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, August 3, 2026
7 p.m. School Board Meeting

I. CALL TO ORDER

II. REVIEW AND APPROVAL OF THE AGENDA

III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

A. Superintendent Update (pages 9-14)

1. Board Self-Evaluation (pages 10-12)
2. Update on Board Vacancy Appointment Process (pages 13-14)

IV. CONSENT AGENDA

A. Routine Matters (pages 15-32)

1. Minutes of the Regular Meeting held July 13, 2026 (pages 16-26)
2. General Disbursements as of 7/28/26 in the Amount of $3,423,578.88 (pages 27-31)
3. Investment Holdings (page 32)

B. Personnel Items (pages 33-34)

V. OLD BUSINESS

A. Policy 702: Investments & Administrative Guideline 702.1 (pages 35-50)

B. Policy 452: Evaluation and Development of Professional Staff & Administrative Guideline 452.1 (pages 51-57)

VI. NEW BUSINESS

A. Election of Open Board Officer Role(s) (page 58)

B. Strategic Plan 2026-2032: Richfield Rising (pages 59-71)

C. Authorization to Proceed with RHS Stadium Storage Building Construction Project (pages 72-80)

D. Administrative & Management Support Professionals Collective Bargaining Agreement 2026-2028 (pages 81-117)

E. Policy 715: Purchasing & Administrative Guideline 715.1 (pages 118-125)

F. Policy 901: Community Education (pages 126-131)

G. Donations (page 132)

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Suggested/Future Agenda Items

D. Future Meeting Dates

8-17-2026	7 p.m.	Regular Board Meeting – Public Comment
*Tuesday, 9-8-2026	7 p.m.	Regular Board Meeting

VIII. ADJOURN REGULAR MEETING

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 3, 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
AI:	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
DO:	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, August 3, 2026

Subject: Ongoing Board Calendar

Upcoming Events to Attend:

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:

September 7 is Labor Day

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 3, 2026

Subject: Superintendent Update

The board will discuss their annual self-evaluation. The board will share an update on their process for filling the vacancy left by former board member Paula Cole.

Attachments:
2025-2026 Board Goals
Administrative Guideline 209.1: Board Self-Evaluation
Board Vacancy & Appointment Process Header

RICHFIELD PUBLIC SCHOOLS

Enriching and accelerating learning

Enriqueciendo y acelerando el aprendizaje

RPS Board Goals 25-26

Goal Area 1: Partnership with the superintendent
Effectively orient new board members and become a cohesive group to partner with the superintendent.

Goal Alignment to Policy:

- Policy 202: School Board Member Code of Ethics
- Policy 207: The Superintendent - School Board Working Relationship

Measures of Success:

- New board members have attended MSBA Phase I & II trainings: IN PROGRESS
- Veteran board members have conducted an individual welcome meeting with each new board member
- Completion of District-led new board member orientation with team RPS: COMPLETE
- Veteran board members hearing and amplifying the voices of new board members in support of board team perspectives

Goal Area 2: Connection with students, staff and community
Engage family and community members in a way that aligns with the District's equity policy.

Goal Alignment to Strategic Plan:

- Climate & Culture goals

Measures of Success:

- Each board member has conducted community outreach efforts to support participation in the strategic planning process, demographically representing the voice of our community.

Goal Area 3: Orientation to policy and the District's strategic plan, mission, vision and values in board meetings and as board representatives

Lead and participate in the strategic planning process, resulting in an updated plan published prior to the 2026-2027 school year. COMPLETE

Goal Alignment to Policy:

- Policy 101: Strategic Plan

Measures of Success:

- Each board member has participated in two RPS strategic plan feedback events for staff or community members.

Administrative Guideline 209.1: Board Self-Evaluation Form

Overview
Each academic year the Richfield Public Schools board of education will set a small and high impact number of goals to center its work in alignment with the District's current strategic plan and yearly priorities. At the end of each academic year, the board will evaluate its progress towards these goals as well reflect on areas of standard governance responsibilities.

Yearly Goal Setting
Goal Area 1:

- How this goal aligns to the District's strategic plan and yearly priorities:
- Measures of success for this goal in the current academic year:

Goal Area 2:

- How this goal aligns to the District's strategic plan and yearly priorities:
- Measures of success for this goal in the current academic year:

Goal Area 3:

- How this goal aligns to the District's strategic plan and yearly priorities:
- Measures of success for this goal in the current academic year:

Annual Governance Reflection Areas

- Partnership with the superintendent
- Connection with students, staff, and community
- Orientation to policy and the District's strategic plan, mission, vision, and values in board meetings and as board representatives

Calendar

- January: Mid-year progress review of board goals.
- June/July: Complete self-evaluation based on established measures of success for board goals and annual governance reflection areas.
- August: Set board goals for the coming school year.

Dated: 1/3/2023

INFORMATION AND PROPOSALS – NON-ACTION ITEMS **Agenda Item III.B.2.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 3, 2026

Subject: Board Vacancy and Appointment Process

The board has declared a vacancy beginning on August 1, 2026 until the end of previous board member Paula Cole's term on January 1, 2028. Paula Cole no longer lives in the District, which disqualifies her to continue serving as a board member.

According to Minnesota Statute 123B.09, the vacancy must be filled by board appointment at a regular or special meeting. The appointment shall be effective 30 days following the resolution of the board appointing the new board member.

A school board election will take place on November 2, 2027 for three of the six board member seats, including the seat previously held by Paula Cole. The three board members elected (or re-elected) on November 2, 2027 will begin their terms on January 1, 2028.

The board must decide on a process for selecting an appropriate person to appoint to fill the vacancy. **There are no specific requirements in Minnesota statute or District policy that govern what procedure is used for this.**

Some procedures that have been used by school boards in other districts include creating an application and interview process, inviting former board members to return on a temporary basis, and appointing the person who received the most votes after the current board members at the most recent election.

Because there were only 3 candidates in the previous election, RPS does not have another person who received votes in the most recent election besides the current board members. The last time that a vacancy occurred, the RPS board previously created an application and interview process, resulting in the appointment of a former board member. Based on these two factors, the superintendent recommends the following process:

- Contact the most recent former board member(s) to determine if they are eligible and willing to serve in this capacity. The former board members could be contacted in order of when they last served on the board.
- Bring the name(s) forward on August 17 for the board to consider and take action to appoint.

Should this process not yield an eligible and willing former board member, the board could create an application and interview process to fill the vacancy.

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 3, 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 July 13, 2026
   - Disbursements from the July 13, 2026 Meeting
   - Checks & E-pay Register from the July 13, 2026 Meeting
   - Superintendent's Report and Agenda Meeting Minutes from July 13, 2026
2. General Disbursements as of 7/28/26 in the Amount of $3,423,578.88
   - Disbursements for the August 3, 2026 Meeting
   - Checks & E-pay Register for the August 3, 2026 Meeting
3. Investment Holdings
   - Investment Holdings as of July 29, 2026

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**

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, July 13, 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, July 13, 2026 in the boardroom at the Richfield Public Schools District Office. Chair Carter called the regular board meeting to order at 7 p.m. with the following school board members in attendance: Dennis, Spencer, and Tompkins. Cole was present virtually due to travel. Liss was not able to attend. Administrators present were Superintendent Unowsky, Assistant Superintendent Nyembwe and Executive Director Holje.

II. REVIEW AND APPROVAL OF THE AGENDA

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

III. INFORMATION AND PROPOSALS - NON-ACTION ITEMS

A. Public Comment
B. Superintendent Update
    1. Introduction of New Assistant Superintendent
    2. Health Services Presentation
C. Commendation

IV. CONSENT AGENDA

A. Routine Matters
    1. Minutes of the Regular Meeting held June 22, 2026
    2. General Disbursements as of 7/7/26 in the Amount of $1,820,352.39
    3. Investment Holdings
    4. Designation of Depositories
    5. Signatories on Deposit Accounts
    6. Signatories on MCU 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

B. Personnel Items

Certified – New Hire

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

Certified – Reassignment

Name	Employee Group	Position	Building	FTE	Effective Date
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 Elem. School	Full-Time	6/8/2026	3

Classified – New Hire

Name	Employee Group	Position	Building	FTE	Effective Date
Clara Lewis	Misc.	Student Eng. Specialist	Sheridan Hills Elem. School	Full-Time	9/1/2026
Cormac Bartlett	Para	Special Education Paraprofessional	Richfield High School	Full-Time	8/31/2026

Classified – Rehire

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

Classified – Reassignment

Name	Employee Group	Position	Building	FTE	Effective Date

Dane Smith	Para	Instructional Paraprofessional	Richfield STEM Elementary	Full-Time	9/1/2026	
Rachel Gilbertson	Para	Instructional Paraprofessional	Sheridan Hills Elem. School	Full-Time	9/1/2026	

Classified – Retirement

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

Classified – Resignation

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

Classified – Probationary Termination

Name	Employee Group	Position	Building	FTE	Effective Date
Atzin Montes Sosa	Para	Instructional Paraprofessional	Centennial Elem. School	Part-Time	6/5/2026
Atzin Montes Sosa	Outreach Worker	Bilingual Outreach Worker	Centennial Elem. 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
Janet Abundez Martinez	Para	Special Education Paraprofessional	Richfield Dual Language	Full-Time	9/1/2026
Margaret McGee	Para	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	Para	Instructional Paraprofessional	Richfield High School	Part-Time	6/4/2026	4
Devon Gibson	Para	Security Monitor	Richfield High School	Full-Time	6/4/2026	2
Maria Arriaza	Para	Clerical Paraprofessional I	Richfield STEM Elementary	Part-Time	6/5/2026	1
Nancy Fitzgerald	Para	Clerical Paraprofessional I	Sheridan Hills Elem. School	Part-Time	6/5/2026	9
Stephanie Espinoza Coyote	Para	Managerial Paraprofessional	Sheridan Hills Elem. School	Part-Time	6/5/2026	2

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

V. OLD BUSINESS

A. Policy 702: Investments & Administrative Guideline 702.1 - second read

VI. NEW BUSINESS

A. Policy 301: Organizational Chart & Policy 302: Position Assignments

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

B. RPS LTFM Budget 2027-2028

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

C. Food and Nutrition Services Collective Bargaining Agreement 2026-2028

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

D. Miscellaneous Pay Rates for 2026-2027

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

E. Revised 2026-2027 School Board Meeting Calendar

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

F. Authorization for Purchase of Technology Equipment

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

G. Policy 452: Evaluation and Development of Professional Staff & Administrative Guideline 452.1 - first read
H. Donations

Motion by Tompkins, 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
    1. Summary of Closed Session - Superintendent Evaluation
C. Suggested/Future Agenda Items
D. Future Meeting Dates

8-3-26	7 p.m.	Regular Board Meeting
8-17-26	7 p.m.	Regular Board Meeting - Public Comment

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

Motion by Spencer, seconded by Dennis, and unanimously carried, the board of education moved into closed session at 8:07 p.m. Attending the closed session were Carter, Dennis, Spencer and Tompkins. Cole and Liss were not able to attend. Superintendent Unowsky, Assistant Superintendent Nyembwe, Executive Director Holje and Director Axell were also present.

IX. REOPEN MEETING

Motion by Tompkins, seconded by Spencer, and unanimously carried, the board of education moved into open session at 8:29 p.m. with the following board members present: Carter, Dennis, Spencer and Tompkins. Cole and Liss were not able to attend. Superintendent Unowsky, Assistant Superintendent Nyembwe and Executive Director Holje were also present.

X. ADJOURN REGULAR MEETING

Chair Carter adjourned the meeting at 8:30 p.m.

CHECKS, PCARDS, ACH & WIRES
08/03/2026 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks		
FY26 PERIOD 13	7/14/2026	256,969.87
	7/21/2026	31,258.46
	7/28/2026	80,224.63
FY27 CHECKS	7/15/2026	400,325.45
	7/22/2026	260,182.42
	7/23/2026	57,609.76
JUNE 2026 PCARDS	7/6/2026	115,150.85
ACH PAYROLL ISSUE	7/10/2026	288.69
WIRES	7/27/2026	2,221,568.75

CHECK REGISTER BANK 05 TOTAL =	**3,423,578.88**

BREAKDOWN	
01-206-00	767,354.77
02-206-00	37,980.87
03-206-00	167,567.44
04-206-00	5,811.30
06-206-00	74,289.45
07-206-00	2,182,868.75
18-206-00	-
20-206-00	146,243.38
21-206-00	1,100.42
47-206-00	40,362.50
BANK TOTAL =	**3,423,578.88**

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	V2601289	07/10/2026	LEVI LANCE	R	288.69
01	V2601290	07/06/2026	P-CARD BAIRD LISA	R	10,772.67
01	V2601291	07/06/2026	P-CARD BARLOW ERICA	R	7,059.77
01	V2601292	07/06/2026	P-CARD BROWN MATTHEW	R	3,550.03
01	V2601293	07/06/2026	P-CARD BRUNNER PATTI	R	7,075.76
01	V2601294	07/06/2026	P-CARD CARUSO MATTHEW	R	769.24
01	V2601295	07/06/2026	P-CARD CRUZ ESTEVA JENNIFER	R	19,990.16
01	V2601296	07/06/2026	P-CARD EDWARDS NATHAN	R	941.46
01	V2601297	07/06/2026	P-CARD GARCIA YVETTE	R	2,999.47
01	V2601298	07/06/2026	P-CARD GEURINK AREND	R	53.42
01	V2601299	07/06/2026	P-CARD GONZALEZ CHRISTINA	R	5,089.61
01	V2601300	07/06/2026	P-CARD HUERTA-ANAYA ALICIA	R	727.45
01	V2601301	07/06/2026	P-CARD KRUEGER JENNIFER	R	332.80
01	V2601302	07/06/2026	P-CARD LEWIS JENNIFER	R	176.39
01	V2601303	07/06/2026	P-CARD LUNDY MICHELLE	V	0.00
01	V2601304	07/06/2026	P-CARD LUNDY MICHELLE	R	33,952.84
01	V2601305	07/06/2026	P-CARD MAHONEY COLLEEN	R	3,934.91
01	V2601306	07/06/2026	P-CARD MANNING MICHAEL	R	401.76
01	V2601307	07/06/2026	P-CARD MCCLENDON LAURA	R	499.79
01	V2601308	07/06/2026	P-CARD MCGINN DAN	R	227.57
01	V2601309	07/06/2026	P-CARD MORALES LIZETTE	R	5,591.60
01	V2601310	07/06/2026	P-CARD OLSON ROBERT	R	1,864.94
01	V2601311	07/06/2026	P-CARD OTTERNESS, LAURA	R	310.79
01	V2601312	07/06/2026	P-CARD PETERSON CHRIS	R	2,353.10
01	V2601313	07/06/2026	P-CARD SETZER ALEXIS	R	1,355.53
01	V2601314	07/06/2026	P-CARD SKARE-KLECKER AMY	R	1,702.68
01	V2601315	07/06/2026	P-CARD VENTURA PEREZ RAMIRO	R	410.46
01	V2601316	07/06/2026	P-CARD WILLHITE KASYA	R	840.77
01	V2601317	07/06/2026	P-CARD WOODS KELLY	R	1,770.71
01	V2601318	07/06/2026	P-CARD YUNKER AUBREE	R	395.17
01	319406	07/14/2026	T-MOBILE	R	1,313.90
01	319407	07/14/2026	ALL STATE COMMUNICATIONS LLC	R	1,415.00
01	319408	07/14/2026	BREAKAWAY ACADEMY	R	150.30
01	319409	07/14/2026	BRENNAN CONSTRUCTION OF MN, INC.	R	73,939.45
01	319410	07/14/2026	BRINK'S INCORPORATED	R	4.80
01	319411	07/14/2026	CEDAR SMALL ENGINE	R	58.76
01	319412	07/14/2026	CRISTO REY JESUIT HIGH SCHOOL	R	4,026.23
01	319413	07/14/2026	DELASALLE HIGH SCHOOL	R	1,246.59
01	319414	07/14/2026	DICKS SANITATION SERVICE, INC (DSI)	R	4,215.60
01	319415	07/14/2026	ECM PUBLISHERS INC	R	147.50
01	319416	07/14/2026	HAWKINS INC	R	776.50
01	319417	07/14/2026	HILLYARD MINNEAPOLIS	R	1,665.10
01	319418	07/14/2026	HOGAN ASSESSMENT SYSTEMS INC	R	1,230.00
01	319419	07/14/2026	HOME DEPOT CREDIT SERVICES	R	1,791.10
01	319420	07/14/2026	IIX INSURANCE INFORMATION EXCHANGE	R	75.10
01	319421	07/14/2026	JULIE ANDERSON FOLK ART	R	60.00
01	319422	07/14/2026	KEMPS LLC	R	555.60
01	319423	07/14/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	3,105.27

01	319424	07/14/2026	LVC COMPANIES INC	R	490.00
01	319425	07/14/2026	MIDWEST BUS PARTS INC	R	361.80
01	319426	07/14/2026	MINNESOTA UI FUND	R	49,883.31
01	319427	07/14/2026	NAPA AUTO PARTS	R	47.81
01	319428	07/14/2026	NEI ELECTRIC, INC.	R	2,466.00
01	319429	07/14/2026	PITNEY BOWES BANK PURCHASE POWER	R	28.75
01	319430	07/14/2026	PLUNKETT'S /VARMENT GUARD	R	1,111.09
01	319431	07/14/2026	RED BALLOON BOOKSHOP	R	8,946.26
01	319432	07/14/2026	RIGHT BRAIN GRAPHICS	R	576.60
01	319433	07/14/2026	SCHUMACHER ELEVATOR COMPANY	R	369.60
01	319434	07/14/2026	SHERWIN WILLIAMS CO	R	27.43
01	319435	07/14/2026	SQUIRES, WALDSPURGER & MACE, P.A.	R	2,209.00
01	319436	07/14/2026	TAMARA LARSON	R	54.25
01	319437	07/14/2026	THUROW STEPHANIE J	R	240.00
01	319438	07/14/2026	TOLL COMPANY	R	13.20
01	319439	07/14/2026	TREVIPAY	R	41.26
01	319440	07/14/2026	TRIO SUPPLY COMPANY	R	409.34
01	319441	07/14/2026	TRUGREEN LIMITED PARTNERSHIP	R	921.00
01	319442	07/14/2026	API GARAGE DOOR, INC.	R	1,651.00
01	319443	07/14/2026	TWIN CITY TRANSPORTATION	R	90,616.40
01	319444	07/14/2026	VANESSA MERRY	R	540.00
01	319445	07/14/2026	WOODCRAFT	R	188.97
01	319446	07/15/2026	ADVANCED COMMERCIAL KITCHENS	R	2,426.43
01	319447	07/15/2026	ALL STATE COMMUNICATIONS LLC	R	795.00
01	319448	07/15/2026	AMSD-ASSOC OF METRO SCHOOL DIST	R	9,316.00
01	319449	07/15/2026	ANOKA-HENNEPIN SCHOOLS, ISD #11	R	650.00
01	319450	07/15/2026	AI TECHNOLOGIES LLC	R	240.00
01	319451	07/15/2026	ARVIG ENTERPRISES INC	R	3,707.90
01	319452	07/15/2026	AVIBEN	R	540.06
01	319453	07/15/2026	BCN TELECOM, INC TBS	R	955.85
01	319454	07/15/2026	BCBS OF MINNESOTA & BLUE PLUS	R	8,142.00
01	319455	07/15/2026	BRIGHTWORKS	R	11,332.50
01	319456	07/15/2026	BUILDING CONTROLS & SOLUTIONS	R	303.60
01	319457	07/15/2026	BUSINESS ESSENTIALS	R	25,120.50
01	319458	07/15/2026	CEDAR SMALL ENGINE	R	97.17
01	319459	07/15/2026	CINTAS CORPORATION NO 2	R	424.70
01	319460	07/15/2026	CMC NEPTUNE LLC	R	2,800.00
01	319461	07/15/2026	D.E.L.O.R.E.S WORKS, INC.	R	11,210.00
01	319462	07/15/2026	DIGITAL INSURANCE LLC	R	5,212.00
01	319463	07/15/2026	ESX TECHNOLOGY SOLUTIONS, LLC	R	260.00
01	319464	07/15/2026	WW GRAINGER INC	R	66.00
01	319465	07/15/2026	GROUP MEDICAREBLUE RX	R	8,325.00
01	319466	07/15/2026	HILLYARD MINNEAPOLIS	R	4,779.42
01	319467	07/15/2026	KEMPS LLC	R	1,555.28
01	319468	07/15/2026	KINECT ENERGY INC	R	569.00
01	319469	07/15/2026	HAAG COMPANIES, INC.	R	240.00
01	319470	07/15/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	4,832.30
01	319471	07/15/2026	LIMBLE SOLUTIONS, INC.	R	25,359.00
01	319472	07/15/2026	MASA/MASE	R	1,392.00

01	319473	07/15/2026	MASSP-MN ASSOCIATION	R	984.00
01	319474	07/15/2026	MATH LEARNING CENTER	R	900.00
01	319475	07/15/2026	MAXORPLUS LTD, DBA: VYTLONE	R	142,300.00
01	319476	07/15/2026	MCDONOUGH'S SEWER SERVICES, INC.	R	601.30
01	319477	07/15/2026	MSNA-MN SCHOOL NUTRITION	R	960.00
01	319478	07/15/2026	NAPA AUTO PARTS	R	30.71
01	319479	07/15/2026	NEI ELECTRIC, INC.	R	1,070.50
01	319480	07/15/2026	NILFISK, INC.	R	768.40
01	319481	07/15/2026	NORTH CENTRAL INTERNATIONAL, LLC	R	2,250.11
01	319482	07/15/2026	ONEBRIDGE BENEFITS INC.	R	2,361.00
01	319483	07/15/2026	PAN O GOLD BAKING CO	R	110.66
01	319484	07/15/2026	POWERSCHOOL GROUP LLC	R	42,128.55
01	319485	07/15/2026	PREMIUM WATERS INC	R	39.00
01	319486	07/15/2026	RENAISSANCE	R	33,023.20
01	319487	07/15/2026	RYAN JEANNIE M	R	897.14
01	319488	07/15/2026	SCHOOL SERVICE EMPLOYEES UNION	R	1,572.96
01	319489	07/15/2026	SHERWIN WILLIAMS CO	R	204.90
01	319490	07/15/2026	SMARTSENSE BY DIGI	R	1,620.00
01	319491	07/15/2026	TEACHING STRATEGIES, LLC ("TS")	R	3,735.00
01	319492	07/15/2026	TRIO SUPPLY COMPANY	R	288.23
01	319493	07/15/2026	UNITED HEALTHCARE/AARP MEDICARE RX	R	119.10
01	319494	07/15/2026	UNITED HEARTHCARE /AARP MEDICARE RX	R	119.10
01	319495	07/15/2026	UNITEDHEALTHCARE	R	775.82
01	319496	07/15/2026	UPPER LAKES FOODS	R	15,269.91
01	319497	07/15/2026	SCENARIO LEARNING, LLC	R	17,122.81
01	319498	07/15/2026	VERIZON WIRELESS	R	320.10
01	319499	07/15/2026	XCEL ENERGY	R	101.24
01	319500	07/21/2026	ALERUS RETIREMENT AND BENEFITS	R	909.60
01	319501	07/21/2026	AQUA LOGIC INC	R	320.00
01	319502	07/21/2026	CATALYST BUYING GROUP LLC	R	239.99
01	319503	07/21/2026	CITY OF RICHFIELD	R	6,537.68
01	319504	07/21/2026	INSTRUMENTALIST AWARDS LLC	R	16.50
01	319505	07/21/2026	LB CARLSON LLP	R	4,950.00
01	319506	07/21/2026	LOFFLER COMPANIES	R	11,423.68
01	319507	07/21/2026	MINNESOTA DEPT OF HEALTH	R	630.00
01	319508	07/21/2026	SCHUMACHER ELEVATOR COMPANY	R	528.00
01	319509	07/21/2026	SOURCEWELL	R	4,207.50
01	319510	07/21/2026	UW MADISON ACCOUNTING SERVICES	R	1,495.51
01	319511	07/22/2026	ACER SERVICE CORPORATION	R	153.90
01	319512	07/22/2026	AMERICAN CAPITAL FINANCIAL	R	106,522.40
01	319513	07/22/2026	BOND TRUST SERVICES CORP	R	1,662.50
01	319514	07/22/2026	CANON FINANCIAL SERVICES INC	R	4,619.32
01	319515	07/22/2026	D.E.L.O.R.E.S WORKS, INC.	R	5,605.00
01	319516	07/22/2026	FOLLETT SOFTWARE, LLC	R	14,419.20
01	319517	07/22/2026	FRONTLINE TECHNOLOGIES GROUP LLC	R	49,601.76
01	319518	07/22/2026	H&B SPECIALIZED PRODUCTS INC	R	4,828.00
01	319519	07/22/2026	HMH EDUCATION COMPANY	R	4,600.00
01	319520	07/22/2026	KEMPS LLC	R	756.00
01	319521	07/22/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	139.11

01	319522	07/22/2026	LOFFLER	R	1,031.91
01	319523	07/22/2026	MADISON NATIONAL LIFE INS CO INC	R	8,354.99
01	319524	07/22/2026	MN VALLEY SCHOOL FOOD ASSOC	R	20.00
01	319525	07/22/2026	ON SITE SANITATION	R	600.00
01	319526	07/22/2026	QUAVERED, INC.	R	32,760.00
01	319527	07/22/2026	RACK PERFORMANCE INC.	R	1,250.00
01	319528	07/22/2026	RINGCENTERAL, INC.	R	9,352.29
01	319529	07/22/2026	SCHOOL SERVICE EMPLOYEES UNION	R	1,487.96
01	319530	07/22/2026	SMARTPASS INC.	R	8,265.84
01	319531	07/22/2026	SOLID ROCK CONSTRUCTION	R	350.00
01	319532	07/22/2026	UNITED STATES TREASURER	R	300.00
01	319533	07/22/2026	UPPER LAKES FOODS	R	2,352.24
01	319534	07/22/2026	VITAMINK12, LLC	R	1,150.00
01	319535	07/23/2026	AMERICAN CAPITAL FINANCIAL	R	57,609.76
01	V2601337	07/27/2026	BOND TRUST SERVICES CORP	R	2,221,568.75
01	319536	07/28/2026	ALL FURNITURE INC	R	4,577.18
01	319537	07/28/2026	CAPITAL ONE TRADE CREDIT	R	187.61
01	319538	07/28/2026	FRONTIER TRANSPORTATION SRVCS, LLC	R	63,910.00
01	319539	07/28/2026	HOBART SERVICE	R	1,205.00
01	319540	07/28/2026	KINECT ENERGY INC	R	8,129.08
01	319541	07/28/2026	RED BALLOON BOOKSHOP	R	1,400.31
01	319542	07/28/2026	UHL COMPANY INC	R	815.45
			TOTAL ACH, PCARDS, CHECKS & WIRES		**3,423,578.88**

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
July 29, 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	-
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			**22,460,634.29**	**15,309,464.40**	**7,151,169.89**

ppd:Finance

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

Board of Education

Independent School District 280, Richfield, MN

Regular Meeting

August 03, 2026

Management – New Hire

Name	Employee Group	Position	Building	FTE	Effective Date
Hayley Etnier	Management	Director of Special Education	District Office	Full-Time	8/17/2026

Certified – New Hire

Name	Employee Group	Position	Building	FTE	Effective Date
Dillon Raborn	Certified	English Language Arts Teacher	Richfield Middle School	Full-Time	8/18/2026
Donald Seehusen	Certified	CTE Teacher	Richfield High School	Full-Time	8/18/2026
Jennifer Veeramachaneni	Certified	English Language Teacher	Richfield Middle School	Full-Time	8/18/2026
Tatyana Tuy	Certified	English Language Teacher	Richfield High School	Full-Time	8/18/2026

Certified – Rehire

Name	Employee Group	Position	Building	FTE	Effective Date
Karen Garcia Carreno	Certified	Physical Education Teacher	Richfield STEM Elementary	Part-Time	8/18/2026
Kirsten Thorson	Certified	Early Childhood Special Education Teacher	Central Education Center	Full-Time	8/18/2026
Rosenda Gaz Ibarra	Certified	Elementary Education Teacher	Richfield Dual Language	Full-Time	8/24/2026

Certified – Reassignment

Name	Employee Group	Position	Building	FTE	Effective Date
Erin Huber	Certified	Lead Peer Reviewer	District Office	Full-Time	7/15/2026
Andrea Manuel	Certified	Peer Reviewer	District Office	Full-Time	7/20/2026

Certified – Leave of Absence per Agreement

Name	Employee Group	Position	Building	FTE	Effective Date
Jonathan Heyer	Certified		District Office	Full-Time	7/1/2026

Certified – Resignation

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Carter Haaland	Certified	English Language Teacher	Richfield Dual Language	Full-time	7/14/2026	0

Classified – New Hire

Name	Employee Group	Position	Building	FTE	Effective Date
Digna Cabrera Ortiz	Facilities and Transportation	Bus Driver	Garage	Part-Time	8/31/2026
James Fahie	Facilities and Transportation	Bus Driver	Garage	Part-Time	8/31/2026
Kayleigh Armstrong	Paraprofessional	Health Assistant Paraprofessional	Multi-Building	Full-Time	8/31/2026

Classified – Reclassification

Name	Employee Group	Position	Building	FTE	Effective Date
LeAnn Carroll	Facilities and Transportation	Mailperson	Garage	Full-Time	7/7/2026

Classified – Retirement

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Maritza Zaldana	Administrative and Management Support	Administrative Assistant 2	Richfield Middle School	Full-Time	7/27/2026	19

Classified – Resignation

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Diana Barrera Garcia	Paraprofessional	Special Education Paraprofessional	Richfield High School	Full-Time	6/4/2026	1
Trentin Melichar-Pepin	Facilities and Transportation	Maintenance A Mechanic	Richfield STEM Elementary	Full-Time	7/31/2026	0
Isabel Betsill	Paraprofessional	Special Education Paraprofessional	Richfield Middle School	Full-Time	6/4/2026	1

Classified – Probationary Termination

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Jordin Booker	Paraprofessional	Security Monitor	Richfield High School	Full-Time	7/17/2026	

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 3, 2026

Subject: Investments

(Recommended by the superintendent)

Passage upon a third 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:

Minn. Stat. § 118A.01 (Definitions)
Minn. Stat. § 118A.02 (Depositories; Investing; Sales, Proceeds, Immunity)
Minn. Stat. § 118A.03 (When and What Collateral Required)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (Safekeeping; Acknowledgements)
Minn. Stat. § 356A.06, Subd. 7 (Investments; Additional Duties)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

Cross References:

MSBA/MASA Model Policy 703 (Annual Audit)

Minnesota Legal Compliance Audit Guide for School Districts Prepared by the Office of the State Auditor

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 3, 2026

Subject: Evaluation and Development of Professional Staff

(Recommended by the superintendent)

A second 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 - redlined
Administrative Guideline 452.1 - redlined

RICHFIELD PUBLIC SCHOOLS

EVALUATION AND DEVELOPMENT OF PROFESSIONAL STAFF

I. PURPOSE

The Richfield ~~Board~~ board of ~~Education~~ 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~~ school 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~~ evaluation and ~~Development~~ development of ~~Professional~~ professional ~~Staff~~ 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. If designated by the superintendent and with documented agreement of the president of Education Richfield, a teacher on special assignment who has been fully trained in the Charlotte Danielson Framework for Teaching may complete the formal observations in lieu of 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. If designated by the superintendent and with documented agreement of the president of Education Richfield, a teacher on special assignment who has been fully trained in the Charlotte Danielson Framework for Teaching may complete the formal observations in lieu of 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 d~~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~~ 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~~ 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

The purpose of this policy is to ~~Guide~~ guide and support the professional growth of Richfield Public School's teachers through transformative collegial coaching and embedded professional development.

II. ASSUMPTIONS

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

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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 is to provide~~s~~ 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. If designated by the superintendent and with documented agreement of the president of Education Richfield, a teacher on special assignment who has been fully trained in the Charlotte Danielson Framework for Teaching may complete the formal observations in lieu of a licensed administrator.

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.
1. Licensed administrators will work with the peer review team to assign mentors to new-to-profession staff.

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2. Mentor and ~~Mentee~~ mentee will meet at least monthly and more often as agreed upon between mentor/mentee.
3. 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.
4. 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. If designated by the superintendent and with documented agreement of the president of Education Richfield, a teacher on special assignment who has been fully trained in the Charlotte Danielson Framework for Teaching may complete the formal observations in lieu of a licensed administrator.

B. In addition, continuing contract teachers will complete evaluations from a peer reviewer twice per year when not being evaluated by a licensed administrator or superintendent designee, and once per year when evaluated by a licensed administrator or superintendent designee 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. If designated by the superintendent and with documented agreement of the president of Education Richfield, a teacher on special assignment who has been fully trained in the Charlotte Danielson Framework for Teaching may complete the formal observations in lieu of a licensed administrator. 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 or superintendent designee is submitted to the Director of Human Resources and placed in the teacher's personnel file.

The ~~RPS~~ District 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:

- A. Professional teaching standards
- B. Continuing contract staff- assessment and development
- C. Teacher induction

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, … + Start at: 1 + Alignment: Left + Aligned at: 0.68" + Indent at: 0.93"

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

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 3, 2026

Subject: Election of Open Board Officer Role(s)

Due to the vacancy of Board Treasurer Paula Cole's seat as of August 1, 2026, the board must elect a new treasurer.

If any board officer currently in another role is elected to the role of treasurer, then another board member must be elected to the role left open. One board member cannot hold two roles at the same time.

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 3, 2026

Subject: Richfield Rising: Strategic Plan 2026-2032

(Recommended by the superintendent)

That the board approve the Richfield Public Schools strategic plan for 2026-2032.

Once the board has approved the plan, it will be reformatted into a fully branded and translated document with photos.

Attachments:
Strategic Planning 2026 Process Update Presentation
Richfield Rising: Strategic Plan 2026-2032

Enriching and accelerating learning

RICHFIELD
PUBLIC SCHOOLS

Strategic Planning 2026 Process Update

Final Approval

8/3/26

Enriqueciendo y acelerando el aprendizaje

Strategic Planning Process Timeline

RICHFIELD PUBLIC SCHOOLS

- October 6: **School Board Study Session**
  - The board discussed revisions to the overall mission and belief statements.
- November 20 - December 7: **Phase 1 Community Survey**
  - We asked open-ended questions about vision and priorities for the District.
  - We received 68 responses from students, staff, parents/guardians, alumni, and community members.
- January 22 - March 27: **Phase 2 Community Survey & Meetings**
  - We met with 43 staff and community groups to discuss the specific goals of the strategic plan, as well as encouraging individuals to submit feedback.
  - Between individuals and groups, we received feedback from a total of 602 people.
- April - May: **Initial Drafting Process**
  - A first draft was presented to the board on May 18, 2026.
- May - June: **Phase 3 Community Survey**
  - We shared the first draft with the community for feedback in late May through early July.
  - We received 137 responses, mostly through targeted outreach to families of students participating in summer programs.
- August: **Final Draft for Board Approval**
  - We are asking for board approval of the final plan today.

Phased Feedback

RICHFIELD PUBLIC SCHOOLS

Phase 1: 68 responses to open-ended questions

Phase 2: 602 responses to group or individual feedback on current strategic plan language

Phase 3: 137 responses to the first draft of the plan

- Summer programs staff completed targeted outreach to families to ensure feedback representative of our community.
- 91% of respondents were from Spanish-speaking, multilingual learner, and/or BIPOC families.
- 77% of responses indicated overall satisfaction with the plan without changes from the draft. Other responses offered input on changes.
- Updates were made to the wording and order of the plan based on the feedback.

Retitled Strategic Plan Areas

RICHFIELD PUBLIC SCHOOLS

- Academics
  - Goals for Academic Programming
  - Goals for Equitable Academic Outcomes
- Student Activities and Community Engagement
- Climate, Well-being and Inclusion
- Staff and Resource Management
- Communication, Community Trust and Enrollment

Next Steps for 2026-2027

RICHFIELD PUBLIC SCHOOLS

1. We are requesting board approval of the plan tonight.
2. The final version will be reformatted into a fully branded and translated document with photos.
3. Management team will begin planning key actions to achieve the strategic plan goals.
4. The board will hold a study session to discuss potential measures for each goal. The board may want to consider this completion as a board goal.
5. Measures will be finalized and baseline data collected.
6. New annual survey and student climate survey questions will be created to align to the new strategic plan.
7. Redesigned vision cards will be presented to the board with baseline data in February and June.

Enriching and accelerating learning

RICHFIELD
PUBLIC SCHOOLS

Questions?

Enriqueciendo y acelerando el aprendizaje

Richfield Rising

RICHFIELD PUBLIC SCHOOLS
STRATEGIC PLAN 2026-32

Mission & Belief Statements

Mission: Richfield Public Schools inspires and empowers each individual to learn, grow and excel.

We believe:

- all children have a right to a quality education characterized by high standards, rigorous curriculum and scientific, evidence-based instruction that supports all learners and addresses individualized needs.
- our responsibility is to help students grow into the best versions of themselves in Richfield Public Schools and to confidently explore their future possibilities.
- that valuing our diverse backgrounds, cultures, languages, experiences and perspectives fosters unity and empowers all.
- the collective and collaborative efforts of students, home, school and community form the foundation for excellence.

- that the core values of kindness and responsibility must be modeled, taught and nurtured to provide a safe, supportive and engaging environment for all.
- both staff and students do their best work when clear, high expectations are paired with meaningful support and relationships.

Because we believe in the above principles:

- We commit to taking action to prepare students for lifelong learning and self-determined, successful futures.

Academics

Vision: Every student will experience challenging, engaging and relevant learning that empowers them to reach their full potential and graduate prepared to excel in their future endeavors.

Belief Statement: We believe all students can succeed academically when supported through high expectations, responsive instruction, strong relationships and meaningful opportunities to apply their learning in real-world contexts.

Goals for Academic Programming:

Goal #1: We will consistently and effectively implement a curriculum rooted in evidence-based instructional practices and high-leverage teaching strategies.

Goal #2: We will adapt instructional methods to meet the linguistic, social and cultural needs of our diverse student body.

Goal #3: We will implement equitable and anti-racist teaching practices to ensure that historically marginalized students thrive academically.

Goal #4: We will differentiate instruction to support all learners and address individualized needs.

Goal #5: We will support the multilingualism of our PreK-12+ students by delivering high-level academic language support.

Goal #6: We will provide broad access to career pathway opportunities by increasing student participation in meaningful career exploration experiences, work skills development, college-credit bearing courses, and post-secondary experiences.

Goals for Equitable Academic Outcomes:

Goal #1: We will increase our 4-year and 7-year graduation rates and ensure the demographics of graduates align with the overall demographics of Richfield Public Schools.

Goal #2: We will improve student performance on local assessments while achieving demographic equity in proficiency outcomes.

Goal #3: We will improve student performance on state and national assessments while achieving demographic equity in proficiency outcomes.

Student Activities and Community Engagement

Vision: Students, staff, families, and community members will be connected to in-school and out-of-school experiences that build a strong sense of belonging, deepen relationships, and grow leadership and teamwork skills. Through inclusive, equitable opportunities, every student can explore interests, deepen their strengths, and stay meaningfully connected to Richfield Public Schools.

Belief Statement: We believe that learning and engagement beyond the classroom, supported by strong school-family-community partnerships, are essential to developing the whole child and enriching the entire school community.

Goal #1: We will maintain and/or increase student participation and the variety of offerings in extracurricular and cocurricular activities, while ensuring demographically representative participation overall.

Goal #2: We will ensure that all students can achieve a sense of belonging, deepen relationships, and cultivate leadership and teamwork skills through activities.

Goal #3: We will maintain and/or increase community member participation in events and activities, while ensuring demographically representative participation.

Climate, Well-being and Inclusion

Vision: All students, families, staff, and community members will experience a strong sense of belonging and shared ownership in Richfield Public Schools. Our district will be a safe, inclusive, and welcoming environment where each individual is valued, supported, and affirmed, empowering all to learn, grow, and excel.

Belief Statement: We believe that by listening deeply and honoring diverse identities and lived experiences, we create safe, supportive environments where all voices shape decisions and everyone can belong, contribute, and thrive.

Goal #1: We will cultivate a multicultural, inclusive community that values and elevates diversity.

Goal #2: We will implement proactive, equity-centered support systems to ensure that positive social and emotional growth is the standard for all students.

Goal #3: We will provide students with comprehensive resources and supports that promote mental and physical wellbeing, ensuring they feel safe, supported, and ready to attend, engage, and succeed in their learning.

Goal #4: We will cultivate a collaborative, supportive, and safe work environment where staff feel valued and engaged.

Goal #5: We will empower family and community members to contribute to an inclusive school community.

Staff and Resource Management

Vision: Richfield Public Schools will have an equitable, efficient, and people-centered culture where staff and departments work collaboratively, adapt to evolving needs, and empower students and employees to thrive.

Belief Statement: We believe that by stewarding District resources, developing and supporting staff, and delivering effective, equitable and student-centered operations, we will empower each individual to grow, excel and discover their future.

Goal #1: We will steward our community's financial resources with transparency, accountability, and equity to support sustainable operations while providing high-quality staff, programs, and student opportunities.

Goal #2: We will attract, develop, support and retain a diverse, highly effective workforce through equitable hiring, sustainable working conditions, and meaningful professional learning.

Goal #3: We will maintain safe, welcoming, accessible and sustainable learning environments that reflect and support the Richfield community by responsibly stewarding facilities and enhancing security and inclusion.

Goal #4: We will provide every student access to nutritious food that reflects the multitude of cultural identities in the Richfield Public Schools community and supports student learning, overall health, and well-being.

Goal #5: We will provide equitable, secure and future-ready technology systems that enhance learning, strengthen communication, and support responsible, age-appropriate and innovative use of digital tools and AI.

Goal #6: We will provide safe, equitable and reliable transportation systems that remove barriers to learning and participation.

Communication, Community Trust and Enrollment

Vision: Our families, staff and community will view Richfield Public Schools as a trusted first source of school-related information and feel welcomed and informed through aligned, timely and high-quality communications.

Belief Statement: We believe that by communicating effectively and clearly with every member of our school community, we will strengthen trust to support sustained enrollment and engagement for all.

Goal #1: We will welcome, engage and inform families of district and school happenings through aligned, timely and high-quality communications.

Goal #2: We will support, engage and inform staff of district and school happenings through aligned, timely and effective communications.

Goal #3: We will have a positive reputation in the whole community as a highly effective and welcoming school system.

Goal #4: We will increase new student enrollment through district and school marketing, communication, and welcoming initiatives.

Goal #5: We will increase student enrollment retention through consistent district and school communication, positive student experiences and family engagement efforts.

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 3, 2026

Subject: Authorization to Proceed with RHS Stadium Storage Building Project

Recommended by the superintendent that the board authorize the administration to proceed with planning, development, approvals, design, and implementation of a Richfield High School stadium storage building construction project and contract with Solid Rock Construction to provide these services for the sum of $474,964.35. The contract is being secured through a Sourcewell/Gordian purchasing agreement.

Background Information

(Prepared by Craig Holje)

The administration has identified the need for additional storage space for facilities and athletic equipment. This project was previously approved through a different purchasing agreement. As part of the District's due diligence, it was decided to switch the procurement purchasing agreement to Sourcewell/Gordian for improved compliance to better align with Minnesota standards.

In addition, the project scope was adjusted to include additional required site-work as recommended by the geotechnical engineers.

The project has received preliminary approval by the city, subject to conditions requiring clarification related to landscape design, architectural integration details, lighting details and other design and maintenance definitions.

Work Order Signature Document

Sourcewell EZIQC Contract No.: MN-R6-GC-102825-SRC

[X] **New Work Order** [ ] **Modify an Existing Work Order**

Work Order Number: 157787.00 Work Order Date: 07/08/2026

Owner PO No:

Work Order Title: ISD #280 Richfield Public Schools - Richfield HS Stadium Storage Building 2026

Owner Name:	SOURCEWELL - MINNESOTA - ISD #280	Contractor Name:	Solid Rock LLC
Contact:	Craig Holje	Contact:	Harlan Worsham
Phone:	612-798-6031	Phone:	763-270-5058

Work to be Performed

Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of Sourcewell EZIQC Contract No MN-R6-GC-102825-SRC.

Brief Work Order Description:

Time of Performance ***See Schedule Section of the Detailed Scope of Work***

Duration

Liquidated Damages Will apply: [ ] Will not apply: [X]

Work Order Firm Fixed Price: $473,964.35

Owner Purchase Order Number:

Approvals

Owner Date

Contractor Date

Detailed Scope of Work

To: Harlan Worsham
Solid Rock LLC

No Data Input
No Data Input,
763-270-5058

From: Craig Holje
SOURCEWELL - MINNESOTA - ISD #280
Richfield Public Schools
401 70th Street West
Richfield, MN 55423
612-798-6031

Date Printed: July 08, 2026

Work Order Number: 157787.00

Owner PO No:

Work Order Title: ISD #280 Richfield Public Schools - Richfield HS Stadium Storage Building 2026

Brief Scope:

☐ **Preliminary** ☐ **Revised** ☒ **Final**

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

This is a new 40'x75' un-heated storage building to store maintenance items so they no longer need to be stored outdoors all year long. This new storage building would be located east of the running track and south of the existing bleachers on the high school property in a grass portion of the property.

Contractor _____ Date _____

Owner _____ Date _____

Contractor's Price Proposal - Summary

Date: July 08, 2026

Re:

IQC Master Contract #:	MN-R6-GC-102825-SRC
Work Order #:	157787.00
Owner PO #:	
Title:	ISD #280 Richfield Public Schools - Richfield HS Stadium Storage Building 2026
Contractor:	Solid Rock LLC
Proposal Value:	$473,964.35

No Category Input	**$473,964.35**
Proposal Total	**$473,964.35**

The Percentage of NPP on this Proposal: **%**

Contractor's Price Proposal - Detail

Date: July 08, 2026

Re:

IQC Master Contract #:	MN-R6-GC-102825-SRC
Work Order #:	157787.00
Owner PO #:	
Title:	ISD #280 Richfield Public Schools - Richfield HS Stadium Storage Building 2026
Contractor:	Solid Rock LLC
Proposal Value:	$473,964.35

	Sect.	Item	Modifer	UOM	Description	Line Total
Labor	**Equip.**	**Material**	**(Excluded if marked with an X)**			

No Category Input

1	01 22 23	00 0358		WK	7/8 To 1 CY Hydraulic Excavator With Full-Time Operator								$26,498.67
						Quantity		Unit Price		Factor	=	Total	
				Installation		3.00	x	6,315.07	x	1.3987		26,498.67	
2	01 22 23	00 1473		DAY	18 CY Rear Dump Truck With Full-Time Truck Driver								$32,823.39
						Quantity		Unit Price		Factor	=	Total	
				Installation		11.00	x	2,133.37	x	1.3987		32,823.39	
3	01 56 26	00 0011		LF	Temporary 8' High Chain Link Fence And Posts, >6 To 12 Months								$13,091.83
						Quantity		Unit Price		Factor	=	Total	
				Installation		800.00	x	11.70	x	1.3987		13,091.83	
4	01 56 26	00 0011	0071		For >500, Deduct								-$469.96
						Quantity		Unit Price		Factor	=	Total	
				Installation		300.00	x	-1.12	x	1.3987		-469.96	
5	01 56 26	00 0158		BAG	Temporary Chain Link Fence Panels (Portable) SandbagIncludes placement and removal.								$742.99
						Quantity		Unit Price		Factor	=	Total	
				Installation		80.00	x	6.64	x	1.3987		742.99	
6	01 71 13	00 0003		EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Tractor Trailer With Up To 53' BedIncludes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as bulldozers, motor scrapers, hydraulic excavators, gradalls, road graders, loader-backhoes, heavy-duty construction loaders, tractors, pavers, rollers, bridge finishers, straight mast construction forklifts, telescoping boom rough terrain construction forklifts, telescoping and articulating boom man lifts with >40' boom lengths, etc.								$11,463.33
						Quantity		Unit Price		Factor	=	Total	
				Installation		6.00	x	1,365.95	x	1.3987		11,463.33	
7	01 74 19	00 0014		EA	20 CY Dumpster (3 Ton) "Construction Debris"Includes delivery of dumpster, rental cost, pick-up cost, hauling, and disposal fee. Non-hazardous material.								$3,274.75
						Quantity		Unit Price		Factor	=	Total	
				Installation		4.00	x	585.32	x	1.3987		3,274.75	
8	03 31 13	00 0004		SF	5" 3,000 PSI Slab On Grade Concrete Slab Assembly								$888.73
						Quantity		Unit Price		Factor	=	Total	
				Installation		60.00	x	10.59	x	1.3987		888.73	
9	03 31 13	00 0004	0155		For 4,500 PSI Concrete, Add								$42.80
						Quantity		Unit Price		Factor	=	Total	
				Installation		60.00	x	0.51	x	1.3987		42.80	
10	03 31 13	00 0004		SF	5" 3,000 PSI Slab On Grade Concrete Slab Assembly								$44,436.70
						Quantity		Unit Price		Factor	=	Total	
				Installation		3,000.00	x	10.59	x	1.3987		44,436.70	
11	03 31 13	00 0004	0155		For 4,500 PSI Concrete, Add								$2,140.01
						Quantity		Unit Price		Factor	=	Total	
				Installation		3,000.00	x	0.51	x	1.3987		2,140.01	

Contractor's Price Proposal - Detail Continues..

Work Order Number: 157787.00
Work Order Title: ISD #280 Richfield Public Schools - Richfield HS Stadium Storage Building 2026

	Sect.	Item	Modifer	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)			

No Category Input

12	03 31 13	00 0004	0162		For >2,000 To 5,000, Add									$1,035.04
				Installation	Quantity 1,000.00	x	Unit Price 0.74	x	Factor 1.3987	=	Total 1,035.04			
13	04 43 16	00 0020		SF	4" Ashlar Veneer Limestone, Random Sizes									$75,445.32
				Installation	Quantity 920.00	x	Unit Price 58.63	x	Factor 1.3987	=	Total 75,445.32			
14	06 11 16	00 0062		SF	2" x 6" At 16" On Center, Wood Wall Framing Assembly									$9,187.78
				Installation	Quantity 2,760.00	x	Unit Price 2.38	x	Factor 1.3987	=	Total 9,187.78			
15	06 11 16	00 0099		LF	6" x 6" Wood Post									$2,934.67
				Installation	Quantity 374.00	x	Unit Price 5.61	x	Factor 1.3987	=	Total 2,934.67			
16	06 16 33	00 0038		SF	5/8" Thick Structural Oriented Strand Board (OSB) On Roof									$8,182.40
				Installation	Quantity 3,000.00	x	Unit Price 1.95	x	Factor 1.3987	=	Total 8,182.40			
17	06 16 33	00 0038	0013		For >1,408 To 3,200, Deduct									-$89.07
				Installation	Quantity 1,592.00	x	Unit Price -0.04	x	Factor 1.3987	=	Total -89.07			
18	06 16 33	00 0043		SF	5/8" Thick Structural Oriented Strand Board (OSB) On Walls									$8,763.14
				Installation	Quantity 2,760.00	x	Unit Price 2.27	x	Factor 1.3987	=	Total 8,763.14			
19	06 17 53	00 0017		EA	40' Pre-Assembled Wood Roof Truss, 4 In 12 Slope									$14,810.27
				Installation	Quantity 22.00	x	Unit Price 481.30	x	Factor 1.3987	=	Total 14,810.27			
20	06 17 53	00 0017	0046		For 3 In 12 Slope, Add									$310.79
				Installation	Quantity 44.00	x	Unit Price 5.05	x	Factor 1.3987	=	Total 310.79			
21	07 41 13	00 0010		SF	30 Gauge, Corrugated Or Ribbed, Galvanized Exposed Fastener Metal Roof Panels									$21,987.56
				Installation	Quantity 3,000.00	x	Unit Price 5.24	x	Factor 1.3987	=	Total 21,987.56			
22	07 46 46	00 0012		SF	Fiber Cement Vertical Panel Siding									$12,855.17
				Installation	Quantity 2,070.00	x	Unit Price 4.44	x	Factor 1.3987	=	Total 12,855.17			
23	07 46 46	00 0033		LF	5/4" x 11-1/4" Fiber Cement Fascia Board									$3,502.07
				Installation	Quantity 260.00	x	Unit Price 9.63	x	Factor 1.3987	=	Total 3,502.07			
24	07 71 23	00 0007		LF	6", 0.032" Thick, K-Style Aluminum Gutter									$2,555.42
				Installation	Quantity 150.00	x	Unit Price 12.18	x	Factor 1.3987	=	Total 2,555.42			
25	07 71 23	00 0022		EA	6", K-Style Aluminum Gutter End Cap									$24.23
				Installation	Quantity 4.00	x	Unit Price 4.33	x	Factor 1.3987	=	Total 24.23			

Contractor's Price Proposal - Detail Continues..

Work Order Number: 157787.00
Work Order Title: ISD #280 Richfield Public Schools - Richfield HS Stadium Storage Building 2026

	Sect.	Item	Modifer	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)			

No Category Input

26	07 71 23	00 0054		LF	3" x 4", 0.019" Thick, Rectangular Aluminum Downspout								$546.33
				Installation		Quantity	x	Unit Price	x	Factor	=	Total	
						60.00		6.51		1.3987		546.33	
27	08 05 13	00 0044		EA	Prepare Existing Wood Door (Rated) For Cylindrical Lockset HardwareRequires door to be taken off site for UL certification .								$403.69
				Installation		Quantity	x	Unit Price	x	Factor	=	Total	
						2.00		144.31		1.3987		403.69	
28	08 12 13	13 0041		EA	3' x 6'-8" Through 7'-2" High, 5-3/4" Deep, 16 Gauge, Knock Down Hollow Metal Door Frame								$2,744.53
				Installation		Quantity	x	Unit Price	x	Factor	=	Total	
						2.00		981.10		1.3987		2,744.53	
29	08 12 13	13 0141		EA	3'-4" x 6'-8" Through 7'-2" High, 8-7/8" Through 13" Deep, 16 Gauge, Knock Down Hollow Metal Door Frame								$4,764.25
				Installation		Quantity	x	Unit Price	x	Factor	=	Total	
						2.00		1,703.10		1.3987		4,764.25	
30	08 12 13	13 0141	0075		For Galvanized Frames, Add								$503.87
				Installation		Quantity	x	Unit Price	x	Factor	=	Total	
						2.00		180.12		1.3987		503.87	
31	08 13 13	13 0008		EA	3' x 6'-8" x 1-3/4", 20 Gauge, Level 1 Standard Duty, Honeycomb Core, Hollow Metal Door								$1,547.49
				Installation		Quantity	x	Unit Price	x	Factor	=	Total	
						2.00		553.19		1.3987		1,547.49	
32	08 36 13	00 0063		EA	10' x 10', Insulated, 24 Gauge Galvanized Steel Sectional Door, Manual Lift								$9,431.85
				Installation		Quantity	x	Unit Price	x	Factor	=	Total	
						2.00		3,371.65		1.3987		9,431.85	
33	08 53 13	00 0483		EA	>36 SF Windows, Fixed Grille Installed Between Glass Panes, Factory Installed Grilles For Vinyl Windows								$4,777.68
				Installation		Quantity	x	Unit Price	x	Factor	=	Total	
						20.00		170.79		1.3987		4,777.68	
34	09 91 13	00 0105		SF	2 Coats Paint, Brush Work, Paint Exterior Wood Smooth Siding								$6,434.02
				Installation		Quantity	x	Unit Price	x	Factor	=	Total	
						1,840.00		2.50		1.3987		6,434.02	
35	13 34 19	00 0113		EA	10' x 10' Overhead Door, Metal Frame Rough Opening								$2,062.75
				Installation		Quantity	x	Unit Price	x	Factor	=	Total	
						2.00		737.38		1.3987		2,062.75	
36	26 05 43	00 0006		LF	Base, Open Bottom 10" Wide x 24" Deep Pedestrian Trench								$62,605.81
				Installation		Quantity	x	Unit Price	x	Factor	=	Total	
						375.00		119.36		1.3987		62,605.81	
37	26 24 16	00 0428		EA	200 Ampere Rating, Main Lugs, Indoor, 8 Circuits, 3 Wire, 120/240 Volt, 1 Phase, Assembled Panelboard With 20 Ampere, 1 Pole Plug-In Breakers								$2,048.34
				Installation		Quantity	x	Unit Price	x	Factor	=	Total	
						1.00		1,464.46		1.3987		2,048.34	
38	26 51 19	00 0112		EA	4' Length, 4,000 Lumens, Surface Mount, Volumetric LED Fixture (Lithonia STL4)								$4,697.11
				Installation		Quantity	x	Unit Price	x	Factor	=	Total	
						10.00		335.82		1.3987		4,697.11	
39	31 05 13	00 0002		CY	Bank Run/Fill Sand								$12,630.26
				Installation		Quantity	x	Unit Price	x	Factor	=	Total	
						300.00		30.10		1.3987		12,630.26	

Work Order Number: 157787.00
Work Order Title: ISD #280 Richfield Public Schools - Richfield HS Stadium Storage Building 2026

	Sect.	Item	Modifer	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)			

No Category Input

40	31 05 13	00 0002	0059	MOD	For >240, Deduct									-$627.74
				Installation		Quantity	x	Unit Price	x	Factor	=	Total		
						60.00		-7.48		1.3987		-627.74		
41	31 11 00	00 0017		CY	Machine Loading Of Cleared And Grubbed Material									$4,515.00
				Installation		Quantity	x	Unit Price	x	Factor	=	Total		
						300.00		10.76		1.3987		4,515.00		
42	31 23 16	13 0018		CY	Load Excess Material by Machine for Removal from Excavation for Trenching									$2,681.31
				Installation		Quantity	x	Unit Price	x	Factor	=	Total		
						300.00		6.39		1.3987		2,681.31		
43	31 23 16	13 0018	0080	MOD	For >250 To 500, Add									$67.14
				Installation		Quantity	x	Unit Price	x	Factor	=	Total		
						50.00		0.96		1.3987		67.14		
44	31 23 16	16 0013		VLF	30" Diameter Hole, Auger By Machine Post Hole In Soil									$5,209.60
				Installation		Quantity	x	Unit Price	x	Factor	=	Total		
						110.00		33.86		1.3987		5,209.60		
45	31 23 16	33 0003		CY	Bulk Excavation by Hydraulic Excavator, Front End Loader, Backhoe in Soil									$7,734.81
				Installation		Quantity	x	Unit Price	x	Factor	=	Total		
						1,000.00		5.53		1.3987		7,734.81		
46	31 23 16	33 0007		CY	Spreading, Shaping, and Rough Grading Imported or Stockpiled Material for Bulk Excavation by Machine									$1,569.34
				Installation		Quantity	x	Unit Price	x	Factor	=	Total		
						200.00		5.61		1.3987		1,569.34		
47	31 23 19	00 0012		LFD	>250' To 500' In Length Well Point System Rental (LF x Days = Quantity)									$2,819.78
				Installation		Quantity	x	Unit Price	x	Factor	=	Total		
						2,100.00		0.96		1.3987		2,819.78		
48	32 11 16	16 0007		SY	6" Crushed Aggregate Base Course For Roadways And Parking Areas									$8,034.13
				Installation		Quantity	x	Unit Price	x	Factor	=	Total		
						400.00		14.36		1.3987		8,034.13		
49	32 11 16	16 0007	0008	MOD	For Up To 500, Add									$765.93
				Installation		Quantity	x	Unit Price	x	Factor	=	Total		
						148.00		3.70		1.3987		765.93		
50	32 11 23	16 0006		SF	6" Crushed Aggregate Base Course For Sidewalks									$8,476.12
				Installation		Quantity	x	Unit Price	x	Factor	=	Total		
						3,000.00		2.02		1.3987		8,476.12		
51	32 11 23	16 0006	0013	MOD	For >1,000 To 2,500, Add									$419.61
				Installation		Quantity	x	Unit Price	x	Factor	=	Total		
						1,500.00		0.20		1.3987		419.61		
52	32 12 16	13 0004		SY	1-1/2" Thick Bituminous Hot Mix Intermediate Binder CourseIncludes placement, rolling, finishing and sweeping.									$5,924.89
				Installation		Quantity	x	Unit Price	x	Factor	=	Total		
						400.00		10.59		1.3987		5,924.89		
53	32 12 16	13 0004	0473	MOD	For Up To 700, Add									$867.19
				Installation		Quantity	x	Unit Price	x	Factor	=	Total		
						400.00		1.55		1.3987		867.19		

Contractor's Price Proposal - Detail Continues..

Work Order Number: 157787.00
Work Order Title: ISD #280 Richfield Public Schools - Richfield HS Stadium Storage Building 2026

	Sect.	Item	Modifer	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)			
No Category Input						
54	32 12 16	13 0015		SY	1-1/2" Thick Bituminous Hot Mix Surface Wearing CourseIncludes placement, rolling, finishing and sweeping.	$5,829.78
				Installation	Quantity 400.00 x Unit Price 10.42 x Factor 1.3987 = Total 5,829.78	
55	32 12 16	13 0015	0473	MOD	For Up To 700, Add	$911.95
				Installation	Quantity 400.00 x Unit Price 1.63 x Factor 1.3987 = Total 911.95	
56	32 39 13	00 0005		LF	8" Steel Pipe Bollard, Schedule 40, Painted Or Powder Coated	$5,240.48
				Installation	Quantity 28.00 x Unit Price 133.81 x Factor 1.3987 = Total 5,240.48	
57	32 92 19	13 0019		MSF	Turf Mix, Hydro Or Air Seeding4 Lbs./MSF spread rate. Mixture of three varieties of bluegrass and one improved perennial ryegrass.	$1,628.72
				Installation	Quantity 15.00 x Unit Price 77.63 x Factor 1.3987 = Total 1,628.72	
58	32 92 19	13 0019	0348		For >7.5 To 10, Add	$260.30
				Installation	Quantity 10.00 x Unit Price 18.61 x Factor 1.3987 = Total 260.30	

Subtotal for No Category Input **$473,964.35**

Proposal Total **$473,964.35**

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: **%**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 3, 2026

Subject: Administrative and Management Support Professionals Collective Bargaining Agreement for Years 2026-2028

(Recommended by superintendent)

That the board of education approve the tentative collective bargaining agreement for Administrative and Management Support Professionals 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 July regarding the 2026-2028 Master Agreement with the Administrative and Management Support Professionals represented by SEIU Local 284. This agreement has been ratified by the Administrative and Management Support Professionals. 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

- $0.75/hour increase to the base salary schedule.
- 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.
- Increase longevity pay by:
  - $.05/hour after 5 years of service.
  - $.10/hour after 10 years of service.
  - $.15/hr after 15 years of service.
  - $.20/hr after 20 years of service.
- Increase the bilingual stipend by $0.30/hour.
- Reduce the years of service required to receive the District's Tax Sheltered Annuity matching contribution:
  - Up to a 1% District match after four (4) years of employment (previously five years).
  - Up to a 2% District match after seven (7) years of employment (previously eight years).
  - Up to a 2.5% District match after twelve (12) years of employment (previously thirteen years).
- Add one (1) additional personal leave day per year for 10 month employees, deducted from accumulated sick leave.

Year 2: July 1, 2027 – June 30, 2028

- $0.85/hour increase to the base salary schedule.
- Medical Insurance
  a. Increase the District family medical insurance contribution by $200 per month (to $1,900/month).

Other Changes

- Add a Special Leave of Absence Without Pay provision, including approval procedures, benefit continuation, and return-to-work requirements.
- Clarify that the probationary period is measured in workdays of service.
- Add language allowing paid rest and/or restroom breaks to be converted to flexible breaks throughout the workday by mutual agreement between the employee and supervisor.
- Add emergency closing provisions addressing employee work expectations, pay, and vacation when schools or District facilities are closed due to weather or other emergencies.
- Clarify seniority and layoff procedures, including provisions related to seniority, classification, calendar assignment, and qualifications.
- Establish a Memorandum of Agreement (MOA) to convene a committee to study and recommend a potential new title and classification system for a successor collective bargaining agreement.

RICHFIELD PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT NO. 280

SALARY SCHEDULE, FRINGE BENEFITS
AND WORKING CONDITIONS FOR

ADMINISTRATIVE and MANAGEMENT SUPPORT PROFESSIONALS

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, EFFECTIVE JULY 1, 2026~~2024~~ THROUGH JUNE 30, 2028~~2026~~ IN ACCORDANCE WITH THE PUBLIC EMPLOYMENT LABOR RELATIONS ACT OF 1971, AS AMENDED.

TABLE OF CONTENT

ARTICLE I
- Recognition of Exclusive Representative 4
- New Employee Information 4
- Request for Dues Check Off 4
- Employee Personnel File 4

ARTICLE II SALARY SCHEDULE 5

ARTICLE III 7
- Probationary Period 7
- Resignation or Separation of Employment 7
- Notice of Layoff 7

ARTICLE IV PHYSICAL EXAMINATIONS 8

ARTICLE V HOURS OF WORK 8

ARTICLE VI PAID LEAVES OF ABSENCE 9
- Sick Leave 9
- Disaster Leave 9
- Personal Leave 10
- Notice of Use of Sick Leave or Personal Leave 10
- Documentation for use of Leave 10
- Jury Duty 11

ARTICLE VII VACATIONS 11

ARTICLE VIII HOLIDAYS 13

ARTICLE IX UNPAID LEAVE OF ABSENCE 13
- Section 1 Temporary Leave of Absence 13
- Section 2 Child Care Leave of Absence 13

ARTICLE X SENORITY 14

ARTICLE XI VACANCIES 14

ARTICLE XII DISCIPLINE 15

ARTICLE XII GRIEVANCE PROCEDURE 17
- Section 1 Definition 17
- Section 2 Timelines 17
- Section 3 Steps 17
- Section 4 Union Representation, Intervention, and Initiation 17

Section 5 Reprisals 17
Section 6 Cost of Transcript 17

ARTICLE XIII BENEFITS 18
Section 1 Eligibility 18
Section 2 Medical Benefits 18
Section 3 Income Protection 20
Section 4 Dental Insurance 21
Section 5 Life Insurance 21
Section 6 Insurance Committee 21
Section 7 Tax Sheltered Annuities 21

ARTICLE XIV RETIREMENT 22
Section 1 Incentives for Retirement 22

CONTRACT DOCUMENTATION AUTHORIZATION 24

MEMORANDUM OF UNDERSTANDING 25

Be it resolved by the Board of Education of Independent School District No. 280:

The following articles constitute the terms of employment of Administrative and Management Support Professionals of the District for the period of July 1, 2026~~2024~~ through June 30, 2028 ~~2026~~ in compliance with the Public Employment Labor Relations Act of 1971, and as amended, hereinafter referred to as the Public Employment Labor Relations Act.

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 checkoff 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 ~~cation~~ 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 ~~threir~~ authorization.

The exclusive representative hereby warrants and covenants that it will defend, indemnify, and save the School District harmless from any and all actions, suits, claims, damages, judgments, and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the exclusive representative as provided in this Agreement.

EMPLOYEE PERSONNEL FILE

Upon written or verbal request of an employee, the School District shall permit the employee to review his or her 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.

SALARY SCHEDULE:

Position/Step	**2026-2027~~2024-2025~~**	**2027-2028~~2025-2026~~**
Management Assistant		
Step 1	31.50~~29.50~~	32.35~~30.75~~
Step 2	33.50~~31.50~~	34.35~~32.75~~
Step 3	35.50~~33.50~~	36.35~~34.75~~
Administrative Assistant 4		
Step 1	28.72~~26.72~~	29.57~~27.97~~
Step 2	30.72~~28.72~~	31.57~~29.97~~
Step 3	32.72~~30.72~~	33.57~~31.97~~
Administrative Assistant 3		
Step 1	26.52~~24.52~~	27.37~~25.77~~
Step 2	28.52~~26.52~~	29.37~~27.77~~
Step 3	30.52~~28.52~~	31.37~~29.77~~
Administrative Assistant 2		
Step 1	25.48~~23.48~~	26.33~~24.73~~
Step 2	27.48~~25.48~~	28.33~~26.73~~
Step 3	29.48~~27.48~~	30.33~~28.73~~

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Administrative Assistant 1		
Step 1	23.29~~21.29~~	24.14~~22.54~~
Step 2	25.29~~23.29~~	26.14~~24.54~~
Step 3	27.29~~25.29~~	28.14~~26.54~~

LONGEVITY:
Employees shall receive additional compensation per hour as follows:

	~~2024-25~~	~~2025-26~~
After 5 years of continuous service in the unit	--	$0.20~~15~~ per hour
After 10 years of continuous service in the unit	~~$0.20 per hour~~	$0.40~~30~~ per hour
After 15 years of continuous service in the unit	~~$0.30 per hour~~	$0.60~~45~~ per hour
After 20 years of continuous service in the unit	~~$0.40 per hour~~	$0.80~~60~~ per hour

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BILINGUAL STIPEND:

Employees working in positions for which the District indicates a need or preference for a bilingual proficiency will receive an additional $.50~~20~~/hour. The stipend is subject to renewal or nonrenewal by the District on an annual basis.

~~Board approved leave of absences for all or part of a year do not count as interruption of service, nor do they count as credit towards longevity.~~

SERVICE CREDIT:

S~~Effective 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.

~~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 $130 on their first regular paycheck for the 2025-2026 school year.~~

PAY DATES:

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Employees will be paid twice a month on the 5th and 20th. Payroll information will be communicated via an electronic, web-based system. Employees will receive their pay according to the number of months per year they work as detailed below:

1. Ten Month Employees: Payments begin with the August 20 payroll of each year, totaling 21 paychecks annually.

2. Eleven Month Employees: Payments begin with the August 5 payroll of each year, totaling 22 paychecks annually.

   Employees hired as an eleven-month employee prior to July 1, 2024, who electedwill have the option to either use the same method above or to receive checks as if they were a 12-month employee with payments starting on the August 5 payroll and the remainder paid to them on the June 20 payroll are listed in Appendix A of this Agreement.

3. Twelve Month Employees: Payments begin with the July 5 payroll of each year, totaling 24 paychecks annually

New employees will begin at step one, however, placement at the second or third steps may be made at the time of hiring to give credit for related experiences as authorized by the Director of Human Resources following communication with the union steward.

An employee moving to a higher classification will be placed on the appropriate step in the new classification based on demonstrated experience and/or qualifications as long as there is no reduction in rate of pay. An employee moving to a lower classification will retain the current step placement.

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 10 days notice prior to any such increase in wage rates.

ARTICLE III.

PROBATION PERIODS:

All new employees shall work a probationary period, which shall consist of one-hundred-twenty (120) workdays of continuous service. The probationary period may be extended up to an additional one-hundred-twenty (120) work days upon mutual agreement between the union steward and the District. A new employee shall not be considered a permanent employee until having successfully completed their probation period. A new probationary period will not apply to employees who change a work classification.

RESIGNATION OR SEPARATION OF EMPLOYMENT

An employee wishing to terminate employment shall give two (2) weeks notice when possible. An employee who fails to provide two (2) weeks notice shall forfeit any accrued vacation time payout.

~~NOTICE OF LAYOFF:~~

~~Employees will be provided at least two weeks advance notification in writing of a reduction in staff. The employee may accept the layoff or choose to replace the least senior person in the affected employee's classification or the least senior employee in a lower classification provided the employee has greater seniority, the same or longer calendar assignment and is qualified to perform the work. If an employee chooses to replace the least senior employee in the affected job classification, or the least senior employee in a lower classification, the employee must provide written notice to the Director of Human Resources within five (5) working days of the notice of layoff.~~

~~Employees on layoff will be recalled, in order of seniority, to available positions at or below their previous classification for which they are qualified to perform the available work. Employees will retain recall rights for a period of two (2) years from the date of layoff. Employees will be notified, by mail, of recall and shall have five (5) working days to indicate their intent, in writing, to accept a mutually agreeable return date or to terminate their employment.~~

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. Full-time employees shall work a 40-hour week--five consecutive eight-hour days. Employees will receive breaks as required by Minnesota or federal statutes. Any paid rest and/or restroom breaks (as opposed to meal breaks) may be converted to flexible breaks throughout the workday upon the mutual agreement of an employee and their supervisor.

Section 2. All work in excess of forty (40) hours per week, with the approval of the immediate supervisor, shall be paid for at the rate of time and one-half of the employee's regular hourly rate. 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. Upon mutual agreement between the supervisor and employee, compensatory time may be assigned in lieu of overtime pay for the extra

time worked. Compensatory time must be used within 90 calendar days of accruing the time. Compensatory time not used within the 90 calendar days will be paid out at the overtime rate of pay. The employee is responsible for keeping track and properly reporting all hours and time related to work.

Section 3. Prior to July 1, the employee will be provided notification of any anticipated changes in assignment for the following fiscal year. Changes may include hours of service, location, calendar assignment, or layoff.

Section 4. Emergency Closings

On days where school is cancelled or school district facilities are closed employees will suffer no loss of pay whether they are directed to work in-person, work remotely, or not to work. Employees directed to work in-person on such days who are unable to report to work will be allowed to take vacation, sick leave (if applicable), or personal leave or work with their supervisor to flex their schedule within that week to make up their missed time.

Furthermore, on days when all school district facilities, including the District Office, are closed because of a weather emergency involving safety complications due to snow or ice, employees who are directed to work in-person will be paid their regular hours and rates and also be granted an equivalent amount of vacation.

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ARTICLE VI.

~~PAID~~ LEAVES ~~OF ABSENCE~~

Section 1. Sick Leave

To twelve-month employees an allowance of 12 days per year, accumulative, shall be granted for sick leave use. To eleven-month employees, an allowance of 11 days per year, accumulative, shall be granted for sick leave use. To ten-month employees, an allowance of 10 days per year, accumulative, shall be granted for sick leave use. Employees earn sick leave at a rate equal to or more generous that the earned sick and safe time (ESST) law requires and, thus, their accrual of sick leave satisfies the District's obligation to provide them with ESST leave.

If the reason for the use of sick leave is due to pregnancy, an employee may use sick leave during a period of physical disability as certified by a licensed medical provider.

Subd. 1 Use of Sick Leave

(a) 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.
(b) Employee may use sick leave for any ESST-qualifying reason outline in Minnesota Statutes section 181.9447, as amended.

Section 2. Disaster Leave

If the following conditions are met, additional sick leave benefits shall be granted to any Administrative or Management Assistant who has exhausted accumulated sick leave, personal leave, and all other types of paid leave for which the employee is eligible: (1) the employee has been continuously disabled and unable to work for a period of 30 or more consecutive duty days, as certified by a physician; (2) the employee is suffering from a catastrophic illness or injury, as defined below; (3) the employee is not under investigation; (4) the employee has not received notice of termination or provided notice of resignation or retirement; (5) the employee has submitted a written application for disaster leave benefits to the Human Resources Department; and (6) the application and supplemental materials required for LTD benefits have been submitted to the insurance carrier. If these conditions are met, disaster leave benefits shall commence as of the duty day immediately following the last day of regular sick leave and personal leave payment. In the event the employee is under investigation when the employee would otherwise qualify for disaster leave, the benefits shall commence as of the duty day of final disposition of discipline or the original date of eligibility if the allegations are determined to be unfounded. Disaster leave benefits shall continue only for period during which the employee remains continuously disabled and unable to work and shall cease no later than the 78th calendar day of the catastrophic illness or injury.

For purposes of this Article, an employee suffers from a "catastrophic illness or injury" if the employee has a critical, non-occupational illness or injury that prevents the employee from performing his/her job duties, has a diagnosed disability that would generally qualify for LTD and is of sufficient severity that the employee is likely to be found eligible for LTD benefits as certified by a physician. Examples of catastrophic illnesses or injuries include, but are not limited to, cancer, paralysis, brain injury, spinal injury, or amputation. Normal pregnancies, childbirths without complications, and elective surgeries that do not arise out of a serious health condition do not qualify as a catastrophic illness or injury.

Section 3. Personal Leave

Up to three (3) days for ~~12 and 11 month~~ all employees~~all~~~~employees~~ ~~and up to two (2) days for 10 month employees~~ in any one-year of earned sick leave may be used for:

> Important personal matters at the employee's own discretion. Requests for such leave are subject to the limitations and approval requirements included in Article VII Vacations. This leave will be deducted from an employee's sick leave. 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 days.

Section 4. Notice of 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, an employee must report their absence using established reporting procedures as soon as practicable.

Requests for personal leave must be made to the supervisor 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.

~~ARTICLE VII.~~

Section 7. Vacations~~VACATIONS:~~

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Subd. 1. July 1st is the date to determine vacation accrual. Employees will be allowed to carry over up to five (5) days of vacation for use by December 31. In their first year of employment employees will have their vacation pro-rated based on the number of days remaining in their work year.

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Subd. 2. Employees in positions of at least ten months, but fewer than eleven months, shall be granted seven days of vacation per year. Twelve days of vacation per year shall be granted after having been employed for five years. Such employees shall take a minimum of half of their vacation days on non-student-contact days.

Subd. 3. Employees hired for an eleven-month position shall receive ten days of vacation per year. After five years of employment they shall receive fifteen days of vacation per year. Such employees shall take a minimum of half of their vacation days on non-student-contact days.

Subd. 4. Twelve month employees shall be given fifteen days of vacation per year. After completing five years of employment they shall receive twenty days of vacation each year. After completing ten years of employment they shall receive twenty-two days of vacation each year.

Subd. 5. An employee resigning from the system shall receive earned vacation on a prorated basis to the date of termination provided that two weeks written notice is given to the employer.

Subd. 6. An employee retiring during the interim for reasons of disability or normal retirement shall be intitled to a prorated earned vacation.

Subd. 7. Vacation days must have prior approval from the supervisor and the number of employees absent from any one (1) building or work area, on any given day, may be limited based on the needs as determined by the supervisor. Employees denied a vacation may request a review of the request by the Director of Human Resources.

Section 8. PERA

An employee granted an unpaid leave of absence shall suffer no loss of seniority or job rights except as provided in Article VI Sections 9 and 10. 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.

Section 9. Special Leave of Absence Without Pay

Subd. 1. The employer may grant leaves of absence without pay of up to one year upon request.

Subd. 2. Leaves of absence without pay must be approved in advance by the employee's supervisor and the Director Human Resources. Applications for such leaves shall include the stated reasons(s) in requesting the leave, start of the leave, and projected date of the employee's return to work.

Subd. 3. Applications for leaves 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.

Subd. 4. 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 seniority but shall not accrue seniority while on an unpaid leave. Employees on an unpaid leave will not accrue sick leave, personal leave, or vacation days while on leave.

Subd. 5. 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.

Section 10. Child Care Leave of Absence

Subd. 1. An unpaid child care leave may be granted by the District, subject to the provisions of this Section, to a parent because

of the need to prepare and provide parental care for a child for a period of time.

Subd. 2. An employee making application for child care leave shall notify the Director of Human Resources at least three calendar months before commencement of the intended leave.

Subd. 3. The beginning and ending dates of a child care leave shall be agreed upon by the employee and the District with every attempt made to have these days coincide with natural breaks in the work year. In making a determination concerning the dates of the leave the District shall not, in any event, be required to grant a leave of more than 12 months or be required to permit the employee to return to work prior to the date designated in the approved leave of absence.

Subd. 4. An employee on a child care leave pursuant to this Section shall remain eligible for all appropriate benefit plans but must pay the entire premium while on leave. Employees on such leaves shall maintain their seniority but shall not accrue seniority while on an unpaid leave. Employees on a child care leave will not accrue sick leave, personal leave, or vacation days while on leave.

~~Section 1. July 1st is the date to determine vacation accrual. Employees will be allowed to carryover up to five (5) days of vacation for use by December 31.~~

~~Section 2. Employees shall be granted paid vacations as follows:~~

~~Ten through Eleven Month Employees~~

~~(a) Those employed for ten through eleven month positions with 10 days of vacation accrual shall take a minimum of half of their vacation days during non-student contact days.~~

~~(b) Personnel hired for a ten month position will be allowed five days vacation upon date of hire. Six days vacation will be allowed after having been employed three years and ten days after having been employed five years.~~

~~Effective July 1, 2025: Personnel hired for a ten month position will be allowed seven days of vacation upon date of hire. Twelve days vacation will be allowed after having been employed five years.~~

~~(c) Personnel hired for an eleven month position will be allowed six days of vacation upon date of hire. Seven days wills be allowed~~

after having been employed three years and twelve days after having been employed five years.

Effective July 1, 2025: Personnel hired for an eleven-month position will be allowed ten days of vacation upon date of hire. Fifteen days will be allowed after having been employed five years.

Twelve Month Employees

(a) New employees will be granted a prorated number of vacation days through June 30th, during the first year of employment, based on a two-week period.
(b) 10 days after having completed one full year beginning July 1st
(c) 14 days after five years
(d) 15 days after six years
(e) 16 days after seven years
(f) 17 days after eight years
(g) 17 days after nine years
(h) 18 days after ten years
(i) 18 days after eleven years
(j) 19 days after twelve years
(k) 20 days after thirteen years
(l) 21 days after fourteen years

Effective July 1, 2025:

(a) New employees will be granted a prorated number of vacation days through June 30th, during the first year of employment, based on a three week period.
(b) 15 days after having completed one full year beginning July 1st.
(c) 20 days after five years
(d) 22 days after ten years

Section 3. An employee resigning from the system shall receive earned vacation on a prorated basis to the date of termination provided that two weeks written notice is given to the employer.

Section 4. An employee retiring during the interim for reasons of disability or normal retirement shall be entitled to a prorated earned vacation.

Section 5. Vacation days must have prior approval from the supervisor and the number of employees absent from any one (1) building or work area, on any given day, may be limited based on the needs as determined by the supervisor. Employees denied a vacation, may request a review of the request by the Director of Human Resources.

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ARTICLE VII.

HOLIDAYS:

There shall be thirteen paid holidays for twelve-month employees and twelve paid holidays for eleven month employees and eleven paid holidays for ten month employees. The following are designated holidays:

> Independence Day (12 month employees only), Labor Day, Thanksgiving Day, Thanksgiving Friday, Two Winter Break Holidays, Two New Year's Holidays, Martin Luther King Jr. Day, President's Day, One Spring Holiday (as determined by the district), Memorial Day, and Juneteenth (for eleven and twelve month employees

In the event that any of the above referenced holidays fall on a regularly scheduled work day, consistent with the school calendar, an alternative day will be designated by the employer.

~~ARTICLE IX.~~

~~UNPAID LEAVE OF ABSENCE:~~

~~Section 1. Temporary Leave of Absence~~

~~An employee granted an unpaid leave of absence shall suffer no loss of seniority or job rights except as provided in Article XIII Section 2(d). 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.~~

~~Section 2. Child Care Leave of Absence~~

~~An upaid child care leave may be granted by the District, subject to the provisions of this section, to a parent because of the need to prepare and provide parental care for a child for a period of time.~~

~~An employee making application for child care leave shall notify the Director of Human Resources in writing of the request at least three calendar months before commencement of the intended leave.~~

~~The beginning and ending dates of a child care leave shall be agreed upon by the employee and the District with every attempt made to have these days coincide with natural breaks in work year. In making a determination concerning the dates of the leave the District shall not, in~~

~~any event, be required to grant a leave of more than 12 months or be required to permit the employee to return to work prior to the date designated in the approved leave of absence.~~

~~An employee on a child care leave may be eligible to continue participation in group insurance programs if permitted under the insurance policy provisions. The employee must pay, on a prorated basis for the duration of the leave of absence, the employee and employer share of any premium due for insurance the employee elects to continue during the leave of absence.~~

ARTICLE IX.

SENIORITY/LAYOFF AND RECALL:

Section 1. The Board recognizes that the purpose of seniority is to provide a declared policy as to the order of promotion, layoff and recall of employees, and for consideration in advancement or promotion (if the employee is qualified).

Section 2. Employees will be provided at least two weeks advance notification in writing of a reduction in staff. The employee may accept the layoff or choose to replace the least senior employee in the affected employee's classification or the least senior employee in a lower classification provided the employee has greater seniority, the same or longer calendar assignment, and is qualified to perform the work. If an employee chooses to replace another employee they must provide written notice to the Director of Human Resources within five (5) working days of receiving the notice of layoff.~~Employees with the least continuous service in a classification shall be laid off first.~~

Section 3. If any openings subsequently occur, the laid-off employee with the most continuous service shall be recalled first. Employees may be recalled to a position in the classification they were laid off from or in any lower classification, provided they are qualified for the position. Employees on layoff status will retain recall rights for a period of two (2) years from date of layoff.

Section 4. 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. . However, an employee who does not accept recall to a position in a lower classification or shorter calendar assignment will not forfeit their recall rights to their original classification and calendar assignment. 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

Section 5. Definitions:
Seniority Date: The date of employment in the bargaining unit.

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Classification: The job title (i.e. Management Assistant, Administrative Assistant 4, Administrative Assistant 3, Administrative Assistant 2, Administrative Assistant 1)
Calendar Assignment: The number of assigned days per year (i.e. 12 month, 11 month, 10 ½ month, 10 month) and hours per day.

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ARTICLE X.

VACANCIES:

New positions or vacancies will be posted on the district website for a period of five (5) days. Additional hours per day added to part-time positions and up to 10 additional days added to the annual calendar assignment are not required to be posted.

Applications of the interested parties should be submitted via the District's applicant tracking system.

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

The Director of Human Resources or designee will request background information from the union steward regarding final internal candidates.

Any internal applicant not selected for a position has the right to request through the Union Steward the reasoning behind the administration's decision with the intent being to increase or correct any qualifications that are lacking in order to be considered for future job postings.

ARTICLE XI.

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 an administrative assistant 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 administrative assistant 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. An administrative assistant will be informed of the right to have a Union representative present at each level of discipline.

B. An administrative assistant may grieve any level of discipline through the procedures of Article XIV (Grievance Procedure).

C. Employees who are to be terminated shall be notified in writing of such action
together with a statement of the reason(s) for the discharge.

C. Termination during the probation period shall not be grievable.

D. Administrative assistants may be suspended with pay during investigations. It is understood that suspension with pay does not constitute discipline.

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. Timelines

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.

Step 2: The Director of Human Resources

Step 3: The Superintendent of Schools or designee.

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

Section 4. Union Representation, Intervention and Initiation

The grievant 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.

ARTICLE XII.

BENEFITS:

Section 1. Eligibility

(a) An employee must be assigned to work more than 14 hours per week and complete 30 calendar days of employment in order to be eligible to enroll in the District's fringe benefit programs. The employee will be eligible for benefits on the 1st of the month following the completion of the 30 days referred to above.

(b) An employee must pay the employee's portion of premium for medical/dental 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 and life insurance plans. The monthly district contribution will be provided according to the number of hours assigned of the 40 hour week. If the premium for the medical benefit plan selected is less than the maximum district contribution specified in Section 2., then the monthly premium will be prorated according to the number of hours assigned of the 40 hours week.

Section 2. Medical Benefits

(a) The School District shall provide a program of single and dependent hospitalization-major medical benefits. The District will select the insurance carrier and policy after considering the recommendations of the insurance 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 high-deductible plan. For information purposes only, this is the Plan A option during the 2026-2027 ~~2023-2024~~ 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: 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 maximum contribution. Enrollment in the program shall be on an annual basis.

(d) All employees who have at least fifteen (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 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 plan,* 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 plan he/she desires 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 Office 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 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 Reimbursement Account selected.

Section 3. Income Protection

(a) The School District shall make available to all full time employees a Long-Term Disability (LTD) insurance program. 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 three hundred ninety ($390) dollars per year. The employee will pay the balance.

(c) The District will continue to pay the 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 term disability who were participating in those programs at the time of their disability. After the 24th month on long term disability, the 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. Contributions toward these insurances will continue until the individual becomes eligible for Medicare or Medicaid benefits.

(d) A disabled employee shall retain job rights for a maximum of two (2) years from the date of disability upon written request by the employee if the employee continues to be disabled. The disabled employee will be obligated to inform the District, on a form sent to the employee each year by the District, of the employee's desire to retain job rights as provided herein.

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 per month effective July 1, 2014 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

The District shall provide each employee a fifty thousand ($50,000) dollar term life insurance policy.

Section 6. Insurance Committee

A representative from the Office Personnel bargaining unit may serve on the District's fringe benefits insurance committee.

Section 7. Tax Sheltered Annuities

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

(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 the 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 all full time office personnel employees beginning after four (4) ~~five (5)~~ years of employment, up to 2% of salary upon completion of seven (7)~~eight (8)~~ years of employment and 2.5% upon completion of twelve (12) ~~thirteen (13)~~ 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 XIII.

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 a 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 more than 14 hours per week. The amount of severance pay shall be based on the individual's 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 (b) and (c).

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

(b) The individual shall multiply accumulated sick leave by the appropriate percentage indicated below. The product of this multiplication shall then be multiplied by ninety-five ($95.00) dollars to determine the severance pay for this Subdivision. In no case, however, shall the benefit from this Subdivision exceed twelve thousand ($12,000) dollars.

90% of accrued sick leave

(c) An individual who has at least fifteen (15) years of credited experience as defined earlier in this section in the Richfield School District shall be paid the following amount as defined in Subdivision (a). $4500

(d) The individual shall receive the amount of severance pay within thirty (30) days of the last date of employment by the District.

The full amount of severance pay a retiring employee is eligible to receive herein shall be contributed into a 403b supplemental retirement account established by the employee, exclusively for the purpose of receiving such payment (the "severance 403b"). Such a contribution shall be consistent with the applicable IRS rules on annual additions to tax-deferred accounts. The employee will not receive any direct payment from the school district for severance pay.

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.

(e) The provisions of the Richfield Public School Incentive for retirement shall apply to resignations for retirement for 2026-2027~~2022-2023~~ and 2027-2028~~2023-2024~~.

ADMINISTRATIVE and MANAGEMENT SUPPORT PROFESSIONALS
CONTRACT DOCUMENT AUTHORIZATION

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

For: Service Employees International Union
450 Southview Boulevard
~~Avenue South~~
South St. Paul, MN 55075

_____
Union Representative

_____
Union Representative

_____
Union Representative

Dated this____day of_____, 2026~~2025~~

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

_____
Board of Education Chair

_____
Board of Education Clerk

_____
Superintendent of Schools

Dated this____day _____, 2026~~2025~~

THIS AGREEMENT shall be in force from July 1st, 2026~~2024~~, through June 30, 2028~~2026~~, 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.

~~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 Administrative Assistant workers ("Employees") who are employed by the District ("the CBA"); and~~

~~WHEREAS, in the course of bargaining the 2024-2026 CBA the parties agreed to change how checks are distributed throughout the year for 11 month Employees hired before July 1, 2024, who received payments beginning with the July 5 payroll of each year, totaling 24 paychecks annually prior to the payment method as outlined in Article II of the CBA; and~~

~~WHEREAS, in the course of bargaining the 2024-2026 CBA, the parties agreed to outline the process for transitioning the Employees in question from the old payment method to the new payment method options outlined in Article II of the 2024-2026 CBA in this MOA.~~

~~NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained within this MOA, the Union and the District agree to the following provisions governing the transition between payment methods for the Employees in question for the old method to the new method options:~~

1. ~~Affected Employees shall receive paychecks in the 2024-2025 contract year as they have in prior years.~~

~~1374797360. In the 2025-2026 contract year affected Employees will receive paychecks as if they were a 12-month employee with payments starting on the July 20, 2025, payroll and the remainder paid to them on the June 20, 2026, payroll.~~

~~1374797680. Thereafter, the affected Employees will be paid on the schedule as outlined in the CBA.~~

~~This MOA will take effect upon signature by both parties and will remain in effect until a successor to the July 1, 2024 – June 30, 2026 CBA has been ratified by both parties and taken effect.~~

~~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, 2028, and continues in effect thereafter until superseded by a successor, governing the negotiated terms and conditions of employment for Administrative and Management Support professionals ("Employees") who are employed by the District ("the CBA"); and

WHEREAS, in the course of bargaining the CBA the parties decided to study a potential new title and classification system in the bargaining unit.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained within this MOA, the Union and the District agree to the following provisions:

(b) The parties will convene a committee to study appropriate titles and classification placements for positions within the bargaining unit ("the Committee"). The Committee will attempt to produce recommendations for such titles and placements before bargaining commences for a successor to the CBA. The Committee will be composed of no more than three members from the Union and three members from the District's management team. Each party may freely choose its own members. The parties may agree to expand the membership of the Committee.

This MOA will take effect upon signature by both parties and will remain in effect until June 30, 2028 (however, the MOA will remain in effect until all grievance and arbitration timelines to contest any event governed by the MOA have expired).

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. 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	Hal Goetz
Executive Director of Administrative Services	Contract Organizer
ISD 280	SEIU Local 284
Date: _____	Date: _____

Appendix A

The following Eleven Month Employees elected to receive their pay as if they were a 12-month employee. This election will remain in effect. No additional employees may elect or be added to this payment arrangement.

Crystal Dismuke
Geneley Briones Salgado
Jen Cruz
Jessica Lauer-Schumacher
Lori Schmidt
Marta Weirich
Stephanie Davidson

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 Administrative Assistant workers ("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 paid sick and safe leave ("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 here are ever revised 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 here:

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

1374798000. This MOA will be triggered if 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.

1374798240. If this MOA is ever triggered by the terms of Item 1 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:

PAID LEAVES OF ABSENCE

Section 1. Sick Leave

To twelve-month employees an allowance of 12 days per year, accumulative, shall be granted for sick leave use. To eleven-month employees, an allowance of 11 days per year, accumulative, shall be granted for sick leave use. To ten-month employees, an allowance of 10 days per year, accumulative, shall be granted for sick leave use. Sick leave can be used as allowable under state statute.

If the reason for the use of sick leave is due to pregnancy, an employee may use sick leave during a period of physical disability as certified by a licensed medical provider.

Subd. 1 Use of Sick Leave
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.
The 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.
An employee who has been employed by the district for the most recent 12 month period and holds a .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, adult child, sibling, grandchild, or grandparent.
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 3.

Section 2. Disaster Leave

If the following conditions are met, additional sick leave benefits shall be granted to any Administrative or Management Assistant who has exhausted accumulated sick leave, personal leave, and all other types of paid leave for which the employee is eligible: (1) the employee has been continuously disabled and unable to work for a period of 30 or more consecutive duty days, as certified by a physician; (2) the employee is suffering from a catastrophic illness or injury, as defined below; (3) the employee is not under investigation; (4) the employee has not received notice of termination or provided notice of resignation or retirement; (5) the employee has submitted a written application for disaster leave benefits to the Human Resources Department; and (6) the application and supplemental materials required for LTD benefits have been submitted to the insurance carrier. If these conditions are met, disaster leave benefits shall commence as of the duty day immediately following the last day of regular sick leave and personal leave payment. In the event the employee is under investigation when the employee would otherwise qualify for disaster leave, the benefits shall commence as of the duty day of final disposition of discipline or the original date of eligibility if the allegations are determined to be unfounded. Disaster leave benefits shall continue only for period during which the

employee remains continuously disabled and unable to work and shall cease no later than the 78th calendar day of the catastrophic illness or injury.

For purposes of this Article, an employee suffers from a "catastrophic illness or injury" if the employee has a critical, non-occupational illness or injury that prevents the employee from performing his/her job duties, has a diagnosed disability that would generally qualify for LTD and is of sufficient severity that the employee is likely to be found eligible for LTD benefits as certified by a physician. Examples of catastrophic illnesses or injuries include, but are not limited to, cancer, paralysis, brain injury, spinal injury, or amputation. Normal pregnancies, childbirths without complications, and elective surgeries that do not arise out of a serious health condition do not qualify as a catastrophic illness or injury.

Section 3. Personal Leave and Bereavement Leave

Up to six days in any one-year of earned sick leave may be used for:

a) Death of a friend or family member. However, if a spouse, parent, child dies and personal leave for that year has been exhausted, additional work days, not exceeding three (3) will be given as personal leave for the purpose of participating or attending to the funeral arrangements, but will be deducted against this allowance in the succeeding fiscal year.

b) Personal leave shall be granted for an appearance in court as a witness or in cases of legal action where it is mandatory that the employee be present.

c) One (1) day of earned sick leave may be used for personal emergency or calamity. Weather conditions may constitute a calamity or emergency. Leaves for other reasons may be granted by the Human Resources office and will result in a day's full deduction in salary.

d) Each employee may be granted two (2) days personal leave per year to handle important personal matters at the employee's own discretion. Requests for such leave are subject to the limitations and approval requirements included in Article VII Vacations.

After six (6) days in any one-year, full deduction shall be made.

Section 5. 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.

1374798320. 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 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

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 3, 2026

Subject: Purchasing

(Recommended by the superintendent)

Passage upon a single read of Policy 715: Purchasing & Administrative Guideline 715.1. This policy and guideline were recently updated by the board on October 27, 2025. However, some specific, time-sensitive changes have been made to the policy and guideline based on the new cabinet structure and recent updates to statute.

Attachments:
Policy 715: Purchasing - redlined
Administrative Guideline 715.1 - redlined

RICHFIELD PUBLIC SCHOOLS

PURCHASING

I. PURPOSE

The purpose of purchasing is to support the educational program of Richfield Public Schools by providing necessary supplies, equipment and services. District purchases must be made in accordance with state and federal laws for public purpose that benefits the public and is directly related to the District's mission to inspire and empower each individual to learn, grow and excel.

II. PURCHASING

The school board directs the superintendent or designee to develop and maintain an efficient purchasing system for all supplies, equipment and materials in accordance with state and federal laws and accepted purchasing practices. Purchasing transactions will be authorized on properly approved invoices, signed purchase orders or administrated by procurement cards (P-Card) through the Finance Department. Purchasing or the incurrence of obligations on behalf of the District may only be made within the framework of school board approved budgets.

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

The superintendent and ~~senior executive officers~~cabinet members are authorized to approve and sign contracts.

III. CONFLICT OF INTEREST

Employees, including school board members, who are in a position to make or influence purchasing decisions, shall actively avoid the appearance of or the fact of conflicting interest:

a. They shall discharge their duties without favor and shall refrain from engaging in any outside matters of financial or personal interest incompatible with the impartial and objective performance of their duties.

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

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

Legal References:

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

RATIFIED BY THE BOARD OF EDUCATION: November 21, 2016
REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: December 21, 2020
REVISED BY THE BOARD OF EDUCATION: October 27, 2025

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES - PURCHASING

I. PREFERRED VENDORS

A. Office and Classroom Supplies: Office and classroom supplies should be ordered from a District-approved supplier.

B. Inventoried Supplies: Paper, copier staples, and miscellaneous supplies should be ordered through the warehouse.

C. Furniture: Furniture purchases should be ordered through the Finance Department in accordance with District standards utilizing District-approved joint purchasing contracts as applicable.

D. All Other Purchases: All other purchase should be made with a purchase order, properly approved invoice or district-issued procurement card (according to the *Procurement Card Procedures Manual*). These purchases must be approved by the appropriate individual.

II. SALES TAX

A. The District is tax exempt, therefore all eligible purchases using District funds shall be made using the District's tax identification number or tax- exempt status. The District will not approve or reimburse the payment of Minnesota sales tax.

B. Exceptions (taxable Items) include, but are not limited to:

- Lodging, parking, transportation, airfare, prepared food not served on a school campus.
- Purchases made for and with student activity funds

C. Purchases for resale and fundraising are non-taxable.

III. APPROVAL PROCESS

The superintendent delegates purchase authority to building principals and program directors. These individuals are budget holders and are ultimately responsible for ensuring purchases made are allowable and appropriate.

IV. DISTRICT STANDARDS

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

V. CONFLICT OF INTEREST

A. Employees, including school board members, who are in a position to make direct purchases, recommend purchases, services and sources or supply and/or negotiate with suppliers and contractors may not do the following:

1. Receive or solicit from such suppliers, sources and/or contractors, directly or indirectly, for themselves or anyone with whom they have family, business or financial ties, anything of economic value as a gift, gratuity, loan, entertainment or favor, including gift certificates, credits or bonus points which can be exchanged for merchandise, frequent flyer miles, etc. This prohibition shall not apply to the gift exceptions specifically enumerated in Minnesota Statute 471.895, subd. 3.
2. Use their position to influence District decisions for personal gain;
3. Perform any work or service for remuneration for a supplier or contractor except as disclosures of conflict of interest are properly made
4. Give preferential treatment to friends, relatives, or current or former District employees, or
5. Disclose information about bids or other confidential matters which would compromise the District's ability to obtain the best price.

B. Any District employee, including any school board member, who knows, or may reasonably be expected to know, that they or their spouse has a material financial interest in any transaction in which the District is or may be concerned, shall disclose such interest to the superintendent and disqualify themselves from participating in or influencing that transaction.

C. Code of Conduct

1. As representatives of the District, all employees are expected to conduct themselves in a professional and ethical manner, maintaining high standards of integrity and the use of good judgment.
2. Employees are expected to be principled in their business interactions and act in good faith with individuals both inside and outside the District community.

3. The code of conduct shall govern the performance, behavior and actions of the District, including board members, employees, directors, volunteers, or agents who are engaged in any aspect of procurement, including – but not limited to – purchasing goods and services; awarding contracts and grants; or the administration and supervision of contracts.

D. No employee, officer, or agent of the District may participate in the selection, award or administration of a bid or contract supported by a federal award if a conflict of interest is real or apparent to a reasonable person. Such a conflict of interest would arise when the employee, officer, or agent, any member of their immediate family, their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the District may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

The District must disclose in writing any potential conflict of interest to the Minnesota Department of Education (MDE) in accordance with applicable federal awarding agency policies. Such disclosures shall be transmitted via email to the applicable area/department (e.g. SpEdFiscalMonitoring.MDE@state.mn.us).

E. Violations of the policy will be deferred to the Human Resources Department and appropriate disciplinary action will be determined by the Human Resources Department.

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

VI. PROCUREMENT

A. The function of purchasing is to serve the educational program

of the District by providing the necessary supplies, equipment and services. All purchases shall be made competitively, without prejudice and with the intent of seeking the maximum educational value for every dollar expended.

B. Competitive Contracting

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

1. Competitive contracting practices must be used for all District expenditures or contracts with an estimated value greater $25,000. Expenditures or contracts estimated to exceed $25,000 but not to exceed $175,000 require two or more written quotations. Expenditures or contracts estimated to exceed $175,000 require sealed bids, school board approval, and a formal written contract signed by the superintendent or designee.

2. For purchases made using federal resources between $~~10,000~~15,000 to $24,999, (i.e. "small purchases"), price or rate quotations must be obtained from at least two qualified sources and can be obtained in writing, orally, through the vendor price list on website, or through an online search (documentation of price must be retained by purchaser).

3. A state contract (Cooperative Purchasing Venture) or other joint powers contract *may* be used in place of bids or quotes for expenditures of any value. If a contract is estimated to exceed $25,000, options available through the state's cooperative purchasing venture *must* be considered before purchasing through another source. Other exceptions to the bid and quotation requirements of this regulation may be made if authorized by law (e.g., certain professional services, real estate and commercial insurance).

C. Non-Competitive Contracting

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

1. The acquisition of property or services, the aggregate dollar amount of which does not exceed the minimum purchase thresholds of the competitive contracting amounts in Section B above;
2. The item is available only from a single source;

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

Dated: November 21, 2016
Revised: December 21, 2020; October 27, 2025

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 3, 2026

Subject: Community Education

(Recommended by the superintendent)

A first read of Policy 901: Community Education. This policy establishes the purpose of the Richfield Community Education to provide opportunities for involvement and growth for all ages. The policy also describes the role of the Community Education Advisory Council.

Attachments:
Policy 901: Community Education
MSBA Model Policy 901: Community Education

RICHFIELD PUBLIC SCHOOLS

COMMUNITY EDUCATION

I. PURPOSE

The purpose of this policy is to convey to employees and to the general public the important role of community education within Richfield Public Schools.

It is the policy of the Richfield Board of Education that Richfield Community Education be committed to lifelong learning. Each community member is both a learner and a resource. Community Education will work in partnership with community members and existing programs to proactively create and facilitate inclusive, accessible opportunities for all ages.

II. GENERAL STATEMENT OF POLICY

The school board affirms a strong commitment to community education and its ability to provide opportunities for involvement and personal growth for all ages. The school board welcomes, and strongly encourages use of school buildings and activity areas by the community when not used for regularly scheduled school programs. The school administration should strive to accomplish the following objectives:

A. Maximum use should be made of public school facilities within the District.

B. Educational needs and interests of area residents should be determined periodically.

C. Community resources and expertise of residents should be utilized to develop a vibrant, well-rounded community education program.

D. Area residents should be encouraged to actively participate in program opportunities.

E. The community education program will align with and support the District's strategic plan and the success of students.

III. COMMUNITY EDUCATION ADVISORY COUNCIL

A. The council shall assist in developing and promoting the goals and objectives of the program.

B. The membership of the community education advisory council shall represent a cross section of the community and should consist of

members who represent: various service organizations; churches; public and nonpublic schools; local government including elected officials; public and private nonprofit agencies serving youth and families; parents; youth; park, recreation or forestry services of municipal or local government units located in whole or in part within the boundaries of the school district; and any other groups participating in the community education program in the District.

C. Bylaws of the community education advisory council shall provide the framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings and such other matters as deemed necessary and appropriate.

D. The council will adopt a policy to reduce and eliminate program duplication within the school district.

IV. YOUTH PROGRAMS

Richfield Public Schools may make available youth programs in the following categories:

A. Summer programs

B. Youth service programs, as a part of a youth development plan

C. School age care programs

D. School readiness programs

E. Youth after school enrichment programs, to

1. collaborate with and leverage existing community resources that have demonstrated effectiveness

2. reach out to children and youth in the community

3. increase the number of children participating in adult-supervised programs during non-school hours

4. support academic achievement

5. increase skills in technology, the arts, sports and other activities

V. ADULT EDUCATION

Richfield Public Schools may make available to adults, programs in the following categories:

A. Adult basic education - to include English as a Second Language, G.E.D. preparation, skill development, and high school diploma programs

B. Early childhood family education parenting programs

C. General enrichment community education courses

D. Specialized classes and activities for adults with disabilities

VI. RESPONSIBILITIES

The community education director shall be responsible for the development and administration of programs offered through Community Education. The community education director will also be responsible for coordinating, scheduling, assigning meeting spaces and making other arrangements to accommodate courses.

Adult and youth programs offered through Community Education are supported by patron fees, local levy, and federal, state and private grants.

Legal References: Minn. Stat. §124D.19 (Community Education Programs; Advisory Council)

Minn. Stat. §123B.51 (Schoolhouses and Sites; Access for noncurricular Purposes)

Minn. Stat. §124D.20 (Community Education Revenue)

RATIFIED BY THE BOARD OF EDUCATION: December 8, 1998

REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION:
July 17, 2017

REVISED BY THE BOARD OF EDUCATION: July 11, 2005; August 8, 2017;
September 20, 2021

Adopted: _____ *MSBA/MASA Model Policy 901*
Orig. 1995
Revised: _____ *Rev. 2022*

901 COMMUNITY EDUCATION

I. PURPOSE

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

II. GENERAL STATEMENT OF POLICY

The school board affirms a strong commitment to the community education program. The school board welcomes, and strongly encourages use of school buildings and activity areas by the community when not used for regularly scheduled elementary and secondary programs. The school administration should strive to accomplish the following objectives:

A. Maximum use should be made of public school facilities within the school district service area.

B. Educational needs and interest of area residents should be determined periodically.

C. Community resources and expertise of residents should be utilized to develop a vibrant, well-rounded community education program.

D. Area residents should be encouraged to actively participate in program opportunities.

III. COMMUNITY EDUCATION ADVISORY COUNCIL

A. The council shall assist in promoting the goals and objectives of the program.

B. The membership of the community education advisory will consist of members who represent: various service organizations; churches; public and nonpublic schools; local government including elected officials; public and private nonprofit agencies serving youth and families; parents; youth; park, recreation or forestry services of municipal or local government units located in whole or in part within the boundaries of the school district; and any other groups participating in the community education program in the school district.

C. Bylaws of the community education advisory council shall provide the framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings and such other matters as deemed necessary and appropriate.

D. The council will adopt a policy to reduce and eliminate program duplication within the school district.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)
Minn. Stat. § 124D.19, Subd. 1 (Community Education Programs; Advisory Council)
Minn. Stat. § 124D.20, Subd. 1 (Community Education Revenue)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 3, 2026

Subject: Donations

(Recommended by the superintendent)

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

The RHS Art Department received a donation of framing supplies valued at $237.97 in honor of former RPS art teacher Willie Falwell.