

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, October 6, 2025 7 p.m. School Board Meeting

- I. CALL TO ORDER
- II. REVIEW AND APPROVAL OF THE AGENDA
- III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS
 - A. Superintendent Update (pages 9-31)
 - 1. Richfield Middle School Presentation (pages 10-31)
 - B. Commendations (page 32)
- IV. CONSENT AGENDA
 - A. Routine Matters (pages 33-48)
 - 1. Minutes of the Regular Meeting held September 15, 2025 (pages 34-41)
 - 2. General Disbursements as of 9/25/25 in the Amount of \$1,808,838.89 (pages 42-48)
 - B. Personnel Items (pages 49-50)
- V. OLD BUSINESS
 - A. Policy 715: Purchasing & Administrative Guideline 715.1 (pages 51-73)
- VI. NEW BUSINESS
 - A. Authorization for Board Member to Substitute/Be Employed on a Casual/Temporary Basis (page 74)
 - B. Resolution Appointing Election Judges (pages 75-78)

- C. Resolution of Support for School-Based Health Center Grant for 2025-2028 (pages 79-81)
- D. Resolution of Support for Reimagine Education Grant for Literacy Professional Development (pages 82-84)
- E. Resolution Supporting a Cooperative Sponsorship Agreement for Alpine Ski (pages 85-87)
- F. Policy 201: Legal Status of the School Board (pages 88-94)
- G. Policy 106: Students and Employees with Communicable and Infectious Diseases (pages 95-104)
- H. Donations (pages 105-106)

VII. ADVANCE PLANNING

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

10-27-2025	7 p.m.	Regular Board Meeting – Public Comment
11-10-2025	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, October 6, 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
DSLNL:	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 state/federal 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%

*Understanding state/federal student race categories: The federal data collection of race/ethnic data requires a two-part question. The first part asks if the student is Hispanic/Latino. The federal government considers Hispanic/Latino to be an ethnicity.

The second part requests at least one of the following be selected: American Indian, Asian, Black or African American, Native Hawaiian or Pacific Islander, or White. The federal government considers these groups to be races. If a family selects Hispanic/Latino, a student is reported as Hispanic/Latino to the federal level. For example, if a student is indicated as Hispanic/Latino and White, they would be reported as Hispanic/Latino in the state and federal data. If a family selects more than one of the following: American Indian, Asian, Black or African American, Native Hawaiian/Pacific Islander, or White, the student is reported to the federal level as “two or more races.” For example, if a student is indicated as both American Indian or Alaska Native and White, they would be reported as “two or more races” in the state and federal data. If families do not fill out the race information, districts are required to decide the federal race/ethnicity questions based on the best information they have and to submit the information to MDE.

English Learners

- 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, October 6, 2025

Subject: Ongoing Board Calendar

Upcoming Events to Attend:

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
Friday, October 24: R-STEM PTO Fall Movie 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.

Tuesday, November 4: Election Day
Wednesday, November 5: RHS Band Concert, 7 p.m.
Friday, November 7: Friends of Wood Lake Dinner, 6 p.m. @ MN Valley Country Club
Monday, November 10: School Board Meeting, 7 p.m.
Wednesday, November 12: Explore RHS, 5:30 p.m.
Friday, November 14: Sheridan Hills PTO Fall Family Movie Night
Thursday, November 20-Sunday, November 23: RHS Fall Play

Upcoming Holidays, Heritage Months, and Appreciation Days:

September 15 – October 15: Hispanic Heritage Month
October is National Principals Month
October 2: National Coaches Day & National Instructional Coaches Day
October 13: Indigenous Peoples' Day

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

Agenda Item III.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 6, 2025

Subject: Superintendent Update

RMS Principal Erica Barlow will provide a presentation.

Attachments:

Richfield Middle School Presentation

Enriching and accelerating learning

R

RICHFIELD
PUBLIC SCHOOLS

School Board Update

2025-2026

Enriqueciendo y acelerando el aprendizaje

Agenda



RICHFIELD
PUBLIC SCHOOLS

- Welcome
- Who we are and what we expect
- Trend Data
- Goals for the year



Enriching and accelerating learning

R

RICHFIELD
PUBLIC SCHOOLS

Who We Are

Enriqueciendo y acelerando el aprendizaje

Introduction

Welcome Ms. Laura Ramsborg, Assistant
Principal!



Introduction

Teams: Two teams per grade level. Teams are named after Richfield Parks to build smaller communities within our school:

- 6th Grade: Adams Hill & Roosevelt
- 7th Grade: Donaldson & Monroe
- 8th Grade: Augsburg & Taft



Schedule: 7-period day with four core classes: English Language Arts, Math, Science, and Social Studies, with dual-language immersion strand in social studies and Spanish language arts.

Electives: Students can explore their interests through options like music, visual arts, Spanish, and woodshop.

RMS Core Values: The Spartan Standard



RICHFIELD
PUBLIC SCHOOLS

We Are
KIND

We Are
RESPONSIBLE

We Are
SAFE



- ★ With all **students**
- ★ With all **adults**
- ★ In all **locations**

Somos
AMABLES

Somos
RESPONSABLES

Somos
SEGUROS



But we know you are capable of **even more!**

Spartan *Excellence*

We are Considerate

We are dedicated to doing what is right.

We care for our physical spaces and our Spartan Community.

We carefully consider the potential impact of our decisions and choices.

We reflect on our actions, learning from our mistakes while working to repair harm.

We are Courageous

We are committed to equity, celebrating diversity, anti-racism and human rights for each member of our community.

We demonstrate the ability to meet challenging situations with confidence.

We are fearless and bold in our conversations and actions.

We seek help when we need it.

We are Curious

We invest in our own learning.

We creatively brainstorm new ideas or methods, rarely satisfied to remain at the status quo. We seek creative solutions to challenges.

We concentrate our effort toward our goals and aspirations.

Enriching and accelerating learning

R

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PUBLIC SCHOOLS

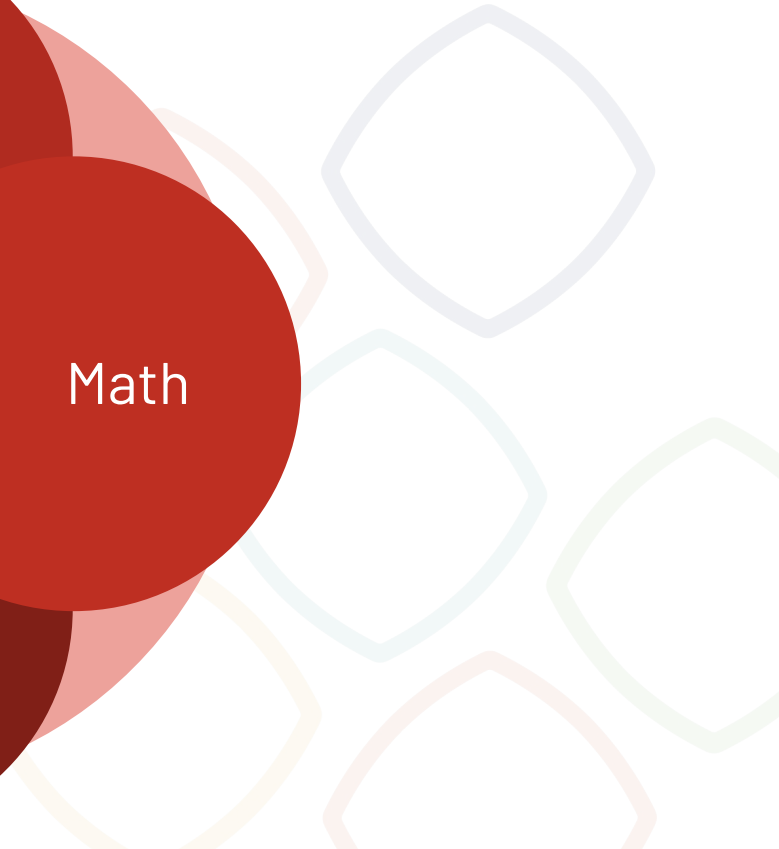
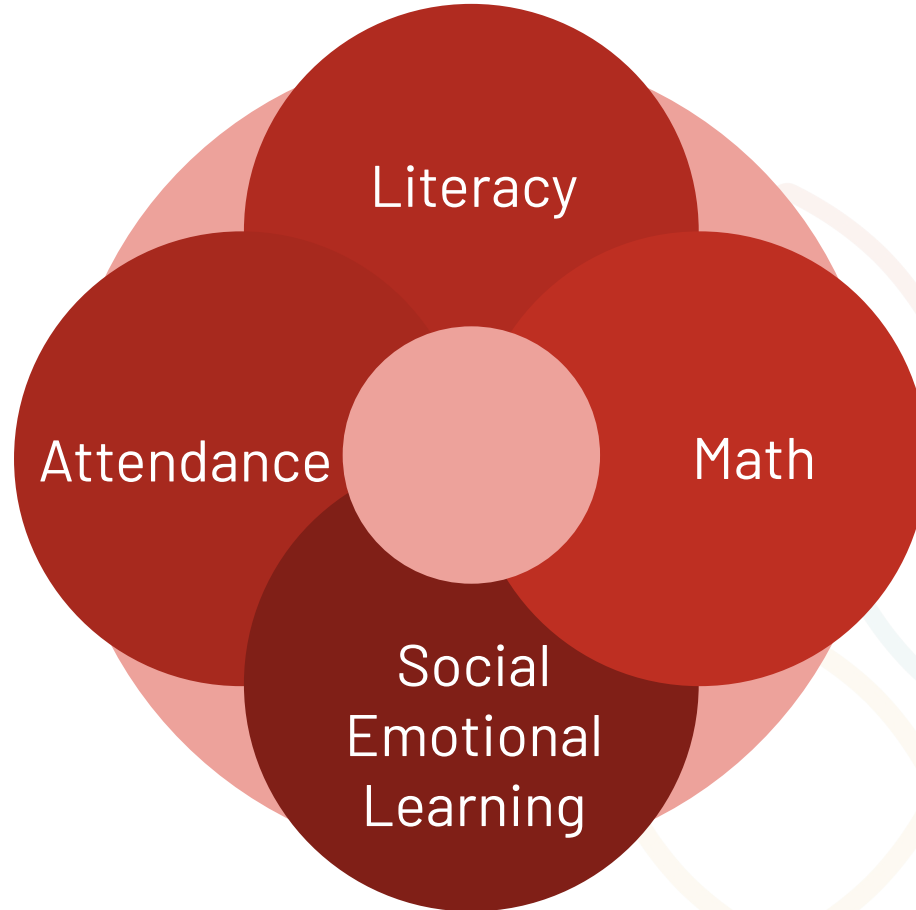
Trend Data

Enriqueciendo y acelerando el aprendizaje

Enduring Goal Areas



RICHFIELD
PUBLIC SCHOOLS



Trend Data

Goal Area	SY 23-24	SY 24-25
Attendance Tardy / Partial Absence	35,164	✓ 17,245
Behavior Suspension / Dismissal	183	✓ 95
Course Pass Rate	95%	✓ 96%

Trend Data

Goal Area	SY 23-24	SY 24-25
Literacy (Fastbridge) Typical-aggressive growth in AutoReading	69%	<input type="checkbox"/> 55%
Math (Fastbridge) Typical-aggressive growth in broad math skills	56%	<input type="checkbox"/> 51%
Social Emotional Learning Students agree that "being a student is one of the most important parts of who I am"	50%	<input checked="" type="checkbox"/> 53%

Trend Data Interpretation

Math and Reading MCA made positive growth at RMS, while the state proficiency level was flat or decreased growth

Richfield Middle School growth

- Math +1%
- Reading +2%

State growth

- Math #
- Reading #

Enriching and accelerating learning

R

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Goals for this Year

Enriqueciendo y acelerando el aprendizaje

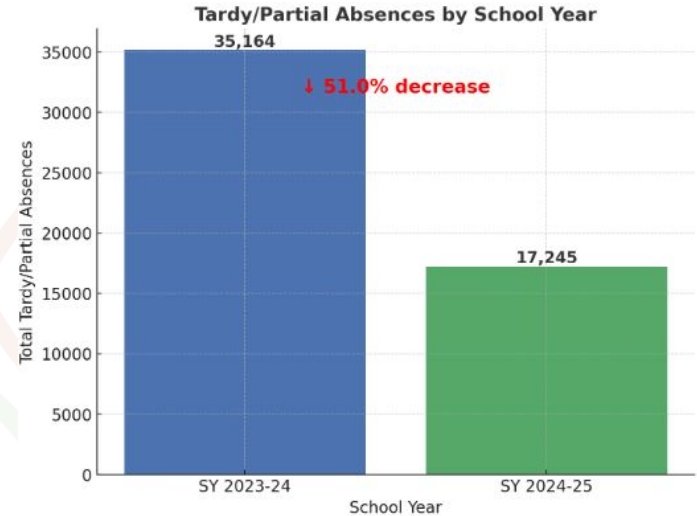
Strategy 1: Attendance



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Baseline from SY 24-25: 17,245 - Total tardy/partially absent (reduced by 50%)

By the end of the 25/26 SY, we will decrease the total number of student tardy/partial absence by 3% (517 fewer tardies) through the implementation of our tiered tardy intervention plan.



Strategy 2: Social Emotional Learning



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PUBLIC SCHOOLS

Baseline from SY 24-25: 53% of students agreed with the statement, “being a student is one of the most important parts of who I am.”

By the end of the 25/26 SY, at least 56% of students surveyed will agree with the statement “being a student is one of the most important parts of who I am,” through collective work for students to create a common definition of what it means to be a RMS scholar.

Strategy 3: Math



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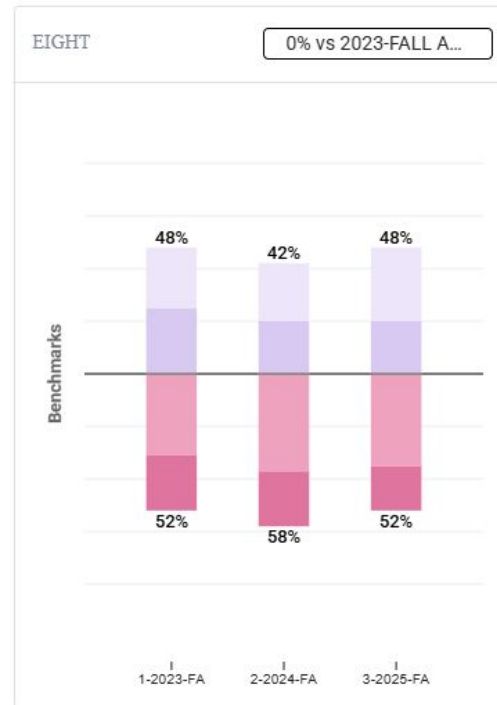
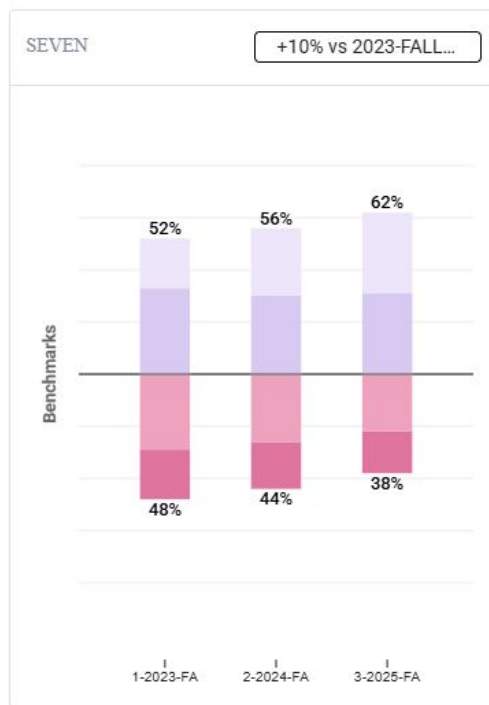
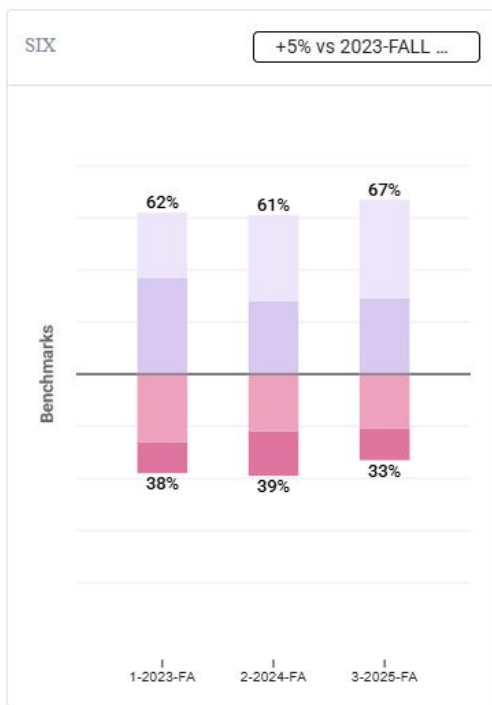
Baseline: 51% of students made typical to aggressive growth in SY 24-25 on this measure.

By Spring 2026, **54% of RMS students will make typical or aggressive growth** as measured by the Fastbridge aMath assessment through the implementation of targeted math interventions and ongoing progress monitoring.

3 Year Fall Proficiency Trends - aMath



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Strategy 4: Reading



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PUBLIC SCHOOLS

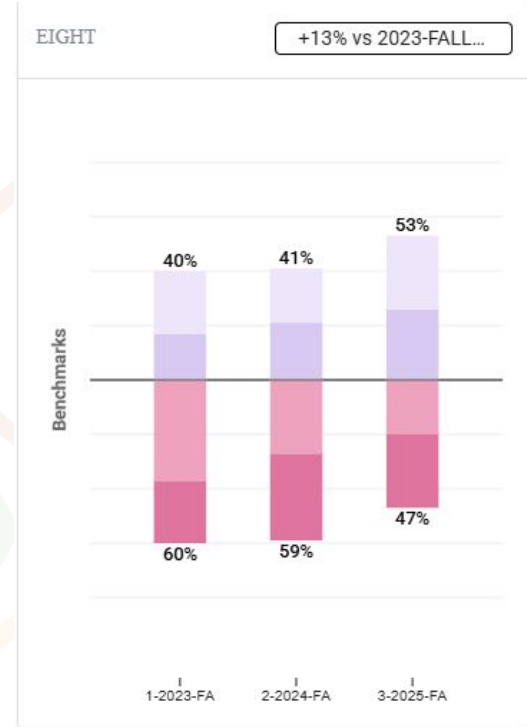
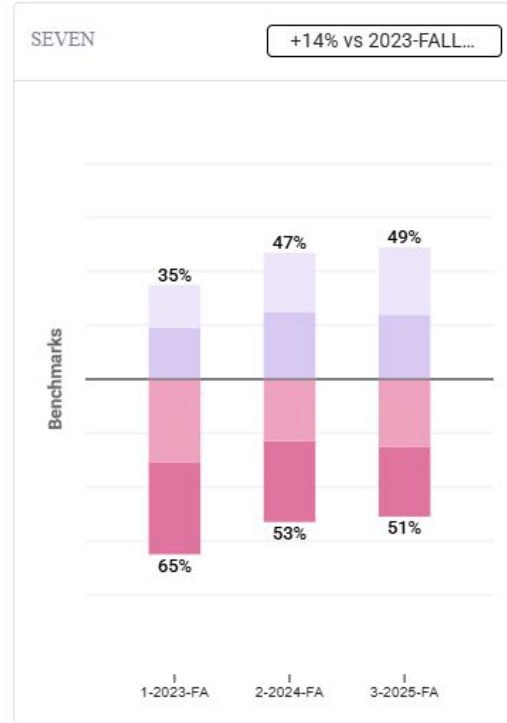
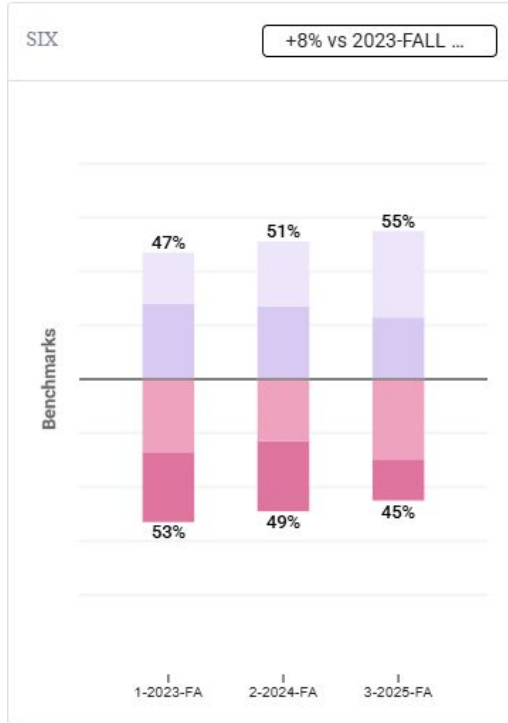
Baseline: 53% of RMS students made typical or aggressive growth in SY 24-25 on this measure.

By spring of 2026, 56% of RMS students will make typical or aggressive growth as measured by the **Fastbridge aReading** Assessment through the implementation of targeted literacy interventions and ongoing progress monitoring.

3 Year Fall Proficiency Trends - aReading



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HIGH RISK **SOME RISK** **LOW RISK** **EXCEEDING**

The Story of our Data



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- Students are showing early growth in reading fluency and math automaticity— predictors of math and literacy achievement.
- Tiered attendance supports will reduce learning time lost.
- Identity work builds student pride as RMS scholars

Supporting our Goals



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Continuing...

"Big 3" focus expectations

Keep Hands to Self
Be On Time to Class
Use Appropriate Language

Social emotional learning

Conscious Discipline
Second Step

New this year!

Data-informed intervention

New classes that target student needs and criteria to support accurate screening

- Literacy Lab
- Numbers Lab
- Spartan Success
- Math Corps*

Questions



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

Agenda Item III.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 6, 2025

Subject: Commendations

RPS would also like to commend RMS teacher Katie Stephens for participating in MDE Assessment Committee Meetings this summer. This group provides input into developing quality statewide assessments. Thank you to Katie for investing her time in the summer to advocate for students at the statewide level.

Employee Appreciation Days

October is National Principals Month. We want to express our heartfelt gratitude to the amazing principals who lead our schools. Every day, our principals inspire teachers, staff, and students to strive for their best. They navigate challenges with grace and create environments where every student can thrive. Their dedication, passion, and commitment shape the educational experiences of our students and foster positive school cultures. Thank you, principals!

October 2 was Custodial and Facilities Staff Appreciation Day. RPS appreciates our facilities staff members who work tirelessly behind the scenes to keep our schools and grounds clean, safe, and welcoming. Their hard work creates an environment where students and staff can thrive every day—thank you for all that you do!

Today, October 6, is National Coaches Day and National Instructional Coaches Day. RPS athletic coaches inspire, motivate, and guide our students both on and off the field. Their commitment to developing teamwork, discipline, and confidence helps shape not only great athletes but also strong, resilient individuals. RPS instructional coaches support and empower educators to grow and excel in their teaching practices. Their expertise and guidance play a vital role in enhancing student learning and fostering a culture of continuous improvement. We truly appreciate the positive impact coaches make in our school community!

CONSENT AGENDA – FOR ACTION

Agenda Item IV.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 6, 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 15, 2025
 - Disbursements from the September 15, 2025 Meeting
 - Checks & E-pay Register from the September 15, 2025 Meeting
 - Superintendent's Report and Agenda Meeting Minutes from September 15, 2025
2. General Disbursements as of 9/25/25 in the Amount of \$1,808,838.89
 - Disbursements for the October 6, 2025 Meeting
 - Checks & E-pay Register for the October 6, 2025 Meeting

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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SUPERINTENDENT'S REPORT AND AGENDA

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

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

Monday, September 15, 2025
7 p.m. School Board Meeting

I. CALL TO ORDER

The regular meeting of the board of education of ISD 280, Hennepin County, Richfield, Minnesota was held on Monday, September 15, 2025 in the boardroom at the Richfield Public Schools District Office. Chair Carter called the regular board meeting to order at 7 p.m. with the following school board members in attendance: Cole, Liss, Pollis and Spencer. Banks Kupcho was not able to attend.

Administrators present were Superintendent Unowsky, Senior Executive Officer Clarkson and Senior Executive Officer Holje. Student representatives Tania Brackenridge and Vanessa Rosas Miguel were also present.

II. REVIEW AND APPROVAL OF THE AGENDA

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

III. INFORMATION AND PROPOSALS - NON-ACTION ITEMS

- A. Public Comment
- B. Superintendent Update
 - 1. New Centennial After School Care Program
 - 2. Draft Superintendent Goals 2025-2026
- C. Commendations

IV. CONSENT AGENDA

- A. Routine Matters
 - 1. Minutes of the Regular Meeting held September 2, 2025
 - 2. General Disbursements as of 9/9/25 in the Amount of \$1,424,820.65
 - 3. Investment Holdings
- B. 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 Rmales 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

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

V. OLD BUSINESS

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

VI. NEW BUSINESS

- ~~A. Authorization for Board Member to Substitute/Be Employed on a Casual/Temporary Basis~~
- B. Preliminary Levy Certification 2025 Payable 2026

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

- C. After School Care Program at Centennial Elementary School

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

- D. Property, Liability, Fleet, Professional and Faithful Performance and Cyber Liability Insurance Renewal

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

- E. Policy 715: Purchasing & Administrative Guideline 715.1 - first read
- F. Donations

Motion by Pollis, 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
 - 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

Motion by Pollis, seconded by Spencer, and unanimously carried, the board of education moved into closed session at 8:14 p.m. Attending the closed session were Carter, Cole, Liss, Pollis and Spencer. Superintendent Unowsky, Senior Executive Officer Holje and Director of HR Axell were also present.

IX. REOPEN MEETING

Motion by Pollis, seconded by Spencer, and unanimously carried, the board of education moved into open session at 9:03 p.m. with the following board members present: Carter, Cole, Liss, Pollis and Spencer. Superintendent Unowsky and Senior Executive Officer Holje were also present.

XII. ADJOURN REGULAR MEETING

Chair Carter adjourned the meeting at 9:04 p.m.

CHECKS, SCHOLARSHIPS & EPAYS 10/06/2025 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	9/10/2025	755,251.53
	9/12/2025	115,287.33
	9/17/2025	696,717.28
	9/22/2025	5,801.92
	9/24/2025	207,682.68
	9/25/2025	3,441.08
Scholarships	9/17/2025	7,000.00
	9/24/2025	17,000.00
E-Pays	9/18/2025	657.07

CHECK REGISTER BANK 05 TOTAL =	1,808,838.89
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BREAKDOWN	
01-206-00	859,134.02
02-206-00	205,908.27
03-206-00	11,498.06
04-206-00	15,887.89
06-206-00	627,959.29
07-206-00	-
18-206-00	-
20-206-00	86,938.78
21-206-00	1,512.58
47-206-00	
BANK TOTAL =	1,808,838.89

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	316243	09/10/2025	ADVANCED COMMERCIAL KITCHENS	R	3,056.73
01	316244	09/10/2025	AIM ELECTRONICS INC	R	503.80
01	316245	09/10/2025	ARCHETYPE	R	1,977.50
01	316246	09/10/2025	ARVIG ENTERPRISES INC	R	1,207.90
01	316247	09/10/2025	ASTLEFORD INTERNATIONAL	R	544.21
01	316248	09/10/2025	AVIBEN	R	524.33
01	316249	09/10/2025	BCN TELECOM, INC TBS	R	928.46
01	316250	09/10/2025	BERGER, OLIVIA	R	12.10
01	316251	09/10/2025	BERGLUND CHLOE	R	24.20
01	316252	09/10/2025	BIX FRUIT COMPANY	R	1,068.03
01	316253	09/10/2025	BRENNAN CONSTRUCTION OF MN, INC.	R	300,964.30
01	316254	09/10/2025	BRIGHTBILL THEODORE	R	384.00
01	316255	09/10/2025	CDW GOVERNMENT INC	R	30,994.45
01	316256	09/10/2025	CEDAR SMALL ENGINE	R	25.98
01	316257	09/10/2025	CENTURYLINK	R	49.05
01	316258	09/10/2025	CEP ART & DESIGN	R	162.00
01	316259	09/10/2025	CHECINSKI, GEORGE	R	174.00
01	316260	09/10/2025	CINTAS CORPORATION NO 2	R	165.96
01	316261	09/10/2025	CLEAR DAVID S	R	87.00
01	316262	09/10/2025	CLEVELAND JOSHUA S	R	28.43
01	316263	09/10/2025	COMCAST BUSINESS	R	426.05
01	316264	09/10/2025	CONTINENTAL RESEARCH CORP	R	438.32
01	316265	09/10/2025	DIGITAL INSURANCE LLC	R	3,607.00
01	316266	09/10/2025	ECM PUBLISHERS INC	R	157.50
01	316267	09/10/2025	FAMODU, BABATUNDE	R	140.00
01	316268	09/10/2025	FINANGER PHILLIP J	R	136.82
01	316269	09/10/2025	FOSTER, RICOT	R	130.00
01	316270	09/10/2025	GROTH MUSIC COMPANY	R	46.99
01	316271	09/10/2025	H&B SPECIALIZED PRODUCTS INC	R	2,165.00
01	316272	09/10/2025	HILLYARD MINNEAPOLIS	R	255.59
01	316273	09/10/2025	HOPE CHURCH	R	15,910.11
01	316274	09/10/2025	HRYPA WILLIAM V	R	157.00
01	316275	09/10/2025	ICS CONSULTING, LLC - 138006	R	325,000.00
01	316276	09/10/2025	JARED R NELSON	R	450.00
01	316277	09/10/2025	JW PEPPER & SON INC	R	1,300.23
01	316278	09/10/2025	KOCH III JOSEPH W	R	174.00
01	316279	09/10/2025	LAURSEN PIANO SERVICE	R	640.00
01	316280	09/10/2025	LIFESAVER FIRE PROTECTION LLC	R	3,045.15
01	316281	09/10/2025	LOFFLER COMPANIES	R	160.77
01	316282	09/10/2025	LYNDSLEY KEVIN KAR	R	130.00
01	316283	09/10/2025	LYNN E. HENRY	R	72.00
01	316284	09/10/2025	MATH LEARNING CENTER	R	15,882.48
01	316285	09/10/2025	MATRIX COMMUNICATIONS, INC	R	6,336.38
01	316286	09/10/2025	MILES ROBERT THOMPSON	R	28.43
01	316287	09/10/2025	MILES SARA	R	68.41
01	316288	09/10/2025	MITSON STEPHEN	R	261.00
01	316289	09/10/2025	NUPOLE-NATHAN M DUNBAR	R	87.00
01	316290	09/10/2025	OLANDA OSCAR	R	87.00
01	316291	09/10/2025	OLIVER JOSEPH	R	130.00
01	316292	09/10/2025	OLSON ANDREA JADE	R	18.95
01	316293	09/10/2025	OLSON EMILY K	R	55.00
01	316294	09/10/2025	ON SITE SANITATION	R	995.99
01	316295	09/10/2025	ONEBRIDGE BENEFITS INC.	R	4,982.00
01	316296	09/10/2025	OWENS SEDRIC	R	18.95
01	316297	09/10/2025	PAYDHEALTH	R	2,158.08

01	316298	09/10/2025	ROBIDEAU BRIAN	R	130.00
01	316299	09/10/2025	SAFEWAY DRIVING SCHOOL	R	13,230.00
01	316300	09/10/2025	SCHOOL SERVICE EMPLOYEES UNION	R	1,810.30
01	316301	09/10/2025	SPIELMAN PATRICK	R	130.00
01	316302	09/10/2025	SQUIRES, WALDSPURGER & MACE, P.A.	R	6,022.20
01	316303	09/10/2025	TOMLINSON OLIVIA M	R	12.10
01	316304	09/10/2025	TOUA VANG	R	157.00
01	316305	09/10/2025	VERIZON WIRELESS	R	360.09
01	316306	09/10/2025	VETSCH TERRI	R	31.58
01	316307	09/10/2025	VIRTUE TECHNOLOGIES	R	2,283.25
01	316308	09/10/2025	WOLKE, JULIA	R	12.10
01	316309	09/10/2025	WORLD FUEL SERVICES, INC.	R	2,396.55
01	316310	09/10/2025	XCEL ENERGY	R	54.73
01	316311	09/10/2025	ZMIRA, ELIYAHN	R	87.00
01	316312	09/12/2025	ADVANCED COMMERCIAL KITCHENS	R	2,061.83
01	316313	09/12/2025	ANNIES FROZEN YOGURT	R	90.00
01	316314	09/12/2025	BCBS OF MINNESOTA & BLUE PLUS	R	8,976.00
01	316315	09/12/2025	CULINEX	R	936.22
01	316316	09/12/2025	HILLYARD MINNEAPOLIS	R	3,831.82
01	316317	09/12/2025	KEMPS LLC	V	0.00
01	316318	09/12/2025	KEMPS LLC	R	4,749.26
01	316319	09/12/2025	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	5,881.00
01	316320	09/12/2025	MACLEAN ENTERPRISES, LLC	R	1,327.50
01	316321	09/12/2025	METRO TRANSIT	R	485.00
01	316322	09/12/2025	METROPOLITAN MECHANICAL CONTRACTORS	R	754.53
01	316323	09/12/2025	MIDWEST BUS PARTS INC	R	76.94
01	316324	09/12/2025	MIDWEST SPECIAL INSTRUMENTS (MSI)	R	1,292.00
01	316325	09/12/2025	MRI SOFTWARE LLC	R	31.00
01	316326	09/12/2025	NAPA AUTO PARTS	R	1,135.56
01	316327	09/12/2025	NORTH CENTRAL INTERNATIONAL, LLC	R	939.23
01	316328	09/12/2025	PAN O GOLD BAKING CO	R	826.11
01	316329	09/12/2025	PER MAR SECURITY SERVICES	R	73.50
01	316330	09/12/2025	PERFORMANCE EXCELLENCE NETWORK	R	300.00
01	316331	09/12/2025	PREMIUM WATERS INC	R	39.00
01	316332	09/12/2025	RODRIGUEZ EMBROIDERY INC	R	1,400.52
01	316333	09/12/2025	SHELLY BARTLE	R	80.20
01	316334	09/12/2025	SHERWIN WILLIAMS CO	R	29.89
01	316335	09/12/2025	SNA-SCHOOL NUTRITION	R	2,689.00
01	316336	09/12/2025	TRACY D BULLOCK	R	205.00
01	316337	09/12/2025	TRIO SUPPLY COMPANY	R	3,122.16
01	316338	09/12/2025	TRUGREEN LIMITED PARTNERSHIP	R	3,180.00
01	316339	09/12/2025	TWIN CITY TRANSPORTATION	R	915.44
01	316340	09/12/2025	UNITED HEALTHCARE/AARP MEDICARE RX	R	92.20
01	316341	09/12/2025	UNITED HEARTHCARE /AARP MEDICARE RX	R	92.20
01	316342	09/12/2025	UNITEDHEALTHCARE	R	655.91
01	316343	09/12/2025	UPPER LAKES FOODS	V	0.00
01	316344	09/12/2025	UPPER LAKES FOODS	R	67,023.32
01	316345	09/12/2025	WOLD ARCHITECTS AND ENGINEERS	R	1,994.99
01	316346	09/17/2025	AVEDA ARTS & SCIENCE INSTITUTE MPLS	R	2,000.00
01	316347	09/17/2025	UNIVERSITY OF MINNESOTA-TWIN CITIES	R	5,000.00
01	316348	09/17/2025	ALERUS RETIREMENT AND BENEFITS	R	864.60
01	316349	09/17/2025	ALL STATE COMMUNICATIONS LLC	R	23,808.75
01	316350	09/17/2025	ANDREWS JOHN	R	174.00
01	316351	09/17/2025	AI TECHNOLOGIES LLC	R	240.00
01	316352	09/17/2025	AQUA ENGINEERING INC	R	1,367.95
01	316353	09/17/2025	BATTERIES R US	R	8,301.29

01	316354	09/17/2025	BECCARD SETH	R	130.00
01	316355	09/17/2025	BECKMAN ALISON	R	52.63
01	316356	09/17/2025	BOSE THOMAS N	R	84.00
01	316357	09/17/2025	BRAND FARMS	R	3,248.00
01	316358	09/17/2025	BRINK'S INCORPORATED	R	2,682.65
01	316359	09/17/2025	BSN SPORTS, LLC	R	1,452.00
01	316360	09/17/2025	BURKSTRAND JENNIFER	R	28.43
01	316361	09/17/2025	BURKSTRAND MICHAEL	R	52.63
01	316362	09/17/2025	CATALYST BUYING GROUP LLC	R	958.40
01	316363	09/17/2025	CDW GOVERNMENT INC	R	107,120.00
01	316364	09/17/2025	CEDAR SMALL ENGINE	R	14.52
01	316365	09/17/2025	CENTURYLINK	R	71.00
01	316366	09/17/2025	CESO FINANCE, LLC	R	10,000.00
01	316367	09/17/2025	CHRISTIAN PEREZ	R	87.00
01	316368	09/17/2025	CINTAS CORPORATION NO 2	R	149.06
01	316369	09/17/2025	CIRCA	R	3,630.00
01	316370	09/17/2025	CITY OF RICHFIELD	R	291.20
01	316371	09/17/2025	CLANCY, FRANK	R	174.00
01	316372	09/17/2025	CLEVELAND JOSHUA S	R	28.43
01	316373	09/17/2025	COMCAST BUSINESS	R	561.05
01	316374	09/17/2025	CONSOLIDATED COMMUNICATIONS	R	2,800.33
01	316375	09/17/2025	CONTINENTAL RESEARCH CORP	R	664.90
01	316376	09/17/2025	COOK AMY	R	28.43
01	316377	09/17/2025	DARRYL WALETZKO LLC	R	45,110.00
01	316378	09/17/2025	DOGAN SONER	R	261.00
01	316379	09/17/2025	FAMODU, BABATUNDE	R	70.00
01	316380	09/17/2025	FINANGER PHILLIP J	R	136.82
01	316381	09/17/2025	WW GRAINGER INC	R	358.35
01	316382	09/17/2025	GROTH MUSIC COMPANY	R	479.64
01	316383	09/17/2025	H&B SPECIALIZED PRODUCTS INC	R	62.00
01	316384	09/17/2025	HAWKINS INC	R	1,068.78
01	316385	09/17/2025	HILLYARD MINNEAPOLIS	R	1,892.30
01	316386	09/17/2025	HOGAN ASSESSMENT SYSTEMS INC	R	1,230.00
01	316387	09/17/2025	HOYO, SBC	R	612.00
01	316388	09/17/2025	IIX INSURANCE INFORMATION EXCHANGE	R	65.05
01	316389	09/17/2025	INNOVATIVE OFFICE SOLUTIONS LLC	R	3,682.02
01	316390	09/17/2025	INSIGHT RESTORATION	R	13,717.49
01	316391	09/17/2025	INTERMEDIATE DISTRICT 287	R	242,374.98
01	316392	09/17/2025	INTERMEDIATE SCHOOL DISTRICT 917	R	7,096.20
01	316393	09/17/2025	ISD #31 BEMIDJI	R	10,281.18
01	316394	09/17/2025	JOHNSTON ADAM T	R	130.00
01	316395	09/17/2025	KEE-BOWLING BONNIE	R	84.00
01	316396	09/17/2025	KELSEY CHARLEMAGNE	R	85.00
01	316397	09/17/2025	KEMPS LLC	V	0.00
01	316398	09/17/2025	KEMPS LLC	R	5,219.74
01	316399	09/17/2025	KRUEGER BARBARA	R	28.43
01	316400	09/17/2025	KRUEGER BRANDT	R	52.63
01	316401	09/17/2025	LARSON KEITH	R	73.68
01	316402	09/17/2025	LB CARLSON LLP	R	8,950.00
01	316403	09/17/2025	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	5,706.21
01	316404	09/17/2025	LIGHTSPEED TECHNOLOGIES, INC.	R	6,876.00
01	316405	09/17/2025	LOFFLER COMPANIES	R	1,927.29
01	316406	09/17/2025	MAXORPLUS, LTD	R	68,071.74
01	316407	09/17/2025	MCTLC	R	400.00
01	316408	09/17/2025	MENDELBLATT SCOTT	R	56.86
01	316409	09/17/2025	MILES SARA	R	136.82

01	316410	09/17/2025	MORBEN BRYAN	R	130.00
01	316411	09/17/2025	MSNA-MN SCHOOL NUTRITION	R	350.00
01	316412	09/17/2025	MULTILINGUAL WORD INC	R	2,138.30
01	316413	09/17/2025	NAPA AUTO PARTS	R	1,252.68
01	316414	09/17/2025	NEI ELECTRIC, INC.	R	2,229.00
01	316415	09/17/2025	NEW LIFE ENTERPRISE	R	992.00
01	316416	09/17/2025	NWAOFUNE PETER	R	70.00
01	316417	09/17/2025	OHARA MEGAN	R	28.43
01	316418	09/17/2025	OKEY CHRIS	R	63.15
01	316419	09/17/2025	OLSON ANDREA JADE	R	28.43
01	316420	09/17/2025	ON CALL PAVEMENT SWEEPING INC	R	7,600.00
01	316421	09/17/2025	OWENS KEIRA	R	12.10
01	316422	09/17/2025	OWENS SEDRIC	R	18.95
01	316423	09/17/2025	PAN O GOLD BAKING CO	R	456.35
01	316424	09/17/2025	PER MAR SECURITY SERVICES	R	16.50
01	316425	09/17/2025	PEREZ LUCCIANO	R	157.00
01	316426	09/17/2025	PITNEY BOWES BANK PURCHASE POWER	R	33.15
01	316427	09/17/2025	PLUNKETT'S /VARMINT GUARD	R	2,142.67
01	316428	09/17/2025	POWERSCHOOL GROUP LLC	R	21,085.31
01	316429	09/17/2025	PROPIO LS, LLC	R	23.90
01	316430	09/17/2025	RASHAD COHEN LLC	R	5,000.00
01	316431	09/17/2025	RICKETTS, KATHLEEN	R	28.43
01	316432	09/17/2025	ROSA RUBIO ESCODA	R	1,462.50
01	316433	09/17/2025	RYAN JEANNIE M	R	1,111.94
01	316434	09/17/2025	SCHLETTY JENNIE M	R	28.43
01	316435	09/17/2025	SCHLETTY, MARK	R	28.43
01	316436	09/17/2025	SNDM	R	100.00
01	316437	09/17/2025	SQUIRES, WALDSPURGER & MACE, P.A.	R	11,376.40
01	316438	09/17/2025	STAIGER, PATRICK	R	130.00
01	316439	09/17/2025	STROUP CORY F	R	130.00
01	316440	09/17/2025	TASYA RIVERA MARTIN	R	28.43
01	316441	09/17/2025	TOLL COMPANY	R	13.64
01	316442	09/17/2025	TRIMARK MARLINN LLC	R	4,795.20
01	316443	09/17/2025	TRIO SUPPLY COMPANY	R	1,441.77
01	316444	09/17/2025	UNIVERSITY LANGUAGE CENTER	R	1,648.33
01	316445	09/17/2025	UPPER LAKES FOODS	R	34,877.06
01	316446	09/17/2025	URBANZ GEOFFREY	R	52.63
01	316447	09/17/2025	VETSCH TERRI	R	173.65
01	316448	09/17/2025	XCEL ENERGY	R	101.06
01	V2600252	09/18/2025	MATTHEW ARNOLD	R	506.96
01	V2600253	09/18/2025	EMMA GARCIA	R	53.00
01	V2600254	09/18/2025	JENNIFER KRUEGER	R	97.11
01	316449	09/22/2025	ESTRELLITA INC	R	2,001.92
01	316450	09/22/2025	INDEPENDENT SCHOOL MGMT, INC. (ISM)	R	3,800.00
01	316451	09/24/2025	AQUA ENGINEERING INC	R	397.50
01	316452	09/24/2025	BERGER, OLIVIA	R	12.10
01	316453	09/24/2025	BERGLUND CHLOE	R	12.10
01	316454	09/24/2025	BERRY COFFEE COMPANY INC.	R	586.50
01	316455	09/24/2025	BRAND FARMS	R	1,798.00
01	316456	09/24/2025	BSN SPORTS, LLC	R	730.74
01	316457	09/24/2025	CANON USA	R	4,747.36
01	316458	09/24/2025	CARLSON, ALEXIS	R	12.10
01	316459	09/24/2025	CDW GOVERNMENT INC	R	18,450.00
01	316460	09/24/2025	CINTAS CORPORATION NO 2	R	149.06
01	316461	09/24/2025	CITY OF RICHFIELD	R	3,810.14
01	316462	09/24/2025	CLEVELAND JOSHUA S	R	28.43

01	316463	09/24/2025	COMCAST	R	447.42
01	316464	09/24/2025	CONTINENTAL RESEARCH CORP	R	2,629.48
01	316465	09/24/2025	CUB FOODS	R	62.68
01	316466	09/24/2025	CULINEX	R	2,473.98
01	316467	09/24/2025	CURRICULUM ASSOCIATES, LLC	R	4,000.00
01	316468	09/24/2025	DEPARTMENT OF HUMAN SERVICES	R	1,620.00
01	316469	09/24/2025	ECM PUBLISHERS INC	R	188.75
01	316470	09/24/2025	FAMODU, BABATUNDE	R	140.00
01	316471	09/24/2025	FASTENAL INDUSTRIAL	R	403.62
01	316472	09/24/2025	FINANGER PHILLIP J	R	68.41
01	316473	09/24/2025	WW GRAINGER INC	R	811.87
01	316474	09/24/2025	GROUP MEDICAREBLUE RX	R	7,955.00
01	316475	09/24/2025	HAUGEN CHRIS	R	130.00
01	316476	09/24/2025	HILLYARD MINNEAPOLIS	R	5,337.57
01	316477	09/24/2025	HOME DEPOT U.S.A.	R	1,421.88
01	316478	09/24/2025	HOYO, SBC	R	2,040.00
01	316479	09/24/2025	INNOVATIVE OFFICE SOLUTIONS LLC	R	64.15
01	316480	09/24/2025	KEMPS LLC	V	0.00
01	316481	09/24/2025	KEMPS LLC	R	4,011.72
01	316482	09/24/2025	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	3,419.30
01	316483	09/24/2025	LINDSAY SHEPPARD	R	265.96
01	316484	09/24/2025	LOFFLER	R	1,031.91
01	316485	09/24/2025	MADISON NATIONAL LIFE INS CO INC	R	17,687.59
01	316486	09/24/2025	MATT LYNCH-MCKINNEY	R	70.00
01	316487	09/24/2025	MAXORPLUS, LTD	R	13,494.74
01	316488	09/24/2025	MCCARTHY WELL COMPANY	R	6,500.00
01	316489	09/24/2025	MENDELBLATT SCOTT	R	28.43
01	316490	09/24/2025	METRO APPLIANCE RECYCLING	R	7,246.74
01	316491	09/24/2025	METRO WEST CONFERENCE	R	1,000.00
01	316492	09/24/2025	MINUTEMAN PRESS EDINA	R	197.44
01	316493	09/24/2025	MN DEPT OF LABOR AND INDUSTRY	R	725.00
01	316494	09/24/2025	NAPA AUTO PARTS	R	1,177.67
01	316495	09/24/2025	NEI ELECTRIC, INC.	R	355.00
01	316496	09/24/2025	NICKELL, TAYLOR	R	36.30
01	316497	09/24/2025	NORTH CENTRAL INTERNATIONAL, LLC	R	85.95
01	316498	09/24/2025	PAN O GOLD BAKING CO	R	1,250.95
01	316499	09/24/2025	PEDIATRIC HOME SERVICE	R	675.00
01	316500	09/24/2025	PIONEER MANUFACTURING COMPANY	R	1,620.00
01	316501	09/24/2025	PITNEY BOWES BANK PURCHASE POWER	R	2,400.00
01	316502	09/24/2025	PRINT, PAUL R	R	130.00
01	316503	09/24/2025	PROFESSIONAL WIRELESS COMMUNICATION	R	475.00
01	316504	09/24/2025	RAHJA MARK	R	130.00
01	316505	09/24/2025	RATHMANN NICHOLAS	R	130.00
01	316506	09/24/2025	RODRIGUEZ EMBROIDERY INC	R	144.00
01	316507	09/24/2025	SCHOOL SAVERS CORPORATION	R	9,165.90
01	316508	09/24/2025	SCHOOL SERVICE EMPLOYEES UNION	R	4,517.86
01	316509	09/24/2025	SHERWIN WILLIAMS CO	R	119.25
01	316510	09/24/2025	SOURCEWELL	R	13,365.00
01	316511	09/24/2025	TRIO SUPPLY COMPANY	R	4,061.09
01	316512	09/24/2025	TRISTATE BOBCAT INC	R	2,141.91
01	316513	09/24/2025	UNITED STATES TREASURER	R	200.00
01	316514	09/24/2025	UNIVERSITY LANGUAGE CENTER	R	206.07
01	316515	09/24/2025	UPPER LAKES FOODS	R	35,855.93
01	316516	09/24/2025	US TICKET, INC.	R	525.20
01	316517	09/24/2025	VETSCH TERRI	R	68.41
01	316518	09/24/2025	VISTA HIGHER LEARNING	R	433.65

01	316519	09/24/2025	VRIEZE PETE	R	130.00
01	316520	09/24/2025	WIESE USA, INC.	R	432.34
01	316521	09/24/2025	XCEL ENERGY	R	11,642.53
01	316522	09/24/2025	GUSTAVUS ADOLPHUS COLLEGE	R	2,000.00
01	316523	09/24/2025	NW HEALTH SCIENCES UNIVERSITY	R	2,000.00
01	316524	09/24/2025	UNIVERSITY OF MINNESOTA-TWIN CITIES	R	2,000.00
01	316525	09/24/2025	UNIVERSITY OF ST THOMAS	R	11,000.00
01	316526	09/25/2025	CASE UNVERZAGT	R	800.00
01	316527	09/25/2025	GREGG SAWYER	R	800.00
01	316528	09/25/2025	MELANIE AYLWARD	R	800.00
01	316529	09/25/2025	PROPIO LS, LLC	R	1,041.08

TOTAL CHECKS, SCHOLARSHIPS & EPAYS					1,808,838.89
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Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting October 6, 2025

Subject: PERSONNEL ITEMS

(Recommended by the superintendent)

That the board of education approve the following personnel items:

Administration Full-Time Position for Employment

Heidi Savatdy – Director of Finance – Richfield District Office
Effective: 9/29/2025

Full-Time Certified Probationary Year 1 of 3

Olivia Better – Reading Teacher – Richfield High School
Effective: 11/10/2025

Full-Time Certified OFP Contract

Rosenda Gaz Ibarra – Elementary Education Teacher – Richfield Dual Language
Effective: 8/22/2025

Cora Peacha – Special Education Teacher – Richfield STEM
Effective: 8/22/2025

Full-Time Certified Resignation

Jennifer Behnke – Reading Teacher – Richfield High School
Effective: 11/7/2025
Years of Service: 4

Classified Full-Time Paraprofessional for Employment

Clara Lybeck - Special Education Paraprofessional – RDLS
Effective: 09/22/2025

James Paddock - Special Education Paraprofessional – Richfield STEM
Effective: 09/22/2025

Classified Part-Time Paraprofessional for Employment

Karissa Kelley - Managerial Paraprofessional – Centennial Elementary School
Effective: 09/17/2025

Classified Full-Time Facilities & Transportation for Employment

Dominic Liljenquist - Building Cleaner – Richfield High School
Effective: 09/15/2025

Classified Full-Time Food & Nutrition Service for Employment

Leticia Aguilar Valladares - Kitchen Assistant – Richfield STEM

Effective: 09/29/2025

Karla Coca Ramos - Kitchen Assistant – Richfield Middle School

Effective: 10/13/2025

Classified Full-Time Food & Nutrition Service Resignation

Nicole Bullock - Kitchen Assistant – Richfield Middle School

Effective: 10/3/2025

Years of Service: 3

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 6, 2025

Subject: Purchasing

(Recommended by the superintendent)

A second 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.

The policy and guideline have been reviewed by the Finance Department, and suggested changes are included to adhere to District branding and style guidelines and to comply with federal language requirements around conflicts of interest.

Attachments:

Policy 715: Purchasing - **redlined**

Administrative Guideline 715.1 - **redlined**

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

RICHFIELD PUBLIC SCHOOLS

PURCHASING

I. PURPOSE

The purpose of purchasing is to support the educational program of ~~the district~~ Richfield Public Schools 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's~~ District's mission to education students inspire and empower each individual to learn, grow and excel.

II. PURCHASING

The ~~School-school Board-board~~ directs the ~~Superintendent~~ 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 school Board-board adopted-approved~~ budgets.

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

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

III. CONFLICT OF INTEREST

Employees, including ~~School-school Board-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:

- a.** 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

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performance of their duties.

b. They shall not, directly or indirectly, seek or accept personal gain which would influence, or appear to influence, the conduct of their official duties.

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

Legal References:

- Minn. Stat. § 15.435 (Airline Travel Credit)
- Minn. Stat. § 10A.071, Certain gifts by lobbyists and principals prohibited
- Minn. Stat. § 123B.52, Contracts
- Minn. Stat. § 331A.03, subd.3, Alternative dissemination of bids and request
- Minn. Stat. § 471.345, Uniform Municipal Contracting Law
- Minn. Stat. § 471.895, Certain gifts by interested persons prohibited
- Uniform Grant Guidance 2 CFR Part 200

RATIFIED BY THE BOARD OF EDUCATION:
November 21, 2016

REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION:
December 21, 2020

REVISED BY THE BOARD OF EDUCATION:

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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 a District-District-~~ approved supplier.
- B. Inventoried Supplies—: Paper, copier staples, and miscellaneous supplies should be ordered ~~from Central Services~~ through the warehouse.
- C. Furniture—: Furniture purchases should be ordered through the ~~Purchasing-Finance~~ Department in accordance with District standards utilizing ~~District-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-District~~ funds shall be made using the ~~district's-District's~~ tax identification number or ~~tax-tax-~~ exempt status. The District will not approve or reimburse the payment of Minnesota sales tax.
- B. Exceptions (~~Taxable-taxable~~ Items) ~~including-include,~~ but are 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.

1
2 **IV. DISTRICT STANDARDS**

3 Purchases, including but not limited to, furniture, technological
4 equipment, and fixtures should meet ~~District-District~~ approved standards.

5
6 **V. CONFLICT OF INTEREST**

7 A. Employees, including ~~School-school Board-board~~ members, who are
8 in a position to make direct purchases, recommend purchases,
9 services and sources or supply and/or negotiate with suppliers and
10 contractors may not do the following:
11

12 ~~-1.~~ Receive or solicit from such suppliers, sources and/or contractors,
13 directly or indirectly, for ~~him or herself~~ themselves or anyone with whom
14 ~~he or she~~ they has have family, business or financial ties, anything of
15 economic value as a gift, gratuity, loan, entertainment or favor,
16 including gift certificates, credits or bonus points which can be
17 exchanged for merchandise, frequent flyer miles, etc. This prohibition
18 shall not apply to the gift exceptions specifically enumerated in
19 Minnesota Statute 471.895, subd. 3.

20 ~~-2.~~ Use their position to influence ~~district-District~~ decisions for personal
21 gain;

22 ~~-3.~~ Perform any work or service for remuneration for a supplier or
23 contractor except as disclosures of conflict of interest are properly
24 made

25 ~~-4.~~ Give preferential treatment to friends, relatives, or current or former
26 ~~district-District~~ employees, or

27 ~~-5.~~ Disclose information about bids or other confidential matters which
28 would compromise the ~~district's-District's~~ ability to obtain the best price.
29

30 B. Any ~~D~~district employee, including any ~~School-school Board-board~~
31 member, who knows, or may reasonably be expected to know, that
32 ~~he or she, they~~ or ~~his or her~~ their spouse, has a material financial
33 interest in any transaction in which the ~~district-District~~ is or may be
34 concerned, shall disclose such interest to the superintendent and
35 disqualify ~~himself or herself~~ themselves from participating in or
36 influencing that transaction.
37

38 C. Code of Conduct

39
40 ~~-1.~~ As representatives of the ~~School-District~~ District, all employees
41 are expected to conduct themselves in a professional and
42 ethical manner, maintaining high standards of integrity and
43 the use of good judgment.

44 ~~-2.~~ Employees are expected to be ~~principles-principled~~ in their
45 business interactions and act in good faith with individuals
46 both inside and outside the ~~School~~ District community.

47 ~~-3.~~ The ~~Code-code~~ of ~~Conduct-conduct~~ shall govern the

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1 performance, behavior and actions of the ~~agency~~District,
2 including ~~Board—board~~ members, employees, directors,
3 volunteers, or agents who are engaged in any aspect of
4 procurement, including – but not limited to – purchasing
5 goods and services; awarding contracts and grants; or the
6 administration and supervision of contracts.
7

8 D. No employee, officer, ~~director, or volunteer~~ or agent of the School
9 District ~~shall~~ may participate in the selection, award or administration
10 of a bid or contract supported by a ~~Federal~~ federal funds award if a
11 conflict of interest is real or apparent to a reasonable person. ~~Such a~~
12 conflict of interest would arise when the employee, officer, or agent,
13 any member of their immediate family, their partner, or an
14 organization which employs or is about to employ any of the parties
15 indicated herein, has a financial or other interest in or a tangible
16 personal benefit from a firm considered for a contract. The
17 employees, officers, and agents of the District may neither solicit nor
18 accept gratuities, favors, or anything of monetary value from
19 contractors or parties to subcontracts. However, the District may set
20 standards for situations in which the financial interest is not
21 substantial or the gift is an unsolicited item of nominal value. The
22 standards of conduct must provide for disciplinary actions to be
23 applied for violations of such standards by employees, officers, or
24 agents of the school district.
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26 ~~D-~~ The District must disclose in writing any potential conflict of interest to the
27 Minnesota Department of Education (MDE) in accordance with applicable federal
28 awarding agency policies. Such disclosures shall be transmitted via email to the
29 applicable area/department (e.g. SpEdFiscalMonitoring.MDE@state.mn.us).

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30 E. Violations of the policy will be deferred to the Human Resources
31 Department and appropriate disciplinary action will be determined by
32 the Human Resources Department.
33
34

35 F. The District's employees, officers, directors, or volunteers shall
36 neither solicit nor accept gratuities, gifts, consulting fees, trips,
37 favors or anything having a monetary value in excess of that which
38 is stated in Minnesota Statute 471.895, from a vendor, potential
39 vendor, or from the family or employees of a vendor, potential vendor
40 or bidder; or from any party to a sub- agreement or ancillary contract.
41

42 VI. PROCUREMENT

43

44 A. The function of purchasing is to serve the educational program of
45 the ~~district~~District by providing the necessary supplies, equipment
46 and services. All purchases shall be made competitively, without
47 prejudice and with the intent of seeking the maximum educational

1 value for every dollar expended.

2
3 B. Competitive Contracting

4 The total expense of a purchase or contract must be accurately
5 estimated to determine the correct procurement method. The total
6 expense of a lease contract is the sum of all payments required to
7 satisfy the contract in full.

8
9 a. Competitive contracting practices must be used for all ~~district~~
10 District expenditures or contracts with an estimated value greater
11 \$25,000. Expenditures or contracts estimated to exceed
12 \$25,000 but not to exceed \$175,000 require two or more written
13 quotations. Expenditures or contracts estimated to exceed
14 \$175,000 require sealed bids, ~~School-school Board-board~~
15 approval, and a formal written contract signed by the
16 ~~Superintendent~~ superintendent or designee.

17
18 b. ~~Federal Funds—purchases~~ For purchases made using federal
19 resources between \$10,000 to \$24,999, (i.e. “small
20 purchases”), price or rate quotations must be obtained from at
21 least two qualified sources and can be obtained in writing, orally,
22 through the vendor price list on website, or through an online
23 search ~~engine~~ (documentation of price must be retained by
24 purchaser).

25
26 c. A state contract (Cooperative Purchasing Venture) or other ~~joint~~
27 powers contract ~~MAY~~ may be used in place of bids or quotes
28 for expenditures of any value. If a contract is estimated to
29 exceed \$25,000, options available through the state’s cooperative
30 purchasing venture ~~MUST~~ must be considered before
31 purchasing through another source. Other exceptions to the
32 bid and quotation requirements of this regulation may be made
33 if authorized by law (e.g., certain professional services, real
34 estate and commercial insurance).

35
36
37 C. Non-Competitive Contracting

38
39 Non-competitive procurement is permitted if one or more of the
40 following circumstances apply:

41
42 ~~-1.~~ The acquisition of property or services, the aggregate dollar
43 amount of which does not exceed the minimum purchase
44 thresholds of the competitive contracting amounts in Section B
45 above;

46 ~~-2.~~ The item is available only from a single source.

47 ~~An emergency does not allow a delay.~~

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- ~~3.~~ The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;
- ~~4.~~ The ~~Federal-federal~~ awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-~~Federal-federal~~ entity; or
- 5. After solicitation of a number of sources, the competition is determined to be inadequate.
- ~~6.~~ -

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~~ADOPTED~~Dated: November 21, 2016
~~REVISED~~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.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 6, 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, October 6, 2025

Subject: Resolution Appointing Election Judges

BE IT RESOLVED by the School Board of Independent School District 280, State of Minnesota, as follows:

1. The list of individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the school district's general election on November 4, 2025 to act as such at the polling places or combined polling places established by the school district.
2. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections.

EXHIBIT A

RESOLUTION APPOINTING ELECTION JUDGES FOR RICHFIELD PUBLIC SCHOOLS
GENERAL ELECTION ON NOVEMBER 4, 2025

WHEREAS, a Richfield Public Schools General Election will be held on Tuesday, November 4, 2025.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Richfield Public Schools that the following are hereby appointed as judges for said election

Robert Alexander	Rebecca Guarino	Wayne Peterson
Joyce Anderson	Danielle Gunderson	Carol Petkoff
Michelle Ansorge	Bradley Hanson	Susan Poore
John Ashmead	Mary Hayden	Donald Rhodes
James Barnett	Dennis Heidelberg	Holly Rhodes
Barbara Bauer	Linda Hinz	Thomas Ritchie
Matthew Bell	Emilie Jensen	Amy Rittenhouse
Valerie Belton	Janell Joyner	Jay Rossom
Rosalie Bjorkman	Andy Kahn	Robert Sakkinen
Kenneth Boie	Amanda Kaiser	Michael Sawyer
Madelyn Boie	James Kaiser	Maureen Scaglia
Linda Boyd	Janet Karnick	Lynn Schoonmaker
James Breitfeller	Karen Kegley	Margaret Schow
Meredith Bruzek	Carol Kellett	Anne Schuette
Elizabeth Burlingame	John Kelly	Savana Sieckert
Willis Cahill	Mary Kelly	K. Lashel Solberg
Milissa Carter	Erica Klein	Brett Stursa
Mary Clark	Erica Klein	Elaine Swanson
Amy Cook	Barbara Knoll	John Swanson
Scott Dahlquist	Nathan Knox	Roger Swanson
Julie Danielson	Katie Lankton	Kristin Swenson
Blue Delliquanti	Helen Lapakko	Matthew Taraldsen
Cynthia Dubansky	Joan Lash	Mary Jo Tuttle
Joanne Ehren Dahlquist	Mandee Liberty	John Twisk
Mary Elliott	Emily Lodermeier	Lindy Venustus
Jose Escobedo	Kathleen McDonough	Stephanie Vizecky
Mary Jo Fadell	Mark McKinley	Lois Webb-Bradford
Beverly Fritz	Sarah Musgrave	Emily Wecker
Dean Gade	Carol Nelson	Karin Wolverton
M. Susan Gilham	Susan Nielsen	Charles Wright
Allison Glass	Marilyn Nienkerk	Amy Yescavage
Jade Goswami	Wallace Olson	Michael Zazzera
Jane Greene	Paul Peichel	

BE IT FURTHER RESOLVED that the City Clerk is with this, authorized to make any substitutions or additions as deemed necessary.

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

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 280 (Richfield Public Schools), State of Minnesota, was duly held in said school district on the 6th day of October, 2025, at 7 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ moved the adoption of the following resolution:

**RESOLUTION APPOINTING ELECTION JUDGES FOR RICHFIELD PUBLIC
SCHOOLS GENERAL ELECTION ON NOVEMBER 4, 2025**

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

1. The list of individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the school district's general election on November 4, 2025 to act as such at the polling places or combined polling places established by the school district.
2. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections.

BE IT FURTHER RESOLVED that the City Clerk is with this, authorized to make any substitutions or additions as deemed necessary.

The motion for the adoption of the foregoing resolution was duly seconded by Member

_____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)SS
COUNTY OF HENNEPIN)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 280 (Richfield Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to canvassing the results of the general and special election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

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

Clerk

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 6, 2025

SUBJECT: Resolution of Support for School-Based Health Center Grant for 2025-2028

(Recommended by the superintendent)

That the board of education affirm their support for Richfield Public Schools to accept a Minnesota Department of Health school-based health center grant to support the Richfield Health Resource Center and authorize the superintendent to enter into the grant agreement with the Minnesota Department of Health.

Background Information

This is a new grant that has not been offered by MDH before. RPS has been approved for the awarded amount of \$221,000, covering the grant period from September 2025 (exact date to be determined upon execution of the grant contract) through June 30, 2028.

The funds from this grant support student access to healthcare and chemical health services, the development of a student wellness council, and staffing costs. Previously, we had a one-year partnership with Reed Behavioral Health to provide chemical health services to our secondary students in grades 6-12; however, this grant funding is no longer available. With this new grant from MDH, RPS will be able to contract with Reed and expand services to 2-3 days a week of onsite chemical health support at Richfield Middle School and Richfield High School. The Student Wellness Council will be led by our Richfield Health Resource Center Coordinator, who will create an environment where fifteen students passionate about health and wellbeing can lead conversations and model/reinforce healthy decision-making and provide input about how to improve access and support to students.

The Richfield Health Resource Center is committed to providing free or low-cost health and wellness services to address significant health disparities among Richfield students and families. The Richfield Health Resource Center provides medical care, sexual health care, dental care, health insurance navigation, and mental health care for all youth ages 0-21 years old who live or go to school in the city of Richfield.

(Prepared by Jackie Sanchez Vidal, Christina Gonzalez & Mary Clarkson)

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

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 280 (Richfield Public Schools), State of Minnesota, was duly held in said school district on the 6th day of October, 2025, at 7 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ moved the adoption of the following resolution:

**RESOLUTION OF SUPPORT FOR SCHOOL-BASED HEALTH CENTER GRANT
FOR 2025-2028**

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

That the board of education affirm their support for Richfield Public Schools to accept a Minnesota Department of Health school-based health center grant to support the Richfield Health Resource Center and authorize the superintendent to enter into the grant agreement with the Minnesota Department of Health.

The motion for the adoption of the foregoing resolution was duly seconded by

Member _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)SS
COUNTY OF HENNEPIN)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 280 (Richfield Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to canvassing the results of the general and special election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

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

Clerk

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 6, 2025

SUBJECT: Resolution of Support for Reimagine Education Grant for Literacy Professional Development

(Recommended by the superintendent)

That the board of education affirm their support for Richfield Public Schools to accept a Reimagine Education Grant for Improving Literacy Outcomes Through High-Quality Professional Development and authorize the superintendent to enter into the grant agreement with the Minneapolis Foundation.

Background Information

RPS has been approved for the awarded amount of \$26,700.00, covering the grant period from September 1, 2025 through June 30, 2026.

RPS will provide teachers responsible for reading instruction with 12 hours of professional development to increase their knowledge of evidence-based practices in reading instruction and their ability to apply these practices in their classrooms. Professional development sessions will be provided by trained LETRS facilitators and will address key components of reading instruction, including phonemic awareness, phonics and word recognition, fluency, vocabulary and comprehension.

RPS was previously awarded a grant from the Minneapolis Foundation to fund a learning academy focused on the science of reading for a cohort of 38 teachers. Teachers in this cohort reported increased confidence in providing high-quality reading instruction to their students. This year's training will expand on the success of this work by providing a second year of training and increasing the number of staff engaged in the professional development work.

(Prepared by Rachel Gens)

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

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 280 (Richfield Public Schools), State of Minnesota, was duly held in said school district on the 6th day of October, 2025, at 7 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ moved the adoption of the following resolution:

**RESOLUTION OF SUPPORT FOR REIMAGINE EDUCATION GRANT FOR
LITERACY PROFESSIONAL DEVELOPMENT**

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

That the board of education affirm their support for Richfield Public Schools to accept a Reimagine Education Grant for Improving Literacy Outcomes Through High-Quality Professional Development and authorize the superintendent to enter into the grant agreement with the Minneapolis Foundation.

The motion for the adoption of the foregoing resolution was duly seconded by

Member _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)SS
COUNTY OF HENNEPIN)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 280 (Richfield Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to canvassing the results of the general and special election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

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

Clerk

NEW BUSINESS - FOR ACTION

Agenda Item VI.E.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 6, 2025

Subject: Resolution Supporting a Cooperative Sponsorship Agreement

(Recommended by the superintendent)

That the board approve this resolution for the 2025-2026 school year to support a cooperative sponsorship with Burnsville and Shakopee for girls alpine skiing and boys alpine skiing.

Background Information

Our alpine team numbers have been too small to field a complete team for the last two years. This cooperative agreement will provide an opportunity for our student-athletes to play on a team with increased numbers of participants for practices and competitions. Burnsville will be the host school for this agreement.

Application for Cooperative Sponsorship

Deadline: Not later than 30 days prior to the first day of practice for that sport season.
 PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Alpine Ski, Boys
 beginning with the 2025 - 2026 school year. (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Burnsville High School	2370	Burnsville	3AA	6A
High School #2:	Shakopee High School	2354	Shakopee	2AA	6A
High School #3:	Richfield High School	927	Richfield	3AA	4A
High School #4:					

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?
 Yes This application must include a review and comments from the conference(s) of which the schools are members.
 No
- Do any of the above schools currently have a cooperative agreement in this activity?
 Yes An application for dissolution must be submitted for the existing agreement.
 No
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About/MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About/MSHSL/Membership%20Information%20-%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards))
 Adding Richfield to this Alpine Ski co-op for sustainability of both programs. Buck Hill, where we train, requires a minimum of 10 participants and this co-op will help achieve them requirement.

4. List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1		2	1		1	
High School #2	1					
High School #3	3		1		1	
High School #4						

- Team Identification: (Indicate how cooped schools should be identified in tournament programs): BSR Alpine
- Team Colors: Gold, Red, Cardinal Team Mascot: n/a
- Host School (school that will receive revenue share check): Burnsville High School

Board of Education (or designee)	School	Date
Signed <u>[Signature]</u>	<u>Burnsville High School</u>	<u>8/14/25</u>
Signed <u>[Signature]</u>	<u>Shakopee High School</u>	<u>8/25/25</u>
Signed _____	_____	_____

Official Action of the MSHSL Board of Directors

- Approved
 Not Approved

Signature: _____ Date: _____
 MSHSL Executive Director

Application for Cooperative Sponsorship

Deadline: Not later than 30 days prior to the first day of practice for that sport season.
 PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION
 AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Alpine Ski, Girls
 beginning with the 2025 - 2026 school year. (activity) (boys' or girls') (Adapted-CI or PI)

List ALL schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Burnsville High School	2370	Burnsville	3AA	6A
High School #2:	Shakopee High School	2354	Shakopee	2AA	6A
High School #3:	Richfield High School	927	Richfield	3AA	4A
High School #4:					

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?
 Yes This application must include a review and comments from the conference(s) of which the schools are members.
 No
- Do any of the above schools currently have a cooperative agreement in this activity?
 Yes An application for dissolution must be submitted for the existing agreement.
 No
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards)
 Adding Richfield to this Alpine Ski co-op for sustainability of both programs. Buck Hill, where we train, requires a minimum of 10 participants and this co-op will help achieve them requirement.

4. List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1			1			1
High School #2	2	1			1	
High School #3					1	
High School #4						

- Team Identification: (Indicate how cooped schools should be identified in tournament programs): BSR Alpine
- Team Colors: Gold, Red, Cardinal Team Mascot: n/a
- Host School (school that will receive revenue share check): Burnsville High School

Board of Education (or designee)	School	Date
Signed <u>[Signature]</u>	<u>Burnsville High School</u>	<u>8/14/25</u>
Signed <u>[Signature]</u>	<u>Shakopee High School</u>	<u>8/25/25</u>
Signed _____	_____	_____

Official Action of the MSHSL Board of Directors

- Approved Not Approved

Signature: _____ Date: _____
 MSHSL Executive Director

NEW BUSINESS – FOR REVIEW

Agenda Item VI.F.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 6, 2025

Subject: Legal Status of the School Board

(Recommended by the superintendent)

A first read of Policy 201: Legal Status of the School Board. The policy describes the purpose, powers and duties of the board as prescribed by law.

Attachments:

Policy 201: Legal Status of the School Board

MSBA Model Policy 201: Legal Status of the School Board

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RICHFIELD PUBLIC SCHOOLS

LEGAL STATUS OF THE SCHOOL BOARD

I. Purpose

The care, management and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties and powers of the school board in carrying out its mission.

II. General Statement of Policy

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. Definition

“School board” means the governing body of the school district.

IV. Powers and Duties

- A. The school board has powers and duties specified by statute. The school board’s authority includes implied powers in addition to specific powers granted by the legislature.
- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The school board shall superintend and manage the schools of the school district and adopt rules for their organization, government, curriculum and instruction.
- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board shall make and authorize contracts. Direct responsibility for contracts is delegated to the superintendent or designee. Contracts that exceed the dollar amount outlined in the Administrative Guidelines for Policy

1 715 (Purchasing), or involve law enforcement personnel, shall be reviewed
2 publicly by the school board in either a consent agenda or individual agenda
3 item.
4

5 F. The school board, among other duties, shall oversee the implementation of
6 the following in accordance with applicable law:
7

- 8 1. provide by levy of tax, necessary funds for the conduct of schools, the
9 payment of indebtedness, and all proper expenses of the school district;
- 10 2. conduct the business of the schools and pay indebtedness and proper
11 expenses;
- 12 3. employ and contract with necessary qualified teachers and discharge the
13 same for cause;
- 14 4. review curricular changes when they constitute a full change to an
15 entirely new curriculum used by the district;
- 16 5. provide services to promote the health of its pupils;
- 17 6. provide school buildings and erect needed buildings;
- 18 7. purchase, sell, and exchange school district property and equipment as
19 deemed necessary by the school board for school purposes;
- 20 8. provide for payment of claims against the school district, and prosecute
21 and defend actions by or against the school district, in all proper cases;
- 22 9. employ and discharge necessary employees;
- 23 10. provide for transportation of pupils to and from school, as governed by
24 statute; and
- 25 11. procure insurance against liability of the school district, its officers and
26 employees.

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38 F. The school board, at its discretion, may oversee the implementation of the
39 following:
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- 41 1. provide library facilities, public evening schools, adult and continuing
42 education programs, summer school programs and intercession classes
43 of flexible school year programs;
- 44 2. furnish school lunches for pupils and teachers on such terms as the
45 school board determines;
- 46 3. enter into agreements with one or more other independent school
47 districts to provide for agreed upon educational services;
- 48 4. lease rooms or buildings for school purposes;
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- 5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
- 6. authorize co-curricular and extracurricular activities;
- 7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
- 8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References:

- Minn. Stat. §123A.22 (Cooperative Centers)
- Minn. Stat. §123B.02 (general powers)
- Minn. Stat. §123B.09 (school board powers)
- Minn. Stat. §123B.14 (school district officers)
- Minn. Stat. §123B.23 (Liability insurance)
- Minn. Stat. §123B.49 (Co-curricular and Extracurricular Activities; Insurance)
- Minn. Stat. §123B.51 (Schoolhouses and Sites; Access Non-curricular Purposes)
- Minn. Stat. §123B.85 (definition) Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 33, 199 N.W. 911 (1924)

Cross References:

- MSBA Service Manual, Chapter 3, School Board and its Powers
- Board Policy 203 - Organization of the Board of Education
- Board Policy 208 - Open Meetings and Closed Meetings
- Board Policy 715 – Purchasing & Administrative Guideline 715.1

Ratified by the Board of Education: November 20, 1995
Reviewed by the Board of Education:
Revised by the Board of Education: August 21, 2000, August 1, 2005,
January 19, 2016, December 7, 2020

Adopted: _____

MSBA/MASA Model Policy 201

Orig. 1995

Revised: _____

Rev. 2022

201 LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

The care, management, and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties, and powers of the school board in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. DEFINITION

"School board" means the governing body of the school district.

IV. ORGANIZATION AND MEMBERSHIP

- A. The membership of the school board consists of six elected directors, or seven if the school board has submitted the question to the electors and a majority have approved a seven-member school board. The term of office is four years.

[Note: This number may be different for combining or consolidating school boards that are in a transition period.]

- B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

V. POWERS AND DUTIES

- A. The school board has powers and duties specified by statute. The school board's authority includes implied powers in addition to specific powers granted by the legislature.
- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.

- C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
 - 1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
 - 2. conduct the business of the schools and pay indebtedness and proper expenses;
 - 3. employ and contract with necessary qualified teachers and discharge the same for cause;
 - 4. provide services to promote the health of its pupils;
 - 5. provide school buildings and erect needed buildings;
 - 6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
 - 7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
 - 8. employ and discharge necessary employees and contract for other services;
 - 9. provide for transportation of pupils to and from school, as governed by statute; and
 - 10. procure insurance against liability of the school district, its officers, and employees.
- F. The school board, at its discretion, may perform the following:
 - 1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;
 - 2. furnish school lunches for pupils and teachers on such terms as the school board determines;
 - 3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
 - 4. lease rooms or buildings for school purposes;
 - 5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
 - 6. authorize cocurricular and extracurricular activities;

7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References: Minn. Stat. § 123A.22 (Cooperative Centers for Vocational Education)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.14 (Officers of Independent School Districts)
Minn. Stat. § 123B.23 (Liability Insurance; Officers and Employees)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)
Minn. Stat. § 123B.85 (Definitions)
Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233 (1924)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 203 (Operation of the School Board -Governing Rules)
MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)

NEW BUSINESS – FOR REVIEW

Agenda Item VI.G.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 6, 2025

Subject: Students and Employees with Communicable and Infectious Diseases

(Recommended by the superintendent)

A first read of Policy 106: Students and Employees with Communicable and Infectious Diseases. This policy puts measures into place to control exposure to communicable and infectious diseases in RPS while protecting the rights of individuals who are infected.

Attachments:

Policy 106: Students and Employees with Communicable and Infectious Diseases
MSBA Model Policy 420: Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions

RICHFIELD PUBLIC SCHOOLS

**STUDENTS AND EMPLOYEES WITH
COMMUNICABLE AND INFECTIOUS DISEASES**

I. PURPOSE

Students and staff of the school district shall be able to attend or work in the district in an environment where exposure to communicable or infectious disease is controlled. This requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Cooperation with Minnesota Department of Health

It is the policy of the school district to strive to follow all guidelines from the Minnesota Department of Health (MDH). Close collaboration with MDH is particularly critical in times of local, regional, or worldwide disease outbreak. These circumstances may warrant more specific measures than are outlined in this policy for the purposes of preventing, controlling, and tracking instances of infection.

B. Students

It is the policy of the school board that students with communicable diseases not be excluded from attending school in their regular classroom so long as their health permits and their attendance does not create a significant risk of transmission of illness to students, employees or others in the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

C. Employees

It is the policy of the school board that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a

risk of the transmission of disease to students and employees or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

D. Special Circumstances and Conditions

Determination of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (potential harm to third parties), the probability the disease will be transmitted (level of risk), and mitigation measures (factors designed to reduce risk)

E. Students with Special Circumstances and Conditions

The Superintendent or designee, in consultation with the district's licensed school nurse, the infected individual's health care provider, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement. Periodic reevaluation as deemed necessary by the student's health care provider, the student's parent(s)/guardian(s), public health, and school team members will occur.

F. Extracurricular Student Participation

Student participation in nonacademic, extracurricular, and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

G. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

H. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information

and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.

2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

I. Reporting

If a medical condition of student or staff poses a risk to public health, it must be reported to the Minnesota Department of Health of Health.

J. Prevention

The school district shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of infectious disease spread in addition to sexually transmitted diseases in accordance with Minn. Stat. § 121A.23 which includes:

1. planning materials, guidelines, and other technically accurate and updated information that supports the reduction of risk and methods for reducing the likelihood of infection from disease;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents
5. involvement of parents and other community members;
6. in-service training for district staff;
7. collaboration with local community health services, agencies and organizations and state agencies and organizations having an infection and disease prevention or risk reduction program;
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.

11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

K. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Legal References:

20 U.S.C. 1401 et seq. (IDEA) (Individuals with Disabilities Education Act
29 U.S.C. 794 et seq. (504 of Rehabilitation Act of 1973
42 U.S.C. 12101 et seq. (Americans with Disabilities Act)*Kohl by Kohl v. Woodhaven Learning Center*, 865 F.2d 930 (8th Cir.), *cert. denied*, 493 U.S. 892, 110 S.Ct. 239 (1989)
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273, 107 S.Ct. 1123 (1987)
16 EHLR 712, OCR Staff Memo, April 5, 1990
Minn. Stat. § 121A.23 (Health-Related Programs)
Minn. Stat. § 144.441-442 (Tuberculosis)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education Improvement Act of 2004)

Cross References:

Board Policy 504 – Education of Homeless Children
Board Policy 581 – Protection and Privacy of Pupil Record
Administrative Guideline 581.1 – Access to Pupil Records by School Volunteers
Administrative Guideline 581.2 – Release of Student Records
Administrative Guideline 782 – Environmental Health and Safety Standards
Board Policy 403 - Disability Nondiscrimination
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
Board Policy 505 - Student Disability Nondiscrimination

RATIFIED BY THE BOARD OF EDUCATION: May 19, 1996
REVIEWED BY THE BOARD OF EDUCATION: February 21, 2017

Section 100
School District

Board Policy 106
page

REVISED BY THE BOARD OF EDUCATION:

December 15, 1997; March 21,
2005, March 6, 2017; November 16,
2020

Adopted: _____

MSBA/MASA Model Policy 420

Orig. 1995

Revised: _____

Rev. 2022

420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minnesota Statutes section 121A.23 provides that school districts must have a program that incorporates the provisions contained in this policy.]

I. PURPOSE

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including, but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

The policy of the school board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

The policy of the school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is

transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.

2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

The school (title), along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular, and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Minnesota Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minnesota Statutes section 121A.23 that includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Legal References: Minn. Stat. § 121A.23 (Programs to Prevent and Reduce the Risks of Sexually Transmitted Infections and Diseases)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 142 (Testing in School Clinics)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
29 C.F.R. 1910.1030 (Bloodborne Pathogens)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), *cert. denied*, 493 U.S. 892 (1989)
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273 (1987)
16 EHLR 712, OCR Staff Memo, April 5, 1990

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 6, 2025

Subject: Donations

(Recommended by the superintendent)

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

Centennial Elementary School received a donation of \$962.60 for books from KPMG Minneapolis.

The RHS Music Department received a donation of instruments valued at \$300.00 from Jennifer Lewis of Richfield.

The RHS Spanish Department received donations of \$50.00 from Jeanne Wu of Irvine, CA and \$50.00 from Vanessa Frank of Chaska, MN.

Richfield High School received a donation of \$5.00 from Kayleigh Armstrong of Inver Grove Heights, MN.

The RPS Sunshine Lunch Account received a donation of \$75.00 from Susan Kinneberg of Richfield.

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- \$5.00 from Amino Daden of Minneapolis
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- \$5.00 from Abdiwahid Ade of Minneapolis
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- \$5.00 from Mical Peterson of Richfield
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- \$10.00 from Andry Jurcich of Richfield
- \$10.00 from Julianna Koomen of Richfield
- \$20.00 from Chris Gacek of Richfield
- \$25.00 from Liz Leino of Minneapolis
- Anonymous donations totaling \$35.00