RICHFIELD PUBLIC SCHOOLS
Health, Safety and Wellness Committee Meeting Minutes

10.22.2026

Meeting Called to Order: 7:15 a.m. in the District Office Boardroom.

Members Present

- Bob Olson (Transportation Building – Facilities)
- Cassi O'Meara (District Office – Nutrition Services)
- Craig Holje (Human Resources - Administration)
- Ellen Bowden (District Office – Human Resources)
- Faith Breeden (IEA - Health & Safety)
- Katie Shepard (Richfield Public Schools Parent)
- Michelle Axell (District Office – Human Resources)
- Michelle Whiteside (District Office – Health Services)
- Steve Litchtenburg (SFM – Workers Comp)
- Steve Unowskly (District Office – Administration)

Minutes

Review Student Incident Reports

- Centennial – 0
- Central - 2
- RDLS – 0
- RHS – 2
- RMS – 2
- SCC – 0
- Sheridan - 1
- STEM – 1

Workers Compensation Update

- 4 medical only claims since July 1, 2026.
- 10 medical only claims since last meeting (4-23-26)
- No lost time claims.

Wellness Update

- Nutrition Services Update
  - Educational Benefits
    - The grace period has ended, and we are currently at 52.06% free and reduced-price eligibility, compared to 52.27% at this time last year.
    - We are pleased with these numbers, as we anticipated a larger decline due to fewer direct certifications resulting from changes in available benefits and families potentially feeling less comfortable applying because of increased ICE presence in the Twin Cities last year.
  - Elementary Breakfast Changes
    - We are reviewing elementary breakfast menus with the goal of reducing added sugar and improving nutritional quality.

        - We are looking at significantly reducing fruit juice and replacing it with healthier options while continuing to meet USDA breakfast requirements.
    - Educational Benefits Verification
        - Verification is underway, and we have received responses from approximately 50% of the families selected.
        - We have three weeks remaining to collect the outstanding documentation and complete the process.
    - Workplace Injuries and Cut-Glove Policy
        - We had two cutting injuries at the high school. The first resulted in no lost work time, while the second required the employee to miss one day of work. Both injuries required medical attention.
        - In response, we implemented a district-wide cut-resistant glove policy, developed a detailed SOP, and required all staff to watch a training video and receive instructions on proper glove use.
        - The goal is to reinforce safe cutting practices and prevent future injuries.

HEALTH & SAFETY UPDATE

- Corrective Action Review
    - Director of Special Education and Human Resources meet frequently to review injuries and discuss action plans. Higher incident rates at one particular building have initiated more regular meetings.
- Chemical Hygiene Inspections
    - Annual requirement to inspect science classrooms to ensure they are following fire marshal requirements. Inspections were completed over MEA and no significant findings were found, only typical problems such as incomplete chemical labels or non-listed power strips.
    - Emergency eyewash stations were also inspected by IEA. Eyewash stations are required to be inspected and flushed on a weekly basis and our annual inspection is intended to verify that this is being completed as required.
- Machine Guarding Install at Middle School
    - Equipment is currently on back order in France and Canada according to the contractor. We are still waiting for an official date of install.
- Powered Industrial Truck + Aerial Lift Training
    - This was completed for our new Grounds Lead and any new maintenance and custodial staff. Powered industrial truck training is required every 3 years for anyone who uses the BobCat or the powered pallet jacks. Aerial lift training is only required upon hire for anyone using the scissor lifts.
- UST Operator Training
    - Dan McGinn was previously the district's licensed underground storage tank operator so now a replacemet is required. Facilities is going to designate one of the maintenance staff to complete this training with the Minnesota Pollution Control Agency and receive their license.

- AHERA Designated Person Training
  - This is a required training for Bob Olson now that he has transitioned into his role as the Facilities Manager. He will take a course to learn about asbestos and how to handle managing its removal during construction projects and in K12 buildings.
- Cardiac Emergency Response Plan (CERP)
  - New requirement starting in the 2026-2027 school year for K12 school districts
  - Required to have a written management plan, cardiac emergency response team at each building, cardiac emergency response protocols, and AED maintenance procedures
  - Plan has been finalized and implemented and so far has had positive feedback.
- Health & Safety Email Concerns & Safety Suggestion Form – 0 recent inquiry
  - The email address is health-safety@rpsmn.org.
  - The suggestion form is located on the district website under the Facilities page.

Facilities Update

- Sheridan Hills Elementary Roof
  - Part of the roof of Sheridan Hills has been replaced over the summer.
- STEM / RDLS Parking Lot
  - The STEM and RDLS parking lot was replaced over the summer. This is a major improvement for parent pickup time.
- Weight Room Floor
  - The weight room floor at the Middle School was replaced so staff and students can safely use the weight room equipment.

Bloomington Public Health Update

- Not present – update provided via email
- School Based Substance Use Prevention Program
  - Bloomington Public Health and Fraser are partnering with Richfield, Bloomington, and Edina Schools to educate youth, school staff, and parents on healthy coping, harm reduction, and substance use prevention.
  - They have presented to incoming 9th graders during Spartan Camp over the summer, Richfield's back to school event in August, Richfield's Student Wellness Council, and will present to Richfield's Latino Family Association in January.
  - They are also working on creating a safe disposal program.

New Business

- None

Open Discussion

- SFM Slip and Fall Grant is now changing to be a general safety grant. Steve will send applications when they open to Bob Olson and Faith Breeden.

- 73rd Trail Question for Safe Routes to School. Adding to next meeting agenda.

NEXT MEETING: DECEMBER 10, 2026