

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, September 15, 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 9-33)
 - 1. New Centennial After School Care Program (pages 10-18)
 - 2. Draft Superintendent Goals 2025-2026 (pages 19-33)
 - C. Commendations (pages 34-35)
- IV. CONSENT AGENDA
 - A. Routine Matters (pages 36-49)
 - 1. Minutes of the Regular Meeting held September 2, 2025 (pages 37-43)
 - 2. General Disbursements as of 9/9/25 in the Amount of \$1,424,820.65 (pages 44-48)
 - 3. Investment Holdings (page 49)
 - B. Personnel Items (page 50)
- V. OLD BUSINESS
 - A. Policy 103: Harassment Prohibition & Administrative Guideline 103.2 (pages 51-78)
 - B. Policy 113: Bullying Prohibition & Administrative Guidelines 113.1 & 113.2 (pages 79-104)
- VI. NEW BUSINESS

- A. Authorization for Board Member to Substitute/Be Employed on a Casual/Temporary Basis (page 105)
- B. Preliminary Levy Certification 2025 Payable 2026 (pages 106-109)
- C. After School Care Program at Centennial Elementary School (page 110)
- D. Property, Liability, Fleet, Professional and Faithful Performance and Cyber Liability Insurance Renewal (pages 111-120)
- E. Policy 715: Purchasing & Administrative Guideline 715.1 (pages 121-142)
- F. Donations (page 143)

VII. ADVANCE PLANNING

- A. Legislative Update (page 144)
- B. Information and Questions from Board
- C. Suggested/Future Agenda Items
- D. Future Meeting Dates

10-6-2025	5 p.m.	Board Study Session
10-6-2025	7 p.m.	Regular Board Meeting
10-27-2025	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, September 15, 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, September 15, 2025

Subject: Ongoing Board Calendar

Upcoming Events to Attend:

Saturday, September 20: Homecoming Parade, 10 a.m.

Sunday, September 21: Penn Fest, 1-5 p.m.

Tuesday, September 23: RMS Latino Night & State of the School, 6 p.m.

Wednesday, September 24: Sheridan Hills Fall Family Engineering Night, 5:30 p.m.

Monday, September 29: RHS College Knowledge Family Night, 6:30 p.m.

Monday, October 6: Board Study Session, 5 p.m.

Monday, October 6: School Board Meeting, 7 p.m.

Thursday, October 9: R-STEM Specialist Night

Friday, October 10: Central Latinx Family Fun, 5 p.m.

Friday, October 24: Sheridan Hills PTO Fall Family Craft Night

Monday, October 27: School Board Meeting, 7 p.m.

Wednesday, October 29: RMS Beginner Band Informance, 7 p.m.

Thursday, October 30: RMS Intermediate & Advanced Band Informance, 7 p.m.

Wednesday, November 5, RHS Band Concert, 7 p.m.

Friday, November 7, Friends of Wood Lake Annual Dinner

Upcoming Holidays, Heritage Months, and Appreciation Days:

September is School Board Recognition Month

September 15 – October 15: Hispanic Heritage Month

October 13: Indigenous Peoples' Day

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

Agenda Item III.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 15, 2025

Subject: Superintendent Update

Director of Community Education Amy Skare-Klecker will inform the board about plans for a new after school care program run by Community Education at Centennial Elementary School. Superintendent Unowsky will share an updated draft of his goals for the 2025-2026 school year.

Attachments:

New Centennial After School Care Program Presentation
Draft Superintendent Goals 2025-2026 Presentation

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PUBLIC SCHOOLS**

Centennial After School

Amy Skare-Klecker
September 15, 2025

Enriqueciendo y acelerando el aprendizaje

- Through the 21st Century grant, Centennial Elementary has had a free after school program (Beacons) running at their site for 6 years.
- RPS applied to be part of the next cohort of 21st Century for this coming year to continue and expand programming.
- The federal funding freeze impacted these grants by backing up the competition timeline (originally anticipated decision in May).
- We found out from Minnesota Department of Education on August 25 that it officially has not be funded this year and our Cohort 10 grant will be considered for the following year.
- Federal funds for 21st Century are uncertain right now.

- We know there were families who relied on the Beacons program for childcare.
- We started exploring other options this summer:
 - Boys and Girls Club who ran the Beacons site
 - Richfield Fun Club
 - Community Education run model.

Asked families specifically if they would sign up for a fee-based program if we started one in October.

- \$20 per day, per student if your family does not qualify for educational benefits
- \$15 per day, per student if your family qualifies for reduced lunch
- \$10 per day, per student if your family qualifies for free lunch

Responses: Number of students who said they would likely enroll

K	1	2	3	4	5	TOTAL
15	12	6	8	9	5	55

- School age care programs are primarily funded from parent fees
- At \$20/day, we would need around 45 consistently attending students to break even.
- With the uncertainty of enrollment and student eligibility for reduced fees, it is possible that program fees will not fully cover all of its costs resulting in the need for general fund expenditures from the District.
- Estimated potential risk of \$65,000, but it is very dependent on enrollment and daily participation.
- The General Community Education Fund does not have a fund balance, so any deficit would need to be covered by the District's general fund.

- Positions have been posted since 8/17/25.
- We plan to hire one full time Site Lead and two to three part time staff members.
- We have identified a strong Site Lead candidate and are working on the selection for the part time staff.

Next Steps



- Program approval
- Finalize staffing
- Formal registration
- Snack and meal planning (working with Nutrition Services)
- Space set up and materials
- Daily schedules and routines



Later on the board agenda, we are asking that the board of education officially authorize RPS Community Education to open an after school childcare program at Centennial Elementary School.

- Dates: October 1 - June 5, every day after school until 6:00 pm
- Total projected budget - \$115,000
- Anticipated revenue is dependent on enrollment and percentage of students at the different price points.



Questions?

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Superintendent Goals
2025-2026

September 15, 2025

DRAFT

Enriqueciendo y acelerando el aprendizaje

2025-2026 Performance Evaluation Process

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

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

Individual Performance (30%): Board evaluation of superintendent

Achievement Measure: Common Assessment Proficiency & Gap Closure

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

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

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

Achievement Measure: Common Assessment Growth & Gap Closure

- 65% of 3rd grade students showing typical to aggressive growth from fall to spring on the 25-26 FastBridge CBM Reading assessment, with no gap for students of color
- 65% of 8th grade students showing typical to aggressive growth from fall to spring on the 25-26 FastBridge aMath assessment, with no gap for students of color

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

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

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



- Increase 2026 achievement on 3rd grade MCA reading test by 3% and decrease gap for BIPOC students
- Increase 2026 achievement on 8th grade MCA math test by 3% and decrease gap for BIPOC students
- Increase 2026 achievement on 3-5 grade MCA reading test by 3% and decrease gap for BIPOC students
- Increase 2026 achievement on 6-8 grade MCA reading test by 3% and decrease gap for BIPOC students

MCA	2025 RPS Achievement	2025 RPS Gap for BIPOC Students	2025 MN Achievement	2025 MN Gap for BIPOC Students
3 rd grade reading	29.1% scored proficient	Gap of 17%	46.7% scored proficient	Gap of 12%
8 th grade math	27.2% scored proficient	Gap of 25%	41.9% scored proficient	Gap of 13%

With an average increase of 3 percentage points per year, RPS will exceed current state achievement levels within 5 years.

MCA	2025 RPS Achievement	2025 RPS Gap for BIPOC Students	2025 MN Achievement	2025 MN Gap for BIPOC Students
3-5 grade reading	36% scored proficient	Gap of 20%	50% scored proficient	Gap of 12%
6-8 grade reading	37% scored proficient	Gap of 24%	49% scored proficient	Gap of 11%

Achievement Measure: Graduation Rate Growth & Gap Closure

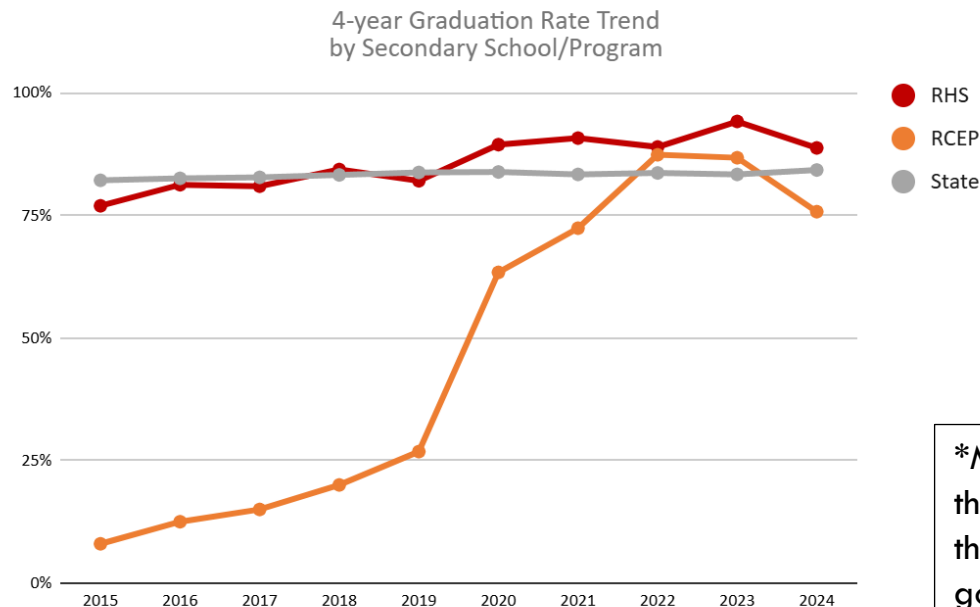


Goal: Attain a 4-year graduation rate over 90% overall and in each demographic group.

Graduation data is calculated by MDE.

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

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



*MDE does not publicly report demographically-grouped data for students for years when the total number of students in that demographic category (based on the state code) is fewer than 10. In the years shown, the number of RPS Indigenous students ranges from 3-11. The goal remains to reach 90% for each demographic group, so we are sharing the data on all demographic groups regardless of the number of students enrolled.

Process Goals: Data/Equity/Leadership

- **Goal: Data**
 - Deepen Administrative Usage of Data in Guiding Decision-Making
 - Expand Utilization of FastBridge Assessment and Progress Monitoring Tools
- **Goal: Equity**
 - Improve Communication to Families About Activity Fees & Scholarships
 - Maintain Representation in Parent/Guardian Participation and Feedback
- **Goal: Leadership**
 - Lead the District through Phases 1 & 2 of the READ Act Training Requirements
 - Lead the District Strategic Planning Process

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

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

Progress:

- Management team members and teacher leaders reviewed and analyzed data during the school improvement process at Prepfest on 8/4/25.
- Building leaders have reviewed school improvement plans and initial student data during their opening week training.

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

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

Progress:

- Elementary students began screening at Connect & Assess meetings with the aReading, earlyReading and earlyMath assessments.
- Fall Fastbridge assessments are in process across all schools.

Equity Goal: Improve Communication to Families About Activity Fees & Scholarship Opportunities

Measurement: Annual survey data

Progress:

- In 2024-2025, 62% of parents/guardians responded that they were aware of opportunities for reduced fees or scholarships to participate in extracurricular activities. 68% of parents/guardians responded that activity fees were not a barrier to participation. These percentages signify one of the only areas of our survey that did not show year-over-year improvement.
 - Parents of secondary students: 65% aware of opportunities and 68% fees are not a barrier
 - Parents of elementary students: 60% aware of opportunities and 69% fees are not a barrier

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

Measurement: Annual survey participation demographic data, strategic plan process participation data

Progress:

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

Leadership Goal: Lead the District through Phases 1&2 of the READ Act Training Requirements



Measurement: Training completion for all staff required by MDE and all grade 4-5 teachers of the asynchronous component and Units 1-8 of the synchronous component

Progress:

- We have multiple staff members who are trained to deliver LETRS training to other staff.
- As of August 26, 56% have completed the asynchronous component and 33% are in progress.
- 85% have completed Units 1-4 of the synchronous component.
- 12 newly hired teachers have not yet completed any READ Act training and will be completing Units 1-4 of the synchronous component during PD days throughout the year.
- 34 teachers have already completed the entire synchronous component (Units 1-8).
- Instructional Management Team members have completed LETRS for Administrators training.
- 54 Staff members completed Unit 5 of the synchronous component on 8/26/25.

Leadership Goal: Lead the District Strategic Plan Process



Measurement: Published strategic plan by the end of summer 2026

Progress:

- Timeline and process has been drafted and shared with staff and the board.

Individual Performance

Evaluation occurs yearly in spring/summer:

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

Enriching and accelerating learning



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Questions/Comments

Enriqueciendo y acelerando el aprendizaje

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 15, 2025

Subject: Commendations

RPS would like to commend the staff of Richfield High School. Principal Collins received the following email from an RHS parent (who asked not to be publicly identified):

“Hi there - just a quick note after yesterday’s open house. I’ve been reflecting on the experience of being welcomed into a school building, after hours, after a long day (long couple of weeks, long string of entirely-too-unprecedented times), and I wanted to say thank you. It’s so clear that the adults at RHS are a team for our community’s kids — faculty, support staff across all departments, nutrition personnel, bus drivers, paraprofessionals, and admin. I am grateful. RHS is an asset in our community and I’m happy that my child is there.”

Thank you to our RHS staff members for their dedication to showing up for our students and families, especially during more difficult times. You are appreciated!

RPS would like to celebrate our high school technology interns for their outstanding work this summer. They provided great support to the IT department and helped the District get to a level of readiness that allowed our year to start strong for both staff and students. We would like to recognize:

- Calin Baenen
- Carlos Rosiles Chavez
- Jack Friel
- Jordan Timm
- Maxwell Montiel
- Punghi (PJ) Onyongo

We also want to recognize George Ene and Arend Geurink, who supervised and guided our student interns to success. Great job, everyone!

Employee Appreciation Days

September 23 is EdTech Day, when RPS celebrates the staff members who work for the Technology Department. These staff members play a vital role in keeping our schools connected, secure, and running smoothly every day. Their expertise, dedication, and behind-the-scenes efforts ensure that students and educators have reliable access to the technology tools and systems they need to succeed. We deeply appreciate their commitment to innovation, problem-solving, and continuous support across the District.

September 26 is Human Resource Professional Day. HR staff work tirelessly to recruit, support, and retain the dedicated professionals who serve our schools. Their commitment to fostering a positive and supportive work environment helps ensure that every student benefits from a strong, stable, and motivated team. We are deeply grateful for their professionalism and care that help RPS thrive.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 15, 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 September 2, 2025
 - Disbursements from the September 2, 2025 Meeting
 - Checks & E-pay Register from the September 2, 2025 Meeting
 - Superintendent's Report and Agenda Meeting Minutes from September 2, 2025
2. General Disbursements as of 9/9/25 in the Amount of \$1,424,820.65
 - Disbursements for the September 15, 2025 Meeting
 - Checks & E-pay Register for the September 15, 2025 Meeting
3. Investment Holdings
 - Investment Holdings as of September 9, 2025

CHECKS & SCHOLARSHIPS 09/02/2025 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	8/15/2025	1,416,172.86
	8/20/2025	354,843.67
	8/22/2025	44,217.69
	8/25/2025	731.99
Scholarships	8/21/2025	12,000.00

CHECK REGISTER BANK 05 TOTAL =	1,827,966.21
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BREAKDOWN	
01-206-00	838,602.36
02-206-00	3,938.89
03-206-00	166,561.67
04-206-00	3,479.45
06-206-00	697,512.05
07-206-00	-
18-206-00	-
20-206-00	116,356.81
21-206-00	1,514.98
47-206-00	

BANK TOTAL =	1,827,966.21
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FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	315992	08/15/2025	ADVANCED COMMERCIAL KITCHENS	R	625.50
01	315993	08/15/2025	ALERUS RETIREMENT AND BENEFITS	R	864.60
01	315994	08/15/2025	AMPLIFY EDUCATION, INC.	R	16,013.66
01	315995	08/15/2025	ARVIG ENTERPRISES INC	R	1,207.90
01	315996	08/15/2025	AVIBEN	R	524.33
01	315997	08/15/2025	BIX FRUIT COMPANY	R	617.46
01	315998	08/15/2025	BCBS OF MINNESOTA & BLUE PLUS	R	9,384.00
01	315999	08/15/2025	BSN SPORTS, LLC	R	7,537.64
01	316000	08/15/2025	CDW GOVERNMENT INC	R	27,072.00
01	316001	08/15/2025	CEDAR SMALL ENGINE	R	137.26
01	316002	08/15/2025	CENTURYLINK	R	120.05
01	316003	08/15/2025	COMCAST BUSINESS	R	561.05
01	316004	08/15/2025	CONSOLIDATED COMMUNICATIONS	R	3,482.30
01	316005	08/15/2025	CONTINENTAL RESEARCH CORP	R	3,781.38
01	316006	08/15/2025	CURRICULUM ASSOCIATES, LLC	R	16,458.75
01	316007	08/15/2025	DIGITAL INSURANCE LLC	R	3,607.00
01	316008	08/15/2025	DOOR SERVICE MIDWEST	R	490.00
01	316009	08/15/2025	ETTEL & FRANZ ROOFING CO	R	4,136.00
01	316010	08/15/2025	FASTEST LABS OF BLOOMINGTON	R	392.00
01	316011	08/15/2025	WW GRAINGER INC	R	217.54
01	316012	08/15/2025	HMH EDUCATION COMPANY	R	12,612.88
01	316013	08/15/2025	HOME DEPOT U.S.A.	R	1,495.15
01	316014	08/15/2025	HOPE CHURCH	R	15,910.11
01	316015	08/15/2025	HUDL	R	15,000.00
01	316016	08/15/2025	ICS CONSULTING, LLC - 138006	R	690,015.00
01	316017	08/15/2025	IIX INSURANCE INFORMATION EXCHANGE	R	45.80
01	316018	08/15/2025	IMAGINE LEARNING LLC	R	3,770.00
01	316019	08/15/2025	INNOVATIVE OFFICE SOLUTIONS LLC	R	78.94
01	316020	08/15/2025	INTERMEDIATE DISTRICT 287	R	285,640.94
01	316021	08/15/2025	IXL LEARNING	R	9,307.50
01	316022	08/15/2025	KELLY JOHNSON	R	398.94
01	316023	08/15/2025	KEMPS LLC	R	1,382.63
01	316024	08/15/2025	KINECT ENERGY INC	R	558.00
01	316025	08/15/2025	LEXIA LEARNING SYSTEMS LLC	R	12,320.00
01	316026	08/15/2025	LYNN E. HENRY	R	72.00
01	316027	08/15/2025	MACLEAN ENTERPRISES, LLC	R	4,347.50
01	316028	08/15/2025	MAXORPLUS, LTD	R	78,378.80
01	316029	08/15/2025	MCDONOUGH'S SEWER SERVICES, INC.	R	241.25
01	316030	08/15/2025	MINNESOTA STATE UNIVERSITY, MANKATO	R	2,356.00
01	316031	08/15/2025	NAPA AUTO PARTS	R	556.59
01	316032	08/15/2025	NEWSOLA, INC.	R	9,735.00
01	316033	08/15/2025	NORTH CENTRAL INTERNATIONAL, LLC	R	43.23
01	316034	08/15/2025	ONEBRIDGE BENEFITS INC.	R	4,997.00
01	316035	08/15/2025	PITNEY BOWES BANK PURCHASE POWER	R	2,500.00
01	316036	08/15/2025	PLUNKETT'S /VARMINT GUARD	R	1,164.72
01	316037	08/15/2025	PREMIUM WATERS INC	R	39.00
01	316038	08/15/2025	SIMLEY HIGH SCHOOL	R	200.00
01	316039	08/15/2025	SMARTPASS INC.	R	7,732.94

01	316040	08/15/2025	TECH ACADEMY	R	735.00
01	316041	08/15/2025	TOLL COMPANY	R	13.64
01	316042	08/15/2025	TOWN & COUNTRY FENCE	R	7,722.50
01	316043	08/15/2025	TRIO SUPPLY COMPANY	R	735.07
01	316044	08/15/2025	TRUGREEN LIMITED PARTNERSHIP	R	9,300.00
01	316045	08/15/2025	TWIN CITY TRANSPORTATION	R	131,167.43
01	316046	08/15/2025	VERIZON WIRELESS	R	360.11
01	316047	08/15/2025	VERNON COMPANY	R	211.26
01	316048	08/15/2025	WASHINGTON TECHNOLOGY MAGNET	R	200.00
01	316049	08/15/2025	WOLD ARCHITECTS AND ENGINEERS	R	7,497.05
01	316050	08/15/2025	XCEL ENERGY	R	100.46
01	316051	08/20/2025	806 TECHNOLOGIES INC	R	4,200.00
01	316052	08/20/2025	AMERICAN CAPITAL FINANCIAL	R	106,522.40
01	316053	08/20/2025	ANTHONY, MOLLY	R	29.15
01	316054	08/20/2025	AI TECHNOLOGIES LLC	R	240.00
01	316055	08/20/2025	AQUA LOGIC INC	R	3,031.92
01	316056	08/20/2025	BEST PLUMBING SPECIALTIES, INC.	R	512.94
01	316057	08/20/2025	BSI MECHANICAL, INC.	R	1,565.00
01	316058	08/20/2025	CANON USA	R	4,747.36
01	316059	08/20/2025	CEDAR SMALL ENGINE	R	216.09
01	316060	08/20/2025	CESO FINANCE, LLC	R	10,000.00
01	316061	08/20/2025	CINTAS CORPORATION NO 2	R	298.12
01	316062	08/20/2025	COMCAST	R	447.42
01	316063	08/20/2025	MARIA SPERL	R	3,657.50
01	316064	08/20/2025	CUB FOODS	R	556.91
01	316065	08/20/2025	CUMMINS SALES AND SERVICE	R	750.00
01	316066	08/20/2025	ECM PUBLISHERS INC	R	695.00
01	316067	08/20/2025	WW GRAINGER INC	R	790.98
01	316068	08/20/2025	HAAG COMPANIES	R	1,180.00
01	316069	08/20/2025	HAWKINS INC	R	5,936.58
01	316070	08/20/2025	HER, SENG	R	39.10
01	316071	08/20/2025	HILLYARD MINNEAPOLIS	R	3,980.69
01	316072	08/20/2025	IDEAL ENERGIES SOLAR LEASE 2021,LLC	R	7,759.09
01	316073	08/20/2025	INDEPENDENT SCHOOL DISTRICT 622	R	1,419.48
01	316074	08/20/2025	INTERMEDIATE DISTRICT 287	R	40,082.19
01	316075	08/20/2025	INTERMEDIATE SCHOOL DISTRICT 917	R	2,383.64
01	316076	08/20/2025	INTERSTATE ALL BATTERY CENTER	R	19.07
01	316077	08/20/2025	LOFFLER	R	1,031.91
01	316078	08/20/2025	LOFFLER COMPANIES	R	111.00
01	316079	08/20/2025	ASCEN TEK, INC.	R	195.50
01	316080	08/20/2025	MADISON NATIONAL LIFE INS CO INC	R	9,849.93
01	316081	08/20/2025	MIDWEST BUS PARTS INC	R	125.00
01	316082	08/20/2025	MOO CHICKA POO	R	190.50
01	316083	08/20/2025	MRI SOFTWARE LLC	R	13.50
01	316084	08/20/2025	NAPA AUTO PARTS	R	103.50
01	316085	08/20/2025	NEI ELECTRIC, INC.	R	1,297.50
01	316086	08/20/2025	NORTH CENTRAL INTERNATIONAL, LLC	R	514.12
01	316087	08/20/2025	PAES PRODUCTIONS, INC.	R	1,500.00
01	316088	08/20/2025	PEDIATRIC HOME SERVICE	R	825.00

01	316089	08/20/2025	PROPIO LS, LLC	R	63.73
01	316090	08/20/2025	ROSA RUBIO ESCODA	R	292.50
01	316091	08/20/2025	SCHOOL SERVICE EMPLOYEES UNION	R	1,809.09
01	316092	08/20/2025	SHERWIN WILLIAMS CO	R	1,020.40
01	316093	08/20/2025	SPED FORMS LLC	R	14,273.96
01	316094	08/20/2025	ST CROIX FIRE & SAFETY, INC.	R	5,710.00
01	316095	08/20/2025	STEM SMART LLC	R	640.00
01	316096	08/20/2025	STONE ARCH STUDIO LLC	R	200.00
01	316097	08/20/2025	API GARAGE DOOR, INC.	R	741.88
01	316098	08/20/2025	TYLER TECHNOLOGIES, INC.	R	31,471.03
01	316099	08/20/2025	UHL COMPANY INC	R	49,595.50
01	316100	08/20/2025	UNITED HEALTHCARE/AARP MEDICARE RX	R	92.20
01	316101	08/20/2025	UNITED HEARTHCARE /AARP MEDICARE RX	R	92.20
01	316102	08/20/2025	UNITED STATES TREASURER	R	300.00
01	316103	08/20/2025	UNITEDHEALTHCARE	R	655.91
01	316104	08/20/2025	UNIVERSITY LANGUAGE CENTER	R	415.89
01	316105	08/20/2025	XCEL ENERGY	R	30,090.59
01	316106	08/20/2025	YOUNG AMERICANS SCHL SELF-DEFENSE	R	560.70
01	316107	08/21/2025	HENNEPIN TECHNICAL COLLEGE	R	2,000.00
01	316108	08/21/2025	INVER HILLS COMMUNITY COLLEGE	R	2,000.00
01	316109	08/21/2025	MN STATE UNIVERSITY	R	4,000.00
01	316110	08/21/2025	ST OLAF COLLEGE	R	2,000.00
01	316111	08/21/2025	UNIVERSITY OF KANSAS	R	2,000.00
01	315672	08/22/2025	UNIVERSITY LANGUAGE CENTER	V	-624.00
01	316112	08/22/2025	GROUP MEDICAREBLUE RX	R	8,325.00
01	316113	08/22/2025	MAXORPLUS, LTD	R	34,758.69
01	316114	08/22/2025	MCCARTHY WELL COMPANY	R	1,550.00
01	316115	08/22/2025	UNIVERSITY LANGUAGE CENTER	R	208.00
01	316116	08/25/2025	UNIVERSITY LANGUAGE CENTER	R	624.00
01	316117	08/25/2025	WOODCRAFT	R	107.99

TOTAL CHECK & SCHOLARSHIP REGISTER					1,827,966.21
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SUPERINTENDENT'S REPORT AND AGENDA

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

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

Tuesday, September 2, 2025
7 p.m. School Board Meeting

I. CALL TO ORDER

The regular meeting of the board of education of ISD 280, Hennepin County, Richfield, Minnesota was held on Tuesday, September 2, 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 and Spencer. Pollis was not able to attend.

Administrators present were Superintendent Unowsky and Senior Executive Officer Holje. Student representative Vanessa Rosas Miguel was also present.

II. REVIEW AND APPROVAL OF THE AGENDA

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

III. INFORMATION AND PROPOSALS - NON-ACTION ITEMS

Banks Kupcho joined the meeting at 7:04 p.m.

- A. Superintendent Update
 - 1. Back to School Update
 - 2. Draft Superintendent Goals 2025-2026
- B. Commendation

IV. CONSENT AGENDA

- A. Routine Matters
 - 1. Minutes of the Regular Meeting held August 18, 2025
 - 2. General Disbursements as of 8/25/25 in the Amount of \$1,827,966.21
- B. Personnel Items

Full-Time Management Resignation

Ashley Schaefer – Assistant Middle School Principal – Richfield Middle School

Effective: 8/29/2025

Years of Service: 4

Certified TIER 2 Teacher Contract

Sarah Nelson – Special Education Teacher – Sheridan Hills Elementary School
Effective: 8/19/2025

Brandon Siguenza – Special Education Teacher - Richfield Middle School
Effective: 8/19/2025

Classified Full-Time Paraprofessional for Employment

Jalil Blakey - Special Education Paraprofessional – Richfield High School
Effective: 09/02/2025

Ryan O'Rourke - Special Education Paraprofessional – Richfield High School
Effective: 09/02/2025

Jordin Booker - Security Monitor Paraprofessional – Richfield High School
Effective: 09/02/2025

Avalyn Lessard - Special Education Paraprofessional – Centennial Elementary School
Effective: 09/03/2025

Melissa Persons - Special Education Paraprofessional – R-STEM Elementary
Effective: 09/03/2025

Margaret Woolcott - Special Education Paraprofessional – R-STEM Elementary
Effective: 09/03/2025

Classified Full-Time Food & Nutrition Service for Employment

Breanna Remer - Kitchen Assistant – Richfield High School
Effective: 09/02/2025

Angelica Rossano Navarrete - Kitchen Assistant – Richfield Middle School
Effective: 09/02/2025

Classified Full-Time Paraprofessional Reclassification

Carmen Christian - Clerical Paraprofessional – Central Education Center
Effective: 09/03/2025

Classified Full-Time Food & Nutrition Service Resignation

Iris Hernandez Balbuena - Kitchen Assistant – R-STEM Elementary
Effective: 08/26/2025
Years of Service: 6

Classified Part-Time Facilities & Transportation Resignation

Jennifer Montilino - Bus Driver – Bus Garage
Effective: 07/07/2025
Years of Service: 0.5

Classified Part-Time Facilities & Transportation Probationary Termination

Jools Brandt - Bus Driver – Bus Garage
Effective: 08/27/2025

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

V. OLD BUSINESS

- A. Policy 403: Disability Nondiscrimination - third read

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

VI. NEW BUSINESS

- A. Policy 103: Harassment Prohibition & Administrative Guideline 103.2 - first read
- B. Policy 113: Bullying Prohibition & Administrative Guidelines 113.1 & 113.2 - first read
- C. Donations

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

VII. ADVANCE PLANNING

- A. Legislative Update
- B. Information and Questions from Board
- C. Suggested/Future Agenda Items
- D. Future Meeting Dates
 - 9-15-2025 7 p.m. Regular Board Meeting - Public Comment
 - 10-6-2025 5 p.m. Board Study Session
 - 10-6-2025 7 p.m. Regular Board Meeting

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

Motion by Cole, seconded by Spencer, and unanimously carried, the board of education moved into closed session at 8:06 p.m. Attending the closed session were Banks Kupcho, Carter, Cole, Liss and Spencer. Superintendent Unowsky and Senior Executive Officer Holje were also present.

IX. REOPEN MEETING

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

XII. ADJOURN REGULAR MEETING

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

Checks, Scholarships, EPays & PCards 09/15/2025 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	8/27/2025	541,163.59
	8/28/2025	497.58
	9/3/2025	686,761.61
	9/4/2025	67,380.15
P-Cards-August	9/4/2025	75,420.58
E-Pays	9/4/2025	4,368.74
	9/9/2025	728.40
Scholarships	8/28/2025	20,000.00
	9/9/2025	28,500.00

CHECK REGISTER BANK 05 TOTAL =	1,424,820.65
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BREAKDOWN	
01-206-00	1,175,568.92
02-206-00	59,047.62
03-206-00	56,716.21
04-206-00	26,979.38
06-206-00	1,307.54
07-206-00	-
18-206-00	-
20-206-00	105,200.98
21-206-00	
47-206-00	
BANK TOTAL =	1,424,820.65

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	316118	08/27/2025	ADVANCED COMMERCIAL KITCHENS	R	340.50
01	316119	08/27/2025	ANDERSON SHEILA K	R	72.60
01	316120	08/27/2025	BECKMAN ALISON	R	52.63
01	316121	08/27/2025	BRIGHTBILL THEODORE	R	87.00
01	316122	08/27/2025	BRIN GLASS COMPANY	R	2,880.00
01	316123	08/27/2025	BURKSTRAND MICHAEL	R	52.63
01	316124	08/27/2025	CAHILL, THEODORE J	R	87.00
01	316125	08/27/2025	COOK AMY	R	73.68
01	316126	08/27/2025	ECM PUBLISHERS INC	R	151.25
01	316127	08/27/2025	ENVIROMATIC CORP OR AMERICA, INC	R	2,859.24
01	316128	08/27/2025	FINANGER PHILLIP J	R	68.41
01	316129	08/27/2025	GILLET, KARI	R	128.50
01	316130	08/27/2025	GRAHAM THOMAS	R	52.63
01	316131	08/27/2025	HAAS MUSICAL INSTRUMENT REPAIR, INC	V	0.00
01	316132	08/27/2025	HAAS MUSICAL INSTRUMENT REPAIR, INC	V	0.00
01	316133	08/27/2025	HAAS MUSICAL INSTRUMENT REPAIR, INC	R	3,480.70
01	316134	08/27/2025	HOUSE OF PRINT	R	4,533.69
01	316135	08/27/2025	JAMES E MARSHALL JR	R	60.00
01	316136	08/27/2025	KEE-BOWLING BONNIE	R	84.00
01	316137	08/27/2025	KIDCREATE STUDIO	R	2,851.20
01	316138	08/27/2025	KORTE STEVEN	R	87.00
01	316139	08/27/2025	KRIPPUER, BENJAMIN J	R	28.43
01	316140	08/27/2025	KRUEGER BARBARA	R	28.43
01	316141	08/27/2025	KRUEGER BRANDT	R	52.63
01	316142	08/27/2025	LILJENQUIST, DOMINIC S	R	48.40
01	316143	08/27/2025	LITWINCZUK STEFAN	R	28.43
01	316144	08/27/2025	LOFFLER COMPANIES	R	4,059.85
01	316145	08/27/2025	LOMAX CARLA	R	330.00
01	316146	08/27/2025	MARY AMANDA GUTIERREZ	R	28.43
01	316147	08/27/2025	MCEA	R	50.00
01	316148	08/27/2025	METRO VOLLEYBALL OFFICIAL ASSOC LLC	R	2,430.00
01	316149	08/27/2025	MINUTEMAN PRESS EDINA	R	327.28
01	316150	08/27/2025	MITSON STEPHEN	R	174.00
01	316151	08/27/2025	THE PROPHET CORPORATION	R	2,440.51
01	316152	08/27/2025	NEW DOMINION SCHOOL	R	5,518.20
01	316153	08/27/2025	NORTHSHORE LEARNING	R	5,050.00
01	316154	08/27/2025	ODDEN, EMMA & JACOB	R	265.96
01	316155	08/27/2025	OHARA MEGAN	R	28.43
01	316156	08/27/2025	PITNEY BOWES BANK PURCHASE POWER	R	2,206.82
01	316157	08/27/2025	PUNYKO, KELLY	R	84.00
01	316158	08/27/2025	RENAISSANCE	R	3,640.00
01	316159	08/27/2025	RICHARD DAIVY CANDLES DELGADO	R	87.00
01	316160	08/27/2025	RYAN JEANNIE M	R	971.28
01	316161	08/27/2025	SFM	R	465,131.00
01	316162	08/27/2025	SNA-SCHOOL NUTRITION	R	34.00
01	316163	08/27/2025	SQUIRES, WALDSPURGER & MACE, P.A.	R	8,350.40
01	316164	08/27/2025	TASYA RIVERA MARTIN	R	28.43
01	316165	08/27/2025	THAVRAK HAY	R	157.00
01	316166	08/27/2025	TIFFANY BEGIN	R	288.00
01	316167	08/27/2025	URBANZ, STACEY G	R	28.43
01	316168	08/27/2025	TOUA VANG	R	157.00
01	316169	08/27/2025	VETSCH, DANIEL J	R	68.41
01	316170	08/27/2025	VSP INSURANCE CO. (CT)	R	3,412.05
01	316171	08/27/2025	XCEL ENERGY	R	15,637.13
01	316172	08/27/2025	YOUTH ENRICHMENT LEAGUE (YELI)	R	1,834.00

01	316173	08/27/2025	ZASTROW JOHN W	R	157.00
01	316174	08/28/2025	BETTER PARTS COMPANY, INC.	R	50.00
01	316175	08/28/2025	CAPITAL ONE TRADE CREDIT	R	447.58
01	316176	08/28/2025	ARIZONA STATE UNIVERSITY	R	4,000.00
01	316177	08/28/2025	AUGSBURG COLLEGE	R	4,000.00
01	316178	08/28/2025	COLLEGE OF ST BENEDICT	R	2,000.00
01	316179	08/28/2025	MINNESOTA STATE UNIVERSITY, MANKATO	R	6,000.00
01	316180	08/28/2025	MONTANA STATE UNIVERSITY	R	2,000.00
01	316181	08/28/2025	UW-MADISON BURSAR	R	2,000.00
01	316182	09/03/2025	BLOOMSBURY PUBLISHING INC	R	1,234.88
01	316183	09/03/2025	BRIN GLASS COMPANY	R	920.00
01	316184	09/03/2025	BSI MECHANICAL, INC.	R	1,262.94
01	316185	09/03/2025	CDW GOVERNMENT INC	R	65,654.40
01	316186	09/03/2025	CEDAR SMALL ENGINE	R	146.56
01	316187	09/03/2025	CHECINSKI, GEORGE	R	87.00
01	316188	09/03/2025	CINTAS CORPORATION NO 2	R	149.06
01	316189	09/03/2025	CITY OF RICHFIELD	R	11,617.20
01	316190	09/03/2025	COMMITTEE FOR CHILDREN	R	37,224.00
01	316191	09/03/2025	CONTINENTAL RESEARCH CORP	R	664.90
01	316192	09/03/2025	EDUCATION, INC.	R	9,600.00
01	316193	09/03/2025	CPM EDUCATIONAL PROGRAM	R	5,675.00
01	316194	09/03/2025	DICKS SANITATION SERVICE, INC (DSI)	R	8,458.21
01	316195	09/03/2025	ENVIROMATIC CORP OR AMERICA, INC	R	2,997.42
01	316196	09/03/2025	FASTENAL INDUSTRIAL	R	93.04
01	316197	09/03/2025	GRAYBAR ELECTRIC CO	R	608.81
01	316198	09/03/2025	GREENSPRING MEDIA	R	2,550.00
01	316199	09/03/2025	HAWKINS INC	R	20.00
01	316200	09/03/2025	HILLYARD MINNEAPOLIS	R	7,243.04
01	316201	09/03/2025	IMPROVE YOUR TOMORROW, INC.	R	2,000.00
01	316202	09/03/2025	INSTITUTE FOR ENVIROMENTAL	R	11,346.00
01	316203	09/03/2025	INTERMEDIATE DISTRICT 287	R	111,727.67
01	316204	09/03/2025	INTERSTATE ALL BATTERY CENTER	R	121.90
01	316205	09/03/2025	JEROME A PLAGGE JR	R	28.43
01	316206	09/03/2025	KINECT ENERGY INC	R	7,600.26
01	316207	09/03/2025	MASTER TECHNOLOGY GROUP	R	340.00
01	316208	09/03/2025	MATH LEARNING CENTER	R	5,025.24
01	316209	09/03/2025	MAXORPLUS, LTD	R	56,529.83
01	316210	09/03/2025	MENDELBLATT SCOTT	R	75.81
01	316211	09/03/2025	MIDWEST BUS PARTS INC	R	120.90
01	316212	09/03/2025	MILES SARA	R	136.82
01	316213	09/03/2025	MINUTEMAN PRESS EDINA	R	736.38
01	316214	09/03/2025	MITSON STEPHEN	R	87.00
01	316215	09/03/2025	NAPA AUTO PARTS	R	77.19
01	316216	09/03/2025	OWENS SEDRIC	R	18.95
01	316217	09/03/2025	PERMA-BOUND BOOKS	R	2,521.00
01	316218	09/03/2025	SAFETYFIRST PLAYGROUND MAINTENANCE	R	9,097.99
01	316219	09/03/2025	SHERWIN WILLIAMS CO	R	762.42
01	316220	09/03/2025	THE RETROFIT COMPANIES, INC.	R	7,941.89
01	316221	09/03/2025	TOWN & COUNTRY FENCE	R	22,937.50
01	316222	09/03/2025	TRI METRO CONFERENCE	R	5,000.00
01	316223	09/03/2025	TWIN CITY HARDWARE	R	1,307.54
01	316224	09/03/2025	USI INC	R	263.11
01	316225	09/03/2025	TOUA VANG	R	87.00
01	316226	09/03/2025	VENTRIS LEARNING LLC	R	526.75
01	316227	09/03/2025	VETSCH TERRI	R	68.41
01	316228	09/03/2025	WESTERN SPECIALTY CONTRACTORS INC	R	239,002.00

01	316229	09/03/2025	XCEL ENERGY	R	45,067.16
01	316230	09/04/2025	ANGELA KAPPENMAN	R	1,200.00
01	316231	09/04/2025	GROTH MUSIC COMPANY	R	2,149.00
01	316232	09/04/2025	JENNIE KAPPENMAN	R	6,000.00
01	316233	09/04/2025	LIZEBETH SARGENT	R	1,200.00
01	316234	09/04/2025	MAXORPLUS, LTD	R	48,671.15
01	316235	09/04/2025	SCREENCASTIFY, LLC	R	8,160.00
01	V2600166	09/04/2025	MATTHEW ARNOLD	R	70.00
01	V2600167	09/04/2025	MICHELLE L AXELL	R	70.00
01	V2600168	09/04/2025	BRADLEY BADOOR	R	10.00
01	V2600169	09/04/2025	ERICA T BARLOW	R	70.00
01	V2600170	09/04/2025	NIKOLAS BAUZA	R	40.00
01	V2600171	09/04/2025	NICOLE BULLOCK	R	175.00
01	V2600172	09/04/2025	MARY L CLARKSON	R	70.00
01	V2600173	09/04/2025	PETER J FITZPATRICK	R	40.00
01	V2600174	09/04/2025	YVETTE GARCIA	R	70.00
01	V2600175	09/04/2025	RACHEL GENS	R	70.00
01	V2600176	09/04/2025	AREND J GEURINK	R	70.00
01	V2600177	09/04/2025	CHRISTINA M GONZALEZ	R	70.00
01	V2600178	09/04/2025	AMY E HAGER	R	70.00
01	V2600179	09/04/2025	KEVIN D HARRIS	R	40.00
01	V2600180	09/04/2025	MICHAEL G HARRIS	R	70.00
01	V2600181	09/04/2025	LANA HENDRICKS LEUNING	R	40.00
01	V2600182	09/04/2025	JONATHAN W HEYER	R	70.00
01	V2600183	09/04/2025	JAMES L HILL	R	40.00
01	V2600184	09/04/2025	JESSICA M HOFFMAN	R	113.71
01	V2600185	09/04/2025	CRAIG D HOLJE	R	70.00
01	V2600186	09/04/2025	MELISSA M ROCCHIO	R	25.96
01	V2600187	09/04/2025	GRACE M JENNINGS	R	98.95
01	V2600188	09/04/2025	RANDY K JOHNSON	R	40.00
01	V2600189	09/04/2025	DANIEL E KRETSINGER	R	70.00
01	V2600190	09/04/2025	JENNIFER KRUEGER	R	70.00
01	V2600191	09/04/2025	ANOOP KUMAR	R	40.00
01	V2600192	09/04/2025	JOHN M LORENZINI	R	70.00
01	V2600193	09/04/2025	DAVANAND MAHADEO	R	40.00
01	V2600194	09/04/2025	COLLEEN M MAHONEY	R	70.00
01	V2600195	09/04/2025	MICHAEL A MANNING	R	370.59
01	V2600196	09/04/2025	DANIEL P MCGINN	R	40.00
01	V2600197	09/04/2025	DOUG R MCMEEKIN	R	70.00
01	V2600198	09/04/2025	SHERRI L MEDVEC	R	142.72
01	V2600199	09/04/2025	KENT D MEYER	R	70.00
01	V2600200	09/04/2025	KATRINA L MORGAN	R	40.00
01	V2600201	09/04/2025	ERIN H NEILON	R	40.00
01	V2600202	09/04/2025	STEPHANIE NICHOLS	R	45.00
01	V2600203	09/04/2025	ROBERT G OLSON	R	40.00
01	V2600204	09/04/2025	CASSI M O'MEARA	R	144.54
01	V2600205	09/04/2025	CHRISTOPHER A PETERSON	R	70.00
01	V2600206	09/04/2025	CASSANDRA QUAM	R	70.00
01	V2600207	09/04/2025	RENEE C REED-KARSTENS	R	40.00
01	V2600208	09/04/2025	ASHLEY SCHAEFER	R	70.00
01	V2600209	09/04/2025	CHRISTIAN SCHEMPP	R	40.00
01	V2600210	09/04/2025	AMY B SKARE-KLECKER	R	70.00
01	V2600211	09/04/2025	JUSTIN STEELE	R	70.00
01	V2600212	09/04/2025	STACY THEIEN-COLLINS	R	70.00
01	V2600213	09/04/2025	RICKY THOMPSON	R	120.00
01	V2600214	09/04/2025	VLADIMIR S TOLEDO	R	40.00

01	V2600215	09/04/2025	STEVEN P UNOWSKY	R	270.00
01	V2600216	09/04/2025	CARRIE A VALA	R	70.00
01	V2600217	09/04/2025	JENNIFER K SMITH	R	70.00
01	V2600218	09/04/2025	REBECCA S WALD	R	40.00
01	V2600219	09/04/2025	ALEXANDER WARD	R	70.00
01	V2600220	09/04/2025	MICHELLE R WHITESIDE	R	70.00
01	V2600221	09/04/2025	KASYA L WILLHITE	R	182.27
01	V2600222	09/04/2025	KELLY L WOODS	R	70.00
01	V2600227	09/04/2025	P-CARD BAIRD LISA	R	7,519.35
01	V2600228	09/04/2025	P-CARD BARLOW ERICA	R	1,959.60
01	V2600229	09/04/2025	P-CARD BLUMA, MEGAN BOLLIG	R	1,387.18
01	V2600230	09/04/2025	P-CARD BROWN MATTHEW	R	223.78
01	V2600231	09/04/2025	P-CARD BRUNNER PATTI	R	3,324.20
01	V2600232	09/04/2025	P-CARD CARUSO MATTHEW	R	14.99
01	V2600233	09/04/2025	P-CARD CRUZ ESTEVA JENNIFER	R	5,365.34
01	V2600234	09/04/2025	P-CARD EDWARDS NATHAN	R	53.89
01	V2600235	09/04/2025	P-CARD GARCIA YVETTE	R	889.70
01	V2600236	09/04/2025	P-CARD GEURINK AREND	R	3,433.45
01	V2600237	09/04/2025	P-CARD GONZALEZ CHRISTINA	R	8,623.53
01	V2600238	09/04/2025	P-CARD HOLJE CRAIG	R	1,345.00
01	V2600239	09/04/2025	P-CARD HUERTA-ANAYA ALICIA	R	2,825.74
01	V2600240	09/04/2025	P-CARD KRETSINGER DAN	R	4,209.57
01	V2600241	09/04/2025	P-CARD LUNDY MICHELLE	R	11,752.38
01	V2600242	09/04/2025	P-CARD MAHONEY COLLEEN	R	608.13
01	V2600243	09/04/2025	P-CARD MANNING MICHAEL	R	4,796.56
01	V2600244	09/04/2025	P-CARD MCGINN DAN	R	385.70
01	V2600245	09/04/2025	P-CARD MORALES LIZETTE	R	7,582.36
01	V2600246	09/04/2025	P-CARD PETERSON CHRIS	R	2,587.87
01	V2600247	09/04/2025	P-CARD SKARE-KLECKER AMY	R	538.93
01	V2600248	09/04/2025	P-CARD SMITH JENNIFER	R	1,899.91
01	V2600249	09/04/2025	P-CARD WILLHITE KASYA	R	274.17
01	V2600250	09/04/2025	P-CARD WOODS KELLY	R	3,747.08
01	V2600251	09/04/2025	P-CARD YUNKER AUBREE	R	72.17
01	316236	09/09/2025	UNIVERSITY OF MINNESOTA DULUTH	R	4,000.00
01	316237	09/09/2025	UNIVERSITY OF MINNESOTA-TWIN CITIES	R	11,500.00
01	316238	09/09/2025	UNIVERSITY OF NEBRASKA-LINCOLN	R	4,000.00
01	316239	09/09/2025	UNIVERSITY OF ST THOMAS	R	2,500.00
01	316240	09/09/2025	UNIVERSITY OF WISCONSIN-EAU CLAIRE	R	2,000.00
01	316241	09/09/2025	UNVIERSITY OF NORTH DAKOTA	R	2,500.00
01	316242	09/09/2025	WINONA STATE UNIVERSITY	R	2,000.00
01	V2600223	09/09/2025	JON S AVERY MORALES	R	299.45
01	V2600224	09/09/2025	JON T DRUMMOND	R	192.40
01	V2600225	09/09/2025	LEAH M LANNERS	R	175.00
01	V2600226	09/09/2025	KASYA L WILLHITE	R	61.55

TOTAL Checks, Scholarships, EPays & Pcards	1,424,820.65
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RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
September 9, 2025

Description	Matures	Rate	Cost	General Operating	2024A Cap Fac Bond	2018A Bond	OPEB Bond
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	-	-	-
MNTrust TERM SERIES II	10/27/25	4.18%	1,000,000.00	1,000,000.00	-	-	-
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 II	01/23/26	4.10%	1,000,000.00	1,000,000.00	-	-	-
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 II	07/23/26	3.94%	1,000,000.00	1,000,000.00	-	-	-
MNTrust TERM SERIES	07/27/26	3.95%	1,000,000.00	1,000,000.00	-	-	-
GreenState Credit Union	10/19/26	3.93%	239,000.00	239,000.00	-	-	-
Financial Federal Bank	10/19/26	4.05%	238,700.00	238,700.00	-	-	-
First Bank of Ohio	10/19/26	3.79%	239,200.00	239,200.00	-	-	-
FirstBank Puerto Rico	10/19/26	4.00%	238,700.00	238,700.00	-	-	-
Cornerstone Bank	10/19/26	4.02%	238,600.00	238,600.00	-	-	-
SIGNATURE BK OF ARKANSAS	10/29/26	3.80%	249,559.92	249,559.92	-	-	-
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	-	-	-
MNTrust TERM SERIES	01/25/27	3.76%	2,000,000.00	2,000,000.00	-	-	-
Freedom Northwest Credit Union	03/04/27	3.89%	235,700.00	235,700.00	-	-	-
American Commercial Bank & Trust, National Assc	03/04/27	3.89%	235,700.00	235,700.00	-	-	-
Federated Institutional Tax-Free Cash Trust		2.85%	207,854.82	-	-	207,854.82	-
GOLDMAN SACHS GOVERNMENT MONEY MARKET		3.91%	4,990,939.88	-	-	-	4,990,939.88
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
FIRST INTERNET BANK OF INDIANA	09/30/26	4.00%	209,500.00	-	-	-	209,500.00
US TREASURY N/B	09/30/26	4.34%	789,398.44	-	-	-	789,398.44
BANK HAPOALIM	10/01/26	4.45%	206,700.00	-	-	-	206,700.00
Total Investments Held			29,842,949.00	22,316,540.96	-	207,854.82	7,318,553.22

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting September 15, 2025

Subject: PERSONNEL ITEMS

(Recommended by superintendent)

That the board of education approve the following personnel items:

Part-Time Certified Tier 1 Contract

Jose Aguilar Carrillo – Spanish Teacher – Richfield High School
Effective: 8/19/2025

Administration Full-Time Position for Employment

Laura Ramsborg – Assistant Principal – Richfield Middle School
Effective: 9/22/2025

Classified Full-Time Paraprofessional for Employment

Jackline Cornes - ECSE Paraprofessional – Central Education Center
Effective: 09/03/2025

Classified Part-Time Facilities & Transportation Resignation

David Barbour - Bus Driver – Bus Garage
Effective: 09/01/2025
Years of Service: 0

Classified Full-Time Paraprofessional Probation Extension

Stephanie Carter - Campus Supervisor - Richfield Middle School
Effective: 09/02/2025

Jamie Snidarich - Special Education - Richfield Middle School
Effective: 09/02/2025

Classified Full-Time Paraprofessional Probationary Termination

Nicole LeRoy - Special Education – Richfield Middle School
Effective: 06/04/2025

Jomira Ramales Martinez - Special Education – Central Education Center
Effective: 06/05/2025

Classified Full-Time Paraprofessional Termination

D'Siaha Menyweather - Special Education – R-STEM Elementary
Effective: 09/02/2025

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 15, 2025

Subject: Harassment Prohibition

(Recommended by the superintendent)

A second read of Policy 103: Harassment Prohibition and Administrative Guideline 103.2. This policy prohibits any form of harassment or violence on the basis of a protected class. It also details the process by which the District will investigate and take action on any complaints of harassment.

The policy and guideline have been reviewed by the Student Support Services Department, and suggested changes are included. The policy will be reviewed by the Safe & Supportive Schools Committee before being brought back to the board for a third read on October 27.

Attachments:

Policy 103: Harassment Prohibition - **redlined**

Administrative Guideline 103.2 - **redlined**

MSBA Model Policy 413: Harassment and Violence

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2 RICHFIELD PUBLIC SCHOOLS
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4 **HARASSMENT PROHIBITION POLICY**
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7 **I. PURPOSE**
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9 The purpose of this policy is to maintain a learning and working
10 environment that is free from harassment and violence on the basis of
11 race, color, creed, religion, national origin, sex, age, marital status, familial
12 status, status with regard to public assistance, sexual orientation, gender
13 identity or expression, disability, or any class protected under the law.
14

15 **II. GENERAL STATEMENT OF POLICY**
16

17 A. Richfield Public Schools prohibits any form of harassment or
18 violence on the basis of race, color, creed, religion, national origin,
19 sex, age, marital status, familial status, status with regard to public
20 assistance, sexual orientation, gender identity or expression,
21 disability, or any other class protected under the law.
22

23 B. A violation of this policy occurs when any student, teacher,
24 administrator, or other District personnel harasses or inflicts,
25 threatens to inflict, or attempts to inflict violence upon a student,
26 teacher, administrator, or other District personnel or group of
27 students, teachers, administrators, or other District personnel
28 through conduct or communication based on a person's race, color,
29 creed, religion, national origin, sex, age, marital status, familial
30 status, status with regard to public assistance, sexual orientation,
31 gender identity or expression, or disability, as defined by this policy.
32 (For purposes of this policy, District personnel includes: school
33 board members, school employees, agents, volunteers,
34 contractors, or persons subject to the supervision and control of the
35 District.)
36

37 C. The District will act to investigate all complaints, either formal or
38 informal, verbal or written, of harassment or violence based on a
39 person's race, color, creed, religion, national origin, sex, age,
40 marital status, familial status, status with regard to public
41 assistance, sexual orientation, gender identity or expression,
42 disability, or any class protected under the law, and to discipline or
43 take appropriate action against any student, teacher, administrator,
44 or other school district personnel who is found to have violated this
45 policy.
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47 **III. DEFINITIONS**
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49 A. "Assault" is:
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1. an act done with intent to cause fear in another of imminent bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, and nonverbal behavior such as graphic and written statements, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or expression, disability, or any class protected under the law when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. "Disability": "A person with a disability" is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment; or
 - d. has an impairment that is episodic or in remission and would materially limit a major life activity when active.
 2. "Familial status" means the condition of one or more minors having legal status or custody with:
 - a. the minor's parent or parents or the minor's legal guardian or guardians; or

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- b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians.

Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions.

The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

- 3. “Gender identity or expression” includes the manner in which an individual expresses their gender and an individual’s sense of being male, female, or otherwise on a continuum of gender.
- 4. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
- 5. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
- 6. “Sex” includes, but is not limited to, gender assigned at birth, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
- 7. “Sexual orientation” means ~~having or being to whom someone is, or is perceived of as being, as having an emotionally, physically, or sexually attracted, based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities. attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment~~ “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
- 8. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

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E. Racial Harassment/Violence; Definition

1. Race-based harassment is intimidation or abusive behavior towards a student or employee based on perceived or actual race, color, creed or national origin that creates a hostile environment by interfering with or denying a student or employee's participation in or receipt of benefits, services, or opportunities in the schools' programs or employment.
2. Racial violence is a physical act or aggression or force, or threat thereof which is directed toward a student or employee based upon their perceived or actual race, color, creed, or national origin

F. Religious Harassment/Violence; Definition

1. Religion-based harassment is intimidation or abusive behavior toward a student or employee based on perceived or actual religious belief that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the schools' programs.
2. Religious violence is the threat of or an actual physical act of aggression or force which is directed toward a student or employee based upon their perceived or actual religion.

G. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

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2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of gender.
- H. Sexual Violence; Definition
1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
 2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or

- 1 d. threatening to force or coerce sexual acts, including
2 the touching of intimate parts or intercourse, on
3 another.
4

5 I. Violence; Definition
6

7 Violence prohibited by this policy is a physical act of aggression or
8 assault upon another or group of individuals because of, or in a
9 manner reasonably related to, race, color, creed, religion, national
10 origin, sex, age, marital status, familial status, status with regard to
11 public assistance, sexual orientation, gender identity or expression,
12 disability, or any class protected under the law.
13

14 **IV. REPORTING PROCEDURES**
15

16 A. Any person who believes they have been the victim of harassment
17 or violence on the basis of race, color, creed, religion, national
18 origin, sex, age, marital status, familial status, status with regard to
19 public assistance, sexual orientation, gender identity or expression,
20 disability, or any other protected class, by a student, teacher,
21 administrator, or other District personnel, or any person (e.g.,
22 witness, parent, colleague) with knowledge or belief of conduct
23 which may constitute harassment or violence prohibited by this
24 policy toward a student, teacher, administrator, or other District
25 personnel or group of students, teachers, administrators, or other
26 District personnel should report the alleged acts immediately to an
27 appropriate school district official designated by this policy.
28

29 B. The District encourages the reporting party or complainant to use
30 the report form available from the principal of each building or
31 available from the District Office, but oral reports shall be
32 considered complaints as well.
33

34 C. Nothing in this policy shall prevent any person from reporting
35 harassment or violence directly to a school district human rights
36 officer, to the District's Title IX coordinator, or to the superintendent.
37 The District has a Title IX policy and grievance procedure, and
38 nothing in this policy shall prevent any person from reporting sexual
39 harassment or violence in the manner specified by Policy 115: Title
40 IX.
41

42 D. In Each School Building.- The building principal, the principal's
43 designee, or the building/program supervisor (hereinafter Building
44 Report Taker) is the person responsible for receiving oral or written
45 reports of harassment or violence prohibited by this policy at the
46 building/program level.- Any adult District personnel who receives a
47 report of harassment or violence prohibited by this policy shall
48 inform the Building Report Taker immediately. If the complaint
49 involves the Building Report Taker, the complaint shall be made or
50 filed directly with the superintendent or the District human rights
51 officer by the reporting party or complainant. District personnel who

1 fail to inform the Building Report Taker of a report of harassment or
2 violence in a timely manner may be subject to disciplinary action.

3
4 E. Upon receipt of a report, the Building Report Taker must notify the
5 District human rights officer immediately, without screening or
6 investigating the report.— If the complaint only involves students,
7 the Building Report Taker is designated to review the complaint,
8 initiate the investigation and notify the District human rights officer if
9 the complaint includes allegations of sexual harassment or other
10 potentially criminal allegations. —The Building Report Taker may
11 request, but may not insist upon, a written complaint. —A written
12 statement of the facts alleged will be forwarded as soon as
13 practicable by the Building Report Taker to the human rights officer.
14 If the report was given verbally, the Building Report Taker shall
15 personally reduce it to written form within 24 hours and forward it to
16 the human rights officer. —Failure to forward any harassment or
17 violence report or complaint as provided herein may result in
18 disciplinary action against the Building Report Taker.

19
20 F. In the District. —The school board hereby designates Craig Holje,
21 ~~Chief Human Resources and Administrative~~ Senior Executive
22 Officer, as the District human rights officer to receive reports or
23 complaints of harassment or violence prohibited by this policy. The
24 District human rights officer also serves as the District Title IX
25 coordinator, and it is ultimately the responsibility of this individual to
26 determine whether any allegations of sexual harassment fall under
27 the purview of Policy 115: Title IX or under this policy and to
28 proceed according to the correct policy. If the complaint involves
29 the human rights officer, the complaint shall be filed directly with the
30 superintendent, and the superintendent shall then assume that
31 responsibility. The District shall conspicuously post the name of the
32 human rights officer(s), including mailing addresses and telephone
33 numbers.

34
35 G. Submission of a good faith complaint or report of harassment or
36 violence prohibited by this policy will not affect the complainant or
37 reporter's future employment, grades, or work assignments.
38 Retaliation against a victim, good faith reporter, or a witness of
39 violence or harassment is prohibited. Knowingly false accusations
40 or reports of violence or harassment against another person are
41 prohibited.

42
43 H. Reports of harassment or violence prohibited by this policy are
44 classified as private educational and/or personnel data and/or
45 confidential investigative data and will not be disclosed except as
46 permitted by law. —The District will respect the privacy of the
47 complainant(s), the individual(s) against whom the complaint is
48 filed, and the witnesses as much as possible, consistent with the
49 school district's legal obligations to investigate, to take appropriate
50 action, and to comply with any discovery or disclosure obligations.
51

1 **V. INVESTIGATION**

- 2
- 3 A. By authority of the District, the human rights officer or Building
4 Report Taker as appropriate, upon receipt of a report or complaint
5 alleging harassment or violence prohibited by this policy, shall
6 immediately undertake or authorize any investigation that may be
7 required to understand the facts of the situation. -The investigation
8 may be conducted by District officials or by a third party designated
9 by the District.
- 10
- 11 B. The investigation may consist of personal interviews with the
12 complainant, the individual(s) against whom the complaint is filed,
13 and others who may have knowledge of the alleged incident(s) or
14 circumstances giving rise to the complaint. -The investigation may
15 also consist of any other methods and documents deemed
16 pertinent and necessary by the investigator.
- 17
- 18 C. In determining whether alleged conduct constitutes a violation of
19 this policy, the District should consider the surrounding
20 circumstances, the nature of the behavior, past incidents or past or
21 continuing patterns of behavior, the relationships between the
22 parties involved, and the context in which the alleged incidents
23 occurred. -Whether a particular action or incident constitutes a
24 violation of this policy requires a determination based on all the
25 facts and surrounding circumstances.
- 26
- 27 D. In addition, the District may take immediate steps, at its discretion,
28 to protect the complainant, students, teachers, administrators, or
29 other school personnel pending completion of an investigation of
30 alleged harassment or violence prohibited by this policy.
- 31
- 32 E. The investigation will be completed as soon as practicable. -The
33 District human rights officer or Building Report Taker shall make a
34 written report to the superintendent upon completion of a formal
35 investigation involving an employee or any complaint that involves
36 criminal allegations. -The report for any complaint involving
37 students will be documented appropriately in the student
38 information system.- If the complaint involves the superintendent,
39 the report may be filed directly with the school board. -The report
40 shall include a determination of whether the allegations have been
41 substantiated as factual and whether they appear to be violations of
42 this policy. If no formal investigation was authorized by the human
43 rights officer, they will ensure appropriate follow-up with the
44 employee(s) or student(s) or other parties involved.

45
46 **VI. SCHOOL DISTRICT ACTION**

- 47
- 48 A. Upon completion of the investigation, the District will take
49 appropriate action. -Such action may include, but is not limited to,
50 warning, suspension, exclusion, expulsion, transfer, remediation,
51 termination, or discharge. -District action taken for violation of this

1 policy will be consistent with requirements of applicable collective
2 bargaining agreements, Minnesota and federal law, and school
3 district policies.
4

- 5 B. If requested, the result of the District's investigation of each
6 complaint filed under these procedures will be reported orally or in
7 writing to the complainant by the school district in accordance with
8 state and federal law regarding data or records privacy.
9

10 **VII. REPRISAL**

11
12 The District will discipline or take appropriate action against any student,
13 teacher, administrator, or other school personnel who retaliates against
14 any person who makes a good faith report of alleged harassment or
15 violence prohibited by this policy or any person who testifies, assists, or
16 participates in an investigation, or who testifies, assists, or participates in a
17 proceeding or hearing relating to such harassment or violence. Retaliation
18 includes, but is not limited to, any form of intimidation, reprisal,
19 harassment, or intentional disparate treatment.
20

21 **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

22
23 These procedures do not deny the right of any individual to pursue other
24 avenues of recourse which may include filing charges with the Minnesota
25 Department of Human Rights, initiating civil action, or seeking redress
26 under state criminal statutes and/or federal law.
27

28 **IX. HARASSMENT OR VIOLENCE AS ABUSE**

- 29
30 A. Under certain circumstances, alleged harassment or violence may
31 also be possible abuse under Minnesota law.- If so, the duties of
32 mandatory reporting under Minn. Stat. § 260E may be applicable.
33
34 B. Nothing in this policy will prohibit the District from taking immediate
35 action to protect victims of alleged harassment, violence, or abuse.
36

37 **X. DISSEMINATION OF POLICY AND TRAINING**

- 38
39 A. This policy shall be conspicuously posted in each school building in
40 areas accessible to students and staff members. It will be available
41 on the District website.
42
43 B. This policy shall be given to or access provided to the website
44 containing the policy for each District employee and independent
45 contractor at the time of entering into the person's employment
46 contract.
47
48 C. This policy shall appear in the student handbook.
49
50 D. The District will develop a method of discussing this policy with
51 students and employees.

- 1
2 E. The District may implement violence prevention and character
3 development education programs to prevent and reduce policy
4 violations. —Such programs may offer instruction on character
5 education including, but not limited to, character qualities such as
6 attentiveness, truthfulness, respect for authority, diligence,
7 gratefulness, self-discipline, patience, forgiveness, respect for
8 others, peacemaking, resourcefulness, and/or sexual abuse
9 prevention.
10
11 F. This policy shall be reviewed at least annually for compliance with
12 state and federal law.
13
14

15 **Legal References:**

- 16 Minn. Stat. § 120B.232 (Character Development Education)
17 Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
18 Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and
19 Violence Policy)
20 Minn. Stat. § 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
21 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
22 Minn. Stat. § 609.341 (Definitions)
23 Minn. Stat. § 260E (Reporting of Maltreatment of Minors)
24 20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and
25 Campus Crime Statistics Act ("Clery Act"))
26 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
27 20 U.S.C. § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act
28 of 2004)
29 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
30 34 C.F.R. Part 106 (Implementing Regulations of Title IX)
31 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
32 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
33 42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
34 42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
35 42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
36 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
37
38

39 **Cross References:**

- 40 Policy 102-~~(Equal Educational Opportunity)~~
41 Policy 113-~~(Bullying Prohibition Policy)~~
42 Policy 108-~~(Hazing Prohibition)~~
43 Policy 115-~~(Title IX)~~
44 Policy 111-~~(Weapons on School Premises)~~
45 Policy 402-~~(Equal Employment Opportunity)~~
46 Policy 403-~~(Disability Nondiscrimination)~~
47 Policy 409-~~(Mandated Reporting of Child Neglect or Physical or Sexual Abuse)~~
48 Policy 410-~~(Mandated Reporting of Maltreatment of Vulnerable Adults)~~
49 Policy 412-~~(Public and Private Personnel Data)~~
50 Policy 505-~~(Student Disability Nondiscrimination)~~
51 Policy 506-~~(Student Sex Nondiscrimination)~~

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- 1 Policy 541-~~(: Student Behavior)~~
- 2 Policy 581-~~(: Protection and Privacy of Pupil Records)~~
- 3 Policy 582-~~(: Staff Notification of Violent Behavior by Students)~~
- 4 Policy 586-~~(: Gender Inclusion)~~
- 5 Policy 742-~~(: Student Transportation Services)~~
- 6 Policy 783-~~(: Video Surveillance)~~

7

8

9 RATIFIED BY THE BOARD OF EDUCATION: January 18, 1994

10

11 REVIEWED & REAFFIRMED BY THE BOARD OF EDUCATION: April 18, 2005;
12 August 16, 2021; September 6, 2022

13

14 REVISED BY THE BOARD OF EDUCATION: December 7, 1999; January 22,
15 2002; March 17, 2003; June 17, 2008; August 18, 2014; January 19, 2021;
16 September 5, 2023; September 16, 2024

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RICHFIELD PUBLIC SCHOOLS
ADMINISTRATIVE GUIDELINES
HARASSMENT PROHIBITION POLICY

The attached forms are to be used in the implementation of Board Policy 103: Harassment Prohibition. ~~The first page-section is for notification of the district's District's policy. The second page-section is a form that may be used to report an incident. The District also has an online form that mirrors this reporting form available as an option. The third page-section is a form that may be used by elementary students to report an incident. When an elementary student submits this form, an administrator will interview the student and document their responses to the questions on the more in-depth form.~~

~~The District has an online system for documenting all reports of bullying or harassment and the responses to these incidents.an intake form that may be used by the appropriate administrator.~~

Dated: January 18, 1994
Revised: December 7, 1999; March 17, 2003; August 18, 2014; January 19, 2021; September 6, 2022
Reviewed: January 22, 2002; April 18, 2005; June 17, 2008; August 16, 2021; September 5, 2023; September 16, 2024

ATTENTION
**DISTRICT 280 POLICIES AGAINST
HARASSMENT, VIOLENCE AND BULLYING**

1. ~~Everyone at District 280 in Richfield Public Schools has the right to a learning and working environment free from bullying, discrimination, harassment and violence based on an individual's race, creed, sex, marital status, national origin, age, color, religion, familial status, status with respect to public assistance, sexual or affectional orientation, gender identity and expression, disability, or membership or activity in a local commission as defined by Minn. Stat. § 363A.03.~~

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~~Everyone in Richfield Public Schools has a right not to be retaliated against for making good faith reports of bullying, discrimination, harassment, or violence.~~

~~has a right to feel respected and safe. Consequently, we want you to know about our policies to prohibit harassment, violence and bullying based upon any kind of legally protected classification.~~

2. ~~A harasser may be a student or an adult.~~ Harassment may include the following when related to race, color, creed, religion, national origin, sex, age, familial status, marital status, status with regard to public assistance, disability, sexual orientation, gender identity or expression, or any other class protected under the law:

- a. ~~name-name~~ calling, jokes or rumors;
- b. pulling on clothing
- c. graffiti;
- d. notes or cartoons;
- e. unwelcome touching of a person or clothing
- f. offensive or graphic posters or book covers; or
- g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

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~~3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer and Title IX Coordinator, Craig Holje.~~

~~3. Bullying is aggressive behavior that:~~

- a. ~~Involves an imbalance of power (e.g., physical strength, social status, or access to information).~~
- b. ~~Has happened more than once.~~

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Here's what parents/guardians can do:

- 1. If you suspect your child is bullying or harassing others, remember that appropriate consequences are important. Monitor their behavior and seek additional services to help your child build appropriate self-awareness and social skills. Remember, as a parent, you play a crucial role in this process. We can help!
- 2. If your child is being bullied or harassed, prompt reporting is critical. Consider seeking additional services to help your child build useful skills and feel empowered. We can help!
- 3. If your child witnesses bullying or harassment, prompt reporting is critical. Talk about the power of standing up for others by being an up-stander rather than just a bystander. Stress the importance of reporting bullying to a trusted adult,

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Here's what students can do:

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1. If you are bullying or harassing others, that's not okay. Students who bully will receive consequences and be monitored. You can learn better skills to meet your needs and be a true leader.
2. If you feel you're being bullied or harassed, tell the bully to stop and walk away. Let an adult know immediately—suffering in silence is not okay. We want to listen, help you build confidence, and teach you skills to make you feel more in control at school.
3. If you witness bullying or harassment, tell the bully what they're doing is not cool. Stand up for others - be an up-stander, not a bystander. Report what you see to an adult. We'll all work together to make a difference.

Here's what we'll do at school:

1. Any school staff member will respond immediately when witnessing aggression, harassment or bullying. They'll let the aggressor know it's unacceptable and refer the aggressor for discipline and services.
2. A staff member will respond immediately to a student who is being bullied or harassed and refer the student for services that can help build skills and reduce feelings of isolation.
3. As part of the monitoring and follow-up process, a staff member will ask witnesses to report if bullying or harassment occurs again.
- ~~4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer/Title IX Coordinator.~~
- ~~5. Your right to privacy will be respected as much as possible.~~
- ~~6. We take seriously all reports of harassment, violence or bullying and will take all appropriate actions based on your report.~~
- ~~7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.~~
8. This is a summary of the ~~School~~-District policies against harassment, violence, and bullying. ~~Complete~~ policies are available in the ~~district-District office-Office~~ upon request or on the ~~district-District~~ website: www.richfieldschools.org

HARASSMENT, VIOLENCE, AND BULLYING AGAINST A PROTECTED CLASS ARE AGAINST THE LAW.
DISCRIMINATION IS AGAINST THE LAW.

CONTACT: **CRAIG HOLJE**
HUMAN RIGHTS OFFICER/TITLE IX COORDINATOR
401 70TH STREET W. (DOOR #26)
RICHFIELD, MN 55423
PHONE: **612-798-6031**

RICHFIELD PUBLIC SCHOOLS – ISD #280
HARASSMENT, VIOLENCE AND BULLYING REPORT FORM
General Statement of Policies Prohibiting Harassment, Violence, and Bullying

Richfield Public Schools prohibits harassment, violence, discrimination and bullying in all forms, including but not limited to that which occurs on the basis of a person's actual or perceived race, color, creed, religion, national origin, sex, age, marital status, familial

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1 status, status with regard to public assistance, sexual orientation, gender identity or
2 expression, disability, or any class protected under the law. If you or someone you know
3 has experienced harassment, violence, discrimination, or bullying at school or at any
4 school-related event for any reason, please complete this reporting form to have the
5 incident(s) investigated by the District. ~~Any student, parent/guardian, or district~~ District
6 employee may complete this form and return it to any administrator.
7

8 Retaliation against any individual who makes a report or who participates or assists in an
9 investigation of harassment, violence, discrimination, or bullying is strictly prohibited.
10

11 Use this form to report incidents that happened:
12 On school property.

- 13 • At a school-sponsored event (on or off campus).
- 14 • On the bus or traveling to/from school.
- 15 • Online (social media, text, etc.) during the current school year.

16 An administrator will review your report within 24 hours.

17 You may also:

- 18 • Complete the online bullying and harassment report form on the RPS website.
- 19 • Email or call your school principal.
- 20 • Contact Craig Holje, Human Rights Officer/Title IX Coordinator,

21 **1. Preliminary Information**

22 Date of Report: _____
23 Name of Person Making Report: _____
24 I am a: Student Parent/Guardian Staff Member Other
25 ~~Daytime~~ Phone _____ Email _____

26 **2. Description of Incident:**

27 Date of ~~Alleged the~~ Incident(s) _____

28 Approximate Time of the Incident: _____

29 Location of the Incident: _____

30 How did you become aware of the incident?

- 31 I was involved in the incident.
- 32 I witnessed the incident.
- 33 I heard about it from someone else.

34 ~~Please provide the name(s) of all persons (including yourself, if applicable) who were the~~
35 ~~target of the harassment, discrimination, violence or bullying.~~ Name(s), grade(s) or
36 ~~description of the person(s) who was/were harmed. Please list all:~~ _____
37 _____

38 School/building where the person who was harmed attends/works: _____

39 ~~Please provide the name(s) and/or descriptions of all individuals (students, school~~
40 ~~employees, school visitors, or others) who engaged or participated in the alleged~~
41 ~~discrimination, harassment, or bullying (if known):~~ Name(s), grade(s) or description of
42 ~~the person(s) who caused the harm. Please list all:~~ _____
43 _____

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1 School/building where the person who caused harm attends/works:
2 Where and when did the incident(s) occur (please be specific)? _____
3 _____
4 _____

5 List any witnesses ~~who were present~~, including adults, if any: _____
6 _____
7 _____
8 _____
9 _____

10 What did the person(s) do or say? Check all that apply.

- 11 Shoved or pushed
- 12 Hit, kicked or punched
- 13 Threatened
- 14 Stole or damaged possessions
- 15 Excluded
- 16 Teased
- 17 Graffitied
- 18 Told lies or spread rumors
- 19 Stared or leered
- 20 Intimidated or extorted
- 21 Made a demeaning comment
- 22 Inappropriately touched
- 23 Cyberbullied via text message
- 24 Cyberbullied via email
- 25 Cyberbullied via social media
- 26 Other

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27
28 Did the incident include mean comments related to any of the following about the person
29 who was harmed or others? Check all that apply.

- 30 No mean comments were made
- 31 Physical appearance
- 32 Academic performance
- 33 Race/ethnicity or perceived race/ethnicity
- 34 Gender or gender expression
- 35 Religious or cultural beliefs
- 36 Sexual orientation or perceived sexual orientation
- 37 Other protected class

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38
39 How many times has the incident occurred? _____

40
41 Were you (or the person harmed) able to say "no" or "stop?" If so, how did you
42 communicate this? _____

43
44
45 Have you already reported this incident to anyone in authority? If so, who? _____

46
47
48 Detailed Description of Incident Provide any other important details about the incident:
49 (Attach additional pages if necessary.) _____

50 _____
51 _____
52 _____
53 _____

By signing below, I am stating that all of the information I have provided is true, accurate, and complete to the best of my knowledge:

Complaint Signature _____ Date _____

Received by _____ Date _____

Bullying and Harassment Incident Report Form
Elementary Students

Your name:

Grade:

Student who was harmed:

Student(s) who did harm:

What did this student do or say (circle all that apply):

Shoved/pushed Hit/kicked/punched Threatened Stole/damaged possessions
Excluded Teased Writing/graffiti Told lies/false rumors Stared/leered
Intimidated/extorted Demeaning comments Inappropriate touching
Other: _____
Cyberbullying using: Text messages Email Social Media

Where did this happen (circle all that apply):

Hallway Classroom Lunch room Recess PE Music Art Media
STEM Bathroom Bus stop On bus After school program
Other: _____

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**RICHFIELD PUBLIC SCHOOL – I.S.D. #280
HARASSMENT, VIOLENCE AND BULLYING
INVESTIGATION INTAKE AND REPORT FORM
(To be completed by appropriate administrator)**

1. Investigation Summary

Date of Intake Review _____

Name & Title of Person Conducting Review: _____

2. Initial Category of Claim

_____ Harassment (Non-sexual) _____ School Related _____

_____ Violence _____ Outside of School Only _____

_____ Discrimination (Not on the basis of sex) _____ Electronic Communication _____

_____ Bullying _____

_____ Sexual Harassment or Sex Discrimination _____

3. Action(s) Recommended (check all that apply)

_____ Formal Investigation _____ Refer to Outside Agency _____

_____ Refer to Student Services _____ Agency Name: _____

_____ Monitor _____

_____ Report to District Human Rights Officer/Title IX Coordinator _____

_____ Contact Parent/Guardian _____

_____ Other: _____

Reason for determination of action recommended: _____

4. Formal Investigation Summary:

Please provide the name(s) of all persons interviewed as part of the investigation _____

Detailed Description of Incident (Attach additional pages if necessary.) _____

Final Action Taken (Attach additional pages if necessary.) _____

Received by _____

Date _____

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Adopted: _____

MSBA/MASA Model Policy 413

Orig. 1995

Revised: _____

Rev. 2025

413 HARASSMENT AND VIOLENCE

[NOTE: State law (Minnesota Statutes, section 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minnesota Statutes, chapter 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minnesota Statutes, section 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minnesota Statutes, section 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class).

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 3. otherwise adversely affects an individual's employment or academic opportunities.
- [NOTE: In 2023, the Minnesota legislature amended the definition of "sexual orientation" in the Minnesota Human Rights Act as reflected in subpart 6 below.]**
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications
1. "Disability" means, with respect to an individual who
 - a. has a physical sensory or mental impairment that materially limits one or more major life activities of such individual;
 - b. has a record of such an impairment;
 - c. is regarded as having such an impairment; or
 - d. has an impairment that is episodic or in remission and would materially limit a major life activity when active.
 2. "Familial status" means the condition of one or more minors having legal status or custody with:
 - a. the minor's parent or parents or the minor's legal guardian or guardians; or
 - b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for

physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

[NOTE: The 2024 Minnesota legislature revised the definition of “familial status.”]

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. “Sexual orientation” means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.

[NOTE: The 2023 Minnesota legislature redefined ‘sexual orientation’ in the Minnesota Human Rights Act.]

7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment
1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially interfering with an individual’s employment or education, or creating an

intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or

violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. In Each School Building

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

G. In the District

The school board hereby designates _____ as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹

- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

school district officials or by a third party designated by the school district.

- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and

proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 15, 2025

Subject: Bullying Prohibition

(Recommended by the superintendent)

A second read of Policy 113: Bullying Prohibition. This policy affirms the District's intention to prevent bullying and take action to investigate and respond to incidents of bullying that have not been prevented.

The bullying prohibition policy and harassment prohibition policy use the same reporting forms, which are labeled both as Administrative Guideline 103.2 and Administrative Guideline 113.1.

The policy and guideline have been reviewed by the Student Support Services Department, and suggested changes are included. The policy will be reviewed by the Safe & Supportive Schools Committee before being brought back to the board for a third read on October 27.

Attachments:

Policy 113: Bullying Prohibition - **redlined**

Administrative Guideline 113.1 - **redlined**

Administrative Guideline 113.2: Summary of Policy 113 - **redlined**

MSBA Model Policy 514: Bullying Prohibition

- 1 4. Teasing another person in a hurtful way;
- 2
- 3 5. Calling another person hurtful names;
- 4
- 5 6. Using put-downs, such as insulting another person's race,
- 6 making fun of another person because of their
- 7 characteristics related to gender, or denigrating another
- 8 person for other personal characteristics;
- 9
- 10 7. Isolating a person;
- 11
- 12 8. Spreading rumors or untruths about another person.
- 13
- 14 9.— Intimidating a student or group of students.
- 15

16 The term "bullying" specifically includes cyberbullying, malicious
17 and sadistic conduct, and sexual exploitation.

- 18
- 19 B. "Cyberbullying" means bullying using technology or other electronic
20 communication, including, but not limited to, a transfer of a sign,
21 signal, writing, image, sound, or data, including a post on a social
22 network internet web-site or forum, transmitted through a computer,
23 cell phone, or other electronic device. The term applies to
24 prohibited conduct which occurs on school premises, on school
25 district property, at school functions or activities, on school
26 transportation, or on school computers, networks, forums, and
27 mailing lists, or off school premises to the extent that it substantially
28 and materially disrupts student learning or the school environment.
29
- 30 C. "Immediately" means as soon as possible but in no event longer
31 than 24 hours.
- 32
- 33 D. "Malicious and sadistic conduct" means creating a hostile learning
34 environment by acting with the intent to cause harm by intentionally
35 injuring another without just cause or reason or engaging in
36 extreme or excessive cruelty or delighting in cruelty.
- 37
- 38 E. "On District property or at school-related functions" means all
39 District buildings, school grounds, and school property or property
40 immediately adjacent to school grounds, school bus stops, school
41 buses, school vehicles, school contracted vehicles, or any other
42 vehicles approved for District purposes, the area of entrance or
43 departure from school grounds, premises, or events, and all school-
44 related functions, school-sponsored activities, events, or trips.
45 District property also may mean a student's walking route to or from
46 school for purposes of attending school or school-related functions,
47 activities, or events.— While prohibiting bullying at these locations
48 and events, the District does not represent that it will provide
49 supervision or assume liability at these locations and events.
- 50
- 51 F. "Prohibited conduct" means bullying, cyberbullying, malicious and

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1 sadistic conduct, sexual exploitation, or retaliation or reprisal for
2 asserting, alleging, reporting, or providing information about such
3 conduct or knowingly making a false report about prohibited
4 conduct.
5
6

7 **III. GENERAL STATEMENT OF POLICY**
8

9 An act of bullying, by either an individual student or a group of students, is
10 expressly prohibited on District property or at school-related functions.
11 This policy applies not only to students who directly engage in an act of
12 bullying but also to students who, by their indirect behavior, condone or
13 support another student's act of bullying.—This policy also applies to any
14 student whose conduct at any time or in any place constitutes bullying that
15 interferes with or obstructs the mission or operations of Richfield Public
16 Schools or the safety or welfare of the student, other students, or
17 employees.—The misuse of technology including, but not limited to,
18 teasing, intimidating, defaming, threatening, or terrorizing another student,
19 teacher, administrator, volunteer, contractor, or other employee of the
20 District by sending or posting e-mail messages, instant messages, text
21 messages, digital pictures or images, or website postings, including blogs,
22 also may constitute an act of bullying regardless of whether such acts are
23 committed on or off District property and/or with or without the use of
24 District resources. This policy also applies to sexual exploitation.
25

26 A. Malicious and sadistic conduct involving race, color, creed, national
27 origin, sex, age, marital status, status with regard to public
28 assistance, disability, religion, sexual harassment, and sexual
29 orientation and gender identity as defined in Minnesota Statutes,
30 chapter 363A is prohibited. This prohibition applies to students,
31 independent contractors, teachers, administrators, and other school
32 personnel.
33

34 Malicious and sadistic conduct and sexual exploitation by a District
35 or school staff member, independent contractor, or enrolled student
36 against a staff member, independent contractor, or student that
37 occurs as described in Article II.A above is prohibited.
38

39 B. No teacher, administrator, volunteer, contractor, or other employee
40 of the District shall permit, condone, or tolerate bullying.
41

42 C. Apparent permission or consent by a student being bullied does not
43 lessen the prohibitions contained in this policy.
44

45 D. Retaliation against a victim, good faith reporter, or a witness of
46 bullying is prohibited.
47

48 E. False accusations or reports of bullying against another student are
49 prohibited.
50

51 F. A person who engages in an act of bullying, reprisal, or false

1 reporting of bullying or permits, condones, or tolerates bullying
2 maybe subject to discipline for that act in accordance with District's
3 policies and procedures.—The District may take into account the
4 following factors in determining whether discipline is required and if
5 so, the type and extent of discipline:
6

- 7 1. The developmental and maturity levels of the parties
8 involved;
- 9
- 10 2. The levels of harm, surrounding circumstances, and nature
11 of the behavior;
- 12
- 13 3. Past incidences or past or continuing patterns of behavior;
- 14
- 15 4. The relationship between the parties involved; and
- 16
- 17 5. The context in which the alleged incidents occurred.
18

19 Consequences for students who commit prohibited acts of bullying
20 may range from positive behavioral interventions up to and
21 including suspension and/or expulsion.—Consequences for
22 employees who permit, condone, or tolerate bullying or engage in
23 an act of reprisal or intentional false reporting of bullying may result
24 in disciplinary action up to and including termination or discharge.
25 Consequences for other individuals engaging in prohibited acts of
26 bullying may include, but not be limited to, exclusion from District
27 property and events and/or termination of services and/or contracts.
28

- 29 G. The District will act to investigate all complaints of bullying and will
30 discipline or take appropriate action against any student, teacher,
31 administrator, volunteer, contractor, or other employee of the
32 District who is found to have violated this policy.
33

34
35 **IV. REPORTING PROCEDURE**
36

- 37 A. Any person who believes they have been the victim of bullying or
38 any other person (e.g. witness, parent, colleague) with knowledge
39 or belief of conduct that may constitute bullying is encouraged to
40 report the alleged acts immediately to an appropriate District official
41 designated by this policy. A person may report conduct they believe
42 to be bullying even if more than 24 hours have passed. A person
43 may report bullying anonymously.—However, the District's ability to
44 take action against an alleged bully based solely on an anonymous
45 report may be limited.
46
- 47 B. The District encourages the reporting party or complainant to use
48 the report form available from the principal of each building or
49 available from the District office, but oral reports shall be
50 considered complaints as well.
51

- 1 C. The building principal, the principal's designee, or the building
2 supervisor (hereinafter Building Report Taker) is the person
3 responsible for receiving reports of bullying at the building level.
4 Any person may report bullying directly to a District human rights
5 officer or the superintendent.—If the complaint involves the Building
6 Report Taker, the complaint shall be made or filed directly with the
7 superintendent or the District human rights officer by the reporting
8 party or complainant.
9
- 10 D. A teacher, school administrator, volunteer, contractor, or other
11 school employee shall be particularly alert to possible situations,
12 circumstances, or events that might include bullying.—Any such
13 person who receives a report of, observes, or has other knowledge
14 or belief of conduct that may constitute bullying shall inform the
15 Building Report Taker immediately.—District personnel who fail to
16 inform the Building Report Taker of conduct that may constitute
17 bullying in a timely manner may be subject to disciplinary action.
18
- 19 E. Reports of bullying are classified as private educational and/or
20 personnel data and/or confidential investigative data and will not be
21 disclosed except as permitted by law.
22
- 23 F. Submission of a good faith complaint or report of bullying will not
24 affect the complainant's or reporter's future employment, grades, or
25 work assignments, or educational or work environment.
26
- 27 G. The District will respect the privacy of the complainant(s), the
28 individual(s) against whom the complaint is filed, and the witnesses
29 as much as possible, consistent with the District's obligation to
30 investigate, take appropriate action, and comply with any legal
31 disclosure obligations.
32

33
34 **V. STAFF EXPECTATIONS**

35
36 Teachers and staff at Richfield Public Schools are expected to take the
37 following actions in order to prevent bullying and help students feel safe at
38 school:
39

- 40 A. Closely supervise students in all areas of the school and
41 playground;
42
- 43 B. Watch for signs of bullying and stop it when it happens;
44
- 45 C. Respond quickly and sensitively to bullying reports using an
46 appropriate response process;
47
- 48 D. Report bullying to the Building Report Taker;
49
- 50 E. Notify the Building Report Taker when efforts to address the
51 bullying prove unsuccessful;

- 1
2 F. Help create a school culture of respect and kindness by modeling
3 and fostering these traits.
4

5
6 **VI. INVESTIGATION**
7

- 8 A. Upon receipt of a complaint or report of bullying, the District shall
9 undertake or authorize an investigation by District officials or a third
10 party designated by the District within three school days of the
11 report. This process is overseen by the Building Report Taker.
12
13 B. The Building Report Taker may take immediate steps, at their
14 discretion, to protect the complainant, reporter, students, or others
15 pending completion of an investigation of bullying, consistent with
16 applicable law.
17

18
19 **VII. DISTRICT ACTION**
20

- 21 A. Upon completion of the investigation, the District will take
22 appropriate action. Such action may include, but is not limited to,
23 warning, suspension, exclusion, expulsion, transfer, remediation,
24 termination, or discharge. The primary purpose of such action is to
25 protect the student(s) who have been the target of bullying behavior
26 and to deter the prohibited behavior in the future. Disciplinary
27 consequences will be sufficiently severe to try to deter violations
28 and to appropriately discipline prohibited conduct. Remedial
29 responses to the bullying or other prohibited conduct shall be
30 tailored to the particular incident and nature of the conduct and the
31 student's developmental age and behavioral history. District action
32 taken for violation of this policy will be consistent with the
33 requirements of applicable collective bargaining agreements;
34 applicable statutory authority, including the Minnesota Pupil Fair
35 Dismissal Act; District policies; and regulations.
36
37 B. The District is not authorized to disclose to a victim private
38 educational or personnel data regarding an alleged bully who is a
39 student or employee of the District. School officials will notify the
40 parent(s) or guardian(s) of students involved in a bullying incident
41 of the incident and of action taken, to the extent permitted by law.
42 For purposes of notification presumed under this paragraph, a
43 parent or legal guardian may designate in writing to the school
44 another individual to be notified of the prohibited conduct.
45
46 C. Referral to Professional professional School school Support
47 support Staffstaff. A student who violates this policy may be asked
48 to meet with a school counselor or other staff to work on positive
49 behavioral interventions to help prevent future violations.
50
51 D. Referral to available community resources. The involved students

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1 and their parents will be given references to community resources
2 and support, as it is appropriate.

3
4 E. Individualized Education Plans or Section 504 Plans may address
5 the skills and proficiencies needed for students with disabilities to
6 engage in positive behaviors and respond appropriately to
7 prohibited conduct.

8
9 F. Staff ~~Consequences~~consequences.—A Richfield Public School
10 employee who fails to immediately and appropriately address
11 bullying may be asked to participate in additional staff training, may
12 be mentored, or may be disciplined. A staff member's repeated
13 failure to address bullying behavior may result in discipline up to
14 and including termination or discharge.

15
16
17 **VIII. REPRISAL**

18
19 The District will discipline or take appropriate action against any student,
20 teacher, administrator, volunteer, contractor, or other employee of the
21 District who retaliates against any person who makes a good faith report
22 of alleged bullying or against any person who testifies, assists, or
23 participates in an investigation, or against any person who testifies,
24 assists, or participates in a proceeding or hearing relating to such bullying.
25 Retaliation includes, but is not limited to, any form of intimidation, reprisal,
26 harassment, or intentional disparate treatment. Disciplinary consequences
27 will be sufficiently severe to deter violations and to appropriately discipline
28 the individual(s) who engaged in the prohibited conduct.

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29
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31 **IX. TRAINING AND EDUCATION**

32
33 A. The District annually will provide information and any applicable
34 training to District staff to prevent, identify, and respond to
35 prohibited conduct.

36
37 B. The District shall require ongoing professional development,
38 consistent with Minnesota Statutes, section 122A.60, to build the
39 skills of all school personnel who regularly interact with students to
40 identify, prevent, and appropriately address bullying and other
41 prohibited conduct.—Such professional development includes, but
42 is not limited to, the following:

43
44 1. Developmentally appropriate strategies both to prevent and
45 to immediately and effectively intervene to stop prohibited
46 conduct;

47
48 2. The complex dynamics affecting a student exhibiting bullying
49 behavior, target of bullying, and witnesses to prohibited
50 conduct;

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3. Research on prohibited conduct, including specific categories of students at risk for bullying others or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The District annually will provide education and information to students regarding bullying, including information regarding this District policy prohibiting bullying, appropriate reporting procedures for reporting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- D. The administration of the District is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.
- E. The District may implement violence prevention and character development education programs to prevent and reduce policy violations.—Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

X. NOTICE

- A. The District will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy must be conspicuously posted throughout each school building, in the administrative offices of the District, and in the office of each school.
- C. This policy must be distributed to each District or school employee and independent contractor, if the contractor regularly interacts with students, at the time of hiring or contracting with the District.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the District's or a school's website.

F. The District shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

Legal References:

[Minn. Stat. Ch. 13 \(Minnesota Government Data Practices Act\)](#)
Minn. Stat. § 120B.232 (Character Development Education)
[Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 \(Definitions\)](#)
[Minn. Stat. § 121A.03 \(Model Policy\)](#)
[Minn. Stat. §121A.031 \(School Student Bullying Policy\)](#)
[Minn. Stat. § 121A.0312 \(Malicious and Sadistic Conduct\)](#)
[Minn. Stat. § 121A.0311 \(Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act\)](#)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
~~Minn. Stat. §121A.031 (School Student Bullying Policy)~~
~~Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)~~
~~Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)~~
~~Minn. Stat. § 121A.03 (Model Policy)~~
~~Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)~~
~~Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)~~
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References:

Policy 103: Harassment Prohibition
Policy 108: Hazing Prohibition
Policy 111: Weapons on School Premises
Policy 409: Mandated Reporting of Child Neglect or Physical or Sexual Abuse
Policy 410: Mandated Reporting of Maltreatment of Vulnerable Adults
Policy 505: Student Disability Nondiscrimination
Policy 506: Student Sex Nondiscrimination
Policy 541: Student Behavior
Policy 581: Protection and Privacy of Pupil Records
Policy 582: Staff Notification of Violent Behavior by Students
Policy 742: Student Transportation Services
Policy 783: Video Surveillance

RATIFIED BY THE BOARD OF EDUCATION: July 16, 2007

REVISED BY THE BOARD OF EDUCATION: September 4, 2007; August 18, 2014; January 19, 2021; September 5, 2023; September 16, 2024

REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: August 16, 2021; September 6, 2022

ATTENTION
**DISTRICT 280 POLICIES AGAINST
HARASSMENT, VIOLENCE AND BULLYING**

1. ~~Everyone at District 280 in Richfield Public Schools has the right to a learning and working environment free from bullying, discrimination, harassment and violence based on an individual's race, creed, sex, marital status, national origin, age, color, religion, familial status, status with respect to public assistance, sexual or affectional orientation, gender identity and expression, disability, or membership or activity in a local commission as defined by Minn. Stat. § 363A.03.~~

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~~Everyone in Richfield Public Schools has a right not to be retaliated against for making good faith reports of bullying, discrimination, harassment, or violence.~~

~~has a right to feel respected and safe. Consequently, we want you to know about our policies to prohibit harassment, violence and bullying based upon any kind of legally protected classification.~~

2. ~~A harasser may be a student or an adult.~~ Harassment may include the following when related to race, color, creed, religion, national origin, sex, age, familial status, marital status, status with regard to public assistance, disability, sexual orientation, gender identity or expression, or any other class protected under the law:
- ~~name-name~~ calling, jokes or rumors;
 - pulling on clothing
 - graffiti;
 - notes or cartoons;
 - unwelcome touching of a person or clothing
 - offensive or graphic posters or book covers; or
 - any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

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~~3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer and Title IX Coordinator, Craig Holje.~~

~~3. Bullying is aggressive behavior that:~~

- ~~Involves an imbalance of power (e.g., physical strength, social status, or access to information).~~
- ~~Has happened more than once.~~

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Here's what parents/guardians can do:

1. If you suspect your child is bullying or harassing others, remember that appropriate consequences are important. Monitor their behavior and seek additional services to help your child build appropriate self-awareness and social skills. Remember, as a parent, you play a crucial role in this process. We can help!
2. If your child is being bullied or harassed, prompt reporting is critical. Consider seeking additional services to help your child build useful skills and feel empowered. We can help!
3. If your child witnesses bullying or harassment, prompt reporting is critical. Talk about the power of standing up for others by being an up-stander rather than just a bystander. Stress the importance of reporting bullying to a trusted adult,

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Here's what students can do:

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1. If you are bullying or harassing others, that's not okay. Students who bully will receive consequences and be monitored. You can learn better skills to meet your needs and be a true leader.
2. If you feel you're being bullied or harassed, tell the bully to stop and walk away. Let an adult know immediately—suffering in silence is not okay. We want to listen, help you build confidence, and teach you skills to make you feel more in control at school.
3. If you witness bullying or harassment, tell the bully what they're doing is not cool. Stand up for others - be an up-stander, not a bystander. Report what you see to an adult. We'll all work together to make a difference.

Here's what we'll do at school:

1. Any school staff member will respond immediately when witnessing aggression, harassment or bullying. They'll let the aggressor know it's unacceptable and refer the aggressor for discipline and services.
2. A staff member will respond immediately to a student who is being bullied or harassed and refer the student for services that can help build skills and reduce feelings of isolation.
3. As part of the monitoring and follow-up process, a staff member will ask witnesses to report if bullying or harassment occurs again.
- ~~4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer/Title IX Coordinator.~~
- ~~5. Your right to privacy will be respected as much as possible.~~
- ~~6. We take seriously all reports of harassment, violence or bullying and will take all appropriate actions based on your report.~~
- ~~7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.~~
8. This is a summary of the ~~School~~-District policies against harassment, violence, and bullying. ~~Complete~~ policies are available in the ~~district-District office-Office~~ upon request or on the ~~district-District~~ website: www.richfieldschools.org

**HARASSMENT, VIOLENCE, AND BULLYING AGAINST A PROTECTED CLASS ARE AGAINST THE LAW.
DISCRIMINATION IS AGAINST THE LAW.**

CONTACT: **CRAIG HOLJE**
HUMAN RIGHTS OFFICER/TITLE IX COORDINATOR
401 70TH STREET W. (DOOR #26)
RICHFIELD, MN 55423
PHONE: **612-798-6031**

RICHFIELD PUBLIC SCHOOLS – ISD #280
HARASSMENT, VIOLENCE AND BULLYING REPORT FORM
General Statement of Policies Prohibiting Harassment, Violence, and Bullying

Richfield Public Schools prohibits harassment, violence, discrimination and bullying in all forms, including but not limited to that which occurs on the basis of a person's actual or perceived race, color, creed, religion, national origin, sex, age, marital status, familial

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status, status with regard to public assistance, sexual orientation, gender identity or expression, disability, or any class protected under the law. If you or someone you know has experienced harassment, violence, discrimination, or bullying at school or at any school-related event for any reason, please complete this reporting form to have the incident(s) investigated by the District. ~~Any student, parent/guardian, or district~~ District employee may complete this form and return it to any administrator.

Retaliation against any individual who makes a report or who participates or assists in an investigation of harassment, violence, discrimination, or bullying is strictly prohibited.

Use this form to report incidents that happened:
On school property.

- At a school-sponsored event (on or off campus).
- On the bus or traveling to/from school.
- Online (social media, text, etc.) during the current school year.

An administrator will review your report within 24 hours.

You may also:

- Complete the online bullying and harassment report form on the RPS website.
- Email or call your school principal.
- Contact Craig Holje, Human Rights Officer/Title IX Coordinator,

1. Preliminary Information

Date of Report: _____
 Name of Person Making Report: _____
 I am a: Student Parent/Guardian Staff Member Other
~~Daytime~~ Phone _____ Email _____

2. Description of Incident:

Date of ~~Alleged the~~ Incident(s) _____

Approximate Time of the Incident: _____

Location of the Incident: _____

How did you become aware of the incident?

- I was involved in the incident.
- I witnessed the incident.
- I heard about it from someone else.

~~Please provide the name(s) of all persons (including yourself, if applicable) who were the target of the harassment, discrimination, violence or bullying.~~ Name(s), grade(s) or description of the person(s) who was/were harmed. Please list all: _____

School/building where the person who was harmed attends/works: _____

~~Please provide the name(s) and/or descriptions of all individuals (students, school employees, school visitors, or others) who engaged or participated in the alleged discrimination, harassment, or bullying (if known).~~ Name(s), grade(s) or description of the person(s) who caused the harm. Please list all: _____

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1 School/building where the person who caused harm attends/works:
2 Where and when did the incident(s) occur (please be specific)? _____
3 _____
4 _____

5 List any witnesses ~~who were present~~, including adults, if any: _____
6 _____
7 _____
8 _____
9 _____

10 What did the person(s) do or say? Check all that apply.

- 11 Shoved or pushed
- 12 Hit, kicked or punched
- 13 Threatened
- 14 Stole or damaged possessions
- 15 Excluded
- 16 Teased
- 17 Graffitied
- 18 Told lies or spread rumors
- 19 Stared or leered
- 20 Intimidated or extorted
- 21 Made a demeaning comment
- 22 Inappropriately touched
- 23 Cyberbullied via text message
- 24 Cyberbullied via email
- 25 Cyberbullied via social media
- 26 Other

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27
28 Did the incident include mean comments related to any of the following about the person
29 who was harmed or others? Check all that apply.

- 30 No mean comments were made
- 31 Physical appearance
- 32 Academic performance
- 33 Race/ethnicity or perceived race/ethnicity
- 34 Gender or gender expression
- 35 Religious or cultural beliefs
- 36 Sexual orientation or perceived sexual orientation
- 37 Other protected class

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38
39 How many times has the incident occurred? _____

40
41 Were you (or the person harmed) able to say "no" or "stop?" If so, how did you
42 communicate this? _____

43
44
45 Have you already reported this incident to anyone in authority? If so, who? _____

46
47
48 Detailed Description of Incident Provide any other important details about the incident:
49 (Attach additional pages if necessary.) _____

50 _____
51 _____
52 _____
53 _____

By signing below, I am stating that all of the information I have provided is true, accurate, and complete to the best of my knowledge:

Complaint Signature _____ Date _____

Received by _____ Date _____

Bullying and Harassment Incident Report Form
Elementary Students

Your name: _____

Grade: _____

Student who was harmed: _____

Student(s) who did harm: _____

What did this student do or say (circle all that apply):

Shoved/pushed Hit/kicked/punched Threatened Stole/damaged possessions
Excluded Teased Writing/graffiti Told lies/false rumors Stared/leered
Intimidated/extorted Demeaning comments Inappropriate touching
Other: _____
Cyberbullying using: Text messages Email Social Media

Where did this happen (circle all that apply):

Hallway Classroom Lunch room Recess PE Music Art Media
STEM Bathroom Bus stop On bus After school program
Other: _____

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**RICHFIELD PUBLIC SCHOOL – I.S.D. #280
HARASSMENT, VIOLENCE AND BULLYING
INVESTIGATION INTAKE AND REPORT FORM
(To be completed by appropriate administrator)**

1. Investigation Summary

Date of Intake Review _____

Name & Title of Person Conducting Review: _____

2. Initial Category of Claim

_____ Harassment (Non-sexual) _____ School Related _____

_____ Violence _____ Outside of School Only _____

_____ Discrimination (Not on the basis of sex) _____ Electronic Communication _____

_____ Bullying _____

_____ Sexual Harassment or Sex Discrimination _____

3. Action(s) Recommended (check all that apply)

_____ Formal Investigation _____ Refer to Outside Agency _____

_____ Refer to Student Services _____ Agency Name: _____

_____ Monitor _____

_____ Report to District Human Rights Officer/Title IX Coordinator _____

_____ Contact Parent/Guardian _____

_____ Other: _____

Reason for determination of action recommended: _____

4. Formal Investigation Summary:

Please provide the name(s) of all persons interviewed as part of the investigation _____

Detailed Description of Incident (Attach additional pages if necessary.) _____

Final Action Taken (Attach additional pages if necessary.) _____

Received by _____

Date _____

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Richfield Public Schools Summary of Policy 113: Bullying Prohibition

It is the intent of Richfield Public Schools to prevent bullying, and to take action to investigate, respond, remediate, and discipline acts of bullying ~~which that~~ have not been successfully prevented. ~~Richfield Public Schools~~ defines bullying as “repeated behavior by a student or a group of students that is intended to cause or is perceived as causing another student or a group of students to feel frightened, threatened, intimidated, humiliated, shamed, disgraced, ostracized, or physically abused.” Bullying that is addressed in this policy substantially interferes with the targeted student’s or students’ educational benefits, opportunities, or performance. ~~Bullying~~ takes many forms, and can occur via physical, verbal, social-relational, electronic or other forms of interactions or communication, including cyberbullying, where an imbalance of power is implied. ~~It~~ includes conduct that interferes with the mission or operations of the District, and also the misuse of technology – committed on or off District property and with or without the use of District resources - that hurts or defames a student, students, or employees. The term “bullying” also specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

Bullying, by either an individual student or a group of students, is expressly prohibited on all District property or at school-related functions. ~~This policy~~ applies not only to students who directly engage in the act of bullying, but also to students who, through their indirect behavior, condone or support another student’s or students’ act of bullying.

No ~~district~~ District employee or District volunteer shall permit, condone or tolerate bullying. ~~The consequences~~ for students who commit acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone or tolerate bullying, or who engage in reprisal or false reporting of bullying may result in disciplinary action up to and including termination or discharge. ~~The District~~ will act to investigate *all* complaints of bullying in a timely manner and will take appropriate action against any student, staff member, volunteer, or contractor who is found to have violated the Bullying Prohibition Policy.

Any person who believes they have been the victim of bullying or any other person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate District official designated to receive the reports at school, which is the building principal or their designee, or the building supervisor (herein called the Building Report Taker). ~~Reports of bullying~~ are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

Filing a complaint or report of bullying will in no way affect the reporter’s future employment, grades, or work assignments, or educational work environment. ~~The District~~ will respect the privacy of all involved parties as much as possible, but the District shall undertake or authorize an investigation by District officials or a third party designated by the District within **three school days of the report**. ~~While this investigation~~ is in process, the Building Report Taker may take immediate steps at their discretion to protect the reporter, the alleged victim, students or others. ~~Upon completion of the investigation~~, the District will take appropriate action ~~which that~~ may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. ~~Such action~~ will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; District policies; and regulations. This policy protects all those involved in the reporting and investigation from any and all acts of retaliation, including intimidation, reprisal, harassment, or intentional harmful treatment.

The District will annually provide information and any applicable training to District staff regarding this policy, and will provide education and information to students regarding bullying, including the information found in this policy about reporting procedures.

For more information on Richfield Public Schools’ Bullying Prohibition Policy, view Board Policy 113 at richfieldschools.org/about/policies.

Adopted: _____

MSBA/MASA Model Policy 514

Orig. 2003

Revised: _____

Rev. 2025

514 BULLYING PROHIBITION POLICY

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

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
 - 1. on the school premises, at the school functions or activities, on the school transportation;
 - 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 - 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also

applies to sexual exploitation.

- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- J. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher,

administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

- F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.
- H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- I. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include

bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and the student's developmental age and behavioral history. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

[NOTE: The language added above appears in Minnesota Statutes, section 121A.031.]

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent or guardian of students who are targets of bullying or other prohibited conduct and the parent or guardian of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law. For purposes of notification presumed under this paragraph, a parent or legal guardian may designate in writing to the school another individual to be notified of the prohibited conduct.

[NOTE: The 2025 Minnesota legislature added the final sentence to Minnesota Statutes, section 121A.031.]

- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct.

[NOTE: The deleted language appears in Article V. above.]

VII. TRAINING AND EDUCATION

- A. Consistent with its applicable policies and practices, the school district must discuss this policy with students, school personnel and volunteers and provide appropriate training for all school district personnel to prevent, identify, and respond to prohibited conduct. The school district must establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes, section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and

- 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. Article II, paragraph D, regarding malicious and sadistic conduct must be conspicuously posted throughout each school building.
- C. This policy shall be conspicuously posted in the administrative offices of the school and school district in summary form.
- D. This policy must be distributed to each school district or school employee and independent contractor, if the contractor regularly interacts with students, at the time of employment with the district or the school.
- E. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- F. This policy shall be available to all parents and other school community members in an electronic format in the languages appearing on the school district's or a school's website, consistent with the district policies and practices.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.
- H. The school district designates [insert name of staff member] as the primary contact person in the school building to receive reports of prohibited conduct

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

NEW BUSINESS - FOR ACTION

AGENDA ITEM VI.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 15, 2025

**SUBJECT: AUTHORIZATION FOR BOARD MEMBER TO SUBSTITUTE / BE
EMPLOYED ON A CASUAL / TEMPORARY BASIS**

(Recommended by the superintendent)

That the board of education authorize board member Ken Liss to be employed as a substitute teacher during the 2025-2026 school year.

Background Information

(Prepared by Craig Holje)

Member Liss has been employed as a substitute teacher for the past several years.

The maximum amount that can be earned in one fiscal year by a board member, according to Minnesota State Statute 123B.195, is \$20,000. A majority of the school board must approve the employment at a board meeting at which all board members are present.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 15, 2025

SUBJECT: PROPOSED LEVY CERTIFICATION 2025 PAYABLE 2026

(Recommended by the superintendent)

That the board of education certify the “Maximum” for the levy allowed in each category and authorize the school board clerk to sign the preliminary levy certification. In addition, it is recommended that the board of education establish the Truth in Taxation Presentation to be scheduled for December 1, 2025 at the regular scheduled meeting which begins at 7 pm in the boardroom of the District Office at 401 West 70th Street, Richfield, Minnesota.

Background Information

The school district, as a “taxing authority”, must certify its preliminary or “proposed levy” payable in 2026, to the county auditor and the Minnesota Department of Education (MDE) on or before September 30 of each year. The recommendation is to certify the “Maximum” levy at this time which gives the district the flexibility to make any changes affecting the levy which may occur between now and when we certify the final levy in December. The District is required to schedule a “Truth in Taxation Presentation” at a regularly scheduled board meeting between November 24, 2026 and before the final levy is adopted (prior to December 29, 2025). At this meeting the board must discuss the Payable 2026 Levy and FY 2026 budget and allow the public to speak.

Attached:

Levy Certification

RICHFIELD PUBLIC SCHOOLS

REVENUE SUMMARY

Preliminary Levy Certification Payable 2026

As of September 10, 2025

9/11/2025

	FY25 2023 Pay 24 2024-25	FY26 2024 Pay 25 2025-26	FY27 2025 Pay 26 2026-27	Dollar Change
1 GENERAL FUND				
2 Equity	\$244,834.10	\$394,867.33	\$292,857.35	(\$102,009.98)
3 Operating Capital	\$877,433.26	\$883,018.41	\$841,821.72	(\$41,196.69)
4 Deferred Maintenance	\$0.00	\$0.00	\$0.00	\$0.00
5 Alternative Teacher Comp	\$362,800.85	\$356,028.16	\$362,031.67	\$6,003.51
6 LCTS Levy	\$0.00	\$0.00	\$0.00	\$0.00
7 Achieve & Integration	\$324,051.90	\$337,380.11	\$325,396.92	(\$11,983.19)
8 Referendum	\$9,414,154.77	\$10,129,202.93	\$9,665,279.00	(\$463,923.93)
9 Referendum - Technology	\$4,777,993.00	\$4,982,131.85	\$4,972,515.14	(\$9,616.71)
10 Local Optional Levy	\$3,138,889.32	\$3,282,210.56	\$3,019,840.20	(\$262,370.36)
11 Safe Schools	\$220,526.55	\$224,562.18	\$221,199.75	(\$3,362.43)
12 Student Achievement Levy	\$0.00	\$0.00	\$0.00	\$0.00
13 Health and Safety	\$0.00	\$0.00	\$0.00	\$0.00
14 LT Facilities	\$1,658,994.15	\$1,773,303.92	\$1,635,349.00	(\$137,954.92)
15 OPEB Benefits	\$423,792.97	\$444,522.76	\$301,466.63	(\$143,056.13)
16 Building/ Lease	\$804,695.04	\$724,657.60	\$630,748.65	(\$93,908.95)
17 Health Benefits	(\$9,894.00)	\$76,638.00	\$394.00	(\$76,244.00)
18 Re-employment Ins.	\$130,770.94	(\$1,109.20)	\$60,194.24	\$61,303.44
19 Career Technical	\$171,395.95	\$143,881.93	\$160,206.33	\$16,324.40
20 Abatement & Other Adjustment	\$167,262.74	(\$49,973.73)	\$724,197.59	\$774,171.32
21 LEVY TOTAL	\$22,707,701.54	\$23,701,322.81	\$23,213,498.19	(\$487,824.62)
38 COMMUNITY EDUCATION FUND				
39 Basic Levy	\$313,585.23	\$280,959.23	\$251,391.75	(\$29,567.48)
40 Early Child & Family	\$158,688.31	\$169,997.71	\$125,452.24	(\$44,545.47)
41 Home Visiting	\$6,385.84	\$7,500.16	\$6,265.80	(\$1,234.36)
42 Disabled Adults	\$5,017.36	\$4,515.11	\$4,018.41	(\$496.70)
43 School-Age Care	\$0.00	\$0.00	\$30,000.00	\$30,000.00
44 Abate/Excess Fund Bal Adj	\$3,886.80	\$2,990.51	\$22,657.11	\$19,666.60
45 LEVY TOTAL	\$487,563.54	\$465,962.72	\$439,785.31	(\$26,177.41)
54 DEBT SERVICE FUND				
55 Debt Levy	\$3,903,008.00	\$5,174,033.00	\$4,962,983.00	(\$211,050.00)
56 Debt Excess	(\$396,089.91)	(\$477,016.31)	(\$436,228.09)	\$40,788.22
57 LT Facilities Debt Service	\$4,161,873.00	\$2,970,752.00	\$2,529,227.00	(\$441,525.00)
58 Abatement Adjustment Debt	\$70,645.39	\$83,290.68	\$450,777.63	\$367,486.95
59 Alternative Bond	\$0.00	\$239,873.00	\$238,823.00	(\$1,050.00)
60 OPEB Bond	\$2,122,785.00	\$2,122,890.00	\$2,893,013.00	\$770,123.00
61 Debt Excess (OPEB)	(\$85,314.20)	(\$89,971.05)	(\$57,145.50)	\$32,825.55
62 Abatement Adjustment (OPEB)	\$21,097.09	\$23,106.52	\$114,183.42	\$91,076.90
63 LEVY TOTAL	\$9,798,004.37	\$10,046,957.84	\$10,695,633.46	\$648,675.62
67 LEVY GRAND TOTAL	\$32,993,269.45	\$34,214,243.37	\$34,348,916.96	\$134,673.59



Levy Certification

Taxes Payable 2026
0280-01-000-000 Richfield Public School District
craigholje
Maximum

[Validate/Certify Levy](#)

Validate/Certify Levy

Levy certification data has been successfully submitted electronically to MDE. Print certification report using navigation bar at the left. Send signed form to home county auditor, with a copy to MDE, by due date. Please submit your Certification of Truth-in-Taxation Compliance form to the Department of Revenue (<https://www.revenue.state.mn.us/truth-taxation>).

Submit Levy

Your levy data was submitted.

District Levy Summary

Subtotals By Levy Category

Title	Limit	Proposed	Certified
GENERAL - RMV VOTER	9,665,279.00	9,665,279.00	0.00
GENERAL - RMV OTHER	3,312,697.55	3,312,697.55	0.00
GENERAL - NTC VOTER	4,972,515.14	4,972,515.14	0.00
GENERAL - NTC OTHER	5,263,006.50	5,263,006.50	0.00
COMMUNITY SERVICE - NTC OTHER	439,785.31	439,785.31	0.00
GENERAL DEBT - NTC VOTER	5,133,721.39	5,133,721.39	0.00
GENERAL DEBT - NTC OTHER	2,611,861.15	2,611,861.15	0.00
OPEB DEBT - NTC VOTER	0.00	0.00	0.00
OPEB DEBT - NTC OTHER	2,950,050.92	2,950,050.92	0.00

Subtotals By Fund

Title	Limit	Proposed	Certified
GENERAL FUND	23,213,498.19	23,213,498.19	0.00
COMMUNITY SERVICES FUND	439,785.31	439,785.31	0.00
GENERAL DEBT SERVICE FUND	7,745,582.54	7,745,582.54	0.00
OPEB/PENSION DEBT SERVICE FUND	2,950,050.92	2,950,050.92	0.00

Subtotals By Tax Base

Title	Limit	Proposed	Certified
REFERENDUM MARKET VALUE	12,977,976.55	12,977,976.55	0.00
NET TAX CAPACITY	21,370,940.41	21,370,940.41	0.00

Subtotals By Truth In Taxation Category

Title	Limit	Proposed	Certified
VOTER APPROVED	19,771,515.53	19,771,515.53	0.00
OTHER	14,577,401.43	14,577,401.43	0.00

Total Levy

Title	Limit	Proposed	Certified
TOTAL LEVY	34,348,916.96	34,348,916.96	0.00

Minnesota Department of Education
Levy Limitation and Certification Report
2025 Payable 2026

District Number-Type: 0280-01
District Name: Richfield Public School District
Home County: Hennepin County

Date Printed: 9/11/25
Limits Updated: 9/11/25
Proposed Submitted: 9/11/25

LIMIT

PROPOSED

SUBTOTALS BY LEVY CATEGORY

- GENERAL - RMV VOTER
- GENERAL - RMV OTHER
- GENERAL - NTC VOTER
- GENERAL - NTC OTHER
- COMMUNITY SERVICE - NTC OTHER
- GENERAL DEBT - NTC VOTER
- GENERAL DEBT - NTC OTHER
- OPEB DEBT - NTC VOTER
- OPEB DEBT - NTC OTHER

The School Board has voted to certify the MAXIMUM levy authority.

After October 1st, the county auditor should consult the Minnesota Department of Education (MDE) website for the district's current levy limitation and use this amount for the Truth in Taxation notices.

SUBTOTALS BY FUND

- GENERAL FUND
- COMMUNITY SERVICES FUND
- GENERAL DEBT SERVICE FUND
- OPEB/PENSION DEBT SERVICE FUND

If there is a change to the district's levy limitation after October 1st, the county will be notified by MDE via email. Before finalizing tax computations for the Truth in Taxation notices, counties should double check the MDE website to be sure no changes have been made to the district's levy limitation that the county is not already aware of through this email process.

SUBTOTALS BY TAX BASE

- REFERENDUM MARKET VALUE
- NET TAX CAPACITY

SUBTOTALS BY TRUTH IN TAXATION CATEGORY

- VOTER APPROVED
- OTHER

TOTAL LEVY

- TOTAL LEVY

The school district must submit the completed original of this form to the home county auditor by September 30, 2025. A duplicate form must be submitted to Minnesota Department of Education, School Finance Division, 400 NE Stinson Blvd., Minneapolis, MN 55413, by October 7, 2025.

The certified levy listed above is the levy voted by the school board for taxes payable in 2026.

Signature of School Board Clerk

Date of Certification

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 15, 2025

SUBJECT: AFTER SCHOOL CARE PROGRAM AT CENTENNIAL ELEMENTARY SCHOOL

(Recommended by the superintendent)

That the board of education authorize RPS Community Education to open an after school childcare program at Centennial Elementary School.

Background Information

(Prepared by Amy Skare-Kleckler & Craig Holje)

Richfield Schools has been a partner with Beacons, a federal 21st Century Grant program, with the YMCA and Boys and Girls Club of the Twin Cities, for the past 6 years. That grant had expired and Richfield had partnered to submit a new application to continue the program in the District for this year. The notification of the award was delayed due to a federal funding freeze, and the District recently received notification that no award will be made for the new cohort for the 25-26 school year. This program has supported the after school program at Centennial and without the grant, has left Centennial without an after school program.

To address this need, the District has been pursuing opportunities to ensure families have this needed programming at Centennial Elementary School. Based on limited other options and a desire to offer a quality program, the recommendation is to offer a school age care program through Richfield Community Education.

The District plans to offer a sliding fee for the program with \$20 per day for each student who does not qualify for educational benefits. The fee would be reduced to \$15 or \$10 per day for students eligible for reduced or free benefits respectively.

As indicated in the presentation earlier today, it is anticipated that the budget would be approximately \$115,000. While this is typically covered by registration fees, due to the desire to offer a sliding fee scale as well as the rapid development of this program resulting in uncertainty regarding exact registration and fee eligibility, it is anticipated that general funds will be required to cover a portion of the costs for this program.

Board of Education
 Independent School District 280
 Richfield, Minnesota

Regular Meeting, September 15, 2025

Subject: Property, Liability, Fleet, Professional and Faithful Performance and Cyber Liability Insurance

(Recommended by the superintendent)

That the board of education authorize the administration to retain the current carriers for the Property, Liability, Fleet, Professional, Faithful Performance and Cyber Insurance coverage as indicated below.

Coverage	Carrier	24/25	25/26
Property/Boiler & Machinery	Chubb Insurance – Federal Ins. Company	\$354,795	\$367,741
Inland Marine	Hanover Insurance Company	\$2,331	\$2,331
General Liability/EBL	Hanover Insurance Company	\$36,460	\$39,729
Auto Liability/Damage	Hanover Insurance Company	\$173,157	\$131,663
Umbrella Liability	Hanover Insurance Company	\$36,685	\$42,068
Crime/Bond	Travelers Casualty and Surety Company	\$3,175	\$3,334
Educators Legal Liability / D&O / EPLI - Primary	Superior Specialty Insurance Company	\$26,968	\$26,968
Educators Legal Liability / D&O / EPLI Excess	Indian Harbor Insurance Company	\$12,088	\$12,088
Professional Liability	Evanston Insurance Company	\$12,300	\$13,520
Cyber Liability	Travelers Casualty and Surety Company	\$21,210	\$21,021
	Total	\$679,169	\$660,462

Background Information

(Prepared by Craig Holje)

The administration has worked with Steve Gillette and Debbie Thurner from Dolliff Insurance, the District insurance consultant, to renew our property, liability, fleet, professional and faithful performance insurance coverage for 2025-2026. The 2025-2026 insurance premium renewal for this series of plans is expected to be \$660,462, which is a \$18,707 decrease or 2.75% less than the 2024-2025 premium.

The District has increased property values associated with inflation as well as updated our equipment details and other student and employee information. The largest premium increase percentages were in the general liability, umbrella and school psychologist professional liability policies. The largest decrease was in the automobile policy.

Additional details including a summary of coverage and recommendations with analysis is attached.

An Insurance Program Prepared For

Richfield Public Schools, ISD #280
District Office – Door 26
401 70th Street West
Richfield, MN 55423

Presented To:

Craig Holje
Chief Human Resources and Administrative Officer

Policy Period:

October 1, 2025 – October 1, 2026



DOLLIFF INSURANCE

since 1929

10900 Wayzata Blvd., Suite 250
Minnetonka, MN 55305
Phone: 952-593-7400
Fax: 952-593-7444
Toll Free: 800-338-3531
www.dolliff.com

DOLLIFF TEAM

Agent: Steve Gillette

DD# (952)593-7421

E-Mail: sgillette@dolliff.com

Account Executive: Debbie Thurner

DD# (952)593-7417

E-Mail: dthurner@dolliff.com

Finance: Rochelle Cossette

DD# (952)593-7411

E-Mail: rcossette@dolliff.com

SECTION 1

MEMORANDUM

Date: September 10, 2025

To: Craig Holje
Chief H.R. and Administrative Officer

From: Steve Gillette
Agent of Record

RE: October 1, 2025 Insurance Renewal

.....

Attached please find the 2025-2026 insurance program, a premium comparison versus 2024-2025, a detailed outline of the coverages provided and the changes we made.

Exposure Changes:

- The vehicle fleet was updated. Buses are newer and more expensive
- Liability exposures were updated
- Equipment schedule was updated
- Building and contents values were increased by 4%. This maintains the integrity of the property limits by adjusting for inflation

Coverage Changes:

- The property rate, per \$100 of values, is now \$.10177. This is down from the 24/25 rate of \$.10199.
- Chubb's property includes a 1% wind/hail deductible subject to a minimum of \$100,000 per premise
- Chubb's property includes a flood deductible of \$50,000 per premise for all locations except Sheridan Hills Elementary and Centennial Elementary in which a \$100,000 per premise deductible applies.
- The property limit structure has been changed to reflect a separate blanket building limit and a separate blanket contents limit. This will be beneficial in the event of a wind/hail claim.

Notes:

- Electronic Data Processing Equipment continues to be included in the blanket contents limit
- Extra Expense coverage remains at \$10,000,000 and applies on a blanket basis
- The general liability and auto liability limits remain at \$1,000,000
- The umbrella limit remains at \$5,000,000

Prepared by:

Steve Gillette
Dolliff Insurance

SECTION 2

PREMIUM COMPARISON

Coverage	2024/25	2025/26
Property/Boiler & Machinery	\$354,795	\$367,741
Inland Marine	\$2,331	\$2,331
General Liability/EBL	\$36,460	\$39,729
Auto Liability	\$173,157	\$131,663
Umbrella Liability	\$36,685	\$42,068
Educators Legal Liab/D&O/EPLI - Primary	\$26,968	\$26,968
Educators Legal Liab/D&O/EPLI - Excess	\$12,088	\$12,088
School Psychologists Professional Liability	\$12,300	\$13,520
Crime	\$3,175	\$3,334
Cyber Liability	\$21,210	\$21,021
TOTAL	\$679,169	\$660,462

EXPOSURE/PREMIUM COMPARISON

Description	2024/25	2025/26	% Change
Property including Boiler & Machinery			
Total Insurable Property Values	\$ 337,833,399	\$ 351,346,737	4.00%
Total Extra Expense Limit	\$ 10,000,000	\$ 10,000,000	0.00%
Premium	\$ 354,795.05	\$ 367,740.60	3.65%
Inland Marine			
Total Inland Marine/Equipment Values	\$ 532,381	531,681	-0.13%
Premium	\$ 2,331.00	\$ 2,331.00	0.00%
General Liability/EBL			
Teachers**	324	324	0.00%
Students: PreK-8th Grade	2,885	2,670	-7.45%
Students: 9th Grade - 18+	1,300	1,308	0.62%
Stadium Receipts	\$ 32,885	\$ 34,820	5.88%
Premium	\$ 36,460.00	\$ 39,729.00	8.97%
Automobile			
Number of Power Units	44	43	-2.27%
Number of Trailers	7	7	0.00%
Premium	\$ 173,157.00	\$ 131,663.00	-23.96%
Umbrella			
Limit	\$ 5,000,000	\$ 5,000,000	0.00%
Premium	\$ 36,685.00	\$ 42,068.00	14.67%
Educators Legal Liability/D&O/EPL			
Total Number of Employees	762	749	-1.71%
Student Enrollment	4,658	4,457	-4.32%
Total Revenues	\$ 83,721,180	\$ 89,707,386	7.15%
Expenditures	\$ 82,586,149	\$ 90,826,785	9.98%
\$2M Primary Limit Premium	\$ 26,967.68	\$ 26,967.68	0.00%
\$1M Excess \$2M Limit Premium	\$ 12,088.31	\$ 12,088.31	0.00%
School Psychologists Professional Liab			
Limit	\$ 1,000,000	\$ 1,000,000	0.00%
# of Psychologists/Social Workers	13	17	30.77%
Premium	\$ 12,299.88	\$ 13,519.88	9.92%

**Teacher includes anyone who has regular contact with students, ie. teachers, para's, coaches. 2 part time employees will count as 1 full time equivalent

EXPOSURE/PREMIUM COMPARISON - Continued

Description	2024/25	2025/26	% Change
Crime			
Employee Dishonesty Limit	\$ 500,000	\$ 500,000	0.00%
Premium	\$ 3,175.00	\$ 3,334.00	5.01%
Cyber			
Limit	\$ 1,000,000	\$ 1,000,000	0.00%
Premium	\$ 21,210.00	\$ 21,021.00	-0.89%
TOTAL	\$ 679,168.92	\$ 660,462.47	-2.75%

SECTION 3

PREMIUM/LOSS HISTORY

Policy Type	Policy Term	Premium	Losses	Loss Ratio
Property - Chubb	10-1-2024/25	\$354,795	\$0	0.00%
	10-1-2023/24	\$315,126	\$0	0.00%
	10-1-2022/23	\$255,545	\$37,511	14.68%
		\$925,466	\$37,511	4.05%
General Liab/Inland Marine - Hanover	10-1-2024/25	\$38,791	\$50,000	128.90%
	10-1-2023/24	\$35,052	\$30,000	85.59%
	10-1-2022/23	\$34,146	\$0	0.00%
		\$107,989	\$80,000	74.08%
Package - Hanover	10-1-2021/22	\$271,226	\$50,835	18.74%
	10-1-2020/21	\$222,410	\$0	0.00%
	10-1-2019/20	\$193,956	\$339,827	175.21%
		\$687,592	\$390,662	56.82%
Auto - Hanover	10-1-2024/25	\$173,157	\$36,804	21.25%
	10-1-2023/24	\$140,826	\$26,789	19.02%
	10-1-2022/23	\$108,274	\$48,333	44.64%
	10-1-2021/22	\$94,716	\$83,601	88.26%
	10-1-2020/21	\$87,361	\$70,393	80.58%
		\$604,334	\$265,920	44.00%
Umbrella - Hanover	10-1-2024/25	\$36,685	\$0	0.00%
	10-1-2023/24	\$32,993	\$0	0.00%
	10-1-2022/23	\$30,479	\$0	0.00%
	10-1-2021/22	\$29,057	\$0	0.00%
	10-1-2020/21	\$24,577	\$0	0.00%
		\$153,791	\$0	0.00%
TOTAL		\$2,479,172	\$774,093	31.22%

SECTION 4

MULTI YEAR PREMIUM HISTORY

Policy Type	2021/22	2022/23	2023/24	2024/25	2025/26
Property/Boiler & Mach	\$237,941	\$255,545	\$315,126	\$354,795	\$367,741
Inland Marine	\$2,365	\$2,544	\$2,547	\$2,331	\$2,331
General Liability/EBL	\$30,920	\$31,602	\$32,505	\$36,460	\$39,729
Auto	\$94,716	\$108,274	\$140,826	\$173,157	\$131,663
Umbrella Liability	\$29,057	\$30,479	\$32,993	\$36,685	\$42,068
Educators Legal Liab/D&O/EPL	\$24,369	\$27,470	\$33,823	\$39,056	\$39,056
Professional Liability	\$11,554	\$11,781	\$12,012	\$12,300	\$13,520
Crime	\$3,036	\$3,175	\$3,175	\$3,175	\$3,334
Cyber Liability	\$18,659	\$21,548	\$21,745	\$21,210	\$21,021
Sub-Totals	\$452,617	\$492,418	\$594,752	\$679,169	\$660,463
Work Comp	\$420,394	\$404,341	\$459,639	\$477,287	\$465,131
TOTAL	\$873,011	\$896,759	\$1,054,391	\$1,156,456	\$1,125,594

Notes:

- The General Liability exposures have been updated
- The fleet has newer more expensive vehicles
- 5 Year auto loss ratio with Hanover 44%
- Equipment schedule was updated
- Property values have increased

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 15, 2025

Subject: Purchasing

(Recommended by the superintendent)

A first read of Policy 715: Purchasing and Administrative Guideline 715.1. The policy establishes the District's values related to purchasing. The guideline shares details on conflicts of interest, procurement processes, and more.

Attachments:

Policy 715: Purchasing

Administrative Guideline 715.1

MSBA Model Policy 721: Uniform Grant Guidance Policy Regarding Federal Revenue Sources

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RICHFIELD PUBLIC SCHOOLS

PURCHASING

I. PURPOSE

The purpose of purchasing is to support the education program of the district by providing necessary supplies, equipment and services. District purchases must be made in accordance with state and federal laws for public purpose that benefits the public and is directly related to the school district's mission to education students.

II. PURCHASING

The School Board directs the Superintendent, or designee, to develop and maintain an efficient purchasing system for all supplies, equipment and materials in accordance with state and federal laws and accepted purchasing practices. Purchasing transactions will be authorized on properly approved invoices, signed purchase orders or administrated by procurement cards (P-Card) through the Finance and Business Services Department. Purchasing or the incurrence of obligations on behalf of the School District may only be made within the framework of the School Board adopted budgets.

The School Board believes in the philosophy of community partnerships which includes establishing effective working relationships with businesses located within the School District. The District will first consider, local partnerships if quality, cost, and service are comparable.

The Superintendent, Chief Human Resources and Administrative Officer, Assistant Superintendent and/or Executive Director of Special Programs are authorized to approve and sign contracts.

III. CONFLICT OF INTEREST

Employees, including School Board members, who are in a position to make or influence purchasing decisions, shall actively avoid the appearance of or the fact of conflicting interest:

- They shall discharge their duties without favor and shall refrain from engaging in any outside matters of financial or personal interest incompatible with the impartial and objective performance of their duties.
- They shall not, directly or indirectly, seek or accept personal gain which would influence, or appear to influence, the conduct

1 of their official duties.

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- They shall not use public property or resources for personal or political gain.

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Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)

8

Minn. Stat. § 10A.071, Certain gifts by lobbyists and

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principals prohibited Minn. Stat. § 123B.52, Contracts

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Minn. Stat. § 331A.03, subd.3, Alternative dissemination of

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bids and request Minn. Stat. § 471.345, Uniform Municipal

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Contracting Law

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Minn. Stat. § 471.895, Certain gifts by interested

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persons prohibited Uniform Grant Guidance 2 CFR

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Part 200

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RATIFIED BY THE BOARD OF EDUCATION:

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November 21, 2016

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REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION:

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December 21, 2020

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RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES - PURCHASING

I. PREFERRED VENDORS

- A. Office and Classroom Supplies – Office and classroom supplies should be ordered from the District approved supplier.
- B. Inventoried Supplies – Paper, copier staples, and miscellaneous supplies should be ordered from Central Services.
- C. Furniture – Furniture purchases should be ordered through the Purchasing Department in accordance with District standards utilizing District approved joint purchasing contracts as applicable.
- D. All Other Purchases – All other purchase should be made with a purchase order, properly approved invoice or district-issued procurement card (according to the *Procurement Card Procedures Manual*). These purchases must be approved by the appropriate individual.

II. SALES TAX

- A. The District is tax-exempt therefore all eligible purchases using district funds shall be made using the district’s tax identification number or tax exempt status. The District will not approve or reimburse the payment of Minnesota sales tax.
- B. Exceptions (Taxable Items) including but not limited to:
 - Lodging, parking, transportation, airfare, prepared food not served on a school campus.
 - Purchases made for and with student activity funds are taxable.
- C. Purchases for resale and fundraising are non-taxable.

III. APPROVAL PROCESS

The superintendent delegates purchase authority to building principals and program directors. These individuals are budget holders and are ultimately responsible for ensuring purchases made are allowable and appropriate.

IV. DISTRICT STANDARDS

1 Purchases, including but not limited to, furniture, technological
2 equipment, and fixtures should meet District approved standards.

3
4 **V. CONFLICT OF INTEREST**

5 A. Employees, including School Board members, who are in a position
6 to make direct purchases, recommend purchases, services and
7 sources or supply and/or negotiate with suppliers and contractors
8 may not do the following:

- 9
10 - Receive or solicit from such suppliers, sources and/or contractors,
11 directly or indirectly, for him or herself or anyone with whom he or she
12 has family, business or financial ties, anything of economic value as a
13 gift, gratuity, loan, entertainment or favor, including gift certificates,
14 credits or bonus points which can be exchanged for merchandise,
15 frequent flyer miles, etc. This prohibition shall not apply to the gift
16 exceptions specifically enumerated in Minnesota Statute 471.895,
17 subd. 3.
18 - Use their position to influence district decisions for personal gain;
19 - Perform any work or service for remuneration for a supplier or
20 contractor except as disclosures of conflict of interest are properly
21 made
22 - Give preferential treatment to friends, relatives, or current or former
23 district employees, or
24 - Disclose information about bids or other confidential matters which
25 would compromise the district's ability to obtain the best price.
26

27 B. Any district employee, including any School Board member, who
28 knows, or may reasonably be expected to know, that he or she, or
29 his or her spouse, has a material financial interest in any transaction
30 in which the district is or may be concerned, shall disclose such
31 interest to the superintendent and disqualify himself or herself from
32 participating in or influencing that transaction.
33

34 C. Code of Conduct

- 35
36 - As representatives of the School District, all employees are
37 expected to conduct themselves in a professional and ethical
38 manner, maintaining high standards of integrity and the use of
39 good judgment.
40 - Employees are expected to be principles in their business
41 interactions and act in good faith with individuals both inside
42 and outside the School District community.
43 - The Code of Conduct shall govern the performance,
44 behavior and actions of the agency, including Board
45 members, employees, directors, volunteers, or agents who
46 are engaged in any aspect of procurement, including – but
47 not limited to – purchasing goods and services; awarding
48 contracts and grants; or the administration and supervision of

- 1 contracts.
- 2
- 3 D. No employee, officer, director, or volunteer of the School District shall
- 4 participate in the selection, award or administration of a bid or
- 5 contract supported by Federal funds if a conflict of interest is real or
- 6 apparent to a reasonable person.
- 7
- 8 E. Violations of the policy will be deferred to the Human Resources
- 9 Department and appropriate disciplinary action will be determined by
- 10 the Human Resources Department.
- 11
- 12 F. The District's employees, officers, directors, or volunteers shall
- 13 neither solicit nor accept gratuities, gifts, consulting fees, trips,
- 14 favors or anything having a monetary value in excess of that which
- 15 is stated in Minnesota Statute 471.895, from a vendor, potential
- 16 vendor, or from the family or employees of a vendor, potential vendor
- 17 or bidder; or from any party to a sub- agreement or ancillary contract.
- 18

19 **VI. PROCUREMENT**

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- 21 A. The function of purchasing is to serve the educational program of
- 22 the district by providing the necessary supplies, equipment and
- 23 services. All purchases shall be made competitively, without
- 24 prejudice and with the intent of seeking the maximum educational
- 25 value for every dollar expended.
- 26
- 27 B. Competitive Contracting
- 28 The total expense of a purchase or contract must be accurately
- 29 estimated to determine the correct procurement method. The total
- 30 expense of a lease contract is the sum of all payments required to
- 31 satisfy the contract in full.
- 32
- 33 a. Competitive contracting practices must be used for all district
- 34 expenditures or contracts with an estimated value greater
- 35 \$25,000. Expenditures or contracts estimated to exceed
- 36 \$25,000 but not to exceed \$175,000 require two or more written
- 37 quotations. Expenditures or contracts estimated to exceed
- 38 \$175,000 require sealed bids, School Board approval, and a
- 39 formal written contract signed by the Superintendent or designee.
- 40
- 41 b. Federal Funds – purchases made using federal resources
- 42 between \$10,000 to \$24,999, (i.e. "small purchases") price or
- 43 rate quotations must be obtained from at least two qualified
- 44 sources and can be obtained in writing, orally, vendor price list on
- 45 website, or online search engine (documentation of price must be
- 46 retained by purchaser).
- 47
- 48 c. A state contract (Cooperative Purchasing Venture) or other joint

1 powers contract MAY be used in place of bids or quotes for
2 expenditures of any value. If a contract is estimated to exceed
3 \$25,000, options available through the state's cooperative
4 purchasing venture MUST be considered before purchasing
5 through another source. Other exceptions to the bid and
6 quotation requirements of this regulation may be made if
7 authorized by law (e.g., certain professional services, real estate
8 and commercial insurance).

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C. Non-Competitive Contracting

Non-competitive procurement is permitted if one or more of the following circumstances apply:

- The acquisition of property or services, the aggregate dollar amount of which does not exceed the minimum purchase thresholds of the competitive contracting amounts in Section B above;
- The item is available only from a single source.
- An emergency does not allow a delay.
- The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;
- The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or
- After solicitation of a number of sources, competition is determined inadequate.
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ADOPTED: November 21, 2016
REVISED: December 21, 2020

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

[NOTE: School districts are required by the federal Uniform Grant Guidance (UGG) regulations, 2 Code of Federal Regulations, Part 200, to have the policies that establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. In June 2018, the United States Office of Management and Budget increased the threshold dollar amounts for both simplified acquisition costs (\$250,000) and micro-purchases (\$10,000).]

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

[NOTE: In October 2024, MSBA updated Article II to ensure that the definitions are presented in alphabetical order. School districts may choose whether to adopt this change.]

- A. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations, section 200.431 (Compensation - Fringe Benefits).
- B. "Contract" means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations, Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- C. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- D. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$10,000.
- E. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
 - 1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101 (Applicability); or

- b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 Code of Federal Regulations, section 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
3. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.

F. Grants

1. "State-administered grants" are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. "Direct grants" are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

[NOTE: All requirements outlined in this policy apply to both direct grants and state-administered grants.]

- G. "Non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations, section 200.431(g) for retirees and their spouses, dependents, and survivors.

I. Procurement Methods

1. "Procurement by micro-purchase" is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 Code of Federal Regulations, Subpart 2.1 or as periodically adjusted for inflation).

[NOTE: Minnesota school districts may choose to increase their federal micro-purchase threshold to \$25,000, which would align with the Minnesota limit. School districts choosing to adopt this increase must annually certify the higher threshold and the justification for using the higher threshold. Acceptable reasons for justification must meet *one* of the following criteria: (1) a qualification as a low-risk auditee, in accordance with the criteria established in 2 Code of Federal Regulations, section 200.520; (2) an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or (3) a higher threshold consistent with state law.]

2. "Procurement by small purchase procedures" are those relatively simple and informal procurement methods for securing services, supplies, or other

property that do not cost more than \$175,000 (periodically adjusted for inflation).

[NOTE: Despite the federal government's increase in the dollar cap for small purchases, Minnesota law limits the cap to \$175,000.]

3. "Procurement by sealed bids (formal advertising)" is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
4. "Procurement by competitive proposals" is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.
- J. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- K. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- L. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

A. Employee Conflict of Interest

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

B. Organizational Conflicts of Interest

The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.

C. Disclosing Conflicts of Interest

The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policies.

IV. ACCEPTABLE METHODS OF PROCUREMENT

A. General Procurement Standards

The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.

B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.

D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.

F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.

G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are considered.

[NOTE: This change appears in the 2024 amended UGG.]

H. Methods of Procurement

The school district must use one of the following methods of procurement:

1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. Procurement by sealed bids (formal advertising).

4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
 - a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
 - d. After solicitation of a number of sources, competition is determined inadequate.

I. Competition

The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific

features of the named brand which must be met by offers must be clearly stated; and

2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under "covered transactions" to parties that are suspended or debarred or whose principals are suspended or debarred. "Covered transactions" include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 Code of Federal Regulations, section 180.215.

V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

A. Property Standards

The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award. The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 Code of Federal Regulations, sections 200.311, 200.314, and 200.315.

B. Equipment

Management requirements.

Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.

4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

C. Cybersecurity

The school district must take reasonable cybersecurity and other measures to safeguard

1. Personally identifiable information;
2. Information that the federal agency or pass-through entity designates as sensitive; and
3. other information that the school district considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

[NOTE: See 2 CFR 200.303, which establishes internal controls that the school district must implement.]

VI. FINANCIAL MANAGEMENT REQUIREMENTS

A. Financial Management.

The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

B. Payment

The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

C. Internal Controls

The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should align with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States, or the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with the United States Constitution, federal statutes, regulations, and the terms and conditions of the federal award.

The school district must evaluate and monitor the school district's compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

A. Allowable Use of Funds

The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

B. Definitions

1. "Allowable cost" means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
2. "Education Department General Administrative Regulations (EDGAR)" means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
3. "Omni Circular" or "2 Code of Federal Regulations, Part 200s" or "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
4. "Advance payment" means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

C. Allowable Costs

The following items are costs that may be allowable under the 2 Code of Federal Regulations, Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;

4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law

2 Code of Federal Regulations, Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 Code of Federal Regulations, Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);

9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 Code of Federal Regulations, section 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.
 - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
 - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.

- d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
- e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules

The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

- 1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
- 2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
- 3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
- 4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

- 1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
- 2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district’s grants.

I. Training

- 1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.

2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

J. Employee Sanctions

Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

K. Mandatory Disclosures

The school district must promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in 18 United States Code or a violation of the civil False Claims Act (31 United States Code, sections 3729–3733).

The disclosure must be made in writing to the Federal agency, the agency’s Office of Inspector General, and pass-through entity (if applicable). School districts are also required to report matters related to recipient integrity and performance in accordance with Appendix XII of this part. Failure to make required disclosures can result in any of the remedies described in 2 Code of Federal Regulations, section 200.339.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district’s written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entity-wide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
- b. The costs are equitably allocated to all related activities, including federal awards; and

- c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
 2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 Code of Federal Regulations, section 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.
 3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
 4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
 5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
 6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification

Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs

Short-term travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:

 1. Critical and necessary for the conduct of the project;
 2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
 3. Consistent with the school district's cost accounting practices and school district policy; and
 4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees

Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.

F. Travel Costs

Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

[NOTE: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 Code of Federal Regulations, section 200.208 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 Code of Federal Regulations, Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]

Legal References: [2 C.F.R. § 200.1](#) (Definitions: Capital Assets)
[2 C.F.R. § 200.112](#) (Conflict of Interest)
[2 C.F.R. § 200.113](#) (Mandatory Disclosures)
[2 C.F.R. § 200.205](#) (Federal Awarding Agency Review of Merit of Proposals)
[2 C.F.R. § 200.214](#) (Suspension and Debarment)
[2 C.F.R. § 200.300\(b\)](#) (Statutory and National Policy Requirements)
[2 C.F.R. § 200.302](#) (Financial Management)

[2 C.F.R. § 200.303](#) (Internal Controls)
[2 C.F.R. § 200.305\(b\)\(1\)](#) (Federal Payment)
[2 C.F.R. § 200.310](#) (Insurance Coverage)
[2 C.F.R. § 200.311](#) (Real Property)
[2 C.F.R. § 200.312](#) (Federally-owned and Exempt Property)
[2 C.F.R. § 200.313\(d\)](#) (Equipment)
[2 C.F.R. § 200.314](#) (Supplies)
[2 C.F.R. § 200.315](#) (Intangible Property)
[2 C.F.R. § 200.318](#) (General Procurement Standards)
[2 C.F.R. § 200.319\(c\)](#) (Competition)
[2 C.F.R. § 200.320](#) (Methods of Procurement to be Followed)
[2 C.F.R. § 200.321](#) (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
[2 C.F.R. § 200.328](#) (Financial Reporting)
[2 C.F.R. § 200.339](#) (Remedies for Noncompliance)
[2 C.F.R. § 200.403\(c\)](#) (Factors Affecting Allowability of Costs)
[2 C.F.R. § 200.430](#) (Compensation – Personal Services)
[2 C.F.R. § 200.431](#) (Compensation – Fringe Benefits)
[2 C.F.R. § 200.447](#) (Insurance and Indemnification)
[2 C.F.R. § 200.463](#) (Recruiting Costs)
[2 C.F.R. § 200.464](#) (Relocation Costs of Employees)
[2 C.F.R. § 200.474](#) (Transportation Costs)
[2 C.F.R. § 200.475](#) (Travel Costs)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)

NEW BUSINESS - FOR ACTION

Agenda Item VI.F.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 15, 2025

Subject: Donations

(Recommended by the superintendent)

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

The RHS Girls Volleyball Team received a donation of \$1,200.00 from the Fred Babcock VFW No. 5555.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 15, 2025

Subject: Federal Legislative Update

On September 2, 2025, U.S. House advanced a new education spending bill that would decrease federal funding for schools and students while also adding new cultural policy restrictions. If passed, the bill would fund the U.S. Department of Education at \$66.7 billion—a 15% drop from last year and more than \$12 billion less than current levels. This bill proposes eliminating or shrinking multiple programs, including:

- Teacher training (Title II) and English learner support (Title III)
- Full-Service Community Schools and Adult Education
- Preschool Development Grants and Child Care Access for Parents in School (CCAMPIS)

Beyond funding, the bill carries several policy requirements. These provisions would:

- Ban federal funds for programs promoting diversity, equity, and inclusion (DEI) or critical race theory
- Block schools that allow transgender girls and women to compete in athletics from receiving federal money
- Prevent the Education Department from enforcing new rules on sex discrimination, student loan forgiveness, income-driven repayment, and accountability for colleges