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, June 22, 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. Public Comment

B. Superintendent Update (pages 9-65)

1. Q Comp Annual Report (pages 10-29)
2. Vision Cards End-of-Year Report, Part 2 (pages 30-49)
3. Superintendent Goals End-of-Year Report (pages 50-65)

C. Commendations (page 66)

IV. CONSENT AGENDA

A. Routine Matters (pages 67-85)

1. Minutes of the Regular Meeting held June 1, 2026 (pages 68-75)
2. General Disbursements as of 6/12/26 in the Amount of $1,502,705.98 (pages 76-83)
3. Year-to-Date Finance Update (pages 84-85)

B. Personnel Items (pages 86-87)

V. OLD BUSINESS

A. Policy 616: School Sponsored Student Publications (pages 88-98)

B. Policy 742: Student Transportation Services & Administrative Guideline 742.1 (pages 99-164)

VI. NEW BUSINESS

A. 2026-2027 Proposed Budget (pages 165-189)

B. Management Team Handbook 2025-2027 (pages 190-207)

C. Classified Management Team Handbook 2025-2027 (pages 208-225)

D. Authorization for Purchase of Technology Equipment (pages 226-228)

E. Authorization for Lease/Purchase Financing (pages 229-230)

F. Bid Award for RDLS and R-STEM Parking Lot Reconstruction Project (pages 231-233)

G. Policy 702: Investments & Administrative Guideline 702.1 (pages 234-247)

H. Donations (page 248)

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Suggested/Future Agenda Items

D. Future Meeting Dates

7-13-2026	7 p.m.	Regular Board Meeting – Public Comment
8-3-2026	7 p.m.	Regular Board Meeting

VIII. CLOSED SESSION

A. Labor Negotiations Strategy (as allowed by Minnesota Statute 13D.03)

B. Superintendent Evaluation (as allowed by Minnesota Statute 13D.05)

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, June 22, 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, June 22, 2026

Subject: Ongoing Board Calendar

Upcoming Events to Attend:

Wednesday, June 24: Metro South Adult Education Graduation Ceremony, 6:15 p.m. at Kennedy High School, 9701 Nicollet Ave, Bloomington, MN

Monday, July 13, School Board Meeting, 7 p.m.
Saturday, July 25, Urban Wildland Half Marathon & 5K, 7 a.m. at Veterans Park

Monday, August 3, School Board Meeting, 7 p.m.
Thursday, August 13, Unity in the Community, 4-7 p.m. at Veterans Park
Monday, August 17, School Board Meeting, 7 p.m.

Upcoming Holidays, Heritage Months, and Appreciation Days:

June is LGBTQ+ Pride Month.

July is Disability Pride Month.
July 4 is Independence Day.

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 22, 2026

Subject: Superintendent Update

Lead Peer Reviewer Aubree Yunker will provide the annual Q Comp report. Supt. Unowsky will share part two of the end-of-year report on the current strategic plan through vision cards and a final report on his goals for 2025-2026.

Attachments:
Q Comp Annual Report Presentation
2025-2026 Q Comp Annual Report
Vision Cards End-of-Year Report, Part 2

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

Superintendent Goals End-of-Year Report Presentation


Enriching and accelerating learning
RICHFIELD
PUBLIC SCHOOLS
Q Comp Board Presentation 2025-2026
Michelle Axell, Bethann Larson, Julie Lentz, Andrea Manuel, Kasya Willhite, & Aubree Yunker
June 22nd, 2026
Enriqueciendo y acelerando el aprendizaje

Q Comp Purpose

RICHFIELD PUBLIC SCHOOLS

The purpose of the Alternative Teacher Professional Pay System (commonly known as “Q Comp”) is for participating programs to improve student learning through:

Recruitment & Retention

Recruiting and retaining highly qualified educators.

Leadership Roles

Encouraging educators to undertake challenging assignments and supporting their roles in improving achievement.

Professional Growth

Providing incentives to encourage educators to improve their knowledge and instructional skills.

DEPARTMENT OF EDUCATION

Q Comp Plan

RICHFIELD PUBLIC SCHOOLS

Our Q Comp plan was designed to address the above goals through these 4 areas:



- Career Advancement Options
  - Teacher Leaders



- Job Embedded Professional Development
  - Professional Learning Communities (PLCs), Peer Review Coaching, Mentoring



- Teacher Development and Evaluation (TDE)
  - Learning Academy, Peer Review Coaching & Observation, Mentoring



- Performance Pay
  - Goal setting and student achievement awards

PLC (Professional Learning Communities) - Implementation

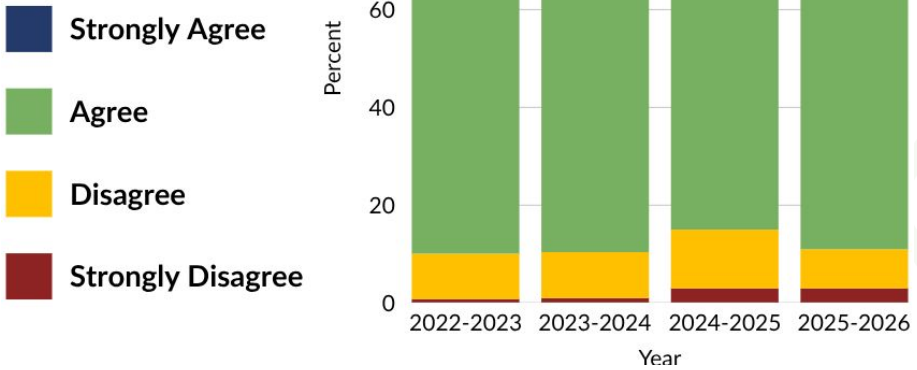


- 2025-26 Summary:
  - Facilitators stipend - $425 stipend
  - 75 facilitators
  - Offered a PLC Facilitator Leadership Lab Learning Academy

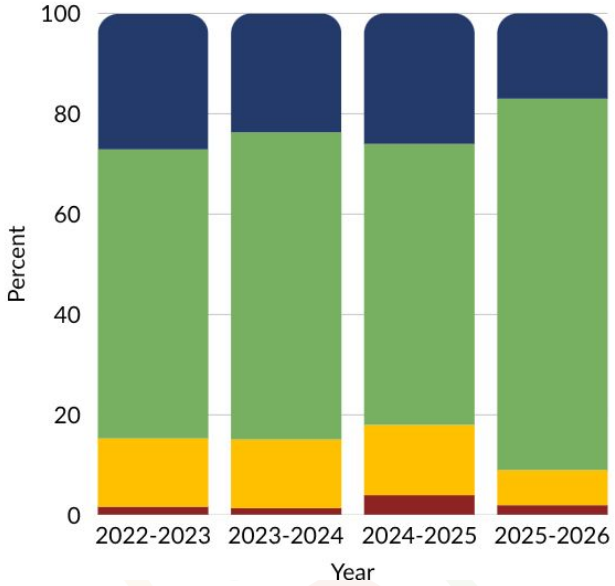
PLC (Professional Learning Communities) - Impact

RICHFIELD PUBLIC SCHOOLS

The PLC process positively impacted student achievement.



The PLC process positively impacted my development as an educator.



Teacher Observation (Peer Review) - Implementation



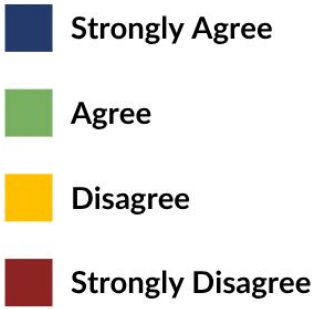
- 2025-26 Summary:
  - Non-Classroom Educator Rubric went into effect
  - 3 Peer Reviewers
  - Eliminated Peer Review for On-Cycle Educators
  - For Off-Cycle Educators:
    - 1full cycle (pre meeting, observation, post meeting)
    - 20 minute focused observation + post meeting

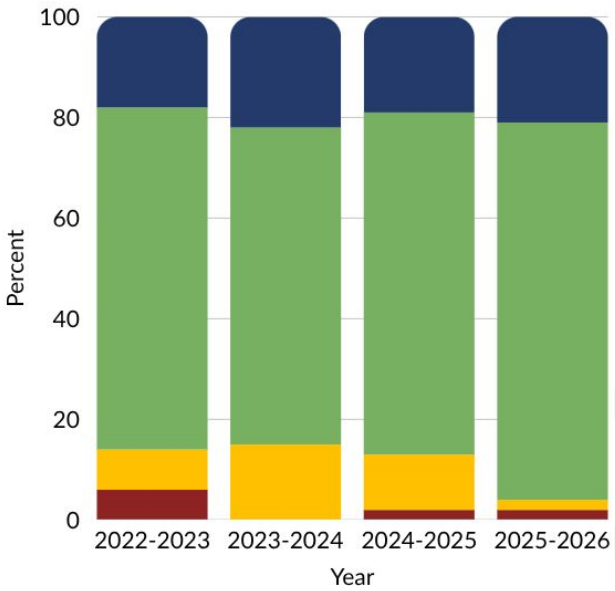
      or
    - In-depth reflective planning form + post meeting
  - Observation award - $400.

Teacher Observation (Peer Review) - Impact

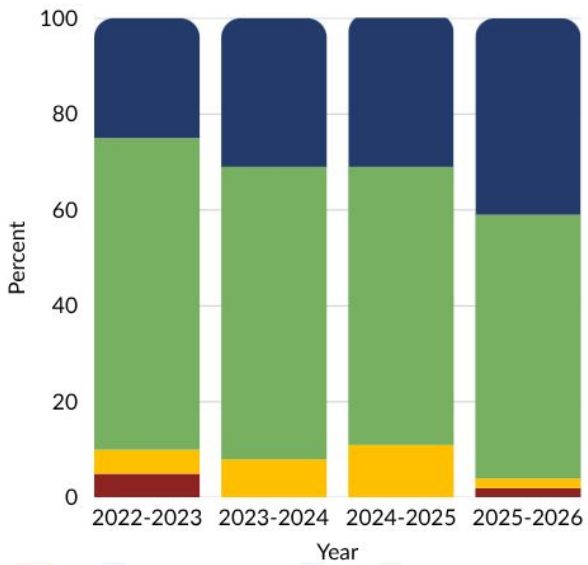
RICHFIELD PUBLIC SCHOOLS

The Peer Review process positively impacted student achievement.





The Peer Review process positively supported my development as an educator.



Learning Academy - Implementation



- 2025-26 Summary:
  - 9 hours of paid participation time
  - Unlimited CEUs
  - Learning Academies designed to uplift, develop and retain our BIPOC educators and new staff were offered as additional paid hours beyond the 9 hour limit

Learning Academy Courses 2025-2026

UNIT PLANNING



Implementing frameworks for effective course design.

LEADERSHIP & EQUITY



Facilitating inclusive practice and cultural competency.

CONTINUOUS SUPPORT



Affinity groups and new teacher mentorship.

CLASSROOM VISITS



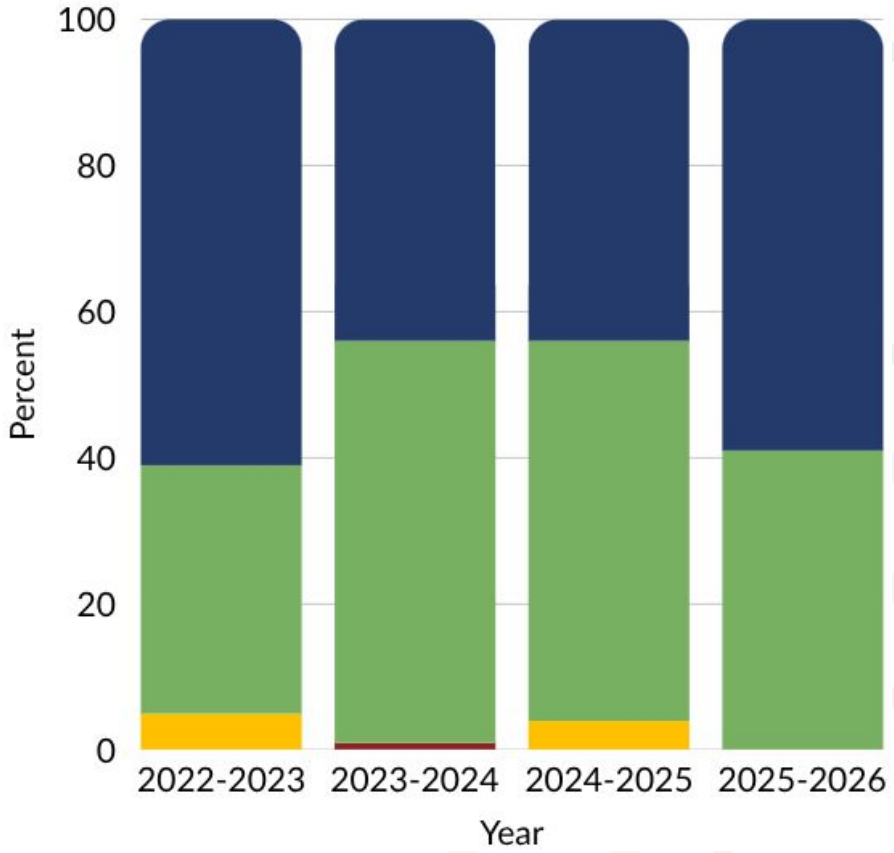
Observing peers and fostering educator resilience.

Learning Academy - Impact

RICHFIELD PUBLIC SCHOOLS

Learning Academy courses positively impacted my development as an educator.

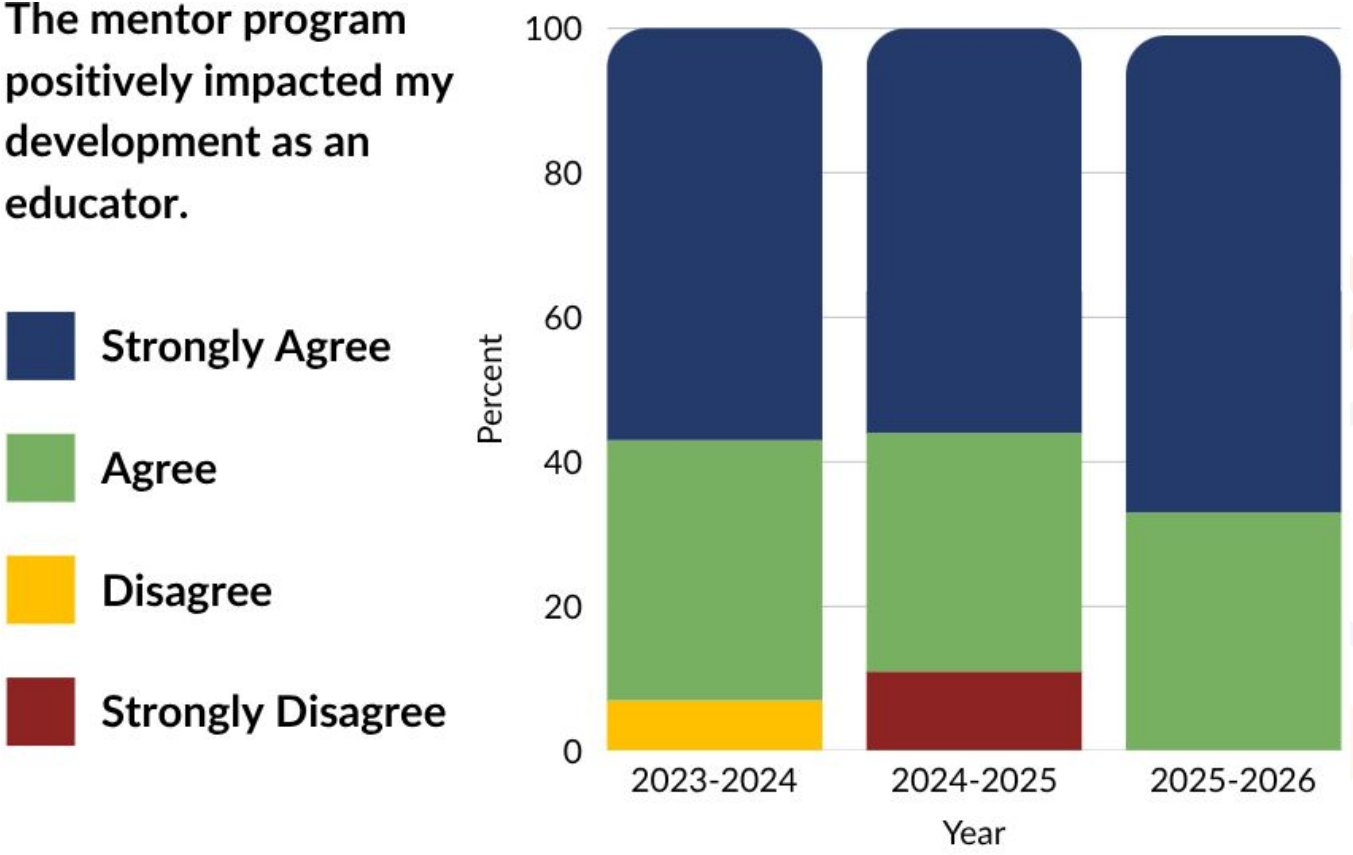
- Strongly Agree
- Agree
- Disagree
- Strongly Disagree



Mentor Program - Impact



The mentor program positively impacted my development as an educator.



Recommendations/Plan Changes for 2026-27

RICHFIELD PUBLIC SCHOOLS

- Surveyed the PLC Facilitators. Steering Committee will analyze the results to determine any adjustments are needed for next year.
- Continue to think creatively around Learning Academy as our budget becomes more constrained.





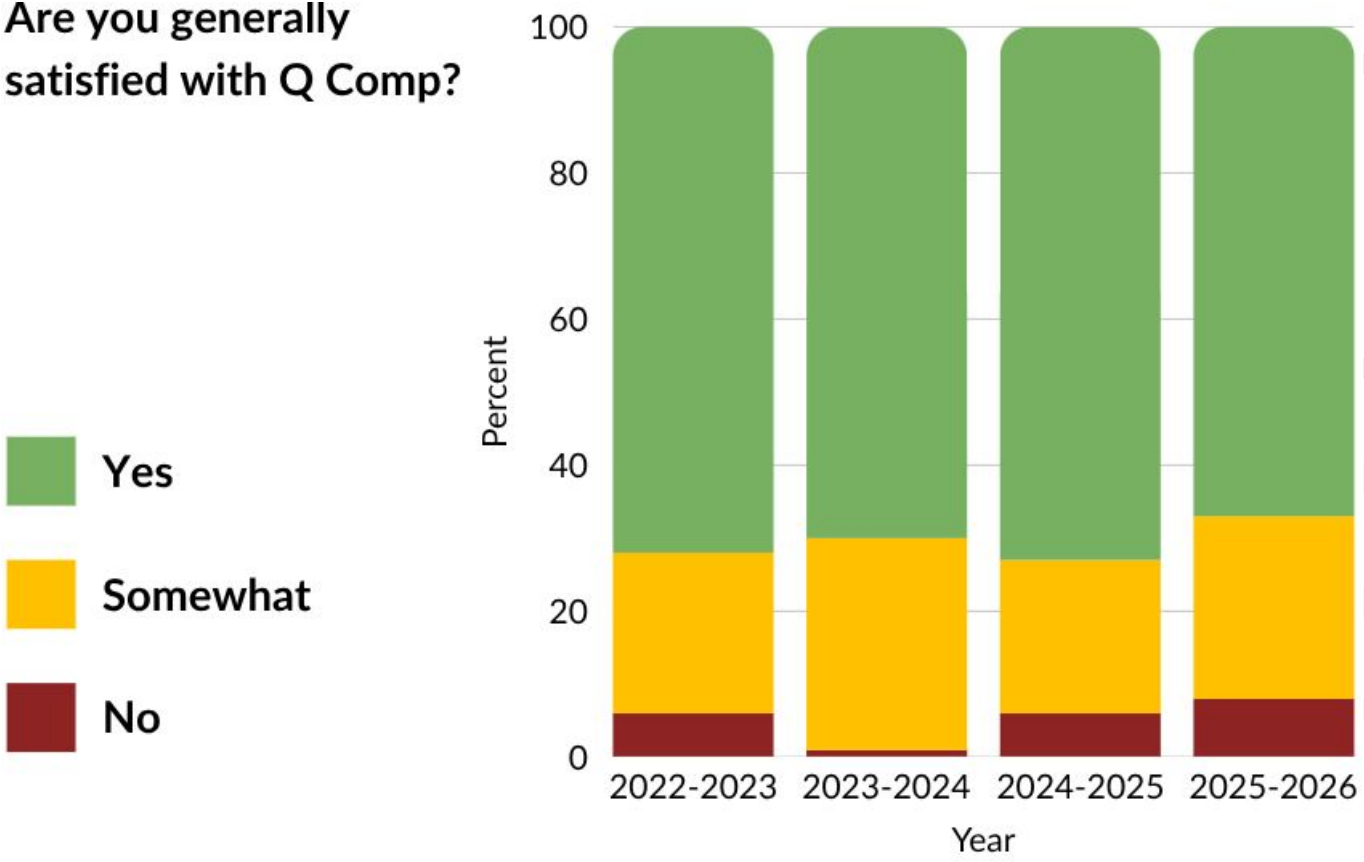




Q Comp Satisfaction

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Are you generally satisfied with Q Comp?



Questions?

RICHFIELD PUBLIC SCHOOLS



2025-2026 Q Comp Annual Report: Richfield Public Schools

1. Overview & Program Purpose

Richfield Public Schools utilized the Alternative Teacher Professional Pay System, also known as "QComp", in SY 2025-2026 to foster a culture of continuous improvement, directly impacting student learning through the development of our professional staff. This report fulfills all state statutory requirements, outlines the implementation and impact of our core program components, and focuses on three primary goals:

- Recruitment and retention of highly qualified educators
- Leadership roles to encourage and grow educator leadership to improve student outcomes
- Professional growth to increase knowledge and skills of educators by providing high-impact professional development

2. Professional Learning Communities (PLCs)

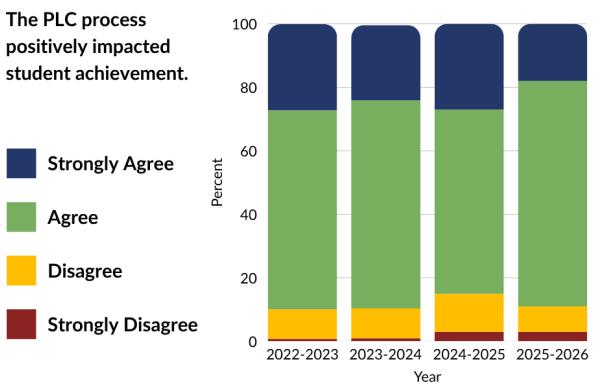
Implementation Summary

The PLC component provides job-embedded professional development, allowing teams to collaborate on student data and instructional strategies.

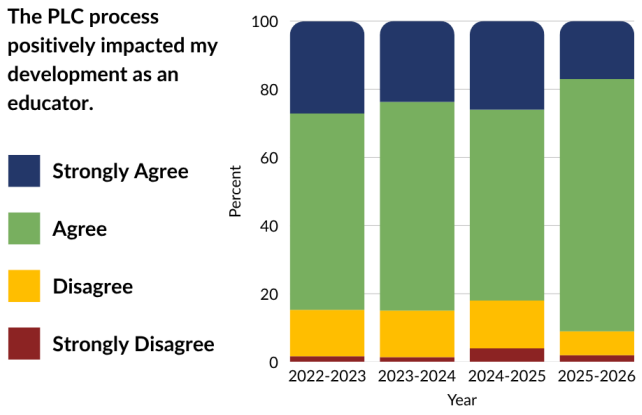
Continued Practices	Program Changes for 2025-26
Team goal setting at the beginning of the year and final reflection at the end.	PLC Facilitator stipends - $425
Teams meet for 150-200 minutes per month.	75 across the district
Trained facilitators assigned to nearly every PLC in RPS.	Offered "PLC Facilitator Leadership Lab" Learning Academy

Quantitative Impact Data

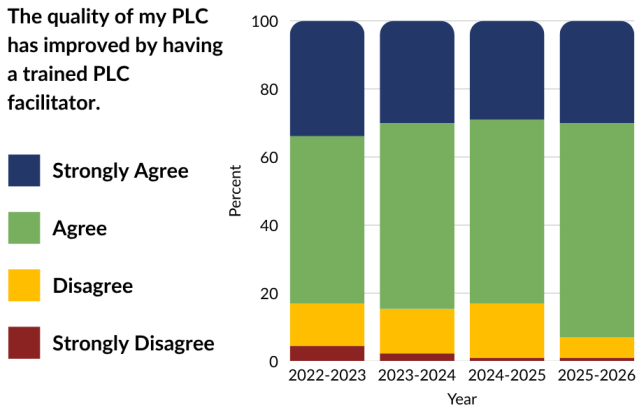
2022 through 2026 demonstrates that the PLC process is a primary driver of educator satisfaction and student growth:



Positive Impact on Student Achievement: There is a strong upward trend in perceived impact on student success. In the 2025-26 school year, 88% strongly agreed or agreed that PLCs impacted student learning, marking a steady rise from previous years.



Positive Impact on Educator Development: Educators increasingly report that PLCs are vital to their professional growth. Notably, those that agreed or strongly agreed rose from 74% in 2024-25 to 91% in 2025-26, representing a significant jump in perceived value.



The Value of Trained PLC Facilitators: Specialized facilitator training continues to be a cornerstone of quality. Agreement that trained facilitators enhance PLC quality reached its highest level in four years, exceeding 90%.

The Voice of the Educator

Qualitative feedback shows how the PLC structure translates into measurable student success:

- "Data collection, review, and collaboration helped support my scholars in achieving typical/aggressive growth in reading and math."
- "PLCs along with regular reflection/action regarding WIN grouping helped ensure that all students were provided with support."
- "We decided to get very intentional about weaving in vocabulary in every single unit in measurable ways. This benefited students. We shared best practices we've used regarding vocab acquisition and this benefited us as teachers."

3. Teacher Observation (Peer Review)

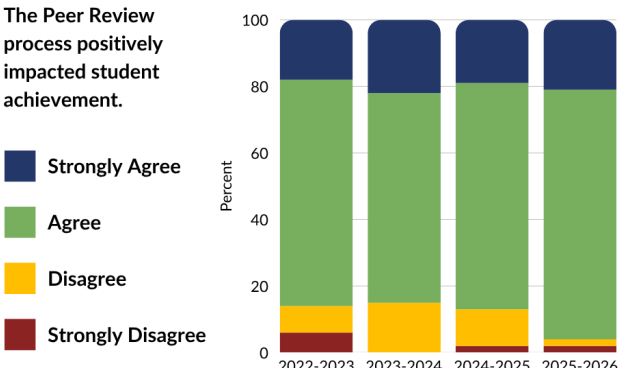
Implementation Summary

For the 2025-26 school year, the Peer Review process was refined to balance professional rigor with the need for deeper, more meaningful reflection.

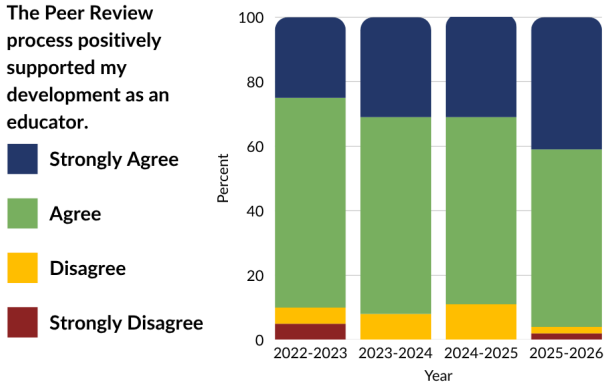
Continued Practices	Program Changes for 2025-26
Self-evaluation for continuing contract staff, one component from the Danielson Framework	Non-Classroom Educator Rubric went into effect
Connection & alignment meetings with principals/site leaders	3 Peer Reviewers
Hosted a meeting to for staff to support the new changes and the transition to Peer Review for newly tenured educators	Eliminated Peer Review for On-Cycle Educators
	For Off-Cycle Eductors: -1 full cycle (pre-meeting, observation, post meeting) - 20 minute focused observation + post meeting **OR** in-depth reflective planning form + post meeting
	Observation award - $400

Quantitative Impact Data

The Peer Review process has achieved exceptional levels of staff buy-in:



Impact on Student Achievement: In 2025-26, 96% of educators agreed or strongly agreed that the peer review process positively impacted student learning.



Impact on Educator Development: For the 2025-26 school year, 96% of educators agreed or strongly agreed that the process supported their development, with a notable shift toward "Strongly Agree" as the primary choice.

The Voice of the Educator

The high agreement regarding educator development is directly linked to the implementation of the Sequence 2 structure. By offering an option for deep reflection rather than a second formal observation, Peer Review empowered teachers to engage in the way they learn best. As one educator noted, *"I loved the option of a deep reflection rather than a second observation. Reflection is the way I learn best."* While the majority of staff praised the reduced paperwork and increased professional respect, we acknowledge that a minority of staff still find the process feels like "checking a box" during high-stress periods.

4. Learning Academy

Implementation Summary

Continued Practices	Program Changes for 2025-26
Content is teacher/staff driven	9 hours of participation time
Learning Academies designed to uplift, develop and retain our BIPOC educators and new staff were offered outside of the 9 hour limit	Unlimited CEUs

Course Offerings & Participation

The Learning Academy offers flexible, high-interest professional development across four key domains:

- **Unit Planning:** Implementing frameworks for effective course design.
- **Leadership & Equity:** Facilitating inclusive practice and cultural competency.
- **Continuous Support:** Affinity groups and new teacher mentorship.
- **Classroom Visits:** Observing peers and fostering educator resilience.

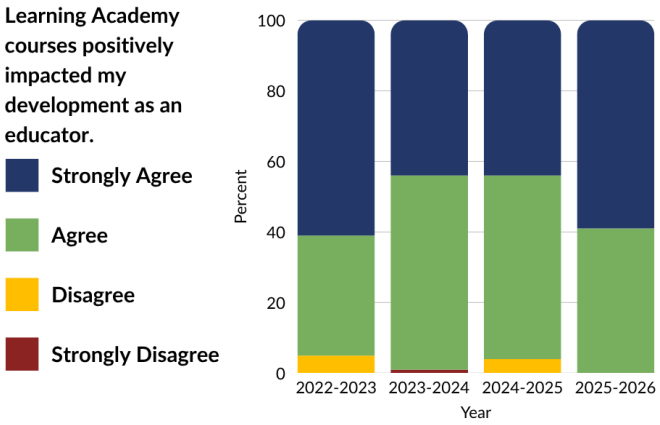
Historical Participation Trends:

	2019-2021 Paid 12 Hours Max	2020-2021 Paid 12 Hours Max	2021-2022 Unlimited Hours	2022-2023 Unlimited Hours	2023-2024 Paid 12 Hours Max	2024-2025 Paid 12 Hour Max	2025-2026 Paid 9 Hour Max
Seats Filled*	95	205	355	735	478	416	262
Courses Offered	11	16	16	40	51	32	19

*People are in multiple courses

Quantitative Impact Data

Learning Academy courses remain one of our most effective growth tools.



In 2025-26, nearly 100% of participants agreed or strongly agreed that these courses positively impacted their development, maintaining the high performance standards of previous years.

The Voice of the Educator

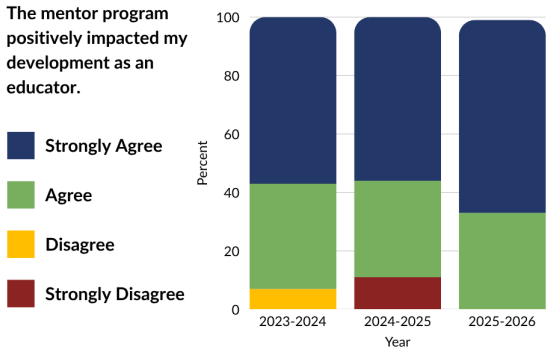
Staff specifically praised the LETRS training , the Onward book study , and the What To Do When You Hear Something Racist podcast series. One participant highlighted the profound impact of the latter: *"The podcast series related to race and racism was very well done! Provoked lots of thinking, discussion, and action."*

5. Mentor Program

Implementation Summary

Continued Practices	Program Changes for 2025-26
Supporting teachers with 2 or less years of experience	3 Mentors
2 meetings a month -1:1 with mentor (Danielson, observations, general support) -Group circle by site (Emotional/resilience support, Danielson/practice profile, community building)	
Continued practices to support **all** new to Richfield staff: -Calendar/document of supports -Check-in on PD days with coffee and donuts	

Quantitative Impact Data



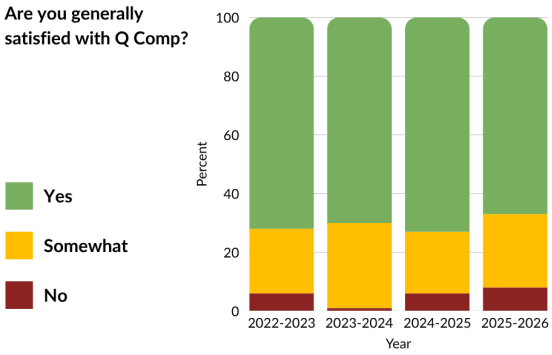
Despite the reduction in the number of mentors, the program achieved a new peak of **100% agreement** regarding its positive impact on educator development. This suggests that the "Group Circles" model is a highly efficient and effective way to scale support without sacrificing quality.

The Voice of the Educator

Mentees highlighted the human impact of the program, noting that mentors provided essential support in navigating the complexities of the profession:

- Emotional Resilience - Managing the "ups and downs" of the first years of teaching.
- Interpersonal Guidance - Navigating complex professional relationships.
- Observation Preparation - Assistance with Danielson forms and evaluation readiness.
- Resource Navigation - Practical tools for classroom management and formative assessment.

6. Overall Program Satisfaction & Recommendations



General Satisfaction

General satisfaction remains high, with 92% of teachers reporting they are either "Generally Satisfied" or "Somewhat Satisfied" with the Q Comp program for the 2025-26 school year.

Steering Committee Recommendations for 2026-27

- The Q Comp Steering Committee has surveyed PLC facilitators and will analyze these results to determine necessary adjustments.
- We will continue to think creatively about Learning Academy in order to continue offering quality choice professional learning opportunities with constraints on the budget. This is an optional part of our plan, yet highly favored by the staff.

Enriching and accelerating learning

RICHFIELD
PUBLIC SCHOOLS

Vision Cards

End-of-Year Update, Part 2

Academics and Climate & Culture

June 22, 2026

Enriqueciendo y acelerando el aprendizaje

What is a Vision Card?

RICHFIELD PUBLIC SCHOOLS

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

What Vision Cards are there?

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There is one card for each strategic plan strategy:

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

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

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

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

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

The Parts of a Vision Card

RICHFIELD PUBLIC SCHOOLS

Each vision card has three pages:

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

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

Understanding the Progress Report

RICHFIELD PUBLIC SCHOOLS

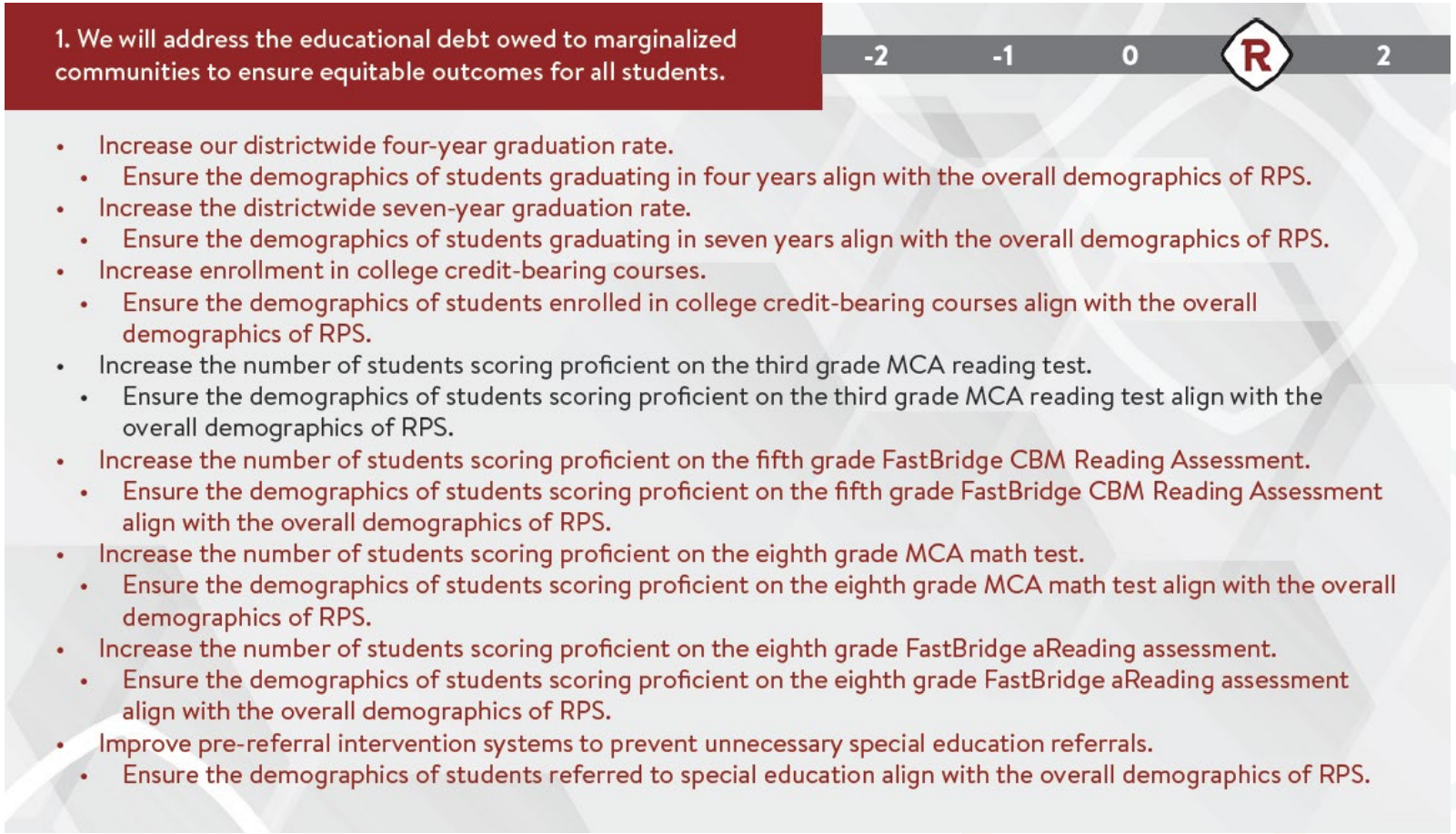
- Each progress report will list all the measurements we use to report on each goal, but the measurements that have new, updated data to show progress toward that specific goal will be noted in red.
- Some measures are reported on in the mid-year update and some at the end of the school year.
- The baseline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



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

Vision Card Page 1: Progress Report Academics

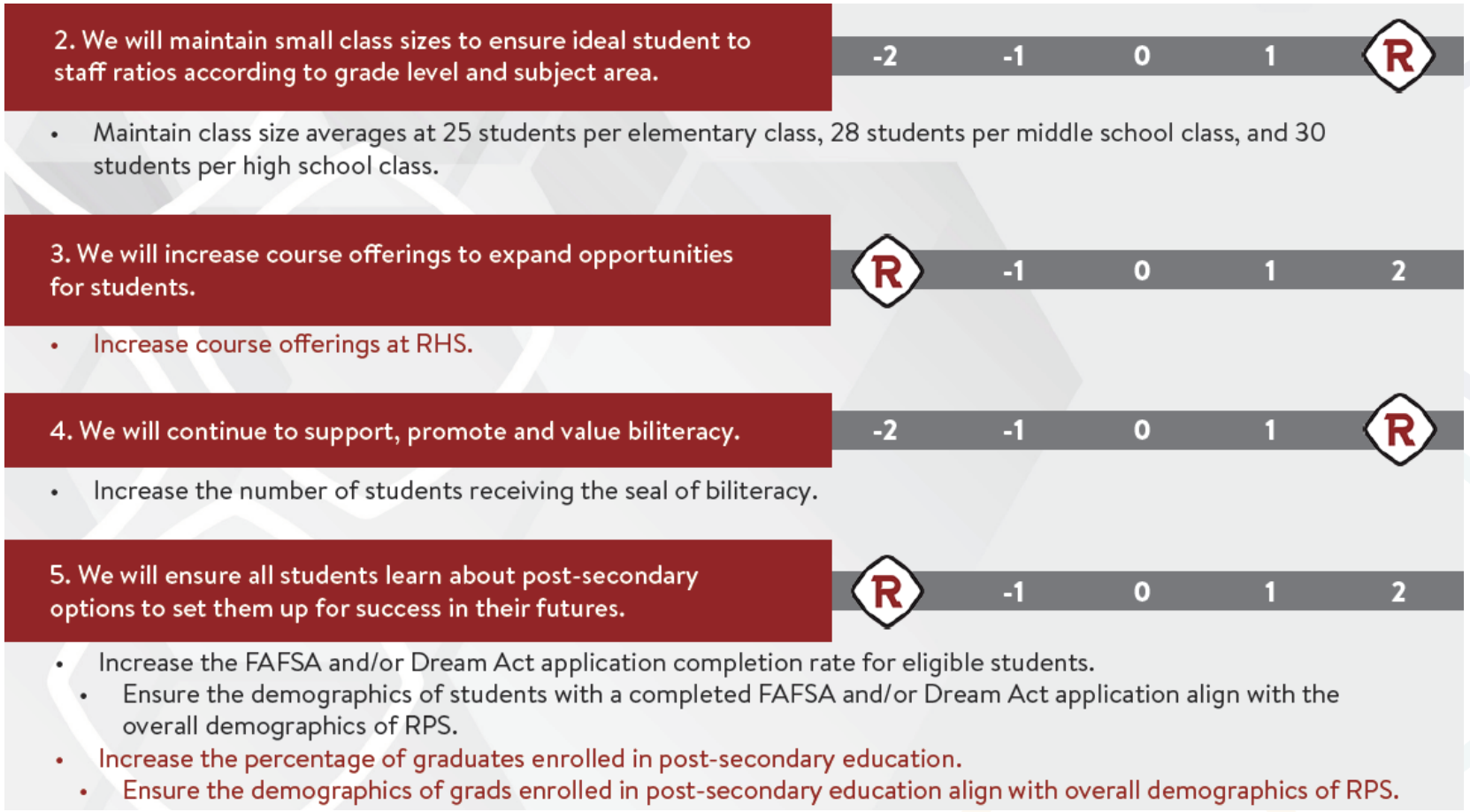
RICHFIELD PUBLIC SCHOOLS



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

Vision Card Page 1: Progress Report Academics, continued.

RICHFIELD PUBLIC SCHOOLS



New, updated data for the measures noted in red has been used to determine progress toward the overall goals. Academics Goals #3 and #5 are both at progress level -2.

Academics: Details of Progress

RICHFIELD PUBLIC SCHOOLS

- **Goal #1, 4-Year Graduation Rate** (Rubric Measure #1 & #2): In 2025, the 4-year graduation rate was 90.7%, an increase from 86.3% in the baseline year of 2020. The gap for BIPOC students was 1%, similar to no gap in the baseline year.
- **Goal #1, 7-Year Graduation Rate** (Rubric Measure #3 & #4): In 2025, the 7-year graduation rate was 92.6%, an increase from 85.7% in the baseline year of 2020. There was no gap for BIPOC students, a decrease from the 2% gap in the baseline year.
- **Goal #1, Enrollment in College-Credit Bearing Courses** (Rubric Measure #5 & #6): Between baseline Semester 2 of 20-21 and Semester 2 of 25-26, the number of students enrolled in college-credit bearing courses decreased from 702 to 645. However, this is an increase from Semester 2 of the 24-25 school year. The gap for BIPOC students increased from 5% in the baseline semester to 12% in Semester 2 of 25-26.
- **Goal #1, Proficiency on 5th Grade FastBridge CBM Reading Assessment** (Rubric Measure #9 & #10): Between baseline winter of 23-24 and spring of 25-26, the percentage of 5th graders scoring proficient increased from 47% to 52%. The gap for BIPOC students remained similar from 16% in the baseline year to 15% in the spring of 25-26.
- No data is available for rubric measures #7 and #8 because the MCA reading assessment is being normed for a new baseline at the state level this year.

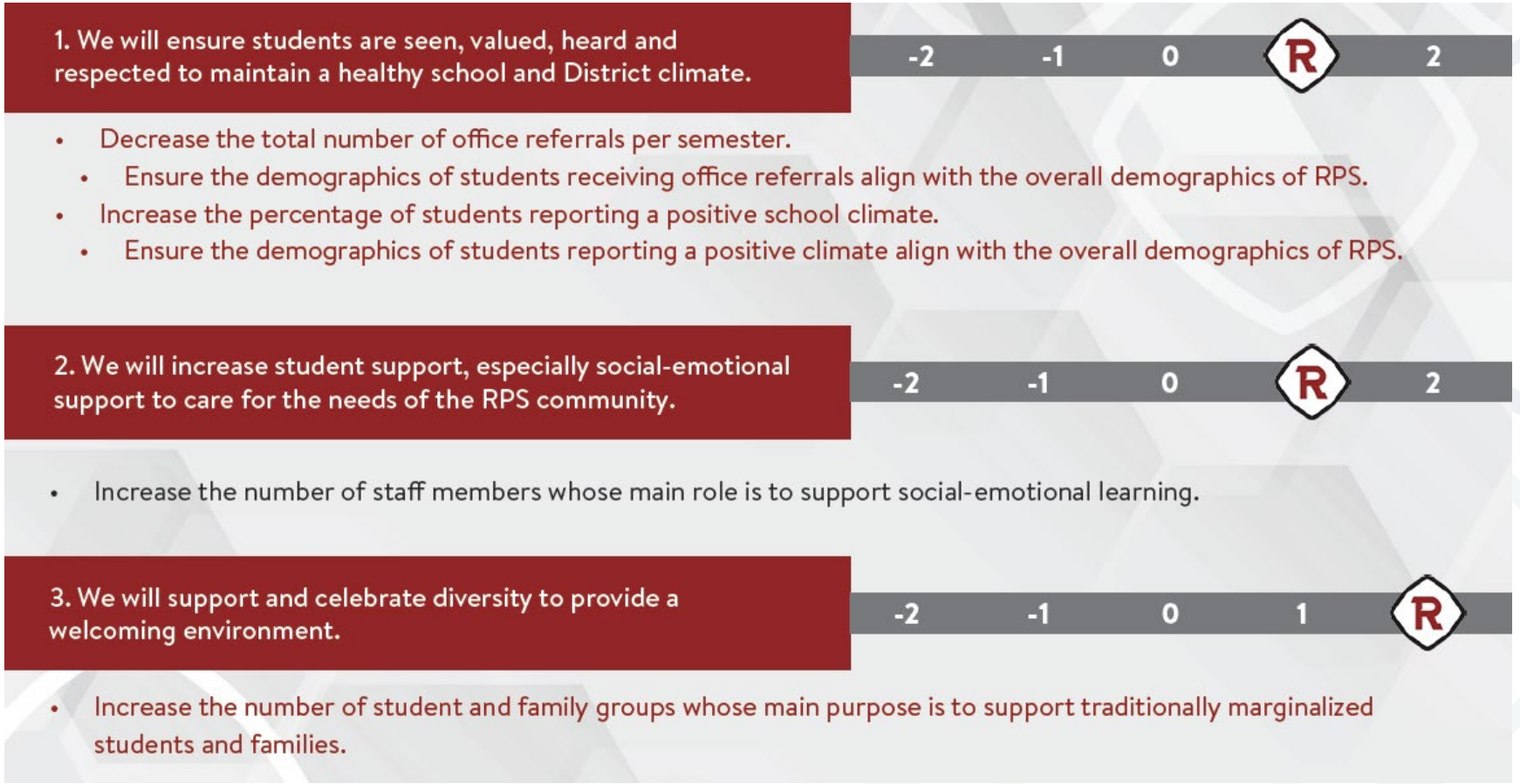
Academics: Details of Progress, cont.

RICHFIELD PUBLIC SCHOOLS

- **Goal #1, Proficiency on the 8th Grade MCA Math Assessment** (Rubric Measure #11 & #12): In 2026, 34% of 8th grade participants scored proficient, an increase from 26% in the baseline year of 2021. The gap for BIPOC students was 22%, a decrease from 27% in the baseline year.
- **Goal #1, Proficiency on the 8th Grade FastBridge aReading Assessment** (Rubric Measure #13 & #14): In spring of 25-26, 49% of 8th grade participants scored proficient, an increase from 39% in the baseline winter of 23-24. The gap for BIPOC students was 17%, a decrease from 23% in the winter of 23-24.
- **Goal #1, Special Education Referrals** (Rubric Measure #15 & #16): In 25-26, 53 staff members were trained in the STAT process. Additionally, while in the baseline year of 18-19, BIPOC students were overrepresented in special education referrals by 2%, in 25-26, BIPOC students were underrepresented in special education referrals by 18%.
- **Goal #3, Course Offerings** (Rubric Measure #18): In Semester 2 of 25-26, the number of course offerings at RHS decreased to 162 from 202 in the baseline Semester 2 of 20-21.
- **Goal #5, Post-secondary Enrollment** (Rubric Measure #22 & #23): For the Class of 2024, 55% of graduates are enrolled in post-secondary education, a decrease from 69% for the baseline Class of 2019. The gap for BIPOC students increased from 2% for the baseline Class of 2019 to 6% for the Class of 2024.
- Progress for the other measures was included in the mid-year update.

Vision Card Page 1: Progress Report
Climate & Culture

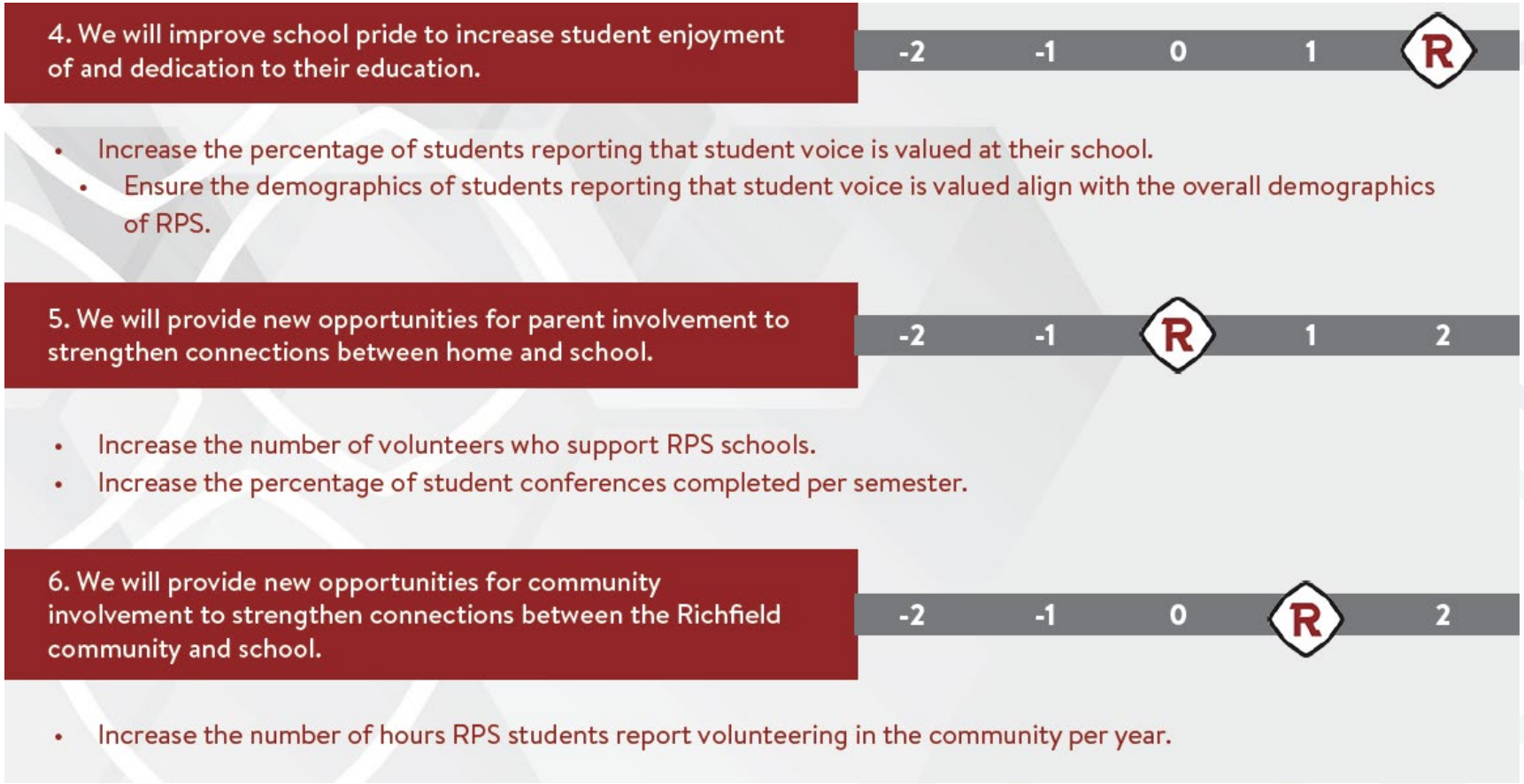
RICHFIELD PUBLIC SCHOOLS



New, updated data for the measures noted in red has been used to determine progress toward the overall goal. Climate & Culture Goal #1 is at progress level 1, and Goal #3 is at progress level 2.

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

RICHFIELD PUBLIC SCHOOLS



New, updated data for the measures noted in red has been used to determine progress toward the overall goal. Climate & Culture Goal #4 is at progress level 2; Goal #5 is at progress level 0, and Goal #6 is at progress level 1.

Climate & Culture: Details of Progress

RICHFIELD PUBLIC SCHOOLS

- **Goal #1, Office Referrals** (Rubric Measure #1 & #2): Between Semester 1 of 19-20 and Semester 2 of 25-26, we decreased the number of documented office referrals from 729 to 405. The gap for BIPOC students in 24-25 is 15%, an increase from the 11% gap in the baseline year.
- **Goal #1, Students Reporting a Positive School Climate** (Rubric Measure #3 & #4): In 25-26, 86% of students reported a positive school climate, an increase from 68% in the baseline year of 19-20. There was no gap for BIPOC students.
- **Goal #3, Student and Family Groups Supporting Traditionally Marginalized Communities** (Rubric Measure #6): In 25-26, we had 18 groups, an increase from 5 groups in the baseline year of 20-21.
- **Goal #4, Students Reporting Student Voice is Valued** (Rubric Measure #7 & #8): In 25-26, 77% of students reported that student voice is valued in their school, an increase from 67% in the baseline year of 22-23.
- **Goal #5, Number of Volunteers Supporting RPS** (Rubric Measure #9): In 25-26, 577 community members completed the volunteer approval process, an increase from 212 in the baseline year of 22-23.
- **Goal #5, Percentage of Student Conferences Completed** (Rubric Measure #10): In Semester 2 of 25-26, the percentage of elementary conferences completed was 91%, a slight decrease from the baseline level of 94% in 20-21. The percentage of secondary conferences completed decreased from the baseline level of 63% in 20-21 to 35% in Semester 2 of 25-26.
- **Goal #6, Student Volunteer Hours** (Rubric Measure #11): The Class of 2026 reported a total of 10,057 volunteer hours, an increase from 9,638 total hours reported in the baseline Class of 2021.
- Progress for the other measure was included in the mid-year update.

Enriching and accelerating learning

RICHFIELD
PUBLIC SCHOOLS

Questions/Comments

Enriqueciendo y acelerando el aprendizaje

ACADEMICS

2021-26 Goals
End-of-Year 2026 Progress Report

Vision

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

Belief Statement

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

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

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

-2 | -1 | 0 | R | 2

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

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

-2 | -1 | 0 | 1 | R

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

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

R | -1 | 0 | 1 | 2

- Increase course offerings at RHS.

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

-2 | -1 | 0 | 1 | R

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

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

R | -1 | 0 | 1 | 2

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

RICHFIELD PUBLIC SCHOOLS

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

Vision Card 1: Academics
Page 2: Key Actions

RICHFIELD PUBLIC SCHOOLS

Academic Goals:

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

Key Actions that Occurred in the 2025-26 School Year:

- All teachers participated in ongoing PLCs and coaching cycles.
- Learning walks occurred throughout the District to inform administration of additional classroom supports needed.
- Structured literacy curricula (Benchmark Advance/Adelante in K-5; StudySync in 6-12) were fully implemented.
- Greater utilization of FastBridge screening and progress monitoring assessments occurred across the District.
- Elementary schools implemented tiered intervention blocks in reading and math.
- Secondary schools expanded the interventions available to students in tiered courses.
- New teachers completed a series of equity trainings throughout the year.
- Training on Indigenous cultural competency continued to be offered on professional development days.
- Nearly all Phase 1 educators completed LETRS training, with exceptions for teachers new to the District in 2025-2026.
- Instructional paraprofessionals completed Structured Literacy training.
- RCEP completed the year with its redesigned schedule and instructional model to remove barriers to learning and enhance individualized instruction for students.
- RPS participated in Direct Admissions to Minnesota colleges and universities.

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

Item	Measure	Level -2	Level -1	Baseline	Level 1	Level 2		End-of-Year 25-26 Progress Report
1	Increase our districtwide four-year graduation rate.	5% decrease	2.5% decrease	2020 RPS 4-Year Graduation Rate: **86.3%**	2.5% increase	5% increase		2025 RPS 4-Year Graduation Rate: **90.7%**
2	Ensure the demographics of all students graduating in 4 years align with overall demographics of RPS (The gap is the difference between the percentage of RPS 12th graders who are BIPOC and the percentage of students who graduated within 4 years who are BIPOC)	10% increase in gap	5% increase in gap	2020: **NO GAP**		Maintain no gap		Percentage of class of 2025 who are BIPOC: 74%; Percentage of class of 2025 that graduated in 2025 who are BIPOC: 73%; **Gap of 1%**
3	Increase the districtwide 7-year graduation rate.	5% decrease	2.5% decrease	2020 RPS 7-Year Graduation Rate: **85.7%**	2.5% increase	5% increase		2025 RPS 7-Year Grad Rate: **92.6%**
4	Ensure the demographics of all students graduating in 7 years align with overall demographics of RPS (The gap is the difference between the percentage of students in the class of three years prior who are BIPOC and the percentage of students who graduated within 7 years who are BIPOC)	5% increase in gap	2.5% increase in gap	Percentage of class of 2017 who are BIPOC: 69%; Percentage of class of 2017 graduating in 2020 or earlier who are BIPOC: 67%; **Gap of 2%**	1% decrease in gap	2% decrease in gap		Percentage of class of 2022 who are BIPOC: 78%; Percentage of class of 2022 graduating in 2025 or earlier who are BIPOC: 78%; **NO GAP**
5	Increase enrollment in college credit-bearing courses.	5% decrease	2.5% decrease	2020-2021 Semester 2: **702 students** (62% of RHS population)	2.5% increase	5% increase		2025-2026 Semester 2: **645 students** (56% of RHS population)
6	Ensure the demographics of students enrolled in college credit-bearing courses align with overall demographics of RPS (The gap is the difference between the percentage of RPS 9-12 graders who are BIPOC and the percentage of students enrolled in college credit classes who are BIPOC)	5% increase in gap	2.5% increase in gap	2020-2021 Semester 2: Percentage of RPS 9-12 graders who are BIPOC: 73%; Percentage of students enrolled in college credit courses who are BIPOC: 68%; **Gap of 5%**	2.5% decrease in gap	5% decrease in gap		2025-2026 Semester 2: Percentage of RPS 9-12 graders who are BIPOC: 75%; Percentage of students enrolled in college credit courses who are BIPOC: 63%; **Gap of 12%**
7	Increase the number of students scoring proficient on the 3rd-grade MCA reading test.	5% decrease	2.5% decrease	2021: **33% of 3rd grade participants scored proficient.**	2.5% increase	5% increase		2026: **No data available.**
8	Ensure the demographics of students scoring proficient on the 3rd grade reading MCA align with overall demographics of RPS. (The gap is the difference between the percentage of 3rd grade MCA participants who are BIPOC and the percentage of 3rd graders scoring proficient who are BIPOC)	10% increase in gap	5% increase in gap	2021: Percentage of 3rd grade participants who are BIPOC: 72%; Percentage of 3rd graders scoring proficient who are BIPOC: 52%; **Gap of 20%**	5% decrease in gap	10% decrease in gap		2026: **No data available.**
9	Increase the number of students scoring proficient on the 5th grade FastBridge CBM Reading Assessment.	5% decrease	2.5% decrease	2023-2024 Winter: **47% of 5th grade participants scored proficient.**	2.5% increase	5% increase		2025-2026 Spring: **52% of 5th grade participants scored proficient.**
10	Ensure the demographics of students scoring proficient on the 5th grade FastBridge CBM Reading Assessment align with the overall demographics of RPS. (The gap is the difference between the percentage of 5th grade participants who are BIPOC and the percentage of RPS 5th graders scoring proficient who are BIPOC)	5% increase in gap	2.5% increase in gap	2023-2024 Winter: Percentage of 5th grade participants who are BIPOC: 64%; Percentage of students scoring proficient who are BIPOC: 48%; **Gap of 16%**	2.5% decrease in gap	5% decrease in gap		2025-2026 Spring: Percentage of 5th grade participants who are BIPOC: 69%; Percentage of students scoring proficient who are BIPOC: 54%; **Gap of 15%**
11	Increase the number of students scoring proficient on the 8th grade MCA math test.	5% decrease	2.5% decrease	2021: **26% of 8th grade participants scored proficient**	2.5% increase	5% increase		2026: **34% of 8th grade participants scored proficient**
12	Ensure the demographics of students scoring proficient on the 8th grade MCA math test align with overall demographics of RPS. (The gap is the difference between the percentage of 8th grade participants who are BIPOC and the percentage of students scoring proficient who are BIPOC)	10% increase in gap	5% increase in gap	2021: Percentage of 8th grade participants who are BIPOC: 67%; Percentage of 8th graders scoring proficient who are BIPOC: 40%; **Gap of 27%**	5% decrease in gap	10% decrease in gap		2026: Percentage of 8th grade participants who are BIPOC: 75%; Percentage of 8th graders scoring proficient who are BIPOC: 53%; **Gap of 22%**
13	Increase the number of students scoring proficient on the 8th grade FastBridge aReading Assessment.	5% decrease	2.5% decrease	2023-2024 Winter: **39% of 8th grade participants scored proficient**	2.5% increase	5% increase		2025-2026 Spring: **49% of 8th grade participants scored proficient**
14	Ensure the demographics of students scoring proficient on the 8th grade FastBridge aReading Assessment align with the overall demographics of RPS. (The gap is the difference between the percentage of 8th grade participants who are BIPOC and the percentage of RPS 8th graders scoring proficient who are BIPOC)	10% increase in gap	5% increase in gap	2023-2024 Winter: Percentage of 8th grade participants who are BIPOC: 74%; Percentage of 8th graders scoring proficient who are BIPOC: 51%; **Gap of 23%**	5% decrease in gap	10% decrease in gap		2025-2026 Spring: Percentage of 8th grade participants who are BIPOC: 74%; Percentage of 8th graders scoring proficient who are BIPOC: 57%; **Gap of 17%**

15	Improve pre-referral intervention systems to prevent unnecessary special education referrals.	5% decrease	2.5% decrease	2021: **0 staff members trained in STAT process.**	2.5% increase	5% increase		25-26: **53 staff members newly trained in STAT process.**
16	Ensure the demographics of students referred to special education align with overall demographics of RPS. (The gap is the difference between the percentage of RPS students who are BIPOC and the percentage of students referred to special education who are BIPOC)	5% increase in gap	2.5% increase in gap	2018-2019: Percentage of RPS students who are BIPOC: 73%; Percentage of students referred to special education who are BIPOC: 75%; **Gap of 2%**	1% decrease in gap	2% decrease in gap		2025-2026: Percentage of RPS students who are BIPOC: 71%; Percentage of students referred to special education who are BIPOC: 53%; **Gap of 18% in the other direction**
17	Maintain class size averages at 25 students per elementary class, 28 students per middle school class, and 30 students per high school class or better.	Class size average is 27 at elementary, 30 at middle, 32 at high	Class size average is 26 elementary, 29 at middle, 31 at high	Baseline class size averages set at 25 at elementary, 28 at middle, 30 at high	Class size average is 24 at elementary, 27 at middle, 29 at high	Class size average is 23 at elementary, 26 at middle, 28 at high		2025 class size averages: **22 at elementary, 23 at middle, 25 at high**
18	Increase course offerings at RHS.	5% decrease	2.5% decrease	2020-2021 Semester 2: **202 course offerings**	2.5% increase	5% increase		2025-2026 Semester 2: **162 course offerings**
19	Increase the number of students receiving the seal of biliteracy	5% decrease	2.5 % decrease	Class of 2020: **35 students received a seal of biliteracy**	2.5% increase	5% increase		Class of 2025: **99 students received a seal of biliteracy**
20	Increase the FAFSA and/or Dream Act application completion rate for eligible students.	5% decrease	2.5 % decrease	Class of 2021: **53.9% of eligible seniors completed the FAFSA and/or Dream Act**	2.5% increase	5% increase		Class of 2025: **63% of eligible seniors completed the FAFSA and/or Dream Act**
21	Ensure the demographics of students with a completed FAFSA and/or Dream Act application align with overall demographics of RPS. (The gap is the difference between the percentage of RPS graduates who are BIPOC and the percentage of RPS 12th graders with a completed application who are BIPOC)	5% increase in gap	2.5% increase in gap	Class of 2021: 62% of seniors are BIPOC; 55% of seniors who completed the FAFSA/Dream Act are BIPOC. **Gap of 7%**	2.5% decrease in gap	5% decrease in gap		Class of 2025: 71% of seniors are BIPOC; 64% of seniors who completed the FAFSA/Dream Act are BIPOC. **Gap of 7%**
22	Increase the percentage of graduates enrolled in post-secondary education.	10% decrease	5% decrease	Class of 2019: **69% of graduates are enrolled in post-secondary education.**	2.5% increase	5% increase		Class of 2024: **55% of graduates are enrolled in post-secondary education.**
23	Ensure the demographics of graduates enrolled in post-secondary education align with the overall demographics of RPS. (The gap is the difference between the percentage of graduates who are BIPOC and the percentage of post-secondary enrolled students who are BIPOC)	5% increase in gap	2.5% increase in gap	Class of 2019: 75% of graduates are BIPOC; 73% of post-secondary enrolled students are BIPOC. **Gap of 2%**	1% decrease in gap	2% decrease in gap		Class of 2024: 77% of graduates are BIPOC; 71% of post-secondary enrolled students are BIPOC. **Gap of 6%**

CLIMATE & CULTURE

2021-26 Goals
End-of-Year 2026 Progress Report

Vision

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

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

Belief Statement

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

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



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

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



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

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



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

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



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

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



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

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



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

RICHFIELD PUBLIC SCHOOLS

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

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

RICHFIELD PUBLIC SCHOOLS

Climate & Culture Goals:

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

Key Actions that Occurred in the 2025-26 School-Year:

- Districtwide social-emotional learning curricula were implemented at both the elementary and secondary levels.
- The SAEBRS screening tool was utilized to identify student needs in the area of SEL.
- Building level SEL teams met regularly to analyze data and develop interventions.
- Partnerships with mental health providers for school-based mental health and chemical health services were expanded.
- Safe & Supportive Schools meetings were held quarterly with parent/guardians and RMS, RHS, and RCEP students.
- The Equity policy, Athletic & Activity Program policy, and Animals in Schools and Classrooms policy were revised with student and family input.
- The Spartan Food Shelf has increased its capacity and relevant resource offerings, greatly increasing total students and families served.
- Messaging and communication in support of our immigrant families has been sent on multiple occasions, as well as a robust network of concrete resources and services offered.

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

Item	Measure	Level -2	Level -1	Baseline	Level 1	Level 2		End-of-Year 25-26 Progress Report
1	Decrease the total number of office referrals per semester.	10% increase	5% increase	2019-2020 Semester 1: **729 referrals** (0.18 referrals per student)	5% decrease	10% decrease		25-26 Semester 2: **405 referrals** (0.1 referrals per student)
2	Ensure the demographics of students receiving office referrals align with the overall demographics of RPS. (The gap is the difference between the percentage of RPS students who are BIPOC and the percentage of office referrals that are documented for BIPOC students)	10% increase in gap	5% increase in gap	2019-2020 Semester 1: Percentage of RPS students who are BIPOC: 72%; Percentage of office referrals documented for BIPOC students: 83%; **Gap of 11%**	5% decrease in gap	10% decrease in gap		25-26 Semester 2: Percentage of RPS students who are BIPOC: 71%; Percentage of office referrals documented for BIPOC students: 86%; **Gap of 15%**
3	Increase the percentage of students reporting a positive school climate.	10% decrease	5% decrease	2019-2020: **68% of students report a positive school climate**	5% increase	10% increase		2025-2026: **86% of students report a positive school climate**
4	Ensure the demographics of students reporting a positive school climate align with the overall demographics of RPS. (The gap is the difference between the percentage of survey participants who are BIPOC and the percentage of students reporting a positive climate who are BIPOC)	10% increase in gap	5% increase in gap	2019-2020: **NO GAP**		Maintain no gap		2025-2026: **NO GAP**
5	Increase the number of staff members whose main role is to support social-emotional learning.	5% decrease	2.5% decrease	2020-2021: **38 staff members, including outreach workers**	2.5% increase	5% increase		2025-2026: **39 staff members, including outreach workers**
6	Increase the number of student and family groups whose main purpose is to support traditionally marginalized students and families.	10% decrease	5% decrease	2020-2021: **4 family groups + 1 student group**	5% increase	10% increase		2025-2026: **5 family groups + 13 student groups**
7	Increase the percentage of students reporting that student voice is valued at their school.	10% decrease	5% decrease	2022-2023: **67% of students report that student voice is valued at their school.**	5% increase	10% increase		2025-2026: **77% of students report that student voice is valued at their school.**
8	Ensure the demographics of students reporting that student voice is valued align with the overall demographics of RPS. (The gap is the difference between the percentage of survey participants who are BIPOC and the percentage of students reporting that student voice is valued who are BIPOC)	10% increase in gap	5% increase in gap	2022-2023: **NO GAP**		Maintain no gap		2025-2026: **NO GAP**
9	Increase the number of volunteers who support RPS schools.	10% decrease	5% decrease	2022-2023: **212 community members completed the volunteer approval process.**	5% increase	10% increase		2025-2026: **577 community members completed the volunteer approval process.**
10	Increase the percentage of student conferences completed per semester.	5% decrease	2.5% decrease	2020-2021: **Elementary conference attendance averaged 94%; Secondary conference attendance averaged 63%**	2.5% increase	5% increase		2025-2026 Semester 2: **Elementary conference attendance averaged 91%; Secondary conference attendance averaged 35%**
11	Increase the number of hours RPS students report volunteering in the community per year.	10% decrease	5% decrease	Class of 2021: **9,638 total hours** (avg. 33.9 per student)	5% increase	10% increase		Class of 2026: **10,057 total hours** (avg. 31.2 per student)

Enriching and accelerating learning

RICHFIELD
PUBLIC SCHOOLS

Superintendent Goals 2025-2026

June 22, 2026

Final Report

Enriqueciendo y acelerando el aprendizaje

2025-2026 Performance Evaluation Process

RICHFIELD PUBLIC SCHOOLS

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

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

Individual Performance (30%): Board evaluation of superintendent

Achievement Measure: Common Assessment Proficiency & Gap Closure

RICHFIELD PUBLIC SCHOOLS

- Increase the number of students scoring proficient on the 5th grade FastBridge CBM Reading Assessment by 5% and reduce the gap for students of color. Goal achieved.
- Increase the number of students scoring proficient on the 8th grade FastBridge aReading assessment by 5% and reduce the gap for students of color. Goal not achieved.

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

2025-2026 Data	5th Grade Proficiency (Goal to increase)	Gap for BIPOC Students (Goal to decrease)
Fall	43%	18%
Winter	51%	15%
Spring	52%	15%

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

2025-2026 Data	8th Grade Proficiency (Goal to increase)	Gap for BIPOC Students (Goal to decrease)
Fall	54%	14%
Winter	55%	12%
Spring	49%	17%

Achievement Measure: Common Assessment Growth & Gap Closure

RICHFIELD PUBLIC SCHOOLS

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

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

3rd Grade FastBridge Reading	3rd Grade Typical to Aggressive Growth	Gap for BIPOC Students
2025-2026 Fall to Spring Growth	53%	3%

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

8th Grade FastBridge Math	8th Grade Typical to Aggressive Growth	Gap for BIPOC Students
2025-2026 Fall to Spring Growth	57%	3%

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

RICHFIELD PUBLIC SCHOOLS

- Increase 2026 achievement on 3rd grade MCA reading test by 3% and decrease gap for BIPOC students. No data.
- Increase 2026 achievement on 8th grade MCA math test by 3% and decrease gap for BIPOC students. Goal achieved.
- Increase 2026 achievement on 3-5 grade MCA reading test by 3% and decrease gap for BIPOC students. No data.
- Increase 2026 achievement on 6-8 grade MCA reading test by 3% and decrease gap for BIPOC students. No data.

MCA	2025 RPS Achievement	2025 RPS Gap for BIPOC Students	2026 RPS Achievement	2026 RPS Gap for BIPOC Students
3rd grade reading	29.1% scored proficient	Gap of 17%	Data not available.	Data not available.
8th grade math	27.2% scored proficient	Gap of 25%	34% scored proficient	Gap of 22%

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

MCA	2025 RPS Achievement	2025 RPS Gap for BIPOC Students	2026 RPS Achievement	2026 RPS Gap for BIPOC Students
3-5 grade reading	36% scored proficient	Gap of 20%	Data not available.	Data not available.
6-8 grade reading	37% scored proficient	Gap of 24%	Data not available.	Data not available.

Achievement Measure: Replacement for MCA Reading Data

RICHFIELD PUBLIC SCHOOLS

Increase 2026 achievement on 3-5 grade Fastbridge CBMreading assessment by 3% and decrease gap for BIPOC students. Goal partially achieved.

Increase 2026 achievement on 6-8 grade Fastbridge aReading assessment by 3% and decrease gap for BIPOC students. Goal achieved.

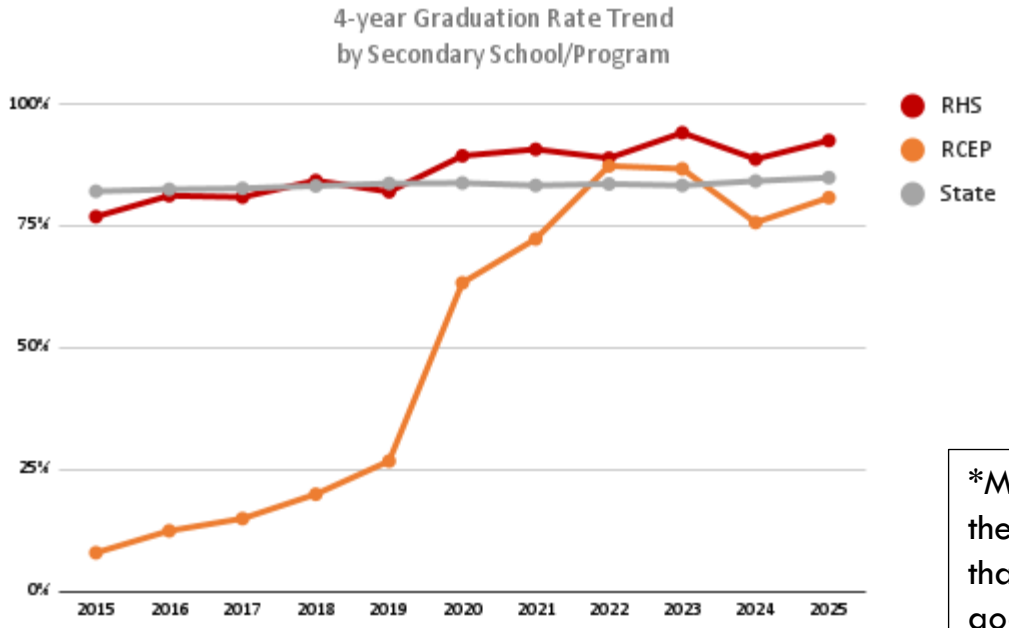
Fastbridge Spring Reading Achievement	2025 RPS Achievement	2025 RPS Gap for BIPOC Students	2026 RPS Achievement	2026 RPS Gap for BIPOC Students
3-5 grade reading	47% scored proficient	Gap of 12%	51% scored proficient	Gap of 13%
6-8 grade reading	44% scored proficient	Gap of 21%	49% scored proficient	Gap of 20%

Achievement Measure: Graduation Rate Growth & Gap Closure

RICHFIELD PUBLIC SCHOOLS

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

4-year Grads	2021	2022	2023	2024	2025
RPS	87.3%	88.3%	92.6%	85.8%	90.7%
RHS	90.7%	88.9%	94.1%	88.7%	92.5%
RCEP	72.3%	87.3%	86.3%	75.7%	80.8%
Minnesota	83.3%	83.6%	83.3%	84.2%	84.9%



Graduation data is calculated by MDE.

RPS Grad Rate by Demographic	2021	2022	2023	2024	2025
Asian	70.6%	100%	91.7%	84.6%	100%
Black or African American	91.7%	89.6%	87.5%	86%	88.6%
Hispanic or Latino	83.2%	88.9%	90.6%	82.9%	89.7%
Indigenous	33%	44%	100%	64%	69.2%
Two or More Races	93.3%	94.1%	100%	88.9%	95.2%
White	93.5%	88.1%	97.6%	94.7%	94.3%
Male	81.9%	83.9%	91.8%	85%	87.2%
Female	92.8%	94.4%	93.7%	88%	94.1%
English Learner	68.6%	86.5%	85.9%	69.1%	80.9%
Special Education	71.8%	65.6%	71.8%	64.3%	68.4%
Free/Reduced Price Eligible	82.6%	85.1%	91.1%	83.0%	88.8%

*MDE does not publicly report demographically-grouped data for students for years when the total number of students in that demographic category (based on the state code) is fewer than 10. In the years shown, the number of RPS Indigenous students ranges from 3-13. The goal remains to reach 90% for each demographic group, so we are sharing the data on all demographic groups regardless of the number of students enrolled.

Process Goals: Data/Equity/Leadership

RICHFIELD PUBLIC SCHOOLS

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

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

RICHFIELD PUBLIC SCHOOLS

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

Progress:

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

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

RICHFIELD PUBLIC SCHOOLS

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

Goal Achieved

Progress:

- Completion rates for winter are lower due to lower attendance and online learning.

Fastbridge Assessment Screening	Completion Rate
2025-2026 Fall	93% for academic assessments only 91% including SEL screeners
2025-2026 Winter	82% for academic assessments only 80% including SEL screeners
2025-2026 Spring	94% for academic assessments only (no SEL screeners in spring)

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

RICHFIELD PUBLIC SCHOOLS

Measurement: Annual survey data

Goal Partially Achieved

Progress:

- In 2024-2025, 62% of parents/guardians responded that they were aware of opportunities for reduced fees or scholarships to participate in extracurricular activities. 68% of parents/guardians responded that activity fees were not a barrier to participation. These percentages signify one of the only areas of our survey that did not show year-over-year improvement.
  - Parents of secondary students: 65% aware of opportunities and 68% fees are not a barrier
  - Parents of elementary students: 60% aware of opportunities and 69% fees are not a barrier
- In 2025-2026, 60% of parents/guardians responded that they were aware of opportunities for reduced fees or scholarships to participate in extracurricular activities. 74% of parents/guardians responded that activity fees were not a barrier to participation.
  - Parents of secondary students: 65% aware of opportunities and 79% fees are not a barrier
  - Parents of elementary students: 56% aware of opportunities and 71% fees are not a barrier

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

RICHFIELD PUBLIC SCHOOLS

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

Goal achieved.

Progress:

- In 2024-2025, a total of 1,335 parents/guardians participated in the annual survey (51.6% Hispanic/Latino, 31.4% white, 10.7% Black/African American, 3% Native/Indigenous, 2.8% Asian).
- In 2025-2026, a total of 1,527 parents/guardians participated in the annual survey (50.4% Hispanic/Latino, 32.5% white, 9.5% Black/African American, 5.1% Asian)
- Between individuals and groups, we received feedback from a total of 602 people in Phase 2 of our strategic plan feedback process.

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

RICHFIELD PUBLIC SCHOOLS

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

Goal Achieved

Progress:

- We have multiple staff members who are trained to deliver LETRS training to other staff.
- Instructional Management Team members have completed LETRS for Administrators training.
- All required early childhood educators have fully completed their LETRS training.
- 92% of required paraprofessionals fully completed their READ Act training.
- K-12 Phase 1 Teachers:
  - As of June 11, 86% have completed the asynchronous component, and 14% are in progress.
  - 93% have completed Units 1-4 of the synchronous component (including teachers who were new to RPS this year and had not previously completed any READ Act approved training).
  - 90% have completed the entire synchronous component (Units 1-8) or an alternate READ Act approved training (not including the teachers who were new to RPS this year and had not previously completed any READ Act training).
  - Of those who have not completed the entire synchronous component, there are 14 in the new cohort of teachers and 14 others who have makeup units to complete.
- OL-LA training for Phase 2 secondary teachers has opened as of May 26.

Leadership Goal: Lead the District Strategic Plan Process

RICHFIELD PUBLIC SCHOOLS

Measurement: Published strategic plan by the end of summer 2026

Goal achieved.

Progress:

- October 6: School Board Study Session
  - The board discussed revisions to the overall mission and belief statements.
- November 20-December 7: Phase 1 Community Survey
  - We asked open-ended questions about vision and priorities for the District.
  - We received 68 responses from students, staff, parents/guardians, alumni, and community members.
- January 22-March 27: Phase 2 Community Survey & Meetings
  - We met with 43 staff and community groups to discuss the specific goals of the strategic plan, as well as encouraging individuals to submit feedback.
  - Between individuals and groups, we received feedback from a total of 602 people.
- April-May: Initial Drafting Process
  - The first draft was brought to the board on May 18.
- May-June: Phase 3 Community Survey
  - The first draft was shared with the community in late May for ongoing final feedback.
- August: Final Draft for Board Approval
  - We are on track to present the final draft to the board on August 3.

Individual Performance

RICHFIELD PUBLIC SCHOOLS

Evaluation occurs yearly in spring/summer:

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

Enriching and accelerating learning

RICHFIELD
PUBLIC SCHOOLS

Questions/Comments

Enriqueciendo y acelerando el aprendizaje

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 22, 2026

Subject: Commendations

RPS would like to commend Principal Stacy Theien-Collins and the RHS staff, especially those who helped to organize the graduation ceremony. Superintendent Unowsky received the following email from an RHS parent:

> "Thank you so much. The graduation celebration exceeded my expectations. I know there were some struggles getting into the venue (and that's on TCO!), but otherwise the ceremony was excellent and felt celebratory. It was exactly what we all needed after an incredibly challenging and uncertain winter. The student speakers were impressive and articulate. Your commencement address was perfect. I appreciate so much that you acknowledged all of the madness these kids experienced and navigated since entering 6th grade in the fall of 2019, their ability to meet challenges and to take care of each other. It was heartfelt and I loved it.
>
> Thank you for all of your support for the senior party too! It was a great night of celebration from the ceremony until the buses returned to RHS at 6 a.m.
>
> As my family closes out our 16 year RPS experience, I am overwhelmed with gratitude for the dedicated teachers, Fun Club caregivers, mentors and community members that helped my kids and our family along the way. I would choose RPS again every time if we had to do it again."

Congratulations to all RHS staff members on creating this successful graduation experience! You make RPS proud.

RPS would also like to commend the Marketing & Communications Department, which was recently awarded the following honor by the National School Public Relations Association (NSPRA):

- **Excellence in Video:** Inclusion at Richfield Middle School by Laura Hrad

Congratulations to Director of Marketing & Communication Laura Hrad on this recognition!

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 22, 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 June 1, 2026
   - Disbursements from the June 1, 2026 Meeting
   - Checks & E-pay Register from the June 1, 2026 Meeting
   - Superintendent's Report and Agenda Meeting Minutes from June 1, 2026
2. General Disbursements as of 6/12/26 in the Amount of $1,502,705.98
   - Disbursements for the June 22, 2026 Meeting
   - Checks & E-pay Register for the June 22, 2026 Meeting
3. Year-to-Date Finance Update
   - Revenue & Expenditure Summary as of May 31, 2026

CHECK RUNS & E-PAYS
06/01/2026 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	5/15/2026	98,553.80
	5/19/2026	2,612.77
	5/20/2026	387,544.67
	5/21/2026	636.56
E-Pays	5/14/2026	3,063.06
	5/21/2026	1,393.55

CHECK REGISTER BANK 05 TOTAL =	**493,804.41**

BREAKDOWN		
01-206-00		250,212.42
02-206-00		99,630.67
03-206-00		9,307.95
04-206-00		43,781.50
06-206-00		967.89
07-206-00		-
18-206-00		-
20-206-00		89,771.40
21-206-00		132.58
47-206-00		-
	BANK TOTAL =	**493,804.41**

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	V2601099	05/14/2026	KRISTINE E BLUNT	R	280.98
01	V2601100	05/14/2026	KRISTI A DINGMAN	R	36.76
01	V2601101	05/14/2026	GRETCHEN A GIFFORD	R	287.60
01	V2601102	05/14/2026	JENNIFER S GRAVELLE	R	257.73
01	V2601103	05/14/2026	AMY E HAGER	R	234.90
01	V2601104	05/14/2026	ALYSSA N HANSON	R	72.72
01	V2601105	05/14/2026	JENNIFER KRUEGER	R	260.43
01	V2601106	05/14/2026	NICHOLAS LEEKE	R	259.10
01	V2601107	05/14/2026	JENNIFER K LEWIS	R	124.70
01	V2601108	05/14/2026	ALLISHA R MAZURKIEWICZ	R	69.97
01	V2601109	05/14/2026	MATTHEW R MULLENBACH	R	301.74
01	V2601110	05/14/2026	ERIN H NEILON	R	116.00
01	V2601111	05/14/2026	KATHERINE OLEJNICAK	R	275.53
01	V2601112	05/14/2026	EUGENE SANDEL	R	54.56
01	V2601113	05/14/2026	ALEXIS SETZER	R	120.35
01	V2601114	05/14/2026	SOPHIA A STAVER	R	294.91
01	V2601115	05/14/2026	MICHELLE R WHITESIDE	R	15.08
01	318918	05/15/2026	T-MOBILE	R	1,897.00
01	318919	05/15/2026	BCBS OF MINNESOTA & BLUE PLUS	R	8,142.00
01	318920	05/15/2026	BSN SPORTS, LLC	R	1,558.20
01	318921	05/15/2026	EHLERS & ASSOCIATES	R	1,900.00
01	318922	05/15/2026	GARTLAND GRANT F	R	107.00
01	318923	05/15/2026	GRALAPP, CRAIG	R	214.00
01	318924	05/15/2026	INTERMEDIATE DISTRICT 287	R	620.59
01	318925	05/15/2026	KEMPS LLC	V	0.00
01	318926	05/15/2026	KEMPS LLC	R	4,655.12
01	318927	05/15/2026	KIIHN, ROB	R	107.00
01	318928	05/15/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	9,295.76
01	318929	05/15/2026	LOFFLER	R	1,031.91
01	318930	05/15/2026	MAXORPLUS LTD, DBA: VYTLONE	R	29,777.97
01	318931	05/15/2026	ON SITE SANITATION	R	1,615.50
01	318932	05/15/2026	PAN O GOLD BAKING CO	R	519.19
01	318933	05/15/2026	TRIO SUPPLY COMPANY	R	2,395.59
01	318934	05/15/2026	UPPER LAKES FOODS	R	34,716.97
01	318935	05/19/2026	GEE TEEZ & COMPANY, LTD.	R	1,870.60
01	318936	05/19/2026	TWO RIVERS HIGH SCHOOL	R	300.00
01	318937	05/19/2026	UHL COMPANY INC	R	26.17
01	318938	05/19/2026	WIESE USA, INC.	R	416.00
01	318939	05/20/2026	ALERUS RETIREMENT AND BENEFITS	R	828.60
01	318940	05/20/2026	AI TECHNOLOGIES LLC	R	240.00
01	318941	05/20/2026	AVENUE SHIRT WORKS INC.	R	2,675.00
01	318942	05/20/2026	BATTERIES R US	R	819.92
01	318943	05/20/2026	BETTER PARTS COMPANY, INC.	R	200.00
01	318944	05/20/2026	BISSONETTE ROBERT	R	107.00
01	318945	05/20/2026	BRINK'S INCORPORATED	R	3,090.56
01	318946	05/20/2026	BSI MECHANICAL, INC.	R	2,868.46
01	318947	05/20/2026	CEDAR SMALL ENGINE	R	236.72
01	318948	05/20/2026	CENGAGE LEARNING INC	R	6,561.85

01	318949	05/20/2026	CESO TRANSPORTATION, LLC	R	3,412.50
01	318950	05/20/2026	CINTAS CORPORATION NO 2	R	239.68
01	318951	05/20/2026	BATTING CAGES INC	R	719.15
01	318952	05/20/2026	COMCAST	R	447.83
01	318953	05/20/2026	CONTINENTAL CLAY CO	R	230.74
01	318954	05/20/2026	DELEGARD TOOL COMPANY	R	157.70
01	318955	05/20/2026	DONALD BLACKHAWK	R	250.00
01	318956	05/20/2026	ECM PUBLISHERS INC	R	128.37
01	318957	05/20/2026	FERGUSON, DYLON	R	95.00
01	318958	05/20/2026	FINANGER PHILLIP J	R	84.20
01	318959	05/20/2026	FREEWAY FORD	R	117.06
01	318960	05/20/2026	GARDNER, EVAN P	R	56.85
01	318961	05/20/2026	GOTHAM STEVEN J	R	82.00
01	318962	05/20/2026	WW GRAINGER INC	R	266.70
01	318963	05/20/2026	GROUP MEDICAREBLUE RX	R	8,325.00
01	318964	05/20/2026	HAWKINS INC	R	20.00
01	318965	05/20/2026	HILLYARD MINNEAPOLIS	R	9,461.43
01	318966	05/20/2026	ID THREADZ LLC	R	2,430.00
01	318967	05/20/2026	INTERMEDIATE DISTRICT 287	R	142,820.47
01	318968	05/20/2026	KEMPS LLC	V	0.00
01	318969	05/20/2026	KEMPS LLC	R	4,514.82
01	318970	05/20/2026	LEINO, SAMUEL	R	31.58
01	318971	05/20/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	5,372.91
01	318972	05/20/2026	LOFFLER COMPANIES	R	172.08
01	318973	05/20/2026	LUND, SARAH	R	160.00
01	318974	05/20/2026	MADISON NATIONAL LIFE INS CO INC	R	18,479.39
01	318975	05/20/2026	MATUZAK, JOEL	R	1,250.00
01	318976	05/20/2026	MAXORPLUS LTD, DBA: VYTLONE	R	59,711.71
01	318977	05/20/2026	MCCARTHY WELL COMPANY	R	410.00
01	318978	05/20/2026	MCGRAW-HILL EDUCATION, INC.	R	9,807.95
01	318979	05/20/2026	MENDELBLATT MADELINE	R	129.48
01	318980	05/20/2026	MENDELBLATT SCOTT	R	123.18
01	318981	05/20/2026	MIDWEST BUS PARTS INC	R	1,582.79
01	318982	05/20/2026	MILES SARA	R	136.83
01	318983	05/20/2026	MN SCHOOL-BASED HEALTH ALLIANCE	R	300.00
01	318984	05/20/2026	MWJR GRAPHICS LLC	R	376.00
01	318985	05/20/2026	NAPA AUTO PARTS	R	271.98
01	318986	05/20/2026	NEI ELECTRIC, INC.	R	1,301.87
01	318987	05/20/2026	NUSS TRUCK & EQUIPMENT	R	450.00
01	318988	05/20/2026	PAN O GOLD BAKING CO	R	790.93
01	318989	05/20/2026	PEDIATRIC HOME SERVICE	R	206.25
01	318990	05/20/2026	PERMA-BOUND BOOKS	R	5,411.70
01	318991	05/20/2026	POMPS TIRE SERVICE	R	3,289.52
01	318992	05/20/2026	PROFESSIONAL WIRELESS COMMUNICATIC	R	194.00
01	318993	05/20/2026	RATWIK ROSZAK & MALONEY PA	R	294.00
01	318994	05/20/2026	RIDDELL ALL AMERICAN SPORTS CORP	R	5,620.20
01	318995	05/20/2026	RINGCENTERAL, INC.	R	9,315.20
01	318996	05/20/2026	SAFEWAY DRIVING SCHOOL	R	20,260.00
01	318997	05/20/2026	SCHOOL SERVICE EMPLOYEES UNION	R	5,439.29

01	318998	05/20/2026	SHERWIN WILLIAMS CO	R	72.03
01	318999	05/20/2026	SOURCEWELL	R	165.00
01	319000	05/20/2026	SPERR MICHAEL A	R	95.00
01	319001	05/20/2026	STARK MOLLY	R	60.50
01	319002	05/20/2026	STATE INDUSTRIAL PRODUCTS	R	2,346.98
01	319003	05/20/2026	STERLING SYSTEMS, INC.	R	1,320.00
01	319004	05/20/2026	THUROW STEPHANIE J	R	330.00
01	319005	05/20/2026	TORTILLERIA LA PERLA	R	78.93
01	319006	05/20/2026	TRIO SUPPLY COMPANY	R	1,896.27
01	319007	05/20/2026	TWIN CITY FILTER SERVICE INC	R	593.82
01	319008	05/20/2026	TWIN CITY HARDWARE	R	487.50
01	319009	05/20/2026	UNITED STATES TREASURER	R	200.00
01	319010	05/20/2026	UPPER LAKES FOODS	R	34,413.10
01	319011	05/20/2026	WAGNER ADRIAN A	R	95.00
01	319012	05/20/2026	WALTERS JOHN	R	95.00
01	319013	05/20/2026	WOLD ARCHITECTS AND ENGINEERS	R	967.89
01	319014	05/20/2026	XCEL ENERGY	R	1,551.20
01	319015	05/20/2026	ZACHERIAH RED BEAR	R	400.00
01	319016	05/21/2026	SCHMITT MUSIC	R	636.56
01	V2601116	05/21/2026	DAVID H BIPES	R	1.09
01	V2601117	05/21/2026	ELLEN BOWDEN	R	15.95
01	V2601118	05/21/2026	ELIZABETH COLE	R	130.30
01	V2601119	05/21/2026	JESSICA J OKEY	R	365.25
01	V2601120	05/21/2026	THOMAS SONG	R	79.75
01	V2601121	05/21/2026	ALEXANDER WARD	R	770.47
01	V2601122	05/21/2026	MICHELLE R WHITESIDE	R	30.74
			TOTAL EPAY & CHECK REGISTER		**493,804.41**

SUPERINTENDENT'S REPORT AND AGENDA

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

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

Monday, June 1, 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, June 1, 2026 in the boardroom at the Richfield Public Schools District Office. Chair Carter called the regular board meeting to order at 7 p.m. with the following school board members in attendance: Cole, Dennis, Liss, Spencer, and Tompkins. 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 Dennis, and unanimously carried, the board of education approved the agenda.

III. INFORMATION AND PROPOSALS - NON-ACTION ITEMS

A. Superintendent Update
    1. Facilities, Health & Safety Presentation
    2. Vision Cards End-of-Year Report, Part 1
B. Commendations

The board of education took a recess at 8:04 p.m. The board meeting resumed at 8:10 p.m. with the following school board members present: Carter, Cole, Dennis, Liss, Spencer and Tompkins.

IV. CONSENT AGENDA

A. Routine Matters
    1. Minutes of the Regular Meeting held May 18, 2026
    2. General Disbursements as of 5/21/26 in the Amount of $493,804.41
    3. Investment Holdings
B. Personnel Items

Classified Management – New Hire						
Name	**Employee Group**	**Position**	**Building**	**FTE**	**Effective Date**	
Kyah Hayek	Classified Mgmt	Supervisor of Student Info	District Office	Full-Time	7/1/2026	

Ryan Myhro	Classified Mgmt	Assistant Facilities Manager	Garage	Full-Time	6/22/2026	

Certified – New Hire

Name	Employee Group	Position	Building	FTE	Effective Date
Deviyani Dominguez	Certified	Phy. Ed./Health Teacher	Richfield Middle School	Full-Time	8/18/2026
Adam Eberlein	Certified	Spanish World Language Teacher	Richfield High School	Full-Time	8/18/2026
Meghan Nguyen	Certified	Elementary Education Teacher	Sheridan Hills Elementary	Full-Time	8/18/2026
Madilyne Rose	Certified	School Social Worker	Richfield Dual Language	Full-Time	8/18/2026
Michelle Thomas	Certified	Special Education Teacher	Centennial Elementary	Full-Time	8/18/2026

Certified – Recall to a Position

Name	Employee Group	Position	Building	FTE	Effective Date
Stacey Wright	Certified	ECFE Parent Educator	Central Education Center	Part-Time	8/24/2026

Certified – Resignation

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Jenelle Bullen	Certified	TOSA: Early Learning Coord.	Central Education Center	Full-Time	6/23/2026	5.5
Mirna Castro	Certified	Elementary Education Teacher	Richfield Dual Language	Full-Time	6/8/2026	6
Eric Opsahl	Certified	CTE: Industrial Technology Teacher	Richfield High School	Full-Time	5/26/2026	0

Classified – Reassignment

Name	Employee Group	Position	Building	FTE	Effective Date
Victoria Revier	Para	Health Paraprofessional	Richfield STEM Elementary	Full-Time	9/1/2026

Classified – Retirement

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
John Gorski	Facilities & Transp.	Mailperson/Bus Driver	Garage	Full-Time	7/3/2026	14

Classified – Resignation

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service

Carlos Balbuena Rendon	Outreach Worker	Bilingual Outreach Worker	Central Education Center	Full-Time	6/12/2026	5

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

V. OLD BUSINESS

A. Policy 614: Animals in Schools and Classrooms & Administrative Guideline 614.1 - third read

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

B. Policy 616: School Sponsored Student Publications - second read
C. Policy 742: Student Transportation Services & Administrative Guideline 742.1 - second read

VI. NEW BUSINESS

A. Resolution Approving ISD 287 LTFM Budget

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

B. Declaration of Board Vacancy

Motion by Liss, seconded by Dennis, and unanimously carried, the board of education declared the vacancy.

C. Resolution for Membership in the Minnesota State High School League

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

D. Administrative Guideline 743.1: Pay-to-Ride Service - single read

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

E. Donations

Motion by Tompkins, seconded by Cole, 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

6-22-26	7 p.m.	Regular Board Meeting - Public Comment
7-13-26	7 p.m.	Regular Board Meeting - Public Comment

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

Motion by Liss, seconded by Spencer, and unanimously carried, the board of education moved into closed session at 8:44 p.m. Attending the closed session were Carter, Cole, Dennis, Liss, Spencer and Tompkins. Superintendent Unowsky, Senior Executive Officer Holje and Director of HR Axell were also present.

IX. REOPEN MEETING

Motion by Cole, seconded by Dennis, and unanimously carried, the board of education moved into open session at 9:11 p.m. with the following board members present: Carter, Cole, Dennis, Liss, Spencer and Tompkins. Superintendent Unowsky and Senior Executive Officer Holje were also present.

X. ADJOURN REGULAR MEETING

Chair Carter adjourned the meeting at 9:12 p.m.

Checks, E-Pays & PCards
06/22/2026 BOARD REPORTS

BANK 05	DATE	AMOUNT
CHECKS		
Void-Order Cancelled	5/27/2026	(376.00)
	5/27/2026	137,458.45
	6/1/2026	6,301.70
	6/3/2026	406,226.27
	6/4/2026	37,660.74
	6/11/2026	124,383.72
	6/12/2026	693,561.13
E-PAYS	5/28/2029	1,022.68
	6/4/2026	3,341.89
P-CARDS MAY 2026	6/4/2026	93,125.40

CHECK REGISTER BANK 05 TOTAL =	**1,502,705.98**

BREAKDOWN	
01-206-00	685,258.37
02-206-00	81,417.74
03-206-00	480,415.27
04-206-00	99,354.70
06-206-00	1,521.32
07-206-00	-
18-206-00	-
20-206-00	153,965.38
21-206-00	773.20
47-206-00	
BANK TOTAL =	**1,502,705.98**

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	318984	05/27/2026	MWJR GRAPHICS LLC	V	-376.00
01	319017	05/27/2026	ADVANCED COMMERCIAL KITCHENS	R	1,676.16
01	319018	05/27/2026	APFELBACHER, DALLAS	R	95.00
01	319019	05/27/2026	AZURE ADLER	R	182.00
01	319020	05/27/2026	ASPI SOLUTIONS, INC.	R	749.50
01	319021	05/27/2026	BSN SPORTS, LLC	R	364.27
01	319022	05/27/2026	CANON FINANCIAL SERVICES INC	R	4,747.36
01	319023	05/27/2026	CDW GOVERNMENT INC	R	8,730.00
01	319024	05/27/2026	CHRISTIAN NICHOLAS	R	31.58
01	319025	05/27/2026	FINANGER PHILLIP J	R	42.10
01	319026	05/27/2026	FISCHER, THOMAS H.	R	400.00
01	319027	05/27/2026	GARTLAND GRANT F	R	107.00
01	319028	05/27/2026	GOEBEL JUDITH K	R	250.00
01	319029	05/27/2026	GROTH MUSIC COMPANY	R	67.96
01	319030	05/27/2026	HAAS MUSICAL INSTRUMENT REPAIR, INC	R	522.22
01	319031	05/27/2026	HINAMAN, PETER	R	107.00
01	319032	05/27/2026	HJELM, ADAM	R	10.00
01	319033	05/27/2026	IDEAL ENERGIES SOLAR LEASE 2021,LLC	R	7,937.49
01	319034	05/27/2026	JEROME A PLAGGE JR	R	37.90
01	319035	05/27/2026	JULIE ANDERSON FOLK ART	R	180.00
01	319036	05/27/2026	JW PEPPER & SON INC	R	2.71
01	319037	05/27/2026	KEMPS LLC	V	0.00
01	319038	05/27/2026	KEMPS LLC	R	3,763.62
01	319039	05/27/2026	KIM TONG TRANSLATION SERVICE INC	R	68.75
01	319040	05/27/2026	KINECT ENERGY INC	R	38,368.15
01	319041	05/27/2026	KOPPI WILLIAM P	R	107.00
01	319042	05/27/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	4,177.24
01	319043	05/27/2026	MASBO	R	119.00
01	319044	05/27/2026	MENDELBLATT MADELINE	R	73.68
01	319045	05/27/2026	MENDELBLATT SCOTT	R	66.33
01	319046	05/27/2026	MILES SARA	R	73.68
01	319047	05/27/2026	MINNESOTA HISTORICAL SOCIETY	R	380.00
01	319048	05/27/2026	MN DECA	R	50.00
01	319049	05/27/2026	MULTILINGUAL WORD INC	R	1,836.56
01	319050	05/27/2026	NOVAK JANICE SOPHIE	R	20.00
01	319051	05/27/2026	ON SITE SANITATION	R	133.58
01	319052	05/27/2026	PAN O GOLD BAKING CO	R	573.93
01	319053	05/27/2026	PEDIATRIC HOME SERVICE	R	206.25
01	319054	05/27/2026	POPP JOSEPHINE	R	90.00
01	319055	05/27/2026	PROPIO LS, LLC	R	503.95
01	319056	05/27/2026	RIVERSIDE INSIGHTS	R	450.46
01	319057	05/27/2026	ROBINSON, KEITH	R	622.00
01	319058	05/27/2026	RX VALET, LLC	R	849.74
01	319059	05/27/2026	SOUTHWEST CHRISTIAN HIGH SCHOOL	R	157.07
01	319060	05/27/2026	STARK MOLLY	R	90.00
01	319061	05/27/2026	THIRD PARTY INTEGRITY, INC.	R	787.50
01	319062	05/27/2026	TRIO SUPPLY COMPANY	R	1,511.33
01	319063	05/27/2026	UNITED CHRISTIAN ACADEMY	R	1,873.33

01	319064	05/27/2026	UPPER LAKES FOODS	R	21,182.23
01	319065	05/27/2026	VANESSA MERRY	R	280.00
01	319066	05/27/2026	VSP INSURANCE CO. (CT)	R	3,583.63
01	319067	05/27/2026	WARD DENNIS	R	107.00
01	319068	05/27/2026	WESSEL JON	R	260.00
01	319069	05/27/2026	XCEL ENERGY	R	28,852.19
01	V2601123	05/28/2026	JON S AVERY MORALES	R	10.00
01	V2601124	05/28/2026	GAVIN FINELLI	R	10.00
01	V2601125	05/28/2026	JESSICA M HOFFMAN	R	55.54
01	V2601126	05/28/2026	KIMBERLY LEVINE	R	10.00
01	V2601127	05/28/2026	JOHN M LORENZINI	R	119.00
01	V2601128	05/28/2026	ARIANA LOWTHER	R	10.00
01	V2601129	05/28/2026	WHITNEY NIELSEN-PEREZ	R	10.00
01	V2601130	05/28/2026	JACQUELINE SANCHEZ VIDAL	R	15.37
01	V2601131	05/28/2026	ERICA STRAND ALCANTARA	R	41.18
01	V2601132	05/28/2026	REBECCA S WALD	R	731.59
01	V2601133	05/28/2026	KATHRYN L WEGNER	R	10.00
01	319070	06/01/2026	URBAN AIR	R	6,301.70
01	319071	06/03/2026	T-MOBILE	R	1,897.00
01	319072	06/03/2026	AVAIL ACADEMY	R	763.81
01	319073	06/03/2026	BARNES & NOBLE BOOK	R	897.45
01	319074	06/03/2026	BLAKE SCHOOL	R	170.50
01	319075	06/03/2026	BLOOMINGTON LUTHERAN	R	470.36
01	319076	06/03/2026	BRECK SCHOOL	R	458.27
01	319077	06/03/2026	BSN SPORTS, LLC	R	445.15
01	319078	06/03/2026	CAPITAL ONE TRADE CREDIT	R	344.23
01	319079	06/03/2026	CDW GOVERNMENT INC	R	123,000.19
01	319080	06/03/2026	CEDAR SMALL ENGINE	R	500.00
01	319081	06/03/2026	CHESTERTON ACADEMY	R	148.97
01	319082	06/03/2026	CINTAS CORPORATION NO 2	R	239.68
01	319083	06/03/2026	CITY OF RICHFIELD	R	1,416.41
01	319084	06/03/2026	DICKS SANITATION SERVICE, INC (DSI)	R	9,761.40
01	319085	06/03/2026	FASTENAL INDUSTRIAL	R	428.45
01	319086	06/03/2026	FLANERY-OLSON, JODI	R	360.00
01	319087	06/03/2026	FOURTH BAPTIST CHRISTIAN SCHOOLS	R	1,052.78
01	319088	06/03/2026	FREEWHEEL BIKE RICHFIELD	R	299.41
01	319089	06/03/2026	THE PROPHET CORPORATION	R	2,484.21
01	319090	06/03/2026	WW GRAINGER INC	R	173.71
01	319091	06/03/2026	HILLYARD MINNEAPOLIS	R	15,312.65
01	319092	06/03/2026	HOLY FAMILY CATHOLIC HIGH SCHOOL	R	146.82
01	319093	06/03/2026	HOME DEPOT CREDIT SERVICES	R	392.60
01	319094	06/03/2026	IIX INSURANCE INFORMATION EXCHANGE	R	56.30
01	319095	06/03/2026	INSTITUTE FOR ENVIROMENTAL	R	5,571.00
01	319096	06/03/2026	ISTATE TRUCK INC	R	341.40
01	319097	06/03/2026	KINECT ENERGY INC	R	569.00
01	319098	06/03/2026	LAKESHORE LEARNING MATERIALS, LLC	R	259.14
01	319099	06/03/2026	MATH MEDIC	R	129.00
01	319100	06/03/2026	MATRIX COMMUNICATIONS, INC	R	901.14
01	319101	06/03/2026	MAXORPLUS LTD, DBA: VYTLONE	R	35,989.65

01	319102	06/03/2026	MCCARTHY WELL COMPANY	R	2,250.00
01	319103	06/03/2026	MCDONOUGH'S SEWER SERVICES, INC.	R	352.45
01	319104	06/03/2026	METROPOLITAN MECHANICAL CONTRACTORS	R	2,322.00
01	319105	06/03/2026	MIDWEST BUS PARTS INC	R	336.69
01	319106	06/03/2026	NAPA AUTO PARTS	R	17.50
01	319107	06/03/2026	NORTH CENTRAL INTERNATIONAL, LLC	R	632.86
01	319108	06/03/2026	OUR LADY OF GRACE SCHOOL	R	865.15
01	319109	06/03/2026	RENAISSANCE	R	4,198.00
01	319110	06/03/2026	SAVVAS LEARNING COMPANY LLC	R	16,296.44
01	319111	06/03/2026	SHERWIN WILLIAMS CO	R	148.95
01	319112	06/03/2026	SITEONE LANDSCAPE SUPPLY LLC	R	176.23
01	319113	06/03/2026	STATE INDUSTRIAL PRODUCTS	R	1,557.00
01	319114	06/03/2026	SUPER DUPER PUBLICATIONS	R	779.68
01	319115	06/03/2026	SUPREME SCHOOL SUPPLY	R	152.15
01	319116	06/03/2026	TCI (TEACHERS' CURRICULUM INSTITUT)	R	131,687.00
01	319117	06/03/2026	TITAN MACHINERY INC	R	15,470.40
01	319118	06/03/2026	TOLL COMPANY	R	13.64
01	319119	06/03/2026	TRANSPORTATION PLUS, INC.	R	60.00
01	319120	06/03/2026	TREVIPAY	R	117.97
01	319121	06/03/2026	TRI METRO CONFERENCE	R	4,135.00
01	319122	06/03/2026	VOIGT'S MOTORCOACH TRAVEL, INC.	R	4,359.73
01	319123	06/03/2026	ALLSTATE PETERBILT OF S ST PAUL	R	761.60
01	319124	06/03/2026	WILLIAM V MACGILL & CO	R	309.61
01	319125	06/03/2026	XCEL ENERGY	R	14,245.54
01	319126	06/04/2026	ADVANCED COMMERCIAL KITCHENS	R	1,123.87
01	319127	06/04/2026	FINANGER PHILLIP J	R	375.00
01	319128	06/04/2026	KEMPS LLC	R	1,745.22
01	319129	06/04/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	6,085.60
01	319130	06/04/2026	OKEY CHRIS	R	300.00
01	319131	06/04/2026	PAN O GOLD BAKING CO	R	275.91
01	319132	06/04/2026	POLLIS PARKER	R	450.00
01	319133	06/04/2026	RYAN JEANNIE M	R	897.14
01	319134	06/04/2026	THREE RIVERS PARK DISTRICT	R	2,036.00
01	319135	06/04/2026	TRIO SUPPLY COMPANY	R	169.83
01	319136	06/04/2026	UPPER LAKES FOODS	R	24,202.17
01	V2601134	06/04/2026	MATTHEW ARNOLD	R	70.00
01	V2601135	06/04/2026	MICHELLE L AXELL	R	70.00
01	V2601136	06/04/2026	ERICA T BARLOW	R	70.00
01	V2601137	06/04/2026	NIKOLAS BAUZA	R	40.00
01	V2601138	06/04/2026	MARY L CLARKSON	R	70.00
01	V2601139	06/04/2026	NATHAN EDWARDS	R	134.74
01	V2601140	06/04/2026	ANGELA M FISH	R	24.07
01	V2601141	06/04/2026	PETER J FITZPATRICK	R	40.00
01	V2601142	06/04/2026	YVETTE GARCIA	R	70.00
01	V2601143	06/04/2026	RACHEL GENS	R	70.00
01	V2601144	06/04/2026	AREND J GEURINK	R	70.00
01	V2601145	06/04/2026	CHRISTINA M GONZALEZ	R	70.00
01	V2601146	06/04/2026	AMY E HAGER	R	70.00
01	V2601147	06/04/2026	KEVIN D HARRIS	R	40.00

01	V2601148	06/04/2026	MICHAEL G HARRIS	R	70.00
01	V2601149	06/04/2026	LANA HENDRICKS LEUNING	R	40.00
01	V2601150	06/04/2026	JONATHAN W HEYER	R	70.00
01	V2601151	06/04/2026	JESSICA M HOFFMAN	R	40.00
01	V2601152	06/04/2026	CRAIG D HOLJE	R	70.00
01	V2601153	06/04/2026	JEFFREY KELLER	R	70.00
01	V2601154	06/04/2026	JENNIFER KRUEGER	R	70.00
01	V2601155	06/04/2026	ANOOP KUMAR	R	40.00
01	V2601156	06/04/2026	JOHN M LORENZINI	R	70.00
01	V2601157	06/04/2026	DAVANAND MAHADEO	R	40.00
01	V2601158	06/04/2026	COLLEEN M MAHONEY	R	70.00
01	V2601159	06/04/2026	MICHAEL A MANNING	R	70.00
01	V2601160	06/04/2026	DANIEL P MCGINN	R	40.00
01	V2601161	06/04/2026	DOUG R MCMEEKIN	R	70.00
01	V2601162	06/04/2026	KENT D MEYER	R	70.00
01	V2601163	06/04/2026	KATRINA L MORGAN	R	40.00
01	V2601164	06/04/2026	ERIN H NEILON	R	40.00
01	V2601165	06/04/2026	STEPHANIE NICHOLS	R	45.00
01	V2601166	06/04/2026	ROBERT G OLSON	R	70.00
01	V2601167	06/04/2026	LAURA B OTTERNESS	R	70.00
01	V2601168	06/04/2026	CHRISTOPHER A PETERSON	R	70.00
01	V2601169	06/04/2026	CASSANDRA QUAM	R	70.00
01	V2601170	06/04/2026	LAURA RAMSBORG	R	28.08
01	V2601171	06/04/2026	RENEE C REED-KARSTENS	R	40.00
01	V2601172	06/04/2026	HEIDI SAVATDY	R	70.00
01	V2601173	06/04/2026	CHRISTIAN SCHEMPP	R	40.00
01	V2601174	06/04/2026	AMY B SKARE-KLECKER	R	70.00
01	V2601175	06/04/2026	JUSTIN STEELE	R	70.00
01	V2601176	06/04/2026	STACY THEIEN-COLLINS	R	70.00
01	V2601177	06/04/2026	RICKY THOMPSON	R	40.00
01	V2601178	06/04/2026	VLADIMIR S TOLEDO	R	40.00
01	V2601179	06/04/2026	STEVEN P UNOWSKY	R	270.00
01	V2601180	06/04/2026	CARRIE A VALA	R	70.00
01	V2601181	06/04/2026	REBECCA S WALD	R	40.00
01	V2601182	06/04/2026	ALEXANDER WARD	R	70.00
01	V2601183	06/04/2026	MICHELLE R WHITESIDE	R	70.00
01	V2601184	06/04/2026	KASYA L WILLHITE	R	70.00
01	V2601185	06/04/2026	KELLY L WOODS	R	70.00
01	V2601186	06/04/2026	P-CARD BAIRD LISA	R	10,304.48
01	V2601187	06/04/2026	P-CARD BARLOW ERICA	R	6,486.50
01	V2601188	06/04/2026	P-CARD BLUMA, MEGAN BOLLIG	R	540.50
01	V2601189	06/04/2026	P-CARD BROWN MATTHEW	R	644.98
01	V2601190	06/04/2026	P-CARD BRUNNER PATTI	R	13,073.95
01	V2601191	06/04/2026	P-CARD CARUSO MATTHEW	R	253.55
01	V2601192	06/04/2026	P-CARD CRUZ ESTEVA JENNIFER	R	13,443.34
01	V2601193	06/04/2026	P-CARD EDWARDS NATHAN	R	3,859.63
01	V2601194	06/04/2026	P-CARD GARCIA YVETTE	R	2,259.19
01	V2601195	06/04/2026	P-CARD GEURINK AREND	R	314.65
01	V2601196	06/04/2026	P-CARD GONZALEZ CHRISTINA	R	1,135.33

01	V2601197	06/04/2026	P-CARD HOLJE CRAIG	R	467.08
01	V2601198	06/04/2026	P-CARD HUERTA-ANAYA ALICIA	R	1,025.29
01	V2601199	06/04/2026	P-CARD KRUEGER JENNIFER	R	679.45
01	V2601200	06/04/2026	P-CARD LEIKNES LISA	R	1,177.77
01	V2601201	06/04/2026	P-CARD LEWIS JENNIFER	R	1,793.42
01	V2601202	06/04/2026	P-CARD LUNDY MICHELLE	R	20,703.18
01	V2601203	06/04/2026	P-CARD MAHONEY COLLEEN	R	850.29
01	V2601204	06/04/2026	P-CARD MANNING MICHAEL	R	1,174.48
01	V2601205	06/04/2026	P-CARD MCCLENDON LAURA	R	596.65
01	V2601206	06/04/2026	P-CARD MCGINN DAN	R	939.29
01	V2601207	06/04/2026	P-CARD MORALES LIZETTE	R	60.00
01	V2601208	06/04/2026	P-CARD OLSON ROBERT	R	622.60
01	V2601209	06/04/2026	P-CARD OTTERNESS, LAURA	R	709.72
01	V2601210	06/04/2026	P-CARD PETERSON CHRIS	R	2,168.02
01	V2601211	06/04/2026	P-CARD SACHER GRACE	R	59.62
01	V2601212	06/04/2026	P-CARD SETZER ALEXIS	R	2,304.07
01	V2601213	06/04/2026	P-CARD SKARE-KLECKER AMY	R	3,800.30
01	V2601214	06/04/2026	P-CARD SMITH DANE	R	380.04
01	V2601215	06/04/2026	P-CARD VENTURA PEREZ RAMIRO	R	422.72
01	V2601216	06/04/2026	P-CARD WILLHITE KASYA	R	118.92
01	V2601217	06/04/2026	P-CARD WOODS KELLY	R	756.39
01	319137	06/11/2026	AMF SOUTHTOWN LANES	R	1,053.62
01	319138	06/11/2026	ANDREA ALLEN	R	800.00
01	319139	06/11/2026	ANDREW VITEK	R	600.00
01	319140	06/11/2026	AQUA ENGINEERING INC	R	5,534.50
01	319141	06/11/2026	ARVIG ENTERPRISES INC	R	1,207.90
01	319142	06/11/2026	BAITUL HIKMAH ACADEMY	R	346.99
01	319143	06/11/2026	BARNES & NOBLE BOOK	R	1,045.99
01	319144	06/11/2026	BCN TELECOM, INC TBS	R	951.04
01	319145	06/11/2026	BCBS OF MINNESOTA & BLUE PLUS	R	8,142.00
01	319146	06/11/2026	CATALYST BUYING GROUP LLC	R	914.34
01	319147	06/11/2026	CEDAR SMALL ENGINE	R	65.37
01	319148	06/11/2026	CESO TRANSPORTATION, LLC	R	525.00
01	319149	06/11/2026	CHARACTER KIDS, LLC	R	3,510.00
01	319150	06/11/2026	CINTAS CORPORATION NO 2	R	43.24
01	319151	06/11/2026	CITY OF RICHFIELD	R	11,484.76
01	319152	06/11/2026	COLLINS BROTHERS TOWING OF ST CLOUD	R	203.50
01	319153	06/11/2026	COMCAST BUSINESS	R	569.32
01	319154	06/11/2026	CPM EDUCATIONAL PROGRAM	R	125.00
01	319155	06/11/2026	CRISIS PREVENTION INSTITUTE INC	R	600.00
01	319156	06/11/2026	DONNA POSHUSTA	R	600.00
01	319157	06/11/2026	ELIZABETH MORAVEC	R	600.00
01	319158	06/11/2026	HIKMAH ACADEMY	R	535.90
01	319159	06/11/2026	KATY KIEFFER	R	400.00
01	319160	06/11/2026	KEMPS LLC	V	0.00
01	319161	06/11/2026	KEMPS LLC	R	4,670.86
01	319162	06/11/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	2,491.62
01	319163	06/11/2026	LYNN E. HENRY	R	72.00
01	319164	06/11/2026	MINNEHAHA ACADEMY	R	2,653.73

01	319165	06/11/2026	PAN O GOLD BAKING CO	R	91.62
01	319166	06/11/2026	PHOENIX SCHOOL COUNSELING	R	61,675.11
01	319167	06/11/2026	RIGHT BRAIN GRAPHICS	R	866.25
01	319168	06/11/2026	CAP'S MARTIAL ARTS	R	1,078.00
01	319169	06/11/2026	SCHOOL SERVICE EMPLOYEES UNION	R	5,439.29
01	319170	06/11/2026	SHANE CODY	R	600.00
01	319171	06/11/2026	TRINITY SCHOOL AT RIVER RIDGE	R	155.45
01	319172	06/11/2026	TRIO SUPPLY COMPANY	R	24.23
01	319173	06/11/2026	VALLEYFAIR	R	1,395.00
01	319174	06/11/2026	VERIZON WIRELESS	R	360.09
01	319175	06/11/2026	YOUTH ENRICHMENT LEAGUE (YEL!)	R	2,952.00
01	319176	06/12/2026	DANIEL W WANAMAKER	R	50.00
01	319177	06/12/2026	ECM PUBLISHERS INC	R	1,013.87
01	319178	06/12/2026	FASTENAL INDUSTRIAL	R	808.44
01	319179	06/12/2026	FRONTIER TRANSPORTATION SRVCS, LLC	R	198,825.00
01	319180	06/12/2026	GINGER L LARSON	R	250.00
01	319181	06/12/2026	WW GRAINGER INC	R	92.70
01	319182	06/12/2026	GROTH MUSIC COMPANY	R	37.60
01	319183	06/12/2026	HAAS MUSICAL INSTRUMENT REPAIR, INC	R	55.00
01	319184	06/12/2026	HAWKINS INC	R	5,514.77
01	319185	06/12/2026	HILLYARD MINNEAPOLIS	R	12,925.14
01	319186	06/12/2026	HOGAN ASSESSMENT SYSTEMS INC	R	1,845.00
01	319187	06/12/2026	JEFFERSON HIGH SCHOOL	R	1,648.49
01	319188	06/12/2026	LEROY'S GREAT BEAR	R	25.00
01	319189	06/12/2026	LOFFLER COMPANIES	R	2,119.08
01	319190	06/12/2026	MAXORPLUS LTD, DBA: VYTLONE	R	104,813.91
01	319191	06/12/2026	MCDOWALL COMPANY	R	1,618.00
01	319192	06/12/2026	MINNEAPOLIS CONVENTION CENTER	R	1,903.00
01	319193	06/12/2026	MINNESOTA HISTORICAL SOCIETY	R	26,440.00
01	319194	06/12/2026	MINUTEMAN PRESS	R	3,923.60
01	319195	06/12/2026	MN UMPIRES ASSOCIATION	R	344.50
01	319196	06/12/2026	MPLS PUBLIC SCHOOL SPECIAL DIST 1	R	3,815.05
01	319197	06/12/2026	MRI SOFTWARE LLC	R	442.50
01	319198	06/12/2026	MULTILINGUAL WORD INC	R	373.44
01	319199	06/12/2026	EVERWAY, LLC	R	1,795.98
01	319200	06/12/2026	NCS PEARSON INC	R	208.89
01	319201	06/12/2026	NILFISK, INC.	R	768.40
01	319202	06/12/2026	NOKOMIS SHOE SHOP	R	125.00
01	319203	06/12/2026	NORTH CENTRAL INTERNATIONAL, LLC	R	195.63
01	319204	06/12/2026	ON SITE SANITATION	R	1,378.00
01	319205	06/12/2026	ONEBRIDGE BENEFITS INC.	R	4,832.50
01	319206	06/12/2026	ORDWAY CENTER FOR THE PERFORMING	R	1,600.00
01	319207	06/12/2026	PAYDHEALTH	R	1,155.31
01	319208	06/12/2026	PLUNKETT'S /VARMENT GUARD	R	1,111.09
01	319209	06/12/2026	POMPS TIRE SERVICE	R	1,912.80
01	319210	06/12/2026	PREMIUM WATERS INC	R	39.00
01	319211	06/12/2026	REALITYWORKS, INC.	R	4,524.09
01	319212	06/12/2026	REED BEHAVIORAL HEALTH LLC	R	4,000.00
01	319213	06/12/2026	RX VALET, LLC	R	9,513.72

01	319214	06/12/2026	SAMUEL HAGEN	R	250.00
01	319215	06/12/2026	SCHOOL MANAGEMENT SERVICES	R	825.00
01	319216	06/12/2026	SCHOOL OUTFITTERS	R	1,749.98
01	319217	06/12/2026	SCHOOL SPECIALTY, LLC	R	31.04
01	319218	06/12/2026	SUNDE ENGINEERING, PLLC.	R	637.00
01	319219	06/12/2026	TRISTATE BOBCAT INC	R	46.82
01	319220	06/12/2026	TRUGREEN LIMITED PARTNERSHIP	R	7,543.00
01	319221	06/12/2026	TWIN CITY TRANSPORTATION	R	256,587.41
01	319222	06/12/2026	UHL COMPANY INC	R	6,045.50
01	319223	06/12/2026	UNIVERSITY LANGUAGE CENTER	R	180.00
01	319224	06/12/2026	UPPER LAKES FOODS	R	4,014.99
01	319225	06/12/2026	VISTA HIGHER LEARNING	R	4,780.65
01	319226	06/12/2026	VOIGT'S MOTORCOACH TRAVEL, INC.	R	3,764.88
01	319227	06/12/2026	ALLSTATE PETERBILT OF S ST PAUL	R	76.10
01	319228	06/12/2026	WOLD ARCHITECTS AND ENGINEERS	R	884.32
01	319229	06/12/2026	WORLD FUEL --NOW DIESEL DIRECT 6.26	R	3,338.69
01	319230	06/12/2026	ZIMMERMAN FRANK	R	107.00
01	319231	06/12/2026	ZIMMERMANS DRY GOODS LLC	R	654.25
			TOTAL CHECKS, EPAYS & PCARD REGISTER		**1,502,705.98**

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

RICHFIELD | May 31, 2026

REVENUE CATEGORIES	June 30, 2024	June 30, 2025	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	May 31, 2026 % of Budget Received	May 31, 2025 % of Actuals Received	May 31, 2024 % of Actuals Received	Current YTD vs. PYTD	May 31, 2025	May 31, 2024
STATE	55,361,384	60,229,625	61,880,869	61,262,182	52,214,873	9,665,996	84.38%	84.78%	86.10%	**1,149,323**	51,065,550	47,668,806
FEDERAL	5,360,512	2,517,153	2,681,601	2,576,637	952,841	1,728,760	35.53%	41.66%	47.23%	**(95,794)**	1,048,635	2,531,733
PROPERTY TAXES	18,257,792	22,312,647	23,397,158	21,890,077	21,604,923	1,792,235	92.34%	100.55%	99.42%	**(831,214)**	22,436,137	18,152,800
LOCAL SALES, INS RECOVERY & JUDGEMENTS	84,206	42,064	86,000	68,556	57,408	28,592	66.75%	100.00%	42.77%	**15,344**	42,064	36,016
SALE OF BONDS & LOANS	0	0	0	0	0	0	0.00%	0.00%	0.00%	**0**	0	0
INCOMING TRANSFERS FROM OTH FUNDS	0	1,680,183	0	0	0	0	0.00%	0.00%	0.00%	**0**	0	0
LOCAL (FEES, INTEREST, ETC.)	2,943,714	2,897,965	2,254,796	2,469,878	2,190,335	64,461	97.14%	82.06%	82.80%	**(187,644)**	2,377,979	2,437,351
TOTALS	**82,007,607**	**89,679,638**	90,300,424	**88,267,330**	**77,020,379**	**13,280,045**	**85.29%**	**85.83%**	**86.37%**	**50,015**	**76,970,365**	**70,826,706**

EXPENDITURES (OBJECT SERIES)	June 30, 2024	June 30, 2025	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	May 31, 2026 % of Budget Expended	May 31, 2025 % of Actuals Expended	May 31, 2024 % of Actuals Expended	Current YTD vs. PYTD	May 31, 2025	May 31, 2024
SALARIES & WAGES	44,519,026	46,720,673	49,598,809	48,563,846	38,156,206	11,442,603	76.93%	79.25%	79.86%	**1,130,876**	37,025,329	35,554,769
EMPLOYEE BENEFITS	15,376,730	16,241,292	17,675,169	17,634,040	14,929,790	2,745,379	84.47%	84.58%	81.09%	**1,193,053**	13,736,736	12,468,841
PURCHASED SERVICES	13,172,577	14,007,735	12,848,964	12,975,239	9,818,067	3,030,897	76.41%	80.65%	77.34%	**(1,479,570)**	11,297,637	10,187,058
SUPPLIES	3,838,248	3,973,434	4,830,035	3,702,449	3,191,356	1,638,679	66.07%	97.25%	87.58%	**(672,938)**	3,864,294	3,361,436
EQUIPMENT	3,488,077	2,853,546	2,977,905	2,302,371	2,103,383	874,522	70.63%	84.75%	95.99%	**(315,038)**	2,418,422	3,348,293
DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	**0**	0	0
OTHER EXPENDITURES	406,103	418,031	625,109	517,510	251,852	373,257	40.29%	43.05%	42.33%	**71,896**	179,955	171,894
OTHER FINANCING USES	0	1,694,847	0	0	0	0	0.00%	0.00%	0.00%	**0**	0	0
TOTALS	**80,800,761**	**85,909,557**	88,555,991	**85,695,455**	**68,450,654**	**20,105,337**	**77.30%**	**79.76%**	**80.56%**	**(71,720)**	**68,522,374**	**65,092,290**

EXPENDITURES (PROGRAM SERIES)	June 30, 2024	June 30, 2025	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	May 31, 2026 % of Budget Expended	May 31, 2025 % of Actuals Expended	May 31, 2024 % of Actuals Expended	Current YTD vs. PYTD	May 31, 2025	May 31, 2024
SITE ADMINISTRATION	2,063,549	2,407,433	2,375,180	2,400,130	2,093,962	281,218	88.16%	90.96%	91.43%	**(95,904)**	2,189,866	1,886,611
DISTRICT ADMINISTRATION	2,281,758	2,453,089	2,361,434	2,104,661	1,745,651	615,783	73.92%	71.70%	88.48%	**(13,143)**	1,758,793	2,018,903
SUPPORT SERVICES	3,265,363	3,281,017	3,417,289	3,810,574	3,415,902	1,387	99.96%	94.52%	95.28%	**314,575**	3,101,327	3,111,305
REGULAR INSTRUCTION	31,337,342	32,945,209	34,756,696	32,463,484	24,764,032	9,992,664	71.25%	72.89%	75.89%	**750,315**	24,013,717	23,780,660
EXTRA-CURRICULAR ACTIVITES	1,043,990	1,059,867	1,238,832	1,355,891	1,004,430	234,402	81.08%	89.42%	90.13%	**56,705**	947,726	940,990
VOCATIONAL INSTRUCTION	839,648	1,057,675	1,166,883	1,086,239	832,209	334,674	71.32%	79.70%	56.96%	**(10,724)**	842,933	478,250
SPECIAL EDUCATION	15,690,800	17,333,122	18,249,494	18,379,214	14,013,387	4,236,107	76.79%	74.58%	76.85%	**1,086,279**	12,927,107	12,058,251
COMMUNITY SERVICES	0	0	0	0	0	0	0.00%	0.00%	0.00%	**0**	0	0
INSTRUCTIONAL SUPPORT	5,557,740	5,175,348	5,324,980	4,947,939	4,401,899	923,081	82.67%	94.13%	93.84%	**(469,852)**	4,871,751	5,215,441
PUPIL SUPPORT SERVICES	11,410,630	12,507,735	11,657,396	10,673,601	8,893,390	2,764,006	76.29%	87.75%	79.60%	**(2,082,348)**	10,975,738	9,083,158
FACILITIES	6,795,129	7,093,003	7,385,647	7,816,965	6,620,802	764,845	89.64%	88.99%	88.36%	**308,727**	6,312,075	6,003,910
OTHER FINANCING USES	514,812	596,059	622,160	656,757	664,991	(42,831)	106.88%	97.53%	100.00%	**83,650**	581,341	514,812
TOTALS	**80,800,761**	**85,909,557**	88,555,991	**85,695,455**	**68,450,654**	**20,105,337**	**77.30%**	**79.76%**	**80.56%**	**(71,720)**	**68,522,374**	**65,092,290**

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

RICHFIELD | May 31, 2026

ACTIVITY - OTHER FUNDS

REVENUE	June 30, 2024	June 30, 2025	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	2026 % of Budget Received	2025 % of Actuals Received	2024 % of Actuals Received	Current YTD vs. PYTD	May 31, 2025	May 31, 2024
FOOD SERVICE	3,949,403	3,754,394	4,137,500	4,055,623	2,868,151	1,269,349	69.32%	75.26%	70.45%	**42,472**	2,825,679	2,782,162
COMMUNITY EDUCATION	2,322,904	2,083,163	2,235,465	2,257,791	2,083,232	152,233	93.19%	91.22%	94.45%	**183,004**	1,900,228	2,194,083
CONSTRUCTION	2,767,467	199,707	60,000	83,522	66,135	(6,135)	110.23%	88.08%	98.92%	**(109,773)**	175,908	2,737,574
DEBT SERVICE	8,086,343	7,638,767	7,747,676	7,841,928	7,665,284	82,393	98.94%	92.89%	101.28%	**569,374**	7,095,910	8,189,930
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	**0**	0	0
CUSTODIAL	30,570	7,826	22,000	11,776	10,655	11,345	48.43%	93.52%	98.47%	**3,336**	7,319	30,103
INTERNAL SERVICE	8,636,077	8,766,512	9,453,905	9,832,622	8,569,728	884,177	90.65%	91.10%	92.81%	**583,413**	7,986,315	8,015,466
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	**0**	0	0
OPEB IRREVOCABLE TRUST	364,778	330,000	200,000	143,198	75,242	124,758	37.62%	9.71%	38.56%	**43,200**	32,042	140,673
OPEB DEBT SERVICE	2,013,317	1,990,937	1,973,071	1,997,943	1,972,202	869	99.96%	94.87%	103.31%	**83,412**	1,888,790	2,080,031
TOTALS	**28,170,859**	**24,771,306**	25,829,617	**26,224,403**	**23,310,628**	**2,518,989**	**90.25%**	**88.46%**	**92.90%**	**1,398,438**	**21,912,190**	**26,170,022**

EXPENDITURES	June 30, 2024	June 30, 2025	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	2026 % of Budget Expended	2025 % of Actuals Expended	2024 % of Actuals Expended	Current YTD vs. PYTD	May 31, 2025	May 31, 2024
FOOD SERVICE	3,729,581	3,918,120	3,978,144	4,020,917	3,435,402	542,742	86.36%	87.12%	85.65%	21,976	3,413,426	3,194,468
COMMUNITY EDUCATION	2,258,815	2,046,680	2,529,277	2,402,682	2,046,853	482,424	80.93%	84.64%	87.76%	314,478	1,732,375	1,982,415
CONSTRUCTION	1,834,310	1,886,621	1,650,000	1,984,995	1,709,690	(59,690)	103.62%	62.63%	92.32%	528,173	1,181,517	1,693,513
DEBT SERVICE	7,949,447	7,779,254	7,992,688	7,396,350	7,991,263	1,426	99.98%	100.00%	100.00%	212,009	7,779,254	7,949,447
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
CUSTODIAL	9,075	10,537	22,000	9,062	9,048	12,952	41.13%	100.00%	100.00%	(1,489)	10,537	9,075
INTERNAL SERVICE	7,249,696	9,172,108	9,466,607	9,096,781	8,237,780	1,228,828	87.02%	92.11%	90.75%	(210,465)	8,448,245	6,579,024
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	476,577	463,966	490,000	490,000	0	490,000	0.00%	0.00%	0.00%	0	0	0
OPEB DEBT SERVICE	2,025,100	2,022,175	2,080,475	2,022,275	2,022,275	58,200	97.20%	100.00%	100.00%	100	2,022,175	2,025,100
TOTALS	**25,532,600**	**27,299,461**	28,209,191	**27,423,063**	**25,452,310**	**2,756,881**	**90.23%**	**90.07%**	**91.78%**	864,781	**24,587,529**	**23,433,042**

SUMMARY - ALL FUNDS

SUMMARY	June 30, 2024	June 30, 2025	Adopted Budget	Projected End Of Year	YTD	Budget Remaining	2026 % of Budget Expended	2025 % of Actuals Expended	2024 % of Actuals Expended	Current YTD vs. PYTD	May 31, 2025	May 31, 2024
REVENUE	110,178,467	114,450,944	116,130,041	114,491,732	100,331,007	15,799,034	86.40%	86.40%	88.04%	1,448,453	98,882,554	96,996,728
EXPENDITURES	106,333,361	113,209,018	116,765,182	113,118,518	93,902,964	22,862,218	80.42%	82.25%	83.25%	793,060	93,109,904	88,525,332
SPENDING VARIANCE	3,845,105	1,241,926	(635,141)	1,373,215	6,428,044	N/A	N/A	N/A	N/A	655,393	5,772,651	8,471,395

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

Board of Education

Independent School District 280, Richfield, MN

Regular Meeting

June 22, 2026

Management – Reclassification

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Laura Hrad	Management	Director of Marketing and Communications	District Office	Full-Time	7/1/2026	

Management – Extended Probation

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Yvette Garcia	Management	Elementary Principal	Sheridan Elementary School	Full-Time	7/1/2026	

Management – Resignation

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Jennifer Krueger	Management	Director of Special Education	District Office	Full-Time	6/30/2026	2

Certified – New Hire

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Carole Hendricks	Certified	Mathematics Teacher	Richfield Middle School	Full-Time	8/18/2026	
Cayleigh Hickey	Certified	English Language Teacher	Richfield High School	Full-Time	8/18/2026	
Ethan Somes	Certified	Mathematics Teacher	Richfield High School	Full-Time	8/18/2026	
Luis Rutilo	Certified	Special Education Resource Teacher	Richfield Dual Language	Full-Time	8/18/2026	
Melina Ung	Certified	Elementary Education Teacher	Sheridan Elementary School	Full-Time	8/18/2026	
Michelle Wolff	Certified	Work Based Learning Teacher	South Education Center	Full-Time	8/18/2026	

Certified – Rehire

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Connor Klausing	Certified	Social Studies Teacher	Richfield High School	Part-Time	8/24/2026	

Certified – Reassignment

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Amy Sobraske	Certified	T&L Elementary Coordinator	District Office	Full-Time	8/24/2026	
Aubree Yunker	Certified	TOSA: Central Education Center Coordinator	Central Education Center	Full-Time	8/24/2026	
Katherine Olejnicak	Certified	T&L Secondary Coordinator	District Office	Full-Time	8/24/2026	

Certified – Resignation

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Kylee Cox	Certified	Special Education Teacher	Richfield STEM Elementary	Full-Time	6/8/2026	4
Nancy DeBoe	Certified	Speech Language Pathologist	Richfield High School	Full-Time	6/30/2026	3

Classified – New Hire

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Jacob Bentz	Facilities and Transportation	Asst. Transportation Coordinator	Garage	Full-Time	6/8/2026	
Lia Johannes	Paraprofessional	Technology Paraprofessional	District Office	Full-Time	7/1/2026	
Noura Fassassi	Miscellaneous	Student Engagement Specialist	Richfield STEM Elementary	Full-Time	9/1/2026	
Willie Green III	Miscellaneous	Student Engagement Specialist	Richfield Middle School	Full-Time	8/31/2026	

Classified – Resignation

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Dorborwulu Cooper	Miscellaneous	Student Engagement Specialist	Sheridan Elementary School	Full-Time	6/5/2026	
Mary Zetzman	Paraprofessional	Managerial Paraprofessional	Richfield Dual Language	Part-Time	6/5/2026	6

Classified – Probationary Termination

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Clara Lybeck	Paraprofessional	Special Education Paraprofessional	Richfield Dual Language	Full-Time	6/5/2026	
Esther Carrillo	Paraprofessional	Special Eudcation Paraprofessional	Richfield STEM Elementary	Full-Time	6/5/2026	
Jackline Cornes	Paraprofessional	Special Eudcation Paraprofessional	Central Education Center	Full-Time	6/5/2026	
Margaret Woolcott	Paraprofessional	Special Education Paraprofessional	Richfield STEM Elementary	Full-Time	6/5/2026	
Shirley Bartlett	Outreach Worker	Bilingual Outreach Worker	Central Education Center	Full-Time	6/30/2026	

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 22, 2026

Subject: School Sponsored Student Publications

(Recommended by the superintendent)

Passage upon a third read of 616: School Sponsored Student Publications. This policy protects students' rights to free speech and establishes expectations that must be followed for student publications.

This policy is based in federal law and aligns closely to the MSBA model policy. Suggested changes have been included to align with updates to the MSBA model policy.

Attachments:
Policy 616: School Sponsored Student Publications - redlined
MSBA Model Policy 512: School-Sponsored Student Publications and Activities

RICHFIELD PUBLIC SCHOOLS

~~SCHOOL~~ SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES

I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of ~~official school publications~~school-sponsored media while at the same time balancing ~~the school district's~~Richfield Public Schools' role in supervising student publications and the operation of public schools.

II. GENERAL STATEMENT OF POLICY

A. Expressions and representations made by students in school-sponsored ~~-~~publications and activities ~~is~~ are not ~~an~~ expressions of official ~~school d~~District policy. ~~Official school publications are free from prior restraint by officials except as provided by law.~~ Faculty advisors shall supervise student writers to ensure compliance with the law and ~~school d~~District policies.

B. Students who believe their right to free expression has been unreasonably restricted in ~~an official student publication~~school-sponsored media or activity may seek review of the decision by the building principal. ~~-~~The principal shall issue a decision no later than three (3) school days after review is requested.

1. Students producing ~~official school publications~~school-sponsored media and activities shall be under the supervision of a faculty advisor and the school principal. ~~Official publications~~School-sponsored media and activities shall be subject to the guidelines set forth below.

2. ~~Official school publications~~School-sponsored media may be distributed at reasonable times and locations.

III. DEFINITIONS

A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, or posting or displaying material ~~in hard copy or electronically on a web site~~, or placing materials in internal staff or student mailboxes.

~~B.~~"Material and substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined

Commented [CQ1]: This was moved up from below

as any disruption, which interferes with or impedes the implementation of that program.

2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

~~"Official school publications" means school newspapers, yearbooks, webpages or other digital media and material produced in communication, journalism or other classes as a part of the curriculum.~~

C. "Minor" means any person under the age of eighteen (18).

~~C~~D. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and

3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

D. ~~"Minor" means any person under the age of eighteen (18).~~

E. ~~"Substantial disruption" of a normal school activity means:~~

~~1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption, which interferes with or impedes the implementation of that program.~~

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~~2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.~~

~~In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.~~

~~F~~E. "School activities" means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, music concerts, school plays, and in-school lunch periods.

F. "School-sponsored media" means material that is:

1. prepared, wholly or substantially written, published, broadcast, or otherwise disseminated by a student journalist enrolled in the school district;

2. distributed or generally made available to students in the school; and

3. prepared by a student journalist under the supervision of a student media adviser.

School-sponsored media does not include material prepared solely for distribution or transmission in the classroom in which the material is produced, or a yearbook.

G. "Student journalist" means a school district student in grades 6 through 12 who gathers, compiles, writes, edits, photographs, records, or otherwise prepares information for dissemination in school-sponsored media.

H. "Student media adviser" means a qualified teacher, as defined in Minnesota Statutes, section 122A.16, that the school district employs, appoints, or designates to supervise student journalists or provide instruction relating to school-sponsored media.

~~"Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.~~

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IV. GUIDELINES

A. Except as provided in paragraph B below, a student journalist has the right to exercise freedom of speech and freedom of the press in school-sponsored media regardless of whether the school-sponsored media receives financial support from the school or district, uses school equipment or facilities in its production, or is produced as part of a class or course in which the student journalist is enrolled. Freedom of speech includes freedom to express political viewpoints. Consistent with paragraph B below, a student journalist has the right to determine the news, opinion, feature, and advertising content of school-sponsored media. The school district must not discipline a student journalist for exercising rights or freedoms under this paragraph or the First Amendment of the United States Constitution.

B. Expression in ~~an official school publication~~school-sponsored media, a yearbook, or school-sponsored activity is prohibited when the material:

(1) is obscene to minors

(2) is ~~libelous or slanderous~~defamatory

(3) is profane, harassing, threatening, or intimidating

(4) constitutes an unwarranted invasion of privacy

(5) violates federal or state law

(6) causes a material and substantial disruption of school activities

(7) is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules

(~~3~~8) advertises or promotes any product or service not permitted for minors by law

~~(4) encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities.~~

(~~5~~9) ~~expresses or~~ advocates sexual, racial or religious harassment or violence or prejudice

(~~6~~10) is distributed or displayed in violation of time, place and manner regulations

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C. The District must not retaliate or take adverse employment action against a student media adviser for supporting a student journalist exercising rights or freedoms under paragraph A above or the First Amendment of the United States Constitution.

D. Notwithstanding the rights or freedoms of this Article or the First Amendment of the United States Constitution, nothing in this Article inhibits a student media adviser from teaching professional standards of English and journalism to student journalists.

These professional standards may include, but are not limited to, the following:

1. assuring that participants learn whatever lessons the activity is designed to teach;

2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;

3. assuring that the views of the individual speaker are not erroneously attributed to the school;

4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;

5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;

6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

~~B~~E. Time, Place and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

(1) Time

Distribution shall be limited to the hours before the school day begins, during the lunch hour, after school is dismissed and at other times with administrative approval.

(2) Place

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Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, ~~entry ways~~entryways and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

(3) Manner

No one shall induce or coerce a student or staff member to accept a student publication.

Legal References:

U.S. Constitution, First Amendment

~~———————~~Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

~~———————~~Bystrom v. Fridley High School, I.D.S. No. 14, 822 F.2d 747 (8th Cir. 1987)

Cross References:

Board Policy 107~~—~~: Electronic ~~Communications and Administrative Guidelines~~

~~107.1 – Electronic~~ Use and Communications

~~———————~~Policy 541~~–~~: Student Behavior

~~———————Administrative Guidelines 541 – Student Behavior~~

~~———————~~Policy 561~~–~~: Distribution of ~~Non-Curricular Literature to Students~~Materials on School Premises

~~———————~~Policy 563~~—~~: Advertising in the Schools

RATIFIED BY THE BOARD OF EDUCATION: June 15, 1998

REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: August 1, 2005; August 12, 2013

REVISED BY THE BOARD OF EDUCATION: January 6, 2003; August 2, 2021

~~REAFFIRMED BY THE BOARD OF EDUCATION: August 12, 2013~~

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Adopted: _____ *MSBA/MASA Model Policy 512*
Orig. 1995
Revised: _____ *Rev. 2024*

512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES

I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of school-sponsored media and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

II. GENERAL STATEMENT OF POLICY

A. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.

B. Students who believe their right to free expression has been unreasonably restricted in school-sponsored media or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.

1. Students producing school-sponsored media and activities shall be under the supervision of a faculty advisor and the school principal. School-sponsored media and activities shall be subject to the guidelines set forth below.

2. School-sponsored media may be distributed at reasonable times and locations.

III. DEFINITIONS

A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting, or displaying material, or placing materials in internal staff or student mailboxes.

B. "Material and substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.

2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

C. "Minor" means any person under the age of eighteen (18).

D. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and

3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

E. "School activities" means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

F. "School-sponsored media" means material that is:

1. prepared, wholly or substantially written, published, broadcast, or otherwise disseminated by a student journalist enrolled in the school district;

2. distributed or generally made available to students in the school; and

3. prepared by a student journalist under the supervision of a student media adviser.

School-sponsored media does not include material prepared solely for distribution or transmission in the classroom in which the material is produced, or a yearbook.

G. "Student journalist" means a school district student in grades 6 through 12 who gathers, compiles, writes, edits, photographs, records, or otherwise prepares information for dissemination in school-sponsored media.

H. "Student media adviser" means a qualified teacher, as defined in Minnesota Statutes, section 122A.16, that the school district employs, appoints, or designates to supervise student journalists or provide instruction relating to school-sponsored media.

IV. GUIDELINES

A. Except as provided in paragraph B below, a student journalist has the right to exercise freedom of speech and freedom of the press in school-sponsored media regardless of whether the school-sponsored media receives financial support from the school or district, uses school equipment or facilities in its production, or is produced as part of a class or course in which the student journalist is enrolled. Freedom of speech includes freedom to express political viewpoints. Consistent with paragraph B below, a student journalist has the right to determine the news, opinion, feature, and advertising content of school-sponsored media. The school district must not discipline a student journalist for exercising rights or freedoms under this paragraph or the First Amendment of the United States Constitution.

B Student expression in school-sponsored media, a yearbook, or school-sponsored activity is prohibited when the material:

1. is obscene to minors;

2. is defamatory;

3. is profane, harassing, threatening, or intimidating;

4. constitutes an unwarranted invasion of privacy;

5. violates federal or state law;

6. causes a material and substantial disruption of school activities;

7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;

8. advertises or promotes any product or service not permitted for minors by law;

9. advocates sexual, racial, or religious harassment or violence or prejudice; or

10. is distributed or displayed in violation of time, place, and manner regulations.

C. The school district must not retaliate or take adverse employment action against a student media adviser for supporting a student journalist exercising rights or freedoms under paragraph A above or the First Amendment of the United States Constitution.

D. Notwithstanding the rights or freedoms of this Article or the First Amendment of the United States Constitution, nothing in this Article inhibits a student media adviser from teaching professional standards of English and journalism to student journalists.

These professional standards may include, but are not limited to, the following:

1. assuring that participants learn whatever lessons the activity is designed to teach;

2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;

3. assuring that the views of the individual speaker are not erroneously attributed to the school;

4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;

5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;

6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

E. Time, Place, and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time

Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed.

2. Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways, and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

V. POSTING

The school district must adopt a student journalist policy consistent with Minnesota Statutes, section 121A.80 and post it on the district website.

Legal References: U. S. Const., amend. I
Morse v. Frederick, 551 U.S. 393 (2007)
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)
Bystrom v. Fridley High School, I.S.D. No. 14, 822 F. 2d 747 (8th Cir. 1987)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.80 (Student Journalism; Student Expression)

Cross References: MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 22, 2026

Subject: Student Transportation Services

(Recommended by the superintendent)

Passage upon a third read of Policy 742: Student Transportation Services and Administrative Guideline 742.1. This policy provides the determination for who is eligible for district transportation services. The guideline gives details about bus safety training, student behavior expectations on buses, parent/guardian involvement, bus driver responsibilities and emergency procedures.

Suggested changes have been included to adhere to District branding and style guidelines, accommodate changes to statute, and make other adjustments for clarity and alignment to MSBA.

Attachments:
Policy 742: Student Transportation Services - redlined
Administrative Guideline 742.1 - redlined
MSBA Model Policy 707: Transportation of Public School Students
MSBA Model Policy 708: Transportation of Nonpublic School Students
MSBA Model Policy 709: Student Transportation Safety

RICHFIELD PUBLIC SCHOOLS

STUDENT TRANSPORTATION SERVICES

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

A. It is the policy of ~~the school district~~Richfield Public Schools to provide for the transportation of students in a manner which will protect their health, welfare and safety.

B. The ~~school d~~District recognizes that transportation is an essential part of the ~~school d~~District services to students and parents/guardians but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

A. "Student with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind~~who has a hearing impairment, visual disability,~~ , or having a speech or language impairment, a physical ~~handicap~~impairment, other health ~~impairment~~disability, ~~mental handicap~~developmental cognitive disability, emotional/behavioral disorder, specific learning disability, autism, traumatic brain injury, ~~multiple disabilities, or deaf/blind disability~~ or severe multiple impairments and needs special education~~instruction~~ and related services, as determined by the ~~standards~~ rules of the Commissioner of the Minnesota Department of Education. A licensed physician, an advanced practice nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. ~~–~~In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the ~~standards of the Department of Education~~rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. ~~(Minn. Stat. § 125A.02)~~

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B. "Home" is the legal residence of the child. ~~-~~In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state if the facility, program, or residence is within the attendance area of the school the student attends. ~~—~~Unless otherwise specifically provided by law, a ~~homeless student~~student experiencing homelessness is a resident of the school district if enrolled in the school district. ~~(Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)~~

C. "Homeless student" or "student experiencing homelessness" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstance. ~~(42 U.S.C. § 11434a)~~

D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 ~~(42 U.S.C. § 2000a). (Minn. Stat. §123B.41, Subd. 9).~~

E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." ~~-~~In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. ~~-~~When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. ~~(Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)~~

F. "Pupil support services" are health, counseling and guidance services provided by the public school in the same district where the nonpublic school is located. ~~(Minn. Stat. § 123B.41, Subd. 4)~~

G. "School of origin," for purposes of determining the residence of a ~~homeless student~~student experiencing homelessness, is the school that the student attended when permanently housed or the school in which the student was last enrolled. ~~(42 U.S.C. § 11432(g)(3)(G))~~

H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. § 120A.22 by attendance at a nonpublic school. ~~(Minn. Stat. § 126C.01, Subd. 8)~~

I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. ~~(Minn. Stat. § 123B.41, Subd. 11)~~

IV. ELIGIBILITY

A. Upon the request of a parent or guardian, the ~~school d~~District shall provide transportation to and from school, at the expense of the ~~school d~~District, for all resident students who reside two miles or more from the school.

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1. Transportation will be provided within the designated attendance areas for each school:

   a. The attendance area for Richfield STEM School, Richfield Dual Language School, Richfield Middle School and Richfield High School is the entire school district.

   b. The Centennial Elementary School attendance area extends from the east side of Nicollet Avenue to the eastern border of the ~~district~~District, and the Sheridan Hills Elementary School attendance area extends from the west side of Nicollet Avenue to the western border of the ~~district~~District. ~~-~~Provided, however, that the area east of Nicollet Avenue, south of 77th Street and north of Highway 494 will be designated as a flexible attendance area based on enrollment, demographics and other factors as determined by administration.

2. Transportation services will not be provided to students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. ~~(Minn.Stat. § 123B.88, Subd. 1)~~

B. The ~~school d~~District may, in its discretion, also provide transportation to any student to and from school, at the expense of the ~~school d~~District, for any other purpose deemed appropriate by the school board.

1. The ~~school d~~District shall be responsible for transporting to and from school resident public and nonpublic elementary school students (grades PreK-5) residing one mile or more from school and resident students (grades 6-12) residing two miles or more from school.

2. The ~~Superintendent~~ superintendent shall be responsible for identifying hazardous walking boundaries for students. Students residing in the attendance area who have to cross the streets listed below in order to walk to their schools shall also be transported.

CENTENNIAL ELEMENTARY SCHOOL
12th Avenue
Diagonal Blvd.
76th Street

SHERIDAN HILLS ELEMENTARY SCHOOL
Penn & Xerxes Avenues
Highway 62
66th Street

R-STEM & RDLS
66th Street
73rd Street to Diagonal Blvd.
Bloomington Avenue
Portland Avenue

RICHFIELD MIDDLE SCHOOL
Nicollet Avenue

C. At the discretion of the ~~school d~~District, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. ~~–~~This includes part-time secondary students, early childhood family education participants and area learning center students. ~~-~~The cost of providing such transportation must be paid by those individuals using these services or some third-party payer, with the exception of early childhood family education participants and area~~-~~ learning center students if the provision of such transportation services can be provided without an increase in the ~~school d~~District's expenditures. ~~(Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)~~

V. TRANSPORTATION OF NONRESIDENT STUDENTS

A. If requested by the parent of a nonresident student, the ~~school~~ dDistrict shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. ~~The school district may provide transportation to a nonresident student outside its borders only after written notice to the resident district. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3; Minn. Stat. § 123B.88, Subd. 6)~~

B. If the ~~school d~~District decides to transport a nonresident student within the student's resident district, the ~~school d~~District will notify the student's resident district of its decision, in writing, prior to providing transportation. ~~(Minn. Stat. § 123B.88, Subd. 6)~~

C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the ~~school d~~District during those times when the student is residing with the parent in the nonresident school district. ~~(Minn. Stat. § 127A.47, Subd. 3(b))~~

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

A. In general, the ~~school d~~District shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. ~~–~~A parent/guardian may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. ~~–~~The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. ~~–~~Reimbursement may not be paid for more than 250 miles per week. ~~(Minn. Stat. § 124D.03, Subd. 8)~~

B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the ~~school d~~District, if in the discretion of the ~~school d~~District, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. ~~–~~The ~~school d~~District, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the ~~district~~District, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the ~~school d~~District in an adjacent district. ~~(Minn. Stat. § 123B.88, Subds. 1 and 4)~~

C. In general, the ~~school d~~District is not responsible for transportation for any resident student attending school in an adjoining state

under a reciprocity agreement but may provide such transportation services at its discretion. ~~(Minn. Stat. § 124D.041)~~

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH DISABILITIES/STUDENTS WITH TEMPORARY DISABILITIES

A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes, section 123B.92, subdivision 1(b)(4), for a resident child with disabilities not yet enrolled in kindergarten for the provision of special instruction and services. ~~a resident student with a disability who is not yet enrolled in kindergarten, who requires special education services in a location other than the student's home, shall be provided transportation consistent with Minn. Stat. § 123B.92, Subd. 1(b)(4) .~~ Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs. ~~(Minn. Stat. § 123B.88, Subd. 1)~~

B. Resident students with disabilities who are transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the District or the day training and habilitation program attended by the student. ~~whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district.~~ The ~~school d~~District shall determine the type of vehicle used to transport students with disabilities on the basis of the handicapping condition and applicable laws. ~~–~~This provision shall not be applicable to parents/guardians who transport their own child under a contract with the ~~school d~~District. ~~(Minn. Rules Part 7470.1600)~~

C. Resident students with disabilities who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the ~~school d~~District, shall be provided transportation, by the ~~school d~~District to and from said board and lodging facilities, at the expense of the ~~school d~~District. ~~(Minn. Stat. § 125A.65)~~

D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the ~~school d~~District shall provide necessary transportation for the student between the ~~school d~~District boundary and the educational facility where special instruction and services are provided within the ~~school d~~District. ~~–~~The ~~school d~~District may provide necessary

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transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. ~~(Minn. Stat. § 125A.12)~~

E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the ~~school d~~District during the care and treatment, the ~~school d~~District shall provide the transportation, at the expense of the ~~school d~~District, to that student. The ~~school d~~District may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the ~~school d~~District receives a copy of the order, then the ~~school d~~District must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the ~~school d~~District during regular operating hours. ~~(Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))~~

F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the ~~school d~~District, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the ~~school d~~District shall provide the necessary transportation at the expense of the ~~school d~~District. ~~-~~Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. ~~(Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))~~

G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. ~~(Minn. Rules Part 7470.1700)~~

H. Any parent/guardian of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. ~~(Minn. Rules Part 7470.1600, Subd. 2)~~

VIII. ~~HOMELESS~~ STUDENTS EXPERIENCING HOMELESSNESS

A. ~~Homeless students~~Students experiencing homelessness shall be provided with transportation services comparable to other students

in the ~~school d~~District. ~~(42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))~~

B. Upon request by the student's parent, guardian, or homeless education liaison, the ~~school d~~District shall provide transportation for a ~~homeless student~~student experiencing homelessness as follows:

1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the ~~school d~~District shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the ~~school d~~District. ~~(42 U.S.C. § 11432(g)(1)(J)(iii)(I))~~

2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the ~~school d~~District shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the ~~school d~~District, unless the ~~school d~~District and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. ~~(Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))~~

3. If a nonresident student is experiencing homelessness and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the ~~school d~~District, the ~~school d~~District may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the ~~school d~~District upon agreement with the school district in which the school of origin is located. ~~(Minn. Stat. § 125A.51(f))~~

4. A ~~homeless~~ nonresident student experiencing homelessness who is enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. ~~(Minn. Stat. § 123B.92, Subd. 3(c)).~~

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. ~~–~~Transportation will not be provided during the summer school break. ~~–~~Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be

provided, in the discretion of the ~~school d~~District, on staff development days. ~~(Minn. Stat. § 123B.88, Subd. 21)~~

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the ~~School~~ school ~~Board~~board. ~~–~~The ~~school d~~District may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. ~~(Minn. Stat. § 123B.88, Subd. 1)~~

XI. RESTRICTIONS

Transportation by the ~~school d~~District is a privilege and not a right for an eligible student. ~~–~~A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the ~~school d~~District's discipline policy. ~~–~~Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. ~~–~~Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. ~~(Minn. Stat. § 121A.59)~~

XII. FEES

A. At its discretion, the ~~school d~~District may charge fees for transportation of students to and from extra~~–~~curricular activities conducted at locations other than school, where attendance is optional. ~~(Minn. Stat. § 123B.36, Subd. 1(10). This is present in the district's offering of Co-curricular And Athletic Transportation (Policy #744) and in Field Trip Fees And Transportation (Policy #653).~~outlined in Policy 744: Activity Transportation and Policy 653: Field Trips.

B. The ~~school d~~District may charge fees for transportation of students to and from school when authorized by law. ~~–~~If the ~~school d~~District charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay~~. (Minn. Stat. § 123B.36, Subd. 1(11). This is present in the district's offering of Pay To Ride Service (Policy #743).~~ This is outlined in Policy 743: Pay-to-Ride Service. The ~~school d~~District also may waive fees for transportation if the student's parent/guardian is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05.

C. The ~~school d~~District may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. ~~-~~ Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee ~~(Minn. Stat. § 123B.36, Subd. 1(13).~~.

D. Where, in its discretion, the ~~school d~~District provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the ~~school d~~District may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. ~~(Minn. Stat. § 123B.36, Subd. 3)~~

Legal References:

Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (~~Educational Aids for Nonpublic School Children;~~ Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (~~Enrollment Options Programs in Border~~Options for Enrolling in Adjoining States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (~~Children With a Disability~~Special Education and Special Programs)
Minn. Stat. § 125A.02 (Children With a Disability~~,~~ Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (~~General Education Revenue -~~ Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
20 U.S.C. § 1415 (Individuals with Disabilities Education ~~Improvement~~ Act ~~of~~ 2004)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)

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42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431, *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
42 U.S.C. § 12132 (Americans With Disabilities Act)

Cross References:
Board Policy 653 ~~(~~: Field Trips~~)~~
Board Policy 541 ~~(~~: Student Behavior~~)~~
Board Policy 744 ~~(Co-curricular and Athletic~~ : Activities Transportation~~)~~
Board Policy 743 ~~(~~: Pay-To-Ride Service~~)~~

RATIFIED BY THE BOARD OF EDUCATION: December 21, 1992

REVISED BY THE BOARD OF EDUCATION: November 7, 1994; May 15, 2006, April 21, 2008; August 17, 2020; August 16, 2021

REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: February 1, 1999

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

STUDENT TRANSPORTATION SERVICES

I. INTRODUCTION

The purpose of this administrative guideline is to assist in the implementation of Board Policy 742 pertaining to Student Transportation.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

During the first month of school, bus safety will be emphasized. The second or third week of school will be designated as school bus safety week, and student training will be completed.

B. Student Training

~~The School District~~Richfield Public Schools shall provide students enrolled in grades pre-kindergarten through 12 with age-appropriate school bus safety training. The training shall be results-oriented and shall consist of both classroom instruction and practical training using a school bus. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following concepts:

1. Transportation by school bus is a privilege, not a right
2. District policies for student conduct and school bus safety
3. Appropriate conduct while on the bus
4. The danger zones surrounding a school bus
5. Procedures for safely boarding and leaving a school bus
6. Procedures for students' safe crossing of vehicle lanes
7. School bus evacuation and other emergency procedures

Student school bus safety training shall commence during school bus safety week. All students who are transported by school bus and are enrolled during the first week of school must demonstrate achievement of the school bus safety training competencies by the end of the third week of school. Students who enroll in a school after the first week of school and are transported by school bus shall undergo school bus safety training and demonstrate achievement of the school bus safety competencies within three weeks of the first day of attendance. ~~The School District may deny transportation to a student who fails to demonstrate the competencies, unless the student is unable to achieve the competencies due to a disability.~~

The District will provide pre-kindergarten and kindergarten students with school bus safety training during the first weeks of school.

The ~~school d~~District and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.

Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.

The ~~school d~~District and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.

The ~~school d~~District will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.

The District must provide public school students enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.~~The School District will also provide student safety education for bicycling and pedestrian safety.~~

The District must provide students enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:

1. pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique;
2. bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques; and
3. electric-assisted bicycle safety, including that a person under the age of fifteen (15) is not allowed to operate an electric-assisted bicycle.

The District may provide active transportation safety training through distance learning. The District must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

The ~~School~~ District's curriculum for transportation is maintained and available for review in the District Office.

Nonpublic school students transported by the ~~school d~~District will receive school bus safety training by their nonpublic school. ~~-~~The nonpublic schools may use the ~~school d~~District's school transportation safety education curriculum. ~~-~~Upon request by the ~~school district~~ superintendent, the nonpublic school must certify to the ~~school d~~District's ~~school~~ transportation ~~safety director~~supervisor that all students have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

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Riding the school bus is a privilege, not a right. ~~–~~Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. ~~-~~All school rules are in effect while a student is riding the bus or at the bus stop. The ~~school d~~District's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.

Consequences for school bus or bus stop misconduct will be imposed by the ~~School~~ school ~~Principal~~ principal or designee. ~~–~~In addition, all school bus or bus stop misconduct will be reported to the District's ~~Transportation~~ transportation ~~Safety~~ supervisor~~Director~~. ~~-~~Serious misconduct ~~will be reported to the Department of Public Safety and~~ may be reported to local law enforcement. Any reports made to local law enforcement will be coordinated in collaboration with the ~~S~~superintendent ~~of Schools~~.

A. School Bus and Bus Stop Rules

The ~~School~~ District school bus safety rules are to be posted on every bus.~~-~~ If these rules are broken, the ~~School~~ District's discipline procedures are to be followed. ~~–~~Consequences are progressive and may include suspension or termination of bus privileges. ~~–~~It is the school bus driver's responsibility to report unacceptable behavior to the ~~School~~ District's Transportation ~~Office~~ Department and or the ~~School~~ school ~~Office~~office.

B. Rules at the Bus Stop

Students are to be trained in proper behavior at the bus stop, including the rules listed below. ~~-~~Supervision of the bus stop is not provided by the District.

1. Get to your bus stop 5 minutes before your scheduled pick up time. ~~-~~The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus.
6. Wait until the bus stops and the door opens before approaching the bus.
~~6~~7. After getting off the bus, move away from the bus.
~~7~~8. If you must cross the street, always cross in front of the bus where the driver can see you. ~~-~~Wait for the driver to signal to you before crossing the street.
~~8~~9. No fighting, harassment, intimidation or horseplay.
~~9~~10. No use of alcohol, tobacco or drugs.

C. Rules on the Bus

1. Follow the directions of the driver.
2. Sit in your seat facing forward.
3. ~~No swearing or rude gestures.~~Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.

5. Keep your arms, legs and belongings to yourself ~~and inside the bus~~.
~~5~~6. No fighting, harassment, ~~ or~~ intimidation or horseplay.
~~6~~7. Do not throw any object.
~~7~~8. No eating, drinking or use of alcohol, tobacco or drugs.
~~8~~9. Do not bring any weapons or dangerous objects on the school bus.
~~9~~10. Do not damage the school bus.

D. Consequences

Consequences for school bus or bus stop misconduct will apply to all regular and late routes. ~~–~~Decisions regarding a student's ability to ride the bus in connection with co~~-~~curricular and extra~~-~~curricular events (for example, field trips or competitions) will be at the sole discretion of the ~~School~~ District. Parents or guardians will be notified if their student is experiencing behavior problems on the bus. ~~-~~Listed below in sequential order are the consequences that may ~~result~~ occur due to misbehavior incidents.

1. Elementary (K-5)

a. Initially driver issues verbal warnings, confers with students and assigns seat as necessary.
b. Driver completes ~~Conduct~~ conduct ~~Report~~report. ~~–~~School official confers with students and parents/guardians.
c. One day suspension from riding the bus. ~~–~~School official confers with student and parents/guardians.
d. ~~Three~~ Three-day suspension from riding the bus. (parental notification).
e. ~~Five~~ Five-day suspension from riding the bus. (parental notification).
f. ~~Ten~~ Ten-day suspension from riding the bus. (parental notification).
g. Denial of bus privileges.

2. Secondary (6-12)

a. Driver issues verbal warnings, confers with students and assigns seats as necessary.
b. Driver completes ~~Conduct~~ conduct ~~Report~~report. ~~–~~School official confers with students and parents.
c. ~~Three~~ Three-day suspension from riding the bus. (parental notification).
d. ~~Five~~ Five-day suspension from riding the bus. (parental notification).
e. ~~Ten~~ Ten-day suspension from riding the bus. (parental notification).
f. Denial of bus privileges.

3. Other Discipline

Severe misbehavior includes such items as fighting, destroying property or bringing a weapon or drugs on the bus. ~~–~~In the case of severe misbehavior, the building principal or designee will immediately complete a Minnesota School Bus Incident Report on the student(s) involved.

More serious consequences may be imposed based on the severity of a student's conduct. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus or bus stop misconduct.

4. Records

A ~~Bus~~ bus ~~Conduct~~ conduct ~~Report~~ report will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. ~~-~~Reports of serious misconduct will be provided to the ~~Department of Public Safety~~State of Minnesota as required by statute. ~~—~~Records may also be maintained in the transportation office.

5. Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or ~~making~~ make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

6. Notice

Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver.

7. Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the ~~Superintendent~~superintendent and~~,~~ local law enforcement officials ~~and the Department of Public Safety~~ will be informed.

E. Special/Disabled Transportation Rules and Consequences

~~1. Misbehavior and consequences thereof for students requiring special transportation are described in the *Richfield Schools Special School Bus Transportation* brochure.~~

~~2.~~ A student who is currently identified as having a disability under the Individuals with Disabilities Education Act (IDEA) or section 504 of the Federal Rehabilitation Act is subject to the provisions of this policy and guideline~~.~~ ~~– unless the student's IEP or accommodation plan provides for modification to or accommodations related to the application of the District's behavior policy~~and their disability will be taken into consideration when determining consequences for misbehavior. ~~-~~In regard to disciplinary actions, removals, suspensions, exclusions or expulsions of students with disabilities,

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the District ~~–~~shall adhere to the requirements of state and federal law governing students with disabilities.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. ~~A.~~ Parent/Guardian Responsibilities for Transportation Safety

Parents/guardians are responsible to:

1. ~~To become~~ Become familiar with District rules, ~~and~~ policies, regulations and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
~~3. Recognize their responsibilities for the action of their students.~~
~~4~~3. Support safe riding and walking practices and reasonable discipline efforts.
~~5~~4. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
~~6~~5. Support procedures for emergency evacuation, and procedures in emergencies as set up by the ~~School~~ District.
~~7. Support and respect the rights and privileges of others.~~
~~8~~6. Communicate safety concerns to school administrators.
~~9~~7. Monitor bus stops, if possible.
8. Have their students to the bus stop five minutes before the bus arrives.
9. Have their students properly dressed for the weather.
10. Have a plan in case the bus is late.
~~10~~11. Support all efforts to improve school bus safety.

~~11. Report any misbehavior or safety concerns to the transportation office.~~

B. Parent and Guardian Notification

A copy of the School District school bus stop rules will be provided to each family at the beginning of the year or when a child enrolls, if this occurs during the school year. ~~–~~Parents and guardians are asked to review the rules with their students.

C. Parent/Guardian Responsibilities for Transportation of Special Education/Students with Disabilities

The Parent/Guardian responsibilities are described in the *Richfield Schools Special School Bus Transportation* brochure.

1. Parent Responsibility At Pick-up Time
   a. Have ~~your~~ students fully clothed, toileted, and ready at the bus stop five (5) minutes before the pick-up time. ~~Cost~~ Cost-efficient routing does not allow time for buses to wait.
   b. Accompany ~~your~~ students to the bus.
   c. If ~~your~~ students will not be riding on any given day, call the transportation dispatch office at least one (1) hour before the pick-up time.

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2. Parent Responsibility At Drop-off Time

   Be at the bus stop five (5) minutes before the scheduled return.

3. Missed Bus

   The driver cannot return to a bus stop because of scheduled commitments to other parents, students and schools.

4. Emergency Information Form

   The State Board of Education Rules require that the bus driver have emergency and health information in the bus for each student. Parents or guardians must provide this information. The form is mailed to each special transportation student's home and must be completed and returned before the student can ride the bus.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.

B. The ~~school d~~District shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and ~~school d~~District policy.

C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:

1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;

2. reckless driving;

3. improper or erratic traffic lane changes;

4. following the vehicle ahead too closely;

5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;

6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.

7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;

8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and

9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.

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D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.

E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.

F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

All school bus drivers shall be adequately prepared physically and mentally each day to perform required duties. These shall include:

A. Operating the vehicle in a safe and efficient manner.

1. Safety

The primary concern of each driver is safety. Drivers will exercise extreme caution during the loading and unloading process as well as when driving.

2. Defensive Driving

All drivers are to drive defensively at all times. A definition of defensive driving is: driving in a manner to avoid accident involvement despite adverse conditions created by road, weather, traffic, or errors of other drivers or pedestrians.

3. Driving Adjustments

Winter and wet weather driving may require adjusting speed and normal driving practices to compensate for road conditions.

4. Emergency Doors

Emergency doors must be free and operable. Under no circumstances may the doors be obstructed to prevent easy access.

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5. Service Door

The service door of the bus must be closed at all times while the bus is in motion.

6. Overloads

The registration card in all vehicles designates the maximum number of passengers allowed to be carried. This limit cannot be exceeded. A driver should call the designated individual for instructions should a vehicle become overloaded.

7. Railroad Crossings

All vehicles used to transport must stop at railroad crossings, using required procedures, whether they are loaded or empty. School buses shall not activate the eight-way lights; four-way hazard lights are to be used before stopping and when crossing the tracks.

8. Speeding and Other Moving Violations

No bus shall travel faster than road, traffic and weather conditions safely permit, regardless of the posted speed limit. Any driver convicted of a moving violation with a school bus will face disciplinary action. Other reports or warnings regarding speeding will result in suspension and/or termination.

9. Smoking Prohibited

Smoking or use of tobacco products is prohibited on school property, including building facilities, grounds, or vehicles ~~per Richfield School~~, as established in Board Policy 105: Tobacco-Free Environment.

B. Conducting thorough pre-trip and post-trip inspections of the vehicle and special equipment.

1. Bus Inspection.

Drivers are required to make a pre-trip inspection of the bus before each trip. Failure to do so is a violation of State law. Defects are to be reported in writing. Drivers are required to check their buses for students, vandalism and articles left on the bus after each route segment and the end of the day. Defects are to be reported in writing.

2. Safety Equipment.

Every bus will carry an emergency card on which is printed telephone numbers of appropriate personnel to contact in the case of an emergency. All drivers are responsible for ensuring that the necessary safety equipment is aboard the bus, including fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, reflector emergency warning device, and any additional items required by the District. Drivers of vehicles for disabled students will ensure all student health information cards are on the bus.

3. Bus Cleaning

Drivers are required to keep the interior of their buses swept and free of trash at all times and the windows cleaned both inside and out.

4. Fueling

The driver is responsible for ensuring that ~~his or her~~their assigned vehicle is adequately fueled before leaving the yard. Smoking is prohibited
in the fueling area and on all school district property. The engine shall be turned off while fueling. Drivers should never fuel with passengers aboard.

C. Ensuring the safety, welfare and orderly conduct of passengers while on the bus.

D. Responding to emergency situations in accordance with operating procedures.

E. Communicating effectively with school staff, students, parents, law enforcement officials and the motoring public.

1. Relations with Students

Bus drivers will treat students with respect and will refrain from any conduct which is intended or could be perceived as demeaning, intimidating or harassing.

2. Relations with School Officials

~~School officials can and will be of considerable assistance to drivers. They are trained in the education of students and it is in their best interest that control and discipline be maintained on the bus. Therefore, it is very important drivers have good relationships with the school officials and give them full cooperation.~~Building administrators shall assist transportation staff in enforcing student conduct standards. As maintaining safety and discipline on school vehicles is critical, drivers shall cooperate fully with school administration and maintain open, professional lines of communication to resolve behavioral issues.

3. Relations with the Public

~~It is important to remember that to the general public, the driver represents the School.~~Bus drivers are representatives of Richfield Public Schools ~~-~~Buses are one of the most visible vehicles on the road. ~~-~~Drivers must deal with students, parents, and other motorists in a polite, professional and considerate manner.

4. Student Discipline

Although drivers are responsible for maintaining order on the bus, drivers must always remember that the types of actions they may use are limited. ~~-~~Drivers must never, under any circumstances, use corporal punishment. ~~-~~Drivers have no authority to deny a child the privilege of riding the bus, drop a student at other than the designated stop, or to return a bus full of students back to school. ~~-~~Any denial of bus-riding privileges ~~can only~~must come from the school principal or designee.

5. Route Changes

No driver is to make changes in the pick-up or drop-off schedule for ~~his or her~~ their route without prior authorization. ~~-~~No stops are to be added, deleted, or moved without approval. No driver may deviate from the established route without prior permission except as required by an emergency or temporary road condition. The driver is subject to disciplinary action when making unauthorized route changes.

6. Route Problems

Any problems encountered by a driver on the routes or trips should be brought to the immediate attention of the transportation dispatcher.

7. Unauthorized Passengers

Only authorized passengers may be transported in a bus. ~~–~~Any other passenger must be specifically approved by the ~~Transportation~~ transportation ~~Supervisor~~supervisor. ~~-~~A special bus pass shall be issued by the transportation office to an unauthorized passenger, which must be shown the driver to access a bus ride.

8. Notices

It is the responsibility of the driver to check for notices each day and to check with ~~his or her~~their supervisor regularly.

F. Completing required reports

It is the responsibility of the driver to completely fill out and timely turn in all reports, discipline referrals, time cards, and mechanical defect slips as required. ~~-~~This includes all requirements pertaining to pre-trip inspections and stop-arm violation reports.

G. Completing required training programs.

H. Promoting safety for passengers during loading and unloading.

1. Standing

Standing on a moving bus is not allowed. ~~–~~Drivers must not move a bus from a stopped position until all passengers are seated. ~~-~~Students are to remain seated until the bus has stopped.

2. Dangerous Articles

Articles that may be considered dangerous~~,~~ are not allowed on a school bus. ~~–~~This includes any and all weapons, gasoline cans, animals, and other dangerous or objectionable items. ~~–~~Possession of weapons on school property or the bus will not be tolerated. ~~-Companion dogs are allowed.~~Service animals are permitted as established in Policy 614: Animals in Schools and Classrooms.

I. Wearing of the driver's seat belt whenever the bus is in motion.

J. Additional driver duties and responsibilities may be found in the driver handbook. ~~–~~All bus driver dismissals will be reported to the Department of Public Safety pursuant to Department of Public Safety directions.

VI. OPERATING RULES AND PROCEDURES

A. General Operating Rules.

1. All routes shall be on file with the ~~School –~~District's ~~Transportation~~ transportation ~~Safety Director~~supervisor.

2. Only students assigned to the school bus by the District shall be transported. ~~–~~The number of students or other authorized passengers transported in or assigned to a school bus shall not be more than the legal capacity for the bus. ~~-~~No person shall be allowed to stand when the bus is in motion.

3. Drivers are to enforce the provisions of the school bus and bus stop rules as appropriate. ~~-~~Students may be released from the bus at only two points, the designated bus stop or at school, except in case of an emergency or as otherwise authorized.

4. The parent/~~legal~~ guardian may designate by a signed, written request, a day care facility, respite care facility, the residence of a relative or the residence ~~–~~of a person chosen by the parent or guardian as the address of the student for transportation purposes. ~~-~~The address must be in the attendance area of the assigned school and meet all other eligibility requirements.

5. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.

6. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

7. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minnesota Statutes, section 169.011, subdivision 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

~~5~~8. Severe misbehavior may result in an immediate return of the bus filled with students to the school, subsequent to driver's radio request to the dispatcher and approval of the school principal.

~~6.~~9 Safety evacuation drills for the student-passengers shall be conducted at least twice a year.

~~7~~10. ~~There shall be no students in the bus while the fuel tank is being filled.~~ On leaving the vehicle when students are in the bus, the driver shall stop the bus, remove the ignition key, set the brakes and otherwise render the bus immobile.

~~8.~~11.Buses shall not be driven backwards on the school grounds or any other point if it can be avoided. ~~-~~If it is necessary, the driver shall have another responsible person act as a ~~guard flagman~~spotter in back of the bus to keep other persons out of the path and to issue warnings to the driver of approaching traffic.

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~~9~~12. When arriving or leaving the school grounds, the driver must not follow closer than 50 feet from the vehicle directly in front of the bus or closer than 500 feet when traveling on the highway.

~~10~~13. No school bus shall pull any trailer when students are being transported on regular routes to or from school.

~~11~~14. In case of an accident or breakdown of the bus, the driver shall contact the dispatcher or another bus using the two-way radio. ~~–~~If no radio contact is available, the driver shall not leave the bus but shall ~~send two responsible students to the nearest house to summon help.~~use a cell phone to call a District leader for help.

~~12~~15. The District may ~~adopt~~ approve such additional operating rules as are deemed necessary to meet local conditions and needs, provided they do not conflict with the ~~State~~ state laws and regulations.

B. Use of Signals, Loading or Unloading

1. The driver shall activate the flashing eight-light system of the bus at least 300 feet before stopping to load or unload students, in a speed zone of more than 35 miles per hour and 100 feet before stopping in a speed zone of 35 miles per hour or less (except as provided in item #2 below), and shall not extinguish such lights until loading or unloading is completed and persons who must cross the roadway or highway are safely across.

2. The driver shall activate the four way hazard lights only on four lane or one way streets as designated to avoid restricting traffic flow. Passengers shall be loaded and unloaded only from the right-hand side of the vehicle. ~~–~~Students are not to cross the following streets for the purpose of loading and unloading the school bus: ~~Old~~ Cedar, Portland, Nicollet, Lyndale, Penn, York, 66th, 76th, 77th and ~~the~~ 78th~~ Street service road~~.

3. The driver shall bring the vehicle to a complete stop in the right ~~hand~~ lane of the roadway parallel to the center line.

4. The driver shall activate the red flashing lights, come to a complete stop, then extend the stop arm and discharge students only after all traffic (front and rear) has come to a complete stop.

5. The driver shall keep the door open and the eight-light system operating until all students have been loaded or unloaded safely.

6. The driver shall avoid loading and unloading students where the view is obstructed to other motorists for 200 feet in either direction.

7. ~~The driver shall not permit students to stand or get on or off the bus while it is in motion.~~ The driver will bring the bus to a full stop before loading or unloading students.

8. Drivers shall load and unload students only at designated locations.

C. Crossing Highways and Streets

1. The driver shall be responsible for safely delivering the students who must cross a highway or street by one of the following methods:

   a. Students shall pass approximately 10 feet in front of the school bus so as to be seen by the driver and cross the road only upon receiving a hand signal from the driver, or

   b. The driver shall visually ascertain that students getting off the bus who do not need to cross the road are a safe distance from the bus before moving the vehicle.

D. Type III Vehicles.

1. ~~1.~~ Students shall not be regularly transported in private vehicles. ~~However, private vehicles may be used for convenience or in an emergency.~~ Staff may only transport students in a personal vehicle in an emergency, as established in Policy 653: Field Trips. Also, parents may use a private vehicle to transport their own children under a contract with the district. The District has no system of inspection for private vehicles.

2. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of ten (10) or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of ten (10) or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

3. Type III vehicles must be painted a color other than national school bus yellow.

4. Type III vehicles shall be state inspected in accordance with legal requirements.

5. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, 49 Code of Federal Regulations, Part 571.

6. If a type III vehicle is District-owned, the District name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.

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7. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.

8. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.

9. Type III vehicles must be equipped with mirrors as required by law.

10. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.

11. Any type III vehicle used to transport students must carry emergency equipment including:

    a. Fire extinguisher

    A minimum of one (1) 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.

    b. First aid kit and body fluids cleanup kit

    A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.

    c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.

12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The District will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

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E. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:

a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the District.

b. The operator's employer, which may include the District, has adopted and implemented a policy that provides for annual training and certification of the operator in:

(1) safe operation of a type III vehicle;

(2) understanding student behavior, including issues relating to students with disabilities;

(3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;

(4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;

(5) handling emergency situations;

(6) proper use of seat belts and child safety restraints;

(7) performance of pre-trip vehicle inspections;

(8) safe loading and unloading of students, including, but not limited to:

(a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;

(b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;

(c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally

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escort the student across the road if it is not reasonably feasible to avoid such a location;

(d) placing the type III vehicle in "park" during loading and unloading;

(e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and

(9) compliance with Paragraph V.F. concerning reporting convictions to the employer within ten (10) days of the date of conviction.

c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes, section 122A.18, subdivision 8, or Minnesota Statutes, section 123B.03 for District employees; Minnesota Statutes, section 144.057 or Minnesota Statutes, chapter 245C for day care employees; or Minnesota Statutes, section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.

d. Operators shall submit to a physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.

e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes, section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.

f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes, section 171.321, subdivision 5.

g. A person who sustains a conviction, as defined under Minnesota Statutes, 609.02, of violating Minnesota Statutes, section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes, sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for five (5) years from the date of conviction.

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h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes, section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.

i. A person who sustains a conviction, as defined under Minnesota Statutes, section 609.02, of a moving offense in violation of Minnesota Statutes, chapter 169 within three (3) years of the first of three (3) other moving offenses is precluded from operating a type III vehicle for one (1) year from the date of the last conviction.

j. Students riding the type III vehicle must have training required under Minnesota Statutes, section 123B.90, subdivision 2 (See Paragraph II.B., above).

k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The District, or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.

2. The Type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes, section 169.451.

3. An employee of the District, who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the District, be exempt from Subparagraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

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VII. SCHOOL BUS DRIVER TRAINING

A. Training.

All new bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction before transporting students and shall meet the competencies specified by the Department of Public Safety. ~~-~~All school bus drivers shall receive a minimum of eight hours of in-service training annually.

The following driver training standards represent the **minimum** areas of training which each driver must receive prior to entering service to the ~~School~~ District.

1. Pre-Trip Inspection

Both new and experienced drivers must be familiar with the elements of the mandatory pre-trip inspection required under Minnesota law including:

a. The engine compartment - belts, valves, fluid leaks
b. Engine start, warning lights, gauges, horn
c. Fuel level
d. Brakes - pedal reserve and air/vacuum gauges
e. Interior - seats, floor, lights
f. Electrical charging system
g. Emergency door
    - smooth latch operation
    - alarm buzzer
h. Entrance door operation
i. Lift door operation and alarm
j. Lift equipment ~~-~~for wheelchairs
k. Wheels, service brakes, emergency brake
l. Exterior lights - headlights, brake lights, market lights, turn signals
m. Exhaust system
n. Windows, windshield, and inspection sticker
o. Eight-light system and stop arm
p. Emergency equipment
    - first aid kit
    - bodily fluids clean-up kit
    - flashlight
    - reflectors
    - two-way radio

2. Fundamentals and Techniques of School Bus Driving

The driver training program must include:

a. Relevant laws
b. Rules of the road and ~~School~~ District safety policies
c. Defensive driving
d. Driving in inclement weather conditions
    - reduced visibility
    - rain
    - snow
    - fog
e. Dealing with pedestrians and students in traffic
f. Operation of the manual or automatic transmission
g. The use of the drive train for stopping the school bus
h. Situations where the hand brake will not stop a moving bus
i. Steering and turning techniques
j. Right and left turn maneuvers
k. Gauging the speed of other vehicles on cross streets
l. Use of mirrors
m. Merging into traffic

n. Visual perceptions
o. Safe following distances
p. Safe passing procedures
q. Safe backing procedures
r. Use of eight-light system and ~~School~~ District policy regarding its use
s. Loading and unloading procedures
t. Knowledge of the danger zone concept
u. Policies and Procedures for grade level railroad crossings
v. Emergency use of the public address system
w. Response to an approaching emergency vehicle while unloading
x. Leaving the bus unattended at school sites

3. Special Education/Disabled Transportation

Special education transportation requires skills and abilities that exceed those required to provide normal school bus service. ~~–~~Drivers shall be familiar with:

a. What to do in a medical emergency
b. Handling of wheelchairs
c. Operation of lift equipment
d. Proper use of wheelchair securing devices
e. ~~School~~ District policies on the use of seat belts on designated students
g. Handicapping conditions
h. Responsibilities of the bus driver and the bus aide
i. What to do when a responsible person is not available to receive a student

4. Emergency Procedures

Drivers must be prepared to ~~deal with~~handle emergency situations while operating on routes and field trips. ~~–~~Included in these emergency situations are mechanical breakdowns, fire, accident, or passenger injury. ~~-~~Drivers shall receive training in:

a. Identifying the degree of an emergency before beginning an evacuation
b Identifying a safe evacuation unloading area
c. Preplanning emergency evacuation for both conventional and lift buses
    - front, rear, and both door evacuation
    - evacuation of special education students
    - evacuation of physically disabled students and students using wheelchairs
    - placement of students in a safe location
d. Cooperation in emergency evacuation drills
e. Mechanical breakdowns
    - stop bus in safe location

- keep passengers in bus if safe to do so
- take steps to warn motorists
- radio or call for assistance.

f. How to secure the school bus and place emergency triangles
g. Use of two-way communication system in an emergency
h. When it is appropriate to evacuate the school bus
i. How to supervise an emergency evacuation
j. Emergency evacuation of the disabled
k. Special considerations when evacuating a lift bus
l. Lifting techniques for handling disabled students in an emergency situation
m. Priorities when dealing with injured passengers
n. How to use the school bus first aid kit
o. Use and operation of the fire extinguisher
p. Dealing with other motorists and the police
q. Use of emergency reflectors and hazard lights
r. Control of exposure to blood-borne pathogens
s. Use of body fluid clean-up kits
t. School District policy on medical emergencies
u. Recognition and handling of epileptic seizures
v. How to respond if a passenger has a weapon on the bus

5. First Aid / CPR

All drivers must demonstrate proficiency in first aid and CPR. This may be shown by current certification in CPR and first aid by the American Red Cross or American Heart Association or equivalent.

6. Private or Confidential Student Information

All drivers shall understand the types of student data that are considered private or confidential under Minnesota Statutes

7. Student Discipline

a. Creating a positive attitude on the school bus
b. Oral and visual communications skills between the driver and the passengers
c. Dealing confidently with a disruptive student
d. District discipline policy
e. Developing and enforcing workable rules
Incident report forms
f. District policy on possession of weapons by a student
g. District policy on sexual, racial and religious harassment/violence
h. District policy on smoking

8. Human Relations

a. Appropriate driver behavior
b. Sensitivity to a diverse student population

c. Sensitivity to ~~handicapping conditions~~disabilities
d. Relations with parents and school staff
e. Working with a special education bus aide

9. Chemical Abuse

a. How alcohol and/or drugs can affect driving skills
b. Drug-testing programs
c. State and federal requirements

B. Evaluation.

All drivers shall be evaluated for the following competencies at least once annually:

1. The safe operation of the type of school bus the driver will be driving
2. Their understanding of student behavior, including issues relating to students with disabilities
3. Their ability to manage students on the bus and handle incidents of misconduct appropriately
4. Their understanding of relevant laws, rules of the road and local school bus safety policies
5. Their ability to handle emergency situations
6. Their ability to safely load and unload students, and;
7. Their ability to demonstrate proficiency in first aid and CPR procedures.

VIII. EMERGENCY PROCEDURES

A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.

B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

C. School bus drivers and bus assistants for special education students requiring special transportation service because of their ~~handicapping condition~~disability shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.

D. Emergency ~~Health~~ health ~~Information~~ information shall be maintained on the school bus for students requiring special transportation service because of ~~their handicapping condition~~a disability. ~~-~~The information shall state:

1. the student's name and address;

2. the nature of the student's disabilities;

3. emergency health care information; and

4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency

E. Fire

In the event of a fire, the first priority is to evacuate the bus. ~~-~~Drivers shall ~~make certain~~ensure passengers are safe~~,~~ before attempting to put out the fire.

F. Injuries / Medical Emergencies

Drivers shall be familiar with first aid and CPR procedures. ~~-~~Drivers should first contact the dispatcher to call 911 in the case of serious injuries. ~~-~~Drivers should administer proper first aid in accordance with their training and level of ability. ~~-~~In the event of an injured passenger is taken to the hospital, record the students' name and the name of the hospital where the student is sent.

G. Tornado

If there is likelihood that the tornado will hit a vehicle, and there is no escape route available or no time to drive to a safe location, the driver should evacuate the bus, taking the first aid kit. ~~-~~The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (towards the storm) of the bus far enough away from the bus so that the bus will not roll over on them, and instruct them to cover their heads with their arms. ~~-~~If the students are wearing coats or jackets, these can be used to provide additional protection for their heads and bodies. ~~-~~Drivers should take only the first aid kit from the bus.

H. Evacuation

Drivers should evacuate buses only when there is a danger of fire, collision or other potential hazard. ~~-~~Drivers should inform passengers that there is an emergency, and in very calm and precise terms, tell them exactly what ~~they are~~ to do. ~~-~~When possible, drivers will keep all evacuees a minimum of 100 feet from the bus. ~~-~~They should be loaded back onto the bus only when the driver has determined it is safe to do so.

I. Accident

In case of an accident, the driver shall immediately assess students for injuries and begin emergency first aid procedures as necessary. ~~-~~The driver must also notify the ~~Transportation~~ transportation ~~Dispatcher~~ dispatcher who will contact the law enforcement officials for medical assistance.

After providing emergency first aid, notifying the ~~Dispatcher~~dispatcher, and upon the arrival of law enforcement officials, the driver shall:

1. In cooperation with the police officer and/or ambulance service, assist with the care of the students.
2. See that all injured students receive proper care.
3. Determine facts pertaining to accident.
4. Call the dispatcher to give a list of names and circumstances. –The dispatcher will contact the Transportation Office so they can begin calling parents.
5. Discuss the accident only with police and ~~School~~ District officials.
6. Record all students' names.
7. Not leave the scene of an accident until released by the proper authorities.

Before leaving for the day, the driver shall fill out an accident report and take it to the Transportation Office. –All bus accidents shall be reported to the Department of Public Safety.

J. Cold Weather Stop

If a driver is stuck or stalled in cold weather, the driver should call for assistance and wait for help. -The driver should avoid relying on the engine to provide heat for the driver and passengers as long as possible. –If it is necessary to run the engine to provide heat, the driver will make sure the exhaust pipe is clear of snow, open windows for ventilation, and check passengers frequently for headaches or drowsiness.

K. Dangerous Weapons

If a driver observes or learns that a passenger may have a dangerous weapon on the bus, ~~he or she~~they should remain calm and call for assistance using a pre-determined code. -The driver should give the location of the bus to the dispatcher, continue the route and wait for assistance. –The driver should not inform the passenger suspected of having the weapon that ~~he or she~~ they know~~s~~ of the weapon.

L. Lights

In an emergency stop, the driver should turn on the four-way hazard warning lights, and running or clearance lights. -If the bus is on a highway, the driver must set out warning flares or triangles at the distances specified by ~~State~~ state ~~Law~~law.

M. Getting Assistance

Drivers should use the two-way radio communications system to get assistance, reporting the location and number of the bus, the nature of the problem, and the status of the passengers. -If the driver cannot use a radio to contact the dispatcher, ask a passerby or motorist to do so from the nearest

telephone. The driver should write out the number and location of the school bus, the nature of the emergency, and the status of the passengers.

IX. VEHICLE MAINTENANCE STANDARDS

A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program ~~adopted or~~ approved by the ~~School~~ District.

B. All school vehicles shall be inspected in accordance with legal requirements.

C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.~~Daily pre-trip inspections shall be required and prompt reports submitted of defects to be immediately corrected.~~

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D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism

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X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The ~~School~~ school ~~Board~~ board has designated the ~~Transportation~~ transportation ~~Supervisor~~ supervisor as the ~~School~~ school ~~Transportation~~ transportation ~~Safety~~ safety ~~Director~~director. The name, address and telephone number of the ~~Director~~ director is on file with the ~~Superintendent~~superintendent. ~~Any~~ questions regarding student transportation or this policy should be addressed to the ~~School Transportation~~ transportation ~~Safety Director~~supervisor.

XI. WALKING~~ DISTANCE~~ TO ~~BUS~~ STOPS

The number of bus stops in the ~~School~~ District impacts the length of time students are on the bus and the number of buses required to provide service. ~~Bus~~ routes are arranged according to geographic areas. ~~This~~ means that some students will walk further than others to bus stops.

A. Whenever possible, bus stops will be located at corners or intersections. Stopping at corners or intersections is generally safer due to the expectations of traffic. ~~When~~ a bus stops mid-block, it can confuse motorists, whereas traffic anticipates the bus will stop or yield at an intersection. ~~In~~ addition, the bus driver has the best view of traffic, and neighborhood students have the most direct route of access to their bus.

B. Elementary students shall be given priority when identifying the location of common bus stops that service the PreK-12 grade levels.

C. The bus routes can change every year based on the student population. Students may have to walk multiple blocks to the bus stop depending on the

route structure and time schedule. ~~-~~At no time shall more than one stop be designated per block for regular to and from school transportation.

D. PreK and ~~Kindergarten~~ kindergarten stops will generally be closer to the home than regular route stops~~,~~; however, visibility from the home to the bus stop is not always possible, nor is it part of ~~our~~ the criteria for moving stops.

E. Students residing on ~~dead~~ dead-end streets or cul-de-sacs are expected to walk the distance to the nearest intersection or further to access a bus.

XII. VIDEO SURVEILLANCE

Video surveillance may be used on a limited basis as part of ~~our~~ a comprehensive approach to student management on school buses. ~~-~~The driver continues to have the responsibility ~~for controlling the students through gaining rapport and interacting with students.~~maintaining safe and appropriate behavior standards on the bus. ~~The Business Manager~~District leaders, in consultation with the superintendent, may utilize video technology on selected vehicles to ~~insure~~ ensure student safety and appropriate behaviors.

Legal References:

Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 123B.935 (Active Transportation Safety Training)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)
Minn. Stat. § 171.169 (Notice of Commercial License Suspension)
Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)

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Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)
49 C.F.R. § 383.51 (Disqualification of Drivers)
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)
~~Minn. Stat. 169.443 169.444: Safety of School Children~~
~~Minn. Rule: 7470.1000 1100: Operation of a Type A,B,C, or D school bus~~

Cross References:
Board Policy 105: Tobacco-Free Environment
Board Policy 541: Student Behavior
Board Policy 614: Animals in Schools and Classrooms
Board Policy 653: Field Trips
Board Policy 802: Crisis Management

Dated: November, 1994
Reviewed: April 21, 2008
Revised: February, 1999, May 15, 2006; August 17, 2020

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707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

[NOTE: The obligations stated in this policy are largely governed by statute. A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.

B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Education ("Commissioner"). A licensed physician, an advanced practice nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.

B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district.

C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances.

D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes, section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.

E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.

F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located.

G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled.

H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota Statutes, section 120A.22 by attendance at a nonpublic school.

I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

IV. ELIGIBILITY

A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.

B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

[NOTE: In this section, school districts may wish to outline those discretionary areas where they intend to provide transportation. For example, some school

districts may provide that transportation shall be provided for all resident elementary students who reside one mile or more from the school.]

C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation

D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students.

B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation.

C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district.

D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program.

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week (Minnesota Statutes, section 124D.03, subdivision 8).

B. Resident students shall be eligible for transportation to and from a nonresident school

district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.

C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion.

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES

A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes, section 123B.92, subdivision 1(b)(4), for a resident child with disabilities not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with disabilities not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.

B. Resident students with disabilities who are transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district.

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 123B.92 to remove the deleted language above.]

C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district.

D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary.

E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions

on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district.

F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation.

G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law.

H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minnesota Statutes, chapter 125A.

VIII. HOMELESS STUDENTS

A. Homeless students shall be provided with transportation services comparable to other students in the school district.

B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:

1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district.

2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation.

3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of

origin is located.

4. A homeless nonresident student enrolled under Minnesota Statutes, section 124D.08, subdivision 2a, must be provided transportation from the student's district of residence to and from the school of enrollment.

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days.

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means.

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 United States Code, section 1415 (Individuals with Disabilities Act), 29 United States Code, section 794 (the Rehabilitation Act), and 42 United States Code, section 12132, (Americans with Disabilities Act) are governed by these provisions.

XII. FEES

A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minnesota Statutes, section 190.05.

C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee

D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs.

Legal References:

Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.84 (Policy)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Options for Enrolling in Adjoining States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 125A.02 (Child with a Disability Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
20 U.S.C. § 1415 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
42 U.S.C. § 12132 *et seq.* (Americans with Disabilities Act)

Cross References:

MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Adopted: _____

Revised: _____

MSBA/MASA Model Policy 708
Orig. 1995
Rev. 2024

708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

[NOTE: The obligations stated in this policy are largely governed by statute. A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. ELIGIBILITY

A. The school district shall provide equal transportation within the district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minnesota Statutes, sections 123B.88 and 123B.92 when applicable.

B. Upon the request of a parent or guardian, the school district must provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation must be provided whether or not there is another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means.

C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school must~~shall~~ pay the cost of such transportation provided outside the school district boundaries.

D. The school district must provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school.

E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. A nonpublic or charter school student transported by the school district shall comply with

school district student bus conduct and student bus discipline policies.

F. The school board and a nonpublic school may mutually agree to a written plan for the board to provide nonpublic pupil transportation to nonpublic school students. The school district must report the number of nonpublic school students transported and the nonpublic pupil transportation expenditures incurred in the form and manner specified by the Minnesota Commissioner of Education.

G. If the school board provides pupil transportation through the school's employees, the school board may transport nonpublic school students according to the plan and retain the nonpublic pupil transportation aid attributable to that plan. A nonpublic school may make a payment to the school district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services not required under Minnesota Statutes, sections 123B.84 to 123B.87.

H. A school board that contracts for pupil transportation services may enter into a contractual arrangement with a school bus contractor according to the written plan adopted by the school board and the nonpublic school to transport nonpublic school students and retain the nonpublic pupil transportation aid attributable to that plan for the purposes of paying the school bus contractor. A nonpublic school may make a payment to the school district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services included in the contract that are not required under Minnesota Statutes, sections 123B.84 to 123B.87.

I. Additional transportation to and from a nonpublic school may be provided at the expense of the school district when such services are provided in the discretion of the school district.

IV. STUDENTS WITH DISABILITIES

A. If a resident student with a disability attends a nonpublic school located within the school district, the school district must provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district must~~shall~~ provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school ~~shall~~ must pay the cost of transportation provided outside the school district boundary. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law.

B. When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program, the student shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling conditions and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district.

C. Each driver and aide assigned to a vehicle transporting students with a disability must (1) be instructed in basic first aid and procedures for the students under their care: (2) within one month after the effective date of assignment, participate in a program of in-service training on the proper methods of dealing with the specific needs and problems of students with disabilities; (3) assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and (4) ensure that proper safety devices are in use and fastened properly.

D. Each driver and aide assigned to a vehicle transporting students with a disability shall have available to them the following information in hard copy or immediately accessible through a two-way communication system: (1) the student's name and address; (2) the nature of the student's disabilities; (3) emergency health care information; and (4) the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

E. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the due process procedures provided for in Minnesota Statutes chapter 125A.

V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students *[Model Policy 707]* shall apply to the transportation of nonpublic school students except as specifically provided herein.

Legal References:

Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.84 (Policy)
Minn. Stat. § 123B.86 (Equal Treatment)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.91, Subd. 1a (School District Bus Safety Requirements)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al., 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
Eldredge v. Independent Sch. Dist. No. 625, 422 N.W.2d 319 (Minn. Ct. App. 1988)
Healy v. Independent Sch. Dist. No. 625, 962 F.2d 1304 (8th Cir. 1992)
Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)
Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

Cross References:

MSBA/MASA Model Policy 707 (Transportation of Public School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

709 STUDENT TRANSPORTATION SAFETY POLICY

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

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student School Bus Safety Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:

   a. transportation by school bus is a privilege, not a right;

   b. school district policies for student conduct and school bus safety;

   c. appropriate conduct while on the bus;

   d. the danger zones surrounding a school bus;

   e. procedures for safely boarding and leaving a school bus;

   f. procedures for safe vehicle lane crossing; and

   g. school bus evacuation and other emergency procedures.

2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four (4) weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus

safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes, section 169.446, subdivision 2.

5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.

6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.

7. The school district may provide kindergarten students with school bus safety training before the first day of school.

8 The school district shall adopt and make available for public review a curriculum for transportation safety education.

9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

C. Active Transportation Safety Training

1. Training Required

a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.

b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:

(1) pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique;

(2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques; and

(3) electric-assisted bicycle safety, including that a person under the age of fifteen (15) is not allowed to operate an electric-assisted bicycle.

2. Instruction

a. The school district may provide active transportation safety training through distance learning.

b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.

B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop

a. Get to your bus stop five (5) minutes before your scheduled pick up time. The school bus driver will not wait for late students.

b. Respect the property of others while waiting at your bus stop.

c. Keep your arms, legs, and belongings to yourself.

d. Use appropriate language.

e. Stay away from the street, road, or highway when waiting for the bus.

f. Wait until the bus stops before approaching the bus.

g. After getting off the bus, move away from the bus.

h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

i. No fighting, harassment, intimidation, or horseplay.

j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

a. Immediately follow the directions of the driver.

b. Sit in your seat facing forward.

c. Talk quietly and use appropriate language.

d. Keep all parts of your body inside the bus.

e. Keep your arms, legs, and belongings to yourself.

f. No fighting, harassment, intimidation, or horseplay.

g. Do not throw any object.

h. No eating, drinking, or use of alcohol, tobacco, or drugs.

i. Do not bring any weapons or dangerous objects on the school bus.

j. Do not damage the bus.

4. Consequences

a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (grades K-6)

1st offense	warning
2nd offense	three (3) school-day suspension from riding the bus
3rd offense	five (5) school-day suspension from riding the bus
4th offense	ten (10) school-day suspension from riding the bus/meeting with parent
Further offenses	individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (grades 7-12)

1st offense	warning
2nd offense	five (5) school-day suspension from riding the bus
3rd offense	ten (10) school-day suspension from riding the bus
4th offense	twenty (20) school-day suspension from riding the bus/meeting with parent
5th offense	suspended from riding the bus for the remainder of the school year

[Note: When any student goes sixty (60) transportation days without a report, the student's consequences may start over at the first offense.]

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two (2) weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;

2. Support safe riding and walking practices, and recognize that students are responsible for their actions;

3. Communicate safety concerns to their school administrators;

4. Monitor bus stops, if possible;

5. Have their children to the bus stop five (5) minutes before the bus arrives;

6. Have their children properly dressed for the weather; and

7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Paragraphs VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Paragraph VII.D., below.

B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.

C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within thirty (30) days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:

1. excessive speeding, involving any single offense for any speed of fifteen (15) miles per hour or more above the posted speed limit;

2. reckless driving;

3. improper or erratic traffic lane changes;

4. following the vehicle ahead too closely;

5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;

6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession;

7. driving a commercial vehicle without the proper class of commercial driver's license

and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;

8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and

9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.

D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within thirty (30) days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.

E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.

F. A person who operates a type III vehicle and who sustains a conviction as described in Subparagraph VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within ten (10) days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety's *Minnesota Model School Bus Driver Training Program*. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the *Minnesota Model School Bus Driver Training Program*.

[NOTE: The *Minnesota Model School Bus Driver Training Program* is available online through the Minnesota Department of Public Safety State Patrol web page listed under Resources below.]

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Subparagraph VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;

2. Understand student behavior, including issues relating to students with disabilities;

3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;

4. Know and understand relevant laws, rules of the road, and local school bus safety policies;

5. Handle emergency situations; and

6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the *Minnesota Model School Bus Driver Training Program*.

[NOTE: The school district may use alternative assessments rather than those set forth in the *Minnesota Model School Bus Driver Training Program* for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least eight (8) hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the *Minnesota Model School Bus Driver Training Program*.

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.

4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.

5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

   [NOTE: A school district is not required to comply with Subparagraph VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minnesota Statutes, section 169.011, subdivision 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of ten (10) or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of ten (10) or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.

3. Type III vehicles shall be state inspected in accordance with legal requirements.

4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, 49 Code of Federal Regulations, Part 571.

5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.

6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.

7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.

8. Type III vehicles must be equipped with mirrors as required by law.

9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or

assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.

10. Any type III vehicle used to transport students must carry emergency equipment including:

    a. Fire extinguisher

       A minimum of one (1) 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.

    b. First aid kit and body fluids cleanup kit

       A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.

    c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.

11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of ten (10) or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.

12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:

   a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.

   b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:

(1) safe operation of a type III vehicle;

(2) understanding student behavior, including issues relating to students with disabilities;

(3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;

(4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;

(5) handling emergency situations;

(6) proper use of seat belts and child safety restraints;

(7) performance of pre-trip vehicle inspections;

(8) safe loading and unloading of students, including, but not limited to:

(a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;

(b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;

(c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;

(d) placing the type III vehicle in "park" during loading and unloading;

(e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and

(9) compliance with Paragraph V.F. concerning reporting convictions to the employer within ten (10) days of the date of conviction.

c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes, section 122A.18, subdivision 8, or Minnesota Statutes, section 123B.03 for school district employees; Minnesota Statutes, section 144.057 or Minnesota Statutes, chapter 245C for day care employees; or Minnesota Statutes, section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.

d. Operators shall submit to a physical examination as required by Minnesota

Statutes, section 171.321, subdivision 2.

e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes, section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.

f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes, section 171.321, subdivision 5.

g. A person who sustains a conviction, as defined under Minnesota Statutes, 609.02, of violating Minnesota Statutes, section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes, sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for five (5) years from the date of conviction.

h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes, section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.

i. A person who sustains a conviction, as defined under Minnesota Statutes, section 609.02, of a moving offense in violation of Minnesota Statutes, chapter 169 within three (3) years of the first of three (3) other moving offenses is precluded from operating a type III vehicle for one (1) year from the date of the last conviction.

j. Students riding the type III vehicle must have training required under Minnesota Statutes, section 123B.90, subdivision 2 (See Paragraph II.B., above).

k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.

2. The Type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes, section 169.451.

3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from Subparagraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:

   a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.

   b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.

   c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.

   d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.

   e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes, section 171.02, subdivisions 2a(h) - 2a(j).

   f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's *Guideline for the Safe Transportation of Pre-school Age Children in School Buses*, if child safety restraints are used by passengers, in addition to the training required in Article VI., above.

   g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport fifteen (15) or fewer passengers, including the driver.

2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.

3. A school bus operated under this section must bear a current certificate of inspection.

4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.

B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the *Minnesota Model School Bus Driver Training Program*. This includes procedures in the event of a crash (accident).

C. School bus drivers and bus assistants for special education students requiring special transportation service because of a disability shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program

of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.

D. Emergency health information shall be maintained on the school bus for students requiring special transportation service because of a disability. The information shall state:

1. the student's name and address;

2. the nature of the student's disabilities;

3. emergency health care information; and

4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.

B. All school vehicles shall be state inspected in accordance with legal requirements.

C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.

D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required Minnesota Statutes, section 171.321, subdivision 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References:
Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 123B.935 (Active Transportation Safety Training)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)
Minn. Stat. § 171.169 (Notice of Commercial License Suspension)
Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)
49 C.F.R. § 383.51 (Disqualification of Drivers)
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

Cross References:
MSBA/MASA Model Policy 416 (Drug, Alcohol, and Cannabis Testing)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 707 (Transportation of Public Students)
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)

MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Resources:

Minnesota Department of Public Safety: *School Bus Resources* (accessed 10/12/25)

National Highway Traffic Safety Administration: *Guideline for the Safe Transportation of Pre-school Age Children in School Buses* (Feb. 1999) (accessed 10/12/25)

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 22, 2026

SUBJECT: FY2027 PROPOSED BUDGET

(Recommended by the superintendent)

That the board of education approve the 2026-2027 (FY27) Budget as presented in the attached documents.

Background Information

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

The attached budget includes a summary of all funds under board authority, inclusive of the General Fund, Food Service, Community Service, Construction, Debt Service, Trust, Internal Service/Self-Funded Insurance, Other Post-Employment Benefits (OPEB) Trust and OPEB Debt Service funds.

The budget includes updates in projected revenue including state associated with recent legislative changes. Projected expenditures include adjustments to staffing levels and projected staffing costs as well adjustments in contracted services and capital expenditures.

Projected overall revenue for FY27 is $114,811,976 with $86,895,858 in the general fund. Projected overall expenditures for FY27 is $116,645,616, with $88,336,140 in the general fund.

The general fund balance is anticipated to decrease by $1,440,282 with an unassigned fund balance decrease of $3,235,519 resulting in a 9.94% unassigned fund balance.

The overall district fund balance is anticipated to decrease by $1,833,641 primarily as a result of the deficit spending in the general fund as well as spending down the construction fund. Additional excess spending occurs within the Community Education fund and Other Post-Employment Benefits Trust, where funds were established to pay for OPEB costs on an annual basis.

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

Proposed 2026-2027 Budget

REVENUE

REVENUE CATEGORIES	FY Ended June 30, 2024	FY Ended June 30, 2025	FY Ending June 30, 2026 Adopted Budget	FY Ending June 30, 2026 Revised Budget	FY Ending June 30, 2027 Next Year Budget	Increase (Decrease) from Revised Budget
STATE	54,661,774	59,547,018	60,905,098	61,190,621	57,731,213	(3,459,408)
FEDERAL	5,361,721	2,517,153	2,352,958	2,681,601	2,343,379	(338,222)
PROPERTY TAXES	18,957,401	22,995,254	24,384,590	24,088,706	24,560,470	471,764
LOCAL (FEES, INTEREST, ETC.)	3,026,007	4,620,212	2,064,740	2,339,496	2,260,796	(78,700)
TOTALS	**82,006,904**	**89,679,638**	**89,707,386**	**90,300,424**	**86,895,858**	**(3,404,566)**

EXPENDITURES

OBJECT SERIES	FY Ended June 30, 2024	FY Ended June 30, 2025	Adopted Budget	Revised Budget	Next Year Budget	Increase (Decrease) from Revised Budget
SALARIES & WAGES	44,595,087	46,720,673	49,710,378	49,598,809	49,026,165	(572,644)
EMPLOYEE BENEFITS	15,376,730	16,241,292	18,032,059	17,675,084	18,045,710	370,626
PURCHASED SERVICES	13,172,577	14,007,735	14,912,975	12,848,964	13,026,692	177,728
SUPPLIES	3,838,248	3,973,434	4,709,120	4,830,035	4,665,668	(164,367)
EQUIPMENT	3,488,077	2,853,546	2,969,042	2,977,905	3,035,327	57,422
DEBT SERVICE	-	-	-	-	-	-
OTHER EXPENDITURES	406,103	2,112,878	493,211	625,109	536,579	(88,530)
TOTALS	**80,876,822**	**85,909,557**	**90,826,785**	**88,555,906**	**88,336,140**	**(219,766)**

PROGRAM SERIES	FY Ended June 30, 2024	FY Ended June 30, 2025	Adopted Budget	Revised Budget	Next Year Budget	Increase (Decrease) from Revised Budget
SITE ADMINISTRATION	2,063,549	2,407,433	2,449,158	2,375,180	2,373,403	(1,777)
DISTRICT ADMINISTRATION	909,525	950,653	717,359	759,464	1,445,125	685,661
SUPPORT SERVICES	3,265,363	3,281,017	3,341,274	3,417,289	3,457,935	40,646
REGULAR INSTRUCTION	31,368,241	32,945,209	35,358,932	34,756,696	33,225,160	(1,531,536)
EXTRA-CURRICULAR ACTIVITIES	1,274,690	1,284,084	1,523,292	1,485,855	1,468,466	(17,389)
VOCATIONAL INSTRUCTION	839,648	1,057,675	1,120,218	1,166,883	1,244,351	77,468
SPECIAL EDUCATION	15,720,800	17,333,122	18,653,340	18,249,494	18,866,292	616,798
INSTRUCTIONAL SUPPORT	5,557,740	5,175,348	4,754,429	5,324,980	5,215,841	(109,139)
PUPIL SUPPORT SERVICES	11,411,246	12,507,735	13,618,028	11,657,396	11,673,730	16,334
FACILITIES	7,951,208	8,371,222	8,685,755	8,740,509	8,720,735	(19,774)
OTHER FINANCING USES	514,812	596,059	605,000	622,160	645,103	22,943
TOTALS	**80,876,822**	**85,909,557**	**90,826,785**	**88,555,906**	**88,336,140**	**(219,766)**

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	Increase (Decrease) from Revised Budget
FOOD SERVICE	3,949,403	3,754,394	4,137,500	4,137,500	4,004,000	(133,500)
COMMUNITY EDUCATION	2,322,904	2,083,163	2,117,098	2,235,465	2,658,973	423,508
CONSTRUCTION	2,767,467	199,707	60,000	60,000	25,000	(35,000)
DEBT SERVICE	8,086,343	7,638,767	8,070,932	7,747,676	7,825,583	77,907
Custodial Fund	30,570	7,826	22,000	22,000	22,000	-
Internal Service - Health	8,229,680	8,267,264	8,915,405	8,915,405	9,691,936	776,531
Internal Service - Dental	496,284	499,248	538,500	538,500	538,500	-
OPEB - Irrevocable Trust	364,778	330,000	200,000	200,000	200,000	-
OPEB - Debt Service	2,013,317	1,990,937	2,056,109	1,973,071	2,950,126	977,055

EXPENDITURES	FY Ended June 30, 2024	FY Ended June 30, 2025	Adopted Budget	Revised Budget	Next Year Budget	Increase (Decrease) from Revised Budget
FOOD SERVICE	3,729,581	3,918,120	4,049,569	3,978,144	3,949,577	(28,567)
COMMUNITY EDUCATION	2,258,199	2,046,680	2,248,704	2,529,277	2,618,475	89,198
CONSTRUCTION	1,834,310	1,886,621	1,650,000	1,650,000	909,196	(740,804)
DEBT SERVICE	7,949,447	7,779,254	7,992,688	7,992,688	7,364,788	(627,900)
Custodial Fund	9,075	10,537	22,000	22,000	10,000	(12,000)
Internal Service - Health	7,742,514	8,599,954	8,906,607	8,906,607	9,671,715	765,108
Internal Service - Dental	542,263	572,154	540,000	560,000	540,000	(20,000)
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	675,250

SUMMARY - ALL FUNDS

SUMMARY	FY Ended June 30, 2024	FY Ended June 30, 2025	Adopted Budget	Revised Budget	Next Year Budget	Increase (Decrease) from Revised Budget
REVENUE	110,267,650	114,450,944	115,824,930	116,130,041	114,811,976	(1,318,065)
EXPENDITURES	107,443,888	113,209,018	118,748,628	116,765,097	116,645,616	(119,481)
SPENDING VARIANCE	2,823,762	1,241,926	(2,923,698)	(635,056)	(1,833,641)	(1,198,584)

RICHFIELD PUBLIC SCHOOLS	RICHFIELD PUBLIC SCHOOLS	REVENUE SUMMARY - BY MAJOR CATEGORY

Proposed 2026-2027 Budget

Source Code	Description	June 30, 2024	June 30, 2025	Adopted Budget	Revised Budget	Next Year Budget	Increase (Decrease) from Revised Budget
	STATE AID						-
201	ENDOWMENT FUND APPMT-GENERAL	242,385	275,131	233,385	291,841	301,398	9,557
211	GENERAL EDUCATION AID-GENERAL	27,627,718	29,823,904	28,768,607	28,443,872	28,888,807	444,935
302/211	GENERAL EDUCATION AID-OPERATING CAPITAL	303,751	197,108	139,113	132,670	167,797	35,127
303/211	GENERAL EDUCATION AID-ELEM EXT TIME-SUMMER SCHO	299,110	601,525	330,265	330,265	127,925	(202,340)
303/211	GENERAL EDUCATION AID-GEN ED ALLOCATION	169,119	174,644	195,000	195,000	107,457	(87,543)
303/211	GENERAL EDUCATION AID-INTERMEDIATE 287 SERVICES	243,046	-	230,000	230,000	85,966	(144,034)
316/211	GENERAL EDUCATION AID-STAFF DEVELOPMENT	629,278	640,494	637,326	633,670	630,728	(2,942)
317/211	GENERAL EDUCATION AID-BASC SKLLS-ELL+CMPSATORY	6,425,673	6,597,201	6,830,659	6,830,633	4,517,729	(2,312,904)
330/211	GENERAL EDUCATION AID-LEARNING&DEVLOPMNT	869,491	855,744	848,046	837,013	838,869	1,856
339/211	GENERAL EDUCATION AID-ENGLISH LEARNER	1,259,016	1,324,694	1,497,600	1,384,448	2,000,960	616,512
211	GENERAL EDUCATION AID-GIFTED AND TALENTED	57,303	57,179	55,375	55,058	53,361	(1,697)
212	LITERACY INCENTIVE AID NO LONGER VALID-GENERAL	-	-	-	-	-	-
213	SHARED TIME AID-GENERAL	19,739	3,855	3,855	3,568	3,568	-
227	ABATEMENT AID-GENERAL	2,923	11,397	11,397	24,046	24,046	-
229	NOT USED	-	-	-	-	-	-
305/211	GENERAL EDUCATION AID-GEN ED ALLOCATION	563,561	582,047	500,000	500,000	734,264	234,264
312/300	STATE AID RECEIVED F/MDE W/FIN CODE-LITERACY INCENTIVE AID	136,889	148,939	148,938	148,938	156,096	7,158
313/300	STATE AID RECEIVED F/MDE W/FIN CODE-INTEGRATION AID	782,959	759,111	794,374	749,671	748,397	(1,274)
314/300	STATE AID RECEIVED F/MDE W/FIN CODE-PARAPROFESSIONAL TRAI	-	11,289	11,289	11,289	17,741	6,452
339/300	STATE AID RECEIVED F/MDE W/FIN CODE-ENGLISH LEARNER	-	23,049	-	-	424,947	424,947
339/300	do not use, use fin339 for all EL starting FY26	23,752	23,049	23,752	362,752	-	(362,752)
320	GIFTS AND BEQUESTS-INDIAN EDUCATION STATE	101,500	87,495	92,000	93,300	1,300	(92,000)
343/300	STATE AID RECEIVED F/MDE W/FIN CODE-SCHOOL LIBRARY AID	69,528	73,358	44,782	43,397	43,397	-
356/300	STATE AID RECEIVED F/MDE W/FIN CODE-LITERACY AID - ONE TIME	-	161,477	-	-	-	-
357/300	STATE AID RECEIVED F/MDE W/FIN CODE-READ ACT TRAINING ONE	-	145,791	-	-	-	-
373/300	STATE AID RECEIVED F/MDE W/FIN CODE-STUDENT SUPPORT PERS(	51,531	77,272	92,322	128,229	128,346	117
374/300	STATE AID RECEIVED F/MDE W/FIN CODE-287 STNT SPRT USE OBJ 3	40,000	38,793	40,000	40,000	39,774	(226)
720/300	GENERAL EDUCATION AID-NONPUB PUPIL TRANSPORT	1,699,065	291,088	1,732,274	1,749,826	1,686,798	(63,028)
360	SPECIAL ED AID-STATE SPECIAL ED	12,586,616	15,995,251	16,887,484	16,738,565	15,186,975	(1,551,590)
369	-RHS MN DEPT HIGHR ED GRNT	136,166	216,913	188,983	501,236	284,645	(216,591)
370	MISC THRU MDE-GENERAL	102,521	131,374	328,272	491,334	289,922	(201,412)
397	TRA AND PERA SPECIAL FUNDING SITUATIONS REVENUE-GENERAL	219,136	217,848	240,000	240,000	240,000	-
	TOTAL STATE AID	**54,661,774**	**59,547,018**	**60,905,098**	**61,190,621**	**57,731,213**	**(3,459,408)**
	FEDERAL						-
141/400	FED AID THRU MDE-DO NOT USE ARP IDEA PART B PRESCHOOL	-	-	-	-	-	-
142/400	FED AID THRU MDE-DO NOT USE FY23 ARP IDEA PART C FAMI	34,706	-	-	-	-	-
159/400	FED AID THRU MDE-DO NOT USE ARP HOMLESS II	20,669	2,785	-	-	-	-
160/400	FED AID THRU MDE-DO NOT USE	1,379,858	-	-	-	-	-
161/400	FED AID THRU MDE-DO NOT USE - OBSOLETE	450,459	-	-	-	-	-
401/400	FED AID THRU MDE-TITLE 1 PART A	899,375	855,511	835,874	1,044,117	831,988	(212,129)
414/400	FED AID THRU MDE-TITLE II/PART A TRAIN	135,045	136,042	32,600	139,507	145,797	6,290
417/400	FED AID THRU MDE-TITLE III A FEDERAL LEP	176,770	112,863	158,228	200,393	82,698	(117,695)
419/400	FED AID THRU MDE-FED-SPEC ED GENERAL	1,065,344	1,018,632	955,520	955,520	978,553	23,033
420/400	FED AID THRU MDE-FED-HAND PRE INC GR	26,014	46,271	29,852	90,592	93,454	2,862
422/400	FED AID THRU MDE-TITLE IV-RURAL & LOW INCO	32,050	48,383	95,988	89,845	97,902	8,057
442/400	FED AID THRU MDE-IMMIGRANT GRANT TITLE III	-	26,080	-	-	-	-
499/400	FED AID THRU MDE-DISCIPLINE TRAIN & SUPPT	1,003,174	192,224	56,268	56,268	-	(56,268)
510/500	FEDERAL AID REC DIRECT FR FED-TITLE VII INDIAN GRANT	(1,933)	14,658	11,910	11,910	13,500	1,590
620/405	FED THRU OTH AGENCIES-SRTS FED - MN DPT OF TRAN	75,538	0	70,535	75,717	78,277	2,560
628/405	FED THRU OTH AGENCIES-CARL PERKINS GRANT	5,372	15,743	21,183	16,193	21,210	5,017
699/400	FED THRU OTH AGENCIES-FED YMCA BEACONS 21STCENT	59,280	47,961	85,000	1,539	-	(1,539)
	TOTAL FEDERAL	**5,361,721**	**2,517,153**	**2,352,958**	**2,681,601**	**2,343,379**	**(338,222)**
	LEVY						-
001	LEVY - CURRENT-GENERAL	6,495,355	10,260,462	10,289,194	10,479,346	10,949,716	470,370

RICHFIELD PUBLIC SCHOOLS	RICHFIELD PUBLIC SCHOOLS	REVENUE SUMMARY - BY MAJOR CATEGORY

Proposed 2026-2027 Budget

Source Code	Description	June 30, 2024	June 30, 2025	Adopted Budget	Revised Budget	Next Year Budget	Increase (Decrease) from Revised Budget
001	LEVY - CURRENT-Q-COMP	1,089,856	1,045,408	1,046,068	1,047,576	1,053,302	5,726
001	NOT USED	-	-	-	-	-	-
001	LEVY - CURRENT-OPERATING CAPITAL	766,912	877,433	685,033	643,145	841,822	198,677
001	LEVY - CURRENT-SAFE SCHOOLS LEVY	156,332	155,666	224,562	158,514	156,033	(2,481)
001	287 SAFE SCHOOLS LEVY LEVY	65,138	64,861	82,004	66,048	65,014	(1,034)
001	LEVY - CURRENT-CAP PROJ TECH LEVY	4,300,479	4,777,993	4,982,132	4,982,132	4,972,515	(9,617)
001	LEVY - CURRENT-HEALTH BENEFITS GRANDFATHERED	39,817	34,750	(12,509)	76,638	32,394	(44,244)
001	LEVY - CURRENT-OPEB UNFUNDED % FOR LEVY	583,607	423,793	535,806	444,523	433,269	(11,254)
001	LEVY - CURRENT-CAREER & TECH EDUCATION	171,396	119,965	249,077	138,042	145,870	7,828
001	287 CAREER&TECH LEVY LEVY	100,000	23,917	30,238	22,165	14,335	(7,830)
001	LEVY - CURRENT-INTEGRATION AID	360,438	324,052	337,380	337,380	324,933	(12,447)
001	LEVY - CURRENT-ISD LEASE LEVY	-	804,695	1,017,384	724,658	659,297	(65,361)
001	do not use - use FIN 389	816,903	-	-	-	-	-
001	LEVY - CURRENT-LTFM	1,698,160	1,603,368	1,713,845	1,717,577	1,634,209	(83,368)
001	287 LTFM LEVY LEVY	55,000	55,626	59,459	55,727	100,751	45,024
004	TAX INCREMENT FINANCING-GENERAL	38,056	55,924	-	-	-	-
009	FISCAL DISPARITIES-GENERAL	1,891,488	2,038,438	2,820,858	2,820,858	2,802,633	(18,225)
010	COUNTY APPORTIONMENT-GENERAL	346,015	374,377	324,059	374,377	374,377	-
019	MISC LOCAL TAXES-GENERAL	(17,552)	(45,474)	-	-	-	-
020	NOT USED	-	-	-	-	-	-
	TOTAL - LEVY	**18,957,401**	**22,995,254**	**24,384,590**	**24,088,706**	**24,560,470**	**471,764**
							-
021	NOT USED	-	-	-	-	-	-
050	FEES FROM PATRONS-BAND	160,752	182,044	161,450	161,450	161,450	-
060	ADMISSIONS & STUD ACT REV-ATH SOCCER	32,885	34,821	32,000	32,000	32,000	-
071	THIRD PARTY BILLING-DHS MA-MED ASSIST/3RD PARTY REVE	217,670	744,358	300,000	500,000	500,000	-
092	INVESTMENT EARNINGS-GENERAL	978,779	1,011,688	900,000	900,000	900,000	-
093	RENT-GENERAL	320,778	343,316	207,600	207,500	207,500	-
096	GIFTS AND BEQUESTS-GENERAL	61,019	52,623	2,000	2,000	-	(2,000)
099	MISCELLANEOUS REVENUE-GENERAL	1,092,465	444,568	315,690	370,546	313,846	(56,700)
621	NOT USED	-	-	-	-	-	-
619	COST OF MATERIALS FOR FUND RAISERS (CONTRA REVENUE)-VOC S	-	-	-	-	-	-
624	SALE OF EQUIPMENT-TRANSPORTATION	35,016	13,301	30,000	30,000	30,000	-
625	INSURANCE RECOVERIES-GENERAL	49,190	28,763	36,000	56,000	36,000	(20,000)
628	NOT USED	-	-	-	-	-	-
340	GIFTS AND BEQUESTS-KOPP SCHOLARSHIP	77,454	84,548	80,000	80,000	80,000	-
649	NOT INCLUDED IN FINANCIAL STATEMENTS -EL YEAR END ENTRY PE	-	1,680,183	-	-	-	-
	TOTAL - LOCAL	**3,026,007**	**4,620,212**	**2,064,740**	**2,339,496**	**2,260,796**	**(78,700)**
		82,006,904	**89,679,638**	**89,707,386**	**90,300,424**	**86,895,858**	**(3,404,566)**

RICHFIELD PUBLIC SCHOOLS	RICHFIELD PUBLIC SCHOOLS	EXPENDITURES BY PROGRAM CODE	

Proposed 2026-2027 Budget

PROGRAM CODE	DESCRIPTION	June 30, 2024	June 30, 2025	Adopted Budget	Revised Budget	Next Year Budget	Increase (Decrease) from Revised Budget
	DISTRICT ADMINISTRATION						-
010	BOARD OF ED	64,061	71,304	76,579	76,675	68,149	(8,526)
020	OFF OF SUPT	486,550	492,955	490,133	526,393	550,766	24,373
030	INSTRUCTIONAL ADMIN	358,914	386,394	150,647	156,396	826,210	669,814
	0	-	-	-	-	-	-
	TOTAL - DISTRICT ADMINISTRATION	**909,525**	**950,653**	**717,359**	**759,464**	**1,445,125**	**685,661**
	SITE ADMINISTRATION						-
050	BLDG ADM	2,063,549	2,407,433	2,449,158	2,375,180	2,373,403	(1,777)
	TOTAL - SITE ADMINISTRATION	**2,063,549**	**2,407,433**	**2,449,158**	**2,375,180**	**2,373,403**	**(1,777)**
	SUPPORT SERVICES						-
105	ADM SPPRT	75,945	76,220	84,134	91,970	94,349	2,379
106	GEN BENE	-	-	-	-	-	-
107	MKT COMM	420,696	341,785	369,022	388,939	359,908	(29,031)
108	ADM TECH	640,599	581,858	551,000	568,352	561,800	(6,552)
110	BUS SRV	1,254,229	1,406,062	1,296,410	1,320,502	1,348,978	28,476
150	LEGL SRV	140,034	107,871	90,000	90,000	110,000	20,000
160	PERSNNL	663,992	753,848	834,244	841,062	832,536	(8,526)
190	RSR/EVL	30,408	8,748	30,964	30,964	64,864	33,900
199	SCHOOL ELECTIONS	39,460	4,625	85,500	85,500	85,500	-
	0	-	-	-	-	-	-
	TOTAL - SUPPORT SERVICES	**3,265,363**	**3,281,017**	**3,341,274**	**3,417,289**	**3,457,935**	**40,646**
	REGULAR INSTRUCTION						-
200	VPK FUNDS	706,352	742,340	793,489	600,561	634,030	33,469
201	KINDERGARTEN	926,196	926,260	911,390	876,773	796,397	(80,376)
203	ELEM ED	10,920,482	8,664,860	10,992,269	10,736,540	9,995,474	(741,066)
204	TL II TP TR	135,045	136,042	32,600	139,507	145,797	6,290
205	TL III LEP	176,770	138,943	158,228	200,393	82,698	(117,695)
211	SEC ED	4,726,578	4,001,955	4,888,408	5,064,758	4,572,239	(492,519)
212	ART	361,896	528,484	635,215	559,521	587,082	27,561
215	BUSINESS ED	1,560	-	6,200	6,200	5,000	(1,200)
216	TL I A/ACH DIS	899,291	855,595	835,874	1,044,117	831,988	(212,129)
218	G&T	336,896	365,342	551,510	397,266	408,100	10,834
219	ELL B SKLS REV	2,587,442	4,712,358	3,214,789	3,167,163	2,810,129	(357,034)
220	ENGLISH LANGUAGE	794,958	562,035	742,373	912,628	1,197,419	284,791
230	FOREIGN LANG	160,844	324,805	638,983	638,527	553,598	(84,929)
231	DUAL LANG PRG	27,101	77,276	82,177	84,137	90,381	6,244
240	HEALTH & PHY ED	1,241,401	1,187,081	1,206,477	1,145,391	1,200,495	55,104
241	PHY ED	2,512	765	2,000	2,000	2,000	-
255	INDUSTRIAL EDUCATION	124,087	10,410	7,750	7,750	10,750	3,000
256	MATHEMATICS	763,185	751,408	829,385	952,117	994,684	42,567
258	BAND	495,427	687,257	683,618	729,258	752,540	23,282
259	CHOIR	1,925	2,107	1,900	1,900	1,900	-
260	NAT SCIENCE	1,283,186	1,428,891	1,945,731	1,857,628	1,740,598	(117,030)
270	SOC STUD	1,034,641	892,302	1,185,858	1,267,479	1,325,635	58,156
271	REMEDIAL READING	-	-	10,500	6,000	10,620	4,620
272	REMEDIAL MATH	-	-	4,000	4,000	4,080	80
273	REMEDIAL OTHER	-	-	29,500	29,500	30,090	590
276	BASIC SKLL ELEMENTARY INS	1,648,353	2,892,427	2,863,009	2,602,123	2,724,433	122,310
277	BASIC SKILL SECONDARY INS	2,009,568	3,050,141	2,100,374	1,718,134	1,711,571	(6,563)
279	VOLUNTEER PR INVOLVEMENT	2,547	6,122	5,325	5,325	5,432	107
	TOTAL - REGULAR INSTRUCTION	**31,368,241**	**32,945,209**	**35,358,932**	**34,756,696**	**33,225,160**	**(1,531,536)**
	EXTRA-CURRICULAR						-
291	CO-CURRICULAR NO ATHLETIC	135,394	150,367	177,944	163,728	173,421	9,693

RICHFIELD PUBLIC SCHOOLS	RICHFIELD PUBLIC SCHOOLS	EXPENDITURES BY PROGRAM CODE	

Proposed 2026-2027 Budget

PROGRAM CODE	DESCRIPTION	June 30, 2024	June 30, 2025	Adopted Budget	Revised Budget	Next Year Budget	Increase (Decrease) from Revised Budget
292	BOYS & GIRLS ATHLETICS	466,921	417,741	493,782	548,398	500,072	(48,326)
294	BOYS ATHLETICS	321,042	386,950	430,024	384,330	395,990	11,660
296	GIRLS ATHLETICS	256,026	255,175	338,189	306,104	311,460	5,356
298	EXTRA-CURRICULAR ACTIV	95,306	73,850	83,353	83,295	87,523	4,228
	TOTAL - EXTRA-CURRICULAR ACTIVITIES	**1,274,690**	**1,284,084**	**1,523,292**	**1,485,855**	**1,468,466**	**(17,389)**
	VOCATIONAL INSTRUCTION						-
311	VOC ED	235,521	-	171,476	1,000	800	(200)
321	VOC HLTH ED	19,056	21,044	30,238	30,238	30,843	605
331	VOC SCI ED	361,367	384,785	372,275	372,656	386,252	13,596
341	BUSINESS & OFFICE ED	-	120,860	-	138,999	145,082	6,083
361	C & T TRADE & INDUSTRIAL	33	282,826	6,000	216,199	226,302	10,103
371	RELATED/DIVERSE OCCUPATNS	-	83,521	-	137,923	142,311	4,388
380	VOC SP NDS	122,370	161,060	371,232	266,868	274,701	7,833
399	VOC GEN	101,302	3,580	168,997	3,000	38,060	35,060
	TOTAL - VOCATIONAL INSTRUCTION	**839,648**	**1,057,675**	**1,120,218**	**1,166,883**	**1,244,351**	**77,468**
	SPECIAL ED INSTRUCTION						-
400	GEN SPED	484,898	596,834	446,100	469,661	443,921	(25,740)
401	SPCH LG IMP	345,962	164,319	195,735	59,271	127,189	67,918
402	COG MILD-MOD	738,872	904,829	877,969	1,169,550	1,243,307	73,757
403	COG SV PROF	643,388	778,837	899,098	873,021	922,768	49,747
404	PHSCLY IMP	335,578	364,367	366,840	519,253	539,008	19,755
405	DF H OF HRG	32,782	139,290	-	-	-	-
406	VISUAL IMP	27,288	28,951	-	-	-	-
407	SPED LN DIS	2,199,427	2,691,341	3,060,038	2,967,074	3,180,227	213,153
408	EBD	1,643,319	1,824,347	2,231,698	2,067,940	2,232,155	164,215
410	OTHR HLTH DISAB	1,289,523	1,569,552	1,768,907	1,627,982	1,293,680	(334,302)
411	AUTISTIC	2,407,122	2,362,050	2,556,352	2,264,675	2,363,613	98,938
412	DEV DELAYED	1,131,395	1,403,786	1,441,409	1,596,985	1,698,665	101,680
414	TRAMATIC BRAIN INJURY	-	-	-	-	-	-
416	SEV MLT IMP	306,244	280,270	333,518	309,187	407,369	98,182
420	SPEC ED AGGREGATE	2,964,748	2,959,487	3,054,383	3,058,873	2,909,647	(149,226)
422	SPED STUDENTS W/O DISABIL	1,170,255	1,264,863	1,421,293	1,266,022	1,504,743	238,721
	TOTAL - SPECIAL ED INSTRUCTION	**15,720,800**	**17,333,122**	**18,653,340**	**18,249,494**	**18,866,292**	**616,798**
	INSTRUCTIONAL SUPPORT						-
605	GEN INS SPT	1,172,620	1,038,008	886,053	1,220,817	988,894	(231,923)
610	CURRIC DEV	138,564	189,742	204,775	191,363	211,897	20,534
620	MEDIA	247,802	252,398	221,396	148,766	154,172	5,406
630	INST R TECH	3,807,599	3,179,632	3,007,662	3,251,818	3,412,957	161,139
640	STAFF DVLPMT	153,261	431,841	409,543	487,216	425,921	(61,295)
690	RHS GRADUATION	37,893	83,726	25,000	25,000	22,000	(3,000)
	TOTAL - INSTRUCTIONAL SUPPORT	**5,557,740**	**5,175,348**	**4,754,429**	**5,324,980**	**5,215,841**	**(109,139)**
	PUPIL SUPPORT SERVICES						-
710	GUIDANCE COUNSEL	893,281	866,117	790,350	915,745	570,775	(344,970)
712	ADD TO UFARS-PRG TAB	-	-	-	-	-	-
715	SCHOOL SECURITY	207,038	193,740	194,443	265,892	217,466	(48,426)
718	ADD TO UFARS-PRG TAB	-	-	-	-	-	-
720	HEALTH SERVICES	514,513	547,075	637,517	594,346	530,989	(63,357)
730	PSYCHOLOGICAL SERVICES	20,146	8,122	11,000	11,000	729	(10,271)
740	SOCIAL WORK SERVICES	594,349	724,010	478,253	519,753	297,938	(221,815)
760	TRANSPORTATION	7,253,794	7,773,876	9,225,977	7,272,690	7,371,151	98,461
770	FOOD SERVICE	70	-	400	400	408	8
790	OTH SUP SRV	1,928,056	2,394,795	2,280,088	2,077,570	2,684,274	606,704
	0	-	-	-	-	-	-

RICHFIELD PUBLIC SCHOOLS	RICHFIELD PUBLIC SCHOOLS	EXPENDITURES BY PROGRAM CODE					

Proposed 2026-2027 Budget

PROGRAM CODE	DESCRIPTION	June 30, 2024	June 30, 2025	Adopted Budget	Revised Budget	Next Year Budget	Increase (Decrease) from Revised Budget
	0	-	-	-	-	-	-
	TOTAL - PUPIL SUPPORT SERVICES	**11,411,246**	**12,507,735**	**13,618,028**	**11,657,396**	**11,673,730**	**16,334**
	FACILITIES						-
810	OPERATIONS & MAINTENANCE	5,294,466	5,264,630	5,596,636	5,548,181	5,597,869	49,688
812	810 SEC MAINT	1,545	1,503	1,000	1,000	1,020	20
814	810 CNTR MAINT	134,595	141,493	132,800	132,800	136,086	3,286
850	FACILITIES	1,141,533	1,278,219	1,224,862	1,354,862	1,249,359	(105,503)
865	LTFM	1,379,069	1,685,376	1,730,457	1,703,666	1,736,401	32,735
	TOTAL - FACILITIES	**7,951,208**	**8,371,222**	**8,685,755**	**8,740,509**	**8,720,735**	**(19,774)**
	OTHER FINANCING USES						-
910	RET LT OBLG	-	-	-	-	-	-
935	PST-EE BNFT	-	-	-	-	-	-
940	INSURANCE	453,927	506,012	535,000	535,000	545,700	10,700
950	TRANSFER TO SCREENING	-	14,664	-	-	10,500	10,500
960	SCHOLARSHIPS	60,885	75,383	70,000	87,160	88,903	1,743
	TOTAL - OTHER FINANCING USES	**514,812**	**596,059**	**605,000**	**622,160**	**645,103**	**22,943**
	GENERAL FUND TOTAL	**80,876,822**	**85,909,557**	**90,826,785**	**88,555,906**	**88,336,140**	

RICHFIELD PUBLIC SCHOOLS
Preliminary Budget Summary 2026-27
For the Year Ended June 30, 2027

	June 30, 2026 Revised Projected	Revenues	Expenditures	Transfers	June 30, 2027 Projected Fund Balance	Net Increase or Decrease
General Fund - 01						
Unassigned - 422	12,019,436	67,217,269	67,073,056	(3,379,732)	8,783,917	(3,235,519)
	13.57%				*9.94%*	
Restricted						
Student Activities - 401	98,686	76,000	76,368	-	98,318	(368)
Scholarships - 402	454,787	80,000	88,903	-	445,884	(8,903)
Staff Development - 403	4,511	630,728	654,746	19,507	-	(4,511)
Capital Projects - 407	2,045,077	4,974,015	4,388,933	-	2,630,159	585,082
Literacy Incentive Aid - 412	36,998	156,096	113,197	-	79,897	42,899
American Indian - 420	-	1,300	101,645	-	(100,345)	(100,345)
Operating Capital - 424	165,361	1,009,619	1,066,279	-	108,701	(56,660)
Learning & Development - 428	-	838,869	911,359	72,490	-	-
Area Learning Center - 434	75,484	321,348	1,374,851	978,019	0	(75,484)
QCOMP - 437	(10,642)	1,053,302	1,173,463	-	(130,803)	(120,161)
Gifted & Talented - 438	-	53,361	408,100	354,739	-	-
English Learner - 439	-	2,425,907	2,805,129	-	(379,222)	(379,222)
Teacher Development & Eval - 440	0	-	4,670	4,670	0	-
Basic Skills - 441	803,820	4,517,729	4,502,553	-	818,996	15,176
Library Aid - 443	(0)	43,397	44,743	1,346	(0)	-
Achievement & Integration - 448	0	1,073,330	950,633	-	122,697	122,697
Safe Schools - 449	-	156,033	664,712	508,679	-	-
Literacy Aid - 456	20,101	-	68,058	-	(47,957)	(68,058)
Teacher Comp Train Read Act - 457	57,378	-	36,528	-	20,850	(36,528)
LTFM - 467	1,050,455	1,634,209	1,675,753	-	1,008,911	(41,544)
Student Support Personnel - 471	128,229	128,346	-	-	256,575	128,346
Medical Assistance - 472	1,336,417	500,000	46,854	-	1,789,563	453,146
Subtotal Restricted	6,266,662	19,673,589	21,157,477	1,939,450	6,722,224	455,562
Non-Spendable						
Prepaids	379,751	-	-	-	379,751	-
Inventory	-	-	-	-	-	-
Subtotal Non-Spendable - 460	379,751	-	-	-	379,751	-
Subtotal Committed - 461 & 418	-	-	-	-	-	-
Assigned Funds						
Assigned - Turf	14,384	5,000	9,006	-	10,378	(4,006)
Assigned - Program Initiatives	905,027	-	-	-	905,027	-
Assigned - Enrollment	1,600,000	-	-	-	1,600,000	-
Assigned - Future Retirement	638,422	-	-	-	638,422	-
Assigned - Carryover	1,230	-	96,601	-	(95,371)	(96,601)
Assigned - 3rd Party Sped	171,481	-	-	-	171,481	-
Assigned - COVID	2,177,924	-	-	-	2,177,924	-
Assigned - Subsequent Yr Budget	-	-	-	1,440,282	1,440,282	1,440,282
Subtotal Assigned - 462	5,508,468	5,000	105,607	1,440,282	6,848,143	1,339,675
Total General Fund	**24,174,317**	**86,895,858**	**88,336,140**	**-**	**22,734,035**	**(1,440,282)**
Food Service Fund - 02						
Non-Spendable						
Prepaids	-	-	-		-	-
Inventory	40,728	-	-	-	40,728	-
Subtotal Non-Spendable - 460	40,728	-	-	-	40,728	-
Restricted - 464	897,177	4,004,000	3,949,577	-	951,600	54,423
Total Food Service	**937,905**	**4,004,000**	**3,949,577**	**-**	**992,328**	**54,423**
Community Services - 04						
Restricted - 464 (Non-Public, EcScreen, LCTS)	60,055	762,650	785,611	-	37,094	(22,961)
Restricted / Reserved						
Community Ed - 431	(257,773)	811,007	762,748	-	(209,514)	48,259
ECFE - 432	101,820	411,048	357,161	-	155,707	53,887
Adult Basic Ed - 447	-	-	-	-	-	-
School Readiness - 444	196,193	674,268	712,955	-	157,506	(38,687)
Restricted/Reserved - Subtotal	40,239	1,896,323	1,832,864	-	103,698	63,459
Unassigned - 463	-	-	-	-	-	-
Total Community Education	**100,294**	**2,658,973**	**2,618,475**	**-**	**140,792**	**40,498**
Construction - 06						
Restricted - 464	884,196	25,000	909,196	-	0	(884,196)
Total Construction Fund	**884,196**	**25,000**	**909,196**	**-**	**0**	**(884,196)**
Debt Service - 07						
Restricted - 464	1,401,666	7,825,583	7,364,788	-	1,862,460	460,795
Total Debt Service Fund	**1,401,666**	**7,825,583**	**7,364,788**	**-**	**1,862,460**	**460,795**
Custodial Fund - 18	**64,718**	**22,000**	**10,000**	**-**	**76,718**	**12,000**
Internal Service - Health - 20	**3,905,004**	**9,691,936**	**9,671,715**	**-**	**3,925,225**	**20,221**
Internal Service - Dental - 21	**(60,714)**	**538,500**	**540,000**	**-**	**(62,214)**	**(1,500)**
OPEB - Irrevocable Trust - 45	**6,753,644**	**200,000**	**490,000**	**-**	**6,463,644**	**(290,000)**
OPEB - Debt Service - 47	**238,438**	**2,950,126**	**2,755,725**	**-**	**432,839**	**194,401**
Total All Funds:	**38,399,468**	**114,811,976**	**116,645,616**	**-**	**36,565,827**	**(1,833,641)**

Enriching and accelerating learning

RICHFIELD
PUBLIC SCHOOLS

Proposed FY27 Budget

Craig Holje

Senior Executive Officer

Richfield Board of Education – June 22, 2026

Enriqueciendo y acelerando el aprendizaje

Agenda

RICHFIELD PUBLIC SCHOOLS

- FY26 (Current Year) Update
  - May 31, 2026 Year-to-date
  - Highlighted items
  - Revised Budget Fund Balance Projections
- FY27 (Next Year) Proposed Budget
  - Assumptions
  - Fund Balance Projections
  - Considerations

Current Year – FY26 Budget Update

RICHFIELD PUBLIC SCHOOLS

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

RICHFIELD | May 31, 2026

REVENUE CATEGORIES	June 30, 2024	June 30, 2025	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	Current YTD vs. PYTD	May 31, 2025	May 31, 2024
							May 31, 2026	May 31, 2025	May 31, 2024			
STATE	55,361,384	60,229,625	61,880,869	61,262,182	52,214,873	9,665,996	84.38%	84.78%	86.10%	1,149,323	51,065,550	47,668,806
FEDERAL	5,360,512	2,517,153	2,681,601	2,576,637	952,841	1,728,760	35.53%	41.66%	47.23%	(95,794)	1,048,635	2,531,733
PROPERTY TAXES	18,257,792	22,312,647	23,397,158	21,890,077	21,604,923	1,792,235	92.34%	100.55%	99.42%	(831,214)	22,436,137	18,152,800
LOCAL SALES, INS RECOVERY & JUDGEMENTS	84,206	42,064	86,000	68,556	57,408	28,592	66.75%	100.00%	42.77%	15,344	42,064	36,016
SALE OF BONDS & LOANS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INCOMING TRANSFERS FROM OTH FUNDS	0	1,680,183	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
LOCAL (FEES, INTEREST, ETC.)	2,943,714	2,897,965	2,254,796	2,469,878	2,190,335	64,461	97.14%	82.06%	82.80%	(187,644)	2,377,979	2,437,351
TOTALS	**82,007,607**	**89,679,638**	**90,300,424**	**88,267,330**	**77,020,379**	**13,280,045**	**85.29%**	**85.83%**	**86.37%**	**50,015**	**76,970,365**	**70,826,706**

EXPENDITURES (OBJECT SERIES)	June 30, 2024	June 30, 2025	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	May 31, 2025	May 31, 2024
							May 31, 2026	May 31, 2025	May 31, 2024			
SALARIES & WAGES	44,519,026	46,720,673	49,598,809	48,563,846	38,156,206	11,442,603	76.93%	79.25%	79.86%	1,130,876	37,025,329	35,554,769
EMPLOYEE BENEFITS	15,376,730	16,241,292	17,675,169	17,634,040	14,929,790	2,745,379	84.47%	84.58%	81.09%	1,193,053	13,736,736	12,468,841
PURCHASED SERVICES	13,172,577	14,007,735	12,848,964	12,975,239	9,818,067	3,030,897	76.41%	80.65%	77.34%	(1,479,570)	11,297,637	10,187,058
SUPPLIES	3,838,248	3,973,434	4,830,035	3,702,449	3,191,356	1,638,679	66.07%	97.25%	87.58%	(672,938)	3,864,294	3,361,436
EQUIPMENT	3,488,077	2,853,546	2,977,905	2,302,371	2,103,383	874,522	70.63%	84.75%	95.99%	(315,038)	2,418,422	3,348,293
DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OTHER EXPENDITURES	406,103	418,031	625,109	517,510	251,852	373,257	40.29%	43.05%	42.33%	71,896	179,955	171,894
OTHER FINANCING USES	0	1,694,847	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTALS	**80,800,761**	**85,909,557**	**88,555,991**	**85,695,455**	**68,450,654**	**20,105,337**	**77.30%**	**79.76%**	**80.56%**	**(71,720)**	**68,522,374**	**65,092,290**

EXPENDITURES (PROGRAM SERIES)	June 30, 2024	June 30, 2025	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	May 31, 2025	May 31, 2024
							May 31, 2026	May 31, 2025	May 31, 2024			
SITE ADMINISTRATION	2,063,549	2,407,433	2,375,180	2,400,130	2,093,962	281,218	88.16%	90.96%	91.43%	(95,904)	2,189,866	1,886,611
DISTRICT ADMINISTRATION	2,281,758	2,453,089	2,361,434	2,104,661	1,745,651	615,783	73.92%	71.70%	88.48%	(13,143)	1,758,793	2,018,903
SUPPORT SERVICES	3,265,363	3,281,017	3,417,289	3,810,574	3,415,902	1,387	99.96%	94.52%	95.28%	314,575	3,101,327	3,111,305
REGULAR INSTRUCTION	31,337,342	32,945,209	34,756,696	32,463,484	24,764,032	9,992,664	71.25%	72.89%	75.89%	750,315	24,013,717	23,780,660
EXTRA-CURRICULAR ACTIVITES	1,043,990	1,059,867	1,238,832	1,355,891	1,004,430	234,402	81.08%	89.42%	90.13%	56,705	947,726	940,990
VOCATIONAL INSTRUCTION	839,648	1,057,675	1,166,883	1,086,239	832,209	334,674	71.32%	79.70%	56.96%	(10,724)	842,933	478,250
SPECIAL EDUCATION	15,690,800	17,333,122	18,249,494	18,379,214	14,013,387	4,236,107	76.79%	74.58%	76.85%	1,086,279	12,927,107	12,058,251
COMMUNITY SERVICES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INSTRUCTIONAL SUPPORT	5,557,740	5,175,348	5,324,980	4,947,939	4,401,899	923,081	82.67%	94.13%	93.84%	(469,852)	4,871,751	5,215,441
PUPIL SUPPORT SERVICES	11,410,630	12,507,735	11,657,396	10,673,601	8,893,390	2,764,006	76.29%	87.75%	79.60%	(2,082,348)	10,975,738	9,083,158
FACILITIES	6,795,129	7,093,003	7,385,647	7,816,965	6,620,802	764,845	89.64%	88.99%	88.36%	308,727	6,312,075	6,003,910
OTHER FINANCING USES	514,812	596,059	622,160	656,757	664,991	(42,831)	106.88%	97.53%	100.00%	83,650	581,341	514,812
TOTALS	**80,800,761**	**85,909,557**	**88,555,991**	**85,695,455**	**68,450,654**	**20,105,337**	**77.30%**	**79.76%**	**80.56%**	**(71,720)**	**68,522,374**	**65,092,290**

Current Year – FY26 Budget Update

RICHFIELD PUBLIC SCHOOLS

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

RICHFIELD | May 31, 2026

ACTIVITY - OTHER FUNDS

REVENUE	June 30, 2024	June 30, 2025	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	2026 % of Budget Received	2025 % of Actuals Received	2024 % of Actuals Received	Current YTD vs. PYTD	May 31, 2025	May 31, 2024
FOOD SERVICE	3,949,403	3,754,394	4,137,500	4,055,623	2,868,151	1,269,349	69.32%	75.26%	70.45%	**42,472**	2,825,679	2,782,162
COMMUNITY EDUCATION	2,322,904	2,083,163	2,235,465	2,257,791	2,083,232	152,233	93.19%	91.22%	94.45%	**183,004**	1,900,228	2,194,083
CONSTRUCTION	2,767,467	199,707	60,000	83,522	66,135	(6,135)	110.23%	88.08%	98.92%	**(109,773)**	175,908	2,737,574
DEBT SERVICE	8,086,343	7,638,767	7,747,676	7,841,928	7,665,284	82,393	98.94%	92.89%	101.28%	**569,374**	7,095,910	8,189,930
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	**0**	0	0
CUSTODIAL	30,570	7,826	22,000	11,776	10,655	11,345	48.43%	93.52%	98.47%	**3,336**	7,319	30,103
INTERNAL SERVICE	8,636,077	8,766,512	9,453,905	9,832,622	8,569,728	884,177	90.65%	91.10%	92.81%	**583,413**	7,986,315	8,015,466
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	**0**	0	0
OPEB IRREVOCABLE TRUST	364,778	330,000	200,000	143,198	75,242	124,758	37.62%	9.71%	38.56%	**43,200**	32,042	140,673
OPEB DEBT SERVICE	2,013,317	1,990,937	1,973,071	1,997,943	1,972,202	869	99.96%	94.87%	103.31%	**83,412**	1,888,790	2,080,031
TOTALS	**28,170,859**	**24,771,306**	25,829,617	**26,224,403**	**23,310,628**	**2,518,989**	**90.25%**	**88.46%**	**92.90%**	**1,398,438**	**21,912,190**	**26,170,022**

EXPENDITURES	June 30, 2024	June 30, 2025	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	2026 % of Budget Expended	2025 % of Actuals Expended	2024 % of Actuals Expended	Current YTD vs. PYTD	May 31, 2025	May 31, 2024
FOOD SERVICE	3,729,581	3,918,120	3,978,144	4,020,917	3,435,402	542,742	86.36%	87.12%	85.65%	21,976	3,413,426	3,194,468
COMMUNITY EDUCATION	2,258,815	2,046,680	2,529,277	2,402,682	2,046,853	482,424	80.93%	84.64%	87.76%	314,478	1,732,375	1,982,415
CONSTRUCTION	1,834,310	1,886,621	1,650,000	1,984,995	1,709,690	(59,690)	103.62%	62.63%	92.32%	528,173	1,181,517	1,693,513
DEBT SERVICE	7,949,447	7,779,254	7,992,688	7,396,350	7,991,263	1,426	99.98%	100.00%	100.00%	212,009	7,779,254	7,949,447
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
CUSTODIAL	9,075	10,537	22,000	9,062	9,048	12,952	41.13%	100.00%	100.00%	(1,489)	10,537	9,075
INTERNAL SERVICE	7,249,696	9,172,108	9,466,607	9,096,781	8,237,780	1,228,828	87.02%	92.11%	90.75%	(210,465)	8,448,245	6,579,024
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	476,577	463,966	490,000	490,000	0	490,000	0.00%	0.00%	0.00%	0	0	0
OPEB DEBT SERVICE	2,025,100	2,022,175	2,080,475	2,022,275	2,022,275	58,200	97.20%	100.00%	100.00%	100	2,022,175	2,025,100
TOTALS	**25,532,600**	**27,299,461**	28,209,191	**27,423,063**	**25,452,310**	**2,756,881**	**90.23%**	**90.07%**	**91.78%**	864,781	**24,587,529**	**23,433,042**

SUMMARY - ALL FUNDS

SUMMARY	June 30, 2024	June 30, 2025	Adopted Budget	Projected End Of Year	YTD	Budget Remaining	2026 % of Budget Expended	2025 % of Actuals Expended	2024 % of Actuals Expended	Current YTD vs. PYTD	May 31, 2025	May 31, 2024
REVENUE	110,178,467	114,450,944	116,130,041	114,491,732	100,331,007	15,799,034	86.40%	86.40%	88.04%	1,448,453	98,882,554	96,996,728
EXPENDITURES	106,333,361	113,209,018	116,765,182	113,118,518	93,902,964	22,862,218	80.42%	82.25%	83.25%	793,060	93,109,904	88,525,332
SPENDING VARIANCE	3,845,105	1,241,926	(635,141)	1,373,215	6,428,044	N/A	N/A	N/A	N/A	655,393	5,772,651	8,471,395

Budget Management Analytics (formerly SCast Plus)

Current Year – FY26 Budget Implications

RICHFIELD PUBLIC SCHOOLS

- On track as of May 31, 2026
- Items to highlight
  - General Fund – Fund 01
    - State revenue/Property Taxes – Timing
    - Salaries and benefits
    - Supplies and Equipment
  - Food service
  - Construction
  - Internal service

Next Year – FY27 Budget Considerations

RICHFIELD PUBLIC SCHOOLS

- 2.69% increase in formula allowance
- Additional revenue adjustments
  - Compensatory reduction
  - Special education reduction
  - ELL funding increase
  - Federal funding reduction
- Projecting a 177 student reduction in Average Daily Membership (ADM) to 3759
- Fund balance policy – 4-10%
- Staffing updates
- Curriculum purchase and other capital needs
- Inflationary costs in other areas
- Program changes in expenditures

FY27 Proposed Budget

RICHFIELD PUBLIC SCHOOLS

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

Proposed 2026-2027 Budget

REVENUE

REVENUE CATEGORIES	FY Ended June 30, 2024	FY Ended June 30, 2025	FY Ending June 30, 2026 Adopted Budget	FY Ending June 30, 2026 Revised Budget	FY Ending June 30, 2027 Next Year Budget	Increase (Decrease) from Revised Budget
STATE	54,661,774	59,547,018	60,905,098	61,190,621	57,731,213	(3,459,408)
FEDERAL	5,361,721	2,517,153	2,352,958	2,681,601	2,343,379	(338,222)
PROPERTY TAXES	18,957,401	22,995,254	24,384,590	24,088,706	24,560,470	471,764
LOCAL (FEES, INTEREST, ETC.)	3,026,007	4,620,212	2,064,740	2,339,496	2,260,796	(78,700)
TOTALS	**82,006,904**	**89,679,638**	**89,707,386**	**90,300,424**	**86,895,858**	**(3,404,566)**

FY27 Proposed Budget

RICHFIELD PUBLIC SCHOOLS

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

Proposed 2026-2027 Budget

EXPENDITURES

OBJECT SERIES	FY Ended June 30, 2024	FY Ended June 30, 2025	Adopted Budget	Revised Budget	Next Year Budget	Increase (Decrease) from Revised Budget
SALARIES & WAGES	44,595,087	46,720,673	49,710,378	49,598,809	49,026,165	(572,644)
EMPLOYEE BENEFITS	15,376,730	16,241,292	18,032,059	17,675,084	18,045,710	370,626
PURCHASED SERVICES	13,172,577	14,007,735	14,912,975	12,848,964	13,026,692	177,728
SUPPLIES	3,838,248	3,973,434	4,709,120	4,830,035	4,665,668	(164,367)
EQUIPMENT	3,488,077	2,853,546	2,969,042	2,977,905	3,035,327	57,422
DEBT SERVICE	-	-	-	-	-	-
OTHER EXPENDITURES	406,103	2,112,878	493,211	625,109	536,579	(88,530)
TOTALS	**80,876,822**	**85,909,557**	**90,826,785**	**88,555,906**	**88,336,140**	**(219,766)**

FY27 Proposed Budget

RICHFIELD PUBLIC SCHOOLS

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

Proposed 2026-2027 Budget

EXPENDITURES

PROGRAM SERIES	FY Ended June 30, 2024	FY Ended June 30, 2025	Adopted Budget	Revised Budget	Next Year Budget	Increase (Decrease) from Revised Budget
SITE ADMINISTRATION	2,063,549	2,407,433	2,449,158	2,375,180	2,373,403	(1,777)
DISTRICT ADMINISTRATION	909,525	950,653	717,359	759,464	1,445,125	685,661
SUPPORT SERVICES	3,265,363	3,281,017	3,341,274	3,417,289	3,457,935	40,646
REGULAR INSTRUCTION	31,368,241	32,945,209	35,358,932	34,756,696	33,225,160	(1,531,536)
EXTRA-CURRICULAR ACTIVITIES	1,274,690	1,284,084	1,523,292	1,485,855	1,468,466	(17,389)
VOCATIONAL INSTRUCTION	839,648	1,057,675	1,120,218	1,166,883	1,244,351	77,468
SPECIAL EDUCATION	15,720,800	17,333,122	18,653,340	18,249,494	18,866,292	616,798
INSTRUCTIONAL SUPPORT	5,557,740	5,175,348	4,754,429	5,324,980	5,215,841	(109,139)
PUPIL SUPPORT SERVICES	11,411,246	12,507,735	13,618,028	11,657,396	11,673,730	16,334
FACILITIES	7,951,208	8,371,222	8,685,755	8,740,509	8,720,735	(19,774)
OTHER FINANCING USES	514,812	596,059	605,000	622,160	645,103	22,943
TOTALS	**80,876,822**	**85,909,557**	**90,826,785**	**88,555,906**	**88,336,140**	**(219,766)**

FY27 Proposed Budget

RICHFIELD PUBLIC SCHOOLS

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	Increase (Decrease) from Revised Budget
FOOD SERVICE	3,949,403	3,754,394	4,137,500	4,137,500	4,004,000	(133,500)
COMMUNITY EDUCATION	2,322,904	2,083,163	2,117,098	2,235,465	2,658,973	423,508
CONSTRUCTION	2,767,467	199,707	60,000	60,000	25,000	(35,000)
DEBT SERVICE	8,086,343	7,638,767	8,070,932	7,747,676	7,825,583	77,907
Custodial Fund	30,570	7,826	22,000	22,000	22,000	-
Internal Service - Health	8,229,680	8,267,264	8,915,405	8,915,405	9,691,936	776,531
Internal Service - Dental	496,284	499,248	538,500	538,500	538,500	-
OPEB - Irrevocable Trust	364,778	330,000	200,000	200,000	200,000	-
OPEB - Debt Service	2,013,317	1,990,937	2,056,109	1,973,071	2,950,126	977,055

EXPENDITURES	FY Ended June 30, 2024	FY Ended June 30, 2025	Adopted Budget	Revised Budget	Next Year Budget	Increase (Decrease) from Revised Budget
FOOD SERVICE	3,729,581	3,918,120	4,049,569	3,978,144	3,949,577	(28,567)
COMMUNITY EDUCATION	2,258,199	2,046,680	2,248,704	2,529,277	2,618,475	89,198
CONSTRUCTION	1,834,310	1,886,621	1,650,000	1,650,000	909,196	(740,804)
DEBT SERVICE	7,949,447	7,779,254	7,992,688	7,992,688	7,364,788	(627,900)
Custodial Fund	9,075	10,537	22,000	22,000	10,000	(12,000)
Internal Service - Health	7,742,514	8,599,954	8,906,607	8,906,607	9,671,715	765,108
Internal Service - Dental	542,263	572,154	540,000	560,000	540,000	(20,000)
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	675,250

FY27 Proposed Budget

RICHFIELD PUBLIC SCHOOLS

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

SUMMARY - ALL FUNDS

SUMMARY	FY Ended June 30, 2024	FY Ended June 30, 2025	Adopted Budget	Revised Budget	Next Year Budget	Increase (Decrease) from Revised Budget
REVENUE	110,267,650	114,450,944	115,824,930	116,130,041	114,811,976	(1,318,065)
EXPENDITURES	107,443,888	113,209,018	118,748,628	116,765,097	116,645,616	(119,481)
SPENDING VARIANCE	2,823,762	1,241,926	(2,923,698)	(635,056)	(1,833,641)	(1,198,584)



FY27 Proposed Budget

RICHFIELD PUBLIC SCHOOLS

RICHFIELD PUBLIC SCHOOLS
Preliminary Budget Summary 2026-27
For the Year Ended June 30, 2027

	June 30, 2026 Revised Projected	Revenues	Expenditures	Transfers	June 30, 2027 Projected Fund Balance	Net Increase or Decrease
General Fund - 01						
Unassigned - 422	12,019,436	67,217,269	67,073,056	(3,379,732)	8,783,917	(3,235,519)
	13.57%				*9.94%*	
Restricted						
Student Activities - 401	98,686	76,000	76,368	-	98,318	(368)
Scholarships - 402	454,787	80,000	88,903	-	445,884	(8,903)
Staff Development - 403	4,511	630,728	654,746	19,507	-	(4,511)
Capital Projects - 407	2,045,077	4,974,015	4,388,933	-	2,630,159	585,082
Literacy Incentive Aid - 412	36,998	156,096	113,197	-	79,897	42,899
American Indian - 420	-	1,300	101,645	-	(100,345)	(100,345)
Operating Capital - 424	165,361	1,009,619	1,066,279	-	108,701	(56,660)
Learning & Development - 428	-	838,869	911,359	72,490	-	-
Area Learning Center - 434	75,484	321,348	1,374,851	978,019	0	(75,484)
QCOMP - 437	(10,642)	1,053,302	1,173,463	-	(130,803)	(120,161)
Gifted & Talented - 438	-	53,361	408,100	354,739	-	-
English Learner - 439	-	2,425,907	2,805,129	-	(379,222)	(379,222)
Teacher Development & Eval - 440	0	-	4,670	4,670	0	-
Basic Skills - 441	803,820	4,517,729	4,502,553	-	818,996	15,176
Library Aid - 443	(0)	43,397	44,743	1,346	(0)	-
Achievement & Integration - 448	0	1,073,330	950,633	-	122,697	122,697
Safe Schools - 449	-	156,033	664,712	508,679	-	-
Literacy Aid - 456	20,101	-	68,058	-	(47,957)	(68,058)
Teacher Comp Train Read Act - 457	57,378	-	36,528	-	20,850	(36,528)
Restricted - 464	-	-	-	-	-	-
LTFM - 467	1,050,455	1,634,209	1,675,753	-	1,008,911	(41,544)
Student Support Personnel - 471	128,229	128,346	-	-	256,575	128,346
Medical Assistance - 472	1,336,417	500,000	46,854	-	1,789,563	453,146
Subtotal Restricted	6,266,662	19,673,589	21,157,477	1,939,450	6,722,224	455,562
Non-Spendable						
Prepaids	379,751	-	-	-	379,751	-
Inventory	-	-	-	-	-	-
Subtotal Non-Spendable - 460	379,751	-	-	-	379,751	-

FY27 Proposed Budget

RICHFIELD PUBLIC SCHOOLS

RICHFIELD PUBLIC SCHOOLS
Preliminary Budget Summary 2026-27
For the Year Ended June 30, 2027

	June 30, 2026 Revised Projected	Revenues	Expenditures	Transfers	June 30, 2027 Projected Fund Balance	Net Increase or Decrease
Non-Spendable						
Prepaids	379,751	-	-	-	379,751	-
Inventory	-	-	-	-	-	-
Subtotal Non-Spendable - 460	379,751	-	-	-	379,751	-
Subtotal Committed - 461 & 418	-	-	-	-	-	-
Assigned Funds						
Assigned - Turf	14,384	5,000	9,006	-	10,378	(4,006)
Assigned - Program Initiatives	905,027	-	-	-	905,027	-
Assigned - Enrollment	1,600,000	-	-	-	1,600,000	-
Assigned - Future Retirement	638,422	-	-	-	638,422	-
Assigned - Carryover	1,230	-	96,601	-	(95,371)	(96,601)
Assigned - 3rd Party Sped	171,481	-	-	-	171,481	-
Assigned - COVID	2,177,924	-	-	-	2,177,924	-
Assigned - Subsequent Yr Budget	-	-	-	1,440,282	1,440,282	1,440,282
Subtotal Assigned - 462	5,508,468	5,000	105,607	1,440,282	6,848,143	1,339,675
Total General Fund	**24,174,317**	**86,895,858**	**88,336,140**	**-**	**22,734,035**	**(1,440,282)**

FY27 Proposed Budget

RICHFIELD PUBLIC SCHOOLS

RICHFIELD PUBLIC SCHOOLS
Preliminary Budget Summary 2026-27
For the Year Ended June 30, 2027

	June 30, 2026 Revised Projected	Revenues	Expenditures	Transfers	June 30, 2027 Projected Fund Balance	Net Increase or Decrease
Food Service Fund - 02						
Non-Spendable						
Prepaids	-	-	-		-	-
Inventory	40,728	-	-	-	40,728	-
Subtotal Non-Spendable - 460	40,728	-	-	-	40,728	-
Restricted - 464	897,177	4,004,000	3,949,577	-	951,600	54,423
Total Food Service	937,905	4,004,000	3,949,577	-	992,328	54,423
Community Services - 04						
Restricted - 464 (Non-Public, EcScreen, LCTS)	60,055	762,650	785,611	-	37,094	(22,961)
Restricted / Reserved						
Community Ed - 431	(257,773)	811,007	762,748	-	(209,514)	48,259
ECFE - 432	101,820	411,048	357,161	-	155,707	53,887
Adult Basic Ed - 447	-	-	-	-	-	-
School Readiness - 444	196,193	674,268	712,955	-	157,506	(38,687)
Restricted/Reserved - Subtotal	40,239	1,896,323	1,832,864	-	103,698	63,459
Unassigned - 463	-	-	-	-	-	-
Total Community Education	100,294	2,658,973	2,618,475	-	140,792	40,498
Construction - 06						
Restricted - 464	884,196	25,000	909,196	-	0	(884,196)
Total Construction Fund	884,196	25,000	909,196	-	0	(884,196)
Debt Service - 07						
Restricted - 464	1,401,666	7,825,583	7,364,788	-	1,862,460	460,795
Total Debt Service Fund	1,401,666	7,825,583	7,364,788	-	1,862,460	460,795
Custodial Fund - 18	64,718	22,000	10,000	-	76,718	12,000
Internal Service - Health - 20	3,905,004	9,691,936	9,671,715	-	3,925,225	20,221
Internal Service - Dental - 21	(60,714)	538,500	540,000	-	(62,214)	(1,500)
OPEB - Irrevocable Trust - 45	6,753,644	200,000	490,000	-	6,463,644	(290,000)
OPEB - Debt Service - 47	238,438	2,950,126	2,755,725	-	432,839	194,401
Total All Funds:	38,399,468	114,811,976	116,645,616	-	36,565,827	(1,833,641)

FY27 Budget Summary

RICHFIELD PUBLIC SCHOOLS

- Projected overall revenue of $114,811,976 ($86,895,858 GF)
- Projected overall expenditures of $116,645,616 ($88,336,140 GF)
- General fund balance decrease by $1,440,282 to $22,734,035
  - Unassigned fund balance decrease of $3,235,519 to $8,783,917 (9.94%)
- Overall district fund balance of $36,565,827 is a decrease of $1,833,641
  - Primarily General Fund, Construction, and OPEB

Questions

RICHFIELD PUBLIC SCHOOLS

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 22, 2026

Subject: Updated Master Agreement with Management Team for Years 2025-2027

(Recommended by the superintendent)

It is recommended that the board of education approve the updated master agreement with the Management Team for the years 2025-2027.

Background Information

(Prepared by Steve Unowsky)

The board approved the master agreement with the Management Team for 2025-2027 on December 15, 2025. Since then, there have been a small number of updates that have been identified:

- Clarification that a year of service is considered to have been earned if the initial employment began prior to January 1 of that fiscal year.
- The removal of the Director of Secondary Education position for the 2026-2027 school year.
- Clarification that the retirement incentive for eligible employees will be based on the highest annual salary received by the employee (matching the process for the state of MN pension calculation).

Attachments:
Management Team Handbook 2025-2027 - redlined

RICHFIELD PUBLIC SCHOOLS

MANAGEMENT TEAM

HANDBOOK

2025-2027

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ARTICLE I

PURPOSE

The purpose of this handbook is to provide general, salary, and benefit information for administrators related to Management Team members and their employment.

A. Physical Examinations

Physical exams will be required of staff members upon request by the District when allowed by law. When so required, the District will pay the cost of the examination if the staff member obtains the examination at a District-designated facility using the District's physical examination form. The staff member will be reimbursed up to the amount paid by the District at its designated facility if the staff member obtains the physical exam at a facility other than that designated by the District and upon presentation of the completed physical exam form along with an itemized statement from the examining facility.

ARTICLE II

SALARIES

A. Method of Salary Payment

Members of the Management Team shall be paid twice each month, on the 5th and 20th.

B. Deductions

1. Compulsory Deductions

a. Federal withholding tax
b. Minnesota withholding tax
c. Retirement, social security, Medicare, and Minnesota Paid Leave Law

2. Voluntary Deductions

a. Annuities/403(b)/457
b. Flexible benefit account

C. Incentive Pay

Management Team members will be eligible for performance incentive pay based on the attainment of pre-determined performance objectives and established criteria. The Superintendent of Schools shall, at the Superintendent's sole discretion, be authorized to award an amount of dollars equaling up to 6% of the employee's base salary on an annual basis.

D. Work Year

The annualized salary is based on a 260-day regular work year. In any year when the work calendar includes more than 260 scheduled workdays, each additional day shall be compensated on a pro-rata basis.

E. Longevity Increment

Beginning on July 1, 2024, individuals who have been a member of the Management Team for ten (10) or more years will receive an additional 2% increment added to their base salary. For the purpose of longevity, a full year of service will be considered to have been earned if the initial employment began prior to January 1 of that fiscal year.

F. Salary Steps

Management Team salaries have a minimum to maximum range consisting of five steps at 90%, 92%, 94%, 97%, and 100%. Management team member salaries will advance to the next step after a year of service. For the purpose of salary steps, a full year of service will be considered to have been earned if the initial employment began prior to January 1 of that fiscal year.

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ARTICLE III

BENEFITS

A. Holidays

Management Team members shall be granted thirteen (13) holidays as follows: Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Two Winter Break Holidays, Two New Year's Holidays, Martin Luther King, Jr. Day, President's Day, Spring Holiday, Memorial Day and Juneteenth.

B. Vacations

1. Paid vacation days are listed in the salary schedules at the end of this handbook. Unused vacation must be taken within six (6) months after the

end of the contract year in which it is earned. Management Team members shall have five (5) days of unpaid vacation available for use during the contract year. Unpaid vacation is available on the same terms and conditions as paid vacation. Paid vacation time will be used first unless the Management Team member specifically designates the use of unpaid vacation. Unpaid vacation must be taken within the contract year to which it relates. Unpaid vacation does not carry over to subsequent contract years.

2. The smallest unit of vacation that can be taken is one-half day.

3. If annual work calendars, as assigned by the Superintendent, require fewer vacation days, additional days will be paid on a pro rata basis.

C. Tax Deferred Programs

1. The District will contribute on a matching basis up to 4% of the administrator's salary to all Management Team members in accordance with the benefit program. After the employee has completed ten (10) full years of continuous service for the District, the District will contribute on a matching basis up to 6% of the individual's salary. In no event will the District's matching contribution exceed the amount allowed by Minn. Stat. 356.24 (as amended), or other applicable law.

2. All Management Team members who wish to enroll must complete the District form provided for this. Entry can occur at any time.

3. Forms are not required the following year if no change in deduction is made.

4. Before completing the District form, arrangements must be made with the company of the employee's choice selected from those companies approved by the District.

D. Dental Benefits Program

The District will provide dental benefits for all members of the Management Team and their dependents. The District will pay the total premium cost for the plan, based on a composite rate quotation, for all Management Team members selecting coverage.

A Management Team member who retires will be allowed to continue in the District Dental Benefits program. The premium costs to the employee for this coverage shall be the same as if the individual were still on the staff. This provision shall apply until the individual becomes eligible for Medicare benefits.

E. Medical Benefits Program

1. The District shall provide a medical benefits program that includes single and dependent. The District will select the insurance carrier/plan administrator and policy after considering the recommendations of the Medical and Dental Benefits Committee.

2. Participation in the District medical benefits program is voluntary on the part of the employee. No additional compensation will be made to those who choose not to accept any or all portions of the program.

3. The District shall offer at least one deductible plan coupled with a VEBA Trust. Each employee who chooses to enroll in a deductible/VEBA plan shall receive a District contribution to a VEBA account set up for that employee. The following provisions shall apply to the deductible/VEBA plan offered by the District:

   a. Single Coverage: The District shall pay the full cost of the single premium or equivalent for the deductible plan. For informational purposes only, this is the plan identified as Plan A during the 2025-2026 school year. The District will make a $1,250 annual contribution in 2025-2026 and a $1,500 annual contribution in 2026-2027, paid semi-annually in July and January, to the employee's VEBA account.

   b. Dependent Coverage: As of July 1, 2025, the District shall pay $1,600 monthly toward the cost of the dependent premium or equivalent for the deductible plan. As of July 1, 2026, the District will pay $1,700 monthly toward the cost of the dependent premium or equivalent for the deductible plan. The District will make a $1,500 annual contribution in 2025-2026 and a $1,750 annual contribution in 2026-2027, paid semi-annually in July and January, to the employee's VEBA account.

      In the event two full-time employees are covered under one dependent policy, the maximum District premium payment will be the total cost of the dependent premium or equivalent for the high-deductible plan. The District will make a $1,500 annual contribution in 2025-2026 and a $1,750 annual contribution in 2026-2027, paid on a semi-annual basis, to each employee's VEBA account who is covered under the same dependent policy.

   c. The employer will contribute up to $6.00 per month to the VEBA trust for administrative fees for all individuals employed by the

District and covered by this handbook at the time the administrative fee is due. Individuals not employed at the time of the administrative fee charge will have the fee deducted from the VEBA account.

4. Post-retirement medical benefit for Management Team members hired into the Management Team prior to January 1, 2011 are as follows:

   a. Management Team members hired into the Management Team on and after July 1, 2001 must have completed at least 10 years of employment as an administrator in the Richfield Public Schools and attain age 55 to be eligible for post-retirement medical benefits.

   b. A member of the administrative staff who retires early and is at least age fifty-five (55) will be allowed to continue in the District Medical Benefits program. The District will pay toward the premium cost for this coverage, the same as if the individual were still on the staff. This provision shall apply until the individual reaches Medicare eligibility. The District will cover the cost of dependent coverage until the spouse reaches Medicare eligibility.

   c. Management Team members are eligible to receive the Medicare Supplement herein provided, the cost to be borne by the District if you continue the above program until you reach Medicare eligibility. The employee's spouse also will be eligible to be included in the Medicare Supplement program at the time of Medicare eligibility if he/she is covered by this group plan until they reach Medicare eligibility or if the spouse maintained continuous coverage with another employer or plan prior to age 65 and coverage under the Richfield plan would constitute redundant coverage. The cost of the Medicare Supplement, for the employee's spouse, will be borne by the District.

   d. In the event of the employee's death while insured, the dependent coverage will continue while the current policy is in effect, until the end of three years after the employee's death, or earlier if that person marries or otherwise ceases to be an eligible dependent, or becomes insured under another plan of group insurance. At the end of the three-year period no further coverage will be available, except as is otherwise provided by state/federal law.

      In the event of the employee's death while covered under the dental program, the dependent will be covered for a period of one year after the employee's death. After this period no further coverage will be available at District expense.

5. Management Team members hired into the Management Team after December 31, 2010, who were immediately previously employed by the District in a position that provided post-retirement medical benefits, shall retain eligibility for the post-retirement medical benefits provided under the contract in effect at the time of retirement applicable to their previous position.

6. For Management Team members employed after December 31, 2010, the District shall make an initial contribution of $5,000 for the employee to a post-employment premium health reimbursement arrangement ("HRA") sponsored by the District following completion of five consecutive years of service with the District.

   At the time of the initial $5,000 contribution, the employee shall be 100% vested in the HRA account balance. The account balance shall be maintained in a trust established by the District for purposes including funding District HRA obligations. Thereafter, a $1,000 annual contribution shall be made for each complete year of service with the District; provided, however, that the District's contribution upon the completion of each five years of service interval will be $5,000, rather than $1,000. For example, the District's contributions will be as follows:

Consecutive Years Completed	HRA Contribution
5	$5,000
6	$1,000
7	$1,000
8	$1,000
9	$1,000
10	$5,000
11	$1,000
Etc.	

   The District's HRA payments were changed for the 2019-20 school year. These changes will not be retroactive to previous years.

   Contributions shall be made to the trust at the conclusion of the fiscal year of service. For purposes of the initial contribution, a full year of service will be considered to have been earned if the initial employment was begun prior to January 1 of that fiscal year. Contributions shall only be made for complete years of service with the District except for the year in which the employee retires. For the year in which the employee retires, the contribution will be made on or before the date of retirement and shall be prorated for whole calendar months of service.

F. Term Life Insurance

1. Term Life insurance will be supplied by the District, at no cost to the Management Team member in an amount equal to three times the individual's basic annual salary on the date the insurance becomes effective, taken to the nearest multiple of $500 to a maximum of $300,000. A member of the Management Team who retires early will be allowed to continue in the life insurance program with full coverage until age 65 and with coverage in the amount of sixty-five percent of full coverage until age 70. The premium costs to the administrator for this coverage shall be the same as if the individual were still on the staff.

2. If the employee's salary changes, the amount of the insurance shall be redetermined as of the date such change is made.

3. No increase in amount of insurance shall become effective if an employee is away from work due to disability.

4. There shall be no decrease in amount of insurance due to decrease in salary.

5. The Human Resources Department will provide proper forms on request of a spouse in the event of death while still employed.

6. The following supplemental life insurance is made available to the Management Team member in addition to the insurance above. Full cost for supplemental life insurance shall be paid by the Management Team member at the current coverage rates.

   a. Supplemental Life

Coverage Amount
$ 25,000
$ 50,000
$ 75,000

   b. Dependent Life Insurance

Spouse	$ 5,000
Child - 14 days but less than 6 months	$ 200
6 months but less than 21 years (to 25 if full time student)	$ 2,000

G. Income Protection Plan

1. The District shall make available to all Management Team members a Long-Term Disability (LTD) insurance program. Benefits shall begin after the seventy-eighth (78) calendar day of total disability.

2. The amount of the monthly income benefit shall be at a minimum seventy percent (70%) of the scheduled salary, less any amounts collectible under Worker's Compensation, the Teacher's Retirement Association Plan, and State Disability benefits law and the full disability benefit of Social Security.

3. The District will pay the cost of the Long-Term Disability Insurance for each participant.

4. For illness or accidents where absences are expected to continue for more than 78 calendar days, please contact the Human Resources Office within 30 days. A claim form will be initiated, a portion to be completed by the employee and a portion to be completed by the employee's medical provider. The medical provider will mail the completed form directly to the insurance carrier.

5. Income protection insurance will be canceled upon termination of employment or on reaching the age of 70.

6. For Management Team members on Long-Term Disability on the date of ratification of the Management Team handbook, the District will pay the total premium amounts for medical and dental benefits coverage in place at the time of disability, for those individuals on long-term disability, until the individual becomes eligible for Medicare coverage.

   For Management Team members who go on Long-Term Disability after July 1, 2005, the District will pay the same insurance benefit contribution toward the premium amounts of medical and dental benefits coverage as if the individual were actively employed, for a period of 24 months. After the 24th month on long-term disability, the district contribution toward the health benefit premium shall equal the cost of the single premium for the high-deductible medical benefit plan and premium for the dental benefit plan until the individual becomes eligible for Medicare or Medicaid benefits.

H. Worker's Compensation

1. All employees are covered by Worker's Compensation according to the law of the State for injuries sustained in the course of employment, if injuries require the care of a medical provider.

2. All injuries should be reported immediately on the proper forms available in the District Office.

3. On approved claims, all medical providers and hospital expenses will be paid. In addition, compensation for loss of time will be paid at the rate established by the State after a three-day waiting period. Full salary will be paid, if sufficient sick leave has accumulated. Deduction, for the amount paid by the insurance company, will be made from the employee's salary and a deduction from accumulated sick leave will be made on a prorated basis.

I. Health and Accident Insurance for Retired Employees After Becoming Eligible for Medicare Coverage

1. In accordance with the provisions of Article III, Section E.4, a supplement to Medicare will be supplied to Management Team members hired into the Management Team prior to January 1, 2011 at Medicare eligibility with the cost to be borne by the District, if their present coverage is in effect until that time. On retirement at the time of Medicare eligibility, an employee's regular group health and accident coverage will be changed to Medicare supplement coverage.

2. Management Team members hired into the Management Team prior to January 1, 2011 who are eligible for Medicare may continue the health and accident coverage for their spouse until the spouse is eligible for Medicare, providing the spouse has already reached the age of 55 and providing they are at that time covered under the group policy. This cost will be borne by the District. A Medicare supplement is available to the spouse after they reach Medicare eligibility. If this coverage is selected, the District will pay the full cost of the spouse's Medicare supplement.

J. Leaves

1. Sick Leave

a. Sick leave allowance of thirteen (13) days per year, accumulative, shall be allowed for full-time members of the Management Team.

b. In cases of extended illness, the fitness of the employee for the performance of duties shall be determined by a competent medical provider.

c. Days of sick leave shall be credited in July when the fiscal year starts.

d. Employees will have access to an electronic record of their accumulated balance of sick leave.

2. Disaster Leave

Additional sick leave benefits shall be granted to any Management Team member who has exhausted accumulated sick leave benefits, if such Management Team member has been continuously disabled and unable to work for a period of 30 or more consecutive duty days, as certified by a medical provider. Disaster leave benefits shall commence as of the duty day immediately following the last day of regular sick leave payment. Disaster leave benefits shall continue only for the period during which the Management Team member remains continuously disabled and unable to work and shall cease on the 78th calendar day of total disability.

3. Personal Leave

Up to six (6) days of earned sick leave per year may be used for:

a. Death of a relative or friend. If needed for these purposes, the District may grant up to six (6) additional days of personal leave not used in the previous two (2) years with deduction from accumulated sick leave. Such additional leave must be requested in writing and must receive written approval in advance from the Human Resources Office.

b. One day of earned sick leave may be used for a personal emergency or calamity. Upon returning to work, notification in writing shall be given to the appropriate person describing the nature of the emergency or calamity which transpired, unless the the requirement of such documentation is prohibited by Minnesota's Earned Sick and Safe Time (ESST) law.

Weather conditions may constitute a legitimate calamity day providing that every reasonable effort has been made by the Management Team member to get to work.

Nothing in this provision prohibits a Management Team member from taking leave in accordance with the ESST law.

c. Absence with pay may be allowed for a required appearance in court, tax audit, adoption, college or a university examination or graduation. Absence with pay may also be allowed for marriages or graduations in the immediate family (including nieces and nephews) that require travel or must be attended during the school

day. A request for leave in this division must be submitted to the Human Resources Office in advance. Nothing in this paragraph prohibits a Management Team member from taking leave in accordance with the ESST law.

d. Religious holidays, when they fall on a regularly scheduled work day, will each be considered a day deductible from personal leave for Management Team members who desire to observe said days. A request for leave in this division must be submitted to the Human Resources Office and approved in advance.

e. Each regularly employed Management Team member may be granted two (2) days of their personal leave per year to handle important personal matters at the Management Team members' own discretion. Requests for such leave must be made to the Human Resources Office at least two (2) days in advance. Priority will be given to individuals who have not used this provision in the past, providing the request is made at least 4 weeks in advance. Only one day per year may be used to extend a break in the school calendar.

K. Automobile Mileage

The District shall reimburse Management Team members for job-related use of the employee's personal vehicle at the Internal Revenue Service mileage rate.

L. Communications

For Management Team members who are required by the district to carry a cell phone, the District, at its discretion will either provide a cell phone to be used exclusively for work-related purposes or a stipend as follows:

Voice only access - $35 per month
Voice and data access - $70 per month

M. Professional Dues

The District will provide Management Team members with up to $3,000 annually for professional organization membership fees, conferences and workshop registration and travel, or college tuition. Such expenses must receive pre-approval and include satisfactory completion of any coursework. Management Team members may accumulate up to $9,000 to be used for these professional development activities.

N. Retirement Incentive

1.

a. Members of the Management Team who have completed at least fifteen (15) years of employment as an administrator with the Richfield Public Schools or 20 years as an employee of the Richfield Public Schools of which 10 years is as an administrator and who are at least age 55 shall be eligible for severance pay according to the following provision.

15 or more years in Richfield: 50% of annual salary

b. Members of the Management Team who are not eligible for 1.a of this section but are at least age 62 and have completed at least twelve (12) years of employment as an administrator with the Richfield Public Schools shall be eligible for severance pay according to the following provision.

13 or more years in Richfield: 40% of annual salary

2. Members of the Management Team shall be eligible for additional severance pay equal to six (6) days of accumulated sick leave for each year of service as an employee in the Richfield Public Schools.

   Commencing at the conclusion of school year 2001-02, members of the Management Team who are at least age 55 and with at least one year as an administrator in the Richfield Public Schools shall be eligible for severance pay equal to six (6) days of accumulated sick leave for each year of service as an employee in the Richfield Public Schools.

3. The payment will be the sum of the applicable amounts determined by the provisions of both 1. and 2. above, with the total amount not to exceed the annual salary.

4. The annual salary shall be based on the ~~last contract~~highest annual salary between the employee and the Richfield Public Schools for a fiscal year in which salary is paid. The daily rate of pay shall be computed by dividing the annual salary by 260 days.

5. The notice of retirement must be given in writing to the Board of Education no later than 90 calendar days prior to the date the retirement is to be effective.

6. To the fullest extent permissible under applicable law, severance pay shall be made in a single payment.

   The full amount of severance pay a retiring employee is eligible to receive herein shall be contributed into a 403b supplemental retirement account established by the employee, exclusively for the purpose of receiving such

payment (the "Severance 403b"). Such a contribution shall be consistent with the applicable IRS rules on annual additions to tax-deferred accounts. The employee will not receive any direct payment from the school district for severance pay.

In the event the severance pay calculated above exceeds the maximum annual contributions permitted under the applicable IRS rules, the excess severance pay shall be contributed to the Severance 403b after January 1st of the year following the year of retirement, and for up to four calendar years thereafter, if necessary.

Each year, prior to any contribution, the employee shall provide verification of the amount that may be contributed to the Severance 403(b) without exceeding the applicable IRS limits on annual additions to tax-deferred accounts. Upon request by the employee, the school district shall provide a summary of the employee's salary reduction and the school district's matching contributions for the year of proposed retirement (i.e., the year of the proposed severance contribution).

7. If the retiree dies before all or a portion of the severance pay has been disbursed the unpaid balance shall be paid to a named beneficiary, or in the event no beneficiary has been named, to the estate of the deceased. Severance pay is considered earned only after the employee completes active employment through the board-approved retirement date.

8. A Management Team member who was serving on the Management Team prior to January 1, 2011, and has completed (1) at least 15 years as an administrator with Richfield Public Schools or (2) at least 20 years with Richfield Public Schools and at least 10 years as an administrator, making him/her eligible for both the severance and retirement benefits contained in Article III.E.4 and Article III.N based on years of service in the District but is laid off or terminated for reasons other than those articulated in MS 122A.40, Sub 13 will be eligible for the retirement and severance benefits specified in Article III.D, Article III.E.4, Article III.F, Article III.I, and Article III.N of this handbook.

O. Bilingual Stipend

Effective July 1, 2025, employees who are working in positions for which the District indicates a need or preference for a bilingual proficiency and determined by the District to be bilingually fluent in a District identified language area will receive an additional annual stipend of $2,000.00. The stipend is subject to renewal or nonrenewal for the District on an annual basis.

P. Stipend for Cabinet-Level Duties

Management Team members may be selected at the discretion of the Superintendent to receive a $1,000.00 per month stipend for taking on additional cabinet-level duties. While added responsibilities are a common expectation for Management Team members, this stipend can only be predetermined by the Superintendent and assigned per agreement with the Management Team member for duties that have typically been completed at the cabinet level.

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RICHFIELD PUBLIC SCHOOLS
MANAGEMENT TEAM SALARIES 2025-2026

Position	Salary			Vacation Days
Senior Executive Officer	$187,971	-	$208,857	25
Senior High Principal	$165,579	-	$183,977	25
Senior High Assistant Principal	$144,940	-	$161,044	25
Athletic Director	$125,001	-	$138,890	25
Middle School Principal	$159,407	-	$177,119	25
Middle School Assistant Principal	$139,437	-	$154,930	25
Elementary School Principal	$154,123	-	$171,248	25
Elementary School Assistant Principal	$132,572	-	$147,302	25
Directors of Curricular Learning	$135,172	-	$150,191	25
Director of Community Education	$135,172	-	$150,191	25
Director of Finance	$135,172	-	$150,191	25
Director of Human Resources	$135,172	-	$150,191	25
Director of MLL and RCEP	$135,172	-	$150,191	25
Director of Special Education	$135,172	-	$150,191	25
Director of Student Services	$135,172	-	$150,191	25
Director of Technology	$135,172	-	$150,191	25
Director of Facilities and Transportation	$120,193	-	$133,548	25
Director of Food and Nutrition	$125,001	-	$138,890	25
Director of Marketing and Communications	$125,001	-	$138,890	25

Note: Minimum to maximum salary range consists of five (5) steps at 90%; 92%; 94%; 97%; and 100%

RICHFIELD PUBLIC SCHOOLS
MANAGEMENT TEAM SALARIES 2026-2027

Position	Salary			Vacation Days
Assistant Superintendent	$191,731	-	$213,034	25
Executive Director	$165,743	-	$184,159	25
Senior High Principal	$168,891	-	$187,657	25
Senior High Assistant Principal	$147,839	-	$164,265	25
Middle School Principal	$162,595	-	$180,661	25
Middle School Assistant Principal	$142,226	-	$158,029	25
Elementary School Principal	$157,206	-	$174,673	25
Elementary School Assistant Principal	$135,223	-	$150,248	25
Director Level 1	$137,876	-	$153,195	25
Director Level 2	$127,501	-	$141,668	25

Note: Minimum to maximum salary range consists of five (5) steps at 90%; 92%; 94%; 97%; and 100%

Executive Director includes: E.D. of Teaching & Learning, E.D. of Special Programs, E.D. of Student Services, E.D. of ~~Business~~ Administrative Services.

Director Level 1 includes: ~~Director of Secondary Education,~~ Director of Technology, Director of Special Education, Director of Community Education, Director of Finance, Director of Human Resources.

Director Level 2 includes: Director of Athletics & Activities, Director of Nutrition Services, Director of Marketing & Communications.

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 22, 2026

Subject: Updated Master Agreement with Classified Management Team for Years 2025-2027

(Recommended by the superintendent)

That the board of education approve the updated master agreement with the Classified Management Team for the years 2025-2027.

Background Information

(Prepared by Steve Unowsky)

The board approved the master agreement with the Classified Management Team for 2025-2027 on December 15, 2025. Since then, there have been a small number of updates that have been identified:

- Clarification that a year of service is considered to have been earned if the initial employment began prior to January 1 of that fiscal year.
- The addition of an Assistant Facilities Manager position

Attachments:
Classified Management Team Handbook 2025-2027 - redlined

RICHFIELD PUBLIC SCHOOLS

CLASSIFIED

MANAGEMENT TEAM

HANDBOOK

2025-2027

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ARTICLE I

PURPOSE

The purpose of this handbook is to provide information related to the Classified Management Team.

A. Physical Examinations

Physical exams will be required of staff members upon request by the District when allowed by law. When so required, the District will pay the cost of the examination if the staff member obtains the examination at a District-designated facility using the District's physical examination form. The staff member will be reimbursed up to the amount paid by the District at its designated facility if the staff member obtains the physical exam at a facility other than that designated by the District and upon presentation of the completed physical exam form along with an itemized statement from the examining facility.

ARTICLE II

SALARIES

A. Method of Salary Payment

Members of the Classified Management Team shall be paid twice each month, on the 5th and 20th.

B. Deductions

1. Compulsory Deductions

   a. Federal withholding tax
   b. Minnesota withholding tax
   c. Retirement, social security, Medicare, and Minnesota Paid Leave Law

2. Voluntary Deductions

   a. Annuities/403(b)/457
   b. Flexible benefit account

C. Incentive Pay

Classified Management Team members will be eligible for performance incentive pay based on the attainment of pre-determined district goals and individual performance objectives. The Superintendent of Schools shall, at the Superintendent's sole discretion, be authorized to award an amount of dollars equaling up to 4% of the employee's base salary on an annual basis.

D. Work Year

The annualized salary is based on a 260-day regular work year. In any year when the work calendar includes more than 260 scheduled workdays, each additional day shall be compensated on a pro-rata basis.

E. Longevity Increment

Beginning on July 1, 2024, individuals who have been a member of the Classified Management Team for ten (10) or more years will receive an additional 2% increment added to their base salary. For the purpose of longevity, a full year of service will be considered to have been earned if the initial employment began prior to January 1 of that fiscal year.

F. Salary Steps

Classified Management Team salaries have a minimum to maximum range consisting of five steps at 90%, 92%, 94%, 97%, and 100%. Classified Management Team member salaries will advance to the next step after a year of service. For the purpose of salary steps, a full year of service will be considered to have been earned if the initial employment began prior to January 1 of that fiscal year.

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ARTICLE III

BENEFITS

A. Holidays

Classified Management Team members shall be granted thirteen (13) holidays as follows: Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Two Winter Break Holidays, Two New Year's Holidays, Martin Luther King, Jr. Day, President's Day, Spring Holiday, Memorial Day and Juneteenth.

B. Vacations

1. Paid vacation days are listed in the salary schedules at the end of this handbook. Unused vacation must be taken within six (6) months after the

end of the contract year in which it is earned. Classified Management Team members shall have five (5) days of unpaid vacation available for use during the contract year. Unpaid vacation is available on the same terms and conditions as paid vacation. Paid vacation time will be used first unless the Classified Management Team member specifically designates the use of unpaid vacation. Unpaid vacation must be taken within the contract year to which it relates. Unpaid vacation does not carry over to subsequent contract years.

2. The smallest unit of vacation that can be taken is one-half day.

3. If annual work calendars, as assigned by the Superintendent, require fewer vacation days, additional days will be paid on a pro rata basis.

C. Tax Deferred Programs

1. The District will contribute on a matching basis up to 4% of the individual's salary to all Classified Management Team members in accordance with the tax-deferred program. After the employee has completed ten (10) full years of continuous service for the District, the District will contribute on a matching basis up to 6% of the individual's salary. In no event will the District's matching contribution exceed the amount allowed by Minn. Stat. 356.24 (as amended), or other applicable law.

2. All individuals who wish to enroll must complete the District form provided for this purpose.

3. Forms are not required the following year if no change in deduction is made. Entry can occur at any time.

4. Before completing the District form, arrangements must be made with the company of the employee's choice selected from those companies approved by the District.

D. Dental Benefits Program

1. The District will provide a dental benefits program for all Classified Management Team members and their dependents. The District will pay the total premium cost for the plan based on a composite rate quotation, for all Classified Management Team members selecting coverage.

2. A Classified Management Team member who retires will be allowed to continue in the District Dental Benefits program. The premium costs to the employee for this coverage shall be the same as if the individual were still

on the staff. This provision shall apply until the individual becomes eligible for Medicare benefits.

E. Medical Benefits Program

1. The District shall provide a medical benefits program that includes single and dependent coverage. The District will select the insurance carrier/plan administrator and policy after considering the recommendations of the Medical and Dental Benefits Committee.

2. Participation in the District medical benefits program is voluntary on the part of the employee. No additional compensation will be made to those who choose not to accept any or all portions of the program.

3. The District shall offer at least one deductible medical benefit plan coupled with a VEBA Trust. Each employee who chooses to enroll in a deductible/VEBA plan shall receive a District contribution to a VEBA account set up for that employee. The following provisions shall apply to the deductible/VEBA plan offered by the District:

   a. Single Coverage: The District shall pay the full cost of the single premium or equivalent for the deductible plan. For informational purposes only, this is the plan identified as Plan A during the 2025-2026 school year. The District will make a $1,250 annual contribution in 2025-2026 and a $1,500 annual contribution in 2026-2027, paid semi-annually in July and January, to the employee's VEBA account.

   b. Dependent Coverage: As of July 1, 2025, the District shall pay $1,600 monthly toward the cost of the dependent premium or equivalent for the deductible plan. As of July 1, 2026, the District will pay $1,700 monthly toward the cost of the dependent premium or equivalent for the deductible plan. The District will make a $1,500 annual contribution in 2025-2026 and a $1,750 annual contribution in 2026-2027, paid semi-annually in July and January, to the employee's VEBA account.

      In the event two full-time employees are covered under one dependent policy, the maximum District premium payment will be the total cost of the dependent premium or equivalent for the high-deductible plan. The District will make a $1,500 annual contribution in 2025-2026 and a $1,750 annual contribution in 2026-2027, paid on a semi-annual basis, to each employee's VEBA account who is covered under the same dependent policy.

   c. The employer will contribute up to $6.00 per month to the VEBA trust for administrative fees for all individuals employed by the

District and covered by this handbook at the time the administrative fee is due. Individuals not employed at the time of the administrative fee charge will have the fee deducted from the VEBA account.

4. Post-retirement medical benefit for Classified Management Team members hired into the Classified Management Team before January 1, 2011 are as follows:

   a. Classified Management Team members hired into the Classified Management Team on and after July 1, 2001 must have completed at least 10 years of employment as a Classified Management Team member in the Richfield Public Schools and attain age 55 to be eligible for post-retirement medical benefits.

   b. A member of the Classified Management Team who retires early and is at least age fifty-five (55) will be allowed to continue in the District Medical Benefits program. The District will pay toward the premium cost for this coverage, the same as if the individual were still on the staff. This provision shall apply until the individual reaches Medicare eligibility. The District will cover the cost of dependent coverage until the spouse reaches Medicare eligibility.

   c. Classified Management Team members are eligible to receive the Medicare Supplement herein provided, the cost to be borne by the District if the Classified Management Team member continues the above program until Medicare eligibility. The employee's spouse will also be eligible to be included in the Medicare Supplement program upon attainment of Medicare eligibility if he/she is covered by this group plan until reaching Medicare eligibility or if the spouse maintained continuous coverage with another employer or plan prior to age 65 and coverage under the Richfield plan would constitute redundant coverage. The cost of the Medicare Supplement, for the employee's spouse, will be borne by the District.

   d. In the event of the employee's death while insured, dependent coverage will continue while the current policy is in effect, until the end of three years after the employee's death, or earlier if that person marries or otherwise ceases to be an eligible dependent, or becomes insured under another plan of group insurance. At the end of the three-year period, no further coverage will be available.

      In the event of the employee's death while covered under the dental program, the dependent will be covered for a period of one

year after the employee's death. After this period no further coverage will be available.

5. Classified Management Team members hired into the Classified Management Team after December 31, 2010, who were immediately previously employed by the District in a position that provided post-retirement medical benefits, shall retain eligibility for the post-retirement medical benefits provided under the contract in effect at the time of retirement applicable to their previous position.

6. For Classified Management Team members employed after December 31, 2010, the District shall make an initial contribution of $5,000 for the employee to a post-employment premium health reimbursement arrangement ("HRA") sponsored by the District following completion of five consecutive years of service with the District.

   At the time of the initial $5,000 contribution, the employee shall be 100% vested in the HRA account balance. The account balance shall be maintained in a trust established by the District for purposes including funding District HRA obligations. Thereafter, a $1,000 annual contribution shall be made for each complete year of service with the District; provided, however, that the District's contribution upon the completion of each five years of service interval will be $5,000, rather than $1,000. For example, the District's contributions will be as follows:

Consecutive Years Completed	HRA Contribution
5	$5,000
6	$1,000
7	$1,000
8	$1,000
9	$1,000
10	$5,000
11	$1,000
Etc.	

   The District's HRA payments were changed for the 2019-20 school year. These changes will not be retroactive to previous years.

   Contributions shall be made to the trust at the conclusion of the fiscal year of service. For purposes of the initial contribution, a full year of service will be considered to have been earned if the initial employment was begun prior to January 1 of that fiscal year. Contributions shall only be made for complete years of service with the District except for the year in which the employee retires. For the year in which the employee retires, the

contribution will be made on or before the date of retirement and shall be prorated for whole calendar months of service.

F. Term Life Insurance

1. Term Life insurance will be supplied by the District, at no cost to the Classified Management Team member in an amount equal to twice the individual's basic annual salary on the date the insurance becomes effective, taken to the nearest multiple of $500 to a maximum of $300,000. A member of the Classified Management Team who retires early will be allowed to continue in the life insurance program with full coverage until age 65 and with coverage in the amount of sixty-five percent of full coverage until age 70. The premium costs to the Classified Management Team member for this coverage shall be the same as if the individual were still on the staff.

2. If the employee's salary shall change, the amount of the insurance shall be redetermined as of the date such change is made.

3. No increase in amount of insurance shall become effective if an employee is away from work due to disability.

4. There shall be no decrease in amount of insurance due to decrease in salary.

5. The Human Resources Department will provide proper forms on request of a spouse in the event of death while still employed.

6. The following supplemental life insurance is made available to the Classified Management Team members in addition to the insurance above. Full cost for supplemental life insurance shall be paid by the Classified Management Team member at the current coverage rates.

a. Supplemental Life

Coverage Amount
$ 25,000
$ 50,000
$ 75,000

b. Dependent Life Insurance

Spouse	$ 5,000
Child - 14 days but less than 6 months	$ 200
6 months but less than 21 years (to 25 if full time student)	$ 2,000

G. Income Protection Plan

1. The District shall make available to all Classified Management Team members a Long-Term Disability (LTD) insurance program. Benefits shall begin after the seventy-eighth (78) calendar day of total disability.

2. The amount of the monthly income benefit shall be at a minimum seventy percent (70%) of the scheduled salary, less any amounts collectible under Worker's Compensation, the Public Employees Retirement Association Plan, and State Disability benefits law and the full disability benefit of Social Security.

3. The District will pay the cost of the Long-Term Disability Insurance for each participant.

4. For illness or accidents where absences are expected to continue for more than 78 calendar days, please contact the Human Resources Office within 30 days. A claim form will be initiated, a portion to be completed by the employee and a portion to be completed by the employee's medical provider. The medical provider will mail the completed form directly to the insurance carrier.

5. Income protection insurance will be cancelled upon termination of employment or on reaching the age of 70.

6. For Classified Management Team members on Long-Term Disability on the date of ratification of the Classified Management Handbook, the District will pay the total premium amounts for medical and dental benefits coverage in place at the time of disability, for those individuals on long-term disability, until the individual becomes eligible for Medicare coverage.

   For Classified Management Team members who go on Long-Term Disability after July 1, 2005, the individual will pay the same insurance benefit contribution toward the premium amounts of medical and dental benefits coverage as if the individual were actively employed for a period of 24 months. After the 24th month on long-term disability, the District contribution toward the health benefit premium shall equal the cost of the single premium for the high-deductible medical benefit plan and premium for the dental benefit plan until the individual becomes eligible for Medicare or Medicaid benefits.

H. Worker's Compensation

1. All employees are covered by Worker's Compensation according to the law of the State for injuries sustained in the course of employment, if injuries require the care of a medical provider.

2. All injuries should be reported immediately on the proper forms available in the District Office.

3. On approved claims, all medical provider and hospital expenses will be paid. In addition, compensation for loss of time will be paid at the rate established by the State after a three-day waiting period. Full salary will be paid, if sufficient sick leave has accumulated. Deduction, for the amount paid by the insurance company, will be made from the employee's salary and a deduction from accumulated sick leave will be made on a prorated basis.

I. Health and Accident Insurance for Retired Employees After Becoming Eligible for Medicare Coverage

1. In accordance with the provisions of Article III, Section E.4, a supplement to Medicare will be supplied to Classified Management Team members hired into the Classified Management Team prior to January 1, 2011 upon attainment of Medicare eligibility with the cost to be borne by the District, if the employee's present coverage is in effect until that time. On retirement at the time of Medicare eligibility, the employee's regular group health and accident coverage will be changed to Medicare supplement coverage.

2. Classified Management Team members hired into the Classified Management Team prior to January 1, 2011 who are eligible for Medicare may continue the health and accident coverage for their spouse until the spouse is eligible for Medicare, providing the spouse has already reached age 55 and providing they are at that time covered under this group policy. This cost will be borne by the District. A Medicare supplement is available to their spouse after they reach Medicare eligibility. If this coverage is selected the District will pay the full cost of the spouse's Medicare supplement.

J. Leaves

1. Sick Leave

a. Sick leave allowance of thirteen (13) days per year, accumulative shall be allowed for full-time members of the Classified Management Team.

b. In cases of extended illness, the fitness of the employee for the performance of duties shall be determined by a competent medical provider.

c. Days of sick leave shall be credited in July when the fiscal year starts.

d. Employees will have access to an electronic record of their accumulated balance of sick leave.

2. Disaster Leave

Additional sick leave benefits shall be granted to any Classified Management Team member who has exhausted accumulated sick leave benefits, if such employee has been continuously disabled and unable to work for a period of 30 or more consecutive duty days, as certified by a medical provider. Disaster leave benefits shall commence as of the duty day immediately following the last day of regular sick leave payment. Disaster leave benefits shall continue only for the period during which the employee remains continuously disabled and unable to work and shall cease on the 78th calendar day of total disability.

3. Personal Leave

Up to six (6) days of earned sick leave per year may be used for:

a. Illness or death of a relative or friend. If needed for these purposes, the District may grant up to six (6) additional days of personal leave not used in the previous two (2) years with deduction from accumulated sick leave.
Such additional leave must be requested in writing and must receive written approval in advance from the Human Resources Office.

b. One day of earned sick leave may be used for a personal emergency or calamity. Upon returning to work, notification in writing shall be given to the appropriate person describing the nature of the emergency or calamity which transpired, unless the the requirement of such documentation is prohibited by Minnesota's Earned Sick and Safe Time (ESST) law.

Weather conditions may constitute a legitimate calamity day, providing that every reasonable effort has been made by the Classified Management Team member to get to work.

Nothing in this provision prohibits a Management Team member from taking leave in accordance with the ESST law.

c. Absence with pay may be allowed for a required appearance in court, tax audit, adoption, college or a university examination or graduation. Absence with pay may also be allowed for marriages or graduations in the immediate family (including nieces and nephews) that require travel or must be attended during the school day. A request for leave in this Division must be submitted to the Human Resources Office in advance. Nothing in this provision prohibits a Management Team member from taking leave in accordance with the ESST law.

d. Religious holidays, when they fall on a regularly scheduled work day, will each be considered a day deductible from personal leave for Classifed Management Team members who desire to observe said days. A request for leave in this Division must be submitted to the Human Resources Office and approved in advance.

e. Each regularly employed Classified Management Team member may be granted two (2) days of personal leave per year to handle important personal matters at the Classified Management Team members' own discretion. Requests for such leave must be made to the Human Resources Office at least two (2) days in advance. The Human Resources Office will give priority to individuals who have not used this provision in the past, provided the request is made at least 4 weeks in advance. Only one day per year may be used to extend a break in the school calendar.

K. Communications

For Classified Management Team members who are required by the district to carry a cell phone, the District, at its discretion, will either provide a cell phone to be used exclusively for work-related purposes or a stipend as follows:

Voice only access - $35 per month
Voice and data access - $70 per month

L. Staff Development

The District will provide Classified Management Team members with up to $2,000 annually for professional organization membership fees, conferences and workshop registration and travel, and/or college tuition. Such expenses must receive pre-approval and include satisfactory completion of any coursework. Classified Management Team members may accumulate up to $6,000 to be used for these professional development activities.

M. Bilingual Stipend

Effective July 1, 2025, employees who are working in positions for which the District indicates a need or preference for a bilingual proficiency and determined by the District to be bilingually fluent in a District identified language area will receive an additional annual stipend of $2,000.00. The stipend is subject to renewal or nonrenewal for the District on an annual basis.

N. Retirement Incentives

1. A Classified Management Team member who has at least fifteen (15) years of employment in Richfield Public Schools and also is at least age fifty-five (55) shall receive severance pay upon resignation. Accrued sick leave shall mean the number of days the employee has accumulated at the effective date of retirement.

   The Classified Management Team members' severance pay shall be the sum of the applicable amounts determined by the provisions of both Divisions 2 and 3 below.

2. The Classified Management Team member shall multiply accumulated sick leave by the appropriate percentage from the chart below. The product of this multiplication shall then be multiplied by two hundred dollars ($200) to determine the severance pay for this Division. In no case, however, shall the benefit from this Division exceed twenty thousand dollars ($20,000).

   15 or more years in Richfield: 100% of accumulated sick leave

3. A Classified Management Team member who has at least fifteen (15) years of credited experience or more in the Richfield School District shall be paid the following amount:

   15 or more years in Richfield: $10,000

4. To the fullest extent permissible under applicable law, severance pay shall be made in a single payment.

   The full amount of severance pay a retiring employee is eligible to receive herein shall be contributed into a 403b supplemental retirement account established by the employee, exclusively for the purpose of receiving such payment (the "Severance 403b"). Such a contribution shall be consistent with the applicable IRS rules on annual additions to tax-deferred accounts.

The employee will not receive any direct payment from the school district for severance pay.

In the event the severance pay calculated above exceeds the maximum annual contributions permitted under the applicable IRS rules, the excess severance pay shall be contributed to the Severance 403b after January 1st of the year following the year of retirement, and for up to four calendar years thereafter, if necessary.

Each year, prior to any contribution, the employee shall provide verification of the amount that may be contributed to the Severance 403(b) without exceeding the applicable IRS limits on annual additions to tax-deferred accounts. Upon request by the employee, the school district shall provide a summary of the employee's salary reduction and the school district's matching contributions for the year of proposed retirement (i.e., the year of the proposed severance contribution).

5. If the retiree dies before all or a portion of the severance pay has been disbursed the unpaid balance shall be paid to a named beneficiary, or in the event no beneficiary has been named, to the estate of the deceased. Severance pay is considered earned only after the employee completes active employment through the board-approved retirement date.

RICHFIELD PUBLIC SCHOOLS
SALARIES FOR CLASSIFIED MANAGEMENT
2025-2026

Position	Salary			Vacation Days
Executive Assistant to the Superintendent	$81,213	-	$90,237	25
Community Education Program Coordinator	$71,918	-	$79,909	25
Human Resources Manager	$88,229	-	$98,032	25
Supervisor of Student Information Systems	$77,970	-	$86,633	25
Finance Administrator	$88,229	-	$98,032	25
Technology Systems Administrator	$92,264	-	$102,516	25
Payroll Manager	$88,229	-	$98,032	25
Human Resources Coordinator	$72,226	-	$80,251	25
Technology Support Specialists	$67,818	-	$75,353	25
Executive Assistant to Teaching & Learning	$76,470	-	$84,967	25
Digital Communications Specialist	$57,090	-	$63,433	25
Health Supervisor	$95,252	-	$105,835	25
Finance Manager	$106,106	-	$117,895	25
Transportation Supervisor	$92,264	-	$102,516	25
Facilities Manager	$106,106	-	$117,895	25
Assistant Facilities Manager	$88,229	-	$98,032	25

Note: Minimum to maximum salary range consists of five (5) steps at 90%; 92%; 94%; 97%; and 100%

RICHFIELD PUBLIC SCHOOLS
SALARIES FOR CLASSIFIED MANAGEMENT
2026-2027

Position	Salary			Vacation Days
Executive Assistant to the Superintendent	$82,838	-	$92,042	25
Community Education Program Coordinator	$73,356	-	$81,507	25
Human Resources Manager	$89,994	-	$99,993	25
Supervisor of Student Information Systems	$79,529	-	$88,366	25
Finance Administrator	$89,994	-	$99,993	25
Technology Systems Administrator	$94,109	-	$104,566	25
Payroll Manager	$89,994	-	$99,993	25
Human Resources Coordinator	$73,670	-	$81,856	25
Technology Support Specialists	$69,174	-	$76,860	25
Executive Assistant to Teaching & Learning	$77,999	-	$86,666	25
Health Supervisor	$97,157	-	$107,952	25
Finance Manager	$108,228	-	$120,253	25
Transportation Supervisor	$94,109	-	$104,566	25
Facilities Manager	$108,228	-	$120,253	25
Assistant Facilities Manager	$89,994	-	$99,993	25

Note: Minimum to maximum salary range consists of five (5) steps at 90%; 92%; 94%; 97%; and 100%

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 22, 2026

SUBJECT: AUTHORIZATION FOR PURCHASE OF TECHNOLOGY EQUIPMENT

Recommended by the superintendent that the board of education authorize the administration to enter into an agreement with CDW-G for the purchase of 609 ACER Chromebooks with Google Chrome Upgrade, and 4 year service agreement for a total amount of $331,905.

Background Information

This purchase is being made as part of the regular replacement schedule for fiscal year 2027. Pricing is based on the Sourcewell Joint Purchasing Agreement.

(Prepared by Justin Steele & Craig Holje)

Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

Pricing and Availability Notice

Due to ongoing supply chain challenges, some hardware manufacturers cannot guarantee product availability or pricing until the product is shipped. While we make every effort to honor quoted pricing, if a hardware manufacturer increases its price to CDW after a quote is issued or order is accepted, we may need to update your quoted price to reflect that change irrespective of any timeframes or validity periods set forth in the quote, including up to the date of shipment. In the event of a price adjustment, we will notify you prior to shipment. Any price adjustment would only occur if the hardware manufacturer increases its pricing to CDW.

LISA BAIRD,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PWCC582	4/21/2026	ACER R757T	0752154	$331,905.00

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Acer Chromebook Spin 511 R757T R757T-C019 11.6" Touchscreen Convertible 2 i Mfg. Part#: NX.JJBAA.002 Contract: Sourcewell 121923 CDWG-Chromebook (121923)	609	9026746	$415.00	$252,735.00
Google Chrome Education Upgrade Mfg. Part#: CROS-SW-DIS-EDU-NEW Electronic distribution - NO MEDIA Contract: Sourcewell 121923 CDWG-Chromebook (121923)	609	5988499	$30.00	$18,270.00
ADP-B 4Y CH ST HOME RUG NO-C 400-449 Mfg. Part#: CDW-4573226303 Electronic distribution - NO MEDIA Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	609	9098061	$100.00	$60,900.00

SUBTOTAL $331,905.00

SHIPPING	$0.00
SALES TAX	$0.00
GRAND TOTAL	**$331,905.00**

PURCHASER BILLING INFO	DELIVER TO
Billing Address: RICHFIELD PUBLIC SCHOOLS INDEPENDENT SCH 401 W 70TH ST 26 RICHFIELD, MN 55423-7555 **Phone:** (612) 798-6000 **Payment Terms:** NET 30-VERBAL	**Shipping Address:** RICHFIELD SCHOOL DISTRICT LISA BAIRD 7001 HARRIET AVE DOOR 28 RICHFIELD, MN 55423-3061 **Phone:** (612) 798-6085 **Shipping Method:** OMNI LOG 3-5 DAY
	Please remit payments to:
	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Oleg Krylov | (866) 770-0358 | olegkry@cdwg.com

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at
http://www.cdwg.com/content/terms-conditions/product-sales.aspx
For more information, contact a CDW account manager.

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 22, 2026

SUBJECT: AUTHORIZATION FOR LEASE/PURCHASE FINANCING FOR TWO SCHOOL BUSES

(Recommended by the superintendent)

That the board of education authorize the administration to enter into an agreement for lease/purchase financing for two school buses with an estimated financing amount of $351,781.01 with American Capital.

Background Information

(Prepared by Craig Holje)

The administration solicited proposals for financing in the amount of $351,781.01 for two school buses as follows:

- Two (2) 2026-2027 IC CE 77-Passenger Buses Conventional - $175,907.00 each for a total value of $351,815.51 (with trades) acquired through Hoglund Bus Company (previously approved by the board on March 16, 2026)

These school buses were previously authorized for purchase on March 16, 2026 which contemplated either outright purchases or acquisition through a lease/purchase financing agreement.

The administration is recommending the lease/purchase financing option at this time for the two 77-passenger conventional vehicles based on short term needs associated with increased capital expenditures due to curriculum acquisition, the uncertainty of state funding in future years as well as a financing rate deemed reasonable given current interest earning and market rates.

It is anticipated that the remaining Microbird Mini Bus will be purchased outright without a lease or financing option.

The district received matching responses from three financing agencies. American Capital provided the lowest response with an interest rate of 5.013% and total lease cost of $53,654.02. The full results are below.

Request for Proposals Results:

2026 - 2 IC CE 77 Passenger Buses	American Capital	First Western Equipment Finance	Wells Fargo Equipment Finance
TERM	7	7	7
INTEREST RATE	5.0130%	5.9600%	5.6500%
P & I PAYMENT	$57,919.29	$55,760.26	$59,010.00
Final Payment			$1.00
Total Payments	$405,435.03	$390,321.82	$413,071.00
PRINCIPAL PAY	$351,781.01	$330,296.50	$351,781.01
FEES	$0.00	$150.00	$0.00
Total Cost	$405,435.03	$390,471.82	$413,071.00
LEASE COST	**$53,654.02**	**$60,175.32**	**$61,289.99**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 22, 2026

SUBJECT: R-STEM and RDLS Front Parking Lot Resurfacing

(Recommended by the superintendent)

That the board of education authorize the administration's request to proceed with the R-STEM and RDLS parking lot project with Bituminous Roadways, Inc. in the amount of $263,225.00, including both the base bid for pavement rehabilitation and alternate bid for concrete replacement.

Background

(Prepared by Bob Olson & Craig Holje)

The project, outlined in the attachment, is funded through Long-Term Facility Maintenance (LTFM) revenue. The project will begin on or after July 24, 2026 with a substantial completion date of August 21, 2026. This project went through the required formal bidding process. Larson Engineering is our consultant and will be preparing the plans and specifications for the project as well as providing project management and quality control services.

There were five companies that responded to the request for bid with the result coming within the projected budget. The recommendation includes both the base bid for pavement rehabilitation as well as the alternate for sidewalk concrete replacement.

The bid results and recommendation of award from Larson Engineering are attached.

Attachments:
Larson Recommendation Letter
Bid Results

Larson Engineering, Inc.
3524 Labore Road
White Bear Lake, MN 55110-5126
651.481.9120 Fax: 651.481.9201
www.larsonengr.com

Larson

June 18, 2026

Robert Olson
Richfield Public Schools ISD #280
401 70th Street W. (Door 26)
Richfield, MN 55423

Re: Contractor Recommendation
2026 RDLS and STEM Elementary Pavement Rehabilitation
7020 12th Avenue S, Richfield, MN 55423
LEMN Project No: 12266056.000

Dear Robert Olson:

Based upon our review of the bid results for the above referenced project, we recommend the apparent low bidder, Bituminous Roadways, be awarded the contract in the amount of $263,225.00 for the Base Bid ($227,450.00) and Alternate #1 ($35,775.00) for the additional sidewalk replacement. The bid tabulation is enclosed for reference.

We have personal experience working with Bituminous Roadways and have found their overall performance, workmanship, scheduling, and quality control to be satisfactory.

The bid bonds of the remaining bidders may be returned. The bid bond for Bituminous Roadways will be held until the construction contracts are signed.

If you have any questions, please do not hesitate to contact our office.

Sincerely,
Larson Engineering, Inc.

T.J. Rose

T.J. Rose, P.E.
Project Engineer

BID TABULATION

Project: 2026 RDLS & STEM Elementary Pavement Rehabilitation, Richfield Public Schools
Date: June 18, 2026, 2:00 p.m.

Contractor	Addm #1	Bid Bond	Resp Cntr	Base Bid	Alternate #1	U.P. #1 (Soil Cor.)	U.P. #2 (B612)	U.P. #3 (4" conc.)
GMH Asphalt	X	X	X	$ 249,000.00	$ 34,000.00	$ 120.00	$ 67.00	$ 22.50
Bituminous Roadways	X	X	X	$ 227,450.00	$ 35,775.00	$ 80.00	$ 65.00	$ 10.50
Urban Companies	X	X	X	$ 388,000.00	$ 50,000.00	$ 60.00	$ 75.00	$ 15.00
Dreamland Contracting	X	X	X	$ 230,024.76	$ 37,541.81	$ 76.00	$ 55.00	$ 12.28
Allied Blacktop	X	X	X	$ 319,601.20	$ 93,450.00	$ 85.00	$ 80.00	$ 30.00

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 22, 2026

Subject: Investments

(Recommended by the superintendent)

A first read of Policy 702: Investments & Administrative Guideline 702.1. The policy establishes how District funds can be invested. The guideline provides specific procedures for determining which investments will be made.

This policy is based in MN statute and aligns closely to the MSBA model policy.

Attachments:
Policy 702: Investments
Administrative Guideline 702.1: Investments
MSBA Model Policy 705: Investments

RICHFIELD PUBLIC SCHOOLS

POLICY ON INVESTMENTS

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Chapter 118A and any other applicable law or written administrative procedures.

B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows:

1. SAFETY AND SECURITY - Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.

2. LIQUIDITY - The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable and debt service.

3. RETURN AND YIELD - The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

A. The Director of Finance of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees, but shall remain responsible for the operation of the program.

B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust, and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in the Administrative Guideline. The internal controls shall be reviewed by the school board and shall be annually reviewed for

compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions by officers, employees or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial actions, confirming telephone transactions, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minn. Stat. 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minn. Stat. 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minn. Stat. Ch. 118A or § 356A.06, Subd. 7. Investment of funds in an OPEB trust account under Minn. Stat. § 356A.06, Subd. 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

A. Limitations on instruments, diversification and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects, OPEB Funds, and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.

B. The school district shall diversity its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.

1. The following list specifies the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument.

For example, a maximum of 100% of the portfolio could be invested in U.S. Treasury Obligations; a maximum of 25% of the portfolio could be invested in Repurchase Agreements.

a. U. S. Treasury Obligations (Bills, notes and bonds) – 100%.
b. U.S. Government Agency Securities and Instrumentalities of Government Sponsored Corporations – 100%.
c. Bankers' Acceptances (BAs) – 25%.
d. Commercial Paper – Prime Double Rated (CP) – 10%.
e. Repurchase Agreements (Repos) – 25%.
f. Certificates of Deposit (CDs) Commercial Banks (Government Collateral above current F.D.I.C. insurance level) – 85%.
g. Certificates of Deposit (CDs) Savings and Loan Associations (not to exceed current F.D.I.C. insurance level) – 85%.
h. Local Government Investment Pool – 100%.
i. Money Market Funds – 100%.

2. Excluding types of investment instruments allowed at 100%, the school district shall diversify its investments by using several financial institutions so that no more than 66 percent of the total portfolio is with any one financial institution when the total portfolio exceeds $1,000,000. When the total portfolio is $1,000,000 or less, diversification may not be necessary or possible.

3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the

highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.

B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota Statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XIII. SAFEKEEPING AND COLLATERALIZATION

A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any federal reserve bank, and bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

B. Deposit-type securities shall be collateralized as required by Minn. Stat. 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.

C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third parity or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than $1,000,000.

XIV. REPORTING REQUIREMENTS

A. The school board shall be provided, at least quarterly, a report on investment instruments being held as well as any narrative necessary for clarification.

B. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. 471.38.

Legal References:

Minn. Stat. 118.A.01 (Public Funds; Depositories and Investments)
Minn. Stat. 118A.02 (Authorization for Deposit and Investment)
Minn. Stat. 118A.03 (Depositories and Collateral)
Minn. Stat. 118A.04 (Investments)
Minn. Stat. 118A.05 (Contracts and Agreements)
Minn. Stat. 118A.06 (Delivery and Safekeeping)

Cross References:

Board Policy 704 – Annual Audit
MSBA Service Manual, Chapter Finance 7, Education Funding
Minnesota Legal Compliance Audit Guide prepared by the Office of the State Auditor

RATIFIED BY THE BOARD OF EDUCATION: November 17, 1997

REVISED BY THE BOARD OF EDUCATION: February 22, 2005; June 16, 2009; March 15, 2021; August 16, 2021

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES ON INVESTMENTS

The Director of Finance and/or designee shall be responsible for investing District funds according to the following procedures:

1. A cash flow analysis will be used to project future District cash needs.

2. Funds which exceed anticipated current need will be invested as provided in the investment policy for periods of time which coincide with needs projected in the cash flow analysis.

3. Competitive bids will be requested from approved depositories. If the school district contracts with an investment advisor, the bid requirements will be specified in the contract.

4. When deemed reasonable, the investment will be awarded to the bidder responding with the highest yield that meets the criteria established in the investment policy and this guideline. Tied bids will be resolved at the discretion of the Director of Finance and/or designee.

5. Since investment decisions must be made within a narrow time framework, bids which are not received in a timely manner may be excluded from consideration in the awarding process.

6. Excluding Local Government Investment Pools, District investments in any one institution shall not exceed 66 percent of the total portfolio when the portfolio exceeds $1,000,000. Implementation of these guidelines may require rejections, in total or in part, of bids with the greatest yield.

7. Possession of the investment document will not be requested unless appropriate safekeeping arrangements cannot be made.

8. Investment decisions will be made in a manner consistent with the Board of Education policy and these guidelines understanding that the Director of Finance or designee shall have the authority to act with discretion in interpreting policy or addressing questions not specified in the policy.

Dated: November 17, 1997
Reviewed: September 7, 2010
Revised: February 22, 2005; March 15, 2021; August 16, 2021

Adopted: _____ *MSBA/MASA Model Policy 705*
Orig. 1995
Revised: _____ *Rev. 2022*

705 INVESTMENTS

[Note: The provisions of this policy substantially reflect legal requirements.]

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

A. The funds of the school district shall be deposited or invested in accordance with this policy, Minnesota Statutes chapter 118A and any other applicable law or written administrative procedures.

B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows

1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.

2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.

3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

A. The _____ of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.

B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minnesota Statutes sections 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minnesota Statutes section 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minnesota Statutes chapter 118A or Minnesota Statutes section 356A.06, subdivision 7. Investment of funds in an OPEB trust account under Minnesota Statutes section 356A.06, subdivision 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein,

and the trust administrator.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.

B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.

1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.

2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.

3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally, all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.

B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XIII. SAFEKEEPING AND COLLATERALIZATION

A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minnesota Statutes section 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

B. Deposit-type securities shall be collateralized as required by Minnesota Statutes section 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.

C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than $1,000,000.

XIV. REPORTING REQUIREMENTS

A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.

B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with

budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.

C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.

D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minnesota Statutes section 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minnesota Statutes section 471.38.

Legal References:

Minn. Stat. § 118A.01 (Definitions)
Minn. Stat. § 118A.02 (Depositories; Investing; Sales, Proceeds, Immunity)
Minn. Stat. § 118A.03 (When and What Collateral Required)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (Safekeeping; Acknowledgements)
Minn. Stat. § 356A.06, Subd. 7 (Investments; Additional Duties)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

Cross References:

MSBA/MASA Model Policy 703 (Annual Audit)

Minnesota Legal Compliance Audit Guide for School Districts Prepared by the Office of the State Auditor

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 22, 2026

Subject: Donations

(Recommended by the superintendent)

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

The RPS Activities Department received a donation of $1,501.71 from the Richfield Spartan Foundation for girls flag football equipment.

The RHS Theatre Department received a donation of $463.00 from the Richfield Spartan Foundation for microphones.

The RHS Art Department received a donation of $733.12 from the Richfield Spartan Foundation for a clay extruder.

The RHS Boys Volleyball Team received a donation of $1,502.87 from the Richfield Spartan Foundation for balls, nets, and other volleyball equipment.

The RHS Music Department received a donation of $250.00 from Trane Technologies.

The RMS Music Department received a donation of $250.00 from Trane Technologies.

The RPS Boys Soccer Team received a donation of $60.00 from RBC.

Richfield Middle School received a donation of $200.00 from Jacob Good of Edina, MN for field trips.

Richfield Community Education received a donation of $500.00 from the Optimist Club of Richfield for marching band.

Richfield High School received a donation of $500.00 from Delta Airlines.