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, June 2, 2025
7 p.m. School Board Meeting

I. CALL TO ORDER

II. REVIEW AND APPROVAL OF THE AGENDA

III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

A. Superintendent Update (pages 9-67)

1. Facilities, Health & Safety Presentation (pages 10-30)
2. Vision Cards End-of-Year Report, Part 1 (pages 31-52)
3. Superintendent Goals (pages 53-67)

IV. CONSENT AGENDA

A. Routine Matters (pages 68-83)

1. Minutes of the Regular Meeting held May 19, 2025 (pages 69-78)
2. General Disbursements as of 5/23/25 in the Amount of $783,304.18 (pages 79-82)
3. Investment Holdings (page 83)

B. Personnel Items (pages 84-85)

V. OLD BUSINESS

A. Policy 112: Wellness & Administrative Guidelines 112.1 & 112.2 (pages 86-112)

B. Policy 546: Use of Peace Officers and/or Crisis Teams to Remove Students with IEPs from School Grounds (pages 113-125)

VI. NEW BUSINESS

A. Resolution Approving ISD 287 LTFM Budget (pages 126-134)

B. IEA Contract Renewal 2025-2028 (pages 135-148)

C. Policy 411: Local and Out-of-State Travel (pages 149-160)

D. Donations (page 161)

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

1. Thank You to the Student Board Representatives (page 162)

C. Suggested/Future Agenda Items

D. Future Meeting Dates

6-23-2025	7 p.m.	Regular Board Meeting – Public Comment
7-14-2025	6 p.m.	Board Study Session
7-14-2025	7 p.m.	Regular Board Meeting – Public Comment

VIII. CLOSED SESSION

A. Labor Negotiations Strategy (as allowed by Minnesota Statute 13D.03)

B. Superintendent Evaluation (as allowed by Minnesota Statute 13D.05)

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, June 2, 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
ACCESS:	Assessing Comprehension & Communication in English State-to-State
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
ESST:	Earned Sick and Safe Time
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)
WIDA:	World-Class Instructional Design & Assessment
WIN:	What I Need
YTD:	Year-to-Date

RPS Student and Staff 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%

670 Total Staff Districtwide (634.142 FTE)

- 351 Teachers/Licensed Staff (Non-administrators)
- 116 Paraprofessionals
- 74 Facilities & Transportation
- 46 Administration & Classified Management
- 38 Nutrition Services
- 23 Administrative Support Professionals
- 11 Outreach Workers
- 11 Other

(Does not include casual, substitutes, or cocurricular assignments)

Staff Diversity (based on self-reported categories)

- BIPOC: 30.65%
    - Hispanic/Latino: 15.63%
    - Black/African American: 8.04%
    - Other: 3.27%
    - Asian: 2.83%
    - American Indian: 0.89%
- White: 69.35%

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 2, 2025

Subject: Ongoing Board Calendar

Upcoming Events to Attend:

Tuesday, June 3: RHS Graduation, 7 p.m. @ Minneapolis Convention Center
Thursday, June 5: Centennial Promotion Ceremony, 9 a.m.
Wednesday, June 11: Richfield State of the Community event, 4:30-7 p.m. @ Richfield Municipal Center & Heredia Park
Saturday, June 21: Juneteenth Pop-up Celebration at the Richfield Farmers Market, 7 a.m. – noon @ Veterans Park
Monday, June 23: School Board Meeting, 7 p.m.

Monday, July 14: Board Study Session (Information about Running for Election to the School Board), 6 p.m.
Monday, July 14: School Board Meeting, 7 p.m.
Saturday, July 26: Urban Wildland Half Marathon & 5K, 7 a.m. @ Veterans Park

Upcoming Holidays, Heritage Months, and Appreciation Days:

June is LGBTQ+ Pride Month
June is National Caribbean American Heritage Month
June 19: Juneteenth

July 4: Independence Day

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 2, 2025

Subject: Superintendent Update

Director of Facilities Dan Kretsinger and Health & Safety Coordinator Faith Breeden will provide a joint presentation on Facilities, Health and Safety. Superintendent Unowsky will present part one of an end of year update on strategic plan progress through vision cards, as well as his end-of-year goals presentation.

Attachments:
Facilities, Health and Safety Presentation
Vision Cards End-of-Year Report, Part 1

- Presentation
- Activities Page 1: Progress Report
- Activities Page 2: Key Actions
- Activities Page 3: Rubric
- Business & Operations Page 1: Progress Report
- Business & Operations Page 2: Key Actions
- Business & Operations Page 3: Rubric
- Communication & Marketing Page 1: Progress Report
- Communication & Marketing Page 2: Key Actions
- Communication & Marketing Page 3: Rubric

Superintendent Goals Presentation

Enriching and accelerating learning

RICHFIELD
PUBLIC SCHOOLS

2025-2026 Facilities, Transportation, Health & Safety Update

Presented by: Dan Kretsinger & Faith Breeden

6/2/2025

Enriqueciendo y acelerando el aprendizaje

District Information

RICHFIELD PUBLIC SCHOOLS

Property in Total Acreage:	
High School Campus	29
RDLS & STEM	16
Sheridan Hills	8
Centennial	16
Middle School	21
Lyndale Field	8
Total Acreage	**98**

Facilities in Total Square Footage:	
High School	476,111
Transportation	28,366
Middle School	203,910
STEM	168,255
Sheridan Hills	60,637
Centennial	64,610
Dual Language	55,000
Central	53,404
Total Square Footage	**1,110,293**

Staffing Level Standards Per Custodian

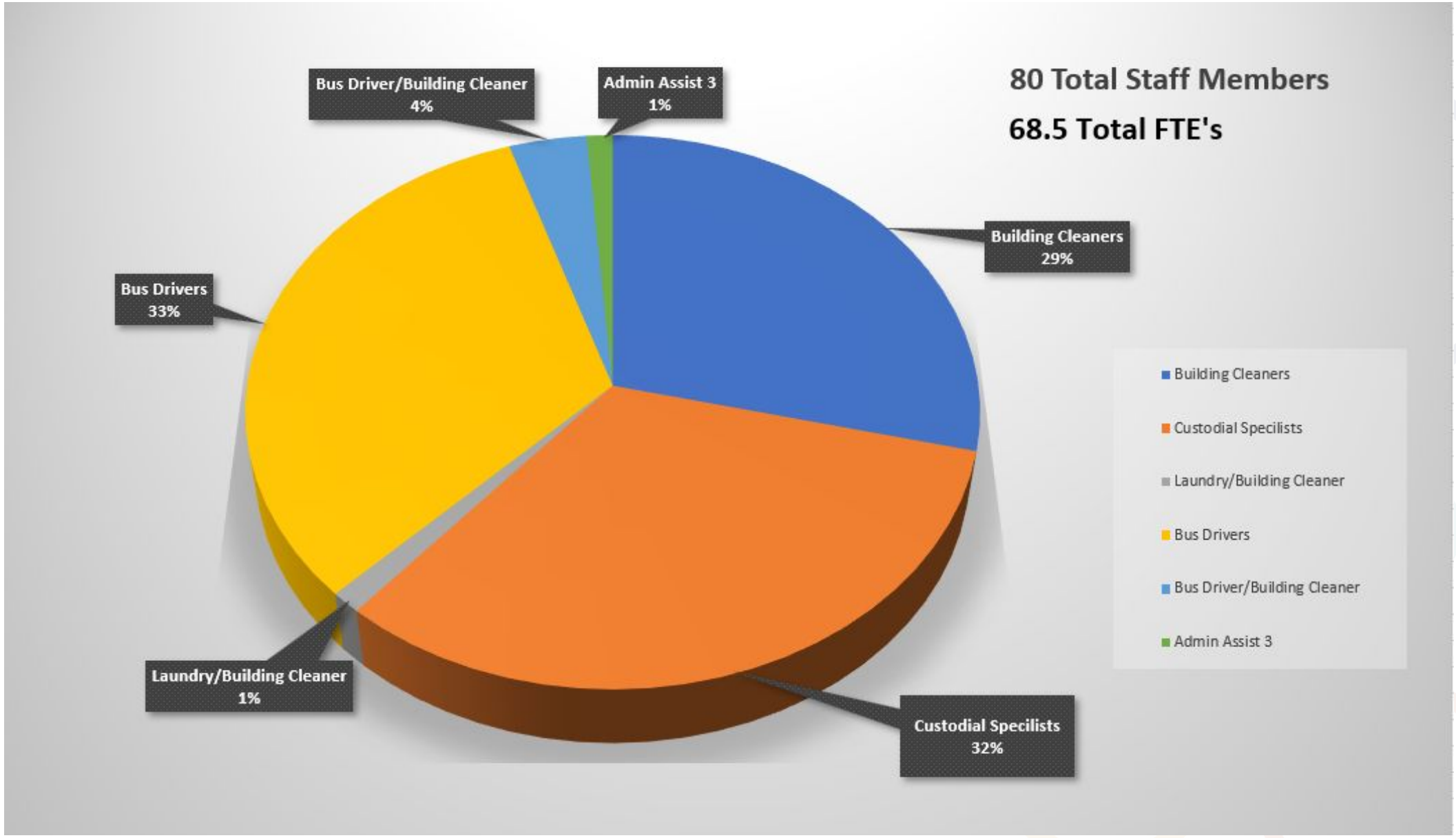
RICHFIELD PUBLIC SCHOOLS

Level 1 cleaning 10,000 sq. ft. per 8 hours	`Spotless` cleaning, such as might be found in a hospital or corporate suite. One custodian, properly supplied and equipped, should be able to clean 10,000 square feet in an 8-hour period, depending upon the condition and level of utilization of the facility.
Level 2 cleaning 11,000 - 18,000 sq. ft. per 8 hours	Intensive cleaning, reserved for areas such as restrooms, special education areas, kindergarten areas, or food service areas. One custodian, properly supplied and equipped, can clean approximately 11,000-18,000 square feet in an 8-hour period, depending upon the condition and level of utilization of the facility.
Level 3 cleaning 19,000 - 25,000 sq. ft. per 8 hours	Cleaning required to ensure the health and comfort of building users. One custodian, properly supplied and equipped, should be able to clean 19,000-25,000 square feet of space in 8 hours to this standard, depending upon the condition and utilization of the facility.
Level 4 cleaning 25,000 - 46,000 sq. ft. per 8 hours	Not generally acceptable for a school environment. One custodian cleans 26,000-46,000 square feet in an 8-hour period.
Level 5 cleaning 47,000 - 80,000 sq. ft. per 8 hours	Not considered healthy. One custodian, even properly supplied and equipped, will not be able to clean 47,000-80,000 square feet in an 8-hour period, to a healthy standard, whatever the underlying condition or utilization of the facility.

Common Education Data Standards

Operations

RICHFIELD PUBLIC SCHOOLS



Day to Day Operations

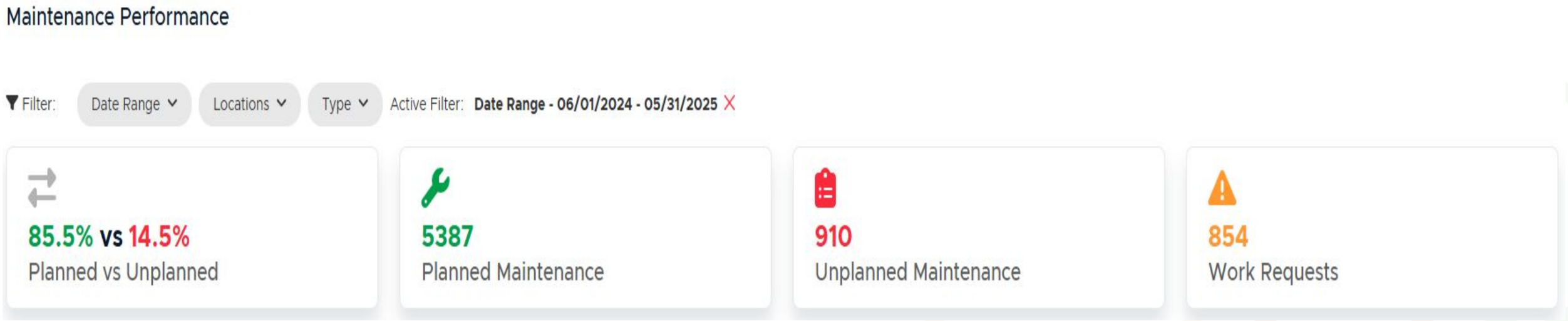
RICHFIELD PUBLIC SCHOOLS

- Total Cleaning Square Footage: 745,000
- Total Air Filters to Change 3x Per Year: 3505
- Snow Removal
- Ice Removal
- Mowing 1 to 2 times per week - 3 staff members
- District Procurement – Supplies, Inventory
- District Deliveries - Supplies, Special Programs and Food Service
- Athletic Fields Prepped and Lined Daily and Weekly
- Monthly Custodial Staff Trainings
- Boiler and High Pressure Vessel Safety Operations and Inspections
- Safe Routes to School Project Planning
- Bike Fleet Operations
- District Energy Management – B3 Benchmarking
- District Sustainability
- Health & Safety Management – Indoor Air Quality, Eyewash, Emergency Lighting, Fire Equipment, Fall Protection, Lockout Tagout, Hazardous Waste
- Daily Facility Events, Basketball, Activities, Rentals, Community Events
- Manage Route Changes, Updates and New Students
- Total Bus Routes Daily: 153
- Students Transported Daily: 2196
- Special Education Student Routing: 276
- Manage Student IEP Route Changes and Updates
- Daily Bus Disinfecting and Washing
- Summer School Bus Cleaning
- Supporting District Field Trips and Sports Trips
- District Van Training for Coaches and Teachers
- Quarterly Bus Driver Trainings
- Staff Hiring and Other Staffing Related Duties

Help Desk Tracking Data

RICHFIELD PUBLIC SCHOOLS

- Total completed tasks since June 2024 - over 7100 tasks so far
- Planned Maintenance is monthly routine checks for Health and Safety and regular maintenance
- Unplanned Maintenance are assets that require additional repairs
- Work Requests are what staff members enter/request in the Help Desk



Help Desk Completion Performance

RICHFIELD PUBLIC SCHOOLS

2317
On-time

1017
Overdue

2905
Critical

Completed



Operations

RICHFIELD PUBLIC SCHOOLS

Community Outreach Events - School Bus Tours

- City Vehicle Day at Southdale for Families
- Lil' Sparkler Event for Kids and Families in July

Student Education

- Black Dog Power Plant Tour
- Recycling and Waste Sorting Facility Tour
- U of M Power Generation Tour (Planning)

Professional Development and Training

- MASMS Custodial Days
- STN Leadership Conference
- MAPT Train the Trainer
- MASMS Bootcamp Training
- Monthly Staff Trainings
- Staff Gatherings - Appreciation, Potlucks and Winterbreak Gatherings

Day on the Hill with Legislators

- Increase funding for Long Term Facilities Maintenance



















Projects

RICHFIELD PUBLIC SCHOOLS

FY 24/25 Large Projects Completed

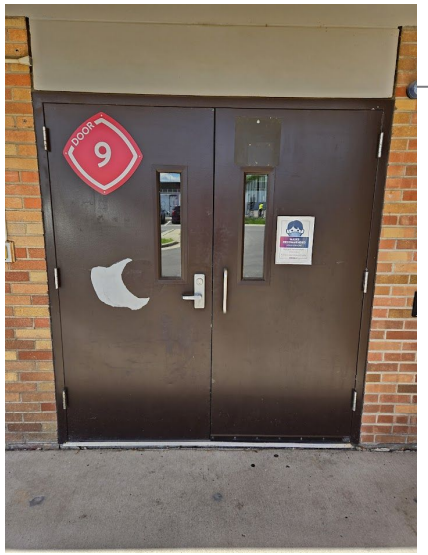
- High School EFIS, Dryvit and Flashing Repairs
- Central Tuckpointing and Brick Replacement Phase 1
- Middle School Partial Roof Replacement
- New Doors at Central and High School
- Middle School Gym Renovations – Bleachers, Basketball hoops and Structure, Door Replacements and Floor Repairs, Sanding and Painting
- Sheridan Hills Asphalt Replacement
- Stadium Scoreboard Replacement
- Auditorium Upgrades
- District Fire Sprinkler Inspections

FY 25/26 Large Projects Upcoming

- New Storage Building at High School Stadium
- Middle School Main Entrance Doors and Entrance 3 Door Replacements
- Skylight Replacement at High School Phase I
- Tuckpointing at High School Phase II
- Gym Floor Replacement at Centennial
- Stadium Fence and Retaining Wall Replacement at High School
- High School Auditorium Technical Updates
- E Wing Restroom Updates at Richfield High School

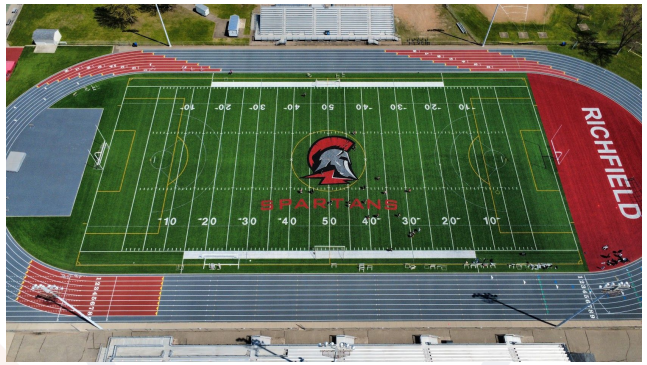
Projects Completed FY25

RICHFIELD PUBLIC SCHOOLS









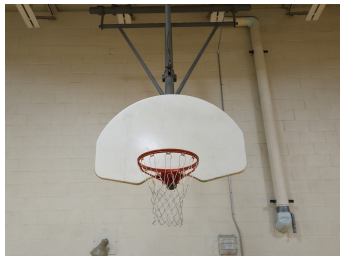


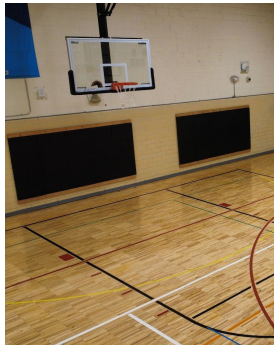












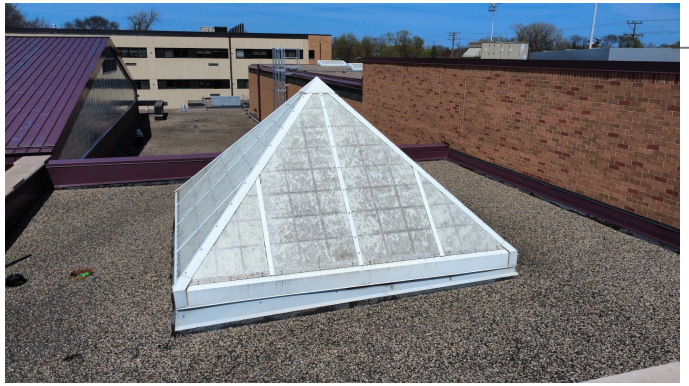


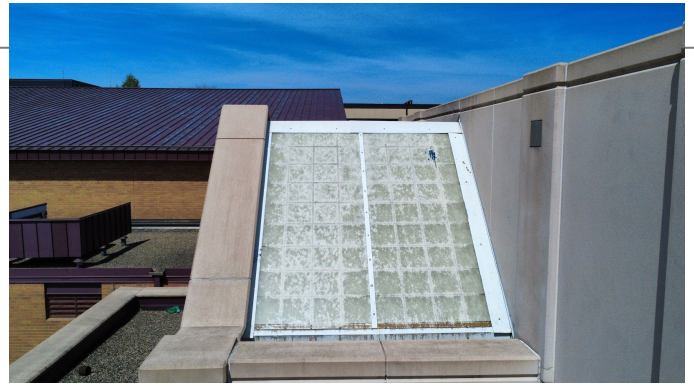




Projects for FY26

RICHFIELD PUBLIC SCHOOLS













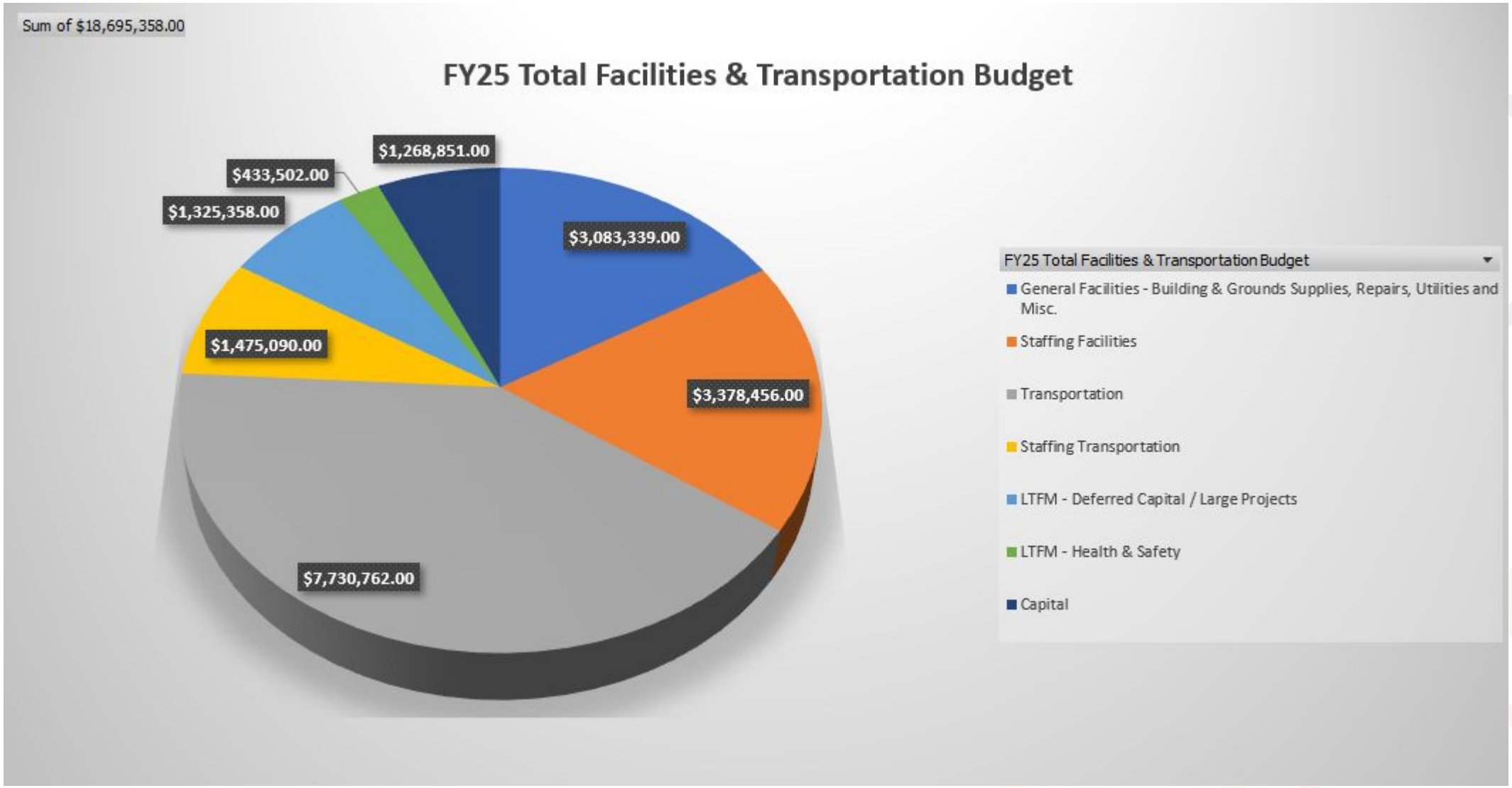






Facilities and Transportation Budget

RICHFIELD PUBLIC SCHOOLS



Enriching and accelerating learning

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PUBLIC SCHOOLS

2025-2026
Health and Safety Report

Facilities and Transportation Department

Enriqueciendo y acelerando el aprendizaje

Overview

RICHFIELD PUBLIC SCHOOLS

- Health & Safety Project Overview
- Health & Safety FY25 Tasks Accomplished
- Radon Testing
- Mock OSHA Inspection
- FY26 Health and Safety Projects



Health & Safety Project Overview

RICHFIELD PUBLIC SCHOOLS

Project (UFARS Code)	Last Completion Year	Scheduled Completion Year
Radon (349)	2024/2025	2029/2030
Lead-in-Water (349)	2023/2024	2028/2029
Bleacher Inspections (347)	2022	2027
Turf Field Testing (352)	2023 (baseline for new turf)	2025
Indoor Air Quality Testing (352)	2025 708 rooms/areas, 11 locations	2026 (completed annually)

Health & Safety Tasks Accomplished

RICHFIELD PUBLIC SCHOOLS

- Forklift and Powered Pallet Jack Recertification Training
- Lockout/Tagout Authorized Person Trainings
- Respirator Fit-Testing and Audiograms
- OSHA Inspection Process Presentation to District Admin
- Noise Monitoring and Hearing Conservation Management Plan Update
- Indoor Air Quality Walkthrough
- Turf Field G-Max Testing (upcoming)
- Aerial Lift Training
- Radon Testing

Radon Testing Overview

RICHFIELD PUBLIC SCHOOLS

- Richfield Public Schools tested for radon in January in every occupiable space at or below ground level throughout each building in the district.
- 574 locations were tested throughout the district.
- Management plan is located on the District Website – Facilities - Health & Safety page. The management plan includes testing schedule, map of testing locations and testing results.
- Richfield Public Schools have been testing for radon since 2010.

Radon Testing Results

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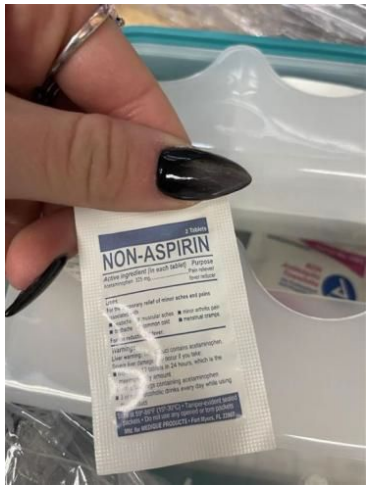
School	# of Rooms Sampled	# of Rooms above 4 pCi/L
Centennial Elementary	73	0
Central Education Center	48	0
RCEP Program at Hope Church	9	0
Richfield Dual Language School	53	0
Richfield High School	153	0
Richfield Middle School	88	0
Richfield STEM School	75	0
Sheridan Hills Elementary	67	0
Transportation Building / Bus Garage	8	0
Total	574	0

Mock OSHA Inspection (Richfield Middle and Sheridan)

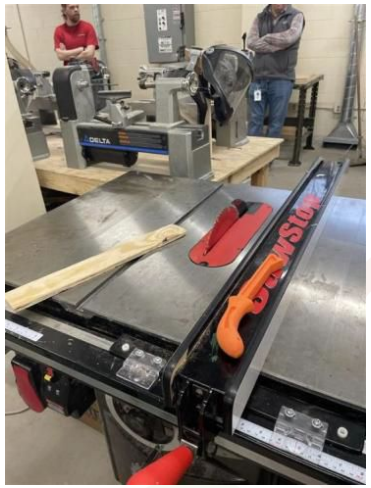
RICHFIELD PUBLIC SCHOOLS



Guardrail not installed.



Expired contents in first aid kit.



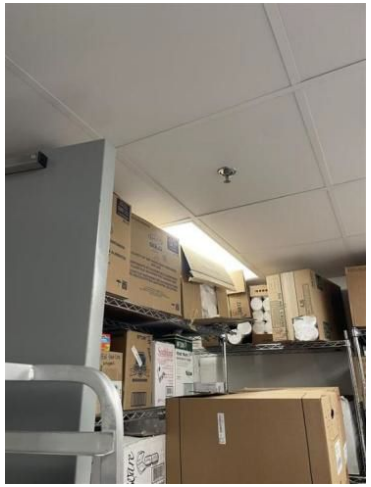
Machine guarding missing from table saw.



Portable eyewash station has expired solution



Exit routes must be clear and at least 3’ wide.



Storage within 18” of sprinkler deflectors.



Ladder safety labels are no longer legible.



Extension cord being repaired with tape.

FY25 Health and Safety Projects

RICHFIELD PUBLIC SCHOOLS

- Turf Field G-Max Testing – June
- AWAIR Program Implementation
  - A Workplace Accident and Injury Reduction (plan)
  - New requirement for K-12 schools
  - Establishes a guide for identifying and preventing employee injuries
- Management Plans - Review and Update

Enriching and accelerating learning

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Questions?

Enriqueciendo y acelerando el aprendizaje

Enriching and accelerating learning

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Vision Cards

End-of-Year Update, Part 1

Activities, Business & Operations, and Communication & Marketing

June 2, 2025

Enriqueciendo y acelerando el aprendizaje

What is a Vision Card?

RICHFIELD PUBLIC SCHOOLS

- **A way of reporting progress** on our strategic plan strategies, goals, actions and activities
- **A public accountability system**
- **A way to remain focused** on our top priorities

What Vision Cards are there?

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There is one card for each strategic plan strategy:

Vision Card 1 - Academics: Students will receive a challenging, engaging and relevant academic experience in RPS which will prepare them for college, career and life.

Vision Card 2 - Activities: Students will develop life skills, friendships and a sense of belonging through active participation in a variety of extracurricular activities at all grade levels. Activities will be inclusive, providing access, opportunity and a welcoming environment for all students.

Vision Card 3 – Business & Operations: Every person in every role and department will work together seamlessly to further our mission and vision.

Vision Card 4 – Climate & Culture: All students, families, staff and community members will share a sense of ownership, pride and belonging to RPS, where they will be part of a warm, welcoming and respectful environment that celebrates each and every individual.

Vision Card 5 – Communication & Marketing: Our families, staff and community will view RPS as a trusted first source of school-related information and feel well informed through consistent, high-quality digital and print communications.

The Parts of a Vision Card

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Each vision card has three pages:

- Page 1: An overview of our current status with each measurement **(progress report)**
- Page 2: A list of **key actions** that have been implemented to work toward attaining the goals
- Page 3: The **rubric** for assessing progress on each measure

The vision cards in their entirety are included in the board packet.

Understanding the Progress Report

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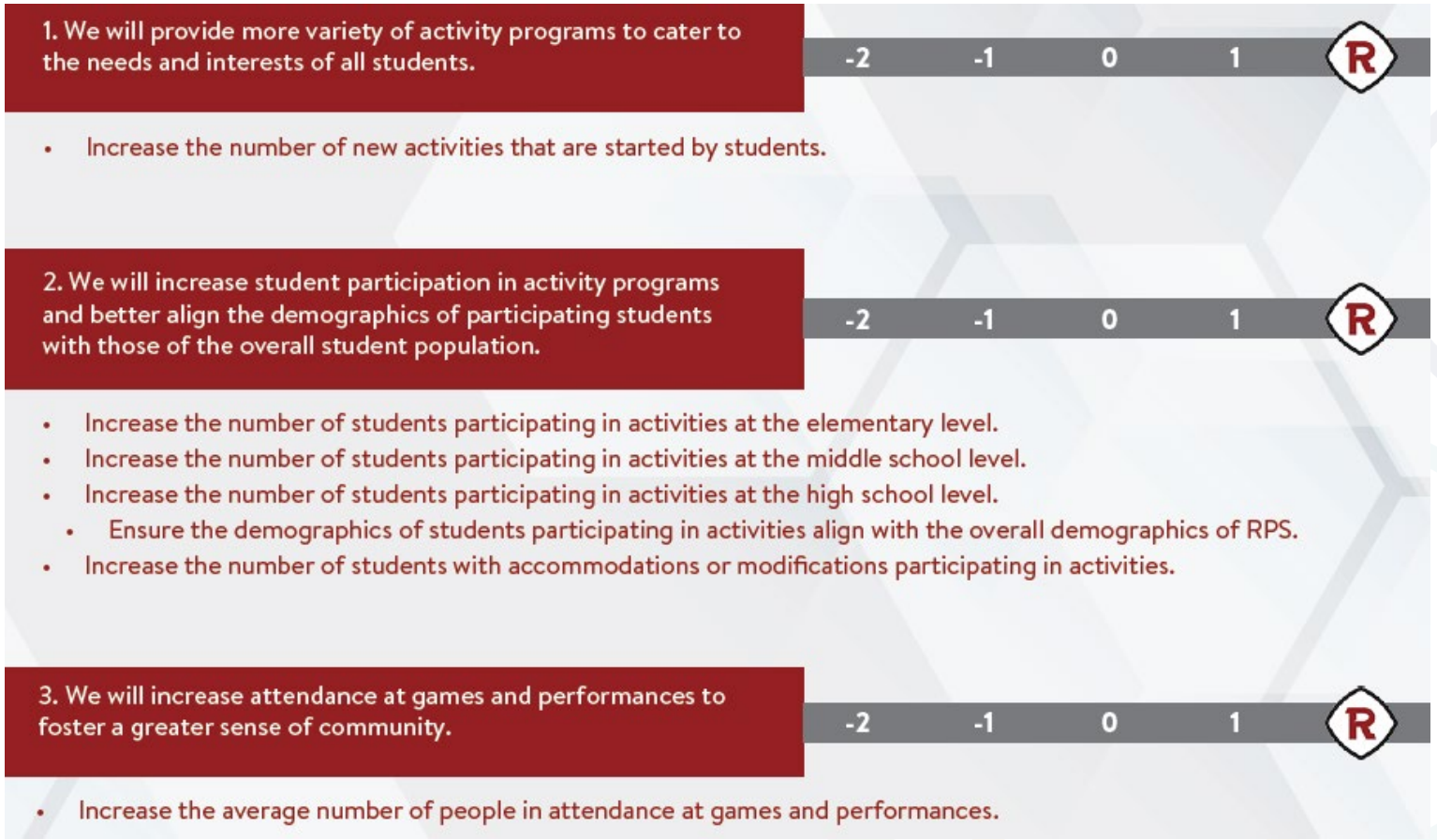
- Each progress report will list all the measurements we use to report on each goal, but the measurements that have new, updated data to show progress toward that specific goal will be noted in red.
- Some measures are reported on in the mid-year update and some at the end of the school year.
- The baseline is represented by the level 0 in the middle of the progress bar shown below. To show the current progress level, the Richfield logo slides along the progress bar to show forward or backward movement toward the goal.
- Only the new, updated data for the measures noted in red is used to determine progress toward each goal. Measures that are not currently being reported on will be left showing the progress level from the most recent previous vision card progress report.



Rating Scale
Level -2: Intervention
Level -1: High Concern
Level 0: Baseline
Level 1: Progressing
Level 2: Vision

Vision Card Page 1: Progress Report Activities

RICHFIELD PUBLIC SCHOOLS



New, updated data for the measures noted in red has been used to determine progress toward the overall goal. Activities Goals #1, #2 and #3 are at progress level 2.

Activities: Details of Progress

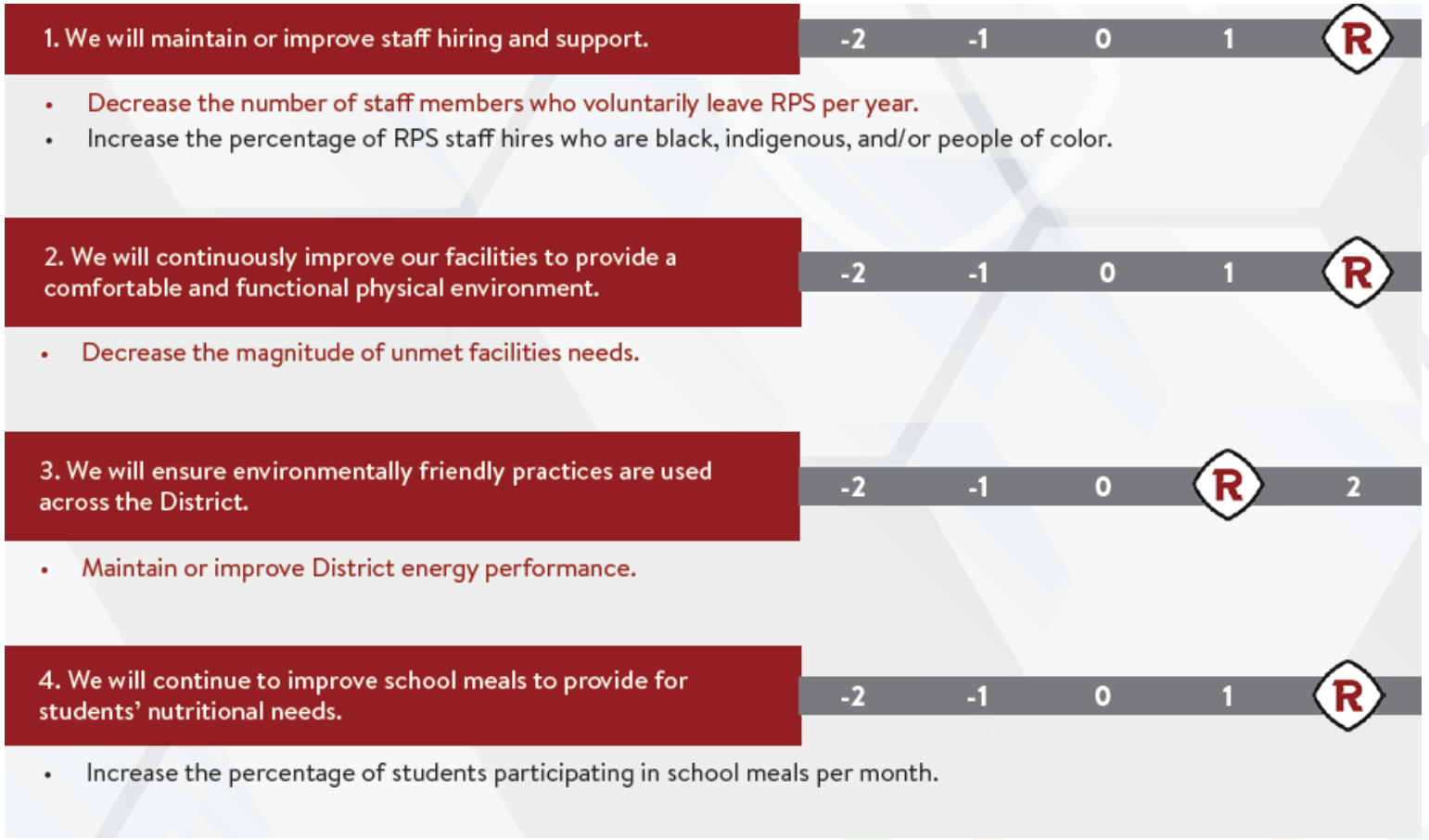
RICHFIELD PUBLIC SCHOOLS

- **Goal #1, New Activities Started by Students** (Rubric Measure #1): In 2024-2025, three new activities were created by students, an increase from the baseline year of 2021-2022, in which two new activities were created by students.
- **Goal #2, Elementary Activity Participation** (Rubric Measure #2): In 2024-2025, 1,042 elementary students participated in activities, an increase from 796 elementary students in the baseline year of 2019-2020.
- **Goal #2, Middle School Activity Participation** (Rubric Measure #3): In 2024-2025, 575 middle school students participated in activities, an increase from 473 middle school students in the baseline year of 2019-2020.
- **Goal #2, High School Activity Participation** (Rubric Measure #4): In 2024-2025, 760 high school students participated in activities, similar to 762 high school students in the baseline year of 2019-2020.
- **Goal #2, Demographics of Activity Participants** (Rubric Measure #5): In 2024-2025, the gap for BIPOC students participating in activities was 10%, a decrease from 20% in the baseline year of 2019-2020.
- **Goal #2, Students with Disabilities Activity Participation** (Rubric Measure #6): In 2024-2025, 306 students with disabilities participated in activities, an increase from 175 students with disabilities in the baseline year of 2021-2022.
- **Goal #3, Attendance at Performances** (Rubric Measure #7): In 2024-2025, there were 1,065 tickets sold for theatre performances, an increase from 804 tickets in the baseline year of 2021-2022.

*Activity participation numbers are duplicated counts. Students are counted for each sport/program/club, etc. that they are a part of. Because these rosters are pulled from multiple different systems, it is not possible to determine a percentage of the RPS student population that participates in activities at this time.

Vision Card Page 1: Progress Report
Business & Operations

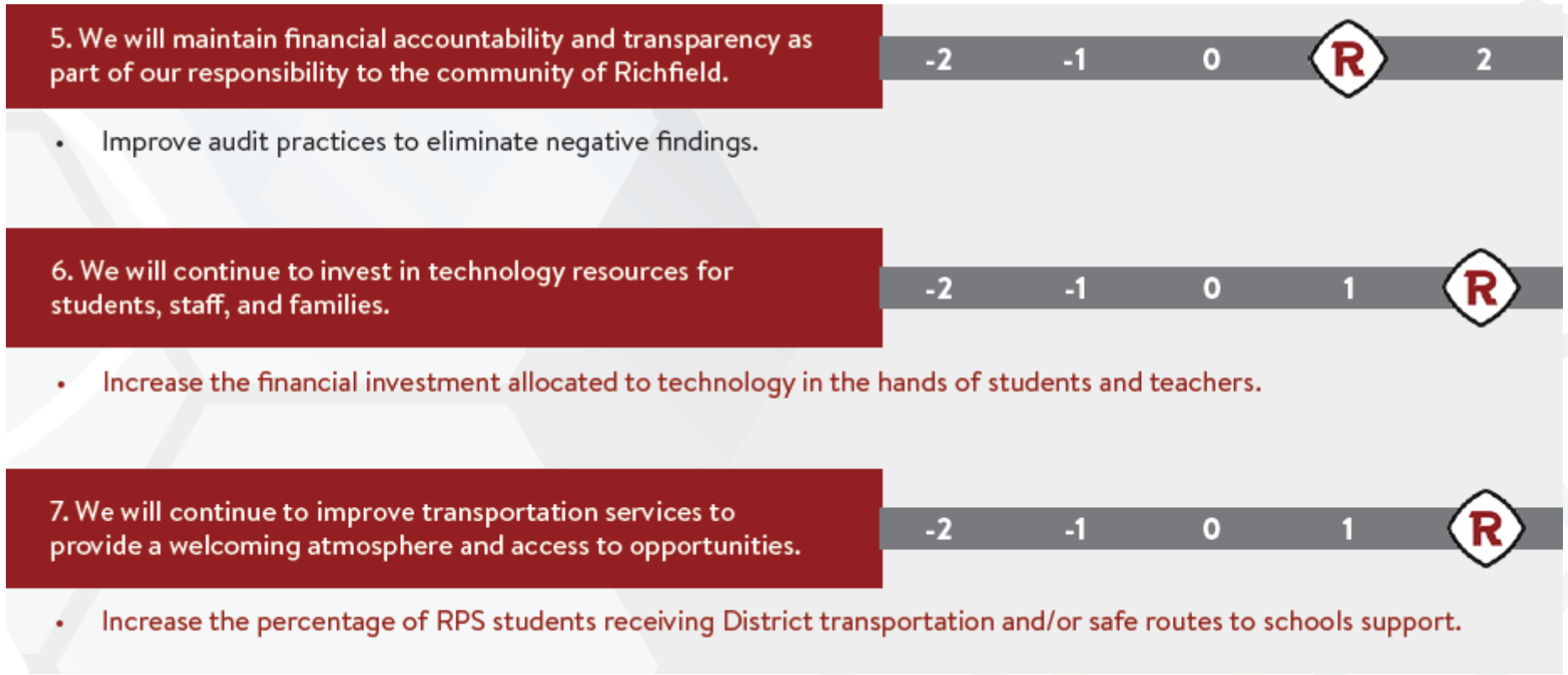
RICHFIELD PUBLIC SCHOOLS



New, updated data for the measures noted in red has been used to determine progress toward the overall goals. Business & Operations Goals #1 and #2 are at progress level 2, and Goal #3 is at progress level 1.

Vision Card Page 1: Progress Report
Business & Operations, continued.

RICHFIELD PUBLIC SCHOOLS



New, updated data for the measure noted in red has been used to determine progress toward the overall goal. Business & Operations Goals #6 and #7 are at progress level 2.

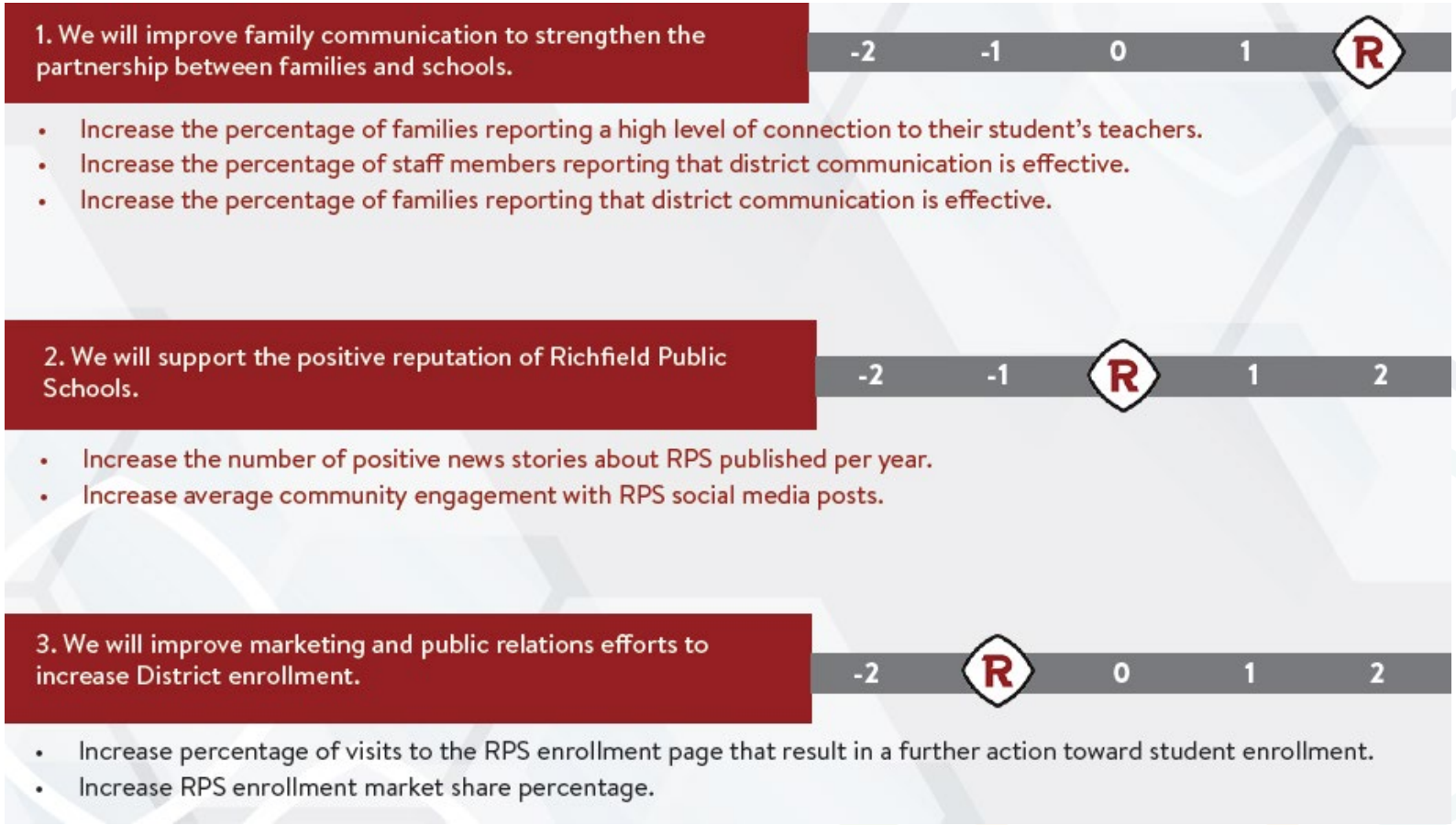
Business & Operations: Details of Progress

RICHFIELD PUBLIC SCHOOLS

- **Goal #1, Staff Turnover** (Rubric Measure #1): In 2024-2025, 48 staff members voluntarily left RPS, a decrease from 141 staff members in the baseline year of 2020-2021.
- **Goal # 2, Continuous Improvement of Facilities** (Rubric Measure #3): The FY25 LTFM Budget is $1,700,033, a decrease from the baseline FY21 LTFM Budget of $2,445,861.00.
- **Goal #3, District Energy Performance** (Rubric Measure #4): For the 2024 calendar year, RPS received a B3 Benchmark score of 3.5 stars, an increase from the baseline of 3.2 stars in 2021.
- **Goal #6, Investment in Technology** (Rubric Measure #7): The technology budget for the 2024-2025 school year was approximately $4.2 million, an increase from $3.5 million in the baseline year of 2020-2021.
- **Goal #7, Transportation Access** (Rubric Measure #8): In 2024-2025, 2,671 students received transportation and/or safe routes to school support, which is 65% of the RPS student population, an increase from 39% in the baseline year of 2020-2021.
- Progress for the other measures was included in the mid-year update.

Vision Card Page 1: Progress Report
Communication & Marketing

RICHFIELD PUBLIC SCHOOLS



New, updated data for the measures noted in red has been used to determine progress toward the overall goal. Communication & Marketing Goal #1 is at progress level 2, and Goal #2 is at progress level 0.

Communication & Marketing: Details of Progress

RICHFIELD PUBLIC SCHOOLS

- **Goal #1, Families Reporting High Level of Connection to Teachers** (Rubric Measure #1): In 2024-2025, 95% of families report a high level of connection with their student's teachers, an increase from 83% in the baseline year of 2020-2021.
- **Goal #1, Staff Reporting that District Communication is Effective** (Rubric Measure #2): In 2024-2025, 95% of staff members report that District communication is effective, an increase from 78% in the baseline year of 2020-2021.
- **Goal #1, Families Reporting that District Communication is Effective** (Rubric Measure #3): In 2024-2025, 94% of families report that District communication is effective, an increase from 69% in the baseline year of 2020-2021.
- **Goal #2, Positive News Stories Published** (Rubric Measure #4): In 2024-2025, 25 positive news stories were published, an increase from 17 news stories in the baseline year of 2020-2021.
- **Goal #2, Engagement with Social Media Posts** (Rubric Measure #5): In 2024-2025, there was an average of 36 engagements per Facebook post, a decrease from an average of 54 engagements in the baseline year of 2020-2021.
- Progress for the other measures was included in the mid-year update.

Enriching and accelerating learning

RICHFIELD
PUBLIC SCHOOLS

Questions/Comments

Remember, the vision cards for Academics and Climate & Culture will be presented at the next board meeting!

Enriqueciendo y acelerando el aprendizaje

ACTIVITIES

Vision

Students will develop life skills, friendships and a sense of belonging through active participation in a variety of extracurricular activities at all grade levels. Activities will be inclusive, providing access, opportunity and a welcoming environment for all students.

Belief Statement

Extracurricular activities are an asset to our entire school community, enhancing all aspects of school life and ensuring a well-rounded educational experience for students.

2021-26 Goals
End-of-Year 2025 Progress Report

Rating Scale
Level -2: Intervention
Level -1: High Concern
Level 0: Baseline
Level 1: Progressing
Level 2: Vision

1. We will provide more variety of activity programs to cater to the needs and interests of all students.



- Increase the number of new activities that are started by students.

2. We will increase student participation in activity programs and better align the demographics of participating students with those of the overall student population.



- Increase the number of students participating in activities at the elementary level.
- Increase the number of students participating in activities at the middle school level.
- Increase the number of students participating in activities at the high school level.
- Ensure the demographics of students participating in activities align with the overall demographics of RPS.
- Increase the number of students with accommodations or modifications participating in activities.

3. We will increase attendance at games and performances to foster a greater sense of community.



- Increase the average number of people in attendance at games and performances.

RICHFIELD PUBLIC SCHOOLS

Inspiring and empowering each individual to learn, grow and excel.

Vision Card 2: Activities
Page 2: Key Actions

RICHFIELD PUBLIC SCHOOLS

Activities Goals:

- We will provide more variety of activity programs to cater to the needs and interests of all students.
- We will increase student participation in activity programs and better align the demographics of participating students with those of the overall student population.
- We will increase attendance at games and performances to foster a greater sense of community.

Key Actions that Occurred in the 2024-2025 School Year:

- RPS competed in Boys Volleyball for the first time.
- Choirs from all levels throughout RPS performed at a Districtwide Choral Festival.
- RHS competed in intramural Girls Flag Football this year with support from the MN Vikings.
- Beacons, DREAMS Academy and 8th Hour programming continued after school with increases in student enrollment.
- RPS students took on a Youth Participatory Action Research project through Beacons.
- Collaboration between Beacons leadership and building and district leaders has created an environment where systems that support out-of-school time programming can thrive.
- Beacons at RMS is in the process of organizing the RMS Afterschool Hub where all middle school students participating in after school activities also become part of the Beacons program. This gives them access and opportunity to more after school activities than they would otherwise have.
- After school partners were granted access to ParentSquare so they could communicate better with families.
- The Improve Your Tomorrow (IYT) program launched RMS this year. The program primarily serves boys of color, providing mentoring and academic support to help prepare them for college and career success.

VISION CARD 2: ACTIVITIES **PAGE 3: RUBRIC**

Item	Measure	Level -2	Level -1	Baseline	Level 1	Level 2		End-of-Year 2025 Progress Report
1	Increase the number of new activities that are started by students.	5% decrease	2.5% decrease	2021-2022: **2 new activities were created by students**	2.5% increase	5% increase		2024-2025: **3 new activities were created by students**
2	Increase the number of students participating in activities at the elementary level.	5% decrease	2.5% decrease	2019-2020: **796 elementary school activities participants**	2.5% increase	5% increase		2024-2025: **1,042 elementary school activities participants**
3	Increase the number of students participating in activities at the middle school level.	5% decrease	2.5% decrease	2019-2020: **473 middle school activities participants**	2.5% increase	5% increase		2024-2025: **575 middle school activities participants**
4	Increase the number of students participating in activities at the high school level.	5% decrease	2.5% decrease	2019-2020: **762 high school activities participants**	2.5% increase	5% increase		2024-2025: **760 high school activities participants**
5	Ensure the demographics of students participating in activities align with the overall demographics of RPS. (The gap is the difference between the percentage of RPS students who are BIPOC and the percentage of activities participants who are BIPOC)	10% decrease in gap	5% increase in gap	2019-2020: Percentage of RPS students who are BIPOC: 72%; Percentage of activities participants who are BIPOC: 52%; **Gap of 20%**	5% decrease in gap	10% decrease in gap		2024-2025: Percentage of RPS students who are BIPOC: 71%; Percentage of activities participants who are BIPOC: 61%; **Gap of 10%**
6	Increase the number of students with accomodations or modifications participating in activities.	5% decrease	2.5% decrease	2021-2022: **175 students with disabilities participated in activities.**	2.5% increase	5% increase		2024-2025: **306 students with disabilities participated in activities.**
7	Increase the average number of people in attendance at games and performances.	5% decrease	2.5% decrease	2021-2022: **Theatre performances sold 804 tickets**	2.5% increase	5% increase		2024-2025: **Theatre performances 1,065 sold tickets**

BUSINESS & OPERATIONS

2021-26 Goals
End-of-Year 2025 Progress Report

Vision

Every person in every role and every department will work together seamlessly to further our mission and vision.

Belief Statement

Only by working in alignment across all departments can we, as a district, achieve our goals.

Rating Scale
Level -2: Intervention
Level -1: High Concern
Level 0: Baseline
Level 1: Progressing
Level 2: Vision

1. We will maintain or improve staff hiring and support.



- Decrease the number of staff members who voluntarily leave RPS per year.
- Increase the percentage of RPS staff hires who are black, indigenous, and/or people of color.

2. We will continuously improve our facilities to provide a comfortable and functional physical environment.



- Decrease the magnitude of unmet facilities needs.

3. We will ensure environmentally friendly practices are used across the District.



- Maintain or improve District energy performance.

4. We will continue to improve school meals to provide for students' nutritional needs.



- Increase the percentage of students participating in school meals per month.

5. We will maintain financial accountability and transparency as part of our responsibility to the community of Richfield.



- Improve audit practices to eliminate negative findings.

6. We will continue to invest in technology resources for students, staff, and families.



- Increase the financial investment allocated to technology in the hands of students and teachers.

7. We will continue to improve transportation services to provide a welcoming atmosphere and access to opportunities.



- Increase the percentage of RPS students receiving District transportation and/or safe routes to schools support.

RICHFIELD PUBLIC SCHOOLS

Inspiring and empowering each individual to learn, grow and excel.

Vision Card 3: Business & Operations
Page 2: Key Actions

RICHFIELD PUBLIC SCHOOLS

Business & Operations Goals:

- We will maintain or improve staff hiring and support.
- We will continuously improve our facilities to provide a comfortable and functional physical environment.
- We will ensure environmentally friendly practices are used across the District.
- We will continue to improve student meals to provide for students' nutritional needs.
- We will maintain financial accountability and transparency as part of our responsibility to the community of Richfield.
- We will continue to invest in technology resources for students, staff and families.
- We will continue to improve transportation services to provide a welcoming atmosphere and access to opportunities.

Key Actions that Occurred in the 2024-25 School-Year:

- RPS administrators participated in diverse hiring fairs and events and recruited diverse staff members through our partnerships with higher education institutions.
- The renovation project for the RHS and RMS auditoriums continued.
- Free lunches were served districtwide, and the menu options were expanded to include more local and culturally appropriate foods. The options available are personalized to each school based patterns of participation in each meal.
- The accuracy and usability of the districtwide data warehouse tool was significantly improved.
- The Safe Routes to School program continued with additional new grant funding.

VISION CARD 3: BUSINESS & OPERATIONS **PAGE 3: RUBRIC**

Item	Measure	Level -2	Level -1	Baseline	Level 1	Level 2		End-of-Year 2025 Progress Report
1	Decrease the number of staff members who voluntarily leave RPS per year.	5% increase	2.5% increase	2020-2021: **141 staff members voluntarily left RPS**	2.5% decrease	5% decrease		2024-2025: **48 staff members voluntarily left RPS**
2	Increase the percentage of RPS staff hires who are black, indigenous and/or people of color.	Percentage of BIPOC new hires is 5% lower than RPS staff percentage	Percentage of BIPOC new hires is 2.5% lower than RPS staff percentage	2020-2021: **22% of RPS staff members are BIPOC**	Percentage of BIPOC new hires is 2.5% higher than RPS staff percentage	Percentage of BIPOC new hires is 5% higher than RPS staff percentage		24-25: 31% of RPS staff members are BIPOC; 45% of new hires are BIPOC; **Percentage of BIPOC new hires is 14% higher than RPS staff percentage**
3	Decrease the magnitude of unmet facilities needs.	5% increase	2.5% increase	FY21 LTFM Budget: **$2,445,861.00 plus $11,079,154 for indoor air quality construction**	2.5% decrease	5% decrease		FY25 LTFM Budget: **$1,700,033**
4	Maintain or improve District energy performance.	B3 Benchmark score of 0-2 stars.	B3 Benchmark score of 2-3 stars.	2021: **RPS received a B3 Benchmark score of 3.2 stars.**	B3 Benchmark score of 3.5-4.5 stars.	B3 Benchmark score of 4.5-5 stars.		2024: **RPS received a B3 Benchmark score of 3.5 stars.**
5	Increase the percentage of students participating in school meals per month.	5% decrease	2.5% decrease	Average over the month of November 2019: **49% of students participated in school breakfast, 65% of students participated in school lunch**	2.5% increase	5% increase		Average over the month of November 2024: **51% of students participated in school breakfast, 79% of students participated in school lunch**
6	Improve audit practices to eliminate negative findings.	2 or more major findings	1 major finding or 3 minor	Baseline set at: **2 minor findings**	1 minor finding	Fully clean		2024: **1 minor finding**
7	Increase the financial investment allocated to technology in the hands of students and teachers.	5% decrease	2.5% decrease	2020-2021: **$3.5 million**	2.5% increase	5% increase		2023-2024: **$4.2 million**
8	Increase the percentage of RPS students receiving District transportation and/or safe routes to school support.	5% decrease	2.5% decrease	2020-2021: **1,318 students received transportation + 273 SRTS = 39% of RPS students**	2.5% increase	5% increase		2024-2025: **2,662 students received transportation + 9 SRTS = 65% of RPS students**

COMMUNICATION & MARKETING

Vision

Our families, staff and community will view Richfield Public Schools as a trusted first source of school-related information and feel well informed through consistent, high quality digital and print communication.

2021-26 Goals
End-of-Year 2025 Progress Report

Rating Scale
Level -2: Intervention
Level -1: High Concern
Level 0: Baseline
Level 1: Progressing
Level 2: Vision

Belief Statement

By producing consistent, engaging and detailed content, as well as responsible marketing materials, we can engage and educate our audience, resulting in a stronger community.

1. We will improve family communication to strengthen the partnership between families and schools.



- Increase the percentage of families reporting a high level of connection to their student's teachers.
- Increase the percentage of staff members reporting that district communication is effective.
- Increase the percentage of families reporting that district communication is effective.

2. We will support the positive reputation of Richfield Public Schools.



- Increase the number of positive news stories about RPS published per year.
- Increase average community engagement with RPS social media posts.

3. We will improve marketing and public relations efforts to increase District enrollment.



- Increase percentage of visits to the RPS enrollment page that result in a further action toward student enrollment.
- Increase RPS enrollment market share percentage.

RICHFIELD PUBLIC SCHOOLS

Inspiring and empowering each individual to learn, grow and excel.

Vision Card 5: Communication & Marketing
Page 2: Key Actions

RICHFIELD PUBLIC SCHOOLS

Communication & Marketing Goals:

- We will improve family communication to strengthen the partnership between families and schools.
- We will support the positive reputation of Richfield Public Schools.
- We will improve marketing and public relations efforts to increase District enrollment.

Key Actions that Occurred in the 2024-25 School-Year:

- To help improve family communication to strengthen the partnership between families and schools, we
  - worked with school staff to provide communication support, ParentSquare assistance, newsletter templates and more;
  - and we continued to support and celebrate diversity by using social media for cultural recognition and education throughout the year.
- To help support the positive reputation of Richfield Public Schools, we
  - wrote original articles that promoted students, schools and programs from across the District;
  - and shared these and other positive stories on social media, including on the Richfield Community Facebook Page;
  - we engaged our community through print and e-editions of the Your Schools newsletter;
  - And we partnered with local media to pitch new stories.
- To help improve marketing and public relations efforts to increase District enrollment, we
  - used an active open enrollment strategy targeting families who live in neighboring districts.

VISION CARD 5: COMMUNICATION & MARKETING **PAGE 3: RUBRIC**

Item	Measure	Level -2	Level -1	Baseline	Level 1	Level 2		End-of-Year 2025 Progress Report
1	Increase the percentage of families reporting a high level of connection to their student's teachers.	5% decrease	2.5% decrease	2020-2021: **83% of families report high level of connection**	2.5% increase	5% increase		2024-2025: **98% of families report high level of connection**
2	Increase the percentage of staff members reporting that district communication is effective.	5% decrease	2.5% decrease	2020-2021: **78% of staff members report communication is effective**	2.5% increase	5% increase		2024-2025: **95% of staff members report communication is effective**
3	Increase the percentage of families reporting that district communication is effective.	5% decrease	2.5% decrease	2020-2021: **69% of families report communication is effective**	2.5% increase	5% increase		2024-2025: **94% of families report communication is effective**
4	Increase the number of positive news stories about RPS published per year.	5% decrease	2.5% decrease	2020-2021: **17 positive stories published, excluding athletics & COVID-related**	2.5% increase	5% increase		2024-2025: **25 positive stories published, excluding athletics & COVID-related**
5	Increase the average community engagement with RPS social media posts.	5% decrease	2.5% decrease	2020-2021: **Average of 54 engagements per Facebook post**	2.5% increase	5% increase		2024-2025: **Average of 36 engagements per Facebook post**
6	Increase the percentage of visits to the RPS enrollment page that result in a further action toward student enrollment.	5% decrease	2.5% decrease	2024: **7.1%**	2.5% increase	5% increase		
7	Increase RPS enrollment market share percentage.	5% decrease	2.5% decrease	2020-2021: **65%**	2.5% increase	5% increase		2024-2025: **63%**

Enriching and accelerating learning

RICHFIELD
PUBLIC SCHOOLS

Superintendent Goals 2024-2025

June 23, 2025

End-of-Year Progress Report

Enriqueciendo y acelerando el aprendizaje

2024-2025 Performance Evaluation Process

RICHFIELD PUBLIC SCHOOLS

Student Achievement (35%): Specific data based on gains and performance of students

Process Goals (35%): Strategic Plan strategies and activities designed to improve our district

Individual Performance (30%): Board evaluation of superintendent

Achievement Measure:
Common Assessment Proficiency & Gap Closure

RICHFIELD PUBLIC SCHOOLS

- Increase the number of students scoring proficient on the 5th grade FastBridge CBM Reading Assessment by 5% and reduce the gap for students of color.
- Increase the number of students scoring proficient on the 8th grade FastBridge aReading assessment by 5% and reduce the gap for students of color.

RESULTS: Goal Partially Achieved

2023-2024 Data	5th Grade Proficiency (Goal to increase)	Gap for BIPOC Students (Goal to decrease)
Fall	42%	18%
Winter	47%	16%
Spring	44%	13%

2024-2025 Data	5th Grade Proficiency (Goal to increase)	Gap for BIPOC Students (Goal to decrease)
Fall	44%	11%
Winter	50%	11%
Spring	48%	9%

2023-2024 Data	8th Grade Proficiency (Goal to increase)	Gap for BIPOC Students (Goal to decrease)
Fall	37%	23%
Winter	39%	23%
Spring	38%	22%

2024-2025 Data	8th Grade Proficiency (Goal to increase)	Gap for BIPOC Students (Goal to decrease)
Fall	41%	17%
Winter	44%	24%
Spring	40%	22%

Achievement Measure:
Common Assessment Growth & Gap Closure

RICHFIELD PUBLIC SCHOOLS

- 65% of 3rd grade students showing typical to aggressive growth from fall to spring on the 24-25 FastBridge CBM Reading assessment, with no gap for students of color
- 65% of 8th grade students showing typical to aggressive growth from fall to spring on the 24-25 FastBridge aMath assessment, with no gap for students of color

RESULTS: Goal Not Achieved

3rd Grade FastBridge Reading	3rd Grade Typical to Aggressive Growth	Gap for BIPOC Students
2023-2024 Fall to Spring Growth	56%	2% in the other direction

3rd Grade FastBridge Reading	3rd Grade Typical to Aggressive Growth	Gap for BIPOC Students
2024-2025 Fall to Spring Growth	48%	3% in the other direction

8th Grade FastBridge Math	8th Grade Typical to Aggressive Growth	Gap for BIPOC Students
2023-2024 Fall to Spring Growth	55%	1%

8th Grade FastBridge Math	8th Grade Typical to Aggressive Growth	Gap for BIPOC Students
2024-2025 Fall to Spring Growth	46%	13%

Achievement Measure:
Math & Reading Standardized Test Proficiency & Gap Closure

RICHFIELD PUBLIC SCHOOLS

- Increase 2025 achievement on 3rd grade MCA reading test by 2.5%, disaggregated by racial demographic
- Increase 2025 achievement on 8th grade MCA math test by 2.5%, disaggregated by racial demographic
- Increase 2025 achievement on 3-5 grade MCA reading test by 2.5%, disaggregated by racial demographic
- Increase 2025 achievement on 6-8 grade MCA reading test by 2.5%, disaggregated by racial demographic

MCA	2024 RPS Achievement	2024 RPS Gap for BIPOC Students	2025 RPS Achievement	2025 RPS Gap for BIPOC Students
3rd grade reading	33% scored proficient	Gap of 27%	30.2% scored proficient	Gap of 20%
8th grade math	29% scored proficient	Gap of 27%	28.2% scored proficient	Gap of 26%

MCA	2024 RPS Achievement	2024 RPS Gap for BIPOC Students	2025 RPS Achievement	2025 RPS Gap for BIPOC Students
3-5 grade reading	37% scored proficient	Gap of 26%	38.3% scored proficient	Gap of 21%
6-8 grade reading	35% scored proficient	Gap of 18%	38.7% scored proficient	Gap of 18%

RESULTS: Goal Partially Achieved

Increase of 1.3% in reading across grades 3-5 and 3.7% in reading across grades 6-8. Gaps stayed the same or decreased by 1-7 percentage points.

With an average increase of 2.5 percentage points per year, RPS will meet 2024 state achievement levels within 5 years.

Achievement Measure: Graduation Rate Growth & Gap Closure

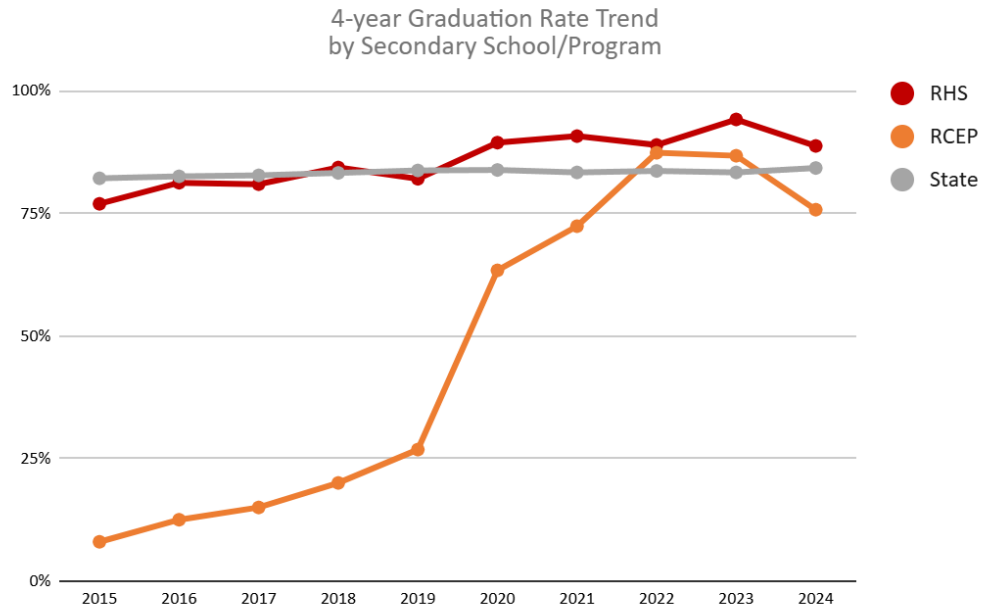
RICHFIELD PUBLIC SCHOOLS

Goal: Maintain a 4-year graduation rate over 90% overall and attain at least 90% in each demographic group

4-year Grads	2021	2022	2023	2024
RPS	87.3%	88.3%	92.6%	85.8%
RHS	90.7%	88.9%	94.1%	88.7%
RCEP	72.3%	87.3%	86.3%	75.7%
Minnesota	83.3%	83.6%	83.3%	84.2%

RESULTS: Goal Not Achieved

RHS grad rate still above statewide level, but did not maintain 90%.



RPS Grad Rate by Demographic	2021	2022	2023	2024
Asian	70.6%	100%	91.7%	84.6%
Black or African American	91.7%	89.6%	87.5%	86.0%
Hispanic or Latino	83.2%	88.9%	90.6%	82.9%
Indigenous	33%	44%	100%	64%
Two or More Races	93.3%	94.1%	100%	88.9%
White	93.5%	88.1%	97.6%	94.7%
Male	81.9%	83.9%	91.8%	85%
Female	92.8%	94.4%	93.7%	88%
English Learner	68.6%	86.5%	85.9%	69.1%
Special Education	71.8%	65.6%	71.8%	64.3%
Free/Reduced Price Eligible	82.6%	85.1%	91.1%	83.0%

Process Goals: Data/Equity/Leadership

RICHFIELD PUBLIC SCHOOLS

- Goal: Data
  - Deepen Administrative Usage of Data in Guiding Decision-Making
  - Expand Utilization of FastBridge Assessment and Progress Monitoring Tools
- Goal: Equity
  - Effectively Implement New Elementary Literacy Curriculum
  - Increase Representation in Parent/Guardian Participation and Feedback
- Goal: Leadership
  - Lead the District through Phase 1 of the READ Act Training Requirements
  - Improve School Climate and Public Perception of RMS

Data Goal: Deepen Administrative Usage of Data in Guiding Decision-Making

RICHFIELD PUBLIC SCHOOLS

Measurement: Each administrative team and teacher leadership team will use a data protocol to analyze data throughout the school year

RESULTS: ***Goal Achieved***

Progress:

- Management team members trained in data protocols to effectively analyze and act on data
- PLC leaders trained in data protocols for PLC groups
- New data and progress monitoring tools have been created and implemented for teachers and administrators
- Hoonuit quality significantly improved and prepared for next year's data needs

Data Goal: Expand Utilization of FastBridge Assessment and Progress Monitoring Tools

RICHFIELD PUBLIC SCHOOLS

Measurement: 95% of students will be screened within the appropriate windows & progress monitoring will take place twice per month for students receiving Tier 3 interventions

RESULTS: Goal Partially Achieved

Progress:

- Academic screening completion was close to or above expected levels.

Fastbridge Assessment Completion by Grade Level	Fall	Winter	Spring
Elementary Math & Reading	94-100%	89-100%, two exceptions	90-98%, two exceptions
Middle School Math & Reading	91-97%	94-96%	91-97%
High School Reading	88-90%	83-86%	80-85%

- SEL screening will be a focus for improvement next year to ensure all students have completed SAEBRS and mySAEBRS data in within the expected windows
- Progress monitoring for elementary students receiving Tier 3 interventions
  - 70% of students receiving Tier 3 reading intervention were progress monitored using Fastbridge tools at least twice per month (this is a huge increase from 30% in Semester 1)
  - 72% of students receiving Tier 3 math intervention were progress monitored using Fastbridge tools at least twice per month (this is a huge increase from 2% in Semester 1)

Equity Goal: Effectively Implement New Elementary Literacy Curriculum

RICHFIELD PUBLIC SCHOOLS

Measurement: Learning walk data will show improvement in fidelity of implementation and evidence-based practices

RESULTS: ***Goal Achieved***

Progress:

- All teachers were provided with training this fall
- Elementary learning walks now use the LETRS tool
- Fall and winter learning walks were completed
- Areas of significant improvement from fall to winter:
  - Learning environment overall
  - Teachers assess student mastery of the learning target to guide instructional decisions
  - Connection to oral language (beginning decoding and spelling)
  - Teaching follows explicit, systematic phonics lesson plan
  - Text comprehension strategies: Questioning, Pacing and student engagement, Monitoring comprehension, Independent reading, systematic approach with scaffolding
- Areas for continued improvement:
  - Phonological awareness instruction
  - Advanced phonics, spelling, and word study

Equity Goal: Increase Representation in Parent/Guardian Participation and Feedback

RICHFIELD PUBLIC SCHOOLS

Measurement: Annual survey participation demographic data

RESULTS: ***Goal Achieved***

Progress:

- In 2023-2024, a total of 478 parents/guardians participated in the annual survey (55.8% white, 30.1% Hispanic/Latino, 7% Black/African American, 4.5% Asian, 2.7% Native American)
- In 2024-2025, a total of 1,335 parents/guardians participated in the annual survey (51.6% Hispanic/Latino, 31.4% white, 10.7% Black/African American, 3% Native/Indigenous, 2.8% Asian)

Leadership Goal: Lead the District through Phase 1 of the READ Act Training Requirements

RICHFIELD PUBLIC SCHOOLS

Measurement: Training completion for all staff required by MDE and all grade 4-5 teachers of the asynchronous component and Units 1-4 of the synchronous component

RESULTS: ***Goal Achieved*** (we are on track for completion of all required staff by the end of the summer)

Progress:

- As of May, 54% have completed asynchronous component, 35% in progress
- 76% have completed synchronous component Units 1-4
- 34 teachers have already completed the entire synchronous component (Units 1-8)
- Additional trainings sessions will take place this summer
- Instructional Management Team members will complete final segment of LETRS for Administrators training in August

Leadership Goal: Improve School Climate and Public Perception of RMS

RICHFIELD PUBLIC SCHOOLS

Measurement: Decrease in behavior incidents & improvement of parent/guardian survey data

RESULTS: ***Goal Achieved***

Progress:

- 2022-2023 RMS major behavior incidents: Semester 1: 78; Semester 2: 100
- 2023-2024 RMS major behavior incidents: Semester 1: 73; Semester 2: 124
- 2024-2025 RMS major behavior incidents: Semester 1: 43; Semester 2: 90
- The percentage of RMS staff who said they would recommend RMS to parents increased by 27% from 2023-2024 to 2024-2025.
- The percentage of RMS parent/guardians who said they would recommend RMS to other parents increased by 11% from 2023-2024 to 2024-2025.

Individual Performance

RICHFIELD PUBLIC SCHOOLS

Evaluation occurs yearly in spring/summer:

- Data from Parent and Staff Surveys
- Feedback from Direct Reports
- Feedback from Board Members
- Board Member Closed Session and Evaluative Process

Enriching and accelerating learning

RICHFIELD
PUBLIC SCHOOLS

Questions/Comments

Enriqueciendo y acelerando el aprendizaje

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 2, 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 May 19, 2025
   - Disbursements from the May 19, 2025 Meeting
   - Checks & E-pay Register from the May 19, 2025 Meeting
   - Superintendent's Report and Agenda Meeting Minutes from May 19, 2025
2. General Disbursements as of 5/23/25 in the Amount of $783,304.18
   - Disbursements for the June 2, 2025 Meeting
   - Checks & E-pay Register for the June 2, 2025 Meeting
3. Investment Holdings
   - Investment Holdings as of May 27, 2025

CHECK RUNS, E-PAYS & P-CARDS FOR 05/19/2025 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	4/30/2025	208,395.22
	5/2/2025	77,222.79
	5/8/2025	696,089.91
	5/9/2025	62,490.58
E-Pays	5/1/2025	3,674.99
	5/8/2025	3,335.16
P-CARDS (APRIL 2025)	5/5/2025	60,748.13
CHECK REGISTER BANK 05 TOTAL =		**1,111,956.78**

BREAKDOWN	
01-206-00	739,354.60
02-206-00	165,966.37
03-206-00	5,202.89
04-206-00	29,564.26
06-206-00	18,134.81
07-206-00	-
18-206-00	-
20-206-00	152,316.81
21-206-00	1,417.04
47-206-00	-
BANK TOTAL =	**1,111,956.78**

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	314991	04/30/2025	ALLIED PROFESSIONALS, INC.	R	1,956.75
01	314992	04/30/2025	BECKMAN, ANNE ELIZABETH	R	80.00
01	314993	04/30/2025	BIX FRUIT COMPANY	R	11,121.92
01	314994	04/30/2025	BOHNSACK CATHERINE	R	80.00
01	314995	04/30/2025	CARLSON, GRACE	R	80.00
01	314996	04/30/2025	CDW GOVERNMENT INC	R	600.00
01	314997	04/30/2025	CITY OF RICHFIELD	R	2,445.83
01	314998	04/30/2025	CONTINUA INTERIORS OF MN, LLC	R	778.57
01	314999	04/30/2025	ECM PUBLISHERS INC	R	143.75
01	315000	04/30/2025	WW GRAINGER INC	R	195.30
01	315001	04/30/2025	GUST LINDA A	R	80.00
01	315002	04/30/2025	HAWKINS INC	R	30.00
01	315003	04/30/2025	HUBERTY MATTHEW	R	63.00
01	315004	04/30/2025	INTEGRATED FOOD SERVICE	R	3,658.00
01	315005	04/30/2025	JW PEPPER & SON INC	R	689.89
01	315006	04/30/2025	KEMPS LLC	V	0.00
01	315007	04/30/2025	KEMPS LLC	R	5,573.87
01	315008	04/30/2025	KENDALL HUNT PUBLISHING CO	R	2,998.50
01	315009	04/30/2025	KINECT ENERGY INC	R	41,002.74
01	315010	04/30/2025	LALANDE, SARA B	R	80.00
01	315011	04/30/2025	LOFFLER COMPANIES	R	75.00
01	315012	04/30/2025	MAXORPLUS, LTD	R	49,174.75
01	315013	04/30/2025	MENARDS - RICHFIELD	R	61.81
01	315014	04/30/2025	MULTILINGUAL WORD INC	R	5,717.30
01	315015	04/30/2025	OLSON CHAD	R	275.00
01	315016	04/30/2025	PAN O GOLD BAKING CO	R	674.65
01	315017	04/30/2025	PEDIATRIC HOME SERVICE	R	206.25
01	315018	04/30/2025	PROPIO LS, LLC	R	2,359.20
01	315019	04/30/2025	ROSA RUBIO ESCODA	R	455.00
01	315020	04/30/2025	ROSEN TERESA	R	130.00
01	315021	04/30/2025	RYAN JEANNIE M	R	971.28
01	315022	04/30/2025	SOLIANT HEALTH, LLC	R	3,593.00
01	315023	04/30/2025	SUNDE LAND SURVEYING, LLC	R	6,514.40
01	315024	04/30/2025	TEMP SOCIAL WORK	R	1,474.60
01	315025	04/30/2025	TORTILLERIA LA PERLA	R	175.42
01	315026	04/30/2025	TRIO SUPPLY COMPANY	R	1,111.96
01	315027	04/30/2025	UPPER LAKES FOODS	V	0.00
01	315028	04/30/2025	UPPER LAKES FOODS	R	36,865.79
01	315029	04/30/2025	USI INC	R	168.93
01	315030	04/30/2025	WARDELL AMY L	R	80.00
01	315031	04/30/2025	WELLERWORKS CUSTOM EMBROIDERY	R	400.00
01	315032	04/30/2025	WESSEL JON	R	63.00
01	315033	04/30/2025	WILSON, JORDAN	R	95.00
01	315034	04/30/2025	XCEL ENERGY	R	26,094.76
01	V2502315	05/01/2025	MATTHEW ARNOLD	R	70.00
01	V2502316	05/01/2025	MICHELLE L AXELL	R	70.00
01	V2502317	05/01/2025	BRADLEY BADOUR	R	40.00
01	V2502318	05/01/2025	ERICA T BARLOW	R	70.00
01	V2502319	05/01/2025	MARY L CLARKSON	R	70.00
01	V2502320	05/01/2025	LATANYA R DANIELS	R	70.00
01	V2502321	05/01/2025	PETER J FITZPATRICK	R	40.00
01	V2502322	05/01/2025	RACHEL GENS	R	70.00
01	V2502323	05/01/2025	AREND J GEURINK	R	70.00
01	V2502324	05/01/2025	JAMES A GILLIGAN	R	70.00
01	V2502325	05/01/2025	CHRISTINA M GONZALEZ	R	70.00
01	V2502326	05/01/2025	AMY E HAGER	R	70.00
01	V2502327	05/01/2025	KEVIN D HARRIS	R	40.00
01	V2502328	05/01/2025	MICHAEL G HARRIS	R	70.00

01	V2502329	05/01/2025	JONATHAN W HEYER	R	70.00
01	V2502330	05/01/2025	JAMES L HILL	R	40.00
01	V2502331	05/01/2025	JESSICA M HOFFMAN	R	40.00
01	V2502332	05/01/2025	CRAIG D HOLJE	R	70.00
01	V2502333	05/01/2025	DANIEL E KRETSINGER	R	70.00
01	V2502334	05/01/2025	JENNIFER KRUEGER	R	70.00
01	V2502335	05/01/2025	ANOOP KUMAR	R	40.00
01	V2502336	05/01/2025	JOLIENE S LITWINCZUK	R	289.55
01	V2502337	05/01/2025	JOHN M LORENZINI	R	185.00
01	V2502338	05/01/2025	COLLEEN M MAHONEY	R	70.00
01	V2502339	05/01/2025	MICHAEL A MANNING	R	70.00
01	V2502340	05/01/2025	DANIEL P MCGINN	R	40.00
01	V2502341	05/01/2025	DOUG R MCMEEKIN	R	70.00
01	V2502342	05/01/2025	KENT D MEYER	R	70.00
01	V2502343	05/01/2025	KATRINA L MORGAN	R	40.00
01	V2502344	05/01/2025	ERIN H NEILON	R	40.00
01	V2502345	05/01/2025	STEPHANIE NICHOLS	R	45.00
01	V2502346	05/01/2025	ROBERT G OLSON	R	40.00
01	V2502347	05/01/2025	CHRISTOPHER A PETERSON	R	70.00
01	V2502348	05/01/2025	CASSANDRA QUAM	R	70.00
01	V2502349	05/01/2025	ASHLEY SCHAEFER	R	70.00
01	V2502350	05/01/2025	CHRISTIAN SCHEMPP	R	40.00
01	V2502351	05/01/2025	AMY B SKARE-KLECKER	R	70.00
01	V2502352	05/01/2025	DANE A SMITH	R	35.44
01	V2502353	05/01/2025	NANCY J STACHEL	R	70.00
01	V2502354	05/01/2025	JUSTIN STEELE	R	70.00
01	V2502355	05/01/2025	ANGELA TAYLOR	R	70.00
01	V2502356	05/01/2025	STACY THEIEN-COLLINS	R	70.00
01	V2502357	05/01/2025	KIRSTEN THORSON	R	20.00
01	V2502358	05/01/2025	VLADIMIR S TOLEDO	R	40.00
01	V2502359	05/01/2025	STEVEN P UNOWSKY	R	270.00
01	V2502360	05/01/2025	CARRIE A VALA	R	70.00
01	V2502361	05/01/2025	JENNIFER K SMITH	R	70.00
01	V2502362	05/01/2025	REBECCA S WALD	R	40.00
01	V2502363	05/01/2025	ALEXANDER WARD	R	70.00
01	V2502364	05/01/2025	MICHELLE R WHITESIDE	R	70.00
01	V2502365	05/01/2025	KASYA L WILLHITE	R	70.00
01	V2502366	05/01/2025	KELLY L WOODS	R	70.00
01	315035	05/02/2025	ANNIS, AARON	R	95.00
01	315036	05/02/2025	BARTLETT, CORMAC	R	63.00
01	315037	05/02/2025	BENJAMIN E DOSE	R	105.00
01	315038	05/02/2025	BERRY COFFEE COMPANY INC.	R	756.63
01	315039	05/02/2025	BISSONETTE ROBERT	R	105.00
01	315040	05/02/2025	BIX FRUIT COMPANY	R	11,621.95
01	315041	05/02/2025	BRENNAN CONSTRUCTION OF MN, INC.	R	9,500.00
01	315042	05/02/2025	BURNSVILLE ISD 191	R	220.00
01	315043	05/02/2025	CHRISTOPHER M SINCLAIR	R	105.00
01	315044	05/02/2025	DREW, AUBREY	R	11.85
01	315045	05/02/2025	EICHACKER ERIC R	R	105.00
01	315046	05/02/2025	FINANGER PHILLIP J	R	66.95
01	315047	05/02/2025	GANNON, ANDREW T	R	180.00
01	315048	05/02/2025	GITS ROBERT	R	162.00
01	315049	05/02/2025	GRALAPP, CRAIG	R	105.00
01	315050	05/02/2025	GRIMM JUSTIN A	R	105.00
01	315051	05/02/2025	GROUP MEDICAREBLUE RX	R	8,140.00
01	315052	05/02/2025	HAAS MUSICAL INSTRUMENT REPAIR, INC	R	45.00
01	315053	05/02/2025	HUBERTY MATTHEW	R	126.00
01	315054	05/02/2025	JUNDT JOHN W	R	90.00
01	315055	05/02/2025	KATY KIEFFER	R	295.10

01	315056	05/02/2025	LINDSAY STONE	R	295.10
01	315057	05/02/2025	MACADAMS ANN	R	94.78
01	315058	05/02/2025	MILES SARA	R	66.95
01	315059	05/02/2025	MN SYNCHRONIZED SWIM COACHES ASSOC	R	516.00
01	315060	05/02/2025	MULTILINGUAL WORD INC	R	3,913.30
01	315061	05/02/2025	MYERS JENNIFER	R	217.00
01	315062	05/02/2025	OLSON CHAD	R	550.00
01	315063	05/02/2025	ON SITE SANITATION	R	150.00
01	315064	05/02/2025	O'NEILL SEAN	R	210.00
01	315065	05/02/2025	PAN O GOLD BAKING CO	R	556.75
01	315066	05/02/2025	POTTIOS LAVINIA	R	200.00
01	315067	05/02/2025	PROPIO LS, LLC	R	113.76
01	315068	05/02/2025	ROLANDO GOMEZ MARTINEZ	R	11.85
01	315069	05/02/2025	ROSEN TERESA	R	130.00
01	315070	05/02/2025	SNA-SCHOOL NUTRITION	R	20.00
01	315071	05/02/2025	SQUIRES, WALDSPURGER & MACE, P.A.	R	6,476.31
01	315072	05/02/2025	THEW, MICAH	R	11.85
01	315073	05/02/2025	TRIO SUPPLY COMPANY	R	3,615.41
01	315074	05/02/2025	UPPER LAKES FOODS	R	23,256.80
01	315075	05/02/2025	WESSEL JON	R	126.00
01	315076	05/02/2025	WESTRUM, JOHN L	R	105.00
01	315077	05/02/2025	WILLIAM LEROY ALLEN	R	229.00
01	315078	05/02/2025	XCEL ENERGY	R	4,272.45
01	315079	05/02/2025	ZASTROW JOHN W	R	81.00
01	V2502367	05/05/2025	P-CARD BAIRD LISA	R	6,643.86
01	V2502368	05/05/2025	P-CARD BARLOW ERICA	R	4,555.05
01	V2502369	05/05/2025	P-CARD BLUMA, MEGAN BOLLIG	R	670.47
01	V2502370	05/05/2025	P-CARD BROWN MATTHEW	R	822.08
01	V2502371	05/05/2025	P-CARD BRUNNER PATTI	R	5,977.21
01	V2502372	05/05/2025	P-CARD CARUSO MATTHEW	R	1,172.33
01	V2502373	05/05/2025	P-CARD CRUZ ESTEVA JENNIFER	R	8,152.14
01	V2502374	05/05/2025	P-CARD EDWARDS NATHAN	R	344.97
01	V2502375	05/05/2025	P-CARD GEURINK AREND	R	184.25
01	V2502376	05/05/2025	P-CARD GONZALEZ CHRISTINA	R	3,866.21
01	V2502377	05/05/2025	P-CARD HUERTA-ANAYA ALICIA	R	1,069.36
01	V2502378	05/05/2025	P-CARD KRETSINGER DAN	R	3,601.87
01	V2502379	05/05/2025	P-CARD LEIKNES LISA	R	497.46
01	V2502380	05/05/2025	P-CARD LEWIS JENNIFER	R	970.64
01	V2502381	05/05/2025	P-CARD LUNDY MICHELLE	R	6,562.93
01	V2502382	05/05/2025	P-CARD MAHONEY COLLEEN	R	20.31
01	V2502383	05/05/2025	P-CARD MANNING MICHAEL	R	364.48
01	V2502384	05/05/2025	P-CARD MCCLENDON LAURA	R	87.95
01	V2502385	05/05/2025	P-CARD MCGINN DAN	R	1,099.10
01	V2502386	05/05/2025	P-CARD MORALES LIZETTE	R	3,722.15
01	V2502387	05/05/2025	P-CARD PETERSON CHRIS	R	1,194.59
01	V2502388	05/05/2025	P-CARD SACHER GRACE	R	79.53
01	V2502389	05/05/2025	P-CARD SETZER ALEXIS	R	30.02
01	V2502390	05/05/2025	P-CARD SKARE-KLECKER AMY	R	4,975.78
01	V2502391	05/05/2025	P-CARD SMITH DANE	R	58.75
01	V2502392	05/05/2025	P-CARD STACHEL NANCY	R	1,585.20
01	V2502393	05/05/2025	P-CARD VALLEY JENNIFER	R	563.30
01	V2502394	05/05/2025	P-CARD VENTURA PEREZ RAMIRO	R	548.95
01	V2502395	05/05/2025	P-CARD WOODS KELLY	R	1,327.19
01	315080	05/08/2025	AMERICAN ACCESSORIES FOR BAND, LLC	R	1,050.00
01	315081	05/08/2025	ANDROS, KIMBERLY	R	336.93
01	315082	05/08/2025	ARVIG ENTERPRISES INC	R	1,307.90
01	315083	05/08/2025	BCN TELECOM, INC TBS	R	929.65
01	315084	05/08/2025	BSI MECHANICAL, INC.	R	8,941.53
01	315085	05/08/2025	BSN SPORTS, LLC	R	906.21

01	315086	05/08/2025	CDW GOVERNMENT INC	R	273,176.35
01	315087	05/08/2025	CEDAR SMALL ENGINE	R	118.59
01	315088	05/08/2025	CENTURYLINK	R	120.80
01	315089	05/08/2025	CINTAS CORPORATION NO 2	R	286.82
01	315090	05/08/2025	CITY OF RICHFIELD	R	15,516.33
01	315091	05/08/2025	CULLIGAN SOFT WATER	R	11.00
01	315092	05/08/2025	DICKS SANITATION SERVICE, INC (DSI)	R	7,934.97
01	315093	05/08/2025	DIGITAL INSURANCE LLC	R	3,607.00
01	315094	05/08/2025	EDUCATORS BENEFIT CONSULTANTS LLC	R	524.33
01	315095	05/08/2025	ETTEL & FRANZ ROOFING CO	R	5,658.00
01	315096	05/08/2025	FASTEST LABS OF BLOOMINGTON	R	888.25
01	315097	05/08/2025	WW GRAINGER INC	R	166.52
01	315098	05/08/2025	HAWKINS INC	R	4,944.74
01	315099	05/08/2025	HILLYARD MINNEAPOLIS	R	6,088.58
01	315100	05/08/2025	HJELM, ADAM	R	50.00
01	315101	05/08/2025	HOME DEPOT U.S.A.	R	717.35
01	315102	05/08/2025	HOPE CHURCH	R	15,522.06
01	315103	05/08/2025	IMPROVE YOUR TOMORROW, INC.	R	2,775.00
01	315104	05/08/2025	INNOVATIVE OFFICE SOLUTIONS LLC	R	65.62
01	315105	05/08/2025	KEMPS LLC	V	0.00
01	315106	05/08/2025	KEMPS LLC	R	3,634.71
01	315107	05/08/2025	KINECT ENERGY INC	R	558.00
01	315108	05/08/2025	LOFFLER COMPANIES	R	195.83
01	315109	05/08/2025	MAXORPLUS, LTD	R	100,130.85
01	315110	05/08/2025	MIDWEST BUS PARTS INC	R	342.30
01	315111	05/08/2025	MINNESOTA STATE HIGH SCHOOL LEAGUE	R	60.00
01	315112	05/08/2025	MOLLY ANTHONY	R	648.00
01	315113	05/08/2025	MTI DISTRIBUTING CO	R	401.88
01	315114	05/08/2025	MUSKA ELECTRIC CO.	R	251.20
01	315115	05/08/2025	NEI ELECTRIC, INC.	R	574.47
01	315116	05/08/2025	NEW DOMINION SCHOOL	R	12,507.92
01	315117	05/08/2025	NORMANDALE COMMUNITY COLLEGE	R	154,310.66
01	315118	05/08/2025	NORTHWOODS PROMOTIONS WEST	R	485.00
01	315119	05/08/2025	ON SITE SANITATION	R	1,421.20
01	315120	05/08/2025	ONEBRIDGE BENEFITS INC.	R	5,249.50
01	315121	05/08/2025	OPTIMIST CLUB OF RICHFIELD	R	57.50
01	315122	05/08/2025	PAYDHEALTH	R	1,428.16
01	315123	05/08/2025	PERMA-BOUND BOOKS	R	2,174.24
01	315124	05/08/2025	PROPIO LS, LLC	R	27.65
01	315125	05/08/2025	REED BEHAVIORAL HEALTH LLC	R	4,160.00
01	315126	05/08/2025	SEVERSON LAUREL	R	75.00
01	315127	05/08/2025	SHERWIN WILLIAMS CO	R	271.14
01	315128	05/08/2025	SOLIANT HEALTH, LLC	R	1,438.00
01	315129	05/08/2025	STEM SMART LLC	R	490.00
01	315130	05/08/2025	TAFFE SARAH ANN	R	9,750.00
01	315131	05/08/2025	TAMI BLOCK	R	25.00
01	315132	05/08/2025	TEMP SOCIAL WORK	R	2,539.67
01	315133	05/08/2025	TOWN & COUNTRY FENCE	R	38,227.50
01	315134	05/08/2025	VERIZON WIRELESS	R	360.13
01	315135	05/08/2025	ALLSTATE PETERBILT OF S ST PAUL	R	169.40
01	315136	05/08/2025	WILLIAM V MACGILL & CO	R	308.78
01	315137	05/08/2025	WOLD ARCHITECTS AND ENGINEERS	R	2,120.41
01	315138	05/08/2025	XCEL ENERGY	R	51.28
01	V2502396	05/08/2025	RACHEL U CORNES	R	59.60
01	V2502397	05/08/2025	KRISTI A DINGMAN	R	125.37
01	V2502398	05/08/2025	ANGELA M FISH	R	49.35
01	V2502399	05/08/2025	MICHELLE D FRANZ	R	11.89
01	V2502400	05/08/2025	STEPHANIE M HEYER-WALSH	R	46.35
01	V2502401	05/08/2025	SHANYN HILL	R	8.17

01	V2502402	05/08/2025	SUZANNE A HILLER	R	1,600.00
01	V2502403	05/08/2025	JESSICA M HOFFMAN	R	91.14
01	V2502404	05/08/2025	BAILEY HOLLIS	R	48.74
01	V2502405	05/08/2025	ALEXANDER S KALBOW	R	288.34
01	V2502406	05/08/2025	JENNIFER KRUEGER	R	63.07
01	V2502407	05/08/2025	JENNIFER K LEWIS	R	119.40
01	V2502408	05/08/2025	ERIN H NEILON	R	114.94
01	V2502409	05/08/2025	ANN M RUMMEL	R	9.00
01	V2502410	05/08/2025	ALEXIS SETZER	R	114.80
01	V2502411	05/08/2025	ANGELA TAYLOR	R	15.24
01	V2502412	05/08/2025	KIRSTEN THORSON	R	49.14
01	V2502413	05/08/2025	LORI M VOIGT	R	24.22
01	V2502414	05/08/2025	SAMANTHA WEAVER	R	467.19
01	V2502415	05/08/2025	MICHELLE R WHITESIDE	R	29.21
01	315139	05/09/2025	ADRIAN YAHIR RODRIGUEZ	R	57.50
01	315140	05/09/2025	BACKLUND CHAD G	R	95.00
01	315141	05/09/2025	BIX FRUIT COMPANY	R	11,709.29
01	315142	05/09/2025	ELYNK MARCUS	R	23.70
01	315143	05/09/2025	EMILY RAMIREZ GONZALEZ	R	86.25
01	315144	05/09/2025	FEIGUM DAN	R	105.00
01	315145	05/09/2025	FINANGER PHILLIP J	R	41.20
01	315146	05/09/2025	HEIFORT MICHAEL	R	95.00
01	315147	05/09/2025	JA'DE FOSTER	R	57.50
01	315148	05/09/2025	JEROME A PLAGGE JR	R	46.38
01	315149	05/09/2025	KAYLEE JULIAN JUAREZ	R	86.25
01	315150	05/09/2025	KEMPS LLC	V	0.00
01	315151	05/09/2025	KEMPS LLC	R	4,203.66
01	315152	05/09/2025	KENIA CIELO PLIEGO	R	86.25
01	315153	05/09/2025	KORBA JERRY	R	95.00
01	315154	05/09/2025	LANGE JEFF	R	105.00
01	315155	05/09/2025	LENALEE GARCIA ROMANO	R	86.25
01	315156	05/09/2025	LOFFLER COMPANIES	R	217.60
01	315157	05/09/2025	MARTINEZ ASHLY	R	28.75
01	315158	05/09/2025	MASBERG JOHN C	R	105.00
01	315159	05/09/2025	MENDELBLATT MADELINE	R	11.85
01	315160	05/09/2025	MENDELBLATT SCOTT	R	92.76
01	315161	05/09/2025	MIELKE TYLER R	R	105.00
01	315162	05/09/2025	MILES SARA	R	133.90
01	315163	05/09/2025	PAN O GOLD BAKING CO	R	481.70
01	315164	05/09/2025	PENA ANNABELLA	R	57.50
01	315165	05/09/2025	PUHZAL, JOSHUA	R	11.85
01	315166	05/09/2025	ROBINSON, KEITH	R	216.00
01	315167	05/09/2025	RONALDO GOMEZ MARTINEZ	R	23.70
01	315168	05/09/2025	STEPHANIE ESPITIA HERNANDEZ	R	28.75
01	315169	05/09/2025	TRIO SUPPLY COMPANY	R	1,107.87
01	315170	05/09/2025	TROUNES FRANCES	R	86.25
01	315171	05/09/2025	UPPER LAKES FOODS	V	0.00
01	315172	05/09/2025	UPPER LAKES FOODS	R	42,630.37
01	315173	05/09/2025	WILLIAMS DENZIL	R	86.25
01	315174	05/09/2025	XIMENA MARCS DOMINGUEZ	R	86.25

TOTAL CHECKS, EPAYS & PCARD REGISTER	**1,111,956.78**

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, May 19, 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, May 19, 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, Cole, Liss, Pollis and Spencer.

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

II. REVIEW AND APPROVAL OF THE AGENDA

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

III. INFORMATION AND PROPOSALS - NON-ACTION ITEMS

A. Public Comment
B. Superintendent Update
    1. Native/Indigenous Education Presentation
    2. Technology Presentation
C. Commendations

IV. CONSENT AGENDA

A. Routine Matters
    1. Minutes of the Regular Meeting held May 5, 2025
    2. General Disbursements as of 5/9/25 in the Amount of $1,111,956.78
    3. Year-to-Date Finance Update
B. Personnel Items

Full Time Certified Probationary Year 1 of 1
Elizabeth Ledesma Fernandez – Dual Language Elementary Teacher – RDLS
Effective: 8/19/25
Holly Denecour – Dual Language Elementary Teacher – RDLS
Effective: 8/19/25
Daniel Gieski – Special Education Teacher – Transition Plus/South Education Center

Effective: 8/19/25

Full Time Certified Probationary Year 1 of 3
Maya Goldbaum – Dual Language Elementary Teacher – RDLS
Effective: 8/19/25
Zara Quraishi – Elementary Teacher – Sheridan Hills Elementary
Effective: 8/19/25
Hannah Verhulst – Special Education Teacher – Centennial Elementary
Effective: 8/19/25

Certified Full Time Extended Probation
Jeanne Lawless – Elementary Teacher – Richfield STEM Elementary
Christine Clay – Special Education Teacher – Richfield Middle School
Nathan Giles – Special Education Teacher – Richfield High School

Certified Full Time Leave of Absence
Ryan Meulemans – Dean – Richfield STEM Elementary
Effective: 25-26 School Year

Certified Full Time Resignation
Dalianna Ramos – Dual Language Elementary Teacher – RDLS
Effective: 6/6/2025
Years of Service: 2
Laura Wagner – Work Based Learning Teacher – Transition Plus/SEC
Effective: 6/6/2025
Years of Service: 1

Classified Full-Time Paraprofessional for Employment
Stephanie Blonigan - Special Education – South Education Center
Effective: 05/13/2025

Classified Full-Time Facilities & Transportation Reclassification
Ricky Thompson - Head Custodian – Richfield Dual Language School
Effective: 05/26/2025
Nikolas Bauza - Night Lead – Richfield High School
Effective: 05/12/2025

Classified Full-Time Facilities and Transportation Retirement
Patrick Kielty - Head Custodian – Richfield Dual Language Elementary
Effective: 06/13/2025
Years of Service: 40
Change in effective date from February 3rd, 2025, board approved personnel items.

Classified Full-Time Paraprofessional Probationary Termination
Hamza Aden - Special Education – Centennial Elementary School
Effective: 05/06/2025
Joshua Moton - Campus Supervisor – Richfield Middle School
Effective: 05/13/2025

C. Bid Awards - Main Vendor, Milk and Bread Products for 2025-2026

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

V. OLD BUSINESS

A. Policy 404: Drug, Alcohol and Cannabis Testing - third read

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

B. Policy 115: Title IX - second read

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

C. Policy 112: Wellness & Administrative Guidelines 112.1 & 112.2 - second read

VI. NEW BUSINESS

A. Facilities & Transportation Collective Bargaining Agreement 2024-2026

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

B. 2025-2026 Resolution for Membership in the MSHSL

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

C. Bloomington-Edina-Richfield Family Services Collaborative Agreement

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

D. Joint Powers Agreement for the Learning Exchange Consortium

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

E. Joint Powers Agreement for the Metro South Adult Basic Education Consortium

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

F. Policy 203: Organization of the Board of Education - single read

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

G. Policy 546: Use of Peace Officers and/or Crisis Teams to Remove Students with IEPs from School Grounds
H. Donations

Motion by Spencer, seconded by Cole, 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

6-2-2025	7 p.m.	Regular Board Meeting
6-23-2025	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

Chair Carter adjourned the meeting at 8:35 p.m.

CHECK RUNS & E-PAYS
06/02/2025 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	5/15/2025	413,708.52
	5/16/2025	69,286.47
	5/19/2025	29,253.92
	5/21/2025	248,509.93
	5/23/2025	19,359.05
E-Pays	5/22/2025	3,186.29

CHECK REGISTER BANK 05 TOTAL =	**783,304.18**

BREAKDOWN	
01-206-00	446,529.58
02-206-00	48,107.18
03-206-00	244,476.04
04-206-00	5,202.73
06-206-00	-
07-206-00	-
18-206-00	-
20-206-00	38,849.35
21-206-00	139.30
47-206-00	
BANK TOTAL =	**783,304.18**

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	315175	05/15/2025	ALERUS RETIREMENT AND BENEFITS	R	870.60
01	315176	05/15/2025	AMERICAN ACCESSORIES FOR BAND, LLC	R	1,627.55
01	315177	05/15/2025	AI TECHNOLOGIES LLC	R	240.00
01	315178	05/15/2025	BCBS OF MINNESOTA & BLUE PLUS	R	9,180.00
01	315179	05/15/2025	BOHNSACK CATHERINE	R	80.00
01	315180	05/15/2025	CAPTIVATE MEDIA & CONSULTING	R	1,540.50
01	315181	05/15/2025	CATALYST BUYING GROUP LLC	R	2,798.60
01	315182	05/15/2025	CDW GOVERNMENT INC	R	94,058.80
01	315183	05/15/2025	COMCAST BUSINESS	R	987.10
01	315184	05/15/2025	CONSOLIDATED COMMUNICATIONS	R	3,483.00
01	315185	05/15/2025	CUB FOODS	R	523.82
01	315186	05/15/2025	DEPAUL LETTERING	R	180.00
01	315187	05/15/2025	ECM PUBLISHERS INC	R	145.00
01	315188	05/15/2025	ESS BROTHERS & SONS, INC.	R	280.00
01	315189	05/15/2025	FINANGER PHILLIP J	R	41.20
01	315190	05/15/2025	GEE TEEZ & COMPANY, LTD.	R	2,269.45
01	315191	05/15/2025	WW GRAINGER INC	R	1,059.49
01	315192	05/15/2025	HILLYARD MINNEAPOLIS	R	3,395.21
01	315193	05/15/2025	IIX INSURANCE INFORMATION EXCHANGE	R	57.35
01	315194	05/15/2025	INSTITUTE FOR ENVIROMENTAL	R	125.00
01	315195	05/15/2025	JEROME A PLAGGE JR	R	46.38
01	315196	05/15/2025	JODI SCHAEFER MILLER	R	80.00
01	315197	05/15/2025	KOHLS, JEFF	R	105.00
01	315198	05/15/2025	KURPIERS REYNE	R	80.00
01	315199	05/15/2025	MAHONEY SAMUEL	R	95.00
01	315200	05/15/2025	MATRIX COMMUNICATIONS, INC	R	532.08
01	315201	05/15/2025	MAXORPLUS, LTD	R	38,553.35
01	315202	05/15/2025	MENDELBLATT SCOTT	R	27.83
01	315203	05/15/2025	MEP INC.	R	13.72
01	315204	05/15/2025	MILES SARA	R	66.95
01	315205	05/15/2025	MINNESOTA SODDING COMPANY, LLC.	R	7,374.15
01	315206	05/15/2025	MRI SOFTWARE LLC	R	287.50
01	315207	05/15/2025	NOVAK JANICE SOPHIE	R	40.00
01	315208	05/15/2025	PLUNKETT'S /VARMENT GUARD	R	1,164.72
01	315209	05/15/2025	PREMIUM WATERS INC	R	39.00
01	315210	05/15/2025	RICHFIELD SOCCER ASSOCIATION	R	350.00
01	315211	05/15/2025	RONALDO GOMEZ MARTINEZ	R	23.70
01	315212	05/15/2025	SEPTRAN STUDENT TRANSPORTATION	R	8,439.48
01	315213	05/15/2025	SHERWIN WILLIAMS CO	R	109.96
01	315214	05/15/2025	SHUPE DANIELLE	R	80.00
01	315215	05/15/2025	STONE ARCH STUDIO LLC	R	200.00
01	315216	05/15/2025	TEAMWORKS INTERNATIONAL, INC	R	1,255.80
01	315217	05/15/2025	TOLL COMPANY	R	13.20
01	315218	05/15/2025	API GARAGE DOOR, INC.	R	1,947.00
01	315219	05/15/2025	TWIN CITY HARDWARE	R	1,807.31
01	315220	05/15/2025	TWIN CITY TRANSPORTATION	R	219,754.77
01	315221	05/15/2025	UHL COMPANY INC	R	3,668.00
01	315222	05/15/2025	UNITED HEALTHCARE/AARP MEDICARE RX	R	92.20
01	315223	05/15/2025	UNITED HEARTHCARE /AARP MEDICARE RX	R	92.20
01	315224	05/15/2025	UNITEDHEALTHCARE	R	655.91
01	315225	05/15/2025	W.L. HALL CO	R	1,968.75
01	315226	05/15/2025	XCEL ENERGY	R	96.49
01	315227	05/15/2025	YOUNG AMERICANS SCHL SELF-DEFENSE	R	498.40
01	315228	05/15/2025	ZARNOTH BRUSH WORKS	R	1,112.00
01	315229	05/15/2025	ZASTROW JOHN W	R	95.00
01	315230	05/16/2025	ADVANCED COMMERCIAL KITCHENS	R	1,009.72
01	315231	05/16/2025	BISSONETTE ROBERT	R	210.00
01	315232	05/16/2025	BIX FRUIT COMPANY	R	10,779.59

01	315233	05/16/2025	GROUP MEDICAREBLUE RX	R	8,140.00
01	315234	05/16/2025	IHRKE JOSEPH	R	210.00
01	315235	05/16/2025	KEMPS LLC	V	0.00
01	315236	05/16/2025	KEMPS LLC	R	4,779.06
01	315237	05/16/2025	PAN O GOLD BAKING CO	R	718.15
01	315238	05/16/2025	SPIRIT OF THE WILDERNESS	R	14,442.50
01	315239	05/16/2025	TRIO SUPPLY COMPANY	R	712.61
01	315240	05/16/2025	UPPER LAKES FOODS	R	28,284.84
01	315241	05/19/2025	MINNESOTA STATE HIGH SCHOOL LEAGUE	R	2,300.00
01	315242	05/19/2025	RESILITE SPORTS PRODUCTS, INC.	R	26,953.92
01	315243	05/21/2025	ALL STATE COMMUNICATIONS INC	R	685.00
01	315244	05/21/2025	AMF SOUTHTOWN LANES	R	520.49
01	315245	05/21/2025	AMINGA, NAOMI	R	11.85
01	315246	05/21/2025	ASTLEFORD INTERNATIONAL	R	240.10
01	315247	05/21/2025	BERGSTROM, TAYLEE	R	11.85
01	315248	05/21/2025	CANON USA	R	4,747.36
01	315249	05/21/2025	CEDAR SMALL ENGINE	R	58.76
01	315250	05/21/2025	CERNEY JON	R	90.00
01	315251	05/21/2025	CINTAS CORPORATION NO 2	R	303.72
01	315252	05/21/2025	COMCAST	R	446.67
01	315253	05/21/2025	CONTEMPORARY TRANSPORTATION LLC	R	10,365.00
01	315254	05/21/2025	CONTINENTAL RESEARCH CORP	R	3,759.33
01	315255	05/21/2025	CONTRERAS WILLIAM	R	23.70
01	315256	05/21/2025	DARRYL WALETZKO LLC	R	2,380.00
01	315257	05/21/2025	DASH SPORTS, LLC	R	390.00
01	315258	05/21/2025	DISCOUNT SCHOOL SUPPLY	R	116.50
01	315259	05/21/2025	ECM PUBLISHERS INC	R	200.00
01	315260	05/21/2025	FINANGER PHILLIP J	R	66.95
01	315261	05/21/2025	GINGER L LARSON	R	300.00
01	315262	05/21/2025	WW GRAINGER INC	R	541.82
01	315263	05/21/2025	HAAS MUSICAL INSTRUMENT REPAIR, INC	R	463.70
01	315264	05/21/2025	HAMMER SPORTS, LLC	R	1,280.00
01	315265	05/21/2025	HAWKINS INC	R	20.00
01	315266	05/21/2025	HILLYARD MINNEAPOLIS	R	13,666.40
01	315267	05/21/2025	IDEAL ENERGIES SOLAR LEASE 2021,LLC	R	7,715.32
01	315268	05/21/2025	HIPPIE DOG	R	275.00
01	315269	05/21/2025	INNOVATIVE OFFICE SOLUTIONS LLC	R	21.38
01	315270	05/21/2025	INTERMEDIATE DISTRICT 287	R	126,767.13
01	315271	05/21/2025	JESSICA BELL ODDEN	R	100.39
01	315272	05/21/2025	JW PEPPER & SON INC	R	120.24
01	315273	05/21/2025	KINECT ENERGY INC	R	26,616.99
01	315274	05/21/2025	LAKESHORE LEARNING MATERIALS, LLC	R	132.21
01	315275	05/21/2025	LOFFLER	R	914.50
01	315276	05/21/2025	LUND, SARAH	R	70.00
01	315277	05/21/2025	MADISON NATIONAL LIFE INS CO INC	R	18,075.00
01	315278	05/21/2025	MCDONOUGH'S SEWER SERVICES, INC.	R	1,462.34
01	315279	05/21/2025	MENDELBLATT SCOTT	R	27.83
01	315280	05/21/2025	METROPOLITAN MECHANICAL CONTRACTORS	R	3,228.00
01	315281	05/21/2025	MIDWEST BUS PARTS INC	R	446.67
01	315282	05/21/2025	MILES SARA	R	66.95
01	315283	05/21/2025	MPCA	R	386.43
01	315284	05/21/2025	MTI DISTRIBUTING CO	R	286.17
01	315285	05/21/2025	MUSKA ELECTRIC CO.	R	125.60
01	315286	05/21/2025	NAPA AUTO PARTS	R	207.66
01	315287	05/21/2025	NEI ELECTRIC, INC.	R	194.00
01	315288	05/21/2025	NORTH CENTRAL INTERNATIONAL, LLC	R	75.87
01	315289	05/21/2025	ON SITE SANITATION	R	525.17
01	315290	05/21/2025	PER MAR SECURITY SERVICES	R	102.26
01	315291	05/21/2025	PLOY KHUNISOM	R	20.00

01	315292	05/21/2025	POMPS TIRE SERVICE	R	188.44
01	315293	05/21/2025	PUHZAL, JOSHUA	R	11.85
01	315294	05/21/2025	RONALDO GOMEZ MARTINEZ	R	35.55
01	315295	05/21/2025	SCHOOL SERVICE EMPLOYEES UNION	R	8,357.13
01	315296	05/21/2025	SCHOOL SPECIALTY, LLC	R	1,327.36
01	315297	05/21/2025	SHERWIN WILLIAMS CO	R	18.33
01	315298	05/21/2025	SITEONE LANDSCAPE SUPPLY LLC	R	760.39
01	315299	05/21/2025	API GARAGE DOOR, INC.	R	688.00
01	315300	05/21/2025	TWIN CITY HARDWARE	R	2,760.76
01	315301	05/21/2025	UNITED STATES TREASURER	R	200.00
01	315302	05/21/2025	VANESSA MERRY	R	500.00
01	315303	05/21/2025	ALLSTATE PETERBILT OF S ST PAUL	R	59.29
01	315304	05/21/2025	XCEL ENERGY	R	4,950.52
01	V2502416	05/22/2025	JENELLE BULLEN	R	19.88
01	V2502417	05/22/2025	RACHEL U CORNES	R	36.42
01	V2502418	05/22/2025	KAREN GAVILAN-TEPOZTECO	R	19.25
01	V2502419	05/22/2025	JAMES A GILLIGAN	R	410.51
01	V2502420	05/22/2025	STEPHANIE M HEYER-WALSH	R	38.40
01	V2502421	05/22/2025	JOHN M LORENZINI	R	839.99
01	V2502422	05/22/2025	JACQUELINE SANCHEZ VIDAL	R	120.00
01	V2502423	05/22/2025	ALEXANDER WARD	R	953.72
01	V2502424	05/22/2025	MATTHEW M ZEIDLER	R	748.12
01	315305	05/23/2025	ACT INC	R	16,214.00
01	315306	05/23/2025	BSN SPORTS, LLC	R	423.89
01	315307	05/23/2025	GROTH MUSIC COMPANY	R	132.30
01	315308	05/23/2025	MN DECA	R	2,225.00
01	315309	05/23/2025	VERNON COMPANY	R	363.86
			TOTAL CHECK & EPAY REGISTER		**783,304.18**

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of

May 27, 2025

Description	Matures	Rate	Cost	General Operating	2024A Cap Fac Bond	2018A Bond	OPEB Bond
TREASURY BILL	07/10/25	4.18%	999,739.31	999,739.31	-	-	-
MNTrust TERM SERIES	09/17/25	4.19%	1,000,000.00	1,000,000.00	-	-	-
US TREASURY N/B	09/30/25	4.22%	748,874.02	748,874.02	-	-	-
Susquehanna Community Bank	10/02/25	4.25%	240,900.00	240,900.00	-	-	-
MN TRUST TERM SERIES	01/07/26	4.82%	3,000,000.00	3,000,000.00	-	-	-
MNTrust TERM SERIES	01/20/26	3.96%	1,750,000.00	1,750,000.00	-	-	-
MNTrust TERM SERIES	01/26/26	4.10%	1,000,000.00	1,000,000.00	-	-	-
Western Alliance Bank	01/26/26	4.06%	241,500.00	241,500.00	-	-	-
MNTrust TERM SERIES	01/26/26	4.25%	2,000,000.00	2,000,000.00	-	-	-
GBank	01/29/26	4.18%	239,900.00	239,900.00	-	-	-
Omb Bank	01/29/26	4.15%	239,900.00	239,900.00	-	-	-
ServisFirst Bank	01/29/26	4.24%	239,700.00	239,700.00	-	-	-
NexBank	01/29/26	4.14%	240,000.00	240,000.00	-	-	-
Pelican State Credit Union	03/19/26	3.98%	240,300.00	240,300.00	-	-	-
NorthEast Community Bank	03/19/26	4.02%	240,200.00	240,200.00	-	-	-
Solera National Bank	03/19/26	4.09%	240,100.00	240,100.00	-	-	-
Royal Business Bank	03/19/26	4.02%	240,200.00	240,200.00	-	-	-
MN TRUST TERM SERIES	05/18/26	4.70%	1,000,000.00	1,000,000.00	-	-	-
MNTrust TERM SERIES	07/27/26	3.95%	1,000,000.00	1,000,000.00	-	-	-
STRIPS	11/15/26	4.19%	499,807.02	499,807.02	-	-	-
MNTrust TERM SERIES	01/25/27	3.93%	1,000,000.00	1,000,000.00	-	-	-
Federated Institutional Tax-Free Cash Trust		2.89%	289,309.33	-	-	289,309.33	-
CIBM Bank	06/02/25	5.03%	236,700.00	-	236,700.00	-	-
GOLDMAN SACHS GOVERNMENT MONEY MARKET		3.99%	4,427,889.23	-	-	-	4,427,889.23
Great Midwest Bank, S.S.B.	06/30/25	4.13%	227,400.00	-	-	-	227,400.00
ELGA CREDIT UNION	06/30/25	4.13%	226,750.00	-	-	-	226,750.00
FREDDIE MAC	09/23/25	1.60%	287,372.71	-	-	-	287,372.71
US TREASURY N/B	09/30/25	4.41%	621,742.19	-	-	-	621,742.19
KS STATEBANK / KANSAS STATE BANK OF MANHA	11/10/25	4.75%	212,900.00	-	-	-	212,900.00
US TREASURY N/B	09/30/26	4.34%	789,398.44	-	-	-	789,398.44
FIRST INTERNET BANK OF INDIANA	09/30/26	4.00%	209,500.00	-	-	-	209,500.00
BANK HAPOALIM	10/01/26	4.45%	206,700.00	-	-	-	206,700.00
Total Investments Held			**24,136,782.25**	**16,401,120.35**	**236,700.00**	**289,309.33**	**7,209,652.57**

ppd:Finance

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting June 2, 2025

Subject: PERSONNEL ITEMS

(Recommended by superintendent)

That the board of education approve the following personnel items:

Full Time Certified Probationary Year 1 of 1
Stephanie Kilpatrick – English Language Teacher – Richfield Dual Language School
Effective: 8/19/2025
Liv Meland – Elementary Teacher – Sheridan Hills Elementary
Effective: 8/19/2025
Mary Watkins – Special Education Teacher - Richfield STEM Elementary
Effective: 8/19/2025

Full Time Certified – Rehired w/Extend Probation
Nick Leeke – Special Education Teacher – Richfield Middle School
Effective: 8/19/2025

Full Time Certified Resignation
Steve Mollick – Music Specialist – Sheridan Hills Elementary
Effective: 6/6/2025
Years of Service: 2
Kelsey Waters – Language Arts – Richfield Middle School
Effective: 06/06/2025
Years of Service: 3

Part Time Certified Resignation
Chelsey Payne 0.5 FTE – Math Interventionist – Richfield Dual Language School
Effective: 6/6/2025
Years of Service: 2

Certified Full Time Extension of Leave of Absence
Monica Byron –District Wide
Effective: 2025-2028 School Years

Classified Full-Time Facilities & Transportation Reclassification
Davanand Mahadeo - Maintenance A – Richfield High School
Effective: 05/27/2025

Classified Part-Time Paraprofessional for Employment
Elizabeth Jocelyn - Clerical Paraprofessional – Districtwide Copy Center
Effective: 05/28/2025

Classified Full-Time Paraprofessional Resignation
Muna Abdi – Health Assistant Paraprofessional – Centennial Elementary School
Effective: 06/05/2025
Years of Service: 1

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 2, 2025

Subject: Wellness

(Recommended by the superintendent)

Passage upon a third read of Policy 112: Wellness and Administrative Guidelines 112.1 and 112.2. The policy describes the overall RPS commitment to providing nutritious food and opportunities for physical activity for students. Administrative guideline 112.1 provides details related to the school meal program, other food and beverages available at school, nutrition education, and physical activity. Administrative guideline 112.2 clarifies the procedures for nutrition services operations and meal charges.

The policy has been reviewed by the Nutrition Services Department; Health, Safety and Wellness Committee; and Safe & Supportive Schools parent/guardian, RCEP, RHS and RMS groups. *The current redlines indicate suggested changes that have been added since the previous board meeting.*

Attachments:
Policy 112: Wellness - redlined
Administrative Guideline 112.1 - redlined
Administrative Guideline 112.1: Wellness-Nutrition Services Operations and Meal Charges - redlined
MSBA Model Policy 533: Wellness
MSBA Model Policy 534: School Meals

RICHFIELD PUBLIC SCHOOLS

WELLNESS

I. PURPOSE

The purpose of this policy is to ensure a school environment at each school in Richfield Public Schools that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

II. GENERAL STATEMENT OF POLICY

A. The school board recognizes that nutrition promotion and education, physical activity and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and education. Therefore, students shall be provided access to healthy foods and opportunities to be physically active in order to learn, grow and excel.

B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.

C. All students in grades PreK-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

D. The District will establish goals for nutrition education and promotion~~;~~, as well as physical education and activity~~;~~, and will establish connections between nutrition education, school meal programs, schoolyard gardens and related community services to foster lifelong habits of healthy eating and physical activity.

E. The school board endorses and the District adheres to the USDA nutrition guidelines to promote student health and to prevent and reduce childhood obesity, eating disorders and chronic disease.

F. The District encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the District's wellness policy.

G. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant setting and adequate time for students to eat.

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H. The District will inform and update the public (including parents, students, and others in the community) about the content and implementation of the District wellness policy in accordance with policy guidelines.

I. The chief HR and administrative officer has the responsibility to ensure that each school complies with the District wellness policy. The wellness policy will be measured periodically on the extent to which schools are in compliance, the progress made in attaining nutrition and physical activity goals, and the extent to which the District wellness policy compares to model wellness policies. The results of this assessment will be made available to the school board and the public.

Legal References

Minn. Stat. §121A.215 (Local School District Wellness Policy
42 U.S.C. § 1751 et seq. (~~National School Lunch~~Healthy and Hunger-Free Kids Act)
42 U.S.C. § 1758b (Local School Wellness Policy)
42 U.S.C. § 1771 et seq. (Child Nutrition Act ~~of 1966~~)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
~~42 U.S.C. § 1771 et seq. (Child Nutrition Act of 1966)~~
~~42 U.S.C. § 1751 et seq. (National School Lunch Act)~~
~~42 U.S.C. § 1758b (Local School Wellness Policy)~~
~~Minn. Stat. §121A.215 (Local School District Wellness Policy~~)

RATIFIED BY THE BOARD OF EDUCATION: April 3, 2006; April 3, 2006
REVISED BY THE BOARD OF EDUCATION: May 18, 2015; June 12, 2017; June 29, 2020; June 2, 2025

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RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

WELLNESS - NUTRITION AND ENVIRONMENTAL GUIDELINES

The Administrative Guidelines outlined within this document for Richfield Public Schools are intended to create a school environment that protects and promotes the health of our students. Our commitment is to provide nutrition education and regular physical activity, as well as access to nutritious foods for all students.

I. USDA SCHOOL MEALS AND SNACKS

School meals will include a variety of healthy choices while accommodating special dietary needs and ethnic and cultural food preferences. All schools shall participate in the U.S. Department of Agriculture (USDA) school breakfast and school lunch programs. Schools eligible for the Fresh Fruit and Vegetable ~~program~~ Program (FFVP) will apply to implement this program. FFVP provides a variety of free fruit and vegetable snacks at eligible elementary schools to encourage students to try different fruits and vegetables.

Richfield Public Schools participates in the Minnesota Free School Meals Program, and therefore, all enrolled students will be offered one breakfast and one lunch at no charge while at school regardless of their meal balance. Food and nutrition services will utilize electronic identification and payment systems and promote the availability of school meals to all students. The schools will make every effort to eliminate any social stigma attached to negative meal balance. Under no circumstances shall any student be turned away from a USDA meal. Under no circumstances shall any student receive restricted choice related to USDA meal options provided to students (see Administrative Guideline 112.2).

A. USDA Standards for Meals and Food Service Staff

All foods and beverages made available on campus (including concessions, school stores, a la carte cafeteria items, etc.) during the school day shall be consistent with the current USDA Dietary Guidelines for Americans and applicable federal rules and regulations.

~~The director of food and nutrition services shall ensure that all reimbursable meals meet nutrition standards mandated by the USDA, as well as any additional state nutrition standards that go beyond USDA requirements.~~

Commented [CQ1]: Stated below

1. All such items shall be appropriate to the school setting.

2. In the event a written complaint is ~~filed~~ communicated to the nutrition services department regarding the approval or disapproval of any item, the

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superintendent or designee and the director, after review, shall make the final determination.

The director of food and nutrition services shall be responsible for the District's food service program. Duties shall include monitoring nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans, as well as any additional state nutrition standards that go beyond USDA requirements. The school meal programs will be administered by a dietician or nutritionist with school meal experience. If the District does not employ staff with this expertise, consultants will be used.

The schools shall provide the opportunity for continuing professional development for all food and nutrition service personnel. All food and nutrition service staff will be provided training on USDA meal plans/reimbursable meals so they can properly advise students as to the meal components they may/must take, as well as cooking techniques, recipe implementation, sanitation, and food safety.

All menus will be reviewed by the director of food and nutrition. When this is not feasible, sample USDA menus or USDA software for menu review may be used.

B. Meal Environment

Meals will be served in a clean and pleasant setting and under appropriate supervision. Rules for safe behavior will be consistently enforced.

~~Richfield High School is a limited open campus. Students in 11th and 12th grades may apply to be eligible to leave the campus during the day and may be approved based on parent/guardian approval and qualifying standards determined at the high school level. Students in 9th and 10th grades are not permitted to leave the school grounds during the school day.~~

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Schools will make every effort to provide students with sufficient time to eat after sitting down (approximately 20 minutes) for school meals and will schedule meal periods at appropriate times during the school day.

The elementary schools, grades K-5, are encouraged to schedule recess time before lunch when possible.

Tutoring, club, or organizational meetings or activities will not be scheduled during mealtimes, unless students may eat during such activities.

The schools shall work to provide students access to hand washing or hand sanitizing before they eat meals or snacks, and teachers, food and nutrition and school staff will remind students to make use of them.

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Information on the nutritional content and ingredients of meals will be found on menus, in school newsletters and/or the District website. Parents/guardians and students will be informed that information is available and information shall be kept up-to-date.

C. Meal Promotion

Participation in school meal programs will be promoted. Parents/guardians will be notified of the availability of the breakfast, lunch and summer food programs. The District will, to the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation, including serving breakfast in the cafeteria or "grab-and-go" breakfast in the classroom**.**

Foods served as part of the before and aftercare (childcare) programs run by the school must meet USDA standards if they are reimbursable under a school meals program. Otherwise, they must meet the nutrition standards for competitive foods outlined below. Foods served as part of the before and aftercare (childcare) programs run by an outside organization (e.g., YMCA) must meet the District's nutrition standards for competitive foods outlined below.

II. FOOD AND BEVERAGES OUTSIDE REIMBURSABLE MEALS

A. Competitive Foods and Beverages

All foods and beverages *sold* on school grounds during the school day to students outside of reimbursable school meals are considered *"competitive foods."* Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores and for in-school fundraisers during the school day (school day is defined by the USDA as the period from midnight before, to 30 minutes after the end of the official school day).

All competitive foods must comply with the USDA Smart Snacks in School regulation, as well as all applicable state standards. The USDA website has a resource guide to Smart Snacks in Schools as well as a Smart Snacks Calculator to help schools identify food items that meet Smart Snacks criteria. Foods *served* as part of the before and aftercare (childcare) programs and clubs must also comply with these nutrition standards *unless* they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

~~Competition for food sales with the School Lunch Program is prohibited by the District's participation in the federal school lunch program.~~ Competition of non-nutritious food sales with the School Lunch Program during the school day is prohibited by the District's participation in the federal school lunch program. The school principal shall regulate the hours of operation of any vending machine, school store or concession stands. The food and beverage products dispensed by vending machines or concession stands operated on campus outside the regular school day shall strive to provide a variety of

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nutritious options, and organizers may consult the director of food and nutrition services.

The schools shall encourage all students to make age-appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, and after school, such as through vending machines, fundraising events, concession stands, and student stores.

B. Other Foods and Beverages Made Available to Students

~~Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:~~

1. ~~Celebrations and parties.~~ Food and beverages will not be part of classroom celebrations~~,~~ and parties ~~or student birthday recognition events. The District will make available to parents a list of non-food celebration ideas.~~. The District asks parents/guardians to refrain from bringing items into school to celebrate birthdays.

2. Any classroom snacks will follow USDA Smart Snacks in School guidelines.

C. Rewards and Incentives

The use of food or beverages as a reward must follow USDA Smart Snacks in School standards (unless different snacks are allowed by a student's individual education plan or behavior intervention plan), and staff will not withhold food or beverages as a punishment.

D. Fundraising

The sale or distribution of food and beverage products by individuals for consumption during the school day, as a fundraising activity, ~~shall~~ must follow USDA Smart Snacks in School Guidelines and be preapproved by the director of food and nutrition. However, preorders for distribution and consumption after school may be allowed at the discretion of the school principal. Non-food fundraising is promoted and activities that promote physical activity are encouraged. The District will make a list of healthy fundraising ideas available on the Nutrition Services page of the District website~~to parents and teachers a list of healthy fundraising ideas~~.

E. Access to Drinking Water

Students and school staff members will have access to free, safe, fresh drinking water at all times throughout the school day. Water jugs and cups will be available in the cafeteria if water fountains are not present, and supervisory staff will facilitate access to water in the cafeteria. Students will be allowed to bring drinking water from home into the classroom.

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Water will be promoted as a substitute for sugar-sweetened beverages. The District prohibits the selling of food and beverages containing caffeine and non-nutritive sweeteners to elementary and middle school students.

Maintenance will be performed on all water fountains regularly to ensure that hygiene standards for drinking fountains, water jugs, hydration stations, water jets, and other methods for delivering drinking water are maintained.

III. NUTRITION EDUCATION AND PROMOTION

The Healthy, Hunger–Free Kids Act (The Act) requires that wellness policies include goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the school district determines appropriate.

A. The District will encourage and support healthy eating by students and engage in nutrition education and promotion that is:

1. Offered as part of a sequential and comprehensive K-12 program designed to provide students with the knowledge and skills necessary to promote and protect their health.

2. Part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social science and elective subjects, where appropriate.

B. Students will receive consistent nutrition messages throughout schools, classrooms, cafeterias, and school media. The schools shall model, encourage and support healthy eating by students and engage in nutrition promotion.

1. Nutrition promotion can include participatory activities such as contests, promotions, taste testing, farm visits and other field trips, and experience working in school gardens. Nutrition promotion shall be designed to be enjoyable, developmentally appropriate, and culturally relevant. ~~Nutrition promotion includes participatory activities, such as contests, promotions, taste testing, and field trips.~~

2. The nutrition education program may be linked to school meal programs, school gardens, food and nutrition promotion, afterschool programs, and farm-to-school programs.

3. Nutrition education may be offered in the cafeteria as well as the classroom, with coordination between the food and nutrition services staff and teachers.

4. Staff members responsible for nutrition education will participate in relevant professional development (e.g., training on the Dietary Guidelines for Americans and how to teach the guidelines).

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5. Staff will only use approved nutrition curriculum in the classroom. Curriculum developed by corporate interest is prohibited.

6. Nutrition education will be provided to families via handouts, newsletters, postings on the website, presentations and/or workshops. The school menu will be posted online.

7. Staff is strongly encouraged to model healthy eating habits, and discouraged from eating in front of ~~children~~students/sharing food with ~~children~~ students during regular class time, outside of activities related to the nutrition education curriculum.

   The nutrition curriculum will specifically encompass:

   - Promotion of adequate nutrient intake and healthy eating practices;
   - Skill development, such as reading labels to evaluate the nutrient quality of foods, meal planning, and analysis of health information;
   - Examination of the problems associated with food marketing to children;
   - Nutrition themes including, but not limited to USDA's MyPlate, Dietary Guidelines for Americans, adequate nutrient intake, positive body image and food safety.

IV. FOOD AND BEVERAGE MARKETING IN SCHOOLS

School–based marketing will be consistent with nutrition education and health promotion. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

V. PHYSICAL ACTIVITY

A. Physical Education

All K-12 students will receive physical education. Physical education will be based on the Minnesota Physical Education Standards and coordinated with the National Health Education Standards (K-12). All K-12 students will receive physical education.

Master scheduling will strive to provide 60 minutes of physical education per week for elementary school students~~,~~. Middle school student schedules will include one ~~1~~ full class period daily for ~~middle school students~~ for ~~1~~ one grading period per year~~,~~. High school students are required to complete ~~1~~ one semester of physical education with one full class period daily. ~~for high school students with 1 semester required for graduation.~~ High school students may elect to take more than one semester of physical education.

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All physical education classes (K-12) will be taught by licensed teachers who are certified or endorsed to teach physical education at a teacher-to-student ratio planned to be no greater than 40:1.

Physical education programs will meet the needs of all students, including students with disabilities, special healthcare needs, students from all religious and cultural backgrounds, and students in alternative educational settings, and will actively teach cooperation, fair play, and responsible participation.

Student involvement in other activities, including those involving physical activity (e.g. interscholastic or intramural sports), will not be substituted for physical education.

1. Physical education classes will count toward graduation and GPA.

2. Waivers, exemptions, or substitutions for physical education classes will not be granted.

3. The school prohibits the use of physical activity and withholding of physical education class and other forms of physical activity as punishment.

4. All physical education classes will be taught by a qualified physical education teacher, and at least 80% of time will be spent in moderate to vigorous activity.

5. The school will provide adequate space/equipment and conform to all safety standards.

6. Physical education staff will receive professional development on a yearly basis.

7. Students missing class will be encouraged to make up missed physical activity time by participating in an equivalent physical activity, including at least 30 minutes of moderate to vigorous activity (examples include intramural athletics, interscholastic athletics, documented exercise, etc.).

B. Physical Activity

All students will have opportunities for physical activity beyond physical education class. Classroom health education will reinforce the knowledge and skills needed to maintain a physically active lifestyle.

Opportunities for physical activity shall be incorporated into other subject lessons, where appropriate. Classroom teachers shall provide short physical activity breaks between lessons or classes, as appropriate. The District encourages teachers to serve as role models by being physically active alongside the students.

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Through formal shared-use agreements, indoor and outdoor physical activity facilities are spaces that will be open to students, families, and the community outside of school hours. These agreements are governed by Policy 412: Staff Use of School Facilities and Policy 979: Community Use of School Facilities and Grounds.

C. Recess

All elementary school students will have at least 20 minutes of supervised recess time per day ~~before or after the lunch period~~, during which moderate to vigorous physical activity will be encouraged. Outdoor recess will only be withheld in the event of extreme weather, as defined by the District. In the event that recess must be held indoors, teachers and staff will follow indoor recess guidelines to ensure adequate physical activity for students.

D. Physical Activity Programs

Elementary, middle, and high school will strive to offer extracurricular physical activity programs, such as physical activity clubs and intramural programs. High school and middle school will offer interscholastic sports programs to all students.

E. Safe Routes to School

The District will assess and, to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. For example, crossing guards may be stationed around the school to facilitate safe walking and biking school commutes, and bike racks will be available at each building. The District will work together with local public works, public safety, and other community partners on Safe Routes to School efforts.

Schools are encouraged to promote and support active transport to schools, including participating in Safe Routes to Schools programming and activities. Schools are to provide active transportation safety education as required by state law, and bicycle safety education for students grades 4-12.

VI. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

This wellness policy was developed by the District Health, Safety and Wellness Committee, a group comprised of individuals from the following groups: parents/guardians, principals, teachers, food and nutrition service personnel, health service personnel, school board members, school administrators, and other interested persons (such as local public health). Policy revisions will take into account new research and evidence on health trends, new national and state standards and guidelines, new state and federal initiatives, local evaluation data, changing district priorities, and other related issues. Meetings are held 4 times during the school year. All meeting dates are posted on the District website and are open to the public.

The superintendent or designee is charged with operational responsibility for ensuring that the District meets the requirements of the wellness policy.

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The principal of each school, or a designated school official, will ensure compliance within the school and will report to the superintendent or designee regarding compliance matters upon request.

VII. POLICY IMPLEMENTATION AND PUBLICATION

After approval by the school board, the wellness policy will be implemented throughout the District and an ongoing District Health, Safety and Wellness Committee with community-wide representation will be maintained.
The District will post the wellness policy on its website. Information, including the following annual reporting information, shall be posted on the District website before the start of the following school year.

VIII. ANNUAL REPORTING

The superintendent or designee will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public. The report shall be posted on the District website and provide the following information:

A. Triennial assessment findings

B. Web link to the wellness policy

C. Contact details for committee leadership and information

IX. TRIENNIAL ASSESSMENT

~~IX.~~

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At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:

A. The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy

B. The extent to which the District's wellness policy compares to model local wellness policies; and

C. A description of the progress made in attaining the goals of the District's wellness policy

The superintendent or designee will be responsible for conducting the triennial assessment. The triennial assessment report shall be posted on the District website and made available to the public.

X. RECORDKEEPING

The District will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

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A. The District's written wellness policy

B. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessment available to the public

C. Documentation of the triennial assessment of the local school wellness policy for each school under the District's jurisdiction

D. Efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the District uses to make stakeholders aware of their ability to participate on the Health, Safety & Wellness Committee)

Legal References:

29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973~~, as Amended~~)
42 U.S.C. § 1751 *et seq*. (~~Richard B. Russell National School Lunch~~Healthy and Hunger-Free Kids Act)
42 U.S.C. § 1771 *et seq* (Child Nutrition Act~~ of 1966~~)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act of 1990, as amended)
42 U.S.C. § 1758b (Local School Wellness Policy)
~~P.L. 108-265 (2004) 204 (Local Wellness Policy)~~
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F. R. § 220.8 (School Breakfast Program Regulations
~~42 U.S.C. § 1758b, Section 9A, Section 204 (Healthy Hunger-Free Kids Act of 2010)~~
~~7 CFR Parts 210 and 220 (Final Rule July 2016)~~

Cross References:
Policy 521: Graduation Requirements
Policy 707: Commission Sales - Vending Machines and School Pictures

Dated: May 18, 2015
Revised: May 18, 2015; June 12, 2017; June 29, 2020

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RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

WELLNESS - NUTRITION SERVICES OPERATIONS AND MEAL CHARGES

I. PURPOSE

The Administrative Guidelines outlined within this document for Richfield Public Schools are intended to create a nutrition services operational environment that protects and promotes the nutritional health of our students. Our commitment is to ensure that our District provides students with healthy meals with the nutrition they need to stay focused during the school day. We further commit to providing District employees, families and students with a shared understanding of expectations regarding meal charges. These guidelines seek to minimize identification of students with insufficient account balances to pay for school meals as well as to maintain the financial integrity of the nutrition services program.

II. BELIEFS

Richfield Public Schools believes that healthy school meals enable all students to achieve at their highest level, and we are committed to offering a variety of nutritional offerings to meet the individual needs of our students.

III. PAYMENT OF MEALS

Richfield Public Schools participates in the Minnesota Free School Meals Program, and therefore, all enrolled students will be offered one breakfast and one lunch at no charge while at school regardless of an outstanding meal balance. Additional entrees and a la carte items are available to students for purchase. Each household is financially responsible for all charged additional entrees and a la carte items consumed by their child.

A. Every student has a meal account. When the balance in their meal account reaches zero, a student will continue to receive meals with a full choice of school-provided, reimbursable meal options. When the balance reaches zero, however, students will not be allowed to charge for additional entrees or a la carte items until funds are available in the account to cover the cost of the additional entrees or a la carte items. Under no circumstances shall any student be turned away from a USDA meal of their choice. Under no circumstances shall any student receive restricted choice related to USDA meal options provided to students. Once a student has placed a meal on a tray or otherwise been served a meal, the meal may not be subsequently withdrawn from the student by the cashier or other school official, regardless of the student's meal account balance.

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B. When a lunch account has a negative account balance, a la carte, snack and/or double entree items will not be available regardless of paid, free or reduced-price lunch status.

C. If a parent/guardian chooses to send in one payment that is to be divided between sibling accounts, the parent/ guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent/guardian.

IV. NOTIFICATION OF LOW OR NEGATIVE ACCOUNT BALANCE

A. The District will make reasonable efforts to notify families and employees of a low account balance when the account has a negative balance via the District's automated alert notification system.

B. Parents/guardians will receive a negative balance notification when their student's account has a negative balance, twice per week via the District's automated alert notification system. These will be sent using the contact information provided to the District by the legal guardian of the student.

C. Point of Sale Clarifications

Staff will not communicate account balances to students at the point of sale where students receive reimbursable meals, unless the student asks for their meal account balance information or asks if they can purchase a second entree.

When students request to purchase a second entrée or a la carte item, staff will inform the student of whether they have sufficient funds in their meal account to purchase the second entrée or a la carte item. Any information shared with students shall occur with concern for the dignity of the student. Under no circumstances shall communication occur that shames the student or that could attract the attention of other students during the communication. Staff will use a voice that can be heard only by the individual student. Students who do not have sufficient funds in their meal account to purchase the second entrée or a la carte item may pay with cash in hand.

D. Students can check their meal account balance or deposit money at any point of sale register at both the high school and middle school. Parents/guardians are encouraged to sign up for an online account and password to monitor all of their child's accounts. Parents/guardians should also have online access to transaction details, balances and payments.

E. No students will be denied a meal; Under no circumstances shall any student be turned away from a USDA meal of their choosing. Under no circumstances shall any student receive restricted choice related to USDA meal options provided to students. Once a student has placed a meal on a tray or otherwise been served a meal, the meal may not be subsequently withdrawn from the student by the cashier or other school official, regardless of the student's meal account balance.

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F. Nutrition services staff will work weekly with building leadership and/or the school social worker to communicate information related to all accounts that have a negative balance of $25.00 or below. Families will receive increased communication and follow-up coordinated through building-level administration when the account has a negative balance of $25.00 or below until payment is received. Personal communication with families will occur only through building-level administration, social worker or administrative designee. Administrative coordination with outreach workers will occur for communication with families who speak a language other than English. Nutrition services staff will not communicate directly with families about account balances.

G. When a meal account has a negative balance of $50.00 or below, building-level administration or social workers will contact parents/guardians to discuss the situation and provide additional resources.

H. The District will not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

I. The District will not impose any other restriction prohibited under Minnesota Statutes section 123B.37 due to unpaid student meal balances. The District will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal account balance.

J. The District will not use a debt collections agency for the collection of student meal account debt.

V. COMMUNICATION OF POLICY

A. This policy and any pertinent supporting information will be provided in writing (i.e., mail, email, back-to-school packets, student handbook, etc.) to:

1. all households at or before the start of each school year;

2. students and families who transfer into the District, at the time of enrollment; and,

3. all District personnel who are responsible for enforcing this policy.

B. The District will post the policy on the District's website, in addition to providing the required written notification described above.

Legal References:

Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 124D.111~~, Subd. 4~~ (School Meals Policies; Lunch Aid; Food Service Accounting)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)

7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A
Minn. Op. Atty. Gen. 169j (May 14, 2019) (*Letter to Ricker*)

Cross References:
Policy 708: Collection of Unpaid Obligations

Dated: May 18, 2015
Revised: May 18, 2015; June 12, 2017; June 29, 2020; June 2, 2025

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533 WELLNESS

[Note: All school districts that participate in the National School Lunch and School Breakfast Programs are required by the Healthy, Hunger-Free Kids Act of 2010 (Act) to have a wellness policy that includes standards and nutrition guidelines for foods and beverages made available to students on campus during the school day, as well as specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. The Act requires the involvement of parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development, implementation, and periodic review and update of the wellness policy. The Act also requires a plan for measuring implementation of the policy and reporting wellness policy content and implementation issues to the public, as well as the designation of at least one person charged with responsibility for the implementation and oversight of the wellness policy to ensure the school district is in compliance with the policy.]

I. PURPOSE

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

II. GENERAL STATEMENT OF POLICY

A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.

B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.

C. The school district encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.

D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.

E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. WELLNESS GOALS

[Note: The Act requires that wellness policies include goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness.]

A. Nutrition Promotion and Education

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:

   a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;

   b. part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and

   c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.

2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte/snack lines, vending machines, fundraising events, concession stands, and student stores.

B. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities, such as watching television;

2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and

3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

C. Communications with Parents

1. The school district recognizes that parents and guardians have a primary role in promoting their children's health and well-being.

2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.

3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.

4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. STANDARDS AND NUTRITION GUIDELINES

[Note: The Act requires that school districts have standards, selected by the school district, for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity. For foods and beverages sold to students during the school day on school campus, the Act requires that school districts also have nutrition guidelines.]

A. School Meals

[Note: The Act specifically requires that the wellness policy contain standards and nutrition guidelines for all foods and beverages sold to students during the school day that are consistent with the meal requirements for lunches and after-school snacks set forth in 7 Code of Federal Regulations section 210.10 and the meal requirements for breakfasts set forth in Code of Federal Regulations section 220.8.]

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.

2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.

3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.

4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.

5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.

6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.

7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.

9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.

10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.

2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.

2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.

3. Before and Aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:

a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.

[Note: Healthy party ideas are available from the USDA.]

b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.

2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

3. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.

2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

A. Wellness Coordinator

[Note: The Act requires that local school wellness policies identify the position of the local education agency or school official(s) responsible for the implementation and oversight of the local school wellness policy.]

1. The superintendent will designate a school district official to oversee the school district's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.

2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

[Note: The Act requires a description of the manner in which parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public are provided an opportunity to participate in the development, implementation, and periodic review and update of the local school wellness policy.]

1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.

2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

[Note: The Act requires a description of the plan for measuring the implementation of the local school wellness policy.]

1. After approval by the school board, the wellness policy will be implemented throughout the school district.

2. The school district will post its wellness policy on its website, to the extent it maintains a website.

[Note: Per Minnesota Statutes section 121A.215, when available, a school district must post its current local school wellness policy on its website.]

B. Annual Reporting

[Note: The Act requires that school districts inform the public about the content and implementation of the local wellness policy and make the policy and any updates to the policy available to the public on an annual basis.]

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

[Note: The Act requires a triennial assessment of schools' compliance with the wellness policy. The Act also requires school districts to inform the public

about progress toward meeting the goals of the wellness policy by making the triennial assessment available to the public in an accessible and easily understood manner.]

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:

   a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;

   b. the extent to which the school district's wellness policy compares to model local wellness policies; and

   c. a description of the progress made in attaining the goals of the school district's wellness policy.

2. The Wellness Coordinator will be responsible for conducting the triennial assessment.

3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

[Note: The Act requires school districts to retain records to document compliance with the requirements of 7 Code of Federal Regulations section 210.30.]

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.

2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.

3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

Legal References:
Minn. Stat. § 121A.215 (Local School District Wellness Policy; Website)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
42 U.S.C. § 1758b (Local School Wellness Policy)
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources:
Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org
United States Department of Agriculture, www.fns.usda.gov

*Adopted:*_____ *MSBA/MASA Model Policy 534*
Orig. 2017
*Revised:*_____ *Rev. 2023*

534 SCHOOL MEALS POLICY

[Note: In 2021, the Minnesota legislature amended Minnesota Statutes, section 124D.111, to require that Minnesota school districts that participate in the national school lunch program adopt a school meals policy. In 2023, the Minnesota legislature amended the statute to create the free school meals program].

[Note: This MSBA/MASA model policy is drafted to be consistent for all grade levels. However, local school districts may vary the meal charge policy for elementary, middle, and high schools.]

[Note: School districts must follow appropriate debt collection practices when attempting to recover unpaid a la carte item or second meal charges.]

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte items or second meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

[Note: Payment systems and procedures will likely vary from school district to school district. The school district should select one of the following options and delete the remaining options.]

A. [OPTION 1: *All a la carte items or second meal purchases are to be prepaid before meal service begins. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).] A student who does not have sufficient funds will not be allowed to charge a la carte items or a second meal until additional money is deposited in the student's account.*]

[OPTION 2: *Students have use of a meal account. When the balance reaches zero, a student may charge no more than $[insert amount] or [insert number of meals] to this account]. When an account reaches this limit, a student shall not be allowed to charge second meals or a la carte items until the negative account balance is paid. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).]*]

[OPTION 3: *Insert a school district-specific process for payment of a la carte items or second meals.*]

If the school district participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.

B. A school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.

C. Each school that participates in the free school meals program must:

(1) participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and

(2) provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.

D. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.

E. When a student has a negative account balance, the student will not be allowed to charge a snack item.

F. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.

B. Families will be notified of an outstanding negative balance once the negative balance reaches $*[insert amount]* or *[insert number of meals].* Families will be notified by *[insert the method used to notify families (e.g., automated calling system, email, letters sent home)]*.

C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing nonreimbursable meals; or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free or reduced-price meals for their children.

B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

C. Negative balances of more than $*[insert amount]*, not paid prior to *[enter time period (e.g., end of the month, end of the semester, end of the school year)]*, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

E. The school district will not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:

1. all households at or before the start of each school year;

2. students and families who transfer into the school district, at the time of enrollment; and

3. all school district personnel who are responsible for enforcing this policy.

B. The school district will post this policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.

C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 124D.111 (School Meals Policies; Lunch Aid; Food Service Accounting)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

Cross References: None

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 2, 2025

Subject: Use of Peace Officers and/or Crisis Teams

(Recommended by the superintendent)

A second read of Policy 546: Use of Peace Officers and/or Crisis Teams to Remove Students with IEPs from School Grounds. This policy describes the appropriate use of peace officers and/or crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds when the health, safety, or property of a student, staff member, or the school are endangered. This policy is primarily governed by Minnesota statute.

The policy has been reviewed by the special education department. Suggested changes have been included to align to the MSBA model policy and adhere to RPS branding and style guidelines.

Attachments:
Policy 546: Use of Peace Officers and/or Crisis Teams to Remove Students with IEPs from School Grounds - redlined
MSBA Model Policy 532: Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds

RICHFIELD PUBLIC SCHOOLS

USE OF PEACE OFFICERS AND/OR CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and/or crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds. All students, regardless of status should be treated as individuals, and adults in ~~the school district~~Richfield Public Schools are expected to support students and their best interests.

II. GENERAL STATEMENT OF POLICY

The ~~school d~~District is committed to creating and promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the ~~school d~~District's discipline policy. ~~Building~~ Building-level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates ~~the school district's discipline policy~~ Policy 541: Student Behavior.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

Outside of crisis ~~type~~ situations governed by this policy and guidelines, student interactions with police are governed by ~~policy~~ Policy 977: Cooperation with Law Enforcement Agencies and accompanying guidelines.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

A. "Crisis team" means a group of persons, which may include teachers and nonteaching school personnel, selected by the building administrator in

each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.

B. "Emergency" means a situation where immediate intervention is needed to protect a child or other individual from physical injury.

~~A. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).~~

C. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.

~~B.~~D. "Physical holding" means physical intervention intended to hold a child immobile or limit a child's movement, where body contact is the only source of physical restraint, and where immobilization is used to effectively gain control of a child in order to protect a child or other individual from physical injury.

~~C. "School Liaison Officer" is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students. The school district will provide training to the police liaison officer in order to promote an improved understanding of the population of students with disabilities.~~

~~D.~~A. ~~"Crisis team" means a group of persons, which may include teachers and nonteaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.~~

E. The phrase "remove the student from school grounds" is the act of securing a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.

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F. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).

~~F. "Emergency" means a situation where immediate intervention is needed to protect a child or other individual from physical injury.~~

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IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student's behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team may be summoned. The crisis team may attempt to de-escalate the student's behavior by means including, but not limited to, those described in the student's IEP and/or behavior intervention plan. If such measures fail, or if the crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from ~~the school liaison officer or~~ a peace officer.

B. Removal By ~~School Liaison Officer or~~a Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the building administrator, or the building administrator's designee, may request that the ~~school liaison officer or~~ a peace officer remove the student from school grounds. The superintendent or designee shall be informed and consulted in any situation requiring the requested removal of a student pursuant to the implementation of this policy.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

– Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. – If the ~~school d~~District reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and ~~school district's policy~~Policy, 581: Protection and Privacy of Pupil Records.

~~[Note: If the school district uses a different reference name for its student records policy, insert that name in place of the reference to Protection and Privacy of Pupil Records, which is the title of MSBA/MASA Model Policy 515.]~~

– The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a building administrator, other crisis team members, ~~or the school liaison officer~~ or other agents of the ~~school d~~District, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

In removing a student with an IEP from school grounds, ~~school liaison officers and school d~~District personnel are further prohibited from engaging in the following conduct:

1. Corporal punishment prohibited by Minn. Stat. § 121A.58;

2. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;

3. Totally or partially restricting a child's senses as punishment;

4. Denying or restricting a child's access to equipment and devices such as walkers, wheel–chairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the

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child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;

5. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minn. Stat. § 626.556;

6. Physical holding (as defined in Minn. Stat. § 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;

7. Withholding regularly scheduled meals or water; and/or

8. Denying a child access to toilet facilities.

~~8.~~ Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

D. Parental Notification and Coordination

If possible, prior to the removal, a reasonable attempt shall be made to notify the parent~~s~~/guardian. ~~—~~ Reasonable attempt to notify shall include telephone and email. If not possible, the building administrator or designee shall make reasonable efforts to notify the student's parent ~~or/~~ guardian of the student's removal from school grounds as soon as possible following the removal.

If the parent/guardian can be reached and is available, the student will be remanded to the custody of the parent/guardian. ~~—~~ If a parent/guardian cannot be reached prior to the removal, the student will be remanded to the custody of the ~~school resource or police~~ peace officer involved.

E. Continued Removals; Review of IEP

~~–~~ Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

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F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the ~~school d~~District seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minn. Stat § 125A.0942, Subd. 5, and otherwise comply with the requirements of § 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report, in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67~~, Subd. 2~~ (~~Aversive and Deprivation Procedures~~Removal by Police Officer)
Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy

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(FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education ~~Improvement~~ Act) ~~of 2004 (IDEA))~~
34 C.F.R. § 300.535 (~~IDEA Regulation Regarding Involvement of Law Enforcement~~Referral to and Action by Law Enforcement and Judicial Authorities)

Cross References:

~~MSBA/MASA Model~~ Policy ~~506~~ 541: Student Behavior ~~(Student Discipline)~~
~~MSBA/MASA Model Policy 507 (Corporal Punishment)~~
~~MSBA/MASA Model~~ Policy ~~515~~ 581: ~~(~~Protection and Privacy of Pupil Records~~)~~
~~MSBA/MASA Model Policy 525 (Violence Prevention)~~
~~MSBA/MASA Model~~ Policy ~~806~~ 802: ~~(~~Crisis Management ~~Policy)~~
Policy 977: Cooperation with Law Enforcement Agencies

REVISED BY THE BOARD OF EDUCATION: February 18, 2020

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532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

[NOTE: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

A. "Crisis team" means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.

B. "Emergency" means a situation where immediate intervention is needed to protect a child or other individual from physical injury.

C. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.

D. "Physical holding" means physical intervention intended to hold a child immobile or limit a child's movement, where body contact is the only source of physical restraint, and where immobilization is used to effectively gain control of a child in order to protect a child or other individual from physical injury.

[NOTE: This definition is added to provide clarity for discussion of physical holds later in this policy and in light of recent Minnesota legislative action.]

E. The phrase "remove the student from school grounds" is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.

F. "School Resource Officer" means a peace officer who is assigned to work in an elementary school, middle school, or secondary school during the regular instructional school day as one of the officer's regular responsibilities through the terms of a contract entered between the peace officer's employer and the designated school district or charter school.

[NOTE: The 2024 Minnesota legislature enacted this definition of "school resource officer." MSBA deleted the definition of "police liaison officer" as part of this change. School districts should use the term that reflects their local circumstances.]

G. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).

H. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student's behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team may be summoned. The crisis team may attempt to de-escalate the student's behavior by means including, but not limited to, those described in the student's IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the school resource officer or a peace officer.

B. Removal By School Resource Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the school resource officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

[NOTE: If the school district uses a different reference name for its student records policy, insert that name in place of the reference to Protection and Privacy of Pupil Records, which is the title of MSBA/MASA Model Policy 515.]

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

1. In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the school resource officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another

2. In removing a student with an IEP from school grounds, school resource officers and school district personnel are further prohibited from engaging in the following conduct:

   a. Corporal punishment prohibited by Minnesota Statutes, section 121A.58;

   b.. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;

   c. Totally or partially restricting a child's senses as punishment;

   d. Denying or restricting a child's access to equipment and devices such as walkers, wheelchairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;

   e. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minnesota Statutes, Chapter 260E;

f. Physical holding (as defined above and in Minnesota Statutes, section 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;

g. Withholding regularly scheduled meals or water; and/or

h. Denying a child access to toilet facilities.

3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minnesota Statutes, section 125A.0942, subdivision 5, and otherwise comply with the requirements of section 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report, in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force

by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67 (Removal by Police Officer)
Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Act)
34 C.F.R. § 300.535 (Referral to and Action by Law Enforcement and Judicial Authorities)

Cross References:
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment and Prone Restraint)
MSBA/MASA Model Policy 507.5 (School Resource Officers)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 2, 2025

SUBJECT: Intermediate District #287 Long-Term Facilities Maintenance Revenue

(Recommended by the Superintendent)

That the Board of Education approve the resolution approving Intermediate School District #287's Long-Term Facilities Maintenance Program Budget and authorizing the inclusion of $100,750.80, which is Richfield's proportionate share of Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

Background Information

(Prepared by Craig Holje)

Each School Intermediate and Independent School District is required to develop and submit a 10 Year Long-Term Facilities Maintenance Plan as part of the District's application for state aid and levy funding. Since intermediate districts do not have a dollar limit in statute, District 287 & BDAC have agreed to maintain a stable levy amount (approx. $6.2M) between our combined LTFM levy and lease levy as a limit.

- This helps keep a stable and consistent levy for member district taxpayers
- Allows District 287 the flexibility to increase LTFM funds when our lease levy decreases, which is occurring in FY27. If we need additional lease levy funds in the future, we would reduce our LTFM levy to continue to maintain a stable levy amount for member districts.
- District 287 gets a funding source to maintain aging buildings while giving member districts a neutral impact to their budgets.

The proportionate share allocated to member districts is determined using 1/3rd APU's and 2/3rds on a 3-year weighed program usage formula.

<u>FY27 & Future Expenditure Plan Details</u>

- FY27 Health and Safety Expenditures - $148,676
- FY27 Deferred Maintenance Expenditures - $108,000 (unspent funds will be held in a restricted reserve)

- FY27 Debt Service Payments on - $781,620
    - 2017B Facilities Maintenance Bonds – used to renovate Ann Bremer Education Center
    - 2022A Facilities Maintenance Bonds – used for multiple projects throughout the district (roofing, HVAC, boilers, lighting, parking lots, windows and foundations)
- Future projects in the next 2 to 5 years – roof replacement at NEC and DSC, update building automation systems at WEC and DSC, parking lot replacement at the DSC, district wide parking lot maintenance/sealcoating, and HVAC unit replacement at WEC.

Approval Process

- District 287 School Board approved the 10 Year Application and Member District Allocation on April 10, 2025.
- Each member district school board will act (approve a LTFM resolution) on including their proportionate share of District 287's 10 Year Plan in their Long-Term Facilities Maintenance Levy.
- By July 31, 2025, all 12 board approvals and supporting documents must be submitted to MDE.

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
SCHOOL DISTRICT No. 280
(Richfield Public Schools)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a School Board meeting of School District No. 280, State of Minnesota, was held on _____, at _____ _ m., for the purpose, in part, of approving the Intermediate School District No. 287's Long-Term Facility Maintenance budget and authorizing the inclusion of a proportionate share of Intermediate School District's long-term facility maintenance projects and related debt service payments in the district's application for long-term facility maintenance.

_____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING INTERMEDIATE SCHOOL DISTRICT NO. 287'S LONG-TERM FACILITY MAINTENANCE PROGRAM BUDGET AND AUTHORIZING THE INCLUSION OF A PROPORTIONATE SHARE OF THOSE PROJECTS IN THE DISTRICT'S APPLICATION FOR LONG-TERM FACILITY MAINTENANCE REVENUE

BE IT RESOLVED by the School Board of District No. 280, State of Minnesota, as follows:

1. The School Board of Intermediate School District 287 has approved a long-term facility maintenance program budget for its facilities for the 2026-27 (fiscal year 2027) school year in the amount of $1,702,120.00 of which District No. 280's proportionate share is $100,750.80, consisting of $54,485.65 for pay as you go projects and $46,265.15 for debt service payments on the 2017B Facilities Maintenance Bonds and the 2022A Facilities Maintenance Bonds. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved. (Exhibit A)

2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long-term facility maintenance revenue application.

3. The proportionate share of the costs of the intermediate school district's long term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total

cost of the intermediate school district long-term facility maintenance program times a three year weighted average adjusted pupil units formula. For 2026-27, (FY 2027) the long-term facility maintenance costs shall be funded through annual levy. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for FY 2027 is hereby approved, subject to approval by the Commissioner of Education. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

4. Pursuant to Minnesota Statutes Section 123B.595, Subdivision 3, the intermediate district issued $5,065,000 Facilities Maintenance Bonds, Series 2017B. Such bonds are payable from long-term maintenance revenue transferred by each member district. This district hereby covenants to adopt in each fiscal year during the term of such bonds, a resolution authorizing the inclusion in the application for long-term facilities maintenance revenue the District's proportionate share for such fiscal year of debt service on such bonds.

5. Pursuant to Minnesota Statutes Section 123B.595, Subdivision 3, the intermediate district issued $4,750,000 Facilities Maintenance Bonds, Series 2022A. Such bonds will be payable from long-term maintenance revenue transferred by each member district. This district hereby covenants to adopt in each fiscal year during the term of such bonds, a resolution authorizing the inclusion in the application for long-term facilities maintenance revenue the District's proportionate share for such fiscal year of debt service on such bonds.

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

And the following voted against the same:

Whereupon said resolution was approved and adopted by the school board of Independent School District No. 280.

STATE OF MINNESOTA

COUNTY OF HENNEPIN

I, the undersigned, being the duly qualified and acting Clerk of School District No. 280, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. 280, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Intermediate School District No. 287's long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of the Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk this _____ day of _____, 2025.

_____
Clerk

School District No. _____

DEPARTMENT OF EDUCATION

Division of School Finance
400 NE Stinson Blvd
Minneapolis, MN 55413

Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fd 01 and Fd 06 Projects Only - Exhibit A

ED - 02478-10

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2023, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	(REQUIRED) Enter Information	District Info.	(REQUIRED) Enter Information
District Name:	**Intermediate District #287**	Date:	7/29/2025
District Number:	**287**	Email:	**bcschultz@district287.org**
District Contact Name:	**Brian Schultz, Exec. Director of Business Services**		
Contact Phone #	763-550-7156		

Expenditure Categories		Fiscal Year (FY) Ending June 30										
		2025 (base year)	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Health and Safety - this section excludes project costs in Category 2 of $100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.												
Finance Code	**Category (1)**											
347	Physical Hazards	$30,000	$22,000	$28,900	$29,767	$30,660	$31,580	$32,527	$33,503	$33,186	$34,182	$35,207
349	Other Hazardous Materials	$10,000	$20,800	$9,500	$9,785	$25,079	$10,381	$10,692	$26,013	$11,343	$27,684	$13,514
352	Environmental Health and Safety Management	$53,724	$55,873	$56,991	$58,416	$60,168	$61,672	$63,522	$65,110	$67,064	$68,405	$69,773
358	Asbestos Removal and Encapsulation	$5,000	$1,500	$1,500	$1,590	$1,590	$1,590	$1,685	$1,685	$1,685	$1,787	$1,787
363	Fire Safety	$43,256	$37,000	$44,785	$46,129	$47,512	$48,938	$50,406	$51,918	$53,476	$55,080	$56,732
366	Indoor Air Quality	$6,000	$7,000	$7,000	$7,210	$7,426	$7,649	$8,000	$6,000	$6,000	$6,000	$6,000
	Total Health and Safety Capital Projects	$147,980	$144,173	$148,676	$152,896	$172,435	$161,810	$166,833	$184,230	$172,754	$193,137	$183,013
Health and Safety - Projects Costing $100,000 or more per Project/Site/Year - Additional Revenue												
Finance Code	**Category (2)**											
358	Asbestos Removal and Encapsulation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
363	Fire Safety	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
366	Indoor Air Quality	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Health and Safety Capital Projects $100,000 or More	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151												
Finance Code	**Category 3 (a)**											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Remodeling for Approved Voluntary Pre-K Projects	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Remodeling for Gender-Neutral Single-User Restrooms												
Finance/Course Codes	***Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025***											
Finance Code 384 and Course Code 684 MUST USE BOTH	Remodeling for gender-neutral single user restroom per site.	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Remodeling for Gender-Neutral Single User Projects	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Accessibility												
Finance Code	**Category (4)**											
367	Accessibility	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Accessibility Projects	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Deferred Capital Expenditures and Maintenance Projects												
Finance Code	**Category (5)**											
368	Building Envelope	$100,000	$200,000	$0	$0	$0	$0	$0	$0	$0	$0	$0
369	Building Hardware and Equipment	$0	$25,000	$75,000	$25,000	$25,000	$25,000	$25,000	$25,000	$20,000	$25,000	$20,000
370	Electrical	$283,810	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
379	Interior Surfaces	$0	$20,000	$50,000	$20,000	$20,000	$10,000	$20,000	$20,000	$10,000	$10,000	$10,000
380	Mechanical Systems	$332,907	$366,251	$100,000	$15,000	$15,000	$5,000	$5,000	$1,500,000	$50,000	$50,000	$50,000
381	Plumbing	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
382	Professional Services and Salary	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
383	Roof Systems	$850,000	$0	$0	$0	$2,100,000	$0	$525,000	$0	$0	$0	$300,000
384	Site Projects	$0	$510,000	$60,260	$200,000	$0	$200,000	$0	$0	$0	$0	$0
	Total Deferred Capital Expense and Maintenance	$1,566,717	$1,121,251	$285,260	$260,000	$2,160,000	$240,000	$575,000	$1,545,000	$80,000	$85,000	$380,000
	Total Annual 10-Year Plan Expenditures	**$1,714,697**	**$1,265,424**	**$433,936**	**$412,896**	**$2,332,435**	**$401,810**	**$741,833**	**$1,729,230**	**$252,754**	**$278,137**	**$563,013**
Information Only - Debt Service Payments On Bonds		**$777,020**	**$780,770**	**$781,620**	**$781,620**	**$780,770**	**$779,070**	**$776,520**	**$778,120**	**$778,620**	**$449,120**	**$447,820**
Total Annual LTFM Expenditures/Required Levy with Debt Service		**$925,000**	**$980,000**	**$1,038,296**	**$1,194,516**	**$3,113,205**	**$1,180,880**	**$1,518,353**	**$2,507,350**	**$1,031,374**	**$727,257**	**$1,010,833**
Fund Balance Section												
	Fund 01											
	Beginning Fund Balance 01-467-XX	$507,105	$507,105	$507,105	$1,170,929	$1,570,929	$280,929	$880,929	$1,180,929	$480,929	$1,280,929	$2,080,929
	LTFM Fiscal Year Revenue - Levy	$147,980	$199,230	$920,500	$812,896	$1,042,435	$1,001,810	$1,041,833	$1,029,230	$1,052,754	$1,078,137	$1,363,013
	LTFM Fiscal Year Revenue - AID if Applicable	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Revenue Other	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT if applicable - Special Legislation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Estimated Fiscal Year Expenditures	$147,980	$199,230	$256,676	$412,896	$2,332,435	$401,810	$741,833	$1,729,230	$252,754	$278,137	$563,013
	Ending Fiscal Year Fund Balance 01-467-XX	**$507,105**	**$507,105**	**$1,170,929**	**$1,570,929**	**$280,929**	**$880,929**	**$1,180,929**	**$480,929**	**$1,280,929**	**$2,080,929**	**$2,880,929**
	Fund 06											
	Beginning Fund Balance 06-467-XX	$2,810,171	$1,243,454	$177,260	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Bonded Revenue	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Revenue Other	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Other Transfers	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Estimated Fiscal Year Expenditures	$1,566,717	$1,066,194	$177,260	$0	$0	$0	$0	$0	$0	$0	$0
	Ending Fiscal Year Fund Balance 06-467-XX	**$1,243,454**	**$177,260**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266	**Intermediate/Cooperative Districts Long-Term Facilities Maintenance Revenue Allocation (Exhibit B)**	ED-02479-10

General Information and Instructions: Please read the **Instructions for Completion** on the **Instructions** tab before completing this report.

District Name:	**Name of Person Completing this Report:**	**Title:**	
Intermediate District #287	**Brian Schultz**	**Executive Director of Business Services & Operations**	
Telephone Number:	**Email Address:**		**Date Submitted:**
763-550-7156	bcschultz@district287.org		**7/31/2025**

Long-Term Facilities Maintenance (LTFM) Revenue amounts to be Allocated to member School Districts for Fiscal Year (FY) 2027

1. Pay-as-you-go revenue portion		$ 920,500.00
2. Bond debt service revenue portion		$ 781,620.00
3. Total revenue amounts to allocate		$ 1,702,120.00

District Number	Type	School District Name	Pay-as-you-go Allocation Percent	Allocated Pay-as-you-go (Number 1)	Bonded Debt Service Allocation Percent	Allocated Bonded Debt Service (Number 2)
270	1	Hopkins	9.300%	$ 85,602.80	9.300%	$ 72,687.52
272	1	Eden Prairie	10.341%	$ 95,191.18	10.341%	$ 80,829.26
273	1	Edina	8.445%	$ 77,732.65	8.445%	$ 66,004.77
276	1	Minnetonka	4.605%	$ 42,393.55	4.605%	$ 35,997.45
277	1	Westonka	3.766%	$ 34,666.13	3.766%	$ 29,435.89
278	1	Orono	2.720%	$ 25,039.17	2.720%	$ 21,261.39
279	1	Osseo	21.187%	$ 195,025.58	21.187%	$ 165,601.20
280	1	Richfield	5.919%	$ 54,485.65	5.919%	$ 46,265.15
281	1	Robbinsdale	14.679%	$ 135,119.52	14.679%	$ 114,733.42
283	1	St. Louis Park	5.057%	$ 46,549.20	5.057%	$ 39,526.11
284	1	Wayzata	10.584%	$ 97,422.87	10.584%	$ 82,724.24
286	1	Brooklyn Center	3.397%	$ 31,271.70	3.397%	$ 26,553.60
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
				$ -		$ -
Totals: The column totals must agree with Lines 1 and 2.			100.000%	$ 920,500.00	100.000%	$ 781,620.00

Notes - Allocation method agreed to by member districts:

By multiplying the total cost of the intermediate school district long-term facility maintenance program times a three year weighted average adjusted pupil units formula.

RESOLUTION APPROVING INTERMEDIATE DISTRICT 287'S LONG-TERM FACILITY MAINTENANCE PROGRAM BUDGET AND AUTHORIZING THE ALLOCATION TO THE MEMBER DISTRICTS

Pursuant to due call and notice thereof, a School Board meeting of Intermediate School District No. 287, State of Minnesota, was held on April 10, 2025 at 6:30 p.m., for the purpose in part, of approving the District's Fiscal Year (FY) 27 Long-Term Facility Maintenance budget and authorizing the allocation of a proportionate share of Intermediate School District's long-term facility maintenance projects and related debt service payments to each member district for inclusion in each member district's application for long-term facility maintenance.

Shannon Andreson introduced the following resolution and moved its adoption:

BE IT RESOLVED by the School Board of Intermediate District 287, State of Minnesota as follows:

1. The School Board of Intermediate District 287 hereby approves a long-term facility maintenance program budget for its facilities for the 2026-27 school year in an amount not to exceed $1,702,120, of which $920,500 is for pay as you go projects and $781,620 is for debt service payments on the 2017B Facilities Maintenance Bond and the 2022A Facilities Maintenance Bond. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference and District administration is directed to apply to the Commissioner of the Department of Education for approval.

2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate district's long-term facility maintenance budget is approved by the school boards of each of the intermediate's member districts, each member district may include its proportionate share of the costs of the intermediate program in its long-term facility maintenance revenue application.

3. The proportionate share of the costs of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district long-term facility maintenance program times a three-year weighted average adjusted pupil units formula. For school year 2026-27 (fiscal year 27), the long-term facility maintenance costs shall be funded through annual levy. The allocation of this proportionate share in the district's long-term facility maintenance revenue application for FY 27 is hereby approved, subject to approval by the Commissioner of Education. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the member district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

4. Pursuant to Minnesota Statutes, section 123B.595, subdivision 3, the intermediate district issued $5,065,000 Facilities Maintenance Bonds, Series 2017B. Such bonds are payable from long-term maintenance revenue transferred by each member district. This district hereby covenants to adopt in each fiscal year during the term of such bonds, a resolution authorizing the inclusion in the application for long-term facilities maintenance revenue the District's proportionate share for such fiscal year of debt service on such bonds.

5. Pursuant to Minnesota Statutes, section 123B.595, subdivision 3, the intermediate district issued $4,750,000 Facilities Maintenance Bonds, Series 2022A. Such bonds are payable from long-term maintenance revenue transferred by each member district. This district hereby covenants to adopt in each fiscal year during the term of such bonds, a resolution authorizing the inclusion in the application for long-term facilities maintenance revenue the District's proportionate share for such fiscal year of debt service on such bonds

The motion for the adoption of the foregoing resolution was duly seconded by Member **Karen Orcutt**, and upon vote being taken thereon, the following voted in favor thereof: **Andreson, Birdman, Brakke, Casey, Ginestra, Long, Orcutt, Ross, and Zeck,** the following voted against the same: **None**.

STATE OF MINNESOTA
COUNTY OF HENNEPIN

I, the undersigned, being the duly qualified and acting Clerk of Intermediate School District No. 287, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of Intermediate School District No. 287 held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Intermediate School District 287's long-term facility maintenance program budget and authorizing the allocation of a proportionate share of Intermediate School District's long-term facility maintenance projects and related debt service payments to each member district for inclusion in each member district's application for long-term facility maintenance.

WITNESS MY HAND officially as Clerk this 10th day of April 2025.

Clerk
Intermediate School District 287

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 2, 2025

SUBJECT: ENVIRONMENTAL CONSULTING CONTRACT RENEWAL

Recommended by the Superintendent that the Board of Education authorize renewal of the three year contract with the Institute for Environmental Assessment for school years, 2025-2026, 2026-2027 and 2027-2028.

Background Information

(Prepared by Craig Holje and Dan Kretsinger)

This is a renewal of the contract with the Institute for Environmental Assessment (IEA) for environmental management services for the FY26 – FY28 school years with estimated annual billing of $25,000 for FY26, $27,000 for FY27 and $28,000 for FY28. This is a slight increase to our previous three year contract. The contract provides a variety of annual services, but does not include the project management for health and safety projects (i.e., asbestos abatement, lead in water testing, etc.).

The contract does provide a Health and Safety Coordinator available 3 weeks each month to assist with coordination and management of the District's environmental, health, and safety program with a total of 40 site visits per year. This arrangement has been very helpful in maintaining our compliance with the various state and federal regulations and is funded by the Health and Safety levy.

IEA, INC.

PROPOSAL



Contact Us:

BROOKLYN PARK OFFICE
9201 W. BROADWAY, STE #600
BROOKLYN PARK, MN 55445
763-315-7900

MANKATO OFFICE
610 N. RIVERFRONT DRIVE
MANKATO, MN 56001
507-345-8818

ROCHESTER OFFICE
210 WOOD LAKE DRIVE SE
ROCHESTER, MN 55904
507-281-6664

BRAINERD OFFICE
601 NW 5TH ST, STE #4
BRAINERD, MN 56401
218-454-0703

MARSHALL OFFICE
1510 STADIUM DRIVE, STE #2
MARSHALL, MN 56258
800-233-9513

VIRGINIA OFFICE
5525 EMERALD AVENUE
MOUNTAIN IRON, MN 55768
218-410-9521

www.ieasafety.com

800-233-9513

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2025-2028 Environmental, Health, and Safety Management Services

for

Richfield Public Schools

MAY 7, 2025

PROPOSAL #13007

2025-2028 Environmental, Health, and Safety Management Services

PROPOSAL PROVIDED TO:

Craig Holje
Chief Human Resources and Administrative Officer
Richfield Public Schools
401 W. 70th Street
Richfield, MN 55423
Phone: 612-798-6031
E-mail: craig.holje@rpsmn.org

PROPOSAL CONTACT:

Faith Breeden
EHS Account Manager
IEA, Inc.
9201 W. Broadway Ave, Ste #600
Brooklyn Park, MN 55445
Phone: 612-910-6869
E-mail: faith.breeden@ieasafety.com

PROJECT INTRODUCTION

In an effort to reduce or eliminate injuries and maintain compliance with federal and state regulations, Richfield Public Schools has requested assistance with the management of its environmental, health, and safety (EH&S) program. The Institute for Environmental Assessment, Inc. (IEA) is pleased to offer this proposal to provide an integrated support team specifically selected to meet your EH&S compliance needs.

IEA is committed to providing trusted health and safety solutions to our private and public organizations. IEA associates offer a complete range of experiences to create a capable health and safety team that can respond to your district specific requirements. Please refer to our website www.ieasafety.com or to the attached Company Profile (Appendix A) for information regarding IEA, Inc.

SCOPE OF WORK

Section 1.0 EH&S Program Review and Management Plan Updates

IEA will review identified district health and safety programs for compliance and priorities. This program review will be conducted on site and includes a written summary of findings and recommended priorities specific to the following district written plans:

- Aerial Lifts/Hoists
- Asbestos
- Bloodborne Pathogens
- Community Right-to-Know
- Compressed Gas
- Confined Space
- Electrical Safety
- Employee Right-to-Know
- Fire Safety
- Hazardous Waste
- Hearing Conservation
- Indoor Air Quality
- Integrated Pest Management
- Lab Safety/Chemical Hygiene
- Lead
- Lockout/Tagout
- Machine Guarding
- Personal Protective Equipment
- Playground Safety
- Powered Industrial Trucks
- Radon
- Respiratory Protection
- Underground/Aboveground Storage Tanks

When site visit time allows, IEA will update and create new management plans to meet district program needs, as well as comply with requirements and recommendations. Program updates will be prioritized over the length of the contract.

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Section 2.0 Annual EHS District Compliance and Program Requirements

Based on IEA's interpretation of OSHA, Minnesota Department of Education (MDE), Minnesota Pollution Control Agency (MPCA), and other federal, state, or local EHS regulations, as well as district-specific program requirements, IEA will provide the following annual services:

- Compressed Gas Cylinder Inspections (UFARS 352)
- Emergency Eyewash Inspections (UFARS 352)
- Hazardous Waste Disposal Coordination (UFARS 349)
- Hennepin County Hazardous Waste Reporting (UFARS 352)
- IAQ Online Teacher's Survey (UFARS 352)
- Lockout/Tagout Periodic Inspections for Authorized Employees (UFARS 352)
- Respirator Fit Testing/Training (UFARS 352)
- Safety Committee Planning and Participation (UFARS 352)
- Science Fume Hood Testing (UFARS 352)
- Science Lab Inspections– MDE Attachment 5 (UFARS 352)
- Tier 2 Reporting (UFARS 352)
- Weekly Meetings with Director of Facilities & Transportation (UFARS 352)

Section 3.0 EH&S Consultation

In addition to the scope items listed above, IEA will provide health and safety consulting as the District requests. Example health and safety services that IEA can provide are listed in Appendix B.

An IEA representative will be available three weeks each month to assist with coordination and management of the district's environmental, health, and safety program. A total of 40 site visits per year have been budgeted.

IEA can provide health and safety projects, in addition to the scope items above, funded through the MDE finance code UFARS 352, as part of this contract. Individual project-specific scopes of work and associated fees will be provided to the District for authorization as part of this contract.

LIMITATIONS & ASSUMPTIONS

Although IEA will remain flexible to accommodate the district's needs, project work involving UFARS codes other than 352 such as sampling, equipment fees, additional contractors, or labor categories other than those listed below is not included in this scope of work. If additional services are requested, IEA will provide a project-specific scope of work and associated fee.

While some firms maintain ownership of their written management plans, the work we do for your district is customized for you and becomes the property of your district.

Please note that hours may be spent working at IEA's office for access to resources or references necessary to complete a project.

Management plans and documents may be provided electronically to the district upon request with the understanding that IEA is not responsible for changes made after the date of submittal. Documents provided by IEA are developed for exclusive use by your district and are not intended to be shared, distributed, or sold to any other party.

Richfield Public Schools is expected to provide sufficient workspace and support resources (office supplies, equipment, clerical support, and network connection to internet) as required to perform services under this contract.

IEA will assist the district in compliance with applicable standards and regulations; however, actual compliance remains the responsibility of Richfield Public Schools.

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COMPENSATION

IEA's fees for services will be invoiced utilizing the hourly rates listed below:

STAFF LEVEL	FY 2025-2026	FY 2026-2027	FY 2027-2028
Account Manager	$116	$125	$129
Project Manager	$108	$116	$120
Technician	$100	$106	$109
Administrative	$70	$73	$75

IEA's estimated annual fees for environmental, health and safety management services are **$25,000** for 2025-2026**, $27,000** for 2026-2027, and **$28,000** for 2027-2028. Monthly invoices for services conducted during the billing period will be provided until project completion (partial billing). If the district requests services that will require fees above the maximum annual fee amount, IEA will provide a change order document for district authorization.

IEA's maximum annual fee for environmental, health, and safety management services is not to exceed the District requested budget of **$33,000**. If the District requests services that will require fees above the maximum annual fee amount, IEA will provide a change order document for district authorization.

Please note there is a 3% fee for credit card payments.

For project work beyond the services outlined in this proposal and/or any changes to the agreed upon scope of work, IEA will obtain approval through a client-authorized change order.

SCHEDULE

IEA's services will commence on July 1, 2025, upon receipt of a signed proposal. IEA will schedule this project through the Director of Facilities and Transportation.

This contract is valid from July 1, 2025 to June 30, 2028.

Annual compliance projects identified in Section 2.0 will be coordinated via a scheduling letter and approved by the district prior to project start.

This proposal is valid for 60 days.

PROPOSAL TERMS

Terms on payment of services are net 30 days after invoicing, with interest added to unpaid balances. Please review the attached General Conditions, which are a part of this proposal, for more detail.

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AUTHORIZATION TO PROCEED

We appreciate the opportunity to present this proposal for Environmental, Health, and Safety Management Services. Please sign this authorization to proceed and e-mail to faith.breeden@ieasafety.com. Retain the original for your records. We will begin the project at the time we receive this written documentation to proceed.

IEA, Inc.



Faith Breeden
EHS Account Manager



Mary Ferrian, CSP
EH&S Division Manager

***

Please proceed according to the above stated fees, terms, attached General Conditions, and this Proposal #13007 dated May 7, 2025.

Printed Name

Authorized Signature

Date

UFARS Code or PO Number

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Appendix A

Company Profile

IEA, INC.

COMPANY PROFILE

The Institute for Environmental Assessment, Inc. (IEA) is a small business founded in 1984. IEA is committed to providing practical, cost-effective environmental safety consulting compliance for private and public organizations. IEA's work is centered on the built environment. Through our expertise, experience and reputation, IEA delivers the most practical, thorough, and up-to-date services in the ever-changing dynamics of indoor environments.

With offices in Brooklyn Park, Rochester, Mankato, Brainerd and Marshall, Minnesota, IEA has a staff of 50 professionals who provide consultative services in specialized areas. Our clients include school districts, hospitals, government agencies and businesses in a variety of industries throughout the country. Our experts design and execute solutions that accomplish specific goals of your company.

Environmental Project Design and Management

IEA employs a team of experienced and EPA-Certified Licensed Asbestos Inspectors, Management Planners, Site Supervisors, Project Designers, and Lead Risk Assessors. IEA provides asbestos awareness training, demolition surveys, material inspection sampling and assessments, hazardous waste removal and clean-up management plans, AHERA inspections, lead sampling inspection, and project management.

Our company is widely recognized for its knowledge in asbestos and lead project design and management, including AHERA and NESHAP compliance.

Indoor Environmental Quality (IEQ)

IEA has capabilities to provide comprehensive IEQ assessments and solutions to building owners and managers. Our team of certified industrial hygienists, environmental consultants, public health personnel, and engineers are available to assist in resolving IEQ concerns.

IEA can provide investigative mold/moisture assessments, proactive IEQ management, remediation design and monitoring, HVAC performance evaluations, ventilation system commissioning or re-commissioning, and healthcare infection control consulting and design.

Our IEQ work falls into the following categories:

- **Investigations**. This includes data collection, visual assessments, inspections and reporting.
- **Proactive Management**. We conduct baseline and semi-annual surveys, draft management plans, and develop training sessions.
- **Remediation Design and Monitoring**. We design and monitor remediation programs and help clients maintain compliance with building codes and standards.

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IEA, INC.

COMPANY PROFILE

Environmental Health and Safety Services

IEA has trained and experienced personnel able to assist with OSHA and EPA compliance, including employee exposure assessments, health and safety management plans, safety audits and inspections, hazardous material control and remediation, and training.

IEA's engineers, certified industrial hygienists, public health professionals, certified safety professionals, and certified playground safety inspectors have access to existing written programs, plans, management systems and proven, time-tested implementation procedures to offer a health and safety compliance team that is poised to provide cost-effective, efficient, and professional compliance services.

Environmental health and safety is a complex area that involves regulatory agencies, numerous state and federal programs and federal laws. At IEA, we offer a comprehensive safety program to include compliance plan development and implementation, training, and project management.

Listed below are some of the compliance programs we deliver to keep you up to date with OSHA/EPA/DOT regulations:

- Employee Right to Know
- ARC Flash/NFPA70E
- A Workplace Accident & Injury Reduction Program
- (AWAIR)/Safety Committees
- Forklift/Powered Industrial Vehicle Safety
- Hoist/Lift/Crane Safety
- Lab Safety/Chemical Hygiene
- Machine Guarding
- Job Safety Analysis
- Personal Protective Equipment
- Fall Protection
- Fleet Safety
- Welding, Cutting or Brazing
- Bloodborne Pathogens
- Lockout/Tagout
- Bleacher Safety
- Compressed Gas
- Confined Space
- Community Right to Know (CRTK)
- Electrical Safety
- Emergency Action Plan
- Emissions
- Hearing Conservation
- Integrated Pest Management
- Metal Halide Lighting Replacement
- Playground Safety
- Pool Drains and Diving Boards
- Process Safety Management
- Radon
- Respiratory Protection Program
- Underground Storage Tanks (USTs)/ Aboveground Storage Tanks
- Fire Safety
- First Aid/CPR
- Infectious Waste

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Appendix B

List of Services

IEA Consulting Services

Ongoing health and safety compliance is a multifaceted, complex, and resource-consuming task. Outsourcing some of these responsibilities can be an effective and efficient use of time and money. This is especially true when you use trained and experienced personnel with customized written programs, plans, management systems, and proven, time-tested implementation procedures. When you add immediate access to engineers, certified industrial hygienists, public health professionals, physicians, and toxicologists, you have a health and safety compliance team that is poised to provide you with cost effective, efficient, and professional compliance. IEA has assisted clients nationally with the following services:

- A Workplace Accident & Injury Reduction Program (AWAIR) / Safety Committees
- Air Permitting / Emissions
- Athletic Field Safety Impact Testing
  - Know your G-Max
- Americans with Disabilities Act (ADA)
- Asbestos
- Bleacher Safety
- Bloodborne Pathogens (BBP)
- Community Right to Know (CRTK)
- Compressed Gas
- Confined Space
- Electrical Safety/NFPA 70E
- Emergency Action/Crisis Management Plan
- Employee Right to Know (ERK)
- Ergonomics
- Fall Protection
- Fire Safety
- First Aid / CPR
- Fleet / Vehicle Safety
- Forklift Safety / Powered Industrial Vehicle Safety
- Hazardous Waste
- Hearing Conservation
- Hoist / Personnel Lift / Crane Safety
- Indoor Air Quality (IAQ)
- Infectious Waste
- Integrated Pest Management (IPM)
- Job Safety Analysis
- Lab Safety / Chemical Hygiene
- Lead
- Leadership in Energy and Environmental Design (LEED)
- Litigation
- Lockout / Tagout
- Machine Guarding
- OSHA General Industry or Construction Outreach Training
- OSHA Inspections
- OSHA Recordkeeping
- Personal Protective Equipment (PPE)
- Playground Safety and Certified Inspections
- Pool Drains and Diving Boards
- Process Safety Management
- Radon
- Respiratory Protection Program
- Storage Tank (USTs/ASTs) Removal Assistance
- Ventilation System Assessment
- Welding, Cutting, or Brazing

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Appendix C

General Conditions

General Conditions

The word "Consultant" refers to the Institute for Environmental Assessment ("IEA"), the contracting company is referred to as the "Client". Client agrees to be bound by these General Conditions by accepting the Proposal and engaging Consultant.

The Agreement with you, the Client, is comprised of this Agreement and accompanying written proposal.

1. Scope of Work

Consultant will furnish and perform the professional services specified in Consultant's proposal (the "Proposal"). The services as set forth in the Proposal (the "Services") will be provided by Consultant's personnel at the location of the Client (the "Site") (hereinafter referred to as the "Project"). If any portion of the Proposal is inconsistent with this Agreement, the terms of this Agreement shall control:

Consultant's obligation to perform the Services shall terminate upon delivery of a final report within 45 days of Project completion.

In addition to the Proposal, Consultant and Client agree as follows:

A. Right of Access

Unless otherwise agreed in writing, Client will furnish Consultant with right-of-access to the Site and accurate information necessary to conduct the Services, as requested by Consultant.

B. Confidential & Proprietary Information

The Consultant and Client agree not to disclose to others or use any confidential or proprietary information or trade secrets of the other, which may become known to each prior to, during or after the performance of this Agreement without the prior written consent of the other. "Confidential or propriety information" and "trade secrets" shall mean any information about the other which is neither publicly known nor legally accessible to the other parties from third parties. Prior to the disclosure of any such confidential or proprietary information or trade secrets, each shall obtain the written approval of the other.

C. General

Consultant warrants that the Services it performs under this Agreement will be performed with the care and skill ordinarily exercised by reputable members of its profession practicing under similar conditions during the period of this Agreement and in the same or similar locality. The AIHA-certified IEA laboratory will perform PCM analysis if specified. Other field PCM analysis will be completed by laboratory-approved field technicians, generally under AAR Guidelines.

2. Payment for Services

A. Fee Schedule & Maximum Costs

The fee schedule in the Proposal specifies the amounts due to Consultant from Client for its Services performed under this Agreement.

B. Schedule of Payment

Invoices will be submitted to Client once a month for services performed during the prior month. Payment to Consultant is due upon presentation to Client, and past due after thirty (30) days of receipt of the invoice, in which case a service fee of 1.5% monthly shall be added to the invoice, unless specifically arranged otherwise by Consultant and communicated in writing. Client reserves the right to question any item on any invoice and Consultant agrees, upon Client's request, to supply such documentation as is necessary to reasonably justify such invoice amount to Client's reasonable satisfaction. Client agrees to pay Consultant any costs of collection including reasonable attorneys' fees and costs if payment for Services are not made when due.

C. Expert Fee Expenses

If Client requests Consultant to participate on behalf of Client in litigation regarding the subject matter of this Agreement, Client agrees to pay all of Consultant's expenses arising therefrom at the prevailing rate for Consultant's time plus out-of-pocket costs and expenses, including reasonable attorney fees incurred by Consultant in conjunction with the participation.

3. Indemnity & Insurance

A. **Indemnity**

Consultant shall indemnify and hold harmless Client against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Consultant, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Consultant, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Consultant's proportion of the total fault which directly caused the damages. Client shall indemnify and hold harmless Consultant against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Client, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Client, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Client's proportion of the total fault which directly caused the damages.

B. Limitation of Liability

EXCEPT AS EXPRESSLY SET FORTH IN SECTION 1(C) HEREOF, CONSULTANT DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL EITHER CONSULTANT OR CLIENT BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND WHETHER FOR BREACH OF ANY WARRANTY, FOR BREACH OR REPUDIATION OF ANY OTHER TERM OR CONDITION OF THIS AGREEMENT, FOR NEGLIGENCE ON THE BASIS OF STRICT LIABILITY OR OTHERWISE.

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General Conditions (cont'd)

C. Insurance

(1) Consultant carries coverage and limits of liability insurance as follows:

(a) Workers Compensation with statutory limits.

(b) Employers' Liability with a minimum policy limit of $1,000,000.00.

(c) Comprehensive General Liability with the following coverage:

I. Limit $1,000,000.00 per occurrence

II. $2,000,000.00 general aggregate

III. $2,000,000.00 products completed/ operations aggregate

IV. $1,000,000.00 personal and advertising injury

V. $300,000.00 fire Damage (any one fire)

VI. $25,000.00 medical expenses (any one person)

(d) Automobile insurance covering all owned, non-owned or hired automobiles used in connection with the work covering bodily injury and property damage with a minimum combined occurrence limit of $1,000,000.00

(e) Professional Liability (claims made) with the following coverage:

$1,000,000.00 per occurrence

(f) Contractor Pollution Liability (claims made):

$1,000,000.00 each occurrence

(g) Umbrella Liability. $5,000,000.00 each occurrence

(2) Client (or Owner if applicable), Subcontractors and Agents agree to provide Consultant, upon request, Certificate(s) of Insurance signed by the insurer evidencing insurance for premise liability, general liability, auto and workers comp. equal or greater than those limits carried by the Consultant.

(3) Consultant shall promptly deliver to Client (or Owner if applicable), upon request, certificate(s) of insurance signed by the insurer for the policies described in (3) (C) above, or certified copies of such insurance policies indicating the existence of such coverage. IEA must be listed as both certificate holder and insured, or additional insured on each certificate of insurance.

4. Assignment

This Agreement shall not be assigned by Consultant without prior written consent of the Client.

5. Independent Contractor

Consultant is an independent Contractor and shall not be considered an employee, partner or joint venturer of the Client for any purpose.

6. Restriction to hire employees of Consultant

Client agrees to refrain from hiring, contracting, or retaining the services of Consultant's employees during or within 12 months after the termination of Consultant's services. If Client hires an employee of Consultant in violation of this Section 6 without Consultant's written consent, Client shall pay Consultant a placement fee equal to twenty-five percent (25%) of such employee's annual wages.

7. Notices

Any notice under this Agreement shall be in writing and shall be deemed to be properly given when delivered to an officer of Client or the Consultant's Chief Financial Officer, as the case may be, at their addresses as set forth in the Proposal. The courts located in the State of Minnesota shall have exclusive jurisdiction in any actions commenced by Consultant or Client in connection with this Agreement, the Project or the Services.

8. Applicable Law

This Agreement shall be governed by and construed under the laws of the State of Minnesota. Parties agree to participate in pre-suit mediation prior to commencement of an action.

9. Extent of Agreement

This Agreement, together with the Proposal, represents the entire Agreement between Client and Consultant, and supersedes all prior obligations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument, dated and executed by both Client and Consultant.

10. Termination

Upon completion of the Project, Consultant will, at Client's request, deliver to Client or its designee all records, documents or materials in its possession or control of Consultant which are owned by Client. The obligations and provisions of Sections 1B, 2, 3, 5, 6 and 10 shall survive completion of the Project or termination of this Agreement. This agreement may be terminated for proper cause by either party for any reason upon sixty (60) days written notice to the other party, prior to each annual review.

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 2, 2025

Subject: Local and Out-of-State Travel

(Recommended by the superintendent)

A first read of Policy 411: Local and Out-of-State Travel. This policy governs travel related to professional development for staff and board members. It indicates when travel is appropriate and the process for reimbursement for allowable expenses.

Attachments:
Policy 411: Local and Out-of-State Travel
Form 411.1: Employee Approved Expense Reimbursement
MSBA Model Policy 214: Out-of-State Travel by School Board Members
MSBA Model Policy 412: Expense Reimbursement

RICHFIELD PUBLIC SCHOOLS

LOCAL AND OUT-OF STATE TRAVEL

I. PURPOSE

The purpose of this policy is to establish acceptable local and out-of-state reimbursable travel for school board members and staff in the performance of their school district duties.

II. GENERAL STATEMENT OF POLICY

A. School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

B. School district employees have a similar obligation pertaining to the performance of their duties and for professional growth activities.

III. APPROPRIATE TRAVEL AND APPROVAL

A. Travel is appropriate when the School Board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members and it is within the available resources. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other meetings for which the member intends to seek reimbursement from the school district should be pre-approved by the School Board.

B. Employee travel expenses related to the performance of the job including professional development are appropriate for reimbursement as approved by the Superintendent or designee.

C. Travel outside the continental U.S. must be requested well in advance of the planned activity. The itinerary must be submitted for approval to the supervising administrator and Superintendent, followed by review of the School Board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent or designee shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

Cross References: School Board Policy 406 (Professional Growth Activities)
School Board Policy 205 (Board Member Development)

ADOPTED BY THE BOARD OF EDUCATION: June 19, 2006
REVISED BY THE BOARD OF EDUCATION: August 17, 2020

Richfield Public Schools ISD 280
EMPLOYEE Approved Expense Reimbursement
School Year 20____

Approved Expense Reimbursement

Employee Name:	
Employee Number:	
Manager Name:	
Department:	

Expense Period not to exceed 60 days

From:	
To:	

Business Purpose: (Brief explanation of purchase)

Itemized Expenses (Form will calculate done electronically)

ITEM(S)	DESCRIPTION	Budget Code	Account	PRICE

TOTAL REIMBURSEMENT REQUESTED $ -

Please attach receipts. Checks cannot be processed without itemized receipts.

Return to Becky Herrera in Accounts Receiveable.

By signing below I certify the information provided is complete, true and accurate. I have incurred personal costs in relation to the item(s) claimed and have not previously received reimbursement , in full or in part, for the costs claimed.

Employee Signature Date

Approval Signature Date

Reimbursement Information

You will receive your reimbursement via direct deposit.

Richfield Public Schools
Independent School District #280
2020 Local Travel Expense Reimbursement Form

Name : **Building :** **Employee # :**

$0.575

	Date	Purpose (Enter to & from location)	# of Miles	Jan 1-Dec31 2020	Meals & Parking $$ (Attach Receipts)	Total Due to Employee
1			0.00	0.00	0.00	0.00
2				0.00	0.00	0.00
3				0.00	0.00	0.00
4				0.00	0.00	0.00
5				0.00	0.00	0.00
6				0.00	0.00	0.00
7				0.00	0.00	0.00
8				0.00	0.00	0.00
9				0.00	0.00	0.00
10				0.00	0.00	0.00
11				0.00	0.00	0.00
12				0.00	0.00	0.00
13				0.00	0.00	0.00
14				0.00	0.00	0.00
15				0.00	0.00	0.00
16				0.00	0.00	0.00
17				0.00	0.00	0.00
18				0.00	0.00	0.00
19				0.00	0.00	0.00
20				0.00	0.00	0.00
	TOTAL:		**0.00**	**$0.00**	**$0.00**	**$0.00**

Budget code: **Acct: 366**

By signing below I certify the information provided is complete, true and accurate. I have incurred personal costs in relation to the item(s) claimed and have not previously received reimbursement , in full or in part, for the costs claimed.

Employee Signature **Principal/Supervisor Signature** **Date**

1. Complete this form for all LOCAL TRAVEL (miles) when using your personal car and for related expenses (i.e., parking).
2. This form does NOT replace the CLAIM FOR TRAVEL REIMBURSEMENT on expenses for extended travel.
3. Refer to Policy #411 on LOCAL AND OUT-OF-STATE TRAVEL.
4. All requests for reimbursement are to be submitted **monthly per IRS specification**
5. Please use the Mileage Chart for distances between Richfield Public School buildings (Located in Policy #411).

Richfield Public Schools

Independent School District #280

The **Internal Revenue Service** (**IRS**) has issued the **2020** standard **mileage rates**

Beginning January 1, 2019, through December 31, 2020, the standard mileage rates for the use of a car, van, pickup or panel truck will be: **.57.5** cents per mile for business miles driven.

Richfield Public Schools Mileage Chart

	Richfield Dictrict Office	Richfield HS	Richfield MS	Richfield STEM	Sheridan Hills	Richfield Centennial	Richfield DLS	Richfield Central	Richfield South Education Center	Richfield CEP
Richfield Dictrict Office	N/A	N/A	2.15	1.41	2.27	2.03	1.21	N/A	2.45	TBD
Richfield HS	N/A	N/A	2.15	1.41	2.27	2.03	1.21	N/A	2.45	TBD
Richfield MS	2.15	2.15	N/A	4.87	1.66	3.85	3.83	1.99	0.17	TBD
Richfield STEM	1.41	1.41	4.87	N/A	4.11	0.62	0.23	1.58	4.81	TBD
Richfield Sheridan Hills	2.27	2.27	1.66	4.11	N/A	4.73	3.91	2.83	1.59	TBD
Richfield Centennial	2.03	2.03	3.85	0.62	4.73	N/A	0.82	2.01	4.76	TBD
Richfield DLS	1.21	1.21	3.83	0.23	3.91	0.82	N/A	1.38	3.64	TBD
Richfield Central	N/A	N/A	1.99	1.58	2.83	2.01	1.38	N/A	2.06	TBD
Richfield South Education Center	2.45	2.45	0.17	4.81	1.59	4.76	3.64	2.06	N/A	TBD
Richfield CEP	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	N/A

NOTE: These distances (in miles) are based upon direct routing to the various buildings. Please use this chart when computing mileage reimbursement.

Richfield Public Schools ISD 280
TRAVEL REIMBURSEMENT FORM
School Year 20____

Employee Name:		**Employee Number:**	
Home Address		**Travel Beginning Date:**	
City, Zip Code		**Travel Returning Date:**	
Destination			
Purpose			

DESCRIPTION	Budget Code	Account	PRICE
Airfare			
Lodging			
Ground Transportation			
Parking			
Meals (Use Per Diem Calculator Below)			

PER DIEM Calculator https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup

TOTAL REIMBURSEMENT REQUESTED $ -

Please attach receipts. Checks cannot be processed without itemized receipts.

By signing below I certify the information provided is complete, true and accurate. I have incurred personal costs in relation to the item(s) claimed and have not previously received reimbursement , in full or in part, for the costs claimed.

Employee Signature Date

Approval Signature Date

Adopted: _____ *MSBA/MASA Model Policy 214*
Orig. 2005
Revised: _____ *Rev. 2009*

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

[Note: School districts are required by statute to adopt a policy addressing this issue.]

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (Boards of Independent School Districts)

Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

Cross References: MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

Adopted: _____ *MSBA/MASA Model Policy 412*
Orig. 1995
Revised: _____ *Rev. 2008*

412 EXPENSE REIMBURSEMENT

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

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

III. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

IV. AIRLINE TRAVEL CREDIT

A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.

1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.

2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.

B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.

C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 2, 2025

Subject: Donations

(Recommended by the superintendent)

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

The RMS Music Department received a donation of a trumpet valued at $200.00 from Scott Dahlquist of Richfield.

ADVANCE PLANNING – INFORMATION AND QUESTIONS FROM THE BOARD **Agenda Item VII.B.1.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 2, 2025

Subject: Thank You to the Student Board Representatives

The board would like to thank Tania Brackenridge, Gerardo Castañeda Lopez and Vanessa Rosas Miguel for serving as student board representatives this year. All three of them have provided invaluable input and questions at board meetings throughout the year. Thank you for bringing the perspectives of RPS students to the forefront of our discussions! It has been especially valuable to have Gerardo as a representative for two years in a row, and we hope that Tania and Vanessa will return as representatives again next year.

To our senior representative, Gerardo, congratulations on your graduation and best of luck next year!