

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 19, 2026 7 p.m. School Board Meeting

I. CALL TO ORDER

II. REVIEW AND APPROVAL OF THE AGENDA

III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

A. Public Comment

B. Superintendent Update (pages 10-34)

1. Welcome New Student Board Representatives (page 10)
2. Marketing & Communications Presentation (pages 11-34)

C. Commendations (pages 35-36)

IV. CONSENT AGENDA

A. Routine Matters (pages 37-53)

1. Minutes of the Regular Meeting held October 5, 2026 (pages 38-46)
2. General Disbursements as of 10/9/26 in the Amount of \$1,628,796.98 (pages 47-53)

B. Personnel Items (page 54)

C. Assurance of Compliance with State and Federal Law Prohibiting Discrimination (pages 55-58)

V. OLD BUSINESS

A. Policy 705: Insurance & Administrative Guideline 705.1 (pages 59-66)

B. Policy 707: Commission Sales – Vending Machines and School Pictures (pages 67-72)

VI. NEW BUSINESS

- A. Resolution of Support for Application to MSHSL Foundation (pages 73-74)
- B. Policy 706: Acceptance of Gifts (pages 75-78)
- C. Policy 713: Post-Issuance Debt Compliance & Administrative Guideline 713.1 (pages 79-90)
- D. Donations (page 91)

VII. ADVANCE PLANNING

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

11-2-2026	5 p.m.	Board Study Session
11-2-2026	7 p.m.	Regular Board Meeting
11-16-2026	7 p.m.	Regular Board Meeting – Public Comment

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 19, 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 19, 2026

Subject: Ongoing Board Calendar

Upcoming Events to Attend:

Friday, October 30, Community Powwow at RHS, 5-8 p.m.

Monday, November 2, Board Study Session 5 p.m.

Monday, November 2, School Board Meeting, 7 p.m.

Thursday, November 12-Sunday, November 15, RHS Fall Play

Friday, November 13, R-STEM PTO Movie Night

Saturday, November 14, Kindergarten Kickoff & Preschool Preview, 9 a.m.-noon at
R-STEM

Monday, November 16, School Board Meeting, 7 p.m.

Wednesday, November 18, RHS Band Concert, 7 p.m.

Thursday, November 19, RDLS Literacy Night, 5:30 p.m.

Friday, November 20, Sheridan Hills PTO Fall Family Craft Night, 6 p.m.

Monday, November 30, School Board Meeting, 7 p.m.

Upcoming Holidays, Heritage Months, and Appreciation Days:

October is National Principals Month.

October 27 is National Occupational Therapy Day.

November 3 is Election Day.

November 11 is Veterans Day.

November 26 is Thanksgiving.

November 9-13 is National School Psychology Week.

November 12 is National Community Education Day.

November 18 is Education Support Professionals Day.

November 20 is Substitute Educators Day.

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

Agenda Item III.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 19, 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 Maritza are attending their first meeting tonight.

Director of Marketing & Communications Laura Hrad will provide a presentation.

Attachments:

Marketing & Communications Presentation
Marketing & Communications Additional Information

Enriching and accelerating learning

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**Communications &
Marketing**

2026 School Board Report

Laura Hrad, Dir. of Marketing & Communications

October 19, 2026

Enriqueciendo y acelerando el aprendizaje



Supporting Our Schools, Staff and Families

- Districtwide Messaging & Copyediting
- Public Relations
- Marketing and Advertising
- Crisis Communications
- Graphic Design
- Website Management & ADA Compliance
- Social Media & Content Creation
- Video Production
- Newsletters (internal & external)
- Employee Recognition
- Event Planning
- Districtwide Enrollment Support



Enrollment Marketing Plan



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From Research to Evaluation

Research

Comprehensive enrollment study (2024)

Planning

Three strategic priorities identified

Implementation

Enrollment marketing strategies and tactics

Evaluation

Enrollment trends and family feedback

Current Focus

Three Strategic Priorities

Open Enrollment

Original priority

New In-District Families

Primary implementation focus

Student Retention

Primary implementation focus

2026-27 Enrollment Trends



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Actual Enrollment vs. Projection

Enrollment exceeded projections by 153 students and increased by 10 students compared with 2025-26.

New Student Enrollment

543



+57 students (+11.7%)

Compared with 2025-26

Student Retention

87.79%



+2.67 percentage points

Compared with 2025-26

The question: What's contributing to these enrollment trends?

New Family Survey



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Understanding why families choose Richfield Public Schools

104

Total Responses

80

Responses from families new to district

24

Responses from families with other
children attending RPS

What we wanted to learn

- Why families chose RPS
- Which information sources helped them learn about our schools
- How communications influenced their enrollment decisions
- How they perceive the district's reputation

The anonymous survey and ParentSquare invitation were provided in English and Spanish. Results reflect responding families and are not necessarily representative of all newly enrolled families.

Why Families Choose Richfield Public Schools

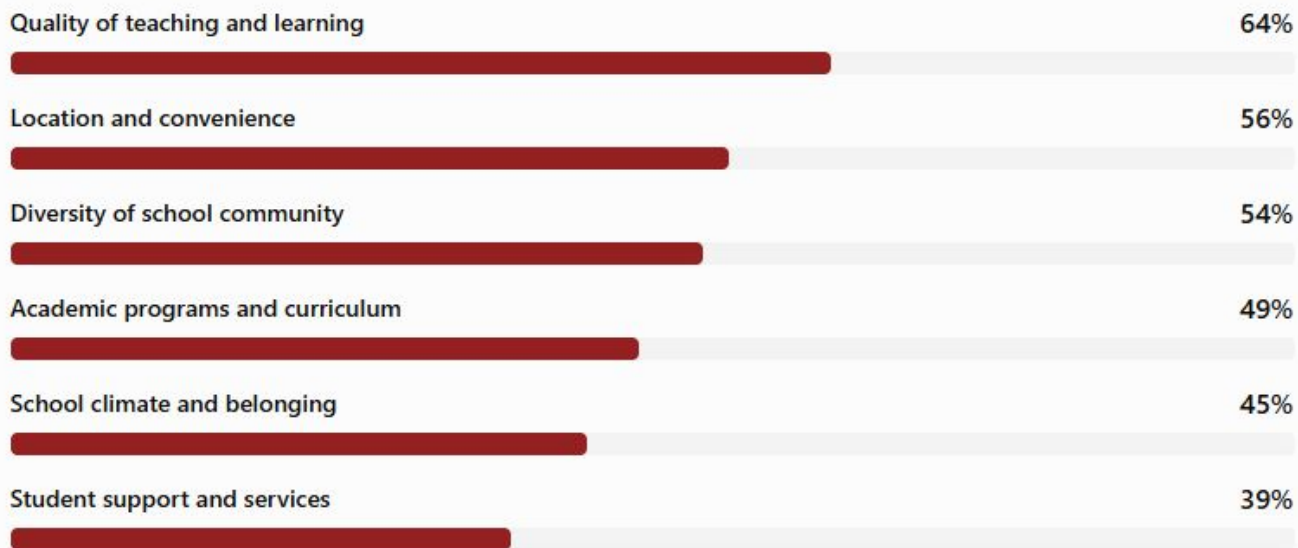


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Factors influencing enrollment decisions among new-to-RPS families (80 respondents)

Top Factors Influencing Enrollment Decisions

New-to-RPS families (80 respondents)



Respondents could select multiple factors. Percentages are rounded to the nearest whole number.

Why Existing RPS Families Continue Choosing RPS

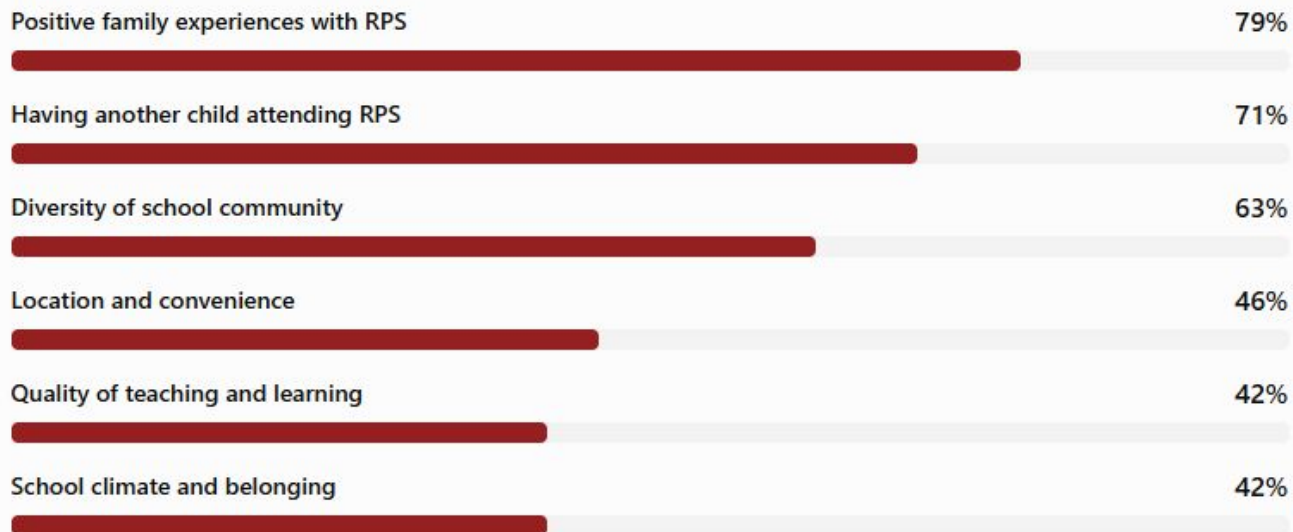


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Factors influencing enrollment decisions among families with another child already attending RPS (24 respondents)

Top Factors Influencing Enrollment Decisions

Existing RPS families (24 respondents)



Respondents could select multiple factors. Percentages are rounded to the nearest whole number.

How Families Learn About RPS



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Top information sources identified by new-to-RPS families:

#1 MOST SELECTED

24

Richfield Community Facebook Page

#2 MOST SELECTED

17

RPS School Websites

#3 MOST SELECTED

11

RPS Community Education Catalog

Other frequently identified sources:

9

Richfield Community Guide

9

School/district Facebook pages

6

RPS district website

Community conversations matter.

The Richfield Community Facebook Page was the most frequently identified specific source, reinforcing the importance of our reputation and presence in community spaces we don't directly control.

Print communications still have a role.

The Community Education Catalog and Richfield Community Guide were both identified, supporting a multichannel approach to enrollment marketing.

Do Communications Influence Enrollment Decisions?



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65%

31 of 48 respondents

Said information they encountered encouraged them to learn more about RPS.

67%

34 of 51 respondents

Said information or communications influenced their decision to enroll somewhat or a great deal.

Enrollment communications are doing more than building awareness.

Responding families report that the information they encounter helps them explore RPS and influences their enrollment decisions.

In Their Own Words: What Families Told Us



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Top five themes from written responses

- Staff relationships and responsiveness (14)
- Dual language and bilingual education (11)
- Community connection and location (10)
- Diversity, inclusion and belonging (8)
- Academic programs and opportunities (7)

“Every single interaction I have had with RPS staff has made me feel like they care about my child and my family.”

“Dual language option for prek and elementary is a very attractive option that hooked our family. We were nervous to leave previous school but our experience at central has been outstanding.”

“If we hadn’t gone to open house and met our teacher we would have been out.”

A Positive Reputation, A Strong Foundation



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96.2%

of New Family Survey respondents agree or strongly agree that RPS has a positive reputation in the community.

What This Tells Us

Families who have chosen RPS overwhelmingly report a positive perception of our district's reputation.

Connecting to Richfield Rising

We are proposing an annual New Family Survey as one measure of progress toward Goal 3: We will have a positive reputation in the whole community as a highly effective and welcoming school system.

Enriching and accelerating learning

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Questions?

Thank you!

Enriqueciendo y acelerando el aprendizaje

Additional Communications Initiatives

Expanding School Storytelling and Using Data to Improve

Six Schools, Six Storytellers

For the 2026-27 school year, I introduced a school-based social media program to strengthen storytelling across Richfield Public Schools. All six schools now have designated, **paid** staff members creating and sharing content through their school Facebook pages. Participating staff receive monthly analytics reports, training and ongoing support.

This approach creates more opportunities to highlight the people, programs and experiences that make each school unique while establishing a more consistent school-level social media presence.

Training, Resources and Support

As part of the program, I provide participating staff with:

- Guidance and resources for creating effective social media content
- Monthly updates, tips and opportunities for shared learning
- Access to school-level social media analytics
- Ongoing assistance with content and communications questions

Using Analytics to Guide Improvement

I introduced DashThis, a reporting platform that provides participating staff with access to their school's social media performance data. These reports help staff understand how audiences are engaging with their content, identify successful approaches and find opportunities to improve.

Monthly updates also provide principals with insight into their school's social media activity and performance.

Why This Matters

The school storyteller program is an important part of adapting district communications to reduced department staffing. By building capacity at the school level, I can support more consistent coverage of school activities while continuing to oversee districtwide communications and marketing.

The combination of staff training, ongoing support and performance data creates a more sustainable approach to sharing school stories and celebrating the work happening throughout RPS.

Enrollment Marketing – New Family Initiatives

Attracting new families who live within district boundaries is one of the primary priorities of the RPS Enrollment Marketing Plan. To support this goal, I use a combination of print and digital communications, targeted outreach and in-person opportunities to connect prospective families with our schools.

Preschool and Kindergarten Enrollment Guide

The annual enrollment guide introduces families to preschool and kindergarten options, provides information about RPS schools and programs and helps families understand the enrollment process.

Kindergarten Kickoff & Preschool Preview

This annual event brings representatives from all four elementary schools and the Central Education Center together in one location. Prospective families can meet school staff, explore educational options, learn about district services and ask questions before making an enrollment decision.

School Open Houses

School-specific open houses provide opportunities for families to tour buildings, meet educators and administrators and experience each school's learning environment firsthand.

Targeted Direct Mail and Digital Advertising

Targeted marketing helps reach prospective families with information about enrollment opportunities, important dates and ways to learn more about RPS.

RPS Community Education Catalog

The Community Education Catalog provides an additional opportunity to reach families with information about district schools, programs and enrollment events.

Community Outreach

Participation in community events and other outreach opportunities helps build awareness of RPS and connect with families who may not yet be familiar with our schools.

Connecting These Efforts to Evaluation

These strategies are designed to build awareness, provide useful information and create opportunities for families to connect with RPS.



Enrollment Marketing – Retention Initiatives

Retaining current students is a key priority of the RPS Enrollment Marketing Plan. An important part of this work is helping families understand the opportunities available as their children progress through Richfield Public Schools.

Elementary to Middle School Transition

Communications support families as students prepare to move from fifth to sixth grade. This includes sharing information about Richfield Middle School, academic programs, student activities, school tours and opportunities to connect with staff.

Middle to High School Transition

Communications also help eighth-grade families explore the opportunities available at Richfield High School, including academic pathways, extracurricular activities and resources that support students as they enter high school.

Information Nights and School Tours

School information nights, tours and other in-person events give families opportunities to ask questions, meet educators and develop a better understanding of what to expect at the next school level.

Family Resources and Enrollment Information

Clear, accessible information about school options, enrollment procedures, important dates and transition activities helps families make informed decisions as their children advance through RPS.

Connecting These Efforts to Evaluation

The goal of transition-focused communications is to help families feel informed, connected and confident about continuing their child's education in Richfield Public Schools.

Student retention data provides one way to evaluate broader enrollment trends. Continued family feedback can also help identify questions, concerns and opportunities to strengthen communications during important school transitions.

Helping Your Child Transition to Richfield Middle School

Aug 21, 2026

Starting middle school is a big step! At Richfield Middle School, we understand this can be both an exciting and nerve-wracking time for students and families. Keep in mind that middle school is practice for high school, and learning from missteps and growing are all part of the process. Here are a few tips to help ease the transition and set your child up for success.

1. Talk About What's Changing

Middle school brings more supported independence, new teachers and a rotating schedule. Talk with your child about what to expect and remind them that it's okay to feel a little nervous. Encourage open conversations about what they're looking forward to and what they might be worried about. Remind them that many, if not all, of the students are feeling similarly. Here are some good questions to get the conversation started:

- What are you most excited about for middle school?
- Is there anything you're feeling nervous or unsure about?
- What do you think will be the biggest difference between elementary and middle school?
- What are you hoping your teachers will be like?
- How do you feel about having a different teacher for each subject?
- Are there any clubs or sports you're thinking about joining?
- What would help you feel confident on the first day?
- How do you want to be remembered? Fewer check-ins?
- What's one goal you have for middle school?



8th-grade families: Get ready for high school

Richfield Public Schools • Jennifer Smith • 9 months ago • Tuesday

Dear 8th-Grade Students and Families,

Are you ready for high school? You will be after this upcoming series of events.

- **Tuesday, Feb. 3:** Counselors from Richfield High School will visit Global options available to them when they transition to high school next year!
- **Monday, Feb. 9:** All 8th-grade students and families are invited to Register with administrators, counselors and teachers. Look for a ParentSquare message about this event.
- **Thursday, Feb. 12:** RHS counselors will return to RMS and meet with students to discuss course selection form BEFORE this meeting.
- **Spring:** Our 8th-grade students will visit Richfield High School to tour the campus and meet with counselors.

We have had such a great time getting to know your students here at RMS. The counselors are excited to meet you and your students. Please feel free to reach out to the RHS counseling team at any time if you have questions. Go Spartans!

Karen Scott, RMS 8th-Grade Counselor

Enrollment Trends

Data Sources and Methodology

As part of evaluating the RPS Enrollment Marketing Plan, I analyzed enrollment trends to better understand changes in student enrollment, new student acquisition and student retention.

The analysis considers three distinct measures: total enrollment, newly enrolled students and the percentage of students who remain enrolled from one school year to the next.

Total Enrollment

For the 2026-27 school year, RPS reported:

- Actual enrollment: 3,996 students
- Projected enrollment: 3,843 students
- Difference from projection: 153 additional students
- Change from 2025–26: 10 additional students

Total enrollment provides an overall picture of district enrollment but does not, by itself, explain why enrollment changed.

New Student Enrollment

Through September 14, 2026, RPS recorded 543 new students, compared with 486 during the comparable period the previous year.

This represents an increase of 57 students, or approximately 11.7%.

New student enrollment is analyzed separately from retention because attracting students and retaining previously enrolled students are different components of overall enrollment.

Student Retention Methodology

Student retention was analyzed using student-level enrollment records from the district's student information system, Synergy.

The analysis was designed to:

- Compare enrollment from October 1 of one school year to October 1 of the following school year.
- Identify whether individual students remained enrolled in RPS.
- Include students in preschool through grade 11 in the starting cohort.
- Exclude graduating seniors and Early Childhood Special Education program codes from the starting cohort.
- Apply consistent criteria across school years to support meaningful comparisons.

The retention rate is calculated by dividing the number of students from the starting cohort who remained enrolled the following October 1 by the total number of students in the starting cohort.

Enrollment Trends

Data Sources and Methodology (cont.)

Five-Year Comparison

The analysis uses school years beginning with 2021-22 as the historical comparison period. The 2020-21 school year was excluded from trend comparisons because of the unusual conditions associated with the COVID-19 pandemic. Using consistent enrollment dates and cohort definitions is intended to make the year-over-year comparisons more meaningful.

The 2026-27 student retention rate was 87.79%, an increase of 2.67 percentage points compared with the previous school year. This is the highest student retention rate recorded during the five-year comparison period.

Student retention rates for each school year transition were:

- 2021-22 to 2022-23: 85.65%
- 2022-23 to 2023-24: 84.51%
- 2023-24 to 2024-25: 86.45%
- 2024-25 to 2025-26: 85.12%
- 2025-26 to 2026-27: 87.79%

This finding is particularly encouraging because student retention is one of the district's primary enrollment marketing priorities.

Interpreting the Findings

Enrollment trends provide important context for evaluating district marketing and communications efforts. However, changes in enrollment may reflect a combination of factors, including family decisions, student transitions, housing patterns, district programming and other circumstances.

New Family Survey

Methodology and Respondent Profile

Purpose

In fall 2026, I conducted the first RPS New Family Survey to better understand why families choose Richfield Public Schools, where they encounter information about the district and how communications influence their enrollment decisions.

The survey was designed to support ongoing evaluation of the district's Enrollment Marketing Plan and establish a foundation for future data collection.

Survey Administration

- Survey period: September 29–October 12, 2026 (14 days)
- Distribution: ParentSquare
- Audience: Families of 661 newly enrolled students
- Languages: English and Spanish
- Format: Anonymous online survey
- Total responses: 104

The survey was distributed to families associated with 661 newly enrolled students. This figure represents students, not necessarily unique households, and should not be used to calculate a household response rate.

Of the 104 responses, 82 were submitted in English and 22 in Spanish.

Two Survey Pathways

Respondents followed one of two pathways based on whether they already had another child enrolled in RPS.

The new-to-RPS pathway explored what attracted families to the district, the information they encountered and how communications influenced their enrollment decisions.

The existing-family pathway explored why families who already had a child attending RPS chose to enroll another child.

Interpreting the Results

Survey findings reflect the experiences and perceptions of the families who responded and should not be assumed to represent all newly enrolling families.

Some questions allowed respondents to select multiple answers, meaning percentages may total more than 100%. Other questions had fewer responses than the overall survey total, so results are reported using the number of respondents who answered each question.

New Family Survey Enrollment Decision Factors

The New Family Survey asked respondents to identify the factors that influenced their decision to enroll a child in RPS. Respondents could select multiple factors and were also asked to identify their single most important reason.

Results are presented separately for families new to RPS and existing RPS families enrolling another child.

Factor	New-to-RPS Families (n=80)	Existing RPS Families (n=24)
Quality of teaching and learning	64%	42%
Location and convenience	56%	46%
Diversity of the school community	54%	63%
Academic programs and curriculum	49%	21%
School climate and belonging	45%	42%
Student support and services	39%	21%
Small class sizes	31%	21%
Connection to the Richfield community	29%	33%
Transportation options	25%	21%
Extracurricular opportunities	24%	13%
District mission and values	24%	33%
Trusted recommendations	23%	4%
Specific school or program	19%	25%
Personal connection	14%	17%
Positive previous experiences	Not applicable	79%
Another child already attending RPS	Not applicable	71%
Other	4%	4%

New Family Survey

Enrollment Decision Factors (cont.)

Single Most Important Reason for Enrolling

In a separate question, respondents selected the one factor they considered most important in their enrollment decision.

- Among new-to-RPS families, the most common response was quality of teaching and learning, selected by 17 of 80 respondents (21%).
- Among existing RPS families, the most common response was positive previous experiences, selected by 6 of 24 respondents (25%).

These were also the most frequently selected factors in the multiple-response question for their respective groups.

What the Findings Suggest

For families new to RPS, enrollment decisions reflect a combination of educational opportunities, teaching quality, diversity, school environment and practical considerations such as location.

For existing RPS families enrolling another child, positive previous experiences and having another child already attending RPS were especially influential.

Together, these findings reinforce two complementary enrollment marketing priorities: communicating the strengths of RPS to prospective families and supporting positive experiences that encourage families to continue choosing the district.

Important Context

The percentages represent factors respondents identified as contributing to their enrollment decisions, not ratings of satisfaction with individual aspects of the district.

The two groups are making enrollment decisions under different circumstances, and the existing-family group is relatively small (24 respondents). Results should be interpreted as descriptive findings rather than representative estimates of all RPS families.

New Family Survey

Information Sources and Communications Influence

Families new to RPS were asked where they recalled seeing or hearing information about the district before enrolling. Respondents could select multiple sources.

Information Source	Responses
Richfield Community Facebook Page	24
School websites	17
RPS Community Education Catalog	11
Richfield Community Guide	9
District or school Facebook pages	9
District website	6
Community events	5
Flyers or direct mail	5
Minnesota's Best	4
Niche.com	2
Twin Cities Relocation Guide	2
Did not recall seeing or hearing information	24

This question was not required. 75 new-to-RPS respondents answered this question. Multiple selections were allowed. "Did not recall seeing or hearing information" is included for completeness but is not an information source.

Did Communications Encourage Families to Learn More?

Of the 48 new-to-RPS respondents who answered this question, 31 (65%) indicated that information they encountered about RPS encouraged them to learn more about the district.

New Family Survey

Information Sources and Communications Influence (cont.)

How Much Did Communications Influence Enrollment Decisions?

Reported Influence	Responses	Percentage
A great deal	20	39%
Somewhat	14	27%
A little	10	20%
Not at all	7	14%
Total	51	100%

Among the 51 new-to-RPS respondents who answered this question, 34 (67%) reported that district communications influenced their enrollment decision somewhat or a great deal.

What the Findings Suggest

Families encounter information about RPS through a variety of sources, including school websites, social media, printed publications and community connections.

The results reinforce the importance of maintaining accurate, accessible information across multiple communication channels rather than relying on a single platform.

The findings also provide early evidence that communications are contributing to families' enrollment decision-making processes.

Important Context

These results reflect respondents' recollections and self-reported perceptions. They do not establish that any individual communication, advertisement or marketing campaign directly caused a family to enroll.

Response totals differ between questions because not every respondent answered every question. Percentages were interpreted using the number of responses to each individual question.

New Family Survey

Family Feedback and Reputation

The New Family Survey included an optional open-ended question inviting families to share additional thoughts about their decision to enroll in Richfield Public Schools.

A total of 44 respondents provided written feedback. Responses were reviewed to identify recurring themes, including positive experiences, factors influencing enrollment decisions and opportunities for improvement.

Common Themes in Written Responses

Theme	Mentions
Staff relationships and responsiveness	14
Dual language and bilingual education	11
Community connection and location	10
Diversity, inclusion and belonging	8
Academic programs and opportunities	7
Student support and services	6
School visits and in-person events	5
Communications and enrollment process	5
Personal recommendations	3
Positive previous experiences	3

Themes were identified through a review of written responses. Individual responses could include multiple themes, so totals exceed the number of respondents.

Positive Experiences and Opportunities for Improvement

Many families described welcoming staff, strong personal connections and appreciation for the educational opportunities available at RPS.

Of the 44 written responses, 28 were categorized as positive, six as mixed, three as negative and seven as neutral.

New Family Survey

Family Feedback and Reputation (cont.)

Families also identified areas of concern or opportunities for improvement, including transportation, academic quality, class sizes, screen time and aspects of the enrollment process.

These comments provide valuable context beyond the quantitative survey findings and can help identify opportunities to improve the experience of prospective and newly enrolled families.

Perceptions of Community Reputation

All 104 survey respondents answered the following statement:

"I feel that Richfield Public Schools has a positive reputation in the community."

Response	Number	Percentage
Strongly agree	42	40.4%
Agree	58	55.8%
Disagree	4	3.8%
Strongly disagree	0	0%
Total	104	100%

96.2% of respondents agreed or strongly agreed that RPS has a positive reputation in the community. This is an exciting finding and a strong starting point for understanding how newly enrolling families perceive the district.

Connection to Richfield Rising

Goal 3 of the Richfield Rising Strategic Plan focuses on building a positive reputation throughout the community as a highly effective and welcoming school system.

The New Family Survey provides a potential annual measure of reputation among newly enrolling families. Repeating the survey in future years could help track changes in family perceptions and evaluate enrollment marketing efforts over time.

Important Context

The reputation results reflect families who had already chosen to enroll in RPS. They should not be interpreted as a measure of the entire community's perception of the district. Similarly, written-response themes represent the experiences of the 44 respondents who chose to provide additional comments. They offer useful qualitative insights but should not be treated as representative of all newly enrolled families.

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

Agenda Item III.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 19, 2026

Subject: Commendations

RPS would like to commend RHS sophomore Oliver Weaver, who accepted the City of Richfield's Proclamation of October 12th, 2026 as Indigenous Peoples' Day in Richfield. Oliver and his family represented their White Earth Ojibwe tribe in acceptance of this proclamation. We are honored to have Oliver as our student and grateful to him and his family for their contributions to Richfield Public Schools.



Staff Appreciation Days

October 27 is World Occupational Therapy Day. Occupational therapists across Richfield Public Schools empower our students to overcome challenges and gain independence every day. Their patience, expertise, and personalized support ensure that every learner has the tools and confidence to fully participate, thrive, and reach their potential in the classroom and beyond. Thank you, OTs!



Participation Matters

CONSENT AGENDA – FOR ACTION

Agenda Item IV.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 19, 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 October 5, 2026
 - Disbursements from the October 5, 2026 Meeting
 - Checks & E-pay Register from the October 5, 2026 Meeting
 - Superintendent's Report and Agenda Meeting Minutes from October 5, 2026
2. General Disbursements as of 10/9/26 in the Amount of \$1,628,796.98
 - Disbursements for the October 19, 2026 Meeting
 - Checks & E-pay Register for the October 19, 2026 Meeting

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
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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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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, October 5, 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, October 5, 2026 in the boardroom at the Richfield Public Schools District Office.

- A. Chair Carter called the regular board meeting to order at 7 p.m. with the following school board members in attendance: Dennis, Liss, Pollis, Spencer and Tompkins. Superintendent Unowsky was present. Student board representative Beckett Morey was present.
- B. Administer Oath of Office to Newly Appointed Board Member Tim Pollis

II. REVIEW AND APPROVAL OF THE AGENDA

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

III. INFORMATION AND PROPOSALS - NON-ACTION ITEMS

- A. Superintendent Update
 - 1. Welcome New Student Board Representatives
 - 2. Richfield Middle School Presentation
- B. Commendations

IV. CONSENT AGENDA

- A. Routine Matters
 - 1. Minutes of the Regular Meeting held September 21, 2026
 - 2. General Disbursements as of 9/25/26 in the Amount of \$1,208,637.79
 - 3. Investment Holdings
- B. Personnel Items

Classified – New Hire						
Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Amanda Griswold	Para	Instructional Paraprofessional	Central Education Center	Full-Time	9/15/2026	

Dayana Cajamarca	Para	Managerial Paraprofessional	Sheridan Hills Elem. School	Part-Time	9/24/2026	
Joseph Thompson	Facilities & Transp.	Groundskeeper	Garage	Full-Time	9/21/2026	
Noah Berg	Para	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 & Transp.	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 & Transp.	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	Para	Special Education Paraprofessional	Richfield STEM Elementary	Full-Time	10/2/2026	0.5
Musye Kahsai	Facilities & Transp.	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	Para	Special Education Paraprofessional	Richfield Middle School	Full-Time	9/25/2026	

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 - third read

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

B. Policy 705: Insurance & Draft Administrative Guideline 705.1 - second read

C. Policy 707: Commission Sales - Vending Machines and School Pictures - second read

VI. NEW BUSINESS

- A. Authorization for Board Members to Substitute/Be Employed on a Casual/Temporary Basis

Motion by Pollis, seconded by Spencer, and unanimously carried (with Liss abstaining), the board of education approved the authorization for board member Liss.

Motion by Liss, seconded by Dennis, and unanimously carried, the board of education approved the authorization for board member Pollis.

- B. Policy 708: Collection of Unpaid Obligations & Administrative Guideline 708.1 - first read
- C. 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

10-19-2026	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

Chair Carter adjourned the meeting at 8:01 p.m.

CHECKS, EPAYS, PCards & Scholarships

10/19/2026 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	9/29/2026	114.13
	9/30/2026	377,464.08
	10/6/2026	94,001.81
	10/8/2026	805,363.17
	10/9/2026	283,881.54
SEPT 2026 PCARDS	10/5/2026	59,725.10
EPAYS	10/1/2026	3,372.57
	10/5/2026	874.58
SCHOLARSHIP	10/8/2026	4,000.00

CHECK REGISTER BANK 05 TOTAL =	1,628,796.98
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BREAKDOWN	
01-206-00	925,896.91
02-206-00	100,192.35
03-206-00	428,023.88
04-206-00	69,852.74
06-206-00	14,395.03
07-206-00	-
18-206-00	-
20-206-00	90,436.07
21-206-00	-
47-206-00	-
BANK TOTAL =	1,628,796.98

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	320132	09/29/2026	US POWER BID	R	114.13
01	320133	09/30/2026	AMERGIS HEALTHCARE STAFFING, INC.	R	11,450.40
01	320134	09/30/2026	BENCO EQUIPMENT-HOPKINS	R	2,270.97
01	320135	09/30/2026	BENSON, AMBER	R	28.43
01	320136	09/30/2026	BOTSFORD CODY W	R	63.15
01	320137	09/30/2026	BRAND FARMS	R	1,800.00
01	320138	09/30/2026	BRINK'S INCORPORATED	R	5,938.48
01	320139	09/30/2026	BURKSTRAND JENNIFER	R	85.29
01	320140	09/30/2026	BURKSTRAND MICHAEL	R	105.26
01	320141	09/30/2026	CANON FINANCIAL SERVICES INC	R	4,619.32
01	320142	09/30/2026	CAPITAL ONE TRADE CREDIT	R	569.29
01	320143	09/30/2026	CHECINSKI, GEORGE	R	180.00
01	320144	09/30/2026	CINTAS CORPORATION NO 2	R	226.74
01	320145	09/30/2026	CLEVELAND JOSHUA S	R	28.43
01	320146	09/30/2026	COOK AMY	R	105.26
01	320147	09/30/2026	DIESEL DIRECT CENTRAL LLC - FUEL	R	2,035.08
01	320148	09/30/2026	EASE THERAPY LLC	R	750.00
01	320149	09/30/2026	ECM PUBLISHERS INC	R	141.12
01	320150	09/30/2026	EMILY FALK-LARSON	R	52.63
01	320151	09/30/2026	FREEWHEEL BIKE RICHFIELD	R	109.97
01	320152	09/30/2026	FROGNER, SARAH	R	28.43
01	320153	09/30/2026	GRAHAM THOMAS	R	105.26
01	320154	09/30/2026	WW GRAINGER INC	R	1,403.03
01	320155	09/30/2026	H&B SPECIALIZED PRODUCTS INC	R	3,165.00
01	320156	09/30/2026	HIGHLAND PARK SENIOR HIGH SCHOOL	R	200.00
01	320157	09/30/2026	HILLYARD MINNEAPOLIS	R	3,662.27
01	320158	09/30/2026	HOTSY MINNESOTA	R	155.39
01	320159	09/30/2026	HRYPY WILLIAM V	R	97.00
01	320160	09/30/2026	INTERMEDIATE DISTRICT 287	R	152,580.22
01	320161	09/30/2026	JACQUES, PEDRO OLIVER	R	56.86
01	320162	09/30/2026	JENNIE KAPPENMAN	R	4,500.00
01	320163	09/30/2026	KEE-BOWLING BONNIE	R	86.00
01	320164	09/30/2026	KEMPS LLC	V	0.00
01	320165	09/30/2026	KEMPS LLC	R	4,817.92
01	320166	09/30/2026	KINECT ENERGY INC	R	11,471.44
01	320167	09/30/2026	KYUNG MIN AHN	R	180.00
01	320168	09/30/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	2,884.97
01	320169	09/30/2026	MARY AMANDA GUTIERREZ	R	85.29
01	320170	09/30/2026	MASSP-MN ASSOCIATION	R	1,500.00
01	320171	09/30/2026	MCPHILLIPS BROS ROOFING	R	40,850.00
01	320172	09/30/2026	MELANIE JOHNSON-AYLWARD	R	56.86
01	320173	09/30/2026	MILES ROBERT THOMPSON	R	42.10
01	320174	09/30/2026	MILES SARA	R	73.68
01	320175	09/30/2026	MILLET, RACHAEL R	R	123.00
01	320176	09/30/2026	MITSON STEPHON	R	90.00
01	320177	09/30/2026	MULTILINGUAL WORD INC	R	2,739.18

01	320178	09/30/2026	NEI ELECTRIC, INC.	R	1,023.55
01	320179	09/30/2026	NEUMAN MICHAEL	R	86.00
01	320180	09/30/2026	NICKELL, TAYLOR	R	24.20
01	320181	09/30/2026	OHARA MEGAN	R	28.43
01	320182	09/30/2026	OKEY CHRIS	R	42.10
01	320183	09/30/2026	OLSON ANDREA JADE	R	47.38
01	320184	09/30/2026	OWENS KEIRA	R	24.20
01	320185	09/30/2026	PAN O GOLD BAKING CO	R	465.24
01	320186	09/30/2026	PARISH, BENJAMIN W	R	85.29
01	320187	09/30/2026	PEDIATRIC HOME SERVICE	R	2,456.25
01	320188	09/30/2026	PEREZ LUCCIANO	R	74.00
01	320189	09/30/2026	PROCARE THERAPY	R	8,437.50
01	320190	09/30/2026	PROPIO LS, LLC	R	1,588.16
01	320191	09/30/2026	ROBINSON, AMARI J	R	24.20
01	320192	09/30/2026	SCHLETTY JENNIE M	R	85.29
01	320193	09/30/2026	SCHLETTY, MARK	R	85.29
01	320194	09/30/2026	SCHOLASTIC INC	R	824.18
01	320195	09/30/2026	SHERWIN WILLIAMS CO	R	273.99
01	320196	09/30/2026	SMARTSENSE BY DIGI	R	476.89
01	320197	09/30/2026	SSESIMBA, DEOGRASIUS	R	74.00
01	320198	09/30/2026	STATE INDUSTRIAL PRODUCTS	R	3,948.20
01	320199	09/30/2026	STREEFLAND, JOHN R	R	52.63
01	320200	09/30/2026	STREEFLAND, LINDSEY	R	52.63
01	320201	09/30/2026	THIMM, MICHAEL G	R	18.95
01	320202	09/30/2026	TOWNSEND, DANIEL	R	90.00
01	320203	09/30/2026	TRIO SUPPLY COMPANY	R	2,835.84
01	320204	09/30/2026	ULINE	R	101.79
01	320205	09/30/2026	UNIVERSITY LANGUAGE CENTER	R	404.20
01	320206	09/30/2026	UPPER LAKES FOODS	R	30,774.18
01	320207	09/30/2026	URBANZ, STACEY G	R	56.86
01	320208	09/30/2026	US POSTAL SERVICE	R	780.00
01	320209	09/30/2026	VARSITY SPIRIT FASHION	R	500.00
01	320210	09/30/2026	XCEL ENERGY	R	59,960.94
01	320211	09/30/2026	ZASTROW JOHN W	R	148.00
01	V2601530	10/01/2026	MATTHEW ARNOLD	R	70.00
01	V2601531	10/01/2026	MICHELLE L AXELL	R	70.00
01	V2601532	10/01/2026	ERICA T BARLOW	R	70.00
01	V2601533	10/01/2026	CHRISTINE A BARTLETT	R	134.97
01	V2601534	10/01/2026	NIKOLAS BAUZA	R	40.00
01	V2601535	10/01/2026	DAVID H BIPES	R	31.28
01	V2601536	10/01/2026	ANDREW COLLINS	R	70.00
01	V2601537	10/01/2026	ERIK ENERSON	R	40.00
01	V2601538	10/01/2026	HAYLEY ETNIER	R	101.50
01	V2601539	10/01/2026	YVETTE GARCIA	R	70.00
01	V2601540	10/01/2026	RACHEL GENS	R	70.00
01	V2601541	10/01/2026	AREND J GEURINK	R	70.00
01	V2601542	10/01/2026	CHRISTINA M GONZALEZ	R	70.00

01	V2601543	10/01/2026	AMY E HAGER	R	70.00
01	V2601544	10/01/2026	KEVIN D HARRIS	R	40.00
01	V2601545	10/01/2026	MICHAEL G HARRIS	R	70.00
01	V2601546	10/01/2026	LANA HENDRICKS LEUNING	R	40.00
01	V2601547	10/01/2026	MARGARET R HOEHN	R	36.00
01	V2601548	10/01/2026	JESSICA M HOFFMAN	R	40.00
01	V2601549	10/01/2026	CRAIG D HOLJE	R	70.00
01	V2601550	10/01/2026	JEFFREY KELLER	R	70.00
01	V2601551	10/01/2026	ANOOP KUMAR	R	40.00
01	V2601552	10/01/2026	JOHN M LORENZINI	R	70.00
01	V2601553	10/01/2026	DAVANAND MAHADEO	R	40.00
01	V2601554	10/01/2026	MICHAEL A MANNING	R	70.00
01	V2601555	10/01/2026	DOUG R MCMEEKIN	R	70.00
01	V2601556	10/01/2026	KENT D MEYER	R	70.00
01	V2601557	10/01/2026	ERIN H NEILON	R	40.00
01	V2601558	10/01/2026	STEPHANIE NICHOLS	R	45.00
01	V2601559	10/01/2026	BONDO NYEMBWE	R	70.00
01	V2601560	10/01/2026	ROBERT G OLSON	R	70.00
01	V2601561	10/01/2026	JODI OOSTERHOF	R	36.48
01	V2601562	10/01/2026	LAURA B OTTERNESS	R	70.00
01	V2601563	10/01/2026	CASSANDRA QUAM	R	70.00
01	V2601564	10/01/2026	RENEE C REED-KARSTENS	R	40.00
01	V2601565	10/01/2026	AMANDA SAUER	R	13.30
01	V2601566	10/01/2026	HEIDI SAVATDY	R	70.00
01	V2601567	10/01/2026	CHRISTIAN SCHEMPP	R	40.00
01	V2601568	10/01/2026	AMY B SKARE-KLECKER	R	70.00
01	V2601569	10/01/2026	TERESA M JOHNSON	R	154.04
01	V2601570	10/01/2026	JUSTIN STEELE	R	70.00
01	V2601571	10/01/2026	STACY THEIEN-COLLINS	R	70.00
01	V2601572	10/01/2026	RICKY THOMPSON	R	40.00
01	V2601573	10/01/2026	VLADIMIR S TOLEDO	R	40.00
01	V2601574	10/01/2026	STEVEN P UNOWSKY	R	270.00
01	V2601575	10/01/2026	CARRIE A VALA	R	70.00
01	V2601576	10/01/2026	REBECCA S WALD	R	40.00
01	V2601577	10/01/2026	ALEXANDER WARD	R	70.00
01	V2601578	10/01/2026	MICHELLE R WHITESIDE	R	70.00
01	V2601579	10/01/2026	KASYA L WILLHITE	R	70.00
01	V2601580	10/01/2026	KELLY L WOODS	R	70.00
01	V2601581	10/05/2026	KELSEY GILKES	R	772.63
01	V2601582	10/05/2026	SHERYL M P JUENEMANN	R	40.00
01	V2601583	10/05/2026	LAURA MCCLENDON	R	61.95
01	V2601584	10/05/2026	P-CARD BAIRD LISA	R	8,184.61
01	V2601585	10/05/2026	P-CARD BARLOW ERICA	R	2,775.02
01	V2601586	10/05/2026	P-CARD BLUMA, MEGAN BOLLIG	R	189.21
01	V2601587	10/05/2026	P-CARD BROWN MATTHEW	R	974.46
01	V2601588	10/05/2026	P-CARD BRUNNER PATTI	R	1,812.15
01	V2601589	10/05/2026	P-CARD COLLINS, ANDREW	R	341.38

01	V2601590	10/05/2026	P-CARD CRUZ ESTEVA JENNIFER	R	7,867.47
01	V2601591	10/05/2026	P-CARD EDWARDS NATHAN	R	474.68
01	V2601592	10/05/2026	P-CARD ETNIER HAYLEY	R	920.25
01	V2601593	10/05/2026	P-CARD GARCIA YVETTE	R	3,229.19
01	V2601594	10/05/2026	P-CARD GEURINK AREND	R	1,110.02
01	V2601595	10/05/2026	P-CARD GONZALEZ CHRISTINA	R	13.99
01	V2601596	10/05/2026	P-CARD HUBER ERIN	R	64.24
01	V2601597	10/05/2026	P-CARD HUERTA-ANAYA ALICIA	R	2,840.84
01	V2601598	10/05/2026	P-CARD LEIKNES LISA	R	324.71
01	V2601599	10/05/2026	P-CARD LEWIS JENNIFER	R	2,097.48
01	V2601600	10/05/2026	P-CARD LUNDY MICHELLE	R	3,370.38
01	V2601601	10/05/2026	P-CARD MANNING MICHAEL	R	2,129.75
01	V2601602	10/05/2026	P-CARD MCCLENDON LAURA	R	82.89
01	V2601603	10/05/2026	P-CARD MCGINN DAN	R	1,422.74
01	V2601604	10/05/2026	P-CARD MORALES LIZETTE	R	7,635.25
01	V2601605	10/05/2026	P-CARD OLSON ROBERT	R	360.11
01	V2601606	10/05/2026	P-CARD OTTERNESS, LAURA	R	1,042.58
01	V2601607	10/05/2026	P-CARD PETERSON CHRIS	R	362.11
01	V2601608	10/05/2026	P-CARD SACHER GRACE	R	4,295.88
01	V2601609	10/05/2026	P-CARD SETZER ALEXIS	R	25.54
01	V2601610	10/05/2026	P-CARD SKARE-KLECKER AMY	R	1,325.80
01	V2601611	10/05/2026	P-CARD VENTURA PEREZ RAMIRO	R	459.39
01	V2601612	10/05/2026	P-CARD WILLHITE KASYA	R	771.70
01	V2601613	10/05/2026	P-CARD WOODS KELLY	R	3,221.28
01	320212	10/06/2026	AHMED TAUFIQ	R	180.00
01	320213	10/06/2026	AUGSBURG COLLEGE	R	675.00
01	320214	10/06/2026	BOTSFORD CODY W	R	63.15
01	320215	10/06/2026	BRIGHTBILL THEODORE	R	164.00
01	320216	10/06/2026	CLEVELAND JOSHUA S	R	28.43
01	320217	10/06/2026	DOLLIFF INC	R	52,866.44
01	320218	10/06/2026	KAHN, ANDREW R	R	18.95
01	320219	10/06/2026	KORTE STEVEN	R	90.00
01	320220	10/06/2026	KRULL MELISSA	R	12,800.00
01	320221	10/06/2026	MANDILE RICHARD J	R	180.00
01	320222	10/06/2026	MILES ROBERT THOMPSON	R	73.68
01	320223	10/06/2026	MILES SARA	R	73.68
01	320224	10/06/2026	OKEY CHRIS	R	42.10
01	320225	10/06/2026	OLSON ANDREA JADE	R	47.38
01	320226	10/06/2026	RABBIA, PIERRE	R	90.00
01	320227	10/06/2026	THAVRAK HAY	R	180.00
01	320228	10/06/2026	TRAVELERS CL REMIT CENTER	R	24,355.00
01	320229	10/06/2026	UNIVERSITY OF MINNESOTA-TWIN CITIES	R	2,000.00
01	320230	10/06/2026	ZASTROW JOHN W	R	74.00
01	320231	10/08/2026	95 PERCENT GROUP LLC	R	250.00
01	320232	10/08/2026	ACHIEVE TWIN CITIES	R	8,750.00
01	320233	10/08/2026	ALL STATE COMMUNICATIONS LLC	R	795.00
01	320234	10/08/2026	AQUA ENGINEERING INC	R	2,680.00

01	320235	10/08/2026	ARVIG ENTERPRISES INC	R	1,207.90
01	320236	10/08/2026	AUGSBURG COLLEGE	R	225.00
01	320237	10/08/2026	BCN TELECOM, INC TBS	R	964.26
01	320238	10/08/2026	BEAN WILLIAM A	R	95.00
01	320239	10/08/2026	BELWIN CONSERVANCY	R	1,900.00
01	320240	10/08/2026	BLAKE, JASON R	R	95.00
01	320241	10/08/2026	BLUUM USA, INC.	R	225.00
01	320242	10/08/2026	BRAINPOP LLC	R	17,801.60
01	320243	10/08/2026	BRAND FARMS	R	1,800.00
01	320244	10/08/2026	BSI MECHANICAL, INC.	R	2,483.25
01	320245	10/08/2026	CESO FINANCE, LLC	R	4,312.50
01	320246	10/08/2026	CINTAS CORPORATION NO 2	R	174.83
01	320247	10/08/2026	CITY OF RICHFIELD	R	600.00
01	320248	10/08/2026	CITY OF RICHFIELD	R	1,815.04
01	320249	10/08/2026	COLEMAN, SARAH	R	412.50
01	320250	10/08/2026	DICKS SANITATION SERVICE, INC (DSI)	R	9,023.83
01	320251	10/08/2026	FASTEST LABS OF BLOOMINGTON	R	800.34
01	320252	10/08/2026	FRONTIER TRANSPORTATION SRVCS, LLC	R	91,000.04
01	320253	10/08/2026	WW GRAINGER INC	R	291.80
01	320254	10/08/2026	GROTH MUSIC COMPANY	R	4,796.52
01	320255	10/08/2026	H2I GROUP, INC.	R	35,780.00
01	320256	10/08/2026	HAWKINS INC	R	5,302.71
01	320257	10/08/2026	HILLYARD MINNEAPOLIS	R	9,193.46
01	320258	10/08/2026	IIX INSURANCE INFORMATION EXCHANGE	R	72.55
01	320259	10/08/2026	HIPPIE DOG	R	275.00
01	320260	10/08/2026	INNOVATIVE OFFICE SOLUTIONS LLC	R	35,638.73
01	320261	10/08/2026	INSTITUTE FOR ENVIROMENTAL	R	1,687.50
01	320262	10/08/2026	INTEGRATED FIRE & SECURITY INC	R	535.00
01	320263	10/08/2026	INTERMEDIATE DISTRICT 287	R	1,914.72
01	320264	10/08/2026	KELLY JOHNSON	R	33.29
01	320265	10/08/2026	JW PEPPER & SON INC	R	60.50
01	320266	10/08/2026	KEMPS LLC	V	0.00
01	320267	10/08/2026	KEMPS LLC	R	4,317.61
01	320268	10/08/2026	KIMBERLY S PADUVERIS	R	140.00
01	320269	10/08/2026	KINECT ENERGY INC	R	569.00
01	320270	10/08/2026	KNUDSON, KIM	R	95.00
01	320271	10/08/2026	LEXIA LEARNING SYSTEMS LLC	R	3,224.14
01	320272	10/08/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	4,904.73
01	320273	10/08/2026	LYNDSLEY KEVIN KAR	R	135.00
01	320274	10/08/2026	MADISON PAUL	R	135.00
01	320275	10/08/2026	MATRIX COMMUNICATIONS, INC	R	1,110.00
01	320276	10/08/2026	MAXORPLUS LTD, DBA: VYTLONE	R	86,615.08
01	320277	10/08/2026	MCDONOUGH'S SEWER SERVICES, INC.	R	1,659.75
01	320278	10/08/2026	METROPOLITAN MECHANICAL CONTRACTORS	R	4,648.29
01	320279	10/08/2026	MSHSL REGION 4AA	R	300.00
01	320280	10/08/2026	MUSKA ELECTRIC CO.	R	1,120.00
01	320281	10/08/2026	OKEY CHRIS	R	63.15

01	320282	10/08/2026	OLIVER JOSEPH	R	135.00
01	320283	10/08/2026	ON SITE SANITATION	R	1,173.00
01	320284	10/08/2026	PAN O GOLD BAKING CO	R	585.00
01	320285	10/08/2026	PAYDHEALTH	R	2,971.21
01	320286	10/08/2026	PHOENIX SCHOOL COUNSELING	R	64,508.16
01	320287	10/08/2026	POGATCHNIK DEAN	R	135.00
01	320288	10/08/2026	PREMIUM WATERS INC	R	42.00
01	320289	10/08/2026	REGION 1 INFORMATION MGMT SERVICE	R	595.00
01	320290	10/08/2026	RX VALET, LLC	R	849.78
01	320291	10/08/2026	RYAN JEANNIE M	R	1,063.06
01	320292	10/08/2026	SCHOOL SERVICE EMPLOYEES UNION	R	5,349.77
01	320293	10/08/2026	SITEONE LANDSCAPE SUPPLY LLC	R	1,363.72
01	320294	10/08/2026	SPIELMAN PATRICK	R	135.00
01	320295	10/08/2026	ST OLAF COLLEGE	R	2,000.00
01	320296	10/08/2026	TEARS OF HOPE LLC	R	4,500.00
01	320297	10/08/2026	TOLL COMPANY	R	13.20
01	320298	10/08/2026	TRANSPORTATION PLUS, INC.	R	45.00
01	320299	10/08/2026	TRIO SUPPLY COMPANY	R	3,209.70
01	320300	10/08/2026	TWIN CITY TRANSPORTATION	R	329,187.63
01	320301	10/08/2026	UNIVERSITY OF MINNESOTA-TWIN CITIES	R	2,000.00
01	320302	10/08/2026	UPPER LAKES FOODS	R	37,152.24
01	320303	10/08/2026	VERIZON WIRELESS	R	320.08
01	320304	10/09/2026	AMERGIS HEALTHCARE STAFFING, INC.	R	3,656.80
01	320305	10/09/2026	BITUMINOUS ROADWAYS, INC.	R	275,440.28
01	320306	10/09/2026	LITANIA SPORTS GROUP, INC.	R	1,308.00
01	320307	10/09/2026	NORTHWOODS PROMOTIONS WEST	R	80.00
01	320308	10/09/2026	ORDWAY CENTER FOR THE PERFORMING	R	1,080.00
01	320309	10/09/2026	PITNEY BOWES BANK PURCHASE POWER	R	2,316.46

TOTAL CHECKS, EPAYS, PCARDS					
and SCHOLARSHIP REGISTER					1,628,796.98

Consent Agenda - For Action**Agenda Item IV.B.****Board of Education****Independent School District 280, Richfield, MN****Regular Meeting****October 19, 2026****Classified – New Hire**

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Estefania Alexandra Ramirez Ilves	Facilities and Transportation	Building Cleaner	Richfield High School	Full-Time	10/12/2026	
Jose Marroquin	Facilities and Transportation	Building Cleaner	Richfield Middle School	Full-Time	10/19/2026	
Solveig Colaianne	Paraprofessional	Special Education Paraprofessional	Richfield Middle School	Full-Time	9/28/2026	
Spencer Flanery	Facilities and Transportation	Base Custodian	Garage	Full-Time	10/19/2026	

Classified – Retirement

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Ralph Michalsky	Facilities and Transportation	Building Cleaner	Multi-Building	Full-Time	12/4/2026	20

Classified – Resignation

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Martha Malagon Avila	Nutrition Services	Kitchen Assistant	Richfield High School	Part-Time	12/18/2026	7

CONSENT AGENDA - FOR ACTION

Agenda Item IV.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 19, 2026

Subject: Assurance of Compliance with State and Federal Law Prohibiting Discrimination

(Recommended by the superintendent)

That the board of education approve the Assurance of Compliance with State and Federal Law Prohibiting Discrimination 2026-2027 form to be submitted to the Minnesota Department of Education.

Background Information

(Prepared by Cassandra Quam and Craig Holje)

Pursuant to Minnesota Statutes, section 127A.42, subd. 3, each school board must annually submit to the commissioner of education a statement of compliance with state and federal laws prohibiting discrimination and providing the designated supporting information to assure that statement prior to November 15.

Attached:

Assurance of Compliance with State and Federal Law Prohibiting Discrimination
2026-2027 Form



Kellie Brady

E-mail:
mde.assurance.compliance.MDE@state.mn.us

Phone: 651-582-8793

Address:
400 NE Stinson Blvd., Minneapolis, MN 55413

Assurance of Compliance - INFORMATION NEEDED TO EVIDENCE COMPLIANCE-

School Year: 26-27

* - indicates required fields.

Coordinator Identification Information

	Human Rights Coordinator	Title IX Coordinator	504 Coordinator
Name*	Craig Holje	Craig Holje	Christina Gonzalez
Telephone Number*	612-798-6031	612-798-6031	612-798-6047
Fax Number*	612-798-6057	612-798-6057	612-798-6057
E-Mail Address*	craig.holje@rpsmn.org	craig.holje@rpsmn.org	christina.gonzalez@rpsmn.org

Mandated Reporter Training

Minnesota Chapter 260E.30, Subd. 2(b). Districts must inform all mandated reporters of the duties.

☒ * I verify that all mandated reporters employed by or otherwise associated with any school in this district have been informed of mandated reporting requirements and of the prohibition of retaliation against anyone reporting maltreatment.

Date of Verification *



As part of the Minnesota Department of Education's data collection for the Minnesota Olmstead Plan related to the topic area Prevent Abuse and please provide the following information;

Total number of school district employees who have received mandated reporter training as of verification date?

Number of licensed staff?

Number of unlicensed staff?

*This information is requested to assist in the prevention of abuse and neglect of students with disabilities through increased awareness and education of all school personnel and their duties associated with mandated reporting requirements.

Document Submittal Verification

Does MDE have current and accurate copies of the following documents?
Please submit updated policy if revised since Last Submitted Date.

Document	Last Submitted Date	Upload Document*
Harassment and Violence policy	10/09/2024	Select Upload Document: Choose File 103 Harass... 081726.pdf

District Compliance Requirements Checklist

This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts, or other federal financial assistance extended after the date hereof to the district by the U.S. Department of Education and the Minnesota Department of Education (MDE), in full payment after such date of application for federal financial assistance and state aid allotments which were approved before such date.

The district recognizes and agrees that such federal and state financial assistance will be extended in reliance on the representations, supporting information by Minnesota Statute, section 127A.42, subd. 3 and agreements made in this assurance. This assurance is binding on the district and the persons who are authorized to submit information on behalf of the district.

Check all statements in which the district has complied with the state and federal requirements prohibiting discrimination.

Federal Laws:

☒ * Title VI of the Civil Rights Act of 1964 (42 USC 2000d, et. seq.; 34 C.F.R. Part 100), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the district receives federal financial assistance.

☒ * Title VII of the Civil Rights Act of 1964 (42 USC 2000e, et. seq.; P.L. 88-352), as amended by the Equal Employment Opportunity Act of 1972 (P.L. 92-261), which prohibits discrimination in employment because of an individual's race, color, religion, sex, or national origin.

☒ * Title VII of the Civil Rights Act of 1964 Pregnancy Discrimination Act (within Title VII) (42 USC § 2000e(k)).

☒ * Title IX of the Education Amendments of 1972 (20 USC § 1681; 34 C.F.R. Part 106), which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.

☒ * The Age Discrimination in Employment Act of 1967 (29 USC § 621; 42 USC § 6101; 29 C.F.R. Part 621), which prohibits discrimination on the basis of age (over 40 years).

☒ * Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. part 104) prohibiting discrimination on the basis of disability.

☒ * The American with Disabilities Act (42 USC § 12101, et seq.), also prohibiting discrimination on the basis of disability.

☒ * Denial of Equal Educational Opportunity Prohibited (20 USC § 1703).

☒ * The Fair Housing Act (42 USC § 3601 et seq.; 24 C.F.R. part 100).

☒ * The Age Discrimination Act of 1975 (42 USC § 6101 and 6102; 34 C.F.R. part 110).

☒ * Prohibition of Discrimination Based on Blindness (20 USC § 1684).

State Laws:

☒ * The Minnesota Human Rights Act (Minn. Stat. § 363A), which prohibits discrimination in education programs and activities on grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual orientation, disability or age.

☒ * Minnesota Statutes, section 121A.031, which requires school districts to have a written policy to prevent and to prohibit student bullying.

☒ * Minnesota Statutes, section 121A.03, which requires school districts to have a policy prohibiting sexual/racial/religion harassment and violence which applies to students, teachers, administrators and other school personnel.

☒ * Minnesota Statutes, section 121A.04, which prohibits sex discrimination in athletic programs.

☒ * Minnesota Rules, part 3500.0550, relating to the Inclusive Educational Program Plan.

☒ * Minnesota Rules, Chapter 3535.0100-.0180; 3535.2300-.2800; 3535.3000-.3700, relating to equality of educational opportunity and school desegregation, and prohibition of discriminatory practices.

By clicking "Submit" you are affirming that these laws are available in each building in the district, that the information that you have provided is accurate, and that you have the authority to submit this assurance on behalf of the district. Clicking "Cancel" will clear data entered.

NOTE: When data entry is complete, click "Submit" to send data to The Minnesota Department of Education.

Submit

Cancel

OLD BUSINESS – FOR ACTION

Agenda Item V.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 19, 2026

Subject: Insurance

(Recommended by the superintendent)

Passage upon a third 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 superintendent or designee will consult with experts both within and outside the District regarding these risk management factors.

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

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

4
5 The District may engage qualified professionals for insurance brokerage,
6 actuarial services, benefits consulting, claims administration, risk management,
7 loss prevention, legal services, employee benefits, compliance, or other
8 specialized services.

9
10 Compensation arrangements and material financial relationships between the
11 District and brokers, agents, consultants, administrators, or other service
12 providers shall be disclosed and managed consistent with applicable law and
13 District policies.

14
15 **V. SELF-INSURED MEDICAL AND DENTAL BENEFITS**

16
17 The District's self-insured medical and dental benefit programs shall be managed
18 as components of the District's overall risk management and employee benefits
19 program.

20
21 The superintendent or designee may obtain professional consultation and
22 services relating to the design, financing, administration, compliance, and
23 management of self-insured medical and dental benefits, including:

- 24 1. Actuarial analysis and projections;
- 25 2. Claims experience and utilization analysis;
- 26 3. Plan design and benefit analysis;
- 27 4. Contribution and rate-setting recommendations;
- 28 5. Reserve and cash-flow requirements;
- 29 6. Stop-loss or excess insurance;
- 30 7. Third-party administration;
- 31 8. Pharmacy benefit management;
- 32 9. Provider network and cost-management strategies;
- 33 10. Claims auditing and payment integrity;
- 34 11. Benefits compliance;
- 35 12. Employee communications and benefits administration;
- 36 13. Benchmarking against comparable public employers and school
37 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;

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

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

14 15 **VIII. INSURANCE ADVISORY COMMITTEE**

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

28 29 **IX. BOARD REPORTING**

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

33 34 **X. AUTHORITY AND RESPONSIBILITY**

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

39
40 The superintendent or designee shall ensure that insurance and risk
41 management decisions are made in accordance with applicable federal and state

1 law, Board policy, District procedures, and sound public-sector risk management
2 practices.
3

4 Dated:

5 Reviewed:

6 Revised:
7

DRAFT

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 19, 2026

Subject: Commission Sales

(Recommended by the superintendent)

Passage upon a third 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. The board approved this contract on January 20, 2026 for the years 2026-2027 through 2028-2029.

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 Board.

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

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 Principal and/or Director of Nutrition Services.
- 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 District 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 19, 2026

**SUBJECT: RESOLUTION OF SUPPORT FOR APPLICATION TO MSHSL
FOUNDATION**

(Recommended by superintendent)

That the board of education approve the resolution of support for the Form A application to the MSHSL Foundation for a grant to offset student activity fees.

BACKGROUND INFORMATION

The Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in MSHSL athletics and fine arts. The MSHSL Foundation offers grants and funding to assist schools in funding extracurricular participation. This grant funding is based on the unduplicated number of participants who qualify for educational benefits.

FORM A

RESOLUTION OF GOVERNING BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in MSHSL athletics and fine arts;

WHEREAS, the Governing Board of Richfield Public Schools recognizes the value of student participation in MSHSL athletics and fine arts; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in MSHSL athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Richfield Public Schools supports the school's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

October 19, 2026
Date

Board Chair/Head of School

October 19, 2026
Date

Board Clerk – Treasurer/ Finance Director

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 19, 2026

Subject: Acceptance of Gifts

(Recommended by the superintendent)

A first read of Policy 706: Acceptance of Gifts. This policy describes the conditions under which the District can accept donations of money or property. This policy is primarily governed by Minnesota statute.

This policy ***does not*** mention individual gifts given to employees, which are governed by Policy 408: Gifts to Employees and Administrative Guideline 408.1.

Attachments:

Policy 706: Acceptance of Gifts

MSBA Model Policy 706: Acceptance of Gifts

Independent School District 280
Richfield Public Schools

ACCEPTANCE OF GIFTS

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of the Richfield Public Schools to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected. This may be done with a routine vote at the Board's discretion.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may vote to accept a gift, grant or devise or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

V. FINANCIAL GIFTS TO SUPPORT HIRING OF PERSONNEL

If a financial gift is offered to support the hiring of personnel, the school board must authorize the addition or retention of positions prior to the commencement of recruitment. Recruitment, selection, assignment and supervision of personnel shall be in accordance with applicable laws, collective bargaining agreements, and district personnel procedures and practices. Financial support for the position will be paid to the district, not directly to the person occupying the position.

VI. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References: Minn. Stat. §123B.02, Subd. 6 (Bequests, Donations, Gifts)
Minn. Stat. §465.03 (Gifts)

RATIFIED BY THE BOARD OF EDUCATION: November 1, 1999

REVISED BY THE BOARD OF EDUCATION: September 17, 2007; October 21, 2013;
November 22, 2021

REAFFIRMED BY THE BOARD OF EDUCATION: February 19, 2002

Adopted: _____

MSBA/MASA Model Policy 706

Orig. 1995

Revised: _____

Rev. 2022

706 ACCEPTANCE OF GIFTS

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

[Note: This voting requirement and gift use provision is specified by Minnesota Statutes section 465.03.]

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References:

Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Boards)

Minn. Stat. § 465.03 (Gifts to Municipalities)

Cross References:

None

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 19, 2026

Subject: Post-Issuance Debt Compliance

(Recommended by the superintendent)

A first read of Policy 713: Post-Issuance Debt Compliance. This policy establishes the District's commitment to monitoring its borrowed funds (such as bonds and loans) to ensure continuous compliance with federal tax and financial reporting regulations set by the IRS and SEC. The administrative guideline outlines the step-by-step procedures, recordkeeping practices, and monitoring routines the Finance Department must follow to manage tax rules, track funds, and maintain required public disclosures over the life of the District's debt.

Attachments:

Policy 713: Post-Issuance Debt Compliance
Administrative Guideline 713.1

RICHFIELD PUBLIC SCHOOLS

Post-Issuance Debt Compliance Policy

The School Board (the "Board") of Independent School District No. 280 (Richfield), Minnesota (the "District") has chosen, by policy, to take steps to help ensure that all obligations will be in compliance with all applicable federal regulations. This policy may be amended, as necessary, in the future.

IRS Background

The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (the "Code") and regulations promulgated thereunder ("Treasury Regulations") governing certain obligations (for example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various "Tax Credit" Bonds). The IRS encourages issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

SEC Background

The Securities and Exchange Commission (SEC) is responsible for enforcing compliance with the SEC Rule 15c2-12 (the "Rule"). Governments or governmental entities issuing obligations generally have a requirement to meet specific continuing disclosure standards set forth in continuing disclosure agreements ("CDA"). Unless the issuer, obligated person, or a specific obligation is exempt from compliance with CDAs, these agreements are entered into at the time of obligation issuance to enable underwriter(s) to comply with the Rule. The Rule sets forth certain obligations of (i) underwriters to receive, review and disseminate official statements prepared by issuers of most primary offerings of municipal securities, (ii) underwriters to obtain CDAs from issuers and other obligated persons to provide material event disclosure and annual financial information on a continuing basis, and (iii) broker-dealers to have access to such continuing disclosure in order to make recommendations of municipal securities transactions in the secondary market. The SEC encourages issuers and beneficiaries adopt and implement a post-issuance debt compliance policy and procedures to safeguard against Rule violations.

When obligations are issued, the CDA commits the issuer or obligated person to provide certain annual financial information and material event notices to the public. Issuers and other obligated persons may also choose to provide periodic, voluntary financial information and filings to investors in addition to fulfilling the specific responsibilities delineated in their CDA. It is important to note that issuers and other obligated persons should not give any one investor certain information that is not readily available to all market participants by disseminating information to the marketplace, at large. Issuers and other obligated persons should be aware that any disclosure activities determined to be "communicating to the market" can be subject to regulatory scrutiny.

Post-Issuance Debt Compliance Policy Objective

The District desires to monitor these obligations to ensure compliance with the Code, Treasury Regulations and the SEC Rule. To help ensure compliance, the District has developed this policy. This policy shall apply to the obligations mentioned above, including bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.

Post-Issuance Debt Compliance Policy

The Director of Finance is designated as the District's agent who is responsible for post-issuance compliance of these obligations.

The Director of Finance shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance as further detailed in Administrative Guideline 713.1: Post-Issuance Debt Compliance Procedures. At a minimum, the Post-Issuance Debt Compliance Procedures for each qualifying obligation will address the following:

1. General post-issuance compliance;
2. General recordkeeping;
3. Arbitrage yield restriction and rebate;
4. Expenditure and asset documentation to be assembled and retained;
5. Miscellaneous documentation to be assembled and retained;
6. Additional undertakings and activities that support points 1 through 5 above;
7. Continuing disclosure obligations;
8. Compliance with future requirements.

The Director of Finance shall apply the Post-Issuance Debt Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the Director of Finance will ensure that the Post-Issuance Debt Compliance Policy and Procedures are updated on a regular and as needed basis.

The Director of Finance or any other individuals responsible for assisting the Director of Finance in maintaining records needed to ensure post-issuance debt compliance, are authorized to expend funds as needed to attend training or secure use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.

Most of the provisions of this Post-Issuance Debt Compliance Policy are not applicable to taxable governmental obligations unless there is a reasonable possibility that the District may refund their taxable governmental obligation, in whole or in part, with the proceeds of a tax-exempt governmental obligation. If this refunding possibility exists, then the Director of Finance shall treat the taxable governmental obligation as if such issue were an issue of tax-exempt governmental obligations and comply with the requirements of this policy.

Private Activity Bonds

The District may issue tax-exempt obligations that are "private activity" bonds because either (1) the bonds finance a facility that is owned by the District but

1 used by one or more qualified 501(c)(3) organizations, or (2) the bonds are so-
2 called "conduit bonds", where the proceeds are loaned to a qualified 501(c)(3)
3 organization or another private entity that finances activities eligible for tax-
4 exempt financing under federal law (such as certain manufacturing projects and
5 certain affordable housing projects). Prior to the issuance of either of these types
6 of bonds, the Director of Finance shall take steps necessary to ensure that such
7 obligations will remain in compliance with the requirements of this Post-Issuance
8 Debt Compliance Policy.

9
10 In a case where compliance activities are reasonably within the control of a
11 private party (i.e., a 501(c)(3) organization or conduit borrower), the Director of
12 Finance may determine that all or some portion of compliance responsibilities
13 described in this policy shall be assigned to the relevant party. In the case of
14 conduit bonds, the conduit borrower will be assigned all compliance
15 responsibilities other than those required to be undertaken by the District under
16 federal law. In a case where the Director of Finance is concerned about the
17 compliance ability of a private party, the Director of Finance may require that a
18 trustee or other independent third party be retained to assist with record keeping
19 for the obligation and/or that the trustee or such third party be responsible for all
20 or some portion of the compliance responsibilities.

21
22 The Director of Finance is additionally authorized to seek the advice, as
23 necessary, of bond counsel and/or its financial advisor to ensure the District is in
24 compliance with this Post-Issuance Debt Compliance Policy.

25
26 **Cross References:** Internal Revenue Code Section 148
27 Treasury Regulation Section 1.150-2
28 Treasury Regulation Section 1.141
29
30
31

32 RATIFIED BY THE BOARD OF EDUCATION: March 7, 2016
33 REVISED BY THE BOARD OF EDUCATION: January 3, 2022

RICHFIELD PUBLIC SCHOOLS

Post-Issuance Debt Compliance Procedures

As directed by the ratification of the Post-Issuance Debt Compliance Policy, the Director of Finance will perform the following Post-Issuance Debt Compliance Procedures for all of the District's outstanding debt.

1. General Post-Issuance Compliance

- a. Ensure written procedures and/or guidelines have been put in place for individuals to follow when more than one person is responsible for ensuring compliance with Post-Issuance Debt Compliance Procedures.
- b. Ensure training and/or educational resources for post-issuance compliance have been approved and obtained.
- c. The Director of Finance understands that there are options for voluntarily correcting failures to comply with post-issuance compliance requirements (such as remedial actions under Section 1.141-12 of the Treasury Regulations and the ability to enter into a closing agreement under the Tax-Exempt Bonds Voluntary Closing Agreement Program described in Notice 2008-31 (the "VCAP Program")).

2. General Recordkeeping

- a. Retain records and documents for the obligation and all obligations issued to refund the obligation for a period of at least seven years following the final payment of the obligation. If an obligation is refunded, then the final payment of the refunding obligation becomes the beginning of the period unless otherwise directed by the District's bond counsel.
- b. Retain electronic (preferred) and/or paper versions of records and documents for the obligation.
- c. General records and documentation to be assembled and retained:
 - i. Description of the purpose of the obligation (referred to as the project) and the state statute authorizing the project.
 - ii. Record of tax-exempt status or revocation of tax-exempt status, if applicable.
 - iii. Any correspondence between the District and the IRS.
 - iv. Audited financial statements.
 - v. All accounting audits of property financed by the obligation.
 - vi. Obligation transcripts, official statements and other offering documents of the obligation.
 - vii. Minutes and resolutions authorizing the issuance of the obligation.
 - viii. Certifications of the issue price of the obligation.

- ix. Any formal elections for the obligation (i.e. election to employ an accounting methodology other than the specific tracing method).
- x. Appraisals, demand surveys, or feasibility studies for property financed by the obligation.
- xi. All information reports filed for the obligations.
- xii. All management contracts and other service agreements, research contracts, and naming rights contracts.
- xiii. Documents related to governmental grants associated with construction, renovation or purchase of property financed with the obligation.
- xiv. Reports of any prior IRS examinations of the District or the District's obligation.
- xv. All correspondence related to the above (faxes, emails, or letters).

3. Arbitrage Yield Restriction and Rebate Recordkeeping

- a. Investment and arbitrage documentation to be assembled and retained
 - i. An accounting of all deposits, expenditures, interest income and asset balances associated with each fund established in connection with the obligation. This includes an accounting of all monies deposited to the debt service fund to make debt service payments on the obligation, regardless of the source derived. Accounting for expenditures and assets is described in further detail in Section 4.
 - ii. Statements prepared by Trustee or Investment Provider.
 - iii. Documentation of at least quarterly allocations of investments and investment earnings to each obligation
 - iv. Documentation for investments made with obligation proceeds such as:
 - 1. Investment contracts (i.e. guaranteed investment contracts).
 - 2. Credit enhancement transactions (i.e. bond insurance contracts).
 - 3. Financial derivatives (e.g. swaps, caps, and collars).
 - 4. Bidding of financial products.
 - Investments acquired with obligation proceeds are purchased at fair market value (e.g. three bid safe harbor rule for open market securities needed in advance refunding escrows).
- b. Computations of the arbitrage yield.
- c. Computations of yield restriction and rebate amounts including but not limited to:
 - i. Compliance in meeting the "Temporary Period from Yield Restriction Exception" and limiting the investment of funds after the temporary period expires.
 - ii. Compliance in meeting the "Rebate Exception".
 - 1. Qualifying for the "Small Issuer Exception"

2. Qualifying for a "Spending Exception"
 - 6 Month Spending Exception
 - 18 Month Spending Exception
 - 24 Month Spending Exception
 3. Qualifying for the "Bona Fide Debt Service Fund Exception"
 4. Quantifying arbitrage on all funds established in connection with the obligation in lieu of satisfying arbitrage exceptions including reserve funds and debt service Funds.
 - d. Computations of yield restriction and rebate payments.
 - e. Timely Tax Form 8038-T filing, if applicable.
 - i. Remit any arbitrage liability associated with the obligation to the IRS at each five year anniversary date of the obligation, and the date in which the obligation is no longer outstanding (redemption or maturity date), whichever comes sooner, within 60 days of said date.
 - f. Timely Tax Form 8038-R filing, if applicable.
 - i. Remit the form after the date in which the obligation is no longer outstanding (redemption or maturity date), whichever comes sooner, within 2 years of said date.
 - g. Procedures or guidelines for monitoring instances where compliance with applicable yield restriction requirements depends on subsequent reinvestment of obligation proceeds in lower yielding investments (e.g. reinvestment in zero coupon SLGS).
4. Expenditure and Asset Documentation to be Assembled and Retained
- a. Documentation of allocations of obligation proceeds to expenditures (e.g. allocation of proceeds to expenditures for the construction, renovation or purchase of facilities owned and used in the performance of exempt purposes).
 - i. Such allocation will be done not later than the earlier of: eighteen (18) months after the later of the date the expenditure is paid, or the date the project, if any, that is financed by the obligation is placed in service; or the date sixty (60) days after the earlier of the fifth anniversary of the issue date of the obligation, or the date sixty (60) days after the retirement of the obligation.
 - b. Documentation of allocations of obligation proceeds to issuance costs.
 - c. Copies of requisitions, draw schedules, draw requests, invoices, bills and cancelled checks related to obligation proceed expenditures during the construction period.
 - d. Copies of all contracts entered into for the construction, renovation or purchase of facilities financed with obligation proceeds.
 - e. Records of expenditure reimbursements incurred prior to issuing obligations for projects financed with obligation proceeds (declaration of official intent/reimbursement resolutions including all modifications).
 - f. List of all facilities and equipment financed with obligation proceeds.

- g. Depreciation schedules for depreciable property financed with obligation proceeds.
- h. Documentation that tracks the purchase and sale of assets financed with obligation proceeds.
- i. Documentation of timely payment of principal and interest payments on the obligation.
- j. Tracking of all issue proceeds and the transfer of proceeds into the debt service fund as appropriate.
- k. Documentation that excess earnings from a Reserve Fund are transferred to the Debt Service Fund on an annual basis. Excess earnings are balances in a Reserve Fund that exceed the Reserve Fund requirement.

5. Miscellaneous Documentation to be Assembled and Retained

- a. Ensure that the project, while the obligation is outstanding, will avoid IRS private activity concerns.
- b. The Director of Finance shall monitor the use of all obligation-financed facilities in order to:
 - i. Determine whether private business uses of obligation-financed facilities have exceeded the *de minimus* limits set forth in Section 141(b) of the Code as a result of:
 - 1) sale of the facilities;
 - 2) sale of District capacity rights;
 - 3) leases and subleases of facilities including easements or use arrangements for areas outside the four walls (e.g., hosting of cell phone towers);
 - 4) leasehold improvement contracts, licenses, management contracts in which the District authorizes a third party to operate a facility (e.g. cafeteria);
 - 5) research contracts;
 - 6) preference arrangements (in which the District permits a third party preference (e.g. parking in a public parking lot, joint ventures, limited liability companies or partnership arrangements);
 - 7) output contracts or other contracts for use of utility facilities including contracts with large utility users;
 - 8) development agreements which provide for guaranteed payments or property values from a developer;
 - 9) grants or loans made to private entities including special assessment agreements;
 - 10) naming rights agreements; and
 - 11) other arrangements that provide special legal entitlements to nongovernmental persons
 - ii. determine whether private security or payments that exceed the *de minimus* limits set forth in Section 141(b) of the Code have been provided by nongovernmental persons with respect to such obligation-financed facilities.
- c. The Director of Finance shall provide training and educational resources to any District staff that have the primary responsibility

for the operation, maintenance, or inspection of obligation-financed facilities with regard to the limitations on the private business use of obligation-financed facilities and as to the limitations on the private security or payments with respect to obligation-financed facilities.

- d. The Director of Finance shall undertake the following with respect to the obligations:
 - i. an annual review of the books and records maintained by the District with respect to such obligations; and
 - ii. an annual physical inspection of the facilities financed with the proceeds of such obligations, conducted by the Director of Finance with the assistance of any District staff who have the primary responsibility for the operation, maintenance, or inspection of such obligation-financed facilities.
- e. Changes in the project that impact the terms or commitments of the obligation are properly documented and necessary certificates or opinions are on file.

6. Additional Undertakings and Activities that Support Sections 1 through 5 above:

- a. The Director of Finance will notify the District's bond counsel, financial advisor and arbitrage provider of any survey or inquiry by the IRS immediately upon receipt. Usually responses to IRS inquiries are due within 21 days of receipt. Such IRS responses require the review of the above-mentioned data and must be in writing. As much time as possible is helpful in preparing the response.
- b. The Director of Finance will consult with the District's bond counsel, financial advisor and arbitrage provider before engaging in post-issuance credit enhancement transactions (e.g. obligation insurance, letter of credit, or hedging transactions)
- c. The Director of Finance will monitor all "qualified tax-exempt debt obligations" (often referred to as "bank qualified" obligations) within the first calendar year to determine if the limit is exceeded, and if exceeded, will address accordingly. For obligations issued during years 2009 and 2010, the limit was \$30,000,000 During this period, the limit also applied to pooled financings of the governing body and provides a separate \$30,000,000 for each 501 (c)(3) conduit borrower. In 2011 and thereafter it is \$10,000,000 unless changed by Congress.
- d. Identify any post-issuance change to terms of obligations which could be treated as a current refunding of "old" obligations by "new" obligations, often referred to as a "reissuance".
- e. The Director of Finance will consult with the District's bond counsel prior to any sale, transfer, change in use or change in users of obligation-financed property which may require "remedial action" under applicable Treasury Regulations or resolution pursuant to the VCAP Program.

i. A remedial action has the effect of curing a deliberate action taken by the District which results in satisfaction of the private business test or private loan test. Remedial actions under Section 1.141-12(d)(e) and (f) include the redemption of non-qualified obligations and/or alternative uses of proceeds or the facility (i.e. to be used for another qualified purpose).

f. The Director of Finance will ensure that the appropriate tax form for federal subsidy payments is prepared and filed in a timely fashion for applicable obligations (e.g. Build America Bonds).

7. Continuing Disclosure Obligations

- a. Identify a position at the District to be responsible for compliance with continuing disclosure obligations as defined by the Rule and any policies of the District.
- b. The position responsible for compliance may have the ability to assign responsibilities, delegate where appropriate or engage a dissemination agent or third-party service providers to perform all or some of the duties described in this section. The District cannot delegate its compliance responsibilities.
- c. The District should specify how providers or delegated authorities will be monitored and supervised.
- d. The District should identify the documents that set forth the respective requirements being monitored at the time of closing for each obligation.
- e. The District should catalog all outstanding Continuing Disclosure Agreements and establish consolidated filing requirements based on the outstanding CDAs.
- f. The District should identify the frequency of the actions to be undertaken to ensure compliance, establish a system or filing alerts or reminders to administer the filing requirements.
- g. The Director of Finance for compliance must be made aware of any new outstanding debt, changes to obligation or loan covenants, events of acceleration or default that would materially affect investors.
- h. The District should review a compliance checklist to verify compliance with CDA requirements, at least annually, although it may be advisable to provide more frequent reviews in connection to specific material events.
- i. The District should monitor mandatory material events specifically identified in accordance with the Rule and file required notices within 10 days of occurrence.
 1. Principal and interest payment delinquencies.
 2. Non-payment related defaults, if material.
 3. Unscheduled draws on debt service reserves reflecting financial difficulties.

- 1 4. Unscheduled draws on credit enhancements reflecting
- 2 financial difficulties.
- 3 5. Substitution of credit or liquidity providers or their failure to
- 4 perform.
- 5 6. Adverse tax opinion, IRS notices or material events affecting
- 6 the tax status of the obligation.
- 7 7. Modifications to rights of security holders, if material.
- 8 8. Obligation calls, if material.
- 9 9. Defeasances.
- 10 10. Release, substitution or sale of property securing repayment
- 11 of the obligations, if material.
- 12 11. Rating Changes.
- 13 12. Bankruptcy, insolvency, receivership, or similar event of the
- 14 obligated person(s).
- 15 13. Merger, consolidation, or acquisition of the obligated
- 16 person, if material.
- 17 14. Appointment of a successor or additional trustee, or change
- 18 of name of a trustee, if material.
- 19 15. Incurrence of financial obligation of the District, if material,
- 20 or agreement to covenants, events of default, remedies,
- 21 priority rights, or other similar terms of a financial obligation
- 22 of the District, any of which affect security holders, if
- 23 material.
- 24 16. Default, event of acceleration, termination event,
- 25 modification of terms, or other similar events under the terms
- 26 of the financial obligation of the District, any of which reflect
- 27 financial difficulties.
- 28
- 29 j. In addition to the mandatory material events, the District should
- 30 review and file any additional or voluntary event notices.
- 31 k. The District should maintain a catalog of all outstanding obligations
- 32 whether publicly offered or privately placed, and the terms and
- 33 conditions that govern default or acceleration provisions.
- 34 l. Any missed filing requirement should be remedied with a failure to
- 35 file notice as soon as possible once the late filing is identified and
- 36 the required information is available to file.
- 37 m. Sensitive information such as bank accounts and wire information
- 38 should be redacted from documents prior to posting on EMMA.
- 39 n. The District needs to monitor for changes in law and regulations
- 40 that effect continuing disclosure obligations and review disclosure
- 41 policies and procedures periodically to ensure compliance and
- 42 consistency with regulation and market expectations.
- 43
- 44 8. Compliance with Future Requirements
- 45
- 46 a. Take measures to comply with any future requirements issued
- 47 beyond the date of these Post-Issuance Debt Compliance

1 Procedures which are essential to ensuring compliance with the
2 applicable state and federal regulations.
3

4 ***Cross References:***

5 Internal Revenue Code Section 148

6 Treasury Regulation Section 1.150-2

7 Treasury Regulation Section 1.141

8

9

10 Dated: March 7, 2016

11 Revised: January 3, 2022

NEW BUSINESS - FOR ACTION

Agenda Item VI.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 19, 2026

Subject: Donations

(Recommended by the superintendent)

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

Richfield Dual Language School received a donation of \$1,500.00 from Manny Flooring LLC.

The RHS Scholarship Fund received a donation of \$300.00 from Mr. & Mrs. Grimmer of Minneapolis in memory of Ron Larson, Barb Taft & Linda Bergherr.