

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.

**Tuesday, September 8, 2026
7 p.m. School Board Meeting**

I. CALL TO ORDER

A. Land Acknowledgment (page 3)

II. REVIEW AND APPROVAL OF THE AGENDA

III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

A. Superintendent Update (pages 11-45)

1. Summer Programs Overview & Preview of Extended Learning (pages 12-37)
2. Back to School Update (pages 38-45)

B. Commendations (pages 46-47)

IV. CONSENT AGENDA

A. Routine Matters (pages 48-64)

1. Minutes of the Regular Meeting held August 17, 2026 (pages 49-58)
2. General Disbursements as of 8/31/26 in the Amount of \$1,910,709.43 (pages 59-63)
3. Investment Holdings (page 64)

B. Personnel Items (pages 65-66)

V. OLD BUSINESS

A. Policy 901: Community Education (pages 67-72)

VI. NEW BUSINESS

A. Resolution to Limit the Enrollment of Nonresident Pupils (pages 73-76)

- B. Administrative Guideline 651.2: School Activity Fees (pages 77-81)
- C. Policy 455: Reserve Teacher Pay Scale (pages 82-85)
- D. Paraprofessionals & Outreach Workers Collective Bargaining Agreement 2026-2028 (pages 86-112)
- E. Policy 704: Annual Audit (pages 113-117)
- F. Policy 705: Insurance (pages 118-119)
- G. Donations (page 120)

VII. ADVANCE PLANNING

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

9-21-2026	7 p.m.	Regular Board Meeting – Public Comment
10-5-2026	7 p.m.	Regular Board Meeting

VIII. ADJOURN REGULAR MEETING

CALL TO ORDER

Agenda Item I.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 8, 2026

Subject: Land Acknowledgment

The Richfield Public Schools Land Acknowledgment is included at the first board meeting of the school year.

Richfield Public Schools acknowledges that we are located on the ancestral land of the Dakota people, who have lived on and cared for the land since time immemorial. Indigenous nations have a long history of stewardship and preservation of the local area. We are grateful for the guardianship of these lands which hold historical, spiritual and personal significance to the Dakota people.

The Cession 289 Treaty of 1851 names the Wahpeton and Sisseton Bands of the Dakota People. The United States government used this treaty to steal land from its Indigenous groups. The Richfield Public School District continues to benefit from this unjust treaty.

We honor the history, sacrifices and continued contributions of the Dakota People and all members of the Richfield community who belong to Indigenous groups. Richfield Public Schools acknowledges the reality and history of these lands and affirms our appreciation of and support for Indigenous peoples.

**INFORMATION AND PROPOSALS –
NON-ACTION ITEMS**

Agenda Item II.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 8, 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
DSLNL:	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
TCI:	Teachers' Curriculum Institute
TCM:	Teacher Created Materials
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, September 8, 2026

Subject: Ongoing Board Calendar

Upcoming Events to Attend:

Thursday, September 10, Open House at RHS, 5:30-7 p.m.

Sunday, September 20, Penn Fest, 12-5 p.m.

Monday, September 21, School Board Meeting, 7 p.m.

Wednesday, September 23, Fall Family Engineering Night at Sheridan Hills, 5-7:30 p.m.

Friday, September 25, RDLS Carnival, 5-8 p.m.

Saturday, October 3, Homecoming Parade, 10 a.m.

Monday, October 5, School Board Meeting, 7 p.m.

Friday, October 9, Homecoming Football Game, 7 p.m.

Monday, October 19, School Board Meeting, 7 p.m.

Upcoming Holidays, Heritage Months, and Appreciation Days:

September is Minnesota School Board Recognition Month.

Hispanic Heritage Month is September 15 to October 15.

September 23 is Education Technology Day.

September 26 is Human Resources Professionals Day.

October 12 is Indigenous Peoples' Day.

**INFORMATION AND PROPOSALS –
NON-ACTION ITEMS**

Agenda Item III.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 8, 2026

Subject: Superintendent Update

Executive Director of Special Programs Dr. Kasya Willhite and TOSA Central Coordinator Aubree Yunker will provide an overview of summer programs from 2026 and a preview of extended learning programs for 2026-2027. Superintendent Unowsky will provide a back to school update.

Attachments:

Summer Programs Overview & Preview of Extended Learning Presentation
Back to School Update Presentation

Enriching and accelerating learning

R

RICHFIELD
PUBLIC SCHOOLS

**Summer, Targeted Services &
Extended Learning 2026-2027**

Kasya Willhite & Aubree Yunker

Enriqueciendo y acelerando el aprendizaje



RICHFIELD
PUBLIC SCHOOLS

AGENDA

- Summer Programming 2026 Overview
- Extended Learning/Targeted Services 2026-2027
21st Century Community Learning Centers Grant

Richfield Summer Programs



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PUBLIC SCHOOLS

ESY
Grades
Pre K -12+
STEM/CEC/
RMS/SEC

Amber Lampron, Deb Greeley,
& Sarah Smith

Credit
Recovery
Grade 10-12
RHS

Robin Conley

Spartan
Camp
Grade 9
RHS

Robin Conley

Middle
School
Grades 6-8
RMS

Kristine Blunt & Amy Frank

Language
Enrichment
Academy

Elementary
Grades 1-5
STEM

Molly Taylor & Gavin Finelli



Summer Programming Enrollment

	2022	2023	2024	2025	2026
Extended School Year (ESY) ECSE	30	37	34	34	30
Extended School Year (ESY) K-21	116	93	106	95	123
Credit Recovery (rising 10th-12th)	95	102	124	116	139
Spartan Camp (rising 9th)	20	60	66	61	58
Middle School (rising 6th-8th)	114	162	153	173	211
Elementary (rising 1st-5th)	363	366	402	383	397
Language Enrichment Academy	–	79	77	81	77
Total Students	738	899	962	943	1,035

ESY (Extended School Year)



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ESY
Grades
ECSE - TPlus
STEM/RMS/
SEC

Special education service provided by Richfield Public Schools to eligible children and youth with disabilities beyond the instructional year. The purpose of ESY is to maintain skills rather than acquire new skills. The IEP team determines eligibility of ESY services under the standards of regression and self-sufficiency on an annual basis. Student ages range from 3-21, and services are provided in a variety of buildings.

Credit Recovery



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PUBLIC SCHOOLS

Credit
Recovery
Grade 10-12
RHS

Credit Recovery: Opportunity for students to earn credit in courses that they had previously failed. Students complete work on individualized courses at their own pace. This summer students earned **178 credits!** 30+ credit increase from last year.

Spartan Camp



RICHFIELD
PUBLIC SCHOOLS

Spartan
Camp
Grade 9
RHS

Spartan Camp Program:

- Getting to know the high school and the staff.
- Building and strengthening relationships with peers.
- Learning and practicing academic strategies.
- Experiencing elective course previews (FACS - Culinary, Sewing and Child Development).
- Fraser ran a chemical awareness session to expose students to their services and partnership with RHS.
- Community Partnerships: Beacons (Enrichment).

****Students earn a .5 credit****

Middle School Programming



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Community Building and Connection

- SEL focus including student interests, fun, connection, and community building.

Math

- Develop priority math skills, both at grade level and above.
- Preview math material for the upcoming year, so students feel like experts.

Language Arts

- Working on reading and writing skills tied to fluency and comprehension.

**Middle
School
Grades 6-8
RMS**



Language Enrichment Academy



Language Enrichment Academy

Language Enrichment Academy:

- Five sections of Language Enrichment Academies within the elementary and middle school program and served 70 students who are new to the English language.
- Classes focused on academic language through STEM related topics.
- Students also experienced the enrichment activities offered at the elementary and middle school programs.

Elementary Programming



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Dedicated community building: Focusing on connection.

Reading, writing and math blocks: Targeted academics to help all students grow.

Enrichment: Students participate in a variety of enrichment activities daily.

Enrichment & Community Partners



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Elementary
Grades 1-5
STEM

D.E.L.O.R.E.S. Works:

Coding & Robotics, Soccer, Basketball, Movement & Music, and Softball classes.

Enrichment & Community Partners



RICHFIELD
PUBLIC SCHOOLS

Middle
School
Grades 6-8
RMS

Beacons



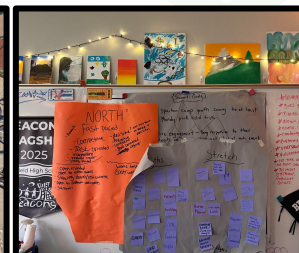
Enrichment & Community Partners



RICHFIELD
PUBLIC SCHOOLS

Spartan
Camp
Grade 9
RHS

Beacons





Future Planning and Goals

- **Reflect** on past enrollment and attendance processes to find ways to increase numbers.
- **Innovative** learning materials and pathways to meet student needs.
- **Support** staff and partner organizations based on feedback we received at the end of the summer.
- **Evaluate** the impact of programming.

Enriching and accelerating learning

R

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PUBLIC SCHOOLS

**Extended Learning/Targeted
Services 2026-2027**

Enriqueciendo y acelerando el aprendizaje

Richfield Extended Learning Programs



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Targeted Services (Academics)



21st Century Grant (Enrichment)

21st Century Community Learning Centers Grant



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- Original first round grant - 6 years, expired in spring of 2025.
- Newly arrived grant began Sept 1, 2026.
- Three year grant with an opportunity for an additional 3 year renewal.
- Program is in redevelopment to launch in partnership with targeted services mid-October.



21st Century Grant & Targeted Services



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Elementary
Grades K-5

*Richfield Super Center
at R-STEM for all 4
elementary schools

Targeted Services, Boys
& Girls Club, Beacons

Middle
School
Grades 6-8
RMS

Targeted Services (8th hour)
&
Boys and Girls Club/Teen Tech
Center, Beacons

High
School
Grade 9-12
RHS

Credit Recovery
&
YMCA/Beacons

Questions



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PUBLIC SCHOOLS



Enriching and accelerating learning

Additional Extended Learning Details

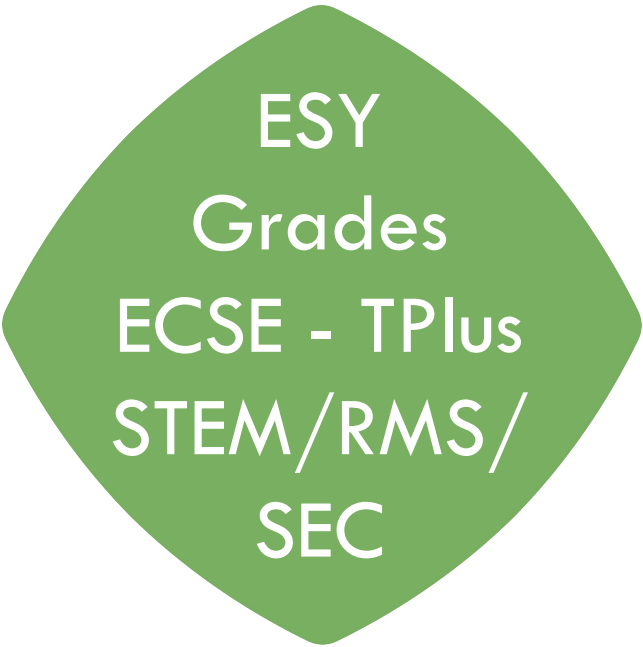
Included in board packet only

Enriqueciendo y acelerando el aprendizaje

ESY (Extended School Year) Enrollment



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	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
ECSE Total Enrollment	30	37	34	34	30
Daily Average Attendance	92%	86%	85.4%	79.8%	64.4%
K-21 Total Enrollment	116	93	106	95	123
Daily Average Attendance	78.3%	83.75%	73%	73.6%	81%

Credit Recovery Enrollment Demographics



RICHFIELD
PUBLIC SCHOOLS

Credit
Recovery
Grade 10-12
RHS

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Total Enrollment	95	102	124	116	139
Credits Earned	40	71	95	142	178
Native & Indigenous	2.1%	1%	—	0.9%	0.7%
Asian	2.1%	3%	4%	3.5%	2.9%
Black	23.2%	19%	17%	17.5%	12.9%
Hawaiian Pacific Islander	—	—	—	—	—
Hispanic	46.3%	63%	62.6%	57.9%	64%
Two or more	16.8%	3%	10.6%	11.4%	8%
White, Non-Hispanic	7.4%	11%	5.7%	9.6%	11.5%

Spartan Camp Enrollment Demographics



RICHFIELD
PUBLIC SCHOOLS

Spartan
Camp
Grade 9
RHS

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Total Enrollment	20	60	66	61	58
Average Daily Attendance	75%	52.5%	60.6%	79.2%	74.14%
Native & Indigenous	5%	1.7%	—	—	—
Asian	—	—	1.5%	1.7%	5.1%
Black	10%	18.3%	12.5%	13.6%	12.2%
Hawaiian Pacific Islander	—	—	—	—	—
Hispanic	75%	56.7%	63%	64.4%	65.4%
Two or more	10%	6.7%	5.5%	5.1%	3.2%
White, Non-Hispanic	—	13.3%	17.5%	15.3%	13.9%

Middle School Enrollment Demographics



RICHFIELD
PUBLIC SCHOOLS

Middle
School
Grades 6-8
RMS

	2022	2023	2024	2025	2026
Total Enrollment	114	161	153	173	211
Average Daily Attendance	66.8%	81.7%	74.5%	76%	55.3%
Native & Indigenous	—	0.6%	0.4%	—	—
Asian	1.6%	3.11%	0.2%	2.4%	5.2%
Black	17.8%	15.5%	16.7%	13.6%	18%
Hawaiian Pacific Islander	—	—	—	—	—
Hispanic	64.5%	60.2%	65%	62.7%	57.8%
Two or more	7.7%	8.1%	6.1%	6%	4.2%
White, Non-Hispanic	8.3%	10.6%	11.6%	15.7%	14.8%



Language Enrichment Academy Enrollment Demographics

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Total Enrollment	–	79	77	81	77
Average Daily Attendance	–	81.1%	79.3%	78%	69.8%

Language Enrichment Academy

Language Enrichment Academy:

- We had five sections of Language Enrichment Academies within the elementary and middle school program and served 70 students who are new to the English language.
- Classes focused on academic language through STEM related topics.
- Students also experienced the enrichment activities offered at the elementary and middle school programs.

Elementary Enrollment Demographics



RICHFIELD
PUBLIC SCHOOLS

Elementary
Grades 1-5
STEM

	2022	2023	2024	2025	2026
Total Enrollment	363	366	402	383	397
Average Daily Attendance	78.5%	80.5%	84%	80%	72.6%
Native & Indigenous	0.5%	0.3%	0.6%	2.1%	1.5%
Asian	4.9%	3.8%	0.6%	2.7%	—
Black	17.7%	14.8%	17%	12.6%	16.1%
Hawaiian Pacific Islander	—	—	—	—	—
Hispanic	56.8%	59.8%	61.4%	63%	69.5%
Two or more	3.2%	5.5%	3.8%	5.1%	8%
White, Non-Hispanic	16.9%	15%	16.7%	14.2%	4.9%

Enriching and accelerating learning



Back to School Update

Board Meeting 9/8/26

Enriqueciendo y acelerando el aprendizaje

Staff Professional Development



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- Management Team PD took place August 5-6
- Administrative Assistant PD took place on August 7
- New Teacher Orientation took place August 17-20
- Workshop Week took place August 24-28
- Theme: Richfield Rising
- Components:
 - Strategic plan implementation work
 - 2026-27 academic priorities & initiatives
 - Mandatory health, safety & policy trainings
 - Many more important topics!

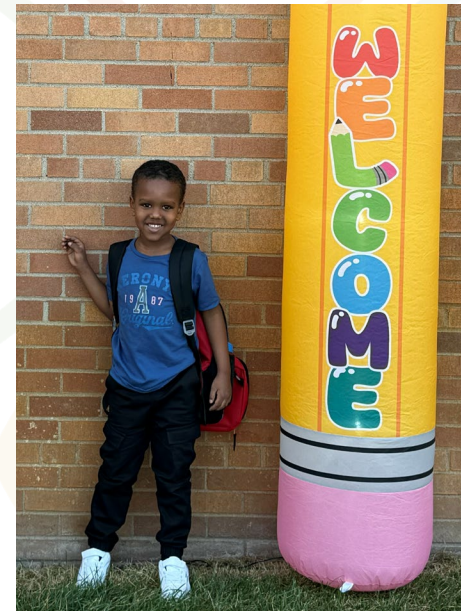


First Days



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- Connect & Assess: August 27-31
- First Day of School for Secondary: August 31
- First Day of School for Elementary: September 1



New This Year



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PUBLIC SCHOOLS

- Strategic Plan 2026-2032: Richfield Rising
- EduCLIMBER Data Warehouse Tool
- Social Studies Curriculum: TCM Exploring Social Studies-MN Edition, Northern Lights, and TCI
- Phase 2 of READ Act Training: OL&LA
- Partnership with Achieve Twin Cities for CCR
- Continued focus on:
 - Racial equity professional development
 - FastBridge assessment and progress monitoring tools
 - MTSS for academics, language & SEL
 - Using data to improve student outcomes
 - Elevating student voice & valuing bilingualism



Enrollment & Staffing



RICHFIELD
PUBLIC SCHOOLS

Elementary ENROLLMENT COUNT													
	RDLS	RDLS Sectio ns	RDLS Class Size	Cent	Cent Section s	Cent Class Size	Sher	Sher Sectio ns	Sher Class Size	STEM	STEM Sectio ns	STEM Class Size	Total
K	90	4	22.50	43	2	21.50	85	4	21.25	68	3	22.67	286
1	77	3	25.67	51	2	25.50	60	3	20.00	79	4	19.75	267
2	70	3	23.33	50	2	25.00	69	3	23.00	85	4	21.25	274
3	88	4	22.00	47	2	23.50	83	3	27.67	94	4	23.50	312
4	73	3	24.33	46	2	23.00	76	3	25.33	93	4	23.25	288
5	85	3	28.33	48	2	24.00	61	2	30.50	90	3	30.00	284
<i>Avg</i>			24.36			23.75			24.63			23.40	
School Total	483			285			434			509			1711

- Open positions as of 9/2:
 - Paraprofessionals: 6
 - Teachers: 0
 - Facilities/Transp., Nutrition, Office: 7
 - Management: 0
- Enrollment numbers will be finalized on October 1 for the WWAIE report

School & Grade	26-27 Projections	Count as of 9/8/26
RMS 6	252	259
RMS 7	228	255
RMS 8	216	247
RMS Total	696	761
RHS 9	295	312
RHS 10	297	310
RHS 11	268	277
RHS 12	277	302
RHS Total	1,137	1,201
RCEP 11	14	14
RCEP 12	73	71
RCEP Total	87	85

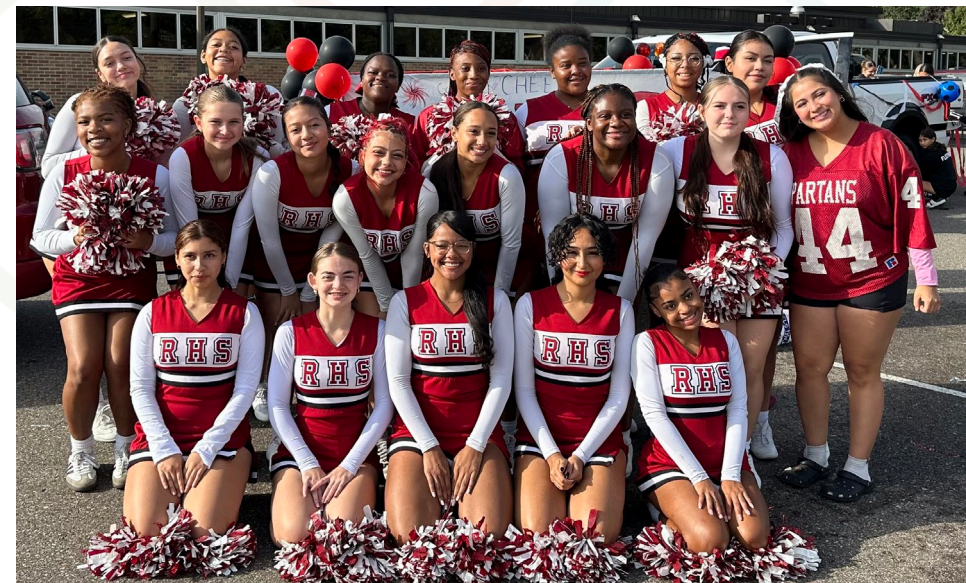
School & Grade	26-27 Projections	Count as of 9/8/26
Cent Kinder	47	43
Cent 1	47	51
Cent 2	42	50
Cent 3	42	47
Cent 4	44	46
Cent 5	45	48
Cent Total	267	285
Sher Kinder	61	85
Sher 1	62	60
Sher 2	62	69
Sher 3	74	83
Sher 4	67	76
Sher 5	56	61
Sher Total	382	434
RDLS Kinder	79	90
RDLS 1	80	77
RDLS 2	74	70
RDLS 3	91	88
RDLS 4	69	73
RDLS 5	85	85
RDLS Total	478	483
STEM Kinder	80	68
STEM 1	81	78
STEM 2	84	85
STEM 3	82	94
STEM 4	93	94
STEM 5	87	90
STEM Total	507	509

Upcoming Events

- Penn Fest: September 20, 1-5 p.m.
- Richfield Homecoming Parade: October 3, 10 a.m.



Photos from
Homecoming
Parade 2025





Richfield Rising

RICHFIELD PUBLIC SCHOOLS
SCHOOL YEAR 2026-27

Enriching and accelerating learning



RICHFIELD
PUBLIC SCHOOLS

Questions/Comments

Enriqueciendo y acelerando el aprendizaje

**INFORMATION AND PROPOSALS –
NON-ACTION ITEMS**

Agenda Item III.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 8, 2026

Subject: Commendations

RPS would like to commend RHS Principal Stacy Theien-Collins. The RHS Class of '66 received a tour of the high school, and a representative shared the following:

“We were all very impressed with how the school has progressed over the years. What impressed us most was the principal Stacy. The district is so lucky to have her. Her pride in the school and her passion for the students was so apparent. I hope Richfield appreciates what a gem she is.”

Thank you to Principal Collins for representing RPS well in the community. RPS is lucky to have you as our high school principal!

RPS would also like to commend RPS bus drivers. Superintendent Unowsky received the following communication from a staff member at R-STEM:

“I wanted to reach out and express my sincere thanks to the bus drivers for their work yesterday. They took the time to double-check their rosters to make sure all students were on the right bus and getting off at the correct stops. While I know those extra checks took time, and that these first few weeks are especially stressful, I truly appreciate their commitment to student safety. Thank you for keeping everyone safe and accounted for!”

Thank you to all bus drivers for the extra care they took during the first week of school to get all students to and from school safely!

RPS would like to commend the RPS School Board. September is Minnesota School Board Recognition Month. School board members volunteer countless hours to lead one of our community's most important responsibilities — providing students with a high-quality public education that prepares them for success in college, careers, and life. Their leadership helps create learning environments where students are

challenged, supported, and inspired to grow. Thank you to all RPS board members for your dedication to RPS students and to public education in Minnesota!



CONSENT AGENDA – FOR ACTION

Agenda Item IV.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 8, 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 August 17, 2026
 - Disbursements from the August 17, 2026 Meeting
 - Checks & E-pay Register from the August 17, 2026 Meeting
 - Superintendent's Report and Agenda Meeting Minutes from August 17, 2026
2. General Disbursements as of 8/31/26 in the Amount of \$1,910,709.43
 - Disbursements for the September 8, 2026 Meeting
 - Checks & E-pay Register for the September 8, 2026 Meeting
3. Investment Holdings
 - Investment Holdings as of September 2, 2026

CHECKS, EPAYS, Pcards & Scholarship

08/17/2026 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks		
FY26 PERIOD 13	7/31/2026	46,701.86
	8/6/2026	13,170.31
	8/10/2026	2,470.00
VOID CK	8/10/2026	(1,009.00)
FY27 CHECKS	7/30/2026	328,112.93
	8/5/2026	524,946.22
JULY 2026 PCARDS	8/4/2026	
FY26		4,386.66
FY27		33,423.56
EPAYS	7/30/2026	3,527.66
	8/6/2026	3,168.78
SCHOLARSHIP	8/6/2026	2,000.00

CHECK REGISTER BANK 05 TOTAL =	960,898.98
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BREAKDOWN

01-206-00	764,986.75
02-206-00	9,557.86
03-206-00	45,544.08
04-206-00	60,093.12
06-206-00	-
07-206-00	-
18-206-00	-
20-206-00	80,667.67
21-206-00	49.50
47-206-00	

BANK TOTAL =	960,898.98
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FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	319543	07/30/2026	T-MOBILE	R	1,313.90
01	319544	07/30/2026	ALL STATE COMMUNICATIONS LLC	R	884.25
01	319545	07/30/2026	ALTMAN ADAM	R	529.00
01	319546	07/30/2026	AQUA LOGIC INC	R	2,271.39
01	319547	07/30/2026	BLOOMSBURY PUBLISHING INC	R	1,271.92
01	319548	07/30/2026	BLUUM USA, INC.	R	16,605.00
01	319549	07/30/2026	CAPITAL ONE TRADE CREDIT	R	172.77
01	319550	07/30/2026	CDW GOVERNMENT INC	R	6,750.00
01	319551	07/30/2026	CEDAR SMALL ENGINE	R	348.25
01	319552	07/30/2026	CEP ART & DESIGN	R	711.00
01	319553	07/30/2026	CINTAS CORPORATION NO 2	R	2,125.26
01	319554	07/30/2026	D.E.L.O.R.E.S WORKS, INC.	R	5,605.00
01	319555	07/30/2026	DIESEL DIRECT CENTRAL LLC - FUEL	R	2,166.65
01	319556	07/30/2026	EDPUZZLE, INC	R	11,093.00
01	319557	07/30/2026	WW GRAINGER INC	R	1,888.89
01	319558	07/30/2026	HAWKINS INC	R	40.00
01	319559	07/30/2026	HILLYARD MINNEAPOLIS	R	2,049.96
01	319560	07/30/2026	IDEAL ENERGIES SOLAR LEASE 2021,LLC	R	7,974.38
01	319561	07/30/2026	JET-BLACK OF THE SOUTHERN TW CITIES	R	300.00
01	319562	07/30/2026	KEMPS LLC	R	529.20
01	319563	07/30/2026	KIDCREATE STUDIO	R	1,192.00
01	319564	07/30/2026	LEROY'S GREAT BEAR	R	49.99
01	319565	07/30/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	1,145.82
01	319566	07/30/2026	MAXORPLUS LTD, DBA: VYTLONE	R	62,444.17
01	319567	07/30/2026	MCCARTHY WELL COMPANY	R	442.00
01	319568	07/30/2026	MIDWEST BUS PARTS INC	R	652.08
01	319569	07/30/2026	NAPA AUTO PARTS	R	75.69
01	319570	07/30/2026	NILFISK, INC.	R	315.00
01	319571	07/30/2026	NORTH CENTRAL INTERNATIONAL, LLC	R	1,002.62
01	319572	07/30/2026	ON SITE SANITATION	R	73.85
01	319573	07/30/2026	PAN O GOLD BAKING CO	R	214.94
01	319574	07/30/2026	PLOY KHUNISOM	R	20.00
01	319575	07/30/2026	REGION 1 INFORMATION MGMT SERVICE	R	67,528.86
01	319576	07/30/2026	RIDDELL ALL AMERICAN SPORTS CORP	R	3,234.95
01	319577	07/30/2026	SHERWIN WILLIAMS CO	R	418.40
01	319578	07/30/2026	SITEONE LANDSCAPE SUPPLY LLC	R	213.00
01	319579	07/30/2026	ST CROIX FIRE & SAFETY, INC.	R	5,746.00
01	319580	07/30/2026	STATE INDUSTRIAL PRODUCTS	R	8,071.74
01	319581	07/30/2026	SUPPORT WAREHOUSE LIMITED	R	509.00
01	319582	07/30/2026	TECH ACADEMY	R	888.00
01	319583	07/30/2026	TREVIPAY	R	289.97
01	319584	07/30/2026	TWIN CITY FILTER SERVICE INC	R	516.70
01	319585	07/30/2026	UPPER LAKES FOODS	R	1,998.06
01	319586	07/30/2026	VSP INSURANCE CO. (CT)	R	3,332.70
01	319587	07/30/2026	WESTERN SPECIALTY CONTRACTORS INC	R	32,099.50
01	319588	07/30/2026	WISEIDENTITY LLC	R	4,332.60
01	319589	07/30/2026	XCEL ENERGY	R	51,429.80
01	319590	07/30/2026	XELLO, INC.	R	15,237.50

01	319591	07/30/2026	IDEAL ENERGIES SOLAR LEASE 2021,LLC	R	8.17
01	V2601338	07/30/2026	CHAD T ARMBRUSTER	R	132.97
01	V2601339	07/30/2026	CHRISTINE A BARTLETT	R	1,511.83
01	V2601340	07/30/2026	CRAIG D HOLJE	R	314.65
01	V2601341	07/30/2026	ANGELICA M MEZA SIERRA	R	36.92
01	V2601342	07/30/2026	LAURA B OTTERNESS	R	912.13
01	V2601343	07/30/2026	JACQUELINE SANCHEZ VIDAL	R	26.25
01	V2601344	07/30/2026	MICHELLE R WHITESIDE	R	495.22
01	V2601345	07/30/2026	KASYA L WILLHITE	R	97.69
01	319592	07/31/2026	ANDRLE, MICHAEL	R	1,995.00
01	319593	07/31/2026	BSN SPORTS, LLC	R	576.50
01	319594	07/31/2026	CITY OF RICHFIELD	R	9,562.51
01	319595	07/31/2026	ECM PUBLISHERS INC	R	133.87
01	319596	07/31/2026	GEE TEEZ & COMPANY, LTD.	R	9,396.00
01	319597	07/31/2026	INSTITUTE FOR ENVIROMENTAL	R	1,723.56
01	319598	07/31/2026	INTERMEDIATE DISTRICT 287	R	20,000.00
01	319599	07/31/2026	MACMILLAN HOLDINGS LLC	R	1,400.00
01	319600	07/31/2026	KIM TONG TRANSLATION SERVICE INC	R	55.00
01	319601	07/31/2026	MULTILINGUAL WORD INC	R	582.80
01	319602	07/31/2026	PROPIO LS, LLC	R	189.87
01	319603	07/31/2026	RO HEALTH, LLC	R	906.75
01	319604	07/31/2026	UNIVERSITY LANGUAGE CENTER	R	180.00
01	V2601395	08/04/2026	P-CARD BARLOW ERICA	R	328.30
01	V2601396	08/04/2026	P-CARD BRUNNER PATTI	R	199.16
01	V2601397	08/04/2026	P-CARD GARCIA YVETTE	R	1,098.61
01	V2601398	08/04/2026	P-CARD GONZALEZ CHRISTINA	R	1,397.74
01	V2601399	08/04/2026	P-CARD WOODS KELLY	R	88.47
01	V2601400	08/04/2026	P-CARD LUNDY MICHELLE	R	1,274.38
01	V2601401	08/04/2026	P-CARD BAIRD LISA	R	1,093.65
01	V2601402	08/04/2026	P-CARD BARLOW ERICA	R	550.01
01	V2601403	08/04/2026	P-CARD BROWN MATTHEW	R	171.50
01	V2601404	08/04/2026	P-CARD BRUNNER PATTI	R	7,695.91
01	V2601405	08/04/2026	P-CARD CRUZ ESTEVA JENNIFER	R	30.29
01	V2601406	08/04/2026	P-CARD EDWARDS NATHAN	R	2,264.62
01	V2601407	08/04/2026	P-CARD GEURINK AREND	R	263.97
01	V2601408	08/04/2026	P-CARD HOLJE CRAIG	R	2,971.00
01	V2601409	08/04/2026	P-CARD HUERTA-ANAYA ALICIA	R	1,283.41
01	V2601410	08/04/2026	P-CARD LUNDY MICHELLE	R	900.56
01	V2601411	08/04/2026	P-CARD MANNING MICHAEL	R	4,418.23
01	V2601412	08/04/2026	P-CARD MCGINN DAN	R	890.47
01	V2601413	08/04/2026	P-CARD MORALES LIZETTE	R	435.03
01	V2601414	08/04/2026	P-CARD OLSON ROBERT	R	7,567.68
01	V2601415	08/04/2026	P-CARD OTTERNESS, LAURA	R	175.83
01	V2601416	08/04/2026	P-CARD SACHER GRACE	R	859.21
01	V2601417	08/04/2026	P-CARD SETZER ALEXIS	R	212.16
01	V2601418	08/04/2026	P-CARD SKARE-KLECKER AMY	R	976.41
01	V2601419	08/04/2026	P-CARD VENTURA PEREZ RAMIRO	R	133.93
01	V2601420	08/04/2026	P-CARD WOODS KELLY	R	43.20
01	V2601421	08/04/2026	P-CARD YUNKER AUBREE	R	486.49

01	319605	08/05/2026	AMPLIFY EDUCATION, INC.	R	17,254.61
01	319606	08/05/2026	ARVIG ENTERPRISES INC	R	1,207.90
01	319607	08/05/2026	BATTERIES R US	R	749.97
01	319608	08/05/2026	BSN SPORTS, LLC	R	570.24
01	319609	08/05/2026	BUILDING CONTROLS & SOLUTIONS	R	704.11
01	319610	08/05/2026	CDW GOVERNMENT INC	R	227,250.00
01	319611	08/05/2026	CHARMTECH LABS LLC	R	10,450.00
01	319612	08/05/2026	CINTAS CORPORATION NO 2	R	1,641.65
01	319613	08/05/2026	COMO PARK HIGH SCHOOL	R	300.00
01	319614	08/05/2026	CRISIS PREVENTION INSTITUTE INC	R	200.00
01	319615	08/05/2026	CURRICULUM ASSOCIATES, LLC	R	31,817.50
01	319616	08/05/2026	EXPLOREK12, INC.	R	34,920.00
01	319617	08/05/2026	FAIRVIEW HEALTH SERVICES	R	7,500.00
01	319618	08/05/2026	FASTEST LABS OF BLOOMINGTON	R	341.00
01	319619	08/05/2026	FRONTLINE TECHNOLOGIES GROUP LLC	R	48,088.30
01	319620	08/05/2026	WW GRAINGER INC	R	677.19
01	319621	08/05/2026	HEALTHJOY LLC	R	10,627.50
01	319622	08/05/2026	HILLYARD MINNEAPOLIS	R	1,137.18
01	319623	08/05/2026	HOME DEPOT CREDIT SERVICES	R	794.83
01	319624	08/05/2026	ISD #728 ELK RIVER HIGH SCHOOL	R	300.00
01	319625	08/05/2026	JENNIFER MARSHALL	R	70.00
01	319626	08/05/2026	MSBA-MINNESOTA SCHOOL BOARD ASSOC	R	10,841.00
01	319627	08/05/2026	NILFISK, INC.	R	315.00
01	319628	08/05/2026	NOKOMIS SHOE SHOP	R	125.00
01	319629	08/05/2026	ON SITE SANITATION	R	1,282.61
01	319630	08/05/2026	ORI LEARNING	R	3,750.00
01	319631	08/05/2026	PEDIATRIC HOME SERVICE	R	487.50
01	319632	08/05/2026	PER MAR SECURITY SERVICES	R	33.00
01	319633	08/05/2026	RO HEALTH, LLC	R	1,601.25
01	319634	08/05/2026	SHERWIN WILLIAMS CO	R	358.04
01	319635	08/05/2026	SOURCEWELL	R	13,365.00
01	319636	08/05/2026	SOUTH ST PAUL HIGH SCHOOL	R	325.00
01	319637	08/05/2026	THE RETROFIT COMPANIES, INC.	R	9,275.24
01	319638	08/05/2026	TRI CITY UNITED	R	250.00
01	319639	08/05/2026	TWIN CITY FILTER SERVICE INC	R	1,229.12
01	319640	08/05/2026	TYLER TECHNOLOGIES, INC.	R	37,924.57
01	319641	08/05/2026	VERIZON WIRELESS	R	320.08
01	319642	08/05/2026	VISTA HIGHER LEARNING	R	46,861.83
01	319643	08/06/2026	CHAPMAN UNIVERSITY	R	2,000.00
01	319644	08/06/2026	FIRST BAPTIST CHURCH SCHOOLS	R	280.47
01	319645	08/06/2026	INTERMEDIATE DISTRICT 287	R	8,723.63
01	319646	08/06/2026	PROPIO LS, LLC	R	30.98
01	319647	08/06/2026	SCHOOL MANAGEMENT SERVICES	R	2,887.50
01	319648	08/06/2026	SQUIRES, WALDSPURGER & MACE, P.A.	R	1,247.73
01	V2601346	08/06/2026	HOWARD P ANDERSON	R	45.61
01	V2601347	08/06/2026	MATTHEW ARNOLD	R	70.00
01	V2601348	08/06/2026	MICHELLE L AXELL	R	70.00
01	V2601349	08/06/2026	ERICA T BARLOW	R	70.00
01	V2601350	08/06/2026	NIKOLAS BAUZA	R	40.00

01	V2601351	08/06/2026	ANDREW COLLINS	R	70.00
01	V2601352	08/06/2026	ERIK ENERSON	R	40.00
01	V2601353	08/06/2026	YVETTE GARCIA	R	70.00
01	V2601354	08/06/2026	KAREN GAVILAN-TEPOZTECO	R	18.27
01	V2601355	08/06/2026	RACHEL GENS	R	70.00
01	V2601356	08/06/2026	AREND J GEURINK	R	70.00
01	V2601357	08/06/2026	CHRISTINA M GONZALEZ	R	70.00
01	V2601358	08/06/2026	AMY E HAGER	R	70.00
01	V2601359	08/06/2026	KEVIN D HARRIS	R	40.00
01	V2601360	08/06/2026	MICHAEL G HARRIS	R	70.00
01	V2601361	08/06/2026	LANA HENDRICKS LEUNING	R	58.56
01	V2601362	08/06/2026	JESSICA M HOFFMAN	R	137.15
01	V2601363	08/06/2026	CRAIG D HOLJE	R	70.00
01	V2601364	08/06/2026	JEFFREY KELLER	R	70.00
01	V2601365	08/06/2026	ANOOP KUMAR	R	40.00
01	V2601366	08/06/2026	JOHN M LORENZINI	R	70.00
01	V2601367	08/06/2026	DAVANAND MAHADEO	R	40.00
01	V2601368	08/06/2026	MICHAEL A MANNING	R	70.00
01	V2601369	08/06/2026	DANIEL P MCGINN	R	40.00
01	V2601370	08/06/2026	DOUG R MCMEEKIN	R	70.00
01	V2601371	08/06/2026	KENT D MEYER	R	70.00
01	V2601372	08/06/2026	KATRINA L MORGAN	R	14.19
01	V2601373	08/06/2026	ERIN H NEILON	R	40.00
01	V2601374	08/06/2026	STEPHANIE NICHOLS	R	45.00
01	V2601375	08/06/2026	BONDO NYEMBWE	R	70.00
01	V2601376	08/06/2026	ROBERT G OLSON	R	70.00
01	V2601377	08/06/2026	LAURA B OTTERNESS	R	70.00
01	V2601378	08/06/2026	CHRISTOPHER A PETERSON	R	70.00
01	V2601379	08/06/2026	CASSANDRA QUAM	R	70.00
01	V2601380	08/06/2026	RENEE C REED-KARSTENS	R	40.00
01	V2601381	08/06/2026	HEIDI SAVATDY	R	70.00
01	V2601382	08/06/2026	CHRISTIAN SCHEMPP	R	40.00
01	V2601383	08/06/2026	AMY B SKARE-KLECKER	R	70.00
01	V2601384	08/06/2026	JUSTIN STEELE	R	70.00
01	V2601385	08/06/2026	STACY THEIEN-COLLINS	R	70.00
01	V2601386	08/06/2026	RICKY THOMPSON	R	40.00
01	V2601387	08/06/2026	VLADIMIR S TOLEDO	R	40.00
01	V2601388	08/06/2026	STEVEN P UNOWSKY	R	270.00
01	V2601389	08/06/2026	CARRIE A VALA	R	70.00
01	V2601390	08/06/2026	REBECCA S WALD	R	40.00
01	V2601391	08/06/2026	ALEXANDER WARD	R	70.00
01	V2601392	08/06/2026	MICHELLE R WHITESIDE	R	70.00
01	V2601393	08/06/2026	KASYA L WILLHITE	R	70.00
01	V2601394	08/06/2026	KELLY L WOODS	R	70.00
01	318415	08/10/2026	METROPOLITAN MECHANICAL CONTRACTORS	V	-1,009.00
01	319649	08/10/2026	METROPOLITAN MECHANICAL CONTRACTORS	R	2,470.00

TOTAL CHECKS, EPAYS, PCARDS & SCHOLARSHIPS	960,898.98
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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, August 17, 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, August 17, 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, Liss, Spencer and Tompkins. Administrators present were Superintendent Unowsky, Assistant Superintendent Nyembwe and Executive Director Holje.

II. REVIEW AND APPROVAL OF THE AGENDA

Motion by Tompkins, 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 Centennial Principal
 - 2. Spartan Foundation Presentation of Scholarship Donation
 - 3. Draft Superintendent Goals 2026-2027
 - 4. Board Goals for 2026-2027
 - 5. City of Richfield Comprehensive Plan Advisory Committee Request

IV. CONSENT AGENDA

- A. Routine Matters
 - 1. Minutes of the Regular Meeting held August 3, 2026
 - 2. General Disbursements as of 8/10/26 in the Amount of \$960,898.98
 - 3. Signatories on Deposit Accounts
 - 4. Signatories on MCU Depository Accounts
- B. Personnel Items

Management – Resignation					
Name	Employee Group	Position	Building	FTE	Effective Date
Stacey Dahlby	Mgmt	Director of Special Education	District Office	Full-Time	7/13/2026

Certified – New Hire						
Name	Employee Group	Position	Building	FTE	Effective Date	
Jodi Oosterhof	Certified	ECFE Teacher	Central Education Center	Part-time	8/18/2026	
Margaret Daniewicz	Certified	English Language Teacher	Richfield Dual Language	Full-time	8/18/2026	
Certified – Rehire						
Name	Employee Group	Position	Building	FTE	Effective Date	
Justin Fogel	Certified	Business Teacher	Richfield High School	Full-Time	8/24/2026	
Certified – Resignation						
Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Gatha Tara Howard-Felician	Certified	Special Education Teacher	Richfield Middle School	Full-Time	8/13/2026	4
Certified – Leave of Absence						
Name	Employee Group	Position	Building	FTE	Effective Date	
Clare Foley Peters	Certified	Elementary Education Teacher	Richfield STEM Elementary	Part-time	8/24/2026	
Vanessa Krebsbach	Certified	TOSA Intervention/ Enrichment Spec.	Richfield STEM Elementary	Part-time	8/24/2026	
Classified – New Hire						
Name	Employee Group	Position	Building	FTE	Effective Date	
Darryl Findlay-Lampkin	Para	Student Support/ Security Monitor	Richfield High School	Full-Time	8/31/2026	
Grace Klicker	Para	Special Education Paraprofessional	Central Education Center	Full-Time	9/1/2026	
Hillary Jarzyna	Para	Clerical Paraprofessional I	Centennial Elem. School	Part-Time	9/1/2026	
Jacqueline Olivares Rivera	Para	Managerial Paraprofessional	Richfield Dual Language	Part-Time	9/1/2026	
Keisha Wilson	Para	Managerial Paraprofessional	Sheridan Hills Elem. School	Part-Time	9/1/2026	
Keona Sisler	Para	Special Education Paraprofessional	Sheridan Hills Elem. School	Full-Time	9/1/2026	
Marilyn Rogers	Admin & Mgmt Supp.	Administrative Assistant 2	Richfield Middle School	Full-Time	8/13/2026	
Martin Canas Perdomo	Para	Student Support/ Security Monitor	Richfield High School	Full-Time	8/31/2026	

Mayra Barberan	Para	Special Education Paraprofessional	Richfield Dual Language	Full-Time	9/1/2026	
Michelle Appell	Para	Special Education Paraprofessional	Sheridan Hills Elem. School	Full-Time	9/1/2026	
Sarah Cardenas	Para	Special Education Paraprofessional	Centennial Elem. School	Full-Time	9/1/2026	
Classified – Reclassification						
Name	Employee Group	Position	Building	FTE	Effective Date	
Breanne Ritchie	Para	Special Education Paraprofessional	Richfield STEM Elementary	Full-Time	9/1/2026	
Karissa Kelley	Para	Special Education Paraprofessional	Centennial Elem. School	Full-Time	9/1/2026	
Classified – Retirement						
Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Daniel McGinn	Facilities & Transp.	Garage Supervisor	Garage	Full-Time	10/2/2026	35
Classified – Resignation						
Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Digna Cabrera Ortiz	Facilities & Transp.	Bus Driver	Garage	Part-Time	8/6/2026	0
Ethan Thompson	Facilities & Transp.	Groundskeeper	Garage	Full-Time	8/20/2026	2
Stacey Ruud	Para	Special Education Paraprofessional	Richfield Middle School	Full-Time	6/5/2026	1
Classified – Leave of Absence						
Name	Employee Group	Position	Building	FTE	Effective Date	
Daniel Bjostad	Nutrition Services	Kitchen Assistant	Richfield High School	Part-Time	8/31/2026	

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

V. OLD BUSINESS

A. Policy 452: Evaluation and Development of Professional Staff & Administrative Guideline 452.1 - third read

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

B. Policy 901: Community Education - second read

VI. NEW BUSINESS

A. Resolution Filling a Board Vacancy by Appointment

Motion by Liss, seconded by Spencer, and unanimously carried, the board of education appointed Tim Pollis to fill the vacancy.

B. Policies Requiring Annual Review

1. Policy 103: Harassment Prohibition & Administrative Guideline 103.2
2. Policy 107: Electronic Use and Communications & Administrative Guidelines 107.1 & 107.2
3. Policy 113: Bullying Prohibition & Administrative Guidelines 113.1 & 113.2
4. Policy 407: Leaves of Absence
5. Policy 409: Mandated Reporting of Child Neglect or Physical or Sexual Abuse & Administrative Guideline 409.1
6. Policy 410: Mandated Reporting of Maltreatment of Vulnerable Adults
7. Policy 541: Student Behavior & Administrative Guideline 541.1
8. Policy 602: School District System Accountability
9. Policy 716: Public Data and Data Subject Requests
10. Policy 802: Crisis Management & Appendix: Cardiac Emergency Response Protocol
11. Administrative Guideline 926.3: Language Access Plan

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

C. Workers' Compensation Insurance Renewal

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

D. Donations

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

VII. ADVANCE PLANNING

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

*Tuesday, 9-8-26	7 p.m.	Regular Board Meeting
9-21-26	7 p.m.	Regular Board Meeting - Public Comment

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

Motion by Tompkins, seconded by Liss, and unanimously carried, the board of education moved into closed session at 8:01 p.m. Attending the closed session were Carter, Dennis, Liss, Spencer and Tompkins. Superintendent Unowsky, Assistant Superintendent Nyembwe, Executive Director Holje and Director Axell were also present.

IX. REOPEN MEETING

Motion by Liss, seconded by Dennis, and unanimously carried, the board of education moved into open session at 8:32 p.m. with the following board members present: Carter, Dennis, Liss, Spencer and Tompkins. Superintendent Unowsky, Assistant Superintendent Nyembwe and Executive Director Holje were also present.

VIII. ADJOURN REGULAR MEETING

Chair Carter adjourned the meeting at 8:33 p.m.

CHECKS, SCHOLARSHIPS, E-PAYS

09/08/2026 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks		
FY26 PERIOD 13	8/12/2026	12,688.49
FY27 CHECKS	8/13/2026	415,159.05
	8/14/2026	1,911.50
	8/17/2026	1,586.50
	8/20/2026	258,289.43
	8/26/2026	265,925.92
	8/31/2026	923,005.19
SCHOLARSHIPS	8/27/2026	29,000.00
E-PAYS	8/27/2026	3,143.35

CHECK REGISTER BANK 05 TOTAL =	1,910,709.43
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BREAKDOWN	
01-206-00	1,345,264.63
02-206-00	22,901.36
03-206-00	155,312.30
04-206-00	27,563.02
06-206-00	78,752.35
07-206-00	
18-206-00	4,000.00
20-206-00	275,811.99
21-206-00	1,103.78
47-206-00	
BANK TOTAL =	1,910,709.43

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	319650	08/12/2026	INTERMEDIATE SCHOOL DISTRICT 917	R	12,688.49
01	319651	08/13/2026	ADVANCED COMMERCIAL KITCHENS	R	7,750.09
01	319652	08/13/2026	AVIBEN	R	540.06
01	319653	08/13/2026	BCN TELECOM, INC TBS	R	955.85
01	319654	08/13/2026	BENCHMARK EDUCATION COMPANY, LLC.	R	2,671.20
01	319655	08/13/2026	BRENNAN CONSTRUCTION OF MN, INC.	R	63,260.50
01	319656	08/13/2026	BSI MECHANICAL, INC.	R	2,225.00
01	319657	08/13/2026	BSN SPORTS, LLC	R	19,057.74
01	319658	08/13/2026	CINTAS CORPORATION NO 2	R	7,533.66
01	319659	08/13/2026	DARRYL WALETZKO LLC	R	5,900.00
01	319660	08/13/2026	DICKS SANITATION SERVICE, INC (DSI)	R	5,942.23
01	319661	08/13/2026	DIGITAL INSURANCE LLC	R	3,607.00
01	319662	08/13/2026	FASTENAL INDUSTRIAL	R	51.82
01	319663	08/13/2026	FRONTIER TRANSPORTATION SRVCS, LLC	R	42,300.00
01	319664	08/13/2026	GENERATIVE LEARNING	R	1,400.00
01	319665	08/13/2026	WW GRAINGER INC	R	213.02
01	319666	08/13/2026	GROVES LEARNING ORGANIZATION	R	864.00
01	319667	08/13/2026	HAAG COMPANIES	R	96.00
01	319668	08/13/2026	HAWKINS INC	R	5,023.46
01	319669	08/13/2026	HILLYARD MINNEAPOLIS	R	6,673.63
01	319670	08/13/2026	HOUSE OF PRINT	R	4,955.39
01	319671	08/13/2026	IIX INSURANCE INFORMATION EXCHANGE	R	87.05
01	319672	08/13/2026	IXL LEARNING	R	10,850.00
01	319673	08/13/2026	KENDALL HUNT PUBLISHING CO	R	3,108.80
01	319674	08/13/2026	KIDCREATE STUDIO	R	2,086.00
01	319675	08/13/2026	KINECT ENERGY INC	R	569.00
01	319676	08/13/2026	LEXIA LEARNING SYSTEMS LLC	R	7,820.00
01	319677	08/13/2026	MASSP-MN ASSOCIATION	R	885.00
01	319678	08/13/2026	MAXORPLUS LTD, DBA: VYTLONE	R	30,627.61
01	319679	08/13/2026	METROPOLITAN MECHANICAL CONTRACTORS	R	1,947.25
01	319680	08/13/2026	MSNA-MN SCHOOL NUTRITION	R	285.00
01	319681	08/13/2026	MTI DISTRIBUTING CO	R	1,522.93
01	319682	08/13/2026	MULTILINGUAL WORD INC	R	454.72
01	319683	08/13/2026	NAPA AUTO PARTS	R	41.28
01	319684	08/13/2026	CHEMSEARCH FE	R	353.40
01	319685	08/13/2026	NILFISK, INC.	R	768.40
01	319686	08/13/2026	NOKOMIS SHOE SHOP	R	119.95
01	319687	08/13/2026	NORTH CENTRAL INTERNATIONAL, LLC	R	42.61
01	319688	08/13/2026	ON SITE SANITATION	R	1,632.00
01	319689	08/13/2026	PAYDHEALTH	R	1,679.10
01	319690	08/13/2026	PEDIATRIC HOME SERVICE	R	243.75
01	319691	08/13/2026	PITNEY BOWES BANK PURCHASE POWER	R	2,400.00
01	319692	08/13/2026	PLUNKETT'S /VARMINT GUARD	R	1,111.09
01	319693	08/13/2026	PREMIUM WATERS INC	R	39.00
01	319694	08/13/2026	PROPIO LS, LLC	R	23.90
01	319695	08/13/2026	RO HEALTH, LLC	R	301.50
01	319696	08/13/2026	ROSEMOUNT SAW & TOOL	R	41.00

01	319697	08/13/2026	RX VALET, LLC	R	6,160.71
01	319698	08/13/2026	RYAN JEANNIE M	R	897.14
01	319699	08/13/2026	SCHOOL SERVICE EMPLOYEES UNION	R	1,871.97
01	319700	08/13/2026	K12 PARKING PERMIT.COM	R	274.00
01	319701	08/13/2026	SEESAW LEARNING, INC.	R	15,538.25
01	319702	08/13/2026	SHERWIN WILLIAMS CO	R	643.19
01	319703	08/13/2026	SITEONE LANDSCAPE SUPPLY LLC	R	733.36
01	319704	08/13/2026	THUROW STEPHANIE J	R	270.00
01	319705	08/13/2026	TIFFANY BEGIN	R	450.00
01	319706	08/13/2026	TOLL COMPANY	R	13.64
01	319707	08/13/2026	TRUGREEN LIMITED PARTNERSHIP	R	9,675.00
01	319708	08/13/2026	TWIN CITY FILTER SERVICE INC	R	492.52
01	319709	08/13/2026	TWIN CITY TRANSPORTATION	R	106,518.04
01	319710	08/13/2026	UHL COMPANY INC	R	699.00
01	319711	08/13/2026	ULINE	R	1,753.96
01	319712	08/13/2026	UNITED HEALTHCARE/AARP MEDICARE RX	R	119.10
01	319713	08/13/2026	UNITED HEARTHCARE /AARP MEDICARE RX	R	119.10
01	319714	08/13/2026	UNITEDHEALTHCARE	R	775.82
01	319715	08/13/2026	UNIVERSITY LANGUAGE CENTER	R	206.91
01	319716	08/13/2026	VOYAGER SOPRIS LEARNING	R	1,859.00
01	319717	08/13/2026	WOLD ARCHITECTS AND ENGINEERS	R	15,491.85
01	319718	08/13/2026	YOUNG AMERICANS SCHL SELF-DEFENSE	R	535.50
01	319719	08/14/2026	AVENUE SHIRT WORKS INC.	R	1,911.50
01	319720	08/17/2026	MOO CHICKA POO	R	1,586.50
01	319721	08/20/2026	806 TECHNOLOGIES INC	R	4,200.00
01	319722	08/20/2026	95 PERCENT GROUP LLC	R	2,200.00
01	319723	08/20/2026	ALERUS RETIREMENT AND BENEFITS	R	936.60
01	319724	08/20/2026	AI TECHNOLOGIES LLC	R	240.00
01	319725	08/20/2026	AQUA ENGINEERING INC	R	1,586.25
01	319726	08/20/2026	BENILDE-ST.MARGARET	R	200.00
01	319727	08/20/2026	BEST PLUMBING SPECIALTIES, INC.	R	593.94
01	319728	08/20/2026	BSN SPORTS, LLC	R	1,452.00
01	319729	08/20/2026	CINTAS CORPORATION NO 2	R	466.35
01	319730	08/20/2026	CPM EDUCATIONAL PROGRAM	R	27,450.00
01	319731	08/20/2026	EAGLE RIDGE ACADEMY	R	400.00
01	319732	08/20/2026	WW GRAINGER INC	R	190.65
01	319733	08/20/2026	GROUP MEDICAREBLUE RX	R	8,325.00
01	319734	08/20/2026	HEARTLAND PAYMENT SYSTEMS	R	6,152.00
01	319735	08/20/2026	HILLYARD MINNEAPOLIS	R	1,921.99
01	319736	08/20/2026	HOGAN ASSESSMENT SYSTEMS INC	R	1,230.00
01	319737	08/20/2026	INTERMEDIATE DISTRICT 287	R	28,300.50
01	319738	08/20/2026	JARED R NELSON	R	450.00
01	319739	08/20/2026	KEMPS LLC	R	162.00
01	319740	08/20/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	116.50
01	319741	08/20/2026	LOFFLER	R	1,031.91
01	319742	08/20/2026	MAXORPLUS LTD, DBA: VYTLONE	R	59,576.24
01	319743	08/20/2026	METROPOLITAN MECHANICAL CONTRACTORS	R	3,243.79
01	319744	08/20/2026	MRI SOFTWARE LLC	R	2.00

01	319745	08/20/2026	NEI ELECTRIC, INC.	R	1,095.69
01	319746	08/20/2026	ON SITE SANITATION	R	112.93
01	319747	08/20/2026	ONEBRIDGE BENEFITS INC.	R	2,355.00
01	319748	08/20/2026	PERMA-BOUND BOOKS	R	2,204.37
01	319749	08/20/2026	PITNEY BOWES BANK PURCHASE POWER	R	2,319.11
01	319750	08/20/2026	RENAISSANCE	R	1,250.01
01	319751	08/20/2026	RIDDELL ALL AMERICAN SPORTS CORP	R	308.45
01	319752	08/20/2026	RIGHT BRAIN GRAPHICS	R	2,380.00
01	319753	08/20/2026	RINGCENTRAL, INC.	R	9,352.29
01	319754	08/20/2026	CAP'S MARTIAL ARTS	R	2,387.00
01	319755	08/20/2026	SHERWIN WILLIAMS CO	R	1,098.76
01	319756	08/20/2026	SITEONE LANDSCAPE SUPPLY LLC	R	226.54
01	319757	08/20/2026	SMARTPASS INC.	R	2,345.19
01	319758	08/20/2026	SNA-SCHOOL NUTRITION	R	49.00
01	319759	08/20/2026	UHL COMPANY INC	R	1,092.00
01	319760	08/20/2026	ULINE	R	74.71
01	319761	08/20/2026	UNITED STATES TREASURER	R	200.00
01	319762	08/20/2026	VERTIMAX LLC	R	428.92
01	319763	08/20/2026	ALLSTATE PETERBILT OF S ST PAUL	R	121.77
01	319764	08/20/2026	XCEL ENERGY	R	74,505.30
01	319765	08/20/2026	YOUTH ENRICHMENT LEAGUE (YEL!)	R	2,261.00
01	319766	08/20/2026	ZACK'S INC.	R	1,675.17
01	319767	08/20/2026	ZALDANA, MARITZA	R	18.50
01	319768	08/26/2026	ALL STATE COMMUNICATIONS LLC	R	2,525.00
01	319769	08/26/2026	AQUA LOGIC INC	R	3,437.16
01	319770	08/26/2026	AQUA NORTH SOLUTIONS LLP	R	3,684.00
01	319771	08/26/2026	BIO CORPORATION	R	620.94
01	319772	08/26/2026	CANON FINANCIAL SERVICES INC	R	4,619.32
01	319773	08/26/2026	CATALYST BUYING GROUP LLC	R	450.54
01	319774	08/26/2026	CDW GOVERNMENT INC	R	8,730.00
01	319775	08/26/2026	CITY OF RICHFIELD	R	1,449.65
01	319776	08/26/2026	DARRYL WALETZKO LLC	R	12,400.00
01	319777	08/26/2026	ECM PUBLISHERS INC	R	173.00
01	319778	08/26/2026	FLASHLIGHT LEARNING, INC.	R	32,250.00
01	319779	08/26/2026	FLICEK WELDING	R	2,800.00
01	319780	08/26/2026	FREEWHEEL BIKE RICHFIELD	R	218.90
01	319781	08/26/2026	GEE TEEZ & COMPANY, LTD.	R	549.00
01	319782	08/26/2026	HERFF JONES INC	R	8,761.77
01	319783	08/26/2026	JENNIFER MARSHALL	R	70.00
01	319784	08/26/2026	LOFFLER COMPANIES	R	3,587.60
01	319785	08/26/2026	MADISON NATIONAL LIFE INS CO INC	R	8,315.69
01	319786	08/26/2026	MAXORPLUS LTD, DBA: VYTLONE	R	104,484.19
01	319787	08/26/2026	MESSERLI & KRAMER	R	1,356.87
01	319788	08/26/2026	MINUTEMAN PRESS	R	1,857.43
01	319789	08/26/2026	MV VENTURES MANAGEMENT, LLC	R	32,630.81
01	319790	08/26/2026	RX VALET, LLC	R	10,054.47
01	319791	08/26/2026	SCHOOL SERVICE EMPLOYEES UNION	R	1,834.47
01	319792	08/26/2026	VSP INSURANCE CO. (CT)	R	3,416.19

01	319793	08/26/2026	XCEL ENERGY	R	15,648.92
01	319794	08/27/2026	AUGSBURG COLLEGE	R	2,000.00
01	319795	08/27/2026	COLLEGE OF ST SCHOLASTICA	R	2,000.00
01	319796	08/27/2026	HAMLIN UNIVERSITY	R	4,000.00
01	319797	08/27/2026	IOWA STATE UNIVERSITY	R	2,000.00
01	319798	08/27/2026	LOYOLA UNIVERSITY CHICAGO	R	2,000.00
01	319799	08/27/2026	MACALESTER COLLEGE	R	2,000.00
01	319800	08/27/2026	MINNESOTA STATE UNIVERSITY, MANKATO	R	4,000.00
01	319801	08/27/2026	MN STATE UNIVERSITY	R	2,000.00
01	319802	08/27/2026	MOUNT HOLYOKE COLLEGE	R	2,000.00
01	319803	08/27/2026	NORMANDEALE COMMUNITY COLL	R	4,000.00
01	319804	08/27/2026	ROCHESTER COMM & TECH COLLEGE	R	2,000.00
01	319805	08/27/2026	UW-STEVENS POINT	R	1,000.00
01	V2601422	08/27/2026	GENELEY BRIONES SALGADO	R	64.34
01	V2601423	08/27/2026	MILISSA CARTER	R	450.00
01	V2601424	08/27/2026	JACK B FRIEL	R	9.96
01	V2601425	08/27/2026	GRACE M JENNINGS	R	165.63
01	V2601426	08/27/2026	COLE NUTTING	R	16.75
01	V2601427	08/27/2026	JACQUELINE SANCHEZ VIDAL	R	54.75
01	V2601428	08/27/2026	ELIJAH SUNDERLIN	R	1.96
01	V2601429	08/27/2026	STACY THEIEN-COLLINS	R	1,161.25
01	V2601430	08/27/2026	JORDAN TIMM	R	8.14
01	V2601431	08/27/2026	CARRIE A VALA	R	1,192.61
01	V2601432	08/27/2026	MARIA VALENZUELA MELGAR	R	17.96
01	319806	08/31/2026	HOPE CHURCH	R	1,048.83
01	319807	08/31/2026	ICS CONSULTING, LLC - 138006	R	5,000.00
01	319808	08/31/2026	IDEAL ENERGIES SOLAR LEASE 2021,LLC	R	7,982.55
01	319809	08/31/2026	KINECT ENERGY INC	R	12,870.99
01	319810	08/31/2026	LARSON ENGINEERING	R	13,900.50
01	319811	08/31/2026	MAXORPLUS LTD, DBA: VYTLONE	R	60,884.15
01	319812	08/31/2026	MCPHILLIPS BROS ROOFING	R	754,110.00
01	319813	08/31/2026	MIDWEST BUS PARTS INC	R	34.41
01	319814	08/31/2026	MINNESOTA STATE HIGH SCHOOL LEAGUE	R	6,747.00
01	319815	08/31/2026	NORTH CENTRAL INTERNATIONAL, LLC	R	488.03
01	319816	08/31/2026	OAK GROVE LUTHERAN CHURCH	R	2,500.00
01	319817	08/31/2026	PROPIO LS, LLC	R	179.21
01	319818	08/31/2026	SAFETYFIRST PLAYGROUND MAINTENANCE	R	9,334.00
01	319819	08/31/2026	SCREENCASTIFY, LLC	R	9,792.00
01	319820	08/31/2026	SHERWIN WILLIAMS CO	R	534.72
01	319821	08/31/2026	UNIVERSITY LANGUAGE CENTER	R	198.97
01	319822	08/31/2026	WESTERN SPECIALTY CONTRACTORS INC	R	3,067.50
01	319823	08/31/2026	XCEL ENERGY	R	33,922.45
01	319824	08/31/2026	ZACK'S INC.	R	409.88

TOTAL CHECKS, SCHOLARSHIPS & EPAYS					1,910,709.43
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RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
September 2, 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	-
MNTrust TERM SERIES	01/25/28	4.05%	2,000,000.00	2,000,000.00	-
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 Associatio	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		3.32%	5,962,111.26	-	5,962,111.26
BANK HAPOALIM	10/01/26	4.45%	206,700.00	-	206,700.00
US TREASURY N/B	09/30/26	4.34%	789,398.44	-	789,398.44
FIRST INTERNET BANK OF INDIANA	09/30/26	4.00%	209,500.00	-	209,500.00
Total Investments Held			24,477,174.10	17,309,464.40	7,167,709.70

Consent Agenda - For Action **Agenda Item IV.B.**
Board of Education
Independent School District 280, Richfield, MN
Regular Meeting
September 08, 2026

Management – Reassignment

Name	Employee Group	Position	Building	FTE	Effective Date
Teresa Johnson	Management	Director of Athletics & Activities	District Office	Full-Time	8/24/2026

Management – Resignation

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Christopher Peterson	Management	Director of Athletics & Activities	District Office	Full-Time	8/21/2026	

Certified – New Hire

Name	Employee Group	Position	Building	FTE	Effective Date
Emily Nibbe	Certified	Special Education Teacher	Richfield Middle School	Full-Time	8/24/2026
Kelsey Schiroo	Certified	Preschool Teacher	Centennial Elementary School	Full-Time	8/18/2026

Certified – Rehire Temporary Contract

Name	Employee Group	Position	Building	FTE	Effective Date
Mirna Castro	Certified	Elementary Education Teacher	Sheridan Elementary School	Full-Time	8/25/2026

Certified – Reassignment

Name	Employee Group	Position	Building	FTE	Effective Date
Christopher Peterson	Certified	Social Studies Teacher	Richfield High School	Full-Time	8/24/2026

Certified – Resignation

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Angela Zielinski	Certified	Preschool Teacher	Centennial Elementary School	Full-Time	8/3/2026	2

Certified – Leave of Absence

Name	Employee Group	Position	Building	FTE	Effective Date
Teresa Johnson	Certified	English Language Arts Teacher	RCEP	Full-Time	8/24/2026

Certified – Permanent Change in FTE

Name	Employee Group	Position	Building	FTE	Effective Date	FTE Change
Karen Garcia Carreno	Certified	Physical Education Teacher	Multi-Building	Full-Time	8/24/2026	0.8 to 1.0
Mary Tschida	Certified	Reading Intrvntionist	Multi-Building	Part-time	8/24/2026	0.75 to 0.55

Classified – New Hire

Name	Employee Group	Position	Building	FTE	Effective Date
Adriana Chacon	Paraprofessional	Special Education Paraprofessional	Richfield Dual Language	Full-Time	9/1/2026
Christine Bartlett	Nutrition Services	Kitchen Assistant	Richfield High School	Part-Time	8/31/2026
Dairyn Olea Cortez	Paraprofessional	Campus Supervisor	Richfield Middle School	Full-Time	9/3/2026
Jenna Hansen	Paraprofessional	Special Education Paraprofessional	South Education Center	Full-Time	8/31/2026
Kathleen Stracka	Paraprofessional	Managerial Paraprofessional	Centennial Elementary School	Part-Time	9/1/2026
Katie Klug	Paraprofessional	Managerial Paraprofessional	Centennial Elementary School	Part-Time	9/1/2026
Keisha Wilson	Paraprofessional	Clerical Paraprofessional I	Sheridan Elementary School	Part-Time	9/1/2026
Samantha Hagen	Paraprofessional	Managerial Paraprofessional	Richfield STEM Elementary	Part-Time	9/1/2026
William Worman	Facilities and Transportation	Bus Driver	Garage	Part-Time	9/3/2026

Classified – Rehire

Name	Employee Group	Position	Building	FTE	Effective Date
John Gorski	Facilities and Transportation	Bus Driver	Garage	Part-Time	8/31/2026
Mark Pedersen	Facilities and Transportation	Bus Driver	Garage	Part-Time	8/31/2026

Classified – Reassignment

Name	Employee Group	Position	Building	FTE	Effective Date
Sara-Luna Apodaca	Paraprofessional	Special Education Paraprofessional	Richfield High School	Full-Time	8/31/2026

Classified – Resignation

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Cormac Bartlett	Paraprofessional	Special Education Paraprofessional	Richfield High School	Full-Time	8/27/2026	0
Olivia Gredler	Paraprofessional	Special Education Paraprofessional	Central Education Center	Full-Time	8/31/2026	0.5
Stephanie Espinoza Coyote	Paraprofessional	Clerical Paraprofessional I	Sheridan Elementary School	Part-Time	9/1/2026	
Yong Quan	Nutrition Services	Kitchen Assistant	Richfield Dual Language	Full-Time	8/16/2026	22

NEW BUSINESS – FOR ACTION

Agenda Item V.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 8, 2026

Subject: Community Education

(Recommended by the superintendent)

Passage upon a third read of Policy 901: Community Education. This policy establishes the purpose of 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.

Suggested changes have been included to adhere to RPS branding and style guidelines and based on feedback from the Community Education department.

Attachments:

Policy 901: Community Education - **redlined**
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-board~~ of ~~Ee~~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 the 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 Richfield community-Community education-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-Community Education Advisory Council~~ shall assist in developing and promoting the goals and objectives of the program.

1 B. The membership of the Community Education Advisory Council
2 ~~community education advisory council~~ shall represent a cross section
3 of the community and should consist of members who represent:
4 various service organizations; churches; public and nonpublic schools;
5 local government including elected officials; public and private
6 nonprofit agencies serving youth and families; parents; youth; park,
7 recreation or forestry services of municipal or local government units
8 located in whole or in part within the boundaries of the ~~school-d~~istrict;
9 and any other groups participating in the community education
10 programing in the District.
11

12 ~~C. Bylaws of the community education advisory council shall provide the~~
13 ~~framework for the organization including criteria pertaining to~~
14 ~~membership, officers' duties, frequency and structure of meetings and~~
15 ~~such other matters as deemed necessary and appropriate.~~
16

17 ~~D.C.~~ The Community Education Advisory Council ~~council~~ will ~~adopt-enact~~ a
18 ~~policy-protocol~~ to reduce and eliminate program duplication within the
19 ~~school-d~~istrict.
20

21 IV. YOUTH PROGRAMS

22
23 Richfield Public Schools may make available youth programs in the
24 following categories:
25

- 26 A. Summer programs
- 27
- 28 B. Youth service programs, as a part of a youth development plan
- 29
- 30 C. School age care programs
- 31
- 32 D. School readiness programs
- 33
- 34 E. Youth after school enrichment programs, to
- 35
 - 36 1. collaborate with and leverage existing community resources that
 - 37 have demonstrated effectiveness
 - 38
 - 39 2. reach out to children and youth in the community
 - 40
 - 41 3. increase the number of children participating in adult-supervised
 - 42 programs during non-school hours
 - 43
 - 44 4. support academic achievement
 - 45
 - 46 5. increase skills in technology, the arts, sports and other activities
 - 47

48 V. ADULT EDUCATION

49

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 Richfield 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 Richfield Community Education are supported by patron fees, local levy, and federal, state and private grants.

Legal References:

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

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)

Cross References:

Policy 979: Community Use of School Facilities and Grounds

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

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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.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 8, 2026

Subject: Resolution to Limit the Enrollment of Nonresident Pupils

(Recommended by the superintendent)

That the board of education approve the resolution to put the following limits per class into place beginning on September 9, 2026 for the duration of the 2026-2027 school year unless rescinded by the board:

Grade 5 Nonresident Pupil Limit: 14
Grade 6 Nonresident Pupil Limit: 14
Grade 7 Nonresident Pupil Limit: 13
Grade 8 Nonresident Pupil Limit: 12
Grade 9 Nonresident Pupil Limit: 16
Grade 10 Nonresident Pupil Limit: 16
Grade 11 Nonresident Pupil Limit: 15
Grade 12 Nonresident Pupil Limit: 19

Enrollment of students who **are** residents of the Richfield school district area cannot be limited at any time. Nonresident students who have already been enrolled in RPS prior to September 9, 2026 will be able to continue their enrollment in RPS through graduation.

Background Information:

As of 9/2/26, RPS had the following numbers of nonresident pupils enrolled in the affected grade levels:

Current Grade 5 Nonresident Pupil Total: 50
Current Grade 6 Nonresident Pupil Total: 42
Current Grade 7 Nonresident Pupil Total: 34
Current Grade 8 Nonresident Pupil Total: 29
Current Grade 9 Nonresident Pupil Total: 52
Current Grade 10 Nonresident Pupil Total: 54
Current Grade 11 Nonresident Pupil Total: 35
Current Grade 12 Nonresident Pupil Total: 66

Minnesota Statutes 124D.03, subdivision 2, gives school boards the authority to limit the number of nonresident pupils in their schools or programs as long as it is not less than 1% of the overall enrollment at each grade level. The RPS administration has recommended to the board that limiting the enrollment of nonresident pupils is necessary at this time because of capacity constraints. The pupil limits listed in the resolution have been set at 5% of the current total enrollment at each grade level.

As of 8/31/26, overall District enrollment is currently 85 students above projection at the elementary level and 135 students above projection at the secondary level for a total of 220 students above projection. While average class sizes are currently within acceptable ranges, maintaining target class sizes at certain grade levels would become a challenge if enrollment significantly increases throughout the school year.

Attachment:

Resolution to Limit the Enrollment of Nonresident Pupils

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

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 280 (Richfield Public Schools), State of Minnesota, was duly held in said school district on the 8th day of September, 2026, at 7 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION TO LIMIT THE ENROLLMENT OF NONRESIDENT PUPILS

WHEREAS, Minnesota Statutes 124D.03, subdivision 2 (Limited enrollment of nonresident pupils), gives school boards the authority to limit, by resolution, the number of nonresident pupils in its schools or programs and the limit must not be less than the lesser of: 1) one percent of the total enrollment at each grade level in the district; or 2) the number of district residents at that grade level enrolled in a nonresident district; and

WHEREAS, Minnesota Statutes 124D.03, subdivision 6 (Basis for decisions) requires the school board to adopt, by resolution, specific standards for rejection of an enrollment application of a nonresident pupil and this standard may include the capacity of a program (excluding special education services), class, or school building; and

WHEREAS, the School Board of Independent School District No. 280 has determined a limit of nonresident pupil enrollments is necessary because of capacity constraints in the programs, classes, or buildings of Independent School District No. 280;

THEREFORE, BE IT HEREBY RESOLVED, by the School Board of Independent School District No. 280 that the following limits per class be put in place beginning September 9, 2026 for the duration of the 2026-2027 school year unless rescinded by the school board; and school district administration will provide the required reporting to the Minnesota Commissioner of Education as required by statute.

Grade 5 Nonresident Pupil Limit: 14
Grade 6 Nonresident Pupil Limit: 14
Grade 7 Nonresident Pupil Limit: 13
Grade 8 Nonresident Pupil Limit: 12
Grade 9 Nonresident Pupil Limit: 16
Grade 10 Nonresident Pupil Limit: 16

Grade 11 Nonresident Pupil Limit: 15
Grade 12 Nonresident Pupil Limit: 19

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

_____ and, upon vote being taken thereon,

the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)SS
COUNTY OF HENNEPIN)

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

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

Clerk

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 8, 2026

Subject: Student Activity Fees

(Recommended by the superintendent)

Passage upon a single read of Administrative Guideline 651.2: School Activity Fees. This guideline was most recently approved on February 2, 2026. However, several fees and activities need to be corrected in the activity fee table. Clarification about how student activity fees work for cooperative agreements with other school districts has also been added.

Given ongoing parking challenges at RHS and the return of RCEP to the Central Education Center, parking protocols have been realigned for this fall. Students and staff will register for a parking permit, which will be provided free of charge upon registration. Overflow parking will be available at Oak Grove Church, which is two blocks away from RHS. Removal of fees for parking permits, along with required registration, will allow RHS staff to effectively monitor and supervise parking while providing more parking spaces at no charge. Therefore, the guideline has been updated to show \$0 for the parking permit fee.

Attachments:

Administrative Guideline 651.2 - redlined

RICHFIELD PUBLIC SCHOOLS
ADMINISTRATIVE GUIDELINES
SCHOOL ACTIVITY FEES

I. INTRODUCTION

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

II. ACTIVITIES SUBJECT TO FEES

A. Minnesota State High School League Activities

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

B. Other Fees

1. A program fee of \$35/student shall be charged for participation in the summer school programs by grade level (grades K-10) where funding is not provided by the state.
2. Additional fees are as listed in the attached schedule.

III. FEE EXCEPTIONS

A. Fee Waiver

1. Students who qualify for educational benefits will be eligible for a reduced participation fee. The reduced fee will automatically be applied when students register using the online system. Registering using the online system ensures confidentiality of private data related to eligibility for educational benefits; however, students may also register in person.
 - a. Students who qualify for reduced-price meals will receive a 25% discount.
 - b. Students who qualify for free meals will receive a 50% discount.
2. Any student may apply for a reduced participation fee due to economic hardship, regardless of whether or not they qualify for educational

benefits. Determination of reduced fees will be completed by the activities director or another administrator.

3. A full waiver may be allowed at the discretion of the activities director upon consideration of extenuating circumstances.

4. Homeless students as defined in Section 103(a) (1) (2) of P.L. 100-77 participating in an activity under this guideline shall have their fee waived.

5. Home school students and students from other school districts participating in Richfield activities are not eligible for discounted fees.

6. When competitive activities that are operated through a cooperative agreement are hosted in another school district, that school district determines the participation fees and may or may not offer discounted rates.

B. Third Athletic Season Free

Students participating in all three athletic seasons (fall, winter, spring) will pay no fee to participate in the third season.

IV. DONATION OPPORTUNITY

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

Legal References:

Minn. Stat. § 123B.36 (Authorized Fees)

Minn. Stat. § 123B.37 (Prohibited Fees)

Cross References:

Board Policy 651: Athletic and Activity Program

Dated: April 19, 1999

Reviewed: April 6, 2009, May 3, 2010, May 21, 2012, June 17, 2014

Revised: June 19, 2000; May 21, 2001; June 19, 2001; April 15, 2002; July 21, 2003; April 5, 2004, May 2, 2005, July 11, 2005; May 15, 2006; August 21, 2006; March 5, 2007, April 7, 2008, May 2, 2011, May 20, 2013, September 3, 2013, June 22, 2015, October 5, 2015; January 3, 2022; February 2, 2026

RICHFIELD PUBLIC SCHOOLS ACTIVITY FEES
AMOUNT APPLICABLE BY GRADE LEVELS

Activity	Gr. 5-12 Misc.	Gr. 7-12	Gr. 6-8	Gr. 7-8	Gr. 8-12	Formatted Table
FALL ATHLETICS						
Adapted Soccer – B/G#*			\$115*Fees set by co-op host			
Cheerleading – B/G						Formatted Table
Clay Trap Shooting - #*			*Fees set by co-op host			
Cross Country Running – B/G#		\$168				Formatted Table
Football#			\$95	\$95		\$210
Performance Dance – G*			\$95*Fees set by co-op host			
Soccer – B#			\$95		\$168	Formatted Table
Soccer – G#		\$168	\$95			
Swimming and Diving – G#		\$196				
Tennis – G#		\$154	\$95			
Volleyball – G#		\$182		\$95		
WINTER ATHLETICS						
Adapted Floor Hockey – B/G#*			\$115*Fees set by co-op host			
Alpine Skiing – B/G#		\$196				Formatted Table
Basketball – B#				\$95	\$252	
Basketball – G#		\$252		\$95		
Cheerleading – B/G						\$5095
Competitive Dance - G#*			\$196*Fees set by co-op host			
Gymnastics - G#*			\$240*Fees set by co-op host			
Hockey – B/G#			\$95			Formatted Table
Hockey – G#*			*Fees set by co-op host			
Nordic Skiing – B/G#		\$196				Formatted Table
Swimming & Diving – B#		\$196				
Wrestling – B/G#		\$210				
SPRING ATHLETICS						
Adapted Bowling - B/G#		\$115				Formatted Table
Adapted Softball – B/G#*			\$115*Fees set by co-op host			
Baseball - B#					\$182	Formatted Table
Clay Trap Shooting - #*			*Fees set by co-op host			
Golf – B/G#		\$182	\$95			Formatted Table
Lacrosse – B/G#*			*Fees set by co-op host			
Softball - G#		\$182				Formatted Table
Swimming – Synchronized - G#		\$182				
Tennis – B#		\$154				
Track & Field – B/G#			\$95			\$182
Volleyball – B#		\$182				
ACTIVITIES & OTHER STUDENT FEES						
Band – Honors & Jazz			\$10			Formatted Table
Marching Band – Summer			\$275			\$275
Honor Guard - Summer			\$40			\$40
Instrument Maintenance			\$100			
Instrument Rental (Gr. 5-12, one-time fee)	\$65					Formatted Table

Section 700
Non-Instructional Operations

Administrative Guidelines 651.2
Page 4

Intramurals ~~& Clubs~~ Athletics			\$10			\$30
Math Team			\$10			\$50
One Act Play#			~~\$30~~			\$65
Parking Permit (per year)						~~\$100~~
6 th Grade Run Club	\$50					
Spartan Power (weightlifting)		\$50				
Speech#						
Theatre (per production)			\$30			\$65

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1 B=Boys, G=Girls, #=MSHSL activity. *Co-op hosted by another school district

NEW BUSINESS – FOR ACTION

Agenda Item VI.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 8, 2026

Subject: Policy 455: Reserve Teacher Pay Scale

(Recommended by superintendent)

Passage upon a single read of Policy 455: Reserve Teacher Pay Scale, to be effective September 1, 2026. The policy has been revised to include updated pay rate amounts. The timeline to update this policy is expedited due to the start of the school year.

Background

Prepared by Michelle Axell and Craig Holje

Human Resources has reviewed market data and is recommending increases to the reserve teacher pay scale, as outlined in the attached Board Policy 455, effective September 1, 2026. The recommended rate increase is \$5 per day, representing a 2% increase rounded to the nearest \$5 for full days and \$5 per half day for harder-to-fill half-day assignments. The proposed increase is intended to support the recruitment and retention of a reliable reserve teacher pool.

Attachment:

Policy 455: Reserve Teacher Pay Scale - **redlined**

RICHFIELD PUBLIC SCHOOLS
RESERVE TEACHER PAY SCALE

I. SHORT TERM

A. Reserve teachers shall be paid according to the following schedule:

1. ~~\$200.00~~\$205.00 per day

For reserve teachers holding only a limited short call substitute license

2. ~~\$205.00~~\$210.00 per day

For reserve teachers who are fully licensed or hold a lifetime short-call substitute license, or a formerly licensed teacher who now holds a short-call substitute license

3. ~~\$210.00~~\$215.00 per day

For reserve teachers who were previously employed as a teacher for at least one (1) full year in Richfield Public Schools

B. Reserve teachers teaching four and a half hours or less will be paid according to the following schedule:

1. ~~\$110.00~~\$115.00 per assignment

For reserve teachers holding only a limited short call substitute license

2. ~~\$115.00~~\$120.00 per assignment

For reserve teachers who are fully licensed or hold a lifetime short-call substitute license, or a formerly licensed teacher who now holds a short-call substitute license

3. ~~\$120.00~~\$125.00 per assignment

For reserve teachers who were previously employed as a teacher for at least one full year in Richfield Public Schools

4. Reserve teachers accepting two partial-day assignments will receive the regular daily rate identified in Part A above unless the combination of assignments results in greater than 8 hours of assigned work

C. Friday Incentive Pay – Reserve teachers who accept full day Friday work assignments during the school year will be paid according to the following schedule:

1. ~~\$210.00~~\$215.00 per day

For reserve teachers holding only a limited short call substitute license

2. ~~\$215.00~~\$220.00 per day

For reserve teachers who are fully licensed or hold a lifetime short-call substitute license, or a formerly licensed teacher who now holds a short-call substitute license

3. ~~\$220.00~~\$225.00 per day

For reserve teachers who were previously employed as a teacher for at least one full year in Richfield Public Schools

D. Friday Incentive Pay – Reserve teachers who accept Friday teaching assignments that are four and a half hours or less will be paid according to the following schedule:

1. ~~\$115.00~~\$120.00 per assignment

For reserve teachers holding only a limited short call substitute license

2. ~~\$120.00~~\$125.00 per assignment

For reserve teachers who are fully licensed or hold a lifetime short-call substitute license, or a formerly licensed teacher who now holds a short-call substitute license

3. ~~\$125.00~~\$130.00 per assignment

For reserve teachers who were previously employed as a teacher for at least one full year in Richfield Public Schools

II. LONG TERM

If the period of substitution is for more than twenty (20) continuous days for the same teacher, the reserve teacher shall be paid at a daily rate equivalent to the first step on the teachers' salary schedule for their educational lane category divided by 190 days.

III. PREMIER RESERVE TEACHERS – ANNUAL SCHEDULE

Reserve teachers who are assigned and agree to follow an assigned annual calendar as identified by the District for casual daily substitute assignments during the school year will receive the following compensation and benefit eligibility:

- A. ~~\$225.00~~\$230.00 per assigned day (prorated if only working part of a day)
- B. \$15.00 per assigned day end of year incentive payment for successful completion of the full scheduled annual calendar
- C. Eligibility to participate in district medical benefits at their own expense

IV. PAID TIME OFF

Reserve teachers will accrue one (1) hour of earned sick and safe time (ESST) for every 30 hours worked per Minn. Stat. §181.9446.

Legal References:

Minn. Stat. §181.9446

RATIFIED BY THE BOARD OF EDUCATION: November 21, 1960

REAFFIRMED BY THE BOARD OF EDUCATION: January 22, 2002

REVISED BY THE BOARD OF EDUCATION: September 6, 1961; June 2, 1965; October 21, 1968; November 1, 1974; May 15, 1978; February 19, 1980; July 21, 1986; September 8, 1987; August 6, 1990; July 6, 1992; August 7, 1995; March 1, 1999; August 21, 2006; July 16, 2012; March 17, 2014; January 20, 2015; October 16, 2017; September 7, 2021; October 18, 2021; December 18, 2023; September 3, 2024

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 8, 2026

Subject: Paraprofessionals & Outreach Workers Collective Bargaining Agreement for Years 2026-2028

(Recommended by superintendent)

That the Board of Education approve the tentative Collective Bargaining Agreement between Richfield Public Schools and the Service Employees International Union (SEIU), Local 284, representing Paraprofessionals and Outreach Workers, for the period of June 6, 2026 through June 30, 2028.

Background Information

(Prepared by Michelle Axell/Craig Holje)

On May 15, 2026, the Service Employees International Union (SEIU), Local 284, petitioned the Bureau of Mediation Services (BMS) to merge two existing bargaining units into a single unit consisting of all Outreach Workers, Bilingual Outreach Workers, and Paraprofessionals employed by the District. BMS approved the unit merger on June 5, 2026 (BMS Case No. 26PME1153), establishing the newly combined bargaining unit effective June 6, 2026.

Following the approval of the unit merger, the District and SEIU Local 284 entered into negotiations for a unified Master Agreement. A tentative agreement was reached in August 2026 and has been ratified by the bargaining unit members.

Key provisions of the agreement include the following:

Base Salary and Benefit Summary

Year 1: July 1, 2026 – June 30, 2027

- Salary: 2.75% increase to the base salary schedule.
- Medical Insurance:
 - Increase the District contribution toward family medical insurance by \$100 per month, to \$1,700 per month.

- Increase the annual VEBA contribution by \$250 for all medical plans.
- Longevity Pay: Increase longevity pay by:
 - \$0.05 per hour after 5 years of service;
 - \$0.10 per hour after 10 years of service;
 - \$0.15 per hour after 15 years of service; and
 - \$0.20 per hour after 20 years of service.
- Tax-Sheltered Annuity Matching: Reduce the years of service required to receive the District's matching contribution:
 - Up to a 1% District match after four (4) years of employment, previously five (5) years; and
 - Up to a 2% District match after seven (7) years of employment, previously eight (8) years.
- Vacation: Increase vacation days for 12-month paraprofessionals based on years of service, aligning their vacation benefits with 12-month Outreach Workers.
- Special Leave: Add a Special Leave of Absence Without Pay provision addressing approval procedures, benefit continuation, and return-to-work requirements.
- Bereavement Leave: Add bereavement leave for employees who do not have vacation leave. Leave is non-accumulative and is not deducted from accumulated sick leave.

Year 2: July 1, 2027 – June 30, 2028

- Salary: 2.75% increase to the base salary schedule.
- Medical Insurance: Increase the District contribution toward family medical insurance by an additional \$200 per month, to \$1,900 per month.

Other Changes

- Added flexibility for paraprofessionals and Outreach Workers to adjust their work schedules within the same workweek by mutual agreement with their supervisor.
- Clarified District in-service training requirements and scheduling.
- Combined the Class Levels and Job Categories for Paraprofessionals and Outreach Workers (I–VI) into a single salary schedule.
- Clarified seniority and layoff procedures, including provisions related to seniority, classification, calendar assignment, and qualifications.

RICHFIELD PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT NO. 280

**SALARY SCHEDULE, FRINGE BENEFITS
AND WORKING CONDITIONS FOR**

PARAPROFESSIONALS & OUTREACH WORKERS
2026-2028

THIS AGREEMENT ENTERED INTO BETWEEN THE SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 280, RICHFIELD, MINNESOTA AND THE SERVICE EMPLOYEES INTERNATIONAL UNION, EFFECTIVE JUNE 6, 2026, THROUGH JUNE 30, 2028, IN ACCORDANCE WITH THE PUBLIC EMPLOYMENT LABOR RELATIONS ACT OF 1971, AS AMENDED

[Insert table of contents here once contract fully agreed to]

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

The following articles constitute the terms of employment of Paraprofessionals and Outreach Workers of the District for the period of June 6, 2026, through June 30, 2028, 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.

EMPLOYEE RIGHTS

Section 1. Recognition of Exclusive Representative

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.

Section 2. 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.

Section 3. Request for Dues Check Off/Political Action Fund Contribution

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

The Union agrees to indemnify and hold harmless the School District and its agents, officers and employees against any and all claims, suits, order or judgment brought or issued against the School District as a result of a request of the Union under the provisions of this Article.

Section 4. Employee Personnel File

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

Section 5. 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 union/employee 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.

ARTICLE II.

RATES OF PAY

Section 1. Classes

Employees will be classified for the purposes of wages and seniority according to the following table:

	JOB CATEGORY
<u>CLASS I</u>	Managerial Para
<u>CLASS II</u>	Campus Supervisor – Middle School Clerical Para 1
<u>CLASS III</u>	Clerical Para 2 Technology Para Security Monitor – High School
<u>CLASS IV</u>	Outreach Worker
<u>CLASS V</u>	Instructional Para Special Education Para Health Para
<u>CLASS VI</u>	Outreach Worker – Bilingual

Section 2. Wages

Employees will be paid according to the following schedule:

Position/Step	June 6 - June 30, 2026	July 1, 2026 – June 30, 2027	July 1, 2027 – June 30, 2028
Class 1			
Step 1	\$19.38	\$19.91	\$20.46
Step 2	\$20.00	\$20.55	\$21.12

Step 3	\$21.73	\$22.33	\$22.94
Class 2			
Step 1	\$20.13	\$20.68	\$21.25
Step 2	\$20.95	\$21.53	\$22.12
Step 3	\$22.89	\$23.52	\$24.17
Class 3			
Step 1	\$21.60	\$22.19	\$22.80
Step 2	\$22.21	\$22.82	\$23.45
Step 3	\$23.99	\$24.65	\$25.33
Class 4			
Step 1	\$23.50	\$24.15	\$24.81
Step 2	\$23.90	\$24.56	\$25.23
Step 3	\$24.30	\$24.97	\$25.65
Class 5			
Step 1	\$23.19	\$23.83	\$24.48
Step 2	\$24.16	\$24.82	\$25.51
Step 3	\$26.30	\$27.02	\$27.77
Class 6			
Step 1	\$28.00	\$28.77	\$29.56
Step 2	\$28.35	\$29.13	\$29.93
Step 3	\$28.75	\$29.54	\$30.35

Section 3. Longevity

Employees shall receive additional compensation per hour according to their years of service in the bargaining unit as follows:

	June 6, 2026 – June 30, 2026	July 1, 2026 – June 30, 2028
After 5 years of continuous service in the unit	\$0.15 per hour	\$0.20 per hour
After 10 years of continuous service in the unit	\$0.30 per hour	\$0.40 per hour
After 15 years of continuous service in the unit	\$0.45 per hour	\$0.60 per hour
After 20 years of continuous service in the unit	\$0.60 per hour	\$0.80 per hour

Section 4. Service Credit

Step increases and longevity advancements will be effective July 1 of each year for employees hired prior to February 1 of that calendar year.

Section 5. New Hire Step Placement

New employees will be placed on the beginning year of the salary schedule, however, placement up to and including the third year on the salary schedule for previous experience may be authorized by the Director of Human Resources, or designee. Placement at the third step will require communication with the Union steward.

Section 6. Class Transition Step Placement

An employee moving from one position to another within this bargaining unit will be placed on the appropriate step in the new classification based on demonstrated experience and/or qualifications as long as there is not a reduction in pay. Final placement will be determined by the Director of Human Resources. An employee moving to a lower classification will retain the employee's current step placement in the new classification.

Section 7. Outreach Worker Payroll

Outreach Employees will be required to fill out time sheets for Payroll. Work performed on the 1st through the 15th of each month will be paid on the following 5th of the month. Work performed on the 16th through the end of the month will be paid on the following 20th of the month. Payroll information will be communicated via an electronic, web based system.

Section 8. Paraprofessional Payroll

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

Section 9. Paraprofessional Bilingual Stipend

Paraprofessional Employees who are working in positions for which the District indicates a need or preference for a bilingual proficiency and determined by the District to be bilingually fluent in a District identified language area will receive an additional \$.25/hour. The stipend is subject to renewal or nonrenewal by the District on an annual basis.

Section 10. Paraprofessional Summer Incentive Stipend

School year paraprofessionals who work as a paraprofessional in the summer school program will receive a stipend amount of \$1.00 over and above their base hourly rate of pay for the summer program hours.

Section 11. Pay Equity

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

Section 12. Special Education Floater Differential

Employees assuming a permanent rotating substitute position in special education will be paid an additional \$.10 per hour.

Section 13. Off Campus Retreats

Employees providing services to students at off campus retreats (currently a five day event held at Eagle Bluff) will be paid a \$130 per day stipend.

ARTICLE III.

PROBATION AND RESIGNATION

Section 1. New Hire Probationary Period:

All new employees shall work a probationary period, which shall consist of one (1) calendar year from their initial date of hire in the unit. The probationary period may be extended up to an additional one (1) calendar year upon mutual agreement between the union steward and the District. A new employee shall not be considered a permanent employee until they have successfully completed their probationary period.

Section 2. Class Transition Probationary Period

Employees switching job categories within the contract will be required to serve a new probationary period. An employee shall not be considered a permanent employee in this new position until having successfully completed the probationary period and acquired all job requirements. In the event an employee who has switched job categories does not successfully complete the probationary period after communication and opportunity to improve and/or achieved necessary certification, they will be offered the next available vacancy in a previous job category. While employees switching job categories will be considered probationary in their new role, they will not be at-will employees and retain the rights indicated above.

Section 3. 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.

ARTICLE IV.

PHYSICAL EXAMINATIONS

Section 1. 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. Outreach Worker Change to Work Schedule

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, and calendar assignment (including, but not limited to, hours assigned prior to the start of the school year and professional development days) for non-12 month employees.

Section 2. Paraprofessional Notification

Notification no later than July 15th, Paraprofessional employees covered under this contract will be notified as to whether or not their services will be required for the following year. Those whose service is required shall be notified as to their starting and ending dates and also the hours of service.

Section 3. Work Year Schedule

Subd. 1.

Non-12 month Outreach Workers' work-year may be extended up to eight (8) days beyond the student instructional and conference days schedule for the school year. To the extent possible, duty days scheduled prior to the start of the school year may be flexibly scheduled in collaboration with the principal or supervisor to determine the most appropriate timing, dates, and hours. These duty days, scheduled per this Article, are mandatory work hours and are not optional. Scheduling may vary based on the needs of the school community and may differ from one school to another. The final determination as to the number of hours and specific dates is reserved for the District (subject to any limitations in Section 1 of this Article).

Subd. 2

School-year Paraprofessionals shall be assigned a duty year as determined by the District each year in accordance with the school calendar including required and optional training before the first student contact day and whose dates will be communicated according to the provisions of Section 2 of this Article. These duty days and required training, scheduled per Section 2 of this Article, are mandatory work hours and are not optional.

Subd. 3.

12-month employees will work Monday to Friday year-round except for Holidays as designated by this Agreement.

Section 4. Overtime

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, employees may flex their schedules within the same week (Monday-Sunday) to account for extra hours and stay at or under forty (40) hours per week. For example, if an employee stays two hours late for an event on Tuesday, they may, upon mutual agreement with their supervisor, leave two hours early on Thursday.

Section 5. In-service Training

The District will provide four (4) hours of paid in-service, per year, for all employees. Scheduling and delivery of in-service training hours will be at the discretion of the District and may occur through District-scheduled training, meetings, professional development, or other training opportunities during the regularly scheduled workday or at other times schedule by the District, including prior to the start of the school year or on non-student contact days.

Section 6. Emergency Closing or E-Learning Days

Subd. 1.

On days when all schools are officially closed by the Superintendent or designee or an e-learning day is declared, employees directed to stay home will suffer no loss of pay.

Subd. 2.

The District may reassign affected employees during the closing or e-learning day. This reassignment may include the opportunity to work in an alternative location to provide e-learning services for the district.

Subd. 3.

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

Subd. 4.

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

Subd. 5

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

Subd. 6.

Nothing in this section limits the District's authority for layoff pursuant to Article IX of this agreement.

ARTICLE VI.

LEAVES OF ABSENCE

Section 1. Sick Leave

Subd. 1.

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

Subd. 2.

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

Subd. 3.

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

Subd. 4.

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.

Section 2. Personal Leave

Subd. 1.

Each employee may be granted three (3) days personal leave per year, which will be deducted from accumulated sick leave when used, for important personal matters at the employee's own discretion. Not more than five percent (5%) of a building's unit employees, or two unit employees, whichever is greater, shall be permitted to use this personal leave at one time. Leave will be approved on a first-come, first-serve basis.

Subd. 2.

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

Subd. 3.

After three (3) days in any one year, additional personal leave days will be unpaid. In the event an employee expends all available personal leave days during the school year and has a unique circumstance that requires absence from work, the employee may request up to two (2) additional days of accumulated sick leave be made available during the year. Determination regarding eligibility for additional days of absence will be at the discretion of the District.

Section 3. Notice for Use of Sick Leave or Personal Leave

If the need for use of sick leave is foreseeable, an employee must provide notification at least seven days in advance using established reporting procedures of the intent to use sick leave. If an employee's need for use of sick leave is unforeseeable, 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 4. 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 5. Jury Duty

If an employee is summoned for jury duty on any duty days, notice thereof will be promptly given to the Human Resources office. A request for delay of said duty to non-duty days will be presented under the applicable statutes and regulations for such services. If thereafter, jury duty is required by the court, the employee will be granted the additional amount to make up full pay.

Section 6. Special Leave of Absence Without Pay

An employee granted an unpaid leave of absence shall suffer no loss of seniority or job rights except as provided in this Article. To comply with the requirements of the PERA, an 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.

Subd. 1.

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

Subd. 2.

Leaves of absence must be approved in advance by the employee's supervisor and the Director of 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. Employee on such leaves shall maintain their original seniority date but shall not gain credit for advancement on the salary schedule, not accrue sick 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 7. Family Leave

Family leaves for the birth or adoption of a child shall be granted in accordance with the requirement of state, federal and FMLA law governing family leave.

Section 8. Bereavement Leave

Upon advance notification and arrangement with their supervisor, employees not eligible for Article VII, Vacation, shall be allowed up to five (5) days per year of paid leave, non-accumulative, for the attendance at or to make the arrangements for the funeral of a relative or friend. Days used for bereavement leave are not deducted from accumulated sick leave.

ARTICLE VII.

VACATION

Section 1. Vacation Accrual

Vacation eligibility and annual vacation allotments shall be determined each year as of July 1.

Employees shall receive credit for one (1) additional year of service for purposes of vacation eligibility each July 1, provided they were hired on or before the immediately preceding July 1. For example, an employee hired on July 1, 2026, shall be credited with five (5) years of service for vacation purposes on July 1, 2031. An employee hired on July 10, 2026, shall be credited with five (5) years of service on July 1, 2032.

New employees hired after July 1 shall receive a prorated annual vacation allotment based on the number of workdays remaining in the fiscal year ending June 30.

Employees may carry over up to five (5) unused vacation days from one fiscal year to the next. Any carried-over vacation must be used by December 31 of the following fiscal year or it shall be forfeited.

Section 2. Twelve-Month Employee Vacation

Eligible twelve-month employees shall receive the following annual vacation allotment, based on completed years of service as of July 1:

<u>Completed Years of Service</u>	<u>Annual Vacation Allotment</u>
Less than five (5) years	Ten (10) vacation days
Five (5) or more years but fewer than ten (10) years	Fifteen (15) vacation days
Ten (10) or more years	Twenty (20) vacation days

Section 3. Vacation Schedule

The vacation schedule shall be determined by agreement with the administration.

Section 4. Resignation

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 5. Retirement and/or Disability

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

Section 6. Vacation Approval

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 7. Vacation Leave Repayment

Employees must repay the District for any vacation leave used but not earned at the time of separation.

ARTICLE VIII.

HOLIDAYS

Section 1. Non-12 Month Employee Holidays

There shall be eight (8) paid holidays for employees who are not 12-month employees: Labor Day, Thanksgiving Day, Thanksgiving Friday, Winter break holiday, New Year's Eve, New Year's Day, Martin Luther King Jr.'s Day or Presidents' Day, and Memorial Day.

Section 2. 12-Month Employee Holidays

Employees who are employed on a twelve (12) month basis and working forty (40) hours per week shall be paid thirteen (13) holidays. Those days shall consist of Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Two Winter break Holidays, New Year's Eve, New Year's Day, Martin Luther King Jr.'s Day, Presidents' Day, Spring Holiday, Memorial Day, and Juneteenth.

Section 3. Holiday Pay

Employees receive their regular daily rate of pay for all holidays.

Section 4. Holidays Observed

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

ARTICLE IX.

SENIORITY/LAYOFF

Section 1. Purpose

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. Layoff and Bumping

In the event that a layoff becomes necessary, employees with the least continuous service in a classification/job category and language group shall be laid off first. Reductions of more than one (1) hour per day will afford nonprobationary employees rights in the order below. Similar hours are defined as positions up to one hour less per day and no more annualized hours than the employee's current assignment.

Subd. 1. Outreach Workers

Employees classified as 12-month employees shall have the right to displace the least senior non-12 month employee in their classification, provided the 12-month

employee has greater seniority than the non-12-month employee and has any required language skills.

Subd. 2. Paraprofessionals

Paraprofessionals who are laid off shall have rights to positions in the following order:

1. Placement into vacancies in the same job category with similar hours.
2. Displace the least senior employee in the same job category with the same/similar hours as long as the displaced employee is less senior.
3. Displace the least senior employee in a formerly held job category with the same/similar hours as long as the displaced employee is less senior.
4. Accept layoff and retain rights to recall as defined in Section 4 of this Article, or apply for other positions for which the employee is qualified.

Section 3. Notice

An employee is to have two (2) weeks advance notification in writing of a reduction in staff resulting in their layoff or reduction in hours.

Section 4. Recall

If any openings subsequently occur, the laid-off employee with the most continuous service shall be recalled first, provided they have the language skills for the open position. Employees on layoff status will retain recall rights for a period of two (2) years from the date of layoff. 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. Only vacancies from the employee's original classification/job category and work year length that are turned down shall result in an employee losing their seniority and recall rights (e.g., an employee who was a 12-month employee and was laid off would not lose seniority and recall rights if they turned down a non-12-month position, and vice versa). 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 or appropriate notice of resignation to a current employer, not to exceed two weeks. For the purposes of layoff and recall, seniority is defined as the date of employment in the specific job classification/job category.

Section 5. Definitions

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

Classifications: 12-month vs. non-12-month employment and Classification as defined in Article II Section 1 of this Agreement.

Language Group: The language(s) that a given employee is hired to use in their employment with the District (e.g., English, Spanish, Somali).

Paraprofessional Job Categories:

1. Campus Supervisor – Middle School
2. Clerical Paraprofessional 1
3. Clerical Paraprofessional 2

4. Instructional Paraprofessional
5. Managerial Paraprofessional
6. Security Monitor – High School
7. Special Education Paraprofessional
8. Technology Paraprofessional
9. Health Paraprofessional

ARTICLE X.

VACANCIES

Section 1. Posting and Application

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 of up to one (1) hour per day 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.

Section 2. Explanation for Denial

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.

Section 3. Information to Stewards

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

ARTICLE XI.

BENEFITS

Section 1. Eligibility

Subd. 1.

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.

Subd. 2.

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.

Subd. 3.

Part-time employees working more than 14 hours per week shall be eligible for medical, dental, and life insurance benefits. 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 3 then the monthly premium will be prorated according to the number of hours assigned of the 40 hours week.

Section 2. Liability

The District shall provide liability insurance for employees consistent with the amount granted other employees in Independent School District No. 280.

Section 3. Medical Benefits

Subd. 1.

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

Subd. 2.

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:

Subd. 2a.

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

Subd. 2b.

Dependent Coverage: The District shall pay \$1,700 per month toward the cost of the dependent premium for the deductible plan. Effective July 1, 2027, the District shall pay \$1,900 per month toward the cost of the dependent premium for the deductible plan. In addition, the District will make a \$1,750 annual contribution, paid on a semi-annual basis in October and March, to the employee's VEBA account.

Subd. 2c.

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..

Subd. 2d.

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.

Subd. 3.

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 Medical Benefits 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 Medical Benefits 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 employers**, 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 District’s medical and/or dental plans 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 employers 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 Paraprofessionals.

Subd. 4.

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.

The amounts above in 1. and 2. will be prorated based on the employee's FTE for the period covered. The District makes no representations or guarantees regarding the tax qualified status of any Health Reimbursement Account selected.

Section 4. Dental Insurance

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

Section 5. Life Insurance

Employees working 14 or more hours per week will receive a five thousand (\$5,000) dollar term life insurance policy.

Section 6. Tax Shelter Annuities

Subd. 1.

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

Subd. 2.

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.

Subd. 3.

The District will contribute on a matching basis up to 1% of salary for employees beginning after four (4) years of employment and up to 2% of salary upon completion of seven (7) 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 XII.

RETIREMENT

Section 1. Eligibility

An individual who has at least ten years of credited experience in Richfield Public Schools, is at least age fifty-five (55), and is employed as an employee in this bargaining unit at the time of their resignation 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.

Section 2. Severance Pay

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 1 and 2 of this Section.

Subd. 1.

The individual shall be paid for ninety percent (90%) of their accumulated sick leave, valued at \$50 per day, up to a maximum of \$7,500.

Subd. 2.

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: \$3,500.

Section 3. Retirement Date

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

Section 4. Pro-ration

For employees Section 2 Subdivisions 1 and 2 will be prorated in relationship to the number of hours worked at the time of retirement, for example:

Eight (8) hour personnel – 100%
Seven (7) hour personnel – 7/8
Six (6) hour personnel – 3/4
Etc.

Section 5. Leaves of Absence

Approved unpaid leave of absence shall not detract from credited experience except for layoffs during the traditional school year.

Section 6. Method of Payment

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

Section 7. Death Benefit

If an individual dies before all of 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.

Section 8. Effective Dates

The provisions of the Richfield Public School retirement Article shall apply to resignations for retirement for 2026-2027 and 2027-2028.

ARTICLE XIII.

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

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

Section 3. Discipline Levels

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

Levels of Discipline:

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

Section 4. Miscellaneous

Subd. 1.

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

Subd. 2.

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

Subd. 3.

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.

Subd. 4.

Termination during the probation period shall not be grievable.

Subd. 5.

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

ARTICLE XIV.

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.

Step 2: The Director of Human Resources or designee.

Step 3: The office of the Superintendent 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. Management and the union shall have the right to intervene and present its position at any step in the grievance procedure. Management or 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 XV.

DURATION

THIS AGREEMENT shall be in force from June 6, 2026, through June 30, 2028, and shall continue as is from year to year unless either party shall notify the other in writing sixty (60) days prior to expiration date of their desire to re-open negotiations.

OUTREACH WORKER AND PARAPROFESSIONAL CONTRACT DOCUMENT
AUTHORIZATION

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

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

For: Richfield Public Schools #280
7001 Harriet Avenue South
Richfield, Minnesota 55423

Union Representative

Board of Education Chairman

Union Representative

Board of Education Clerk

Union Representative

Superintendent of Schools

Union Representative

Dated this ____ day of _____, 2026

Dated this ____ day _____, 2026

MEMORANDUM OF AGREEMENT
RELATED TO UPCOMING MERGER OF UNITS

This 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 collective bargaining agreements which expire on June 30th, 2026, and continue in effect thereafter until superseded by a successor, governing the negotiated terms and conditions of employment for Paraprofessional workers ("the Para CBA") and Outreach workers ("the Outreach CBA") (collectively, Para workers and Outreach workers are "Employees" and the Outreach CBA and the Para CBA are "the CBAs") who are employed by the District; and

WHEREAS, the Employees and the Union intend to merge their bargaining units per Minnesota Statutes 179A.09 Subd. 4; and

WHEREAS, the CBAs will therefore, per the Minnesota Bureau of Mediation Services ("the BMS") Proposed Rules on Unit Mergers Rule 5510.0720 Subparts 3 and 4, expire before their intended expiration dates of June 30th, 2026, and the Employees will continue to work pursuant to the terms and conditions of employment in the CBAs; and

WHEREAS, the parties wish to continue operating under the terms and conditions of employment in the CBAs until at least June 30th, 2026, and wish to ease the process of drafting a new, unified contract.

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

1. Continuance of Terms and Conditions of Employment. The terms and conditions of employment for Employees' working conditions will continue to follow the CBAs as if they had not expired until the later of: 1) July 1, 2026 at 12:00 am Central Standard time or 2) until a new contract for the unified bargaining unit has been ratified by both parties and has taken effect. This MOA will override the new contract for the unified bargaining unit until July 1, 2026, at 12:00 am Central Standard Time.
2. Term. This MOA will take effect upon signature by both parties and will remain in effect until July 1, 2026 at 12:00 am Central Standard time, or until a new contract between the unified bargaining unit and the District is ratified by both parties, whichever is later.
3. Equal Drafting. 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.
4. No Precedent. 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.

5. Enforcement. 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.
6. Entire Agreement; Severability. 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.

By signing below, each party specifically acknowledges that it has read this Agreement, that it has had an opportunity to review the terms of this Agreement with a representative or legal counsel, and that it understands all the terms in this Agreement.


Craig Holje
Senior Executive Officer
ISD 280


Hal Goetz, Contract Organizer
SEIU Local 284

5/14/24
Date

May 14, 2026
Date

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 8, 2026

Subject: Annual Audit

(Recommended by the superintendent)

A first read of Policy 704: Annual Audit. This policy establishes the expectations for the annual audit of the District's financial records. The policy is governed by statute and closely aligned to the MSBA model policy.

Attachments:

Policy 704: Annual Audit

MSBA Model Policy 703: Annual Audit

RICHFIELD PUBLIC SCHOOLS

ANNUAL AUDIT

I. PURPOSE

The purpose of this policy is to provide for an annual audit of the books and records of Richfield Public Schools in order to comply with law, to provide a permanent record of the financial position of the District, and to provide guidance to the District to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

It is the policy of Richfield Public Schools to comply with all laws relating to the annual audit of the books and records of the District.

III. REQUIREMENT

- A. The school board shall appoint independent certified public accountants to audit, examine and report upon the books and records of the District. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records and accounts of the District shall be audited by said independent certified public accountants in accordance with the applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The District shall, prior to September 15 each year, submit its unaudited financial statements for the preceding year to the Commissioner on forms prescribed by the Commissioner. The report shall also include those items required by Minn. Stat. §123B.14, Subd. 7.
- D. The District shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The District shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with the correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the District by its auditor.

- 1 E. The audit must be conducted in compliance with generally accepted
2 governmental auditing standards, the Federal Single Audit Act and the
3 Minnesota Legal Compliance Guide issued by the Office of the State
4 Auditor.
5
6 F. The school board must approve the audit report by resolution or
7 require a further or amended report.
8
9 G. The administration shall report to the school board regarding any
10 actions necessary to correct any deficiencies or exceptions noted in
11 the audit.
12
13 H. The accounts and records of the District shall also be subject to audit
14 and inspection by the State Auditor to the extent provided in Minn.
15 Stat. § Ch.6.
16
17
18

19 **Legal References:** Minn. Stat. § Ch. 6. (State Auditor)
20 Minn. Stat. § 123B.09 (School Board Powers)
21 Minn. Stat. § 123B.14. Subd. 7 (Duties of School Board
22 Clerk)
23 Minn. Stat. § 123B.02 (School District Powers)
24 Minn. Stat. § 123B.77, Subds. 2 and 3 (Audited Financial
25 Statement; Statement for Comparison and Correction)
26

27 **Cross References:** MSBA/MASA Model Policy
28 MSBA Service Manual
29
30

31 RATIFIED BY THE BOARD OF EDUCATION: August 9, 1999
32

33 REVIEWED AND REAFFIRMED BY BOARD OF EDUCATION: October 7, 2013
34

35 REVISED BY THE BOARD OF EDUCATION: June 19, 2000; December 7, 2004;
36 October 4, 2021
37

Adopted: _____

MSBA/MASA Model Policy 703

Orig. 1995

Revised: _____

Rev. 2022

703 ANNUAL AUDIT

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

I. PURPOSE

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

III. REQUIREMENT

- A. The school board shall appoint independent certified public accountants to audit, examine, and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records, and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Minnesota Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minnesota Statutes section 123B.14, subdivision 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.
- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act, and the Minnesota Legal Compliance Audit Guide for School Districts issued by the Office of the State Auditor.
- F. The school board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to

correct any deficiencies or exceptions noted in the audit.

- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minnesota Statutes chapter 6.

Legal References: Minn. Stat. Ch. 6 (State Auditor)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.77, Subds. 2 and 3 (Accounting, Budgeting, and Reporting Requirement)

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

NEW BUSINESS – FOR REVIEW

Agenda Item VI.F.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 8, 2026

Subject: Insurance

(Recommended by the superintendent)

A first read of Policy 705: Insurance. This policy provides assurance that the District will maintain adequate insurance coverage and keep appropriate records.

Attachments:

Policy 705: Insurance

RICHFIELD PUBLIC SCHOOLS

POLICY ON INSURANCE

The Board of Education desires to expedite the purchase of insurance and to make certain that the District is provided with the types and amounts of insurance necessary to provide coverage and protection at the lowest cost consistent with obtaining prompt and efficient claims service by a financially sound provider.

The Superintendent or designee is authorized to appoint agents of record and to establish consulting relationships as necessary to carry out the intent of this policy.

Appropriate reports will be provided annually to keep the Board informed and to insure the integrity of the program.

RATIFIED BY THE BOARD OF EDUCATION: August 1, 1983

REVISED BY THE BOARD OF EDUCATION: May 20, 1991, April 24, 2000;
October 4, 2021

REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: August 2,
2004, October 7, 2013

NEW BUSINESS - FOR ACTION

Agenda Item VI.G.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 8, 2026

Subject: Donations

(Recommended by the superintendent)

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

Centennial Elementary School received a donation of school supplies valued at \$410.00 from Tek Systems of Bloomington, MN.

The RHS Girls Basketball Team received a donation of \$428.92 for training equipment from the Richfield Spartan Foundation.

The RHS Spartan Food Shelf received a donation of \$2,000.00 from the Richfield High School Class of 76.