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, July 14, 2025
7 p.m. School Board Meeting

I. CALL TO ORDER

II. REVIEW AND APPROVAL OF THE AGENDA

III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

A. Public Comment

B. Superintendent Update (pages 9-35)

1. Health Services Presentation (pages 10-25)
2. Delegation to China Presentation (pages 26-35)

IV. CONSENT AGENDA

A. Routine Matters (pages 36-62)

1. Minutes of the Regular Meeting held June 23, 2025 (pages 37-46)
2. General Disbursements as of 7/8/25 in the Amount of $1,959,259.38 (pages 47-52)
3. Investment Holdings (page 53)
4. Designation of Depositories (page 54)
5. Signatories on Deposit Accounts (page 55)
6. Signatories on MCU Depository Accounts (page 56)
7. Wire Transfer Funds Authorization (page 57)
8. Official Newspaper Designation (page 58)
9. Legal Counsel Authorization (page 59)
10. Membership in Associations (page 60)
11. Board Secretary Approval (page 61)
12. Designation of the Identified Official with Authority (page 62)

B. Personnel Items (pages 63-64)

V. OLD BUSINESS

A. Policy 411: Local and Out-of-State Travel (pages 65-75)

B. Policy 710: Petty Cash & Administrative Guideline 710.1 (pages 76-79)

VI. NEW BUSINESS

A. Policy 712: Credit Card Usage & Administrative Guideline 712.1 (pages 80-83)

B. Donations (page 84)

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Suggested/Future Agenda Items

D. Future Meeting Dates

8-4-2025	7 p.m.	Regular Board Meeting
8-18-2025	7 p.m.	Regular Board Meeting – Public Comment

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

IX. REOPEN MEETING

X. ADJOURN REGULAR MEETING

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 14, 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, July 14, 2025

Subject: Ongoing Board Calendar

Upcoming Events to Attend:

Saturday, July 26: Urban Wildland Half Marathon & 5K, 7 a.m. @ Veterans Park

Thursday, August 14: Unity in the Community @ Richfield Community Bandshell (636 East 66th St)

Upcoming Holidays, Heritage Months, and Appreciation Days:

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 14, 2025

Subject: Superintendent Update

Health Services Supervisor Michelle Whiteside will provide a presentation. Superintendent Unowsky will provide an overview of his participation in a delegation to China.

Attachments:
Health Services Presentation
Delegation to China Presentation


Enriching and accelerating learning
RICHFIELD
PUBLIC SCHOOLS
Health Services : 2024-25 School Year
Michelle Whiteside, BSN, RN, PHN, LSN
Darby Swank, BSN, RN, PHN, LSN
Enriqueciendo y aceleranado el aprendizaje

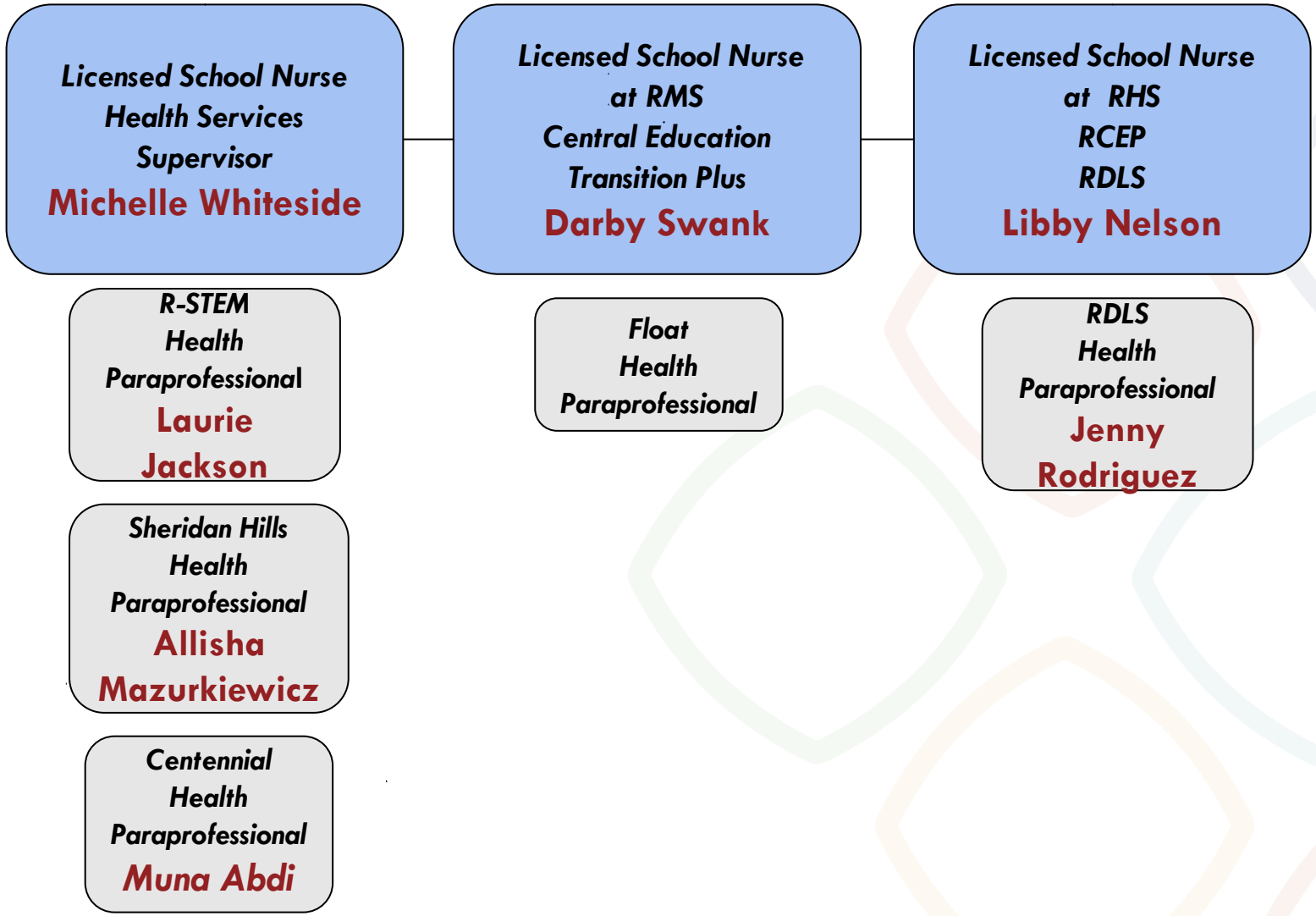
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AGENDA

- New Health Services Structure
- Benefits for Student Health in Education
- Big Wins
- Health Service Data

Health Services Structure 25/26 SY

RICHFIELD PUBLIC SCHOOLS



Benefits for Student Health Services in Education

RICHFIELD PUBLIC SCHOOLS

School Nursing Practice Framework™

Supporting Students to be Healthy, Safe and Ready to Learn



© National Association of School Nurses, 2024

BETTER HEALTH. BETTER LEARNING.™

NASN National Association of School Nurses

- Improved attendance rates
- Improving public health
- Saving admin/teacher time
- Take care of staff's health
- Compliance on policy & immunizations

Big Wins

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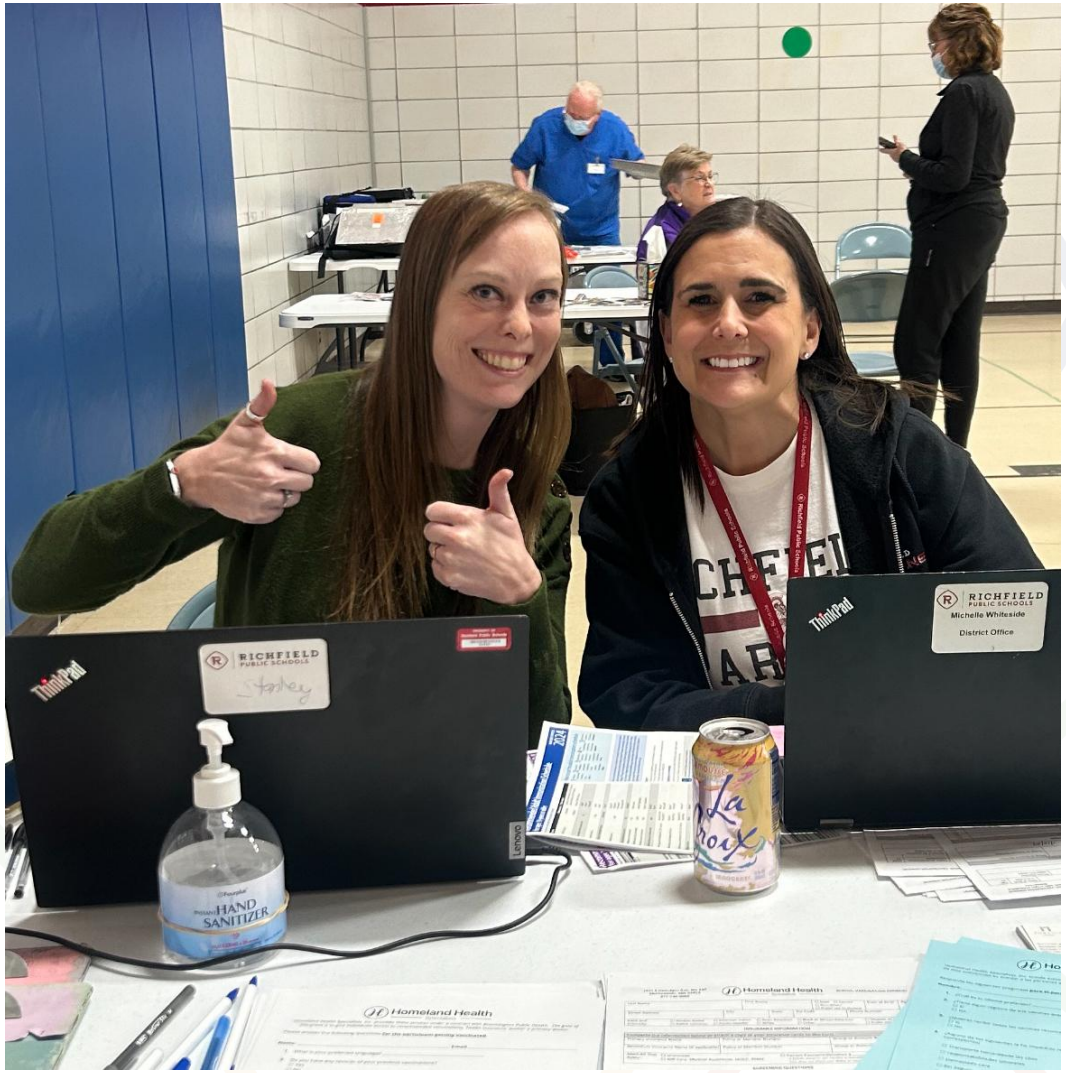
In Health Services

- **Set up districtwide MIIC texting alerts**

  Families received a series of 4 text messages in their own language over a period of 6 months, encouraging them to catch up on missing vaccines.
- **167 students immunized as of 3/12/25**
  - **22** elementary
  - **145** adolescents
- **RPS hosted 3 grant-funded vaccination clinics in the fall**
- **Promoted MDH-sponsored vaccine clinics**

Percentage of Students Immunized

- Kindergarten; 84%
- First grade; 90%
- Second grade; 86%
- Third grade; 89%
- Fourth grade; 90%
- Fifth grade; 92%
- RMS 91%
- RHS 88%



Licensed School Nurse PLC Goals and Action Plans for the 24-25 SY

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Keeping students in the classroom by reducing unnecessary health office visits:

- Tracking 3 high frequency reasons students come to the health office
- Discussing different strategies based on the data that we obtained
- Formulating and implementing action plans

band-aids - headaches - stomach aches

Band-aids

RICHFIELD PUBLIC SCHOOLS

Tracked December 2-13, 2024

Findings:

- Districtwide, students were out of class for **6 hours and 30 minutes** to get band-aids from the health offices
- Classes that were mobile (i.e. PE) had more students coming to the health office compared to other classrooms.

Headaches

RICHFIELD PUBLIC SCHOOLS

Tracked January 6-17, 2025

Findings:

- A total of **154 visits** to the health office districtwide
- RHS: total of **36 hours 3 minutes** spent in the health office
- RMS: total of **6 hours 50 minutes** spent in the health office

Stomach Aches

RICHFIELD PUBLIC SCHOOLS

Tracked February 3-14, 2025

Findings:

- Students spent a total of **69 hours 43 minutes** in the health office districtwide
- Elementary 42 hours 43 minutes
- Secondary 27 hours

Health Services Plan of Action

RICHFIELD PUBLIC SCHOOLS

3 strategies to reduce health office visits and keep students in class to learn

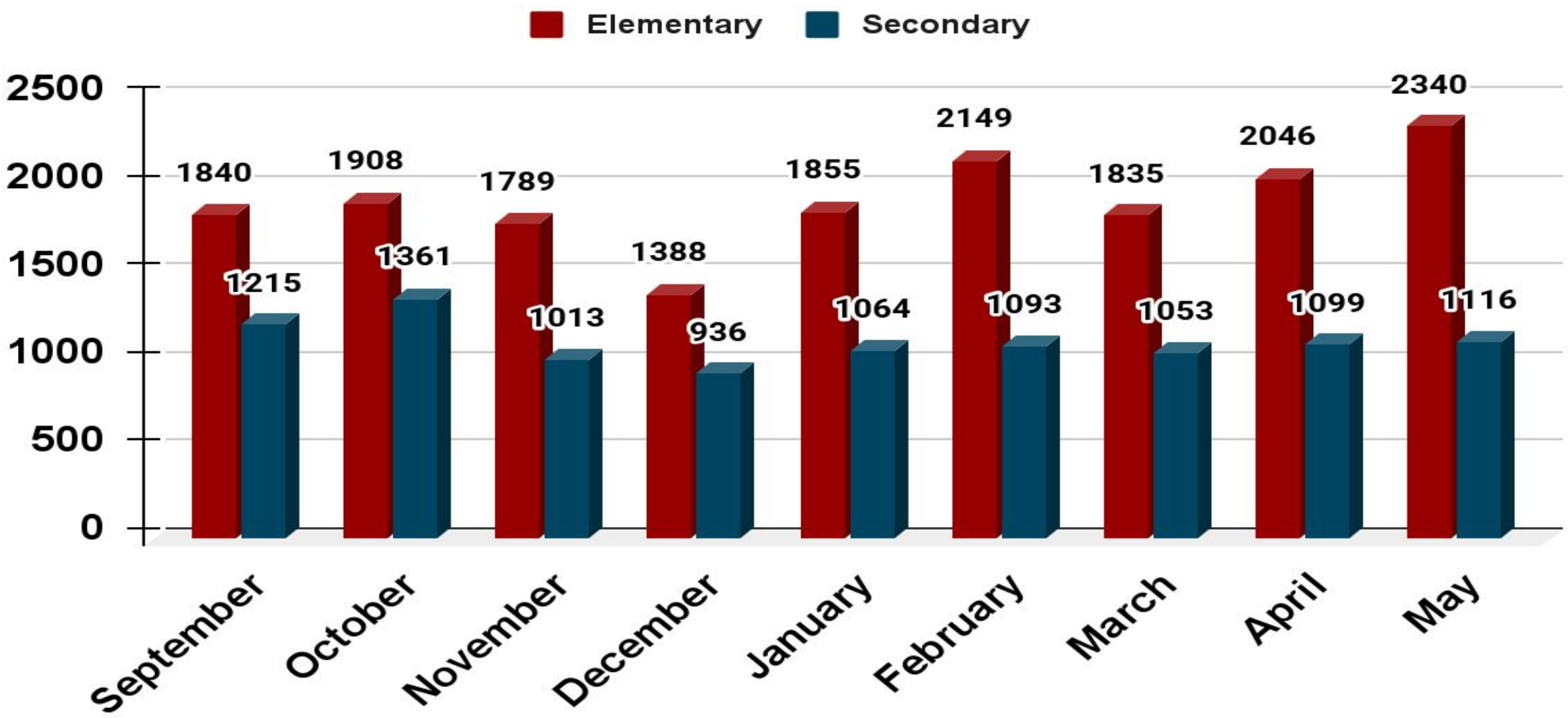
- Supplies–classroom band-aids and mobile packs
- Visuals–poster of "B's"
- Student/staff education

- Encouraging students to utilize water bottles, snacks, and take bathroom breaks
- Empower teachers to utilize *safe spaces* in classrooms for students needing a break



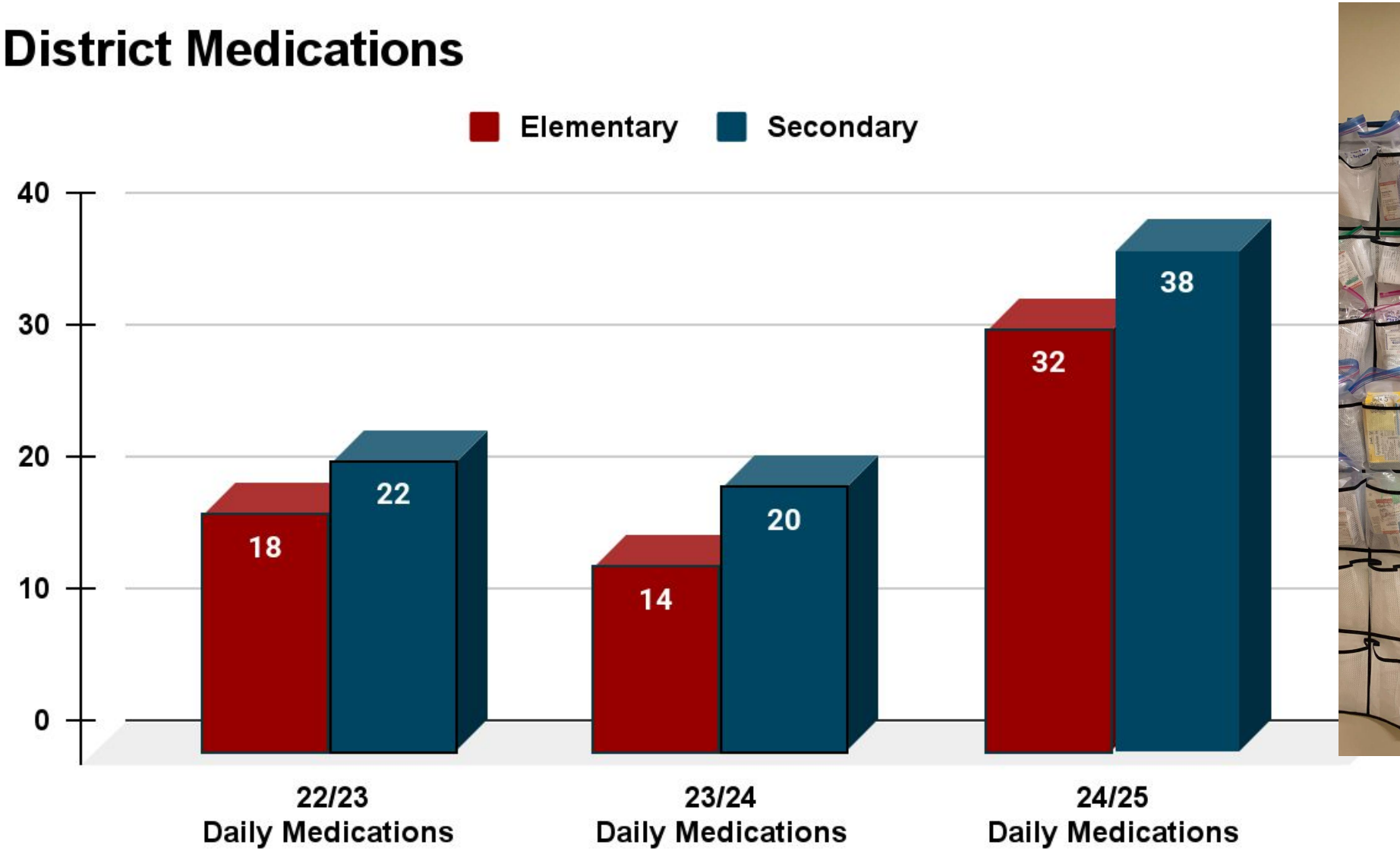
Elementary & Secondary Monthly Health Office Visits

RICHFIELD PUBLIC SCHOOLS



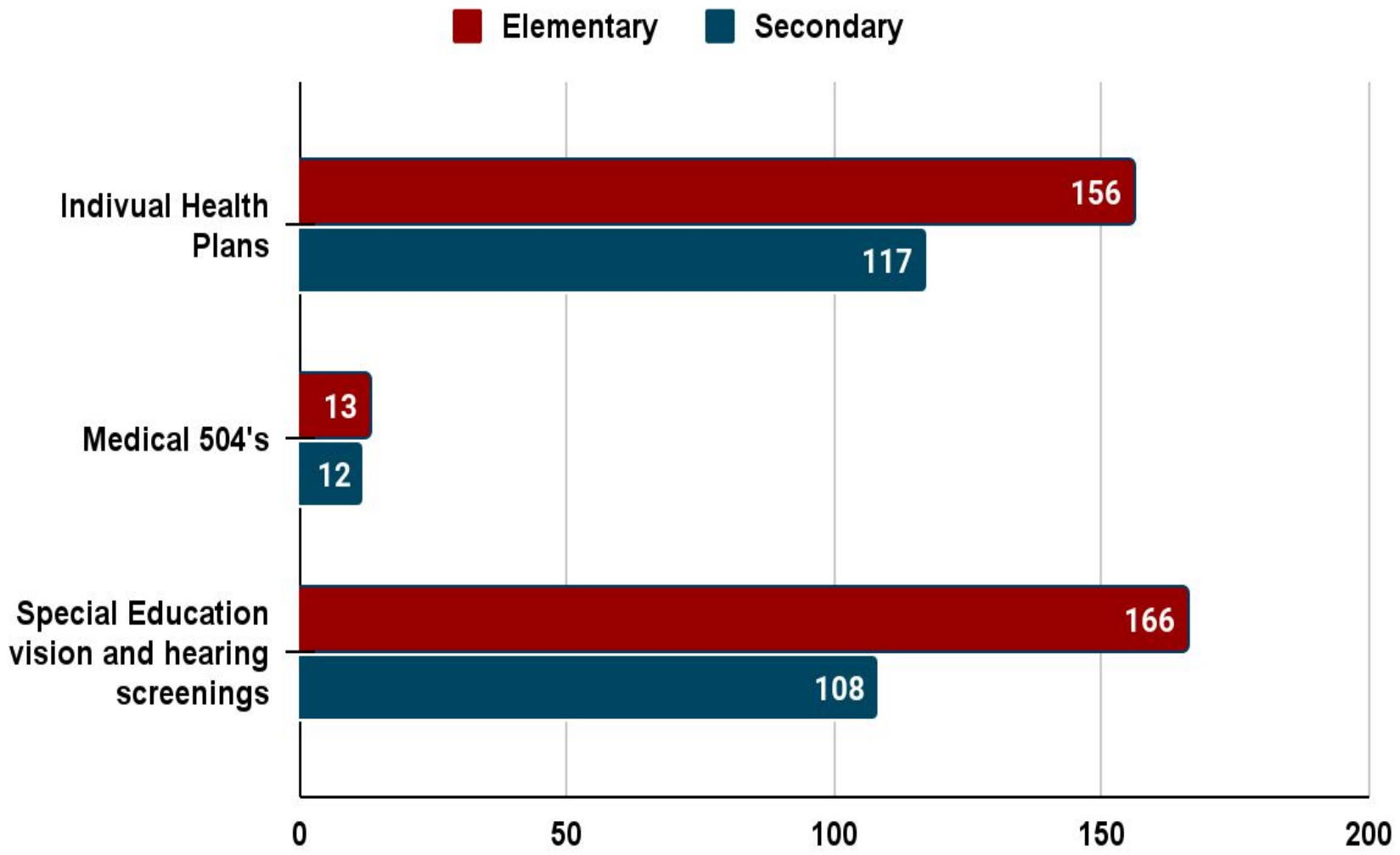
What Medication We See In Our Offices

RICHFIELD PUBLIC SCHOOLS



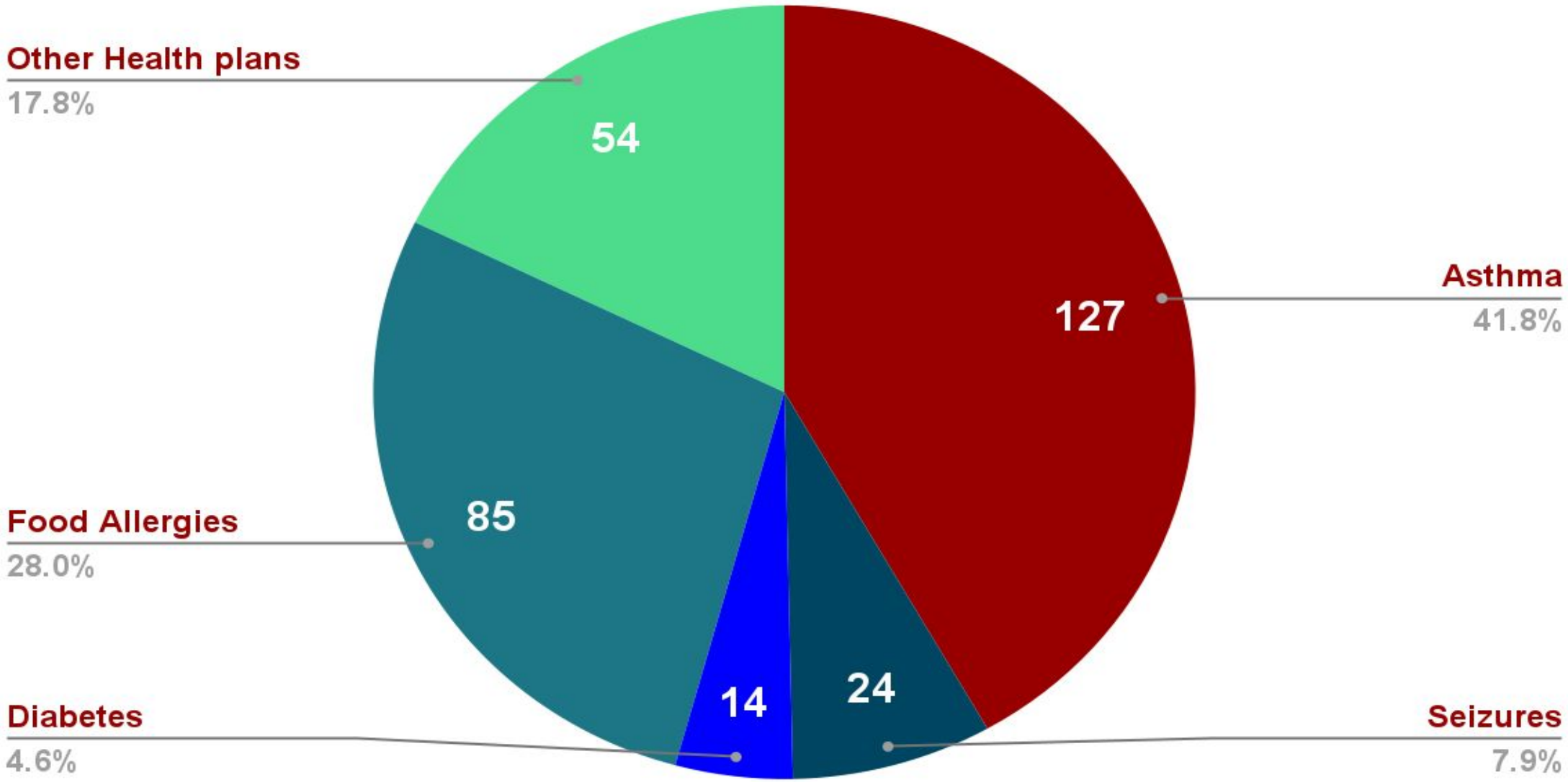


Care Coordination





Health Conditions: District-Wide



Questions

RICHFIELD PUBLIC SCHOOLS



SCHOOL NURSES are the BRIDGE to HEALTH and EDUCATION

Enriching and accelerating learning

RICHFIELD
PUBLIC SCHOOLS

Delegation to China

Supt. Steve Unowsky

Trip Dates: 6/16/25 - 6/27/25

Enriqueciendo y acelerando el aprendizaje

Delegation

Purpose: Create partnerships with schools and the education system in China, learn about the Chinese education system and collaborate with MN delegation partners.

Cities Visited: Beijing, Hangzhou, Shanghai

Delegation Members:

1. Angela Mansfield: Deputy Commissioner, Minnesota Department of Education
2. Lilian Dang: Director, Confucius Institute at Minnetonka Public Schools
3. Daniel Bittman: Superintendent, Edina Public Schools
4. Laurie Putnam: Superintendent, St. Cloud Area School District
5. Steve Unowsky: Superintendent, Richfield Public Schools
6. Christine Osorio: Superintendent, North St. Paul-Maplewood-Oakdale School District
7. Allegra Smisek: Director, Perpich Center for Arts Education
8. Felicia Thames: Assistant Superintendent for Elementary Education, Eden Prairie Schools
9. Tracy Bowe: Executive Director of HR and Labor Relations, St. Cloud Area School District
10. Joey Wacker: Principal, Minnetonka Jing Shan Elementary School
11. Shawn Bromeland: Principal, North St. Paul-Maplewood-Oakdale School District
12. Karen Gabler: Board Chair, Edina Public Schools
13. Julie Bittman: Spouse of Superintendent, Edina Public Schools

Beijing Educational Visits

RICHFIELD PUBLIC SCHOOLS

- Center for Language Education and Cooperation
  - Introductory meeting to share the importance of the Chinese language and linguistic knowledge
- Chinese International Education Foundation
  - Introductory meeting giving background on the education system in China
- Capital Normal University
  - College offering teacher preparation programs and teacher exchange
  - One of the two main sponsors of the trip
- Beijing 21st Century School
  - K-12 private school seeking sister school partners



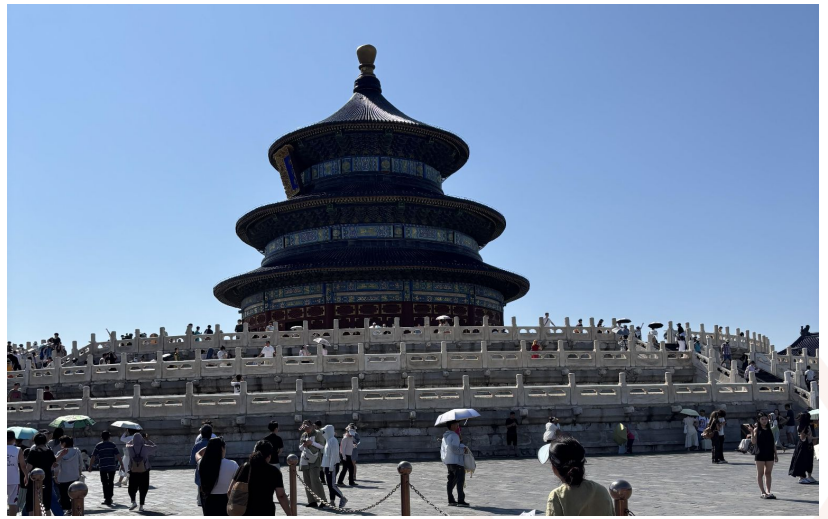




Beijing Sightseeing

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- Great Wall of China
- Temple of Heaven
- Tiananmen Square
- Forbidden City
- Lama Temple







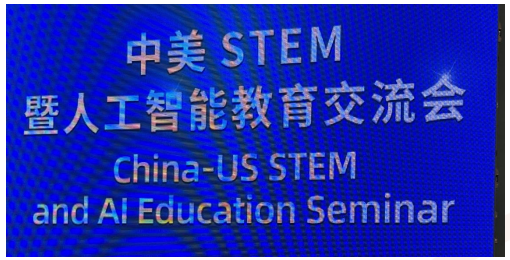




Hangzhou Educational Visits

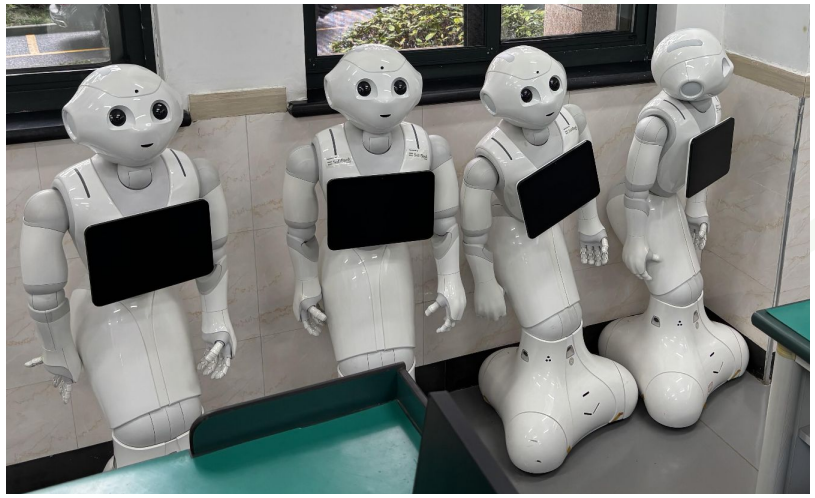
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- Greentown Yuhua Primary School
  - Sponsor of the international AI and STEM conference
  - Offered in-depth student tours
- Hangzhou Foreign Languages School
  - Secondary school seeking sister school partners
  - One of the main sponsors of the trip











Hangzhou Sightseeing

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- West Lake
- Xixi National Wetland Park
- Hangzhou Silk Market
- Alibaba Headquarters







Shanghai Educational Visits

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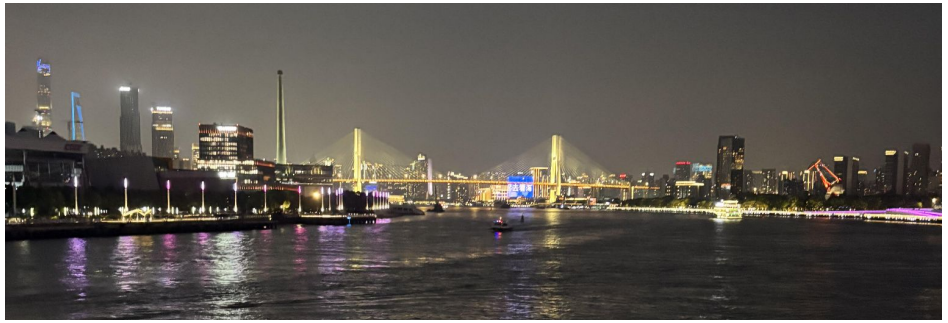
- International Education Association Shanghai
  - Group of public schools looking to start American school partnerships
- UNESCO Teacher Education Center
  - National training site for Chinese teachers



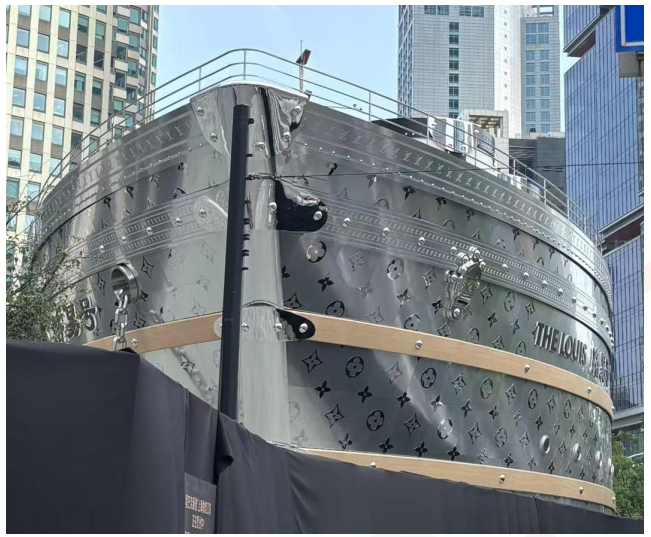
Shanghai Sightseeing

RICHFIELD PUBLIC SCHOOLS

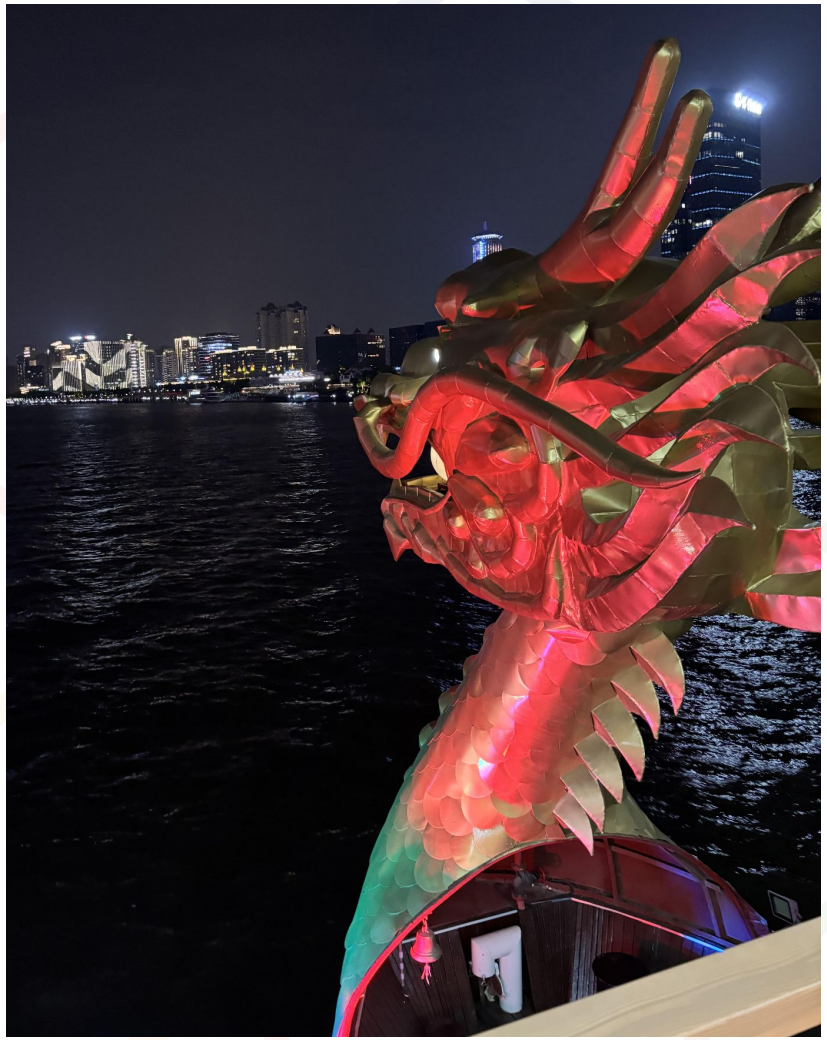
- Yu Garden
- Starbucks Reserve Roastery
- S.C. Plaza Shopping Center











Possible Next Steps

RICHFIELD PUBLIC SCHOOLS

- Email contacts were exchanged across all visits
- Participate in a consortium of districts supporting a Chinese educator visit
- Explore options for teacher exchange
- Explore options for online collaborative professional development
- Explore options for student exchange/visits

Enriching and accelerating learning

RICHFIELD
PUBLIC SCHOOLS

Questions

Enriqueciendo y acelerando el aprendizaje

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 14, 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 June 23, 2025
   - Disbursements from the June 23, 2025 Meeting
   - Checks & E-pay Register from the June 23, 2025 Meeting
   - Superintendent's Report and Agenda Meeting Minutes from June 23, 2025
2. General Disbursements as of 7/8/25 in the Amount of $1,959,259.38
   - Disbursements for the July 14, 2025 Meeting
   - Checks & E-pay Register for the July 14, 2025 Meeting
3. Investment Holdings
   - Investment Holdings as of June 30, 2025
4. Designation of Depositories
5. Signatories on Deposit Accounts
6. Signatories on My Credit Union Depository Accounts
7. Wire Transfer Funds Authorization
8. Official Newspaper Designation
9. Legal Counsel Authorization
10. Membership in Associations
11. Board Secretary Approval
12. Designation of the Identified Official with Authority

CHECK RUNS, PCARDS & E-PAYS FOR 06/23/2025 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	5/28/2025	185,344.08
	5/30/2025	96,543.81
	6/4/2025	562,841.37
	6/9/2025	40,954.95
	6/12/2025	408,740.86
	6/13/2025	50,168.54
P-Cards MAY 2025	6/4/2025	96,358.15
E-Pays	6/12/2025	1,436.43

CHECK REGISTER BANK 05 TOTAL =	**1,442,388.19**

BREAKDOWN	
01-206-00	480,119.25
02-206-00	131,277.31
03-206-00	320,143.46
04-206-00	50,557.81
06-206-00	261,615.80
07-206-00	-
18-206-00	-
20-206-00	197,260.56
21-206-00	1,414.00
47-206-00	-
BANK TOTAL =	**1,442,388.19**

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	315310	05/28/2025	ADVANCED COMMERCIAL KITCHENS	R	642.15
01	315311	05/28/2025	ANDERSON JULIE R	R	180.00
01	315312	05/28/2025	ANGELA KAPPENMAN	R	3,600.00
01	315313	05/28/2025	ANTHOLOGIE, LLC	R	2,035.00
01	315314	05/28/2025	AZURE ADLER	R	208.00
01	315315	05/28/2025	BARNES & NOBLE BOOK	R	27.19
01	315316	05/28/2025	BIX FRUIT COMPANY	R	10,587.69
01	315317	05/28/2025	BLAKE SCHOOL	R	203.50
01	315318	05/28/2025	CAPITAL ONE TRADE CREDIT	R	50.47
01	315319	05/28/2025	CARLSON, ALEXIS	R	11.85
01	315320	05/28/2025	CDW GOVERNMENT INC	R	23,025.00
01	315321	05/28/2025	CITY OF RICHFIELD	R	2,594.72
01	315322	05/28/2025	CLOOS, ISAAC	R	105.00
01	315323	05/28/2025	ECM PUBLISHERS INC	R	150.00
01	315324	05/28/2025	FINANGER PHILLIP J	R	66.95
01	315325	05/28/2025	FOX ERIK	R	45.00
01	315326	05/28/2025	FREEWHEEL BIKE RICHFIELD	R	12,299.69
01	315327	05/28/2025	FRONTLINE TECHNOLOGIES GROUP LLC	R	6,994.08
01	315328	05/28/2025	HARRIS DENNIS	R	95.00
01	315329	05/28/2025	HJELM, ADAM	R	90.00
01	315330	05/28/2025	INTERMEDIATE DISTRICT 287	R	1,362.96
01	315331	05/28/2025	JARED R NELSON	R	600.00
01	315332	05/28/2025	JENNIE KAPPENMAN	R	4,500.00
01	315333	05/28/2025	JEROME A PLAGGE JR	R	46.38
01	315334	05/28/2025	KEMPS LLC	V	0.00
01	315335	05/28/2025	KEMPS LLC	R	4,158.53
01	315336	05/28/2025	KIIHN, ROB	R	90.00
01	315337	05/28/2025	KORBA JERRY	R	40.50
01	315338	05/28/2025	KOZIK BILL	R	105.00
01	315339	05/28/2025	LIZEBETH SARGENT	R	3,600.00
01	315340	05/28/2025	LOSKOTA, DAVID M	R	105.00
01	315341	05/28/2025	MAVO SYSTEMS INC	R	2,761.50
01	315342	05/28/2025	MAXORPLUS, LTD	R	30,707.94
01	315343	05/28/2025	MENARDS - RICHFIELD	R	305.53
01	315344	05/28/2025	MENDELBLATT SCOTT	R	46.38
01	315345	05/28/2025	MILES SARA	R	41.20
01	315346	05/28/2025	NUSS TRUCK & EQUIPMENT	R	612.40
01	315347	05/28/2025	ON SITE SANITATION	R	159.67
01	315348	05/28/2025	OWENS KEIRA	R	23.70
01	315349	05/28/2025	PAN O GOLD BAKING CO	R	256.80
01	315350	05/28/2025	PAUL H. BROOKES PUBLISHING CO., INC	R	21.50
01	315351	05/28/2025	PEDIATRIC HOME SERVICE	R	1,856.25
01	315352	05/28/2025	ROSA RUBIO ESCODA	R	1,137.50
01	315353	05/28/2025	RYAN JEANNIE M	R	971.28
01	315354	05/28/2025	SAFEWAY DRIVING SCHOOL	R	5,820.00
01	315355	05/28/2025	SCHOOL SPECIALTY, LLC	R	41.59
01	315356	05/28/2025	SNA-SCHOOL NUTRITION	R	14.00
01	315357	05/28/2025	SOLIANT HEALTH, LLC	R	3,588.50
01	315358	05/28/2025	SUSTAINABLE SAFARI	R	435.00
01	315359	05/28/2025	TEMP SOCIAL WORK	R	2,747.72
01	315360	05/28/2025	THE HANOVER INSURANCE GROUP	R	7,930.00
01	315361	05/28/2025	TRIO SUPPLY COMPANY	R	612.55
01	315362	05/28/2025	UPPER LAKES FOODS	R	29,872.61
01	315363	05/28/2025	VINKEMEIER JEFFREY	R	90.00
01	315364	05/28/2025	VSP INSURANCE CO. (CT)	R	3,413.20
01	315365	05/28/2025	XCEL ENERGY	R	14,257.60
01	315366	05/30/2025	BIX FRUIT COMPANY	V	0.00
01	315367	05/30/2025	BIX FRUIT COMPANY	R	16,710.95

01	315368	05/30/2025	BRINK'S INCORPORATED	R	5,788.72
01	315369	05/30/2025	CINTAS CORPORATION NO 2	R	143.41
01	315370	05/30/2025	CONTINENTAL RESEARCH CORP	R	432.81
01	315371	05/30/2025	CRISIS PREVENTION INSTITUTE INC	R	5,099.00
01	315372	05/30/2025	DELEGARD TOOL COMPANY	R	119.40
01	315373	05/30/2025	ETTEL & FRANZ ROOFING CO	R	902.00
01	315374	05/30/2025	KEMPS LLC	V	0.00
01	315375	05/30/2025	KEMPS LLC	R	4,342.04
01	315376	05/30/2025	MULTILINGUAL WORD INC	R	2,021.20
01	315377	05/30/2025	NORTH CENTRAL BUS	R	137.60
01	315378	05/30/2025	PAN O GOLD BAKING CO	R	691.85
01	315379	05/30/2025	PROPIO LS, LLC	R	332.16
01	315380	05/30/2025	RICHFIELD FASTPITCH ASSOCIATION	R	450.00
01	315381	05/30/2025	SOLIANT HEALTH, LLC	R	1,796.50
01	315382	05/30/2025	TEMP SOCIAL WORK	R	2,106.78
01	315383	05/30/2025	TRANSPORTATION PLUS, INC.	R	183.00
01	315384	05/30/2025	TRIO SUPPLY COMPANY	R	2,862.60
01	315385	05/30/2025	UNIVERSITY LANGUAGE CENTER	R	208.00
01	315386	05/30/2025	UPPER LAKES FOODS	R	23,626.08
01	315387	05/30/2025	WORLD FUEL SERVICES, INC.	R	2,494.95
01	315388	05/30/2025	XCEL ENERGY	R	26,094.76
01	315389	06/04/2025	AGL CONSULTING	R	5,760.00
01	315390	06/04/2025	ALAN MAKINEN	R	15.00
01	315391	06/04/2025	ARCHETYPE	R	1,050.00
01	315392	06/04/2025	AZURE ADLER	R	182.00
01	315393	06/04/2025	BCN TELECOM, INC TBS	R	929.65
01	315394	06/04/2025	BRYAN ROCK PRODUCTS	R	930.74
01	315395	06/04/2025	CDW GOVERNMENT INC	R	20,700.00
01	315396	06/04/2025	CEDAR SMALL ENGINE	R	111.89
01	315397	06/04/2025	CHARACTER KIDS, LLC	R	3,822.00
01	315398	06/04/2025	CINTAS CORPORATION NO 2	R	143.41
01	315399	06/04/2025	COMCAST BUSINESS	R	426.05
01	315400	06/04/2025	CONTEMPORARY TRANSPORTATION LLC	R	9,900.00
01	315401	06/04/2025	DICKS SANITATION SERVICE, INC (DSI)	R	8,903.21
01	315402	06/04/2025	ECM PUBLISHERS INC	R	150.00
01	315403	06/04/2025	EDUCATORS BENEFIT CONSULTANTS LLC	R	524.33
01	315404	06/04/2025	ETTEL & FRANZ ROOFING CO	R	185.00
01	315405	06/04/2025	WW GRAINGER INC	R	513.83
01	315406	06/04/2025	H&B SPECIALIZED PRODUCTS INC	R	500.00
01	315407	06/04/2025	HD SUPPLY FORMERLY HOME DEPOT PRO	R	278.00
01	315408	06/04/2025	HILLYARD MINNEAPOLIS	R	8,896.42
01	315409	06/04/2025	IMPROVE YOUR TOMORROW, INC.	R	2,800.00
01	315410	06/04/2025	INSTITUTE FOR ENVIROMENTAL	R	6,352.20
01	315411	06/04/2025	INTERSTATE ALL BATTERY CENTER	R	67.89
01	315412	06/04/2025	JOSTENS INC	R	834.17
01	315413	06/04/2025	KINECT ENERGY INC	R	558.00
01	315414	06/04/2025	LEROY'S GREAT BEAR	R	399.92
01	315415	06/04/2025	MAXORPLUS, LTD	R	118,886.98
01	315416	06/04/2025	MCDONOUGH'S SEWER SERVICES, INC.	R	472.40
01	315417	06/04/2025	MCGRAW-HILL EDUCATION, INC.	R	134.00
01	315418	06/04/2025	MN UMPIRES ASSOCIATION	R	380.00
01	315419	06/04/2025	MTI DISTRIBUTING CO	R	337.75
01	315420	06/04/2025	NAPA AUTO PARTS	R	793.04
01	315421	06/04/2025	NCS PEARSON INC	R	782.50
01	315422	06/04/2025	NORTH CENTRAL INTERNATIONAL, LLC	R	3,210.22
01	315423	06/04/2025	NORTHWOODS PROMOTIONS WEST	R	575.00
01	315424	06/04/2025	PAYDHEALTH	R	4,084.40
01	315425	06/04/2025	PER MAR SECURITY SERVICES	R	29.50
01	315426	06/04/2025	POMPS TIRE SERVICE	R	4,052.88

01	315427	06/04/2025	SAVVAS LEARNING COMPANY LLC	R	22,550.40
01	315428	06/04/2025	SEPTRAN STUDENT TRANSPORTATION	R	7,836.66
01	315429	06/04/2025	SITEONE LANDSCAPE SUPPLY LLC	R	630.58
01	315430	06/04/2025	SOLIANT HEALTH, LLC	R	1,792.50
01	315431	06/04/2025	SQUIRES, WALDSPURGER & MACE, P.A.	R	6,955.15
01	315432	06/04/2025	TAFFE SARAH ANN	R	6,579.54
01	315433	06/04/2025	TEACHER CREATED MATERIALS, INC	R	743.03
01	315434	06/04/2025	THE MINNESOTA CHEMICAL COMPANY	R	445.00
01	315435	06/04/2025	THREE RIVERS PARK DISTRICT	R	1,094.00
01	315436	06/04/2025	TOLL COMPANY	R	13.64
01	315437	06/04/2025	TRISTATE BOBCAT INC	R	301.59
01	315438	06/04/2025	TWIN CITY TRANSPORTATION	R	248,960.65
01	315439	06/04/2025	TYLER TECHNOLOGIES, INC.	R	9,810.00
01	315440	06/04/2025	WIESE USA, INC.	R	419.26
01	315441	06/04/2025	XCEL ENERGY	R	43,832.99
01	315442	06/04/2025	YOUTH ENRICHMENT LEAGUE (YEL!)	R	2,204.00
01	V2502483	06/04/2025	P-CARD BAIRD LISA	R	12,487.81
01	V2502484	06/04/2025	P-CARD BARLOW ERICA	R	3,910.22
01	V2502485	06/04/2025	P-CARD BROWN MATTHEW	R	2,013.31
01	V2502486	06/04/2025	P-CARD BRUNNER PATTI	R	6,295.34
01	V2502487	06/04/2025	P-CARD CARUSO MATTHEW	R	815.54
01	V2502488	06/04/2025	P-CARD CRUZ ESTEVA JENNIFER	R	9,544.15
01	V2502489	06/04/2025	P-CARD EDWARDS NATHAN	R	1,546.11
01	V2502490	06/04/2025	P-CARD GEURINK AREND	R	2,138.01
01	V2502491	06/04/2025	P-CARD GONZALEZ CHRISTINA	R	7,597.67
01	V2502492	06/04/2025	P-CARD HOLJE CRAIG	R	120.00
01	V2502493	06/04/2025	P-CARD HUERTA-ANAYA ALICIA	R	3,046.28
01	V2502494	06/04/2025	P-CARD KRETSINGER DAN	R	5,252.16
01	V2502495	06/04/2025	P-CARD LEIKNES LISA	R	867.28
01	V2502496	06/04/2025	P-CARD LEWIS JENNIFER	R	2,092.82
01	V2502497	06/04/2025	P-CARD LUNDY MICHELLE	R	14,126.68
01	V2502498	06/04/2025	P-CARD MAHONEY COLLEEN	R	1,083.53
01	V2502499	06/04/2025	P-CARD MANNING MICHAEL	R	1,298.31
01	V2502500	06/04/2025	P-CARD MCCLENDON LAURA	R	130.29
01	V2502501	06/04/2025	P-CARD MCGINN DAN	R	1,500.00
01	V2502502	06/04/2025	P-CARD MORALES LIZETTE	R	7,591.88
01	V2502503	06/04/2025	P-CARD PETERSON CHRIS	R	2,849.90
01	V2502504	06/04/2025	P-CARD SETZER ALEXIS	R	162.03
01	V2502505	06/04/2025	P-CARD SKARE-KLECKER AMY	R	2,886.89
01	V2502506	06/04/2025	P-CARD SMITH DANE	R	57.22
01	V2502507	06/04/2025	P-CARD SMITH JENNIFER	R	837.01
01	V2502508	06/04/2025	P-CARD STACHEL NANCY	R	2,430.22
01	V2502509	06/04/2025	P-CARD VENTURA PEREZ RAMIRO	R	103.43
01	V2502510	06/04/2025	P-CARD WILLHITE KASYA	R	434.37
01	V2502511	06/04/2025	P-CARD WOODS KELLY	R	2,981.22
01	V2502512	06/04/2025	P-CARD YUNKER AUBREE	R	158.47
01	315443	06/09/2025	ADVANCED COMMERCIAL KITCHENS	R	1,494.53
01	315444	06/09/2025	BICYCLE ALLIANCE OF MINNESOTA	R	450.00
01	315445	06/09/2025	BIX FRUIT COMPANY	R	3,237.37
01	315446	06/09/2025	BLOOMINGTON LUTHERAN	R	741.90
01	315447	06/09/2025	BRECK SCHOOL	R	472.15
01	315448	06/09/2025	CASE UNVERZAGT	R	600.00
01	315449	06/09/2025	CHESTERTON ACADEMY	R	290.57
01	315450	06/09/2025	CONCORDIA ACADEMY	R	285.06
01	315451	06/09/2025	FOURTH BAPTIST CHRISTIAN SCHOOLS	R	757.40
01	315452	06/09/2025	GABRIELLE MEIERHOFER	R	600.00
01	315453	06/09/2025	HOLY FAMILY CATHOLIC HIGH SCHOOL	R	142.75
01	315454	06/09/2025	HOPE ACADEMY	R	1,529.88
01	315455	06/09/2025	JESS ALLURED	R	180.00

01	315456	06/09/2025	KEMPS LLC	V	0.00
01	315457	06/09/2025	KEMPS LLC	R	3,763.99
01	315458	06/09/2025	NATALIE AHLM	R	400.00
01	315459	06/09/2025	NORTH HEIGHTS CHRISTIAN ACADEMY	R	159.07
01	315460	06/09/2025	PAN O GOLD BAKING CO	R	201.75
01	315461	06/09/2025	SARAH MILES	R	600.00
01	315462	06/09/2025	SOUTHWEST CHRISTIAN HIGH SCHOOL	R	155.24
01	315463	06/09/2025	ST CROIX LUTHERAN	R	153.56
01	315464	06/09/2025	TRIO SUPPLY COMPANY	R	1,181.88
01	315465	06/09/2025	UNITED CHRISTIAN ACADEMY	R	1,972.54
01	315466	06/09/2025	UPPER LAKES FOODS	R	21,585.31
01	315005	06/12/2025	JW PEPPER & SON INC	V	-689.89
01	315467	06/12/2025	ANTHOLOGIE, LLC	R	762.50
01	315468	06/12/2025	ARVIG ENTERPRISES INC	R	1,307.90
01	315469	06/12/2025	AVAIL ACADEMY	R	764.55
01	315470	06/12/2025	BAITUL HIKMAH ACADEMY	R	452.22
01	315471	06/12/2025	BELLS OF STEEL USA INC	R	566.98
01	315472	06/12/2025	BLAKE SCHOOL	R	315.27
01	315473	06/12/2025	BCBS OF MINNESOTA & BLUE PLUS	R	9,384.00
01	315474	06/12/2025	BSN SPORTS, LLC	R	1,722.47
01	315475	06/12/2025	CARONDELET CATHOLIC SCHOOLS	R	475.29
01	315476	06/12/2025	CENTURYLINK	R	120.80
01	315477	06/12/2025	CHILD SAFETY SOLUTIONS	R	1,323.75
01	315478	06/12/2025	CITY OF RICHFIELD	R	9,329.32
01	315479	06/12/2025	COMCAST BUSINESS	R	561.05
01	315480	06/12/2025	CONSOLIDATED COMMUNICATIONS	R	3,483.00
01	315481	06/12/2025	CONTINUA INTERIORS OF MN, LLC	R	652.05
01	315482	06/12/2025	CRISTO REY JESUIT HIGH SCHOOL	R	4,106.95
01	315483	06/12/2025	CUB FOODS	R	377.41
01	315484	06/12/2025	CULLIGAN SOFT WATER	R	11.00
01	315485	06/12/2025	DARRYL WALETZKO LLC	R	11,000.00
01	315486	06/12/2025	DIGITAL INSURANCE LLC	R	3,607.00
01	315487	06/12/2025	ECM PUBLISHERS INC	R	1,032.50
01	315488	06/12/2025	EMI AUDIO	R	288.96
01	315489	06/12/2025	FASTEST LABS OF BLOOMINGTON	R	187.00
01	315490	06/12/2025	FINANGER PHILLIP J	R	900.00
01	315491	06/12/2025	FIRST BAPTIST CHURCH SCHOOLS	R	312.47
01	315492	06/12/2025	FLANERY-OLSON, JODI	R	360.00
01	315493	06/12/2025	FREEDOM CONCEPTS USA LLC	R	11,872.25
01	315494	06/12/2025	GRAFTON SCHOOL, INC.	R	2,628.19
01	315495	06/12/2025	GROVES ACADEMY	R	737.11
01	315496	06/12/2025	HIKMAH ACADEMY	R	431.14
01	315497	06/12/2025	HJELM, ADAM	R	50.00
01	315498	06/12/2025	ICS CONSULTING, LLC - 138006	R	260,000.00
01	315499	06/12/2025	INTERNATIONAL SCHOOL	R	151.96
01	315500	06/12/2025	ISD 271 JEFFERSON HIGH SCHOOL	R	4,119.03
01	315501	06/12/2025	KLETT WORLD LANGUAGES, INC.	R	13.99
01	315502	06/12/2025	KORBA JERRY	R	81.00
01	315503	06/12/2025	MASBO	R	115.00
01	315504	06/12/2025	MAXORPLUS, LTD	R	37,134.31
01	315505	06/12/2025	MINNEHAHA ACADEMY	R	2,716.42
01	315506	06/12/2025	MINUTEMAN PRESS EDINA	R	3,637.43
01	315507	06/12/2025	MRI SOFTWARE LLC	R	582.00
01	315508	06/12/2025	NCS PEARSON INC	R	417.34
01	315509	06/12/2025	NOVAK JANICE SOPHIE	R	20.00
01	315510	06/12/2025	OKEY CHRIS	R	375.00
01	315511	06/12/2025	ONEBRIDGE BENEFITS INC.	R	5,230.50
01	315512	06/12/2025	OUR LADY OF GRACE SCHOOL	R	911.52
01	315513	06/12/2025	PETERSON, LANDON W	R	150.00

01	315514	06/12/2025	PITNEY BOWES BANK PURCHASE POWER	R	2,400.00
01	315515	06/12/2025	PREMIUM WATERS INC	R	39.00
01	315516	06/12/2025	REED BEHAVIORAL HEALTH LLC	R	6,560.00
01	315517	06/12/2025	RIVERSIDE INSIGHTS	R	288.71
01	315518	06/12/2025	ROHLINGER, LOUISA	R	86.25
01	315519	06/12/2025	SHERVA, DANIELLE	R	81.00
01	315520	06/12/2025	ST PAUL ACADEMY & SUMMIT SCHOOL	R	306.59
01	315521	06/12/2025	TOTINO GRACE HIGH SCHOOL	R	139.65
01	315522	06/12/2025	TRINITY SCHOOL AT RIVER RIDGE	R	157.27
01	315523	06/12/2025	TRUGREEN LIMITED PARTNERSHIP	R	8,131.00
01	315524	06/12/2025	UNITED HEALTHCARE/AARP MEDICARE RX	R	92.20
01	315525	06/12/2025	UNITED HEARTHCARE /AARP MEDICARE RX	R	92.20
01	315526	06/12/2025	UNITED STATES TREASURY	R	3,442.18
01	315527	06/12/2025	UNITEDHEALTHCARE	R	655.91
01	315528	06/12/2025	VERIZON WIRELESS	R	360.09
01	315529	06/12/2025	WETHINGTON, AUDREY	R	150.00
01	315530	06/12/2025	WOLD ARCHITECTS AND ENGINEERS	R	1,615.80
01	315531	06/12/2025	XCEL ENERGY	R	54.27
01	V2502513	06/12/2025	ERIC ANDERSON	R	28.47
01	V2502514	06/12/2025	RONALD S BLANKENSHIP	R	346.83
01	V2502515	06/12/2025	RACHEL U CORNES	R	33.11
01	V2502516	06/12/2025	STEPHANIE M HEYER-WALSH	R	26.49
01	V2502517	06/12/2025	ERIN M HUBER	R	113.05
01	V2502518	06/12/2025	LESLIE K KEGAN	R	174.87
01	V2502519	06/12/2025	LORI A SCHMIDT	R	80.63
01	V2502520	06/12/2025	DANE A SMITH	R	141.61
01	V2502521	06/12/2025	JOSEPH D SOBRASKE	R	197.84
01	V2502522	06/12/2025	TERESA M JOHNSON	R	167.78
01	V2502523	06/12/2025	AUBREE M YUNKER	R	125.75
01	315532	06/13/2025	AMERICAN ACCESSORIES FOR BAND, LLC	R	26,859.65
01	315533	06/13/2025	JW PEPPER & SON INC	R	689.89
01	315534	06/13/2025	MSHSL REGION 3AA	R	22,619.00
			TOTAL CHECK, EPAYS & PCARD REGISTER		**1,442,388.19**

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, June 23, 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, June 23, 2025 in the boardroom at the Richfield Public Schools District Office. Chair Carter called the regular board meeting to order at 7 p.m. with the following school board members in attendance: Cole, Liss, Pollis and Spencer. Banks Kupcho was not able to attend.

Administrators present were Assistant Superintendent Daniels, Executive Director Clarkson and Chief HR & Administrative Officer Holje.

II. REVIEW AND APPROVAL OF THE AGENDA

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

III. INFORMATION AND PROPOSALS - NON-ACTION ITEMS

A. Public Comment
B. Superintendent Update
    1. Q Comp Annual Report
    2. Vision Cards End-of-Year Report, Part 2
C. Commendation

IV. CONSENT AGENDA

A. Routine Matters
    1. Minutes of the Regular Meeting held June 2, 2025
    2. General Disbursements as of 6/13/25 in the Amount of $1,442,388.19
    3. Year-to-Date Finance Update
B. Personnel Items

Full Time Management Retirement
James Gilligan – Director of Finance – District Office
Effective: 7/1/2025
Years of Service: 8

Full Time Management Resignation

Latanya Daniels – Assistant Superintendent – District Office
Effective: 6/30/2025
Years of Service: 10

Full Time Certified Probationary Year 1 of 1
David Butler – Ojibwe Language Instructor and Curriculum Developer – Districtwide
Effective: 8/19/2025
Brent Gothmann – Health and Physical Education Teacher – Richfield Middle School
Effective: 8/19/2025
Molly Keenan – Social Studies Teacher – Richfield High School
Effective: 8/19/2025

Full Time Certified Rehire - No break in service
Kevin Hall – Language Arts – Richfield Middle School
Effective: 08/26/2025

Full Time Certified Resignation
Alison Pichel – Elementary Education Teacher – Richfield STEM
Effective: 6/5/2025
Years of Service: 9
Jasmine Ellis – Special Education Teacher – Richfield Middle School
Years of Service: 3

Classified Full Time Facilities and Transportation for Employment
Maria Arias Yanez – Building Cleaner – Richfield High School
Effective: 06/09/2025

Classified Full-Time Paraprofessional Rescind Resignation - No break in service
Muna Abdi – Health Assistant Paraprofessional – Centennial Elementary School
Effective: 09/03/2025
**Change from June 2, 2025 board approved personnel items*

Classified Full Time Administrative Assistant and Management Support Professional Resignation
Jennifer Puchuela – Administrative Assistant – Centennial Elementary School
Effective: 06/18/2025
Years of Service: 2

Classified Full Time Paraprofessional Resignation
Taylor Wood – Special Education Paraprofessional – Richfield STEM Elementary
Effective: 06/05/2025
Years of Service: 2
Noelle Olson – Special Education Paraprofessional – Centennial Elementary
Effective: 06/05/2025
Years of Service: 0.25

Classified Full Time Food & Nutrition Resignation
Maria Arias Yanez – Kitchen Assistant – Richfield High School

Effective: 06/03/2025
Years of Service: 2

Full Time Head Coach Resignation
Bryan Skof – Head Softball Coach – Richfield High School
Effective: 6/12/2025

Classified Full Time Paraprofessional Extended Probation
Jamie Snidarich - Special Education Paraprofessional - Richfield Middle School

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

V. OLD BUSINESS

A. Policy 546: Use of Peace Officers and/or Crisis Teams to Remove Students with IEPs from School Grounds - third read

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

B. Policy 411: Local and Out-of-State Travel - second read

VI. NEW BUSINESS

A. 2025-2026 Proposed Budget

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

B. RPS LTFM Budget 2025-2026

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

C. Administrative Guideline 709.1: Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System - single read

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

D. Policy 710: Petty Cash & Administrative Guideline 710.1 - first read
E. Authorization for Lease/Purchase Financing

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

F. Donations

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

VII. ADVANCE PLANNING

A. Legislative Update
    1. Summary of 2025 Legislative Changes
B. Information and Questions from Board
    1. Summary of Closed Session - Superintendent Evaluation
C. Suggested/Future Agenda Items
D. Future Meeting Dates

7-14-2025	6 p.m.	Board Study Session
7-14-2025	7 p.m.	Regular Board Meeting - Public Comment
8-4-2025	7 p.m.	Regular Board Meeting

XII. ADJOURN REGULAR MEETING

Chair Carter adjourned the meeting at 8:50 p.m.

CHECK RUNS & E-PAYS
07/14/2025 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	6/18/2025	132,176.95
	6/24/2025	182,702.67
	6/27/2025	246,838.84
	6/30/2025	145,439.49
FY26 CHECKS	7/1/2025	583,084.21
FY25 PERIOD 13	7/8/2025	662,501.35
E-Pays	6/30/2025	3,443.41
FY26 EPAYS	7/3/2025	3,072.46

CHECK REGISTER BANK 05 TOTAL =	**1,959,259.38**

BREAKDOWN		
01-206-00		1,167,068.68
02-206-00		32,186.73
03-206-00		31,009.87
04-206-00		10,567.50
06-206-00		601,082.29
07-206-00		-
18-206-00		-
20-206-00		117,154.61
21-206-00		189.70
47-206-00		-
	BANK TOTAL =	**1,959,259.38**

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	315535	06/18/2025	ALERUS RETIREMENT AND BENEFITS	R	1,185.60
01	315536	06/18/2025	ALL STATE COMMUNICATIONS INC	R	945.00
01	315537	06/18/2025	AI TECHNOLOGIES LLC	R	240.00
01	315538	06/18/2025	BENCO EQUIPMENT-HOPKINS	R	1,410.00
01	315539	06/18/2025	CANON USA	R	4,747.36
01	315540	06/18/2025	CAPTIVATE MEDIA & CONSULTING	R	1,540.50
01	315541	06/18/2025	CATALYST BUYING GROUP LLC	R	4,293.77
01	315542	06/18/2025	CDW GOVERNMENT INC	R	4,001.83
01	315543	06/18/2025	CINTAS CORPORATION NO 2	R	303.72
01	315544	06/18/2025	CITY OF RICHFIELD	R	600.00
01	315545	06/18/2025	DASH SPORTS, LLC	R	1,690.00
01	315546	06/18/2025	DOBLE MARK	R	95.00
01	315547	06/18/2025	FRIDLEY HIGH SCHOOL	R	250.00
01	315548	06/18/2025	WW GRAINGER INC	R	399.26
01	315549	06/18/2025	HAWKINS INC	R	3,485.50
01	315550	06/18/2025	HILLYARD MINNEAPOLIS	R	7,855.90
01	315551	06/18/2025	HOTSY MINNESOTA	R	337.15
01	315552	06/18/2025	IIX INSURANCE INFORMATION EXCHANGE	R	61.20
01	315553	06/18/2025	INSTITUTE FOR ENVIROMENTAL	R	999.56
01	315554	06/18/2025	LOFFLER	R	1,321.28
01	315555	06/18/2025	LOMAX CARLA	R	264.00
01	315556	06/18/2025	MACKIN BOOK COMPANY	R	1,600.50
01	315557	06/18/2025	MAXORPLUS, LTD	R	34,442.28
01	315558	06/18/2025	MULTILINGUAL WORD INC	R	484.00
01	315559	06/18/2025	NATIVITY OF MARY SCHOOL	R	745.39
01	315560	06/18/2025	NEW DOMINION SCHOOL	R	12,140.04
01	315561	06/18/2025	NICHE.COM, INC.	R	4,995.00
01	315562	06/18/2025	NILFISK, INC.	R	5,779.55
01	315563	06/18/2025	ON SITE SANITATION	R	1,667.13
01	315564	06/18/2025	PAN O GOLD BAKING CO	R	160.05
01	315565	06/18/2025	PEDIATRIC HOME SERVICE	R	1,012.50
01	315566	06/18/2025	PEKARNA, MARTIN	R	95.00
01	315567	06/18/2025	PER MAR SECURITY SERVICES	R	19.41
01	315568	06/18/2025	PHILLIP HUCH	R	210.00
01	315569	06/18/2025	PLUNKETT'S /VARMENT GUARD	R	1,164.72
01	315570	06/18/2025	POMPS TIRE SERVICE	R	350.90
01	315571	06/18/2025	POVOLNY KATHLEEN IGOE	R	96.00
01	315572	06/18/2025	PROPIO LS, LLC	R	256.88
01	315573	06/18/2025	RED BALLOON BOOKSHOP	R	1,468.04
01	315574	06/18/2025	RICHFIELD BOYS BASKETBALL ASSOC	R	675.00
01	315575	06/18/2025	SHERWIN WILLIAMS CO	R	288.23
01	315576	06/18/2025	SOLIANT HEALTH, LLC	R	2,151.00
01	315577	06/18/2025	STATE SUPPLY COMPANY	R	294.88
01	315578	06/18/2025	STONE ARCH STUDIO LLC	R	200.00
01	315579	06/18/2025	SUPPORT WAREHOUSE LIMITED	R	422.00
01	315580	06/18/2025	TEMP SOCIAL WORK	R	2,054.95
01	315581	06/18/2025	TOLL COMPANY	R	77.91
01	315582	06/18/2025	TRANSPORTATION PLUS, INC.	R	30.00
01	315583	06/18/2025	TRIO SUPPLY COMPANY	R	187.78
01	315584	06/18/2025	VOIGT'S MOTORCOACH TRAVEL, INC.	R	5,024.59
01	315585	06/18/2025	ALLSTATE PETERBILT OF S ST PAUL	R	611.74
01	315586	06/18/2025	WORLD FUEL SERVICES, INC.	R	17,344.75
01	315587	06/18/2025	XCEL ENERGY	R	100.10
01	315588	06/24/2025	ADVANCED COMMERCIAL KITCHENS	R	444.00
01	315589	06/24/2025	BIX FRUIT COMPANY	R	1,374.31

01	315590	06/24/2025	BSN SPORTS, LLC	R	1,044.82
01	315591	06/24/2025	COLUMBIA GOLF COURSE	R	30.00
01	315592	06/24/2025	CURRICULUM ASSOCIATES, LLC	R	129.00
01	315593	06/24/2025	ELEVATE YOUR CLASSROOM	R	1,200.00
01	315594	06/24/2025	EVERYDAY SPEECH LLC	R	499.99
01	315595	06/24/2025	GROUP MEDICAREBLUE RX	R	8,325.00
01	315596	06/24/2025	HILLYARD MINNEAPOLIS	R	1,673.33
01	315597	06/24/2025	HOME DEPOT U.S.A.	R	699.86
01	315598	06/24/2025	INNOVATIVE OFFICE SOLUTIONS LLC	R	95.93
01	315599	06/24/2025	INTERMEDIATE DISTRICT 287	R	127,766.72
01	315600	06/24/2025	JAMES STANFIELD COM	R	819.00
01	315601	06/24/2025	KEMPS LLC	R	205.90
01	315602	06/24/2025	KUYPERS CONSULTING, INC.	R	2,268.00
01	315603	06/24/2025	LAMINATING & BINDING SOLUTIONS, INC	R	120.24
01	315604	06/24/2025	NO TEARS LEARNING, INC	R	894.58
01	315605	06/24/2025	MACKIN BOOK COMPANY	R	186.49
01	315606	06/24/2025	MADISON NATIONAL LIFE INS CO INC	R	18,983.33
01	315607	06/24/2025	NCS PEARSON INC	R	1,135.30
01	315608	06/24/2025	RYAN JEANNIE M	R	971.28
01	315609	06/24/2025	SCHOOL SERVICE EMPLOYEES UNION	R	8,522.16
01	315610	06/24/2025	SETON	R	2,044.17
01	315611	06/24/2025	UNITED STATES TREASURER	R	600.00
01	315612	06/24/2025	UPPER LAKES FOODS	R	2,669.26
01	315613	06/27/2025	ACT INC	R	134.00
01	315614	06/27/2025	AIM ELECTRONICS INC	R	1,388.40
01	315615	06/27/2025	ANOKA-HENNEPIN SCHOOL DIST #11	R	81.01
01	315616	06/27/2025	CINTAS CORPORATION NO 2	R	143.41
01	315617	06/27/2025	COLLEGE BOARD	R	14,160.00
01	315618	06/27/2025	DIGITAL INSURANCE LLC	R	1,602.00
01	315619	06/27/2025	FASTENAL INDUSTRIAL	R	256.07
01	315620	06/27/2025	FREEWHEEL BIKE RICHFIELD	R	999.99
01	315621	06/27/2025	WW GRAINGER INC	R	279.98
01	315622	06/27/2025	GROUP HEALTH NON-PATIENT A/R	R	7,552.50
01	315623	06/27/2025	HAWKINS INC	R	10.00
01	315624	06/27/2025	HEALTHJOY LLC	R	3,477.50
01	315625	06/27/2025	HERFF JONES INC	R	21,052.47
01	315626	06/27/2025	HILLYARD MINNEAPOLIS	R	4,288.26
01	315627	06/27/2025	HOTSY MINNESOTA	R	414.54
01	315628	06/27/2025	INSTITUTE FOR ENVIROMENTAL	R	713.44
01	315629	06/27/2025	INSTRUMENTALIST AWARDS	R	14.50
01	315630	06/27/2025	JAMES STANFIELD COM	R	819.00
01	315631	06/27/2025	KREMER SERVICES LLC	R	423.36
01	315632	06/27/2025	LEROY'S GREAT BEAR	R	329.94
01	315633	06/27/2025	LEXIA VOYAGER SOPRIS INC.	R	3,825.00
01	315634	06/27/2025	MAXORPLUS, LTD	R	77,229.73
01	315635	06/27/2025	METROPOLITAN MECHANICAL CONTRACTORS	R	2,114.00
01	315636	06/27/2025	MIDWEST SPECIAL INSTRUMENTS (MSI)	R	560.00
01	315637	06/27/2025	MINNEAPOLIS CONVENTION CENTER	R	42,187.50
01	315638	06/27/2025	MTN-METROPOLITAN TRANSP NETWORK	R	612.50
01	315639	06/27/2025	NAPA AUTO PARTS	R	19.30
01	315640	06/27/2025	NORTH CENTRAL INTERNATIONAL, LLC	R	891.75
01	315641	06/27/2025	ON SITE SANITATION	R	135.21
01	315642	06/27/2025	PER MAR SECURITY SERVICES	R	38.81
01	315643	06/27/2025	PROFESSIONAL WIRELESS COMMUNICATION	R	127.49
01	315644	06/27/2025	RIVERSIDE INSIGHTS	R	371.55
01	315645	06/27/2025	SAFEWAY DRIVING SCHOOL	R	2,000.00

01	315646	06/27/2025	SHERWIN WILLIAMS CO	R	822.69
01	315647	06/27/2025	SITEONE LANDSCAPE SUPPLY LLC	R	493.28
01	315648	06/27/2025	SQUIRES, WALDSPURGER & MACE, P.A.	R	9,846.20
01	315649	06/27/2025	TRANSPORTATION PLUS, INC.	R	102.00
01	315650	06/27/2025	URBAN AIR	R	5,927.99
01	315651	06/27/2025	WORLD FUEL SERVICES, INC.	R	1,747.15
01	315652	06/27/2025	XCEL ENERGY	R	39,102.82
01	315653	06/27/2025	ZIMMERMANS DRY GOODS LLC	R	543.50
01	315654	06/30/2025	ALTMAN ADAM	R	400.00
01	315655	06/30/2025	BIX FRUIT COMPANY	R	2,050.28
01	315656	06/30/2025	BLUUM OF MINNESOTA, LLC	R	225.00
01	315657	06/30/2025	CITY OF RICHFIELD	R	7,539.75
01	315658	06/30/2025	LOVING GUIDANCE LLC	R	5,996.25
01	315659	06/30/2025	EDUCATION, INC.	R	2,856.00
01	315660	06/30/2025	DARRYL WALETZKO LLC	R	4,800.00
01	315661	06/30/2025	ECM PUBLISHERS INC	R	156.25
01	315662	06/30/2025	HARVEST TECHNOLOGY GROUP, INC.	R	42,441.17
01	315663	06/30/2025	INSTITUTE FOR ENVIROMENTAL	R	3,164.75
01	315664	06/30/2025	KEMPS LLC	R	949.60
01	315665	06/30/2025	KINECT ENERGY INC	R	8,619.84
01	315666	06/30/2025	METROPOLITAN MECHANICAL CONTRACTORS	R	10,603.30
01	315667	06/30/2025	MINNESOTA DEPARTMENT OF HEALTH	R	80.00
01	315668	06/30/2025	EVERWAY, LLC	R	1,661.98
01	315669	06/30/2025	PAN O GOLD BAKING CO	R	126.90
01	315670	06/30/2025	PEDIATRIC HOME SERVICE	R	637.50
01	315671	06/30/2025	TRISTATE BOBCAT INC	R	34.62
01	315672	06/30/2025	UNIVERSITY LANGUAGE CENTER	R	624.00
01	315673	06/30/2025	UPPER LAKES FOODS	R	17,475.56
01	315674	06/30/2025	XCEL ENERGY	R	34,996.74
01	V2502524	06/30/2025	SHELBY TURNER BASTIAN	R	18.90
01	V2502525	06/30/2025	RACHEL U CORNES	R	13.24
01	V2502526	06/30/2025	KIM M DARAITIS	R	206.46
01	V2502527	06/30/2025	NANCY DEBOE	R	109.20
01	V2502528	06/30/2025	ANGELA M FISH	R	18.83
01	V2502529	06/30/2025	MICHELLE D FRANZ	R	30.60
01	V2502530	06/30/2025	SARAH HAWN	R	133.63
01	V2502531	06/30/2025	STEPHANIE M HEYER-WALSH	R	13.24
01	V2502532	06/30/2025	JULIE M HUGHES	R	39.82
01	V2502533	06/30/2025	ELIZABETH H JOHNSON	R	94.32
01	V2502534	06/30/2025	ALEXANDER S KALBOW	R	200.22
01	V2502535	06/30/2025	JENNIFER KRUEGER	R	277.51
01	V2502536	06/30/2025	LISA A LEIKNES	R	104.30
01	V2502537	06/30/2025	NOEMI LOPEZ-DEL VALLE	R	26.74
01	V2502538	06/30/2025	EMILY A MATTSON	R	153.17
01	V2502539	06/30/2025	KATRINA L MORGAN	R	135.66
01	V2502540	06/30/2025	ERIN H NEILON	R	130.20
01	V2502541	06/30/2025	JESSICA J OKEY	R	507.75
01	V2502542	06/30/2025	JAMES R PADDOCK	R	171.18
01	V2502543	06/30/2025	DARBY L SWANK	R	4.34
01	V2502544	06/30/2025	JACQUELINE SANCHEZ VIDAL	R	53.81
01	V2502545	06/30/2025	AMY L SOBRASKE	R	481.60
01	V2502546	06/30/2025	ANGELA TAYLOR	R	10.65
01	V2502547	06/30/2025	MICHELLE T THOEMKE	R	501.78
01	V2502548	06/30/2025	MICHELLE R WHITESIDE	R	6.26
01	315675	07/01/2025	BUREAU OF EDUCATION & RESEARCH	R	295.00
01	315676	07/01/2025	CDW GOVERNMENT INC	R	108,963.60

01	315677	07/01/2025	COMCAST	R	446.67
01	315678	07/01/2025	DARK KNIGHT SOLUTIONS, LLC	R	4,200.00
01	315679	07/01/2025	DISCOVERY EDUCATION, INC.	R	35,000.00
01	315680	07/01/2025	ACTIVE INTERNET TECHNOLOGIES, LLC	R	16,430.00
01	315681	07/01/2025	HOPE CHURCH	R	15,910.11
01	315682	07/01/2025	IDEAL ENERGIES SOLAR LEASE 2021,LLC	R	7,724.41
01	315683	07/01/2025	LINKEDIN CORPORATION	R	4,100.00
01	315684	07/01/2025	MASSP-MN ASSOCIATION	R	984.00
01	315685	07/01/2025	MCGRAW-HILL EDUCATION, INC.	R	182,878.55
01	315686	07/01/2025	MINNESOTA DEPARTMENT OF HEALTH	R	180.00
01	315687	07/01/2025	MSOPA	R	100.00
01	315688	07/01/2025	NWEA	R	3,650.00
01	315689	07/01/2025	POWERSCHOOL GROUP LLC	R	130,486.99
01	315690	07/01/2025	PREMIER LIGHTING INC	R	2,432.89
01	315691	07/01/2025	REGION 1 INFORMATION MGMT SERVICE	R	65,561.56
01	315692	07/01/2025	TEXAS INSTRUMENTS INCORPORATED	R	350.00
01	315693	07/01/2025	VSP INSURANCE CO. (CT)	R	3,390.43
01	V2600000	07/03/2025	MATTHEW ARNOLD	R	70.00
01	V2600001	07/03/2025	MICHELLE L AXELL	R	70.00
01	V2600002	07/03/2025	BRADLEY BADOUR	R	40.00
01	V2600003	07/03/2025	ERICA T BARLOW	R	70.00
01	V2600004	07/03/2025	MARY L CLARKSON	R	70.00
01	V2600005	07/03/2025	PETER J FITZPATRICK	R	40.00
01	V2600006	07/03/2025	YVETTE GARCIA	R	70.00
01	V2600007	07/03/2025	RACHEL GENS	R	70.00
01	V2600008	07/03/2025	AREND J GEURINK	R	70.00
01	V2600009	07/03/2025	JAMES A GILLIGAN	R	11.30
01	V2600010	07/03/2025	CHRISTINA M GONZALEZ	R	70.00
01	V2600011	07/03/2025	AMY E HAGER	R	70.00
01	V2600012	07/03/2025	KEVIN D HARRIS	R	40.00
01	V2600013	07/03/2025	MICHAEL G HARRIS	R	70.00
01	V2600014	07/03/2025	JONATHAN W HEYER	R	70.00
01	V2600015	07/03/2025	JAMES L HILL	R	40.00
01	V2600016	07/03/2025	JESSICA M HOFFMAN	R	40.00
01	V2600017	07/03/2025	CRAIG D HOLJE	R	70.00
01	V2600018	07/03/2025	DANIEL E KRETSINGER	R	70.00
01	V2600019	07/03/2025	JENNIFER KRUEGER	R	70.00
01	V2600020	07/03/2025	ANOOP KUMAR	R	40.00
01	V2600021	07/03/2025	JEANNE L LAWLESS	R	20.00
01	V2600022	07/03/2025	JOHN M LORENZINI	R	70.00
01	V2600023	07/03/2025	COLLEEN M MAHONEY	R	70.00
01	V2600024	07/03/2025	MICHAEL A MANNING	R	70.00
01	V2600025	07/03/2025	DANIEL P MCGINN	R	40.00
01	V2600026	07/03/2025	DOUG R MCMEEKIN	R	70.00
01	V2600027	07/03/2025	KENT D MEYER	R	70.00
01	V2600028	07/03/2025	KATRINA L MORGAN	R	40.00
01	V2600029	07/03/2025	ERIN H NEILON	R	40.00
01	V2600030	07/03/2025	STEPHANIE NICHOLS	R	45.00
01	V2600031	07/03/2025	ROBERT G OLSON	R	40.00
01	V2600032	07/03/2025	CHRISTOPHER A PETERSON	R	70.00
01	V2600033	07/03/2025	CASSANDRA QUAM	R	70.00
01	V2600034	07/03/2025	ASHLEY SCHAEFER	R	70.00
01	V2600035	07/03/2025	CHRISTIAN SCHEMPP	R	40.00
01	V2600036	07/03/2025	AMY B SKARE-KLECKER	R	70.00
01	V2600037	07/03/2025	NANCY J STACHEL	R	36.16
01	V2600038	07/03/2025	JUSTIN STEELE	R	70.00

01	V2600039	07/03/2025	STACY THEIEN-COLLINS	R	70.00
01	V2600040	07/03/2025	VLADIMIR S TOLEDO	R	40.00
01	V2600041	07/03/2025	STEVEN P UNOWSKY	R	270.00
01	V2600042	07/03/2025	CARRIE A VALA	R	70.00
01	V2600043	07/03/2025	JENNIFER K SMITH	R	70.00
01	V2600044	07/03/2025	REBECCA S WALD	R	40.00
01	V2600045	07/03/2025	ALEXANDER WARD	R	70.00
01	V2600046	07/03/2025	MICHELLE R WHITESIDE	R	70.00
01	V2600047	07/03/2025	KASYA L WILLHITE	R	70.00
01	V2600048	07/03/2025	KELLY L WOODS	R	70.00
01	315694	07/08/2025	BIX FRUIT COMPANY	R	109.00
01	315695	07/08/2025	CAPITAL ONE TRADE CREDIT	R	109.69
01	315696	07/08/2025	CDW GOVERNMENT INC	R	3,982.76
01	315697	07/08/2025	CEDAR SMALL ENGINE	R	146.90
01	315698	07/08/2025	CINTAS CORPORATION NO 2	R	149.06
01	315699	07/08/2025	ECM PUBLISHERS INC	R	137.50
01	315700	07/08/2025	WW GRAINGER INC	R	145.27
01	315701	07/08/2025	HAAS MUSICAL INSTRUMENT REPAIR, INC	R	236.40
01	315702	07/08/2025	HILLYARD MINNEAPOLIS	R	2,781.74
01	315703	07/08/2025	HOME DEPOT U.S.A.	R	798.73
01	315704	07/08/2025	ICS CONSULTING, LLC - 138006	R	575,000.00
01	315705	07/08/2025	IIX INSURANCE INFORMATION EXCHANGE	R	41.95
01	315706	07/08/2025	INGINA LLC	R	1,323.00
01	315707	07/08/2025	INSTITUTE FOR ENVIROMENTAL	R	750.00
01	315708	07/08/2025	INTERSTATE ALL BATTERY CENTER	R	19.07
01	315709	07/08/2025	MATRIX COMMUNICATIONS, INC	R	26,666.58
01	315710	07/08/2025	MCEA	R	50.00
01	315711	07/08/2025	MCGRAW-HILL EDUCATION, INC.	R	26.80
01	315712	07/08/2025	MIDWEST BUS PARTS INC	R	484.00
01	315713	07/08/2025	MRI SOFTWARE LLC	R	29.00
01	315714	07/08/2025	NEI ELECTRIC, INC.	R	2,018.00
01	315715	07/08/2025	PATRICK HAUS	R	362.30
01	315716	07/08/2025	PITNEY BOWES BANK PURCHASE POWER	R	2,400.00
01	315717	07/08/2025	RIGHT BRAIN GRAPHICS	R	1,008.00
01	315718	07/08/2025	ROSA RUBIO ESCODA	R	1,231.75
01	315719	07/08/2025	SHERWIN WILLIAMS CO	R	408.50
01	315720	07/08/2025	TOLL COMPANY	R	13.20
01	315721	07/08/2025	TRISTATE BOBCAT INC	R	27.88
01	315722	07/08/2025	UNITED STATES TREASURY	R	17,918.55
01	315723	07/08/2025	WOLD ARCHITECTS AND ENGINEERS	R	24,125.72
			TOTAL CHECKS & EPAYS		**1,959,259.38**

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
June 30, 2025

Description	Matures	Rate	Cost	General Operating	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	-	-
NexBank	01/29/26	4.14%	240,000.00	240,000.00	-	-
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	-	-
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		2.11%	206,675.61	-	206,675.61	-
GOLDMAN SACHS GOVERNMENT MONEY MARKET		3.96%	4,442,710.66	-	-	4,442,710.66
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			**23,378,119.96**	**16,401,120.35**	**206,675.61**	**6,770,324.00**

ppd:Finance

CONSENT AGENDA – FOR ACTION **Agenda Item IV.A.4.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 14, 2025

SUBJECT: DESIGNATION OF DEPOSITORIES FOR SCHOOL DISTRICT FUNDS

Recommended by the superintendent that the board of education designate the following depositories for the handling of school district cash deposits and checking needs for the 2025-26 fiscal year:

US Bank Southdale
Associated Bank
My Credit Union

And furthermore, designate the following depositories for the purpose of investment of school district funds, in addition to the above-named institutions:

PFM Asset Management LLC
PMA Financial Network, Inc./MN. Trust

(Prepared by Craig Holje)

CONSENT AGENDA – FOR ACTION **Agenda Item IV.A.5.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 14, 2025

SUBJECT: SIGNATORIES ON DEPOSITORY ACCOUNTS

Recommended by the superintendent that the board of education approve the following resolution authorizing signatories for depository accounts for the 2025-26 fiscal year.

BE IT RESOLVED, by the board of education of independent school district no. 280, Richfield, Minnesota, that any person named below is authorized as a signatory to transact financial business on behalf of the school district. This authorization includes but is not limited to financial transactions such as signing checks, drafts and other withdrawal orders; supplying the depository with specimen signatures of the authorized signatories; and all other directions and instructions needed to follow rules and regulations governing bank accounts.

Ken Liss	Treasurer
Eric Carter	Chair
Rachel Banks Kupcho	Clerk
Steve Unowsky	Superintendent
Craig Holje	Senior Executive Officer
John Lorenzini	Finance Manager

Depositories are fully authorized to pay and charge to the District's accounts any checks, drafts, and other withdrawal orders signed, and to honor any directions of instructions signed, whether or not payable to the individual order of or deposited to the individual account of or for the benefit of the above named signatories.

(Prepared by Craig Holje)

CONSENT AGENDA – FOR ACTION **Agenda Item IV.A.6.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 14, 2025

SUBJECT: SIGNATORIES ON ALL MCU ACCOUNTS UNDER MEMBERSHIP #10919647

Recommended by the superintendent that the board of education approve the following resolution authorizing signatories for all My Credit Union depository accounts under General Checking #9920124, member #10004207 for the 2025-26 fiscal year.

BE IT RESOLVED, by the board of education of Independent School District No. 280, Richfield, Minnesota, that authorization be removed for all existing signers and authorization be added for any person named below as a signatory to transact financial business on behalf of the school district. This authorization includes but is not limited to financial transactions such as signing checks, drafts and other withdrawal orders; supplying the depository with specimen signatures of the authorized signatories; and all other directions and instructions needed to follow rules and regulations governing bank accounts.

Ken Liss	Treasurer
Eric Carter	Chair
Rachel Banks Kupcho	Clerk
Steve Unowsky	Superintendent
Craig Holje	Senior Executive Officer
John Lorenzini	Finance Manager

My Credit Union is fully authorized to pay and charge to the District's accounts any checks, drafts, and other withdrawal orders signed, and to honor any directions of instructions signed, whether or not payable to the individual order of or deposited to the individual account of or for the benefit of the above named signatories.

(Prepared by Craig Holje)

CONSENT AGENDA – FOR ACTION **Agenda Item IV.A.7.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 14, 2025

SUBJECT: AUTHORIZATION FOR WIRE TRANSFERS OF FUNDS

Recommended by the superintendent that the board of education adopt the following resolution authorizing investment of district funds and wire transfer of funds for the 2025-26 fiscal year.

BE IT RESOLVED, by the board of education of independent school district no. 280, Richfield, Minnesota, that the senior executive officer and/or director of finance be authorized to invest District funds and affect the wire transfer of funds to and/or from:

1. The District's depositories for investment purposes.

2. The Hennepin County General Account at the Associated Bank and U.S. Bank and between district accounts for P-Card and ACH purposes.

3. Financial institutions for General Obligation Bond and Payments.

4. Third parties for accounts payable, insurance premium payments and voluntary and statuary benefits (flexible spending accounts, VEBA trust, etc.)

In addition, the board of education authorizes the senior executive officer, director of finance, and the finance manager to issue Stop Payments at District's depositories.

(Prepared by Craig Holje)

CONSENT AGENDA - FOR ACTION **AGENDA ITEM IV.A.8**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 14, 2025

SUBJECT: DESIGNATION OF OFFICIAL NEWSPAPER

(Recommended by superintendent)

That the board of education designate the *Bloomington Richfield* Sun Current as their official newspaper for the 2025-26 school year.

CONSENT AGENDA - FOR ACTION **Agenda Item IV.A.9.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 14, 2025

SUBJECT: Designation of School District Legal Counsel

(Recommended by superintendent)

That the board of education authorize the administration to obtain legal services from the firms of Squires, Waldspurger, and Mace, P.A.; Ratwik, Roszak and Maloney, P.A.; and other attorneys as authorized by the superintendent to best service the needs of the District.

Background

(Prepared by Craig Holje)

It is recommended that the board authorize the above firms as legal counsel for the District as it is anticipated that their services will be requested for ongoing or annual legal advice (e.g. employment, labor relations, student services, elections, lease contracts). It is recommended that the District reserve the right and be authorized to consult other attorneys as appropriate to capitalize on various legal expertise.

Amy Mace is the primary contact with Squires, Waldspurger, and Mace, P.A. The primary contact with Ratwik, Roszak and Maloney P.A. is Laura Tubbs Booth.

CONSENT AGENDA - FOR ACTION **Agenda Item IV.A.10.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 14, 2025

SUBJECT: MEMBERSHIP IN ASSOCIATIONS

(Recommended by superintendent)

That the board of education authorize the administration to join these organizations for the 2025-26 school year:

- Association of Metropolitan School Districts (AMSD)
- BrightWorks (formerly Metro ECSU)
- Minnesota School Boards Association (MSBA)

Board of Education
Independent School District 280
Richfield, MN

Regular Meeting, July 14, 2025

SUBJECT: 2025-2026 BOARD SECRETARY

(Recommended by the superintendent)

That the board of education employ Cassandra Quam as their secretary for the 2025-2026 school year with a salary of $250 per meeting plus $125 per special meeting not held prior to or following a regular meeting.

RICHFIELD
PUBLIC SCHOOLS

Enriching and accelerating learning

Enriqueciendo y acelerando el aprendizaje

Steven Unowsky, Superintendent

Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: Richfield Public Schools
6-Digit or 9-Digit Organization Number: 0280-01
Superintendent or Exec. Director Name: Steven Unowsky
Will act as the IOwA? Yes

If no, identify below the individual who will act as the IOwA for your organization.

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:
Print Name: Steven Unowsky
Title: Superintendent

Board Member Signature:
Name: _____
Date: _____
Once the EDIAM Board Resolution is completed, scan and email it to:
useraccess.mde@state.mn.us

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting July 14, 2025

Subject: PERSONNEL ITEMS

(Recommended by superintendent)

That the board of education approve the following personnel items:

Full Time Management Retirement
James Gilligan – Director of Finance – District Office
Effective: 9/1/2025
Years of Service: 8
Change in effective date from June 23, 2025 board approved personnel items.

Full Time Certified Rehire – No break in service
Kevin Hall – Language Arts – Richfield Middle School
Effective: 08/22/2025
Change in effective date from June 23, 2025 board approved personnel items.

Full Time Certified Probationary Year 1 of 1
Zachery Richards - Elementary Education Teacher- R-STEM Elementary
Effective: 8/19/2025
Arnel Rosales - Special Education Teacher- Centennial Elementary
Effective: 8/19/2025
Grace Tatley - Special Education Teacher- Richfield High School
Effective: 8/19/2025
Naomi Ward - School Social Worker - RHS/RCEP
Effective: 8/19/2025

Full Time Certified Probationary Year 1 of 3
Jose Sanchez Castillo - Physical Education Teacher- Richfield Dual Language
Effective: 8/19/2025
Maya West- Elementary Education Teacher- R-STEM Elementary
Effective: 8/19/2025
Claire Yamamoto - Elementary Music Teacher - Sheridan Hills Elementary
Effective: 8/19/2025

Certified TIER 2 Teacher Contract
Alain Perez - Global Language Arts Teacher - Richfield Middle School
Effective: 8/22/2025

Full Time Certified Resignation
Shanyn Hill – ECFE Teacher – Central Education Center
Effective: 6/6/2025
Years of Service: 4
Daniel Gieski – Special Education Teacher – Transition Plus/South Education Center
Effective: 7/9/2025
Years of Service: 0
Jennifer Roll – Occupational Therapist – Central Education Center
Effective: 7/10/2025
Years of Service: 0

Full Time Certified Leave of Absence
Jill Carlton – School Social Worker – RHS/RCEP
Effective: 2025-2026 School Year

Certified Assignment FTE Change
Angela Zielinski – Prekindergarten/Preschool Teacher - Central Education Center
FTE change from 1.0 FTE to 0.80 FTE
Effective: 2025-2026 School Year

Classified Full Time Facilities and Transportation Resignation
Krystal Pistner – **Building Cleaner** – Richfield High School
Effective: 7/25/2025
Years of Service: 0.5

Classified Full Time Food & Nutrition Resignation
Daniel Herrera Jimenez – **Kitchen Assistant** – Richfield Middle School
Effective: 6/5/2025
Years of Service: 2

Classified Part Time Leave of Absence – reduction in FTE
Carlos Balbuena Rendon – Outreach Worker – Central Education Center
Temporary reduction in FTE from 1.0 FTE to 0.50 FTE
Effective: 9/8/25-6/5/25

Full Time Head Coach Resignation
Laurie Seibert – Head Cheerleading Coach – Richfield High School
Effective: 6/26/2025

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 14, 2025

Subject: Local and Out-of-State Travel

(Recommended by the superintendent)

Passage upon a third 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.

This policy has been reviewed by the Finance Department, and suggested changes are included. A place to report personal airline travel benefits has been added to the travel claim reimbursement form for ease of reporting.

Attachments:
Policy 411: Local and Out-of-State Travel – redlined
411 Forms - replaced
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 districtRichfield Public Schools 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 dDistrict, 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 dDistrict 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 dDistrict 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 school Board 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 Presenting at athe Nationalnational or regional School school Boards boards Associationassociation conference is presumed to fulfill this purpose. Travel to other meetings for which the member intends to seek reimbursement from the school dDistrict should be pre-approved by the School school Boardboard.

B. Employee travel expenses related to the performance of the job, including professional development, are appropriate for reimbursement as approved by the Superintendent 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 Superintendentsuperintendent, followed by review of by the School school Boardboard.

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 dDistrict-related expenses.

V. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official school dDistrict 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. AIRLINE TRAVEL CREDIT

Employees utilizing 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 District rather than the employee.

To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the 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.

VII. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent or designee shall develop a schedule of reimbursement rates for ~~school d~~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. § 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)~~Learning
School Board Policy 20~~54~~ ~~(~~:Board Member Orientation and Development~~)~~

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

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Richfield Public Schools
Claim for Travel Reimbursement
Additional Instructions:

I. Transportation

A. Commercial Airfare (coach) or lower group fare.
B. Mileage reimbursement shall be at the IRS established rate and shall not exceed the cost of commercial airfare.
C. Parking fees and toll charges shall be reimbursed when submitted with valid receipts.
D. Use of rental car must be pre-approved by the Superintendent or designee. Rental car use shall generally be a non-reimbursed item.

II. Meals and Incidental Expenses (M&IE)

A. The maximum eligible daily M&IE reimbursement shall be limited by the rates published on the U.S. General Services Administration website (www.gsa.gov).
B. All meal requests for reimbursement must be accompanied by an **itemized** receipt.
C. A requested meal reimbursement for more than one person requires a list of all eligible participants.
D. Incidental expenses include: Fees and reasonable tips given to porters, baggage carriers, bellhops, hotel maids, and transportation between places of lodging or business.

III. Lodging

A. Lodging expenses shall only cover the minimum number of evenings required by the event and shall be reasonable in accommodations and expense.
B. Lodging expenses shall not be reimbursed for meetings and conferences held in the Minneapolis metropolitan area.
C. Extra lodging expenses such as dry cleaning, laundry, room service surcharges, valet or concierge services, video/movie rentals, and equipment rental are not reimbursable expenses.
D. If an employee's family member(s) shares lodging, reimbursement shall be limited to the single room rate.

IV. Miscellaneous

A. Receipts are required for cab fares and parking fees. Parking at the Minneapolis International Airport shall not exceed 5 days. Off-site airport parking is encouraged.
B. All items must be supported by an **itemized** receipt to be considered reimbursable.
C. Alcoholic beverages are not reimbursable expenses.
D. Use of multiple copies of this form is encouraged for reconciling actual expenses and final reimbursement.

V. Claims

A. All claims for reimbursement are to be submitted **within 60 days** of the activity for which reimbursement is claimed.

VI. Advances

A. An advance payment for travel may be authorized up to $50/day if approved by the supervising administrator. The advance shall be supported by receipts and adjusted accordingly upon completion of travel. Advance payment for registration and lodging may also be arranged using the District's credit card managed by the Business Office.

Richfield Public Schools
Independent School District #280
Claim for Travel Reimbursement

Employee Name:		**Employee ID:**	
Address:			Check Distribution Options: ☐ Direct Deposit ☐ U.S. Mail ☐ Return Inter-School Name: School: ☐ Call for Pickup Ext #:
Departure Date and Time:			
Return Date and Time:			
Destination:			
Purpose:			
I. Transportation:			
1. Commercial economy airfare:			
I hereby report that I am receiving a personal airline travel credit or benefit issued by the airline. ***Initial here:***			
2. Mileage at IRS approval rate:			
3. Other:			
Total Transportation:			**$**
II. Meals: The maximum eligible daily meal reimbursement shall be limited by the regional rates published on the U.S. General Services Administration website (gsa.gov). ***Itemized*** receipts are required for all meal expenses.			
Total Meals (lesser of itemized receipts or GSA per diem):			**$**
III. Lodging:			
Total Lodging:			**$**
IV. Miscellaneous (examples include but are not limited to taxis, parking, business phone calls, etc.):			
Total Miscellaneous:			**$**
	Total Expenses Claimed:		
	Amount of Advance Request:		
	Balance to be Reimbursed:		**$**

Account Code							
Description	**Fd**	**Org**	**Prg**	**Fin**	**Obj**	**Crs**	**Amount**
	Signature				**Date**		**Phone Number**
Request By:							
Approved By:							

Richfield Public Schools
Independent School District #280
2025 Local Travel Expense Reimbursement Form

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

$0.700

	Date	Purpose (Enter to & from location)	# of Miles	Jan 01-Dec31 2025	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: 367**

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 processed **monthly per IRS specification**
5. Please use the Mileage Chart for distances between Richfield Public School buildings (Located in Policy #411).

Richfield Public Schools										
Mileage Chart	**District Office**	**RHS**	**RMS**	**R-STEM**	**Sheridan Hills**	**Centennial**	**RDLS**	**Central**	**SEC**	**RCEP**
District Office	n/a	n/a	2.1	1.3	2.3	2	1.3	n/a	2.3	1.1
RHS	n/a	n/a	1.9	1.5	2.3	2.1	1.4	n/a	2.1	1.2
RMS	2.1	1.9	n/a	3.3	1.7	3.2	3.3	1.8	0.3	2.6
R-STEM	1.3	1.5	3.3	n/a	3.4	0.7	n/a	1.7	3.5	0.8
Sheridan Hills	2.3	2.3	1.7	3.4	n/a	4.1	3.4	2.3	1.7	3.2
Centennial	2	2.1	3.2	0.7	4.1	n/a	0.8	2	3.4	1.2
RDLS	1.3	1.4	3.3	n/a	3.4	0.8	n/a	1.6	3.4	0.7
Central	n/a	n/a	1.8	1.7	2.3	2	1.6	n/a	2	1.2
SEC	2.3	2.1	0.3	3.5	1.7	3.4	3.4	2	n/a	2.8
RCEP	1.1	1.2	2.6	0.8	3.2	1.2	0.7	1.2	2.8	n/a

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)

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 14, 2025

Subject: Petty Cash

(Recommended by the superintendent)

A second read of Policy 710: Petty Cash Fund & Administrative Guideline 710.1. This policy governs the use of petty cash funds in order to reduce the volume of check requests for transactions under $100.00.

Suggested changes are included to adhere to District branding and style guidelines.

Attachments:
Policy 710: Petty Cash Fund - redlined
Administrative Guideline 710.1 - redlined

RICHFIELD PUBLIC SCHOOLS

PETTY CASH FUND

I. PURPOSE

The purpose of this policy is to provide direction for Richfield Public Schools on the use of petty cash funds in order to expedite reimbursements to staff for out of pocketout-of-pocket expenses and reduce the volume of check requests processed between School school Board board meetings.

II. GENERAL STATEMENT OF POLICY

Petty cash reimbursements shall be authorized for purchases less than $100.00 and includes such expenditures as student refunds, postage, classroom supplies, emergency purchases, and meeting expenses. The funds shall not be used for check cashing, loans, payments to individuals for services, mileage, purchases in violation of district District policies and guidelines or not authorized by Minnesota laws such as sales tax reimbursements.

The Superintendent superintendent is directed to develop administrative guidelines to facilitate implementation of this policy.

Legal References:
M.S. 123B.11, subd, 1, Imprest Cash Funds

ADOPTED RATIFIED BY THE BOARD OF EDUCATION: April 3, 2006
REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: February 17, 2009
REVISED BY THE BOARD OF EDUCATION: August 17, 2020

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RICHFIELD PUBLIC SCHOOLS

PETTY CASH FUND

I. INTRODUCTION

The purpose of this administrative guideline is to provide assistance~~t~~ for Richfield Public Schools on the appropriate use of petty cash funds to expedite reimbursements to staff for out~~ of~~-of-pocket expenses and reduce the volume of check requests processed between ~~School~~ school ~~Board~~ board meetings.

II. ELIGIBLE EXPENSES

A. Acceptable petty cash fund expenditures must be less than $100.00 and include~~s~~ such activity as student refunds, postage, reimbursement for employee classroom supply and emergency purchases, and meeting expenses excluding mileage reimbursement.

B. Unacceptable petty cash fund expenditures include transactions in excess of $100.00; check cashing, loans, payments to individuals for services, mileage, purchases in violation of ~~district~~ District policies and guidelines, or not authorized by Minnesota laws and regulations such as the reimbursement of sales tax.

IV. USE OF PETTY CASH ENVELOPES

The school principal or department supervisor is responsible for the custody of their petty cash fund~~-~~(s) and for the legality and propriety of the petty cash expenditures pursuant to policy and administrative guidelines and applicable state laws and regulations.~~-~~ The custodian of the funds should obtain approval from the ~~Business Office~~Finance Department if there is any doubt as to the legality, propriety or eligibility of an expenditure.

A. Every petty cash expense must be charged to a budget account ~~which~~ that is only controlled by the custodian of the funds.

B. Every petty cash expense must be substantiated by an invoice, detailed receipt or cash register tape and use the form "~~CLAIM FOR REIMBURSEMENT OF EXPENDITURES~~Claim for Reimbursement of Expenditures" for a cash reimbursement.

C. Petty cash funds are not to be intermingled or deposited with any other receipts, funds or cash-on-hand.

D. Petty cash funds will be replenished by the ~~Business Office~~Finance Department upon the receipt of all invoices, receipts or cash register tapes and the appropriate completed petty cash envelope itemizing all disbursements made since the last ~~replenished~~replenishment. The replenishment is limited to the amount of expenses incurred.

E. No replenishment of the petty cash fund will be made for an amount in excess of the established fund amount.

F. An incomplete submission by the custodian of the funds will be returned to the school or department for proper completion before a check is generated to replenish the fund.

G. Internal audits of the petty cash funds will be conducted throughout the year by the ~~Business Office~~Finance Department.

H. A final replenishment request and all petty cash will be reconciled to the established fund amount and returned to the ~~Business Office~~Finance Department by the end of each fiscal year. The Community Education office may maintain a petty cash balance at their location for use during the non-student contact months.

V. FUND LOCATION & AMOUNT

A.	Food ~~Services~~services	$100.00
B.	High ~~School~~ school administrative office	$400.00
C	High ~~School~~ school ~~Athletic~~athletic office	
$800.00		
D	Community ~~Education~~ education office	$250.00

LEGAL REFERENCES:
M.S. 123B.11, subd, 1, Imprest Cash Funds

Dated: April 3, 2006
Revised: February 17, 2009; August 17, 2020

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 14, 2025

Subject: Credit Card Usage

(Recommended by the superintendent)

A first read of Policy 712: Credit Card Usage and Administrative Guideline 712.1. This policy guides the use of credit cards by authorized school employees.

Attachments:
Policy 712: Credit Card Usage
Administrative Guideline 712.1

RICHFIELD PUBLIC SCHOOLS

CREDIT CARD USAGE

I. PURPOSE

The purpose of this policy is to establish criteria on the use of credit cards issued on behalf of the school district.

II. GENERAL STATEMENT OF POLICY

A. Credit cards should only be used by authorized school officials and employees in accordance with Administrative Guidelines 712.1, Credit Card Usage and the Procurement Card Program Procedures Manual. Such cards shall not be used for purchasing goods for personal use or for non-district related matters.

B. Credit card purchases must comply with all statutes, rules, or district policy applicable to school district purchases. Unauthorized or inappropriate use may result in disciplinary action assessed based on the type of violation.

Legal References: Minn. Stat. § 123B.02, Subd. 23 (Credit Cards)

ADOPTED BY THE BOARD OF EDUCATION: February 17, 2009
REVIEWED BY THE BOARD OF EDUCATION: August 17, 2020

RICHFIELD PUBLIC SCHOOLS

CREDIT CARD USAGE

I. INTRODUCTION

The purchasing card program is designed to assist the organization in reducing its reliance on petty cash funds, employee advances, paper checks, and the use of personal funds for business purposes. The program should help increase your turn-around time in the fulfillment of orders, provide greater flexibility, and reduce paperwork. The Business Office is responsible for the implementation, maintenance, program compliance, auditing, processing payment, and issuance of the P-Card. Only employees of the organization are allowed to participate in the program. Each cardholder has the responsibility to review, reconcile, and submit their monthly account statement with the appropriate receipts and signatures for processing and payment by the due date.

II. AUTHORIZATION

District employees are authorized to use credit cards for approved expenditures which must comply with school board policy, be approved by the supervising administrator, and be considered reasonable to the local taxpayer. Please refer to the Procurement Card Program Procedures Manual for further information.

III. GENERAL INFORMATION

A. Guidelines

1. The P-Card is issued in each cardholder's name and it will be assumed that any purchases made with the P-Card will have been made by them. The cardholder is responsible for the security of their card and any transactions made with the card.
2. The P-Card may be used in person, by mail, telephone, and on-line purchases.
3. The P-Card may be used at any merchant that accepts MasterCard.
4. The P-Card may be used for approved travel and related expenses. The cardholder must adhere to Travel Policy 411.
5. The P-Card is <u>not</u> to be used for personal purchases.
6. The cardholder will <u>not</u> be charged a fee for the card.
7. Inappropriate use of the P-Card will result in revocation of the card and in the event of gross misuse or fraud involving District funds, disciplinary actions may be taken.
8. The cardholder and their Principal/Department Supervisor are responsible for ensuring all receipts and statements are submitted to the Finance Department before the 7th of the following month of your statement. The cardholders Department budget is charged for each transaction and reflected monthly on the finance system.
9. The cardholder's credit rating is <u>not</u> affected by having a P-Card issued in their name.

B. Travel Expenses

A cardholder may use the P-Card for approved travel. Appropriate documentation must be attached to each account statement submitted to the Finance Department for payment. The cardholder must adhere to the guidelines and procedures of Travel Policy 411. All travel and entertainment must be for business purposes only and any personal use is strictly prohibited.

C. Periodic Audits

All cardholder accounts are subject to periodic audits to ensure compliance with the organization's overall policies and the policies outlined in this manual. The P-Card Administrator and the Business Office review daily, monthly, and annual transaction activity reports as deemed necessary to ensure adherence to the P-Card policies. If an audit reveals a policy violation, the cardholder and their manager will be contacted and disciplinary action assessed based on the type of violation.

IV. PURCHASES

A. Allowable Purchases

1. Subscriptions
2. Approved conference registrations
3. Approved travel
4. Repairs and maintenance
5. Field trip admissions
6. Allowable food for meetings
7. Classroom supplies
8. General office supplies

B. Unallowable Purchases

1. Minnesota sales tax on most purchases
2. Alcoholic beverages/tobacco
3. Lottery tickets
4. Gift cards/gift certificates
5. Personal purchases
6. Donations
7. Purchases made with Federal Grant award funds without prior written approval by an Executive Director or the Superintendent.

Legal References: Minn. Stat. § 123B.02 Subd. 23 (Credit Cards)

Dated: February 17, 2009
Reviewed:
Revised: August 17, 2020

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 14, 2025

Subject: Donations

(Recommended by the superintendent)

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

Sheridan Hills Elementary School received a donation of $1,303.11 from the Ordway Center for the Performing Arts for field trip transportation.