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, May 4, 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 9-43)

1. Richfield College Experience Program Presentation (pages 10-25)
2. Nutrition Services Presentation (pages 26-43)

B. Commendations (pages 44-47)

IV. CONSENT AGENDA

A. Routine Matters (pages 48-63)

1. Minutes of the Regular Meeting held April 20, 2026 (pages 49-57)
2. General Disbursements as of 4/23/26 in the Amount of $847,561.32 (pages 58-62)
3. Investment Holdings (page 63)

B. Personnel Items (pages 64-65)

V. OLD BUSINESS

A. Policy 703: Student Activity Fund and Other Organizations & Administrative Guideline 703.1 (pages 66-81)

B. Policy 613: Religion in the Schools & Administrative Guideline 613.1 (pages 82-93)

VI. NEW BUSINESS

A. Termination and Nonrenewal of Probationary Teaching Contracts (pages 94-95)

B. 2026-2027 Preliminary Budget & Advance Expenditure Authorization (pages 96-98)

C. School Board Meeting Dates for 2026-2027 (pages 99-101)

D. Policy 614: Animals in Schools and Classrooms & Administrative Guideline 614.1 (pages 102-116)

E. Donations (pages 117)

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Suggested/Future Agenda Items

D. Future Meeting Dates

5-18-2026	7 p.m.	Regular Board Meeting – Public Comment
6-1-2026	7 p.m.	Regular Board Meeting

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

IX. REOPEN MEETING

X. ADJOURN REGULAR MEETING

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 4, 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, May 4, 2026

Subject: Ongoing Board Calendar

Upcoming Events to Attend:

Wednesday, May 6: Centennial Walk & Bike to School Day
Thursday, May 7: Centennial Family Garden Night
Wednesday, May 13: RHS Band Concert, 7 p.m.
Thursday, May 14: RHS Time Capsule Unearthed!
Thursday, May 14: RHS Senior Art Showcase, 4 p.m.
Thursday, May 14: Sheridan Hills PreK & Kindergarten Open House, 5:30 p.m.
Friday, May 15: RHS Movie on the Green, 7 p.m.
Friday, May 15-Saturday, May 16: RMS Spring Musical
Thursday, May 28: RCEP Graduation, 5:30 p.m.

Tuesday, June 2: RHS Graduation Ceremony, 7 p.m. at TCO Performance Center, 2685 Vikings Cir, Ste 050, Eagan, MN
Wednesday, June 24: Metro South Adult Education Graduation Ceremony, 6:15 p.m. at Kennedy High School, 9701 Nicollet Ave, Bloomington, MN

Upcoming Holidays, Heritage Months, and Appreciation Days:

May is Asian American and Pacific Islander Heritage Month.
May 25 is Memorial Day.

May 1 is School Lunch Hero Day.
May 4-8 is Teacher Appreciation Week.
May 6 is National School Nurses Day.
May 8 is School Communicators Day.

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 4, 2026

Subject: Superintendent Update

Director of MLL & RCEP Dr. Kasya Willhite will present. Director of Nutrition Services Michael Manning will share an update.

Attachments:
RCEP Presentation
Nutrition Services Presentation

Enriching and accelerating learning

RICHFIELD
PUBLIC SCHOOLS

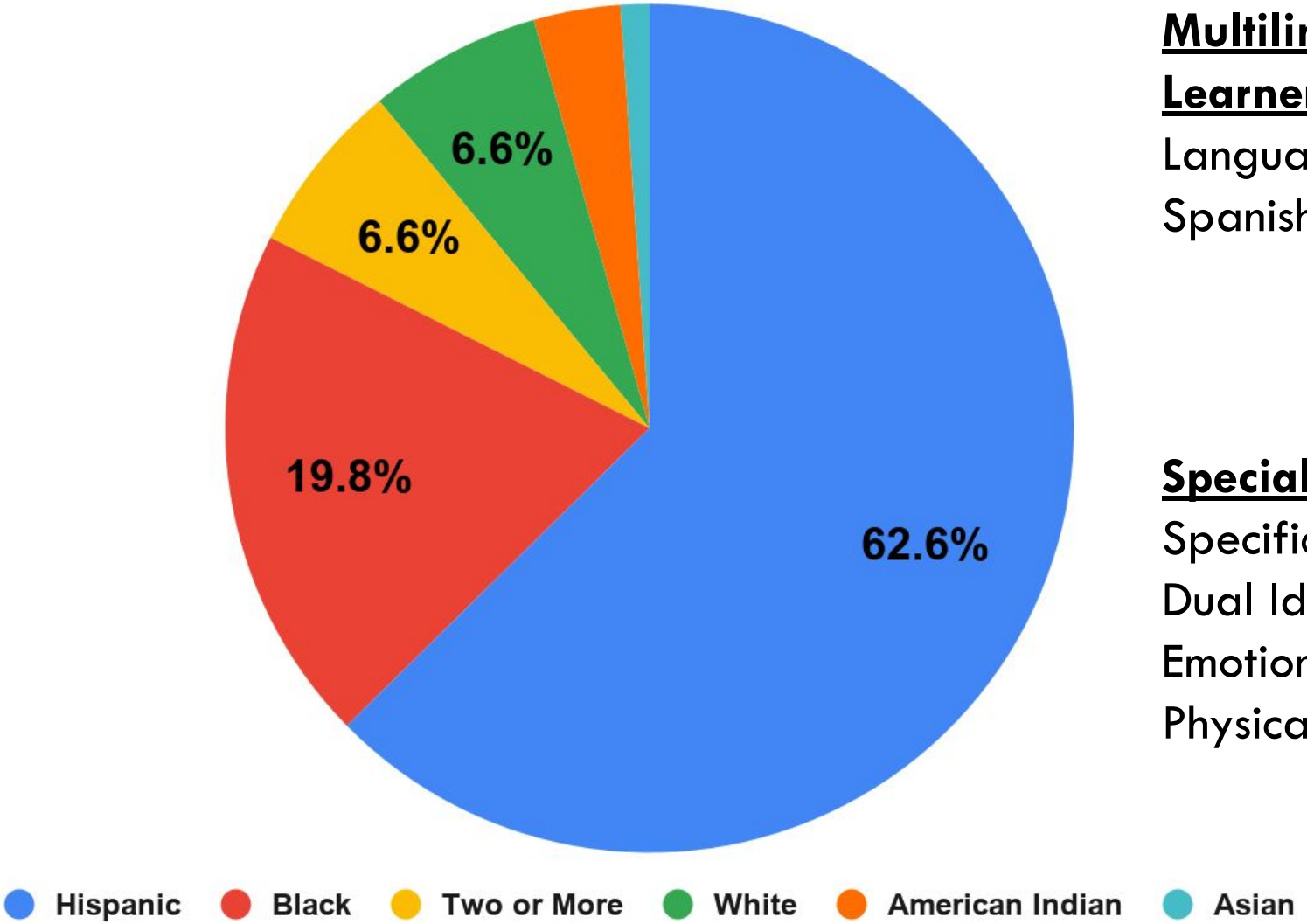
RCEP & Seals of Biliteracy New Ideas for 2025-2026

Monday, May 4th, 2026
Dr. Kasya Willhite

Enriqueciendo y acelerando el aprendizaje

RCEP Demographics and Enrollment Data
91 Students as of 4/27

RICHFIELD PUBLIC SCHOOLS



Multilingual Students identified for English Learner Services Population - 21 students (23%)

Languages

Spanish - 100%

Special Education Population - 12 students (13%)

Specific Learning Disabilities - 67%

Dual Identified - 8%

Emotional/Behavioral Disorders - 25%

Physically Impaired - 8%

RCEP Demographics and Enrollment Data SY25-26 (Apr 27th)

RICHFIELD PUBLIC SCHOOLS

Student Count as of April 27th		Richfield Residents Open Enrollees	
11th Graders	22	Richfield	67
12 Graders	58	Minneapolis	8
5th Year Seniors	10	Bloomington	11
6th Year Seniors	1	Edina, Corcoran, West St. Paul, Shakopee, Fort Snelling	1 each
7th Year Seniors	0		

New Idea #1

- No "Bell" Schedule
- Blocked work time to accommodate flexible attendance.
- "Class" is never missed this way.

RCEP Schedule

Monday-Thursday	
Upon Arrival	*Office Check In*
8:40 – 10:20 a.m.	Work Time
10:20 – 11:25 a.m.	*Scheduled Class*
11:25 a.m. – 12:15 p.m.	Work Time
12:15 – 12:45 p.m.	*Lunch*
12:45 – 1:45 p.m.	Work Time
1:45 – 2:15 p.m.	*Elective*
2:15 – 3:15 p.m.	Work Time
3:15 p.m.	*Office Checkout*

Friday	
Upon Arrival	*Advisor Check In*
8:40 – 10:30 a.m.	Goal Wrap Up - Work Time
10:30 – 11:00 a.m.	*Elective*
11:00 a.m. – 12:15 p.m.	Goal Wrap Up - Work Time
Before Leaving	*Advisor Check Out*
12:15 – 12:45 p.m.	*Lunch*
12:45 – 3:30 p.m.	Blended Learning

New Idea #2

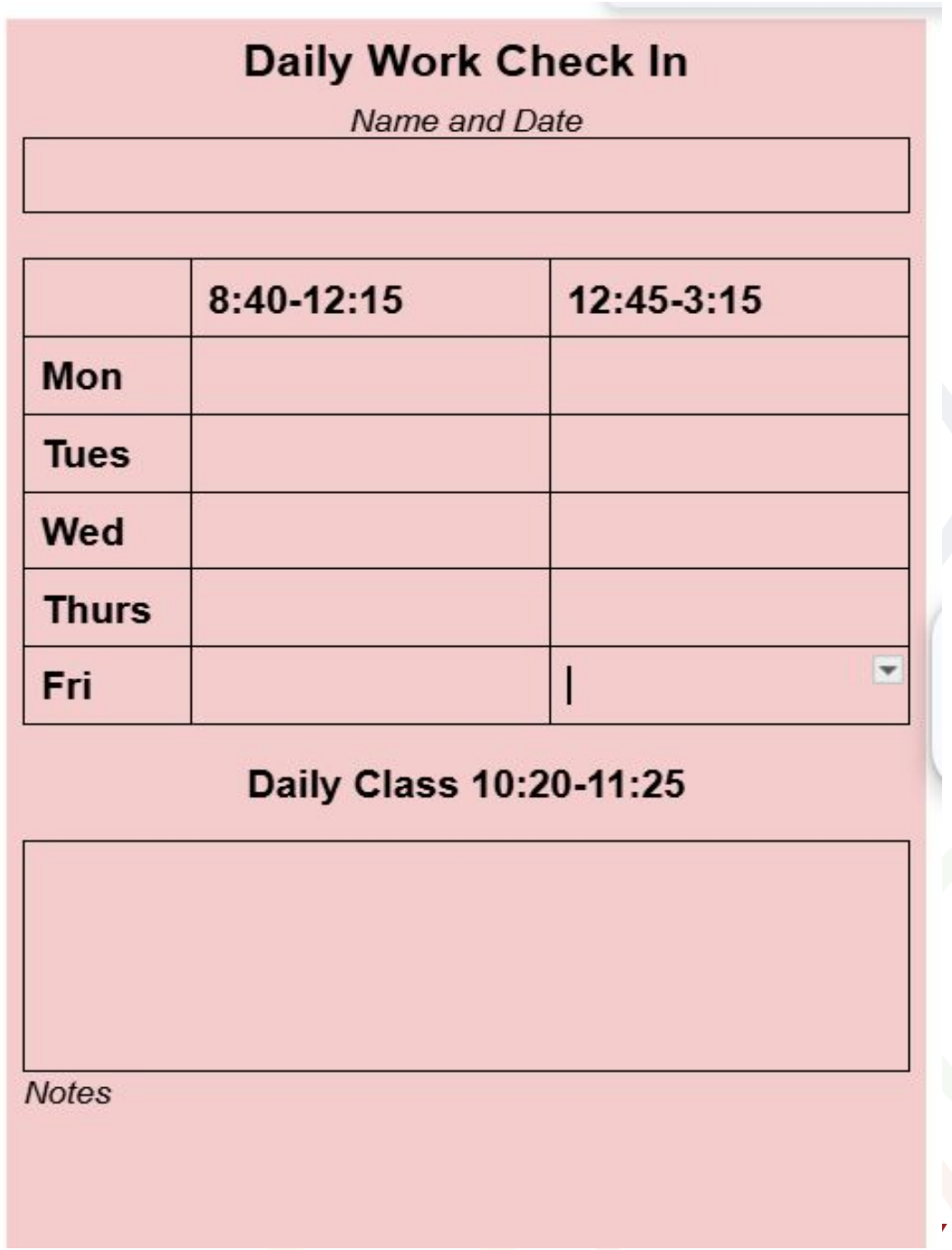
- Rotating preps
- Reduces the chance of missing a teacher

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Prep 1	Prep 4	Prep 3	Prep 2	End of day
Prep 2	Prep 1	Prep 4	Prep 3	End of day
Prep 3	Prep 2	Prep 1	Prep 4	End of day
Prep 4	Prep 3	Prep 2	Prep 1	End of day

New Idea #3

Daily Check-In

- Sign-in in the office
- Meet with support staff
- Determine daily work schedule
- Take folder with goal sheet to the classroom



Daily Work Check In

Name and Date

	8:40-12:15	12:45-3:15
Mon		
Tues		
Wed		
Thurs		
Fri		

Daily Class 10:20-11:25

Notes

Student	**Monthly Pacing Plan with Progress Tracking**	Month

Class	Credit Needed	Course Completion Goal Date	Week	Starting Assignment	Ending Assignment	On pace? Yes/ No	Notes
			1				
			2				
			3				
			4				

Class	Credit Needed	Course Completion Goal Date	Week	Starting Assignment	Ending Assignment	On pace? Yes/ No	Notes
			1				
			2				
			3				
			4				

New Idea #4

- Weekly goal sheets
- Determined by students and teachers
- Used for student engagement meetings at the end of the week

Tier Support System
Attendance/Work Production

Includes in person AND online attendance

Missed 3-5						Missed 6-9						Missed 10+					
Last	First	Advisor	Age	Last attended	Days since last attended or excused (includes today)	Last	First	Advisor	Age	Last attended	Days since last attended or excused (includes today)	Last	First	Advisor	Age	Last attended	Days since last attended or excused (includes today)

Student Engagement Document Example

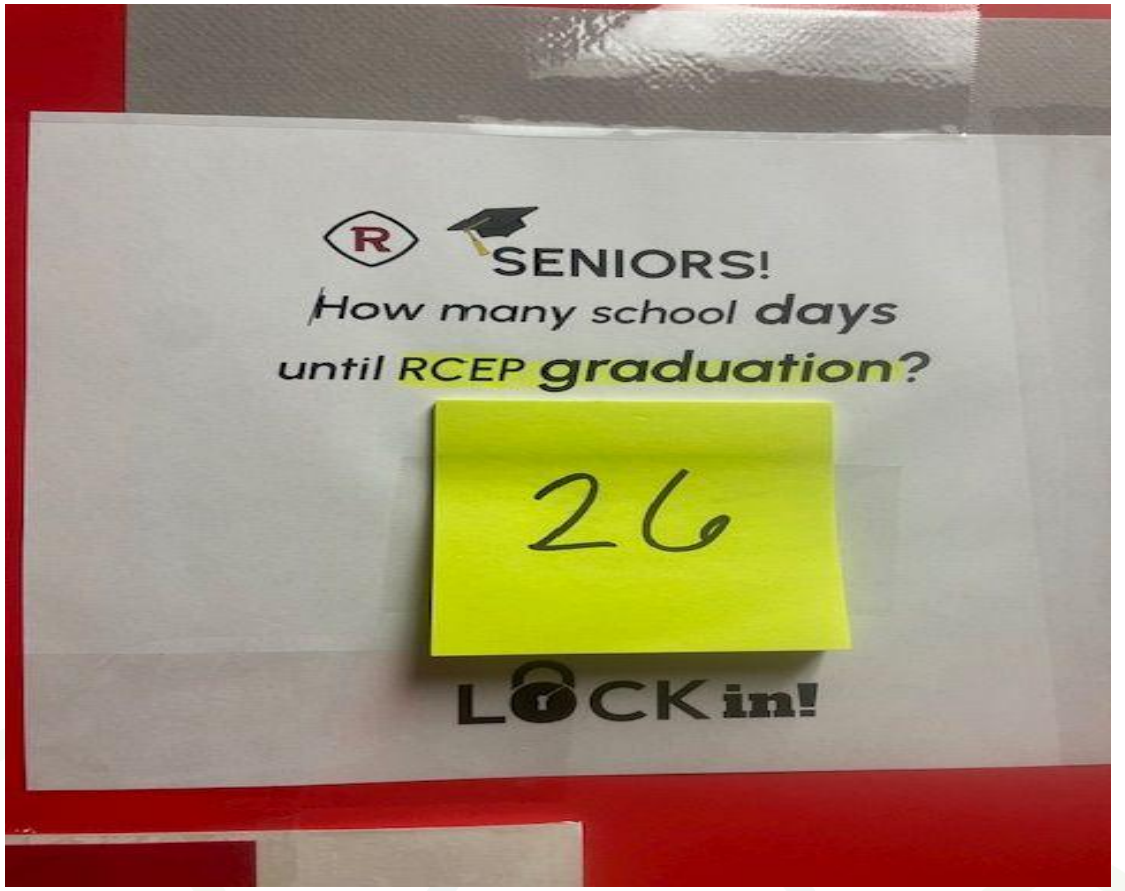
Grad liklihood?	GS	Total Cr	rt	PE	Health	Sci	Mat	Soc	ELA		4/24
Confident	2025	1.33	0.00	0.00	0.00	0.00	0.00	0.00	1.33		Finishing English
Confident	2026	3	0.00	0.00	0.00	0.00	1.00	0.00	2.00		Working
Confident	2026	9.5	0.00	0.00	0.00	0.00	0.00	0.00	1.00		just finished a class; will take STAMP on Mon Progressing quickly
Student plans on past June	2026	30.45	0.00	2.00	0.00	5.00	6.00	6.00	5.75		working but there are so many credits, strong self-advocate, participated in group activities, needs her glasses . . .3 1/2 days and then didn't come in and missed appointment Has been attending and working. [redacted] will reach out re: credit amount, glasses.
Cautiou…	2026	4	0.00	0.00	0.00	0.00	2.00	0.00	2.00		Eng and Math combo- she will ask the teachers
Confident	2026	5.5	0.00	0.00	0.00	1.00	0.00	0.00	2.00		86% done with Chem, has not started Edge 12 STAMP on Mon
Yellow	2026	4.8	0.00	1.00	0.00	0.00	1.80	0.00	2.00		Gov done, PE 21.25% done in Edge, [redacted] called and discovered that he told his mom he was almost done with his work. Haven't seen him. [redacted]

More Data Tracking:

- Date class was finished
- Grade
- Subject
- Credits earned

END COURSE FORM		507.52
End Date	% Final Grade	Subject
		Math
		Elective
9/25/2025	75.8%	Math
9/16/2025	64%	ELA
9/22/2025	67%	ELA
10/9/2025	65%	Math
		Math
		Math
		ELA
4/20/2026	75%	PE/Heal...
4/10/2026	88.1%	Social S...
2/11/2026	75.8%	Elective
4/15/2026	74.4%	Elective
		Science
3/27/2026	74%	ELA
12/5/2025	86%	PE/Heal...





May is crunch time!

Students see a few reminders as they leave school.

We also offer two Senior Study Nights in May in addition to after school credit recovery on Tuesday nights.

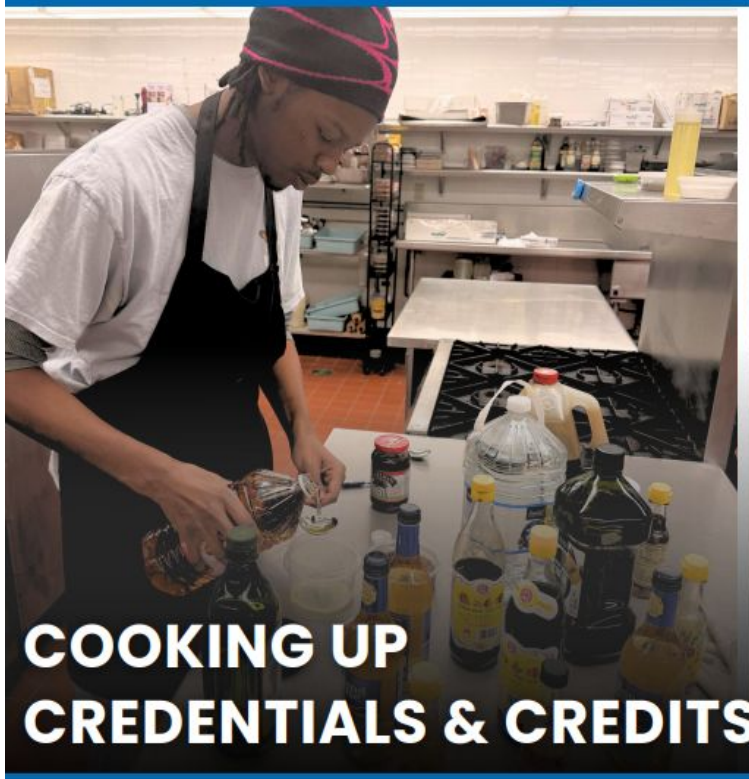


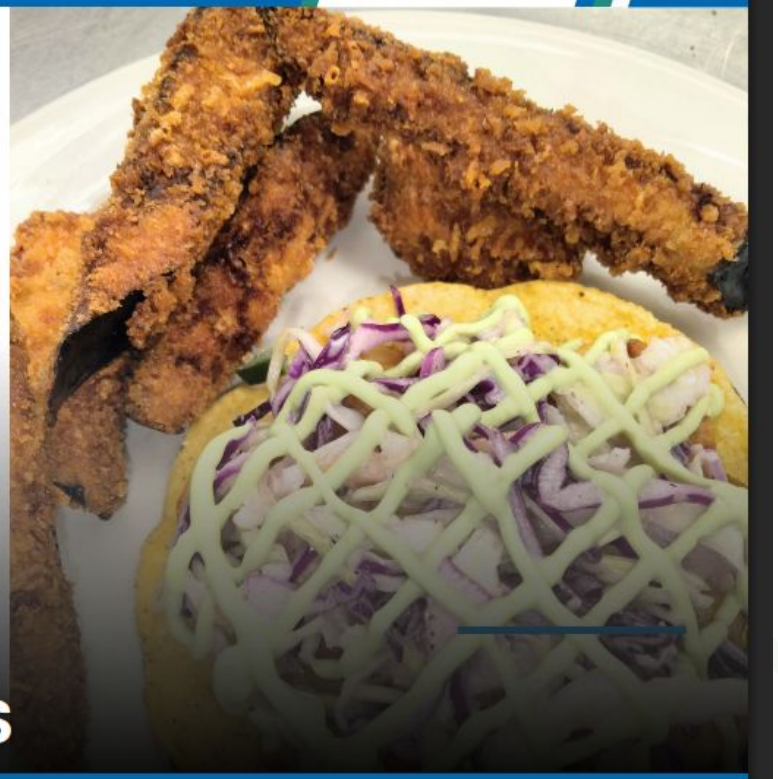
CAREER & TECHNICAL EDUCATION
SPRING SUCCESS STORIES 2026

Minnesota Congressional District 5

MnACTE
MACTA Minnesota Association for Career and Technical Administrators

#1202





COOKING UP CREDENTIALS & CREDITS

Punghi "PJ" Onyongo from Richfield High School is turning his passion for cooking into a career at Intermediate District 287's Culinary Arts program. Through dual-credit courses, PJ will earn 16 college credits while in high school, gaining a ServSafe certificate and hands-on experience in kitchen safety and sanitation. After graduation, he plans to continue his culinary journey at Saint Paul College and become a chef. Thanks to 287's partnership with Richfield Public Schools, students like PJ can access these college-level courses for free, giving them a head start on their future careers.



Students in the CNA Program and Culinary Arts Program

When it works. . . Students Graduate!

RICHFIELD
PUBLIC SCHOOLS



Senior Credits Needed as of April 27

RICHFIELD PUBLIC SCHOOLS

0= 🎓	5
0.01-10	35
10.01-15	12
15.01-20	6
20+	10
Not Seniors	24

RCEP Annual Survey Completion Rates

Building & Survey	Prior Year Participation	25-26 Goal	Final Data
RCEP Parent/Guardian	32% BIPOC: 89%	Maintain	36% BIPOC: 90%
RCEP Staff	100%	100%	100%

SEAL of Biliteracy and World Certificate Awards





School	World Certificate	Gold Seal	Platinum Seal	Pending Scores
RCEP	20	8	2	9
RHS	5	11	6	7
AP	12	10	3	

Enriching and accelerating learning

RICHFIELD
PUBLIC SCHOOLS

Nutrition Services Program Update

Richfield Board of Education

May 4, 2026

Michael Manning

Director of Food & Nutrition

Enriqueciendo y acelerando el aprendizaje



Nutrition Services Mission:

Our goal is to create a warm and welcoming environment for every student, every meal, every day.

Richfield Programs Offered

RICHFIELD PUBLIC SCHOOLS

Breakfast in the Classroom

Grab and Go Breakfast

Traditional Breakfast

Second Chance Breakfast

Fresh Fruit and Vegetable Snack

Traditional Lunch

Satellite Lunch

Afterschool Snack

Afterschool Supper

Richfield Programs Offered

RICHFIELD PUBLIC SCHOOLS

CACFP (Child and Adult Care Food Programs)

- The Child and Adult Care Food Program (CACFP) is a federally funded program administered by the Nutrition, Health and Youth Development Division at the Minnesota Department of Education (MDE). The CACFP provides payments for meals and snacks served at Adult Care Centers, Child Care Centers, Day Care Homes, At-Risk After School Care Centers and Emergency Shelters.
  - Snack and Supper Sites
    - Centennial Elementary
    - Richfield Middle School
  - Snack Only Sites
    - Richfield STEM
    - Richfield Dual Language School
    - Sheridan Hills
  - Supper Only Sites
    - Richfield High School

CACFP
CHILD AND ADULT CARE FOOD PROGRAM

Richfield Programs Offered Continued

RICHFIELD PUBLIC SCHOOLS

School Breakfast Program (SBP) & National School Lunch Program (NSLP)

- The School Nutrition Programs (SNP) are federally assisted nutrition programs that operate in public, nonpublic and residential child care institutions in Minnesota. The U.S. Department of Agriculture (USDA) provides funding and regulatory oversight to state agencies that administer the programs to eligible schools.
  - Centennial Elementary
  - Sheridan Hills Elementary
  - Richfield STEM
  - Richfield Dual Language School
  - Richfield Middle School
  - Richfield High School
    - Richfield College Experience Program
    - Central Education Center
    - Richfield Special Education SEC-Secondary

NATIONAL SCHOOL LUNCH PROGRAM

Richfield Programs Offered Continued

RICHFIELD PUBLIC SCHOOLS

Fresh Fruit and Vegetable Program (FFVP)

- The Fresh Fruit and Vegetable Program (FFVP) provides all children in participating elementary schools with a variety of free fresh fruit and vegetable snacks within the school day. It is an effective and creative way to introduce fresh fruits and vegetables as healthy snack options. The FFVP also encourages schools to develop partnerships at the state and local levels for support in implementing and operating the program.
- Eligible applicants must:
  - Be an elementary school,
  - Participate in the NSLP, and
  - Have at least **50% free or reduced-price eligible students**.



- Centennial Elementary (APPLIED)
- Richfield STEM Elementary (APPLIED)
- Sheridan Hills Elementary (APPLIED)
- Richfield Dual Language School(APPLIED but not eligible)

Program Participation

RICHFIELD PUBLIC SCHOOLS

SY 2024-25 (as of April 20th):

Average Daily Participation breakfast = 48.43% YTD

Average Daily Participation lunch = 69.97% YTD

F/R Percentage= 53.37%

SY 2025-26 (as of April 20th):

Average Daily Participation breakfast = 47.73% YTD

Average Daily Participation lunch = 67.75% YTD

F/R Percentage= 56.06%



School Lunch Heroes

RICHFIELD
PUBLIC SCHOOLS











FRESH, LOCAL LUNCH
MN
THURSDAYS
FOR GREAT, LOCAL KIDS

RICHFIELD
PUBLIC SCHOOLS









MN Thursdays are a fun, special way to highlight our Farm to School program, support the local food economy and offer students fresh, seasonal options

LOCAL MN THURSDAYS



MN THURSDAYS

Local Food Partnerships 2026

Building connections. Supporting local. Strengthening our community.

MN THURSDAYS LOCAL FOOD PROGRAM

- HOYO SAMBUSAS
- ED FIELDS & SONS
- BRAND FARM
- MORELLIS MARKET
- JONNY POPS
- BUSHMANS FARM
- RANCHERS LEGACY
- TREE RANGE FARMS
- EMMA KRUMBEES BAKERY
- LOMABONITA MARKET
- NORTHSTAR FARM







STEM Cafeteria Updates

RICHFIELD PUBLIC SCHOOLS

Purchased overstock tables from Centennial School District at a 75% discount to refresh and replace broken tables.



RMS Cafeteria Updates

RICHFIELD PUBLIC SCHOOLS

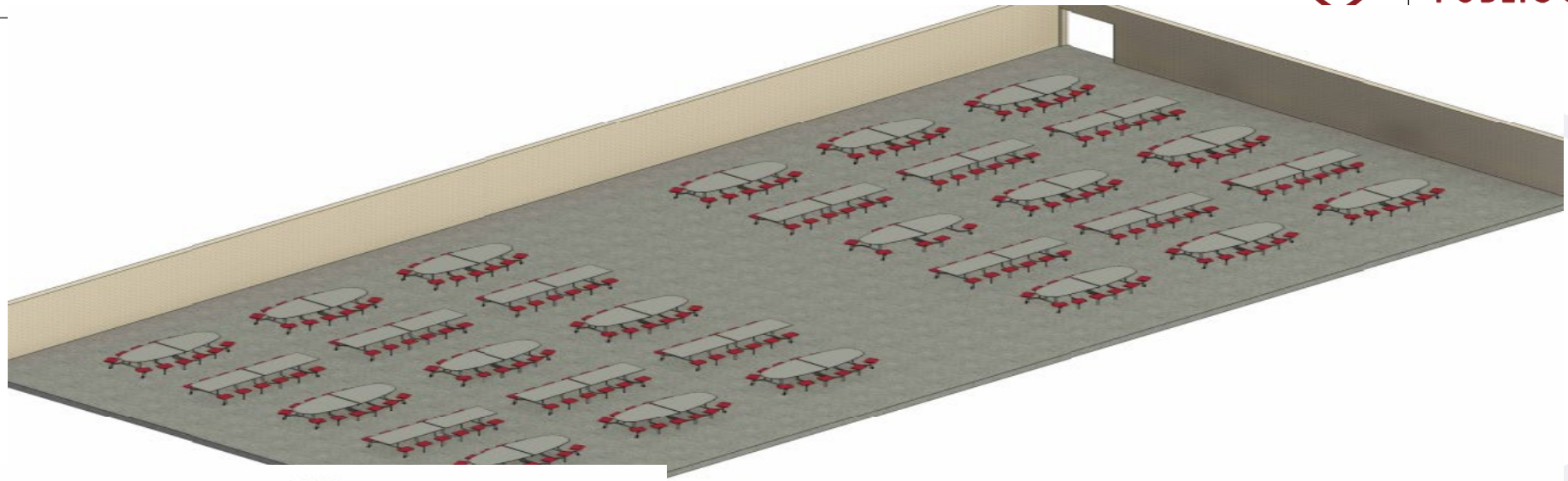
Before





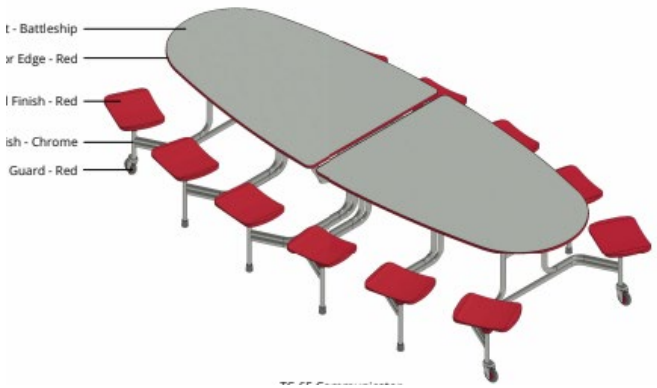
RMS Cafeteria Updates - After

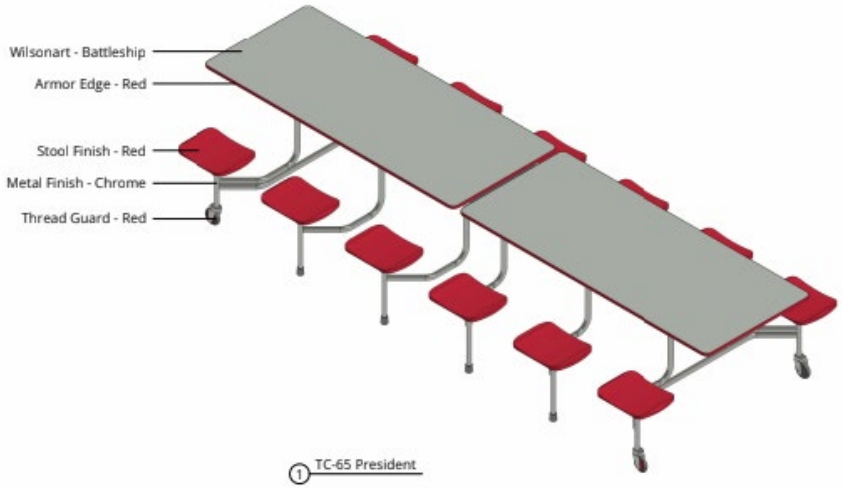
RICHFIELD PUBLIC SCHOOLS





② TC-65 ADA Communicator





① TC-65 President

Summer Plans

Kindergarten Readiness

- Central Education Center
- 7/27 – 8/6
- SBP & SLP utilized to offer meals normally not available

Grades K-5

- Richfield STEM (ESY)
- 6/22 – 7/23
- Breakfast in the classroom (multiple kiosks)

Grades 6-8

- Richfield Middle School (Credit Recovery, ESY, & Beacons B-Camp)
- 6/22 – 8/13
- Breakfast in the classroom (multiple kiosks)

Grades 9-12

- Richfield High School (Credit Recovery & ESY)
- 6/15 – 7/23
- Breakfast in the classroom (multiple kiosks)
- Grab & Go lunch
- Satellite meals sent to ISD 287



SY 26-27 Plans

RICHFIELD PUBLIC SCHOOLS

Elementary Schools

- Breakfast in the classroom
- Lunch in the cafeteria
- Greater nutrition promotion and education

Richfield Middle School

- Hybrid Breakfast
- Lunch in the cafeteria
- Greater nutrition promotion and education

Richfield High School

- Hybrid Breakfast
- Lunch in the cafeteria
- Greater nutrition promotion and education

RCEP

- Satellite service
- Similar model, evaluating future options



Vendor Contract Status

Upper Lakes Foods - Original contract April 2023 with 4 annual renewals available through 2028

Kemps LLC - Original contract July 2024 with 3 annual renewals available through 2028

Liberty Fresh Produce - Original 2 year contract July 2025 with 2 annual renewals available through 2029

Trio Supplies - Original contract July 2024 with 3 annual renewals available through 2028

Pan-O-Gold - Original contract July 2024 with 3 annual renewals available through 2028

Brand Farms - Original 2 year contract July 2025 with annual renewals available through 2029

All vendors have been vetted for suspension and debarment using District procedures and documentation.

Updated Negative Balance

RICHFIELD PUBLIC SCHOOLS

Current negative student balances = (-$18,031.58) for all accounts less than (-$0.01)

- Closed Accounts = (-$9,873.60)
- Open Accounts = (-$8,157.98)
- Approximate $2,000 drop from last year

Current negative adult balances = (-$977.15) for all accounts less than (-$0.01)

- Closed Accounts = (-$173.17)
- Open Accounts = (-$803.98)

Sunshine Fund Balance = $6,958.96

Enriching and accelerating learning

RICHFIELD
PUBLIC SCHOOLS

Questions or comments?

Michael.manning@rpsmn.org

(612)798-6071

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, May 4, 2026

Subject: Commendations

RPS would like to commend Frank Berg, a volunteer at Richfield Middle School. After retiring from his role as lead engineer for the City of St. Paul more than 15 years ago, Frank found himself wanting to stay active and engaged. He reached out to Richfield Middle School to volunteer, offering his time to support students in math. During his years at RMS, Frank built meaningful connections with students, helping them strengthen their math skills while also boosting their confidence. As his time as a volunteer comes to a close, we extend our sincere gratitude for his 15 years of dedication, compassion, and commitment to our students. He will be greatly missed, and we wish him and his family all the best.



RPS would also like to commend the students of RHS for their outstanding achievement at the Minnesota State High School League Visual Arts Competition for Class 2AA. RHS students demonstrated exceptional talent, creativity, and dedication, with 15 of the 16 participating students earning awards in their respective categories. We are especially proud to recognize the two students, Jonah Mayer and Karmen Melnichuk, whose work has been selected for showcase at the state level, an honor that represents the highest standard of artistic achievement in this competition. These accomplishments

are a testament to the strength of our arts programming, the guidance of dedicated staff, and the passion our students bring to their work. Congratulations to these students for representing Richfield High School with distinction and for enriching our community through their artistic expression.

3-Sculpture - Superior

ARTIST NAME:
Jonah Mayer

SCHOOL:
Richfield

TITLE:
Ragnarok

It's extremely well crafted. Professional quality. Every detail was executed amazingly. The combination of woodworking with slip casting was a great choice in the design of this chess set. You have created an heirloom piece of artwork. Continue to share your gift with our world. And continue to create art!



2-Painting - Superior

ARTIST NAME:
Karmen Melnichuk

SCHOOL:
Richfield

TITLE:
Parrhasius Lace Study

This is an excellent example of attention to detail, wonderful shading, great composition and just an all around high level piece of art.

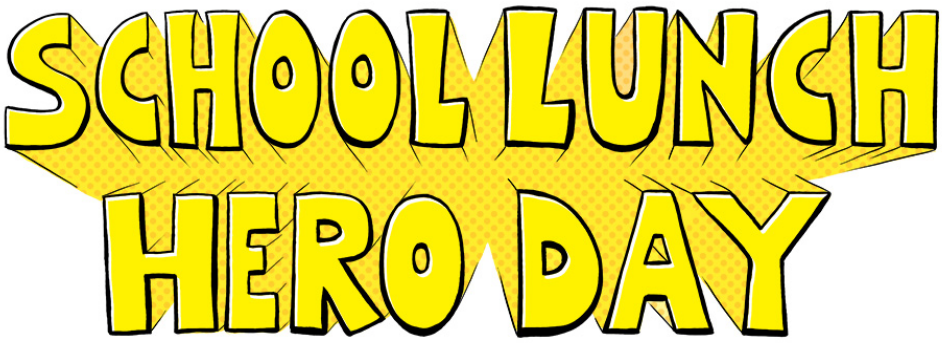


RPS would also like to commend RMS teacher Gretchen Gifford. Gretchen recently demonstrated incredible calm, supporting her students and the building during a crisis. Due to Gretchen's quick thinking and decisive actions to de-escalate the situation, RMS

students were supported through a challenging time and were able to quickly return to learning in a safe environment. We appreciate the actions of Gretchen Gifford!

Employee Appreciation Days

May 1 was School Lunch Hero Day. Between preparing delicious food, adhering to strict nutrition standards, navigating student food allergies, and offering service with a smile, RPS nutrition services staff have a lot on their plates. Their work goes far beyond the kitchen; they provide the essential foundation of food security that allows our students to focus, grow, and thrive. Thank you for your tireless energy and for nourishing the hearts and minds of our community!



May 4-8 is Teacher Appreciation Week. RPS teachers' dedication to their students transcends the curriculum, as they act as mentors, cheerleaders, and steady guides through the complexities of growing up. We appreciate the late nights spent grading, the innovative lesson plans designed to spark curiosity, and the unwavering patience they show every single day. Thank you for your passion, your resilience, and for believing in the potential of every student who walks through our doors.



May 6 is National School Nurse Day. RPS nurses and health paraprofessionals provide a vital safety net that allows our school community to feel secure and cared for. Whether they are managing chronic conditions, responding to emergencies, or offering a compassionate ear for mental health support, their expertise is indispensable. They navigate the intersection of wellness and education, ensuring that physical and emotional hurdles don't stand in the way of a student's right to learn.



May 8 is School Communicators Day. In an era when information moves at lightning speed, our school communicators are the voice of clarity and the storytellers of our success. They bridge the gap between our schools and our families, ensuring that our community stays informed, engaged, and inspired. From managing crises with calm precision to highlighting the everyday magic happening in our hallways, their work builds the trust and transparency that our district relies on.



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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 4, 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 April 20, 2026
   - Disbursements from the April 20, 2026 Meeting
   - Checks & E-pay Register from the April 20, 2026 Meeting
   - Superintendent's Report and Agenda Meeting Minutes from April 20, 2026
2. General Disbursements as of 4/23/26 in the Amount of $847,561.32
   - Disbursements for the May 4, 2026 Meeting
   - Checks & E-pay Register for the May 4, 2026 Meeting
3. Investment Holdings
   - Investment Holdings as of April 28, 2026

CHECKS, EPAYS & PCARDS
04/20/2026 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	4/1/2026	390,267.47
	4/9/2026	593,300.48
P-CARDS (MARCH 2026)	4/3/2026	72,643.37
E-Pays	4/2/2026	3,876.65
	4/9/2026	563.23
CHECK REGISTER BANK 05 TOTAL =		**1,060,651.20**

BREAKDOWN	
01-206-00	422,027.11
02-206-00	82,274.03
03-206-00	428,367.29
04-206-00	13,795.34
06-206-00	8,660.23
07-206-00	-
18-206-00	-
20-206-00	105,141.12
21-206-00	386.08
47-206-00	-
BANK TOTAL =	**1,060,651.20**

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	318425	04/01/2026	AB STAFFING SOLUTIONS, LLC	R	3,500.00
01	318426	04/01/2026	ANTHOLOGIE, LLC	R	450.00
01	318427	04/01/2026	AZURE ADLER	R	130.00
01	318428	04/01/2026	CEDAR SMALL ENGINE	R	95.32
01	318429	04/01/2026	CINTAS CORPORATION NO 2	R	305.90
01	318430	04/01/2026	CITY OF RICHFIELD	R	7,437.65
01	318431	04/01/2026	FASTENAL INDUSTRIAL	R	343.81
01	318432	04/01/2026	HILLYARD MINNEAPOLIS	R	1,726.07
01	318433	04/01/2026	HJELM, ADAM	R	40.00
01	318434	04/01/2026	IMPROVE YOUR TOMORROW, INC.	R	2,000.00
01	318435	04/01/2026	HIPPIE DOG	R	275.00
01	318436	04/01/2026	INNOVATIVE OFFICE SOLUTIONS LLC	R	46,625.00
01	318437	04/01/2026	INTERMEDIATE DISTRICT 287	R	234,450.52
01	318438	04/01/2026	JARED R NELSON	R	500.00
01	318439	04/01/2026	JULIE ANDERSON FOLK ART	R	240.00
01	318440	04/01/2026	LEROY'S GREAT BEAR	R	39.99
01	318441	04/01/2026	LOFFLER COMPANIES	R	343.74
01	318442	04/01/2026	LYNN E. HENRY	R	72.00
01	318443	04/01/2026	MAXORPLUS LTD, DBA: VYTLONE	R	59,053.90
01	318444	04/01/2026	MCDOWALL COMPANY	R	8,368.00
01	318445	04/01/2026	METRO VOLLEYBALL OFFICIAL ASSOC LLC	R	2,880.00
01	318446	04/01/2026	MIDWEST BUS PARTS INC	R	187.78
01	318447	04/01/2026	MOBILE RADIO ENGINE	R	1,686.50
01	318448	04/01/2026	MOO CHICKA POO	R	737.00
01	318449	04/01/2026	MULTILINGUAL WORD INC	R	211.52
01	318450	04/01/2026	NAPA AUTO PARTS	R	453.14
01	318451	04/01/2026	NCS PEARSON INC	R	928.35
01	318452	04/01/2026	NORTH CENTRAL INTERNATIONAL, LLC	R	160.36
01	318453	04/01/2026	PEDIATRIC HOME SERVICE	R	2,175.00
01	318454	04/01/2026	PROFESSIONAL WIRELESS COMMUNICATION	R	1,497.80
01	318455	04/01/2026	RED BALLOON BOOKSHOP	R	17.58
01	318456	04/01/2026	CAP'S MARTIAL ARTS	R	1,001.00
01	318457	04/01/2026	TC SPRING JAM	R	300.00
01	318458	04/01/2026	TRANSPORTATION PLUS, INC.	R	417.00
01	318459	04/01/2026	UNIVERSITY LANGUAGE CENTER	R	770.90
01	318460	04/01/2026	VOIGT'S MOTORCOACH TRAVEL, INC.	R	1,462.33
01	318461	04/01/2026	XCEL ENERGY	R	9,384.31
01	V2600913	04/02/2026	MATTHEW ARNOLD	R	70.00
01	V2600914	04/02/2026	MICHELLE L AXELL	R	70.00
01	V2600915	04/02/2026	BRADLEY BADOUR	R	40.00
01	V2600916	04/02/2026	ERICA T BARLOW	R	70.00
01	V2600917	04/02/2026	NIKOLAS BAUZA	R	40.00
01	V2600918	04/02/2026	MARY L CLARKSON	R	70.00
01	V2600919	04/02/2026	ANGELA M FISH	R	19.87
01	V2600920	04/02/2026	PETER J FITZPATRICK	R	40.00
01	V2600921	04/02/2026	YVETTE GARCIA	R	70.00
01	V2600922	04/02/2026	RACHEL GENS	R	70.00
01	V2600923	04/02/2026	AREND J GEURINK	R	70.00

01	V2600924	04/02/2026	CHRISTINA M GONZALEZ	R	70.00
01	V2600925	04/02/2026	AMY E HAGER	R	70.00
01	V2600926	04/02/2026	KEVIN D HARRIS	R	40.00
01	V2600927	04/02/2026	MICHAEL G HARRIS	R	70.00
01	V2600928	04/02/2026	LANA HENDRICKS LEUNING	R	40.00
01	V2600929	04/02/2026	JONATHAN W HEYER	R	70.00
01	V2600930	04/02/2026	JESSICA M HOFFMAN	R	125.27
01	V2600931	04/02/2026	CRAIG D HOLJE	R	70.00
01	V2600932	04/02/2026	JEFFREY KELLER	R	70.00
01	V2600933	04/02/2026	JENNIFER KRUEGER	R	70.00
01	V2600934	04/02/2026	ANOOP KUMAR	R	40.00
01	V2600935	04/02/2026	JOHN M LORENZINI	R	70.00
01	V2600936	04/02/2026	DAVANAND MAHADEO	R	40.00
01	V2600937	04/02/2026	COLLEEN M MAHONEY	R	70.00
01	V2600938	04/02/2026	MICHAEL A MANNING	R	70.00
01	V2600939	04/02/2026	DANIEL P MCGINN	R	40.00
01	V2600940	04/02/2026	DOUG R MCMEEKIN	R	70.00
01	V2600941	04/02/2026	KENT D MEYER	R	70.00
01	V2600942	04/02/2026	KATRINA L MORGAN	R	40.00
01	V2600943	04/02/2026	ERIN H NEILON	R	40.00
01	V2600944	04/02/2026	STEPHANIE NICHOLS	R	45.00
01	V2600945	04/02/2026	ROBERT G OLSON	R	70.00
01	V2600946	04/02/2026	LAURA B OTTERNESS	R	70.00
01	V2600947	04/02/2026	CHRISTOPHER A PETERSON	R	70.00
01	V2600948	04/02/2026	CASSANDRA QUAM	R	70.00
01	V2600949	04/02/2026	LAURA RAMSBORG	R	70.00
01	V2600950	04/02/2026	RENEE C REED-KARSTENS	R	40.00
01	V2600951	04/02/2026	EUGENE SANDEL	R	81.51
01	V2600952	04/02/2026	HEIDI SAVATDY	R	70.00
01	V2600953	04/02/2026	CHRISTIAN SCHEMPP	R	40.00
01	V2600954	04/02/2026	AMY B SKARE-KLECKER	R	70.00
01	V2600955	04/02/2026	JUSTIN STEELE	R	70.00
01	V2600956	04/02/2026	STACY THEIEN-COLLINS	R	70.00
01	V2600957	04/02/2026	RICKY THOMPSON	R	40.00
01	V2600958	04/02/2026	VLADIMIR S TOLEDO	R	40.00
01	V2600959	04/02/2026	STEVEN P UNOWSKY	R	270.00
01	V2600960	04/02/2026	CARRIE A VALA	R	70.00
01	V2600961	04/02/2026	REBECCA S WALD	R	40.00
01	V2600962	04/02/2026	ALEXANDER WARD	R	70.00
01	V2600963	04/02/2026	MICHELLE R WHITESIDE	R	70.00
01	V2600964	04/02/2026	KASYA L WILLHITE	R	495.00
01	V2600965	04/02/2026	KELLY L WOODS	R	70.00
01	V2600966	04/09/2026	CHAD T ARMBRUSTER	R	83.82
01	V2600967	04/09/2026	AMANDA SAUER	R	10.26
01	V2600968	04/09/2026	SHAWN TROMICZAK	R	50.35
01	V2600969	04/09/2026	CARRIE A VALA	R	418.80
01	V2600970	04/03/2026	P-CARD BAIRD LISA	R	2,042.16
01	V2600971	04/03/2026	P-CARD BARLOW ERICA	R	3,112.90
01	V2600972	04/03/2026	P-CARD BROWN MATTHEW	R	1,591.81

01	V2600973	04/03/2026	P-CARD BRUNNER PATTI	R	3,023.79
01	V2600974	04/03/2026	P-CARD CARUSO MATTHEW	R	1,103.36
01	V2600975	04/03/2026	P-CARD CRUZ ESTEVA JENNIFER	R	4,578.34
01	V2600976	04/03/2026	P-CARD EDWARDS NATHAN	R	1,907.14
01	V2600977	04/03/2026	P-CARD GARCIA YVETTE	R	331.77
01	V2600978	04/03/2026	P-CARD GEURINK AREND	R	324.12
01	V2600979	04/03/2026	P-CARD GONZALEZ CHRISTINA	R	677.07
01	V2600980	04/03/2026	P-CARD HOLJE CRAIG	R	418.18
01	V2600981	04/03/2026	P-CARD HUERTA-ANAYA ALICIA	R	2,616.94
01	V2600982	04/03/2026	P-CARD KRUEGER JENNIFER	R	600.63
01	V2600983	04/03/2026	P-CARD LEIKNES LISA	R	131.48
01	V2600984	04/03/2026	P-CARD LEWIS JENNIFER	R	941.38
01	V2600985	04/03/2026	P-CARD LUNDY MICHELLE	V	0.00
01	V2600986	04/03/2026	P-CARD LUNDY MICHELLE	R	21,766.44
01	V2600987	04/03/2026	P-CARD MAHONEY COLLEEN	R	851.92
01	V2600988	04/03/2026	P-CARD MANNING MICHAEL	R	891.64
01	V2600989	04/03/2026	P-CARD MCCLENDON LAURA	R	117.10
01	V2600990	04/03/2026	P-CARD MCGINN DAN	R	1,788.14
01	V2600991	04/03/2026	P-CARD MORALES LIZETTE	R	10,981.19
01	V2600992	04/03/2026	P-CARD OLSON ROBERT	R	2,633.01
01	V2600993	04/03/2026	P-CARD OTTERNESS, LAURA	R	1,091.67
01	V2600994	04/03/2026	P-CARD PETERSON CHRIS	R	2,269.82
01	V2600995	04/03/2026	P-CARD SACHER GRACE	R	1,781.31
01	V2600996	04/03/2026	P-CARD SETZER ALEXIS	R	414.63
01	V2600997	04/03/2026	P-CARD SKARE-KLECKER AMY	R	1,224.96
01	V2600998	04/03/2026	P-CARD SMITH DANE	R	199.91
01	V2600999	04/03/2026	P-CARD VENTURA PEREZ RAMIRO	R	347.36
01	V2601000	04/03/2026	P-CARD WOODS KELLY	R	2,883.20
01	318462	04/09/2026	A.J. MOORE ELECTRIC, INC.	R	4,819.00
01	318463	04/09/2026	AB STAFFING SOLUTIONS, LLC	R	3,200.00
01	318464	04/09/2026	AFFORDABLE BEST CATERING	R	305.00
01	318465	04/09/2026	EKKAIA FAMILY	R	72.23
01	318466	04/09/2026	ARVIG ENTERPRISES INC	R	1,207.90
01	318467	04/09/2026	AVIBEN	R	540.06
01	318468	04/09/2026	BCN TELECOM, INC TBS	R	937.94
01	318469	04/09/2026	HIRES LLC	R	3,850.00
01	318470	04/09/2026	CENGAGE LEARNING INC	R	6,891.50
01	318471	04/09/2026	CINTAS CORPORATION NO 2	R	152.95
01	318472	04/09/2026	CITY OF RICHFIELD	R	1,825.29
01	318473	04/09/2026	ECM PUBLISHERS INC	R	153.87
01	318474	04/09/2026	FASTENAL INDUSTRIAL	R	355.74
01	318475	04/09/2026	FASTEST LABS OF BLOOMINGTON	R	183.00
01	318476	04/09/2026	FRONTIER TRANSPORTATION SRVCS, LLC	R	194,054.00
01	318477	04/09/2026	WW GRAINGER INC	R	164.95
01	318478	04/09/2026	GROUP HEALTH NON-PATIENT A/R	R	5,437.50
01	318479	04/09/2026	H&B SPECIALIZED PRODUCTS INC	R	1,330.00
01	318480	04/09/2026	HILLYARD MINNEAPOLIS	R	9,372.03
01	318481	04/09/2026	HJELM, ADAM	R	5.00
01	318482	04/09/2026	HOME DEPOT CREDIT SERVICES	R	754.29

01	318483	04/09/2026	IIX INSURANCE INFORMATION EXCHANGE	R	80.45
01	318484	04/09/2026	INSTITUTE FOR ENVIROMENTAL	R	12,315.00
01	318485	04/09/2026	JERRY M DEARLY	R	300.00
01	318486	04/09/2026	JW PEPPER & SON INC	R	183.59
01	318487	04/09/2026	KEMPS LLC	R	1,960.80
01	318488	04/09/2026	KINECT ENERGY INC	R	569.00
01	318489	04/09/2026	KREMER SERVICES LLC	R	284.90
01	318490	04/09/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	5,847.64
01	318491	04/09/2026	MAXORPLUS LTD, DBA: VYTLONE	R	42,344.89
01	318492	04/09/2026	MN UMPIRES ASSOCIATION	R	485.00
01	318493	04/09/2026	MRI SOFTWARE LLC	R	27.00
01	318494	04/09/2026	MUSKA ELECTRIC CO.	R	7,891.02
01	318495	04/09/2026	NEW LIFE ENTERPRISE	R	992.00
01	318496	04/09/2026	NILFISK, INC.	R	768.40
01	318497	04/09/2026	NOKOMIS SHOE SHOP	R	124.95
01	318498	04/09/2026	NORTH CENTRAL INTERNATIONAL, LLC	R	857.43
01	318499	04/09/2026	ON SITE SANITATION	R	178.30
01	318500	04/09/2026	ONEBRIDGE BENEFITS INC.	R	2,413.00
01	318501	04/09/2026	PAN O GOLD BAKING CO	R	441.75
01	318502	04/09/2026	PARK TAVERN	R	257.46
01	318503	04/09/2026	PAYDHEALTH	R	2,921.91
01	318504	04/09/2026	I3-MPN, LLC	R	750.00
01	318505	04/09/2026	SQUIRES, WALDSPURGER & MACE, P.A.	R	5,714.49
01	318506	04/09/2026	STONE ARCH STUDIO LLC	R	400.00
01	318507	04/09/2026	TRIO SUPPLY COMPANY	R	1,980.07
01	318508	04/09/2026	TRUE NORTH WATER TREATMENT LLC	R	4,328.15
01	318509	04/09/2026	TWIN CITY TRANSPORTATION	R	227,316.15
01	318510	04/09/2026	UPPER LAKES FOODS	R	24,031.53
01	318511	04/09/2026	VERIZON WIRELESS	R	360.09
01	318512	04/09/2026	VITAMINK12, LLC	R	60.00
01	318513	04/09/2026	WOLD ARCHITECTS AND ENGINEERS	R	8,660.23
01	318514	04/09/2026	XCEL ENERGY	R	2,843.03
			TOTAL CHECKS, EPAYS & PCARDS		**1,060,651.20**

SUPERINTENDENT'S REPORT AND AGENDA

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

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

Monday, April 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 Monday, April 20, 2026 in the boardroom at the Richfield Public Schools District Office. Chair Carter called the regular board meeting to order at 7:01 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 Vanessa Rosas Miguel was also present.

II. REVIEW AND APPROVAL OF THE AGENDA

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

III. INFORMATION AND PROPOSALS - NON-ACTION ITEMS

A. Public Comment
B. Superintendent Update
    1. Elementary & Secondary Education Presentation
    2. Strategic Planning Process Update
C. Commendations

IV. CONSENT AGENDA

A. Routine Matters
    1. Minutes of the Regular Meeting held April 6, 2026
    2. General Disbursements as of 4/9/26 in the Amount of $1,060,651.20
    3. Year-to-Date Finance Update
B. Personnel Items

Classified Management – Retirement						
Name	**Employee Group**	**Position**	**Building**	**FTE**	**Effective Date**	**Years of Service**
Kathleen Rumppe	Classified Mmgt	Supervisor of Student Info	District Office	Full-Time	6/30/2026	25

Certified – Retirement per Agreement

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Juan Figueroa Garcia	Certified	English Language	Richfield Dual Language	Full-Time	6/30/2026	19
Kathleen Glick	Certified	STEM Teacher	Richfield STEM Elementary	Full-time	6/30/2026	20

Certified – Resignation

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Alicia Vaca Alonso	Certified	Social Studies DLI Teacher	Richfield High School	Full-Time	6/5/2026	4
Kristen Bradseth	Certified	Global Language Spanish Teacher	Richfield High School	Full-Time	6/5/2026	6
Matthew Caruso	Certified	Business Teacher	Richfield High School	Full-Time	6/5/2026	8
Zara Quraishi	Certified	Elementary Education Teacher	Sheridan Hills Elementary	Full-Time	6/8/2026	1

Certified – Leave of Absence

Name	Employee Group	Position	Building	FTE	Effective Date	
Joana Pasco Albesa	Certified	Elementary Education Teacher	Richfield Dual Language	Full-Time	7/1/2026 - 6/30/2027	

Classified – New Hire

Name	Employee Group	Position	Building	FTE	Effective Date	
Emily Christian	Para	Special Education Paraprofessional	Central Ed. Center	Full-Time	4/6/2026	
Francisco Pavon Gonzalez	Facilities & Transp.	Building Cleaner	Richfield High School	Full-Time	4/15/2026	

Classified – Resignation

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Bradley Badour	Facilities & Transp.	Engineer	Richfield High School	Full-Time	4/24/2026	1.5
Classified – Termination						
Name	**Employee Group**	**Position**	**Building**	**FTE**	**Effective Date**	**Years of Service**
Lindsey Jacobs	Nutrition Services	Kitchen Assistant	Centennial Elementary	Part-Time	4/13/2026	

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

V. OLD BUSINESS

A. Policy 703: Student Activity Fund and Other Organizations & Administrative Guideline 703.1 - second read
B. Policy 613: Religion in the Schools & Administrative Guideline 613.1 - second read

VI. NEW BUSINESS

A. Resolution to Discontinue Teaching Contracts and Place Teachers on Unrequested Leave of Absence

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

B. Donations

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

VII. ADVANCE PLANNING

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

5-4-26	7 p.m.	Regular Board Meeting
5-18-26	7 p.m.	Regular Board Meeting - Public Comment

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

Motion by Cole, seconded by Liss, and unanimously carried, the board of education moved into closed session at 8:12 p.m. Attending the closed session were Carter, Cole, Liss, Spencer and Tompkins. Superintendent Unowsky, Senior Executive Officer Holje and Director of HR Axell were also present.

IX. REOPEN MEETING

Motion by Spencer, seconded by Cole, and unanimously carried, the board of education moved into open session at 8:49 p.m. with the following board members present: Carter, Cole, Liss, Spencer and Tompkins. Superintendent Unowsky and Senior Executive Officer Holje were also present.

X. ADJOURN REGULAR MEETING

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

CHECKS, EPAYS & PCARDS
05/04/2026 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	4/16/2026	267,905.37
	4/23/2026	578,745.03
E-Pays	4/16/2026	373.70
	4/23/2026	537.22

CHECK REGISTER BANK 05 TOTAL =	**847,561.32**

BREAKDOWN	
01-206-00	614,269.87
02-206-00	112,516.64
03-206-00	9,943.93
04-206-00	8,372.06
06-206-00	
07-206-00	
18-206-00	
20-206-00	102,325.28
21-206-00	133.54
47-206-00	
BANK TOTAL =	**847,561.32**

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	318515	04/16/2026	T-MOBILE	R	2,151.30
01	318516	04/16/2026	AB STAFFING SOLUTIONS, LLC	R	6,280.00
01	318517	04/16/2026	ADVANCED COMMERCIAL KITCHENS	R	1,754.66
01	318518	04/16/2026	ALERUS RETIREMENT AND BENEFITS	R	834.60
01	318519	04/16/2026	ALL STATE COMMUNICATIONS LLC	R	2,000.00
01	318520	04/16/2026	AI TECHNOLOGIES LLC	R	240.00
01	318521	04/16/2026	BATTERIES R US	R	2,959.96
01	318522	04/16/2026	BERRY COFFEE COMPANY INC.	R	586.50
01	318523	04/16/2026	BCBS OF MINNESOTA & BLUE PLUS	R	8,142.00
01	318524	04/16/2026	BSI MECHANICAL, INC.	R	1,412.38
01	318525	04/16/2026	CATALYST BUYING GROUP LLC	R	753.33
01	318526	04/16/2026	CEDAR SMALL ENGINE	R	322.60
01	318527	04/16/2026	CEP ART & DESIGN	R	198.00
01	318528	04/16/2026	CHARACTER KIDS, LLC	R	972.00
01	318529	04/16/2026	CHRISTIAN NICHOLAS	R	28.43
01	318530	04/16/2026	CINTAS CORPORATION NO 2	R	67.99
01	318531	04/16/2026	COMCAST BUSINESS	R	569.32
01	318532	04/16/2026	DICKS SANITATION SERVICE, INC (DSI)	R	8,229.89
01	318533	04/16/2026	FAMILY TREE CLINIC	R	600.00
01	318534	04/16/2026	FINANGER PHILLIP J	R	42.10
01	318535	04/16/2026	GOPHER STAGE LIGHTING	R	4,396.06
01	318536	04/16/2026	GRAFTON SCHOOL, INC.	R	1,557.14
01	318537	04/16/2026	WW GRAINGER INC	R	209.09
01	318538	04/16/2026	GROUP MEDICAREBLUE RX	R	8,325.00
01	318539	04/16/2026	HAWKINS INC	R	5,455.62
01	318540	04/16/2026	SKOL MFG CO, DBA: HEARTSTATION	R	171.00
01	318541	04/16/2026	HILLYARD MINNEAPOLIS	R	4,428.27
01	318542	04/16/2026	HOPE CHURCH	R	15,910.11
01	318543	04/16/2026	HOYO, SBC	R	2,040.00
01	318544	04/16/2026	INNOVATIVE OFFICE SOLUTIONS LLC	R	25.00
01	318545	04/16/2026	JEROME A PLAGGE JR	R	28.43
01	318546	04/16/2026	KEMPS LLC	V	0.00
01	318547	04/16/2026	KEMPS LLC	R	5,390.67
01	318548	04/16/2026	KREMER SERVICES LLC	R	1,458.62
01	318549	04/16/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	7,079.15
01	318550	04/16/2026	LOFFLER	R	1,031.91
01	318551	04/16/2026	MACKIN BOOK COMPANY	R	1,087.28
01	318552	04/16/2026	MACMILLAN HOLDINGS	R	6,332.23
01	318553	04/16/2026	MAXORPLUS LTD, DBA: VYTLONE	R	46,182.97
01	318554	04/16/2026	MENDELBLATT SCOTT	R	28.43
01	318555	04/16/2026	METROPOLITAN MECHANICAL CONTRACTORS	R	13,174.50
01	318556	04/16/2026	MIDWEST BUS PARTS INC	R	207.00
01	318557	04/16/2026	MILES SARA	R	42.10
01	318558	04/16/2026	MINUTEMAN PRESS EDINA	R	799.97
01	318559	04/16/2026	MN DECA	R	2,003.78
01	318560	04/16/2026	NAPA AUTO PARTS	R	662.47
01	318561	04/16/2026	NORTH CENTRAL INTERNATIONAL, LLC	V	0.00
01	318562	04/16/2026	NORTH CENTRAL INTERNATIONAL, LLC	R	2,467.50

01	318563	04/16/2026	NOVAK JANICE SOPHIE	R	40.00
01	318564	04/16/2026	PAN O GOLD BAKING CO	R	902.82
01	318565	04/16/2026	PLUNKETT'S /VARMENT GUARD	R	1,111.09
01	318566	04/16/2026	POMPS TIRE SERVICE	R	1,577.40
01	318567	04/16/2026	PREMIUM WATERS INC	R	39.00
01	318568	04/16/2026	PROFESSIONAL WIRELESS COMMUNICATION	R	566.46
01	318569	04/16/2026	RED BALLOON BOOKSHOP	R	1,038.33
01	318570	04/16/2026	REED BEHAVIORAL HEALTH LLC	R	4,000.00
01	318571	04/16/2026	RO HEALTH, LLC	R	1,160.00
01	318572	04/16/2026	ROSA RUBIO ESCODA	R	1,332.50
01	318573	04/16/2026	RX VALET, LLC	R	424.88
01	318574	04/16/2026	SCHMITT MUSIC	R	543.00
01	318575	04/16/2026	SCHOOL SERVICE EMPLOYEES UNION	R	5,256.67
01	318576	04/16/2026	SHERWIN WILLIAMS CO	R	158.16
01	318577	04/16/2026	SMARTSENSE BY DIGI	R	479.57
01	318578	04/16/2026	SOURCEWELL	R	660.00
01	318579	04/16/2026	STARK MOLLY	R	72.60
01	318580	04/16/2026	STATE INDUSTRIAL PRODUCTS	R	3,583.26
01	318581	04/16/2026	TOLL COMPANY	R	13.64
01	318582	04/16/2026	TREVIPAY	R	99.99
01	318583	04/16/2026	TRIO SUPPLY COMPANY	R	408.50
01	318584	04/16/2026	TWIN CITY FILTER SERVICE INC	R	1,205.59
01	318585	04/16/2026	API GARAGE DOOR, INC.	R	1,886.00
01	318586	04/16/2026	U OF M - ACADEMIC SUPPT RESOURCES	R	20,155.00
01	318587	04/16/2026	UHL COMPANY INC	R	632.72
01	318588	04/16/2026	UNITED HEALTHCARE/AARP MEDICARE RX	R	119.10
01	318589	04/16/2026	UNITED HEARTHCARE /AARP MEDICARE RX	R	119.10
01	318590	04/16/2026	UNITEDHEALTHCARE	R	655.91
01	318591	04/16/2026	UPPER LAKES FOODS	V	0.00
01	318592	04/16/2026	UPPER LAKES FOODS	R	36,093.57
01	318593	04/16/2026	XCEL ENERGY	R	13,463.40
01	318594	04/16/2026	ZACHERIAH RED BEAR	R	1,000.00
01	318595	04/16/2026	ZAHL PETROLEUM MAINTENANCE CO	R	467.75
01	V2601001	04/16/2026	KAREN GAVILAN-TEPOZTECO	R	61.57
01	V2601002	04/16/2026	ERIN M HUBER	R	121.66
01	V2601003	04/16/2026	DANIELLE TSCHIDA	R	119.99
01	V2601004	04/16/2026	AUBREE M YUNKER	R	70.48
01	318596	04/23/2026	ADVANCED COMMERCIAL KITCHENS	R	931.00
01	318597	04/23/2026	BAUSCHELT PATRICK	R	95.00
01	318598	04/23/2026	BIX FRUIT COMPANY	R	243.34
01	318599	04/23/2026	HIRES LLC	R	3,350.00
01	318600	04/23/2026	BSI MECHANICAL, INC.	R	3,884.55
01	318601	04/23/2026	BSN SPORTS, LLC	R	525.94
01	318602	04/23/2026	CANON FINANCIAL SERVICES INC	R	4,747.36
01	318603	04/23/2026	CAPITAL ONE TRADE CREDIT	R	82.58
01	318604	04/23/2026	CHARLES EDRIAN A SAVZG	R	113.70
01	318605	04/23/2026	CINTAS CORPORATION NO 2	R	204.11
01	318606	04/23/2026	CITY OF RICHFIELD	R	300.00
01	318607	04/23/2026	COMCAST	R	447.83

01	318608	04/23/2026	CONTRERAS WILLIAM	R	31.58
01	318609	04/23/2026	DAVION NAZIR KENNEDY	R	12.10
01	318610	04/23/2026	ESX TECHNOLOGY SOLUTIONS, LLC	R	90.00
01	318611	04/23/2026	FASTENAL INDUSTRIAL	R	380.17
01	318612	04/23/2026	FINANGER PHILLIP J	R	126.30
01	318613	04/23/2026	GARTLAND GRANT F	R	107.00
01	318614	04/23/2026	WW GRAINGER INC	R	25.54
01	318615	04/23/2026	HENTGES, HENRY	R	107.00
01	318616	04/23/2026	HJELM, ADAM	R	10.00
01	318617	04/23/2026	INNOVATIVE OFFICE SOLUTIONS LLC	R	90.52
01	318618	04/23/2026	INTERMEDIATE DISTRICT 287	R	143,323.46
01	318619	04/23/2026	JACOBSON BRYCE	R	107.00
01	318620	04/23/2026	KARNAS MIKE	R	95.00
01	318621	04/23/2026	KEMPS LLC	V	0.00
01	318622	04/23/2026	KEMPS LLC	R	4,240.86
01	318623	04/23/2026	KOHLS, JEFF	R	107.00
01	318624	04/23/2026	LEROY'S GREAT BEAR	R	39.99
01	318625	04/23/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	7,441.00
01	318626	04/23/2026	MACADAMS CHRISTOPHER	R	37.90
01	318627	04/23/2026	MADISON NATIONAL LIFE INS CO INC	R	17,833.57
01	318628	04/23/2026	MAXORPLUS LTD, DBA: VYTLONE	R	47,258.04
01	318629	04/23/2026	MCDONOUGH'S SEWER SERVICES, INC.	R	2,884.47
01	318630	04/23/2026	MENDELBLATT SCOTT	R	161.08
01	318631	04/23/2026	MIELKE TYLER R	R	107.00
01	318632	04/23/2026	MILES SARA	R	210.51
01	318633	04/23/2026	MINNESOTA UI FUND	R	9,472.20
01	318634	04/23/2026	MI-ZI-WAY DESJARLAIT	R	400.00
01	318635	04/23/2026	MOBILE RADIO ENGINE	R	79.00
01	318636	04/23/2026	MULTILINGUAL WORD INC	R	8,029.16
01	318637	04/23/2026	NILFISK, INC.	R	735.00
01	318638	04/23/2026	NORTH CENTRAL BUS	R	32.06
01	318639	04/23/2026	NORTH CENTRAL INTERNATIONAL, LLC	R	280.88
01	318640	04/23/2026	ON SITE SANITATION	R	1,574.79
01	318641	04/23/2026	PAN O GOLD BAKING CO	R	831.55
01	318642	04/23/2026	PITNEY BOWES BANK PURCHASE POWER	R	79.89
01	318643	04/23/2026	PLAGGE, RONETTE	R	53.73
01	318644	04/23/2026	POWERSCHOOL GROUP LLC	R	843.50
01	318645	04/23/2026	QUALITY BUS & TRUCK PARTS	R	400.00
01	318646	04/23/2026	RED BALLOON BOOKSHOP	R	1,366.05
01	318647	04/23/2026	RINGCENTERAL, INC.	R	9,317.40
01	318648	04/23/2026	RX VALET, LLC	R	8,175.63
01	318649	04/23/2026	SCHOOL SERVICE EMPLOYEES UNION	R	5,269.95
01	318650	04/23/2026	SNA-SCHOOL NUTRITION	R	34.00
01	318651	04/23/2026	SOUTH SUBURBAN CONFERENCE	R	654.00
01	318652	04/23/2026	SQUIRES, WALDSPURGER & MACE, P.A.	R	27.20
01	318653	04/23/2026	STARK MOLLY	R	72.60
01	318654	04/23/2026	TRIO SUPPLY COMPANY	R	2,668.49
01	318655	04/23/2026	UNITED STATES TREASURER	R	200.00
01	318656	04/23/2026	UNIVERSITY LANGUAGE CENTER	R	409.40

01	318657	04/23/2026	UPPER LAKES FOODS	R	40,136.59
01	318658	04/23/2026	VERTIMAX LLC	R	5,308.93
01	318659	04/23/2026	VSP INSURANCE CO. (CT)	R	3,513.02
01	318660	04/23/2026	W.L. HALL CO	R	235,707.00
01	318661	04/23/2026	WORLD FUEL SERVICES, INC.	R	1,875.17
01	318662	04/23/2026	XCEL ENERGY	R	1,445.34
01	V2601005	04/23/2026	LANA HENDRICKS LEUNING	R	32.77
01	V2601006	04/23/2026	JESSICA M HOFFMAN	R	33.57
01	V2601007	04/23/2026	KATRINA L MORGAN	R	71.06
01	V2601008	04/23/2026	ERIN H NEILON	R	100.57
01	V2601009	04/23/2026	CASSI M O'MEARA	R	94.50
01	V2601010	04/23/2026	THOMAS SONG	R	91.72
01	V2601011	04/23/2026	KASYA L WILLHITE	R	113.03
			TOTAL CHECKS & E-PAYS REGISTER		**847,561.32**

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
April 28, 2026

Description	Matures	Rate	Cost	General Operating	OPEB Bond
				-	-
Bank of China	09/02/27	3.64%	237,000.00	237,000.00	-
GBank	09/02/27	3.64%	237,000.00	237,000.00	-
US TREASURY N/B	08/31/27	3.61%	499,097.46	499,097.46	-
Addition Financial Credit Union	07/26/27	3.52%	238,400.00	238,400.00	-
First Pryority Bank	07/26/27	3.58%	238,200.00	238,200.00	-
Aneca Federal Credit Union	07/26/27	3.52%	238,400.00	238,400.00	-
Premier Bank	07/26/27	3.52%	238,400.00	238,400.00	-
American Commercial Bank & Trust, National Associatio	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	-
ServisFirst Bank	02/03/27	3.62%	242,000.00	242,000.00	-
BOM Bank	02/03/27	3.66%	241,800.00	241,800.00	-
Providence Bank	02/03/27	3.58%	242,100.00	242,100.00	-
Oxford Bank	02/03/27	3.52%	242,100.00	242,100.00	-
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	-
STRIPS	11/15/26	4.19%	499,807.02	499,807.02	-
SIGNATURE BK OF ARKANSAS	10/29/26	3.80%	249,559.92	249,559.92	-
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	-
MNTrust TERM SERIES	07/27/26	3.95%	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	-
MN TRUST TERM SERIES	05/18/26	4.70%	1,000,000.00	1,000,000.00	-
GOLDMAN SACHS GOVERNMENT MONEY MARKET		3.30%	5,876,879.42	-	5,876,879.42
BANK HAPOALIM	10/01/26	4.45%	206,700.00	-	206,700.00
US TREASURY N/B	09/30/26	4.34%	789,398.44	-	789,398.44
FIRST INTERNET BANK OF INDIANA	09/30/26	4.00%	209,500.00	-	209,500.00
Total Investments Held			**18,391,942.26**	**11,309,464.40**	**7,082,477.86**

ppd:Finance

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

Board of Education

Independent School District 280, Richfield, MN

Regular Meeting

May 04, 2026

Management – New Hire

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Andrew Collins	Management	Elementary Principal	Centennial Elementary School	Full-Time	7/1/2026	

Management – Reassignment

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Alex Ward	Management	Middle School Assistant Principal	Richfield Middle School	Full-Time	7/1/2026	

Certified – New Hire

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Carter Haaland	Certified	English Language Teacher	Richfield Dual Language	Full-Time	8/19/2026	
Diana Ortiz Morales	Certified	Elementary Education Teacher	Richfield Dual Language	Full-Time	8/19/2026	
Annie Schlaefer	Certified	Speech Language Pathologist	Multi-Building	Part-Time	8/19/2026	
Kyle Schleife	Certified	Choir Teacher	Richfield Middle School	Full-Time	8/19/2026	
Emilie Tobin	Certified	Elementary Education Teacher	Richfield Dual Language	Full-Time	8/19/2026	

Certified – Reassignment with Extended Probation

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Maria Toledo	Certified	Social Studies Dual Language Teacher	Richfield High School	Full-Time	8/24/2026	

Certified – Retirement per Agreement

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Karah Holle	Certified	Language Arts	Richfield High School	Part-Time	6/30/2026	26

Certified – Resignation

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Rebecca Arredondo	Certified	English Language	Richfield High School	Full-Time	6/5/2026	3
Nathan Giles	Certified	Special Education Teacher	Richfield High School	Full-Time	6/5/2026	
Andrew Jacobson	Certified	Physical Education/Health Teacher	Richfield Middle School	Full-Time	6/8/2026	3
Elizabeth Ledesma Fernandez	Certified	Elementary Education Teacher	Richfield Dual Language	Full-Time	6/8/2026	1
Karen Slaght	Certified	School Social Worker	Richfield Dual Language	Full-Time	6/8/2026	16

Certified – Permanent Change in FTE

Name	Employee Group	Position	Building	FTE	Effective Date	FTE
Asimina Syrika	Certified	Speech Language Pathologist	Richfield Middle School	Part-Time	8/24/2026	1.0 to 0.7

Certified – Temporary Change in FTE

Name	Employee Group	Position	Building	FTE	Effective Date	FTE
Laurie Sutton	Certified	English Language	Richfield STEM Elementary	Part-Time	8/24/2026	1.0 to 0.6
Suzanne Hiller	Certified	School Social Worker	South Education Center	Part-Time	8/24/2026	0.5 to 0.4

Classified – New Hire

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Christian Yepez	Facilities and Transportation	Building Cleaner	Richfield High School	Full-Time	4/27/2026	
Haley Begordis	Paraprofessional	Instructional Paraprofessional	Richfield High School	Full-Time	8/31/2026	
Trentin Melichar-Pepin	Facilities and Transportation	Maintenance A	Richfield STEM Elementary	Full-Time	4/30/2026	

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 4, 2026

Subject: Student Activity Fund and Other Organizations

(Recommended by the superintendent)

Passage upon a third read of Policy 703: Student Activity Fund and Other Organizations & Administrative Guideline 703.1. This policy governs how student activity accounts are maintained within the RPS financial accounting system and affirms the separation of accounting between RPS and other organizations that support RPS students or staff. The guideline provides further definitions and details of how this is implemented.

The policy and guideline have been reviewed by the Finance Department, the Activities Department, and the Competitive Activities Advisory Committee, and recommended changes are included.

Attachments:
Policy 703: Student Activity Fund and Other Organizations - redlined
Administrative Guideline 703.1 - redlined
Appendix A: Activity Purpose Summary Form
MSBA Model Policy 713: Student Activity Accounting

RICHFIELD PUBLIC SCHOOLS

STUDENT ACTIVITY FUND AND OTHER ORGANIZATIONS

I. PURPOSE

The Richfield Public Schools ~~Board~~ board of ~~Education~~education, by the authority of Minnesota Statute 123B.49, must assume the direction and control of the student activity funds.

Outside organizations that have a formal relationship with the District, such as PTAs, Parent Booster Clubs, Staff-related accounts, Foundations, etc. are independent entities that perform their own financial accounting, and cannot be managed, accounted or reported by the ~~district~~District.

II. GENERAL STATEMENT OF POLICY

The use of student activity fund accounts shall be in compliance with the Manual for Uniform Financial Accounting and Reporting Standards (UFARS) for Minnesota Schools.

A. The ~~Board~~ board must receive, disburse, and account for all funds of such activities in the same manner as all other revenues and expenditures of the district as directed by district policy and UFARS.

B. The supervision and control of student activity accounts shall be the responsibility of the school principal or designee.

C. The financial accounting and reporting as directed by GASB 84 and UFARS shall be the responsibility of the Director of Finance or designee.

D. The student activity accounts shall be separate and identifiable in the ~~School~~ District's chart of accounts.

E. The student activity accounts shall be included in the annual school district audit with periodic reporting to the ~~School~~ school ~~Board~~board.

III. INACTIVE ACCOUNTS

A. The ~~School~~ school ~~Board~~ board or designee may terminate, at any time, a program or activity as long as such action does not violate any other statute. In general, the ~~Board~~ board will dissolve a student activity account after two years of inactivity, and the balances shall be transferred or donated to another student activity.

B. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. ~~—~~ Any residual money

from a graduating class activity fund may be reallocated by the school principal or designee to the remaining student activity accounts, existing or newly created.

IV. OTHER ORGANIZATIONS THAT SUPPORT DISTRICT ACTIVITIES

The ~~School~~ school ~~Board~~ board shall not maintain or account for funds generated by non-students, including but not limited to, convenience funds for staff members, Parent Booster Clubs, or parent-teacher organizations or association funds.
Outside organizations such as these that have a formal relationship with the District must maintain bank accounts separate from ~~school d~~District accounts and separate disbursement and accounting mechanisms.

Such organizations shall not use the District's letterhead, insignia, tax exemption status, or tax identification numbers, and shall not hold themselves out in any manner as to be viewed as or mistaken to be a branch of the ~~school~~ District without prior approval from the ~~Board~~ school board or its designee.

The ~~School~~ District encourages external fundraising groups to follow appropriate accounting practices and conduct annual audits of financial records by an independent source. The ~~School~~ District's business office may provide guidance on compliance with this policy upon request of the individual organizations.

A. Outside organizations that support RPS student activities

In the case of organizations such as parent booster clubs, parent-teacher organizations, foundations, etc., the following must be observed: In order to maintain proper separation of disbursement and accounting mechanisms, ~~school d~~District employees are not permitted to make deposits into a bank account maintained by such an organization, or be an authorized check signer to write checks against, or reconcile such an account.~~—~~ School district employees must not direct or influence the activities of nor have any direct financial responsibility or influence for one of these organizations. For purposes of this policy, a school employee does not include a school board member or temporary or seasonal employee (working fewer than 67 days in a calendar year).

B. Outside organizations that support RPS staff activities

In the case of convenience funds for staff members, such as sunshine funds and staff activity clubs, etc., the following must be observed: Individuals within the ~~district~~ District responsible for financial accounting and/or in leadership positions should not administer the outside organizational funds. If this is not possible due

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to the purpose of the fund, then two signatures must be obtained for all financial transactions.

Legal References:

Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.35 (General Policy)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.38 (Hearing)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)
Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)
~~Minn. Stat. 123B.76 77 Uniform Financial Reporting and Accounting Standards (UFARS)~~

~~***Cross References:*** UFARS Manual, Chapter 14, Manual on Activity Fund Accounting (MAFA)~~

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RATIFIED BY THE BOARD OF EDUCATION: April 2, 2001

REVISED BY THE BOARD OF EDUCATION: February 6, 2006; November 20, 2006; March 15, 2021

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

STUDENT ACTIVITY FUND AND OTHER ORGANIZATIONS

I. INTRODUCTION

The purpose of this guideline is to assist in the implementation of Policy 703, pertaining to the Richfield Public Schools board of education's ~~School Board's~~ direction and control of the student activity accounts.

II. DEFINITIONS

~~Whenever it is beneficial and in the best interest of the district and the students to participate in school sports or educational activities connected with their studies and outside of the territorial limits of the district, the board or designee may authorize such activity.~~The school board or designee may authorize extracurricular and co-curricular activities. The school board or designee must determine if the student activity is co-curricular or extracurricular prior to the granting authority for the activity.

A. **Extracurricular activities** are defined as all direct and personal services for students, including home school students, for their enjoyment, that are managed and operated under the guidance of a school advisor. Extracurricular ~~Student~~ student activities have **all** of the following characteristics:

1. The activity is not offered for school credit or required for graduation.
2. The activity is conducted outside schools hours, or if partly during school hours, at times agreed by the participants, and approved by the school principal.
3. The activity **content is determined primarily by the student** participants under the guidance of a school advisor.

B. **Co-Curricular Activities (Non-Athletics)** are defined as ~~school~~ school-sponsored and directed activities designed to provide opportunities for students to participate, on an individual or group basis, in school and public events for the improvement of skills. Co-Curricular activities are not offered for school credit, cannot be counted toward graduation and have one or more of the following characteristics:

1. The activity is conducted at regular and uniform times during school hours, or at times established by the principal.
2. The activity is directed by an instructional staff advisor in a learning environment similar to that found in courses offered for credit.

3. The activity is partially, primarily or totally funded by public funds for general instructional purposes under the direction and control of the board.

~~3.~~ C. Athletic team accounts are provided by the District and are not defined as student activity accounts. Athletic teams may receive donations, if approved by the board, but are not subject to the same requirements or procedures as other student activities.

~~C~~D. **Outside organizations that have a formal relationship with the District**, such as PTAs, ~~Parent~~ parent ~~Booster~~ booster ~~Clubs~~clubs, ~~Staff~~ staff-related convenience accounts, ~~Foundations~~ foundations, etc., are independent entities that perform their own accounting functions, and must not be managed, accounted or reported by the ~~district~~District.

~~1. Such organizations shall not use the District's letterhead, insignia, tax exemption status, tax I.D. numbers, and shall not hold themselves out in any manner as to be viewed as or mistaken to be a branch of the school without prior approval from the Board or its designee.~~

~~2. In the case of organizations such as parent booster clubs, parent teacher organizations, foundations, etc., the following must be observed: In order to maintain proper separation of disbursement and accounting mechanisms, school district employees are not permitted to make deposits into a bank account maintained by such an organization, or be an authorized check signer to write checks against, or reconcile such an account. School district employees must not direct or influence the activities of nor have any direct financial responsibility or influence for one of these organizations. For purposes of this guideline, a school employee does not include a school board member or temporary or seasonal employee (working fewer than 67 days in a calendar year).~~

~~3. In the case of convenience funds for staff members, such as sunshine funds and staff activity clubs, etc., the following must be observed: Individuals within the district responsible for financial accounting and/or in leadership positions should not administer the outside organizational funds. If this is not possible due to the purpose of the fund, then two signatures must be obtained for all financial transactions.~~

D. A student activity account is not to be used by the schools to receive commission sales from vending machines~~, and~~ or school picture sales.

III. ACTIVITY PURPOSE

An **Activity Purpose Summary** form~~, see~~ (~~–~~Appendix A~~,~~ ~~–~~) or equivalent must be completed for each student activity on an annual basis, signed by the advisor, principal or designee, and maintained on file ~~in~~ with the ~~Business Office~~Finance Department.

The completed form must include the following elements:

- Date

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Commented [CQ1]: All of this is in the policy and does not need to be repeated in the guideline

- Name of activity
- Purpose of activity
- Grade of students who will benefit from the activity
- Acknowledgement that the advisor has received a copy of the UFARS Manual for Activity Fund Accounting (or District equivalent) and responsibilities related to the activity
- Instructions for disposal of the balance of the activity's funds upon termination
- Name of ~~Advisor~~ advisor – printed, signature and date
- Name of ~~Building~~ building ~~Principal~~ principal or designee – printed, signature or similar acknowledgement and date

Note: An email confirmation is acceptable in lieu of signatures if it contains an acknowledgment that the summary has been reviewed by the responsible parties (i.e., advisor, building principal or designee).

IV. EXPENDITURES

A student activity account must serve a specific group of students and is not to be used to circumvent the ~~district's~~ District's standard purchasing and accounting practices. Expenditures must follow public purpose.~~–~~ Public purpose means an activity that meets all of the following:

- will benefit the community as a whole
- is directly related to the functions of the ~~district~~District
- does not have as its primary objective the benefit of a private interest.

A. Acceptable activity account expenditures include, but are not limited to:

1. Expendable supplies spent on the operation of the activity.
2. Admission and participation fees for the entire group, not specific individuals within the group
3. Entertainment for specific student activity events, including contracted services (i.e., disc jockey for prom)
4. Food, lodging, transportation
5. Travel expenditures
6. Clothing for students participating in the student activity
7. Donations that meet the mission, vision, and activity purpose of the student activity as determined by the students.

B. Unacceptable activity account expenditures include, but are not limited to:

1. Salaries of advisors and/or any incidental expenses arising from the use of school property.
2. Employee compensation, gifts, awards or personal items.
3. Gift cards or gifts certificates or any other cash-like medium.
4. Faculty meetings or events
5. Costs not representative of the student activity purpose

6. Advisor and/or other district staff travel expense, unless such travel expense is clearly in connection with the student activity purpose of the student activity.
7. Library books, office supplies, furniture, textbooks or other supplies for general instructional use.
8. Field trips that are curricular in nature.
9. Donations or gifts made to individuals, religious entities or organizations such as a booster club, PTO, or school foundation.
10. Scholarships
11. Sales tax except airfare, hotel, auto rental and prepared meal costs not served on district property.

C. All transportation needs should be coordinated with the transportation office.

V. RECEIPTS

A. Revenue should include any donations, membership fees, admissions, or proceeds of any activity sponsored by the ~~Board~~school board.~~ ~~ Gifts and donations must be accepted by the school board. ~~Gifts may require governing board approval for acceptance.~~

B. Deposits are to be made promptly.

C. All revenue collected from vending machines or school pictures are ~~district~~ District revenues, and cannot be deposited in any student activity account.

VI. DISBURSEMENTS

A. Disbursements should follow normal ~~district~~ District purchasing procedures and policies.~~ ~~ The request shall provide the following information:

1. Name of ~~Organization~~organization
2. Explanation of ~~Disbursement~~disbursement
3. Name of ~~Vendor~~vendor(s)
4. Date ~~Requested~~requested
5. Account ~~Code~~code
6. Appropriate ~~Documentation~~ documentation (i.e., original itemized invoice, itemized ~~sales slip~~receipt)

B. Disbursement must be approved by:

1. Individual ~~Activity~~ activity ~~Fund~~ fund ~~Student~~ student ~~Treasurer~~ treasurer (when applicable)
2. Activity ~~Advisor~~ advisor and/or
3. Principal or designee

C. No individual student activity account can have a negative balance at the end of the fiscal year. Deficit financing, or writing a check against an account which has an insufficient cash balance is not an acceptable practice.

~~D. The student activity "petty cash" is maintained in a discrete, locked location in the school office and can be used to reduce the number of check requests and expedite reimbursements. Disbursements must not be paid directly with petty cash. As a general rule, petty cash should only be used for reimbursable expenses less than $100. Proper, dated and detailed documentation including approval as outlined in V.B. above must be supplied in order to receive reimbursement.~~

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E. The use of personal checking accounts by employees, such as advisors or principals, to support student activity expenses is prohibited by law.

F. Contracted services and equipment purchases must be made by following normal ~~district~~ District processes. However, ~~Student~~ student ~~Activity~~ activity accounts cannot advertise, solicit ~~and~~ or award bids.

VII. INACTIVE/DISCONTINUED ACTIVITY ACCOUNTS WITH REMAINING CASH BALANCES

Balances from inactive student activity accounts will be transferred to the student activity list on the activity purpose summary form. ~~For either inactive or discontinued accounts, follow the instructions on the Activity Purpose Summary or equivalent, which provides instructions for disposition of an activity and the related funds upon termination.~~

Any student activity account ~~which~~ that has been inactive for a maximum of one fiscal year must be disposed of unless the advisor submits a plan to the ~~Business Office~~Finance Department~~,~~ indicating why the activity has been inactive and why it should not be terminated.

For student activity accounts related to a graduated class, any funds remaining in the account after graduation ~~must be disposed of as indicated on the Activity Purpose Summary or equivalent, in a timely manner~~will be carried over to the equivalent student activity group for the following graduation year. For transactions occurring after graduation, it is acceptable for the advisor and principal~~,~~ or designee~~,~~ to approve transactions. Student signatures are not required after graduation. ~~as long as the remaining account balance is being disposed of in accordance with the termination instructions on the Activity Purpose Summary.~~

VIII. FISCAL REQUIREMENTS

A. Any changes, termination or addition of an activity account shall be documented by the school principal and coordinated with the business office.

B. The school principal shall ~~insure~~ ensure that all accounts are in compliance with the Manual on Activity Fund Accounting (MAFA). ~~—~~ The principal shall be responsible for providing each activity advisor with the manual and supervising their compliance.

C. The account records shall be reconciled monthly by the activity treasurer and the ~~school district business office~~Finance Department.

D. An annual student activities summary statement of receipts, disbursements and current balances for each student activity account shall be prepared for approval by the s~~S~~chool ~~Board~~board.

E. Activity account reporting shall routinely be provided to the ~~School~~ school ~~Board~~ board and included in the annual financial audit report.

F. The board shall conduct periodic reviews of student fundraising, including the type of fundraisers, timing, purpose, and results.

IX. ENTERING INTO CONTRACTS

All contracts must be approved by the ~~School~~ school ~~Board~~board. Any other contract arrangement is considered null and void by the ~~school d~~District, and may become the personal liability of school personnel.

The contracts for vending machines, yearbook and school picture sales must be approved by the ~~School~~ school ~~Board~~board.

Cross References:
Uniform Financial Accounting and Reporting Standards (UFARS)
Policy 653 – Field Trips
Policy 707 – Commission Sales – Vending and School Pictures
Policy 744 – ~~Co-Curricular & Athletic~~Activities Transportation

Legal References:
Minn. Stat. 123B.76.77, UFARS
Minn. Stat. 123B.76-77, Chapter 14 – MAFA Manual
Minn. Stat. 123B.49 - Co-Extracurricular
Minn. Rule 3500.1050 - Co-Extracurricular
Minn. Stat. 123B.35-38 - Pupil Fees
Minn. Stat. 123B.09 & .52 - Contracts
Minn. Stat. 123B.02, subd. 6 - Gifts
Minn. Stat. 471.345 - MN Bid Law

Dated: May 7, 2001
Reviewed:
Revised: February 6, 2006; November 20, 2006; March 15, 2021

Appendix A – Forms

Activity Purpose Summary

Student Activity Purpose Summary

Richfield Public Schools

Date: _____Name of Activity: _____

Purpose of Activity:

_____

_____

Grade of Students who will benefit from Activity: _____

Student Activity Guidance

Student activities are in nature by the students and for the students. The Advisor role is limited to advising only. The students should be making the decisions regarding the allocation of funds.

Student activities are not permitted to pay staff or contracted staff related costs. The student activity cannot donate funds to the district that will then be used to pay for staff-related costs.

All expenditures must benefit the students participating in the student activity who are currently enrolled. ***(Districts should customize this list based on local policies and procedures, if more restrictive)***

Appropriate expenditures for student activity accounts include, but are not limited to, the following:

- Admission and participation fees for the entire group, not specific individuals within the group
- Entertainment for specific student activity events, including contracted services (i.e., Disc Jockey for prom)
- Food
- Lodging
- Supplies and materials
- Clothing for students participating in the student activity
- Transportation
- Travel expenditures

Inappropriate expenditures for student activity accounts include, but are not limited to, the following:

- Assemblies not representative of the student activity purpose
- Employee compensation, gifts or awards
- Faculty meetings or events
- Labor or service payments (staff salaries or independent contractors acting as staff)
- Library books
- Office supplies
- Office or school furniture (for instructional use)
- Textbooks
- Gift cards
- Gift certificates
- Field trips which are curricular in nature
- Personal items for coaches, advisors or other staff members
- Scholarships

Appropriate donations should meet the mission and vision of the student activity as determined by the students and may include, but are not limited to, the following:

- Donations that the student activity determines after the students have realized a surplus fund balance should be recorded in the General Fund 01 with Finance Code 301.
- Donations that the students have pre-determined to raise funds for a non-profit organization (i.e., culinary club does a Second Harvest food drive or the Spanish club does a fundraiser for Puerto Rico Hurricane Relief) should be recorded in the Custodial Fund 18.

Inappropriate donations from the student activity accounts include, but are not limited to, the following:

- Donations to individuals
- Donations for religious activities
- Donations to booster clubs
- Donations to parent teachers organizations
- Donations to staff related accounts
- Donations to school foundations
- Donations to scholarship fund

I, _____ (advisor) have read and understand the attached rules and policies. I acknowledge my responsibilities for assuring proper procedures are followed.

_____	_____	_____
Advisor's Name (printed)	Advisor's Signature	Date of Submission
_____	_____	_____
Building Principal's name (printed)	Principal's Signature	Date of Approval

Upon termination of the above named activity, any unobligated funds that remain in the account will be transferred to:

_____

_____	_____	_____
Advisor's Name (printed)	Advisor's Signature	Date of Submission
_____	_____	_____
Activity Student Representative Name (printed)	Principal's Signature	Date of Approval

Business Office Use Only

Restricted Fund Balance Code:_____

Course Code Assigned (if used):_____

Adopted: _____ *MSBA/MASA Model Policy 713*
Orig. 2004
Revised: _____ *Rev. 2022*

713 STUDENT ACTIVITY ACCOUNTING

I. PURPOSE

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

II. GENERAL STATEMENT OF POLICY

A. Curricular and Cocurricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

[Note: The school board is required by Minnesota Statutes section 123B.49, subdivision 2, to take charge of and control over all cocurricular activities, including all money received for such activities.]

B. Extracurricular Activities

The school board shall take charge of and control over all student activity accounting that relates to extracurricular activities.

[Note: The school board is required by Minnesota Statutes section 123B.49, Subd. 4, to take charge of and control over all extracurricular activities, including all money received for such activities.]

C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

III. DEFINITIONS

A. Cocurricular Activity

A "cocurricular activity" means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Cocurricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;

2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and

3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A "curricular activity" means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Noncurricular/Supplementary) Activity

An "extracurricular (noncurricular/supplementary) activity" means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;

2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;

3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A "public purpose expenditure" is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.

2. The treasurer shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures.

B. Extracurricular Activities

1. Any and all costs of extracurricular activities may be provided from school revenues.

2. All money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.

3. The treasurer shall account for all revenues and expenditures related to extracurricular activities in accordance with UFARS and school district policies and procedures.

4. All student activity funds will be collected and expended:

   a. in compliance with school district policies and procedures;

   b. under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;

   c. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;

   d. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and

   e. in a manner which meets a public purpose.

5. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will remain in the general fund and may be used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

V. DEMONSTRATION OF ACCOUNTABILITY

A. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

B. Fundraiser Report

The administration will prepare a fundraising report semi-annually which will be reviewed by the school board in May and November. The report will list the activity, type of fundraisers, timing, purpose, and results.

[Note: The school board should conduct periodic reviews of student fundraising. The manner in which such reviews are conducted is in the discretion of the school board.]

Legal References:

Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.35 (General Policy)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.38 (Hearing)

Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)
Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

Cross References:

Uniform Financial Accounting and Reporting Standards (UFARS)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 4, 2026

Subject: Religion in the Schools

(Recommended by the superintendent)

Passage upon a third read of Policy 613: Religion in the Schools & Administrative Guideline 613.1. This policy affirms the District's commitment to student and staff religious freedom and provides the criteria that must be met when school-sponsored programs and activities include the study of religious materials. The guideline provides details on how staff maintain religious neutrality and the expectations for staff and students who choose to express religious beliefs.

The policy and guideline are aligned to federal law and state statute.

Attachments:
Policy 613: Religion in the Schools - redlined
Administrative Guideline 613.1 - redlined
MSBA Model Policy 609: Religion and Religious and Cultural Observances

RICHFIELD PUBLIC SCHOOLS

RELIGION IN THE SCHOOLS

I. PURPOSE

The purpose of this policy is to identify the status of religion as it pertains to school programs and activities in Richfield Public Schools.

II. GENERAL STATEMENT OF POLICY

A. The District shall neither promote nor disparage any religious belief or nonbelief. Instead, the District encourages all students and employees to have appreciation for and tolerance of each other's views.

B. The District also recognizes that religion has had and is having a significant role in the social, cultural, political, and historical development of civilization.

C. The District recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature, which may have had a religious basis or origin as well as a secular importance.

D. The District supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.

E. The historical and contemporary values and the origin of various religions, holidays, customs and beliefs may be explained in an unbiased and nonsectarian manner.

III. REQUIREMENTS

A. ~~School~~ School ~~-~~Sponsored Programs and Activities

School-sponsored programs and activities, including the study of religious materials, customs, beliefs, and holidays, must meet the following three criteria.

1. The proposed activity must have a secular purpose.

2. The primary objective of the activity must be one that neither advances nor inhibits religion.

3. The activity must not foster excessive governmental relationships with religion.

B. Religious Expression and Accommodations

1. Schools may not forbid students, acting on their own, from expressing their personal religious views or beliefs solely because they are of a religious nature. At the same time, schools may not endorse religious activity or doctrine, nor coerce participation in religious activity.

2. Religious harassment aimed at one or more students is not permitted. Students do not have the right to make repeated invitations to other students to participate in religious activity in the face of a request to stop.

3. Reasonable efforts will be made to accommodate any student who wishes to be excused from ~~attendance at school for the purpose of religious instruction or observance of religious holidays~~a curricular activity for a religious observance or a Native American cultural practice, observance, or ceremony.

IV. ADMINISTRATIVE GUIDELINES

The superintendent is authorized to develop administrative guidelines to assist in the implementation of this policy.

Legal References:

U.S. Constitution, First Amendment
Minn. Stat. § 120A.22, Subd. 12 ~~(3)~~ (Compulsory Instruction)
Minn. Stat. § 120A.35 (Absence ~~From~~ from School for Religious Observance)
Minn. Stat. § 121A.10 (Moment of Silence)
Good News Club v. Milford Central School, 533 U.S. 98 (2001)
Santa Fe Independent School District v. Doe, 530 U.S. 290 (2000)
Tangipahoa Parish Board of Education v. Freiler, 530 U.S. 1251 (2000)
Lemon v. Kurtzman, 403 U.S.602 ~~, 91 S.Ct. 2105, 29 L.Ed.2d 745~~ (1971)
Child Evangelism Fellowship v. Minneapolis Special Sch. Dist. No. 1, 690 F.3d 996 (8th Cir. 2012)
Wigg v. Sioux Falls Sch. Dist., 382 F.3d 807 (8th Cir. 2004)
Doe v. School Dist. of City of Norfolk, 340 F.3d 605 (8th Cir. 2003)
Stark v. Independent Sch. Dist. No. 640, 123 F.3d 1068 (8th Cir. 1997)
Florey v. Sioux Falls Sch. Dist. 49-5, 619 F.2d 1311 (8th Cir.) ~~*cert. denied*, 449 U.S. 987, 101 S.Ct. 409, 66 L.Ed.2d 251~~ (1980)
Roark v. South Iron R-1 Sch. Dist., 573 F.3d 556 (8th Cir. 2009)
Child Evangelism Fellowship v. Elk River Area Sch. Dist. No. 728, 599 F.Supp.2d 1136 (D. Minn. 2009)
~~*Stark v. Independent Sch. Dist. No. 640*, 123 F.3d 1068 (8th Cir.) *cert. denied*, 118 S.Ct. 1560, 140 L.Ed.2d 792 (1997)~~

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~~*Santa Fe Independent School District v. Doe*, 530 U.S. 290, 120 S.Ct. 2266 (2000)~~
~~*Tangipahoa Parish Board of Education v. Freiler*, 530 U.S. 1251, 120 S.Ct. 2266 (2000)~~
LeVake v. Independent School District No. 656, 625 N.W.2d 502 (Minn. App. 2001)~~, *cert. denied*, 534 U.S. 1081, 122 S.Ct. 814, 151 L.Ed.2d 698 (2002)~~
~~*Good News Club v. Milford Central School*, 533 U.S. 98, 121 S.Ct. 2093, 150 L.Ed.2d 151 (2001)~~
Minn. Op. Atty. Gen. 169-J (Feb. 14, 1968)
Minn. Op. Atty. Gen. 169-K (Oct. 21, 1949)
Minn. Op. Atty. Gen. No. 63 (1940)
Minn. Op. Atty. Gen. No. 120 (1924)
Minn. Op. Atty. Gen. No. 121 (1924)

Cross References:
Policy 103: Harassment Prohibition
Policy 801: Student Use of Secondary School Facilities

RATIFIED BY THE BOARD OF EDUCATION: November 2, 1998

REVISED BY THE BOARD OF EDUCATION: December 20, 2004; August 12, 2013; July 12, 2021

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

RELIGION IN THE SCHOOLS

The purpose of these administrative guidelines is to provide additional direction regarding implementation of Board Policy 613.

I. OFFICIAL NEUTRALITY REGARDING RELIGIOUS ACTIVITY

In Richfield Public Schools, t~~T~~eachers, school administrators, and other school employees, when acting in those capacities, are representatives of the state and are prohibited by the establishment clause from soliciting or encouraging religious activity, and from participating in such activity with students. School employees also are prohibited from discouraging activity because of its religious content, and from soliciting or encouraging anti-religious activity.

Where the overall context makes it clear that they are not participating in their official capacities, school employees may take part in religious activities. For example, before school or during lunch, school employees may meet together for prayer or Bible study to the same extent that they may engage in other conversation or nonreligious activities. Similarly, school employees may participate in their personal capacities in privately sponsored baccalaureate ceremonies.

II. SCHOOL-SPONSORED PROGRAMS AND ACTIVITIES

A. Teaching about Religion

Public schools may not provide religious instruction, but they may teach *about* religion, including the Bible or other scripture: the history of religion, comparative religion, the Bible (or other scripture~~)~~) as literature, and the role of religion in the history of the United States and other countries, all are permissible public school subjects. Similarly, it is permissible to consider religious influences on art, music, literature and social studies. Although public schools may teach about religious holidays, including their religious aspects, and may celebrate the secular aspects of holidays, school may not observe holidays as religious events or promote such observance by students.

B. Teaching Values

Though schools must be neutral with respect to religion, they may play an active role with respect to teaching civic values and virtue, and the moral code that holds us together as a community. The fact that some of these values are held also by religions does not make it unlawful to teach them in school. Examples of values that may be taught include

honesty, respect for others, courage, kindness and good citizenship. It is also appropriate for school officials to instill in students such values as independent thought, tolerance of diverse views, self-respect, maturity, and logical decision-making.

C. Creationism, Creation-Science and Evolution

1. The U.S. Supreme Court has determined that it is unconstitutional to restrict an educator's right to teach evolution.

2. In science classes, educators may only present scientific explanations for life on earth and scientific critiques of evolution. The U.S. Supreme ~~court~~ Court has held that it is unconstitutional to require educators who teach evolution to also teach creationism.

3. Creationism may be included in classes on comparative religions as an example of how some religious groups believe human life began. However, creationism may not be taught as scientific fact.

D. Religious Holidays

1. Teaching about Religious Holidays

   While teachers may teach about religious holidays as part of an objective and secular educational program of teaching about religion, celebrating religious holidays in the form of religious worship or other practices is unconstitutional. Teaching about holidays with both a religious and secular basis may be constitutional if it furthers a genuine secular program of education, is presented objectively, and does not have the effect of advancing or inhibiting religion. The study of religious holidays should reflect this nation's diversity and bountiful heritage.

2. Religious Symbols

   Religious symbols such as crosses, crèches and menorahs may be used as teaching aids in the classroom provided that the symbols are displayed as an example of the cultural and religious heritage of the holiday, and are temporary in nature. They may not be used as decorations. Symbols of religious holidays that have acquired secular meaning, such as Christmas trees, may be permissible decorations, although the courts have not ruled on this specific issue.

3. Religious Music, Art, Literature and Drama

   Music, art, literature and drama with religious themes may be included in teaching about holidays, provided that they are

presented in a religiously neutral, prudent and objective manner, and relate to sound, secular educational goals.— However, it is unconstitutional for schools to permanently display religious artwork.

4. Special Events, Programs and Concerts

Religious music or drama may be included in school events, which are part of a secular program of education.– The content of school special events, assemblies, concerts and programs must be primarily secular, objective and educational, and not focus on any one religion or religious observance.— Such events must not promote or denigrate any particular religion, serve as a religious celebration, or become a forum for religious devotion.— Student participation shall be voluntary.

5. Excusal from Classes ~~which~~ that Teach about Religious Holidays

If the religious beliefs of a student~~s~~ or their parent/guardian~~s~~ conflict~~s~~ with the content of a classroom activity, the student~~s~~ may be excused, consistent with Board Policy 611~~,—~~: Provision for Alternative Instruction.

III. RELIGIOUS EXPRESSION

A. Student Prayer and Religious Discussion

Students may pray in a non-disruptive manner when not engaged in school activities or instruction, and subject to the rules that normally pertain in the applicable setting.— Specifically, students in informal settings, such as cafeterias and hallways, may pray and discuss their religious views with each other, subject to the same rules of order as apply to other student activities and speech.– Students may also speak to, and attempt to persuade, their peers about religious topics just as they do with regard to political topics.– However, school officials should intercede to stop student speech that constitutes harassment aimed at a student or a group of students.

Students may also participate in before or after school events with religious content, such as "see you at the flag pole" gatherings, on the same terms as they may participate in other non-curriculum activities on school premises.— School officials may neither discourage nor encourage participation in such an event.

The right to engage in voluntary prayer or religious discussion free from discrimination does not include the right to have a captive audience listen, or to compel other students to participate.— Teachers and school administrators should ensure that no student is in any way coerced to participate in religious activity.

B. Student Assignments

Students may express their beliefs about religion in the form of homework, artwork, and other written and oral assignments free of discrimination based on the religious content of their submissions. Such home and classroom work should be judged by ordinary academic standards of substance and relevance, and against other legitimate pedagogical concerns identified by the school.

C. Student Speakers at Assemblies, Extracurricular Events, and Graduation

Student speakers at student assemblies, extracurricular events, and graduation may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or anti-religious content. By contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or other specifically religious or anti-religious content. To avoid any mistaken perception that a school endorses student speech that is not in fact attributable to the school, school officials may make appropriate, neutral disclaimers to clarify that such speech, whether religious or nonreligious, is the speaker's and not the school's.

D. Baccalaureate Ceremonies

Under current Supreme Court decisions, school officials may not mandate or organize religious ceremonies. If a school generally opens its facilities to private groups, it must make its facilities available on the same terms to organizers of privately sponsored religious baccalaureate services. A school may not extend preferential treatment to baccalaureate ceremonies. In addition, a school may disclaim official endorsement of events sponsored by private groups, provided it does so in a manner that neither favors nor disfavors groups that meet to engage in prayer or religious speech.

E. Student ~~Garb~~Dress and Appearance

~~Schools enjoy substantial discretion in adopting policies relating to student dress and school uniforms.~~ Students generally have no Federal right to be exempted from religiously-neutral and generally applicable school dress rules based on their religious beliefs or practices; however, schools may not single out religious attire in general, or attire of a particular religion, for prohibition or regulation. Students may display religious messages on items of clothing to the same extent that they are permitted to display other comparable messages. Religious messages may not be singled out for

suppression, but rather are subject to the same rules as generally apply to comparable messages. Board Policy 547 governs student dress and appearance.

F. Distribution of Religious Literature

Students have a right to distribute religious literature to their schoolmates on the same terms as they are permitted to distribute other literature that is unrelated to school curriculum or activities. Schools may impose the same reasonable time, place and manner or other constitutional restrictions on distribution of religious literature as they do on nonschool literature generally, but they may not single out religious literature for special regulation.~~—~~ Board Policy ~~561~~ 109 governs ~~distributing~~ the distribution of non-curricular literature to students.

IV. ACCOMMODATING RELIGIOUS PRACTICES OF STUDENTS

A.~~–~~ Religious Excusals

Consistent with Board Policy 611~~,~~: Provision for Alternative Instruction, a student may be excused from lessons that are objectionable to the student or the student's~~'~~ ~~parents~~ parent/guardian on religious or other conscientious grounds.~~—~~ School officials may neither encourage nor discourage students from availing themselves of an excusal option.

Students may also be excused from class to remove a significant burden on their religious exercise, where doing so would not impose material burdens on other students.~~—~~ For example, it would be permissible to excuse Muslim students briefly from class to enable them to fulfill their religious obligations to pray during Ramadan.

B. Released Time

Consistent with Board Policy ~~345~~545~~,~~: Attendance ~~and Truancy~~, students may be dismissed to attend off-premises religious instruction, provided that school officials neither encourage or discourage participation or penalize those who do not attend.~~—~~ Schools may not allow religious instruction by outsiders on school premises during the school day.

C. School Calendar and Scheduling of Activities

Public schools do not have to close down or reschedule activities due to conflicts between the school calendar and religious holidays. However, schools may choose to do so when large numbers of students and teacher absences are anticipated.~~–~~ If possible, so as not to penalize students for religious observance, ~~school d~~District, ~~individual~~ school and teacher calendars should be prepared, to the greatest feasible extent, not to conflict with religious holidays of all

faiths. A sincere attempt should be made not to schedule graduation, assemblies, and other special school and student events on religious holidays. If conflicts occur, sensitivity and flexibility should be exercised.

Legal References:

Case law citations for all topics included in the administrative guidelines are listed in the following publications: *Religion in the Public Schools: Guidelines for a Growing and Changing Phenomenon* (Anti-defamation League, 1996), *Religious Expression in Public Schools: a Statement of Principles* (U.S. Department of Education, June 1998), and *Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools* (U.S. Department of Education, February 2003)

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Cross References:

Policy 109: Distribution of Materials on School Premises
Policy ~~345~~545: Attendance ~~and Truancy~~
Policy 547: Student Dress and Appearance
~~Policy 561: Distribution of Non-curricular Literature to Students~~
Policy 611: Provision for Alternative Instruction

Dated: November 2, 1998
Reviewed: August 12, 2013
Revised: December 20, 2004; July 12, 2021

Adopted: _____ *MSBA/MASA Model Policy 609*
Orig. 1995
Revised: _____ *Rev. 2024*

609 RELIGION AND RELIGIOUS AND CULTURAL OBSERVANCES

I. PURPOSE

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district.

II. GENERAL STATEMENT OF POLICY

A. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views.

B. The school district also recognizes that religion has had and is having a significant role in the social, cultural, political, and historical development of civilization.

C. The school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance.

D. The school district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.

E. The historical and contemporary values and the origin of various religions, holidays, customs, and beliefs may be explained in an unbiased and nonsectarian manner.

III. RESPONSIBILITY

A. The superintendent shall be responsible for ensuring that the study of religious materials, customs, beliefs, and holidays in the school district is in keeping with the following guidelines:

1. The proposed activity must have a secular purpose.

2. The primary objective of the activity must be one that neither advances nor inhibits religion.

3. The activity must not foster excessive governmental relationships with religion.

4. Notwithstanding the foregoing guidelines, reasonable efforts must be made to accommodate any student who wishes to be excused from a curricular activity for a religious observance or American Indian cultural practice, observance, or ceremony. The school district must provide annual notice to parents of this policy.

B. The superintendent is granted authority to develop and present for school board review and approval directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion. Approved directives and guidelines shall be attached as an addendum to this policy.

Legal References: U. S. Const., amend. I
Minn. Stat. § 120A.22, Subd. 12 (Compulsory Instruction)
Minn. Stat. § 120A.35 (Absence from School for Religious and Cultural Observances)
Minn. Stat. § 121A.10 (Moment of Silence)
Good News Club v. Milford Central School, 533 U.S. 98 (2001)
Santa Fe Indep. Sch. Dist. v. Doe, 530 U.S. 290 (2000)
Tangipahoa Parish Bd. of Educ. v. Freiler, 530 U.S. 1251 (2000)
Lemon v. Kurtzman, 403 U.S.602, (1971)
Child Evangelism Fellowship v. Minneapolis Special Sch. Dist. No. 1, 690 F.3d 996 (8th Cir. 2012)
Wigg v. Sioux Falls Sch. Dist., 382 F.3d 807 (8th Cir. 2004)
Doe v. School Dist. of City of Norfolk, 340 F.3d 605 (8th Cir. 2003)
Stark v. Independent Sch. Dist. No. 640, 123 F.3d 1068 (8th Cir. 1997)
Florey v. Sioux Falls Sch. Dist. 49-5, 619 F.2d 1311 (8th Cir. 1980)
Roark v. South Iron R-1 Sch. Dist., 573 F.3d 556 (8th Cir. 2009)
Child Evangelism Fellowship v. Elk River Area Sch. Dist. No. 728, 599 F.Supp.2d 1136 (D. Minn. 2009)
LeVake v. Independent Sch. Dist. No. 656, 625 N.W.2d 502 (Minn. App. 2001)
Minn. Op. Atty. Gen. 169-J (Feb. 14, 1968)
Minn. Op. Atty. Gen. 169-K (Oct. 21, 1949)
Minn. Op. Atty. Gen. 63 (1940)
Minn. Op. Atty. Gen. 120 (1924)
Minn. Op. Atty. Gen. 121 (1924)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 4, 2026

SUBJECT: TERMINATION AND NONRENEWAL OF PROBATIONARY TEACHING CONTRACTS

(Recommended by superintendent)

That the board of education approve the resolution relating to the termination and nonrenewal of probationary teaching contracts.

Background Information

See attached.

New Business – For Action **Agenda Item VI.A.**

RESOLUTION RELATING TO TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACTS OF THE FOLLOWING PROBATIONARY TEACHERS

FULL TIME

Olivia Betters	Language Arts Teacher
Christine Clay	Special Education Teacher
Justin Fogel	Business Teacher
Rosenda Guadalupe Gaz Ibarra	Elementary Education Teacher
David Johnston	Special Education Teacher
Mandi Kangas	Special Education Teacher
Hailey Karlovich	Science Teacher
Molly Keenan	Social Studies Teacher
Connor Klausing	Social Studies Teacher
Eliza Kos	Elementary Education Teacher
Jeanne Lawless	Elementary Education Teacher
Alejandra Llerena Peterson	Elementary Education Teacher
Christine Manteufel	Work Based Learning Teacher
Liv Meland	Elementary Education Teacher
Cora Peacha	Special Education Teacher
Alain Perez Martinez	Language Arts Teacher
Francisco Javier Rosal Bustamante	Elementary Education Teacher
Nelly (Arnel) Rosales	Special Education Teacher
Naomi Ward	School Social Worker
Andrea Winkler	Special Education Teacher

PART TIME

Karen Garcia Carreno	Physical Education Teacher
Chloe Imhoff	ECFE Teacher

WHEREAS, the above named are probationary teachers in Independent School District 280.

BE IT RESOLVED, by the school board of Independent School District 280, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contracts of the above named, who are probationary teachers in Independent School District 280, be hereby terminated at the close of the current 2025-2026 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teachers regarding termination and nonrenewal of their contracts.

May 4, 2026 Board Action

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 4, 2026

SUBJECT: 2026-27 PRELIMINARY BUDGET AND ADVANCE EXPENDITURE AUTHORIZATION

(Recommended by the superintendent)

That the board of education, based upon the 2026-27 (FY27) preliminary budget, authorize the finance department to expend up to 30% of all fund budgets prior to the final budget approval and adoption.

Background Information

(Prepared by Craig Holje, Heidi Savatdy and John Lorenzini)

Information will be presented Monday regarding the preliminary budget for FY27, which will reflect the assumptions based on projected student enrollment and anticipated changes in revenue and expenditures.

This will be a first reading with a final presentation made at a June school board meeting at which time we will be recommending final approval and adoption of the 2026-27 budget.

As in prior years, we are requesting that you authorize the business office to expend up to 30% of all fund budgets which allows us to initiate purchase orders for instructional supplies, materials and equipment needed for the start-up of the new school year and summer programs.

RICHFIELD PUBLIC SCHOOLS	REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES					
REVENUE			FY Ending June 30, 2026	FY Ending June 30, 2026	FY Ending June 30, 2027	
REVENUE CATEGORIES	FY Ended June 30, 2024	FY Ended June 30, 2025	Adopted Budget	Revised Budget	Next Year Budget	YTD as of March 31, 2026
STATE	54,661,774	59,547,018	60,905,098	61,190,621	57,979,922	27,228,749
FEDERAL	5,361,721	2,517,153	2,352,958	2,681,601	2,738,057	579,818
PROPERTY TAXES	18,957,401	22,995,254	24,384,590	24,088,706	24,560,470	21,605,582
LOCAL (FEES, INTEREST, ETC.)	3,026,007	4,620,212	2,064,740	2,339,496	2,260,796	1,535,776
TOTALS	**82,006,904**	**89,679,638**	**89,707,386**	**90,300,424**	**87,539,245**	**50,949,924**
EXPENDITURES						
OBJECT SERIES	FY Ended June 30, 2024	FY Ended June 30, 2025	Adopted Budget	Revised Budget	Next Year Budget	YTD as of March 31, 2026
SALARIES & WAGES	44,595,087	46,720,673	49,710,378	49,598,809	49,103,063	26,093,305
EMPLOYEE BENEFITS	15,376,730	16,241,292	18,032,059	17,675,169	17,940,020	10,347,751
PURCHASED SERVICES	13,172,577	14,007,735	14,912,975	12,848,964	13,112,724	6,913,402
SUPPLIES	3,838,248	3,973,434	4,709,120	4,830,035	4,915,600	2,574,131
EQUIPMENT	3,488,077	2,853,546	2,969,042	2,977,905	3,037,463	1,703,464
DEBT SERVICE	-	-	-	-	-	-
OTHER EXPENDITURES	406,103	2,112,878	493,211	625,109	534,918	205,460
TOTALS	**80,876,822**	**85,909,557**	**90,826,785**	**88,555,991**	**88,643,788**	**47,837,513**
PROGRAM SERIES	FY Ended June 30, 2024	FY Ended June 30, 2025	Adopted Budget	Revised Budget	Next Year Budget	YTD as of March 31, 2026
SITE ADMINISTRATION	2,063,549	2,407,433	2,449,158	2,375,180	2,408,272	1,528,474
DISTRICT ADMINISTRATION	909,525	950,653	717,359	759,464	985,689	502,994
SUPPORT SERVICES	3,265,363	3,281,017	3,341,274	3,417,289	3,423,236	2,683,619
REGULAR INSTRUCTION	31,368,241	32,945,209	35,358,932	34,756,696	34,286,998	16,697,116
EXTRA-CURRICULAR ACTIVITIES	1,274,690	1,284,084	1,523,292	1,485,940	1,474,181	770,260
VOCATIONAL INSTRUCTION	839,648	1,057,675	1,120,218	1,166,883	1,208,391	535,184
SPECIAL EDUCATION	15,720,800	17,333,122	18,653,340	18,249,494	19,054,593	9,432,685
INSTRUCTIONAL SUPPORT	5,557,740	5,175,348	4,754,429	5,324,980	5,134,953	3,509,790
PUPIL SUPPORT SERVICES	11,411,246	12,507,735	13,618,028	11,657,396	11,187,631	5,911,133
FACILITIES	7,951,208	8,371,222	8,685,755	8,740,509	8,834,741	5,624,960
OTHER FINANCING USES	514,812	596,059	605,000	622,160	645,103	641,298
TOTALS	**80,876,822**	**85,909,557**	**90,826,785**	**88,555,991**	**88,643,788**	**47,837,513**

RICHFIELD PUBLIC SCHOOLS	REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES					

ACTIVITY - OTHER FUNDS

REVENUE	FY Ended June 30, 2024	FY Ended June 30, 2025	Adopted Budget	Revised Budget	Next Year Budget	YTD as of March 31, 2026
FOOD SERVICE	3,949,403	3,754,394	4,137,500	4,137,500	4,004,000	1,880,841
COMMUNITY EDUCATION	2,322,904	2,083,163	2,117,098	2,235,465	2,658,973	1,644,882
CONSTRUCTION	2,767,467	199,707	60,000	60,000	25,000	58,678
DEBT SERVICE	8,086,343	7,638,767	8,070,932	7,747,676	7,825,583	7,665,284
Custodial Fund	30,570	7,826	22,000	22,000	22,000	9,992
Internal Service - Health	8,229,680	8,267,264	8,915,405	8,915,405	9,691,936	5,900,183
Internal Service - Dental	496,284	499,248	538,500	538,500	538,500	350,114
OPEB - Irrevocable Trust	364,778	330,000	200,000	200,000	200,000	23,867
OPEB - Debt Service	2,013,317	1,990,937	2,056,109	1,973,071	2,950,126	1,972,202

EXPENDITURES	FY Ended June 30, 2024	FY Ended June 30, 2025	Adopted Budget	Revised Budget	Next Year Budget	YTD as of March 31, 2026
FOOD SERVICE	3,729,581	3,918,120	4,049,569	3,978,144	3,949,577	2,296,189
COMMUNITY EDUCATION	2,258,199	2,046,680	2,248,704	2,529,277	2,401,379	1,346,605
CONSTRUCTION	1,834,310	1,886,621	1,650,000	1,650,000	909,196	1,706,562
DEBT SERVICE	7,949,447	7,779,254	7,992,688	7,992,688	7,364,387	7,987,288
Custodial Fund	9,075	10,537	22,000	22,000	10,000	9,048
Internal Service - Health	7,742,514	8,599,954	8,906,607	8,906,607	9,671,715	5,902,524
Internal Service - Dental	542,263	572,154	540,000	560,000	540,000	303,269
OPEB - Irrevocable Trust	476,577	463,966	490,000	490,000	490,000	-
OPEB - Debt Service	2,025,100	2,022,175	2,022,275	2,080,475	2,755,725	2,022,275

SUMMARY - ALL FUNDS

SUMMARY	FY Ended June 30, 2024	FY Ended June 30, 2025	Adopted Budget	Revised Budget	Next Year Budget	YTD as of March 31, 2026
REVENUE	110,267,650	114,450,944	115,824,930	116,130,041	115,455,363	70,455,965
EXPENDITURES	107,443,888	113,209,018	118,748,628	116,765,182	116,735,767	69,411,273
SPENDING VARIANCE	2,823,762	1,241,926	(2,923,698)	(635,141)	(1,280,404)	1,044,692

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 4, 2026

Subject: 2026-2027 School Board Meeting Schedule

(Recommended by the superintendent)

A first read of the proposed board meeting dates for the 2026-2027 school year.

Background:

All meetings are held at 7 p.m. in the District Office boardroom on the first and third Mondays of the month with noted exceptions.

- Each school will be invited to make a presentation to the board of education during the school year. These presentations will typically occur during the first meeting of the month.
- Public comment is available during the second meeting of the month.
- Study sessions will be added as needed.

The attached document offers two different possibilities for the November and December board meeting dates. The 2nd Monday in December falls on a no-school day (the first day of winter break), though the District Office will be open that day.

- Option 1: Hold meetings on the first and third Mondays of November and December as expected.
- Option 2: Hold meetings on November 30 and December 14 for a total of 3 meetings in November and 1 meeting in December.

Attached:
2026-2027 RPS Proposed School Board Meeting Dates

RICHFIELD PUBLIC SCHOOLS

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2026-2027 RPS School Board Meeting Dates

All meetings are held at 7 p.m. in the District Office boardroom on the first and third Monday of the month with noted exceptions (*).

- Each school will be invited to make a presentation to the board of education during the school year.
- Public comment is available during the second meeting of the month.
- Study sessions will be added as needed.
- In the event that the regularly scheduled school board meeting is canceled due to unforeseen circumstances, it will be automatically rescheduled for 24 hours later unless a quorum of the board is not available.

August 2026

Monday, August 3	7 p.m. Regular Meeting
Monday, August 17	7 p.m. Regular Meeting (Public Comment)

September 2026

***Tuesday, September 8**	7 p.m. Regular Meeting
Monday, September 21	7 p.m. Regular Meeting (Public Comment)

October 2026

Monday, October 5	7 p.m. Regular Meeting
Monday, October 19	7 p.m. Regular Meeting (Public Comment)

November 2026

Monday, November 2	7 p.m. Regular Meeting
Monday, November 16	7 p.m. Regular Meeting (Public Comment)

December 2026

Monday, December 7	7 p.m. Regular Meeting with Truth-in-Taxation
Monday, December 21	7 p.m. Regular Meeting (Public Comment)

OR

November 2026

Monday, November 2	7 p.m. Regular Meeting
Monday, November 16	7 p.m. Regular Meeting (Public Comment)
Monday, November 30	7 p.m. Regular Meeting with Truth-in-Taxation

December 2026

Monday, December 14	7 p.m. Regular Meeting (Public Comment)

January 2027

Monday, January 4	7 p.m. Organizational Meeting
***Tuesday, January 19**	7 p.m. Regular Meeting (Public Comment)

RICHFIELD
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February 2027

Monday, February 1	7 p.m. Regular Meeting
***Tuesday, February 16**	7 p.m. Regular Meeting (Public Comment)

March 2027

Monday, March 1	7 p.m. Regular Meeting
Monday, March 15	7 p.m. Regular Meeting (Public Comment)

April 2027

Monday, April 5	7 p.m. Regular Meeting
Monday, April 19	7 p.m. Regular Meeting (Public Comment)

May 2027

Monday, May 3	7 p.m. Regular Meeting
Monday, May 17	7 p.m. Regular Meeting (Public Comment)

June 2027

Monday, June 7	7 p.m. Regular Meeting
Monday, June 21	7 p.m. Regular Meeting (Public Comment)

July 2027

***Monday, July 12**	7 p.m. Regular Meeting (Public Comment)

***School Board Meeting Exceptions:**

Meetings are held in the District Office boardroom on the first and third Monday at 7 p.m. except as noted below:

Tuesday, September 8, 2026	(due to Monday holiday)
Tuesday, January 19, 2027	(due to Monday holiday)
Tuesday, February 16, 2027	(due to Monday holiday)
Monday, July 12, 2027	(summer schedule)

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 4, 2026

Subject: Animals in Schools and Classrooms

(Recommended by the superintendent)

A first read of Policy 614: Animals in Schools and Classrooms & Administrative Guideline 614.1. This policy provides the requirements for service animals and other animals that may be present at schools, as well as the allowable purposes for bringing an animal into a school. The administrative guideline provides greater detail on how animals will be cared for and how students and staff may make a request to bring an animal to a school.

The policy and guideline will be reviewed by the Safe & Supportive Schools Committees before being presented to the board with recommended changes.

Attachments:
Policy 614: Animals in Schools and Classrooms
Administrative Guideline 614.1
MSBA Model Policy 535: Service Animals in Schools

RICHFIELD PUBLIC SCHOOLS

ANIMALS IN SCHOOLS AND CLASSROOMS

I. GENERAL STATEMENT OF POLICY

Under controlled conditions and for limited purposes, the Board of Education sanctions the presence and use of animals in schools and classrooms. Richfield Public Schools acknowledges its responsibility to permit students, parents/guardians, family members, employees and visitors with disabilities to be accompanied by a "service animal" consistent with the Americans with Disabilities Act (ADA) on school property, on school buses or at school activities.

II. DEFINITIONS

A. *Handler*
A "handler" is an individual with a disability who uses a service animal. In the case of an individual who is unable to care for and supervise the service animal for reasons such as age or disability, "handler" means the person who cares for and supervises the animal on that individual's behalf. School district personnel are not responsible for the care, supervision, or handling responsibilities of a service animal.

B. *Individual with a Disability*
An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.

C. *Service Animal*
A "service animal" is a dog (regardless of breed or size) or miniature horse that is individually trained to perform "work or tasks" for the benefit of an individual with a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are working animals that perform valuable functions; they are not pets. The work or tasks performed by the service animal must be directly related to the individual's disability. An animal accompanying an individual for the sole purpose of providing emotional support, therapy, comfort, or companionship is not a service animal.

D. *Trainer*
A "trainer" is a person who is training a service animal and is affiliated with a recognized training program for service animals.

E. *Work or Tasks*

1. "Work or tasks" are those functions performed by a service animal.

2. Examples of “work or tasks” include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

3. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship are not “work or tasks” for the purposes of this policy.

III. CONDITIONS FOR PRESENCE OF ANIMALS

Animals may be present in schools and classrooms only when the following conditions have been met:

A. The responsible staff member has obtained the permission of the building principal or site administrator.

B. Provisions have been made for appropriate housing and humane care of the animal.

C. Precautions have been taken to protect the health and safety of students and staff.

Other staff members and parents of students in the affected classroom(s) have been notified and adjustments have been made to accommodate verified health-related or other concerns. Except when an animal is used as an aid to a student or employee with disabilities, the presence of an animal shall be disallowed if the documented health concerns of a staff member or student cannot be accommodated.

IV. PERMITTED PURPOSES

Animals may be used in schools and classrooms for the following purposes:

A. Curriculum-related projects and activities

B. Therapeutic purposes

C. Service animal specifically trained to work or perform tasks for an individual with a disability

V. REQUIREMENTS FOR ALL SERVICE ANIMALS

A. The service animal must be required for the individual with a disability.

B. The service animal must be individually trained to do work or tasks for the benefit of the individual with a disability.

C. A service animal must have a harness, leash, or other tether, unless either the handler is unable, because of a disability, to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case, the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

D. The service animal must be housebroken.

E. The service animal must be under the control of its handler at all times. The handler is responsible for the care and supervision of a service animal, including walking the service animal, feeding the service animal, grooming the service animal, providing veterinary care to the service animal, and responding to the service animal's need to relieve itself, including the proper disposal of the service animal's waste.

F. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.

G. In the case of a student who is unable to care for and/or supervise their service animal, the student's parent/guardian is responsible for arranging for such care and supervision. In the case of an employee or other individual who is unable to care for and/or supervise their service animal, the employee or other individual's authorized representative is responsible for arranging for a service animal's care and supervision.

H. The service animal must be properly licensed and vaccinated in accordance with applicable state laws and local ordinances.

VI. ACCESS TO PROGRAMS AND ACTIVITIES; PERMITTED INQUIRIES

A. In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right:

1. to be present on school district property or in school district facilities;

2. to attend or participate in a school- sponsored event, activity, or program; or

3. to be transported in a vehicle that is operated by or on behalf of the school district.

B. When an individual with a disability brings a service animal to a school district property, school district employees shall not ask about the nature or extent of a person's disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:

1. Is the service animal required because of a disability; and

2. What work or tasks is the service animal trained to perform.

C. School district employees shall not make these inquiries of an individual with a disability bringing a service animal to school district property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. However, school district employees may inquire whether the individual with a disability has communicated with the school principal or building administrator regarding the work or tasks that the service animal is trained to perform and provided evidence that the service animal has received all required vaccinations.

D. An individual with a disability may not be required to provide documentation such as proof that the animal has been certified, trained, or licensed as a service animal.

VII. LIABILITY

A. The owner of the service animal is responsible for any harm or injury to an individual and for any property damage caused by the service animal while on school district property.

B. An individual who, directly or indirectly through statements or conduct, intentionally misrepresents an animal in that person's possession as a service animal may be subject to criminal liability.

VIII. ADMINISTRATIVE GUIDELINES

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

IX. LIMITATIONS OF POLICY

This policy does not apply to the use of school facilities for Community Education classes or for any other purpose approved under a building use permit or lease.

Legal references:
Section 504 of the Rehabilitation Act of 1973
28 C.F.R. § 35.104, 28 C.F.R. § 35.130(b)(7), and 28 C.F.R. § 35.136 (ADA Regulations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
Minn. Stat. § 256C.02 (Public Accommodations for Persons with Disabilities)
Minn. Stat. § 363A.19 (Discrimination Against Blind, Deaf, or Other Persons with Physical or Sensory Disabilities Prohibited)
Minn. Stat. § 609.226 (Harm Caused by Dog)
Minn. Stat. § 609.833 (Misrepresentation of Service Animal)

Cross References:
Policy 403: Disability Nondiscrimination
Policy 505: Student Disability Nondiscrimination

RATIFIED BY THE BOARD OF EDUCATION: November 15, 1999

REAFFIRMED BY THE BOARD OF EDUCATION: July 21, 2003

REVISED BY THE BOARD OF EDUCATION: August 12, 2013; August 2, 2021

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

ANIMALS IN SCHOOLS AND CLASSROOMS

Consistent with Board of Education Policy 614, the following administrative guidelines are established regarding the presence and use of animals in schools and classrooms.

I. ACTIONS PRIOR TO THE ANIMAL'S ARRIVAL

A. Any teacher who plans to have live animals in the classroom must first do the following:

1. Obtain prior permission from the principal or site administrator.

2. Provide advanced notification to parents of affected students and other staff members. (*Note:* If a number of teachers in a building plan to utilize animals in the classroom, notification may be accomplished by means of a general notice, e.g. as part of a back-to-school building newsletter. The notification may list activities that may occur from time to time throughout the year, such as an outside speaker who brings in an animal or a student who brings in a family pet for "show and tell".)

3. Notify the principal of any accommodation(s) requested to respond to expressed health or other concerns relating to a particular student or staff member, and work with the building principal and the parent/guardian or staff member to reach an acceptable accommodation.

4. Prescribe and carefully instruct pupils regarding applicable health and safety precautions.

5. Make provisions for the housing and care of the animal.

B. Animals used for therapy or to aid individuals with disabilities must be appropriately trained and certified.

C. Dogs must be vaccinated against rabies and distemper-parvo.

II. HOUSING AND CARE OF ANIMALS

A. Students shall not be allowed to touch animals in the classroom without specific permission and direction of the teacher.

B. Animals should not be handled excessively, and are not to be subjected to any harmful, painful, or frightening experiences.

C. Thorough hand washing is required after handling animals, particularly those that carry salmonella such as turtles, ducklings, and chicks.

D. Owners of animals are responsible for feeding, watering, and cage cleaning. These functions may be delegated to a specified person who accepts responsibility. Cleaning and disposal of cage contents shall be done frequently and with gloves.

III. ANIMALS NOT ALLOWED IN SCHOOLS AND CLASSROOMS

The animals listed in Sections A-E below are not allowed in schools or classrooms. An employee who discovers such an animal in the school or classroom shall take steps to remove the animal, including notification of the building administrator and/or custodian, as deemed necessary.

A. Stray animals

B. Aggressive animals

C. Poisonous animals including certain spiders, snakes, and venomous insects.

D. Cats, due to the frequency of allergic reactions.

E. If presence of an animal causes a verified health concern for which a satisfactory accommodation cannot be reached, the animal will not be allowed to remain in the school or classroom. An exception may be made if the animal serves as an aid to a student or employee with disabilities.

IV. REQUESTING THE USE OF A SERVICE ANIMAL AT SCHOOL

A. Students with a disability seeking to be accompanied by a service animal are requested to inform the building principal of the school the student attends. The principal will notify the executive director of special programs to address such requests. School district employees seeking to be accompanied by a service animal are requested to notify the superintendent or the administrator designated with responsibility to address such requests.

B. Students or employees seeking to bring a service animal onto district premises are requested to identify whether the need for the service animal is required because of a disability and to describe the work or tasks that the service animal is trained to perform.

C. The owner of the service animal shall provide written evidence that the service animal has received all vaccinations required by state law or local ordinance.

V. SERVICE ANIMAL CONSIDERATIONS

The District's consideration of a request for the use of a service animal may require documentation, including, but not limited to:

A. Certification of proper vaccinations by a veterinarian

B. Proof the handler for the service animal is properly trained

C. Copy of adequate liability insurance

The District's review of a request for the use of a service animal may include consideration by a student's special education team and/or Section 504 team. The Executive Director of Special Programs may require a meeting with and/or additional information from the staff member or parent requesting the use of a service animal, including, but not limited to, documentation/consultation from the staff member's or student's health care provider.

Approval of the use of a service animal on District property is subject to periodic review, revision or revocation by Administration.

VI. REMOVAL OR EXCLUSION OF A SERVICE ANIMAL

A. A school official may require a handler to remove a service animal from school district property, a school building, or a school-sponsored program or activity, if:

1. Any of the requirements described in Policy 614 are not met.

2. The service animal is out of control and/or the handler does not effectively control the animal's behavior;

3. The presence of the service animal would fundamentally alter the nature of a service, program or activity; or

4. The service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a significant health or safety risk to others that cannot be eliminated by reasonable accommodations.

B. If the service animal is properly excluded, the school district shall give the individual with a disability the opportunity to participate in the service, program, or activity without the service animal, unless such individual has violated a law or school rule or regulation that would warrant the removal of the individual.

VII. ALLERGIES; FEAR OF ANIMALS

If a student or employee notifies the school district that they are allergic to a service animal, the school district will balance the rights of the individuals involved. In general, allergies that are not life threatening are not a valid reason for prohibiting the presence of a service animal. Fear of animals is generally not a valid reason for prohibiting the presence of a service animal.

VIII. NON-SERVICE ANIMALS FOR STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS (IEPS) OR SECTION 504 PLANS

If a special education student or a student with a Section 504 plan seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the student's IEP team or Section 504 team, as appropriate, to determine whether the animal is necessary for the student to receive a free appropriate public education (FAPE) or, in the case of a Section 504 student, to reasonably accommodate the student's access to the school district's programs and activities.

IX. NON-SERVICE ANIMAL AS AN ACCOMMODATION FOR EMPLOYEES

If an employee seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the superintendent or the administrator designated to handle such requests. A school district employee who is a qualified individual with a disability will be allowed to bring such animal onto school property when it is determined that such use is required to enable the employee to perform the essential functions of their position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

Dated: 11-15-99
Reviewed: 8-12-13
Revised: 7-21-03; 8-2-21

Adopted: _____ *MSBA/MASA Model Policy 535*
Orig. 2019
Revised: _____ *Rev. 2024*

535 SERVICE ANIMALS IN SCHOOLS

I. PURPOSE

The purpose of this policy is to establish parameters for the use of service animals by students, employees, and visitors within school buildings and on school grounds.

II. GENERAL STATEMENT OF POLICY

Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to, this policy.

III. DEFINITIONS

A. Handler

A "handler" is an individual with a disability who uses a service animal. In the case of an individual who is unable to care for and supervise the service animal for reasons such as age or disability, "handler" means the person who cares for and supervises the animal on that individual's behalf. School district personnel are not responsible for the care, supervision, or handling responsibilities of a service animal.

B. Service Animal

A "service animal" is a dog (regardless of breed or size) or miniature horse that is individually trained to perform "work or tasks" for the benefit of an individual with a disability, including an individual with a physical, sensory, psychiatric, intellectual, or mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are working animals that perform valuable functions; they are not pets. The work or tasks performed by the service animal must be directly related to the individual's disability. An animal accompanying an individual for the sole purpose of providing emotional support, therapy, comfort, or companionship is not a service animal.

C. Trainer

A "trainer" is a person who is training a service animal and is affiliated with a recognized training program for service animals.

D. Work or Tasks

1. "Work or tasks" are those functions performed by a service animal.

2. Examples of "work or tasks" include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities,

and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

3. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not "work or tasks" for the purposes of this policy.

IV. ACCESS TO PROGRAMS AND ACTIVITIES; PERMITTED INQUIRIES

A. In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right: (a) to be present on school district property or in school district facilities; (b) to attend or participate in a school- sponsored event, activity, or program; or (c) to be transported in a vehicle that is operated by or on behalf of the school district.

B. It is an unfair discriminatory practice to prohibit ~~a~~ person with a disability from taking a service animal into the public place or conveyance to aid persons with disabilities, and if the service animal is properly harnessed or leashed so that the person with a disability may maintain control of the service animal.

C. The school district shall not require a person with a disability to make an extra payment or pay an additional charge when taking a service animal into any school district building.

[NOTE: The 2024 Minnesota legislature revised Minn. Stat. 3631.19, as reflected in Paragraphs B. and C.]

D. When an individual with a disability brings a service animal to a school district property, school district employees shall not ask about the nature or extent of a person's disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:

1. Is the service animal required because of a disability; and

2. What work or tasks is the service animal trained to perform.

E. School district employees shall not make these inquiries of an individual with a disability bringing a service animal to school district property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. However, school district employees may inquire whether the individual with a disability has completed and submitted the request form described in Part VI., below.

F. An individual with a disability may not be required to provide documentation such as proof that the animal has been certified, trained, or licensed as a service animal.

V. REQUIREMENTS FOR ALL SERVICE ANIMALS

A. The service animal must be required for the individual with a disability.

B. The service animal must be individually trained to do work or tasks for the benefit of the individual with a disability.

C. A service animal must have a harness, leash, or other tether, unless either the handler is unable, because of a disability, to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective

performance of work or tasks, in which case, the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

D. The service animal must be housebroken.

E. The service animal must be under the control of its handler at all times. The handler is responsible for the care and supervision of a service animal, including walking the service animal, feeding the service animal, grooming the service animal, providing veterinary care to the service animal, and responding to the service animal's need to relieve itself, including the proper disposal of the service animal's waste.

F. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.

G. In the case of a student who is unable to care for and/or supervise his or her service animal, the student's parent/guardian is responsible for arranging for such care and supervision. In the case of an employee or other individual who is unable to care for and/or supervise his or her service animal, the employee or other individual's authorized representative is responsible for arranging for a service animal's care and supervision.

H. The service animal must be properly licensed and vaccinated in accordance with applicable state laws and local ordinances.

VI. REQUESTING THE USE OF A SERVICE ANIMAL AT SCHOOL

A. Students with a disability seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the building principal of the school the student attends. The principal will notify the superintendent or the administrator designated with responsibility to address such requests. School district employees seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the superintendent or the administrator designated with responsibility to address such requests.

B. Students or employees seeking to bring a service animal onto district premises are requested to identify whether the need for the service animal is required because of a disability and to describe the work or tasks that the service animal is trained to perform.

C. The owner of the service animal shall provide written evidence that the service animal has received all vaccinations required by state law or local ordinance.

VII. REMOVAL OR EXCLUSION OF A SERVICE ANIMAL

A. A school official may require a handler to remove a service animal from school district property, a school building, or a school-sponsored program or activity, if:

1. Any of the requirements described in Part V., above, are not met.

2. The service animal is out of control and/or the handler does not effectively control the animal's behavior;

3. The presence of the service animal would fundamentally alter the nature of a service, program or activity; or

4. The service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a significant

health or safety risk to others that cannot be eliminated by reasonable accommodations.

B. If the service animal is properly excluded, the school district shall give the individual with a disability the opportunity to participate in the service, program, or activity without the service animal, unless such individual has violated a law or school rule or regulation that would warrant the removal of the individual.

VIII. ADDITIONAL LIMITATIONS FOR MINIATURE HORSES

In assessing whether a miniature horse may be permitted in a school building or on school grounds as a service animal, the following factors shall be considered:

A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;

B. Whether the handler has sufficient control of the miniature horse;

C. Whether the miniature horse is housebroken; and

D. Whether the miniature horse's presence in a specific building or on school grounds compromises legitimate health and safety requirements.

IX. ALLERGIES; FEAR OF ANIMALS

If a student or employee notifies the school district that he or she is allergic to a service animal, the school district will balance the rights of the individuals involved. In general, allergies that are not life threatening are not a valid reason for prohibiting the presence of a service animal. Fear of animals is generally not a valid reason for prohibiting the presence of a service animal.

X. NON-SERVICE ANIMALS FOR STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS (IEPS) OR SECTION 504 PLANS

If a special education student or a student with a Section 504 plan seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the student's IEP team or Section 504 team, as appropriate, to determine whether the animal is necessary for the student to receive a free appropriate public education (FAPE) or, in the case of a Section 504 student, to reasonably accommodate the student's access to the school district's programs and activities.

XI. NON-SERVICE ANIMAL AS AN ACCOMMODATION FOR EMPLOYEES

If an employee seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the superintendent or the administrator designated to handle such requests. A school district employee who is a qualified individual with a disability will be allowed to bring such animal onto school property when it is determined that such use is required to enable the employee to perform the essential functions of his or her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

XII. LIABILITY

A. The owner of the service animal or non-service animal is responsible for any harm or injury to an individual and for any property damage caused by the service animal while on school district property.

B. An individual who, directly or indirectly through statements or conduct, intentionally misrepresents an animal in that person's possession as a service animal may be subject to criminal liability.

Legal References: Section 504 of the Rehabilitation Act of 1973
28 C.F.R. § 35.104 (ADA Regulations)
28 C.F.R. § 35.130(b)(7) (ADA Regulations)
28 C.F.R. § 35.136 (ADA Regulations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
Minn. Stat. § 256C.02 (Public Accommodations)
Minn. Stat. § 363A.19 (Discrimination Against Disabilities Prohibited)
Minn. Stat. § 609.226 (Harm Caused by Dog)
Minn. Stat. § 609.833 (Misrepresentation of Service Animal)

Cross References: MSBA/MASA Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Policy 521 (Student Disability Nondiscrimination)

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 4, 2026

Subject: Donations

(Recommended by the superintendent)

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

Centennial Elementary School received a donation of $1,134.00 from KPMG for books.

The RHS Scholarship Fund received donations of $500.00 from Fametta Zubah of Bloomington, MN and $2,000.00 from the Kopp Family Foundation of Minnetonka, MN.

The RHS Science Department received a donation of 14 pairs of binoculars valued at $2,519.30 from the Cornell Lab of Ornithology of Ithaca, NY.

The RHS Spartan Food Shelf received a donation of $5,000.00 from Uplift North.

R-STEM Elementary School received donations of $10.00 through the Blackbaud Giving Fund and $133.30 from Box Tops for Education.