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, July 13, 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 9-21)

1. Introduction of New Assistant Superintendent
2. Health Services Presentation (pages 10-21)

C. Commendation (page 22)

IV. CONSENT AGENDA

A. Routine Matters (pages 23-52)

1. Minutes of the Regular Meeting held June 22, 2026 (pages 24-36)
2. General Disbursements as of 7/7/26 in the Amount of $1,820,352.39 (pages 37-42)
3. Investment Holdings (page 43)
4. Designation of Depositories (page 44)
5. Signatories on Deposit Accounts (page 45)
6. Signatories on MCU Depository Accounts (page 46)
7. Wire Transfer Funds Authorization (page 47)
8. Official Newspaper Designation (page 48)
9. Legal Counsel Authorization (page 49)
10. Membership in Associations (page 50)
11. Board Secretary Approval (page 51)
12. Designation of the Identified Official with Authority (page 52)

B. Personnel Items (pages 53-54)

V. OLD BUSINESS

A. Policy 702: Investments & Administrative Guideline 702.1 (pages 55-70)

VI. NEW BUSINESS

A. Policy 301: Organizational Chart & Policy 302: Position Assignments (pages 71-74)

B. RPS LTFM Budget 2027-2028 (pages 75-84)

C. Food and Nutrition Services Collective Bargaining Agreement 2026-2028 (pages 85-112)

D. Miscellaneous Pay Rates for 2026-2027 (pages 113-116)

E. Revised 2026-2027 School Board Meeting Calendar (pages 117-119)

F. Authorization for Purchase of Technology Equipment (pages 120-123)

G. Policy 452: Evaluation and Development of Professional Staff & Administrative Guideline 452.1 (pages 124-130)

H. Donations (page 131)

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

1. Summary of Closed Session - Superintendent Evaluation

C. Suggested/Future Agenda Items

D. Future Meeting Dates

8-3-2026	7 p.m.	Regular Board Meeting
8-17-2026	7 p.m.	Regular Board Meeting – Public Comment

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

IX. REOPEN MEETING

X. ADJOURN REGULAR MEETING

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 13, 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, July 13, 2026

Subject: Ongoing Board Calendar

Upcoming Events to Attend:

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.

Tuesday, September 8, School Board Meeting, 7 p.m.
Sunday, September 20, Penn Fest, 12-5 p.m.
Monday, September 21, School Board Meeting, 7 p.m.

Upcoming Holidays, Heritage Months, and Appreciation Days:

July is Disability Pride Month.

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 13, 2026

Subject: Superintendent Update

Supt. Unowsky will introduce the new Assistant Superintendent Bondo Nyembwe. Health Services Supervisor Michelle Whiteside will provide a presentation.

Attachments:
Health Services Presentation


Enriching and accelerating learning
RICHFIELD
PUBLIC SCHOOLS
Health Services : 2025-26 School Year
Michelle Whiteside, BSN, RN, PHN, LSN
Darby Swank, BSN, RN, PHN, LSN
Enriqueciendo y aceleranado el aprendizaje

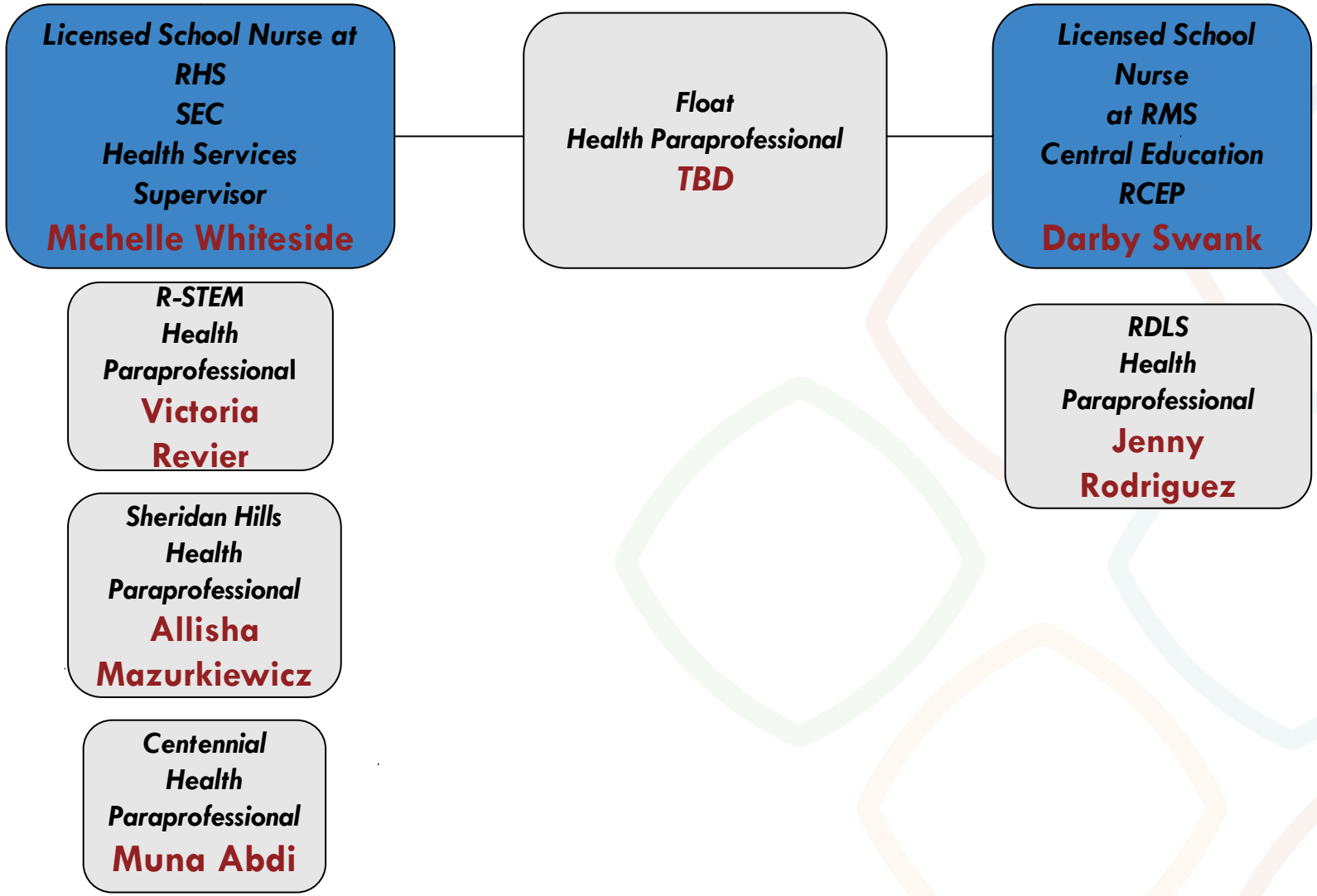
RICHFIELD
PUBLIC SCHOOLS

AGENDA

- New Health Services Structure
- Nurse & Health Para responsibilities
- Benefits for Student Health in Education
- Cardiac Emergency Response Policy & Plan
- Health Service Data

Health Services Structure 26/27 SY

RICHFIELD PUBLIC SCHOOLS



LSN and Health Paraprofessional Responsibilities

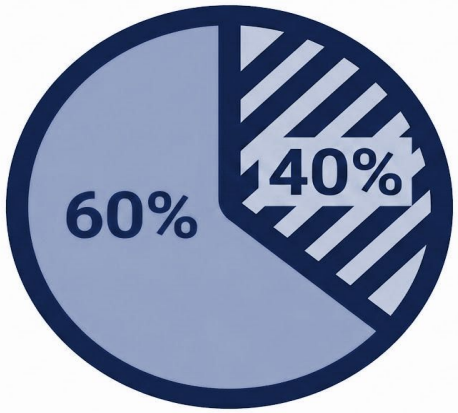
RICHFIELD PUBLIC SCHOOLS

Licensed School Nurse

Supervise Health Services and all Health Paras
Leadership and surveillance
Disease prevention, investigation and infection control
Train & educate building staff
Building: Point of Contact for medical concerns/emergencies
Write and review 253 IHP / 504's
Monitor med reconciliation & compliance

Care managers for students with chronic health concerns and medical procedures at school
212 SpEd Screening reports for V/H and Health History in SpEd information system
About 350 Early Childhood Screenings reviewed yearly
Capturing revenue for the District

through 3rd party billing



Health Paraprofessional

Conduct vision and hearing screenings
Screen immunization compliance
Care for sick children and communicate with parent/Guardian
Medication administration
Assist student with activities of daily living
Deliver delegated health interventions as laid out in IHP

Benefits for Student Health Services in Education

RICHFIELD PUBLIC SCHOOLS

School Nursing Practice Framework™

Supporting Students to be Healthy, Safe and Ready to Learn



© National Association of School Nurses, 2024

BETTER HEALTH. BETTER LEARNING.™

NASN National Association of School Nurses

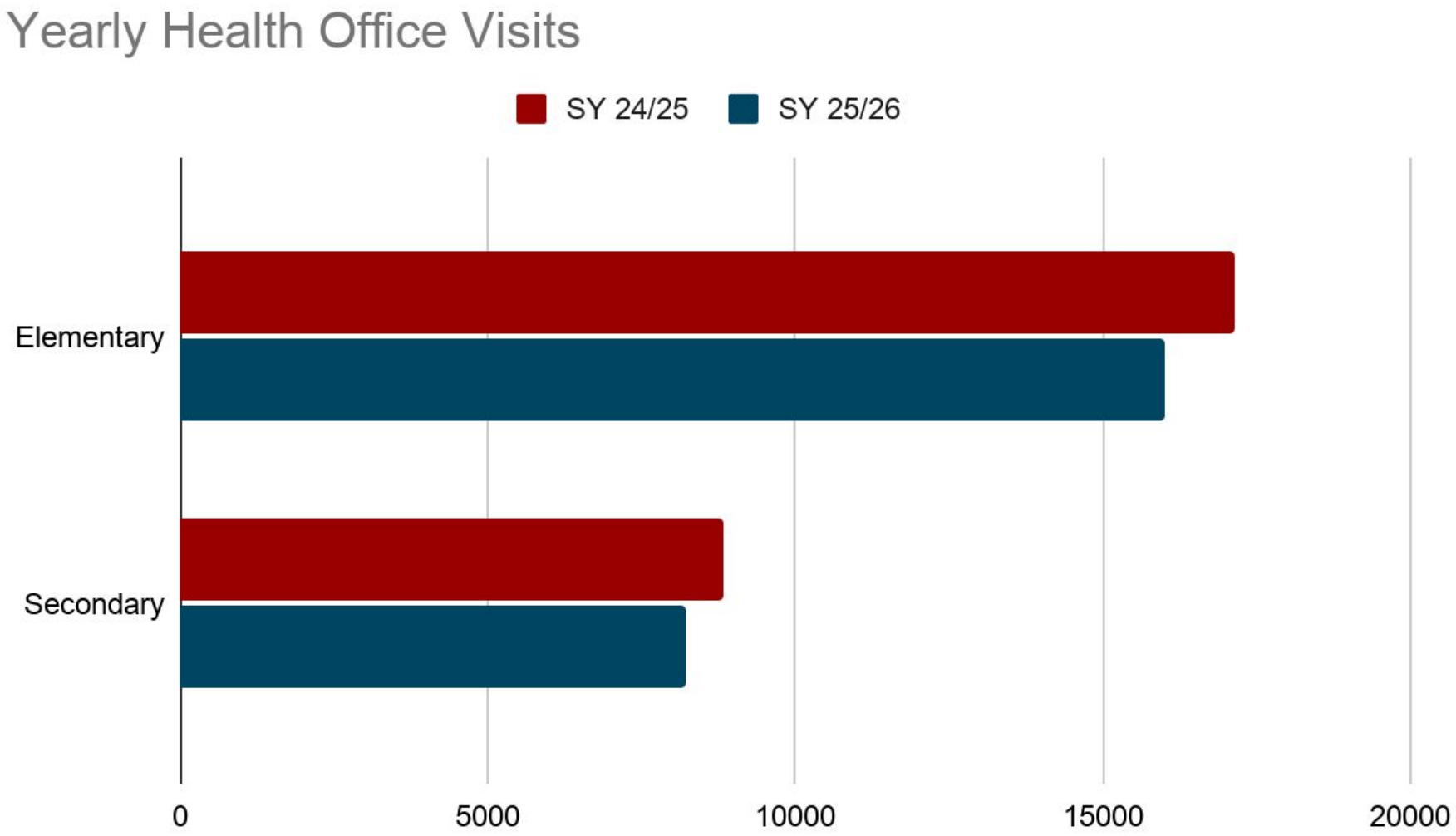
Cardiac Emergency Response Policy & Plan

RICHFIELD PUBLIC SCHOOLS

- **Each school building administrator (site coordinator) is to establish a cardiac emergency response team (CERP) team.**
- **Each team member needs to be (Hands only) CPR trained at minimum**
- **Mandatory PD for all CERP team members**
- **CERP will be integrated into the buildings Crisis Procedure Plan under the Hold in Place/Medical category**
- **There needs to be an annual cardiac emergency response plan drill for school staff, so they are prepared to assist in the event of a cardiac emergency.**

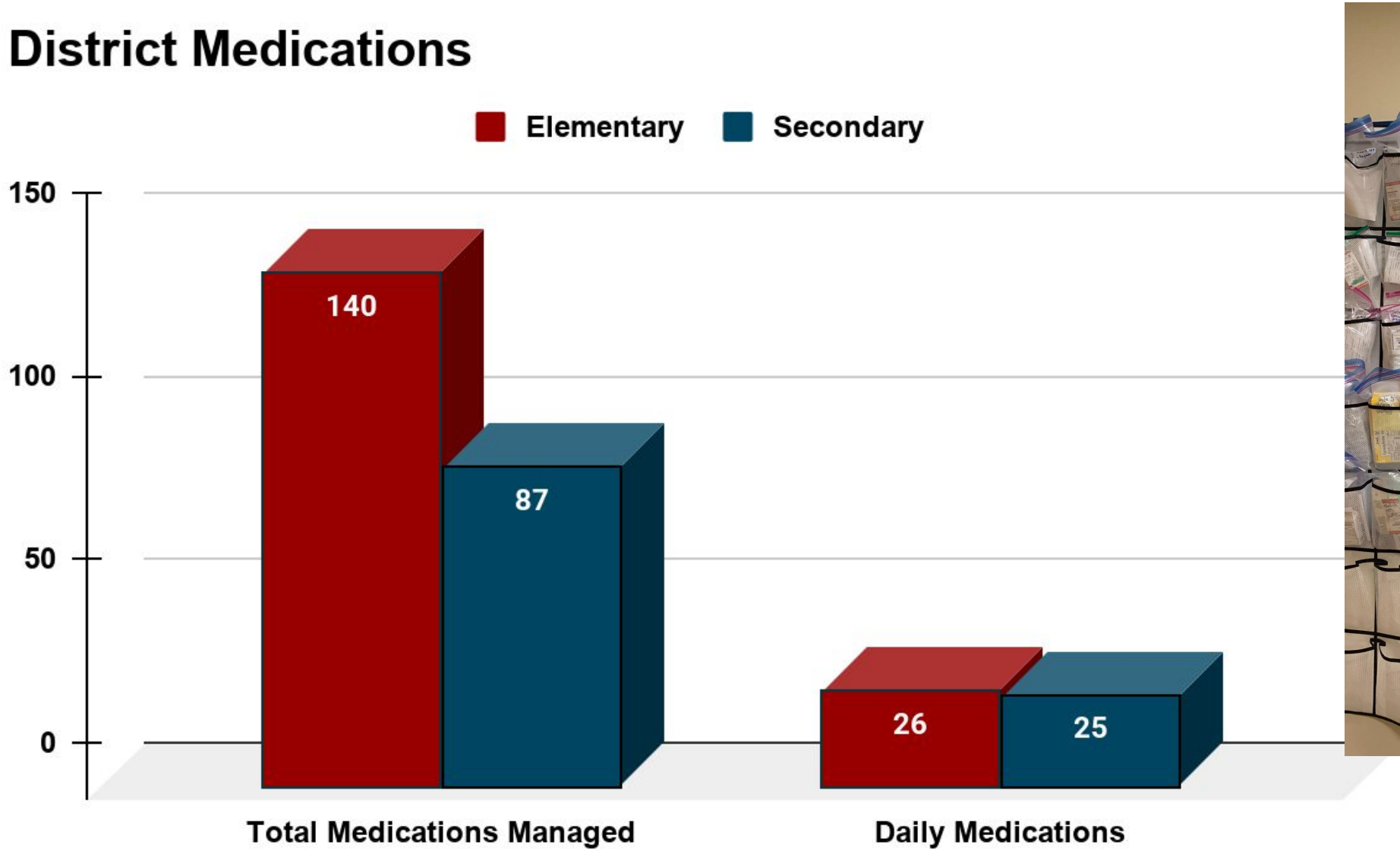
Goal: For schools to decrease number of health office visits

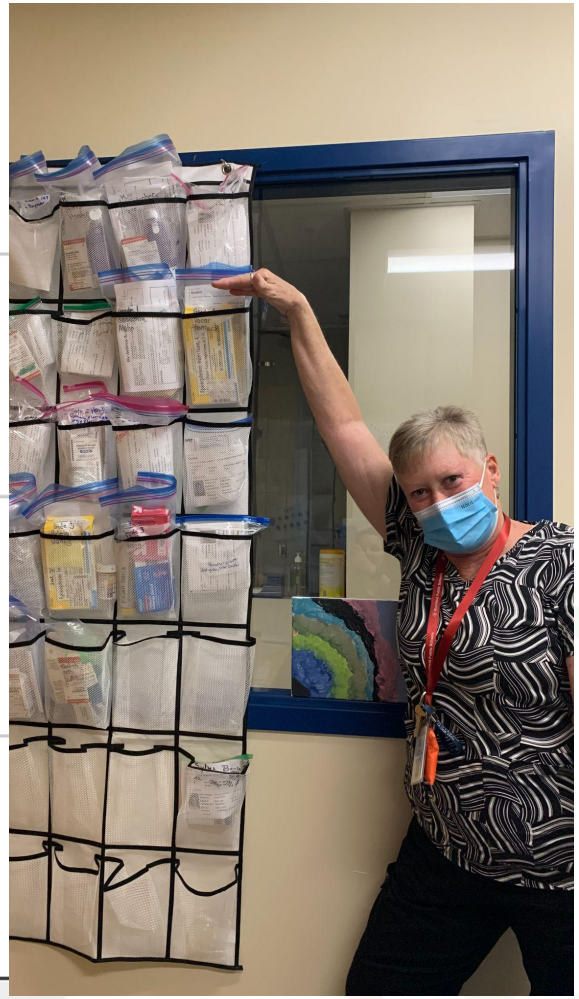
RICHFIELD PUBLIC SCHOOLS



What Medication We See In Our Offices

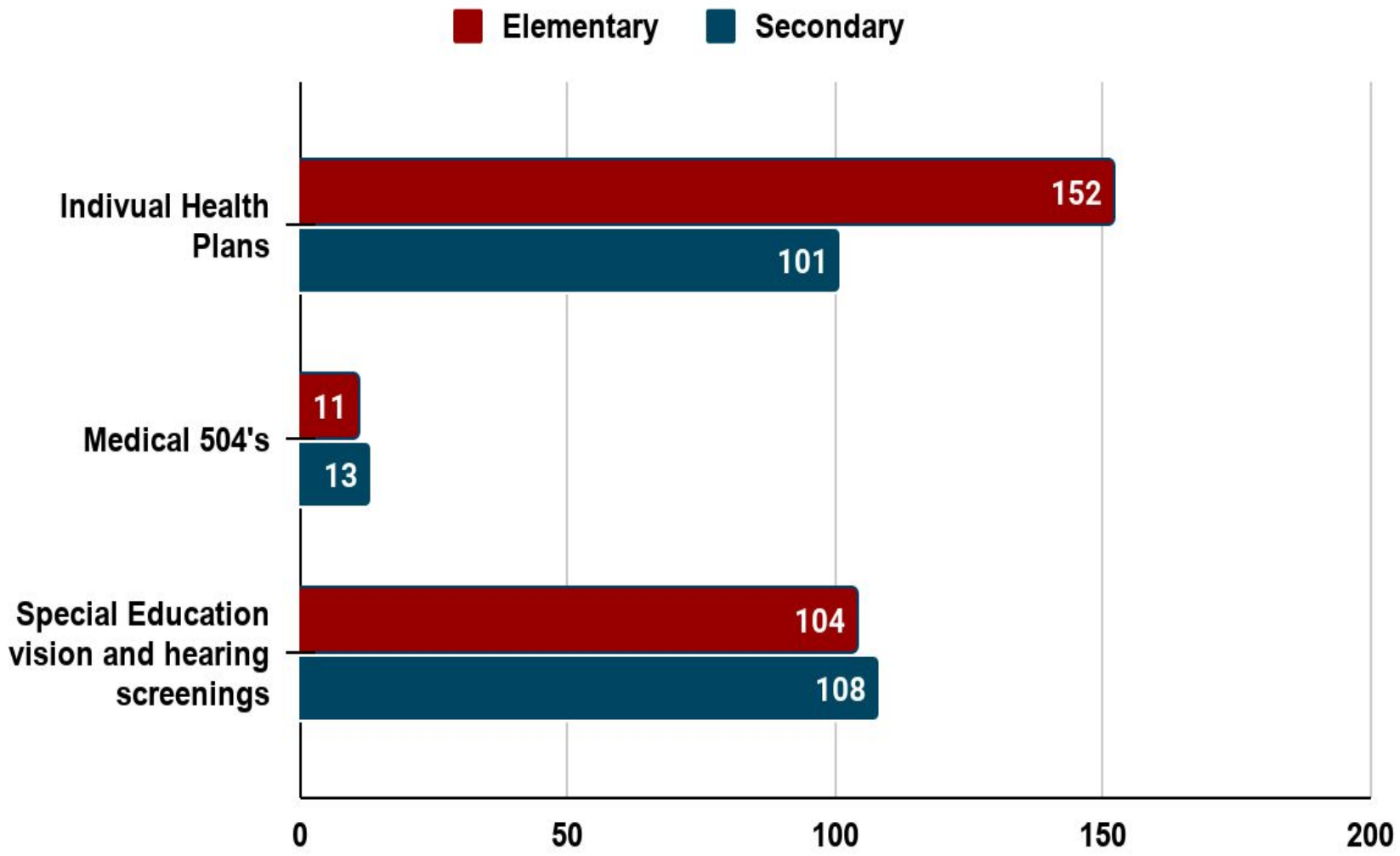
RICHFIELD PUBLIC SCHOOLS





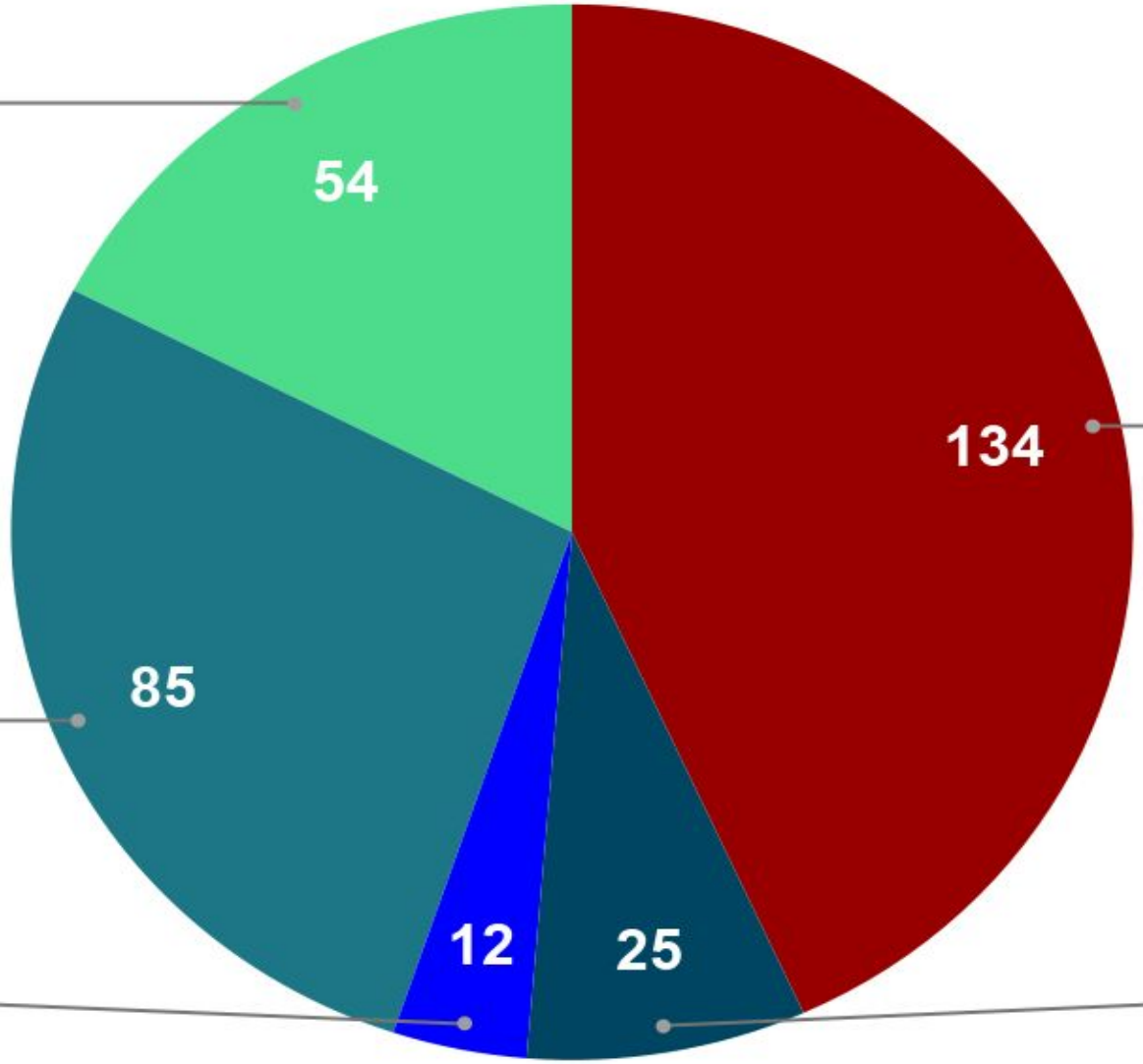
Care Coordination

RICHFIELD PUBLIC SCHOOLS





Health Conditions: District-Wide



Different shades of Bandaids

RICHFIELD PUBLIC SCHOOLS

Kids don't want them in secondary & elementary students don't have a preference





Questions

RICHFIELD PUBLIC SCHOOLS



SCHOOL NURSES are the BRIDGE to HEALTH and EDUCATION

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 13, 2026

Subject: Commendations

Richfield Public Schools would like to commend RHS student Ava Wiederholt for competing in the 2026-2027 Special Olympics. Ava competed both as a member of the USA Gymnastics team and as an individual gymnast. She won the Level 1 All-Around gold medal, as well as gold medals in the Level 1 Uneven Bars, Floor Exercise and Vaulting. She also earned a silver medal in the Level 1 Balance Beam. Congratulations to Ava, you make RPS proud!



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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 13, 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 22, 2026
   - Disbursements from the June 22, 2026 Meeting
   - Checks & E-pay Register from the June 22, 2026 Meeting
   - Superintendent's Report and Agenda Meeting Minutes from June 22, 2026
2. General Disbursements as of 7/7/26 in the Amount of $1,820,352.39
   - Disbursements for the July 13, 2026 Meeting
   - Checks & E-pay Register for the July 13, 2026 Meeting
3. Investment Holdings
   - Investment Holdings as of July 8, 2026
4. Designation of Depositories
5. Signatories on Deposit Accounts
6. Signatories on My Credit Union Depository Accounts
7. Wire Transfer Funds Authorization
8. Official Newspaper Designation
9. Legal Counsel Authorization
10. Membership in Associations
11. Board Secretary Approval
12. Designation of the Identified Official with Authority

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**

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 22, 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 22, 2026 in the boardroom at the Richfield Public Schools District Office. Chair Carter called the regular board meeting to order at 7:01 p.m. with the following school board members in attendance: Dennis, Liss, Spencer, and Tompkins. Cole was present virtually due to travel. Administrators present were Superintendent Unowsky and Senior Executive Officer Holje.

II. REVIEW AND APPROVAL OF THE AGENDA

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

III. INFORMATION AND PROPOSALS - NON-ACTION ITEMS

A. Public Comment
B. Superintendent Update
    1. Q Comp Annual Report
    2. Vision Cards End-of-Year Report, Part 2
    3. Superintendent Goals End-of-Year Report
C. Commendations

IV. CONSENT AGENDA

A. Routine Matters
    1. Minutes of the Regular Meeting held June 1, 2026
    2. General Disbursements as of 6/12/26 in the Amount of $1,502,705.98
    3. Year-to-Date Finance Update
B. Personnel Items

Management – Reclassification						
Name	**Employee Group**	**Position**	**Building**	**FTE**	**Effective Date**	
Laura Hrad	Mgmt	Dir. of Marketing & Comms.	District Office	Full-Time	7/1/2026	

Management – Extended Probation						
Name	**Employee Group**	**Position**	**Building**	**FTE**	**Effective Date**	
Yvette Garcia	Mgmt	Elementary Principal	Sheridan Hills Elem. School	Full-Time	7/1/2026	
Management – Resignation						
Name	**Employee Group**	**Position**	**Building**	**FTE**	**Effective Date**	**Years of Service**
Jennifer Krueger	Mgmt	Director of Special Education	District Office	Full-Time	6/30/2026	2
Certified – New Hire						
Name	**Employee Group**	**Position**	**Building**	**FTE**	**Effective Date**	
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 Hills Elem. 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**	
Connor Klausing	Certified	Social Studies Teacher	Richfield High School	Part-Time	8/24/2026	
Certified – Reassignment						
Name	**Employee Group**	**Position**	**Building**	**FTE**	**Effective Date**	
Amy Sobraske	Certified	T&L Elementary Coordinator	District Office	Full-Time	8/24/2026	
Aubree Yunker	Certified	TOSA: Central Ed. 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**	
Jacob Bentz	Facilities & Transp.	Asst. Transportation Coordinator	Garage	Full-Time	6/8/2026	
Lia Johannes	Para	Technology Paraprofessional	District Office	Full-Time	7/1/2026	
Noura Fassassi	Misc.	Student Eng. Specialist	Richfield STEM Elementary	Full-Time	9/1/2026	
Willie Green III	Misc.	Student Eng. Specialist	Richfield Middle School	Full-Time	8/31/2026	
Classified – Resignation						
Name	**Employee Group**	**Position**	**Building**	**FTE**	**Effective Date**	**Years of Service**
Dorborwulu Cooper	Misc.	Student Eng. Specialist	Sheridan Hills Elem. School	Full-Time	6/5/2026	
Mary Zetzman	Para	Managerial Paraprofessional	Richfield Dual Language	Part-Time	6/5/2026	6
Classified – Probationary Termination						
Name	**Employee Group**	**Position**	**Building**	**FTE**	**Effective Date**	
Clara Lybeck	Para	Special Education Paraprofessional	Richfield Dual Language	Full-Time	6/5/2026	
Esther Carrillo	Para	Special Education Paraprofessional	Richfield STEM Elementary	Full-Time	6/5/2026	
Jackline Cornes	Para	Special Education Paraprofessional	Central Education Center	Full-Time	6/5/2026	
Margaret Woolcott	Para	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	

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

V. OLD BUSINESS

A. Policy 616: School Sponsored Student Publications - third read

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

B. Policy 742: Student Transportation Services & Administrative Guideline 742.1 - third read

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

VI. NEW BUSINESS

A. 2026-2027 Proposed Budget

Motion by Dennis, seconded by Spencer, and unanimously carried, the board of education approved the budget.

B. Management Team Handbook 2025-2027

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

C. Classified Management Team Handbook 2025-2027

Motion by Tompkins, seconded by Dennis, and unanimously carried, the board of education approved the handbook.

D. Authorization for Purchase of Technology Equipment

Motion by Liss, seconded by Tompkins, and unanimously carried, the board of education approved the authorization.

E. Authorization for Lease/Purchase Financing

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

F. Bid Award for RDLS and R-STEM Parking Lot Reconstruction Project

Motion by Dennis, seconded by Liss, and unanimously carried, the board of education approved the bid award.

G. Policy 702: Investments & Administrative Guideline 702.1 - first read
H. Donations

Motion by Liss, seconded by Spencer, 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

7-13-26	7 p.m.	Regular Board Meeting - Public Comment
8-3-26	7 p.m.	Regular Board Meeting

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

Motion by Spencer, seconded by Dennis, and unanimously carried, the board of education moved into closed session at 8:57 p.m. Attending the closed session were Carter, Dennis, Liss, Spencer and Tompkins. Cole was present virtually due to travel. Superintendent Unowsky and Senior Executive Officer Holje were also present.

IX. REOPEN MEETING

Motion by Tompkins, seconded by Dennis, and unanimously carried, the board of education moved into open session at 9:20 p.m. with the following board members present: Carter, Dennis, Liss, Spencer and Tompkins. Cole was present virtually due to travel. Superintendent Unowsky and Senior Executive Officer Holje were also present.

X. CLOSED SESSION AS ALLOWED BY MINNESOTA STATUTE 13D.05 FOR SUPERINTENDENT EVALUATION

Motion by Spencer, seconded by Dennis, and unanimously carried, the board of education moved into closed session at 9:21 p.m. Attending the closed session were Carter, Dennis, Liss, Spencer and Tompkins. Superintendent Unowsky was also present.

XI. REOPEN MEETING

Motion by Liss, seconded by Tompkins, and unanimously carried, the board of education moved into open session at 9:37 p.m. with the following board members present: Carter, Dennis, Liss, Spencer and Tompkins. Superintendent Unowsky was also present.

XII. ADJOURN REGULAR MEETING

Chair Carter adjourned the meeting at 9:38 p.m.

CHECK RUNS & E-PAYS
07/13/2026 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	6/18/2026	456,726.59
	6/23/2026	2,092.00
	6/24/2026	166,061.28
	6/26/2026	100,313.94
	6/30/2026	101,756.68
FY27 CHECKS	7/1/2026	772,829.39
FY26 PERIOD 13	7/7/2026	209,264.19
E-Pays	6/25/2026	8,223.32
FY27 EPAYS	7/2/2026	3,085.00

CHECK REGISTER BANK 05 TOTAL =	**1,820,352.39**

BREAKDOWN	
01-206-00	1,527,413.52
02-206-00	38,802.00
03-206-00	6,882.69
04-206-00	27,892.29
06-206-00	16,937.24
07-206-00	-
18-206-00	-
20-206-00	201,655.91
21-206-00	768.74
47-206-00	-
BANK TOTAL =	**1,820,352.39**

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	319232	06/18/2026	ADVANCED COMMERCIAL KITCHENS	R	3,906.12
01	319233	06/18/2026	AIM ELECTRONICS INC	R	1,180.30
01	319234	06/18/2026	ALERUS RETIREMENT AND BENEFITS	R	1,197.60
01	319235	06/18/2026	ANTHOLOGIE, LLC	R	875.00
01	319236	06/18/2026	AI TECHNOLOGIES LLC	R	240.00
01	319237	06/18/2026	ARCHETYPE	R	430.00
01	319238	06/18/2026	AVIBEN	R	540.06
01	319239	06/18/2026	BACHMANS INC	R	579.99
01	319240	06/18/2026	BIO CORPORATION	R	106.60
01	319241	06/18/2026	ASPI SOLUTIONS, INC.	R	38.00
01	319242	06/18/2026	BRINK'S INCORPORATED	R	3,113.17
01	319243	06/18/2026	BSN SPORTS, LLC	R	167.99
01	319244	06/18/2026	CDW GOVERNMENT INC	R	29,100.00
01	319245	06/18/2026	DIGITAL INSURANCE LLC	R	3,607.00
01	319246	06/18/2026	GRAFTON SCHOOL, INC.	R	4,799.90
01	319247	06/18/2026	GROTH MUSIC COMPANY	R	250.85
01	319248	06/18/2026	GROUP MEDICAREBLUE RX	R	8,325.00
01	319249	06/18/2026	GROVES LEARNING ORGANIZATION	R	5,480.00
01	319250	06/18/2026	INNOVATIVE OFFICE SOLUTIONS LLC	R	2,314.16
01	319251	06/18/2026	INTEGRATED FOOD SERVICE	R	4,268.00
01	319252	06/18/2026	INTERMEDIATE DISTRICT 287	R	143,683.99
01	319253	06/18/2026	JARED R NELSON	R	600.00
01	319254	06/18/2026	JOSEPH M. ZISKOVSKY	R	150.00
01	319255	06/18/2026	KEMPS LLC	R	229.80
01	319256	06/18/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	591.60
01	319257	06/18/2026	LOFFLER	R	1,031.91
01	319258	06/18/2026	LOMAX CARLA	R	297.00
01	319259	06/18/2026	MACKIN BOOK COMPANY	R	1,467.63
01	319260	06/18/2026	MADISON NATIONAL LIFE INS CO INC	R	34,409.94
01	319261	06/18/2026	MAXORPLUS LTD, DBA: VYTLONE	R	89,395.03
01	319262	06/18/2026	NICHE.COM, INC.	R	4,995.00
01	319263	06/18/2026	PITNEY BOWES BANK PURCHASE POWER	R	2,400.00
01	319264	06/18/2026	PREMIER LIGHTING INC	R	13,550.00
01	319265	06/18/2026	REED BEHAVIORAL HEALTH LLC	R	1,050.00
01	319266	06/18/2026	RINGCENTERAL, INC.	R	9,315.20
01	319267	06/18/2026	SCHOOL SERVICE EMPLOYEES UNION	R	5,368.72
01	319268	06/18/2026	SCHOOL SPECIALTY, LLC	R	1,293.07
01	319269	06/18/2026	SOURCEWELL	R	1,237.50
01	319270	06/18/2026	SQUIRES, WALDSPURGER & MACE, P.A.	R	5,919.73
01	319271	06/18/2026	TEACHER CREATED MATERIALS, INC	R	66,536.30
01	319272	06/18/2026	UNITED HEALTHCARE/AARP MEDICARE RX	R	119.10
01	319273	06/18/2026	UNITED HEARTHCARE /AARP MEDICARE RX	R	119.10
01	319274	06/18/2026	UNITED STATES TREASURER	R	200.00
01	319275	06/18/2026	UNITEDHEALTHCARE	R	775.82
01	319276	06/18/2026	WACONIA BAND BOOSTERS, INC.	R	1,250.00
01	319277	06/18/2026	WOODCRAFT	R	119.00
01	319278	06/18/2026	XCEL ENERGY	R	101.41
01	319279	06/23/2026	MACALESTER COLLEGE	R	2,000.00
01	319280	06/23/2026	MCCOY, QUINTEN	R	92.00
01	319281	06/24/2026	ADVANCED COMMERCIAL KITCHENS	R	674.00
01	319282	06/24/2026	CANON FINANCIAL SERVICES INC	R	4,619.32

01	319283	06/24/2026	COMCAST	R	447.83
01	319284	06/24/2026	DAVIS EQUIPMENT CORP	R	1,149.44
01	319285	06/24/2026	GROUP HEALTH NON-PATIENT A/R	R	6,352.50
01	319286	06/24/2026	KEMPS LLC	R	689.90
01	319287	06/24/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	2,873.04
01	319288	06/24/2026	MAXORPLUS LTD, DBA: VYTLONE	R	55,592.81
01	319289	06/24/2026	MIDWEST SPECIAL INSTRUMENTS (MSI)	R	609.00
01	319290	06/24/2026	MINUTEMAN PRESS	R	341.60
01	319291	06/24/2026	MINNEAPOLIS COLLEGE	R	1,500.00
01	319292	06/24/2026	MTI DISTRIBUTING CO	R	65.69
01	319293	06/24/2026	NAPA AUTO PARTS	R	162.36
01	319294	06/24/2026	NEUENSCHWANDER, ROBERT	R	92.00
01	319295	06/24/2026	ON SITE SANITATION	R	485.06
01	319296	06/24/2026	PAN O GOLD BAKING CO	R	69.24
01	319297	06/24/2026	PRIMEX WIRELESS INC	R	5,322.72
01	319298	06/24/2026	RATWIK ROSZAK & MALONEY PA	R	450.00
01	319299	06/24/2026	RX VALET, LLC	R	5,917.70
01	319300	06/24/2026	SAFETYFIRST PLAYGROUND MAINTENANCE	R	25,657.90
01	319301	06/24/2026	TRIO SUPPLY COMPANY	R	247.65
01	319302	06/24/2026	UPPER LAKES FOODS	R	2,851.89
01	319303	06/24/2026	WOODCRAFT	R	119.00
01	319304	06/24/2026	XCEL ENERGY	R	49,770.63
01	V2601218	06/25/2026	SHELBY TURNER BASTIAN	R	15.66
01	V2601219	06/25/2026	RONALD S BLANKENSHIP	R	1,271.57
01	V2601220	06/25/2026	ERIK ENERSON	R	58.06
01	V2601221	06/25/2026	JUSTIN FOGEL	R	3,153.08
01	V2601222	06/25/2026	JACK B FRIEL	R	11.89
01	V2601223	06/25/2026	BRENT GOTHMANN	R	200.00
01	V2601224	06/25/2026	LANA HENDRICKS LEUNING	R	27.26
01	V2601225	06/25/2026	JONATHAN W HEYER	R	593.96
01	V2601226	06/25/2026	ERIN M HUBER	R	35.51
01	V2601227	06/25/2026	NOEMI LOPEZ-DEL VALLE	R	16.02
01	V2601228	06/25/2026	MAIA M MACK	R	385.18
01	V2601229	06/25/2026	ERIN H NEILON	R	75.47
01	V2601230	06/25/2026	TANYA R OLSON	R	90.84
01	V2601231	06/25/2026	STEPHANIE A POPP	R	600.18
01	V2601232	06/25/2026	LAURIE E SEIBERT	R	117.99
01	V2601233	06/25/2026	DANE A SMITH	R	166.61
01	V2601234	06/25/2026	JOSEPH D SOBRASKE	R	71.24
01	V2601235	06/25/2026	THOMAS SONG	R	82.36
01	V2601236	06/25/2026	ANNA E STECKER	R	362.15
01	V2601237	06/25/2026	MICHELLE T THOEMKE	R	242.60
01	V2601238	06/25/2026	CARRIE A VALA	R	419.16
01	V2601239	06/25/2026	MARTA E WEIRICH	R	79.60
01	V2601240	06/25/2026	AUBREE M YUNKER	R	146.93
01	319305	06/26/2026	ALL STATE COMMUNICATIONS LLC	R	2,698.70
01	319306	06/26/2026	CAPITAL ONE TRADE CREDIT	R	471.20
01	319307	06/26/2026	CINTAS CORPORATION NO 2	R	286.14
01	319308	06/26/2026	ECM PUBLISHERS INC	R	433.50
01	319309	06/26/2026	WW GRAINGER INC	R	89.93
01	319310	06/26/2026	HAWKINS INC	R	40.00
01	319311	06/26/2026	HENNEPIN COUNTY TREASURER	R	5,850.00

01	319312	06/26/2026	HILLYARD MINNEAPOLIS	R	20,906.83
01	319313	06/26/2026	INSTITUTE FOR ENVIROMENTAL	R	3,352.50
01	319314	06/26/2026	HAAG COMPANIES, INC.	R	210.00
01	319315	06/26/2026	NOKOMIS SHOE SHOP	R	125.00
01	319316	06/26/2026	SAFEWAY DRIVING SCHOOL	R	14,480.00
01	319317	06/26/2026	SHERWIN WILLIAMS CO	R	1,202.19
01	319318	06/26/2026	SITEONE LANDSCAPE SUPPLY LLC	R	1,316.95
01	319319	06/26/2026	STONE ARCH STUDIO LLC	R	360.00
01	319320	06/26/2026	TECH ACADEMY	R	2,072.00
01	319321	06/26/2026	WESTERN SPECIALTY CONTRACTORS INC	R	46,419.00
01	319322	06/30/2026	ADVANCED COMMERCIAL KITCHENS	R	1,341.67
01	319323	06/30/2026	AGAPE CHRISTI ACADEMY	R	97.35
01	319324	06/30/2026	ALL STATE COMMUNICATIONS LLC	R	1,714.88
01	319325	06/30/2026	ANDREW VITEK	R	955.31
01	319326	06/30/2026	ANGELA KAPPENMAN	R	3,000.00
01	319327	06/30/2026	AQUA ENGINEERING INC	R	3,537.25
01	319328	06/30/2026	BENILDE-ST.MARGARET	R	317.19
01	319329	06/30/2026	CINTAS CORPORATION NO 2	R	190.11
01	319330	06/30/2026	CITY OF RICHFIELD	R	8,910.19
01	319331	06/30/2026	ESTR PUBLICATIONS	R	26.60
01	319332	06/30/2026	GROVES ACADEMY	R	572.49
01	319333	06/30/2026	HILLYARD MINNEAPOLIS	R	431.44
01	319334	06/30/2026	JENNIE KAPPENMAN	R	3,750.00
01	319335	06/30/2026	KEMPS LLC	R	842.60
01	319336	06/30/2026	LIZEBETH SARGENT	R	3,000.00
01	319337	06/30/2026	MACMILLAN HOLDINGS	R	8.19
01	319338	06/30/2026	MELANIE AYLWARD	R	400.00
01	319339	06/30/2026	METROPOLITAN MECHANICAL CONTRACTORS	R	3,528.00
01	319340	06/30/2026	MILLET, RACHAEL R	R	70.00
01	319341	06/30/2026	MUSKA ELECTRIC CO.	R	1,131.88
01	319342	06/30/2026	NCS PEARSON INC	R	3,835.62
01	319343	06/30/2026	PEDIATRIC HOME SERVICE	R	225.00
01	319344	06/30/2026	PITNEY BOWES BANK PURCHASE POWER	R	2,400.00
01	319345	06/30/2026	PROPIO LS, LLC	R	333.97
01	319346	06/30/2026	RX VALET, LLC	R	2,679.63
01	319347	06/30/2026	SITEONE LANDSCAPE SUPPLY LLC	R	259.74
01	319348	06/30/2026	ST THOMAS ACADEMY	R	1,071.91
01	319349	06/30/2026	TOTINO GRACE HIGH SCHOOL	R	139.29
01	319350	06/30/2026	TRIO SUPPLY COMPANY	R	850.36
01	319351	06/30/2026	UHL COMPANY INC	R	11,987.00
01	319352	06/30/2026	UNITED STATES TREASURY	R	3,921.10
01	319353	06/30/2026	UNIVERSITY LANGUAGE CENTER	R	1,002.20
01	319354	06/30/2026	UPPER LAKES FOODS	R	5,674.25
01	319355	06/30/2026	VISITATION SCHOOL	R	550.29
01	319356	06/30/2026	VOIGT'S MOTORCOACH TRAVEL, INC.	R	1,362.33
01	319357	06/30/2026	VOYAGER SOPRIS LEARNING	R	3,758.80
01	319358	06/30/2026	XCEL ENERGY	R	27,880.04
01	319359	07/01/2026	BENCHMARK EDUCATION COMPANY, LLC.	R	1,999.20
01	319360	07/01/2026	CDW GOVERNMENT INC	R	440,868.60
01	319361	07/01/2026	CYBERSOFT TECHNOLOGIES	R	9,392.25
01	319362	07/01/2026	DISCOVERY EDUCATION, INC.	R	33,920.00
01	319363	07/01/2026	EFMLA, INC.	R	2,545.00

01	319364	07/01/2026	ACTIVE INTERNET TECHNOLOGIES, LLC	R	20,916.00
01	319365	07/01/2026	IDEAL ENERGIES SOLAR LEASE 2021,LLC	R	7,946.84
01	319366	07/01/2026	IBM CORPORATION	R	1,820.00
01	319367	07/01/2026	NOTABLE, INC. (KAMI)	R	8,353.80
01	319368	07/01/2026	LINKEDIN CORPORATION	R	4,100.00
01	319369	07/01/2026	MASA/MASE	R	508.00
01	319370	07/01/2026	MASSP-MN ASSOCIATION	R	1,869.00
01	319371	07/01/2026	MATH LEARNING CENTER	R	15,664.00
01	319372	07/01/2026	MINNESOTA DEPARTMENT OF HEALTH	R	180.00
01	319373	07/01/2026	MSOPA	R	100.00
01	319374	07/01/2026	MYSTERY SCIENCE INC.	R	7,196.00
01	319375	07/01/2026	POWERSCHOOL GROUP LLC	R	75,384.90
01	319376	07/01/2026	QUALTRICS, LLC	R	21,879.15
01	319377	07/01/2026	RENAISSANCE	R	90,000.03
01	319378	07/01/2026	SOLARWINDS	R	23,700.00
01	319379	07/01/2026	THE DANIELSON GROUP, INC	R	900.00
01	319380	07/01/2026	VSP INSURANCE CO. (CT)	R	3,586.62
01	V2601241	07/02/2026	MATTHEW ARNOLD	R	70.00
01	V2601242	07/02/2026	MICHELLE L AXELL	R	70.00
01	V2601243	07/02/2026	ERICA T BARLOW	R	70.00
01	V2601244	07/02/2026	NIKOLAS BAUZA	R	40.00
01	V2601245	07/02/2026	MARY L CLARKSON	R	70.00
01	V2601246	07/02/2026	ANDREW COLLINS	R	70.00
01	V2601247	07/02/2026	ERIK ENERSON	R	40.00
01	V2601248	07/02/2026	YVETTE GARCIA	R	70.00
01	V2601249	07/02/2026	RACHEL GENS	R	70.00
01	V2601250	07/02/2026	AREND J GEURINK	R	70.00
01	V2601251	07/02/2026	CHRISTINA M GONZALEZ	R	70.00
01	V2601252	07/02/2026	AMY E HAGER	R	70.00
01	V2601253	07/02/2026	KEVIN D HARRIS	R	40.00
01	V2601254	07/02/2026	MICHAEL G HARRIS	R	70.00
01	V2601255	07/02/2026	LANA HENDRICKS LEUNING	R	40.00
01	V2601256	07/02/2026	JESSICA M HOFFMAN	R	40.00
01	V2601257	07/02/2026	CRAIG D HOLJE	R	70.00
01	V2601258	07/02/2026	JEFFREY KELLER	R	70.00
01	V2601259	07/02/2026	ANOOP KUMAR	R	40.00
01	V2601260	07/02/2026	JOHN M LORENZINI	R	70.00
01	V2601261	07/02/2026	DAVANAND MAHADEO	R	40.00
01	V2601262	07/02/2026	COLLEEN M MAHONEY	R	70.00
01	V2601263	07/02/2026	MICHAEL A MANNING	R	70.00
01	V2601264	07/02/2026	DANIEL P MCGINN	R	40.00
01	V2601265	07/02/2026	DOUG R MCMEEKIN	R	70.00
01	V2601266	07/02/2026	KENT D MEYER	R	70.00
01	V2601267	07/02/2026	KATRINA L MORGAN	R	40.00
01	V2601268	07/02/2026	ERIN H NEILON	R	40.00
01	V2601269	07/02/2026	STEPHANIE NICHOLS	R	45.00
01	V2601270	07/02/2026	ROBERT G OLSON	R	70.00
01	V2601271	07/02/2026	LAURA B OTTERNESS	R	70.00
01	V2601272	07/02/2026	CHRISTOPHER A PETERSON	R	70.00
01	V2601273	07/02/2026	CASSANDRA QUAM	R	70.00
01	V2601274	07/02/2026	RENEE C REED-KARSTENS	R	40.00
01	V2601275	07/02/2026	HEIDI SAVATDY	R	70.00

01	V2601276	07/02/2026	CHRISTIAN SCHEMPP	R	40.00
01	V2601277	07/02/2026	AMY B SKARE-KLECKER	R	70.00
01	V2601278	07/02/2026	JUSTIN STEELE	R	70.00
01	V2601279	07/02/2026	STACY THEIEN-COLLINS	R	70.00
01	V2601280	07/02/2026	RICKY THOMPSON	R	40.00
01	V2601281	07/02/2026	VLADIMIR S TOLEDO	R	40.00
01	V2601282	07/02/2026	STEVEN P UNOWSKY	R	270.00
01	V2601283	07/02/2026	CARRIE A VALA	R	70.00
01	V2601284	07/02/2026	REBECCA S WALD	R	40.00
01	V2601285	07/02/2026	ALEXANDER WARD	R	70.00
01	V2601286	07/02/2026	MICHELLE R WHITESIDE	R	70.00
01	V2601287	07/02/2026	KASYA L WILLHITE	R	70.00
01	V2601288	07/02/2026	KELLY L WOODS	R	70.00
01	319381	07/07/2026	3L WOLVES TILE AND STONE LLP	R	1,124.28
01	319382	07/07/2026	BRENNAN CONSTRUCTION OF MN, INC.	R	13,897.55
01	319383	07/07/2026	CAPTIVATE MEDIA & CONSULTING	R	7,500.00
01	319384	07/07/2026	CHILD SAFETY SOLUTIONS	R	1,675.00
01	319385	07/07/2026	D.E.L.O.R.E.S WORKS, INC.	R	5,605.00
01	319386	07/07/2026	FASTEST LABS OF BLOOMINGTON	R	213.00
01	319387	07/07/2026	HILLYARD MINNEAPOLIS	R	4,389.41
01	319388	07/07/2026	ICS CONSULTING, LLC - 138006	R	10,000.00
01	319389	07/07/2026	IMAGINE LEARNING LLC	R	12,927.00
01	319390	07/07/2026	INSTITUTE FOR ENVIROMENTAL	R	1,757.28
01	319391	07/07/2026	INTERNATIONAL SCHOOL	R	303.91
01	319392	07/07/2026	KINECT ENERGY INC	R	17,407.13
01	319393	07/07/2026	LARSON ENGINEERING	R	3,150.00
01	319394	07/07/2026	MAXORPLUS LTD, DBA: VYTLONE	R	41,199.27
01	319395	07/07/2026	MCCARTHY WELL COMPANY	R	12,035.00
01	319396	07/07/2026	METROPOLITAN MECHANICAL CONTRACTORS	R	15,461.46
01	319397	07/07/2026	MINUTEMAN PRESS	R	1,607.91
01	319398	07/07/2026	MRI SOFTWARE LLC	R	17.50
01	319399	07/07/2026	PAYDHEALTH	R	1,316.81
01	319400	07/07/2026	POTTIOS LAVINIA	R	250.00
01	319401	07/07/2026	SHERWIN WILLIAMS CO	R	952.33
01	319402	07/07/2026	TRANSPORTATION PLUS, INC.	R	60.00
01	319403	07/07/2026	W.L. HALL CO	R	54,888.15
01	319404	07/07/2026	WOLD ARCHITECTS AND ENGINEERS	R	754.69
01	319405	07/07/2026	ZIEGLER INC.	R	771.51
			TOTAL CHECK & EPAY REGISTER		**1,820,352.39**

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
July 8, 2026

Description	Matures	Rate	Cost	General Operating	OPEB Bond
				-	-
MNTrust TERM SERIES	01/25/28	3.97%	4,000,000.00	4,000,000.00	-
Bank of China	09/02/27	3.64%	237,000.00	237,000.00	-
GBank	09/02/27	3.64%	237,000.00	237,000.00	-
US TREASURY N/B	08/31/27	3.61%	499,097.46	499,097.46	-
Premier Bank	07/26/27	3.52%	238,400.00	238,400.00	-
First Pryority Bank	07/26/27	3.58%	238,200.00	238,200.00	-
Addition Financial Credit Union	07/26/27	3.52%	238,400.00	238,400.00	-
Aneca Federal Credit Union	07/26/27	3.52%	238,400.00	238,400.00	-
MNTrust TERM SERIES	07/26/27	3.85%	3,000,000.00	3,000,000.00	-
Freedom Northwest Credit Union	03/04/27	3.89%	235,700.00	235,700.00	-
American Commercial Bank & Trust, National Asso	03/04/27	3.89%	235,700.00	235,700.00	-
Oxford Bank	02/03/27	3.52%	242,100.00	242,100.00	-
BOM Bank	02/03/27	3.66%	241,800.00	241,800.00	-
ServisFirst Bank	02/03/27	3.62%	242,000.00	242,000.00	-
Providence Bank	02/03/27	3.58%	242,100.00	242,100.00	-
MNTrust TERM SERIES	01/25/27	3.93%	1,000,000.00	1,000,000.00	-
MNTrust TERM SERIES	01/25/27	3.76%	2,000,000.00	2,000,000.00	-
STRIPS	11/15/26	4.19%	499,807.02	499,807.02	-
SIGNATURE BK OF ARKANSAS	10/29/26	3.80%	249,559.92	249,559.92	-
GreenState Credit Union	10/19/26	3.93%	239,000.00	239,000.00	-
Financial Federal Bank	10/19/26	4.05%	238,700.00	238,700.00	-
First Bank of Ohio	10/19/26	3.79%	239,200.00	239,200.00	-
FirstBank Puerto Rico	10/19/26	4.00%	238,700.00	238,700.00	-
Cornerstone Bank	10/19/26	4.02%	238,600.00	238,600.00	-
MNTrust TERM SERIES	07/27/26	3.95%	1,000,000.00	1,000,000.00	-
MNTrust TERM SERIES II	07/23/26	3.94%	1,000,000.00	1,000,000.00	-
GOLDMAN SACHS GOVERNMENT MONEY MARKET		3.29%	5,945,571.45	-	5,945,571.45
BANK HAPOALIM	10/01/26	4.45%	206,700.00	-	206,700.00
US TREASURY N/B	09/30/26	4.34%	789,398.44	-	789,398.44
FIRST INTERNET BANK OF INDIANA	09/30/26	4.00%	209,500.00	-	209,500.00
Total Investments Held			**24,460,634.29**	**17,309,464.40**	**7,151,169.89**

ppd:Finance

CONSENT AGENDA – FOR ACTION **Agenda Item IV.A.4.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 13, 2026

SUBJECT: DESIGNATION OF DEPOSITORIES FOR SCHOOL DISTRICT FUNDS

Recommended by the superintendent that the board of education designate the following depositories for the handling of school district cash deposits and checking needs for the 2026-27 fiscal year:

US Bank Southdale
Associated Bank
My Credit Union

And furthermore, designate the following depositories for the purpose of investment of school district funds, in addition to the above-named institutions:

PFM Asset Management LLC
PMA Financial Network, Inc./MN. Trust

(Prepared by Craig Holje)

CONSENT AGENDA – FOR ACTION **Agenda Item IV.A.5.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 13, 2026

SUBJECT: SIGNATORIES ON DEPOSITORY ACCOUNTS

Recommended by the superintendent that the board of education approve the following resolution authorizing signatories for depository accounts for the 2026-27 fiscal year.

BE IT RESOLVED, by the board of education of independent school district no. 280, Richfield, Minnesota, that any person named below is authorized as a signatory to transact financial business on behalf of the school district. This authorization includes but is not limited to financial transactions such as signing checks, drafts and other withdrawal orders; supplying the depository with specimen signatures of the authorized signatories; and all other directions and instructions needed to follow rules and regulations governing bank accounts.

Paula Cole	Board Treasurer
Eric Carter	Board Chair
Kenneth Liss	Board Clerk
Steve Unowsky	Superintendent
Craig Holje	Executive Director of Administrative Services
Heidi Savatdy	Director of Finance
John Lorenzini	Finance Manager

Depositories are fully authorized to pay and charge to the District's accounts any checks, drafts, and other withdrawal orders signed, and to honor any directions of instructions signed, whether or not payable to the individual order of or deposited to the individual account of or for the benefit of the above named signatories.

(Prepared by Craig Holje)

CONSENT AGENDA – FOR ACTION **Agenda Item IV.A.6.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 13, 2026

SUBJECT: SIGNATORIES ON ALL MCU ACCOUNTS UNDER MEMBERSHIP #10919647

Recommended by the superintendent that the board of education approve the following resolution authorizing signatories for all My Credit Union depository accounts under General Checking #9920124, member #10004207 for the 2026-27 fiscal year.

BE IT RESOLVED, by the board of education of Independent School District No. 280, Richfield, Minnesota, that authorization be removed for all existing signers and authorization be added for any person named below as a signatory to transact financial business on behalf of the school district. This authorization includes but is not limited to financial transactions such as signing checks, drafts and other withdrawal orders; supplying the depository with specimen signatures of the authorized signatories; and all other directions and instructions needed to follow rules and regulations governing bank accounts.

Paula Cole	Board Treasurer
Eric Carter	Board Chair
Kenneth Liss	Board Clerk
Steve Unowsky	Superintendent
Craig Holje	Executive Director of Administrative Services
Heidi Savatdy	Director of Finance
John Lorenzini	Finance Manager

My Credit Union is fully authorized to pay and charge to the District's accounts any checks, drafts, and other withdrawal orders signed, and to honor any directions of instructions signed, whether or not payable to the individual order of or deposited to the individual account of or for the benefit of the above named signatories.

(Prepared by Craig Holje)

CONSENT AGENDA – FOR ACTION **Agenda Item IV.A.7.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 13, 2026

SUBJECT: AUTHORIZATION FOR WIRE TRANSFERS OF FUNDS

Recommended by the superintendent that the board of education adopt the following resolution authorizing investment of district funds and wire transfer of funds for the 2026-27 fiscal year.

BE IT RESOLVED, by the board of education of independent school district no. 280, Richfield, Minnesota, that the executive director of administrative services and/or director of finance be authorized to invest District funds and affect the wire transfer of funds to and/or from:

1. The District's depositories for investment purposes.

2. The Hennepin County General Account at the Associated Bank and U.S. Bank and between district accounts for P-Card and ACH purposes.

3. Financial institutions for General Obligation Bond and Payments.

4. Third parties for accounts payable, insurance premium payments and voluntary and statuary benefits (flexible spending accounts, VEBA trust, etc.)

In addition, the board of education authorizes the executive director of administrative services, director of finance, and the finance manager to issue Stop Payments at District's depositories.

(Prepared by Craig Holje)

CONSENT AGENDA - FOR ACTION **AGENDA ITEM IV.A.8**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 13, 2026

SUBJECT: DESIGNATION OF OFFICIAL NEWSPAPER

(Recommended by superintendent)

That the board of education designate the *Bloomington Richfield* Sun Current as their official newspaper for the 2026-27 school year.

CONSENT AGENDA - FOR ACTION **Agenda Item IV.A.9.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 13, 2026

SUBJECT: Designation of School District Legal Counsel

(Recommended by superintendent)

That the board of education authorize the administration to obtain legal services from the firms of Squires, Waldspurger, and Mace, P.A.; Ratwik, Roszak and Maloney, P.A.; and other attorneys as authorized by the superintendent to best service the needs of the District.

Background

(Prepared by Craig Holje)

It is recommended that the board authorize the above firms as legal counsel for the District as it is anticipated that their services will be requested for ongoing or annual legal advice (e.g. employment, labor relations, student services, elections, lease contracts). It is recommended that the District reserve the right and be authorized to consult other attorneys as appropriate to capitalize on various legal expertise.

Amy Mace is the primary contact with Squires, Waldspurger, and Mace, P.A. The primary contact with Ratwik, Roszak and Maloney, P.A. is Christian Shafer.

CONSENT AGENDA - FOR ACTION **Agenda Item IV.A.10.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 13, 2026

SUBJECT: MEMBERSHIP IN ASSOCIATIONS

(Recommended by superintendent)

That the board of education authorize the administration to join these organizations for the 2026-27 school year:

- Association of Metropolitan School Districts (AMSD)
- BrightWorks (formerly Metro ECSU)
- Minnesota School Boards Association (MSBA)

Board of Education
Independent School District 280
Richfield, MN

Regular Meeting, July 13, 2026

SUBJECT: 2026-2027 BOARD SECRETARY

(Recommended by the superintendent)

That the board of education employ Cassandra Quam as their secretary for the 2026-2027 school year with a salary of $250 per meeting plus $125 per special meeting not held prior to or following a regular meeting.

RICHFIELD
PUBLIC SCHOOLS

Enriching and accelerating learning

Enriqueciendo y acelerando el aprendizaje

Steven Unowsky, Superintendent

Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: Richfield Public Schools
6-Digit or 9-Digit Organization Number: 0280-01
Superintendent or Exec. Director Name: Steven Unowsky
Will act as the IOwA? Yes

If no, identify below the individual who will act as the IOwA for your organization.

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:
Print Name: Steven Unowsky
Title: Superintendent

Board Member Signature:
Name: _____
Date: _____
Once the EDIAM Board Resolution is completed, scan and email it to:
useraccess.mde@state.mn.us

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

Board of Education

Independent School District 280, Richfield, MN

Regular Meeting

July 13, 2026

Certified – New Hire

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Joanna Ramirez	Certified	School Psychologist	Richfield Dual Language	Part-Time	8/18/2026	
Kayla Elftmann	Certified	English Language Teacher	Centennial Elementary School	Full-time	8/18/2026	
Laura Goin	Certified	Early Learning Teacher (Preschool/PreK)	Central Education Center	Full-time	8/18/2026	
Sherwin Macahilig	Certified	Special Education Teacher	Centennial Elementary School	Full-Time	8/18/2026	
Terrie Costello	Certified	Special Education Teacher	Centennial Elementary School	Full-Time	8/18/2026	

Certified – Reassignment

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Ariana Lowther	Certified	Secondary Instructional Coach	Multi-building	Full-Time	8/24/2026	

Certified – Resignation

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Katharine Stephens	Certified	Language Arts Teacher	Richfield Middle School	Full-Time	6/8/2026	7
Sean Fleming	Certified	English Language Teacher	Centennial Elementary School	Full-Time	6/8/2026	3

Classified – New Hire

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Clara Lewis	Miscellaneous	Student Engagement Specialist	Sheridan Elementary School	Full-Time	9/1/2026	
Cormac Bartlett	Paraprofessional	Special Education Paraprofessional	Richfield High School	Full-Time	8/31/2026	

Classified – Rehire

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Edllomeline Ruiz Salgado	Outreach Worker	Bilingual Outreach Worker	Central Education Center	Full-Time	7/1/2026	
Stephanie Espinoza Coyote	Paraprofessional	Clerical Paraprofessional I	Sheridan Elementary School	Part-Time	9/1/2026	

Classified – Reassignment

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Dane Smith	Paraprofessional	Instructional Paraprofessional	Richfield STEM Elementary	Full-Time	9/1/2026	
Rachel Gilbertson	Paraprofessional	Instructional Paraprofessional	Sheridan Elementary School	Full-Time	9/1/2026	

Classified – Retirement

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Mark Pedersen	Facilities and Transportation	Bus Driver	Garage	Part-Time	7/24/2026	6

Classified – Resignation

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Brandon Torry	Paraprofessional	Security Monitor	Richfield High School	Full-Time	6/4/2026	9

Classified – Probationary Termination

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Atzin Montes Sosa	Paraprofessional	Instructional Paraprofessional	Centennial Elementary School	Part-Time	6/5/2026	
Atzin Montes Sosa	Outreach Worker	Bilingual Outreach Worker	Centennial Elementary School	Part-Time	6/5/2026	
Edllomeline Ruiz Salgado	Outreach Worker	Bilingual Outreach Worker	Central Education Center	Part-Time	6/5/2026	

Classified – Leave of Absence

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Janet Abundez Martinez	Paraprofessional	Special Education Paraprofessional	Richfield Dual Language	Full-Time	9/1/2026	
Margaret McGee	Paraprofessional	Special Education Paraprofessional	South Education Center	Full-Time	8/31/2026	

Classified – Layoff

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Christine Bartlett	Paraprofessional	Instructional Paraprofessional	Richfield High School	Part-Time	6/4/2026	4
Devon Gibson	Paraprofessional	Security Monitor	Richfield High School	Full-Time	6/4/2026	2
Maria Arriaza	Paraprofessional	Clerical Paraprofessional I	Richfield STEM Elementary	Part-Time	6/5/2026	1
Nancy Fitzgerald	Paraprofessional	Clerical Paraprofessional I	Sheridan Elementary School	Part-Time	6/5/2026	9
Stephanie Espinoza Coyote	Paraprofessional	Managerial Paraprofessional	Sheridan Elementary School	Part-Time	6/5/2026	2

NEW BUSINESS – FOR REVIEW **Agenda Item V.A.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 13, 2026

Subject: Investments

(Recommended by the superintendent)

A second 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 to make.

This policy is based in MN statute and aligns closely to the MSBA model policy. Suggested changes have been included to adhere to District branding and style guidelines. A table has been added as Exhibit A in the policy to more clearly show the information provided in X.B.1.

Attachments:
Policy 702: Investments - redlined
Administrative Guideline 702.1: Investments - redlined
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~~Richfield Public Schools 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 d~~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 d~~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 d~~District, in priority order, are as follows:

1. Safety and security. ~~–~~Safety of principal is the first priority. ~~-~~The investments of the ~~school d~~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~~ ensure 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 d~~District is designated as the investment officer of the ~~school d~~District and is responsible for investment decisions and activities under the direction of the school board. ~~–~~The investment officer shall operate the ~~school d~~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~~ who 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 d~~District.

VI. STANDARD OF CONDUCT

The standard of conduct regarding ~~school d~~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 d~~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 d~~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 d~~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 d~~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 d~~District shall ~~diversity~~ diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.

~~1.~~ A chart of permissible investment sectors in Exhibit A ~~The following list~~ specifies the maximum percentage of the ~~school~~

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~~d~~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 d~~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 d~~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

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or bids shall be requested for various options with regard to term and instrument. The ~~school d~~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. ~~R~~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 d~~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 d~~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 d~~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 d~~District's account in accordance with these restrictions. The ~~school d~~District may not enter into a transaction with a broker until the broker has provided this annual written agreement to the ~~school d~~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.

~~B.~~C. The District may enter into contracts with third-party investment advisory firms when their services are deemed to be beneficial to the District's investment program. The contract must be reviewed and approved by the school board. The advisor must comply with this policy.

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XIII. SAFEKEEPING AND COLLATERALIZATION

A. All investment securities purchased by the ~~school d~~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 d~~District listing the specific instrument, 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, NCUA or other federal deposit coverage.

~~C.~~D. 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 d~~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 d~~District funds. ~~-~~The treasurer or the chief financial officer of the ~~school d~~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 d~~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 d~~District may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. 471.38.

Legal References:

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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)
~~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

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Exhibit A:

Sector	Sector Maximum (%)	Issuer Maximum (%)	Minimum Rating Requirement	Maximum Maturity at Purchase
U.S. Treasury	100%	100%	N/A	5 years
Federal Agency Securities	75%[1]	40%	N/A	5 years
Federal Agency Mortgage-backed Securities (MBS)				5 year weighted average life (WAL)
Municipal Bonds (General Obligation)	40%	5%	Moody's - A2, S&P – A, or equivalent	5 years
FDIC or NCUA-insured bank deposits	100%	Up to FDIC or NCUA insurance limit or 100% insured or 110% collateralized	None, if fully insured by the FDIC or NCUA	5 years
Commercial Paper	25%	5%[2]	Highest short-term rating category by at least two NRSRO's	270 days
Bankers Acceptances	15%	5%[2]	Highest short-term rating category by at least two NRSRO's	270 days
Local Government Investment Pools (LGIPs) or Governmental Money Market Funds	100%	100%	Highest Short-Term Fund Quality rating (if rated)	N/A

[1] Maximum exposure to any one Federal Agency, including Federal Agency MBS, is 40% (with exception of any with the explicit guarantee of the U.S. Government)
[2] Maximum per issuer exposure for all non-U.S. Treasury, explicit U.S. Government guaranteed, or Federal Agency issuers is 5%

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES ON INVESTMENTS

The ~~Director~~ director of ~~Finance~~ finance and/or designee shall be responsible for investing ~~District~~ Richfield Public Schools 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 and investment providers. If the ~~school d~~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~~ director of ~~Finance~~ 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~~ board of ~~Education~~ education policy and these guidelines, understanding that the ~~Director~~ director of ~~Finance~~ 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:

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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.A.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 13, 2026

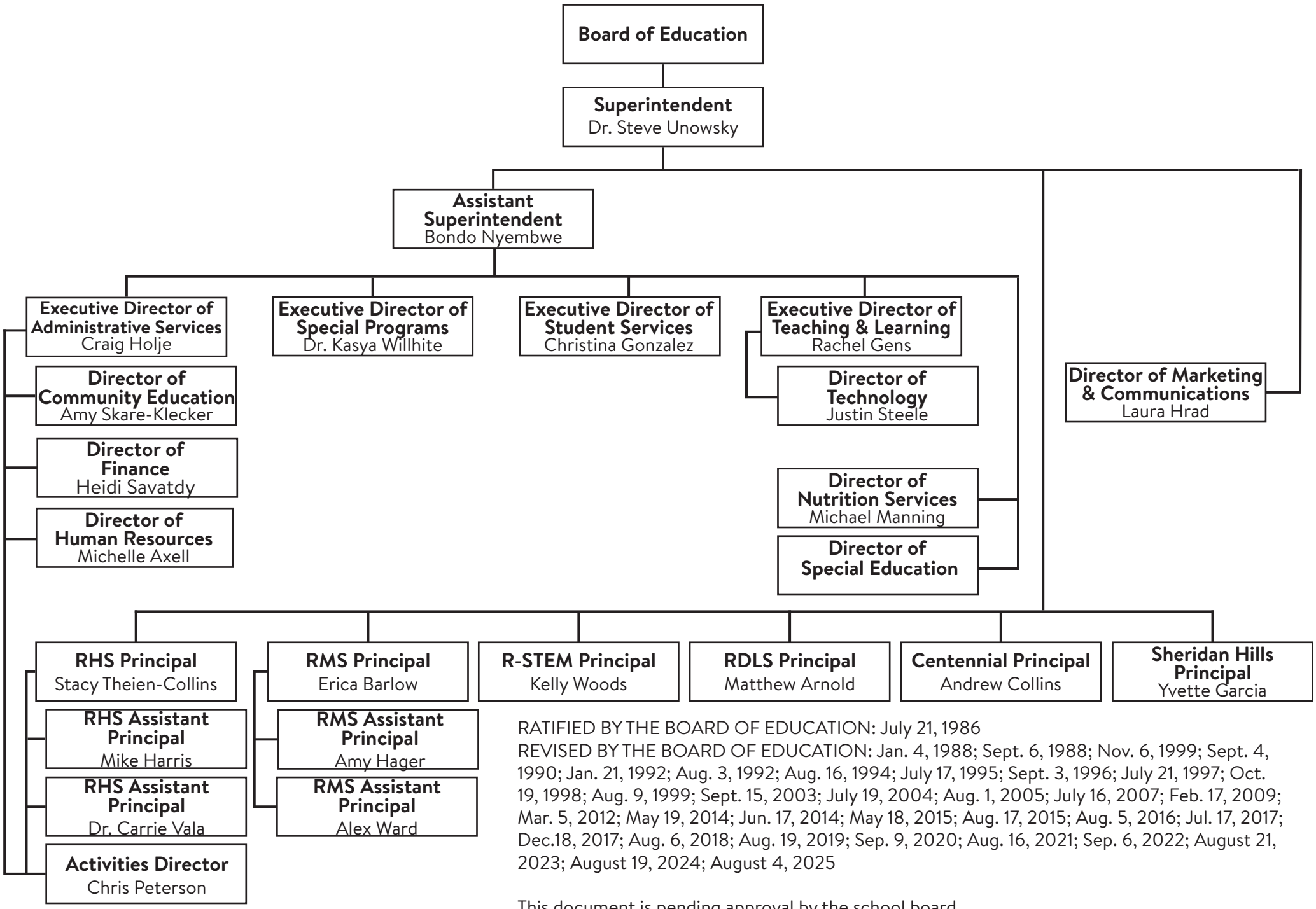
Subject: Organizational Chart & Position Assignments

(Recommended by the superintendent)

Passage upon a single read of Policy 301: Organizational Chart and Policy 302: Position Assignments.

Attachments:
Policy 301: Organizational Chart - replaced
Policy 302: Position Assignments - redlined

Organizational Chart



RATIFIED BY THE BOARD OF EDUCATION: July 21, 1986
REVISED BY THE BOARD OF EDUCATION: Jan. 4, 1988; Sept. 6, 1988; Nov. 6, 1999; Sept. 4, 1990; Jan. 21, 1992; Aug. 3, 1992; Aug. 16, 1994; July 17, 1995; Sept. 3, 1996; July 21, 1997; Oct. 19, 1998; Aug. 9, 1999; Sept. 15, 2003; July 19, 2004; Aug. 1, 2005; July 16, 2007; Feb. 17, 2009; Mar. 5, 2012; May 19, 2014; Jun. 17, 2014; May 18, 2015; Aug. 17, 2015; Aug. 5, 2016; Jul. 17, 2017; Dec.18, 2017; Aug. 6, 2018; Aug. 19, 2019; Sep. 9, 2020; Aug. 16, 2021; Sep. 6, 2022; August 21, 2023; August 19, 2024; August 4, 2025

This document is pending approval by the school board.

RICHFIELD PUBLIC SCHOOLS

POSITION ASSIGNMENTS

BOARD OF EDUCATION

Eric Carter, Chair	~~Paula Cole~~Callmie Dennis, Director
Kirk Spencer, Vice Chair	Ken Liss, ~~Treasurer~~Clerk
~~Rachel Banks Kupcho, Clerk~~	~~Tim Pollis~~Hayley Tompkins, Director

DISTRICT ADMINISTRATION

Superintendent of Schools	Steven Unowsky
~~Director of Elementary Education~~	~~Rachel Gens~~
Director of Marketing & Communications	~~Jennifer Smith~~Laura Hrad
~~Director of Secondary Education~~	~~Alex Ward~~
~~Director of Technology~~	~~Justin Steele~~
Assistant Superintendent	Bondo Nyembwe
Director of Nutrition Services	Michael Manning
Director of Special Education	
~~Senior~~ Executive ~~Officer~~ Director of Administrative Services	Craig Holje
Director of Community Education	Amy Skare-Klecker
Director of Finance	Heidi Savatdy
Director of Human Resources	Michelle Axell
Executive Director of ~~Multilingual Learning & RCEP~~Special Programs	Kasya Willhite
~~Senior Executive Officer~~	~~Mary Clarkson~~
~~Director of Facilities & Transportation~~	~~Dan Kretsinger~~
~~Director of Nutrition Services~~	~~Michael Manning~~
~~Director of Special Education~~	~~Jen Krueger~~
Executive Director of Student ~~Support~~ Services	Christina Gonzalez
Executive Director of Teaching & Learning	Rachel Gens
Director of Technology	Justin Steele

BUILDING ADMINISTRATION

Richfield High School Principal	Stacy Theien-Collins
Assistant Principal	Mike Harris
Assistant Principal	Carrie Vala
Activities Director	Chris Peterson
Richfield Middle School Principal	Erica Barlow
Assistant Principal	Amy Hager
Assistant Principal	~~Ashley Schaefer~~Alex Ward

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Centennial Elementary School Principal	~~Colleen Mahoney~~Andrew Collins
Richfield Dual Language School Principal	Matthew Arnold
Richfield STEM Elementary School Principal	Kelly Woods
~~Assistant Principal~~	~~Jonathan Heyer~~
Sheridan Hills Elementary School Principal	Yvette Garcia

RATIFIED BY THE BOARD OF EDUCATION: July 21, 1986

REVISED BY THE BOARD OF EDUCATION: January 4, 1988; September 6, 1988; November 6, 1989; September 4, 1990; January 21, 1992; August 3, 1992; August 16, 1993; August 1, 1994; July 17, 1995; September 3, 1996; July 21, 1997; October 19, 1998;August 9, 1999; August 21, 2000; October 1, 2001; January 21, 2003; September 15, 2003; January 20, 2004; July 19, 2004; January 18, 2005; August 1, 2005; January 23, 2006; July 17, 2006; January 22, 2007; July 16, 2007; February 4, 2008; July 14, 2008; February 2, 2009; August 17, 2009; August 16, 2010; August 15, 2011; March 5, 2012; August 18, 2014; May 18, 2015; August 17, 2015; August 5, 2016; December 18, 2017; August 6, 2018; August 19, 2019; September 9, 2020; August 16, 2021; September 6, 2022; August 21, 2023; August 19, 2024; August 4, 2025; July 13, 2026

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting July 13, 2026

SUBJECT: Independent School District 280 Long-Term Facilities Maintenance Plan

(Recommended by the superintendent)

That the board of education approve Independent School District #280's Long-Term Facilities Maintenance (LTFM) Program Budget and 10-year plan, as well as authorize inclusion of the LTFM Levy for 2026 Pay 2027 in the amount of $6,485,965, consisting of:

- $1,515,402 in initial formula revenue,
- $970,000 for roofing projects exceeding $100,00 per site,
- $3,900,789 for debt service and
- $99,774.09 for Intermediate District #287.

The 10-year Plan establishes the FY 2028 expenditures at $3,723,929 and amends the FY 2027 expenditure budget to $4,656,873, including an additional $2,916,100 for roofing projects exceeding $100,000 per site.

It is further recommended that the board authorize the administration to begin planning for a bond issue of approximately $9.5 million to finance roofing projects exceeding $100,000 per site, with formal board intent to issue bonds to be considered at a future meeting.

Background Information

(Prepared by Craig Holje and Bob Olson)

Minnesota law requires each school district to develop and annually submit a 10-year Long-Term Facilities Maintenance (LTFM) Plan as part of its application for LTFM state aid and levy authority. A copy of the District's proposed 10-Year LTFM Plan is attached for Board review.

The plan reflects the District's current facility needs and project priorities based on information available at the time of its development. Because facility conditions, project costs, and funding needs may change, the plan is reviewed and updated annually. Planned expenditures are intended to remain within available LTFM revenues, including $970,000 in additional levy authority for roofing projects exceeding $100,000 per site.

The proposed plan also anticipates the issuance of approximately $9.5 million in LTFM bonds to finance eligible roofing projects that exceed $100,000 per site, as authorized under Minnesota law. The District anticipates bringing a formal bond resolution to the Board for consideration, with the bond sale expected to occur in the spring or early summer of 2027.

Major projects included in the proposed 10-Year LTFM Plan include the following:

FY27

- Sheridan Hills Partial Roof Replacement
- Skylight Replacement at High School
- RSTEM/RDLS Parking Lot and Sidewalk Project

FY28

- Roofing Replacements/Restoration
- Window Replacement
- Exterior Wall Repair
- Paving and Site Projects
- Flooring Replacement
- Exterior Door Replacements
- Mechanical Systems

DEPARTMENT OF EDUCATION

Division of School Finance
400 NE Stinson Blvd
Minneapolis, MN 55413

Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - *Fund 01 and Fund 06 Projects Only*

ED - 02478-12

Instructions: Enter estimated, allowable LTFM expenditures ***(Fund 01 and/or Fund 06 only)*** under Minnesota Statutes 2025, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	(REQUIRED) Enter Information	District Info.	(REQUIRED) Enter Information
District Name:	**Richfield Public Schools**	Date:	**7/6/2026**
District Number:	**0280**	Email:	craig.holje@rpsmn.org
District Contact Name:	**Craig Holje**		
Contact Phone #	**612-798-6031**		

Expenditure Categories		Fiscal Year (FY) Ending June 30										
		2026 (base year)	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Health and Safety - this section excludes project costs in Category 2 of $100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.												
Finance Code	**Category (1)**											
347	Physical Hazards	$36,300	$94,900	$62,900	$37,900	$37,900	$37,900	$37,900	$37,900	$37,900	$37,900	$37,900
349	Other Hazardous Materials	$3,078	$40,000	$45,000	$25,000	$83,000	$48,000	$48,000	$48,000	$48,000	$83,000	$48,000
352	Environmental Health and Safety Management	$55,418	$119,567	$131,490	$138,890	$133,590	$133,990	$134,390	$134,590	$134,990	$135,390	$134,990
358	Asbestos Removal and Encapsulation	$29,765	$19,000	$19,000	$19,000	$19,000	$19,000	$19,000	$19,000	$19,000	$19,000	$19,000
363	Fire Safety	$65,135	$120,000	$93,000	$93,000	$143,000	$122,000	$125,000	$122,000	$113,000	$143,000	$113,000
366	Indoor Air Quality	$17,092	$10,000	$20,000	$20,000	$170,000	$170,000	$170,000	$170,000	$170,000	$170,000	$170,000
	Total Health and Safety Capital Projects - Category (1)	$206,789	$403,467	$371,390	$333,790	$586,490	$530,890	$534,290	$531,490	$522,890	$588,290	$522,890
Health and Safety - Projects Costing $100,000 or more per Project/Site/Year - Additional Revenue												
Finance Code	**Category (2)**											
358	Asbestos Removal and Encapsulation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
363	Fire Safety	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
366	Indoor Air Quality	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Health and Safety Capital Projects $100,000 or More - Category (2)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151												
Finance Code	**Category 3 (a)**											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Remodeling for Approved Voluntary Pre-K Projects - Category 3(a)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Remodeling for Gender-Neutral Single-User Restrooms												
Finance/Course Codes	***Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025 and Beyond***											
Finance Code 384 and Course Code 684 MUST USE BOTH	Remodeling for gender-neutral single user restroom per site.	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Remodeling for Gender-Neutral Single User Projects - Category 3(b)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Accessibility												
Finance Code	**Category (4)**											
367	Accessibility	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Accessibility Projects - Category (4)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Deferred Capital Expenditures and Maintenance Projects												
Finance Code	**Category (5)**											
368	Building Envelope	$760,966	$0	$395,000	$423,700	$520,400	$544,200	$485,500	$329,100	$400,000	$400,000	$400,000
369	Building Hardware and Equipment	$79,413	$20,000	$47,240	$30,000	$30,000	$30,000	$30,000	$30,000	$30,000	$30,000	$30,000
370	Electrical	$13,350	$10,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000
379	Interior Surfaces	$81,682	$20,000	$233,634	$200,880	$200,000	$200,000	$200,000	$200,000	$200,000	$200,000	$200,000
380	Mechanical Systems	$25,274	$35,000	$152,365	$40,800	$200,000	$200,000	$200,000	$200,000	$200,000	$200,000	$200,000
381	Plumbing	$3,510	$10,000	$30,000	$30,000	$30,000	$30,000	$30,000	$30,000	$30,000	$30,000	$30,000
382	Professional Services and Salary	$54,336	$94,706	$95,000	$95,000	$95,000	$95,000	$95,000	$95,000	$95,000	$95,000	$95,000
383	**Roof Systems (normally below $100,000 unless the school chooses not to receive additional revenue for $100K or more roofing project/site/year - pending 2025 Legislation)**	$13,701	$730,000	$54,300	$31,350	$31,350	$31,350	$31,350	$31,350	$31,350	$31,350	$31,350
384	Site Projects	$169,652	$417,600	$214,000	$517,500	$300,000	$300,000	$300,000	$300,000	$300,000	$300,000	$300,000
	Total Deferred Capital Expenditures and Maintenance Projects - Category (5)	$1,201,884	$1,337,306	$1,241,539	$1,389,230	$1,426,750	$1,450,550	$1,391,850	$1,235,450	$1,306,350	$1,306,350	$1,306,350
Deferred Capital Expenditures for Roofing Projects - Additional Revenue for $100,000 or more project/site/year			**EFFECTIVE FY 2027**									
Finance Code	**Category (6)**											
383	**Roofing Systems - Additional Revenue**		$2,916,100	$2,111,000	$3,234,100	$1,760,000	$0	$0	$0	$0	$0	$0
	Total Annual 10-Year Plan Expenditures	$1,408,673	$4,656,873	$3,723,929	$4,957,120	$3,773,240	$1,981,440	$1,926,140	$1,766,940	$1,829,240	$1,894,640	$1,829,240
Fund Balance Section												
	Fund 01	**FY 26 and 27 Revenue Projection Model Revenue**		**FY 28 Revenue Projection Ten-Year Spreadsheet**								
	Beginning Fund Balance 01-467-XX	$977,804	$1,342,441	$1,336,627	$1,239,100	$1,001,174	$443,326	-$111,829	-$611,685	-$952,341	-$1,355,297	-$1,823,652
	LTFM Fiscal Year Revenue - **Levy**	$1,773,310	$1,734,960	$2,485,402	$1,485,094	$1,455,392	$1,426,284	$1,426,284	$1,426,284	$1,426,284	$1,426,284	$1,426,284
	LTFM Fiscal Year Revenue - **AID if Applicable**	$0	$0									
	LTFM Fiscal Year Revenue Other	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
LEVY Page 10, Line 422	***LTFM Deduction for applicable Cooperative/Intermediate Member District Levy***	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	$0	$0	$970,000	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT if applicable - Special Legislation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Estimated Fiscal Year Expenditures	$1,408,673	$1,740,773	$1,612,929	$1,723,020	$2,013,240	$1,981,440	$1,926,140	$1,766,940	$1,829,240	$1,894,640	$1,829,240
	Ending Fiscal Year Fund Balance 01-467-XX	$1,342,441	$1,336,627	$1,239,100	$1,001,174	$443,326	-$111,829	-$611,685	-$952,341	-$1,355,297	-$1,823,652	-$2,226,608
	Fund 06											
	Beginning Fund Balance 06-467-XX	$0	$0	$6,135,100	$4,994,100	$1,760,000	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Bonded Revenue	$0	$8,939,457	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Revenue Other	$0	$111,743	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	$0	$0	$970,000	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Other Transfers	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Estimated Fiscal Year Expenditures	$0	$2,916,100	$2,111,000	$3,234,100	$1,760,000	$0	$0	$0	$0	$0	$0
	Ending Fiscal Year Fund Balance 06-467-XX	**$0**	**$6,135,100**	**$4,994,100**	**$1,760,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

End of worksheet

	FY 28 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				5/20/2026									
	280 <= Type in School District Number													
	RICHFIELD		Change only if requiring levy	Payable 2026										
	Calculations for Ten Year Projection	Pay 26	adjustments	LLC Certification	Current Estimate									
		LLC #	FY 2026	FY 2027	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036
1	**Type your district number in cell A2 (Minneapolis = 1.2)**													
2	**Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b, 16s, 18, 18r, 20b, 21, 26, 27 and 50b**													
3	**Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33**													
4	**Look-up data from following tabs**													
5	**Initial Formula Revenue**													
6	Current year APU	57		4,207.00	4,213.29	3,987.90	3,908.14	3,829.98	3,753.38	3,753.38	3,753.38	3,753.38	3,753.38	3,753.38
6a	Additional Pre-K Pupil Units (see line 16 of Pre-K application for details)				-	-	-	-	-	-	-	-	-	-
6b	Total Adjusted Pupil Units = (6) + (6a)				4,213.29	3,987.90	3,908.14	3,829.98	3,753.38	3,753.38	3,753.38	3,753.38	3,753.38	3,753.38
7	District average building age (uncapped)	401		66.40	66.40	67.40	68.40	69.40	70.40	71.40	72.40	73.40	74.40	75.40
8	Formula allowance			$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	402			1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)	403		1,598,660	1,601,051	1,515,402	1,485,094	1,455,392	1,426,284	1,426,284	1,426,284	1,426,284	1,426,284	1,426,284
11	**Added Revenue for Eligible H&S Proj and/or Roofing > $100,000 / site**													
12	Debt Service for Existing Alt Facilities H&S Bonds (1B) - Gross before Debt Excess - Projects > $500,000 per site	701			-	-	-	-	-	-	-	-	-	-
13	Debt Excess related to Debt Service for Existing Alt Facilities H&S Bonds (1B)	755			-	-	-	-	-	-	-	-	-	-
14	Debt Service for Portion of Existing Alt Facilities Bonds from line (22) attributable to Eligible H&S Projects > $100,000 per site (1A)				-	-	-	-	-	-	-	-	-	-
15	Debt Excess related to Debt Service for Portion of Existing Alt Facilities Bonds attributable to Eligible H&S Projects > $100,000 per site (1A)				-	-	-	-	-	-	-	-	-	-
16a	Existing Net Debt Service for LTFM Bonds for Eligible New H&S Projects > $100,000 / site = (principal + interest)*1.05 - Portion of Bond Paid by Initial Revenue from "IAQFAA Bonds" tab				2,529,227	3,900,789	3,934,914	3,881,364	3,859,892	3,883,464	3,893,964	3,906,105	3,909,977	2,292,924
16b	New Debt Service for LTFM Bonds for Eligible New H&S Projects > $100,000 / site = (principal + interest)*1.05 - Portion of Bond Paid by Initial Revenue				-	-	-	-	-	-	-	-	-	-
16r	Existing Debt Service for LTFM Bonds for Eligible New Roofing Projects > $100,000 / site = (principal + interest)*1.05		beginning FY27		-	-	1,701,000	1,711,920	1,741,093	1,742,236	1,736,731	1,739,681	831,313	-
16s	New Debt Service for LTFM Bonds for Eligible New Roofing Projects > $100,000 / site = (principal + interest)*1.05				-	-	-	-	-	-	-	-	-	-
17	Net Debt Service for LTFM Bonds for Eligible New H&S Projects & Roofing Projects > $100,000 / site = (principal + interest)*1.05 - Portion of Bond Paid by Initial Revenue = (16a) + (16b) + (16r) + (16s)				2,529,227	3,900,789	5,635,914	5,593,284	5,600,985	5,625,701	5,630,695	5,645,786	4,741,290	2,292,924
18	Pay as you Go Revenue for Eligible New H&S Projects > $100,000 / site (corresponds to Category 2 on the expenditures spreadsheet)	405	-		-	-	-	-	-	-	-	-	-	-
18r	Pay as you Go Revenue for Eligible New Roofing Projects > $100,000 / site (corresponds to Category 6 on the expenditures spreadsheet)	406	beginning FY27		-	970,000	-	-	-	-	-	-	-	-
19	Total Additional Revenue for Eligible Projects >$100,000 / site (12) - (13) + (14) -(15) + (16a) + (16b) + (16r) + (16s) + (18) +(18r)	407		2,386,514	2,529,227	4,870,789	5,635,914	5,593,284	5,600,985	5,625,701	5,630,695	5,645,786	4,741,290	2,292,924
	Added Revenue for Pre-K Remodeling (for VPK approvals only)													
20a	Net Debt Service for Bonds Approved for Pre-K Remodeling	768			-	-	-	-	-	-	-	-	-	-
20b	Pay as you Go for Projects Approved for Pre-K Remodeling	408			-	-	-	-	-	-	-	-	-	-
20c	Total Pre-K Revenue				-	-	-	-	-	-	-	-	-	-
20d	**Total New Law Revenue (10) + (19) + (20c)**	409			4,130,278	6,386,191	7,121,008	7,048,676	7,027,269	7,051,985	7,056,979	7,072,070	6,167,574	3,719,209
	Old Formula Revenue													
21	Old Formula Health & Safety Revenue (should match amounts entered into the Health & Safety Data Submission System through FY 2028) (corresponds to Category 1 on the expenditures spreadsheet)	410		250,000	250,000	371,390	333,790	586,490	530,890	534,290	531,490	522,890	588,290	522,890
22	Old Formula Alt Facilities Debt Revenue (1A) - gross before Debt Excess	700			-	-	-	-	-	-	-	-	-	-
23	Debt Excess allocated to Alt Facilities Debt Service (1A) on line 22	754			-	-	-	-	-	-	-	-	-	-
24	Old Formula Alt Facilities Debt Revenue (1A) less Debt Excess	765			-	-	-	-	-	-	-	-	-	-

	FY 28 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				5/20/2026									
	280 <= Type in School District Number													
	RICHFIELD		Change only											
			if requiring levy	Payable 2026										
	Calculations for Ten Year Projection	Pay 26	adjustments	LLC Certification	Current Estimate									
		LLC #	FY 2026	FY 2027	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036
25	Old Formula Alt Facilities Net Debt Revenue (1B) = (12) - (13)	766			-	-	-	-	-	-	-	-	-	-
26	Old Formula Alt Facilities Pay as you Go Revenue (1A)	411	-		-	-	-	-	-	-	-	-	-	-
26b	Pay as you Go Revenue for Projects > $100,000 per site				-	970,000	-	-	-	-	-	-	-	-
27	Old Formula Alt Facilities Pay as you Go Revenue (1B) > $500,000 (should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2028)	412			-	-	-	-	-	-	-	-	-	-
27a	LTFM ">100K per site" Bonds				2,529,227	3,900,789	5,635,914	5,593,284	5,600,985	5,625,701	5,630,695	5,645,786	4,741,290	2,292,924
27b	LTFM "Other" Bonds for 1A Hold Harmless	414			-	-	-	-	-	-	-	-	-	-
28	Old Formula Deferred Maintenance Revenue = (if (22) + (26) = 0, (10) * ($64 / formula allowance))	417			269,651	255,226	250,121	245,119	240,216	240,216	240,216	240,216	240,216	240,216
29	Total Old Formula Revenue = (21)+(24)+(25)+(26)+(26b)+(27)+(27a)+(27b)+(28)	418		2,905,762	3,048,878	5,497,405	6,219,825	6,424,893	6,372,091	6,400,207	6,402,401	6,408,892	5,569,796	3,056,031
30	**Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]**	**419**		3,985,174	4,130,278	6,386,191	7,121,008	7,048,676	7,027,269	7,051,985	7,056,979	7,072,070	6,167,574	3,719,209
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as Positive Number	420		-	-	-	-	-	-	-	-	-	-	-
32	**District LTFM Revenue (30) - (31)**	**421**		3,985,174	4,130,278	6,386,191	7,121,008	7,048,676	7,027,269	7,051,985	7,056,979	7,072,070	6,167,574	3,719,209
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	422		100,751	100,751	99,774	-	-	-	-	-	-	-	-
34	**Grand Total LTFM Revenue (32) + (33)**	**423**		4,085,925	4,231,029	6,485,965	7,121,008	7,048,676	7,027,269	7,051,985	7,056,979	7,072,070	6,167,574	3,719,209
	Aid and Levy Shares of Total Revenue													
35	For ANTC & APU - Three Year Prior Date			2024	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
36	Three Year Prior Ag Modified ANTC	35		80,368,207	80,368,207	79,946,542	83,144,404	86,470,180	89,928,987	93,526,147	97,267,192	101,157,880	105,204,195	109,412,363
37	Three Year Prior Adjusted Pupil Units (APU)	54		4,414.05	4,414.06	4,404.99	4,292.82	4,213.29	4,081.57	4,081.57	4,081.57	4,081.57	4,081.57	4,081.57
38	ANTC / APU = (36) / (37)	425		18,207.36	18,207.30	18,149.10	19,368.26	20,523.19	22,032.92	22,914.23	23,830.80	24,784.04	25,775.40	26,806.41
39	State Average ANTC / APU with Ag Value Adjustment	426		13,658.30	13,658.30	14,248.69	14,899.31	15,697.71	16,326.00	16,979.00	17,658.00	18,364.00	19,099.00	19,863.00
40	Equalizing Factor = 125.5% of (39) or 127% of (39) starting FY 28 and later	427		17,141.17	17,141.17	18,095.84	18,922.12	19,936.09	20,734.02	21,563.33	22,425.66	23,322.28	24,255.73	25,226.01
41	Local (Levy) Share of Equalized Revenue (lesser of 1 or (38) / (40))	428		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
42	State (Aid) Share of Equalized Revenue (1 - (41))	429		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
43	Equalized Revenue (lesser of (34) or (6) * (8))	424		1,598,660	1,601,051	1,515,402	1,485,094	1,455,392	1,426,284	1,426,284	1,426,284	1,426,284	1,426,284	1,426,284
44	Initial LTFM State Aid (42) * (43)	430		-	-	-	-	-	-	-	-	-	-	-
45	Old Formula Grandfathered Alternative Facilities Aid	432		-	-	-	-	-	-	-	-	-	-	-
46	Total LTFM State Aid (greater of (44) or (45))	433		-	-	-	-	-	-	-	-	-	-	-
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	436		4,085,925	4,231,029	6,485,965	7,121,008	7,048,676	7,027,269	7,051,985	7,056,979	7,072,070	6,167,574	3,719,209
48	**Debt Service Portion of Revenue (non-grandfather districts *)**													
49	Subtotal Debt Service Revenue from Above = (12) - (13) + (17) + (20a) + (24)	765+766+767+768+770			2,529,227	3,900,789	5,635,914	5,593,284	5,600,985	5,625,701	5,630,695	5,645,786	4,741,290	2,292,924
50	Existing LTFM Bonds excluding Bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab				-	-	-	-	-	-	-	-	-	-
50b	New LTFM Bonds excluding Bonds on line 17 (principal + interest)*1.05				-	-	-	-	-	-	-	-	-	-
51	Total Debt Service Revenue = (49) + (50) + (50b)	771			2,529,227	3,900,789	5,635,914	5,593,284	5,600,985	5,625,701	5,630,695	5,645,786	4,741,290	2,292,924
52	Equalized Debt Service Revenue (lesser of (43) or (51))	437			1,601,051	1,515,402	1,485,094	1,455,392	1,426,284	1,426,284	1,426,284	1,426,284	1,426,284	1,426,284
53	Debt Service Aid = (52) * (42)	438			-	-	-	-	-	-	-	-	-	-
54	Equalized Debt Service Levy = (52) - (53)	440			1,601,051	1,515,402	1,485,094	1,455,392	1,426,284	1,426,284	1,426,284	1,426,284	1,426,284	1,426,284
55	Unequalized Debt Service Revenue and Levy = (greater of zero or (51) - (52))	441			928,176	2,385,387	4,150,820	4,137,892	4,174,701	4,199,416	4,204,411	4,219,502	3,315,005	866,640
56	**General Fund Portion of Revenue (non-grandfather districts *)**													
57	Total General Fund Revenue = (34) - (51) (includes **Coop Levy**, if any in line 33)	442			1,701,802	2,585,176	1,485,094	1,455,392	1,426,284	1,426,284	1,426,284	1,426,284	1,426,284	1,426,284
58	General Fund Equalized Revenue = (43) - (52)	443			-	-	-	-	-	-	-	-	-	-
59	Total General Fund Aid = (46) - (53)	444			-	-	-	-	-	-	-	-	-	-
60	General Fund Equalized Levy = (58) * (41)	445			-	-	-	-	-	-	-	-	-	-
61	General Fund Unequalized Levy = (57) - (58)	446			1,701,802	2,585,176	1,485,094	1,455,392	1,426,284	1,426,284	1,426,284	1,426,284	1,426,284	1,426,284
62	Total General Fund Levy = (60) + (61)	447			1,701,802	2,585,176	1,485,094	1,455,392	1,426,284	1,426,284	1,426,284	1,426,284	1,426,284	1,426,284

FY 28 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				5/20/2026									
280 <= Type in School District Number													
RICHFIELD		Change only											
		if requiring levy	Payable 2026										
Calculations for Ten Year Projection	Pay 26	adjustments	LLC Certification	Current Estimate									
	LLC #	FY 2026	FY 2027	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036
48 **Debt Service Portion of Revenue (Grandfather Districts *)**													
*** MPLS, Anoka, Bloomington, Robbinsdale, Rochester, St. Paul, Duluth**	765+766+ 767+768+ 770												
51 Total Debt Service Revenue = (49) + (50) + (50b)	771			2,529,227	3,900,789	5,635,914	5,593,284	5,600,985	5,625,701	5,630,695	5,645,786	4,741,290	2,292,924
52 Equalized Debt Service Revenue (lesser of (43) or (51))	437			1,601,051	1,515,402	1,485,094	1,455,392	1,426,284	1,426,284	1,426,284	1,426,284	1,426,284	1,426,284
53 Debt Service Aid = (52) * (42)	439			-	-	-	-	-	-	-	-	-	-
54 Equalized Debt Service Levy = (52) - (53)	440			1,601,051	1,515,402	1,485,094	1,455,392	1,426,284	1,426,284	1,426,284	1,426,284	1,426,284	1,426,284
55 Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	441			928,176	2,385,387	4,150,820	4,137,892	4,174,701	4,199,416	4,204,411	4,219,502	3,315,005	866,640
56 **General Fund Portion of Revenue (Grandfather Districts *)**													
57 Total General Fund Revenue = (34) - (51) (includes coop levy, if any in line 33)	442			1,701,802	2,585,176	1,485,094	1,455,392	1,426,284	1,426,284	1,426,284	1,426,284	1,426,284	1,426,284
58 General Fund Equalized Revenue = (43) - (52)	443			-	-	-	-	-	-	-	-	-	-
59 Total General Fund Aid = (46) - (53)	444			-	-	-	-	-	-	-	-	-	-
60 General Fund Equalized Levy = (58) * (41)	445			-	-	-	-	-	-	-	-	-	-
61 General Fund Unequalized Levy = (57) - (58)	446			1,701,802	2,585,176	1,485,094	1,455,392	1,426,284	1,426,284	1,426,284	1,426,284	1,426,284	1,426,284
62 Total General Fund Levy = (60) + (61)	447			1,701,802	2,585,176	1,485,094	1,455,392	1,426,284	1,426,284	1,426,284	1,426,284	1,426,284	1,426,284

Notes:

1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.

End of Worksheet

Division of School Finance
400 NE Stinson Blvd.
Minneapolis, MN 55413

Fiscal Year (FY) 2028 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

ED-02477-012
Due: July 31, 2026

General Information: Minnesota school districts, intermediate school districts, cooperative districts, joint powers applying for Long-Term Facilities Maintenance revenue (LTFM) under Minnesota Statutes 2025, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2026. Submit to Sarah C. Miller (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

Identification Information

Name of District, Intermediate/Cooperative/Joint Powers	District Number and Type:	Date Submitted:
Richfield Public Schools	0280-01	7/13/2026

Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes 2025, section 123B.595, subdivision 10, paragraph (a), clause (3), Minnesota Statutes 2025, section 123B.57, subdivision 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes 2025, section 123B.595, subdivision 11 (***Number one reason may not be energy savings).***
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes 2025, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2) and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes 2025, section 123B.595, subdivision 11 **(*Number one reason may not be energy savings).***
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2028 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes 2025, section 123B.595, subdivision 10, paragraph (a), clause (3), Minnesota Statutes 2025, section 123B.57, subdivision 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2025, section 123B.595, subdivision 11.
4. All actual expenditures to be reported in UFARS for FY 2028 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes 2025, section 123B.595, subdivision 10, paragraph (a), clauses (1), (2) and (4) and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2025, section 123B.595, subdivision 11. ***Effective FY 2025 and beyond for a gender-neutral, single-user restroom are included in The LTFM plan (Finance Code 384 must be used with Course Code 684).***
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. 127A.41, subd. 3[2025]).
6. The district's plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. 121A.335 [2025]). ***The district's ten-year plan does not include a request for a second-time project cost for: (1) replacement of an existing mechanical ventilation system to the current Minnesota State Mechanical Code/ American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidelines; or, (2) to provide a level of approximately 15 Cubic Feet per Minute (CFM) per person.***

Certification of Statement of Assurances

Signature – ***Must be signed*** by Supt./Cooperative/Joint Powers Unit Director:	Name – Supt./Cooperative/Joint Powers Director (Please print)	Date:
	Dr. Steven Unowsky	

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

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 280 (Richfield Public Schools), State of Minnesota, was duly held in said school district on the 13th day of July, 2026, at 7 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ moved the adoption of the following resolution:

INDEPENDENT SCHOOL DISTRICT 280 LONG-TERM FACILITIES MAINTENANCE PLAN

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

That the board of education approve Independent School District #280's Long-Term Facilities Maintenance (LTFM) Program Budget and 10-year plan, as well as authorize inclusion of the LTFM Levy for 2026 Pay 2027 in the amount of $6,485,965, consisting of:

- $1,515,402 in initial levy authority
- $970,000 for roofing projects exceeding $100,00 per site,
- $3,900,789 for debt service and
- $99,774.09 for Intermediate District #287.

The 10-year Plan establishes the FY 2028 expenditures at $3,723,929 and amends the FY 2027 expenditure budget to $4,656,873, including an additional $2,916,000 for roofing projects exceeding $100,000 per site.

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

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)SS
COUNTY OF HENNEPIN)

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

WITNESS MY HAND officially as such clerk this _____ day of July, 2026.

_____
Clerk

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 13, 2026

Subject: Food & Nutrition Services Collective Bargaining Agreement for Years 2026-2028

(Recommended by the superintendent)

That the board of education approve the tentative collective bargaining agreement for Food & Nutrition Services Employees for the period of July 1, 2026 through June 30, 2028.

Background Information

(Prepared by Craig Holje/Michelle Axell)

A tentative agreement was reached in early June regarding the 2026-2028 Master Agreement with the Food & Nutrition Services Employees represented by SEIU Local 284. This agreement has been ratified by the Food & Nutrition Services Employees. It is recommended that the school board approve the agreement.

The changes to the agreement include the following:

Base Salary and Benefit Summary
Year 1: July 1, 2026 – June 30, 2027

1. 2.5% increase to the base salary schedule.
2. Medical Insurance
   a. Increase the District family medical insurance contribution by $100 per month (to $1,700/month).
   b. Increase the annual VEBA contribution by $250 for all medical plans.
3. Increase longevity pay by:
   a. $0.10/hour after 5 years of service.
   b. $0.20/hour after 10 years of service.
   c. $0.30/hour after 15 years of service.
   d. $0.40/hour after 20 years of service.
4. Reduce the years of service required to receive the District's Tax Sheltered Annuity matching contribution:
   a. Up to a 1% District match after four (4) years of employment (previously five years).
   b. Up to a 2% District match after seven (7) years of employment (previously eight years).
5. Add one (1) additional personal leave day per year, deducted from accumulated sick leave.
6. Add a Special Leave of Absence Without Pay provision, including approval procedures, benefit continuation, and return-to-work requirements.

7. Clarify that the probationary period is measured in continuous workdays of service.

Year 2: July 1, 2027 – June 30, 2028

1. 2.5% increase to the base salary schedule
2. Medical Insurance
   a. Increase the District family medical insurance contribution by $200 per month (to $1,900/month).

RICHFIELD PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT NO. 280

SALARY SCHEDULE, FRINGE BENEFITS
AND WORKING CONDITIONS FOR

FOOD & NUTRITION SERVICES

2026-2028~~2024-2026~~

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THIS AGREEMENT ENTERED INTO BETWEEN THE SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 280, RICHFIELD, MINNESOTA AND THE SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 284, EFFECTIVE JULY 1,2026~~2024~~ THROUGH JUNE 30, 2028~~2026~~ IN ACCORDANCE WITH THE PU BLIC EMPLOYMENT LABOR RELATIONS ACT OF 1971, AS AMENDED.

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Be it resolved by the Board of Education of Independent School District No. 280:
The following articles constitute the terms of employment of Food & Nutrition Service employees of this District for the period of July 1, 2026~~2024~~, through June 30, 2028 ~~2026~~.

ARTICLE I.

RECOGNITION OF EXCLUSIVE REPRESENTATIVE:

Preamble: Recognizing that the Union is required by the provisions of the State of Minnesota Public Employment Labor Relations Act to be the sole bargaining representative of all the employees within the coverage of this Agreement, without regard to membership in the Union, the School Board hereby agrees that it will not recognize or negotiate with any other person, association, group, committee or entity other than the Union with respect to such matters and will deal solely through the agency of and with the Union.

NEW EMPLOYEE INFORMATION:

The Employer shall provide to the Exclusive Representative the following information on each new employee within thirty (30) calendar days of the employee's first date of work: name; home address; work email address; work phone number; job classification; shift; wage, number of hours normally scheduled in a work week; whether the position is a nine (9) month or twelve (12) month assignment; and building assignment. It is the responsibility of the Union to ensure that any data that is classified as private data under the Minnesota Government Data Practices Act that is transmitted by the District to the Union is maintained as private data.

NEW EMPLOYEE UNION MEETING:

The Union shall be allowed to meet with newly hired employees for up to thirty (30) minutes at new employee orientations or, if there are no new employee orientations, within the first thirty (30) calendar days from the date of hire. The employee/union meeting will be held at a mutually agreed-upon time between the Union and District, and the new employee will be eligible to be paid for this time.

REQUEST FOR DUES CHECK OFF AND POLITICAL ACTION FUND CONTRIBUTION:

Pursuant to PELRA, the exclusive representative shall be allowed dues check off and political action fund contribution. Upon receipt of notice from the Exclusive Representative that it has received an employee's authorization for the deduction of dues and~~-~~/or political action fund contributions, the School District will deduct from the employee's paycheck the dues and/or political action fund contributions that the employee has agreed to pay to the exclusive representative in equal installments. The dues deduction authorization remains in effect until the District receives notice from the Exclusive Representative that an employee has changed or canceled their authorization.

The Union agrees to indemnify and hold harmless the School District and its agents, officers and employees against any and all claims, suits, orders, or judgments brought or issued against the School District as a result of any action taken or not taken as the result of a request of the Union under the provisions of this Article.

EMPLOYEE PERSONNEL FILE

Upon written or verbal request of an employee, the School District shall permit the employee to review ~~his or her~~their own personnel file within seven (7) working days after receipt of the request. The employee shall be permitted to attach a statement to any evaluation or discipline with which the employee disagrees. The School District shall provide a copy of documents within the personnel file upon an employee's request and without charge to the employee.

ARTICLE II.

JOB CLASSIFICATION AND SALARY SCHEDULE:

SALARY SCHEDULE:

Position/Step	2026~~2024~~ 2027~~2025~~	2027~~2025~~ 2028~~2026~~
Kitchen Assistant		
Step 1	20.38~~19.13~~	20.89~~19.88~~
Step 2	21.50~~20.23~~	22.04~~20.98~~
Step 3	22.63~~21.33~~	23.20~~22.08~~
Production Cook		
Step 1	22.79~~21.18~~	23.36~~22.23~~
Step 2	23.55~~21.93~~	24.14~~22.98~~
Step 3	24.32~~22.68~~	24.93~~23.73~~
Kitchen Manager		
Step 1	26.55~~25.05~~	27.21~~25.90~~
Step 2	27.21~~25.60~~	27.89~~26.55~~
Step 3	27.93~~26.20~~	28.63~~27.25~~
Production Manager		
Step 1	30.59~~28.79~~	31.35~~29.84~~

Section 1. Certification

Beginning on July 1, 2021, all employees with School Nutrition Association Certification on file in the District Office will be paid the following additional rate:

Certification Level 2 .10
Certification Level 3 .20
Certification Level 4 .30

Section 2. Longevity

Employees shall receive additional compensation per hour as follows:

	~~2026-2027~~ 2024-25	~~2027-2028~~2025-26
After 5 years of continuous service in the unit	~~$.15 per hour~~	$0.25~~15~~ per hour
After 10 years of continuous service in the unit	~~$0.30~~20 per hour	$0.50~~30~~ per hour
After 15 years of continuous service in the unit	~~$0.45~~30 per hour	$0.75~~45~~ per hour
After 20 years of continuous service in the unit	~~$0.60~~40 per hour	$1.00~~0.60~~ per hour

Deleted Cells

Section 3. Summer Incentive Stipend

Beginning of summer programming 2025, employees who work in the summer meal programming will receive a stipend amount over and above their base hourly rate of pay for the summer programming hours as detailed below:

Kitchen Assistant	$1.00
Production Cook	$1.25
Kitchen Manager/Production Manager	$1.50

Section 4. Service Credit

~~SEffective July 1, 2025, s~~tep increases and longevity advancements will be effective July 1 of each year for employees hired prior to February 1 of that calendar year.

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~~One-Time Stipend 2024-2026 Contract:~~
~~Employees whose most recent date of hire within the unit is prior to July 1, 2025, and was in the months of February, March, April, May, or June shall be given a one-time payment of $110 on their first regular paycheck for the 2025-2026 school year.~~

Section 5. Pay Periods

Employees will be paid twice a month, beginning September 20th and on the 5th and the 20th in the subsequent months up to and including June 20th of each year. Payroll information will be communicated via an electronic, web-based system.

Section 6. Pay Equity

If the wage rates shown above are ruled to be out of compliance with pay equity legislation, a higher rate may be paid at the discretion of the District. The Union shall be given a 10-day notice prior to any such increase in wage rates.

Section 7. Substitute

In the absence of the Kitchen Manager, the Production Cook will take charge and will be paid at the Kitchen Manager's wage rate. If a Kitchen Assistant is assigned to perform the work of either a Kitchen Manager or a Production Cook, the Kitchen Assistant will be paid at the respective Kitchen Manager or Production Cook wage rate. The wage rate change will apply after 2 days of continuous absence and be paid retroactive to the first day of substitution.

Section 8. Uniform Allowance

(a) $175 uniform allowance.
(b) In addition to the uniform allowance, the District shall provide 5 new shirts to new employees. If uniform guidelines change and existing shirts are no longer permissible, the District shall provide all employees with 5 new shirts. The District shall provide up to 3 new shirts to employees each year if needed due to wear and tear.
(c) Uniform guidelines will be determined annually by the District
(d) The employee shall determine the place of purchase.
(e) An employee must submit receipts to the School District. The School District will reimburse an employee within thirty (30) calendar days of receiving receipts from the employee.
(f) Rubber gloves, plastic & cloth aprons shall be furnished by the School District.
(g) Employees will submit a receipt for uniforms purchased by March 1st of each year to the ~~Business office~~Finance Department. Employees hired after March 1 during a school year can submit a receipt within four weeks of the start date and receive reimbursement.

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Section 9. Salary Schedule Placement

New employees will begin at step one, however, placement at the second or third steps may be authorized by the Director of Human Resources or designee to give credit for related experiences. Placement at the third step shall require consultation with the union steward. Employees will advance to the next step every twelve months from their hiring date.

ARTICLE III.

PROBATION PERIOD:

All new employees shall work a probationary period, which shall consist of ninety (90) days of continuous service. A new employee shall not be considered a permanent employee until having successfully completed the 90 day probation period. At the District's request, the probationary period may be extended up to an additional ninety (90) days upon mutual agreement between the union steward and the District.

Employees switching classifications within the contract will be required to serve a new probationary period. An employee shall not be considered a permanent employee in this new position until having successfully completed the probationary period and acquired all required certifications. In the event an employee who has switched classifications does not successfully complete the probationary period after communication and opportunity to improve and/or achieve necessary certification, they will be offered the next available vacancy at or below their previous classification. If no vacancy exists, the individual would be placed on the

substitute call list and retain rights to the vacancy and their seniority date for up to 18 months. While employees switching classifications will be considered probationary in their new role, they will not be at-will employees and retain the rights indicated above. All employees must complete the required certification within the defined probationary period.

ARTICLE IV.

PHYSICAL EXAMINATIONS:

Physical exams will be required of staff members upon request by the District. 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 V.

HOURS OF WORK:

Section 1. Work Week
Five (5) eight-hour days, Monday through Friday, inclusive, shall constitute the regular work week.

Section 2. Compensatory Time

All work performed in excess of forty (40) hours per week shall be compensated for at the rate of time and one-half. Consistent with federal law, vacation and holiday hours, sick leave, and other leaves, paid and unpaid, shall not be considered as hours of work for purposes of calculating overtime.

Section 3. Additional Work

(a) An employee shall be paid at a rate of time and one-half for any scheduled work performed outside the regular work schedule on school days during the school year that is not contiguous to the employee's regular work schedule.
(b) For hours worked after eight (8) continuous hours of scheduled work, the employee and supervisor will agree whether those additional hours will be paid at a rate of time and one-half or whether the additional hours will be compensated by time off within the same pay period.
(c) An employee who is called back to work shall be paid at the rate of time and one-half for hours worked, with a minimum of two hours pay, regardless of whether the employee must actually perform two hours of work.
(d) Catering hours and substitute assignments outside their normal work will be offered to members of the Nutrition Services team and will be considered optional.

Section 4. Overtime Pay

The Board shall pay for all overtime worked during any given month on the next regular payday, provided the overtime report is in proper form, signed, and approved.

Section 5. Breaks

Employees working four or more hours in a day shall receive one fifteen (15) minute paid break each day. District will schedule time and staffing. Employees may occasionally need to miss some or all of their break as determined by the District.

Section 6. Notification:

(a) The District shall notify employees by June 15 of any mandatory training or other duty days occurring before the first day of the next school year.

(b) To the extent possible, the District shall notify employees by June 15 of any duty days scheduled on non-student contact days during the school year.

(c) During the school year, every effort shall be made to provide thirty (30) calendar days notice of training or other duty days occurring on non-student contact days. Attendance on these non-student contact days shall not be mandatory, but the District may require that employees make up the training online or on other days.

Section 7. Emergency Closing

a) On days when all schools are officially closed by the Superintendent or designee, employees directed to stay home will suffer no loss of pay.

b) The District may reassign affected employees during the closing.

c) In the event of a lost contract day due to emergency closing, the ~~district~~ District may schedule a make-up day when the employee will be expected to work ~~his/her~~their regular duties. Employees who are released from work on the emergency closing day, but required to work the make-up day, will only receive compensation for the make-up day.

d) In the event an employee has a prior commitment on a make-up day, previously scheduled as a non-duty day, the employee will be permitted to use a personal leave day, if available, or take the day as an unpaid day. In the event the employee has extenuating circumstances and no remaining personal leave days, the employee may request an additional personal leave day to be allocated from accrued sick leave. Final approval for use of personal leave days and unpaid days will be at the discretion of the Director of Human Resources.

e) Twelve-month employees required to work the emergency closing day will receive compensatory time to be used within 30 days from the date of the emergency closing, but no later than the end of the school year.

f) Nothing in this section limits the ~~district's~~ District's authority for layoff of employees pursuant to Article VIII.

ARTICLE VI.

LEAVES:

Section 1. Sick Leave

(a) Sick leave allowance of ten (10) days per year, accumulative, shall be allowed. Employees earn sick leave at a rate equal to or more generous than the earned sick and safe time (ESST) law requires and, thus, their accrual of si~~u~~ck leave satisfies the District's obligation to provide them with ESST leave.

(b) Days of sick leave shall be credited when the school year starts. Employees who work less than the full school year shall receive sick leave on a pro rata basis.

(c) Employees may use sick leave for any ESST-qualifying reason outlined in Minnesota Statutes section 181.9447, as amended.

Section 2. Bereavement Leave

Upon advance notice and arrangement with the food service director, up to five (5) days per year of paid leave, non-accumulative, may be used by an employee for the attendance at or to make the arrangement for the funeral of a relative or friend. Days used for bereavement leave are not deducted from accumulated sick leave.

Section 3. Personal Leave

Each regularly employed worker shall be granted three (3) ~~two (2)~~ days of personal leave per year, which will be deducted from accumulated sick leave when used, to handle important personal matters at the worker's own discretion. Requests for such leave must be made to the food service director at least two (2) work days in advance. Not more than one employee shall be permitted to use this personal leave at one time per kitchen. Leave will be approved on a first-come, first-served basis.

After the annual allocation identified above is used, any additional personal leave days will be unpaid. Unpaid personal leave days must be approved in advance and are subject to the notice requirements set forth in Article VI Section 4 for paid personal leave.

Only one day of personal leave per year may be used on a day immediately preceding or following a break in the school calendar. Additional days connected to a break within the same school year or consecutive days connected to a break will be without pay unless otherwise authorized under Article VI of the contract. For purposes of this section, a break in the school calendar is considered any day, other than Saturdays or Sundays, when staff are not assigned to be at work.

Section 4. Notice for Use of Sick Leave or Personal Leave

If the need for use of sick leave is foreseeable, an employee must provide notification at least seven days in advance using established reporting procedures of the intent to use sick leave. If an employee's need for use of sick leave is unforeseeable, the employee must report their absence using established reporting procedures as soon as practicable.

Requests for personal leave must be made to the Director of Food & Nutrition at least two (2) work days in advance.

An employee is responsible for providing notification regarding which leave they are taking – sick leave or personal leave.

Section 5. Documentation of Use of Sick Leave or Personal Leave

The District may require employees to provide reasonable documentation as outlined in Minnesota Statutes section 181.9447, as amended, indicating that the sick leave or personal leave is being used for an ESST-qualifying reason. The final determination as to the eligibility of an employee for sick leave or personal leave is reserved for the District. If documentation is required, the employee will be so advised.

Section 6. Jury Duty:

Employees shall be granted the additional amount to make up full pay if required to serve on Jury Duty.

Section 7. Special Leave of Absence Without Pay~~Leave of Absence~~:

An employee granted a leave of absence shall suffer no loss of seniority or job rights except as provided herein.

To comply with the requirements of the PERA, any employee covered by this contract wherein the accumulated sick leave is entirely used, and said staff member is not able to return to their normal duties because of illness, the Board of Education will pass a resolution granting a temporary leave of absence and will notify the office of the PERA of this action. The "temporary leave of absence" shall be for the remainder of the school year during which the employees become disabled. This right will be extended the maximum of one (1) additional school year upon written request by the employee if the employee continues to be disabled.

(a) The employer may grant leave of absence without pay of up to one year upon request.
(b) Leaves of absence without pay must be approved in advance by the employee's supervisor and the Director of Human Resources. Applications for such leaves shall include the stated reason(s) in requesting the leave, start of the leave, and projected date of the employee's return to work.
(c) Applications for leave of fewer than thirty working days must be submitted at least fourteen calendar days in advance of the start of the leave. Applicants for leaves of thirty working days or more must be submitted at least thirty calendar days in advance of the start of the leave.
(d) An employee on a leave of absence without pay pursuant to this Section shall remain eligible for all appropriate benefit plans but must pay the entire premium while on leave, except where otherwise required by law (e.g., Family Medical Leave Act, Minnesota Paid Family Leave Program). The District shall provide continuing contributions toward medical benefits only to the extent required by applicable state and federal statutes for the duration of the qualifying leave. Employees on such leaves shall maintain their original seniority date but shall not gain credit for advancement on the salary schedule, nor accrue sick leave.
(e) An employee on leave without pay shall either notify the employer of their intent to return to their position or shall resign their position at least thirty (30) days prior to the expiration of the leave.

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ARTICLE VII.

HOLIDAYS:

All cafeteria employees will have nine (9) paid holidays; Labor Day, Thanksgiving Day, Day after Thanksgiving, one day at Winter Break, December 31st, New Year's Day, Martin Luther King Jr.'s Day or President's Day, Spring Holiday and Memorial Day.

In the event that any of the above referenced holidays fall on a regularly scheduled work day as provided in the school calendar, an alternative day will be designated by the employer following a meet and confer session with the union steward.

ARTICLE VIII.

SENIORITY:

The Board recognizes that the purpose of seniority is to provide a declared policy as to the order of layoff and recall of employees. If an employee's position is eliminated or the hours reduced, the employee will be provided at least two weeks' advance written notice. The employee shall have the right to displace the least senior employee in the same classification with the nearest equivalent hours or the least senior employee in a lower classification with the nearest equivalent hours, provided the employee has the qualifications to satisfactorily perform the job and has greater seniority. The displaced person shall have the right to displace the least senior employee with the nearest equivalent hours in the next lower classification, etc., provided such employee has the necessary qualifications and seniority. In no event shall an employee displace another employee in a higher-paid classification or with greater seniority. If any opening subsequently occurs, recall will be on the same basis in reverse. Employees will retain recall rights for a period of two (2) years. If an employee, without good reason, fails or refuses to return to work when recalled within five (5) days after the notice of recall, the employee shall lose their seniority rights. The Board shall determine what constitutes a good reason for failure to return to work when the employee has been recalled. Good cause shall include, but not be limited to, temporary illness and temporary absence from the city.

LAYOFF CLASSIFICATION CHART

Production Manager
Kitchen Manager
Production Cook
Kitchen Assistant

ARTICLE IX.

VACANCIES:

New positions, or vacancies of three (3) hours or more per day, will be posted on the District website for a period of five (5) working days. Increases to positions of less than one

hour per day may be made without requiring a posting. The posting shall include the hours for that position. ~~-~~Applications of the interested parties should be sent to the Human Resources office.

The leading candidates whose background and abilities best meet the requirements as defined in the posted position will be called in for an interview by the Director of Human Resources or designee.

The selection of the candidate for the position will be made no later than 30 calendar days after the completion of the posting of the position. If the position is not filled, the position will be reposted, and the timeline will be renewed.

A copy of the letter to the candidate(s) selected for the position shall be sent to the appropriate supervisor and the appropriate steward.

An internal applicant not granted a position has the right to request through the union steward the reasoning behind the administration's rejection of the application with the intent being to increase or correct any qualifications that are lacking in order to be considered in future job postings.

Employees placed into a position for which they do not hold the required certification will be given ninety (90) workdays to acquire certification ~~as~~ at the required level. Additional time may be given for extenuating circumstances.

ARTICLE X.

BENEFITS

Section 1. Eligibility

(a) An employee must complete 30 calendar days of employment in order to be eligible to enroll in the District's fringe benefits program. The employee will be eligible for benefits on the 1st of the month following the completion of the 30 days referred to above.

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(b) An employee must pay the employee's portion of premium for medical coverage one (1) month in advance, if the employee's earnings are not sufficient to cover any monthly premium amount which exceeds the District's maximum contribution.

(c) Part-time employees working more than 14 hours per week but less than 40 hours per week shall be eligible for medical, dental benefits, and life insurance. The monthly ~~district~~ District contribution will be prorated according to the number of hours assigned in the 40 hour week. If the premium for the medical plan selected is less than the maximum ~~district~~ District contribution specified in Section 1, then the monthly premium will be prorated according to the number of hours assigned in the 40 hour week.

Section 2. Medical Benefits

(a) The School District shall provide a program of single and dependent medical benefits. The District will select the insurance carrier and policy after considering the recommendations of the Medical and Dental Benefits Committee. Any modifications to the deductible amounts and plan options during the term of the contract may be agreed upon via a Memorandum of Agreement between SEIU 284 and the District.

(b) Participation in the School District insurance 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.

(c) 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:

1. Single Coverage: The District shall pay the full cost of the single premium for the deductible plan. For information purposes only, this is the plan identified as Plan A during the 2026-2027~~2024-2025~~ school year. In addition, the District will make a $1,500~~$1,250~~ annual contribution, paid on a semi-annual basis, to the employee's VEBA account.

2. Dependent Coverage: Effective July 1, 2026~~2024~~, the District shall pay $1,700~~$1,400~~ per month toward the cost of the dependent premium for the deductible plan. Effective July 1, 2027~~2025~~, the District shall pay $1,900~~$1,600~~ per month toward the cost of the dependent premium for the deductible plan. In addition, the District will make a $1,750~~$1,500~~ annual contribution, paid on a semi-annual basis, to the employee's VEBA account.

3. 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 master agreement 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.

Each employee enrolled in the program shall contribute, through payroll deduction, any premium amount which exceeds the District's maximum contribution. Enrollment in the program shall be on an annual basis.

(d) All employees who have at least 15 years of continuous employment in the Richfield School District and who are at least age fifty-five (55) may continue* to participate in the District Hospitalization-Major Medical program. An employee who retires will also be allowed to continue* in the District Dental program. For employees hired prior to January 1, 2011, the District contribution for retired employees participating in Hospitalization-Major

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Medical and Dental programs will be adjusted so that it is the same for retired employees as it is for active employees. Any additional premium cost must be paid by the retiree and will be increased annually. This provision shall apply until the individual becomes eligible for another employer's, * or any other health plan, or according to the following schedule, whichever comes first.

Completion of 15 years in Richfield	48 months
Completion of 20 years in Richfield	60 months
Completion of 25 years in Richfield	72 months
Completion of 30 years in Richfield	120 months

* "continue" means that the employee has enrolled in the medical and dental plans ~~he/she~~they desire~~s~~ to participate in following retirement during the open enrollment period that takes place at least 12 months prior to retirement. *Provided the aggregate value of benefits of another employer's medical insurance is not less than the medical insurance plan in effect for ISD 280, nor will the employee payment for another employer's premiums be greater than the amount required by the Labor agreement in effect between ISD 280 and SEIU 284 Cafeteria personnel.

(e) For employees hired after December 31, 2010, the District will contribute toward a post-employment Health Reimbursement Account (HRA) established for the individual with a third-party administrator identified by the District. Funds will accrue in the individual's account and become available to the employee at the time of separation from the District. The District will make contributions to the account as follows:

1. ~~-~~$2,500 at the completion of 10 years in the District; and

2. $250 at the completion of each additional year of experience in the District.

3. The amounts above in 1. and 2. will be prorated based on the employee's FTE for the period covered.

4. The District makes no representations or guarantees regarding the tax-qualified status of any Health Care Savings Plan selected.

(f) Employees who retired prior to September 30, 2000, and who are eligible and have maintained post-retirement medical and dental coverage will retain such coverage concurrent with the terms and conditions of the 1998-2000 Cafeteria Master Agreement.

Section 3. Income Protection

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(a) The School District shall make available a contributory income protection plan for all 40-hour employees. Benefits shall begin after the seventy-eighth (78th) calendar day of total disability. Acceptance of this provision is voluntary on the part of the employee, but no additional compensation will be made to those who choose not to accept coverage.

(b) The District will pay the cost of the Long-Term Disability (LTD) insurance to a maximum of two-hundred and fifty-five ($255) dollars per year for each participant. -The employee will pay the balance.

(c) The District will continue to pay the ~~district~~ District contribution toward the premium amounts for medical and dental insurance coverage for a period of 24 months from the date of disability for those individuals on ~~long~~ long-term disability who were participating in those programs at the time of their disability. After the 24th month on ~~long~~ long-term disability, the ~~district~~ District contribution toward the health insurance premium shall equal the cost of the single premium for the high deductible plan for medical insurance and premium for dental insurance. District contributions toward these insurances will continue until the individual becomes eligible for Medicare or Medicaid benefits.

Section 4. Dental Insurance

The School District will purchase dental insurance for all full time employees and their dependents. The District shall contribute to a maximum of $59.00 effective July 1, 2022, for a plan based on a composite bid quotation. If the composite cost exceeds the District contribution, the excess amount shall be prorated on a monthly basis among the employees with dependent coverage.

Section 5. Life Insurance

Employees will receive a five-thousand-dollar ($5,000) term life insurance policy.

Section 6. Tax Shelter Annuities

(a) All personnel may participate in the Tax Sheltered Annuities program.

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(b) All employees who wish to enter the Tax Sheltered Annuity program for the first time, on a non-matching basis, must complete the District and company forms provided for this purpose and must submit the District forms to the Human Resources office. Entry into the program may occur at any time. The District Tax Sheltered Annuity Form must be completed and returned to the District Human Resources office at least thirty (30) days before the payroll date on which tax deduction is to begin.

(c) An employee who has filed the District Tax Sheltered Annuity program form shall have that program automatically continue for the identified dollar or percentage amounts as indicated on the form until changed or cancelled. A new form will be needed each year only if the individual wishes to make a change in the present plan, i.e., carrier, dollar amount, or percentage.

(d) The District will contribute on a matching basis up to 1% of salary for employees beginning after four (4) ~~five (5)~~ years of employment and up to 2% of salary upon completion of seven (7) ~~eight (8)~~ years of employment. Initial entry or re-entry into the District matching program shall occur on September 1 or January 1 of each year provided the District Tax Sheltered Annuity form is submitted to the Human Resources office 30 days in advance.

ARTICLE XI.

RETIREMENT:

Section 1. Incentives for Retirement

(a) An individual who has at least ten years of credited experience in the Richfield Public Schools and who is at least age ~~fifty~~ five (55) shall receive severance pay upon resignation. For purposes of this section, credited experience is defined as the number of years the employee ~~works~~ has worked more than 14 hours per week. The amount of severance pay shall be based on accrued sick leave. Accrued sick leave shall mean the number of days the individual has accumulated at the effective date of retirement. The individual's severance pay shall be the sum of the applicable amounts determined by the provisions of both Subdivisions (c) and (d).

Severance pay is considered earned only after the employee completes active employment through the ~~Board approved~~ board approved retirement date.

(b) This benefit will be prorated in relationship to the number of hours worked at the time of retirement, for example:

eight ~~-~~ hour personnel ~~-~~ 8/8
seven ~~-~~ hour personnel ~~-~~ 7/8
six-hour personnel ~~-~~ 3/4
etc.

(c) The individual shall multiply accumulated sick leave by the appropriate percentage from the chart below. The product of this multiplication shall then be multiplied by sixty ~~-~~ five ($65.00) dollars for the years 2022 ~~-~~ 2023 and 2023 ~~-~~ 2024 to determine the severance pay for this Subdivision. In no case, however, shall the benefit from this Subdivision exceed seven thousand five hundred ($7,500) dollars.

Ninety (90%) of accrued sick leave

(d) An individual who has at least fifteen (15) years of credited experience in ~~the Richfield School District~~ Richfield Public Schools shall be paid the following amount as defined in Subdivision (a):

$3,500

(e) The individual shall receive the amount of severance pay in one (1) lump sum payment within thirty (30) days of the last date of employment by the District.

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If an individual dies before all or a portion of the severance pay has been disbursed, that balance due shall be paid to a named beneficiary or, lack of same, to the deceased's estate.

(f) The provisions of the Richfield Public School Incentive for retirement shall apply to resignations for retirement for 2018-2019 and 2019-2020.

ARTICLE XII.

DISCIPLINE:

Section 1: Just Cause.

The Employer shall have the right to discipline employees for just cause. Due process shall be provided.

Section 2: Advance Notice of Anticipated Action

Before a nutrition services employee is disciplined, beyond verbal notification, they are entitled to advance notice of the anticipated action. Notice can be either oral or written and should include the following:

1. ~~-~~Explanation of concerns;
2. Explanation of evidence supporting such concerns; and
3. Opportunity for the nutrition services employee to present their side of the story or defense.

Section 3: Discipline Levels

The Employer recognizes the need for progressing through a series of levels. Normally the Employer will utilize the levels for discipline in the order listed below, but the specific level chosen is within the discretion of the superintendent or a designee. Circumstances surrounding each individual case will affect the level chosen.

Levels of Discipline:

1. Written Reprimand.
2. Suspension without pay.
3. Termination.

Section 4: Miscellaneous

a) ~~A.~~ A nutrition services employee will be informed of the right to have a Union representative present at each level of discipline

b) ~~B.~~ A nutrition services employee may grieve any level of discipline through the procedures of Article XIV (Grievance Procedure).

c) ~~C.~~ Employees who are to be terminated shall be notified in writing of such action

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together with a statement of the reason(s) for the discharge.

d) ~~D.~~ Termination during the probation period shall not be grievable.

e) ~~E.~~ Nutrition service employees may be suspended with pay during investigations. It is understood that suspension with pay does not constitute discipline.

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ARTICLE XIII.

GRIEVANCE PROCEDURE:

Section 1. Definition

A grievance shall mean a written complaint by an employee, group of employees, or the union that there has been a violation, misinterpretation, or misapplication of this agreement.

Section 2. Timeliness

Within fifteen (15) working days following knowledge of the act or condition which is the basis of the complaint, the grievant may file a grievance beginning at Step 1 and proceeding through each succeeding step until the grievance has been resolved. Except by mutual agreement, failure by the employer at any step to communicate a decision within the specified time limit shall permit the grievant to proceed to the next step; likewise, failure by the grievant at any step to appeal a grievance to the next step within the specified time limit shall be considered acceptance of the decision at that step. The time limits for decision or appeal are as follows: Step 1 - ten (10) working days; Step 2 - ten (10) working days; Step 3 - ten (10) working days. Decision or appeal should be completed as soon as possible, but shall not exceed the time limit specified.

Section 3. Steps

Step 1: The cognizant supervisor. (The cognizant supervisor shall be the individual directly responsible for the operation of the department in which the grievant works. In this unit, it will be the Director of Food & Nutrition Services.)

Step 2: Director of Human Resources.

Step 3: The Superintendent of Schools or designee.

Step 4: Arbitration under the Public Employment Labor Relations Act of 1971, incorporating the use of one arbitrator, the arbitrator's award being final and binding upon the parties.

Section 4. Union Representation, Intervention, and Initiation

All employees shall have the right of union representation at each step. The union shall have the right to intervene and present its position at any step in the grievance procedure. The union

itself may initiate a grievance on any matter affecting the application or interpretation of this agreement.

Section 5. Reprisals

No reprisals shall be invoked against any employee for processing a grievance.

Section 6. Cost of Transcript

The cost of a transcript of the arbitration shall be borne by the party demanding the transcript. If no demand is made, but a transcript is required, the cost shall be shared equally by the parties involved.

FOOD & NUTRITION SERVICES CONTRACT DOCUMENT AUTHORIZATION

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

For: SEIU Local 284
450 Southview Boulevard
W (door 26)
South St. Paul, MN 55075

For: Richfield Public Schools #280
~~7001 Harriet Avenue South~~401 70th Street
Richfield, Minnesota 55423

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_____
Union Representative

_____
Board of Education Chair

_____
Union Representative

_____
Board of Education Clerk

_____
Union Representative

_____
Superintendent of Schools

Dated this____day of_____, ~~2025~~2026

Dated this____day of_____, ~~2025~~2026

THIS AGREEMENT shall be in force from July 1, ~~2024~~ 2026 through June 30, ~~2026~~2028, and shall continue as is from year to year unless either party shall notify the other in writing sixty (60) days prior to expiration date of their desire to re-open negotiations.

MEMORANDUM OF AGREEMENT
Between
RICHFIELD PUBLIC SCHOOLS ISD #280
And
SEIU LOCAL 284 – RICHFIELD FOOD AND NUTRITION SERVICES

The Memorandum of Agreement ("MOA") is entered into by and between the Service Employees International Union Local 284 ("Union") and Independent School District No. 280, Richfield Public Schools ("District").

WHEREAS, the Union and the District (collectively, "the parties") are parties to a collective bargaining agreement which expires on June 30th, 2026, and continues in effect thereafter until superseded by a successor, governing the negotiated terms and conditions of employment for Nutrition Services workers ("Employees") who are employed by the District ("the CBA"); and

WHEREAS, in the course of bargaining the CBA, the parties agreed to implement new language governing the terms and conditions of special event work performed by Employees; and

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained within this MOU, the Union and the District agree to the following provisions governing the terms and conditions of employment for Employees performing special event work:

1. Events sponsored by the District will not be paid at the overtime rate of time-and-a-half unless they meet one of the following conditions: (1) the employee is otherwise eligible for overtime pay per another part of this agreement, (2) the customer is billed for an overtime rate for labor, or (3) if the employee is returning after having already finished their regular assignment for the day.

2. Catering events not sponsored by the District will be paid at the overtime rate of time-and-a-half.

3. Employees will be assigned to staff these events in the following manner:
   a. First, it will be offered to the Kitchen/Production Manager at the building in question
   b. Second, any open positions will be offered to the Production Cook(s) at the building in question
   c. Third, any open positions will be offered to the Kitchen Assistant(s) at the building in question
   d. Fourth, any remaining positions will be offered to Employees at other buildings in the District in the order above (i.e., Managers, Production Cooks, then Assistants)
   e. Lastly, it is agreed that these steps are subject to the need by the District to staff events with Employees who possess licenses required by the state or federal government. Any Employees who do not possess a license required for a position can be skipped in the steps laid out here.

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Commented [1]: not this year - any catering after hours are only taken from the district - no longer take catering outside the district

Commented [2]: what we did - checked with that kitchen first (a, b, c) and now just called people who did it in the past - yes, can do that for these positions

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This MOA will take effect upon signature by both parties and will remain in effect until the CBA is superseded by a successor.

In the event any person asserts that a provision of this MOA is ambiguous, this MOA must be construed to have been drafted equally by all parties.

The parties recognize that this MOA is arising out of unique circumstances and therefore cannot be construed by either party in any proceeding, negotiation, or grievance as creating any past practice or establishing a precedent that in any way binds either party.

This MOA is enforceable under the grievance and arbitration procedures in the CBA and can be used in any proceedings for the purposes of its own enforcement.

This MOA constitutes the entire agreement between the parties relating to the subject matter addressed in this MOA. This MOA controls to the extent that it conflicts with the terms of the CBA. No changes to this MOA are valid until they are in writing and are signed by both parties.

The provisions of this MOA shall be severable if any provision hereof or the application of any such provision under any circumstances is held invalid by a court of competent jurisdiction it shall not affect any other provisions of this agreement or the application of any other provision hereof.

_____	_____
Craig Holje Chief Human Resources and Administrative Officer ISD 280	Hal Goetz, Contract Organizer SEIU Local 284
_____	_____
Date	Date

A MEMORANDUM OF AGREEMENT

The Memorandum of Agreement ("MOA") is entered into by and between the Service Employees International Union Local 284 ("Union") and Independent School District No. 280, Richfield Public Schools ("District").

WHEREAS, the Union and the District (collectively, "the parties") are parties to a collective bargaining agreement which expires on June 30th, 2026, and continues in effect thereafter until superseded by a successor, governing the negotiated terms and conditions of employment for Nutrition Services employees ("Employees") who are employed by the District ("the CBA", which refers both to the 2024-2026 CBA and its successors and, unless years are specified, should be understood to refer to whichever CBA is currently in effect); and

WHEREAS, during the 2023 legislative session, the state of Minnesota adopted new statutes, which were amended in 2024, governing the accrual and use of earned sick and safe time ("ESST"), namely Minnesota Statutes 181.9445 – 181.9448; and

WHEREAS, in the course of bargaining the CBA, the parties agreed to change the language in the CBA governing the use of sick leave to more closely align with new statutory language; and

WHEREAS, the parties further agreed to enter into this MOA to govern the use of sick leave in case the statutes identified herein are revised during the term of this MOA in a way that the language in the CBA would cause employees to have worse sick leave benefits than they had prior to the implementation of the 2024-26 CBA.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained within this MOA, the Union and the District agree to the following provisions governing the impact of any future changes to the statutes identified herein:

1. The parties will meet and confer on whether the MOA is still necessary, should be altered, or has been triggered whenever new applicable provisions statutes are passed, existing statutes are amended, or the leave language in the CBA is changed.

   0. This MOA will be triggered if during the term of this MOA, the interaction of state sick leave laws and the language in the CBA ever cause employees to have worse sick leave benefits on the whole than they had under the terms of the 2022-2024 CBA.

   ~~(a)~~(f) If this MOA is ever triggered by the terms of Item 2 of the MOA then the following provisions of the 2022-2024 CBA will take effect, but in no event shall this result in an employee receiving duplicative benefits:

Section 1. Sick Leave

. Sick leave allowance of ten (10) days per year, accumulative, shall be allowed.

b. Days of sick leave shall be credited when the school year starts. Employees who work less than the full school year shall receive sick leave on a pro rata basis.

c. An Employee may use one (1) day of accumulated sick leave for each day of illness of the Employee's child who is less than eighteen (18) years old, or up to 20 years old and attending a secondary school, due to an illness of or injury to the child for such reasonable periods as the employee's attendance with the child may be necessary.

d. An employee who has been employed by the district for the most recent 12 month period and holds a 0.5 FTE or greater position may use up to twenty (20) days of accumulated sick leave during the school year as is medically necessary to care for an ill spouse, parent, step-parent, parent-in-law, sibling, grandchild, or grandparent.

e. An employee who has not been employed by the district for the most recent 12 month period and/or who does not hold a .5 FTE or greater position may use up to five (5) days in any one year of earned sick leave for illness in the immediate family. The immediate family shall include wife, husband, child, brother, sister, parent, guardian, or parent-in-law. These days will be deducted from available personal leave in Section 2.

Section 4. Medical Leave:

The School District may require an employee to furnish a medical certificate from a licensed medical professional as to evidence of illness, medical condition (e.g. childbirth), or accident, indicating such absence was due to illness or injury, to qualify for sick leave pay. Such medical certificate may pertain to the employee, child, or other individual as appropriate to the Division of Section 1, cited in the leave request. Any leave of five or more consecutive days of absence or intermittent days required to care for the same medical condition within the same school year will require a medical certificate from a licensed medical provider. The final determination as to the eligibility of an employee for sick leave is reserved to the School District. In the event that a medical certificate will be required for unrelated intermittent leave, the employee will be so advised.

0. If Item 2 of this MOA is triggered, then when the current CBA expires, the parties will meet and negotiate in good faith on how to include sick, personal, and bereavement leave in future CBAs.

This MOA will take effect upon signature by both parties and will remain in effect until Item 2 has been triggered and then Item 4 has been fulfilled or until the successor to the CBA in effect on June 30, 2036, has been ratified by both parties and has taken effect, whichever is earlier. However the expiration of the MOA is triggered, it shall remain in effect until all grievance and arbitration timelines have been exhausted to contest that the conditions of the MOA have been faithfully carried out.

In the event any person asserts that a provision of this MOA is ambiguous, this MOA must be construed to have been drafted equally by all parties.

The parties recognize that this MOA is arising out of unique circumstances and therefore cannot be construed by either party in any proceeding, negotiation, or grievance as creating any past practice or establishing a precedent that in any way binds either party.

This MOA is enforceable under the grievance and arbitration procedures in the CBA in effect at the time of the alleged grievance and can be used in any proceedings for the purposes of its own enforcement.

This MOA constitutes the entire agreement between the parties relating to the subject matter addressed in this MOA. This MOA controls to the extent that it conflicts with the terms of the CBA. No changes to this MOA are valid until they are in writing and are signed by both parties.

The provisions of this MOA shall be severable if any provision hereof or the application of any such provision under any circumstances is held invalid by a court of competent jurisdiction, and it shall not affect any other provisions of this agreement or the application of any other provision hereof.

_____	_____
Craig Holje Chief Human Resources and Administrative Officer ISD 280	Hal Goetz, Contract Organizer SEIU Local 284
_____	_____
Date	Date

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

Board of Education
Independent School District
280 Richfield, Minnesota

Regular Meeting, July 13, 2026

Subject: Miscellaneous Pay Rates for Year 2026-2027

(Recommended by superintendent)

That the board of education approve the pay rates for ISD #280 positions which are not covered by existing contracts effective July 1, 2026.

Background Information

(Prepared by Michelle Axell and Craig Holje)

The miscellaneous pay rate schedule covers a variety of positions that are either casual employment or not represented by a collective bargaining agreement. This schedule is generally reviewed annually to evaluated internal equity, external market conditions, and alignment with comparable District positions.

The attached Miscellaneous Pay Rates are recommended for year 2026-2027 fiscal year.

Highlights of the recommended changes include:

- Hourly rate increases of 2.0%-2.5% for most positions, unless otherwise noted.
- An increase to the Health Resource Coordinator hourly rate to reflect the expanded responsibilities of the position and the evolving needs of the District.
- Renaming and separating the Community Education Program Assistant – Adult position into two distinct positions—Community Education Program Assistant – Kid Zone and Community Education Program Assistant – Site Support—to better define responsibilities and align rates with each role.
- No changes to the pay ranges for the Community Education Program Assistant – Kid Zone and Community Education Site Lead positions, as those rates were increased during the previous annual review and remain appropriate.
- Elimination of the following positions due to program changes that have

eliminated the need for these roles: Community Education Program Assistant – Youth, Water Safety Assistant, and Pool Manager.

- Addition of a School Bus Driver Trainee position to support a District's driver training program for individuals who have not yet obtained a CDL and are not yet eligible to be hired as a School Bus Driver.
- No change to the Communications Support pay rate, as this position was added during the previous annual review and remains appropriate.

RICHFIELD PUBLIC SCHOOLS $

RICHFIELD PUBLIC SCHOOLS
Miscellaneous Pay Rates 2026-2027

Miscellaneous Positions	Rate for 7/1/25	Rate for 7/1/26
School RN	Hourly Pay	Hourly Pay
Year 1	$34.30	$35.15
Returning Employee	$34.75	$35.60
Homebound Teachers	Hourly Pay	Hourly Pay
Base	As identified in Teacher Master Contract	As identified in Teacher Master Contract
Specialized Student Support	Hourly Pay	Hourly Pay
Student Engagement Specialist	$26. 80	$27.45
Lead Student Engagement Specialist	$30.00	$30.75
Native American/Indigenous Coordinator	$35.20	$36.10
Safe Routes to Schools Coordinator	$34.55	$35.45
Health Resource Center	Hourly Pay	Hourly Pay
Health Resource Coordinator	$28.85	$36.10

Community Education Positions	Rate for 7/1/25	Rate for 7/1/26
Community Education Roles		
Community Ed Instructor	$21.25 – $40.00	$21.25 – $40.00
Community Ed Program Assistant - Youth	$12.00 – $13.20	N/A
Community Ed Program Assistant - Adult	$18.50– $20.00	N/A
Community Ed Program Assistant – Kid Zone Staff		$18.50– $20.00
Community Ed Program Assistant -Site Support		$19.50
Community Ed Site Lead – Kid Zone	$24.51 – $27.30	$24.51 – $27.30
Aquatics	Hourly Pay	Hourly Pay
Aquatic Lead	$24.51 – $27.30	$24.51 – $27.30
Water Safety Instructor (WSI)	$16.07 – $19.28	$16.50– $19.75
Lifeguard	$16.26 – $18.80	$16.65- $19.25
Water Safety Assistant	$12.00 – $13.23	N/A
Pool Manager	$18.00	N/A

Activities & Athletics	Rate for 7/1/25	Rate for 7/1/26
Event Roles	Hourly Pay	Hourly Pay
Event Manager	$28.40	$29.00
Facilities Supervisor	$21.05	$21.50
Ticket Sales	Hourly Pay	Hourly Pay
Tickets	$24.20	$24.70
Clock/Announcer/Scorer	Hourly Pay	Hourly Pay
Clock/Announcer/Scorer	$21.05	$21.50
Track Meet	Pay Per Event	Pay Per Event
Timing System Operator	$291	$300
Camera Operator	$291	$300
Event Workers	Hourly Pay	Hourly Pay
Event Worker 1	$12.10	$12.40
Event Worker 2	$18.95	$19.35
Event Security	Hourly Pay	Hourly Pay
Security Worker	$21.05	$21.50
Sound, Light & Video Production	Hourly Pay	Hourly Pay
Sound & Light for Theatre	$26.30	$26.85
Asst. Sound & Light for Theatre	$12.10	$12.35
Video Production – Board/Theatre	$27.40	$27.95

Substitute Employees	Rate for 7/1/25	Rate for 7/1/26
School RN – Hourly Position	Hourly Pay	Hourly Pay
	$28.40	$29.00
Food Service		
Year 1	Step 1 of Contract for Position Subbing	Step 1 of Contract for Position Subbing
Returning Substitute		Step 2 of Contract for Position Subbing
Paraprofessional		
	Step 1 of Contract for Position Subbing	Step 1 of Contract for Position Subbing
Facilities, Grounds & Transportation		
	Step 1 of Contract for Position Subbing	Step 1 of Contract for Position Subbing

Casual or Seasonal Employees	Rate for 7/1/25	Rate for 7/1/26
Technology		
Technology Intern	$16.07 – $19.28	$16.50– $19.75
Technology Assistant	Step 1 of Contract for position	Step 1 of Contract for position
External Summer School Para		
	Step 1 of Contract for summer position	Step 1 of Contract for summer position
Facilities, Grounds & Transportation		
Facilities	Step 1 of Contract for position	Step 1 of Contract for position
School Bus Driver Trainee (Classroom & Behind-the-Wheel Training)		$21
Other Casual		
Communications Support	$25	$25

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 13, 2026

Subject: Revised 2026-2027 School Board Meeting Schedule

(Recommended by the superintendent)

Passage upon a single read of the revised board meeting dates for the 2026-2027 school year.

Background:
The second meeting in June has been moved to Monday, June 28 to avoid a conflict with the annual Spartan Foundation golf tournament.

Attached:
Revised 2026-2027 School Board Meeting Dates

RICHFIELD PUBLIC SCHOOLS

Enriching and accelerating learning

Enriqueciendo y acelerando el aprendizaje

2026-2027 RPS School Board Meeting Dates

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

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

August 2026

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

September 2026

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

October 2026

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

November 2026

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

December 2026

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

January 2027

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

February 2027

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

March 2027

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

RICHFIELD
PUBLIC SCHOOLS

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April 2027

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

May 2027

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

June 2027

Monday, June 7	7 p.m. Regular Meeting
***Monday, June 28**	7 p.m. Regular Meeting (Public Comment)

July 2027

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

***School Board Meeting Exceptions:**

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

Tuesday, September 8, 2026	(due to Monday holiday)
Monday, November 30, 2026	(due to upcoming winter break)
Monday, December 14, 2026	(due to upcoming winter break)
Tuesday, January 19, 2027	(due to Monday holiday)
Tuesday, February 16, 2027	(due to Monday holiday)
Monday, June 28, 2027	(summer schedule)
Monday, July 12, 2027	(summer schedule)

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 13, 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 225 ACER Chromebook Plus devices with ChromeOS management licenses, for a total amount of $240,750.

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)

Quote Confirmation

LISA BAIRD,

Thanks for choosing CDW. Review the details of Quote # 6B0HDL3 and complete your purchase.

This proposal is subject to final CDW credit approval. Payment terms and conditions will be finalized in connection with such credit approval.

COMPLETE PURCHASE

Quote #	Created	Account #	PO#
6B0HDL3	06/17/2026	752154	acer 714

Notes from your Account Team

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.

Product Details

LINE	ITEM	PRICE	QTY	ITEM TOTAL
1	**ACAD GOOGLE CHROMEOS EDU LIC** MFG # CROS-SW-DIS-EDU-NEW CDW # 5988499 Contract: Sourcewell 121923 CDWG-Chromebook (#121923)	$30.00	225	**$6,750.00**
2	**ACER CPE794-1N 14 U5-125U 256/16 CHR** MFG # NX.JHLAA.007 CDW # 9131434 UNSPSC# 43211503 Contract: Sourcewell 121923 CDWG-Chromebook (#121923)	$1,040.00	225	**$234,000.00**

LINE	ITEM	PRICE	QTY	ITEM TOTAL
			Subtotal	$240,750.00
			Shipping	$0.00
			Contract Fee	$0.00
			Recycle Fee	$0.00
			Sales Tax	$0.00
			Product Total	**$240,750.00**

Delivery Details

Delivery Address
RICHFIELD SCHOOL DISTRICT,
LISA BAIRD
7001 Harriet Ave Door 28, Richfield, MN
55423-3061

Delivery Method
UPS Ground

Billing Details

Billing Address
INDEPENDENT SCH
401 W 70TH ST 26
RICHFIELD, MN 55423-7555
US

Payment Terms
NET 30 Days-Govt/Ed

Please remit payment to

CDW Government LLC
75 Remittance Dr Ste 1515
Chicago, IL 60675-1515

Need Help? Contact Your Account Manager
Oleg Krylov
olegkry@cdwg.com

Help Center

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 13, 2026

Subject: Evaluation and Development of Professional Staff

(Recommended by the superintendent)

A first read of Policy 452: Evaluation and Development of Professional Staff & Administrative Guideline 452.1. The policy provides the expectations for formal evaluations of staff members. The guideline includes details about the framework and elements of formal evaluations for teachers in RPS.

Attachments:
Policy 452: Evaluation and Development of Professional Staff
Administrative Guideline 452.1

RICHFIELD PUBLIC SCHOOLS

EVALUATION AND DEVELOPMENT OF PROFESSIONAL STAFF

I. PURPOSE

The Richfield Board of Education recognizes that the quality of educational programs and school environment experienced by the students in this district depends, to a large degree, upon the performance and skills of the professional staff. The Board believes that periodic evaluation and staff development can contribute positively to both performance and skills. This process:

A. will provide identification and recognition of effective performance.

B. will be a key element in a systematic process whereby each staff member may improve competence and effectiveness.

C. will be one basis for improving the instruction that is provided for students.

D. will guide decisions regarding the granting of tenure and subsequent retention of staff.

II. POLICY

The Evaluation and Development of Professional Staff in Richfield will include the following components:

A. Three formal evaluation/development procedures will be employed as follows:

1. One procedure will be the evaluation of probationary staff. Probationary staff members will be evaluated three times yearly by a licensed administrator. At least one of the evaluations may be unannounced, and staff members will be given general information as to when the unannounced evaluation will occur. Such evaluations will summarize the probationary staff member's competence at a given point in time and will be the basis for personnel decisions such as retention and/or the granting of tenure. Evaluations shall be based on observed performance resulting in a written document that is reviewed with the teacher and placed in the teacher's personnel file.

2. The second set of procedures will be used for the evaluation and development of continuing contract staff.

a. The evaluation process for continuing contract staff members will include two formal evaluations each year. Staff members will choose one of these evaluations to

be placed in their personnel file. The formal evaluations will be conducted by a trained peer reviewer. Every third year, at least one of the evaluations may be an unannounced evaluation conducted by a licensed administrator. Staff members will be given general information as to when the unannounced evaluation will occur.

b. A formal evaluation process may be requested by an administrator when performance deems it necessary or by the teacher when desired.

3. A performance improvement process will be used for continuing contract staff when their performance is deemed unsatisfactory. This process will summarize the staff member's competence at a given point in time, will provide guidance, assistance and time for improvement, and will be the basis for personnel decisions.

B. These procedures apply to all licensed staff, full and part time, who are not classified as administrators. The latter are participants in a separate process.

Evaluations shall be conducted in a fair and open manner and shall be based on the following Charlotte Danielson Framework for Teaching Domains:

Domain 1: Planning and Preparation
Domain 2: The Classroom Environment
Domain 3: Instruction
Domain 4: Professional Responsibilities

The evaluation document will become part of the professional staff member's personnel file. As such it will be treated as private data, and access to it will be limited to the employee and other school district employees who have a legitimate need for the information.

Each evaluation document will contain a summary of scores based on the Charlotte Danielson Framework for Teaching and a written reflection from the evaluator that contains areas of strength and areas of growth along with any recommendations for improvement.

Staff members' professional growth plan goals and reflections, along with copies of evaluations will be kept in the employee's personnel file. The forms will be reviewed at the beginning of the year and again in May.

The Board intends that administrators will make the evaluation/development of professional staff a high priority and will treat it accordingly in the allocation of their time. In turn, the Board will provide training and other resources necessary for the proper execution of the function.

Legal References:
Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 122A.18, Subd. 4 (Board to Issue Licenses; Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

RATIFIED BY THE BOARD OF EDUCATION: November 18, 1985

REVISED BY THE BOARD OF EDUCATION: October 6, 1986; July 21, 1997; January 7, 2002; April 19, 2004, August 18, 2014; December 20, 2021

RICHFIELD PUBLIC SCHOOLS

EVALUATION AND DEVELOPMENT OF PROFESSIONAL STAFF

To realize the vision of students receiving a challenging, engaging and relevant academic experience to prepare them for college, career and life, we must ensure that all staff apply or are developing practices, strategies and dispositions to ensure high quality teaching and learning that benefit all students.

I. PURPOSE

Guide and support the professional growth of Richfield Public School's teachers through transformative collegial coaching and embedded professional development.

II. ASSUMPTIONS

- A culture that supports excellence in teaching strengthens RPS's capacity to attract, develop, and retain highly effective professionals.
- New teachers need ongoing support to succeed.
- Collegial collaboration to support continuous improvement of teaching and learning and ongoing support from peers and administrators contribute significantly to teacher effectiveness.

III. CHARLOTTE DANIELSON FRAMEWORK FOR TEACHING

The Charlotte Danielson Framework for teaching provides staff and administrators with common language and a foundation of instructional excellence. The purpose of the Charlotte Danielson Framework for Teaching provides educators and administrators with a clear and common understanding of expectations around teaching, learning and professional expectations. They form the basis for personal goal setting and evaluation.

IV. TEACHER INDUCTION PROGRAM

A. A licensed administrator will complete three formal classroom observations of the probationary teacher based on the Charlotte Danielson Framework for Teaching for each year 1-3.

B. In years 1 and 2, educators who are new to the field of teaching will receive coaching and support through a mentorship program, which capitalizes on the expertise of teachers on special assignment who are trained in coaching and evaluation.
   - Licensed administrators will work with the peer review team to assign mentors to new-to-profession staff.
   - Mentor and Mentee will meet at least monthly and more often as agreed upon between mentor/mentee.

- Observation and/or modeling and collaborative planning will occur three times per year or as determined by the mentor and mentee. A reflective conference will follow observations and demonstrations.
- Mentors will attend training sessions to facilitate their mentorship and coaching skill development.

V. PROFESSIONAL EFFECTIVENESS PROGRAM

A. A licensed administrator will complete a formal classroom observation based on the Charlotte Danielson Framework every third year for each continuing contract staff member.

B. In addition, continuing contract teachers will complete evaluations from a peer reviewer twice per year when not being evaluated by a licensed administrator, and once per year when evaluated by a licensed administrator every third year.

C. All teachers will complete a personal growth plan (PGP) goal every year that is aligned to the Charlotte Danielson Framework for Teaching. PGP goals are reviewed and approved by a peer on the instructional leadership team. The personal growth plan goal includes an annual written reflection to evaluate the effectiveness of the PGP goal.

D. All teachers will participate in professional learning communities that focus on collective learning for staff to improve their practice and student outcomes. All licensed staff members will write a professional learning goal and reflection annually.

Professional growth forms including PGP goals and evaluations are submitted to building administration at the end of each year.

VI. FORMAL OBSERVATION AND EVALUATION

Formal observation and evaluation includes a review of completed pre-observation documents, a classroom observation, a post observation conference with full and summary professional teaching standards information, and a reflective summary. The observation will be completed by a licensed administrator and will be based on the Charlotte Danielson Framework for Teaching. The teacher will complete a pre- and post- observation form that includes a summary of the planning and preparation of the observed lesson as well as a reflection on their teaching and student learning to share with the administrator in the post-observation conference. The observation and evaluation form that is completed by the licensed teacher and administrator is submitted to the Director of Human Resources and placed in the teacher's personnel file.

RPS Q-Comp Steering Committee will ensure the continuous improvement of our professional evaluation and support system through periodic review, development and revision of the process including:

- Professional teaching standards
- Continuing contract staff assessment and development

- Teacher induction

Dated: April 19, 2004
Reviewed: August 18, 2014
Revised: December 20, 2021

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, July 13, 2026

Subject: Donations

(Recommended by the superintendent)

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

Richfield Community Education received donations of $225.00 from the City of Roseville, $1,200.00 from the Harry Wenger Marching Band Festival, $1,400.00 from the Winona Steamboat Days Festival, and $500.00 from the Litchfield Visitors Bureau for marching band.

Richfield Dual Language School received a donation of $25,657.90 from the RDLS PTSO for a shade structure.