

SUPERINTENDENT'S REPORT AND AGENDA

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

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

If you require a reasonable accommodation in order to attend the board meeting or view the livestream, please contact Board Secretary Cassandra Quam at cassandra.quam@rpsmn.org or 612-798-6012 at least 24 hours before the meeting.

Monday, October 5, 2026 7 p.m. School Board Meeting

I. CALL TO ORDER

A. Chair Carter to Call the Regular Meeting to Order

B. Administer Oath of Office to Newly Appointed Board Member: Tim Pollis

Tim Pollis has signed and completed his oath of office. As a newly appointed member, he will publicly take his oath of office:

"I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District Number 280 to the best of my judgment and ability."

II. REVIEW AND APPROVAL OF THE AGENDA

III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

A. Superintendent Update (pages 10-21)

1. Welcome New Student Board Representatives (page 10)
2. Richfield Middle School Presentation (pages 11-21)

B. Commendations (pages 22-23)

IV. CONSENT AGENDA

A. Routine Matters (pages 24-40)

1. Minutes of the Regular Meeting held September 21, 2026 (pages 25-33)
2. General Disbursements as of 9/25/26 in the Amount of \$1,208,637.79 (pages 34-39)
3. Investment Holdings (page 40)

B. Personnel Items (page 41)

V. OLD BUSINESS

A. Policy 704: Annual Audit (pages 42-46)

B. Policy 705: Insurance & Draft Administrative Guideline 705.1 (pages 47-54)

C. Policy 707: Commission Sales – Vending Machines and School Pictures (pages 55-60)

VI. NEW BUSINESS

A. Authorization for Board Members to Substitute/Be Employed on a Casual/Temporary Basis (page 61)

B. Policy 708: Collection of Unpaid Obligations & Administrative Guideline 708.1 (pages 62-66)

C. Donations (page 67)

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Suggested/Future Agenda Items

D. Future Meeting Dates

10-19-2026	7 p.m.	Regular Board Meeting – Public Comment
11-2-2026	5 p.m.	Board Study Session
11-2-2026	7 p.m.	Regular Board Meeting

VIII. ADJOURN REGULAR MEETING

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

Agenda Item II.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 5, 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, October 5, 2026

Subject: Ongoing Board Calendar

Upcoming Events to Attend:

Wednesday, October 7, Fall Family Engineering Night at Sheridan Hills, 5-7:30 p.m.
Friday, October 9, Homecoming Football Game, 6 p.m.
Monday, October 19, School Board Meeting, 7 p.m.
Friday, October 30, Community Powwow at RHS, 5-8 p.m.

Upcoming Holidays, Heritage Months, and Appreciation Days:

Hispanic Heritage Month is September 15 to October 15.

October 12 is Indigenous Peoples' Day.

October is National Principals Month.

October 2 is National Custodial Worker's Recognition Day.

October 6 is National Coaches Day.

October 27 is National Occupational Therapy Day

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

Agenda Item III.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 5, 2026

Subject: Superintendent Update

Welcome new student board representatives! The RHS administration has selected Jasmine Hernandez-Ellwood, Beckett Morey, and Maritza Santiago-Lopez to serve as the new student board representatives this year. Jasmine and Beckett are attending their first meeting tonight, and Maritza will attend her first meeting on October 19.

Richfield Middle School Principal Erica Barlow will provide a presentation.

Attachments:

Richfield Middle School Presentation

Enriching and accelerating learning



RICHFIELD
PUBLIC SCHOOLS

Richfield Middle School • School Board Presentation

Erica Barlow, Principal

Alex Ward, Assistant Principal

Amy Hager, Assistant Principal

2026-2027

Enriqueciendo y acelerando el aprendizaje

Achievement



RICHFIELD
PUBLIC SCHOOLS

Step 1: Contextualize

Students at Richfield Middle School will show remarkable growth in literacy **achievement** this year.

Step 2: Write & Say

a·chieve·ment
el logro

Step 3: Define

An **achievement** is something important or impressive that you accomplish after working hard.

Step 4: More Context



Step 5: Engage

achievement
achieve + ment

reach a goal state of being

Step 6: Say & Define

a·chieve·ment



R

Reflect(ing)

I

Instruct / Innovate

S

Support

E

Evaluate



Data through Spring 2026 shows a multi-grade need for:

- Vocabulary
- Sentence-level comprehension

Teacher Leaders:

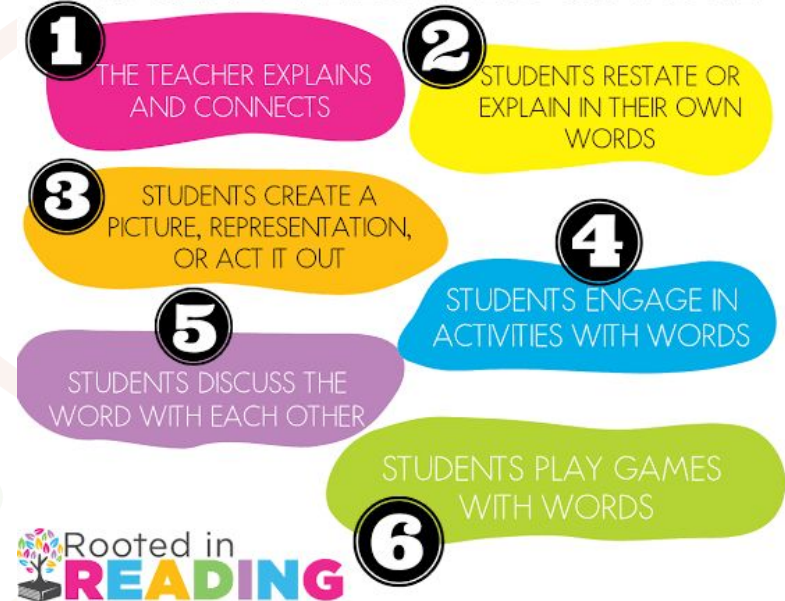
- Selected high-leverage strategies
- Align work across departments
- Support classroom consistency

6 Step Vocabulary Strategy

Direct, explicit academic vocabulary instruction building deep concept comprehension.

- **Explain & Restate:** Teacher introduces, students rephrase.
- **Visual & Discuss:** Non-linguistic image and peer discussion.
- **Make Connections:** Connecting words and word parts to other words to broaden student understanding.

MARZANO'S 6 STEPS FOR **VOCAB INSTRUCTION**



GIST Statement Strategy

(Generating Interactions between Schemata and Texts)

Active comprehension tool requiring students to synthesize core text concepts concisely.

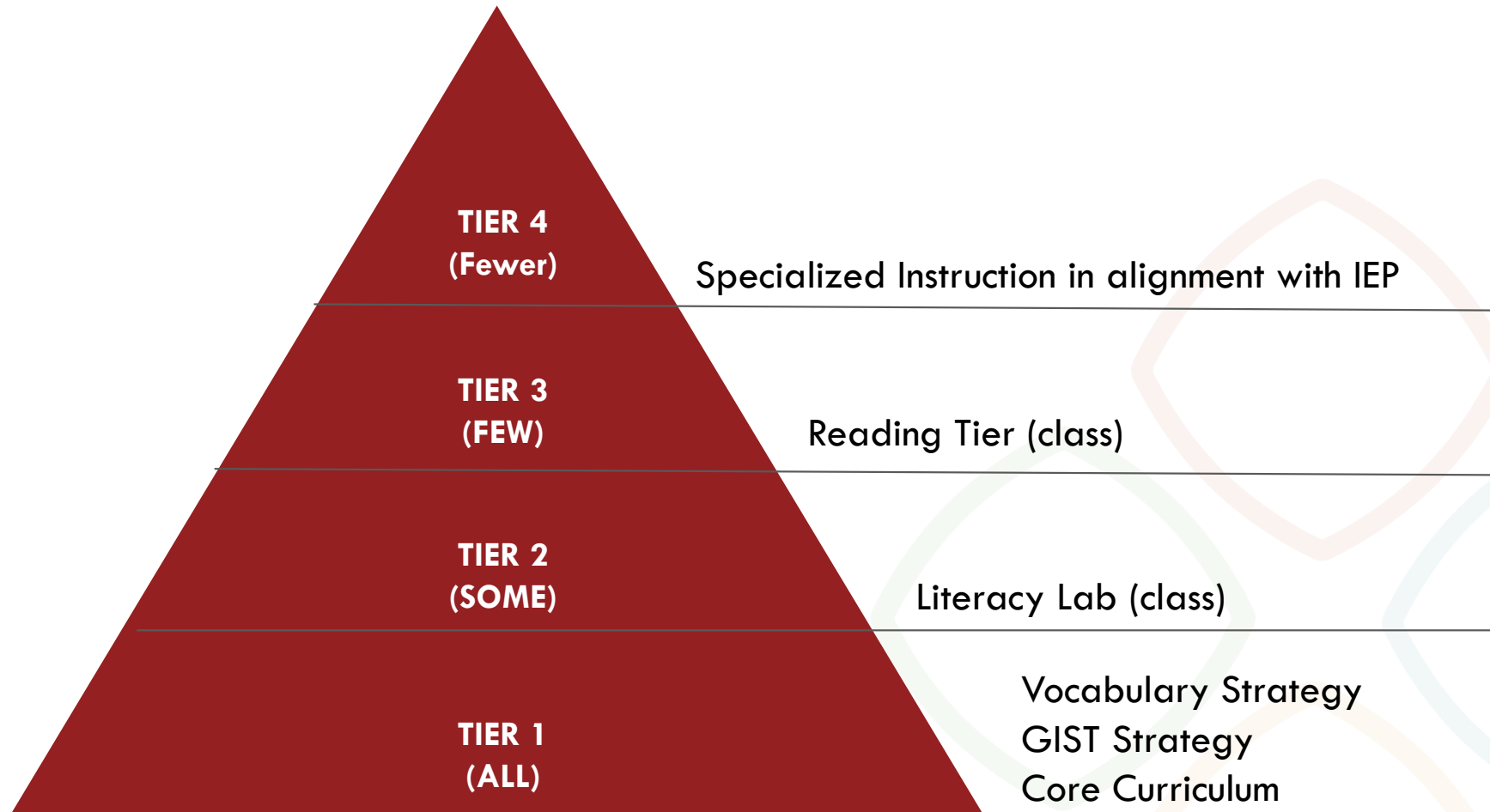
- **Identify Core Ideas:** Distill key who/what/why elements.
- **Precise Summaries:** Draft concise 20-word statements.
- **Cross-Subject Use:** Applied in all subject areas.



Support: Students



RICHFIELD
PUBLIC SCHOOLS



Support: Educators



RICHFIELD
PUBLIC SCHOOLS

Dedicated Team Time

Structured collaboration schedules for core teams to plan, align, and analyze student work together.

Embedded Professional Learning

Job-embedded coaching, real-time modeling, and continuous practice for adult learning.



Staff Implementation

- Monitoring strategy adoption via admin visits and collaborative learning walks.
- Verifying classroom environment supports (e.g., active vocabulary walls).

Student Outcomes

- Tracking ongoing progress monitoring data to evaluate skill growth.
- Assessing overall tier movement across grade levels.

GIST Statement

Using the GIST protocol, summarize the content from our presentation with a neighbor.

(GIST: Generating Interactions between Schemata and Texts)



Enriching and accelerating learning



Questions

Thank you!

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, October 5, 2026

Subject: Commendations

Staff Appreciation Days

October is National Principals Month. School principals serve as the steadfast foundation of RPS, guiding students through their entire journey from early childhood curiosity to young adult achievement. Their daily dedication balances visionary leadership with hands-on care, cultivating safe, inclusive environments where both teachers and students can thrive. Thank you, RPS principals!

#ThankAPrincipal

**OCTOBER IS
NATIONAL
PRINCIPALS
MONTH!**

Visit principalsmonth.org
to find out how you can
elevate principal VOICE.



October 2 was National Custodial Worker's Recognition Day. Our facilities staff members are the unsung heroes of RPS, tirelessly working behind the scenes to maintain clean, safe, and welcoming environments for students and staff alike. From keeping classrooms sanitized to maintaining sidewalks, parking lots, and grounds to ensuring buildings run smoothly every single day, their hard work creates the in-person environments where learning can truly happen. Thank you, facilities staff members!

October 6 is National Coaches Day. RPS athletic coaches do far more than manage games—they mentor student-athletes in essential life skills like discipline, teamwork, and resilience. Through early morning practices and late-night competitions, they dedicate endless hours to nurturing each student's potential both in their sport and in the classroom. Thank you, RPS athletic coaches!

CONSENT AGENDA – FOR ACTION

Agenda Item IV.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 5, 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 September 21, 2026
 - Disbursements from the September 21, 2026 Meeting
 - Checks & E-pay Register from the September 21, 2026 Meeting
 - Superintendent's Report and Agenda Meeting Minutes from September 21, 2026
2. General Disbursements as of 9/25/26 in the Amount of \$1,208,637.79
 - Disbursements for the October 5, 2026 Meeting
 - Checks & E-pay Register for the October 5, 2026 Meeting
3. Investment Holdings
 - Investment Holdings as of September 30, 2026

CHECKS, SCHOLARSHIPS, E-PAYS

09/21/2026 BOARD REPORTS

BANK 05	DATE	AMOUNT
CHECKS		
	9/2/2026	570,305.12
	9/3/2026	18,809.77
	9/10/2026	159,442.59
	9/15/2026	57,402.74
PCARDS	9/4/2026	51,616.33
Aug-26		
SCHOLARSHIPS	9/11/2026	24,950.00
E-PAYS	9/3/2026	3,083.42
	9/9/2026	3,214.50

CHECK REGISTER BANK 05 TOTAL =	888,824.47
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BREAKDOWN	
01-206-00	776,168.97
02-206-00	98,241.27
03-206-00	7,155.81
04-206-00	2,935.21
06-206-00	-
07-206-00	-
18-206-00	-
20-206-00	3,793.61
21-206-00	529.60
47-206-00	
BANK TOTAL =	888,824.47

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	319825	09/02/2026	BERRY COFFEE COMPANY INC.	R	643.33
01	319826	09/02/2026	BIX FRUIT COMPANY	R	1,573.79
01	319827	09/02/2026	BSN SPORTS, LLC	R	2,002.32
01	319828	09/02/2026	CAPITAL ONE TRADE CREDIT	R	624.60
01	319829	09/02/2026	CDW GOVERNMENT INC	R	28,419.27
01	319830	09/02/2026	DIESEL DIRECT CENTRAL LLC - FUEL	R	1,401.84
01	319831	09/02/2026	ENVIROMATIC CORP OR AMERICA, INC	R	523.85
01	319832	09/02/2026	HAWKINS INC	R	40.00
01	319833	09/02/2026	HILLYARD MINNEAPOLIS	R	554.08
01	319834	09/02/2026	HUDL	R	15,000.00
01	319835	09/02/2026	IMAGINE LEARNING LLC	R	59,740.00
01	319836	09/02/2026	INTERMEDIATE DISTRICT 287	V	0.00
01	319837	09/02/2026	INTERMEDIATE DISTRICT 287	R	340,832.50
01	319838	09/02/2026	JAMES TABOR	R	662.00
01	319839	09/02/2026	KEMPS LLC	R	1,974.48
01	319840	09/02/2026	KINECT ENERGY INC	R	569.00
01	319841	09/02/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	1,517.34
01	319842	09/02/2026	METRO VOLLEYBALL OFFICIAL ASSOC LLC	R	1,878.00
01	319843	09/02/2026	MSBA-MINNESOTA SCHOOL BOARD ASSOC	R	210.00
01	319844	09/02/2026	MUSKA ELECTRIC CO.	R	5,251.20
01	319845	09/02/2026	PAN O GOLD BAKING CO	R	132.70
01	319846	09/02/2026	PERMA-BOUND BOOKS	R	65.50
01	319847	09/02/2026	RX VALET, LLC	R	1,030.00
01	319848	09/02/2026	SCHOOL MANAGEMENT SERVICES	R	6,412.50
01	319849	09/02/2026	TREVIPAY	R	484.44
01	319850	09/02/2026	TRIO SUPPLY COMPANY	R	725.00
01	319851	09/02/2026	UHL COMPANY INC	R	54,975.69
01	319852	09/02/2026	ULINE	R	1,777.96
01	319853	09/02/2026	UPPER LAKES FOODS	R	41,283.73
01	319854	09/03/2026	ALLERGEN FREE COOKING	R	1,400.00
01	319855	09/03/2026	BCN TELECOM, INC TBS	R	955.85
01	319856	09/03/2026	CINTAS CORPORATION NO 2	R	616.30
01	319857	09/03/2026	ENVIROMATIC CORP OR AMERICA, INC	R	2,226.33
01	319858	09/03/2026	HOME DEPOT CREDIT SERVICES	R	2,274.39
01	319859	09/03/2026	LEROY'S GREAT BEAR	R	15.00
01	319860	09/03/2026	LIFESAVER FIRE PROTECTION LLC	R	2,458.00
01	319861	09/03/2026	MIDWEST BUS PARTS INC	R	706.21
01	319862	09/03/2026	MINUTEMAN PRESS	R	1,346.36
01	319863	09/03/2026	NAPA AUTO PARTS	R	17.10
01	319864	09/03/2026	NEI ELECTRIC, INC.	R	3,006.00
01	319865	09/03/2026	NORTH CENTRAL INTERNATIONAL, LLC	R	746.20
01	319866	09/03/2026	PER MAR SECURITY SERVICES	R	229.00
01	319867	09/03/2026	TREVIPAY	R	80.57
01	319868	09/03/2026	ULINE	R	842.98
01	319869	09/03/2026	UPPER LAKES FOODS	R	1,889.48
01	V2601433	09/03/2026	MATTHEW ARNOLD	R	70.00

01	V2601434	09/03/2026	MICHELLE L AXELL	R	70.00
01	V2601435	09/03/2026	ERICA T BARLOW	R	70.00
01	V2601436	09/03/2026	NIKOLAS BAUZA	R	40.00
01	V2601437	09/03/2026	ANDREW COLLINS	R	70.00
01	V2601438	09/03/2026	ERIK ENERSON	R	40.00
01	V2601439	09/03/2026	HAYLEY ETNIER	R	108.42
01	V2601440	09/03/2026	YVETTE GARCIA	R	70.00
01	V2601441	09/03/2026	RACHEL GENS	R	70.00
01	V2601442	09/03/2026	AREND J GEURINK	R	70.00
01	V2601443	09/03/2026	CHRISTINA M GONZALEZ	R	70.00
01	V2601444	09/03/2026	AMY E HAGER	R	70.00
01	V2601445	09/03/2026	KEVIN D HARRIS	R	40.00
01	V2601446	09/03/2026	MICHAEL G HARRIS	R	70.00
01	V2601447	09/03/2026	LANA HENDRICKS LEUNING	R	40.00
01	V2601448	09/03/2026	JESSICA M HOFFMAN	R	40.00
01	V2601449	09/03/2026	CRAIG D HOLJE	R	70.00
01	V2601450	09/03/2026	JEFFREY KELLER	R	70.00
01	V2601451	09/03/2026	ANOOP KUMAR	R	40.00
01	V2601452	09/03/2026	JOHN M LORENZINI	R	70.00
01	V2601453	09/03/2026	DAVANAND MAHADEO	R	40.00
01	V2601454	09/03/2026	MICHAEL A MANNING	R	70.00
01	V2601455	09/03/2026	DANIEL P MCGINN	R	40.00
01	V2601456	09/03/2026	DOUG R MCMEEKIN	R	70.00
01	V2601457	09/03/2026	KENT D MEYER	R	70.00
01	V2601458	09/03/2026	ERIN H NEILON	R	40.00
01	V2601459	09/03/2026	STEPHANIE NICHOLS	R	45.00
01	V2601460	09/03/2026	BONDO NYEMBWE	R	70.00
01	V2601461	09/03/2026	ROBERT G OLSON	R	70.00
01	V2601462	09/03/2026	LAURA B OTTERNESS	R	70.00
01	V2601463	09/03/2026	CHRISTOPHER A PETERSON	R	70.00
01	V2601464	09/03/2026	CASSANDRA QUAM	R	70.00
01	V2601465	09/03/2026	RENEE C REED-KARSTENS	R	40.00
01	V2601466	09/03/2026	HEIDI SAVATDY	R	70.00
01	V2601467	09/03/2026	CHRISTIAN SCHEMPP	R	40.00
01	V2601468	09/03/2026	AMY B SKARE-KLECKER	R	70.00
01	V2601469	09/03/2026	JUSTIN STEELE	R	70.00
01	V2601470	09/03/2026	STACY THEIEN-COLLINS	R	70.00
01	V2601471	09/03/2026	RICKY THOMPSON	R	40.00
01	V2601472	09/03/2026	VLADIMIR S TOLEDO	R	40.00
01	V2601473	09/03/2026	STEVEN P UNOWSKY	R	270.00
01	V2601474	09/03/2026	CARRIE A VALA	R	70.00
01	V2601475	09/03/2026	REBECCA S WALD	R	40.00
01	V2601476	09/03/2026	ALEXANDER WARD	R	70.00
01	V2601477	09/03/2026	MICHELLE R WHITESIDE	R	70.00
01	V2601478	09/03/2026	KASYA L WILLHITE	R	70.00
01	V2601479	09/03/2026	KELLY L WOODS	R	70.00
01	V2601488	09/04/2026	P-CARD BAIRD LISA	R	5,862.92

01	V2601489	09/04/2026	P-CARD BARLOW ERICA	R	3,920.00
01	V2601490	09/04/2026	P-CARD BLUMA, MEGAN BOLLIG	R	1,699.50
01	V2601491	09/04/2026	P-CARD BROWN MATTHEW	R	305.81
01	V2601492	09/04/2026	P-CARD BRUNNER PATTI	R	3,562.24
01	V2601493	09/04/2026	P-CARD COLLINS, ANDREW	R	498.09
01	V2601494	09/04/2026	P-CARD CRUZ ESTEVA JENNIFER	R	4,660.01
01	V2601495	09/04/2026	P-CARD EDWARDS NATHAN	R	288.62
01	V2601496	09/04/2026	P-CARD GARCIA YVETTE	R	1,223.24
01	V2601497	09/04/2026	P-CARD GEURINK AREND	R	53.42
01	V2601498	09/04/2026	P-CARD GONZALEZ CHRISTINA	R	1,885.00
01	V2601499	09/04/2026	P-CARD HOLJE CRAIG	R	636.46
01	V2601500	09/04/2026	P-CARD HUERTA-ANAYA ALICIA	R	2,053.74
01	V2601501	09/04/2026	P-CARD LEWIS JENNIFER	R	242.95
01	V2601502	09/04/2026	P-CARD LUNDY MICHELLE	R	12,158.02
01	V2601503	09/04/2026	P-CARD MANNING MICHAEL	R	3,250.65
01	V2601504	09/04/2026	P-CARD MCGINN DAN	R	978.03
01	V2601505	09/04/2026	P-CARD MORALES LIZETTE	R	1,064.00
01	V2601506	09/04/2026	P-CARD OLSON ROBERT	R	565.32
01	V2601507	09/04/2026	P-CARD OTTERNESS, LAURA	R	1,261.92
01	V2601508	09/04/2026	P-CARD PETERSON CHRIS	R	2,196.21
01	V2601509	09/04/2026	P-CARD SACHER GRACE	R	16.38
01	V2601510	09/04/2026	P-CARD SETZER ALEXIS	R	34.80
01	V2601511	09/04/2026	P-CARD SKARE-KLECKER AMY	R	44.11
01	V2601512	09/04/2026	P-CARD WILLHITE KASYA	R	316.77
01	V2601513	09/04/2026	P-CARD WOODS KELLY	R	2,769.73
01	V2601514	09/04/2026	P-CARD YUNKER AUBREE	R	68.39
01	V2601480	09/09/2026	JESSICA M HOFFMAN	R	39.30
01	V2601481	09/09/2026	LIA JOHANNES	R	30.27
01	V2601482	09/09/2026	HEATHER LEBEAU	R	124.50
01	V2601483	09/09/2026	MAIA M MACK	R	912.16
01	V2601484	09/09/2026	ERIN H NEILON	R	72.51
01	V2601485	09/09/2026	COLE NUTTING	R	25.55
01	V2601486	09/09/2026	CASSI M O'MEARA	R	136.66
01	V2601487	09/09/2026	DONALD SEEHUSEN	R	1,873.55
01	319870	09/10/2026	ADVANCED COMMERCIAL KITCHENS	R	389.00
01	319871	09/10/2026	ALL STATE COMMUNICATIONS LLC	R	23,052.88
01	319872	09/10/2026	ARVIG ENTERPRISES INC	R	1,207.90
01	319873	09/10/2026	BSN SPORTS, LLC	R	3,589.89
01	319874	09/10/2026	CEP ART & DESIGN	R	139.50
01	319875	09/10/2026	CINTAS CORPORATION NO 2	R	262.41
01	319876	09/10/2026	CITY OF RICHFIELD	R	12,507.07
01	319877	09/10/2026	COMMERCIAL LIGHTING	R	1,187.22
01	319878	09/10/2026	DELASALLE HIGH SCHOOL	R	400.00
01	319879	09/10/2026	DICKS SANITATION SERVICE, INC (DSI)	R	5,075.84
01	319880	09/10/2026	ECM PUBLISHERS INC	R	133.87
01	319881	09/10/2026	ETR ASSOCIATES	R	7,047.98
01	319882	09/10/2026	ENVIROMATIC CORP OR AMERICA, INC	R	1,787.53

01	319883	09/10/2026	FASTEST LABS OF BLOOMINGTON	R	732.00
01	319884	09/10/2026	HAWKINS INC	R	3,175.40
01	319885	09/10/2026	HILLYARD MINNEAPOLIS	R	8,242.14
01	319886	09/10/2026	HMH EDUCATION COMPANY	R	11,376.00
01	319887	09/10/2026	IIX INSURANCE INFORMATION EXCHANGE	R	99.50
01	319888	09/10/2026	INSTITUTE FOR ENVIROMENTAL	R	19,228.75
01	319889	09/10/2026	ISD 271 KENNEDY HS	R	150.00
01	319890	09/10/2026	KEMPS LLC	V	0.00
01	319891	09/10/2026	KEMPS LLC	R	4,347.14
01	319892	09/10/2026	KIDCREATE STUDIO	R	1,788.00
01	319893	09/10/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	4,326.44
01	319894	09/10/2026	LOMAX CARLA	R	330.00
01	319895	09/10/2026	METRO TRANSIT	R	970.00
01	319896	09/10/2026	MINNEAPOLIS GLASS COMPANY	R	1,142.00
01	319897	09/10/2026	NILFISK, INC.	R	768.40
01	319898	09/10/2026	OAC TECHNOLOGY	R	3,500.00
01	319899	09/10/2026	PAN O GOLD BAKING CO	R	937.88
01	319900	09/10/2026	PAYDHEALTH	R	2,631.21
01	319901	09/10/2026	PLUNKETT'S /VARMINT GUARD	R	1,111.09
01	319902	09/10/2026	PREMIUM WATERS INC	R	39.00
01	319903	09/10/2026	RESTORATIVELY YOURS LLC	R	2,000.00
01	319904	09/10/2026	RYAN JEANNIE M	R	897.14
01	319905	09/10/2026	SAUVE'S OUTDOOR SERVICES, INC.	R	1,100.00
01	319906	09/10/2026	SCHOOL SERVICE EMPLOYEES UNION	R	1,745.46
01	319907	09/10/2026	SHERWIN WILLIAMS CO	R	69.94
01	319908	09/10/2026	SNA-SCHOOL NUTRITION	R	2,847.65
01	319909	09/10/2026	TEACHER SYNERGY, LLC	R	238.97
01	319910	09/10/2026	TRIO SUPPLY COMPANY	R	3,413.46
01	319911	09/10/2026	UNITED HEALTHCARE/AARP MEDICARE RX	R	119.10
01	319912	09/10/2026	UNITED HEARTHCARE /AARP MEDICARE RX	R	119.10
01	319913	09/10/2026	UNITEDHEALTHCARE	R	775.82
01	319914	09/10/2026	UPPER LAKES FOODS	R	23,661.83
01	319915	09/10/2026	VERIZON WIRELESS	R	320.08
01	319916	09/10/2026	ZONEONE LOCATING	R	458.00
01	319917	09/11/2026	AUGSBURG COLLEGE	R	2,000.00
01	319918	09/11/2026	GUSTAVUS ADOLPHUS COLLEGE	R	2,000.00
01	319919	09/11/2026	NORMANDALE COMMUNITY COLL	R	950.00
01	319920	09/11/2026	NORTHWESTERN MICHIGAN COLLEGE	R	2,000.00
01	319921	09/11/2026	UWRF	R	1,000.00
01	319922	09/11/2026	UNIVERSITY OF MINNESOTA DULUTH	R	4,000.00
01	319923	09/11/2026	UNIVERSITY OF ST THOMAS	R	8,000.00
01	319924	09/11/2026	UNIVERSITY OF VERMONT	R	1,000.00
01	319925	09/11/2026	UNIVERSITY OF WISCONSIN-LACROSSE	R	2,000.00
01	319926	09/11/2026	WINONA STATE UNIVERSITY	R	2,000.00
01	319927	09/15/2026	ALLINA HEALTH SYSTEM	R	500.00
01	319928	09/15/2026	BCBS OF MINNESOTA & BLUE PLUS	R	16,284.00
01	319929	09/15/2026	GROUP MEDICAREBLUE RX	R	8,325.00

01	319930	09/15/2026	PEDIATRIC HOME SERVICE	R	1,725.00
01	319931	09/15/2026	PROCARE THERAPY	R	11,312.50
01	319932	09/15/2026	SPED FORMS LLC	R	17,690.84
01	319933	09/15/2026	UNIVERSITY LANGUAGE CENTER	R	647.81
01	319934	09/15/2026	US POWER BID	R	814.73
01	319935	09/15/2026	XCEL ENERGY	R	102.86

TOTAL CHECKS, EPAYS, PCARDS &					
SCHOLARSHIPS REGISTER					888,824.47

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, September 21, 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, September 21, 2026 in the boardroom at the Richfield Public Schools District Office. Chair Carter called the regular board meeting to order at 7:01 p.m. with the following school board members in attendance: Dennis, Spencer and Tompkins. Liss and Pollis were not able to attend. Administrators present were Superintendent Unowsky, Assistant Superintendent Nyembwe, Executive Director Gonzalez and Executive Director Holje.

II. REVIEW AND APPROVAL OF THE AGENDA

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

III. INFORMATION AND PROPOSALS - NON-ACTION ITEMS

- A. Public Comment
- B. Superintendent Update
 - 1. Transportation Presentation
 - 2. Superintendent Goals 2026-2027
 - 3. Board Goals 2026-2027
- C. Commendations

IV. CONSENT AGENDA

- A. Routine Matters
 - 1. Minutes of the Regular Meeting held September 8, 2026
 - 2. General Disbursements as of 9/15/26 in the Amount of \$888,824.47
- B. Personnel Items

Certified – New Hire						
Name	Employee Group	Position	Building	FTE	Effective Date	
Audra Lind	Certified	Language Arts Teacher	RCEP	Full-Time	9/10/2026	
Hannah Forster	Certified	Elementary Education Teacher	Richfield STEM Elementary	Full-Time	8/18/2026	

Tessa Bjorklund	Certified	Special Education Teacher	Richfield STEM Elementary	Full-Time	8/18/2026	
Classified – Reclassification						
Name	Employee Group	Position	Building	FTE	Effective Date	
Andres Sanchez	Facilities & Transp.	Maintenance A	Richfield STEM Elementary	Full-Time	9/10/2026	
Erik Enerson	Facilities & Transp.	District Engineer	Garage	Full-Time	9/8/2026	
Classified – Resignation						
Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Darryl Findlay-Lampkin	Para	Security Monitor	Richfield High School	Full-Time	9/14/2026	0
Stephanie Espinoza Coyote	Para	Managerial Paraprofessional	Sheridan Hills Elem. School	Part-Time	9/11/2026	1.5
Classified – Leave of Absence						
Name	Employee Group	Position	Building	FTE	Effective Date	
Juan Sanchez Hernandez	Para	Special Education Paraprofessional	Centennial Elem. School	Full-Time	9/1/2026	

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

V. OLD BUSINESS

- A. Policy 704: Annual Audit - second read

VI. NEW BUSINESS

- A. Preliminary Levy Certification 2026 Payable 2027

Motion by Spencer, seconded by Dennis, and unanimously carried, the board of education approved the preliminary levy certification.

- B. Property, Liability, Fleet, Professional and Faithful Performance and Cyber Liability Insurance Renewal

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

- C. Policy 707: Commission Sales - Vending Machines and School Pictures - first read
D. Donations

Motion by Tompkins, seconded by Dennis, 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
 - 10-5-2026 7 p.m. Regular Board Meeting
 - 10-19-26 7 p.m. Regular Board Meeting - Public Comment

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

Motion by Spencer, seconded by Tompkins, and unanimously carried, the board of education moved into closed session at 8:26 p.m. Attending the closed session were Carter, Dennis, Spencer and Tompkins. Superintendent Unowsky, Assistant Superintendent Nyembwe, Executive Director Holje and Director Axell were also present.

IX. REOPEN MEETING

Motion by Spencer, seconded by Tompkins, and unanimously carried, the board of education moved into open session at 8:34 p.m. with the following board members present: Carter, Dennis, 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 8:35 p.m.

CHECKS, E-PAYS & SCHOLARSHIPS

10/05/2026 BOARD REPORTS

BANK 05	DATE	AMOUNT
CHECKS	9/16/2026	678,662.64
	9/18/2026	3,978.75
	9/24/2026	395,590.71
VOIDED CHECK-REISSUED 9/25	9/24/2026	(300.00)
	9/25/2026	95,847.08
SCHOLARSHIPS	9/18/2026	22,000.00
	9/25/2026	12,000.00
E-PAYS	9/17/2026	858.61

CHECK REGISTER BANK 05 TOTAL =	1,208,637.79
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BREAKDOWN	
01-206-00	615,612.30
02-206-00	178,471.35
03-206-00	150,557.51
04-206-00	11,854.46
06-206-00	255.92
07-206-00	-
18-206-00	6,000.00
20-206-00	244,798.15
21-206-00	1,088.10
47-206-00	
BANK TOTAL =	1,208,637.79

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	319936	09/16/2026	ADVANCED COMMERCIAL KITCHENS	R	618.53
01	319937	09/16/2026	AQUA LOGIC INC	R	2,188.00
01	319938	09/16/2026	AVIBEN	R	540.06
01	319939	09/16/2026	BENCHMARK EDUCATION COMPANY, LLC.	R	4,166.40
01	319940	09/16/2026	BRAND FARMS	R	1,800.00
01	319941	09/16/2026	DELEGARD TOOL COMPANY	R	412.75
01	319942	09/16/2026	DIGITAL INSURANCE LLC	R	3,607.00
01	319943	09/16/2026	FASTENAL INDUSTRIAL	R	380.75
01	319944	09/16/2026	WW GRAINGER INC	R	249.83
01	319945	09/16/2026	HILLYARD MINNEAPOLIS	R	5,492.68
01	319946	09/16/2026	HOGAN ASSESSMENT SYSTEMS INC	R	615.00
01	319947	09/16/2026	INNOVATIVE OFFICE SOLUTIONS LLC	R	395.70
01	319948	09/16/2026	INTERMEDIATE DISTRICT 287	R	90,091.70
01	319949	09/16/2026	KELLY JOHNSON	R	382.00
01	319950	09/16/2026	KEMPS LLC	R	3,298.20
01	319951	09/16/2026	LEXIA LEARNING SYSTEMS LLC	R	2,985.00
01	319952	09/16/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	6,954.70
01	319953	09/16/2026	ASCENTEK, INC.	R	804.24
01	319954	09/16/2026	LUPIENT CHEVROLET	R	295.43
01	319955	09/16/2026	MAXORPLUS LTD, DBA: VYTLONE	R	104,332.16
01	319956	09/16/2026	MEAGAN O'CONNOR	R	260.00
01	319957	09/16/2026	METROPOLITAN MECHANICAL CONTRACTORS	R	1,195.43
01	319958	09/16/2026	NAPA AUTO PARTS	R	1,276.06
01	319959	09/16/2026	NEI ELECTRIC, INC.	R	2,542.69
01	319960	09/16/2026	NEW LIFE ENTERPRISE	R	1,029.20
01	319961	09/16/2026	NORTH CENTRAL BUS	R	320.76
01	319962	09/16/2026	NORTH CENTRAL INTERNATIONAL, LLC	R	1,225.00
01	319963	09/16/2026	ON SITE SANITATION	R	1,040.25
01	319964	09/16/2026	ONEBRIDGE BENEFITS INC.	R	2,263.00
01	319965	09/16/2026	PAN O GOLD BAKING CO	R	618.39
01	319966	09/16/2026	RODRIGUEZ EMBROIDERY INC	R	327.90
01	319967	09/16/2026	ROSE YADRAM	R	50.00
01	319968	09/16/2026	SAFETYFIRST PLAYGROUND MAINTENANCE	R	4,946.00
01	319969	09/16/2026	SFM	R	359,899.00
01	319970	09/16/2026	STATE INDUSTRIAL PRODUCTS	R	3,329.40
01	319971	09/16/2026	TOLL COMPANY	R	13.64
01	319972	09/16/2026	TORTILLERIA LA PERLA	R	83.67
01	319973	09/16/2026	TREVIPAY	R	399.99
01	319974	09/16/2026	TRIO SUPPLY COMPANY	R	729.55
01	319975	09/16/2026	TRUGREEN LIMITED PARTNERSHIP	R	9,582.00
01	319976	09/16/2026	TWIN CITY TRANSPORTATION	R	6,569.55
01	319977	09/16/2026	UHL COMPANY INC	R	2,023.00
01	319978	09/16/2026	UPPER LAKES FOODS	R	42,046.68
01	319979	09/16/2026	VARSITY ATHLETIC APPAREL, INC	R	816.00
01	319980	09/16/2026	WOLD ARCHITECTS AND ENGINEERS	R	255.92
01	319981	09/16/2026	XCEL ENERGY	R	6,209.43

01	V2601515	09/17/2026	KAYLEIGH ARMSTRONG	R	2.81
01	V2601516	09/17/2026	CEREN EROGLU	R	175.00
01	V2601517	09/17/2026	MICHAEL G HARRIS	R	36.00
01	V2601518	09/17/2026	ERIN H NEILON	R	65.29
01	V2601519	09/17/2026	JODI A NICKELL	R	174.96
01	V2601520	09/17/2026	RENEE C REED-KARSTENS	R	23.16
01	V2601521	09/17/2026	KATHIE REESE	R	175.00
01	V2601522	09/17/2026	KIRSTEN THORSON	R	31.39
01	V2601523	09/17/2026	ISELA VENTURA RUBIO	R	175.00
01	319982	09/18/2026	ANDRUS MICHAEL DANIEL	R	95.00
01	319983	09/18/2026	ANNA NAHASHON	R	28.43
01	319984	09/18/2026	BARTCZAK ANDREW	R	180.00
01	319985	09/18/2026	BENSON, AMBER	R	28.43
01	319986	09/18/2026	BENSON, GREGORY	R	28.43
01	319987	09/18/2026	BRIGHTBILL THEODORE	R	164.00
01	319988	09/18/2026	BURKSTRAND MICHAEL	R	105.26
01	319989	09/18/2026	COOK AMY	R	105.26
01	319990	09/18/2026	DERKSEN CAROLYN	R	135.00
01	319991	09/18/2026	EMILY FALK-LARSON	R	56.86
01	319992	09/18/2026	FLANERY, NICKOLAS	R	28.43
01	319993	09/18/2026	FROGNER, SARAH	R	28.43
01	319994	09/18/2026	GRAHAM THOMAS	R	52.63
01	319995	09/18/2026	HAUGEN CHRIS	R	135.00
01	319996	09/18/2026	JACQUELINE CORTES MENDEZ	R	12.10
01	319997	09/18/2026	KARNAS MIKE	R	95.00
01	319998	09/18/2026	KEE-BOWLING BONNIE	R	172.00
01	319999	09/18/2026	KRUEGER BARBARA	R	28.43
01	320000	09/18/2026	KRUEGER BRANDT	R	157.89
01	320001	09/18/2026	KYUNG MIN AHN	R	90.00
01	320002	09/18/2026	LAYNE, BRYAN	R	95.00
01	320003	09/18/2026	LYNDSLEY KEVIN KAR	R	95.00
01	320004	09/18/2026	MANDILE RICHARD J	R	180.00
01	320005	09/18/2026	MARY AMANDA GUTIERREZ	R	56.86
01	320006	09/18/2026	MELANIE JOHNSON-AYLWARD	R	28.43
01	320007	09/18/2026	MENDELBLATT SCOTT	R	47.38
01	320008	09/18/2026	MILES ROBERT THOMPSON	R	147.36
01	320009	09/18/2026	MILES SARA	R	147.36
01	320010	09/18/2026	NELSON, DAVID A (RUSTY)	R	86.00
01	320011	09/18/2026	NEUMAN MICHAEL	R	86.00
01	320012	09/18/2026	OHARA MEGAN	R	94.76
01	320013	09/18/2026	OKEY CHRIS	R	105.25
01	320014	09/18/2026	OLSON ANDREA JADE	R	66.33
01	320015	09/18/2026	OWENS SEDRIC	R	47.38
01	320016	09/18/2026	PRINT, PAUL R	R	135.00
01	320017	09/18/2026	RAHJA MARK	R	135.00
01	320018	09/18/2026	RATHMANN NICHOLAS	R	135.00
01	320019	09/18/2026	RICKETTS, KATHLEEN	R	105.26

01	320020	09/18/2026	RIES ROBERT A	R	95.00
01	320021	09/18/2026	ROBINSON, AMARI J	R	12.10
01	320022	09/18/2026	STARK MOLLY	R	72.60
01	320023	09/18/2026	STROHMAYER, LILIANA	R	12.10
01	320024	09/18/2026	SWANSON, JACK	R	86.00
01	320025	09/18/2026	U OF MN TWIN CITIES	R	18,000.00
01	320026	09/18/2026	UNIVERSITY OF MINNESOTA DULUTH	R	2,000.00
01	320027	09/18/2026	UNIVERSITY OF ST THOMAS	R	2,000.00
01	320028	09/18/2026	WILSON TYLER	R	95.00
01	320029	09/18/2026	WRIGHT PATRICIA	R	86.00
01	319613	09/24/2026	COMO PARK HIGH SCHOOL	V	-300.00
01	320030	09/24/2026	ALERUS RETIREMENT AND BENEFITS	R	930.60
01	320031	09/24/2026	ANNIES FROZEN YOGURT	R	102.00
01	320032	09/24/2026	AI TECHNOLOGIES LLC	R	240.00
01	320033	09/24/2026	BATTERIES PLUS BULBS	R	92.40
01	320034	09/24/2026	BATTERIES R US	R	499.98
01	320035	09/24/2026	BOTSFORD CODY W	R	63.15
01	320036	09/24/2026	BRAND FARMS	R	1,800.00
01	320037	09/24/2026	BSN SPORTS, LLC	R	672.29
01	320038	09/24/2026	BURKSTRAND MICHAEL	R	52.63
01	320039	09/24/2026	CAHILL, THEODORE J	R	90.00
01	320040	09/24/2026	CEDAR SMALL ENGINE	R	65.98
01	320041	09/24/2026	CESO FINANCE, LLC	R	6,500.00
01	320042	09/24/2026	CHARMTECH LABS LLC	R	7,475.00
01	320043	09/24/2026	CHECINSKI, GEORGE	R	180.00
01	320044	09/24/2026	CIRCA	R	3,993.00
01	320045	09/24/2026	CITY OF RICHFIELD	R	416.00
01	320046	09/24/2026	COMCAST	R	723.43
01	320047	09/24/2026	COOK AMY	R	52.63
01	320048	09/24/2026	DAN MEYERS	R	200.00
01	320049	09/24/2026	FROGNER, JASON	R	52.63
01	320050	09/24/2026	FRONTIER TRANSPORTATION SRVCS, LLC	R	77,051.40
01	320051	09/24/2026	GRAHAM THOMAS	R	52.63
01	320052	09/24/2026	WW GRAINGER INC	R	205.41
01	320053	09/24/2026	GREENSPRING MEDIA	R	2,800.00
01	320054	09/24/2026	GROTH MUSIC COMPANY	R	2,146.13
01	320055	09/24/2026	HAILEY FISH	R	200.00
01	320056	09/24/2026	HILLYARD MINNEAPOLIS	R	6,475.38
01	320057	09/24/2026	HRYPY WILLIAM V	R	247.00
01	320058	09/24/2026	ICS CONSULTING, LLC - 138006	R	5,674.74
01	320059	09/24/2026	IDEAL ENERGIES SOLAR LEASE 2021,LLC	R	7,982.55
01	320060	09/24/2026	IMAGINE LEARNING LLC	R	400.00
01	320061	09/24/2026	INNOVATIVE OFFICE SOLUTIONS LLC	R	46,625.00
01	320062	09/24/2026	ISD # 283-ST LOUIS PARK SCHOOLS	R	300.00
01	320063	09/24/2026	JOSEPH MORTL	R	400.00
01	320064	09/24/2026	JW PEPPER & SON INC	R	52.98
01	320065	09/24/2026	KAHN, ANDREW R	R	37.90

01	320066	09/24/2026	KATY KIEFFER	R	400.00
01	320067	09/24/2026	KEE-BOWLING BONNIE	R	86.00
01	320068	09/24/2026	KEMPS LLC	V	0.00
01	320069	09/24/2026	KEMPS LLC	R	3,526.96
01	320070	09/24/2026	LARSON ENGINEERING	R	7,849.50
01	320071	09/24/2026	LB CARLSON LLP	R	13,400.00
01	320072	09/24/2026	LEROY'S GREAT BEAR	R	35.00
01	320073	09/24/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	3,446.76
01	320074	09/24/2026	LOFFLER	R	1,031.91
01	320075	09/24/2026	LOFFLER COMPANIES	R	856.89
01	320076	09/24/2026	LOSINSKI, ANDRES P	R	86.00
01	320077	09/24/2026	MADISON NATIONAL LIFE INS CO INC	R	12,813.90
01	320078	09/24/2026	MARINE TRETOUT	R	400.00
01	320079	09/24/2026	MASL	R	105.00
01	320080	09/24/2026	MASTER TECHNOLOGY GROUP	R	515.00
01	320081	09/24/2026	MAXORPLUS LTD, DBA: VYTLONE	R	47,385.62
01	320082	09/24/2026	MCTLC	R	460.00
01	320083	09/24/2026	MELANIE AYLWARD	R	400.00
01	320084	09/24/2026	MENDELBLATT SCOTT	R	47.38
01	320085	09/24/2026	METROPOLITAN MECHANICAL CONTRACTORS	R	22,908.11
01	320086	09/24/2026	MILES ROBERT THOMPSON	R	73.68
01	320087	09/24/2026	MILES SARA	R	73.68
01	320088	09/24/2026	MINNEAPOLIS CONVENTION CENTER	R	1,000.00
01	320089	09/24/2026	MITSON STEPHON	R	180.00
01	320090	09/24/2026	MN DEPT OF LABOR AND INDUSTRY	R	725.00
01	320091	09/24/2026	MRI SOFTWARE LLC	R	73.00
01	320092	09/24/2026	MSNA-MN SCHOOL NUTRITION	R	375.00
01	320093	09/24/2026	NAPA AUTO PARTS	R	250.52
01	320094	09/24/2026	NORTH CENTRAL INTERNATIONAL, LLC	R	132.53
01	320095	09/24/2026	OKEY CHRIS	R	42.10
01	320096	09/24/2026	OWENS SEDRIC	R	18.95
01	320097	09/24/2026	PAN O GOLD BAKING CO	R	1,054.33
01	320098	09/24/2026	PER MAR SECURITY SERVICES	R	11.00
01	320099	09/24/2026	READ NATURALLY	R	1,300.00
01	320100	09/24/2026	RHS CROSS COUNTRY BOOSTER	R	590.50
01	320101	09/24/2026	RICKETTS, KATHLEEN	R	52.63
01	320102	09/24/2026	RINGCENTRAL, INC.	R	9,352.29
01	320103	09/24/2026	ROBINSON, AMARI J	R	12.10
01	320104	09/24/2026	SCHOOL SERVICE EMPLOYEES UNION	R	4,601.30
01	320105	09/24/2026	SHERWIN WILLIAMS CO	R	21.19
01	320106	09/24/2026	SQUIRES, WALDSPURGER & MACE, P.A.	R	772.00
01	320107	09/24/2026	ST PAUL WASHINGTON TECH	R	200.00
01	320108	09/24/2026	STARK MOLLY	R	72.60
01	320109	09/24/2026	STEVEN WERLE	R	400.00
01	320110	09/24/2026	TRIO SUPPLY COMPANY	R	3,140.47
01	320111	09/24/2026	TWIN CITY FILTER SERVICE INC	R	593.82
01	320112	09/24/2026	UHL COMPANY INC	R	11,294.00

01	320113	09/24/2026	ULINE	R	1,579.74
01	320114	09/24/2026	UNITED STATES TREASURER	R	400.00
01	320115	09/24/2026	UPPER LAKES FOODS	R	28,793.96
01	320116	09/24/2026	VSP INSURANCE CO. (CT)	R	3,692.88
01	320117	09/24/2026	ALLSTATE PETERBILT OF S ST PAUL	R	89.90
01	320118	09/24/2026	XCEL ENERGY	R	33,776.67
01	320119	09/24/2026	ZASTROW JOHN W	R	238.00
01	320120	09/25/2026	BLACK RAVEN PRODUCTIONS LLC	R	750.00
01	320121	09/25/2026	COMO PARK HIGH SCHOOL	R	300.00
01	320122	09/25/2026	GISLER HOMESCHOOL	R	74.05
01	320123	09/25/2026	LINDSAY SHEPPARD	R	276.86
01	320124	09/25/2026	MAXORPLUS LTD, DBA: VYTLONE	R	88,230.17
01	320125	09/25/2026	NATALIE D RASMUSSEN	R	3,000.00
01	320126	09/25/2026	RICHFIELD FOOTBALL LEAGUE, INC.	R	478.00
01	320127	09/25/2026	RX VALET, LLC	R	2,538.00
01	320128	09/25/2026	STONE ARCH STUDIO LLC	R	200.00
01	320129	09/25/2026	SUNY PURCHASE	R	2,000.00
01	320130	09/25/2026	UNIVERSITY OF MINNESOTA-TWIN CITIES	R	8,000.00
01	320131	09/25/2026	UNIVERSITY OF WISCONSIN-LACROSSE	R	2,000.00

TOTAL CHECKS, E-PAYS & SCHOLARSHIPS					1,208,637.79
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RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
September 30, 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 Assc	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%	5,978,849.22	-	5,978,849.22
BANK HAPOLIM	10/01/26	4.45%	206,700.00	-	206,700.00
Total Investments Held			23,495,013.62	17,309,464.40	6,185,549.22

Consent Agenda - For Action**Agenda Item IV.B.****Board of Education****Independent School District 280, Richfield, MN****Regular Meeting****October 05, 2026****Classified – New Hire**

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Amanda Griswold	Paraprofessional	Instructional Paraprofessional	Central Education Center	Full-Time	9/15/2026	
Dayana Cajamarca	Paraprofessional	Managerial Paraprofessional	Sheridan Elementary School	Part-Time	9/24/2026	
Joseph Thompson	Facilities and Transportation	Groundskeeper	Garage	Full-Time	9/21/2026	
Noah Berg	Paraprofessional	Special Education Paraprofessional	Richfield Middle School	Full-Time	10/12/2026	

Classified – Reassignment

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Francisco Pavon Gonzalez	Facilities and Transportation	Building Cleaner	Richfield STEM Elementary	Full-Time	10/5/2026	

Classified – Reclassification

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Dominic Liljenquist	Facilities and Transportation	Maintenance Mechanic	Garage	Full-Time	10/1/2026	

Classified – Resignation

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Jose Antonio Montejo Magana	Outreach Worker	Bilingual Outreach Worker	Richfield Middle School	Full-Time	10/30/2026	8
Kameron Poncius	Paraprofessional	Special Education Paraprofessional	Richfield STEM Elementary	Full-Time	10/2/2026	0.5
Musye Kahsai	Facilities and Transportation	Building Cleaner	Richfield Middle School	Full-Time	10/13/2026	9

Classified – Leave of Absence

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Teresa Doyle	Paraprofessional	Special Education Paraprofessional	Richfield Middle School	Full-Time	9/25/2026	

OLD BUSINESS – FOR ACTION

Agenda Item V.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 5, 2026

Subject: Annual Audit

(Recommended by the superintendent)

Passage upon a third 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 - redlined

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—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 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.

- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance Guide 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 District shall also be subject to audit and inspection by the State Auditor to the extent provided in Minn. Stat. § Ch. 6.

Legal References:

Minn. Stat. § Ch. 6. (State Auditor)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.14. Subd. 7 (Duties of School Board Clerk)
Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.77, Subds. 2 and 3 (Audited Financial Statement; Statement for Comparison and Correction)

~~Cross References: MSBA/MASA Model Policy~~
~~MSBA Service Manual~~

RATIFIED BY THE BOARD OF EDUCATION: August 9, 1999

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

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

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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)

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 5, 2026

Subject: Insurance

(Recommended by the superintendent)

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

Suggested changes have been included to adhere to District branding and style guidelines. District administration has also drafted an administrative guideline to provide greater detail on the procedures for implementing the policy.

Attachments:

Policy 705: Insurance – **redlined**

Draft Administrative Guideline 705.1 - **new**

RICHFIELD PUBLIC SCHOOLS

~~POLICY ON INSURANCE~~

The ~~Board-board~~ of ~~Education-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-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-school board~~ informed and to ~~insure-ensure~~ the integrity of the program.

~~The superintendent is recommended to create administrative guidelines to facilitate the implementation of this policy.~~

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

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

INSURANCE

I. PURPOSE

The Richfield Public Schools board of education recognizes the importance of maintaining an effective insurance, benefits and risk management program to protect the District, its employees, students, property, and financial resources.

The District shall maintain insurance and risk financing arrangements in the types and amounts appropriate to its operations, exposures, contractual obligations, and financial considerations. The District shall seek to obtain appropriate coverage and services at a reasonable overall cost while considering the financial strength of providers, quality of coverage, claims service, and the District's overall risk exposure.

II. SCOPE OF THE PROGRAM

The District's insurance and risk management program may include, as appropriate:

1. Property insurance, including coverage for buildings, contents, equipment, vehicles, and other District property;
2. General liability, automobile liability, professional liability, employment practices liability, cyber liability, and other liability coverages;
3. Workers' compensation and related claims management services;
4. Crime, fidelity, fiduciary, and other financial loss protection;
5. Directors and officers and other management liability protection;
6. Bonds, surety, and other required financial protections;
7. Excess and umbrella liability coverage;
8. Other insurance reasonably necessary to address District exposures or contractual requirements;
9. Self-insured medical and dental benefit programs;
10. Stop-loss or excess insurance and other risk-transfer arrangements associated with self-insured benefit programs;
11. Third-party administrative, actuarial, benefits, claims, compliance, and other consulting services associated with self-insured programs; and

12. Risk management, loss prevention, safety, claims prevention, and claims management services.

The District may use a combination of insurance, self-insurance, deductibles, self-insured retentions, reserves, risk pools, contractual risk transfer, and other risk financing techniques when determined to be financially and operationally appropriate.

III. RISK MANAGEMENT

The District shall manage insurance as part of an overall risk management program rather than solely as an annual insurance purchasing activity.

The superintendent or designee shall periodically review significant District risks and exposures and shall consider, as appropriate:

1. The nature and magnitude of potential losses;
2. Historical claims and loss experience;
3. Changes in District operations, facilities, programs, technology, transportation, staffing, or activities;
4. Changes in applicable laws, regulations, contractual requirements, and industry practices;
5. The District's financial capacity and risk tolerance;
6. Available insurance markets and alternative risk financing arrangements;
7. Appropriate deductibles and self-insured retentions;
8. Insurance limits, sublimits, exclusions, conditions, and endorsements;
9. The financial strength and claims-paying ability of insurers;
10. The qualifications and performance of brokers, agents, third-party administrators, consultants, adjusters, and other service providers; and
11. Opportunities to prevent or reduce losses before they occur.

The District shall seek to coordinate insurance purchasing, claims management, safety and loss prevention, contract risk transfer, and other risk management activities to minimize the District's total cost of risk.

IV. AGENTS OF RECORD AND CONSULTANTS

The superintendent or designee is authorized to appoint agents of record and establish consulting relationships necessary to administer the District's insurance and risk management program.

The District may engage qualified professionals for insurance brokerage, actuarial services, benefits consulting, claims administration, risk management, loss prevention, legal services, employee benefits, compliance, or other specialized services.

Compensation arrangements and material financial relationships between the District and brokers, agents, consultants, administrators, or other service providers shall be disclosed and managed consistent with applicable law and District policies.

V. SELF-INSURED MEDICAL AND DENTAL BENEFITS

The District's self-insured medical and dental benefit programs shall be managed as components of the District's overall risk management and employee benefits program.

The superintendent or designee may obtain professional consultation and services relating to the design, financing, administration, compliance, and management of self-insured medical and dental benefits, including:

1. Actuarial analysis and projections;
2. Claims experience and utilization analysis;
3. Plan design and benefit analysis;
4. Contribution and rate-setting recommendations;
5. Reserve and cash-flow requirements;
6. Stop-loss or excess insurance;
7. Third-party administration;
8. Pharmacy benefit management;
9. Provider network and cost-management strategies;
10. Claims auditing and payment integrity;
11. Benefits compliance;
12. Employee communications and benefits administration;
13. Benchmarking against comparable public employers and school districts; and
14. Identification and implementation of opportunities to improve health outcomes and control costs.

The District shall periodically evaluate whether the structure of its self-insured programs, including plan design, administrative services, stop-loss protection, reserves, claims management, and other risk financing arrangements, continues to be appropriate and cost-effective.

Self-insured medical and dental programs shall be administered in compliance with applicable federal and state requirements and in a manner that protects the confidentiality and security of employee and dependent health information.

VI. CLAIMS PREVENTION AND LOSS CONTROL

The District recognizes that effective risk management includes preventing losses and reducing the frequency and severity of claims.

The District shall seek to establish and maintain appropriate programs for loss prevention and control, which may include:

1. Workplace safety and injury prevention;
2. Property protection and preventive maintenance;
3. Fleet and driver safety;
4. Student and employee safety programs;
5. Emergency preparedness and business continuity;
6. Cybersecurity and information security practices;
7. Employment practices and supervisory training;
8. Contractual risk transfer and indemnification practices;
9. Incident reporting and investigation;
10. Identification of recurring claims and loss trends; and
11. Other measures appropriate to the District's identified risks.

Insurance and risk management consultants, carriers, third-party administrators, and other service providers should be utilized, when appropriate, to identify loss trends and recommend measures to prevent or reduce future claims.

VII. INSURANCE COVERAGE REVIEW

Insurance coverage shall be reviewed periodically to determine whether coverage remains appropriate for the District's current operations and exposures. The review should consider, as applicable:

1. Policy limits and sublimits;
2. Deductibles and self-insured retentions;

- 1 3. Coverage exclusions and endorsements;
- 2 4. Property values and replacement costs;
- 3 5. New construction, remodeling, acquisitions, or dispositions;
- 4 6. Vehicles and transportation operations;
- 5 7. Technology and cybersecurity exposures;
- 6 8. Employment practices and other liability exposures;
- 7 9. Contractual insurance requirements;
- 8 10. Changes in District programs or operations;
- 9 11. Historical claims and emerging risks; and
- 10 12. Changes in the insurance marketplace.

11 The District shall avoid both inadequate coverage and unnecessary or duplicative
12 insurance.

13

14 **VIII. INSURANCE ADVISORY COMMITTEE**

15

16 The District Insurance Advisory Committee is made up of membership from
17 various employee groups and District management. The committee is focused on
18 the employee benefits included in the District insurance and self-insured
19 programs. The committee reviews the various benefit programs including
20 utilization and program optimization and promotes communications regarding the
21 plan and wellness initiatives. The committee is also responsible for reviewing
22 oversight of the application of the Health Insurance Transparency Act which
23 requires a formalized request for proposals at least every two years. The
24 committee acts in an advisory capacity to the school board and administration,
25 recommending plan design changes and employee and employer funding for the
26 programs.

27

28 **IX. BOARD REPORTING**

29

30 The superintendent or designee shall provide an annual report to the board of
31 education regarding the District's insurance and risk management program.

32

33 **X. AUTHORITY AND RESPONSIBILITY**

34

35 The superintendent or designee shall be responsible for administering this
36 administrative guideline and coordinating the District's insurance and risk
37 management program.

38

39 The superintendent or designee shall ensure that insurance and risk
40 management decisions are made in accordance with applicable federal and state
41 law, Board policy, District procedures, and sound public-sector risk management
42 practices.

1

2 Dated:

3 Reviewed:

4 Revised:

5

DRAFT

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 5, 2026

Subject: Commission Sales

(Recommended by the superintendent)

A second read of Policy 707: Commission Sales – Vending Machines & School Pictures. This policy establishes the parameters for the approval of contracts involving commission sales.

While the District does own a number of vending machines, there are currently no active contracts for them, so the vending machines are not in use. There is also one vending machine in the staff lounge at RMS. The District currently has a contract with Kemmetmueller Photography Inc. for school pictures.

Attachments:

Policy 707: Commission Sales – Vending Machines & School Pictures - redlined
MSBA Model Policy 720: Vending Machines

RICHFIELD PUBLIC SCHOOLS

COMMISSION SALES - VENDING MACHINES & SCHOOL PICTURES

I. PURPOSE

The purpose of this policy is to establish Richfield Public Schools procedures to govern the commission sales from vending machines installed in school facilities and the sale of student school pictures.

II. GENERAL STATEMENT OF POLICY

It is in the best interest of the District to contract for these services and account for the proceeds in a manner that allows those revenues to be included in the budget of the facility or department in which they are generated, and that establishes controls to avoid fraud, theft or the appearance of impropriety.

III. AUTHORIZED COMMISSION SALES

Contracts involving commission sales and automatic vending machines dispensing food, beverages or other approved items, and in compliance with Policy 112: Wellness, are authorized provided that all contracts are approved by the School school Boardboard.

Contracts involving commission sales for student picture taking are authorized provided that all contracts are approved by the School-school Boardboard.

IV. SUPERVISION AND CONTRACTS

- A. All contracts shall be considered by the School Board on a facility-by-facility basis.—Compliance with this policy and any applicable laws shall be the responsibility of the School-school Principal-principal and/or Director-director of Nutrition-nutrition Serviceservices.
- B. A contract involving commission sales is an exception under Minnesota's bid law, Minn. Stat. § 123B.52, and does not require a public bid.—However, if a distributor defines the terms of the contract to include the purchase of food products or materials by the school-dDistrict for resale, this kind of contractual provision is subject to the provisions of the Uniform Municipal Contracting Law, thus meeting the definition of a "contract", contained in Minn. Stat § 471.345, and if the amount of the purchase exceeds \$175,000, it would trigger the requirement to advertise for bids and compliance with the bid law Statute.
- C. A contract may be awarded after the receipt of two or more quotations and taking into consideration conformity with the specifications, terms of delivery, other conditions and compliance with Minn. Stat. § 123B.52.

- 1
2 D. A copy of this policy shall be included in any specifications or request for
3 proposal. A record shall be kept of all quotations received with the names,
4 amounts, and successful bidder indicated. All quotations shall be kept on file
5 as a public record for a period of at least one year after their receipt.
6
7 E. A quotation must specify all commissions and any other non-commission
8 amounts to be paid as a result of the award of the contract. The non-
9 commission amounts include, but are not limited to, cash payments, in-kind
10 payments, equipment donations, scholarship contributions, bonus payments,
11 or other payments or contributions of any kind or nature. The non-commission
12 amounts shall be reduced to a cash equivalency and shall be specified on the
13 quotation as an additional amount to be paid as part of the contract award.
14
15 F. Contracts that may contain provisions allowing product exclusivity, shall be
16 reviewed prior to the solicitation of quotations.
17
18 G. All contracts must be approved by the ~~School-school Boardboard~~. Any
19 contract not in compliance with this policy shall be void. Any ~~district-District~~
20 employee signing an unauthorized contract may be subject to personal
21 liability thereon and may be disciplined for said action.
22
23 H. No District employee or school board member shall have a personal interest
24 in, directly or indirectly, or personally benefit financially from a contract award.
25

26 **V. ACCOUNTING**
27

- 28 A. Proceeds from contracts shall be under the control of the ~~School-school~~
29 ~~Board-board~~ and must be in compliance with UFARS standards.
30
31 B. The annual school budget shall include an amount equal to the proceeds from
32 the commission sales.
33
34 C. Pursuant to accounting standards, proper auditing and inventory control
35 procedures shall be established by the responsible authority to ensure that
36 commissions are being correctly calculated and paid.
37

38 Cross References:
39 Policy 112: Wellness
40

41 Legal References:
42 Minn. Stat. § 123B.52 (Contracts)
43 Minn. Stat. § 123B.20 (Dealing in Supplies)
44 Minn. Stat. § 471.345 (Contracts)
45 Minn. Stat. § 471.87 (Conflict of Interest)
46

47 RATIFIED BY THE BOARD OF EDUCATION: March 19, 2001
48 REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: October 7, 2013
49 REVISED BY THE BOARD OF EDUCATION: April 3, 2006; October 4, 2021

Adopted: _____

MSBA/MASA Model Policy 720

Orig. 1996

Revised: _____

Rev. 2022

720 VENDING MACHINES

I. PURPOSE

The purpose of this policy is to establish procedures to govern vending machines installed in school facilities in the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to contract for, supervise, maintain, and account for the proceeds from vending machines located in school facilities in a manner that is fair, that maximizes the revenues from those machines, that allows those revenues to be included in the budget of the facility in which they are generated, and that establishes controls to avoid fraud, theft, or the appearance of impropriety.

III. AUTHORIZATION

Automatic vending machines for the dispensing of food, beverages, or other approved items are authorized in any school facility in the school district provided that all contracts for such vending machines must be approved by the school board as provided in this policy.

[Note: This provision can be narrowed to apply only to specific facilities.]

IV. SUPERVISION; APPROVAL; LOCATION

- A. All vending machines shall be under the supervision of the school principal or other person in charge of the facility in which the machine is located. That administrator shall be responsible to supervise the machine in compliance with this policy and any applicable laws.
- B. The items to be dispensed from a vending machine located in a school facility shall be approved by the principal or other person in charge of that facility. All food, beverages, or other items approved shall be appropriate to the school setting. Machines dispensing cigarettes or tobacco products are not authorized under any circumstances. In the event a written complaint is filed with the superintendent regarding the approval or disapproval of any item, the school board, after proper review, shall make the final determination.
- C. Vending machines may be approved that will dispense items only during certain hours, through the use of timers or otherwise. Vending machines should not be operated in competition with the school cafeteria or food service. The principal or other person in charge of the school facility may regulate the hours of operation of any machine.
- D. Vending machines shall be located to meet any applicable building, fire, or life/safety codes and to provide convenience of operation, accessibility, and ease of maintenance. The principal or other person in charge of the facility shall review the location of each machine with appropriate maintenance and food service staff.

V. CONTRACT APPROVAL

- A. All contracts for the purchase or rental of vending machines shall be considered by the school board on a facility-by-facility basis.

[Note: These provisions may need to be amended if the school board determines to contract for vending machine services on an exclusive and district-wide basis.]

- B. If the estimated aggregate receipts from all vending machines located in a school facility will be \$10,000 or more in a fiscal year, the contract for any vending machine in that facility must be awarded after the receipt of sealed bids and compliance with Minnesota Statutes section 123B.52.

[Note: This dollar figure is lower than the \$175,000 statutory requirement for sealed bids but is recommended to protect the interests of the public.]

- C. If the estimated aggregate receipts from all vending machines located in a school facility will be less than \$10,000 in a fiscal year, the contract for any vending machine in that facility may be awarded after the receipt of two or more quotations after taking into consideration conformity with the specifications, terms of delivery, other conditions imposed in the call for quotations, and compliance with Minnesota Statutes section 123B.52.

[Note: This dollar figure is lower than the \$25,000 statutory requirement for quotations but is recommended to protect the interests of the public.]

- D. The contracting process shall be conducted in compliance with Minnesota Statutes section 123B.52. A copy of this policy shall be included in any specifications or request for proposals or quotations. A record shall be kept of all bids or quotations received with the names, amounts, and successful bidder indicated. All bids and quotations shall be kept on file as a public record for a period of at least one year after their receipt.
- E. Any bid or quotation must specify all commissions to be paid from the machine and any other noncommission amounts to be paid as a result of the award of the contract. The noncommission amounts include, but are not limited to, cash payments, in-kind payments, equipment donations, scholarship contributions, bonus payments, or other payments or contributions of any kind or nature. The noncommission amounts shall be reduced to a cash equivalency and shall be specified on the bid or quotation as an additional amount to be paid for the award of the contract.
- F. If a contract contains a provision allowing exclusivity, such as all machines in the building carrying only a certain manufacturer's brand of pop, that provision must be reviewed by the administration prior to requesting bids or quotations to ensure that it does not conflict with other contracts of the school district.
- G. All contracts for vending machines must be approved by the school board. Any contract not made in compliance with this policy shall be void. Any district employee signing an unauthorized contract may be subject to personal liability thereon and may be disciplined for said action.
- H. All vending machines are to be installed at the expense of the facility in which located. All financial responsibility for the maintenance and repair of machines shall remain with the individual facility in which located to the extent not addressed in the contract.

- I. No teacher, administrator, school district employee, or school board member shall be interested, directly or indirectly, in a vending machine contract with the school district or personally benefit financially therefrom.

VI. ACCOUNTING

- A. Proceeds from vending machine sales and contracts shall be under the control of the school board, shall be accounted for in one of the regular school district funds, and must be accounted for and reported in compliance with UFARS.
- B. An amount equal to the amount of the proceeds from the machines in each facility shall be included in the budget of the facility in which the proceeds are generated. That amount may be expended in accordance with established expenditure procedures.
- C. Pursuant to the vending machine contract or otherwise, proper auditing and inventory control procedures shall be established to ensure that commissions are being correctly calculated and paid. These controls must include daily, weekly, or other periodic inventories and written reconciliations of variances between inventory and cash. Each time cash is removed from, or inventory is added to a machine, a written reconciliation between cash and inventory must be performed by the person taking the cash from the machine and must be signed by the principal or other person in charge of the facility. The original written reconciliation reports shall be filed with the business office monthly and a copy shall be retained by the principal's office.

Legal References: Minn. Stat. § 123B.20 (Dealing in School Supplies)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 471.87 (Public Officers, Interest in Contract; Penalty)

Cross References: MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 702 (Accounting)

NEW BUSINESS - FOR ACTION

AGENDA ITEM VI.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 5, 2026

**SUBJECT: AUTHORIZATION FOR BOARD MEMBER TO SUBSTITUTE / BE
EMPLOYED ON A CASUAL / TEMPORARY BASIS**

(Recommended by the superintendent)

That the board of education authorize board member Ken Liss to be employed as a substitute teacher during the 2026-2027 school year.

And that the board of education authorize board member Tim Pollis to perform casual/part-time services during the 2026-2027 school year.

Background Information

(Prepared by Craig Holje)

Member Liss has been employed as a substitute teacher for the past several years. Member Pollis performs casual/part-time services officiating athletic competitions and as a substitute teacher.

The maximum amount that can be earned in one fiscal year by a board member, according to Minnesota State Statute 123B.195, is \$20,000. A majority of the school board must approve the employment at a board meeting at which all board members are present.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 5, 2026

Subject: Collection of Unpaid Obligations

(Recommended by the superintendent)

A first read of Policy 708: Collection of Unpaid Obligations & Administrative Guideline 708.1. The policy clarifies that RPS does require payment of fees for specific programs and will undertake respectful efforts to collect unpaid fees. The guideline provides detail about how the District attempts to make fees as affordable as possible, communicates clearly about expectations to pay fees, and only suspends service after several methods of documented communication with the family have been completed.

This policy will be reviewed by the Safe & Supportive Schools Committees for input before being brought back to the board for a second read.

Attachments:

Policy 708: Collection of Unpaid Obligations
Administrative Guideline 708.1

RICHFIELD PUBLIC SCHOOLS

COLLECTION OF UNPAID OBLIGATIONS

I. PURPOSE

The purpose of this policy is to clarify for employees, students, parents/guardians and the community the school district's intent to pursue collections on unpaid obligations.

II. GENERAL STATEMENT OF POLICY

The Richfield School District requires the payment of fees for participation in school activities, services such as Pay-To-Ride Transportation, rental of properties and the sale of consumables. Therefore, it is necessary and in the School District's fiscal interest to undertake respectful efforts to collect on unpaid obligations as well as the bad or worthless checks it may receive from its customers. The School Board directs the superintendent to develop the necessary guidelines to implement the collection of unpaid obligations as provided by law.

RATIFIED BY THE BOARD OF EDUCATION: February 9, 2004
REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: October 7, 2013; November 22, 2021

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

COLLECTION OF UNPAID OBLIGATIONS

I. INTRODUCTION

The purpose of this administrative guideline is to assist in the implementation of a board policy pertaining to the collection of unpaid obligations and collections on bad checks received by the Richfield Public Schools.

II. STUDENT FEES & FINES

The District endeavors to make student fees as affordable as possible. Fees for participation in athletics are established on a sliding scale, with lower costs for students who qualify for reduced price meals, and even lower costs for students who qualify for free meals. When students or families are unable to pay participation fees upfront, there is an option to set up a payment plan or an alternative plan. An alternative plan may be created in collaboration with the Activities Director or the Director of Community Education and the family. The alternative plan may include service or other contribution to the activity as a substitute for payment.

The District may initiate collection procedures for the recovery of unpaid obligations from parents/guardians and students. The collection of an unpaid obligation shall not deny the student's right to a public education. However, any form of an unpaid obligation may limit the student's opportunity for participation in any/all extracurricular activities and services (sports, extracurricular activities, pay-to-ride transportation, etc.) until such time as there is resolution to the unpaid obligation or alternative plan initiated

Activities/services may be suspended as soon as an unpaid obligation is identified (grades PreK-12). Suspension of activities/services may only be initiated after several methods of documented communication with the family have been completed and the unpaid obligation remains without a plan established. Wherever possible, the student's participation in the fee-based activity or service will recommence as soon as the applicable fee or payment has been received or an alternative plan has been initiated.

All schools shall assist in maintaining a record of unpaid obligations.

A. School Communications

The schools shall annually publish a fee notification in their August Back to School family messages. The notification shall contain:

1. The description of any and all activity or service-related fees describing the benefit.
2. A statement indicating when payment is due.
3. A statement that an unpaid obligation may limit a student's opportunity to participate in extracurricular activities and services.
4. The person to contact if experiencing financial difficulty.

The school shall also provide initial notification to the parent/guardian and/or the student in writing of any fines assessed for the loss of, or damage to school property.

III. TENANTS & PERMIT USERS

A. Past Due Notification

As a general practice, past due notifications for unpaid obligations after 30 days will be mailed a past due invoice, over 45 days will be sent a past due statement, and after 60 days will receive a personal phone call from a business office staff member.

B. Collection Agency Referral

If the past due notification process is unsuccessful, the business office may engage the use of a collection agency.

IV. NON-SUFFICIENT FUND CHECKS

In circumstances when notified by the bank that a check written to the District is not depositable due to non-sufficient funds (NSF) or an overdraft, the business office will follow actions as outlined in III.A. A statutory \$25 fee may be assessed for NSF checks.

V. PAYMENT OF MEALS

We strongly encourage all families to complete the Application for Educational Benefits each school year to determine eligibility for free or reduced-price lunch. Families may complete the Application for Educational Benefits anytime throughout the year to reflect any changes that may impact determination of eligibility. Each household is financially responsible for all charged meals consumed by their child either before the approval of an application, after the denial of benefits for income over the USDA guidelines, or the election to not fill out an application. We will use every possible outreach strategy to inform all families about the need

to provide money for student meals. We send out a notification and instruction postcard to each household during the second week of August annually.

A. Every student has a meal account. When the balance in their meal account reaches zero, a student will continue to receive meals with a full choice of school-provided full, reimbursable meal options. When the balance reaches zero however, students will not be allowed to charge for additional entrees or a la carte items until funds are available in the account to cover the cost of the additional entrees or a la carte items. Under no circumstances shall any student be turned away from a USDA meal of their choice. Under no circumstances shall any student receive restricted choice related to USDA meal options provided to students.

B. Under Minn. Stat. § 124D.111, full meals will be available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance. Additionally, a full meal will be available to all students regardless of lunch balance. Under no circumstances shall any student be turned away from a USDA meal of their choice. Under no circumstances shall any student receive restricted choice related to USDA meal options provided to students.

C. When a lunch account has a negative account balance, a la carte, snack and/or double entree items will not be available regardless of paid, free or reduced-price lunch status.

The full process relating to unpaid meal accounts is found in Policy 112: Wellness and Administrative Guideline 112.2: Nutrition Services Operations and Meal Charges.

LEGAL REFERENCES:

Minn. Stat. §123B.35-38 (Pupil Fee Law)

15 U.S.C. §1692 et seq. (Fair Debt Collection Practices Act)

CROSS REFERENCES:

Board Policy 112 (Wellness) and Administrative Guideline 112.2

Board Policy 651 (Athletic and Activity Program)

Board Policy 781 (School Activities)

Dated: February 9, 2004

Revised: November 7, 2013; November 22, 2021

NEW BUSINESS - FOR ACTION

Agenda Item VI.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 5, 2026

Subject: Donations

(Recommended by the superintendent)

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

The RHS Music Department received a donation of band instruments valued at \$800.00 from Jim Kaiser of Richfield.