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, February 2, 2026
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 9-62)

1. Centennial Elementary School Presentation (pages 10-17)
2. Vision Cards Mid-Year Update (pages 18-47)
3. Superintendent Goals Mid-Year Update (pages 48-62)

B. Commendations (page 63)

IV. CONSENT AGENDA

A. Routine Matters (pages 64-80)

1. Minutes of the Regular Meeting held January 20, 2026 (pages 65-73)
2. General Disbursements as of 1/26/26 in the Amount of $8,228,023.92 (pages 74-77)
3. Investment Holdings (page 78)
4. Year-to-Date Finance Update (pages 79-80)

B. Personnel Items (page 81)

V. OLD BUSINESS

A. Policy 651: Athletics and Activity Program & Administrative Guidelines 651.1 & 651.2 (pages 82-98)

B. Policy 709: Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System & Administrative Guideline 709.1 (pages 99-106)

C. Policy 581: Protection and Privacy of Pupil Records & Administrative Guidelines 581.1 & 581.2 (pages 107-178)

D. Policy 406: Professional Learning & Administrative Guideline 406.1 (pages 179-192)

VI. NEW BUSINESS

A. Donations (page 193)

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Suggested/Future Agenda Items

D. Future Meeting Dates

*Tuesday, 2-17-2026	7 p.m.	Regular Board Meeting – Public Comment
3-2-2026	7 p.m.	Regular Board Meeting

VIII. ADJOURN REGULAR MEETING

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, February 2, 2026

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
A&I:	Achievement & Integration
ALC:	Area Learning Center
AMSD:	Association of Metropolitan School Districts
AP:	Advanced Placement
AP:	Assistant Principal
APBP:	Association of Pedestrian and Bicycle Professionals
BGC:	Background Check
BGC:	Boys & Girls Club
BIPOC:	Black, Indigenous, and People of Color
BILT or ILT:	(Building) Instructional Leadership Team
BLT:	Beacons Leadership Team
BOLT:	Building Operational Leadership Team
BPH:	Bloomington Public Health
C&A:	Connect & Assess
CACR:	Comprehensive Achievement and Civic Readiness (previously World's Best Workforce)
CAREI:	Center for Applied Research & Educational Improvement
CASEL:	Collaborative for Academic, Social, and Emotional Learning
CBM:	Curriculum Based Measurement

CCR:	Career & College Readiness
CDC:	Centers for Disease Control
CE:	Community Education
CIS:	College in the Schools
CPR & AED:	Cardiopulmonary Resuscitation & Automated External Defibrillator
DA:	Dream Act
D.O.:	District Office
DSLN:	District Summer Learning Network
EAP:	Employee Assistance Program
ECFE:	Early Childhood Family Education
ECSE:	Early Childhood Special Education
ELA:	English Language Arts
EL or ELL:	English Learner or English Language Learner
ESSA:	Every Student Succeeds Act
ESST:	Earned Sick and Safe Time
ESL:	English as a Second Language
ESY:	Extended School Year
FAFSA:	Free Application for Federal Student Aid
FFVP:	Fresh Fruit and Vegetable Program
F/R or FRP:	Free/Reduced or Free and Reduced Price (usually referring to eligible students)
FTE:	Full-Time Equivalent
FY:	Fiscal Year
GASB:	Governmental Accounting Standards Board
GLOW:	Gay, Lesbian or Whatever (LGBTQ+/allies student group)
GPA:	Grade Point Average
HHM:	Homeless/Highly Mobile
HR:	Human Resources
HSSC:	Hennepin South Services Collaborative
HVAC:	Heating, Ventilation, & Air Conditioning
IEP:	Individualized Education Plan
IHP:	Individual Healthcare Plan
IPAC:	Indigenous Parent/Guardian Advisory Committee
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
ROAR:	Rapid Online Assessment of Reading
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
WIDA:	World-Class Instructional Design & Assessment
WIN:	What I Need
YTD:	Year-to-Date

RPS Student and Staff Demographic Data:

2025-2026 Student Data

3,986 Students Districtwide

- 3,835 Traditional Count
    - 1,707 Elementary (K-5) Average Class Size = 22.17
    - 748 Middle (6-8) Average Class Size = 23.07
    - 1,246 High (9-12) Average Class Size = 25.24
    - 103 Prekindergarten (16 ECSE VPK)
    - 31 Transition+
- 151 Voluntary Prekindergarten (VPK)

Student Diversity (based on state/federal categories*)

- BIPOC: 71.25%
    - American Indian or Alaska Native: 1.13%
    - Asian: 3.31%
    - Hispanic: 45.06%
    - Black or African American: 13.62%
    - Native Hawaiian or Other Pacific Islander: 0.05%
    - 2 or More Races: 8.08%
- White: 28.75%

*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: 25.74%
- Non-ELL: 74.26%

Free/Reduced Eligible

- Eligible: 55.7%
- Not Eligible: 44.3%

2025-2026 Staff Data

672 Total Staff Districtwide (629.398 FTE)

- 343 Teachers/Licensed Staff (Non-administrators)
- 121 Paraprofessionals
- 78 Facilities & Transportation
- 44 Administration & Classified Management
- 39 Nutrition Services
- 25 Administrative Support Professionals
- 11 Outreach Workers
- 11 Other

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

Staff Diversity (based on self-reported categories)

- BIPOC: 27.97%
    - Hispanic/Latino: 15.03%
    - Black/African American: 5.8%
    - Asian: 3.27%
    - Multiracial: 2.53%
    - American Indian/Alaskan: 1.34%
- White: 72.02%

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, February 2, 2026

Subject: Ongoing Board Calendar

Upcoming Events to Attend:

Thursday, February 5: Central Preschool Open House, 5 p.m.
Friday, February 6: R-STEM Expo, 9 a.m. – 1:40 p.m.
Tuesday, February 17: School Board Meeting, 7 p.m.
Thursday, February 19: RDLS Family Math Night, 5:30 p.m.
Tuesday, February 24: RMS 6th-Grade Information Night, 6 p.m.
Friday, February 27: Sheridan Hills PTO Winter Dance & Silent Auction, 6 p.m.

Upcoming Holidays, Heritage Months, and Appreciation Days:

February is Black History Month
February 16: Presidents' Day

February 2-6: National School Counselor Week
February 23-27: RPS Employee Appreciation Week

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, February 2, 2026

Subject: Superintendent Update

Centennial Elementary School Principal Colleen Mahoney will present. Superintendent Unowsky will share a mid-year update on the strategic plan through vision cards, as well as a mid-year update on his annual goals.

Attachments:
Centennial Elementary School Presentation
Vision Cards Mid-Year Update

- Presentation
- Academics Page 1: Progress Report
- Academics Page 2: Key Actions
- Academics Page 3: Rubric
- Business & Operations Page 1: Progress Report
- Business & Operations Page 2: Key Actions
- Business & Operations Page 3: Rubric
- Climate & Culture Page 1: Progress Report
- Climate & Culture Page 2: Key Actions
- Climate & Culture Page 3: Rubric
- Communications & Marketing Page 1: Progress Report
- Communications & Marketing Page 2: Key Actions
- Communications & Marketing Page 3: Rubric

Superintendent Goals Mid-Year Update Presentation

Enriching and accelerating learning

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Specialists' Classes

February 2, 2026

Colleen Mahoney, Principal

Centennial Student Council

Enriqueciendo y acelerando el aprendizaje

School Schedule

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District & Building Focus: Literacy & Math

Reading:	60 minutes
Writing:	30 minutes
Math:	60 minutes
Science:	30 minutes
SEL:	30 minutes
WIN:	60 minutes
Specialist:	60 minutes

Lunch:	30 minutes
Recess:	30 minutes
Morning Meeting:	15 minutes
Number Corner:	15 minutes

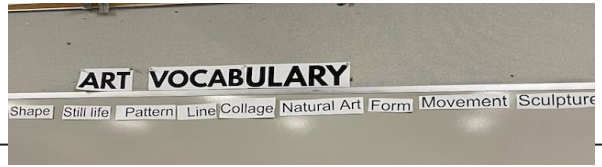
Specialist Classes at Centennial

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- Each Specialist class plans with MN State Standards
- One hour of Specialist Class per day
  - Music
  - Art
  - PE
  - Media (Library)

Question: How do Specialists' classes support Literacy & Math skills for students?

Art



Ms. Romano

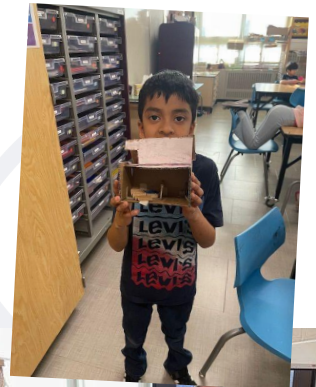
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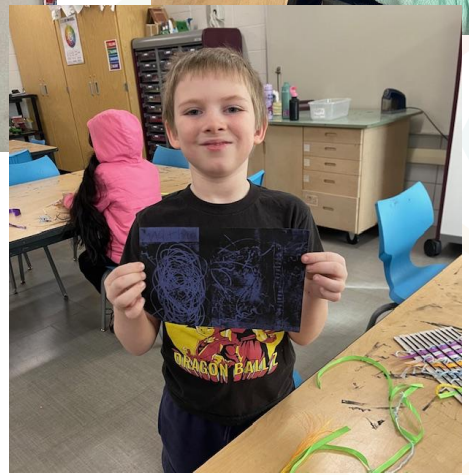


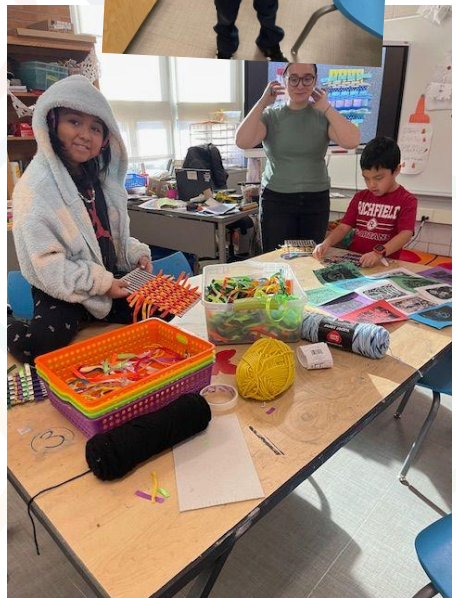














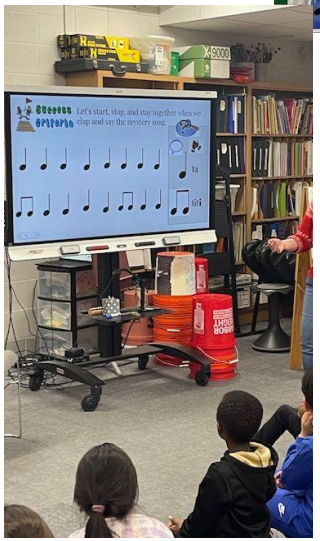


Music



Ms. Hanson

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Physical Education

Mr. Christ

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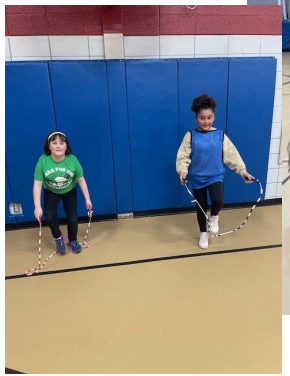




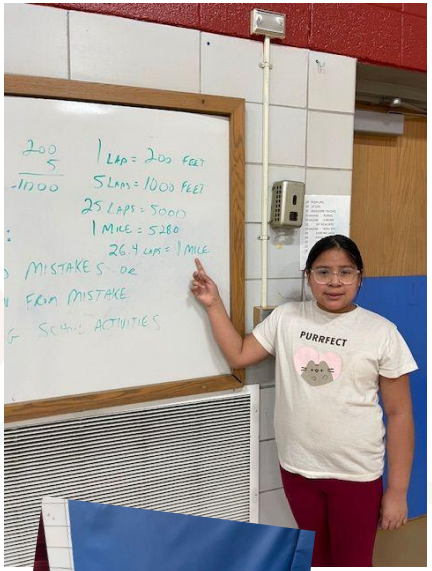












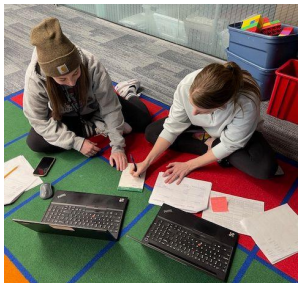


“Whole School” approach

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- Departments support one another
- Departments communicate often
- All teaching staff attend school-wide Data Meetings

Centennial “Data Dig” January 26, 2026







Questions for the Centennial Team?

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Enriching and accelerating learning

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Vision Cards

Mid-Year Update

February 2, 2026

Enriqueciendo y acelerando el aprendizaje

What is a Vision Card?

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

What Vision Cards are there?

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There is one card for each strategic plan strategy:

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

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

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

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

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

The Parts of a Vision Card

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Each vision card has three pages:

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

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

Understanding the Progress Report

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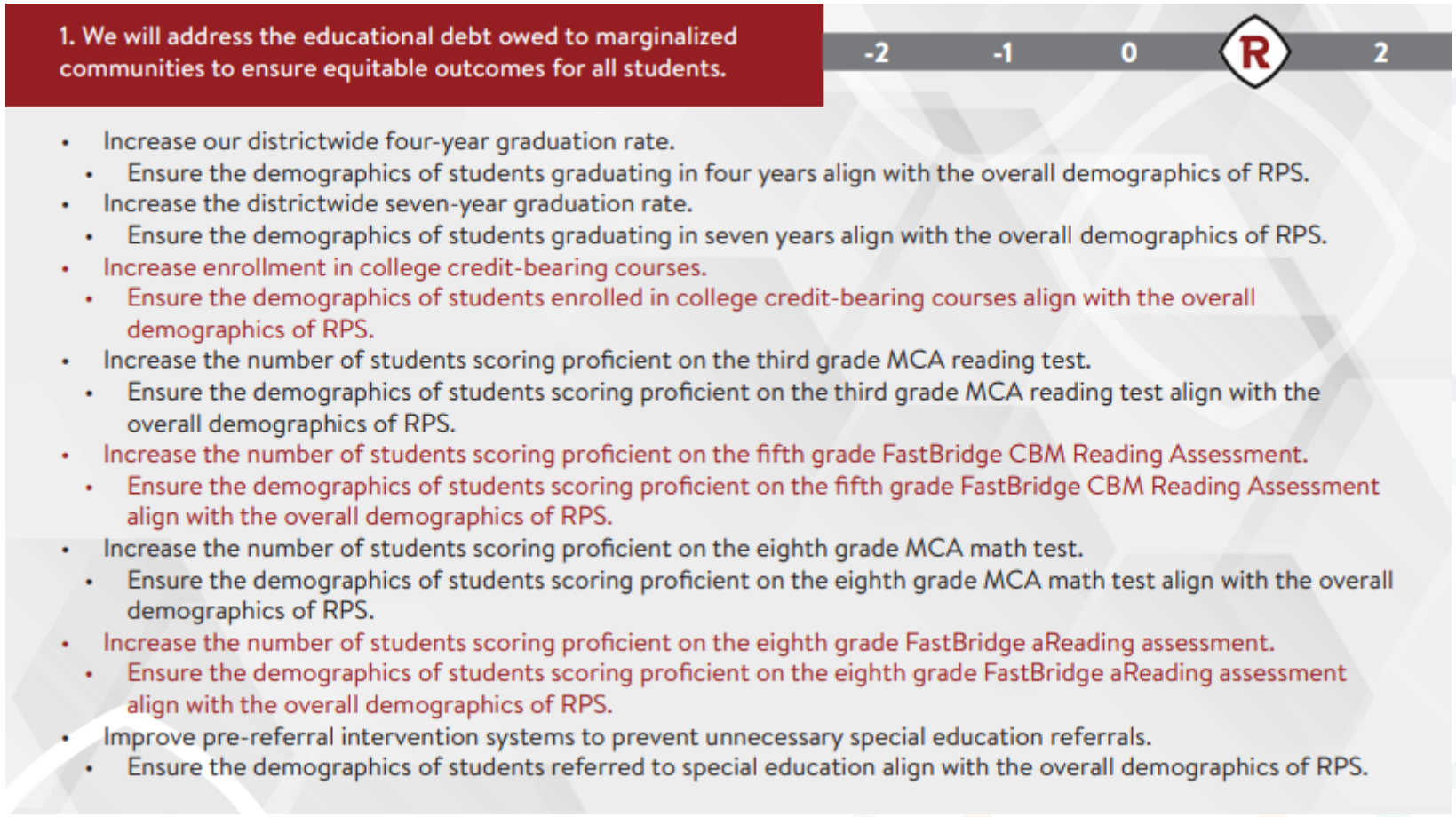
- Each progress report will list all the measurements we use to report on each goal, but the measurements that have new, updated data to show progress toward that specific goal will be noted in red.
- Some measures are reported on in the **mid-year update** and some at the end of the school year.
- The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



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

Vision Card Page 1: Progress Report Academics

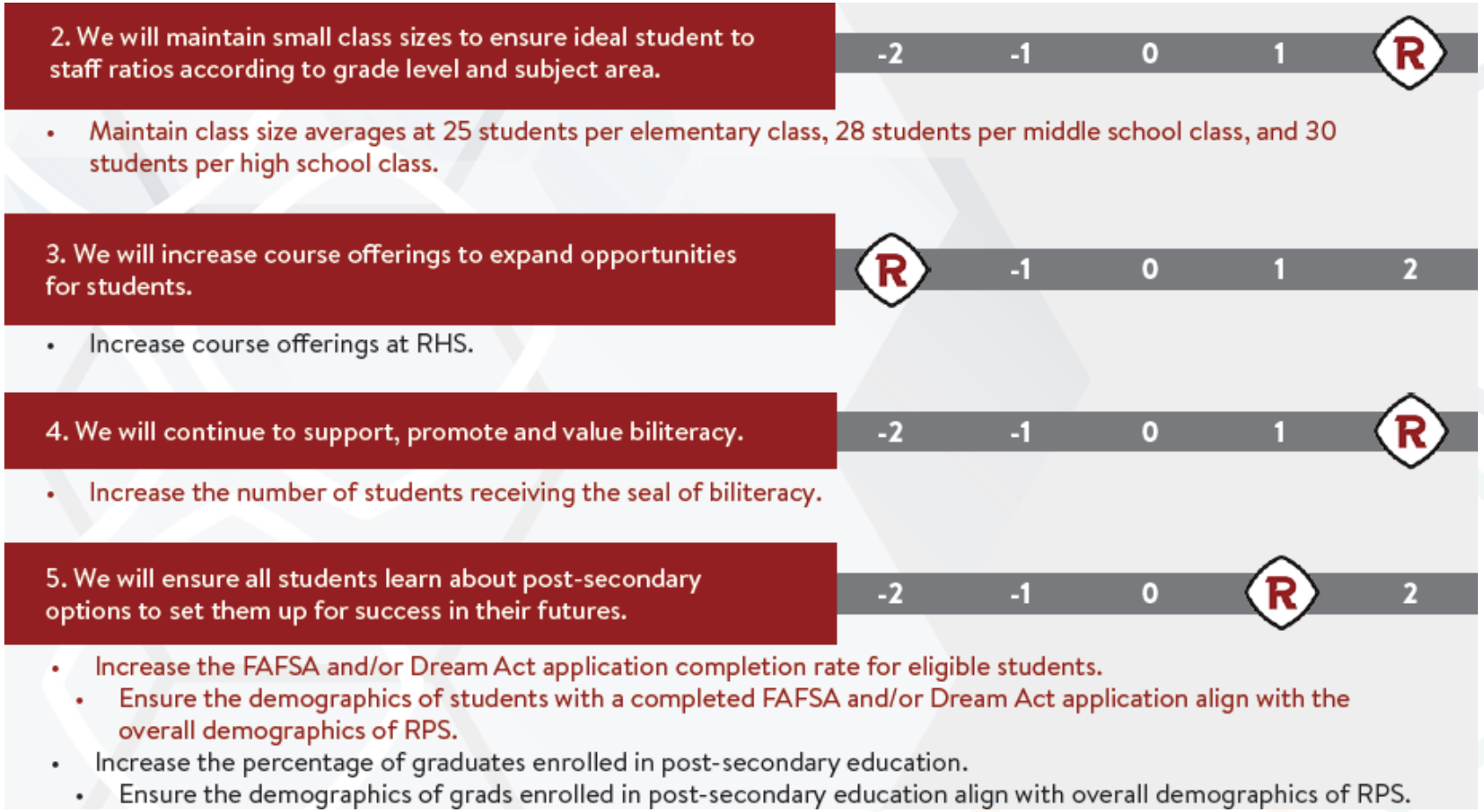
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New, updated data for the measures noted in red has been used to determine progress toward the overall goal. Academics Goal #1 is at progress level 1.

Vision Card Page 1: Progress Report Academics, continued.

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New, updated data for the measures noted in red has been used to determine progress toward the overall goals. Academics Goals #2 and #4 are both at progress level 2, and Goal #5 is at progress level 1.

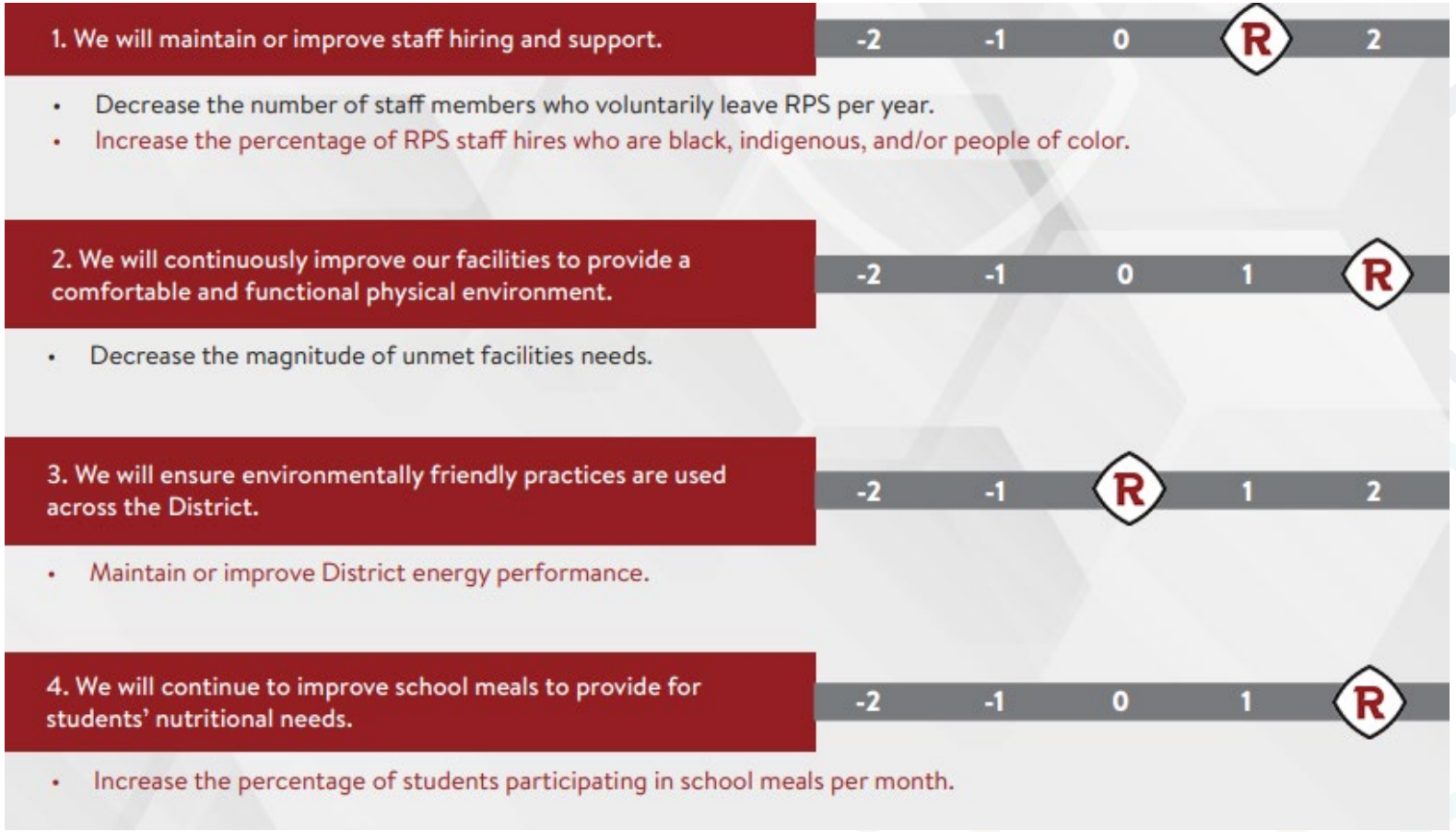
Academics: Details of Progress

RICHFIELD PUBLIC SCHOOLS

- **Goal #1, Enrollment in College-Credit Bearing Courses** (Rubric Measure #5 & #6): Between baseline Semester 2 of 20-21 and Semester 1 of 24-25, the number of students enrolled in college-credit bearing courses decreased slightly from 702 (62% of RHS students) to 682 (59% of RHS students). This is a slight increase from last school year. Additionally, the gap for BIPOC students increased from 5% to 11%.
- **Goal #1, Proficiency on 5th Grade FastBridge CBM Reading Assessment** (Rubric Measure #9 & #10): The percentage of 5th grade participants who scored proficient increased from 47% in the baseline winter of 2023-2024 to 53% in the winter of 2025-2026. The gap for BIPOC students decreased from 16% to 13%.
- **Goal #1, Proficiency on 8th Grade FastBridge aReading Assessment** (Rubric Measure #13 & #14): The percentage of 8th grade participants who scored proficient increased from 39% in the baseline winter of 2023-2024 to 56% in the winter of 2025-2026. The gap for BIPOC students decreased from 23% to 12%.
- **Goal #2, Maintenance of Class Size Averages** (Rubric Measure #17): Our class size averages are currently below the goal level with averages of 22 students at elementary, 23 students at middle, and 25 students at high.
- **Goal #4, Students Receiving the Seal of Biliteracy** (Rubric Measure #19): 99 students from the Class of 2025 received a seal of biliteracy, an increase from 35 students in the baseline Class of 2020.
- **Goal #5, Students Completing FAFSA and/or Dream Act** (Rubric Measure #20 & #21): 63% of eligible seniors in the Class of 2025 completed the FAFSA and/or Dream Act application, an increase from 53.9% of the baseline Class of 2021. The gap for BIPOC students remained the same, at 7%.
- Progress for the other measures will be included in the end-of-year update.

Vision Card Page 1: Progress Report
Business & Operations

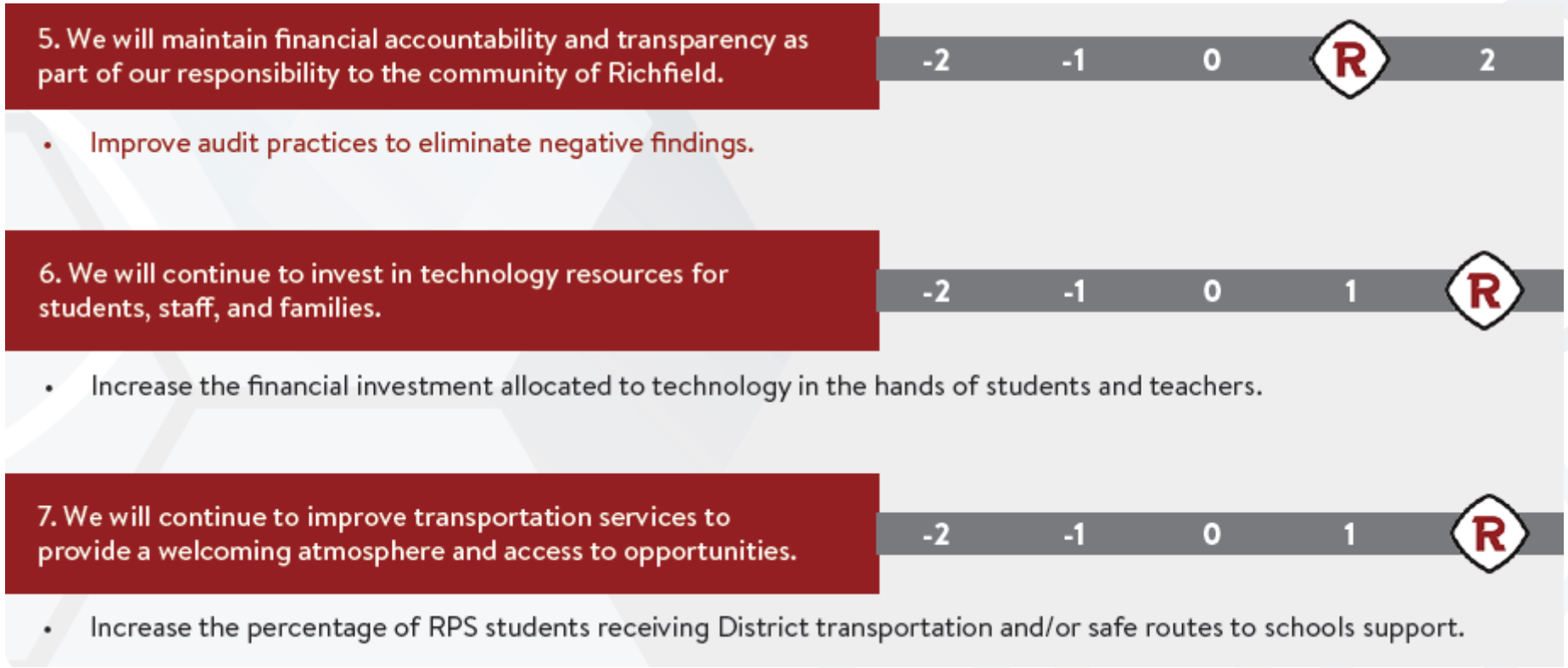
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New, updated data for the measures noted in red has been used to determine progress toward the overall goals. Business & Operations Goal #1 is at progress level 1, Goal # 3 is at progress level 0, and Goal #4 is at progress level 2.

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

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New, updated data for the measure noted in red has been used to determine progress toward the overall goal. Business & Operations Goal #5 is at progress level 1.

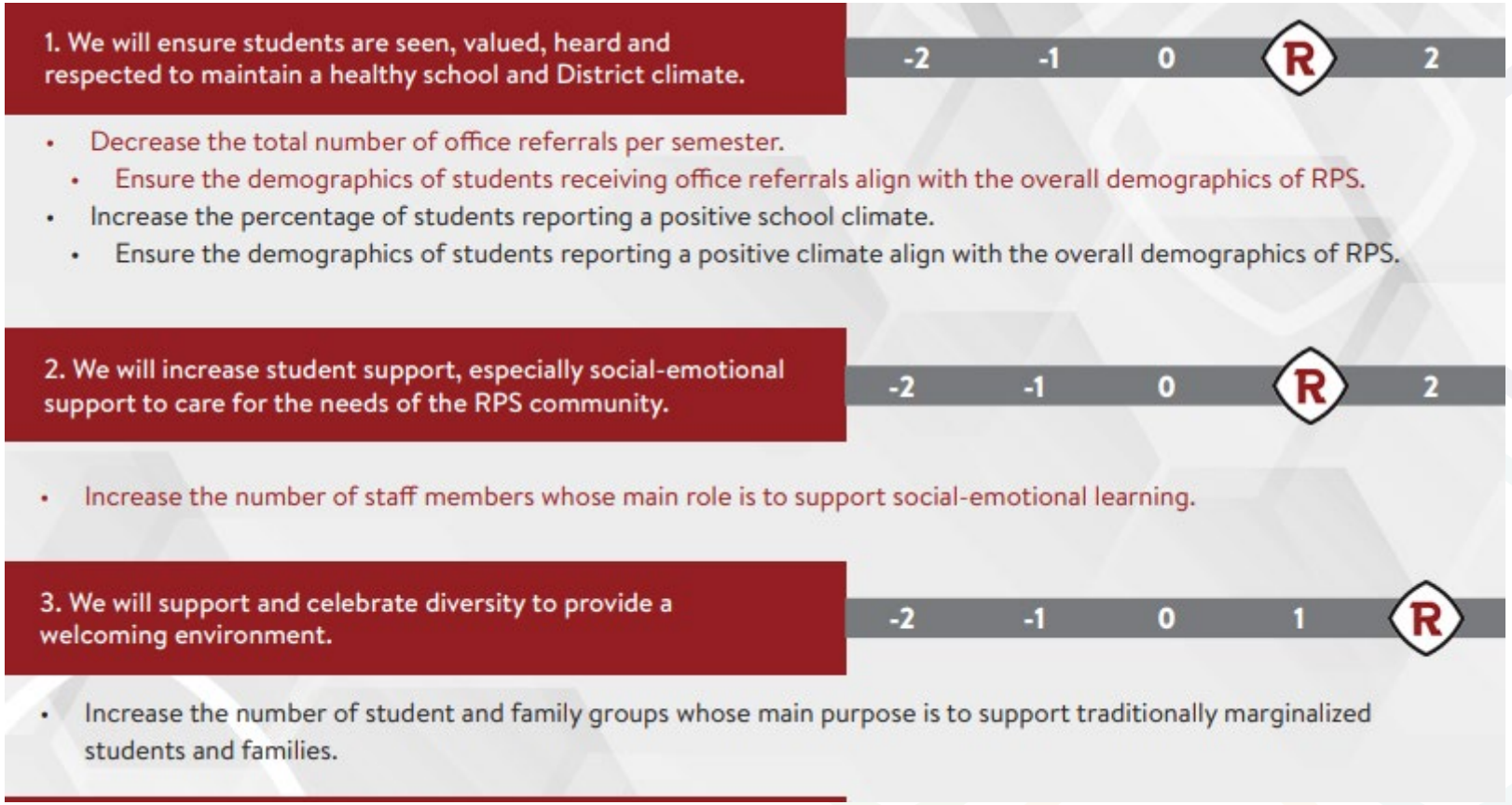
Business & Operations: Details of Progress

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- **Goal #1, BIPOC New Staff Hires** (Rubric Measure #2): For the 25-26 year, the percentage of new hires who are BIPOC is 2% greater than the overall percentage of BIPOC staff members employed at RPS.
- **Goal #3, District Energy Performance** (Rubric Measure #4): In 2025, RPS received a B3 Benchmark score of 3.2 stars, the same as in the baseline year of 2021.
- **Goal #4, Students Participating in School Meals** (Rubric Measure #5): In comparing November 2025 to the baseline of November 2019, the percentage of students participating in school breakfast increased from 49% to 51%, and the percentage of students participating in school lunch increased from 65% to 80%.
- **Goal #5, Audit Practices** (Rubric Measure #6): Our 2024 audit showed one minor finding, a decrease from the baseline of two minor findings.
- Progress for the other measures will be included in the end-of-year update.

Vision Card Page 1: Progress Report
Climate & Culture

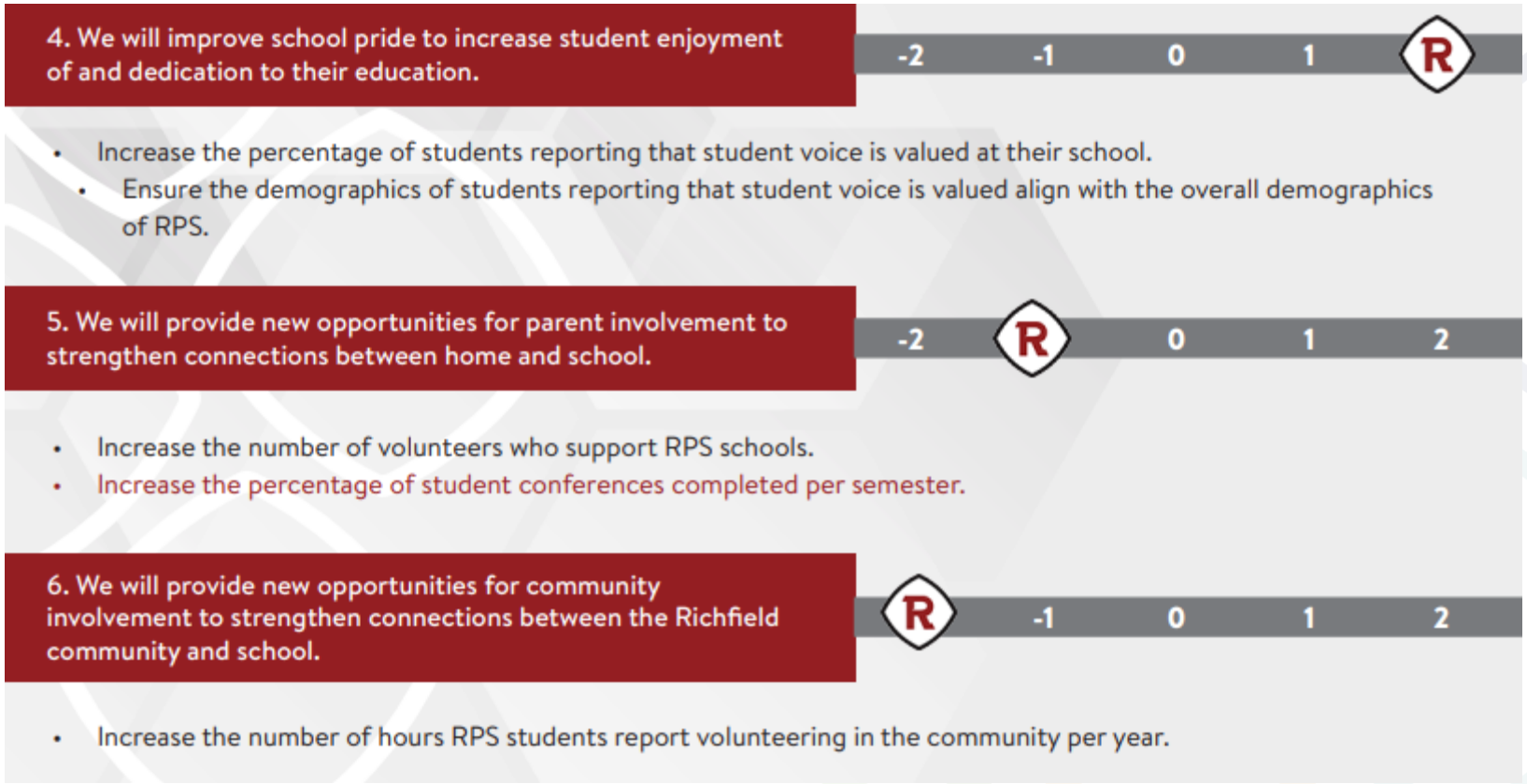
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New, updated data for the measures noted in red has been used to determine progress toward the overall goal. Climate & Culture Goals #1 and #2 are both at progress level 1.

Vision Card Page 1: Progress Report
Climate & Culture, continued.

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New, updated data for the measures noted in red has been used to determine progress toward the overall goal. Climate & Culture Goal #5 is at progress level -1.

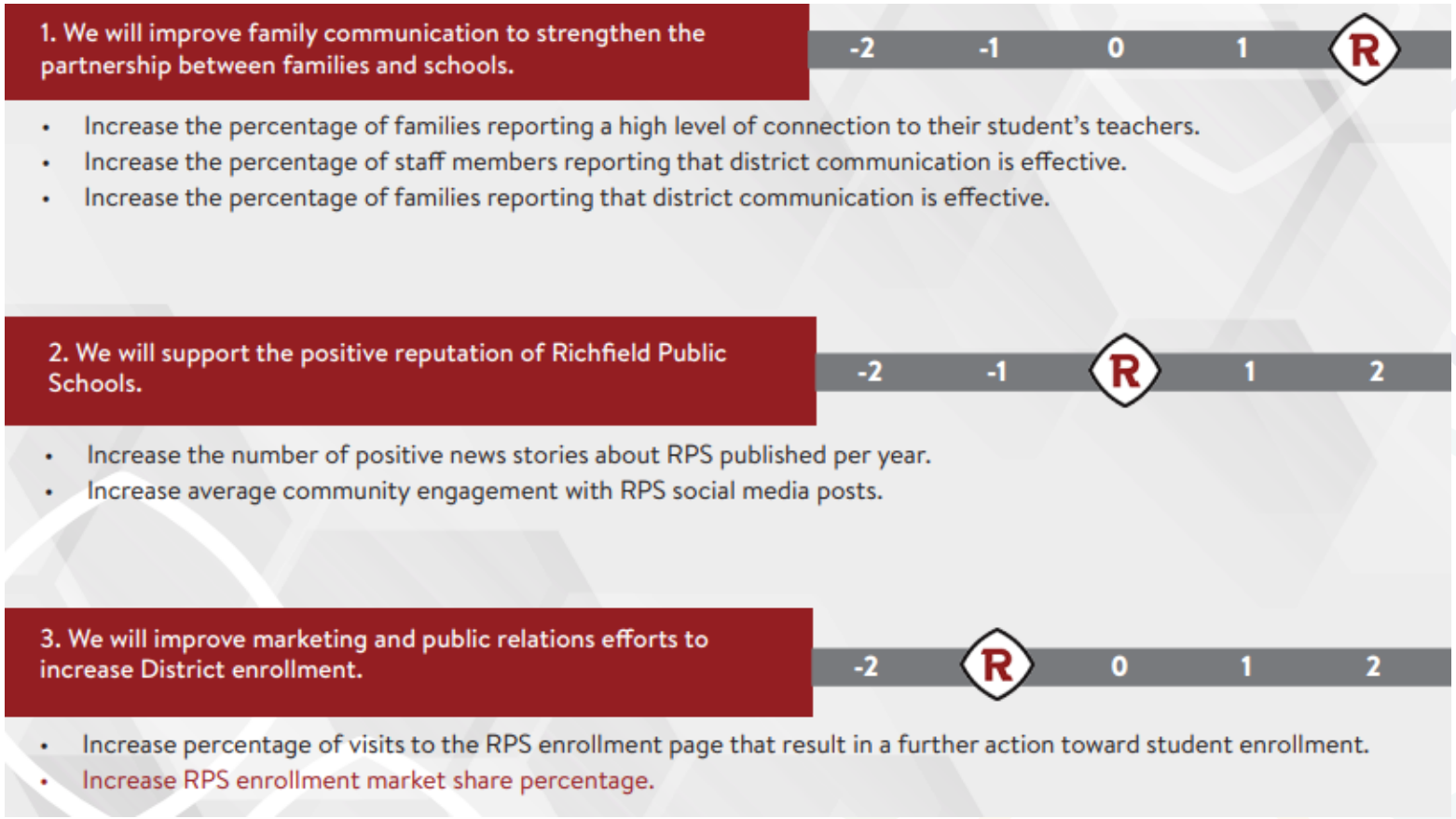
Climate & Culture: Details of Progress

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- **Goal #1, Office Referrals** (Rubric Measure #1 & #2): Between Semester 1 of 19-20 and Semester 1 of 25-26, we decreased the number of documented office referrals from 729 (0.18 referrals per student) to 241 (0.06 referrals per student). The gap for BIPOC students in 25-26 is 9%, which is similar to the 11% gap from the baseline year.
- **Goal #2, Staff Members Supporting Social-Emotional Learning** (Rubric Measure #5): Between the baseline year of 20-21 and 25-26 we increased the number of staff members whose main role is to support social-emotional learning from 38 to 39.
- **Goal #5, Percentage of Student Conferences Completed** (Rubric Measure #10): The percentage of elementary conferences completed remained similar at 93% to the baseline level of 94%. The percentage of secondary conferences completed decreased from the baseline level of 63% in 20-21 to 51% in Semester 1 of 25-26. However, this is an increase from 40% in Semester 2 of 24-25.
- Progress for the other measures will be included in the end-of-year update.

Vision Card Page 1: Progress Report
Communication & Marketing

RICHFIELD PUBLIC SCHOOLS



New, updated data for the measure noted in red has been used to determine progress toward the overall goal. Communication & Marketing Goal #3 is at progress level -1.

Communication & Marketing: Details of Progress

RICHFIELD PUBLIC SCHOOLS

- **Goal #3, Enrollment Market Share** (Rubric Measure #7): The RPS enrollment market share decreased from 65% in the baseline year of 20-21 to 62% in 24-25.
- Data was not available at this time for Goal #3 (Rubric Measure #6) due to changes to the methods that our online tools use to collect participation data.
- Progress for the other measures will be included in the end-of-year update.

Enriching and accelerating learning

RICHFIELD
PUBLIC SCHOOLS

Questions/Comments

Enriqueciendo y acelerando el aprendizaje

ACADEMICS

Vision

Students will receive a challenging, engaging and relevant academic experience in Richfield Public Schools which will prepare them for college, career and life.

Belief Statement

All students are capable of achieving their dreams with the right educational foundation.

2021-26 Goals
Mid-Year 2026 Progress Report

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

1. We will address the educational debt owed to marginalized communities to ensure equitable outcomes for all students.



- Increase our districtwide four-year graduation rate.
  - Ensure the demographics of students graduating in four years align with the overall demographics of RPS.
- Increase the districtwide seven-year graduation rate.
  - Ensure the demographics of students graduating in seven years align with the overall demographics of RPS.
- Increase enrollment in college credit-bearing courses.
  - Ensure the demographics of students enrolled in college credit-bearing courses align with the overall demographics of RPS.
- Increase the number of students scoring proficient on the third grade MCA reading test.
  - Ensure the demographics of students scoring proficient on the third grade MCA reading test align with the overall demographics of RPS.
- Increase the number of students scoring proficient on the fifth grade FastBridge CBM Reading Assessment.
  - Ensure the demographics of students scoring proficient on the fifth grade FastBridge CBM Reading Assessment align with the overall demographics of RPS.
- Increase the number of students scoring proficient on the eighth grade MCA math test.
  - Ensure the demographics of students scoring proficient on the eighth grade MCA math test align with the overall demographics of RPS.
- Increase the number of students scoring proficient on the eighth grade FastBridge aReading assessment.
  - Ensure the demographics of students scoring proficient on the eighth grade FastBridge aReading assessment align with the overall demographics of RPS.
- Improve pre-referral intervention systems to prevent unnecessary special education referrals.
  - Ensure the demographics of students referred to special education align with the overall demographics of RPS.

2. We will maintain small class sizes to ensure ideal student to staff ratios according to grade level and subject area.



- Maintain class size averages at 25 students per elementary class, 28 students per middle school class, and 30 students per high school class.

3. We will increase course offerings to expand opportunities for students.



- Increase course offerings at RHS.

4. We will continue to support, promote and value biliteracy.



- Increase the number of students receiving the seal of biliteracy.

5. We will ensure all students learn about post-secondary options to set them up for success in their futures.



- Increase the FAFSA and/or Dream Act application completion rate for eligible students.
  - Ensure the demographics of students with a completed FAFSA and/or Dream Act application align with the overall demographics of RPS.
- Increase the percentage of graduates enrolled in post-secondary education.
  - Ensure the demographics of grads enrolled in post-secondary education align with overall demographics of RPS.

RICHFIELD PUBLIC SCHOOLS

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

Vision Card 1: Academics
Page 2: Key Actions

RICHFIELD PUBLIC SCHOOLS

Academic Goals:

- We will address the educational debt owed to marginalized communities to ensure equitable outcomes for all students.
- We will maintain small class sizes to ensure ideal student to staff ratios according to grade level and subject area.
- We will increase course offerings to expand opportunities for students.
- We will continue to support, promote and value biliteracy.
- We will ensure all students learn about post-secondary options to set them up for success in their futures.

Key Actions Occurring in the 2025-26 School Year:

- All teachers are participated in ongoing PLCs and coaching cycles.
- Learning walks are occurring throughout the District to inform administration of additional classroom supports needed.
- Greater utilization of FastBridge assessments is occurring across the District, including more individual interventions and progress monitoring.
- New teachers complete a series of equity trainings throughout the year.
- Training on Indigenous cultural competency continues to be offered on professional development days.
- All teachers included in RPS Phase 1 are nearing completion of LETRS training.
- Paraprofessionals are participating in LETRS training.
- The RCEP program has a redesigned schedule and instructional model to remove barriers to learning and enhance individualized instruction for students.
- RPS is participating in Direct Admissions to Minnesota colleges and universities.

VISION CARD 1: ACADEMICS **PAGE 3: RUBRIC**

Item	Measure	Level -2	Level -1	Baseline	Level 1	Level 2		Mid-Year 2025 Progress Report
1	Increase our districtwide four-year graduation rate.	5% decrease	2.5% decrease	2020 RPS 4-Year Graduation Rate: **86.3%**	2.5% increase	5% increase		
2	Ensure the demographics of all students graduating in 4 years align with overall demographics of RPS (The gap is the difference between the percentage of RPS 12th graders who are BIPOC and the percentage of students who graduated within 4 years who are BIPOC)	10% increase in gap	5% increase in gap	2020: **NO GAP**		Maintain no gap		
3	Increase the districtwide 7-year graduation rate.	5% decrease	2.5% decrease	2020 RPS 7-Year Graduation Rate: **85.7%**	2.5% increase	5% increase		
4	Ensure the demographics of all students graduating in 7 years align with overall demographics of RPS (The gap is the difference between the percentage of students in the class of three years prior who are BIPOC and the percentage of students who graduated within 7 years who are BIPOC)	5% increase in gap	2.5% increase in gap	Percentage of class of 2017 who are BIPOC: 69%; Percentage of class of 2017 graduating in 2020 or earlier who are BIPOC: 67%; **Gap of 2%**	1% decrease in gap	2% decrease in gap		
5	Increase enrollment in college credit-bearing courses.	5% decrease	2.5% decrease	2020-2021 Semester 2: **702 students** (62% of RHS population)	2.5% increase	5% increase		2025-2026 Semester 1: **682 students** (59% of RHS population)
6	Ensure the demographics of students enrolled in college credit-bearing courses align with overall demographics of RPS (The gap is the difference between the percentage of RPS 9-12 graders who are BIPOC and the percentage of students enrolled in college credit classes who are BIPOC)	5% increase in gap	2.5% increase in gap	2020-2021 Semester 2: Percentage of RPS 9-12 graders who are BIPOC: 73%; Percentage of students enrolled in college credit courses who are BIPOC: 68%; **Gap of 5%**	2.5% decrease in gap	5% decrease in gap		2025-2026 Semester 1: Percentage of RPS 9-12 graders who are BIPOC: 76%; Percentage of students enrolled in college credit courses who are BIPOC: 65%; **Gap of 11%**
7	Increase the number of students scoring proficient on the 3rd-grade MCA reading test.	5% decrease	2.5% decrease	2021: **33% of 3rd grade participants scored proficient.**	2.5% increase	5% increase		
8	Ensure the demographics of students scoring proficient on the 3rd grade reading MCA align with overall demographics of RPS. (The gap is the difference between the percentage of 3rd grade MCA participants who are BIPOC and the percentage of 3rd graders scoring proficient who are BIPOC)	10% increase in gap	5% increase in gap	2021: Percentage of 3rd grade participants who are BIPOC: 72%; Percentage of 3rd graders scoring proficient who are BIPOC: 52%; **Gap of 20%**	5% decrease in gap	10% decrease in gap		
9	Increase the number of students scoring proficient on the 5th grade FastBridge CBM Reading Assessment.	5% decrease	2.5% decrease	2023-2024 Winter: **47% of 5th grade participants scored proficient.**	2.5% increase	5% increase		2025-2026 Winter: **53% of 5th grade participants scored proficient.**
10	Ensure the demographics of students scoring proficient on the 5th grade FastBridge CBM Reading Assessment align with the overall demographics of RPS. (The gap is the difference between the percentage of 5th grade participants who are BIPOC and the percentage of RPS 5th graders scoring proficient who are BIPOC)	5% increase in gap	2.5% increase in gap	2023-2024 Winter: Percentage of 5th grade participants who are BIPOC: 64%; Percentage of students scoring proficient who are BIPOC: 48%; **Gap of 16%**	2.5% decrease in gap	5% decrease in gap		2025-2026 Winter: Percentage of 5th grade participants who are BIPOC: 66%; Percentage of students scoring proficient who are BIPOC: 53%; **Gap of 13%**
11	Increase the number of students scoring proficient on the 8th grade MCA math test.	5% decrease	2.5% decrease	2021: **26% of 8th grade participants scored proficient**	2.5% increase	5% increase		
12	Ensure the demographics of students scoring proficient on the 8th grade MCA math test align with overall demographics of RPS. (The gap is the difference between the percentage of 8th grade participants who are BIPOC and the percentage of students scoring proficient who are BIPOC)	10% increase in gap	5% increase in gap	2021: Percentage of 8th grade participants who are BIPOC: 67%; Percentage of 8th graders scoring proficient who are BIPOC: 40%; **Gap of 27%**	5% decrease in gap	10% decrease in gap		
13	Increase the number of students scoring proficient on the 8th grade FastBridge aReading Assessment.	5% decrease	2.5% decrease	2023-2024 Winter: **39% of 8th grade participants scored proficient**	2.5% increase	5% increase		2025-2026 Winter: **56% of 8th grade participants scored proficient**
14	Ensure the demographics of students scoring proficient on the 8th grade FastBridge aReading Assessment align with the overall demographics of RPS. (The gap is the difference between the percentage of 8th grade participants who are BIPOC and the percentage of RPS 8th graders scoring proficient who are BIPOC)	10% increase in gap	5% increase in gap	2023-2024 Winter: Percentage of 8th grade participants who are BIPOC: 74%; Percentage of 8th graders scoring proficient who are BIPOC: 51%; **Gap of 23%**	5% decrease in gap	10% decrease in gap		2025-2026 Winter: Percentage of 8th grade participants who are BIPOC: 69%; Percentage of 8th graders scoring proficient who are BIPOC: 57%; **Gap of 12%**

15	Improve pre-referral intervention systems to prevent unnecessary special education referrals.	5% decrease	2.5% decrease	2021: **0 staff members trained in STAT process.**	2.5% increase	5% increase		
16	Ensure the demographics of students referred to special education align with overall demographics of RPS. (The gap is the difference between the percentage of RPS students who are BIPOC and the percentage of students referred to special education who are BIPOC)	5% increase in gap	2.5% increase in gap	2018-2019: Percentage of RPS students who are BIPOC: 73%; Percentage of students referred to special education who are BIPOC: 75%; **Gap of 2%**	1% decrease in gap	2% decrease in gap		
17	Maintain class size averages at 25 students per elementary class, 28 students per middle school class, and 30 students per high school class or better.	Class size average is 27 at elementary, 30 at middle, 32 at high	Class size average is 26 elementary, 29 at middle, 31 at high	Baseline class size averages set at 25 at elementary, 28 at middle, 30 at high	Class size average is 24 at elementary, 27 at middle, 29 at high	Class size average is 23 at elementary, 26 at middle, 28 at high		2025 class size averages: **22 at elementary, 23 at middle, 25 at high**
18	Increase course offerings at RHS.	5% decrease	2.5% decrease	2020-2021 Semester 2: **202 course offerings**	2.5% increase	5% increase		
19	Increase the number of students receiving the seal of biliteracy	5% decrease	2.5 % decrease	Class of 2020: **35 students received a seal of biliteracy**	2.5% increase	5% increase		Class of 2025: **99 students received a seal of biliteracy**
20	Increase the FAFSA and/or Dream Act application completion rate for eligible students.	5% decrease	2.5 % decrease	Class of 2021: **53.9% of eligible seniors completed the FAFSA and/or Dream Act**	2.5% increase	5% increase		Class of 2025: **63% of eligible seniors completed the FAFSA and/or Dream Act**
21	Ensure the demographics of students with a completed FAFSA and/or Dream Act application align with overall demographics of RPS. (The gap is the difference between the percentage of RPS graduates who are BIPOC and the percentage of RPS 12th graders with a completed application who are BIPOC)	5% increase in gap	2.5% increase in gap	Class of 2021: 62% of seniors are BIPOC; 55% of seniors who completed the FAFSA/Dream Act are BIPOC. **Gap of 7%**	2.5% decrease in gap	5% decrease in gap		Class of 2025: 71% of seniors are BIPOC; 64% of seniors who completed the FAFSA/Dream Act are BIPOC. **Gap of 7%**
22	Increase the percentage of graduates enrolled in post-secondary education.	10% decrease	5% decrease	Class of 2019: **69% of graduates are enrolled in post-secondary education.**	2.5% increase	5% increase		
23	Ensure the demographics of graduates enrolled in post-secondary education align with the overall demographics of RPS. (The gap is the difference between the percentage of graduates who are BIPOC and the percentage of post-secondary enrolled students who are BIPOC)	5% increase in gap	2.5% increase in gap	Class of 2019: 75% of graduates are BIPOC; 73% of post-secondary enrolled students are BIPOC. **Gap of 2%**	1% decrease in gap	2% decrease in gap		

BUSINESS & OPERATIONS

2021-26 Goals
Mid-Year 2026 Progress Report

Vision

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

Belief Statement

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

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

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



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

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



- Decrease the magnitude of unmet facilities needs.

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



- Maintain or improve District energy performance.

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



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

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



- Improve audit practices to eliminate negative findings.

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



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

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



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

RICHFIELD PUBLIC SCHOOLS

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

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

RICHFIELD PUBLIC SCHOOLS

Business & Operations Goals:

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

Key Actions Occurring in the 2025-26 School-Year:

- RPS administrators are participating in diverse hiring fairs and events and deliberately recruiting diverse staff members through our partnerships with higher education institutions.
- The renovation projects for the RHS and RMS auditoriums and the RHS bathrooms have been completed.
- Free lunches are being served districtwide, and the menu options have been expanded to include more local and culturally appropriate foods. The options available are personalized to each school based patterns of participation in each meal.
- The district is testing out a new data warehouse tool that may be more effective.
- The Safe Routes to School program continues with additional new grant funding.

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

Item	Measure	Level -2	Level -1	Baseline	Level 1	Level 2		Mid-Year 2025 Progress Report
1	Decrease the number of staff members who voluntarily leave RPS per year.	5% increase	2.5% increase	2020-2021: **141 staff members voluntarily left RPS**	2.5% decrease	5% decrease		
2	Increase the percentage of RPS staff hires who are black, indigenous and/or people of color.	Percentage of BIPOC new hires is 5% lower than RPS staff percentage	Percentage of BIPOC new hires is 2.5% lower than RPS staff percentage	2020-2021: **22% of RPS staff members are BIPOC**	Percentage of BIPOC new hires is 2.5% higher than RPS staff percentage	Percentage of BIPOC new hires is 5% higher than RPS staff percentage		25-26: 28% of RPS staff members are BIPOC; 30% of new hires are BIPOC; **Percentage of BIPOC new hires is 2% higher than RPS staff percentage**
3	Decrease the magnitude of unmet facilities needs.	5% increase	2.5% increase	FY21 LTFM Budget: **$2,445,861.00 plus $11,079,154 for indoor air quality construction**	2.5% decrease	5% decrease		
4	Maintain or improve District energy performance.	B3 Benchmark score of 0-2 stars.	B3 Benchmark score of 2-3 stars.	2021: **RPS received a B3 Benchmark score of 3.2 stars.**	B3 Benchmark score of 3.5-4.5 stars.	B3 Benchmark score of 4.5-5 stars.		2025: **RPS received a B3 Benchmark score of 3.2 stars.**
5	Increase the percentage of students participating in school meals per month.	5% decrease	2.5% decrease	Average over the month of November 2019: **49% of students participated in school breakfast, 65% of students participated in school lunch**	2.5% increase	5% increase		Average over the month of November 2025: **51% of students participated in school breakfast, 80% of students participated in school lunch**
6	Improve audit practices to eliminate negative findings.	2 or more major findings	1 major finding or 3 minor	Baseline set at: **2 minor findings**	1 minor finding	Fully clean		2025: **1 minor finding**
7	Increase the financial investment allocated to technology in the hands of students and teachers.	5% decrease	2.5% decrease	2020-2021: **$3.5 million**	2.5% increase	5% increase		
8	Increase the percentage of RPS students receiving District transportation and/or safe routes to school support.	5% decrease	2.5% decrease	2020-2021: **1,318 students received transportation + 273 SRTS = 39% of RPS students**	2.5% increase	5% increase		

CLIMATE & CULTURE

2021-26 Goals
Mid-Year 2026 Progress Report

Vision
All students, families, staff and community members will share a sense of ownership, pride and belonging at Richfield Public Schools, where they will be part of a warm, welcoming and respectful environment that celebrates each and every individual.

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

Belief Statement
By truly listening to, valuing and celebrating every member of our educational community, we can ensure our schools and programs provide a safe and supportive environment for learning, playing and working.

1. We will ensure students are seen, valued, heard and respected to maintain a healthy school and District climate.



- Decrease the total number of office referrals per semester.
  - Ensure the demographics of students receiving office referrals align with the overall demographics of RPS.
- Increase the percentage of students reporting a positive school climate.
  - Ensure the demographics of students reporting a positive climate align with the overall demographics of RPS.

2. We will increase student support, especially social-emotional support to care for the needs of the RPS community.



- Increase the number of staff members whose main role is to support social-emotional learning.

3. We will support and celebrate diversity to provide a welcoming environment.



- Increase the number of student and family groups whose main purpose is to support traditionally marginalized students and families.

4. We will improve school pride to increase student enjoyment of and dedication to their education.



- Increase the percentage of students reporting that student voice is valued at their school.
  - Ensure the demographics of students reporting that student voice is valued align with the overall demographics of RPS.

5. We will provide new opportunities for parent involvement to strengthen connections between home and school.



- Increase the number of volunteers who support RPS schools.
- Increase the percentage of student conferences completed per semester.

6. We will provide new opportunities for community involvement to strengthen connections between the Richfield community and school.



- Increase the number of hours RPS students report volunteering in the community per year.

RICHFIELD PUBLIC SCHOOLS

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Vision Card 4: Climate & Culture
Page 2: Key Actions

RICHFIELD PUBLIC SCHOOLS

Climate & Culture Goals:

- We will ensure students are seen, valued, heard and respected to maintain a healthy school and District climate.
- We will increase student support, especially social-emotional support to care for the needs of the RPS community.
- We will support and celebrate diversity to provide a welcoming environment.
- We will improve school pride to increase student enjoyment of and dedication to their education.
- We will provide new opportunities for parent involvement to strengthen connections between home and school.
- We will provide new opportunities for community involvement to strengthen connections between the Richfield community and school.

Key Actions Occurring in the 2025-26 School-Year:

- Districtwide social-emotional learning curricula are being implemented at both the elementary and secondary levels.
- The SAEBRS screening tool is being utilized to identify student needs in the area of SEL.
- Building level SEL teams meet regularly to analyze data.
- Conscious Discipline training and tools are provided to management team monthly.
- Partnerships with mental health providers for school-based mental health and chemical health services are continuing.
- Safe & Supportive Schools Committee meetings are held quarterly with parents/guardians and RMS, RHS, and RCEP students.
- The equity policy was revised with student input.
- The Spartan Food Shelf has increased its capacity and served more students and families.
- Messaging and communication in support of our immigrant families has been sent on multiple occasions.

VISION CARD 4: CLIMATE & CULTURE **PAGE 3: RUBRIC**

Item	Measure	Level -2	Level -1	Baseline	Level 1	Level 2		Mid-Year 2025 Progress Report
1	Decrease the total number of office referrals per semester.	10% increase	5% increase	2019-2020 Semester 1: **729 referrals** (0.18 referrals per student)	5% decrease	10% decrease		25-26 Semester 1: **241 referrals** (0.06 referrals per student)
2	Ensure the demographics of students receiving office referrals align with the overall demographics of RPS. (The gap is the difference between the percentage of RPS students who are BIPOC and the percentage of office referrals that are documented for BIPOC students)	10% increase in gap	5% increase in gap	2019-2020 Semester 1: Percentage of RPS students who are BIPOC: 72%; Percentage of office referrals documented for BIPOC students: 83%; **Gap of 11%**	5% decrease in gap	10% decrease in gap		25-26 Semester 1: Percentage of RPS students who are BIPOC: 71%; Percentage of office referrals documented for BIPOC students: 80%; **Gap of 9%**
3	Increase the percentage of students reporting a positive school climate.	10% decrease	5% decrease	2019-2020: **68% of students report a positive school climate**	5% increase	10% increase		
4	Ensure the demographics of students reporting a positive school climate align with the overall demographics of RPS. (The gap is the difference between the percentage of survey participants who are BIPOC and the percentage of students reporting a positive climate who are BIPOC)	10% increase in gap	5% increase in gap	2019-2020: **NO GAP**		Maintain no gap		
5	Increase the number of staff members whose main role is to support social-emotional learning.	5% decrease	2.5% decrease	2020-2021: **38 staff members, including outreach workers**	2.5% increase	5% increase		2025-2026: **39 staff members, including outreach workers**
6	Increase the number of student and family groups whose main purpose is to support traditionally marginalized students and families.	10% decrease	5% decrease	2020-2021: **4 family groups + 1 student group**	5% increase	10% increase		
7	Increase the percentage of students reporting that student voice is valued at their school.	10% decrease	5% decrease	2022-2023: **67% of students report that student voice is valued at their school.**	5% increase	10% increase		
8	Ensure the demographics of students reporting that student voice is valued align with the overall demographics of RPS. (The gap is the difference between the percentage of survey participants who are BIPOC and the percentage of students reporting that student voice is valued who are BIPOC)	10% increase in gap	5% increase in gap	2022-2023: **NO GAP**		Maintain no gap		
9	Increase the number of volunteers who support RPS schools.	10% decrease	5% decrease	2022-2023: **212 community members completed the volunteer approval process.**	5% increase	10% increase		
10	Increase the percentage of student conferences completed per semester.	5% decrease	2.5% decrease	2020-2021: **Elementary conference attendance averaged 94%; Secondary conference attendance averaged 63%**	2.5% increase	5% increase		2025-2026 Semester 1: **Elementary conference attendance averaged 93%; Secondary conference attendance averaged 51%**
11	Increase the number of hours RPS students report volunteering in the community per year.	10% decrease	5% decrease	Class of 2021: **9,638 total hours** (avg. 33.9 per student)	5% increase	10% increase		

COMMUNICATION & MARKETING

Vision

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

2021-26 Goals
Mid-Year 2026 Progress Report

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

Belief Statement

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

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



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

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



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

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



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

RICHFIELD PUBLIC SCHOOLS

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

RICHFIELD PUBLIC SCHOOLS

Communication & Marketing Goals:

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

Key Actions Occurring in the 2025-26 School-Year:

- To help improve family communication to strengthen the partnership between families and schools, we
  - work with school staff to provide communication support, ParentSquare assistance, newsletter templates and more;
  - and we continue to support and celebrate diversity by using social media for cultural recognition and education throughout the year.
- To help support the positive reputation of Richfield Public Schools, we
  - write original articles promoting students, schools and programs from across the District;
  - and share these and other positive stories on social media, including on the Richfield Community Facebook Page;
  - and we partner with local media to pitch new stories.
- To help improve marketing and public relations efforts to increase District enrollment, we
  - support and train school staff to ensure quality tours, open house and other enrollment-related events;
  - utilize SEO and digital marketing campaigns to attract local families with school-age children;
  - use workflows to ensure families who expressed and interest in RPS receive continued email contact until they complete the enrollment process;
  - and we have an active open enrollment strategy targeting families who live in neighboring districts.

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

Item	Measure	Level -2	Level -1	Baseline	Level 1	Level 2		Mid-Year 2025 Progress Report
1	Increase the percentage of families reporting a high level of connection to their student's teachers.	5% decrease	2.5% decrease	2020-2021**: 83% of families report high level of connection**	2.5% increase	5% increase		
2	Increase the percentage of staff members reporting that district communication is effective.	5% decrease	2.5% decrease	2020-2021: **78% of staff members report communication is effective**	2.5% increase	5% increase		
3	Increase the percentage of families reporting that district communication is effective.	5% decrease	2.5% decrease	2020-2021**: 69% of families report communication is effective**	2.5% increase	5% increase		
4	Increase the number of positive news stories about RPS published per year.	5% decrease	2.5% decrease	2020-2021: **17 positive stories published, excluding athletics & COVID-related**	2.5% increase	5% increase		
5	Increase the average community engagement with RPS social media posts.	5% decrease	2.5% decrease	2020-2021: **Average of 54 engagements per Facebook post**	2.5% increase	5% increase		
6	Increase the percentage of visits to the RPS enrollment page that result in a further action toward student enrollment.	5% decrease	2.5% decrease	2024: **7.1%**	2.5% increase	5% increase		
7	Increase RPS enrollment market share percentage.	5% decrease	2.5% decrease	2020-2021: **65%**	2.5% increase	5% increase		2025-2026: **62%**

Enriching and accelerating learning

RICHFIELD
PUBLIC SCHOOLS

Superintendent Goals 2025-2026

February 2, 2026

Mid-Year Progress Review

Enriqueciendo y acelerando el aprendizaje

2025-2026 Performance Evaluation Process

RICHFIELD PUBLIC SCHOOLS

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

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

Individual Performance (30%): Board evaluation of superintendent

Achievement Measure: Common Assessment Proficiency & Gap Closure

RICHFIELD PUBLIC SCHOOLS

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

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

2025-2026 Data	5th Grade Proficiency (Goal to increase)	Gap for BIPOC Students (Goal to decrease)
Fall	43%	18%
Winter	53%	13%
Spring		

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

2025-2026 Data	8th Grade Proficiency (Goal to increase)	Gap for BIPOC Students (Goal to decrease)
Fall	54%	14%
Winter	56%	12%
Spring		

Achievement Measure: Common Assessment Growth & Gap Closure

RICHFIELD PUBLIC SCHOOLS

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

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

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

No Mid-Year Data Available for this Goal

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

RICHFIELD PUBLIC SCHOOLS

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

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

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

No Mid-Year Data Available for this Goal

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

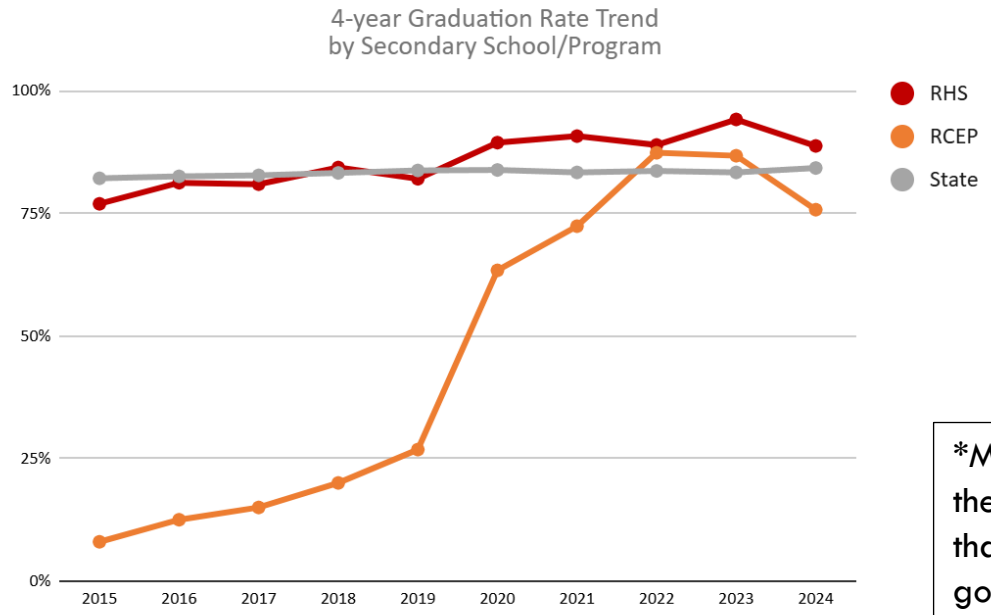
Achievement Measure: Graduation Rate Growth & Gap Closure

RICHFIELD PUBLIC SCHOOLS

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

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

No Mid-Year Data Available for this Goal



Graduation data is calculated by MDE.

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

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

Process Goals: Data/Equity/Leadership

RICHFIELD PUBLIC SCHOOLS

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

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

RICHFIELD PUBLIC SCHOOLS

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

Progress:

- Management team members and teacher leaders reviewed and analyzed data during the school improvement process at Prepfest on 8/4/25.
- Building leaders have reviewed school improvement plans and initial student data during their opening week training.
- Instructional management team has been completing training in progress monitoring and Capti dyslexia screener.
- We are testing out a new data warehouse to potentially replace the current tool.

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

RICHFIELD PUBLIC SCHOOLS

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

Progress:

- Fall and winter Fastbridge assessments have been completed at all schools. However, completion rates for winter are lower due to lower attendance and online learning.

Fastbridge Assessment Screening	Completion Rate
2025-2026 Fall	93% for academic assessments only 91% including SEL screeners
2025-2026 Winter	82% for academic assessments only
2025-2026 Spring	

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

RICHFIELD PUBLIC SCHOOLS

Measurement: Annual survey data

No Mid-Year Data Available for this Goal

Progress:

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

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

RICHFIELD PUBLIC SCHOOLS

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

Progress:

- In 2024-2025, a total of 1,335 parents/guardians participated in the annual survey (51.6% Hispanic/Latino, 31.4% white, 10.7% Black/African American, 3% Native/Indigenous, 2.8% Asian).
- As of 1/26, we have 63 responses to our strategic plan input survey, which can be submitted either as a group at an in-person meeting or individually online. Feedback sessions will continue through the end of March.

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

RICHFIELD PUBLIC SCHOOLS

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

Progress:

- We have multiple staff members who are trained to deliver LETRS training to other staff.
- Instructional Management Team members have completed LETRS for Administrators training.
- All required early childhood educators have fully completed their LETRS training.
- Required paraprofessionals completed their READ Act training this fall (72% complete, with makeups occurring this spring).
- K-12 Phase 1 Teachers:
  - As of January 28, 62% have completed the asynchronous component, and 36% are in progress.
  - 86% have completed Units 1-4 of the synchronous component.
  - 15 newly hired teachers had not previously completed any READ Act training and are completing Units 1-4 of the synchronous component during PD days throughout this year.
  - 40 teachers have already completed the entire synchronous component (Units 1-8) or an alternate READ Act approved training.
  - Of those who still need to complete synchronous Units 5-8, 67% are on track to be fully complete by the end of the school year (others either have makeup units to complete or are in the cohort of new teachers).

Leadership Goal: Lead the District Strategic Plan Process

RICHFIELD PUBLIC SCHOOLS

Measurement: Published strategic plan by the end of summer 2026

Progress:

- Timeline and process has been drafted and shared with staff and the board.
- Strategic planning input sessions are currently occurring, and feedback can be submitted online as well.

Individual Performance

RICHFIELD PUBLIC SCHOOLS

Evaluation occurs yearly in spring/summer:

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

Enriching and accelerating learning

RICHFIELD
PUBLIC SCHOOLS

Questions/Comments

Enriqueciendo y acelerando el aprendizaje

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, February 2, 2026

Subject: Commendations

RPS would like to commend several local businesses that have provided items for RPS students and families during this cold and difficult time. Edina Kowalski's donated 1,000 grocery bags to the Spartan Food Shelf, Lakewinds Food Co-op donated 600 grocery bags to the Spartan Food Shelf, Edina Whole Foods donated 200 grocery bags to the Spartan Food Shelf, and Penzeys Spices donated 300 fleece blankets to be distributed to students and families. Thank you to these supportive community businesses!

Employee Appreciation Days
February 2-6 is National School Counselor Week. School counselors serve as essential bridges between a student's academic potential and their emotional well-being, ensuring that every student feels seen, heard, and prepared for the world ahead. RPS appreciates the tireless advocacy and compassion our counselors provide to help our students navigate their school journey. Thank you, counselors!

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, February 2, 2026

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 January 20, 2026
   - Disbursements from the January 20, 2026 Meeting
   - Checks & E-pay Register from the January 20, 2026 Meeting
   - Superintendent's Report and Agenda Meeting Minutes from January 20, 2026
2. General Disbursements as of 1/26/26 in the Amount of $8,228,023.92
   - Disbursements for the February 2, 2026 Meeting
   - Checks & E-pay Register for the February 2, 2026 Meeting
3. Investment Holdings
   - Investment Holdings as of January 28, 2026
4. Year-to-Date Finance Update
   - Revenue & Expenditure Summary as of December 31, 2025

PCARDS, CHECKS & EPAYS
01/20/2026 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	1/8/2026	514,286.77
	1/9/2026	248,931.79
	1/13/2026	2,991.30
P-CARDS (DECEMBER 25)	1/5/2026	37,957.62
E-Pays	1/8/2026	4,284.10

CHECK REGISTER BANK 05 TOTAL =	**808,451.58**

BREAKDOWN	
01-206-00	280,652.38
02-206-00	4,129.89
03-206-00	346,863.42
04-206-00	5,490.26
06-206-00	-
07-206-00	475.00
18-206-00	-
20-206-00	170,457.19
21-206-00	383.44
47-206-00	
BANK TOTAL =	**808,451.58**

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	V2600634	01/05/2026	P-CARD BAIRD LISA	R	3,142.56
01	V2600635	01/05/2026	P-CARD BARLOW ERICA	R	1,819.88
01	V2600636	01/05/2026	P-CARD BLUMA, MEGAN BOLLIG	R	125.38
01	V2600637	01/05/2026	P-CARD BROWN MATTHEW	R	990.31
01	V2600638	01/05/2026	P-CARD BRUNNER PATTI	R	668.14
01	V2600639	01/05/2026	P-CARD CARUSO MATTHEW	R	767.47
01	V2600640	01/05/2026	P-CARD CRUZ ESTEVA JENNIFER	R	5,999.12
01	V2600641	01/05/2026	P-CARD EDWARDS NATHAN	R	567.45
01	V2600642	01/05/2026	P-CARD GARCIA YVETTE	R	1,881.06
01	V2600643	01/05/2026	P-CARD GEURINK AREND	R	2,258.20
01	V2600644	01/05/2026	P-CARD GONZALEZ CHRISTINA	R	1,798.90
01	V2600645	01/05/2026	P-CARD HOLJE CRAIG	R	75.00
01	V2600646	01/05/2026	P-CARD HUERTA-ANAYA ALICIA	R	1,568.88
01	V2600647	01/05/2026	P-CARD KRETSINGER DAN	R	464.21
01	V2600648	01/05/2026	P-CARD KRUEGER JENNIFER	R	301.55
01	V2600649	01/05/2026	P-CARD LEIKNES LISA	R	266.92
01	V2600650	01/05/2026	P-CARD LEWIS JENNIFER	R	735.01
01	V2600651	01/05/2026	P-CARD LUNDY MICHELLE	R	1,947.52
01	V2600652	01/05/2026	P-CARD MAHONEY COLLEEN	R	77.14
01	V2600653	01/05/2026	P-CARD MANNING MICHAEL	R	1,154.95
01	V2600654	01/05/2026	P-CARD MCCLENDON LAURA	R	103.01
01	V2600655	01/05/2026	P-CARD MCGINN DAN	R	1,624.69
01	V2600656	01/05/2026	P-CARD MORALES LIZETTE	R	1,622.94
01	V2600657	01/05/2026	P-CARD PETERSON CHRIS	R	3,221.23
01	V2600658	01/05/2026	P-CARD SACHER GRACE	R	370.21
01	V2600659	01/05/2026	P-CARD SETZER ALEXIS	R	320.33
01	V2600660	01/05/2026	P-CARD SKARE-KLECKER AMY	R	955.50
01	V2600661	01/05/2026	P-CARD SMITH DANE	R	125.37
01	V2600662	01/05/2026	P-CARD SMITH JENNIFER	R	1,439.04
01	V2600663	01/05/2026	P-CARD WILLHITE KASYA	R	42.56
01	V2600664	01/05/2026	P-CARD WOODS KELLY	R	1,459.85
01	V2600665	01/05/2026	P-CARD YUNKER AUBREE	R	63.24
01	317508	01/08/2026	ALL STATE COMMUNICATIONS LLC	R	495.00
01	317509	01/08/2026	BCN TELECOM, INC TBS	R	932.14
01	317510	01/08/2026	BEAN WILLIAM A	R	68.00
01	317511	01/08/2026	HIRES LLC	R	2,412.00
01	317512	01/08/2026	BSI MECHANICAL, INC.	R	5,551.11
01	317513	01/08/2026	BUILDING CONTROLS & SOLUTIONS	R	242.06
01	317514	01/08/2026	CAMMERRER, KARI	R	73.68
01	317515	01/08/2026	CAPITAL ONE TRADE CREDIT	R	200.22
01	317516	01/08/2026	CEDAR SMALL ENGINE	R	49.44
01	317517	01/08/2026	CENTURYLINK	R	52.08
01	317518	01/08/2026	CINTAS CORPORATION NO 2	R	291.53
01	317519	01/08/2026	CITY OF RICHFIELD	R	69,953.98
01	317520	01/08/2026	CUB FOODS	R	638.43
01	317521	01/08/2026	DASH SPORTS, LLC	R	1,235.00
01	317522	01/08/2026	DICKS SANITATION SERVICE, INC (DSI)	R	9,035.93
01	317523	01/08/2026	ECM PUBLISHERS INC	R	138.75

01	317524	01/08/2026	FASTENAL INDUSTRIAL	R	504.10
01	317525	01/08/2026	FINANGER PHILLIP J	R	84.20
01	317526	01/08/2026	GREENSPRING MEDIA	R	1,370.00
01	317527	01/08/2026	GUSTAFSON ZACHARY	R	97.00
01	317528	01/08/2026	HAAS MUSICAL INSTRUMENT REPAIR, INC	R	219.00
01	317529	01/08/2026	HILLYARD MINNEAPOLIS	R	7,014.86
01	317530	01/08/2026	HOPE CHURCH	R	15,910.11
01	317531	01/08/2026	HUNT RUSS	R	136.00
01	317532	01/08/2026	IDEAL ENERGIES SOLAR LEASE 2021,LLC	R	7,937.49
01	317533	01/08/2026	IMPROVE YOUR TOMORROW, INC.	R	2,000.00
01	317534	01/08/2026	INSTITUTE FOR ENVIROMENTAL	R	2,104.00
01	317535	01/08/2026	INTEGRATED FIRE & SECURITY INC	R	2,287.42
01	317536	01/08/2026	KEDRICK D HARRIS JR	R	12.10
01	317537	01/08/2026	KINECT ENERGY INC	R	21,899.47
01	317538	01/08/2026	MAXORPLUS LTD	R	92,237.63
01	317539	01/08/2026	MCGEE JASON	R	97.00
01	317540	01/08/2026	MCNEAL BRETT	R	204.00
01	317541	01/08/2026	MERDA, EMELYN	R	12.10
01	317542	01/08/2026	OKEY CHRIS	R	147.36
01	317543	01/08/2026	OLSON EMILY K	R	21.05
01	317544	01/08/2026	ONEBRIDGE BENEFITS INC.	R	2,396.50
01	317545	01/08/2026	PAYDHEALTH	R	1,957.43
01	317546	01/08/2026	PERRY, DWAINE	R	97.00
01	317547	01/08/2026	PITNEY BOWES BANK PURCHASE POWER	R	2,400.00
01	317548	01/08/2026	PITNEY BOWES INC	R	111.00
01	317549	01/08/2026	PITSCO EDUCATION LLC	R	19.98
01	317550	01/08/2026	PUBLIC EMPLOYEES RETIREMENT ASSOC	R	527.78
01	317551	01/08/2026	ROGERS ROCHESTER	R	97.00
01	317552	01/08/2026	ROSA RUBIO ESCODA	R	975.00
01	317553	01/08/2026	RYDIN DECAL	R	289.28
01	317554	01/08/2026	SMS ADMINISTRATIVE SERVICES	R	4,800.00
01	317555	01/08/2026	SCHOOL SERVICE EMPLOYEES UNION	R	5,281.75
01	317556	01/08/2026	SHIBLEY JEREMY	R	97.00
01	317557	01/08/2026	SMITH QUINCY	R	68.00
01	317558	01/08/2026	SQUIRES, WALDSPURGER & MACE, P.A.	R	10,855.59
01	317559	01/08/2026	STARK MOLLY	R	178.93
01	317560	01/08/2026	TRANSPORTATION PLUS, INC.	R	30.00
01	317561	01/08/2026	TWIN CITY TRANSPORTATION	R	177,141.73
01	317562	01/08/2026	UNIVERSITY LANGUAGE CENTER	R	659.15
01	317563	01/08/2026	URBAN, NICHOLAS A	R	97.00
01	317564	01/08/2026	VERIZON WIRELESS	R	360.09
01	317565	01/08/2026	VSP INSURANCE CO. (CT)	R	3,558.56
01	317566	01/08/2026	WOODCRAFT	R	352.95
01	317567	01/08/2026	WORLD FUEL SERVICES, INC.	R	9,280.60
01	317568	01/08/2026	XCEL ENERGY	R	46,990.21
01	V2600571	01/08/2026	MATTHEW ARNOLD	R	70.00
01	V2600572	01/08/2026	MICHELLE L AXELL	R	70.00
01	V2600573	01/08/2026	BRADLEY BADOUR	R	40.00
01	V2600574	01/08/2026	LISA M BAIRD	R	36.39

01	V2600575	01/08/2026	ERICA T BARLOW	R	70.00
01	V2600576	01/08/2026	NIKOLAS BAUZA	R	40.00
01	V2600577	01/08/2026	DAVID BUTLER	R	77.14
01	V2600578	01/08/2026	MARY L CLARKSON	R	70.00
01	V2600579	01/08/2026	AMY L COUGHLIN	R	55.69
01	V2600580	01/08/2026	ANGELA M FISH	R	38.08
01	V2600581	01/08/2026	PETER J FITZPATRICK	R	40.00
01	V2600582	01/08/2026	YVETTE GARCIA	R	70.00
01	V2600583	01/08/2026	KAREN GAVILAN-TEPOZTECO	R	3.51
01	V2600584	01/08/2026	RACHEL GENS	R	70.00
01	V2600585	01/08/2026	AREND J GEURINK	R	70.00
01	V2600586	01/08/2026	CHRISTINA M GONZALEZ	R	70.00
01	V2600587	01/08/2026	AMY E HAGER	R	70.00
01	V2600588	01/08/2026	KEVIN D HARRIS	R	40.00
01	V2600589	01/08/2026	MICHAEL G HARRIS	R	70.00
01	V2600590	01/08/2026	LANA HENDRICKS LEUNING	R	98.52
01	V2600591	01/08/2026	JONATHAN W HEYER	R	70.00
01	V2600592	01/08/2026	JAMES L HILL	R	40.00
01	V2600593	01/08/2026	JESSICA M HOFFMAN	R	111.92
01	V2600594	01/08/2026	CRAIG D HOLJE	R	70.00
01	V2600595	01/08/2026	JEFFREY KELLER	R	70.00
01	V2600596	01/08/2026	DANIEL E KRETSINGER	R	118.02
01	V2600597	01/08/2026	JENNIFER KRUEGER	R	139.50
01	V2600598	01/08/2026	ANOOP KUMAR	R	40.00
01	V2600599	01/08/2026	NOEMI LOPEZ-DEL VALLE	R	8.82
01	V2600600	01/08/2026	JOHN M LORENZINI	R	70.00
01	V2600601	01/08/2026	DAVANAND MAHADEO	R	40.00
01	V2600602	01/08/2026	COLLEEN M MAHONEY	R	70.00
01	V2600603	01/08/2026	MICHAEL A MANNING	R	70.00
01	V2600604	01/08/2026	DANIEL P MCGINN	R	40.00
01	V2600605	01/08/2026	DOUG R MCMEEKIN	R	70.00
01	V2600606	01/08/2026	KENT D MEYER	R	70.00
01	V2600607	01/08/2026	KATRINA L MORGAN	R	86.34
01	V2600608	01/08/2026	ERIN H NEILON	R	138.70
01	V2600609	01/08/2026	STEPHANIE NICHOLS	R	45.00
01	V2600610	01/08/2026	ROBERT G OLSON	R	70.00
01	V2600611	01/08/2026	LAURA B OTTERNESS	R	70.00
01	V2600612	01/08/2026	CHRISTOPHER A PETERSON	R	70.00
01	V2600613	01/08/2026	DARBY L SWANK	R	38.57
01	V2600614	01/08/2026	CASSANDRA QUAM	R	70.00
01	V2600615	01/08/2026	LAURA RAMSBORG	R	70.00
01	V2600616	01/08/2026	RENEE C REED-KARSTENS	R	40.00
01	V2600617	01/08/2026	BREANNA REMER	R	118.95
01	V2600618	01/08/2026	AMANDA SAUER	R	8.69
01	V2600619	01/08/2026	HEIDI SAVATDY	R	70.00
01	V2600620	01/08/2026	CHRISTIAN SCHEMPP	R	40.00
01	V2600621	01/08/2026	AMY B SKARE-KLECKER	R	70.00
01	V2600622	01/08/2026	JUSTIN STEELE	R	70.00
01	V2600623	01/08/2026	STACY THEIEN-COLLINS	R	70.00

01	V2600624	01/08/2026	RICKY THOMPSON	R	40.00
01	V2600625	01/08/2026	VLADIMIR S TOLEDO	R	40.00
01	V2600626	01/08/2026	STEVEN P UNOWSKY	R	270.00
01	V2600627	01/08/2026	CARRIE A VALA	R	70.00
01	V2600628	01/08/2026	JENNIFER K SMITH	R	70.00
01	V2600629	01/08/2026	REBECCA S WALD	R	40.00
01	V2600630	01/08/2026	ALEXANDER WARD	R	70.00
01	V2600631	01/08/2026	MICHELLE R WHITESIDE	R	101.01
01	V2600632	01/08/2026	KASYA L WILLHITE	R	99.25
01	V2600633	01/08/2026	KELLY L WOODS	R	70.00
01	317569	01/09/2026	ARVIG ENTERPRISES INC	R	1,207.90
01	317570	01/09/2026	BOND TRUST SERVICES CORP	R	475.00
01	317571	01/09/2026	FASTEST LABS OF BLOOMINGTON	R	280.00
01	317572	01/09/2026	FRONTIER TRANSPORTATION SRVCS, LLC	R	154,338.00
01	317573	01/09/2026	GROTH MUSIC COMPANY	R	4,252.97
01	317574	01/09/2026	HOGAN ASSESSMENT SYSTEMS INC	R	2,460.00
01	317575	01/09/2026	LAKE COUNTRY SCALE WORKS INC	R	407.50
01	317576	01/09/2026	LAURSEN PIANO SERVICE	R	310.00
01	317577	01/09/2026	MASBO	R	600.00
01	317578	01/09/2026	MAXORPLUS LTD	R	75,447.32
01	317579	01/09/2026	MESSERLI & KRAMER	R	756.27
01	317580	01/09/2026	MIDWEST BUS PARTS INC	R	467.64
01	317581	01/09/2026	MRI SOFTWARE LLC	R	251.50
01	317582	01/09/2026	MSBA-MINNESOTA SCHOOL BOARD ASSOC	R	135.00
01	317583	01/09/2026	MTI DISTRIBUTING CO	R	1,355.03
01	317584	01/09/2026	NAPA AUTO PARTS	R	467.97
01	317585	01/09/2026	NEI ELECTRIC, INC.	R	861.94
01	317586	01/09/2026	NEW LIFE ENTERPRISE	R	992.00
01	317587	01/09/2026	NILFISK, INC.	R	768.40
01	317588	01/09/2026	NORTH CENTRAL INTERNATIONAL, LLC	R	37.90
01	317589	01/09/2026	OFFICE OF THE SECRETARY OF STATE	R	120.00
01	317590	01/09/2026	PEDIATRIC HOME SERVICE	R	1,312.50
01	317591	01/09/2026	PREMIER LIGHTING INC	R	685.00
01	317592	01/09/2026	PREMIUM WATERS INC	R	39.00
01	317593	01/09/2026	TREVIPAY	R	39.98
01	317594	01/09/2026	TRISTATE BOBCAT INC	R	34.25
01	317595	01/09/2026	ALLSTATE PETERBILT OF S ST PAUL	R	828.72
01	317596	01/13/2026	ANDERSON, LONNIE ALLEN	R	194.00
01	317597	01/13/2026	BOSE THOMAS N	R	84.00
01	317598	01/13/2026	BOTSFORD CODY W	R	136.83
01	317599	01/13/2026	CAMMERRER, KARI	R	63.15
01	317600	01/13/2026	DALLUM, TIMOTHY	R	28.43
01	317601	01/13/2026	EGAN DANIEL	R	68.00
01	317602	01/13/2026	FINANGER PHILLIP J	R	84.20
01	317603	01/13/2026	FORTIER JENNIFER	R	28.43
01	317604	01/13/2026	FORTIER SEAN	R	28.43
01	317605	01/13/2026	GRAHAM THOMAS	R	73.68
01	317606	01/13/2026	HENDERSON RONNIE	R	97.00
01	317607	01/13/2026	HUDOBA, STEVEN J	R	84.00

01	317608	01/13/2026	HYMAN, JOBY	R	68.00
01	317609	01/13/2026	JOHNSON CHRISTOPHER	R	28.43
01	317610	01/13/2026	JONES HOWARD E	R	136.00
01	317611	01/13/2026	KEDRICK D HARRIS JR	R	12.10
01	317612	01/13/2026	KRETSINGER, BAILEY	R	82.48
01	317613	01/13/2026	LARKINS, D'SEAN	R	68.00
01	317614	01/13/2026	LINDLEY, CARMEN	R	18.15
01	317615	01/13/2026	MAYER CHAD	R	52.63
01	317616	01/13/2026	MAYER VALERIE	R	52.63
01	317617	01/13/2026	MERDA, EMELYN	R	12.10
01	317618	01/13/2026	MILLER PAUL	R	97.00
01	317619	01/13/2026	MORELLI'S MARKET	R	449.75
01	317620	01/13/2026	OKEY CHRIS	R	147.36
01	317621	01/13/2026	OLSON EMILY K	R	42.10
01	317622	01/13/2026	PATRICK D RIORDAN JR	R	68.00
01	317623	01/13/2026	SCOTT DESTINY	R	97.00
01	317624	01/13/2026	SMITH QUINCY	R	136.00
01	317625	01/13/2026	SOLLIE DUANE A	R	52.63
01	317626	01/13/2026	STARK MOLLY	R	126.30
01	317627	01/13/2026	STOESZ MAUREEN	R	28.43
01	317628	01/13/2026	SULLIVAN LAMARR	R	97.00
01	317629	01/13/2026	TILLMAN, MALCOLM	R	68.00
01	317630	01/13/2026	WALZ CHRISTINE M	R	52.63
01	317631	01/13/2026	WALZ JEFFREY	R	28.43

PCARDS, CHECKS & EPAY REGISTER	**808,451.58**

SUPERINTENDENT'S REPORT AND AGENDA

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

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

Tuesday, January 20, 2026
7 p.m. School Board Meeting

I. CALL TO ORDER

The regular meeting of the board of education of ISD 280, Hennepin County, Richfield, Minnesota was held on Tuesday, January 20, 2026 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, Spencer and Tompkins. Dennis was not able to attend. Administrators present were Superintendent Unowsky, Senior Executive Officer Clarkson and Senior Executive Officer Holje. Student representative Tania Brackenridge was also present.

II. REVIEW AND APPROVAL OF THE AGENDA

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

III. INFORMATION AND PROPOSALS - NON-ACTION ITEMS

A. Public Comment
B. Superintendent Update
    1. Extended Learning Presentation
    2. Update on Temporary Online Program and Other Supports
    3. Mid-Year Progress Review of Board Goals
C. Commendations

IV. CONSENT AGENDA

A. Routine Matters
    1. Minutes of the Organizational Meeting held January 5, 2026
    2. General Disbursements as of 1/13/26 in the Amount of $808,451.58
    3. Year-to-Date Finance Update
    4. Signatories on Depository Accounts
    5. Signatories on MCU Depository Accounts
B. Personnel Items

Full Time Management Resignation
Jennifer Smith – Director of Marketing and Communications – District Office
Effective: 1/29/2026
Years of Service: 6.5

Classified Full-Time Facilities & Transportation Resignation
Pedro Rojas Gonzalez - Assistant Transportation Dispatcher – Bus Garage
Effective: 01/21/2026
Years of Service: 2.5

C. Photography Services Agreement

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

V. OLD BUSINESS

A. Policy 651: Athletics and Activity Program & Administrative Guidelines 651.1 & 651.2 - third read
B. Policy 978: Passes to Athletic Contests and Other School Activities - third read

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

C. Policy 709: Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System & Administrative Guideline 709.1 - second read
D. Policy 581: Protection and Privacy of Pupil Records & Administrative Guidelines 581.1 & 581.2 - second read

VI. NEW BUSINESS

A. Appointment of Ken Liss to the 287 School Board

Motion by Spencer, seconded by Tompkins, and unanimously carried, the board of education approved the appointment.

B. 2026 Represent a School Assignments

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

C. 2026 Board Liaison Assignments

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

D. District Calendar for School Year 2026-2027

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

E. Pay Equity Compliance Report

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

F. Policy 406: Professional Learning & Administrative Guideline 406.1 - first read
G. Donations

Motion by Spencer, seconded by Tompkins, 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

2-2-26	6 p.m.	Board Study Session with Legislators
2-2-26	7 p.m.	Regular Board Meeting
*Tuesday, 2-17-26	7 p.m.	Regular Board Meeting - Public Comment

XII. ADJOURN REGULAR MEETING

Chair Carter adjourned the meeting at 9 p.m.

Checks, EPays & Scholarships
02/02/2026 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	1/14/2026	59,732.16
	1/15/2026	62,456.71
	1/21/2026	336,351.66
	1/26/2026	95,973.74
WIRES	1/27/2026	7,671,093.75
Bond Trust		
E-Pays	1/15/2026	415.90
Scholarships	1/26/2026	2,000.00
CHECK REGISTER BANK 05 TOTAL =		**8,228,023.92**

BREAKDOWN		
01-206-00		387,522.31
02-206-00		117,146.65
03-206-00		7,029.34
04-206-00		10,369.58
06-206-00		-
07-206-00		5,717,693.75
18-206-00		-
20-206-00		34,149.71
21-206-00		712.58
47-206-00		1,953,400.00
	BANK TOTAL =	**8,228,023.92**

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	317632	01/14/2026	ANNIES FROZEN YOGURT	R	67.00
01	317633	01/14/2026	ANTHOLOGIE, LLC	R	815.00
01	317634	01/14/2026	BERRY COFFEE COMPANY INC.	R	586.50
01	317635	01/14/2026	BCBS OF MINNESOTA & BLUE PLUS	R	7,965.00
01	317636	01/14/2026	BRAND FARMS	R	3,480.00
01	317637	01/14/2026	BREAKDOWN SPORTS USA, INC.	R	350.00
01	317638	01/14/2026	BURNSVILLE HIGH SCHOOL ATHLETICS	R	3,584.34
01	317639	01/14/2026	CINTAS CORPORATION NO 2	R	1,112.80
01	317640	01/14/2026	COMCAST BUSINESS	R	569.32
01	317641	01/14/2026	WW GRAINGER INC	R	164.81
01	317642	01/14/2026	HOPE CHURCH	R	15,910.11
01	317643	01/14/2026	HOYO, SBC	R	1,020.00
01	317644	01/14/2026	IIX INSURANCE INFORMATION EXCHANGE	R	41.95
01	317645	01/14/2026	INTERMEDIATE DISTRICT 287	R	731.09
01	317646	01/14/2026	KELSEY CHARLEMAGNE	R	60.96
01	317647	01/14/2026	KINECT ENERGY INC	R	569.00
01	317648	01/14/2026	LOFFLER	R	1,031.91
01	317649	01/14/2026	METROPOLITAN MECHANICAL CONTRACTORS	R	5,021.65
01	317650	01/14/2026	MN DEPT OF LABOR AND INDUSTRY	R	510.00
01	317651	01/14/2026	NOKOMIS SHOE SHOP	R	125.00
01	317652	01/14/2026	PITNEY BOWES BANK PURCHASE POWER	R	137.42
01	317653	01/14/2026	PLUNKETT'S /VARMENT GUARD	R	1,111.09
01	317654	01/14/2026	RIDDELL ALL AMERICAN SPORTS CORP	R	2,237.45
01	317655	01/14/2026	RINGCENTERAL, INC.	R	9,320.56
01	317656	01/14/2026	SHERWIN WILLIAMS CO	R	158.18
01	317657	01/14/2026	ST CROIX FIRE & SAFETY, INC.	R	1,530.00
01	317658	01/14/2026	TOLL COMPANY	R	13.64
01	317659	01/14/2026	UNITED HEALTHCARE/AARP MEDICARE RX	R	119.10
01	317660	01/14/2026	UNITED HEARTHCARE /AARP MEDICARE RX	R	119.10
01	317661	01/14/2026	UNITEDHEALTHCARE	R	655.91
01	317662	01/14/2026	UNIVERSITY LANGUAGE CENTER	R	207.27
01	317663	01/14/2026	WIESE USA, INC.	R	406.00
01	317664	01/15/2026	HOME DEPOT CREDIT SERVICES	R	835.56
01	317665	01/15/2026	UNITED STATES TREASURY	R	274.22
01	317666	01/15/2026	KEMPS LLC	V	0.00
01	317667	01/15/2026	KEMPS LLC	R	6,142.55
01	317668	01/15/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	5,867.93
01	317669	01/15/2026	PAN O GOLD BAKING CO	R	216.27
01	317670	01/15/2026	REED BEHAVIORAL HEALTH LLC	R	3,150.00
01	317671	01/15/2026	TRIO SUPPLY COMPANY	R	2,593.15
01	317672	01/15/2026	UNITED STATES TREASURY	R	214.20
01	317673	01/15/2026	UPPER LAKES FOODS	V	0.00
01	317674	01/15/2026	UPPER LAKES FOODS	R	43,162.83
01	V2600666	01/15/2026	ANGELA M FISH	R	16.52
01	V2600667	01/15/2026	LANA HENDRICKS LEUNING	R	24.57
01	V2600668	01/15/2026	JESSICA M HOFFMAN	R	83.44
01	V2600669	01/15/2026	LORINDA A LOSIER	R	30.18
01	V2600670	01/15/2026	KATRINA L MORGAN	R	125.88
01	V2600671	01/15/2026	DANE A SMITH	R	33.74
01	V2600672	01/15/2026	JOSEPH D SOBRASKE	R	64.61

01	V2600673	01/15/2026	KASYA L WILLHITE	R	36.96
01	317675	01/21/2026	4IMPRINT, INC.	R	1,254.33
01	317676	01/21/2026	ALL STATE COMMUNICATIONS LLC	R	10,102.50
01	317677	01/21/2026	AI TECHNOLOGIES LLC	R	240.00
01	317678	01/21/2026	AVIBEN	R	540.06
01	317679	01/21/2026	BACH, NATHAN W	R	68.00
01	317680	01/21/2026	BATTERIES R US	R	2,630.82
01	317681	01/21/2026	BOTSFORD CODY W	R	73.68
01	317682	01/21/2026	BRINK'S INCORPORATED	R	2,851.90
01	317683	01/21/2026	BSI MECHANICAL, INC.	R	16,494.30
01	317684	01/21/2026	CAMMERRER, KARI	R	73.68
01	317685	01/21/2026	CANON FINANCIAL SERVICES INC	R	4,747.36
01	317686	01/21/2026	CATALYST BUYING GROUP LLC	R	881.73
01	317687	01/21/2026	CEDAR SMALL ENGINE	R	61.04
01	317688	01/21/2026	CITY OF RICHFIELD	R	6,028.13
01	317689	01/21/2026	COMCAST	R	448.80
01	317690	01/21/2026	COMCAST BUSINESS	R	101.19
01	317691	01/21/2026	DIGITAL INSURANCE LLC	R	5,254.00
01	317692	01/21/2026	DIXON RALFORD	R	97.00
01	317693	01/21/2026	DOOR SERVICE MIDWEST	R	769.00
01	317694	01/21/2026	FASTENAL INDUSTRIAL	R	11.70
01	317695	01/21/2026	FINANGER PHILLIP J	R	42.10
01	317696	01/21/2026	WW GRAINGER INC	R	319.74
01	317697	01/21/2026	GROUP HEALTH NON-PATIENT A/R	R	165.00
01	317698	01/21/2026	GROUP MEDICAREBLUE RX	R	8,510.00
01	317699	01/21/2026	H&B SPECIALIZED PRODUCTS INC	R	790.00
01	317700	01/21/2026	HAAS MUSICAL INSTRUMENT REPAIR, INC	R	675.10
01	317701	01/21/2026	HAWKINS INC	R	5,186.89
01	317702	01/21/2026	HAWKINS, CLAUDE	R	97.00
01	317703	01/21/2026	HILLYARD MINNEAPOLIS	R	59.22
01	317704	01/21/2026	INTERMEDIATE DISTRICT 287	R	142,820.47
01	317705	01/21/2026	JOSEPH TRUCANO	R	250.00
01	317706	01/21/2026	JW PEPPER & SON INC	R	44.20
01	317707	01/21/2026	LAIL, ADAM	R	136.00
01	317708	01/21/2026	LOFFLER COMPANIES	R	15,237.45
01	317709	01/21/2026	MACKIN BOOK COMPANY	R	495.37
01	317710	01/21/2026	MADISON NATIONAL LIFE INS CO INC	R	11,754.24
01	317711	01/21/2026	MASTER TECHNOLOGY GROUP	R	340.00
01	317712	01/21/2026	MAXORPLUS LTD, DBA: VYTLONE	R	21,812.27
01	317713	01/21/2026	MINNESOTA UI FUND	R	9,487.22
01	317714	01/21/2026	MTI DISTRIBUTING CO	R	34.26
01	317715	01/21/2026	NAPA AUTO PARTS	R	16.40
01	317716	01/21/2026	NEI ELECTRIC, INC.	R	7,208.55
01	317717	01/21/2026	NORTH CENTRAL INTERNATIONAL, LLC	R	484.95
01	317718	01/21/2026	NUSS TRUCK & EQUIPMENT	R	2,950.00
01	317719	01/21/2026	OKEY CHRIS	R	73.68
01	317720	01/21/2026	OLSON EMILY K	R	42.10
01	317721	01/21/2026	RX VALET, LLC	R	9,176.22
01	317722	01/21/2026	RYAN JEANNIE M	R	907.14
01	317723	01/21/2026	SCHOOL SERVICE EMPLOYEES UNION	R	5,264.27
01	317724	01/21/2026	SCHUMACHER ELEVATOR COMPANY	R	18,313.79

01	317725	01/21/2026	STARK MOLLY	R	84.20
01	317726	01/21/2026	STATE OF MN DEPT OF PUBLIC SAFETY	R	250.00
01	317727	01/21/2026	STENE, JEREMIAH	R	136.00
01	317728	01/21/2026	SULLIVAN LAMARR	R	97.00
01	317729	01/21/2026	TERREL'S TOOLBOX LLC	R	386.50
01	317730	01/21/2026	TREVIPAY	R	80.97
01	317731	01/21/2026	LAMAR WILLIS	R	97.00
01	317732	01/21/2026	TWO RIVERS HIGH SCHOOL	R	350.00
01	317733	01/21/2026	UHL COMPANY INC	R	3,833.38
01	317734	01/21/2026	UNITED STATES TREASURER	R	200.00
01	317735	01/21/2026	VELOCITYEHS INC.	R	7,835.47
01	317736	01/21/2026	ALLSTATE PETERBILT OF S ST PAUL	R	161.52
01	317737	01/21/2026	WOODCRAFT	R	35.96
01	317738	01/21/2026	WORLD FUEL SERVICES, INC.	R	2,085.40
01	317739	01/21/2026	XCEL ENERGY	R	1,729.26
01	317740	01/21/2026	ZACK'S INC.	R	1,186.57
01	317741	01/21/2026	ZAYO GROUP HOLDINGS	R	2,379.58
01	317742	01/26/2026	ADVANCED COMMERCIAL KITCHENS	R	891.85
01	317743	01/26/2026	ALERUS RETIREMENT AND BENEFITS	R	846.60
01	317744	01/26/2026	NEWBERN LLC	R	97.00
01	317745	01/26/2026	BLY, JACK	R	68.00
01	317746	01/26/2026	BRAND FARMS	R	1,740.00
01	317747	01/26/2026	CAMMERRER, KARI	R	63.15
01	317748	01/26/2026	CAPITAL ONE TRADE CREDIT	R	16.95
01	317749	01/26/2026	FINANGER PHILLIP J	R	42.10
01	317750	01/26/2026	KEMPS LLC	V	0.00
01	317751	01/26/2026	KEMPS LLC	R	4,472.22
01	317752	01/26/2026	LARKIN RICHARD	R	97.00
01	317753	01/26/2026	LB CARLSON LLP	R	11,100.00
01	317754	01/26/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	5,643.45
01	317755	01/26/2026	THE LOCKER GUY	R	8,390.00
01	317756	01/26/2026	MINNESOTA STATE HIGH SCHOOL LEAGUE	R	3,840.00
01	317757	01/26/2026	NOVAK JANICE SOPHIE	R	40.00
01	317758	01/26/2026	OKEY CHRIS	R	73.68
01	317759	01/26/2026	PAN O GOLD BAKING CO	R	1,015.91
01	317760	01/26/2026	SAFEWAY DRIVING SCHOOL	R	8,320.00
01	317761	01/26/2026	SCOTT DESTINY	R	97.00
01	317762	01/26/2026	SNA-SCHOOL NUTRITION	R	20.00
01	317763	01/26/2026	STARK MOLLY	R	63.15
01	317764	01/26/2026	SURA NIRAV	R	68.00
01	317765	01/26/2026	TRIO SUPPLY COMPANY	R	2,847.63
01	317766	01/26/2026	UNIVERSITY OF MINNESOTA MORRIS	R	2,000.00
01	317767	01/26/2026	UPPER LAKES FOODS	V	0.00
01	317768	01/26/2026	UPPER LAKES FOODS	R	29,495.45
01	317769	01/26/2026	XCEL ENERGY	R	16,624.60
01	V2600674	1/27/2026	BOND TRUST SERVICES CORP	R	7,671,093.75

TOTAL CHECK & EPAY REGISTER	**8,228,023.92**

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
January 28, 2026

Description	Matures	Rate	Cost	General Operating	OPEB Bond
				-	-
GBank	01/29/26	4.18%	239,900.00	239,900.00	-
ServisFirst Bank	01/29/26	4.24%	239,700.00	239,700.00	-
NexBank	01/29/26	4.14%	240,000.00	240,000.00	-
Omb Bank	01/29/26	4.15%	239,900.00	239,900.00	-
Solera National Bank	03/19/26	4.09%	240,100.00	240,100.00	-
Royal Business Bank	03/19/26	4.02%	240,200.00	240,200.00	-
NorthEast Community Bank	03/19/26	4.02%	240,200.00	240,200.00	-
Pelican State Credit Union	03/19/26	3.98%	240,300.00	240,300.00	-
MN TRUST TERM SERIES	05/18/26	4.70%	1,000,000.00	1,000,000.00	-
MNTrust TERM SERIES II	07/23/26	3.94%	1,000,000.00	1,000,000.00	-
MNTrust TERM SERIES	07/27/26	3.95%	1,000,000.00	1,000,000.00	-
First Bank of Ohio	10/19/26	3.79%	239,200.00	239,200.00	-
Cornerstone Bank	10/19/26	4.02%	238,600.00	238,600.00	-
FirstBank Puerto Rico	10/19/26	4.00%	238,700.00	238,700.00	-
Financial Federal Bank	10/19/26	4.05%	238,700.00	238,700.00	-
GreenState Credit Union	10/19/26	3.93%	239,000.00	239,000.00	-
SIGNATURE BK OF ARKANSAS	10/29/26	3.80%	249,559.92	249,559.92	-
STRIPS	11/15/26	4.19%	499,807.02	499,807.02	-
MNTrust TERM SERIES	01/25/27	3.76%	2,000,000.00	2,000,000.00	-
MNTrust TERM SERIES	01/25/27	3.93%	1,000,000.00	1,000,000.00	-
American Commercial Bank & Trust, National Asso	03/04/27	3.89%	235,700.00	235,700.00	-
Freedom Northwest Credit Union	03/04/27	3.89%	235,700.00	235,700.00	-
GOLDMAN SACHS GOVERNMENT MONEY MARKET		3.44%	5,845,222.09	-	5,845,222.09
US TREASURY N/B	09/30/26	4.34%	789,398.44	-	789,398.44
FIRST INTERNET BANK OF INDIANA	09/30/26	4.00%	209,500.00	-	209,500.00
BANK HAPOALIM	10/01/26	4.45%	206,700.00	-	206,700.00
Total Investments Held			**17,386,087.47**	**10,335,266.94**	**7,050,820.53**

ppd:Finance

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

RICHFIELD | December 31, 2025

REVENUE CATEGORIES	June 30, 2024	June 30, 2025	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	December 31, 2025 % of Budget Received	December 31, 2024 % of Actuals Received	December 31, 2023 % of Actuals Received	Current YTD vs. PYTD	December 31, 2024	December 31, 2023
STATE	55,361,384	60,229,625	61,588,365	65,987,071	19,432,770	42,155,595	31.55%	22.90%	26.84%	**5,642,785**	13,789,986	14,858,169
FEDERAL	5,360,512	2,517,153	2,352,958	2,043,630	16,292	2,336,666	0.69%	4.03%	4.11%	**(85,064)**	101,356	220,194
PROPERTY TAXES	18,257,792	22,312,647	23,701,323	22,024,611	21,582,315	2,119,008	91.06%	99.65%	98.55%	**(651,850)**	22,234,165	17,993,374
LOCAL SALES, INS RECOVERY & JUDGEMENTS	84,206	42,064	66,000	89,833	58,334	7,666	88.38%	30.18%	26.62%	**45,639**	12,695	22,416
SALE OF BONDS & LOANS	0	0	0	0	0	0	0.00%	0.00%	0.00%	**0**	0	0
INCOMING TRANSFERS FROM OTH FUNDS	0	1,680,183	0	0	0	0	0.00%	0.00%	0.00%	**0**	0	0
LOCAL (FEES, INTEREST, ETC.)	2,943,714	2,897,965	1,998,740	1,881,388	703,394	1,295,346	35.19%	35.53%	37.91%	**(326,244)**	1,029,638	1,116,090
TOTALS	**82,007,607**	**89,679,638**	89,707,386	**92,026,535**	**41,793,105**	**47,914,281**	**46.59%**	**41.45%**	**41.72%**	**4,625,265**	**37,167,841**	**34,210,243**

EXPENDITURES (OBJECT SERIES)	June 30, 2024	June 30, 2025	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	December 31, 2025 % of Budget Expended	December 31, 2024 % of Actuals Expended	December 31, 2023 % of Actuals Expended	Current YTD vs. PYTD	December 31, 2024	December 31, 2023
SALARIES & WAGES	44,519,026	46,720,673	49,710,378	49,584,696	18,035,911	31,674,467	36.28%	37.32%	36.80%	**597,663**	17,438,247	16,380,869
EMPLOYEE BENEFITS	15,376,730	16,241,292	18,032,059	17,929,268	7,355,180	10,676,879	40.79%	42.34%	38.90%	**479,420**	6,875,760	5,981,224
PURCHASED SERVICES	13,172,577	14,007,735	14,912,975	14,538,075	5,284,469	9,628,506	35.44%	42.43%	40.07%	**(659,601)**	5,944,069	5,278,398
SUPPLIES	3,838,248	3,973,434	4,709,120	3,953,904	2,190,366	2,518,754	46.51%	63.94%	58.64%	**(350,433)**	2,540,799	2,250,571
EQUIPMENT	3,488,077	2,853,546	2,969,042	2,654,566	1,635,641	1,333,401	55.09%	56.68%	80.94%	**18,328**	1,617,312	2,823,141
DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	**0**	0	0
OTHER EXPENDITURES	406,103	418,031	493,211	501,795	177,967	315,244	36.08%	31.56%	31.89%	**46,055**	131,912	129,513
OTHER FINANCING USES	0	1,694,847	0	0	0	0	0.00%	0.00%	0.00%	**0**	0	0
TOTALS	**80,800,761**	**85,909,557**	90,826,785	**89,162,304**	**34,679,532**	**56,147,253**	**38.18%**	**40.21%**	**40.65%**	**131,433**	**34,548,100**	**32,843,717**

EXPENDITURES (PROGRAM SERIES)	June 30, 2024	June 30, 2025	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	December 31, 2025 % of Budget Expended	December 31, 2024 % of Actuals Expended	December 31, 2023 % of Actuals Expended	Current YTD vs. PYTD	December 31, 2024	December 31, 2023
SITE ADMINISTRATION	2,063,549	2,407,433	2,449,158	2,445,277	1,123,428	1,325,730	45.87%	50.56%	48.83%	**(93,779)**	1,217,207	1,007,644
DISTRICT ADMINISTRATION	2,281,758	2,453,089	2,203,518	2,121,358	978,287	1,225,231	44.40%	38.57%	47.26%	**32,126**	946,161	1,078,438
SUPPORT SERVICES	3,265,363	3,281,017	3,341,274	3,652,501	2,065,781	1,275,493	61.83%	57.59%	55.27%	**176,388**	1,889,393	1,804,637
REGULAR INSTRUCTION	31,337,342	32,945,209	35,358,932	33,893,188	11,595,826	23,763,106	32.79%	34.36%	34.85%	**277,421**	11,318,405	10,922,595
EXTRA-CURRICULAR ACTIVITES	1,043,990	1,059,867	1,261,995	1,276,904	512,372	749,623	40.60%	42.03%	44.83%	**66,886**	445,487	467,979
VOCATIONAL INSTRUCTION	839,648	1,057,675	1,120,218	1,112,554	394,338	725,880	35.20%	35.16%	23.17%	**22,475**	371,863	194,586
SPECIAL EDUCATION	15,690,800	17,333,122	18,653,340	18,629,793	6,470,225	12,183,115	34.69%	34.24%	34.45%	**534,556**	5,935,669	5,405,448
COMMUNITY SERVICES	0	0	0	0	0	0	0.00%	0.00%	0.00%	**0**	0	0
INSTRUCTIONAL SUPPORT	5,557,740	5,175,348	4,754,429	4,946,218	2,979,943	1,774,486	62.68%	57.89%	67.66%	**(16,267)**	2,996,210	3,760,374
PUPIL SUPPORT SERVICES	11,410,630	12,507,735	13,618,028	12,753,757	4,100,226	9,517,802	30.11%	40.00%	34.75%	**(903,369)**	5,003,595	3,965,561
FACILITIES	6,795,129	7,093,003	7,460,893	7,686,188	3,831,735	3,629,158	51.36%	54.34%	54.84%	**(22,681)**	3,854,416	3,726,694
OTHER FINANCING USES	514,812	596,059	605,000	644,567	627,370	(22,370)	103.70%	95.58%	99.02%	**57,676**	569,694	509,760
TOTALS	**80,800,761**	**85,909,557**	90,826,785	**89,162,304**	**34,679,532**	**56,147,253**	**38.18%**	**40.21%**	**40.65%**	**131,433**	**34,548,100**	**32,843,717**

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

RICHFIELD | December 31, 2025

ACTIVITY - OTHER FUNDS

REVENUE	June 30, 2024	June 30, 2025	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	December % of Budget Received	December % of Actuals Received	December % of Actuals Received	Current YTD vs. PYTD	December 31, 2024	December 31, 2023
FOOD SERVICE	3,949,403	3,754,394	4,137,500	4,506,753	1,227,041	2,910,459	29.66%	15.25%	24.86%	**654,398**	572,643	981,706
COMMUNITY EDUCATION	2,322,904	2,083,163	2,117,098	2,304,835	1,601,454	515,644	75.64%	66.75%	66.68%	**211,009**	1,390,445	1,548,907
CONSTRUCTION	2,767,467	199,707	60,000	106,365	53,846	6,154	89.74%	50.89%	2.81%	**(47,788)**	101,634	77,651
DEBT SERVICE	8,086,343	7,638,767	8,070,932	7,856,977	7,657,660	413,272	94.88%	92.41%	100.92%	**598,425**	7,059,235	8,160,863
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	**0**	0	0
CUSTODIAL	30,570	7,826	22,000	17,780	2,140	19,860	9.73%	71.63%	23.13%	**(3,466)**	5,606	7,069
INTERNAL SERVICE	8,636,077	8,766,512	9,453,905	9,980,834	4,692,958	4,760,947	49.64%	50.19%	52.37%	**292,662**	4,400,296	4,522,434
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	**0**	0	0
OPEB IRREVOCABLE TRUST	364,778	330,000	200,000	96,767	(9,981)	209,981	-4.99%	-14.18%	19.36%	**36,803**	(46,784)	70,604
OPEB DEBT SERVICE	2,013,317	1,990,937	2,056,109	2,001,961	1,970,240	85,869	95.82%	94.39%	102.95%	**90,929**	1,879,311	2,072,661
TOTALS	**28,170,859**	**24,771,306**	26,117,544	**26,872,272**	**17,195,358**	**8,922,186**	**65.84%**	**62.02%**	**61.91%**	**1,832,972**	**15,362,386**	**17,441,896**

EXPENDITURES	June 30, 2024	June 30, 2025	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	December % of Budget Expended	December % of Actuals Expended	December % of Actuals Expended	Current YTD vs. PYTD	December 31, 2024	December 31, 2023
FOOD SERVICE	3,729,581	3,918,120	4,049,569	4,046,193	1,658,454	2,391,115	40.95%	43.37%	41.28%	(40,949)	1,699,404	1,539,719
COMMUNITY EDUCATION	2,258,815	2,046,680	2,248,704	2,264,669	994,955	1,253,749	44.25%	44.44%	47.65%	85,407	909,548	1,076,306
CONSTRUCTION	1,834,310	1,886,621	1,650,000	2,361,932	1,712,642	(62,642)	103.80%	39.66%	15.59%	964,333	748,309	285,950
DEBT SERVICE	7,949,447	7,779,254	7,992,688	7,992,508	2,269,119	5,723,569	28.39%	29.18%	29.61%	(938)	2,270,056	2,353,850
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
CUSTODIAL	9,075	10,537	22,000	9,188	9,048	12,952	41.13%	99.90%	99.18%	(1,479)	10,527	9,000
INTERNAL SERVICE	7,249,696	9,172,108	9,446,607	9,165,961	4,942,311	4,504,296	52.32%	51.33%	66.27%	234,390	4,707,921	4,804,649
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	476,577	463,966	490,000	490,000	0	490,000	0.00%	0.00%	0.00%	0	0	0
OPEB DEBT SERVICE	2,025,100	2,022,175	2,022,275	2,022,275	68,875	1,953,400	3.41%	4.76%	6.05%	(27,450)	96,325	122,550
TOTALS	**25,532,600**	**27,299,461**	27,921,843	**28,352,727**	**11,655,405**	**16,266,438**	**41.74%**	**38.25%**	**39.92%**	1,213,315	**10,442,091**	**10,192,024**

SUMMARY - ALL FUNDS

SUMMARY	June 30, 2024	June 30, 2025	Adopted Budget	Projected End Of Year	YTD	Budget Remaining	December % of Budget Expended	December % of Actuals Expended	December % of Actuals Expended	Current YTD vs. PYTD	December 31, 2024	December 31, 2023
REVENUE	110,178,467	114,450,944	115,824,930	118,898,807	58,988,463	56,836,467	50.93%	45.90%	46.88%	6,458,237	52,530,226	51,652,139
EXPENDITURES	106,333,361	113,209,018	118,748,628	117,515,031	46,334,938	72,413,690	39.02%	39.74%	40.47%	1,344,747	44,990,191	43,035,741
SPENDING VARIANCE	3,845,105	1,241,926	(2,923,698)	1,383,776	12,653,525	N/A	N/A	N/A	N/A	5,113,489	7,540,036	8,616,398

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting February 2, 2026

Subject: PERSONNEL ITEMS

(Recommended by superintendent)

That the board of education approve the following personnel items:

Full Time Management Retirement
Mary Clarkson – Senior Executive Officer – District Office
Effective: 08/03/2026
Years of Service: 13

Classified Full-Time Paraprofessional for Employment
Sara Luna Apodaca - Instructional – Richfield Dual Language School
Effective: 01/28/2026

Classified Full-Time Paraprofessional Retirement
Maria Aamot - Instructional Paraprofessional – Central Education Center
Effective: 06/05/2026
Years of Service: 9

Classified Full-Time Facilities & Transportation Resignation
Cory Wise - Facilities Maintenance – Richfield Middle School
Effective: 01/30/2026
Years of Service: 13

Classified Full-Time Facilities & Transportation Termination
James Hill - Truck Driver – Garage
Effective: 01/27/2026

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, February 2, 2026

Subject: Athletics & Activities

(Recommended by the superintendent)

Passage upon a fourth read of Policy 651: Athletic and Activity Program and Administrative Guidelines 651.1 and 651.2. The policy outlines the purpose and expectations for athletics and activities at RPS, and also provides the process for adding or deleting activity offerings. Guideline 651.1 covers requirements, evaluations and communication related to activities. Guideline 651.2 governs school activity fees.

The policy and guidelines have been reviewed by the Athletics & Activities Department as well as the RMS, RCEP, RHS and parent/guardian groups of the Safe & Supportive Schools Committee for feedback.

Attachments:
Policy 651: Athletic and Activity Program - redlined
Administrative Guideline 651.1: Athletics and Activities - redlined
Administrative Guideline 651.2: School Activity Fees - redlined
RPS 2025-2026 Activities Scholarship Application Form
MSBA Model Policy 510: School Activities

RICHFIELD PUBLIC SCHOOLS

ATHLETIC AND ACTIVITY PROGRAM

I. MISSION

The mission of the Richfield Public Schools ~~extra-curricular~~extracurricular program is to promote healthy youth development through programs that encourage participation, healthy life-styles, development of positive attitudes and skills, and a sense of accomplishment.

Extracurricular activities are activities for student enjoyment that are managed under the guidance of a school coach or advisor, not offered for school credit, and conducted primarily outside of school hours.

II. VALUE AND PURPOSES

A. Consistent with the mission of the ~~extra-curricular~~extracurricular program, the ~~Board~~ board of ~~Education~~ education believes that ~~extra-curricular~~extracurricular activities can be a vital educational experience and can contribute to healthy youth development.

B. The ~~Board~~ board of ~~Education~~ education recognizes several important purposes for an ~~extra-curricular~~extracurricular program that includes athletics and activities:

1. The program should provide students with the opportunity to have fun, learn through competition, learn to respect other participants, and to abide by the rules of the activity.

2. It should provide students and the community an opportunity to develop pride in themselves and their schools.

3. It should aid students in managing time and priorities in order to enjoy leisure-time activities while promoting refinement and expansion of skills.

4. It should promote and develop the physical, mental and psychological ~~attributes~~ wellness of participants.

~~4.~~5. It should provide exposure to activities that may become part of students' future endeavors.

~~5.~~6. Finally, the program should develop the self-concept, ~~self-discipline~~self-discipline, cooperative spirit, leadership potential, ~~citizenship~~commitment to community, and character of the participants.

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III. ~~EXTRA-CURRICULAR~~EXTRACURRICULAR PROGRAM EXPECTATIONS

A. The school athletic and activities program must build on students' desire for participation in athletics and activities. Since each person is unique, it is essential that learners be provided an environment with options and alternatives that reflect student interests.

B. ~~Extra-curricular~~Extracurricular experiences must:

1. Help students to maintain and build understandings, skills ~~——~~and attitudes that contribute to their successful participation; and

2. Nurture self-respect, interests, enthusiasm, physical and/or social-emotional ~~———~~development, motivation and capacity for enjoyment.

C. While extracurricular activities cannot be offered for academic credit, participation in an extracurricular activity may be applied toward the completion of make-up assignments for related courses, provided the activity aligns with the instructional goals of the missed lesson.

~~C.~~D. The ~~extra-curricular~~extracurricular program shall be reviewed and evaluated on a periodic basis, and coaches/activity advisors shall be evaluated annually~~.~~ . The review and evaluation process for the program and coaches/activity advisors shall include opportunities for feedback from parents/guardians and students.

IV. EXPECTATIONS REGARDING STUDENT PARTICIPATION

Participation in the ~~extra-curricular~~extracurricular program is a privilege. A student can earn and maintain that privilege by adhering to Minnesota State High School League and ~~school d~~District requirements, as outlined in Administrative Guideline~~s~~ 651.1. Failure to meet MSHSL and/~~-~~or local expectations may result in suspension or revocation of participation privileges.

V. EXPECTATIONS OF PROGRAM ADMINISTRATION AND STAFF

A. Administrators and staff designated by the superintendent to administer the athletics and activities programs, along with the coaches and activity advisors, are primarily responsible for attaining ~~extra-curricular~~extracurricular program goals and maintaining program standards. Therefore, these individuals should view themselves as teachers and as role models in the areas of character, behavior and leadership.

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B. The ~~Superintendent~~ superintendent is authorized to develop administrative guidelines to facilitate implementation of this policy.

C. The policy and administrative guidelines shall be included in a ~~Coaches~~coaches/~~Advisors~~ advisors ~~Handbook~~handbook, which shall be revised regularly by the activities director and reviewed by the high school principal.

D. Coaches and activity advisors will be required to complete training in mandated reporting, confidentiality, and other essential topics.

E. Coaches and activity advisors should foster a positive environment for all participants and prioritize fairness and inclusion in decision-making.

~~C.~~F. Coaches and activity advisors may only communicate with students and parents/guardians outside of school using a district-approved communication platform.

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VI. ADDITION AND DELETION OF ATHLETICS AND ACTIVITIES OFFERINGS

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The ~~Board~~ board recognizes that student interest in athletics and activities participation changes over time and that offerings available to students must change in response. In addition, the ~~School~~ school ~~Board~~ board supports the goal of ~~gender~~ equity in athletics and activities programs. Therefore, the ~~School~~ school ~~Board~~ board charges the ~~Activities~~ activities ~~Director~~ director with the development and implementation of a process to regularly survey student interest regarding offerings. The superintendent is responsible for the implementation of a process for considering the addition and deletion of competitive athletics and activities at the secondary level.

A. Secondary students will be surveyed at least every other year to determine interest in athletics and activities offerings. The information collected through student surveys will be used to identify potential additions or deletions to offerings. Students also may initiate consideration of program changes through petitions directed to the school principal demonstrating substantial student interest in a particular athletic or activity offering.

B. Potential athletic or activity offering additions will be considered on the following criteria. It is not required that all criteria are met for a new offering to be approved:

1. It will address a gender imbalance in athletic offerings.

2. It will ~~address a gender imbalance in~~promote equity in student participation rates.

3. There is sufficient interest and ability to sustain a viable program.

4. There is a reasonable expectation of competition and/or participation.

5. The activity is sponsored by the Minnesota State High School League (MSHSL) or there is a reasonable expectation that it soon will be.

6. Appropriate facilities and coaching/supervision are available, or can be provided to accommodate the program.

Athletic or activity programs may be considered for deletion when any of the above criteria ~~no longer are~~are no longer satisfied.

C. Potential athletics and activities program changes will be reviewed initially by the ~~Activities~~ activities ~~Director~~ director and appropriate school principal in light of the above criteria. The ~~Activities~~ activities ~~Director~~ director will obtain feedback from the ~~District~~ Competitive Activities Advisory Committee related to any potential program changes. The building principal is responsible for forwarding the requests to the superintendent with a recommendation. The superintendent, in turn, ~~will~~ may review the request and forward it with a recommendation and supporting data to the ~~School~~ school ~~Board~~ board for action. Athletics and activities offerings considered for deletion also ~~will~~ may be presented to the ~~School~~ school ~~Board~~board with a recommendation and supporting rationale for ~~Board~~board consideration and action. MSHSL activities will require board approval for addition or deletion.

D. The addition and deletion of levels of competition within an activity will be governed by the number of participants and budget considerations. Where the number of participants justifies two or more levels of competition, at least one assistant coach/advisor will be provided for each of the levels below varsity. Activities where specific coaching/advising specialties are required may be allocated additional assistant coaches/advisors.

Legal Reference:
20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)

RATIFIED BY THE BOARD OF EDUCATION: October 2, 1978

REVISED BY THE BOARD OF EDUCATION: June 18, 1990; December 17, 1990; February 1, 1999; September 7, 2004; May 17, 2021

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REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION:– July 15, 2013

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

ATHLETICS AND ACTIVITIES

The purpose of these administrative guidelines is to guide implementation of Board Policy 651: Athletic and Activity Program.

I. REQUIREMENTS FOR PARTICIPATION IN ATHLETICS AND ACTIVITIES:

A. In order to participate in athletics or activities governed by the Minnesota State High School League, a student must meet all of the eligibility requirements as defined in Sections 100 and 200 of the Minnesota State High School League Bylaws.

B. In addition, a student must be on track toward graduation according to the MSHSL guidelines to participate in MSHSL athletics. Student participation in activities not governed by MSHSL will be allowed without ~~course credit earning restrictions~~any restrictions based on course credits earned.

II. ~~EXTRA-CURRICULAR~~EXTRACURRICULAR PROGRAM REVIEW AND EVALUATION

A. A review and evaluation of the ~~extra-curricular~~extracurricular program shall be conducted in conjunction with the rotational review of Board Policy 651 and ~~administrative~~ Administrative gGuideline~~s~~ 651.1.

B. The review process shall include opportunities for participation and formal written input from students and parents/guardians.

C. The Coaches~~-~~/~~-~~Advisors Handbook shall be revised to reflect changes in the ~~extra-curricular~~extracurricular program, policies and guidelines resulting from the program review and evaluation.

III. EVALUATION OF COACHES~~-~~/~~-~~ACTIVITY SUPERVISORS

A formal evaluation shall be completed at the end of the athletic season or activity, and shall include the following components:

A. The head coach or activity supervisor will submit a report to the ~~Activities~~ activities ~~Director~~ director that includes information pertaining to student participation, accomplishments in relation to goals, an evaluation of assistant coaches~~-~~/~~-~~activity supervisors, and suggestions for program improvement.

B. The ~~Activities~~ activities ~~Director~~ director will complete a written evaluation of the head coach~~-~~/~~-~~activity supervisor, based on multiple sources of information, including the report referenced in III.A above, observation

records, and feedback from students, parents/guardians, and others familiar with the program or activity. Evaluative documentation will be reviewed by the high school principal or appropriate district administrator.

C. The ~~Activities~~ activities ~~Director~~ director shall include all necessary forms for evaluation and reporting in the Coaches ~~/~~ Advisors Handbook.

IV. COMMUNICATIONS

A. The ~~Activities~~ activities ~~Director~~ director is expected to provide relevant information about the ~~interscholastic~~ competitive athletic and activity program to coaches and activity supervisors, students, parents/guardians, and the public.

B. The ~~Superintendent~~ superintendent authorizes the ~~Activities~~ activities ~~Director~~ director and coaches/advisors to develop a statement of philosophy and beliefs, provided that the statement is aligned with Board Policy 651.

C. Feedback and ideas from parents/guardians, students, and interested community members will be obtained in conjunction with the ~~extra-curricular~~extracurricular program review described in Section I above, with opportunities for additional feedback via student surveys, written correspondence, ~~tele~~phone calls and conferences.

Dated: September 7, 2004
Reviewed: July 15, 2013
Revised: May 17, 2021

Reference: Minnesota State High School League Official Handbook

APPENDIX
ATHLETIC PROGRAM PHILOSOPHY

The following statement was developed by coaches and is included in the Coaches/Advisors Handbook:

We believe that the opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experiences. This participation is a privilege that carries with it responsibilities to the school, other participants and the community. The purpose of the athletics and activities program is to provide experiences that help young people to develop physically, mentally, socially and emotionally.

Athletics and activities should be available to all students who develop an interest in participating, regardless of their individual abilities. Accordingly, whenever feasible, appropriate skill levels should be established within athletics and activities, so students may become involved regardless of their level of skills.

Leadership should be of the highest quality and exemplify the type of behavior~~,~~ ~~which~~ that the program attempts to develop. Leadership success is measured in terms of the goals of the athletic and activity program rather than solely on the victories/ ~~or~~ defeats or honors/awards. Coaches, advisors or sponsors will provide guidance in ~~the development of good sportsmanship~~learning to compete and engage with grace, cooperation, leadership and self-actualization.

It is intended that the athletic and activities programs be conducted in accordance with existing ~~Board~~ board of ~~Education~~ education policies and guidelines. Winning and high performance ~~is~~ are considered ~~a~~ worthy goals, but ~~good sportsmanship and~~competing and engaging with grace, along with the ~~wellbeing~~ well-being of participants are considered more important. The programs are, at all times, to be conducted in such a manner as to justify them as educational activities.

Dated: September 7, 2004
Reviewed: July 15, 2013
Revised: May 17, 2021

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

SCHOOL ACTIVITY FEES

I. INTRODUCTION

It is the policy of the State of Minnesota that public school education shall be free and no pupil shall be denied an education. ~~–~~Minnesota State Statute 123B.36 also recognizes that school boards may establish fees to support certain student activities. ~~These~~ This administrative guideline~~s~~ delineates school activity fees, pursuant to Board Policy 651.

II. ACTIVITIES SUBJECT TO FEES

A. Minnesota State High School League Activities

Participants in ~~Interscholastic~~ interscholastic athletics and fine arts activities governed by the Minnesota State High School League will be charged a fee.

B. Other Fees

1. A program fee of $35/student shall be charged for participation in the summer school programs by grade level (grades K-10) where funding is not provided by the state.

2. Additional fees are as listed in the attached schedule.

III. FEE EXCEPTIONS

A. Fee Waiver

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~~The student of a parent / guardian applying and qualifying for the Free or Reduced Lunch Program and providing the verification of income shall~~
1. Students who qualify for educational benefits will be eligible for a reduced participation fee. The reduced fee will automatically be applied when students register using the online system. Registering using the online system ensures confidentiality of private data related to eligibility for educational benefits; however, students may also register in person.

~~1~~a. ~~A student~~Students who ~~qualifies~~ qualify for ~~a reduced price~~reduced-price ~~lunch~~ meals will receive a 25% discount.

~~2~~b. ~~A student~~Students who ~~qualifies~~ qualify for ~~a~~ free ~~lunch~~ meals will receive a 50% discount.

2. Any student may apply for a reduced participation fee due to economic hardship, regardless of whether or not they qualify for educational benefits. Determination of reduced fees will be completed by the activities director or another administrator.

3. A full waiver may be allowed ~~for students qualifying for the discount noted above~~ at the discretion of the ~~Activities~~ activities ~~Director~~ director upon consideration of extenuating circumstances.

4. ~~The homeless student~~Homeless students as defined in Section 103(a) (1) (2) of P.L. 100-77 participating in an activity under this guideline shall have their fee ~~paid by the Parent Teacher Organization (P.T.O.), Title I funds, other donations, or the fee will be~~ waived.

B. Third Athletic Season Free

Students participating in all three athletic seasons (fall, winter, spring) will pay no fee to participate in the third season. ~~This special rate is exclusive of the established late registration fee.~~

IV. DONATION OPPORTUNITY

At the time of activities registration, families will be given the opportunity to make a donation to the activities department in order to help offset the costs of student scholarships for activities participation.

Legal References:
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)

Cross References:
Board Policy 651 ~~(~~: Athletic and Activity Program~~)~~

Dated: April 19, 1999
Reviewed: April 6, 2009, May 3, 2010, May 21, 2012, June 17, 2014
Revised: June 19, 2000; May 21, 2001; June 19, 2001; April 15, 2002; July 21, 2003; April 5, 2004, May 2, 2005, July 11, 2005; May 15, 2006; August 21, 2006; March 5, 2007, April 7, 2008, May 2, 2011, May 20, 2013, September 3, 2013, June 22, 2015, October 5, 2015; January 3, 2022

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RICHFIELD PUBLIC SCHOOLS ACTIVITY FEES
AMOUNT APPLICABLE BY GRADE LEVELS

Activity	Gr. 5-12	Gr. 7-12	Gr. 6-8	Gr. 8-12	Gr. 9-12
FALL ATHLETICS					
Adapted Soccer – B/G#		$115			
Cheerleading					$50
Cross Country Running – B/G#		$168			
Football#			$95		$210
Performance Dance		$95			
Soccer – B#				$168	
Soccer – G#		$168			
Swimming and Diving – G#		$196			
Tennis – G#		$154			
Volleyball – G#		$182			
WINTER ATHLETICS					
Adapted Floor Hockey – B/G#		$115			
Alpine Skiing – B/G#		$196			
Basketball – B#				$252	
Basketball – G#		$252			
Cheerleading					$50
Competitive Dance#		$196			
Gymnastics - G#		$210			
Hockey – B/G#			$95		$238
Nordic Skiing – B/G#		$196			
Swimming & Diving – B#		$196			
Wrestling – B/G#		$210			
SPRING ATHLETICS					
Adapted Bowling - B/G#		$115			
Adapted Softball – B/G#		$115			
Baseball - B#				$182	
Golf – B/G#		$182			
Softball - G#		$182			
Swimming – Synchronized - G#		$182			
Tennis – B#		$154			
Track & Field – B/G#			$95		$182
Volleyball – B#		$182			
ACTIVITIES & OTHER STUDENT FEES					
Band – Honors & Jazz			$10		
Band – Summer			$275		$275
Honor Guard - Summer			$40		$40
Instrument Rental (one-time fee)	$65				
Intramurals & Clubs			$10		$30
Math Team			$10		$50
One Act Play#			$30		$65
Parking Permit (per year)					$100
Speech#					$75
Theatre (per production)			$30		$65

B=Boys, G=Girls, #=MSHSL activity

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ACTIVITY	GR 5-12	GR 7-12#	GR 6-8##	GR 9-12
BAND – HONORS & JAZZ			$10 each	
BAND – SUMMER ($20 uniform fee in N/A to color guard)			$65	$110+$20
BASEBALL#				$182
BASKETBALL – B/G#			$95	$252
CHEERLEADING (per season)				$50
CROSS COUNTRY RUNNING – B/G#		$168		
NORDIC SKIING – B/G#		$196		
WINTER COMPETITIVE DANCE				$196
FALL PERFORMANCE DANCE				$95
DIVING#		$196		
FOOTBALL#			$95	$210
GOLF – B/G#		$182		
GRADUATION FEE (Excluding cap & gown cost)				No Charge
GYMNASTICS#		$210		
HOCKEY – B#			$95	$238
INSTRUMENT RENTAL (one time fee)	$65			
INTRAMURAL (including middle school Academic, athletic & art intramurals, & Clubs meeting outside the school day)			$10 each	$30 each
MATH TEAM (one time fee)			$10	$50
PARKING PERMIT (per semester)				$100
ALPINE SKIING#		$196		
SOCCER – B/G#			$95	$168
SOFTBALL#		$182		
SPEECH#				$75
SWIMMING – B/G#		$196		
SWIMMING – SYNCHRONIZED#		$182		
TENNIS – B/G#			$95	$154
THEATRE (Fall Play, Musical & RMS Play) ONE-ACT# PLAY			$30 each	$65
TRACK – B/G#			$95	$182
VOLLEYBALL#			$95	$182
WRESTLING#			$95	$210

#MSHSL Activities, # Jr. Varsity Program, ##Middle School Program

~~RICHFIELD PUBLIC SCHOOLS~~
~~ATHLETIC/CO-CURRICULAR~~

~~REDUCED FEE REQUEST FORM~~

~~Reduced fees shall be based on the following criteria.~~

- ~~A student who qualifies for a reduced price lunch will receive a 25% discount.~~
- ~~A student who qualifies for a free lunch will receive a 50% discount.~~

~~Student's Name___Date:_~~

~~Parent/Guardian Name___Sport/Activity~~

~~Address_____~~
~~Reduced rate~~
~~Telephone__Requested__~~

~~Reason_____~~

~~_____~~

~~_____~~

~~_____~~

~~_____~~

~~_____ _____~~
~~Student Signature Parent/Guardian Signature~~

~~For office use only:~~

~~Action taken:_____~~

~~_____~~

~~_____~~

~~_____ _____~~
~~Activities Director Date~~

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Richfield Public Schools Scholarship Application

2025-2026

Students registering for an activity or sport who cannot pay their registration fee in full, may request a reduced fee for economic hardship. As stated in the board policy (781.1). All requests will be reviewed by a member of administration. Additional documentation may be requested.

Parent Name_____ Parent Phone_____

Parent Email_____

Student Name_____ Grade 6 7 8 9 10 11 12

Season: □ Fall □ Winter □ Spring Sport _____

Please list other children in household and grades:

Lunch Program: □ Regular □ Reduced □ Free

ActivityFee(s) $_____

Why are you requesting a scholarship?

Student Signature_____ Date_____

Parent Signature_____ Date_____

Office Use Only: Revised 4/2025

Original Balance Due $_____

Balance Reduced $_____ -Scholarship Amount

Total Due $_____

_____ Date_____

Administrative Signature

Richfield Public Schools
Solicitud de Beca

2025-2026

Los estudiantes que se inscriben para una actividad o deporte que no pueden pagar su tarifa de inscripción en su totalidad, pueden solicitar una tarifa reducida por dificultades económicas. Como se establece en la política de la junta (781.1). Todas las solicitudes serán revisadas por un miembro de la administración. Documentación adicion al puede ser solicitada.

Nombre de Padre o Tutor_____ Numero telefonico _____

Correo Electronico _____

Nombre del Estudiante_____ Grado 6 7 8 9 10 11 12

Temporada: □ Otono □ Invierno □ Primavera Deporte _____

Indique otros niños en el hogar y en los grados:

Programa de Almuerzo □ Regular □ Reducido □ Gratis

Tarifa(s) de actividad $_____

¿Por qué está solicitando una beca?

Firma del Estudiante_____ Fecha_____

Firma del Padre o Tutor_____ Fecha_____

Office Use Only: Revised 4/2025

Original Balance Due $_____

Balance Reduced $_____ -Scholarship Amount

Total Due $_____

_____ Date_____

Administrative Signature

Adopted: _____ *MSBA/MASA Model Policy 510*
Orig. 1995
Revised: _____ *Rev. 2019*

510 SCHOOL ACTIVITIES

I. PURPOSE

The purpose of this policy is to impart to students, employees, and the community the school district's policy related to the student activity program.

II. GENERAL STATEMENT OF POLICY

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental, and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

III. RESPONSIBILITY

A. The school board expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.

B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

C. The superintendent shall be responsible for disseminating information needed to inform students, parents, staff, and the community of the opportunities available within the school activity program and the rules of participation.

D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. Those employees who conduct MSHSL activities shall be responsible for familiarizing students and parents with all applicable rules, penalties, and opportunities.

E. The superintendent shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.

F. The school board will ensure that any funds raised for extracurricular activities will be spent only on extracurricular activities.

Legal References: Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)

Cross References: MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 713 (Student Activity Accounting)

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, February 2, 2026

Subject: Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System

(Recommended by the superintendent)

Passage upon a third read of Policy 709: Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System and Administrative Guideline 709.1. This policy is based in statute and compliance requirements.

The policy and guideline have been reviewed by the Finance Department, and suggested changes to the policy are included to adhere to District branding and style guidelines. The guideline was updated in June of 2025 and does not need additional changes at this time.

Attachments:
Policy 709: Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System - redlined
Administrative Guideline 709.1
MSBA Model Policy 704: Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System
MSBA Model Policy 702: Accounting

RICHFIELD PUBLIC SCHOOLS

DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of ~~the school district~~Richfield Public Schools and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

It is the policy of ~~this school d~~the District that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent shall be responsible for the development and maintenance of an inventory of the fixed assets of the ~~school d~~District, and for the establishment and maintenance of a formal fixed asset accounting system. The accounting systems shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).

IV. REPORT

The administration shall annually update the property records of the ~~school district~~ District and provide an inventory of the fixed assets of the ~~school d~~District to the school board.

Legal References:
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (~~School Board Powers~~Boards of Independent School Districts)
~~Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)~~
~~Minn. Stat. § 123B.02 (School District Powers)~~
Minn. Stat. § 123B.51 (Schoolhouse and Sites; ~~Access~~ Uses for ~~Non-curricular~~ School and Nonschool Purposes; Closings)

~~*Cross References:*~~ ~~MSBA/MASA Model Policy 702 (Accounting)~~
~~MSBA Service Manual, Chapter 9, Public School Finance~~

RATIFIED BY THE BOARD OF EDUCATION: August 2, 2004

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REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: October 7, 2013; December 21, 2020

RICHFIELD PUBLIC SCHOOLS

DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this administrative guideline is to provide for the development and maintenance of an inventory of the fixed assets of Richfield Public Schools and the establishment and maintenance of a fixed asset accounting system.

II. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

A. The policy of the District is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

1. Capital asset additions shall be recorded in accordance with generally accepted government accounting standards. Assets shall be capitalized using a threshold of $10,000 or more per single item and having a useful life of at least four years. For those capital assets less than $10,000 per single item, but more than $50,000 in the aggregate and having a useful life of more than four years, shall also be capitalized.

2. Equipment Criteria:

   a. It maintains its original shape and appearance with use.

   b. It has a useful life of at least four years.

   c. It is non-expendable.

B. Buildings, equipment and capital improvements will be depreciated over their useful life.

III. REPORTING

The administration shall annually update the property records of the school district in preparation of the annual report to the Commissioner required by Minn. Stat. § 123B.14, Subd. 7.

Legal References:
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)
Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Access for Noncurricular Purposes)

Dated: August 2, 2004
Reviewed: October 7, 2013
Revised: December 21, 2020; June 23, 2025

Adopted: _____ *MSBA/MASA Model Policy 704*
Orig. 1995
Revised: _____ *Rev. 2025*

704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) with a capitalization level that equals or exceeds $5,000. Group purchases for technology, furniture, or other equipment that is purchased as a per quantity that otherwise may be below the individual item threshold, the total threshold is $25,000. The inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Uses for School and Nonschool Purposes; Closings)
GASB Implementation Guide 2021-1

Cross References: MSBA/MASA Model Policy 702 (Accounting)

Adopted: _____ *MSBA/MASA Model Policy 702*
Orig. 1995
Revised: _____ *Rev. 2022*

702 ACCOUNTING

[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in guidelines adopted by the Minnesota Department of Education.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

III. MAINTENANCE OF BOOKS AND ACCOUNTS

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

IV. PERMANENT FUND TRANSFERS

Unless otherwise authorized pursuant to Minnesota Statutes section 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minnesota Statutes section 123B.79, as amended, or other applicable statute.

V. REPORTING

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information specified in Minnesota Statutes section 123B.10 in the manner specified therein.

Legal References:
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.75 (Revenue; Reporting)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat. § 123B.78 (Cash Flow; School District Revenues; Borrowing for Current Operating Costs; Capital Expenditure Deficits)
Minn. Stat. § 123B.79 (Permanent Fund Transfers)
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, February 2, 2026

Subject: Protection and Privacy of Pupil Records

(Recommended by the superintendent)

Passage upon a third read of Policy 581: Protection and Privacy of Pupil Records and Administrative Guidelines 581.1 and 581.2. This policy is based on statute and establishes what information about RPS students can be shared and under what circumstances.

The policy and guideline have been reviewed by the Student Information Team and Student Support Services Department, and suggested changes are included.

Attachments:
Policy 581: Protection and Privacy of Pupil Records - redlined
Administrative Guideline 581.1: Access to Pupil Records by School Volunteers - redlined
Administrative Guideline 581.2: Release of Student Records - redlined
Administrative Guideline 581.2 Attachment: Student Records: What to Release and to Whom? - redlined
MSBA Model Policy 515: Protection and Privacy of Pupil Records

RICHFIELD PUBLIC SCHOOLS

PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

~~The school district~~Richfield Public Schools recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents/guardians and students are ~~adopted~~ approved by the ~~school d~~District, pursuant to the requirements of 20 U.S.C. §1232g, et seq., (Family Educational Rights and Privacy Act) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and Minn. Rules Pts. 1205.0100 to 1205.2000.

III. DEFINITIONS

A. Authorized Representative

"Authorized representative" means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

"Biometric record," as referred to in "Personally Identifiable," means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

Date of attendance, as referred to in "Directory Information", means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence,
satellite, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific

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daily records of a student's attendance at a school or schools in the school district.

~~B~~D. Dependent student.

For purposes of this policy, a dependent student is the dependent of a taxpayer, who:

1. has the same principal place of abode as the taxpayer for more than half of the taxable year; and

2. has not provided over one half of ~~his/her~~their own support for the calendar year; and

3. has not attained the age of 24.

~~C~~E. Directory information.

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, name of school attended, dates of attendance, grade level, date of graduation, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received**,** as well as photos/video~~tape~~ (excluding security camera videos in schools and/or in school buses) for school approved publications, school news purposes, school video productions or local cable casts. ~~It also includes name, address, and telephone number of the student's parent(s).~~ Directory information does not include:

1. a student's social security number;

2. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;

3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational
records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor
known or possessed only by the student;

4. personally identifiable data which references religion, race, color, social position, or nationality; or

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5. data collected from nonpublic school students, other than those who receive ~~shared time~~shared-time educational services, unless written consent is given by the student's parent/~~ or~~ guardian.

6. A student or parent/guardian's personal contact information, such as home address, telephone number, or email address.

~~D~~F. Education records.

1. What constitutes "education records." Education records, means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.

2. What does not constitute an education record. The term "education records" does not include:

a. Records of instructional personnel ~~which~~that are:

(1) ~~are~~ kept in the sole possession of the maker of the record~~thereof; and~~
(2) used only as a personal memory aid
(3) ~~are~~ not accessible or revealed to any other individual except a temporary substitute ~~for the maker of the record~~teacher; and
(3) ~~are~~ destroyed at the end of the school year.

b. Records of a law enforcement unit ~~located at the~~of the school district, provided education records maintained by the school district are not disclosed to the unit, and ~~provided~~ the law enforcement records are:

(1) maintained separately from education records;
(2) maintained solely for law enforcement purposes; and
~~(3) created by the law enforcement unit; and~~
(~~4~~3) disclosed only to law enforcement officials of the same jurisdiction.

c. Records relating to an individual, including a student, who is employed by the school district which:

(1) are made and maintained in the normal course of business;
(2) relate exclusively to the individual in that individual's capacity as an employee; and
(3) are not available for use for any other purpose.

However, ~~these provisions shall not apply to~~ records relating to an individual in attendance at the school district who is employed as a result of ~~his or her~~their status as a student are education records.

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d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:

(1) made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in ~~his or her~~their professional or paraprofessional capacity or assisting in that capacity;
(2) made, maintained, or used only in connection with the provision of treatment to the student; and
(3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

e. Records created or received by the school district after and individual is~~that only contain information about an individual after they are~~ no longer a student at the school district and that are not directly related to the individual's attendance as a student.

f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

G. Education Support Services Data

"Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes, section 13.46.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes, section 13.05 or a court order.

~~E~~H. Eligible student.

Eligible student means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

~~F~~I. Juvenile justice system.

Juvenile justice system includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

~~G~~J. Legitimate educational interest.

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Legitimate educational interest includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;

2. Perform a supervisory or instructional task directly related to the student's education;

3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid; or

4. Perform a task directly related to responding to a request for data.

~~H~~K. Parent.

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Parent means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

~~I~~L. Personally identifiable.

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Personally identifiable means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent/guardian, or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or biometric record, if applicable; (e) a list of personal characteristics that would make the student's identity easily traceable; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

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~~J~~M. Record.

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Record means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or ~~audiotape~~audio recording, film, microfilm and microfiche.

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~~K~~N. Responsible authority.

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Responsible authority: ~~—~~ Craig Holje, ~~Chief HR and Administrative~~Senior Executive Officer (612-798-6031)

~~L~~O. Student.

Student includes any individual who is or has been in attendance, enrolled or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district, and individuals who receive ~~shared~~ shared-time educational services from the school district.

~~M~~P. School official.

School official includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of ~~his or her~~their performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, an attorney or an auditor for the period of ~~his or her~~their performance as an employee or contractor; (e) application service provider in performance of necessary functions of data collection, maintenance and storage.

~~N~~Q. Summary data.

Summary data means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

~~O~~R. Other terms and phrases.

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

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received or maintained by a school district is public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent/guardian or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of 20 U.S.C. §1232g and the regulations promulgated thereunder. ~~— Note: A subpoena does not suffice for release of educational data. The requesting party must produce a valid court order.~~

V. STATEMENT OF RIGHTS

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A. Rights of parents/guardians and eligible students.

Parents/guardians and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;

2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder.

4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the ~~school d~~District to comply with the federal law and the regulations promulgated thereunder;

6. The right to be informed about rights under the federal law; and

7. The right to obtain a copy of this policy at the location set forth in ~~the COPIES OF POLICY~~ Section XX ~~section~~ of this policy.

B. Eligible students.

All rights and protections given parents/guardians under this policy transfer to the student when they reach eighteen (18) years of age or enroll in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents/guardians of an eligible student who is also a "dependent student" are entitled to gain access to the educational records of such student without first obtaining the consent of the student. In addition, parents/guardians of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Students with Disabilities

The ~~school d~~District shall follow 34 C.F.R. §§ 300.610-.617 with regard to the ~~confidentiality~~ privacy, notice, access, recordkeeping, and accuracy of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent required for disclosure.

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1. The ~~school d~~District shall obtain a signed and dated written informed consent of the parent/guardian of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.

2. The written consent required by this subdivision must be signed and dated by the parent/guardian of the student or the eligible student giving the consent and shall include:

   a. a specification of the records to be disclosed;

   b. the purpose or purposes of the disclosure;

   c. the party or class of parties to whom the disclosure may be made;

   d. the consequences of giving informed consent; and

   e. if appropriate, a termination date for the consent.

3. When a disclosure is made under this subdivision:

   a. if the parent/guardian or eligible student so requests, the school district shall provide them with a copy of the records disclosed; and

   b. if the parent/guardian of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.

4. A signed and dated written consent may include a record and signature in electronic form that:

   a. identifies and authenticates a particular person as the source of the electronic consent; and

   b. indicates such person's approval of the information contained in the electronic consent.

5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:

   a. in plain language;

   b. dated;

   c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;

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d. specific as to the nature of the information the subject is authorizing to be disclosed;

e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;

f. specific as to the purpose or purposes for which the information may be used by any of the parties named in clause e, both at the time of the disclosure and at any time in the future; and

g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for:

(1) life insurance or non-cancelable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or
(2) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement..

~~5. A signed and dated written consent may include a record and signature in electronic format that (a) identifies and authenticates a particular person as the source of the electronic consent; and (b) indicates such person's approval of the information contained in the electronic consent.~~

Commented [CQ1]: This paragraph is moved to 4 above.

~~5.B. Eligible student consent.~~

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Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent/guardian of the student shall thereafter only be accorded to and required of the eligible student, except as provided in the ~~STATEMENT OF RIGHTS section~~Section V of this policy.

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~~C~~B. Prior consent for disclosure not required.

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The ~~school d~~District may disclose personally identifiable information from the education records of a student without the written consent of the parent/guardian of the student or the eligible student unless otherwise provided herein, if the disclosure is:

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1. ~~1.~~ To other school officials, including teachers, within the ~~school d~~District whom the ~~school d~~District determines have a legitimate educational interest in such records;

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2. To a contractor, consultant, volunteer, or other party to whom the District has outsourced institutional services or functions provided that the outside party:

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a. performs an institutional service or function for which the school district would otherwise use employees;

b. is under the direct control of the District with respect to the use and maintenance of education records; and

c. will not disclose the information to any other party without the prior consent of the parent/guardian or eligible student and uses the information only for the purposes for which the disclosure was made.

~~2~~3. To officials of other schools ~~or~~, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, as long as the disclosure is for purposes related to the student's enrollment or transfer The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon and with proper annual notice (see ~~the ANNUAL NOTIFICATION OF RIGHTS SECTION OF THIS POLICY~~Section XVIII), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. Upon request, the ~~school d~~District will provide the parent/guardian or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with the ~~REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA section~~Section XIV of this policy.

~~3~~4. To authorized representatives of the Comptroller General of the United States, the Attorney General, the Secretary of the U.S. Department of Education, ~~or an official or employee of the Department of Education acting for the Secretary under a delegation of authority,~~ or the Commissioner of the State Department of Education or their representative, subject to the conditions relative to such disclosure provided under federal law;

~~4~~5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:

a. determine eligibility for the aid;

b. determine the amount of the aid;

c. determine conditions for the aid; or

d. enforce the terms and conditions of the aid.

"Financial aid" for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible

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property to the individual that is conditioned on the individual's attendance at an educational agency or institution.

~~5~~6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:

a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or

b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent/guardian of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents/guardians' names, home addresses, and telephone numbers.

~~6~~7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents/guardian or students by individuals other than representatives of the organization who have a legitimate interest in the information, and the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that:

(a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed;

(b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement;

(c) requires the organization to conduct the study in a manner that does not permit personal identification of parents/guardians and students by anyone other than representatives of the organization with legitimate interests; and

(d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed.

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For purposes of this provision, the term "organizations" includes, but is not limited to, federal, state and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five years.

~~7~~8. To accrediting organizations in order to carry out their accrediting functions;

~~8~~9. To parents/guardians of a dependent student or to the student themselves;

~~9~~10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the ~~school d~~District makes a reasonable effort to notify the parent/guardian or eligible student of the order in advance of compliance therewith so that the parent/guardian or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code, section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 United States Code, section 2331, or a parent/guardian is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. In addition, if the ~~school d~~District initiates legal action against a parent/guardian or student and has made a reasonable effort to notify the parent/guardian or eligible student in advance of its use, it may disclose the student's education records that are relevant to the action to the court without a court order or subpoena. Also, if a parent/guardian or eligible student initiates a legal action against the ~~school d~~District, the ~~school d~~District may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the ~~school d~~District to defend itself;

~~10~~11. To appropriate parties, including parents/guardians of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the ~~school d~~District may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety

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of the student or other students. A record of this disclosure must be maintained pursuant to ~~the RECORD KEEPING section~~Section XII of this policy. ~~–~~ In addition, an educational agency or institution may include in the educational records of a student, appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student.

~~11~~12. Information the ~~school d~~District has designated as "directory information" pursuant to ~~the RELEASE OF DIRECTORY INFORMATION section~~ Section VII of this policy.

~~12~~13. To the parent/guardian of a student who is not an eligible student or to the student ~~himself or herself~~themselves.

~~13~~14. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

~~14~~15. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students.

~~15~~16. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals.

~~16~~17. To military recruiting officers and post-secondary institutions, under the following circumstances. The ~~school d~~District shall release to military recruiting officers and post-secondary institutions the names, addresses, email addresses (which shall be the email addresses provided by the District) and home telephone numbers of students in grades 11 and 12, within 60 days after the date of request for such data, unless a parent/guardian or eligible student has refused in writing to release this data.

The ~~school d~~District shall give parents/guardians and students notice of the right to refuse release of this data to military recruiting officers, by publishing the notice in the Richfield Public Schools ~~calendar and~~ handbook, or by other means reasonably likely to inform the parents/guardians and students of the right. If a parent/guardian or eligible student objects to the release of this data to military recruiting officers, the data shall not be disclosed.

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Parents/guardians or eligible students wishing to prevent the release of data to military recruiters and post-secondary institutions must provide written notice to the ~~school d~~District that they do not want the ~~school d~~District to release the student's name, address, email address and/or home telephone number. Such notice must be provided to the ~~school d~~District within 30 days after the ~~district~~ District disseminates its annual data practices notice, or by October 1 of each school year, whichever is later.

Data released to military recruiting officers under this ~~subdivision~~ provision:

a. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military;
b. ~~and shall~~can ~~not~~ be further disseminated to any other person except personnel of the recruiting services of the armed forces~~.~~; and
c. copying fees shall not be imposed.

A parent/guardian or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the ~~school d~~District's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in ~~the RELEASE OF DIRECTORY INFORMATION section~~Section VII of this policy also must be followed. Accordingly, to the extent the ~~school d~~District has designated the name and grade level of students as directory information, absent a request from a parent/guardian or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

~~17~~18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent/guardian of the student:

a. the following information about a student must be disclosed:~~—~~ a student's full name, home address, telephone number, date of birth; a student's school schedule, attendance record, and photographs, if any; and any parents/guardians' names, home addresses, and telephone numbers;

b. the existence of the following information about a student, not the actual data or other information contained in the student's educational record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain

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an explanation of why access to the information is necessary to serve the student:

(1) use of a controlled substance, alcohol, or tobacco;
(2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act;
(3) possession or use of weapons or look-alike weapons;
(4) theft; or
(5) vandalism or other damage to property.

Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent/guardian ~~or guardian~~ by certified mail of the request to disclose information. If the student's parent/ ~~or~~ guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent/ ~~or~~ guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file.

~~18~~19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. §260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other ~~school d~~District employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and described any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except

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as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent/~~ or~~ guardian.

~~19~~20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. §260B.171, Subd. 5. The principal must place the information in the student's educational record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other ~~district~~ District employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent/~~ or~~ guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's educational record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action.

~~20~~21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students

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and their parents/guardians by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.

~~21~~22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 U.S.C. § 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

23. When requested, and in accordance with requirements for parental consent in 34 Code of Federal Regulations, section 300.622(b)(2), and part 99, educational agencies or institutions may share personal student contact information and directory information for students served in special education with postsecondary transition planning and services under Minnesota Statutes, section 125A.08, paragraph (b), clause (1), whether public or private, with the Minnesota Department of Employment and Economic Development, as required for coordination of services to students with disabilities under Minnesota Statutes, sections 125A.08, paragraph (b), clause (1); 125A.023; and 125A.027.

~~22. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:~~

~~a. performs an institutional service or function for which the school district would otherwise use employees;~~
~~b. is under the direct control of the school district with respect to the use and maintenance of education records; and~~
~~c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.~~

D. Nonpublic School Students

The ~~school d~~District may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives ~~shared time~~shared-time educational services, without the written

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consent of the parent/guardian of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;

2. Pursuant to a statute specifically authorizing access to the private data; or

3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification.

Directory information is public except as provided herein.

B. Former students.

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the ~~school d~~District may disclose directory information from the education records generated by it regarding ~~an individual who is no longer in attendance within the school district~~ the former student without meeting the requirements of Paragraph C of this Section. In addition, under an explicit exclusion from the definition of an "education record," the ~~school d~~District may release records that only contain information about an individual obtained after ~~he or she is~~they are no longer a student at the ~~school d~~District and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alum~~nus~~ of the ~~school d~~District).

C. Present Students and Parents/Guardians.

The ~~school d~~District may disclose directory information from the education records of a student and information regarding parents/guardians without prior written consent of the parent/guardian of the student or eligible student, except as provided herein. Prior to such disclosure the ~~school d~~District shall:

1. Annually, give public notice by any means that are reasonably likely to inform the parents/guardians and eligible students of:

   a. the types of personally identifiable information regarding students and/or parents/guardians that the ~~school d~~District has designated as directory information;

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b. the parent/guardian's or eligible student's right to refuse to let the ~~school d~~District designate any or all of those types of information about the student and/or the parent/guardian as directory information; and

c. the period of time in which a parent/guardian or eligible student has to notify the ~~school d~~District in writing that they do not want any or all of those types of information about the student and/or the parent/guardian designated as directory information.

2. Allow a reasonable period of time after such notice has been given for a parent/guardian or eligible student to inform the ~~school d~~District, in writing, that any or all of the information so designated should not be disclosed without the parent/guardian's or eligible student's prior written consent, except as provided in ~~the DISCLOSURE OF EDUCATION RECORDS section~~Section VI of this policy.

~~3.~~ A parent/guardian or eligible student may not opt out of the directory information disclosures to:

a. prevent the ~~school d~~District from disclosing or requiring the student to disclose the student's name, ID, or ~~school d~~District e-mail address in a class in which the student is enrolled; or

b. prevent the ~~school d~~District from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.

~~4.~~ The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in ~~the DISCLOSURE OF EDUCATION RECORDS section~~ Section VI of this policy if a student's social security number or other nondirectory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for obtaining nondisclosure of directory information.

The parent/guardian's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent/guardian, as appropriate;

2. Home address;

3. School presently attended by student;

4. Parent/guardian's legal relationship to student, if applicable; and

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5. Specific categories of directory information to be made not public without the parent/guardian's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration.

The designation of any information as directory information about a student or parents/guardians will remain in effect for the remainder of the school year unless the parent/guardian or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private records.

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student subject of the data and the student's parent/guardian if the student is not an eligible student. The ~~school d~~District may not disclose private records or their contents except as summary data, or except as provided in ~~the DISCLOSURE OF EDUCATION RECORDS section~~Section VI of this policy, without the prior written consent of the parent/guardian or the eligible student. The ~~school d~~District will use reasonable methods to identify and authenticate the identity of parents/guardians, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. ~~Certain health records not accessible to parent.~~Private records not accessible to parent/guardian

In certain cases, state law intends, and clearly provides, that certain health data contained in the education records of the ~~school d~~District pertaining to a student be accessible to the student alone, and to the parent/guardian only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent/guardian when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent/guardian and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent/guardian access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:

   a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;

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b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;

c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;

d. whether the data in question is of such a nature that disclosure of it to the parent/guardian may lead to physical or emotional harm to the minor data subject; and

e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341 to 144.347, in which case the data may be released only if the failure to inform the parent/guardian would seriously jeopardize the health of the minor.

C. Private records not accessible to student.

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent/guardian or any information contained therein.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential records.

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents/guardians or an eligible student.

B. Reports under the Maltreatment of Minors Reporting Act.

Pursuant to Minn. Stat. §260E.35, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent/guardian or the subject individual by the ~~school d~~District. The data subject, however, may obtain a copy of the report from either the local welfare agency, county sheriff or the local police department subject to the provisions of Minn. Stat. § 260E.35, Subd. 3(a).

Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative data.

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Data collected by the ~~school d~~District as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The ~~school d~~District may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency or the public if the ~~school d~~District determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.

2. A complainant has access to a statement provided by the complainant to the ~~school d~~District.

3. Parents/guardian, or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other ~~school d~~District students, ~~school d~~District employees, and/or attorney data as defined in Minn. Stat. § 13.393

4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:

   a. a decision by the ~~school d~~District, or by the chief attorney for the ~~school d~~District, not to pursue the civil legal action. However, such investigation may subsequently become active if the ~~school d~~District or its attorney decides to renew the civil legal action;

   b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or

   c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.

5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative or arbitration proceedings.

D. Chemical Abuse Records

To the extent the ~~school d~~District maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the

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United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing the student, the student's parent/~~ or~~ guardian or representative shall be given access to all ~~school d~~District records pertaining to the student, including any tests or reports upon which the action proposed by the ~~school d~~District may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §121A.40 et. seq.

XI. LIMITS ON REDISCLOSURE

A. Redisclosure.

Consistent with the requirements herein, the ~~school d~~District may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent/guardian of the student or the eligible student, except that the officers, employees and agents of any party receiving personally identifiable information under this ~~Section~~ section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure not prohibited.

1. Paragraph A of this ~~Section~~ section does not preclude the ~~school d~~District from disclosing personally identifiable information under ~~the DISCLOSURE OF EDUCATION RECORDS section~~ Section VI of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the ~~school d~~District, provided:

   a. The disclosures meet the requirements of ~~the DISCLOSURE OF EDUCATION RECORDS section~~ Section VI of this policy; and

   b. The ~~school d~~District has complied with the recordkeeping requirements of ~~the RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING section~~Section XII of this policy.

2. Paragraph A of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, or to disclosures to a parent/guardian or student or to parents/guardians of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the ~~school d~~District must provide the notification required in Paragraph D

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of this section if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of disclosed data.

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the ~~school d~~District.

D. Notification.

The ~~school d~~District shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under ~~the RELEASE OF DIRECTORY INFORMATION section~~Section VI of this policy, or disclosures to a parent/guardian or student, ~~inform the party to whom a disclosure is made of the requirements set forth in this Section~~. In the event that the Family Policy Compliance Office determines that a third party improperly rediscloses personally identifiable information from education records, the ~~school d~~District may not allow that third party access to personally identifiable information from education records for at least five years.

XII. RESPONSIBLE AUTHORITY, RECORD SECURITY; AND RECORD KEEPING

A. Responsible authority.

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record security.

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for securing student records.

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;

2. Titles and addresses of person(s) responsible for the security of student records;

3. Location of student records, by category, in the buildings;

4. Means of securing student records; and

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5. Procedures for access and disclosure.

D. Review of written plan for securing student records.

The responsible authority shall review the plans submitted pursuant to Paragraph C of this Section for compliance with the law, this policy and the various administrative policies of the ~~school d~~District. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C which shall be attached to and become a part of this policy.

E. Recordkeeping.

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:

   a. the parties who have requested or received personally identifiable information from the education records of the student;

   b. the legitimate interests these parties had in requesting or obtaining the information; and

   c. the names of the state and local educational authorities and federal officials and agencies listed in ~~the DISCLOSURE OF EDUCATION RECORDS section~~Section VI of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.

2. In the event the ~~school d~~District discloses personally identifiable information from an education record of a student pursuant to ~~Paragraph B of the LIMITS ON REDISCLOSURE section~~ Section XI of this policy, the record of disclosure required under this ~~Section~~ section shall also include:

   a. the names of the additional parties to which the receiving party may disclose the information on behalf of the ~~school d~~District; and

   b. the legitimate interests under ~~the DISCLOSURE OF EDUCATION RECORDS section~~Section VI of this policy which each of the additional parties has in requesting or obtaining the information~~.~~; and

   c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in ~~the DISCLOSURE OF EDUCATION RECORDS section~~Section VI of this policy in accordance with 34 C.F.R. § 99.32 and to whom the ~~school d~~District disclosed information from an education record. The ~~school d~~District shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon

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a request from a parent/guardian, or eligible student to review the record of requests for disclosure.

3. Paragraph ~~(1) E.1~~ of ~~Recordkeeping~~ this section, does not apply to requests by or disclosure to a parent/guardian, of a student or an eligible student, disclosures pursuant to the written consent of a parent/guardian, of a student or an eligible student, requests by or disclosures to other school officials under ~~Paragraph B1 of the DISCLOSURE OF EDUCATION RECORDS section~~Section VI, of this policy, to requests for disclosures of directory information under ~~the RELEASE OF DIRECTORY INFORMATION section~~Section VII, of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code, section 2332b(g)(5)(B) or an act of domestic or international terrorism.

4. The record of requests of disclosures may be inspected by:

   a. the parent/guardian, of the student or the eligible student;

   b. the school official or their assistants who are responsible for the custody of the records; and

   c. the parties authorized by law to audit the recordkeeping procedures of the ~~school d~~District.

5. The ~~school d~~District shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:

   a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and

   b. the parties to whom the ~~school d~~District disclosed the information.

6. The record of requests and disclosures shall be maintained with the education records of the student as long as the ~~school d~~District maintains the student's education records.

XIII. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent/guardian, of a student, an eligible student or the parent/guardian, of an eligible student who is also a dependent student.

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The ~~school d~~District shall permit the parent/guardian, of a student, an eligible student or the parent/guardian, of an eligible student who is also a dependent student who is or has been in attendance in the ~~school d~~District to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in ~~the DISCLOSURE OF PRIVATE RECORDS section of~~Section IX of this policy.

B. Response to request for access.

The ~~school d~~District shall respond to any request pursuant to Paragraph A of this ~~Section~~ section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays.

C. Right to inspect and review.

The right to inspect and review education records under Paragraph A of this ~~Section~~ section includes:

1. The right to a response from the ~~school d~~District to reasonable requests for explanations and interpretations of records; and

2. If circumstances effectively prevent the parent/guardian, or eligible student from exercising the right to inspect and review the education records, the ~~school d~~District shall provide the parent/guardian, or eligible student with a copy of the records requested, or make other arrangements for the parent/guardian, or eligible student to inspect and review the requested records.

3. Nothing in this policy shall be construed as limiting the frequency of inspection of the educational records of a student with a disability by the student's parent/~~ or~~ guardian or by the student upon the student reaching the age of majority.

D. Form of request.

Parents/guardians, or eligible students shall submit to the ~~school d~~District a written request to inspect education records which identify as precisely as possible the record or records they wish to inspect.

E. Collection of student records.

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent/guardian, or eligible student wishes to inspect these records where they are maintained, the ~~school d~~District shall attempt to accommodate those wishes. The parent/guardian, or eligible student shall be notified of the time and place where the records may be inspected.

F. Records containing information on more than one student.

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If the education records of a student contain information on more than one student, the parent/guardian or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to inspect or review.

The ~~school d~~District may presume that either parent/guardian of the student has authority to inspect or review the education records of a student unless the ~~school d~~District has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation or custody which provides to the contrary.

H. Fees for copies of records.

1. The ~~school d~~District shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the ~~school d~~District shall consider the following:

   a. the cost of materials, including paper, used to provide the copies;

   b. the cost of the labor required to prepare the copies;

   c. any schedule of standard copying charges established by the ~~school d~~District in its normal course of operations;

   d. any special costs necessary to produce such copies from ~~machine based~~machine-based recordkeeping systems, including but not limited to computers and microfilm systems; and

   e. mailing costs.

2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and instead, the charge shall be no more than 25 cents for each page copied.

3. The cost of providing copies shall be borne by the parent/guardian or eligible student.

4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent/guardian or eligible student if doing so would effectively prevent the parent/guardian or eligible student from exercising their right to inspect or review the student's education records.

5. The ~~school d~~District reserves the right to make a charge for copies such as transcripts it forwards to potential employers or post-secondary institutions for employment or admissions purposes. The fee for such copies and other copies forwarded to third parties with prior consent as a

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convenience will be the actual search/retrieval and copying costs, as permitted by law, plus postage, if that is involved.

XIV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to amend education records.

The parent/guardian of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading or violates the privacy or other rights of the student may request that the ~~school d~~District amend those records.

1. The request shall be in writing, shall identify the item the requester believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requester wishes the ~~school d~~District to make. The request shall be signed and dated by the requester.

2. The ~~school d~~District shall decide whether to amend the education records of the student in accordance with the request within ~~a reasonable period of time of receipt of~~30 days after receiving the request.

3. If the ~~school d~~District decides to refuse to amend the education records of the student in accordance with the request, it shall so inform the parent/guardian of the student or the eligible student of the refusal and advise the parent/guardian or eligible student of the right to a hearing under Paragraph B of this ~~Section~~section.

B. Right to a hearing.

If the ~~school d~~District refuses to amend the education records of a student, the ~~school d~~District shall, on request, provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Paragraph C of this ~~Section~~section.

1. If, as a result of the hearing, the ~~school d~~District decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly~~,~~ and so inform the parent/guardian of the student or the eligible student in writing.

2. If, as a result of the hearing, the ~~school d~~District decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent/guardian or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why they disagree with the decision of the ~~school d~~District, or both.

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3. Any statement placed in the education records of the student under Paragraph B of this ~~Section~~ section shall:

   a. be maintained by the ~~school d~~District as part of the education records of the student so long as the record or contested portion thereof is maintained by the ~~school d~~District; and

   b. if the education records of the student or the contested portion thereof is disclosed by the ~~school d~~District to any party, the explanation shall also be disclosed to that party.

C. Conduct of hearing.

1. The hearing shall be held within a reasonable period of time after the ~~school d~~District has received the request, and the parent/guardian of the student or the eligible student shall be given notice of the date, place and time reasonably in advance of the hearing.

2. The hearing may be conducted by any individual, including an official of the ~~school d~~District who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.

3. The parent/guardian of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Paragraphs A and B of this ~~Section~~ section and may be assisted or represented by individuals of ~~his or her~~their choice at ~~his or her~~ their own expense, including an attorney.

4. The ~~school d~~District shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal.

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of the Minn. Stat. Ch. 14 relating to contested cases.

XV. PROBLEMS ACCESSING DATA

A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

B. Data practices compliance official means *Craig Holje, ~~Chief HR and Administrative~~ Senior Executive Officer.*

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C. Any request by an individual with a disability for reasonable modifications of the ~~school d~~District's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVI. COMPLAINTS FOR NONCOMPLIANCE

A. Where to file complaints.

Complaints regarding alleged violations of rights accorded parents/guardians and eligible students by 20 U.S.C. §1232g, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

B. Content of complaint.

A complaint filed pursuant to this ~~Section~~ section must contain specific allegations of fact giving reasonable cause to believe that a violation of 20 U.S.C. §1232g and the rules promulgated thereunder has occurred.

XVII. WAIVER

A parent/guardian or eligible student may waive any of ~~his or her~~their rights provided herein pursuant to 20 U.S.C. §1232g. A waiver shall not be valid unless in writing and signed by the parent/guardian or eligible student. The ~~school d~~District may not require such a waiver.

XVIII. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of notice.

The ~~school d~~District shall give parents/guardians of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents/guardians and eligible students of the following:

1. That the parent/guardian or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;

2. That the parent/guardian or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;

3. That the parent/guardian or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;

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4. That the parent/guardian or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. §1232g, and the rules promulgated thereunder;

5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the ~~school d~~District has determined to have legitimate educational interests; and

6. That the ~~school d~~District forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to parents/guardians of students having a primary home language other than English.

The ~~school d~~District shall provide for the need to effectively notify parents/guardians of students identified as having a primary or home language other than English.

C. Notification to parents or eligible students who are disabled.

The ~~school d~~District shall provide for the need to effectively notify parents/guardians or eligible students identified as disabled.

XIX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the ~~school d~~District shall be controlled by state and federal law.

XX. COPIES OF POLICY

This policy will be posted on the District website, and ~~Copies~~ copies of this policy may be obtained by parents/guardians and eligible students at the office of the ~~Superintendents~~superintendent.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32, Subd. 5 (Directory Information)
Minn. Stat. § 13.393 (Attorneys)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)

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Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
Minn. Stat. Ch. 256L (MinnesotaCare)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 480.40 (Personal Information, Dissemination)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
25 U.S.C. § 5304 (Definitions – Tribal Organization)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273 309 (2002)
Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)
~~Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)~~
~~Minn. Stat. § 120A.22 (Compulsory Instruction Dismissal Act)~~
~~Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)~~
~~Minn. Stat. Ch.§ 260E (Reporting of Maltreatment of Minors)~~
~~Minn. Rules Pts. 1205.0100-1205.2000~~
~~20 U.S.C. Sec. 1232g et. seq. (Family Educational Rights and Privacy Act)~~
~~26 U.S.C. Sec. 1152 (Internal Revenue Code)~~
~~34 C.F.R. Secs. 99.1-99.67~~

Cross-References:

~~MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records Privacy-Access to Data)~~
Board Policy 110: Chemical Use/Abuse
Board Policy 409: Mandated Reporting of Child Neglect or Physical or Sexual Abuse
Board Policy 541: Student Behavior and Administrative Guideline 541.1
Board Policy 585: Student Surveys
Board Policy 716: Public Data and Data Subject Requests
Board Policy 783: Video Surveillance
Board Policy 977: Cooperation with Law Enforcement Agencies
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records-Privacy-Access to Data)

RATIFIED BY THE BOARD OF EDUCATION: March 5, 2001

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REVISED BY THE BOARD OF EDUCATION: November 19, 2001; December 20, 2004; July 17, 2006; February 16, 2021

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RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

ACCESS TO PUPIL RECORDS BY SCHOOL VOLUNTEERS

I. PURPOSE

The purpose of these administrative guidelines is to provide guidance regarding the access to private educational data by volunteers to facilitate their volunteer activities.

II. POLICY REFERENCE

Board Policy 581, Protection and Privacy of Pupil Records, provides in Section VI.B., paragraphs 14 and 22, that the ~~school d~~District may disclose personally identifiable information from student education records without consent of the parent/guardian or student if the disclosure is:

A. To volunteers who are determined to have a legitimate education interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students.

OR

B. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:

1. performs an institutional service or function for which the ~~school d~~District would otherwise use employees;
2. is under the direct control of the ~~school d~~District with respect to the use and maintenance of education records; and
3. will not disclose the information to any other party without the prior consent of the parent/guardian or eligible student and uses the information only for the purposes for which the disclosure was made.

III. DETERMINATION OF LEGITIMATE EDUCATIONAL INTEREST

A. The ~~Chief HR and Administrative~~Senior Executive Officer is designated to determine which volunteers have a legitimate education interest in the data.

B. In making the determination, the following factors will be considered:

1. The interest must be a legitimate educational interest, based on the nature of the organization and the nature of the particular volunteer activity.

   a. The following volunteer organizations and individuals are deemed to have an educational interest:

      - School parent organizations (e.g. PTO, PAG~~,~~ ~~PSE~~)
      - Booster groups (e.g. Band Boosters, interscholastic sports team booster groups)
      - RHS Senior Party Committee
      - Elementary room parents
      - Volunteers for other school-sponsored activities

   b. Activities that support the school program or provide assistance to the school administration, teachers, coaches, and activity supervisors in carrying out school-related programs and activities are deemed to have an educational interest.

   c. Activities such as assembling a directory for the purpose of parent/guardian or student networking are not deemed to have an educational interest.

2. The volunteers must need the private data to assist them in conducting activities and events that are sponsored by or endorsed by the school district.

   a. Following are examples of activities involving volunteer organizations and individuals that are sponsored or endorsed by the ~~school d~~District:

      - School or classroom field trips
      - School~~-~~wide events such as fun fairs and family nights
      - Vision and hearing screening
      - Kindergarten orientation
      - Curriculum nights, open houses, and ~~parent / student~~ orientations
      - School~~-~~wide testing
      - Trip to environmental learning center
      - End-of-season athletic team banquet

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b. Following are examples of activities that are not sponsored or endorsed by the ~~school d~~District. ~~—~~ In some cases, the ~~district~~ District does not sponsor or endorse such activities for liability reasons.

- Competition cheerleading
- Booster-organized activities such as a spring break trip to Florida to play in a baseball tournament
- Booster-organized parties other than the end-of-season athletic team banquet
- Global language trips
- Band / choir tours

c. Requests for private data by a volunteer organization should be determined on a ~~case-by-case~~case-by-case basis so that the ~~district~~ District is able to consider whether the activity is one that is either sponsored or endorsed by the ~~school d~~District.

3. The volunteers must have a legitimate need for the information sought.

a. The private data sought must be directly relevant and necessary to perform the volunteer activity that has a legitimate educational interest
b. As an example, a volunteer may be granted access to student health and emergency information in order to help an activity supervisor check and organize student permission slips and health forms in preparation for a student trip.
c. By contrast, it would be inappropriate to provide health information to an athletic booster club for an unrelated purpose such as ordering athletic jerseys.

IV. RESPONSIBILITIES OF VOLUNTEERS

A. Volunteers who have access to private data shall use the data only for the purpose for which it was requested.

B. The data must not be discussed with or shown to others unless the other individual also has a legitimate educational interest in the data, or as otherwise permitted or required by law.

C. Wherever possible, private data must remain on school premises.

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Dated: May 7, 2001
Reviewed: December 20, 2004; July 17, 2006
Revised: November 19, 2001; February 16, 2021

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

RELEASE OF STUDENT RECORDS

I. PURPOSE

The purpose of these administrative guidelines is to provide general guidance regarding the release of student records in a variety of circumstances, consistent with Board Policy 581. These guidelines are based on the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g (FERPA) and the Minnesota Government Data Practices Act ("MGDPA"), Minn. Stat. Ch. 13.

II. STUDENT RECORDS: WHAT TO RELEASE AND TO WHOM?

A. Appended is a table outlining a variety of situations in which the release of student records may be requested, along with the appropriate response.

B. The situations listed in the table are often fact dependent and the law changes frequently. Further, both FERPA and the MGDPA contain numerous exceptions. Accordingly, questions regarding the application of these guidelines should be directed to the ~~Director of Personnel and Administrative Services~~Senior Executive Officer, who serves as the district records officer.

C. The ~~Chief HR and Administrative~~ Senior Executive Officer may consult with legal counsel prior to taking action on a data request.

Dated: May 7, 2001
Reviewed: December 20, 2004; July 17, 2006
Revised: February 16, 2021

Independent School District 280
Richfield, Minnesota

STUDENT RECORDS: WHAT TO RELEASE AND TO WHOM?

The Family Educational Rights and Privacy Act, 20 U.S.C. 1232g ("FERPA") and the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, govern collection, storage, maintenance and dissemination of student data. Overlapping and sometimes supplementary legal protections include the constitutional right of privacy and the state common law right of privacy.

FERPA prohibits the disclosure of personally identifiable information that is contained in the student's record and assures access for the parent/guardian or the student. Both FERPA and its Minnesota counterpart, Chapter 13, contain many exceptions. Below are some general guidelines to follow in managing educational records. However, each situation is often fact dependent and the law changes frequently. Please consult with the ~~Director of Personnel and Administrative Services~~Senior Executive Officer prior to taking action on a data request. The ~~Director~~ Senior Executive Officer may consult with legal counsel prior to determining an appropriate response.

SITUATION RELEASE OF DATA REQUESTED	DATA RELEASE - YES OR NO?
• To organizations conducting educational studies?	• Yes, if the purpose of the study is to develop, validate, or administer predictive tests, or to improve instruction. The information must be kept confidential or released only in summary form.
• To appropriate parties in connection with a health or safety emergency?	• Yes, if the information is necessary to protect the health or safety of the student or other individuals. This exception is intended to apply to crisis situations only and is very strictly construed.
• Release of "directory information" to the general public?	• Yes, if the ~~district~~ District has duly designated this information as directory information.
• To authorized representatives of the Comptroller General of the United States, the U.S. Attorney General, the Secretary of U.S. Department of Education, or the Commissioner of the State Department of Children, Families & Learning?	• Yes, however, who and what is authorized depends upon the circumstances of the disclosure, such as ~~Mandatory~~ mandatory ~~Reporting~~ reporting requirements.

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• To the juvenile justice system?	• Yes, specific minimal data may be released prior to adjudication, if the data concern the juvenile justice system and the ability of the system to effectively serve the student. In addition, data on a student who is on probation may be released to the juvenile justice system if the data relates to the student's use of a controlled substance, alcohol, or tobacco; assaultive or threatening conduct that could result in dismissal from schools; possession or use of weapons or look-alike weapons; participation in gang activity; theft; or vandalism or damage to property. In addition, a school district must release to law enforcement the fact that a student brought a firearm to school, although it cannot release details about the incident, such as the school's disciplinary response.
• To comply with a judicial order or lawfully issued subpoena?	• Judicial order yes, subpoena no. Under federal law, a school district may disclose data to comply with a subpoena if the district first makes a reasonable effort to notify the parent/guardian or eligible student in advance of compliance with the subpoena, or restrictions are placed on re-disclosure. However, under Minnesota state law, a school district must release data only pursuant to a court order, not a subpoena. The more stringent state requirement must be followed in Minnesota.
• To the attorney, insurance representative, or other third parties working for or on behalf of the ~~school d~~District?	• Yes, if needed in the course of ~~his or her~~their representation of the ~~district~~ District and the person has a legitimate need to know the data to perform his/her function for the ~~district~~District.
• To the attorney or advocate for the parent/guardian~~'~~?	• No, unless the parent/guardian or adult student has signed a prior written consent

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	authorizing release of the data to their attorney or advocate.
• To accrediting organizations?	• Yes, as necessary to carry out accrediting functions.

Dated: May 7, 2001
Revised: February 16, 2021
Reviewed: December 20, 2004

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Adopted: _____ *MSBA/MASA Model Policy 515*
Orig. 1995
Revised: _____ *Rev. 2025*

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

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

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 United States Code, section 1232g, *et seq.* (Family Educational Rights and Privacy Act (FERPA)) 34 Code of Federal Regulations, part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and Minnesota Rules, parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

"Authorized representative" means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

"Biometric record," as referred to in "Personally Identifiable," means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

"Dates of attendance," as referred to in "Directory Information," means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student's attendance at a school or schools in the school district.

D. Directory Information

1. **[Insert school district definition of "directory information" here]**

   [NOTE: Please see the MSBA ISD Policy Services Newsletter (June 2025) for detailed guidance on creating a definition of "directory information."]

E. Education Records

1. What constitutes "education records"

   Education records means those records that are: (1) directly related to a student; and (2) maintained by the school district or by a party acting for the school district.

2. What does not constitute education records

   The term "education records" does not include:

   a. Records of instructional personnel that are:

      (1) kept in the sole possession of the maker of the record;

      (2) used only as a personal memory aid;

      (3) not accessible or revealed to any other individual except a temporary substitute teacher; and

      (4) destroyed at the end of the school year.

   b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:

      (1) maintained separately from education records;

      (2) maintained solely for law enforcement purposes; and

      (3) disclosed only to law enforcement officials of the same jurisdiction.

   c. Records relating to an individual, including a student, who is employed by the school district which:

      (1) are made and maintained in the normal course of business;

      (2) relate exclusively to the individual in that individual's capacity as an employee; and

      (3) are not available for use for any other purpose.

      However, records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are

education records.

d. Records relating to an eligible student, or a student attending an institution of post-secondary education, that are:

(1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;

(2) made, maintained, or used only in connection with the provision of treatment to the student; and

(3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

e. Records created or received by the school district after an individual is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Education Support Services Data

"Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes, section 13.46.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes, section 13.05 or a court order.

G. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

H. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

I. Legitimate Educational Interest

"Legitimate educational interest" includes an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student

health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;

2. Perform a supervisory or instructional task directly related to the student's education;

3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid; or

4. Perform a task directly related to responding to a request for data.

J. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

K. Personally Identifiable

"Personally identifiable" means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

L. Record

"Record" means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

M. Responsible Authority

"Responsible authority" means *[designate title and actual name of individual]*.

N. Student

"Student" includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. "Student" also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

O. School Official

"School official" includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

[NOTE: School districts may wish to reference police liaison officers in the definition of a "school official." Depending on the circumstances of the relationship, this may be added in subpart (d) of the definition or in a new subpart (e). Caution should be used to ensure that police liaison officers are considered "school officials" only when performing duties as a police liaison officer and that they are trained as to their obligations pursuant to this policy. Consultation with the school district's legal counsel is recommended.]

P. Summary Data

"Summary data" means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

Q. Other Terms and Phrases

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

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;

2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;

4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;

6. The right to be informed about rights under the federal law; and

7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 Code of Federal Regulations, section 99.31(a).

C. Students with a Disability

The school district shall follow 34 Code of Federal Regulations, sections 300.610-300.617 with regard to the privacy, notice, access, recordkeeping, and accuracy of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.

2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:

   a. a specification of the records to be disclosed;

   b. the purpose or purposes of the disclosure;

   c. the party or class of parties to whom the disclosure may be made;

   d. the consequences of giving informed consent; and

   e. if appropriate, a termination date for the consent.

3. When a disclosure is made under this subdivision:

a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and

b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.

4. A signed and dated written consent may include a record and signature in electronic form that:

a. identifies and authenticates a particular person as the source of the electronic consent; and

b. indicates such person's approval of the information contained in the electronic consent.

5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:

a. in plain language;

b. dated;

c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;

d. specific as to the nature of the information the subject is authorizing to be disclosed;

e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;

f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and

g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes, chapter 256B or Minnesota Care under Minnesota Statutes, chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and

required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;

2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:

   a. performs an institutional service or function for which the school district would otherwise use employees;

   b. is under the direct control of the school district with respect to the use and maintenance of education records; and

   c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made;

3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 United States Code, section 7917, *[insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes, section 260B.171, unless the data are required to be destroyed under Minnesota Statutes, section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;

4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;

5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:

   a. determine eligibility for the aid;

   b. determine the amount of the aid;

c. determine conditions for the aid; or

d. enforce the terms and conditions of the aid.

"Financial aid" for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:

   a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or

   b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers;

7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;

9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;

10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code, section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 United States Code, section 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;

13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;

14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;

15. To the parent of a student who is not an eligible student or to the student himself or herself;

16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;

17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;

18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:

    a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;

    b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

    The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or

progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

    The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action;

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not

identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or

22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 United States Code, section 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

23. When requested, and in accordance with requirements for parental consent in 34 Code of Federal Regulations, section 300.622(b)(2), and part 99, educational agencies or institutions may share personal student contact information and directory information for students served in special education with postsecondary transition planning and services under Minnesota Statutes, section 125A.08, paragraph (b), clause (1), whether public or private, with the Minnesota Department of Employment and Economic Development, as required for coordination of services to students with disabilities under Minnesota Statutes, sections 125A.08, paragraph (b), clause (1); 125A.023; and 125A.027.

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 13.32, subdivision 5, to include this update.]

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;

2. Pursuant to a statute specifically authorizing access to the private data; or

3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Educational Data

1. Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:

   a. Minnesota Statutes, section 13.32, subdivision 5; and

   b. 20 United States Code, section 1232g, and 34 Code of Federal Regulations, section 99.37, which were in effect on January 3, 2012.

2. The school district may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under Minnesota Statutes, section 13.32.

3. A parent's personal contact information must be treated as private data on individuals regardless of whether that contact information was previously designated as or treated as directory information under Minnesota Statutes, section 13.32, subdivision 2.

4. When requested, the school district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein.

1. When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.

2. The school district shall give annual notice by any means that are reasonably likely to inform the parents and eligible students of:

   a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;

   b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and

c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

[NOTE: Federal law allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C.3. that specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes.

To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]

3. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.

4. A parent or eligible student may not opt out of the directory information disclosures to:

   a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or

   b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.

5. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;

2. Home address;

3. School presently attended by student;

4. Parent's legal relationship to student, if applicable; and

5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases, state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:

   a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;

   b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;

   c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;

   d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data

subject; and

e. whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statutes, sections 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes, chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minnesota Statutes, chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes, chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.

2. A complainant has access to a statement he or she provided to the school district.

3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes, section 13.393.

4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:

   a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;

   b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or

   c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.

5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, section 121A.40, *et seq*.

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

A. The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military;

2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and

3. copying fees shall not be imposed.

C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority ***[designate title of individual, i.e., building principal]*** in writing by ***[date]*** each year. The written request must include the following information:

1. Name of student and parent, as appropriate;

2. Home address;

3. Student's grade level;

4. School presently attended by student;

5. Parent's legal relationship to student, if applicable;

6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and

7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.

D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.

E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school

district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:

   a. The disclosures meet the requirements of Section VI. of this policy; and

   b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.

2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 United States Code, section 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

   [NOTE: 42 United States Code, section 14071 was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 Code of Federal Regulations, section 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in section 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;

2. Titles and addresses of person(s) responsible for the security of student records;

3. Location of student records, by category, in the buildings;

4. Means of securing student records; and

5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy, and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a

record, with the education records of the student, that indicates:

a. the parties who have requested or received personally identifiable information from the education records of the student;

b. the legitimate interests these parties had in requesting or obtaining the information; and

c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.

2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:

a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;

b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and

c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 Code of Federal Regulations, section 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.

3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code, section 2332b(g)(5)(B) or an act of domestic or international terrorism.

[NOTE: While Section XIII.E.1. does not apply to requests for or disclosures of directory information under Section VII. of this policy, to the extent the school district chooses to limit the disclosure of directory information to specific parties, for specific purposes, or both, it is advisable that records be kept to identify the party to whom the disclosure was made and/or purpose for the disclosure.]

4. The record of requests of disclosures may be inspected by:

   a. the parent of the student or the eligible student;

   b. the school official or his or her assistants who are responsible for the custody of the records; and

   c. the parties authorized by law to audit the record-keeping procedures of the school district.

5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:

   a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and

   b. the parties to whom the school district disclosed the information.

6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and

2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.

3. Nothing in this policy shall be construed as limiting the frequency of inspection

of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:

    a. the cost of materials, including paper, used to provide the copies;

    b. the cost of the labor required to prepare the copies;

    c. any schedule of standard copying charges established by the school district in its normal course of operations;

    d. any special costs necessary to produce such copies from machine-based record-keeping systems, including but not limited to computers and microfilm systems; and

    e. mailing costs.

2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.

3. The cost of providing copies shall be borne by the parent or eligible student.

4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.

2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.

3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.

2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.

3. Any statement placed in the education records of the student under Subdivision B. of this section shall:

a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and

b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.

2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.

3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.

4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minnesota Statutes, chapter 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

B. Data practices compliance official means ***[designate title and actual name of individual]***.

C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students

by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202-8520.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;

2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;

3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;

4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;

5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and

6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the superintendent's office.

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32, Subd. 5 (Directory Information)
Minn. Stat. § 13.393 (Attorneys)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
Minn. Stat. Ch. 256L (MinnesotaCare)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 480.40 (Personal Information, Dissemination)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
25 U.S.C. § 5304 (Definitions – Tribal Organization)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273 309 (2002)
Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

Cross References: MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 520 (Student Surveys)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

Additional Resources
U.S. Department of Education
FAQs on Photos and Videos under FERPA | Protecting Student Privacy (012325)
https://studentprivacy.ed.gov/faq/faqs-photos-and-videos-under-ferpa

Letter to Wachter Regarding Surveillance Video of Multiple Students | Protecting Student Privacy (012325)
https://studentprivacy.ed.gov/resources/letter-wachter-regarding-surveillance-video-multiple-students

School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA) | Protecting Student Privacy (012325)

Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices | Protecting Student Privacy (102325)

FERPA/IDEA Crosswalk | Protecting Student Privacy (012325)

What is the Protection of Pupil Rights Amendment? | Protecting Student Privacy (012325)

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, February 2, 2026

Subject: Professional Learning

(Recommended by the superintendent)

A second read of Policy 406: Professional Learning & Administrative Guideline 406.1. This policy establishes the purpose of staff development opportunities in RPS. The guideline provides detailed information about staff development committees and plans.

The policy and guideline have been reviewed by the Teaching & Learning Department and Q Comp Team, and suggested changes are included.

Attachments:
Policy 406: Professional Learning – redlined
Administrative Guideline 406.1 - redlined
MSBA Model Policy 425: Staff Development

RICHFIELD PUBLIC SCHOOLS

PROFESSIONAL LEARNING

I. PURPOSE

The purpose of this policy is to ensure that in Richfield Public Schools, staff development ~~learning~~ improves student learning by increasing the effectiveness of the learning environment, curriculum, instruction and assessment by supporting full implementation of the District strategic plan and school improvement plans.

II. GENERAL STATEMENT

The ~~Board~~ board of ~~Education~~ education recognizes that implementation of improvement initiatives and achievement of strategic goals requires related staff development. ~~-~~Much value can accrue from staff participation in professional growth opportunities, with an emphasis on ~~job~~ job-embedded learning, including in-person and virtual experiences. These experiences may include, but are not limited to school and classroom visits, formal and informal observations, conferencing, coaching and participation in institutes and workshops. Through professional development, staff acquire ~~Skills~~ skills and strategies ~~acquired~~ that support continuous evaluation, planning, and improvement of the educational program in alignment with the ~~district~~ District strategic plan and school improvement plans.

III. BASIC PREMISES

A. The fundamental purpose of staff development is to improve student learning.

B. Staff development outcomes shall be consistent with board of education goals and contribute to continuous progress toward these goals.

C. Staff learning activities will support achievement of proficiency on ~~RPS, performance~~ state and local academic standards.

D. The ~~district~~ District will maintain district-wide and ~~site~~ site-based processes for professional growth goals and related staff development opportunities.

E. All ~~district~~ District employees (licensed and ~~non~~ non-licensed) qualify for staff development funding.

F. Expenditures will be consistent with ~~district~~ District and site staff development plans.

G. Participation will be based on specifically identified administrative and instructional program needs, and the focus of the activity will be aligned with ~~district~~ District improvement goals.

H. Participation requests for staff learning opportunities will be reviewed by the Teaching & Learning Department, and decisions will be based on potential value added and budget considerations.

I. Understandings and learning gained from participation in staff development activities will be shared with other staff.

J. Staff ~~Development~~ development activities will be conducted within budgetary and statutory requirements. ~~(~~Minnesota Statutes 2000, 122A.60)

K. ~~Short term leaves of absence with pay may be granted to accommodate participation in professional growth activities.~~Staff may be excused from their regular duties to attend approved professional development opportunities.

Legal Reference~~s~~:

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Minn. Stat. 122A.60 (Staff Development)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Rules Parts 3501.0370, Subp. 1(B) (Assessment and Scoring Student Achievement)

Cross Reference:
Board Policy 452 ~~(~~: Evaluation and Development of Professional Staff~~)~~

RATIFIED BY THE BOARD OF EDUCATION: July 1, 1996

REVISED BY THE BOARD OF EDUCATION: May 18, 1998; June 19, 2001; April 17, 2006; March 4, 2013; May 3, 2021

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

PROFESSIONAL LEARNING

1. In accordance with M.S. 122A.60, ~~the district~~Richfield Public Schools shall annually establish a District Staff Development Committee (DSDC), which shall consist of:
   a. Teachers representing each site committee and a range of grades and subjects (comprise a majority of the DSDC)
   b. Administrators
   c. Parents/guardians
   d. Non-teaching staff

2. In accordance with M.S. 122A.60, each school shall annually establish a Building Staff Development Committee, which determines staff development goals and priorities, writes an action plan, ensures alignment of resources with identified ~~district~~ District priorities, evaluates effectiveness and completes an annual report.
   a. The majority of the Building Staff Development Committee shall be teachers representing various grade levels, subject areas, and special education.
   ~~a.~~b. The Building Staff Development Committee may be the same group as the Building Instructional Leadership Team.

3. The DSDC annually develops and ~~adopts~~ approves ~~district~~ District staff development goals, priorities and action plans. ~~-~~Building staff development plans are aligned with ~~district~~ District staff development goals.

4. The District Staff Development Committee annually
   a. Develops a ~~district~~ District staff development plan that is consistent with professional performance standards and with education outcomes that the board has determined
   b. Assists site staff development committees in developing site plans that are consistent with the goals of the ~~district~~ District plan
   c. Evaluates staff development efforts at the site and district levels.
   d. Identifies and helps to implement district-wide staff development opportunities

5. Staff development plans shall address opportunities that are aligned with professional performance standards to increase the effectiveness of curriculum, instruction and assessment and support full implementation of the District strategic plan and school improvement plans to increase student achievement of academic standards.

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6. Staff development plans shall focus on the implementation of state and local academic standards and ~~Federal~~federal, ~~State~~ state and local ~~Academic Standards and~~ accountabilities for all students with consideration for identified subcategories of students, including those with special needs.

7. Staff development outcomes shall be consistent with school board education goals and contribute to continuous progress toward these goals as established in M.S. 122A.60:

   a. Improve student achievement of state and local academic standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practice methods
   b. ~~Meet~~ Effectively meet the needs of a diverse student population, including at-risk students, students with disabilities, English learners, and gifted students, within the regular classroom, applied and experiential learning settings, and other settings
   c. Provide an inclusive curriculum for a racially, ethnically, linguistically and culturally diverse student population that is consistent with state education diversity rule and the ~~district~~ District equity ~~plan~~policy
   d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the ~~district~~District
   e. Effectively ~~Teach~~ teach and model violence- prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution
   ~~e.~~f. Effectively deliver digital and blended learning and curriculum and engage students with technology
   ~~f.~~g. Provide site-based teams with appropriate management and financial skills

8. The Staff Development Plans must:
   a. Support stable and productive professional communities achieved through ongoing and school-wide progress and growth in teaching practice
   b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models
   c. Maintain a strong subject matter focus premised on students' learning goals
   d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement ~~and limited English proficiency~~
   e. Reinforce national and state standards of effective teaching practice

9. Staff development activities must:
   a. Focus on the school classroom and ~~research~~ research-based strategies that improve student learning
   b. Provide opportunities for teachers to practice and improve their instructional skills over time
   c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement

d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engaging students with technology
e. Align with state and local academic standards
f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and for teacher-to-teacher mentoring
g. Align with the plan of the District or site for an alternative teacher professional pay system
h. Provide teachers of English learners, including English as a second language and content teachers, with differentiated instructional strategies critical for ensuring students' long-term academic success; the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners; and skills to support native and English language development across the curriculum
i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options

~~g.~~ Staff learning activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance. The District may also implement other staff development activities required by law and activities associated with professional teacher compensation models.

10. Richfield Public Schools values continuous staff learning and allocates days for staff learning during the regular contract calendar. ~~-~~Attendance on staff development days is expected to ensure systemic, school wide learning experiences.

    a. Staff Development

    If attendance at a ~~district~~ District ~~-~~sponsored staff development course outside one's regular workday/year is required by the ~~district~~District, participants will be paid for each hour of attendance at the most current curriculum writing/staff development hourly rate as provided in the teacher master contract.

11. The following shall pertain to the compensation for ~~Staff~~ staff ~~Development~~ development and/or for ~~Curriculum~~ curriculum ~~Writing~~writing, which occurs outside the regular work day or school year for teachers.

    a. Curriculum Writing

    The ~~district~~ District will pay the current curriculum writing hourly rate to staff who have received approval for curriculum writing time outside of the regular workday or school year. The ~~district~~ District may offer a stipend for staff development in order to eliminate the need for time sheet submittals and allow for greater flexibility for staff to avail themselves of such training.

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When stipends are offered, the amount of the stipend will be calculated by approximating the actual hours staff is required to be in attendance at the training session multiplied by the curriculum writing/staff development hourly rate.

b. Optional Staff Development

When staff development opportunities are offered to staff beyond their regular workday and participation is voluntary, an "incentive stipend" may be offered in order to encourage, but not require, attendance at such training opportunities. If the stipend is offered, it will be calculated by approximating the actual hours staff is engaged in the activity, multiplied times the curriculum writing/staff development hourly rate as provided in the most current teacher master contract.

c. College or Board Credit

Staff members are not eligible for the hourly curriculum writing/staff development pay or stipend when they elect to take the course or staff development workshop for college or board credit with the intention of applying such course work for credit on the teacher salary schedule.

Dated: July 1, 1996
Reviewed:
Revised: June 19, 2001; April 17, 2006; March 4, 2013; May 3, 2021

Adopted: _____ *MSBA/MASA Model Policy 425*
Orig. 2001
Revised: _____ *Rev. June 2025*

425 STAFF DEVELOPMENT AND MENTORING

[NOTE: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

A. The school board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.

2. Members of the Advisory Staff Development Committee shall be appointed by the school administration. Committee members shall serve a two-year term[*] based upon nominations by board members, teachers, and paraprofessionals. The school administration shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.

B. The school board will establish the Site Professional Development Teams.

1. Members of the Site Professional Development Teams will be appointed by the school administration. Team members shall serve a two-year term* based upon nominations by board members, teachers, and paraprofessionals. The school administration shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.

2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education.

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

A. The Advisory Staff Development Committee will develop a Staff Development Plan that will be reviewed and subject to approval by the school board twice a year.[*]

[*] This time period may be changed to accommodate individual school district needs.

B. The Staff Development Plan must contain the following elements:

1. Staff development outcomes that are consistent with the education outcomes as may be determined periodically by the school board;

[NOTE: The board-determined education outcomes for your district could be inserted here.]

2. The means to achieve the Staff Development outcomes;

3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minnesota Statutes, section 122A.187;

4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:

   a. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods;

   b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;

   c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;

   d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;

   e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;

   f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and

   g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.

5. The Staff Development Plan also must:

   a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;

   b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;

c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minnesota Statutes, section 120B.125;

d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and

e. Reinforce national and state standards of effective teaching practice.

6. Staff development activities must:

a. Focus on the school classroom and research-based strategies that improve student learning;

b. Provide opportunities for teachers to practice and improve their instructional skills over time;

c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;

d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;

e. Align with state and local academic standards;

f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;

g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system;

h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and

i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.

7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.

8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.

[NOTE: To the extent the school board offers K-12 teachers the opportunity for more staff development training under Minnesota Statutes, section 122A.40, Subdivisions. 7 and 7a, or Minnesota Statutes, section 122A.41, subdivisions. 4 and 4a, such additional days of staff development should include peer mentoring, peer gathering, continuing education, professional development, or other training which enable teachers to achieve the staff development outcomes enumerated above in Section III.B.4.]

C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.

D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the school board on a quarterly basis* the extent to which staff at the site have met the outcomes of the Staff Development Plan.

E. In addition to developing a Staff Development Plan, the Staff Development Advisory Committee also must develop teacher mentoring programs for teachers new to the profession or school district, including teaching residents, teachers of color, teachers who are American Indian, teachers in license shortage areas, teachers with special needs, or experienced teachers in need of peer coaching. Teacher mentoring programs must be included in or aligned with the school district's teacher evaluation and peer review processes under Minnesota Statutes, sections 122A.40, subdivision 8 or 122A.41, subdivision 5.

F. The Advisory Staff Development Committee shall assist the school district in preparing any reports required by the Minnesota Department of Education (MDE) relating to staff development or teacher mentoring including, but not limited to, the reports referenced in Section VII. below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The school board will review the site plans for consistency with the Staff Development Plan twice a year.*

B. The Site Professional Development Team must demonstrate to the school board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the school board can be made by the Advisory Staff Development Committee to avoid duplication of effort.

C. If the school board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

V. STAFF DEVELOPMENT FUNDING

A. Unless the school district is in statutory operating debt or a majority of the school board and a majority of its licensed teachers annually vote to waive the requirement to reserve basic revenue for staff development, the school district will reserve an amount equal to at least two percent of its basic revenue for: (1) teacher development and evaluation under Minnesota Statutes, section 122A.40, subdivision 8 or 122A.41, subdivision 5; (2)

* This time period may be changed to accommodate individual school district needs.

principal development and evaluation under section 123B.147, subdivision. 3; (3) professional development under section 122A.60; (4) in-service education for programs under section 120B.22, subdivision 2; and (5) teacher mentorship under section 122A.70, subdivision 1. To the extent extra funds remain, staff development revenue may be used for development plans, including plans for challenging instructional activities and experiences under section 122A.60, and for curriculum development and programs, other in-service education, teacher's workshops, teacher conferences, the cost of substitute teachers for staff development purposes, preservice and in-service education for special education professionals and paraprofessionals, and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. To receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.

B. The school district may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.

C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minnesota Statutes, section 122A.61.

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

A. On a yearly* basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development and mentoring funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.

B. Upon approval of the budget by the school board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the school board and/or superintendent for consistency with the Staff Development Plan on a quarterly basis.*

C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

D. The school district may use staff development revenue, special grant programs established by the legislature, or another funding source to pay a stipend to a mentor who may be a current or former teacher who has taught at least three (3) years and is not on an improvement plan. Other initiatives using such funds. or funds available under Minnesota Statutes, sections 124D.861 and 124D.862, may include:

* This time period may be changed to accommodate individual school district needs.

1. additional stipends as incentives to mentors of color or who are American Indian;

2. financial supports for professional learning community affinity groups across schools within and between districts for teachers from underrepresented racial and ethnic groups to come together throughout the school year;

3. programs for induction aligned with the school district or school mentorship program during the first three (3) years of teaching, especially for teachers from underrepresented racial and ethnic groups; or

4. grants supporting licensed and nonlicensed educator participation in professional development, such as workshops and graduate courses, related to increasing student achievement for students of color and American Indian students in order to close opportunity and achievement gaps.

To the extent the school district receives a grant for any of the above purposes, it will negotiate additional retention strategies or protection from unrequested leave of absences in the beginning years of employment for teachers of color and teachers who are American Indian. Retention strategies may include providing financial incentives for teachers of color and teachers who are American Indian to work in the school or district for at least five (5) years and placing American Indian educators at sites with other American Indian educators and educators of color at sites with other educators of color to reduce isolation and increase opportunity for collegial support.

VII. PARAPROFESSIONALS, TITLE I AIDES, AND OTHER INSTRUCTIONAL SUPPORT STAFF

A. The school district must provide a minimum of eight hours of paid orientation or professional development annually to all paraprofessionals, Title I aides, and other instructional support staff. Six of the eight hours must be completed before the first instructional day of the school year or within 30 days of hire. The school district must consult the exclusive representative for employees receiving this training before creating or planning the training required under this section.

B. The orientation or professional development must be relevant to the employee's occupation and may include collaboration time with classroom teachers and planning for the school year.

C. For paraprofessionals who provide direct support to students, at least 50 percent of the professional development or orientation must be dedicated to meeting the requirements of this section. Professional development for paraprofessionals may also address the requirements of Minnesota Statutes, section 120B.363, subdivision 3.

D. A school administrator must provide an annual certification of compliance with this requirement to the MDE Commissioner.

VIII. REPORTING

A. The school district and site staff development committee shall prepare a report of the previous fiscal year’s staff development activities and expenditures as part of the school district’s comprehensive achievement and civic readiness report.

1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.

2. The report will provide a breakdown of expenditures for:

   a. Curriculum development and curriculum training programs;

   b. Staff development training models, workshops, and conferences; and

   c. The cost of releasing teachers or providing substitute teachers for staff development purposes.

   The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

3. The report will be signed by the superintendent and staff development chair.

B. To the extent the school district receives a grant for mentorship activities described in Section V.D., by June 30 of each year after receiving a grant, the site staff development committee must submit a report to the Professional Educator Licensing and Standards Board on program efforts that describes mentoring and induction activities and assesses the impact of these programs on teacher effectiveness and retention.

Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 121A.642 (Paraprofessional Training)
Minn. Stat. § 122A.187 (Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7, 7a and 8 (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, Subds. 4, 4a and 5 (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Stat. § 122A.70 (Teacher Mentorship and Retention of Effective Teachers)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Stat. § 124D.861 (Achievement and Integration for Minnesota)
Minn. Stat. § 124D.862 (Achievement and Integration Revenue)
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

Cross References: None.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, February 2, 2026

Subject: Donations

(Recommended by the superintendent)

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

Richfield STEM Elementary School received a donation of $185.78 from the Minnesota Orchestral Association for field trip transportation, a donation of $79.20 from Box Tops for Education, and a donation of $500.00 from Mississippi Park Connection for field trip transportation.

Richfield Dual Language School received a donation of $185.78 from the Minnesota Orchestral Association for field trip transportation.

Centennial Elementary School received a donation of $100.32 from the Minnesota Orchestral Association for field trip transportation.

Sheridan Hills Elementary School received a donation of $92.89 from the Minnesota Orchestral Association for field trip transportation.

The RHS Spartan Food Shelf received a donation of $375.00 from Emily DeVita of Hopkins, MN.

Richfield High School received a donation of $700.00 from the Optimist Club of Richfield for the Job Olympics.