27/2025	TARTAN SENIOR HIGH SCHOOL	R	200.00
01	314458	02/27/2025	TAYLOR JASON	R	51.50
01	314459	02/27/2025	TEACHER CREATED MATERIALS, INC	R	1,759.97
01	314460	02/27/2025	TEMP SOCIAL WORK	R	7,696.39
01	314461	02/27/2025	TERREL'S TOOLBOX LLC	R	649.00
01	314462	02/27/2025	TRUSTED METRO OFFICIALS	R	960.00
01	314463	02/27/2025	U.S. DEPT. OF HOMELAND SECURITY	R	460.00
01	314464	02/27/2025	UNIVERSITY LANGUAGE CENTER	R	206.80
01	314465	02/27/2025	VARRIANO, ANTHONY C	R	67.00
01	314466	02/27/2025	VRIEZE GRETCHEN	R	27.82
01	314467	02/27/2025	VSP INSURANCE CO. (CT)	R	3,382.84
01	314468	02/27/2025	WALZ CHRISTINE M	R	51.50
01	314469	02/27/2025	WALZ JEFFREY	R	27.82
01	314470	02/27/2025	WILD MOUNTAIN	R	276.00
01	314471	02/27/2025	XCEL ENERGY	R	28,920.70
01	V614566	02/27/2025	BRADLEY BADOUR	R	125.00
01	V614567	02/27/2025	DANIEL BJOSTAD	R	57.00
01	V614568	02/27/2025	RACHEL U CORNES	R	29.80
01	V614569	02/27/2025	KRISTI A DINGMAN	R	24.22
01	V614570	02/27/2025	GLORIA M ENGLUND	R	91.37
01	V614571	02/27/2025	KEVIN D HARRIS	R	50.00
01	V614572	02/27/2025	STEPHANIE M HEYER-WALSH	R	29.80
01	V614573	02/27/2025	JESSICA M HOFFMAN	R	35.42
01	V614574	02/27/2025	ERIN H NEILON	R	70.76
01	V614575	02/27/2025	MONICA PINTO-MOE	R	14.72
01	V614576	02/27/2025	ANGELA TAYLOR	R	16.99
01	V614577	02/27/2025	PAULA J WASHINGTON	R	175.00
01	V614578	02/27/2025	MICHELLE R WHITESIDE	R	9.19
01	314472	02/28/2025	ADVANCED COMMERCIAL KITCHENS	R	7,457.31
01	314473	02/28/2025	BIX FRUIT COMPANY	R	10,580.29
01	314474	02/28/2025	BRAND FARMS	R	720.00
01	314475	02/28/2025	CAMMERRER, KARI	R	123.60
01	314476	02/28/2025	CHANHASSEN HIGH SCHOOL	R	442.86
01	314477	02/28/2025	DECKER EQUIPMENT INC	R	1,245.20
01	314478	02/28/2025	DREPAUL NERICA	R	11.85
01	314479	02/28/2025	FARIS DUNCAN M	R	95.00
01	314480	02/28/2025	FINANGER PHILLIP J	R	82.40
01	314481	02/28/2025	GROTH MUSIC COMPANY	R	530.60
01	314482	02/28/2025	GRUSE JACKSON	R	95.00
01	314483	02/28/2025	HAAS MUSICAL INSTRUMENT REPAIR, INC	R	406.00
01	314484	02/28/2025	KEMPS LLC	V	0.00
01	314485	02/28/2025	KEMPS LLC	R	5,137.72
01	314486	02/28/2025	LAMONT FONDERN	R	67.00
01	314487	02/28/2025	LYNDSLEY KEVIN KAR	R	67.00
01	314488	02/28/2025	MSNA-MN SCHOOL NUTRITION	R	30.00
01	314489	02/28/2025	OKEY CHRIS	R	133.90
01	314490	02/28/2025	PAN O GOLD BAKING CO	R	729.95
01	314491	02/28/2025	PETERSON GARY	R	134.00

01	314492	02/28/2025	SNA-SCHOOL NUTRITION	R	20.00
01	314493	02/28/2025	SOUERS RANDY	R	95.00
01	314494	02/28/2025	STARK MOLLY	R	128.75
01	314495	02/28/2025	THOMPSON MARGARET	R	11.85
01	314496	02/28/2025	THREE RIVERS PARK DISTRICT	R	1,950.00
01	314497	02/28/2025	TORTILLERIA LA PERLA	R	175.42
01	314498	02/28/2025	TRIO SUPPLY COMPANY	R	1,540.59
01	314499	02/28/2025	UPPER LAKES FOODS	V	0.00
01	314500	02/28/2025	UPPER LAKES FOODS	R	37,318.53
01	314501	02/28/2025	WETHINGTON, AUDREY	R	61.80
01	314502	02/28/2025	WETHINGTON, MADELINE	R	61.80
01	314503	02/28/2025	WOODCRAFT	R	134.96
01	314504	03/03/2025	BIG IDEAS INC.	R	2,000.00
01	314505	03/03/2025	ISD #294 HOUSTON PUBLIC SCHOOLS	R	34,825.00
01	314506	03/03/2025	MOO CHICKA POO	R	1,116.30
01	314507	03/05/2025	AMY MAGNUS	R	1,350.00
01	314508	03/05/2025	BSI MECHANICAL, INC.	R	426.00
01	314509	03/05/2025	CDW GOVERNMENT INC	R	38,755.42
01	314510	03/05/2025	CENTURYLINK	R	49.77
01	314511	03/05/2025	CINTAS CORPORATION NO 2	R	143.41
01	314512	03/05/2025	CIRCA	R	3,630.00
01	314513	03/05/2025	COMCAST BUSINESS	R	425.93
01	314514	03/05/2025	FINANGER PHILLIP J	R	86.25
01	314515	03/05/2025	WW GRAINGER INC	R	834.19
01	314516	03/05/2025	HAWKINS INC	R	4,058.40
01	314517	03/05/2025	HILLYARD MINNEAPOLIS	R	1,667.53
01	314518	03/05/2025	IMPROVE YOUR TOMORROW, INC.	R	2,775.00
01	314519	03/05/2025	INNOVATIVE OFFICE SOLUTIONS LLC	R	562.06
01	314520	03/05/2025	KINECT ENERGY INC	R	558.00
01	314521	03/05/2025	METROPOLITAN MECHANICAL CONTRACTORS	R	5,652.75
01	314522	03/05/2025	MIDWEST BUS PARTS INC	R	508.20
01	314523	03/05/2025	MSBA-MINNESOTA SCHOOL BOARD ASSOC	R	420.00
01	314524	03/05/2025	NCS PEARSON INC	R	613.34
01	314525	03/05/2025	NORTH CENTRAL INTERNATIONAL, LLC	R	1,548.03
01	314526	03/05/2025	OKEY CHRIS	R	86.25
01	314527	03/05/2025	SQUIRES, WALDSPURGER & MACE, P.A.	R	5,271.72
01	314528	03/05/2025	STARK MOLLY	R	86.25
01	314529	03/05/2025	STATE SUPPLY COMPANY	R	191.84
01	314530	03/05/2025	TAFFE SARAH ANN	R	9,750.00
01	314531	03/05/2025	TOLL COMPANY	R	141.68
01	314532	03/05/2025	TWIN CITY TRANSPORTATION	R	194,856.74
01	314533	03/05/2025	VERIZON WIRELESS	R	360.09
01	313664	03/07/2025	JW PEPPER & SON INC	V	-218.00
01	314075	03/06/2025	CINTAS CORPORATION NO 2	V	-2,323.05
01	V614579	03/06/2025	MATTHEW ARNOLD	R	70.00
01	V614580	03/06/2025	MICHELLE L AXELL	R	70.00
01	V614581	03/06/2025	BRADLEY BADOUR	R	40.00
01	V614582	03/06/2025	ERICA T BARLOW	R	70.00
01	V614583	03/06/2025	MARY L CLARKSON	R	70.00
01	V614584	03/06/2025	AMY L COUGHLIN	R	20.00
01	V614585	03/06/2025	EDELIA COYOTE TENANGO	R	175.00
01	V614586	03/06/2025	ROSALBA CUATE PLIEGO	R	175.00
01	V614587	03/06/2025	LATANYA R DANIELS	R	70.00
01	V614588	03/06/2025	PETER J FITZPATRICK	R	40.00
01	V614589	03/06/2025	RACHEL GENS	R	70.00
01	V614590	03/06/2025	AREND J GEURINK	R	70.00
01	V614591	03/06/2025	JAMES A GILLIGAN	R	70.00
01	V614592	03/06/2025	CHRISTINA M GONZALEZ	R	70.00
01	V614593	03/06/2025	AMY E HAGER	R	70.00

01	V614594	03/06/2025	KEVIN D HARRIS	R	40.00
01	V614595	03/06/2025	MICHAEL G HARRIS	R	70.00
01	V614596	03/06/2025	GUADALUPE P HERNANDEZ-BALBUENA	R	175.00
01	V614597	03/06/2025	JENNIFER B HECHT	R	144.92
01	V614598	03/06/2025	JONATHAN W HEYER	R	70.00
01	V614599	03/06/2025	JAMES L HILL	R	40.00
01	V614600	03/06/2025	JESSICA M HOFFMAN	R	40.00
01	V614601	03/06/2025	CRAIG D HOLJE	R	70.00
01	V614602	03/06/2025	MELISSA M ROCCHIO	R	149.99
01	V614603	03/06/2025	DANIEL E KRETSINGER	R	70.00
01	V614604	03/06/2025	JENNIFER KRUEGER	R	70.00
01	V614605	03/06/2025	ANOOP KUMAR	R	40.00
01	V614606	03/06/2025	HEATHER LEBEAU	R	89.93
01	V614607	03/06/2025	JOHN M LORENZINI	R	70.00
01	V614608	03/06/2025	COLLEEN M MAHONEY	R	70.00
01	V614609	03/06/2025	MICHAEL A MANNING	R	70.00
01	V614610	03/06/2025	DANIEL P MCGINN	R	40.00
01	V614611	03/06/2025	DOUG R MCMEEKIN	R	70.00
01	V614612	03/06/2025	KENT D MEYER	R	70.00
01	V614613	03/06/2025	KATRINA L MORGAN	R	40.00
01	V614614	03/06/2025	ERIN H NEILON	R	40.00
01	V614615	03/06/2025	TANYA M NEWELL	R	175.00
01	V614616	03/06/2025	STEPHANIE NICHOLS	R	45.00
01	V614617	03/06/2025	JODI A NICKELL	R	175.00
01	V614618	03/06/2025	ROBERT G OLSON	R	40.00
01	V614619	03/06/2025	LAURA B OTTERNESS	R	70.00
01	V614620	03/06/2025	CHRISTOPHER A PETERSON	R	70.00
01	V614621	03/06/2025	CASSANDRA QUAM	R	70.00
01	V614622	03/06/2025	ISRAEL RUBIO SEGURA	R	54.20
01	V614623	03/06/2025	MARIA L SANCHEZ	R	164.95
01	V614624	03/06/2025	ASHLEY SCHAEFER	R	70.00
01	V614625	03/06/2025	CHRISTIAN SCHEMPP	R	40.00
01	V614626	03/06/2025	AMY B SKARE-KLECKER	R	70.00
01	V614627	03/06/2025	NANCY J STACHEL	R	70.00
01	V614628	03/06/2025	JUSTIN STEELE	R	70.00
01	V614629	03/06/2025	ANGELA TAYLOR	R	70.00
01	V614630	03/06/2025	STACY THEIEN-COLLINS	R	70.00
01	V614631	03/06/2025	KIRSTEN THORSON	R	40.00
01	V614632	03/06/2025	VLADIMIR S TOLEDO	R	40.00
01	V614633	03/06/2025	STEVEN P UNOWSKY	R	270.00
01	V614634	03/06/2025	CARRIE A VALA	R	70.00
01	V614635	03/06/2025	MARIA VALDEZ	R	29.99
01	V614636	03/06/2025	JENNIFER K SMITH	R	70.00
01	V614637	03/06/2025	REBECCA S WALD	R	40.00
01	V614638	03/06/2025	ALEXANDER WARD	R	70.00
01	V614639	03/06/2025	MICHELLE R WHITESIDE	R	70.00
01	V614640	03/06/2025	KASYA L WILLHITE	R	70.00
01	V614641	03/06/2025	KELLY L WOODS	R	70.00
01	314534	03/10/2025	ACCURATE LABEL DESIGN	R	35.00
01	314535	03/10/2025	ADVANCED COMMERCIAL KITCHENS	R	427.75
01	314536	03/10/2025	BCN TELECOM, INC TBS	R	921.92
01	314537	03/10/2025	BIX FRUIT COMPANY	R	5,995.55
01	314538	03/10/2025	BRAND FARMS	R	720.00
01	314539	03/10/2025	CINTAS CORPORATION NO 2	R	2,323.05
01	314540	03/10/2025	DICKS SANITATION SERVICE, INC (DSI)	R	7,435.63
01	314541	03/10/2025	FASTEST LABS OF BLOOMINGTON	R	887.00
01	314542	03/10/2025	HOYO, SBC	R	2,100.00
01	314543	03/10/2025	HYLAND HILLS	R	1,814.00
01	314544	03/10/2025	JW PEPPER & SON INC	R	218.00

01	314545	03/10/2025	KEMPS LLC	V	0.00
01	314546	03/10/2025	KEMPS LLC	R	2,573.70
01	314547	03/10/2025	MRI SOFTWARE LLC	R	289.50
01	314548	03/10/2025	MSHSL REGION 3AA	R	4,528.00
01	314549	03/10/2025	PAN O GOLD BAKING CO	R	414.95
01	314550	03/10/2025	SOLIANT HEALTH, LLC	R	1,087.50
01	314551	03/10/2025	TRIO SUPPLY COMPANY	R	2,010.41
01	314552	03/10/2025	UPPER LAKES FOODS	R	22,896.36

TOTAL CHECKS & EPAY REGISTER	**701,086.75**

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

RICHFIELD | February 28, 2025

REVENUE CATEGORIES	June 30, 2023	June 30, 2024	Revised Budget	Projected End Of Year	Received YTD	Budget Remaining	February 28, 2025 % of Budget Received	February 28, 2024 % of Actuals Received	February 28, 2023 % of Actuals Received	Current YTD vs. PYTD	February 28, 2024	February 28, 2023
STATE	47,269,721	55,361,384	61,145,174	60,000,789	27,186,860	33,958,314	44.46%	48.77%	48.61%	**189,833**	26,997,027	22,977,075
FEDERAL	8,182,832	5,360,512	2,633,950	2,438,598	240,763	2,393,187	9.14%	15.76%	19.79%	**(604,135)**	844,899	1,619,554
PROPERTY TAXES	17,853,747	18,257,792	23,100,410	23,000,000	22,436,137	664,273	97.12%	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	2,086,685	1,763,711	1,800,826	285,859	86.30%	63.19%	48.35%	**(59,243)**	1,860,069	800,798
TOTALS	**75,016,334**	**82,007,607**	89,051,219	**87,265,120**	**51,693,349**	**37,357,870**	**58.05%**	**58.38%**	**57.55%**	**3,816,139**	**47,877,210**	**43,173,150**

EXPENDITURES (OBJECT SERIES)	June 30, 2023	June 30, 2024	Revised Budget	Projected End Of Year	Expended YTD	Budget Remaining	February 28, 2025 % of Budget Expended	February 28, 2024 % of Actuals Expended	February 28, 2023 % of Actuals Expended	Current YTD vs. PYTD	February 28, 2024	February 28, 2023
SALARIES & WAGES	42,666,507	44,519,026	48,079,454	47,534,127	25,289,156	22,790,298	52.60%	53.27%	53.50%	**1,575,013**	23,714,142	22,827,128
EMPLOYEE BENEFITS	14,518,829	15,376,730	16,284,347	16,395,621	9,581,560	6,702,787	58.84%	54.78%	57.74%	**1,158,195**	8,423,366	8,383,639
PURCHASED SERVICES	11,201,175	13,172,577	15,647,434	16,014,086	8,128,513	7,518,921	51.95%	52.25%	53.19%	**1,246,104**	6,882,410	5,957,414
SUPPLIES	3,707,790	3,838,248	4,640,472	4,351,286	2,880,903	1,759,569	62.08%	68.95%	62.35%	**234,532**	2,646,371	2,311,848
EQUIPMENT	4,339,230	3,488,077	2,925,649	2,442,972	1,817,285	1,108,364	62.12%	87.61%	71.71%	**(1,238,703)**	3,055,988	3,111,590
OTHER EXPENDITURES	392,751	406,103	717,469	567,605	148,852	568,617	20.75%	36.18%	38.75%	**1,935**	146,917	152,205
TOTALS	**76,826,282**	**80,800,761**	88,294,825	**87,305,695**	**47,846,270**	**40,448,555**	**54.19%**	**55.53%**	**55.64%**	**2,977,075**	**44,869,194**	**42,743,824**

EXPENDITURES (PROGRAM SERIES)	June 30, 2023	June 30, 2024	Revised Budget	Projected End Of Year	Expended YTD	Budget Remaining	February 28, 2025 % of Budget Expended	February 28, 2024 % of Actuals Expended	February 28, 2023 % of Actuals Expended	Current YTD vs. PYTD	February 28, 2024	February 28, 2023
SITE ADMINISTRATION	1,951,791	2,063,549	2,343,188	2,508,563	1,590,626	752,562	67.88%	65.37%	67.40%	**241,651**	1,348,975	1,315,591
DISTRICT ADMINISTRATION	2,124,536	2,281,758	2,613,734	2,307,807	1,290,488	1,323,246	49.37%	59.25%	64.65%	**(61,351)**	1,351,840	1,373,457
SUPPORT SERVICES	3,097,622	3,265,363	3,316,727	3,479,245	2,363,350	953,377	71.26%	72.13%	70.18%	**7,972**	2,355,379	2,174,009
REGULAR INSTRUCTION	30,597,910	31,337,342	32,210,528	31,798,444	16,302,378	15,908,150	50.61%	49.86%	50.86%	**676,955**	15,625,423	15,561,383
EXTRA-CURRICULAR ACTIVITES	1,131,315	1,043,990	1,085,876	1,173,172	668,377	417,499	61.55%	62.78%	62.55%	**12,998**	655,379	707,639
VOCATIONAL INSTRUCTION	599,877	839,648	1,007,365	974,147	495,957	511,408	49.23%	36.05%	49.07%	**193,299**	302,658	294,384
SPECIAL EDUCATION	13,955,261	15,690,800	17,458,055	17,121,899	8,692,867	8,765,188	49.79%	50.57%	52.44%	**758,358**	7,934,509	7,317,816
INSTRUCTIONAL SUPPORT	5,115,499	5,557,740	5,537,706	5,349,851	3,620,302	1,917,404	65.38%	77.58%	70.36%	**(691,652)**	4,311,954	3,599,353
PUPIL SUPPORT SERVICES	10,416,333	11,410,630	14,629,973	14,312,707	7,369,116	7,260,857	50.37%	51.19%	50.85%	**1,527,998**	5,841,118	5,296,925
FACILITIES	7,423,372	6,795,129	7,563,939	7,705,024	4,881,223	2,682,716	64.53%	68.11%	63.24%	**253,009**	4,628,213	4,694,822
OTHER FINANCING USES	412,768	514,812	527,734	574,837	571,584	(43,850)	108.31%	99.79%	98.95%	**57,839**	513,745	408,446
TOTALS	**76,826,282**	**80,800,761**	88,294,825	**87,305,695**	**47,846,270**	**40,448,555**	**54.19%**	**55.53%**	**55.64%**	**2,977,075**	**44,869,194**	**42,743,824**

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

RICHFIELD | February 28, 2025

ACTIVITY - OTHER FUNDS

REVENUE	June 30, 2023	June 30, 2024	Revised Budget	Projected End Of Year	Received YTD	Budget Remaining	February % of Budget Received	February % of Actuals Received	February % of Actuals Received	Current YTD vs. PYTD	February 28, 2024	February 28, 2023
FOOD SERVICE	3,072,380	3,949,403	3,577,663	3,778,055	1,814,886	1,762,777	50.73%	42.02%	41.04%	**155,427**	1,659,459	1,260,900
COMMUNITY EDUCATION	2,097,545	2,322,904	2,056,049	2,029,915	1,504,514	551,535	73.18%	79.60%	74.46%	**(344,521)**	1,849,035	1,561,825
CONSTRUCTION	2,403,125	2,767,467	166,000	282,800	111,416	54,584	67.12%	3.71%	98.02%	**8,622**	102,795	2,355,652
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	29,392	26,336	6,239	23,153	21.23%	25.13%	17.66%	**(1,443)**	7,682	4,588
INTERNAL SERVICE	8,168,983	8,636,077	8,942,594	9,508,041	5,796,915	3,145,679	64.82%	68.57%	55.34%	**(125,049)**	5,921,964	4,520,418
OPEB IRREVOCABLE TRUST	190,720	364,778	200,000	89,823	(31,198)	231,198	-15.60%	20.18%	86.12%	**(104,810)**	73,612	164,246
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**	24,849,786	**24,607,337**	**18,187,471**	**6,662,315**	**73.19%**	**70.59%**	**75.29%**	**(1,697,036)**	**19,884,507**	**19,126,480**

EXPENDITURES	June 30, 2023	June 30, 2024	Revised Budget	Projected End Of Year	Expended YTD	Budget Remaining	February % of Budget Expended	February % of Actuals Expended	February % of Actuals Expended	Current YTD vs. PYTD	February 28, 2024	February 28, 2023
FOOD SERVICE	3,519,501	3,729,581	3,808,676	3,978,768	2,363,484	1,445,192	62.06%	57.26%	58.56%	227,983	2,135,502	2,060,918
COMMUNITY EDUCATION	2,092,359	2,258,815	2,120,241	2,034,280	1,223,083	897,158	57.69%	62.41%	58.91%	(186,662)	1,409,745	1,232,712
CONSTRUCTION	136,534	1,834,310	2,670,000	2,068,667	1,145,150	1,524,850	42.89%	69.20%	94.88%	(124,283)	1,269,433	129,547
DEBT SERVICE	7,254,908	7,949,447	7,779,254	7,239,248	7,779,254	0	100.00%	100.00%	100.00%	(170,193)	7,949,447	7,254,908
CUSTODIAL	7,639	9,075	10,500	13,901	10,537	(37)	100.36%	99.86%	99.67%	1,476	9,062	7,614
INTERNAL SERVICE	7,896,304	7,249,696	8,814,949	8,732,241	6,054,821	2,760,128	68.69%	78.57%	76.78%	359,069	5,695,752	6,062,473
OPEB IRREVOCABLE TRUST	484,271	476,577	477,000	477,000	0	477,000	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**	27,702,795	**26,566,281**	**20,598,505**	**7,104,290**	**74.36%**	**80.27%**	**80.17%**	104,465	**20,494,040**	**18,775,647**

SUMMARY - ALL FUNDS

SUMMARY	June 30, 2023	June 30, 2024	Revised Budget	Projected End Of Year	YTD	Budget Remaining	February % of Budget Expended	February % of Actuals Expended	February % of Actuals Expended	Current YTD vs. PYTD	February 28, 2024	February 28, 2023
REVENUE	100,420,930	110,178,467	113,901,005	111,872,457	69,880,820	44,020,185	61.35%	61.50%	62.04%	2,119,103	67,761,717	62,299,630
EXPENDITURES	100,245,273	106,333,361	115,997,620	113,871,976	68,444,774	47,552,846	59.01%	61.47%	61.37%	3,081,540	65,363,234	61,519,471
SPENDING VARIANCE	175,656	3,845,105	(2,096,615)	(1,999,520)	1,436,046	N/A	N/A	N/A	N/A	(962,437)	2,398,483	780,159

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting March 17, 2025

Subject: PERSONNEL ITEMS

(Recommended by superintendent)

That the board of education approve the following personnel items:

Full Time Management Team
Yvette Garcia – Principal -Sheridan Hills Elementary
Effective: 7/1/2025

Full Time Certified Probationary Year 2 of 3
Maria France Vicens Marti – Kindergarten Teacher – Richfield Dual Language School
Effective: 8/26/24

Certified Full-Time Resignation per Agreement
Jonathan Zoellmer – Math Teacher – Richfield High School
Effective: 6/6/25
Yrs. of Service: 26

Classified Full-Time Food and Nutrition Services for Employment
Bailey Hollis - Production Cook - Centennial Elementary
Effective: 03/17/2025

Classified Full-Time Paraprofessional Resignation
Noah Hillman – Managerial – Richfield High School
Effective: 03/06/2025
Yrs. of Service: 2.75

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 17, 2025

Subject: Public and Private Personnel Data

(Recommended by the superintendent)

Passage upon a third 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 - redlined
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~~ is 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~~ is 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~~ is 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~~ is 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~~ is 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~~ is private data on individuals.

C. Data created, collected or maintained by the ~~school d~~District to administer employee assistance programs ~~are~~ is private.

D. Parking space leasing data with regard to data on individuals ~~are~~ is 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~~ is 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~~ is 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 or their designee, data that ~~are~~ is 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 remains classified as provided in Minn. Stat. Ch. 13.

Data that ~~are~~ is 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

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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. ~~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~~ This 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~~ is classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data ~~are~~ is 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)

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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)
~~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_____

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 17, 2025

Subject: Staff Notification of Violent Behavior by Students

(Recommended by the superintendent)

A second 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.

Recommended changes have been included to adhere to District branding and style guidelines and current practices.

Attachments:
Policy 582: Staff Notification of Violent Behavior by Students - redlined
Administrative Guideline 582.1 - redlined
Form for 582.1 - redlined
MSBA Model Policy 529: Staff Notification of Violent Behavior by Students
MSBA Model Notice: Staff Notification of Violent Behavior by Students
MDE Model Policy on Staff Notification of Violent 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 the 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~~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 d~~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~~The building/program administrator or designee will ~~verifies~~ verify the information and consult~~s~~ with the superintendent prior to notification of staff.

C. The b~~B~~uilding administrator or designee will consult with the superintendent to determine which staff will receive notice and what data will be shared.

D. The b~~B~~uilding/program administrator will notify the parents/guardians that the ~~district~~ District will be notifying staff that work with their child that they have ~~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 support and manage ~~such~~ the 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
1. documented physical assault of a school district employee by the student, have occurred during the current or previous school year.

2. If the ~~district~~ 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, if the administration in collaboration with the superintendent determines that the conduct rises to the level of an incident of violence~~.~~. 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~~determining if the conduct rises to the level of an incident of violence, the administrator and superintendent shall consider all surrounding facts and circumstances, ~~including~~ particularly the existence and extent of

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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:

1. Perform an administrative task required in the school or the employee's contract or position description approved by the ~~school d~~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.~~2. Perform a supervisory or instructional task directly related to the student's education;

~~2.~~3. Perform a service or benefit for the student or the student's 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 d~~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~~their performance as an employee or contractor; and,

3. A substitute for persons listed above for the period of ~~his or her~~their 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,

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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~~at their 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 d~~District in accordance with Policy ~~515~~581~~,~~: 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,~~581: Protection and Privacy of Pupil Records.

VI. PARENTAL NOTICE

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

~~A.~~

B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the

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administration will inform the student's parent ~~or~~/ guardian that such notice will be provided.

~~B.~~

C. Parents/guardians 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,~~581: 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~~Compulsory Instruction)
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 (~~Law Enforcement Notice to Schools~~Receipt of Records; Sharing)
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~~Board ~~Model~~ Policy ~~515 (~~581: Protection and Privacy of Pupil Records~~)~~

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

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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.~~Richfield Public Schools believes that it is everyone's responsibility to provide a safe, supportive and engaging environment.

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~~Incident(s) of Violence:

Date ~~of Offense~~(s) of Incident(s):

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~~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~~ in 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.

Policy on Staff Notification of Violent Students

I. PURPOSE

This policy addresses staff notification of violent behavior by students. 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 in order to serve the student and protect students and staff members. The policy incorporates a written notice to assure that appropriate data are made available to school staff members and to guarantee an accurate record of the data provided.

Development of this policy was required by the 2003 Legislature (See 2003 Session Laws, Special Session Chapter 9, Article 2, §53) and helps districts comply with Minn. Stat. §§121A.64 and 121A.75.

Data about students are governed by both state and federal law, Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and 20 U.S.C §1232g (Family Educational Rights and Privacy Act or FERPA). More detailed information on school district practice and policy regarding student records and data can be found in the school district's Data Practices Policy (Protection and Privacy of Pupil Records Policy) and approved Records Retention Schedule.

II. DEFINITIONS

For purposes of this Policy on Staff Notification of Violent Behavior by Students (Policy) and the model notification form, terms have the meaning given them.

A. Administration

Administration means the person or persons responsible for performing the school district's obligations under this Policy and who shall be the Superintendent 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.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence have occurred as follows:

a. Violent behavior that occurs prior to January 1 of a given school year will be considered to give rise to notice requirements under this Policy for that school year and the following school year.

b. Violent behavior that occurs on or after January 1 of a given school year will be considered to give rise to notice requirements under this Policy for that school year and the two following school years.

2. If a student has an incident of violence within these time frames, 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 has threatened or caused 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. An incident of violence includes an incident described in notices received from either law enforcement or the juvenile courts.

E. Legitimate Educational Interest

For purposes of federal and state law, a school staff member is determined to have a legitimate educational interest in data related to a history of violent behavior if the data requested are:

1. necessary for that school staff member to perform appropriate tasks that are specified in his or her position description or by a contract agreement;

2. 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;

3. relevant to the accomplishment of a job-related task or to a determination about the student; and

4. consistent with the purposes for which the data are maintained.

F. School Staff Member

School Staff Member includes:

1. A person licensed by the State and appointed by the school board to an administrative, supervisory, instructional or other professional position such as a principal, teacher, counselor or school psychologist;

2. A person employed by or under contract to the school board to perform a special task such as paraprofessional, school bus driver, secretary, clerk, occupational therapist, or the school board attorney 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 substitute.

III. STAFF NOTIFICATION

A. Recipients of Notice

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

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. Similarly, a paraprofessional working with the student in the classroom or supervising the student on the playground would have a legitimate educational interest in the data while a paraprofessional who does not interact with this student 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

Detailed determination of which school staff members have a legitimate educational interest will be made by (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 detailed determination, the Responsible Authority will provide guidance to whomever determines what data will be shared.

A school staff member who receives notice under this policy may provide notice to someone substituting for him or her or for another staff member who has received notice. For example, if a paraprofessional that is absent has received notice, that paraprofessional, the classroom teacher, or the principal could tell the person temporarily replacing the paraprofessional.

C. Form of Written Notice

The notice given to school staff members must be in writing and must include the following:

1. Name of the student;

2. Date of notice;

3. The history of violent behavior as defined in Section II 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

The administration must keep a copy of the notice or other documentation to provide a record of those school staff members notified under this section. Retention of the written notice provided to school staff members is governed by the approved Records Retention Schedule.

E. Law Enforcement Reports

The administration must immediately forward to appropriate school staff members those notice related to an incident of violent behavior received from law enforcement pursuant to Minn. Stat. §121A.75. The law enforcement notice must be followed by the formal written notice set forth above within a reasonable time, not to exceed ten business days. All other notices received from law enforcement pursuant to Minn. Stat. §121A.75 must be disseminated as required by that section. Retention of the law enforcement notice is governed by Minn. Stat. §121A.75, subd. 2(e).

F. Model Notice

A model form for School Staff Member Notification is attached as Appendix I.

IV. NOTICE TO OTHER SCHOOL DISTRICTS

When transferring records of a student with a history of violent behavior, administration must send to an enrolling school district, charter school or alternative education program all student records, including all data about the student's history of violent behavior, consistent with this Policy. Transferring the records is not a violation of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g or the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, provided the annual

FERPA parental notice requirements are met. These written records within the student's file are educational records and are to be transmitted to an enrolling school district, as set forth in Minn. Stat. §120A.22, subd. 7.

V. PARENTAL NOTICE

The administration will notify parents that it gives classroom teachers and other school staff members notice about students' history of violent behavior. This will be included as part of the Annual Notice of Rights required by FERPA and shall be provided to a parent/guardian at the time a Notice about the student's violent behavior under this Policy is first provided or if it is changed. In addition, the administration will notify parents that this Notice is an educational record and will be transferred to an enrolling school district.

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), under both state and federal law as set forth in the school district Data Practices Policy.

VI. TRAINING NEEDS

Pursuant to Minn. Stat. § 121A.64, 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. § 120A.22, subd. 7 (Education Records)
Minn. Stat. § 121A.64 (Notification of Students with Violent Behavior)
Minn. Stat. § 121A.75 (Law Enforcement Notice to Schools)
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Rules implementing FERPA)
Minn. Stat. §13.04, subd. 4 (Process for challenging data under state law)
34 C.F.R. §§99.20 – 99.22 (Process for challenging data under federal law)

APPENDIX I MODEL NOTICE

Staff Notification of violent behavior by student

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.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 17, 2025

Subject: Renewal of Group Medical Coverage

(Recommended by superintendent)

That the board of education approve the recommendation of the District Insurance Advisory Committee to contract with HealthPartners to provide third-party administrator services as well as specific stop loss insurance for the District's medical benefits plan and continue with Maxor as its Pharmacy Benefit Manager (PBM). It is also recommended increasing the specific stop loss deductible to $175,000 per individual for the plan.

It is further recommended that the monthly rates for the plans be established as follows (representing an approximate 9.5% increase in overall premiums):

Plan A ($2,700/$5,400 Deductible)	Current Rate	Proposed
Single	$960	$1,052
Family	$2,345	$2,568

Plan B ($4,000/$8,000)	Current Rate	Proposed
Single	$785	$860
Family	$1,915	$2,097

Background Information

(Prepared by Craig Holje)

As part of this year's renewal, the District conducted a formal Request for Proposals (RFP) for medical coverage as is required by the Health Insurance Transparency Act (HITA). The District sought proposals for self-insured options and the Minnesota Public Employee Insurance Program (PEIP) option. The District received responses from United Health/UMR, HealthPartners, BlueCross BlueShield of Minnesota, and PEIP. The District also sought and received Pharmacy Benefit Manager proposals as part of this RFP.

On Tuesday, March 4, the District Insurance Advisory Committee reviewed the proposals and recommended accepting the proposal from HealthPartners as third-party administrator for the medical plan and maintaining Maxor as the Pharmacy Benefit

Manager (PBM). In making the recommendation, the committee considered the pricing information from the respondents, access to a carve out pharmacy benefit manager and separate pharmaceutical programs, maximum exposure to the plan based on plan limits, as well as provider servicing and support.

The committee also reviewed funding requirements and recommended a premium increase of approximately 9.5%. As part of this rate increase, the committee recommends using a portion of the plan reserves to provide for a lower renewal this year than what would be required to cover full liability. The committee and District have intentionally maintained a higher reserve balance to be able to mitigate years requiring a larger increase because of utilization and has limits on the maximum exposure for the plan year that are well within the reserve balance due to the aggregate stop loss coverage for the plan.

Attached:
Insurance Presentation

Monthly Update: Claims as of January 2025

Richfield ISD #280

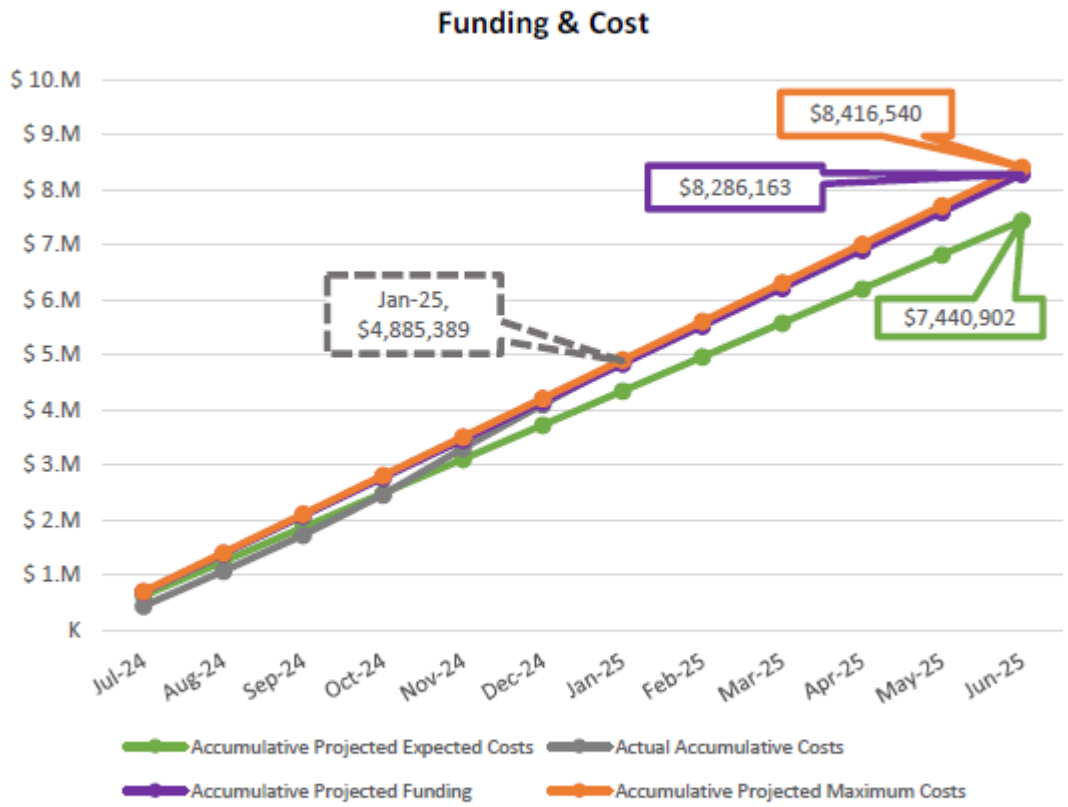
ONEDIGITAL
HEALTH AND BENEFITS

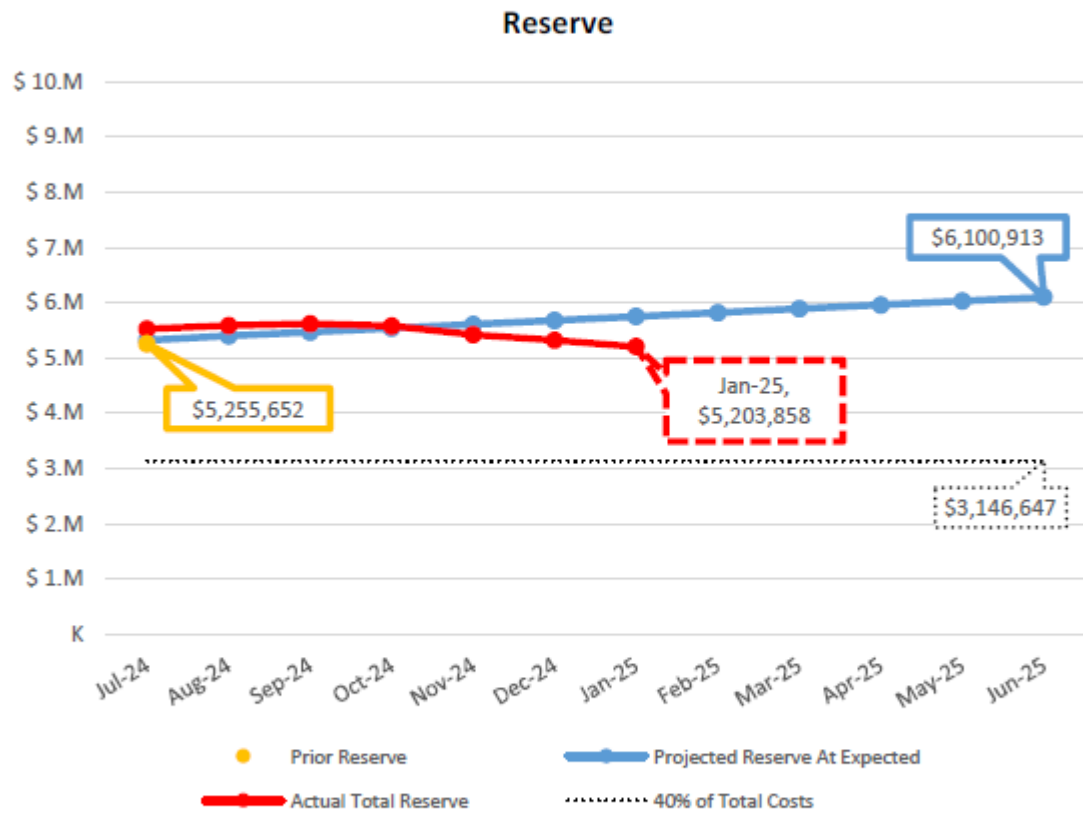
Financial Analysis

ONEDIGITAL
HEALTH AND BENEFITS

Medical Plan Performance

Plan Year July 2024 - June 2025



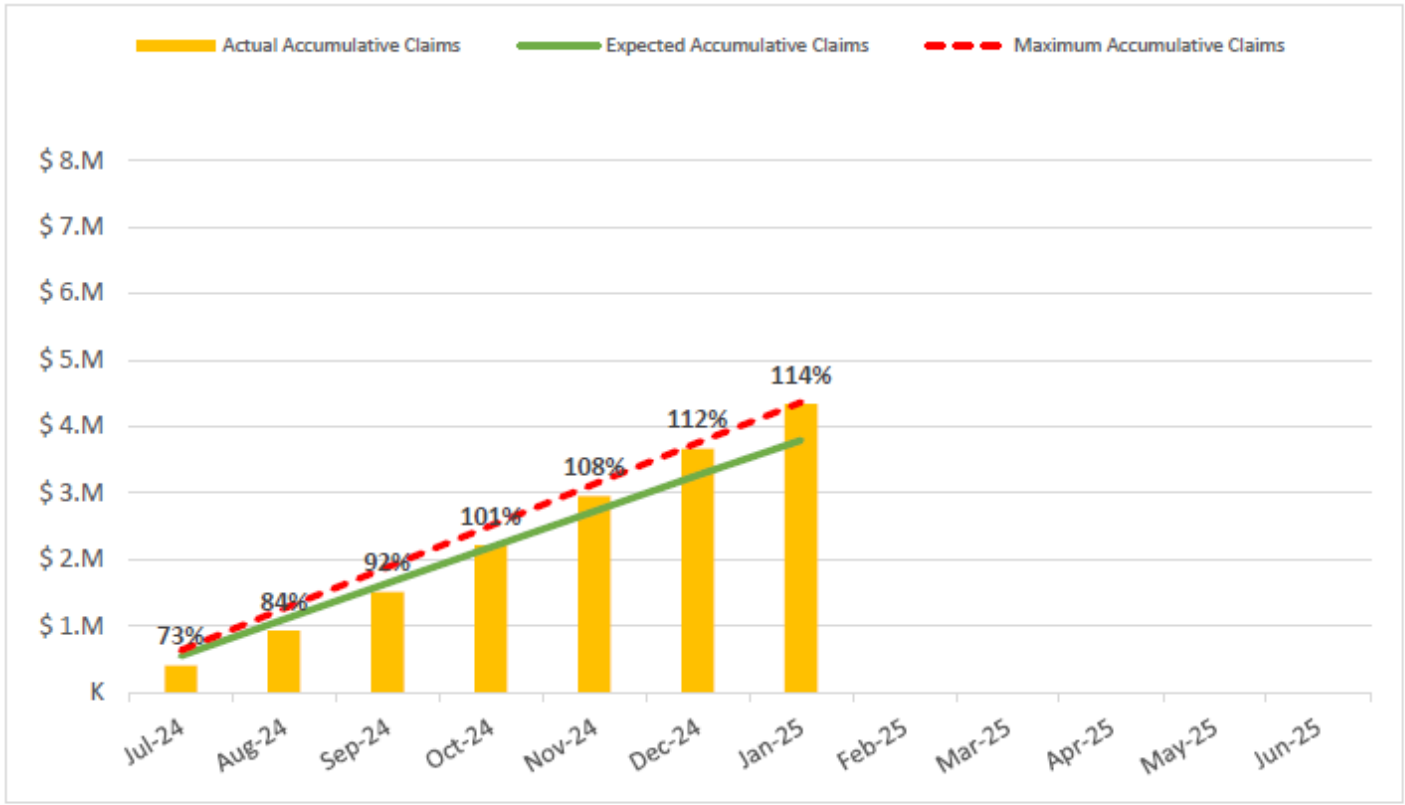


ONEDIGITAL
HEALTH AND BENEFITS

Medical Plan Performance

Plan Year July 2024 - June 2025

Actual Accumulative Claims vs Expected and Maximum



Attachment Point: 115%

Contract: 12/18

ONEDIGITAL HEALTH AND BENEFITS

	2022	2023	2024
PYTD	89%	96%	114%
Year End	93%	101%	

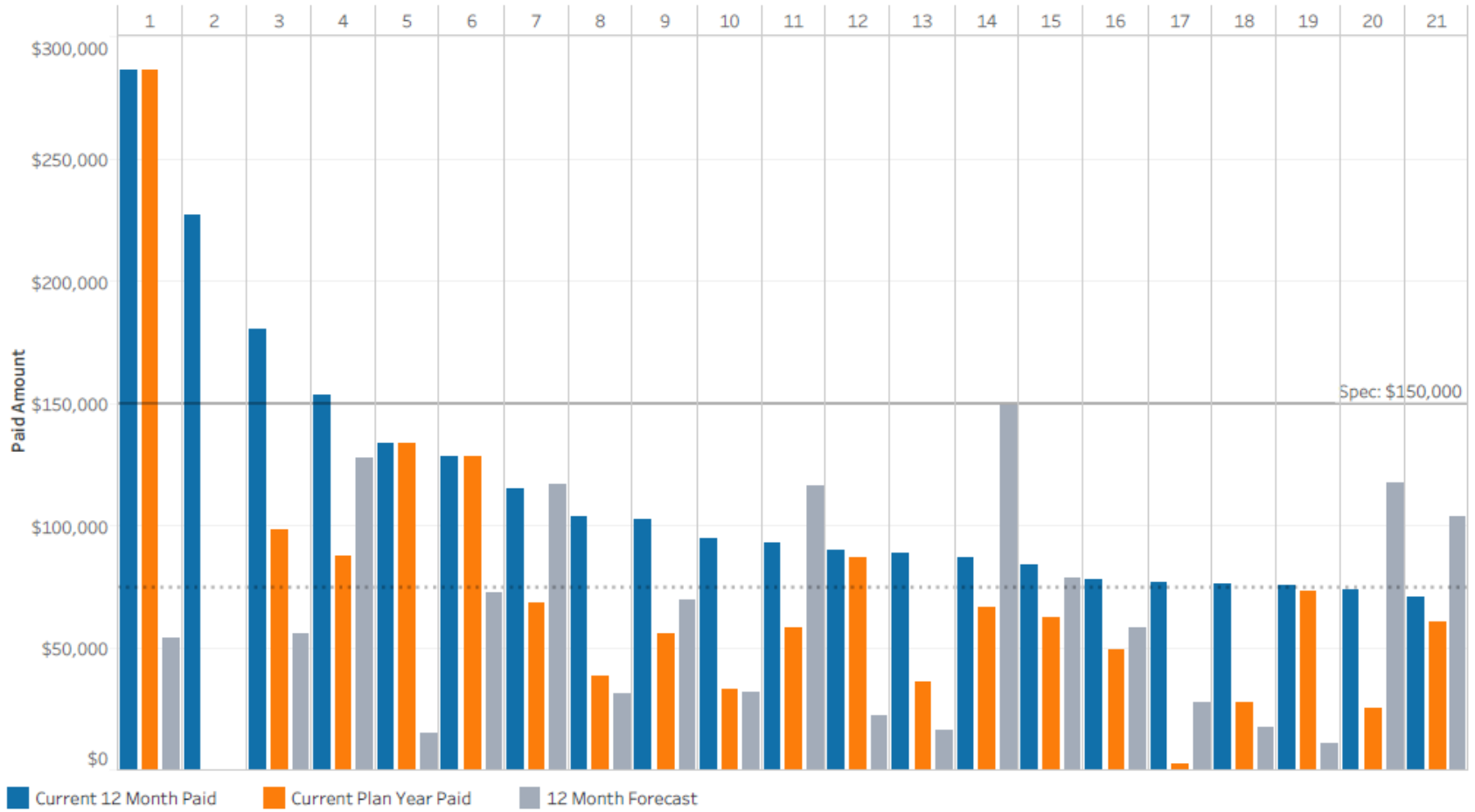
For the complete high claimant list, please refer to the appendix.

Net of Ineligible Amount: 107%

High Cost Claimants

*Members with a **12-month paid** or a **12-month forecast** at or above 50% of the latest plan year spec*

	Claimants	Current 12 Month Paid
Current 12-Months	19	$2,276,964



Richfield Public Schools ISD #280
Current 12-Months Paid from 2/1/2024 - 1/31/2025
Plan Year 2024: Paid from 7/1/2024 - 12/31/2025 || Incurred from 7/1/2024 - 6/30/2025

ONEDIGITAL HEALTH AND BENEFITS

Self Funded Medical Renewal at $175,000 Stop Loss

	Current	BAFO Renewal	Renewal Options	OneDigital UW	OneDigital UW
	HealthPartners	HealthPartners	BCBS	BCBS	HP
Current Enrollment		*Carved Out PBM*	*BAFO*		Carve out
Single	363	363	363	363	363
Family	174	174	174	174	174
Total Enrollment	**537**	**537**	**537**	**537**	**537**
Total Members	**970**	**970**	**970**	**970**	**970**
		14.9% Increase	*15% rate cap*		
Fixed Costs		*2nd Year*	*Year 2*		
Stop-Loss Coverage Contract	12/18	12/18	12/18	12/18	12/18
Specific Individual Deductible	**$150,000**	$175,000	$175,000	**$175,000**	**$175,000**
Single	$92.03	$92.35	$95.70	$95.70	$92.35
Family	$224.17	$224.95	$233.12	$233.12	$224.95
Total Annual Specific Premium:	**$868,950**	**$871,972**	**$903,624**	**$903,624**	**$871,972**
Aggregate Premium - PEPM					
Single	$2.39	$2.58	$0.00	$0.00	$2.58
Family	$5.82	$6.29	$0.00	$0.00	$6.29
Total Annual Aggregate Premium:	**$22,563**	**$24,372**	**$0**	**$0**	**$24,372**
Annual Reinsurance Premium:	**$891,513**	**$896,344**	**$903,624**	**$903,624**	**$896,344**
Administration Services		**0.54%**	**1.36%**		
Medical Administration		Rate Hold Year 2	Rate Hold Year 2		
Single	$52.21	$53.78	$47.47	$47.42	$53.78
Family	$52.21	$53.78	$47.42	$47.42	$53.78
Claim Fiduciary	$0.25	$0.25	$0.00	$0.00	$0.25
Springbuk	$1.00	$1.00	$1.00	$1.00	$1.00
PBM Integration fee	$1.13	$1.16	$0.00	$0.00	$1.16
SL integration fee	$2.03	$2.09	$0.00	$0.00	$2.09
HealthJoy	$6.50	*$6.50*	*$6.50*	$6.50	$6.50
Pharmacy fee	$0.00	$0.00	$0.00	$0.00	$0.00
Consulting Fee	$6.72	$6.72	$6.72	$6.72	$6.72
Annual Administration Cost	**$450,029**	**$460,726**	**$397,406**	**$397,188**	**$460,726**
Rebate Estimate	**($473,865)**	**($473,865)**	**($531,658)**	**($531,658)**	**($473,865)**
PaydHealth Savings Cost	**$26,932**	**$26,932**	**$0**	**$0**	**$26,932**
Without Alt funding Savings	**$0**	**$0**	**$97,800**	**$97,800**	**$0**
Total Annual Fixed Cost	**$894,609**	**$910,138**	**$769,373**	**$769,155**	**$910,138**
Difference To Current Fixed Costs		**1.74%**	**-14.00%**	**-14.02%**	**1.74%**

Self Funded Medical Renewal at $175,000 Stop Loss

	Current		BAFO Renewal	Renewal Options	OneDigital UW	OneDigital UW
	HealthPartners		HealthPartners	BCBS	BCBS	HP
Estimated Expected Claims Cost			6% increase in year 2			
Expected Annual Claims	$6,373,515	537	$8,055,688	$7,480,632	$8,160,687	$8,160,687
Difference To Current Exp. Annual Claims			26.39%	17.37%	28.04%	28.04%
Max. Annual Claims (Attachment Point)	$7,329,542	1.15	$9,264,041	$8,602,727	$9,384,790	$9,384,790
Expected Grand Total Costs						
Current Contract Expected	$7,268,124					
Expected Renewal Cost			$8,965,826	$8,250,004	$8,929,842	$9,070,825
Difference To Current Expected			$1,697,701	$981,880	$1,661,718	$1,802,701
			23.36%	13.51%	22.86%	24.80%
Current Claims Funding						
Current Self Insured Funding	$8,131,860					
Expected Renewal Cost			$8,965,826	$8,250,004	$8,929,842	$9,070,825
Difference To Current Funding			$833,966	$118,144	$797,982	$938,965
			10.26%	1.45%	9.81%	11.55%
Maximum Grand Total Costs						
Current Self Insured Funding	$8,131,860					
Maximum Renewal Cost			$10,174,179	$9,372,099		
Difference To Current Funding			$2,042,319	$1,240,239		
			25.12%	15.25%		

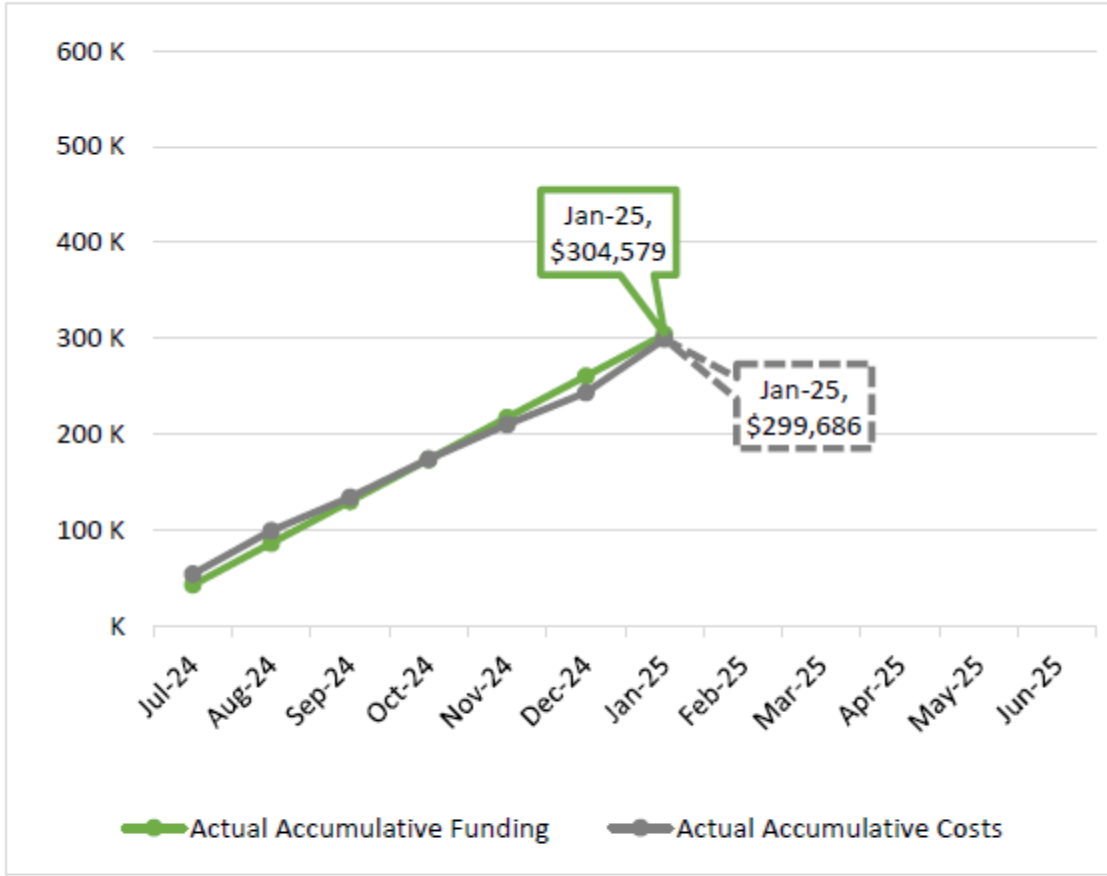
Medical Decision Rational

- HealthPartners
  - Allowed for continuation of our current Pharmacy Benefit Manager (Maxor) and specialty drug program with PayDHealth. Keeping HP with Maxor also allows us to an international drug sourcing which can generate additional savings for the member and the plan.
  - Overall fixed costs very similar to other offers
  - Increasing the plan's individual stop loss from $150k to $175k. Best practice is the index the deductible every 3-5 years.

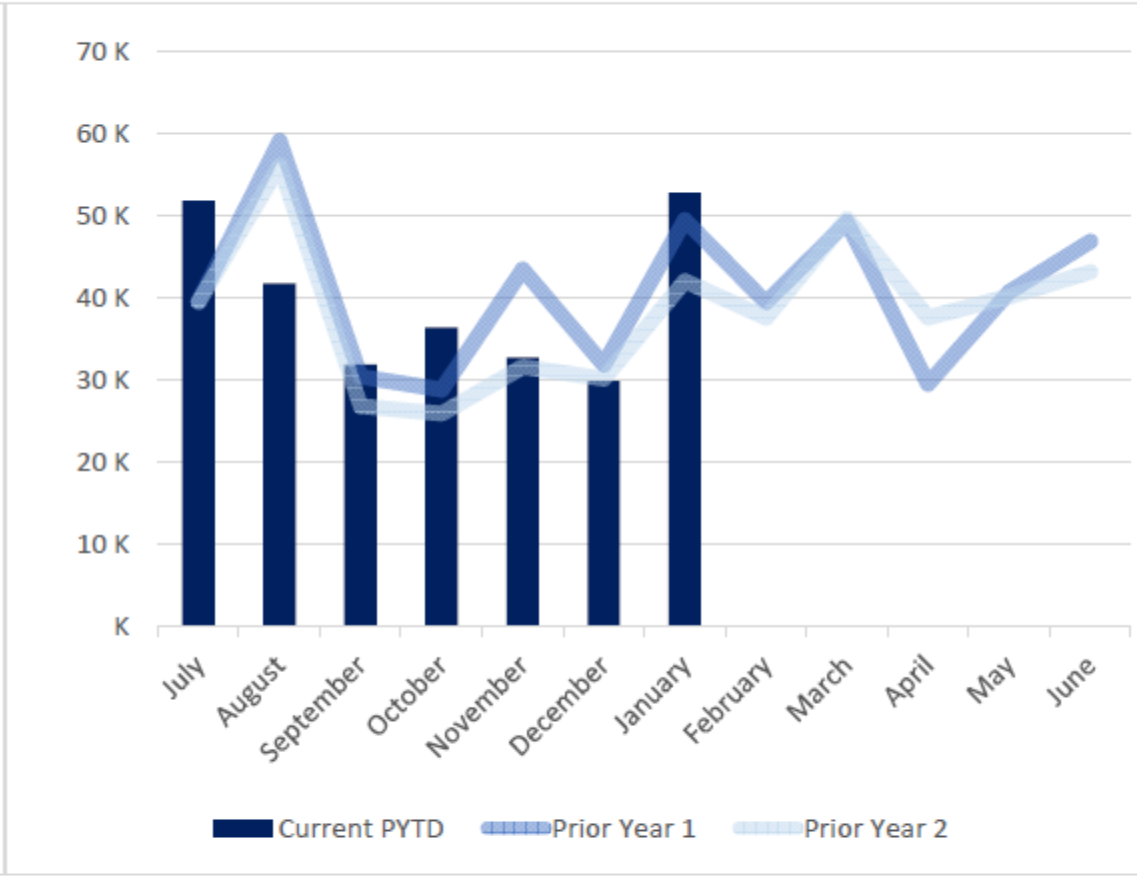
ONEDIGITAL HEALTH AND BENEFITS

Dental Plan Performance

Funding & Claims



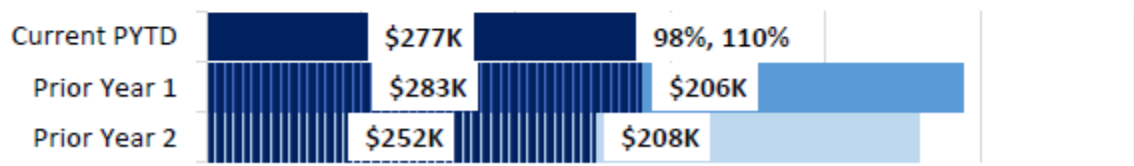
Seasonality



Current Estimated Plan Year Reserve:	$4,893
Estimated Prior Reserve:	$96,048
Total Reserve:	$100,940

Equivalent to 2.36 months of annualized spend

Plan Year Total Progress



Dental Underwriting

	Current Delta	Renewal Delta	OneDigital Underwriting
Current Enrollment			
Single	313	313	313
Family	332	332	332
Total Enrollment	645	645	645
Fixed Costs			
Administrative Fee	$5.00	$5.00	$5.00
Annual Administration Costs	**$38,700**	**$38,700**	**$38,700**
	Current Funding	**Projection + Admin**	
Single	$59.00	$39.11	$71.50
Family	$75.00	$98.16	$71.50
Suggested Funding	**$520,404**	**$537,967**	**$553,384**
Difference To Current		**$17,563**	**$32,980**
		3.37%	**6.34%**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 17, 2025

Subject: Renewal of Group Dental Coverage

(Recommended by superintendent)

That the board of education approve the recommendation of the District Insurance Advisory Committee to maintain our contract with Delta Dental of Minnesota to provide third-party administrator services for the District's dental benefits plan.

It is further recommended that the monthly rates for the plans are adjusted as follows:

Dental Plan	Current Rate	Proposed
Single	$59.00	$59.00
Family	$75.00	$79.00

Background Information

(Prepared by Craig Holje)

On Tuesday, March 4, the District Insurance Advisory Committee reviewed the current fund balance and utilization within the District Dental Plan and recommended increasing the family premium by $4 per month to cover anticipated liabilities within the plan. The dental plan currently has a composite rate for single and family coverage, with the family rate being adjusted for premium cost requirements above the district contribution for dental insurance as identified in various employment contracts.

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 17, 2025

SUBJECT: RESOLUTION DISCONTINUING POSITIONS FOR 2025-2026

(Recommended by the Superintendent)

That the board of education approve the attached resolution which eliminates certified positions within specific licensure areas as recommended to achieve the necessary staffing for 2025-2026.

Background Information

(Prepared by Michelle Axell and Craig Holje)

14.37 FTE certified positions need to be eliminated for the 2025-2026 school year in order to adjust staffing to the projected student enrollment and the associated revenue in the formula allowance. In addition, staffing also addresses fluctuation in grade levels and course registrations. Adjustments were also made to account for program needs and necessary budget reductions.

2025-2026 staffing will maintain current average class sizes. Staffing may be increased later this spring once additional revenue and student registration information is available.

Attached:
Resolution Discontinuing Positions for 2025-2026

NEW BUSINESS - FOR ACTION **March 17, 2025** **Agenda Item VI.C.**

RESOLUTION DISCONTINUING POSITIONS

WHEREAS financial limitations, because of multiple factors including enrollment changes, applicable to Independent School District No. 280 (Richfield) have restricted the amount of revenue available to the School District in the school year 2025-2026; and

WHEREAS a need exists to provide a sound educational program commensurate with the financial resources available; and

NOW THEREFORE BE IT RESOLVED that the position(s) of:

Elementary/Secondary FTE Reductions:	
Social Worker	1.0
Counselor	1.0
Instructional Coach	1.0
Math	1.27
Social Studies	0.09
Science	0.09
Band	0.10
Districtwide Support Reductions:	
Elementary Media Specialist	0.6
School Nurse	1.0
Social Worker	1.0
English Language (EL) Coach	1.0
Technology Coach	1.0
Early Learning Coach	0.25
Special Programs Reductions:	
Literacy/Math Intervention	3.4
Talent Development	1.3
Special Education	0.27
Total :	**14.37**

be and the same hereby is/are discontinued pursuant to the provision of Minn. Stat. Sec. 122A.40.

Chair: _____

Clerk: _____

Date: _____

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 17, 2025

SUBJECT: NOTICE OF RESOLUTION PROPOSING TO DISCONTINUE TEACHING CONTRACTS AND TO PLACE TEACHERS ON UNREQUESTED LEAVE OF ABSENCE

(Recommended by superintendent)

That the board of education approve the attached resolutions proposing to discontinue the teaching contracts and to place the teachers on unrequested leave of absence.

Attached:
Resolutions Proposing to Discontinue Teaching Contracts

Agenda Item VI.D.1.

RESOLUTION PROPOSING TO DISCONTINUE
THE TEACHING CONTRACT OF

Chelsey Payne

BY PLACING SUCH TEACHER ON
UNREQUESTED LEAVE OF ABSENCE

WHEREAS the School Board of Independent School District No. 280 has determined that it is necessary to reduce the number of teachers employed in the School District because of financial limitations or the need to discontinue positions; and

WHEREAS the School Board of Independent School District No. 280 has discontinued the position of **Talent Development** because of financial limitations or the need to discontinue positions; and

WHEREAS **Chelsey Payne** appears to be the teacher where contract must be discontinued by operation of the seniority provision contained in the Master Agreement entered into between the Richfield School Board and the Education Richfield;

NOW THEREFORE BE IT RESOLVED by the School Board of Independent School District No. 280 as follows:

(1) The continuing contract of **Chelsey Payne**, a teacher in said school district is proposed to be discontinued and said teacher is proposed to be placed on unrequested leave of absence, effective at the beginning of the **2025-2026** school year pursuant to Article X, Section 9 or 10, of the Master Agreement between the School Board of the Richfield School District and the Education Richfield.

(2) That written notice be sent to said teacher regarding the proposed discontinuance and placement on unrequested leave of absence.

C

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 17, 2025

Subject: Selection and Reevaluation of Instructional Resources

(Recommended by the superintendent)

A first read of Policy 610: Selection and Reevaluation of Instructional Resources and Administrative Guideline 610.1. This policy delegates the responsibility of selecting and evaluating curricular resources to the superintendent and administration. It also lays out the expectations that all curricula used in the district must adhere to and directs the superintendent to develop a process for reconsideration of certain instructional materials. The administrative guideline goes into further detail on responsibilities for resource selection, criteria for curricular resources and the formal and informal procedures for individuals to challenge curricular materials.

The Teaching & Learning Department is currently reviewing the policy and guideline.

Attachments:
Policy 610: Selection and Reevaluation of Instructional Resources
Administrative Guideline 610.1
MSBA Model Policy 606: Textbooks and Instructional Materials
MSBA Model Policy 606.5: Library Materials

RICHFIELD PUBLIC SCHOOLS

SELECTION AND REEVALUATION OF INSTRUCTIONAL RESOURCES

I. PURPOSE

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that selection of textbooks and instructional materials is a vital support for the school district's curriculum. The school board has the authority to make final decisions on selection of textbooks and instructional materials.

III. RESPONSIBILITY OF SELECTION

A. While the school board retains its authority to review final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent, administration and professional staff the responsibility for the evaluation, selection and consideration of resources. The Teaching and Learning Department shall work directly with staff in developing such recommendations.

B. Based on the review of instructional texts, materials and content during the selection process, the recommendations shall:

1. support the academic standards, goals and objectives of the education programs;

2. consider the needs, age and maturity of students;

3. foster respect, understanding of and appreciation for historical and contemporary contributions by and roles open to Americans of all cultures and races, gender and gender-nonconforming, and individuals with unique and varying abilities and varied opinion;

4. permit grade-level instruction for students to study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system;

5. be in the English Language. Another language may be used, pursuant to Minn. Stat. § 124D.61;

6. be within the constraints of instructional time and the school district budget; and

7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.

C. The Superintendent or designee, shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks, materials and content by the professional staff. This procedure will be coordinated with the district program improvement process and may utilize advisory committees.

IV. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instructional program. Interested persons shall submit a request for reconsideration of the use of certain textbooks or instructional materials.

B. The superintendent shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.

C. The superintendent shall present a procedure to the school board for review regarding reconsideration of textbooks or other instructional materials. The review procedure shall be a guideline attached to this policy.

Legal References:
Minn. Stat § 120A.22, Subd. 9 (Compulsory Instruction – Curriculum)

Minn. Stat. § 120B.20 (Parental Curriculum Review)
Minn. Stat. § 120B.235 (American Heritage Education)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)
Minn. Stat § 124D.59-124D.61 (Limited English Proficiency)
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)
Hazelwood Sch. Dist. V. Kuhlmeier, 484 U.S. 260, 108 S. Ct. 562, 98 L.Ed.2d592 (1988)
Pratt v. Independent Sch. Dist. No. 831, 670 F.2d771 (8th Cir. 1982)

Cross References:
Board Policy 601 – Curriculum and Instruction Goals
Board Policy 611 - Provision of Alternative Instruction
Board Policy 612 Curriculum Development

RATIFIED BY THE BOARD OF EDUCATION: March 3, 1997

AMENDED BY THE BOARD OF EDUCATION: April 7, 1997, October 2, 2000
February 7, 2011, June 29, 2020

RICHFIELD PUBLIC SCHOOLS
ADMINISTRATIVE GUIDELINES

PROCEDURES FOR SELECTION AND REEVALUATION OF INSTRUCTIONAL RESOURCES

I. INTRODUCTION

"Richfield Public Schools inspires and empowers each individual to learn, grow, and excel." Richfield Public Schools strives to provide instructional resources which ensure that learners will have the opportunity to grow in their ability to find, apply, generate, and evaluate information that helps them to function successfully as individuals and to participate fully in society.

II. PURPOSE STATEMENT

This document provides established guidelines and procedures necessary to maintain a consistent quality of excellence in the resources used in the teaching and learning process, to provide for the continuing evaluation of the collection, and to allow the review of instructional resources as appropriate. These guidelines and procedures are used as a basis in helping administrators, teachers, students, parents/guardians and other interested citizens better understand the criteria used in selecting, reevaluating, and reviewing instructional resources.

III. DEFINITION OF "RESOURCE"

Resources are all print and non-print instructional and recreational resources, purchased by the district, and used in the education of the student. They shall include a variety of formats such as books (including textbooks and ebooks), print and digital periodicals, and digital and electronic resources, including those that are content-specific instructional licensing resources.

IV. RESPONSIBILITY FOR RESOURCES SELECTION

The Richfield Board of Education recognizes that it has legal authority to review textbooks and courses of study, but it delegates responsibility for the evaluation, selection, and reconsideration of resources to the administration and the professional staff.

A. It is the responsibility of school personnel who select resources to:

provide resources that will support and enrich achievement of academic standards and benchmarks addressed in the curriculum, taking into

consideration all cultures and races, gender and gender-nonconforming, and individuals with unique and varying abilities and varied opinions;

provide resources that will stimulate growth in factual knowledge, communication, critical thinking and critical analysis of differing sides of issues, literary appreciation, aesthetic values, and recognition of various societal values.

B. It is the responsibility of the school library/media center personnel to:

distinguish between personal convictions and professional duties and to not allow personal beliefs to interfere with fair representation of the aims of the school district or the provision of access to information resources at the building or district level;

place principle above personal opinion and reason above prejudice in the selection of resources of the highest quality in order to assure a comprehensive collection of resources appropriate for the complete education of all students.

C. It is the responsibility of the teacher to:

use professional judgment in the selection and deployment of educational resources.

V. MATCHING INSTRUCTIONAL RESOURCES AND OBJECTIVES

All resources selected shall support clearly-stated instructional objectives which are aligned to state and district standards and benchmarks, and take into account all cultures and races, gender and gender-nonconforming, and individuals with unique and varying abilities and varied opinions. The purposes of instructional and supplementary materials and resources selection process are:

A. To acquire resources consistent with the demands of the curriculum as defined by academic standards and benchmarks;

B. To effectively guide students in the selection and application of a variety of resources;

C. To provide students with the opportunity to develop skills in the use of a variety of learning resources;

D. To foster in students a wide range of interests and stimulate intellectual curiosity;

E. To provide opportunities for aesthetic experiences and development of appreciation for a variety of literary and fine arts;

F. To provide resources that support recreational reading and encourage students to be life-long, self-directed learners.

VI. SELECTION CRITERIA

Resources shall support and be consistent with the general educational goals of Richfield Public Schools and the goals and objectives of individual schools and specific courses, and be reviewed on a scheduled rotation. The resources need to:

A. Be sensitive to all cultures and races, gender and gender-nonconforming, and individuals with unique and varying abilities and varied opinions in Richfield Public Schools.

B. Be chosen to support successful student achievement of academic standards and benchmarks represented in the curriculum; and to meet the needs of students, including the needs for increased skills in a rapidly changing digital world.

C. Be appropriate for the age, emotional and social development, experience, ability levels and learning styles of the students for whom they are selected.

D. Provide a wide range of information, preparing students to examine their own attitudes and behaviors, to comprehend their responsibilities and rights as participating citizens in our society, and to make intelligent judgment in their daily lives.

E. Represent the diversity in religious, ethnic, political and cultural values held in a pluralistic society.

F. Be judged as a whole; selected for their strengths rather than rejected for their weaknesses.

VII. MATERIAL DISCARD AND REPLACEMENT PROCEDURE

In order to provide a current, highly usable collection of resources, professional personnel shall provide for constant and continuing renewal of resources, not only by the addition of up-to-date resources, but by the judicious elimination of resources which no longer meet a need or are not being used.

Selection is an ongoing process which includes the removal of resources which are no longer appropriate and replacement of resources which are lost or damaged. This process will be carried out according to accepted standards.

VIII. PRINT AND NON-PRINT MEDIA CENTER RESOURCES

Professional personnel shall:

A. Evaluate existing resources.

B. Assess curriculum needs and the demands needed of skills in a rapidly changing digital world.

C. Consult reputable, professionally prepared aids for selection (the actual item shall be examined when deemed appropriate).

D. Consider requests from school district personnel, students, parents/guardians/families, and other community members.

IX. SELECTION PROCEDURES

A. ELEMENTARY CLASSROOM INSTRUCTIONAL RESOURCES

Because the elementary teacher is teaching in multiple subject areas, the selection of resources in any single content area generally follows a set procedure.

1. Elementary curriculum selection will be reviewed on a scheduled basis-aligned with state standards review schedules. Representative committees, which include Special Education and ESL teachers, will review instructional programs and related materials/resources on a regular rotation.

2. The Superintendent or designee may initiate and teachers and/or principals may request the establishment of a program evaluation committee in addition to the routine rotation based on emerging circumstances.

3. Should a committee be established, the following procedures will be followed:

   a. The Superintendent or designee will assume leadership of the committee review process.

   b. All requests to publishing companies for information and resources to be examined should be presented to the committee. Resources are received and processed by the Superintendent or Designee and reviewed by the committee members.

   c. It is the responsibility of the committee members to communicate their findings, and to make a recommendation to the Superintendent or designee leading the committee, who will then communicate with the elementary principals and teachers who will be affected by the selections of the committee.

4. The purchase of instructional material/resources is approved by the Superintendent or Designee on the basis of the committee recommendations, budgetary considerations, and relationship to identified district policies and programs, and review by the District Curriculum Advisory Committee.

5. Any committees formed will remain functional until curriculum has been selected, implemented and reviewed.

6. Should a committee not be formed, the building personnel will work with the Superintendent or Designee for decision-making (e.g. number of students affected by new materials, costs of materials, etc.). The purchase of such materials/resources is approved by the Superintendent or Designee on the basis of staff recommendations, budgetary considerations, and relationship to identified district policies and programs.

7. Records regarding review and selection will be kept by the Superintendent or Designee.

B. SECONDARY CLASSROOM TEXT-TYPE RESOURCES

The five groups of professional staff involved with resources selection are teachers, educational leaders, media personnel, principals, and district office administrators. Representative committees, which include Special Education and ESL teachers, will evaluate instructional programs and related materials/resources and selected updated materials on a scheduled basis aligned with state standards review schedules.

1. The Superintendent or Designee may initiate and teachers and/or principals may request the establishment of a program/materials evaluation committee in addition to the routine rotation based on emerging circumstances.

2. Should a committee be established, the following procedures will be followed:

   a. The Superintendent or Designee will assume leadership of the committee review process.

   b. The committee will involve educational and department leaders, media personnel of warranted, and the building leadership team (principal and/or assistant principal) in the selection process.

   c. All requests to publishing companies for resources to be examined should be presented to the committee. Resources are

received and processed by the Superintendent or Designee and reviewed by the committee members.

d. It is the responsibility of the committee members to communicate their findings, and to make a recommendation to the Superintendent or Designee leading the committee, who will then communicate with the principals and teachers who will be affected by the selections of the committee.

3. The purchase of instructional material/resources is approved by the Superintendent or Designee on the basis of the committee recommendations, budgetary considerations, and relationship to identified district policies and programs, and review by the District Curriculum Advisory Committee.

4. Any committees formed will remain functional until curriculum has been selected, implemented and reviewed.

5. Should a committee not be formed, the building personnel will work with the Superintendent or Designee. The purchase of such materials/resources is approved by the Superintendent or Designee on the basis of staff recommendations, budgetary considerations, and relationship to identified district policies and programs.

6. Records regarding review and selection will be kept in the Superintendent or Designee.

C. INSTRUCTIONAL RESOURCES NOT PURCHASED BY THE DISTRICT

1. Teachers have the right to use resources they believe will increase their effectiveness in meeting the objectives of the course being taught.

2. Teachers recognize their responsibility to use professional judgment in the selection of resources. The teacher who is in doubt concerning the advisability of using certain resources in the classroom should apply the criteria outlined in these guidelines and/or consult with their principal.

3. Teachers must recognize that the manner in which they present and use resources has an impact upon students. Staff members should be sensitive to the divergent needs of students, should allow students freedom to select alternative resources, and should demonstrate respect for student standards and preferences.

4. With regard to films/videos, potential selections having ratings of "R" or "PG13" require special consideration. When staff feel such selections merit use for classroom instruction, staff must secure

permission from the building principal and obtain parental permission prior to classroom viewing. At the elementary level, principal and parent permission are required before the showing of PG rated videos/films. Viewing of full-length feature films in their entirety is discouraged as regular practice. Further, special consideration must be taken in to account with regard to licensing issues and Fair Use.

5. Gift resources will be accepted only with the understanding that they will then be judged by the same criteria as other resources and will be accepted or rejected on the basis of those criteria. Resources procured by teachers representing Richfield Public Schools in their professional capacity on sites such as DonorsChoose.org become the property of Richfield Public Schools.

X. PROCEDURES FOR RECONSIDERATION OF A RESOURCE

Any resident, parent or employee of the school district may request reconsideration with regard to the inclusion or exclusion of resources in the district's educational program on the basis of appropriateness.

“Request for Reconsideration” is defined as written statement of opposition to a resource, requesting that it be excluded or restricted, or advocacy, requesting that it be included.

A. OBJECTION AND REEVALUATION PROCEDURES

1. If material is questioned, school personnel shall explain the selection and reevaluation guidelines and procedures to the complainant; this is considered the "**informal**" stage of a challenge. The first point of contact is the teacher of the course/class in which the material is being used, or the media personnel in the building housing the material in the collection. The amount of instructional materials available makes it possible to offer alternative materials.

2. If, after conversation with the teacher or media personnel, there is still a request for reconsideration, within five working days after receiving a request for reconsideration, school building administrative personnel will contact and meet with the complainant and provide him/her with a copy of these policies and procedures. Utilizing the rationale for selection and approval of the material, the school building administrative personnel will explain the reasons for its inclusion in the curriculum or media center and the qualifications of those persons selecting the resources. This is still considered part of the informal stage of the request for reconsideration. If the challenge is not resolved **informally**, the complainant must submit a written disagreement to the school building administrative personnel

3. Once the school building administrative personnel receives the written disagreement, the school building administrative personnel will refer the complaint to the Superintendent or Designee. The challenge now becomes a **"formal"** challenge.

4. Within twenty working days, the Superintendent or Designee shall meet, hear testimony.

5. Upon making the final decision, the Superintendent or Designee will send a letter informing the complainant of the decision. The decision shall be communicated to all appropriate employees.

B. INFORMAL PROCEDURES

1. Each challenge shall be dealt with in a courteous and confidential manner.

2. The person initiating the challenge should communicate with the teacher or media personnel first, to come to an informal resolution.

3. An informal resolution is defined as a condition in which both parties agree to either accept the material as currently used or to provide a mutually acceptable alternative or substitution.

4. If the challenge cannot be resolved informally, the school building administrative personnel will invite the person who is initiating the challenge to submit a written disagreement.

5. Upon submission of a formal written disagreement, the challenge will be defined as formal and the process for formal challenges will be initiated at the appropriate level.

C. FORMAL REEVALUATION

Normally the questioned resource will remain in use during the reevaluation process.

1. The Superintendent or Designee shall, within twenty days:
   a. obtain the questioned resource and read it in its entirety, and consult with professional organizations, as necessary;
   b. discuss the questioned resource;
   c. invite testimony, by inviting the party requesting the reconsideration, the appropriate teacher or media personnel, and building administrator to discuss intended use of the materials in the classroom or school, including the use of the material in whole or in part;

d. discuss the context in which the resource will be used, including any historical context;
; and
e. take a thorough written record of all discussion and recommendations.

2. The Superintendent or Designee shall:

a. Examine the questioned resource in its entirety.
b. Determine professional acceptance of the resource by reading critical reviews.
c. Weigh values and faults and form opinions on the resource as a whole if it is read or viewed in its entirety or focus the review on passages or sections identified for viewing/reading.
d. Discuss the resource in the context of the educational program.
e. Hear testimony.
f. Make a final decision/recommendation.

D. RESOLUTION

1. The written report, signed by all members of the committee attending the meeting, accompanied by all resources used during the proceedings and a minority report, if one is made, shall be available to the public.

2. The decision shall be communicated to the complainant, the school building administrative personnel, and the professional media person or teacher involved.

3. The decision shall be binding for the individual school or as specified in the Superintendent's decision/recommendation.

4. Requests to reconsider resources which have previously been before the committee will not be reviewed again for three years, unless the challenge is substantially different from a previous challenge.

5. The Superintendent's decision may be appealed to the District 280 Board of Education.

Ratified: April 7, 1997
Reviewed:
Revised: October 2, 2010
Amended February 7, 2011, June 29, 2020

RICHFIELD PUBLIC SCHOOLS
APPENDIX A
REQUEST FOR REEVALUATING A RESOURCE

The amount of instructional material available makes it possible to offer alternatives to challenged or controversial material. Should students or parents have objections to any material, teachers shall offer substitute selections.

School _____

Please check type of material:

( ) Book ( ) Video
( ) Periodical ( ) Other
( ) Film

Title _____

Author _____

Publisher or Producer _____ Copyright Date ___

Request initiated by _____ ☐ Self

☐ Organization_____
Name of Organization

Telephone _____ Address _____

City _____ State _____ Zip _____

The following questions are to be answered after the complainant has read, viewed, or listened to the material in its entirety. If sufficient space is not provided, attach additional sheets. (Please sign your name to each additional attachment).

1. To what in the material do you object? Please comment on the resource as a whole as well as being specific on those matters which concern you. (Please be specific, cite pages, film sequence, video, etc.)

_____

_____

2. What do you believe is the theme or purpose of this material?

_____

3. What do you feel might be the result of a student using this material?

_____

_____

_____

4. For what age group would you recommend this material?

_____

_____

_____

5. What do you think is good in this material? Please comment.

_____

_____

_____

6. What other material of the same quality, subject and format could you recommend in place of this material?

_____

_____

_____

8. What would you like the school district to do about this material?

_____

_____

_____

_____ Date _____

Signature of the Complainant

Please return completed form to school administrative personnel

Adopted: _____ *MSBA/MASA Model Policy 606*
Orig. 1995
Revised: _____ *Rev. 2024*

606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I. PURPOSE

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

III. RESPONSIBILITY OF SELECTION

A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.

B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials that:

1. support the goals and objectives of the education programs;

2. consider the needs, age, and maturity of students;

3. foster respect and appreciation for cultural diversity and varied opinion;

4. fit within the constraints of the school district budget;

5. are in the English language. Another language may be used, pursuant to Minnesota Statutes, sections 124D.59 to 124D.61;

6. permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and

7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.

C. The superintendent shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall

provide opportunity for input and consideration of the views of students, parents, and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development effort and may utilize advisory committees.

IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

A. The superintendent shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process.

B. The superintendent shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.

V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.

B. The superintendent shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.

C. The superintendent shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this policy.

Legal References:
Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)
Minn. Stat. § 120B.235 (American Heritage Education)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)
Minn. Stat. § 124D.59-124D.61 (Education for English Learners Act)
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988)
Pratt v. Independent Sch. Dist. No. 831, 670 F.2d 771 (8th Cir. 1982)

Cross References:
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)

Adopted: _____ *MSBA/MASA Model Policy 606.5*
Orig. 2023
Revised: _____ *Rev. 2024 (Nov.)*

606.5 LIBRARY MATERIALS

I. PURPOSE

The purpose of this policy is to provide direction and to delegate responsibility for selection and reconsideration of library materials.

II. GENERAL STATEMENT OF PURPOSE

The school board recognizes that library materials serve as a vital component of a student's education by enriching the breadth of the curriculum as a whole and meeting the needs and interests of individual students. The purpose of library materials is to meet the needs of all students. Therefore, questions regarding selection and reconsideration of library materials should be handled differently than those concerning textbooks and instructional materials.

To ensure that library materials fulfill this role, the school board delegates to the superintendent or the superintendent's designee responsibility for administering a process for selection of library materials. Responsibility for selection shall rest with professionally trained school district staff, with recognition that the school board has the final authority on selection of library materials. Parents and guardians have the right and the responsibility to determine their children's access to library materials.

[NOTE: The school board may choose to revise the General Statement of Purpose.]

III. DEFINITIONS

A. "Library" is the school district resource that holds the library collection that serves the information and independent reading needs of students and supports the curriculum needs of teachers and staff. The term "library" includes a school library media center. The term also includes access to electronic materials.

For school districts with multiple school buildings, the term "library" refers to the resource within a specific school building.

Minnesota Statutes, section 124D.991, states that a school district or charter school library or school library media center provides equitable and free access to students, teachers, and administrators and that a school library or school library media center must have the following characteristics:

1. ensures every student has equitable access to resources and is able to locate, access, and use resources that are organized and cataloged;
2. has a collection development plan that includes but is not limited to materials selection and deselection, a challenged materials procedure, and an intellectual and academic freedom statement;
3. is housed in a central location that provides an environment for expanded learning and supports a variety of student interests;
4. has technology and Internet access; and

5. is served by a licensed school library media specialist or licensed school librarian.

[NOTE: The school board may add a sentence that incorporates the term(s) used to identify libraries in the school district, such as "The school district's libraries are commonly referred to as _____.]

B. "Library collection" consists of the library materials made available to students.

C. "Library materials" are the books, periodicals, newspapers, manuscripts, films, prints, documents, videotapes, subscription content, electronic and digital materials (including e-books, audiobooks, and databases), and related items made available to students in a school building or through access to electronic materials This term does not include materials made available to students as part of the curriculum.

D. "Library media specialist" is a teacher holding a Library Media Specialist teaching license issued by the Professional Educator Licensing and Standards Boards and who is trained to deliver library services to students and staff in a library. A library media specialist is authorized under Minnesota Rules to provide to students in kindergarten through grade 12 instruction that is designed to provide information and technology literacy skills instruction, to lead, collaborate, and consult with other classroom teachers for the purpose of integrating information and technology literacy skills with content teaching, and to administer media center operations, programming, and resources.

[NOTE: The specific titles of the school district's library staff should be used for this definition and substituted for "library media specialist" throughout this model policy. Please note the new 2024 law in Article IV regarding administration of selection and reconsideration procedures.]

IV. RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS

A. The school board recognizes the expertise of the school district's professional staff and the vital need of such staff to be responsible for selection of library materials.

B. While recommendations by administrators, faculty members, students, parents, and other community members may be considered, the final responsibility for selection of library materials shall rest with the library media specialist.

C. The procedures for selection and reconsideration set forth in this policy will be administered by:

1. a licensed library media specialist under Minnesota Rules, part 8710.4550;

2. an individual with a master's degree in library science or library and information science; or

3. a professional librarian or a person trained in library collection management.

D. The school board may decline to purchase, lend, or shelve or remove access to library materials legitimately based on:

1. practical reasons, including but not limited to shelf space limitations, rare or antiquarian status, damage, or obsolescence;

2. legitimate pedagogical concerns, including but not limited to the appropriateness of potentially sensitive topics for the library's intended

audience, the selection of library materials for a curated collection, or the likelihood of causing a material and substantial disruption of the work and discipline of the school; or

3. compliance with state or federal law.

[NOTE: In 2024, the Minnesota legislature enacted a new law—Minnesota Statutes 134.51--that includes the new provisions above.]

[NOTE: Minnesota Statutes, section 134.51, cited above, recognizes the school board's authority to make decisions regarding library materials. Through adoption of this policy, the school board delegates selection and reconsideration of library materials decision making as set forth in this policy.]

V. SELECTION OF LIBRARY MATERIALS

A. Selection Criteria: The library materials selection process should result in a library collection that, when considered as a whole, is consistent with the following criteria:

1. Library materials shall support and be consistent with the general educational goals of the state and the district and the aims and objectives of individual schools and specific courses;

2. Library materials shall be chosen to enrich and support the curriculum as well as to promote reading for pleasure by responding to the personal needs and interests of student users;

3. Library materials shall not be excluded because of the race, nationality, religion, sex, gender, or political views of the writer;

4. Library materials shall be appropriate to and reflect the needs, ages, maturity level, emotional development, ability levels, learning styles, social development, background, diversity, and needs and interests of the students for whom the materials were selected;

5. Library materials shall meet high standards of quality in one or more of these categories (presented alphabetically):

   a. Artistic quality and/or literary style;

   b. Authenticity;

   c. Critical thinking;

   d. Educational significance;

   e. Factual content;

   f. High interest for intended audience; and

   g. Readability.

6. The selection of library materials shall conform to the constraints of the school district budget.

[NOTE: Before adopting selection criteria, the school board is strongly encouraged to consult with the licensed library media specialist, who possesses professional expertise and experience in selecting appropriate library materials. The school board may choose to adopt selection criteria specifically designed for each school building.]

[NOTE: A school board may choose to adopt similar selection criteria for classroom library materials, with the classroom teacher making selection decisions. If a school board chooses to address classroom libraries, the board can decide whether to follow the reconsideration process in this model policy or to create a different process for classroom library materials.]

B. The library media specialist shall consult sources and specialists experienced in library materials collections appropriate for the building's students and that are reputable, experienced, unbiased, and professionally trained in school library materials.

[NOTE: The school board may choose to identify specific sources and specialists that satisfy this paragraph.]

C. The superintendent or the superintendent's designee shall be responsible for keeping the school board informed of progress on review and selection of each building's library materials.

D. Library materials that are outdated, inaccurate, no longer useful for curricular support or reading enrichment, or have not been utilized for an extended period of time may be removed. Library materials that are in poor physical condition may be removed or replaced as determined by the library media specialist or the principal.

E. Gifts and Donations of Library Materials

Materials offered for donation or gifted to a school library may be accepted if they comply with the library collection selection criteria and approved by the library media specialist. The school district's libraries welcome donations of books and other resource materials from individuals and organizations, but also reserve the right to decline to accept library materials that do not meet the criteria for selection. In addition, financial donations to benefit school district's libraries will be accepted with the understanding that funds will be used to purchase materials that are needed for libraries based on the needs of the individual schools.

[NOTE: The school board may choose to delete Paragraph E.]

VI. INDIVIDUAL STUDENT ACCESS TO SPECIFIC LIBRARY MATERIAL

A parent or guardian may request that access to specific material in the library materials collection be restricted from their student. The school shall take reasonable steps to fulfill this request. This type of request will not result in removal of specific library collection material from the library or restrictions upon any other student accessing specific library materials.

VII. RECONSIDERATION OF SPECIFIC LIBRARY MATERIAL

A. The school board seeks to uphold students' access to library materials that meet the educational goals and selection criteria set forth in this policy.

B. A school district employee, student, or a parent or guardian of a school district student may request reconsideration of specific library material on the basis of appropriateness.

Access to the material in question shall not be restricted until the procedures listed below have been fully completed and a decision to remove or restrict the materials has been made.

[NOTE: The school board may decide whether to allow a building principal to remove library materials pending completion of the reconsideration process.]

C. Informal Request for Reconsideration of Specific Library Material

1. Requests for reconsideration of specific library material shall be directed to the library media specialist and the building principal. The building principal and the library media specialist shall assume responsibility for processing the request on an informal basis.

2. The building principal and/or the library media specialist shall provide an explanation to the individual who submitted the request. The explanation shall include the particular selection criteria that the material in question met in order to be included in the library as curriculum support or as an independent reading choice for students in the building.

3. If the request is not resolved informally, the principal shall submit a report on the matter to the superintendent or the superintendent's designee. The requestor will have an option to initiate a Formal Request for Reconsideration.

D. Formal Request for Reconsideration of Specific Library Collection Material

1. A Formal Request for Reconsideration of specific library material is initiated upon submission of a completed *Formal Request for Reconsideration of Specific Library Collection Material* form. The form must be completed in its entirety for each work that is subject to a request for reconsideration. The principal shall notify the superintendent or the superintendent's designee and the library media specialist of receipt of a completed Formal Request form.

   If specific library material is the subject of a Formal Request for Reconsideration and a final decision is made to retain the specific library material, then the specific library material shall not be subject to additional requests for reconsideration for three years following the date of final resolution of the initial Formal Request for Reconsideration.

2. On an annual basis, the Superintendent or the superintendent's designee shall appoint a Library Materials Review Committee (Review Committee). This committee shall include:

   a. One member of the school district administration

   b. One principal

   c. Two teachers

   d. One library media specialist (or district media specialist or public librarian if the school district does not have a library media specialist)

   e. Two members of the school district community with no direct connection with the request for reconsideration

f. Two student representatives (as appropriate to the specific request).

[NOTE: This list of Review Committee members is an example. The school board may alter this list. The school district may decide to create Review Committees for individual schools.]

3. The Review Committee shall establish a date upon which it will discuss the request and whether the specific library collection material conforms to the selection criteria set forth in this policy.

4. The Review Committee

   a. may consult individuals, organizations, and other resources with relevant professional knowledge on school library material;

   b. shall examine the specific library material as a whole;

   c. shall examine the specific library material as to its conformance with the criteria for selection of library materials; and

   d. shall submit a written report to the superintendent or the superintendent's designee containing the Review Committee's decision on whether to retain, to remove, or to take other action regarding the specific library material.

5. The superintendent or the superintendent's designee shall inform the requestor and the school board of the Review Committee's decision. The requestor may appeal the Review Committee's decision to the superintendent or the superintendent's designee by submitting a written appeal to the superintendent or the superintendent's designee within fourteen (14) days of submission of the Review Committee's decision to the requestor. The superintendent or the superintendent's designee shall provide a written decision on a requestor's appeal within a reasonable time period.

   [NOTE: The school board can decide whether to allow appeal of a Review Committee decision to the superintendent or the superintendent's designee. If appeal to the superintendent or the superintendent's designee is permitted, the school board may direct the superintendent or the superintendent's designee to craft an appeal process or the board may choose to create the process itself.]

6. The requestor shall have the right to appeal the decision of the superintendent or the superintendent's designee to the school board.

   [NOTE: The school board may decide whether to allow an appeal of a Review Committee decision directly to the school board or whether the appeal to the superintendent or the superintendent's designee is a required intermediary step. If appeal to the school board is permitted, the school board may direct the superintendent or the superintendent's designee or designee to craft an appeal process or the board may choose to create the process itself.]

VIII. CHALLENGE REPORT

Upon the completion of a content challenge or reconsideration process in accordance with this

policy, the school board must submit a report of the challenge to the Commissioner of the Minnesota Department of Education that includes:

A. the title, author, and other relevant identifying information about the material being challenged;

B. the date, time, and location of any public hearing held on the challenge in question, including minutes or transcripts;

C. the result of the challenge or reconsideration request; and

D. accurate and timely information on who from the school district the Department of Education may contact with questions or follow-up.

[NOTE: This article was enacted in 2024 by the Minnesota legislature.]

IX. PROHIBITION ON RETALIATION

The school district may not discriminate against or discipline an employee for complying with Minnesota Statutes, section 134.51.

[NOTE: This article was enacted in 2024 by the Minnesota legislature.]

Legal References: Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (School Board Responsibilities)
Minn. Stat. § 124D.991 (Public School Libraries and Media Centers)
Minn. Stat. § 134.51 (Access to Library Materials and Rights Protected)
Minn. Rules Part 8710.4550 (Library Media Specialists)
Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico, 457 U.S. 853 (1982)
Virginia State Bd. of Educ. v. Barnette, 319 U.S. 624, 642 (1943)

Cross References: MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 17, 2025

Subject: Curriculum Development

(Recommended by the superintendent)

A first read of Policy 612: Curriculum Development and Administrative Guideline 612.1. The policy describes the districtwide needs that must be met by having appropriate curricula in place and periodically reviewing each curriculum area. The policy also states the requirement to have a district curriculum advisory committee. The guideline outlines the curriculum approval and selection process in detail.

Attachments:
Policy 612: Curriculum Development
Administrative Guideline 612.1
MSBA Model Policy 603: Curriculum Development

RICHFIELD PUBLIC SCHOOLS

CURRICULUM DEVELOPMENT

I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

III. RESPONSIBILITY

A. The superintendent shall be responsible for curriculum development, and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area. These timelines shall be congruent with state standards selection cycles. Curriculum and educational program improvement can be done through modification, new course or program offerings, updated alignment of content with state academic standards, vertical alignment of courses with regard to rigor and complexity, or program reduction and elimination.

B. A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its school sites, and shall include parent, teacher, support staff, student, community residents, and administration representation, and shall provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents shall comprise at least two-thirds of advisory committee members.

C. Within the ongoing process of curriculum development, the following needs shall be addressed:

1. Provide for the articulation of curriculum and courses of study from pre-kindergarten through grade twelve.

2. Identify minimum objectives for each course and at each elementary grade level. These objectives must be aligned to state standards for a particular content and grade level.

3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.

4. Provide a program for ongoing monitoring of student progress.

5. Provide for specific, particular, and special needs of all members of the student community.

6. Develop and publicly post a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.

7. Integrate required and elective course standards in the scope and sequence of the district curriculum.

8. Meet all applicable requirements of the Minnesota Department of Education and federal law.

D. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened utilizing an evidence-based universal screener. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened in a locally determined manner for continued reading difficulties, including the possibility of dyslexia. See Minn. Stat. § 120B.12, Subd. 2.

E. All families shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minn. Stat. § 120A.20, Subd. 1(c), regardless of the student's current ability to meet or exceed Minnesota academic standards in high school as measured by the Minnesota Comprehensive Assessments (MCAs).

F. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review.

G. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References:
Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)
Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment)
Minn. Rules Part 3500.0550 (Inclusive Educational Program)

Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)
MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)

RATIFIED BY THE BOARD OF EDUCATION: November 2, 1998

AMENDED BY THE BOARD OF EDUCATION: March 21, 2005, February 7, 2011, June 29, 2020

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

CURRICULUM DEVELOPMENT

CURRICULUM APPROVAL AND SELECTION PROCESS

The Administrative Guidelines outlined within this document are intended to clarify the process that occurs through a complete curriculum approval and selection process

1. Teachers, counselors, principals, community members, and/or parents/guardians identify a curricular need for a specific grade level or course, and bring to their building administration for review. If 50 percent or more of the staff at a district grade level or building level department (secondary) are affected by this curricular need, ***or*** if the total cost of the materials requested is more than $2,000, the process moves forward to the District Curriculum Advisory Committee (see steps below). If less than 50% of the staff at a grade level or department are affected by this curricular need, ***or*** the total cost of the materials is less than $2,000, the request goes to the building administration for approval.

2. The individual or group presents the suggested material, with a rationale for inclusion of the material, to the District Curriculum Advisory Committee (DCAC) at a regularly scheduled committee meeting. The committee reviews the material and either recommends that it continue in the approval process (if it meets a need, replaces or supplements an older, outdated resource) or that it is eliminated from the process. The District Curriculum Advisory Committee presents their recommendations to the Department of Teaching and Learning.

3. Materials recommended by DCAC are reviewed and analyzed by the Department of Teaching and Learning under the Direction of the Assistant Superintendent and Executive Director of Special Services. If the materials do ***not*** represent a full curriculum selection, the Department of Teaching and Learning makes final approval. Decisions are then communicated in writing to the individual or group presenting the materials for approval.

4. If the request represents a full curriculum selection, during a regularly scheduled adoption cycle, the Department of Teaching and Learning intentionally seeks representative teachers', administrators' and staff input and feedback during this step. The representative committee determines the quality of the suggested materials, the alignment to Minnesota State Academic Standards, and alignment to district Strategic Plan.

5. Full curriculum selection of materials vetted through DCAC and the Department of Teaching and Learning are made available to principals and/or instructional leadership teams for their review. Principals make recommendations for pilot classrooms of selected materials, if applicable.

6. Results of pilot studies are presented to the District Curriculum Advisory Committee and Department of Teaching and Learning during pre-determined times, not to exceed two times per year, which are set by the committee and communicated to staff by the DCAC chair. Materials deemed appropriate for full scale implementation are then recommended to the Board of Education for Richfield Public Schools.

7. During a regularly scheduled School Board meeting, a representative of the Department of Teaching and Learning share information on the recommended materials.

8. Following communication to the Board of Education, materials are ordered by the district, and are distributed to teachers for use with students. Ongoing professional development is provided and supported by the Department of Teaching and Learning. Principals monitor implementation of recommended material.

RATIFIED BY THE BOARD OF EDUCATION: November 2, 1998

AMENDED BY THE BOARD OF EDUCATION: March 21, 2005, February 7, 2011, June 29, 2020

Adopted: _____ *MSBA/MASA Model Policy 603*
Orig. 1995
Revised: _____ *Rev. 2024*

603 CURRICULUM DEVELOPMENT

[NOTE: Minnesota Statutes, section 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 618-620 provide procedures to further implement the requirements of Minnesota Statutes, section 120B.11.]

I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

III. RESPONSIBILITY

The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long-range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.

IV. DISTRICT ADVISORY COMMITTEE

A. The school board must establish an advisory committee to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.

B. The District Advisory Committee, to the extent possible, must reflect the diversity of the district and its school sites, include teachers, parents, support staff, students, and other community residents, and provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents must comprise at least two-thirds of committee members.

C. The District Advisory Committee must pursue community support to accelerate the academic and native literacy and achievement of English learners with varied needs, from young children to adults, consistent with Minnesota Statutes, section 124D.59, subdivisions 2 and 2a.

D. The school district may establish site teams as subcommittees of the District Advisory Committee.

E. The District Advisory Committee must recommend to the school board

1. rigorous academic standards, student achievement goals and measures consistent with Minnesota Statutes, sections 120B.11, subdivision 1a; 120B.022, subdivisions 1a and 1b; and 120B.35;

2. district assessments;

3. means to improve students' equitable access to effective and more diverse teachers;

4. strategies to ensure the curriculum is rigorous, accurate, antiracist, culturally sustaining, and reflects the diversity of the student population;

5. strategies to ensure that curriculum and learning and work environments validate, affirm, embrace, and integrate the cultural and community strengths of all racial and ethnic groups; and

6. program evaluations.

F. School sites may expand upon district evaluations of instruction, curriculum, assessments, or programs.

V. SCHOOL SITE TEAM

Each school must establish a site team to develop and implement strategies and education effectiveness practices to improve instruction, curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. The site team must include an equal number of teachers and administrators and at least one parent. The site team advises the board and the advisory committee about developing the annual budget and creates an instruction and curriculum improvement plan to align curriculum, assessment of student progress, and growth in meeting state and district academic standards and instruction.

VI. CURRICULUM DEVELOPMENT PROCESS

[Note: In light of changes in Minnesota law regarding curriculum, MSBA encourages school districts to consider deleting Article VI, Section A or revising it to reflect local curriculum development processes. Literacy planning is now addressed in new model policy 621: Literacy and the READ Act.]

A. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minnesota Statutes, section 120A.20, subdivision 1(c). A student's plan under this section shall continue while the student is enrolled.

B. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.

C. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References: Minn. Stat. § 120A.20 (Admission to Public School)
Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 124D.59 (Definitions)
Minn. Rules Part 3500.0550 (Inclusive Educational Program)
Minn. Rules Part 3501.0660 (Academic Standards for Kindergarten through Grade 12)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Part 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
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MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)
MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)