

## 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](mailto:cassandra.quam@rpsmn.org) or 612-798-6012 at least 24 hours before the meeting.

**Monday, December 19, 2022**  
**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

1. Reminder about board reorganization in January
2. Extended Learning Presentation
3. World's Best Workforce Report

#### C. Commendations

### IV. CONSENT AGENDA

#### A. Routine Matters

1. Minutes of the regular meeting held December 5, 2022
2. General Disbursements as of 12/13/22 in the amount of \$1,193,541.84
3. Year-to-Date Finance Update

#### B. Personnel Items

### V. OLD BUSINESS

#### A. Policy 304: Evaluation of Administrators & Administrative Guideline 304.1

#### B. Policy 209: Board Self-Evaluation & Administrative Guideline 209.1

#### C. Draft 2023 RPS Legislative Platform

### VI. NEW BUSINESS

- A. Policy 111: Weapons on School Premises
- B. Facilities & Transportation Collective Bargaining Agreement 2022-2024
- C. Donations

## VII. ADVANCE PLANNING

- A. Legislative Update
- B. Information and Questions from Board
- C. Future Meeting Dates

*Tuesday, 1-3-2023	7 p.m.	Board Organizational Meeting
*Tuesday, 1-17-2023	7 p.m.	Regular Board Meeting – Public Comment

- D. Suggested/Future Agenda Items

## 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, December 19, 2022**

**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.

AC:	All Conference
ACHM:	All Conference Honorable Mention
ADA:	Americans with Disabilities Act
A.I.:	American Indian
AIPAC:	American Indian Parent Advisory Committee
AMSD:	Association of Metropolitan School Districts
AP:	Advanced Placement
AP:	Assistant Principal
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
C&A:	Connect & Assess
CCR:	Career & College Readiness
CDC:	Centers for Disease Control
CIS:	College in the Schools
CLSD:	Comprehensive Literacy State Development
DA:	Dream Act
D.O.:	District Office
ECSE:	Early Childhood Special Education
ESY:	Extended School Year
EL or ELL:	English Learner or English Language Learner
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
GLOW:	Gay, Lesbian Or Whatever (LGBTQ+/allies student group)
GPA:	Grade Point Average
HHM:	Homeless/Highly Mobile
HR:	Human Resources
IEP:	Individualized Education Plan
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
LTFM:	Long-Term Facilities Maintenance
MASA:	Minnesota Association of School Administrators
MCA:	Minnesota Comprehensive Assessments
MDE:	Minnesota Department of Education
MDH:	Minnesota Department of Health
MIEA:	Minnesota Indian Education Association
MLL:	Multilingual Learning
MnDOT:	Minnesota Department of Transportation
MSBA:	Minnesota School Boards' Association
MSHSL:	Minnesota State High School League
MTSS:	Multi-Tiered Systems of Support
MVP:	Most Valuable Player
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
PLC:	Professional Learning Community
PRESS:	Path to Reading Excellence in School Sites
PTO or PTO:	Parent-Teacher Organization or Parent-Teacher-Student Organization
POS:	Point of Sale
Q Comp:	Alternative Teacher Professional Pay System
RCEP:	Richfield College Experience Program
RDLS:	Richfield Dual Language School
RFP:	Request for Proposal
RHS:	Richfield High School
RMS:	Richfield Middle School
RPS:	Richfield Public Schools
SBG:	Standards-Based Grading
SEC:	South Education Center



SEIU:	Service Employees International Union
SEL:	Social-Emotional Learning
SPED:	Special Education
SRTS:	Safe Routes to School
STAT:	Student and Teacher Assistance Team
STEM:	Science, Technology, Engineering, and Math
SY:	School year
T&L:	Teaching & Learning
TMC:	Tri-Metro Conference
TS GOLD:	Teaching Strategies GOLD® Assessment
VEBA:	Voluntary Employees' Beneficiary Association
VPK:	Voluntary PreKindergarten
WCPM:	Words Correct Per Minute
WIN:	What I Need
YTD:	Year-to-Date

### **RPS Student Demographic Data 2021-2022:**

4,183 Students District-wide

- 4,021 Traditional Count
  - 1,783 Elementary (K-5)      Average Class Size = 21.93
  - 837 Middle (6-8)      Average Class Size = 24.78
  - 1,269 High (9-12)      Average Class Size = 27.3
  - 112 ECSE
  - 20 Transition +
- 162 Voluntary Prekindergarten (VPK)

Student Diversity (based on MDE categories)

- BIPOC: 71.17%
  - American Indian or Alaska Native: 0.98%
  - Asian: 4.47%
  - Hispanic: 42.7%
  - Black or African American: 13.84%
  - Native Hawaiian or Other Pacific Islander: 0.12%
  - 2 or More Races: 9.06%
- White: 28.83%

English Learner

- ELL: 24.79%
- Non-ELL: 75.21%

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

**Agenda Item III.B.**

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, December 19, 2022**

**Subject: Superintendent Update**

In January the board will undergo a reorganization. The board will have the opportunity to elect new officers to hold leadership positions for the 2023 calendar year. Our current officers are as follows:

**Chair: Tim Pollis** – has completed 2 years as chair; currently 1 year into his 4-year term as a board member

**Vice Chair: Paula Cole** – has completed 2 years as vice chair; currently 3 years into her 4-year term as a board member

**Clerk: Allegra Smisek** – has completed 1 year as clerk; currently 3 years into her 4-year term as a board member

**Treasurer: Crystal Brakke** – has completed 1 year as treasurer; currently 3 years into her 4-year term as a board member

Director of Extended Learning Jonathan Heyer will provide an update. Assistant Superintendent Dr. Latanya Daniels will present the annual World's Best Workforce report.

**Attached:**

Extended Learning Presentation

World's Best Workforce Presentation



*Enriching and accelerating learning*

**R**

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**Beacons, Partnerships & Extended Learning**

December 19, 2022

*Enriqueciendo y acelerando el aprendizaje*





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## AGENDA

By the end of this presentation, the school board will have a comprehensive understanding of Beacons and other community partnerships that support our extended learning opportunities.

- Beacons partnership
- D.E.L.O.R.E.S. Works partnership
- Teen Tech Center
- D.R.E.A.M.S. Academy



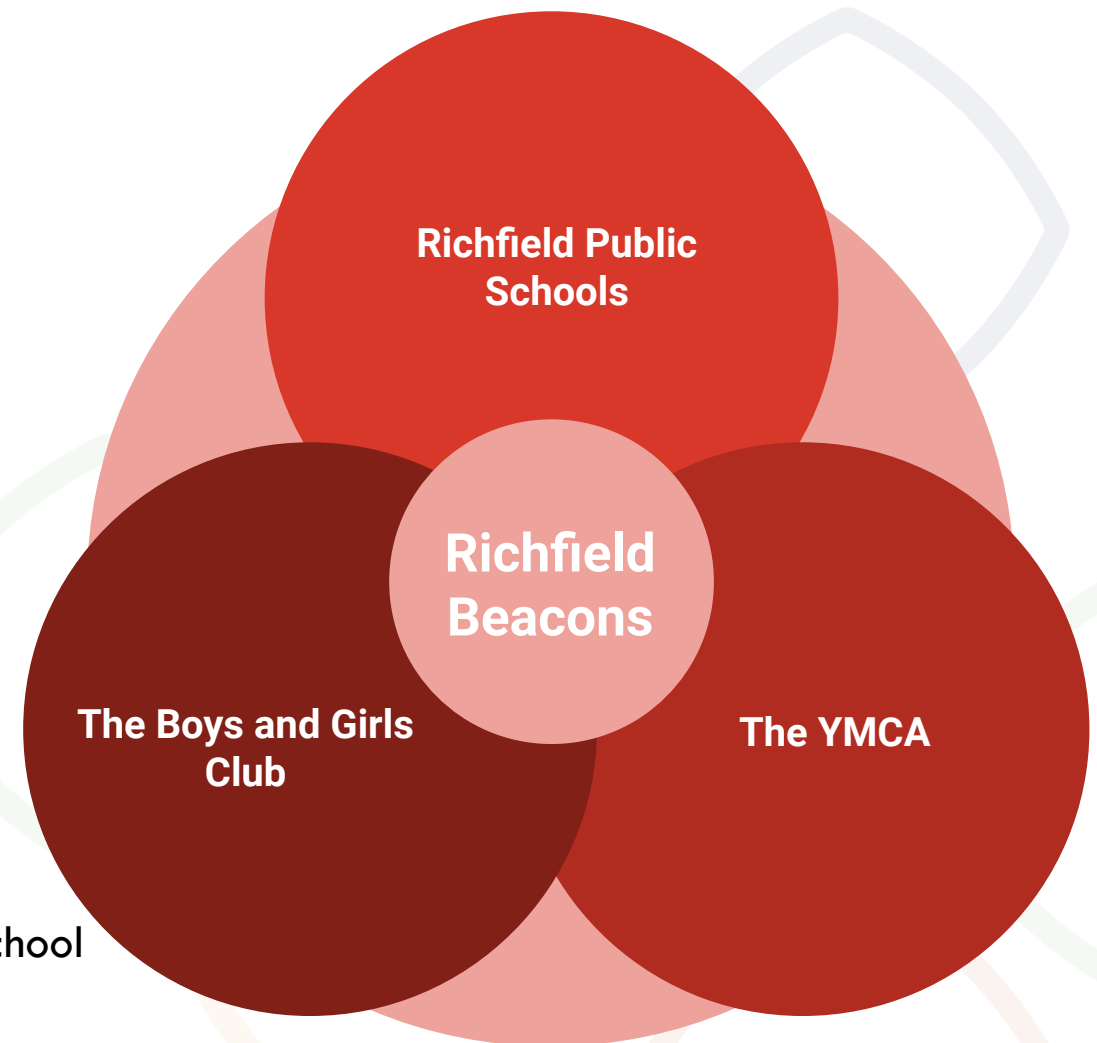
***“If you want to go fast, go alone. If you want to go far, go together.”***

***-African Proverb***

# Beacons Partnership



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Centennial Elementary / Richfield Middle School / Richfield High School

# Beacons at Centennial

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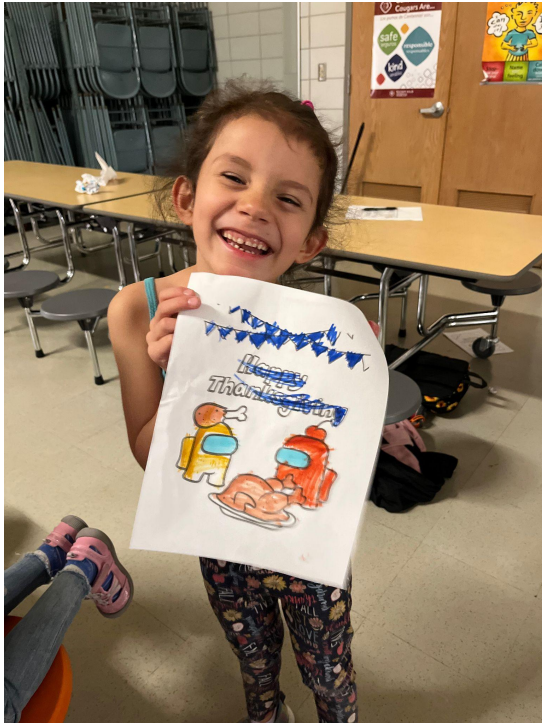
- Serving 60 students Monday - Friday 2:40-5:30 pm at no cost to families
- Operated by The Boys and Girls Club
- Partnerships with
  - D.E.L.O.R.E.S. Works
  - Richfield High School Beacons
  - Richfield D.R.E.A.M.S. Academy
- Waitlist is at 27+ students. We are hoping to double capacity starting in February

# Beacons at Centennial



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Engaging young people  
as leaders and learners





# Beacons at Centennial



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## A day in the life:

\*Example schedule - this is for kindergarten and first grade students

Time:	Monday	Tuesday	Wednesday	Thursday	Friday
2:40 - 3 PM	SNACK	SNACK	SNACK	SNACK	Fun Friday!
3 - 4 PM	Gym time & DREAMS Academy	D.E.L.O.R.E.S. Works partnership	Gym time & DREAMS Academy	D.E.L.O.R.E.S. Works partnership	
4 - 4:30 PM	STEAM stations	Gym time	STEAM stations	Gym time	
4:30 - 5 PM	Dinner	Dinner	Dinner	Dinner	Dinner-ish
5 - 5:30 PM	Back to Beacons office - homework help, puzzles, games, coloring, etc				
5:30 - 6 PM	Clean up Beacons office, wait on last parent pick ups				

## Leadership Group

Led by Terry Hinton, twice a week

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### BLT Beacons Leadership Team

Young people will be taking on leadership roles for president, vice president, etc

Leadership group will help plan Fun Friday events, field trips to other Beacons/BGC sites

Leaders will assist with games during annual Kids Can Give event

## Richfield High School Connection

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Centennial Beacons recently began a twice weekly partnership with the RHS Beacons group. High school student-leaders help with programing for elementary students by supporting Centennial Beacons educational specialists

## Special Events

### Shop with a Jock

Five students were selected to go on a Walmart shopping spree with Patrick Peterson of the Minnesota Vikings and have dinner at Buffalo Wild Wings



### Upcoming event: Kids Can Give

Young people will “shop” for gifts to give their family members during the holidays..



# Beacons at the Secondary Level



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	Middle School Beacons	High School Beacons
<b>Number of students</b>	50-225 per day depending on season	90 per day - Goal to reach 150 by spring
<b>Operated by</b>	The Boys and Girls Club	YMCA
<b>Hours</b>	3:30 - 5:30	3:30 - 5:30
<b>Partnerships</b>	<ul style="list-style-type: none"> <li>Best Buy Teen Tech Center (also run through The Boys and Girls Club)</li> <li>RMS sports, intramurals and clubs</li> </ul>	<ul style="list-style-type: none"> <li>Richfield Centennial Beacons</li> <li>Minneapolis College Beacons (with classes coming in the new year)</li> </ul>
<b>Other information</b>	All after school activities run through the Beacons Network. Beacons staff take attendance, supervise snack, coordinate transportation and provide programming	Program includes: Student clubs Field Trips Special Events Leadership Team



# Beacons at Richfield High School



Beacons mission is to bring in youth leaders to develop their skills to set them up for success after graduation. Currently our program has 90 students enrolled for after school. We offer five different after school programs which include dance, art and gaming.

# Beacons at Richfield High School



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## Nail Tech



Nail art teaches our students how to apply nails properly and create designs. This skill can be used outside of the club and can be their first step to becoming a nail technician.



# Beacons at Richfield High School



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## K-pop Dance Club



K-pop is a youth-led dance group where students teach each other dance choreography from famous Korean pop group songs. They have formed a dance group named “Cequal” and have performed at many school events.



# Beacons at Richfield High School



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## Skateboarding



Skateboarding takes our students to indoor and outdoor skateparks around the twin cities. They learn how to do skating tricks and how to skate on ramps.

# Beacons at Richfield High School



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## Art Club



Beacons art club is a place where students come to gain or expand on their artistic skills. Some projects include learning how to crochet or designing their own tote bag.





# Beacons at Richfield High School



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## E-Sports



Collaboration with Richfield Tech department, Integration Coach and Beacons. E-Sports is a club where students come together to build gaming setups and compete in video game tournaments.



# Beacons at Richfield High School



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## Field Trips



Students in our program have an opportunity to attend fun field trips that are planned by our Beacons Leadership Team. The most recent field trips were to the movie theatre and to a haunted hayride.



# Beacons at Richfield High School



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## Richfield Dance Battle



Beacons and House of Dance studio collaborated on the first dance competition held at Richfield High School. This competition allows students to compete and showcase their dance skills.



# Beacons at Richfield High School



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## Beacons Student Leadership Team



Students that show passion and leadership have an opportunity to work on our Beacons Leadership Team. Our team gets to plan events, works with youth at Centennial Elementary School, and attend Beacons Camp as a big homie leader.



# D.E.L.O.R.E.S. Works Partnership

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Centennial Elementary / Richfield STEM Elementary

“Designed to support students to reach their full potential in academic settings as well as enabling them to gain self-reliant skills, socially and emotionally. The goal is to increase and reinforce academic skills in reading and math in order to close the achievement and opportunity gaps” -  
D.E.L.O.R.E.S Works website



## **D.E.L.O.R.E.S. Works Partnership**

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- Serving 60 students at Centennial Elementary and 25 students at STEM (working to increase STEM program to 60 students)
- Classes include:
  - Choir with Dr. Gary Hines from the Sounds of Blackness
  - Drumming with Herman Jones
  - Gardening with Tim Page and others
  - Art with Donna McIntosh and others
- Classes are twice per week for:
  - One hour at Centennial in conjunction with Beacons
  - Two hours at STEM as a stand alone interest-based program





# D.E.L.O.R.E.S. Works Partnership



Gardening with Mr. Page



Choir with Gary Hines



Drumming with Mr. Jones



# Best Buy Teen Tech Center

## Best Buy Teen Tech Center

Richfield Middle School



- Soft opening was September 9
- Students get to explore 3D printing, sewing, digital art, coding, music production and much more.
- A place to explore passions and interests
- Students can enter contests with their creations. Examples include:
  - Costume design
  - Greeting card artwork
- Grand opening is planned for early 2023



# Richfield D.R.E.A.M.S. Academy

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## **Differentiated Relevant Engaging And Meaningful Supports**

- Richfield D.R.E.A.M.S. Academy is our targeted services program.
- Classes are taught by Richfield teachers and focus on literacy and math skills that are different from, but complement our regular curriculum.
- Students are invited to attend based on academic criteria and teacher recommendation.
- We currently have programs at:
  - Centennial - 22 Students
  - RDLS - 60 Students
  - Sheridan Hills - 55

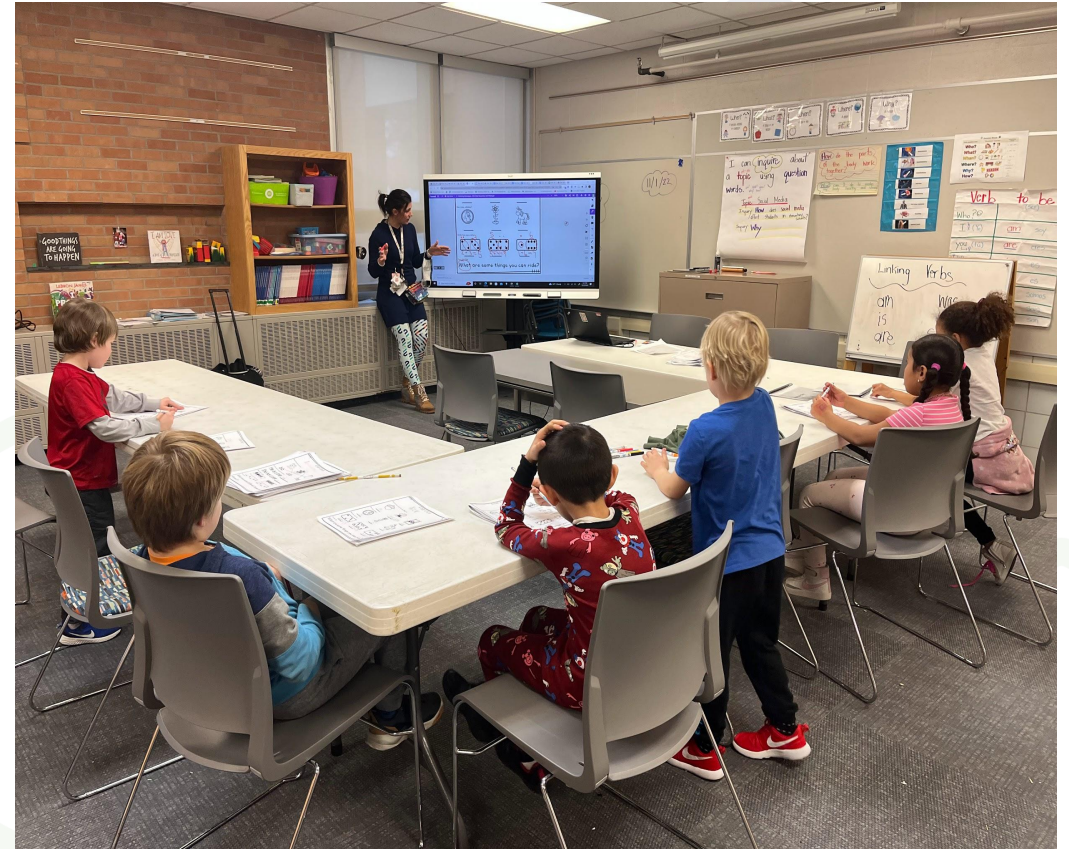


# Richfield D.R.E.A.M.S. Academy



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**Differentiated  
Relevant  
Engaging  
And  
Meaningful  
Supports**





***“If you want to go fast, go alone. If you want to go far, go together.”***

***-African Proverb***



# Questions?

*Enriching and accelerating learning*



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**World's Best Workforce**

Annual Report

Board Meeting December 19, 2022

*Enriqueciendo y acelerando el aprendizaje*

By the end of this presentation, you will:

- Understand RPS' progress towards World's Best Workforce progress indicators in:
  - Kindergarten Readiness
  - 3rd Grade Reading
  - Achievement Gaps
  - College & Career Readiness
  - Graduation Rates
- Understand the next steps in our continuous improvement

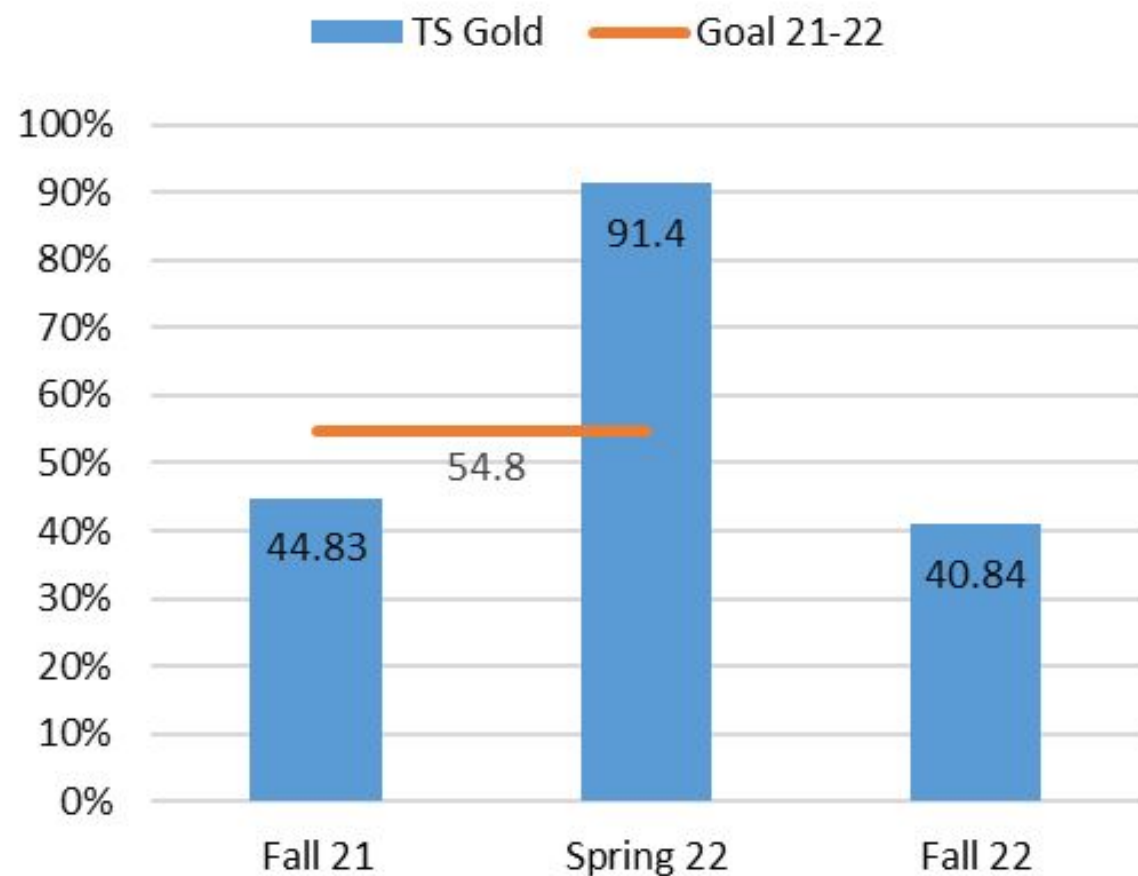


# Kindergarten Readiness

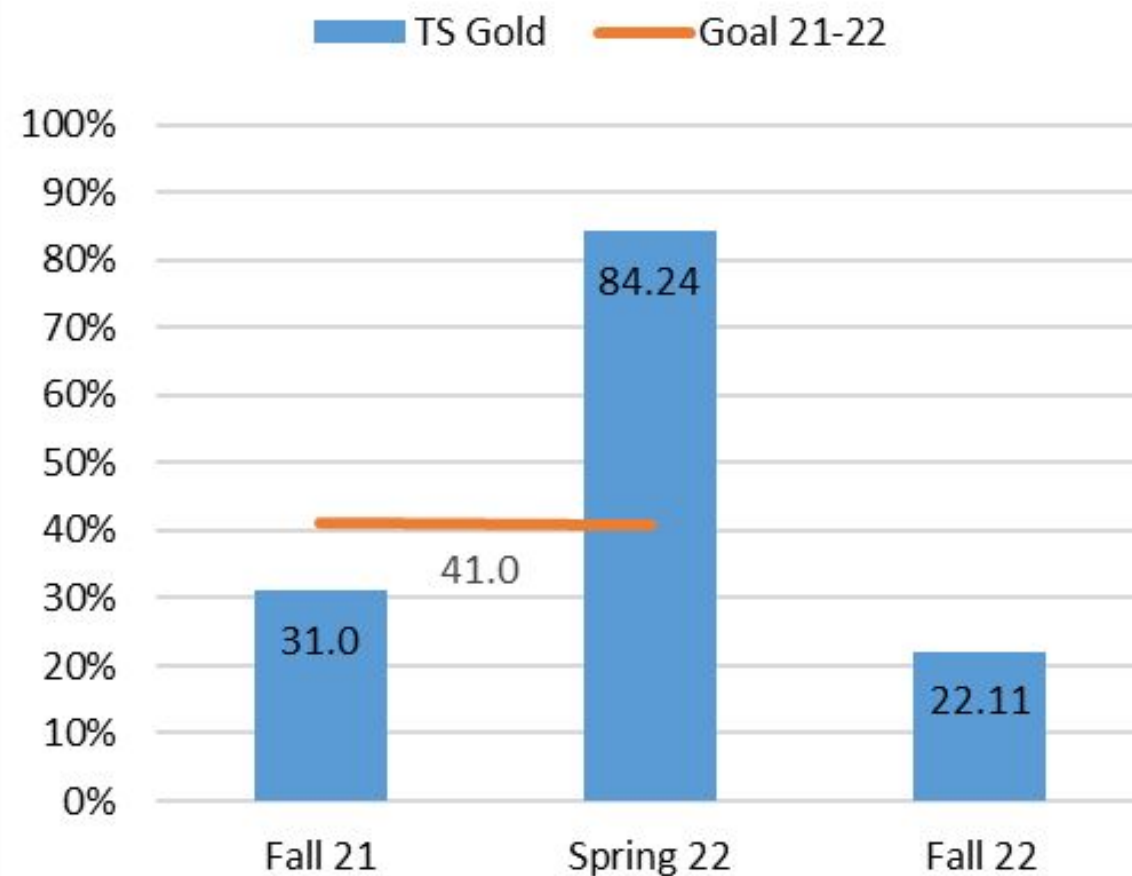


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## LITERACY



## MATH

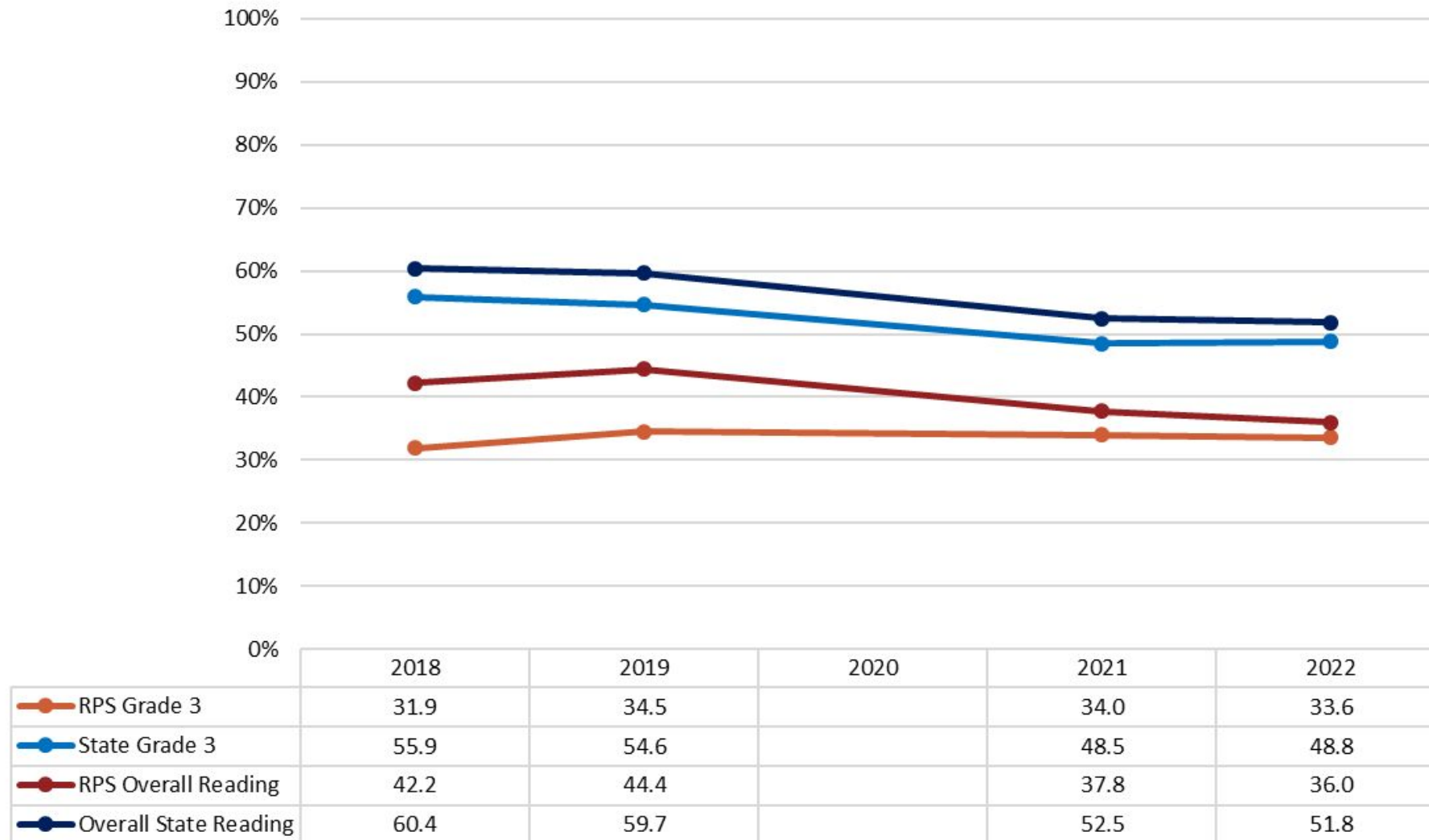


# 3rd Graders Reading at Grade Level



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Grade 3 Reading All Accountability Assessments Proficiency Trend Data

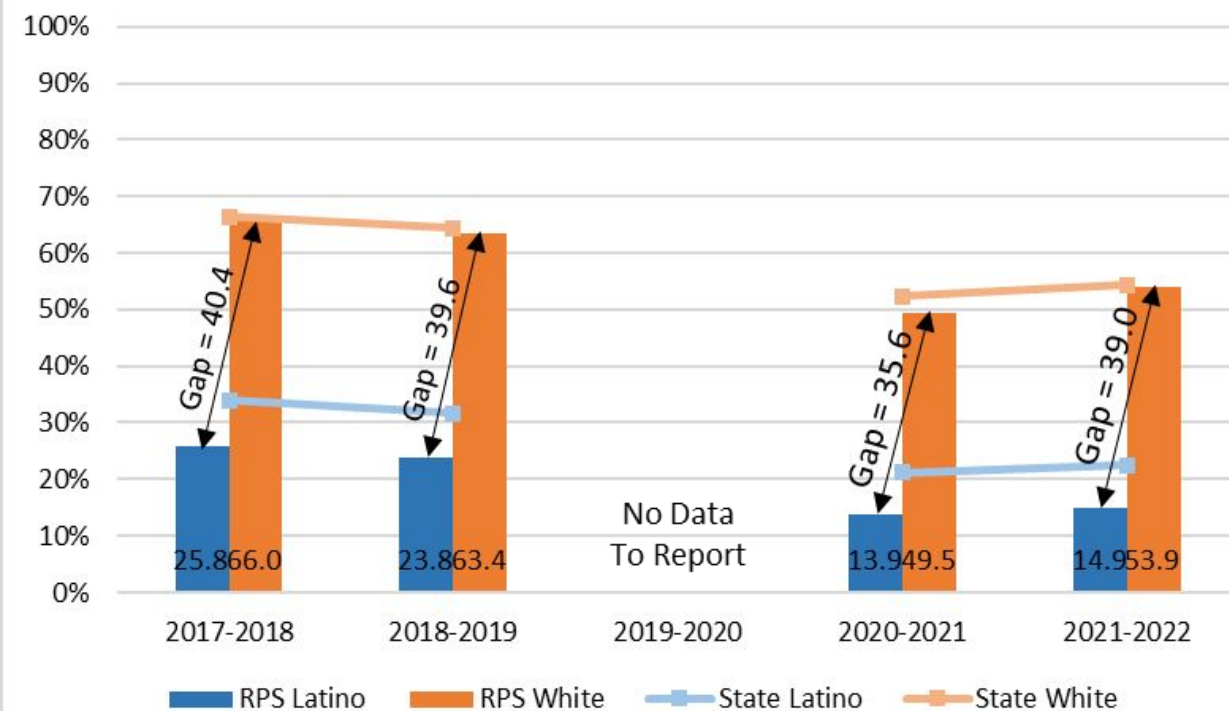


# Closing Achievement Gaps in Student Groups

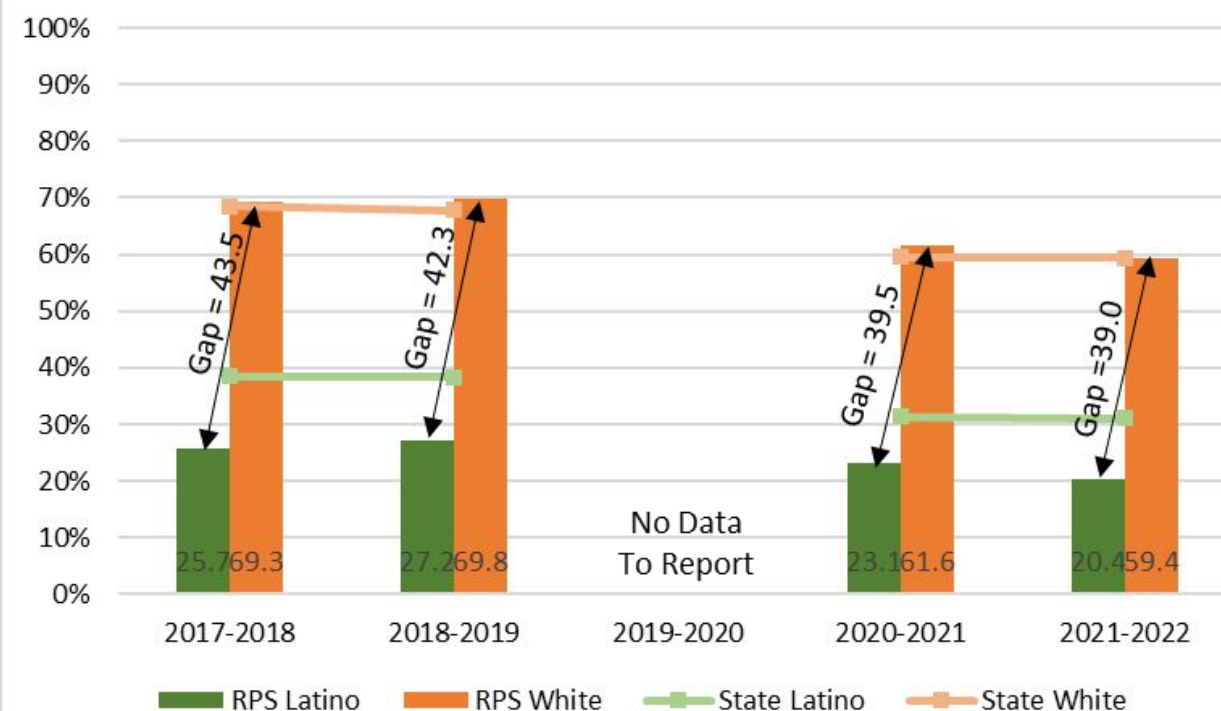


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## MCA MATH Achievement Gap Latino & White Proficiency



## MCA READING Achievement Gap Latino & White Proficiency

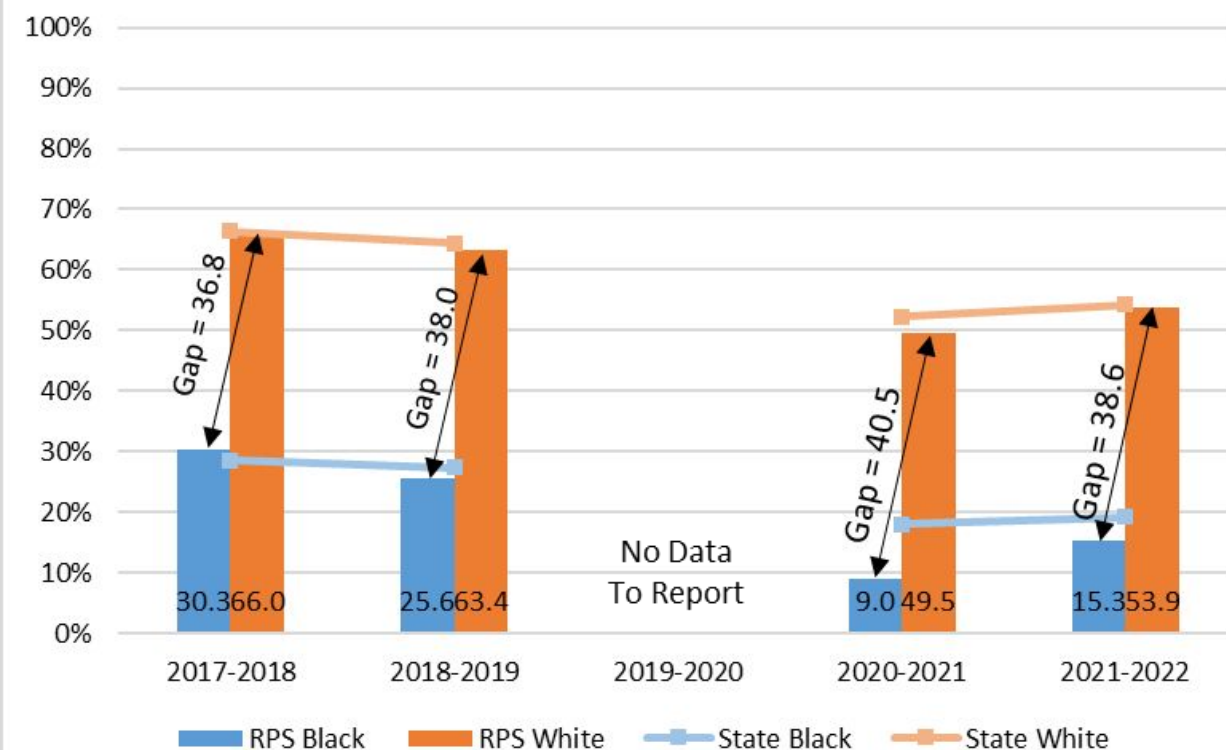


# Closing Achievement Gaps in Student Groups

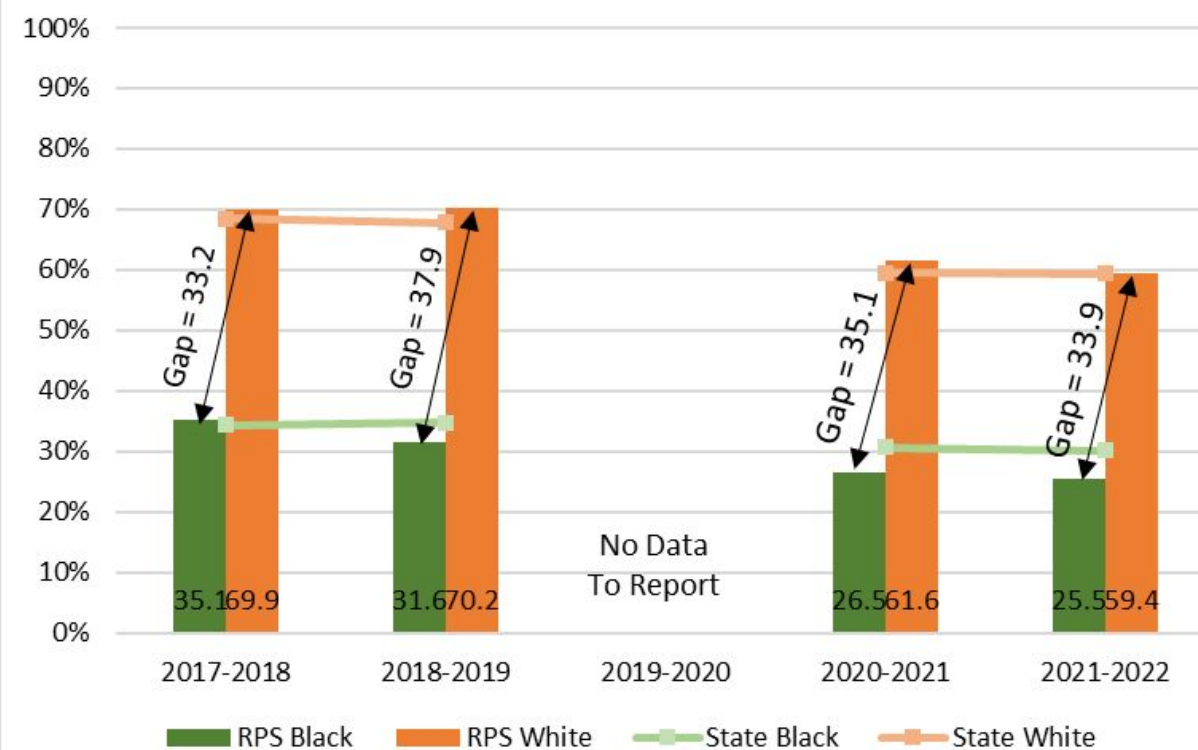


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## MCA MATH Achievement Gap Black & White Proficiency



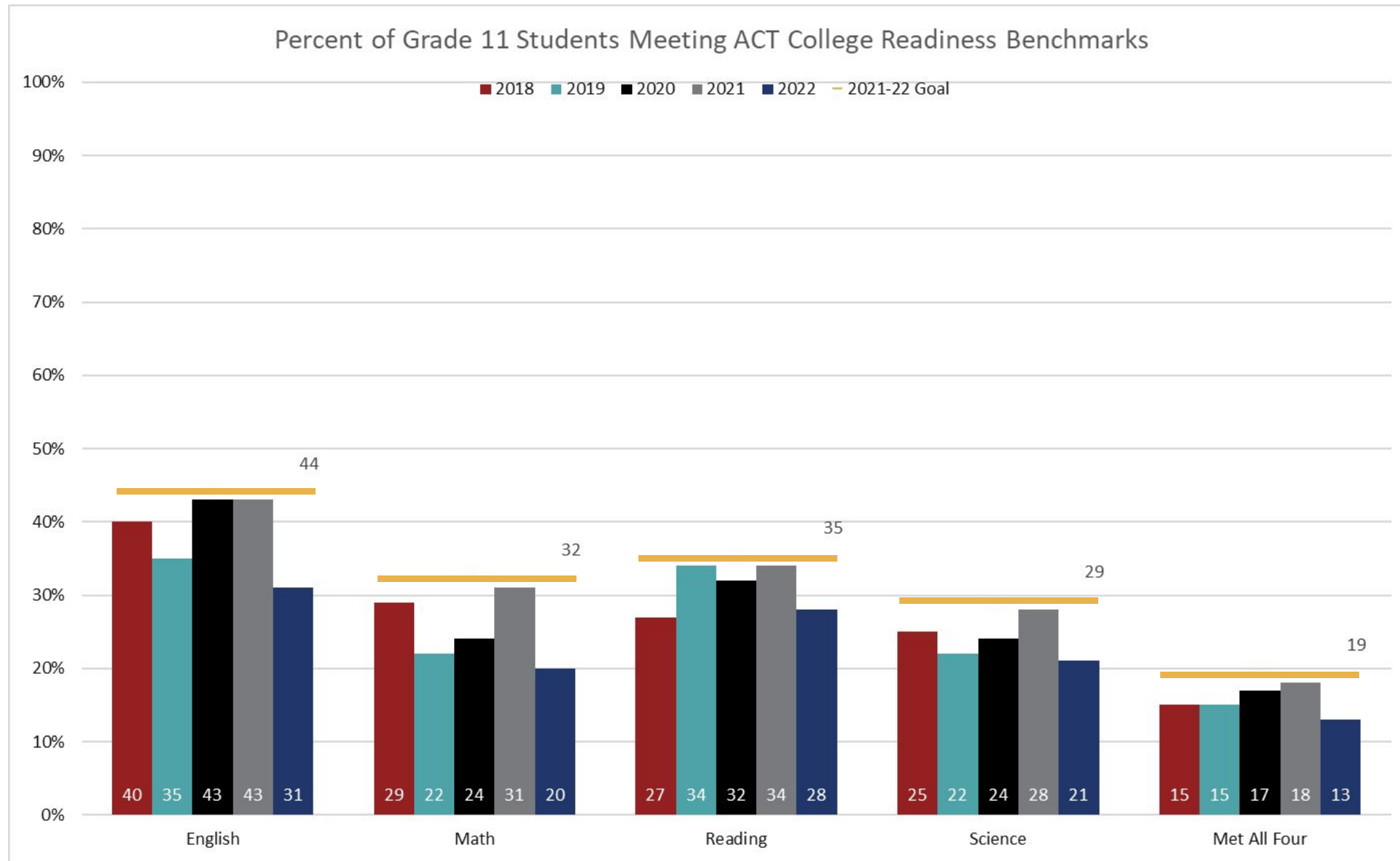
## MCA READING Achievement Gap Black & White Proficiency



# College and Career Readiness of All Students



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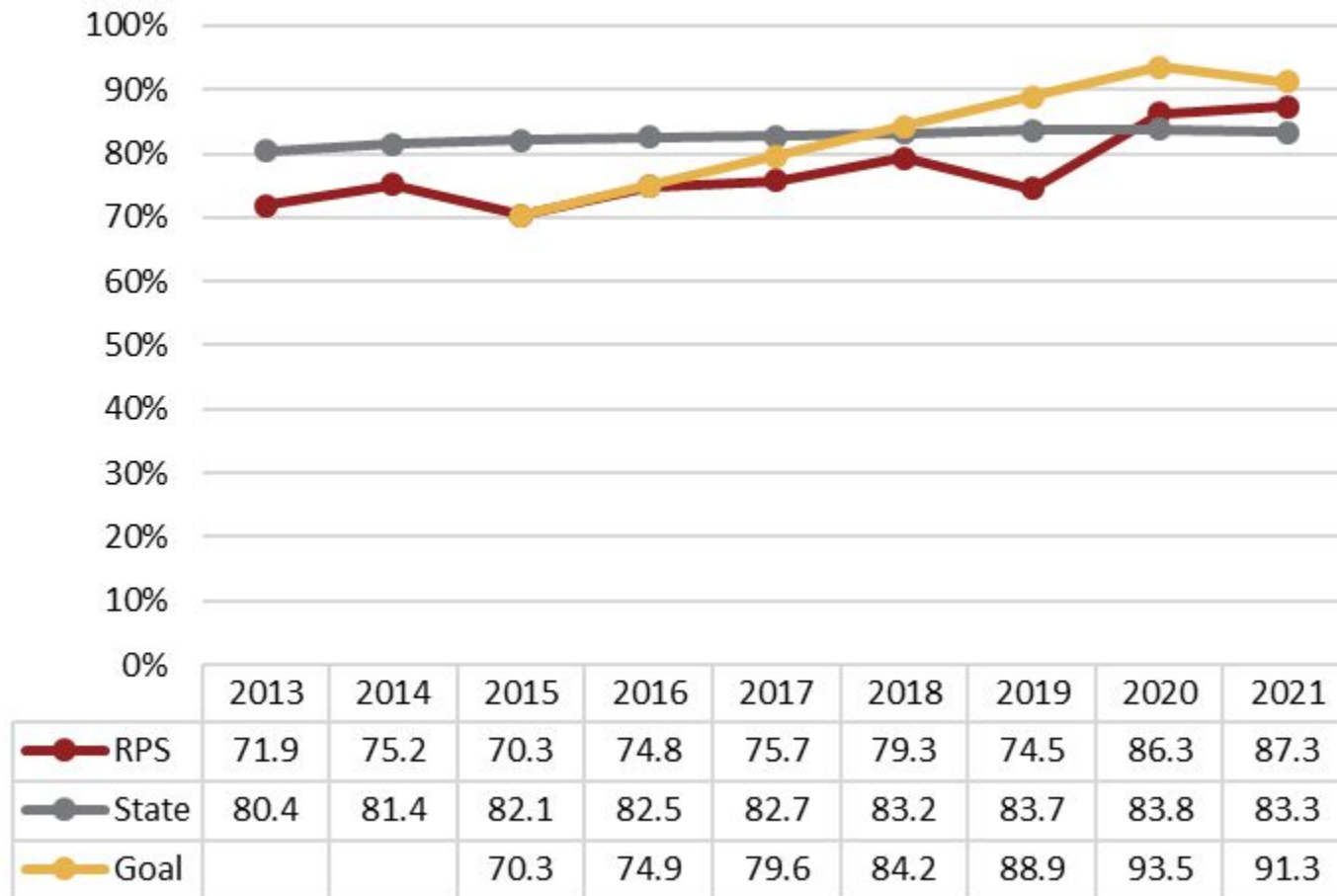


# All Students Graduate



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## 4-year Graduation Rate Trend

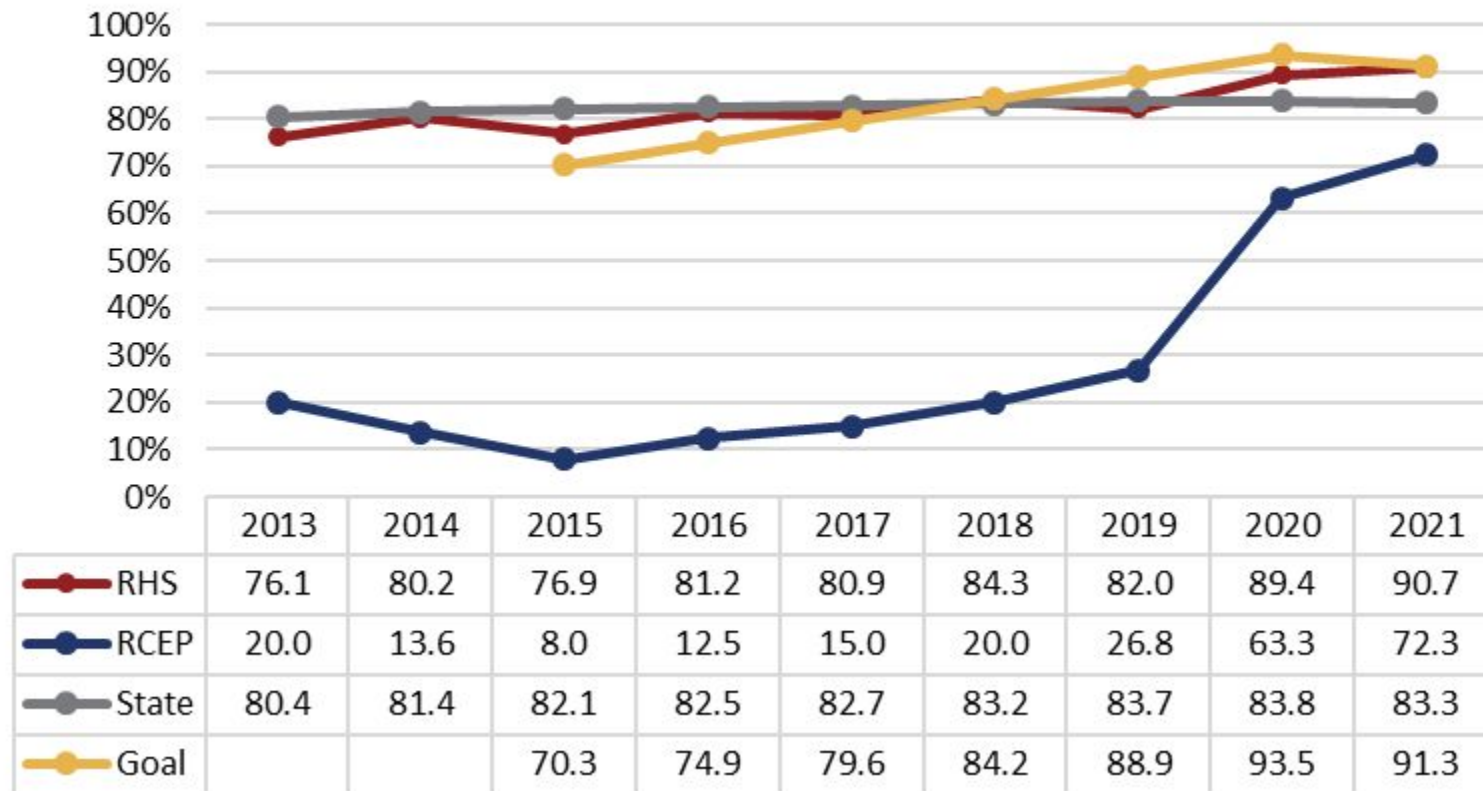


# All Students Graduate



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4-year Graduation Rate Trend  
by Secondary School/Program



# Strategies to Achieve our Goals



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## Curriculum

- Curriculum Review Process
- Standard-Based Grading
- CLSD Grant



## Instruction

- Evidence-Based Instructional Practices
- Learning Walks
- Professional Learning Communities (PLCs)



## Professional Development

- Instructional Coaching
- PreK-5 LETRS Training
- PLC Facilitators Training
- Robust Professional Development

**Grounded in our Priorities**

# Closing Thoughts and Questions

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

**Agenda Item III.C.**

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, December 19, 2022**

**Subject: Commendations**

RPS would like to commend student board representative Elsy Cruz Parra for her recent recognition as a 2022 Target EPIC Award Winner. This award is bestowed on students who show Engagement, Passion, Innovation and Curiosity in STEM subjects. Elsy was recently honored on December 8 at the Target Women in Science & Technology (TWIST) event. Congratulations, Elsy!

RPS would like to commend Richfield Mayor Maria Regan Gonzalez. Mayor Gonzalez has provided RPS with incredible support and partnership for the last 6 years, first as a city councilmember, before being elected mayor in 2018. Mayor Gonzalez's leadership has brought equity and accessibility to the forefront of our community initiatives. As Minnesota's first Latina mayor she has been an inspiration to many RPS students. We thank her for her service and wish her the best of luck in future endeavors!

RPS would like to commend Safe Routes to School Coordinator Will Wlitzlo and all Richfield community members who are local cyclists and bike advocates. Richfield was recently designated a Bicycle Friendly Community at the Silver level by the League of American Bicyclists. This award honors the efforts of members of the Richfield community to build better places for people to bike. This commitment to creating transportation and recreational resources to benefit residents of all ages and abilities and to encourage healthier and more sustainable transportation choices is greatly appreciated by RPS as we work to support #OneRichfield.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	306720	11/17/2022	806 TECHNOLOGIES INC	R	3,850.00
01	306721	11/17/2022	ACCO BRANDS USA LLC	R	644.90
01	306722	11/17/2022	ALTMAN ADAM	R	340.00
01	306723	11/17/2022	AMITY INSTITUTE LTD	R	7,200.00
01	306724	11/17/2022	AMPLIFIED IT, A CDW COMPANY	R	3,587.41
01	306725	11/17/2022	APPRIZE TECHNOLOGIES	R	225.00
01	306726	11/17/2022	AZURE ADLER	R	156.00
01	306727	11/17/2022	BATTERIES PLUS BULBS	R	35.96
01	306728	11/17/2022	BECKMAN ALISON	R	24.00
01	306729	11/17/2022	BIX FRUIT COMPANY	R	4,765.41
01	306730	11/17/2022	BCBS OF MINNESOTA & BLUE PLUS	R	9,460.00
01	306731	11/17/2022	BOSE THOMAS N	R	136.50
01	306732	11/17/2022	BRAND FARMS	R	1,550.00
01	306733	11/17/2022	BRINK'S INCORPORATED	R	1,824.55
01	306734	11/17/2022	BURKSTRAND JENNIFER	R	24.00
01	306735	11/17/2022	BURKSTRAND MICHAEL	R	101.00
01	306736	11/17/2022	CAPTIVATE MEDIA & CONSULTING	R	1,488.00
01	306737	11/17/2022	CATALYST BUYING GROUP LLC	R	717.49
01	306738	11/17/2022	CEDAR SMALL ENGINE	R	438.60
01	306739	11/17/2022	CHAMPION YOUTH	R	784.70
01	306740	11/17/2022	CINTAS CORPORATION NO 2	R	117.27
01	306741	11/17/2022	CITY OF RICHFIELD	R	5,893.25
01	306742	11/17/2022	COLLINS NICOLE	R	24.00
01	306743	11/17/2022	COMCAST BUSINESS	R	541.35
01	306744	11/17/2022	COMMERCIAL KITCHEN	R	1,956.94
01	306745	11/17/2022	COOK AMY	R	24.00
01	306746	11/17/2022	CYBERSOFT TECHNOLOGIES	R	295.00
01	306747	11/17/2022	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	306748	11/17/2022	DICK BLICK COMPANY	R	1,028.02
01	306749	11/17/2022	DIGITAL INSURANCE LLC	R	3,607.00
01	306750	11/17/2022	DOOR SERVICE COMPANY OF THE TWIN CI	R	378.00
01	306751	11/17/2022	DREAMBOX LEARNING	R	35,696.00
01	306752	11/17/2022	DZIERZAK LOUIS	R	24.00
01	306753	11/17/2022	EDUCATORS BENEFIT CONSULTANTS LLC	R	456.35
01	306754	11/17/2022	FAIRVIEW HEALTH SERVICES	R	9,240.00
01	306755	11/17/2022	FARMINGTON HIGH SCHOOL	R	200.00
01	306756	11/17/2022	FLINN SCIENTIFIC INC	R	100.40
01	306757	11/17/2022	GOVENAT DIANE	R	24.00
01	306758	11/17/2022	GRAHAM THOMAS	R	100.00
01	306759	11/17/2022	WW GRAINGER INC	R	422.44
01	306760	11/17/2022	HAAS MUSICAL INSTRUMENT REPAIR, INC	R	563.62
01	306761	11/17/2022	HALL MELISSA	R	24.00
01	306762	11/17/2022	HAWKINS INC	R	32.56
01	306763	11/17/2022	HEGARD SHAWN	R	24.00
01	306764	11/17/2022	HILLYARD MINNEAPOLIS	R	6,585.34
01	306765	11/17/2022	HOGLUND BUS CO INC	R	49.27
01	306766	11/17/2022	IIX INSURANCE INFORMATION EXCHANGE	R	62.10
01	306767	11/17/2022	IMAGINE LEARNING LLC	R	3,900.00
01	306768	11/17/2022	INTERMEDIATE DISTRICT 287	R	90,662.97

01	306769	11/17/2022	JUNK MASTERS LLC	R	2,014.00
01	306770	11/17/2022	KEANE SENSE OF RHYTHM INC	R	260.00
01	306771	11/17/2022	KEE-BOWLING BONNIE	R	231.00
01	306772	11/17/2022	KNOWBE4, INC	R	12,877.47
01	306773	11/17/2022	LAURSEN PIANO SERVICE	R	120.00
01	306774	11/17/2022	LEROY'S GREAT BEAR	R	15.00
01	306775	11/17/2022	LUNDIN IAN	R	80.00
01	306776	11/17/2022	MASSP-MN ASSOCIATION	R	175.00
01	306777	11/17/2022	MAYER CHAD	R	24.00
01	306778	11/17/2022	MAYER VALERIE	R	24.00
01	306779	11/17/2022	MCDONOUGH'S SEWER SERVICES, INC.	R	1,163.83
01	306780	11/17/2022	MINNESOTA CLAY COMPANY	R	151.84
01	306781	11/17/2022	MINUTEMAN PRESS EDINA	R	731.99
01	306782	11/17/2022	MNSAA MINNESOTA NONPUBLIC SCHOOL	R	150.00
01	306783	11/17/2022	MOOK GREG	R	24.00
01	306784	11/17/2022	MOOK MAUREEN	R	50.00
01	306785	11/17/2022	NCS PEARSON INC	R	95.70
01	306786	11/17/2022	NEWS 2 YOU INC	R	219.65
01	306787	11/17/2022	NOVAK JANICE SOPHIE	R	80.00
01	306788	11/17/2022	OLYMPIC COMMUNICATIONS INC	R	300.00
01	306789	11/17/2022	PAN O GOLD BAKING CO	R	479.60
01	306790	11/17/2022	PORTER SHARON S	R	24.00
01	306791	11/17/2022	PREMIUM WATERS INC	R	66.00
01	306792	11/17/2022	RATWIK ROSZAK & MALONEY PA	R	132.50
01	306793	11/17/2022	RYAN JEANNIE M	R	706.89
01	306794	11/17/2022	SCHOOL SPECIALTY, LLC	R	29.63
01	306795	11/17/2022	SCREENCASTIFY, LLC	R	9,747.00
01	306796	11/17/2022	SEVERSON LAUREL	R	100.00
01	306797	11/17/2022	SHERWIN WILLIAMS CO	R	261.82
01	306798	11/17/2022	INDIGO SIGNWORKS, INC.	R	173.56
01	306799	11/17/2022	SMARTSENSE BY DIGI	R	330.00
01	306800	11/17/2022	ST LOUIS PARK HIGH SCHOOL	R	300.00
01	306801	11/17/2022	TASYA RIVERA MARTIN	R	24.00
01	306802	11/17/2022	TAYLOR JASON	R	40.00
01	306803	11/17/2022	TOENSING JESSICA	R	24.00
01	306804	11/17/2022	TOENSING KARI	R	24.00
01	306805	11/17/2022	TOENSING PETER	R	90.00
01	306806	11/17/2022	TOLL COMPANY	R	12.03
01	306807	11/17/2022	TRIO SUPPLY COMPANY	R	243.24
01	306808	11/17/2022	TRUSTED METRO OFFICIALS	R	1,190.00
01	306809	11/17/2022	TWIN CITY FILTER SERVICE INC	R	2,297.69
01	306810	11/17/2022	TWIN CITY HARDWARE	R	602.18
01	306811	11/17/2022	UNITED HEALTHCARE INSURANCE CO	R	528.23
01	306812	11/17/2022	UNITED HEALTHCARE/AARP MEDICARE RX	R	101.20
01	306813	11/17/2022	UNITED HEARTHCARE /AARP MEDICARE RX	R	101.20
01	306814	11/17/2022	UPPER LAKES FOODS	R	20,324.24
01	306815	11/17/2022	VANESSA MERRY	R	150.00
01	306816	11/17/2022	WASHINGTON ATHLETICS	R	150.00
01	306817	11/17/2022	TREMCO/WEATHERPROOFING TECH, INC.	R	326,755.75
01	306818	11/17/2022	WIESE USA, INC.	R	1,436.74



01	306819	11/17/2022	WITZEL GAIL ANN	R	77.00
01	306820	11/17/2022	XCEL ENERGY	R	699.26
01	306821	11/17/2022	ZIMMERMANS DRY GOODS LLC	R	1,361.25
01	306822	11/22/2022	BIX FRUIT COMPANY	R	4,851.06
01	306823	11/22/2022	BRAND FARMS	R	1,550.00
01	306824	11/22/2022	BRICKMAN JACQUYLYN	R	6,345.00
01	306825	11/22/2022	CHESS & STRATEGY GAME ASSOCIATION	R	375.00
01	306826	11/22/2022	CINTAS CORPORATION NO 2	R	471.19
01	306827	11/22/2022	COMMERCIAL KITCHEN	R	752.54
01	306828	11/22/2022	CONTINENTAL RESEARCH CORP	R	2,493.52
01	306829	11/22/2022	DARRYL WALETZKO LLC	R	3,500.00
01	306830	11/22/2022	DICK BLICK COMPANY	R	386.40
01	306831	11/22/2022	DOOR SERVICE COMPANY OF THE TWIN CI	R	135.00
01	306832	11/22/2022	FIRST BOOK MARKETPLACE	R	155.00
01	306833	11/22/2022	WW GRAINGER INC	R	142.26
01	306834	11/22/2022	GROUP MEDICAREBLUE RX	R	6,826.50
01	306835	11/22/2022	HAWKINS INC	R	30.00
01	306836	11/22/2022	HILLYARD MINNEAPOLIS	R	7,450.72
01	306837	11/22/2022	HR SIMPLIFIED INC.	R	591.00
01	306838	11/22/2022	HUBERT COMPANY, LLC	R	1,771.30
01	306839	11/22/2022	INNOVATIVE OFFICE SOLUTIONS LLC	R	301.36
01	306840	11/22/2022	MADISON NATIONAL LIFE INS CO INC	R	17,308.73
01	306841	11/22/2022	MAINLINE TRANSPORTATION, INC. (MTI)	R	5,635.00
01	306842	11/22/2022	METRO ECSU	R	70.00
01	306843	11/22/2022	METROPOLITAN MECHANICAL CONTRACTORS	R	2,880.02
01	306844	11/22/2022	MN DEPT OF LABOR AND INDUSTRY	R	560.00
01	306845	11/22/2022	MPLS PUBLIC SCHOOL SPECIAL DIST 1	R	198.00
01	306846	11/22/2022	MTI DISTRIBUTING CO	R	1,320.35
01	306847	11/22/2022	NOVAK JANICE SOPHIE	R	20.00
01	306848	11/22/2022	OLYMPIC COMMUNICATIONS INC	R	5,155.20
01	306849	11/22/2022	PAN O GOLD BAKING CO	R	431.54
01	306850	11/22/2022	PAPCO, INC.	R	950.44
01	306851	11/22/2022	RICHFIELD BUS COMPANY	R	7,960.05
01	306852	11/22/2022	RM COTTON COMPANY	R	72.00
01	306853	11/22/2022	SCHMITT MUSIC CREDIT	R	87.14
01	306854	11/22/2022	SCHOOL SERVICE EMPLOYEES UNION	R	8,020.65
01	306855	11/22/2022	SCHUMACHER ELEVATOR COMPANY	R	582.00
01	306856	11/22/2022	SMARTPASS, LLC	R	224.25
01	306857	11/22/2022	STATE SUPPLY COMPANY	R	79.19
01	306858	11/22/2022	TEACHER CREATED MATERIALS, INC	R	1,363.84
01	306859	11/22/2022	THE RETROFIT COMPANIES, INC.	R	676.10
01	306860	11/22/2022	TRIO SUPPLY COMPANY	R	866.49
01	306861	11/22/2022	TWIN CITY FILTER SERVICE INC	R	1,791.57
01	306862	11/22/2022	UPPER LAKES FOODS	R	29,840.29
01	306863	11/22/2022	VANESSA MERRY	R	80.00
01	306864	11/22/2022	WAGNER GREENHOUSES INC	R	1,520.00
01	306865	11/22/2022	YOUTH ENRICHMENT LEAGUE (YEL!)	R	616.00
01	306866	11/29/2022	SAFETYFIRST PLAYGROUND MAINTENANCE	R	21,612.50

<b>TOTAL CHECK REGISTER</b>					<b>735,155.09</b>
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# P-CARD,CHECK RUNS, E-PAYS & WIRES FOR 12/05/2022 BOARD REPORTS

BANK 05	DATE	AMOUNT
Construction Checks	11/29/2022	21,612.50
Checks	11/17/2022	587,105.89
	11/22/2022	126,436.70

CHECK REGISTER BANK 05 TOTAL =	735,155.09
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BREAKDOWN	
01-206-00	623,299.49
02-206-00	71,005.39
03-206-00	3,345.23
04-206-00	6,216.68
06-206-00	21,612.50
07-206-00	0.00
18-206-00	0.00
20-206-00	9,004.12
21-206-00	671.68
47-206-00	
BANK TOTAL =	735,155.09

## 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, December 5, 2022**  
**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, December 5, 2022 in the boardroom at the Richfield Public Schools District Office. Vice Chair Paula Cole called the regular board meeting to order at 7:03 p.m. with the following school board members in attendance: Brakke, Carter and Smisek. Pollis and Banks Kupcho were not able to attend.

Administrators present were Superintendent Unowsky, Assistant Superintendent Daniels, Executive Director Clarkson and Chief HR and Administrative Officer Holje. Student representatives Elsy Cruz Parra, Chimdalú Dibua and Paola Hernandez Zuniga were present.

### II. REVIEW AND APPROVAL OF THE AGENDA

Motion by Smisek, seconded by Brakke, and unanimously carried, the board of education approved the agenda.

### III. INFORMATION AND PROPOSALS - NON-ACTION ITEMS

- A. Superintendent Update
  - 1. Acknowledgement of Donation to Richfield High School
  - 2. Truth-in-Taxation Hearing
  - 3. Centennial Elementary School Presentation
- B. Commendation

### IV. CONSENT AGENDA

- A. Routine Matters
  - 1. Minutes of the regular meeting held November 21, 2022
  - 2. General Disbursements as of 11/29/22 in the amount of \$735,155.09
  - 3. Investment Holdings
- B. Personnel Items

#### **Certified Full Time Position for Employment – 1<sup>st</sup> Year Probation**

**Carmen Carmona Fernandez** – Reading Specialist – RDLS

Effective 11/18/2022

#### **Certified Full Time Position for Employment Changes for 22-2023 School Year**

**Bethany Theobald** – TOSA Student Engagement Specialist – Sheridan Hills  
FTE Change 0.6 to 1.0

**Certified Full Time Unpaid FMLA Leave**

**Juan Figueroa Garcia** –English as Second Language – RDLS  
Unpaid Leave from 11/30/2022 – 12/21/2022

**Classified Part Time Paraprofessional Position for Employment**

**Breanne Ritchie** – Managerial Paraprofessional – RSTEM  
Effective 11/22/2022

**Jocelyn Wilder** – Special Education Paraprofessional – SEC  
Effective 11/21/2022

**Classified Part Time Food and Nutrition Position for Employment**

**Kathie Reese** – Kitchen Assistant – RMS  
Effective 11/21/2022

**Meredith Risch** - Kitchen Assistant – RMS  
Effective 11/21/2022

**Classified Part Time Facilities and Transportation Position for Employment**

**Roger Schmidt** – Bus Driver – District Wide  
Effective 11/21/2022

**Classified Part Time Paraprofessional Position for Employment**

**Kaimah Marshall** – Special Education Paraprofessional – RSTEM  
Effective 11/18/2022

**Classified Part Time Outreach Worker Resignation**

**Larry Burgess** – Outreach Worker – RSTEM  
Effective 11/18/2022  
Years of Service: 4 years

Motion by Brakke, seconded by Carter, and unanimously carried, the board of education approved the consent agenda.

V. OLD BUSINESS

- A. Policy 303: Evaluation of the Superintendent & Administrative Guidelines 303.1 & 303.2 - third read

Motion by Brakke, seconded by Smisek, and unanimously carried, the board of education approved the revised policy.

- B. Policy 304: Evaluation of Administrators & Administrative Guideline 304.1 - second read

VI. NEW BUSINESS



- A. Policy 209: Board Self Evaluation & Administrative Guideline 209.1 - second read
- B. Superintendent Contract 2023-2026

Motion by Carter, seconded by Smisek, and unanimously carried, the board of education approved the contract.

- C. Draft RPS Legislative Platform
- D. Final Levy Certification 2022

Motion by Smisek, seconded by Brakke, and unanimously carried, the board of education approved the certification.

- E. Resolution Designating Polling Places for 2023

Motion by Brakke, seconded by Smisek, and unanimously carried, the board of education approved the resolution.

- F. Resolution Approving Cooperative Sponsorship Agreement

Motion by Brakke, seconded by Carter, and unanimously carried, the board of education approved the resolution.

- G. Donations

Motion by Smisek, seconded by Carter, 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. Future Meeting Dates
  - 12-19-2022 7 p.m. Regular Board Meeting - Public Comment
  - \*Tuesday, 1-3-2023 7 p.m. Board Organizational Meeting
- D. Suggested/Future Agenda Items

#### VIII. ADJOURN REGULAR MEETING

Vice Chair Cole adjourned the meeting at 9:09 p.m.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	306873	11/30/2022	AMAZON.COM SYNCB/AMAZON	R	11,670.58
01	306874	12/02/2022	ALL STATE COMMUNICATIONS INC	R	24,098.75
01	306875	12/02/2022	AMPLIFIED IT, A CDW COMPANY	R	3,575.92
01	306876	12/02/2022	ANDERSON SHEILA K	R	110.00
01	306877	12/02/2022	ANTHOLOGIE, LLC	R	660.00
01	306878	12/02/2022	BATTERIES R US	R	100.00
01	306879	12/02/2022	BENCHMARK EDUCATION COMPANY, LLC.	R	4,642.00
01	306880	12/02/2022	BIX FRUIT COMPANY	R	896.53
01	306881	12/02/2022	BSI MECHANICAL, INC.	R	5,200.00
01	306882	12/02/2022	BSN SPORTS, LLC	R	703.91
01	306883	12/02/2022	CANON USA	R	9,591.13
01	306884	12/02/2022	CAPITAL ONE TRADE CREDIT	R	1,128.37
01	306885	12/02/2022	CEDAR SMALL ENGINE	R	77.81
01	306886	12/02/2022	CINTAS CORPORATION NO 2	R	115.99
01	306887	12/02/2022	CITY OF RICHFIELD	R	1,207.41
01	306888	12/02/2022	CITY OF RICHFIELD	R	1,209.19
01	306889	12/02/2022	COMCAST	R	305.79
01	306890	12/02/2022	COMMERCIAL KITCHEN	R	3,432.64
01	306891	12/02/2022	ECM PUBLISHERS INC	R	391.20
01	306892	12/02/2022	ECOLAB INC	R	496.68
01	306893	12/02/2022	EDPUZZLE, INC	R	5,691.60
01	306894	12/02/2022	FASTEST LABS OF BLOOMINGTON	R	590.00
01	306895	12/02/2022	FINANGER PHILLIP J	R	45.00
01	306896	12/02/2022	FRIDLEY HIGH SCHOOL	R	250.00
01	306897	12/02/2022	FUN AND FUNCTION LLC	R	137.92
01	306898	12/02/2022	WW GRAINGER INC	R	325.66
01	306899	12/02/2022	H&L MESABI COMPANY	R	1,470.00
01	306900	12/02/2022	HAAG COMPANIES	R	720.00
01	306901	12/02/2022	HILDI INC.	R	7,280.00
01	306902	12/02/2022	HILLYARD MINNEAPOLIS	R	12,928.04
01	306903	12/02/2022	INNOVATIVE OFFICE SOLUTIONS LLC	R	14,206.14
01	306904	12/02/2022	INSTITUTE FOR ENVIROMENTAL	R	1,519.25
01	306905	12/02/2022	JEROME A PLAGGE JR	R	30.00
01	306906	12/02/2022	KINECT ENERGY INC	R	20,159.83
01	306907	12/02/2022	HAAG COMPANIES, INC.	R	480.00
01	306908	12/02/2022	LAKEVILLE NORTH HIGH SCHOOL	R	300.00
01	306909	12/02/2022	LEARNING A-Z	R	500.00
01	306910	12/02/2022	MAINLINE TRANSPORTATION, INC. (MTI)	R	342.75
01	306911	12/02/2022	MARISSA JUBERA	R	50.00
01	306912	12/02/2022	MCEA	R	1,553.00
01	306913	12/02/2022	MINNETONKA DANCE TEAM BOOSTERS	R	315.00
01	306914	12/02/2022	MOBILE RADIO ENGINE	R	1,500.00
01	306915	12/02/2022	NEI ELECTRIC, INC.	R	792.69
01	306916	12/02/2022	NORTH CENTRAL INTERNATIONAL, LLC	R	2,380.91
01	306917	12/02/2022	NORTHFIELD HIGH SCHOOL	R	275.00
01	306918	12/02/2022	NOVA EDUCATION CONSULTANTS	R	6,187.50
01	306919	12/02/2022	OKEY CHRIS	R	75.00
01	306920	12/02/2022	PARAGON DEVELOPMENT SYSTEMS, INC.	R	19,511.61
01	306921	12/02/2022	INNOCENT TECHNOLOGIES LLC	R	17,500.00

01	306922	12/02/2022	POMPS TIRE SERVICE	R	2,492.40
01	306923	12/02/2022	RUPP ANDERSON SQUIRES & WALDSPURGER	R	1,804.50
01	306924	12/02/2022	SOROUGH NAJI	R	285.70
01	306925	12/02/2022	STATE SUPPLY COMPANY	R	167.31
01	306926	12/02/2022	STB OF BLOOMINGTON, INC.	R	2,752.50
01	306927	12/02/2022	TAFFE SARAH ANN	R	8,831.97
01	306928	12/02/2022	TOTAL NETWORKX, INC	R	1,377.50
01	306929	12/02/2022	TRANSPORTATION PLUS, INC.	R	4,351.00
01	306930	12/02/2022	TRIO SUPPLY COMPANY	R	835.61
01	306931	12/02/2022	TRISTATE BOBCAT INC	R	355.98
01	306932	12/02/2022	TWIN CITY TRANSPORTATION	R	160,024.50
01	306933	12/02/2022	UPPER LAKES FOODS	R	295.88
01	306934	12/02/2022	US TICKET, INC.	R	512.60
01	306935	12/02/2022	VARSITY SPIRIT FASHION	R	129.08
01	306936	12/02/2022	VETSCH TERRI	R	45.00
01	306937	12/02/2022	VSP INSURANCE CO. (CT)	R	3,321.20
01	306938	12/02/2022	WAGNER GREENHOUSES INC	R	680.00
01	306940	12/02/2022	XCEL ENERGY	R	31,210.79
01	306941	12/02/2022	YOUTH ENRICHMENT LEAGUE (YEL!)	R	1,596.00
01	V2301381	12/05/2022	P-CARD BAIRD LISA	R	3,887.82
01	V2301382	12/05/2022	P-CARD BARLOW ERICA	R	10.74
01	V2301383	12/05/2022	P-CARD BROWN MATTHEW	R	851.84
01	V2301384	12/05/2022	P-CARD BRUNNER PATTI	R	4,193.18
01	V2301385	12/05/2022	P-CARD BURT EMILY	R	2,252.40
01	V2301386	12/05/2022	P-CARD CARUSO MATTHEW	R	29.98
01	V2301387	12/05/2022	P-CARD CRUZ ESTEVA JENNIFER	R	2,162.97
01	V2301388	12/05/2022	P-CARD EDWARDS NATHAN	R	225.53
01	V2301389	12/05/2022	P-CARD GEURINK AREND	R	493.73
01	V2301390	12/05/2022	P-CARD GULLICKSON KEVIN	R	26.43
01	V2301391	12/05/2022	P-CARD KRETSINGER DAN	R	8,973.34
01	V2301392	12/05/2022	P-CARD LEIKNES LISA	R	241.83
01	V2301393	12/05/2022	P-CARD LEWIS JENNIFER	R	1,053.04
01	V2301394	12/05/2022	P-CARD LUNDY MICHELLE	R	3,235.04
01	V2301395	12/05/2022	P-CARD MAHONEY COLLEEN	R	350.97
01	V2301396	12/05/2022	P-CARD MANNING MICHAEL	R	564.68
01	V2301397	12/05/2022	P-CARD MCGINN DAN	R	289.93
01	V2301398	12/05/2022	P-CARD MCINNES CALLEN	R	102.75
01	V2301399	12/05/2022	P-CARD MORRISSEY MELISSA	R	3,868.03
01	V2301400	12/05/2022	P-CARD PETERSON CHRIS	R	130.00
01	V2301401	12/05/2022	P-CARD SHAHSAVAND MARTA	R	144.24
01	V2301402	12/05/2022	P-CARD SKARE-KLECKER AMY	R	227.83
01	V2301403	12/05/2022	P-CARD SMITH DANE	R	15.86
01	V2301404	12/05/2022	P-CARD STACHEL NANCY	R	851.97
01	V2301405	12/05/2022	P-CARD VALLEY JENNIFER	R	1,081.16
01	V2301406	12/05/2022	P-CARD WILLHITE KASYA	R	142.63
01	V2301407	12/05/2022	P-CARD WINTER AMY	R	421.87
01	V612337	12/06/2022	ASHLEY ACEVEDO	R	14.74
01	V612338	12/06/2022	JENNIFER C BERGSTROM	R	26.92
01	V612339	12/06/2022	PATRICIA L BURNS	R	61.00
01	V612340	12/06/2022	YASMIN CLARA	R	8.50

01	V612341	12/06/2022	JOSEPH C CORCORAN	R	331.19
01	V612342	12/06/2022	ABBY DUBE	R	98.05
01	V612343	12/06/2022	NATHAN EDWARDS	R	169.40
01	V612344	12/06/2022	ANGELA M FISH	R	33.18
01	V612345	12/06/2022	AMY K FRANK	R	109.00
01	V612346	12/06/2022	MICHELLE D FRANZ	R	14.14
01	V612347	12/06/2022	KYLE L GUSTAFSON	R	45.00
01	V612348	12/06/2022	JESSICA M HOFFMAN	R	63.38
01	V612349	12/06/2022	MARTIN B HUBERTY	R	109.40
01	V612350	12/06/2022	MELISSA M HUSABY	R	46.95
01	V612351	12/06/2022	RACHEL M JOHNSON	R	150.00
01	V612352	12/06/2022	BAILEY D KRETSINGER	R	43.13
01	V612353	12/06/2022	DANIEL E KRETSINGER	R	152.00
01	V612354	12/06/2022	MARNA M LABELLE	R	8.78
01	V612355	12/06/2022	LEAH M LANNERS	R	175.00
01	V612356	12/06/2022	JOHN M LORENZINI	R	397.50
01	V612357	12/06/2022	MICHELLE LUNDY	R	13.36
01	V612358	12/06/2022	MARTHA MALAGON AVILA	R	172.55
01	V612359	12/06/2022	MICHAEL A MANNING	R	101.83
01	V612360	12/06/2022	RYAN M MEULEMANS	R	190.54
01	V612361	12/06/2022	ALECIA M MOBLEY	R	182.50
01	V612362	12/06/2022	ERIN H NEILON	R	61.07
01	V612363	12/06/2022	JAMES R PADDOCK	R	106.48
01	V612364	12/06/2022	YONG HUA QUAN	R	175.00
01	V612365	12/06/2022	KEITH D RIEF	R	60.00
01	V612366	12/06/2022	ROSA RUBIO ESCODA	R	231.84
01	V612367	12/06/2022	AMANDA SAUER	R	7.19
01	V612368	12/06/2022	ANNE C SCHUETTE	R	8.84
01	V612369	12/06/2022	JENNIFER K SJOSTEN	R	81.13
01	V612370	12/06/2022	DANE A SMITH	R	15.56
01	V612371	12/06/2022	NANCY J STACHEL	R	587.20
01	V612372	12/06/2022	MELISSA J WILLIAMS	R	10.99
01	V612373	12/07/2022	ERICA T BARLOW	R	70.00
01	V612374	12/07/2022	MARY L CLARKSON	R	70.00
01	V612375	12/07/2022	LATANYA R DANIELS	R	70.00
01	V612376	12/07/2022	GEORGE A DENNIS	R	35.00
01	V612377	12/07/2022	MEGAN M STECHER	R	70.00
01	V612378	12/07/2022	PETER J FITZPATRICK	R	40.00
01	V612379	12/07/2022	STEVEN T FLUCAS	R	70.00
01	V612380	12/07/2022	DAVID A FREEBURG	R	70.00
01	V612381	12/07/2022	RACHEL GENS	R	70.00
01	V612382	12/07/2022	AREND J GEURINK	R	70.00
01	V612383	12/07/2022	JAMES A GILLIGAN	R	70.00
01	V612384	12/07/2022	CHRISTINA M GONZALEZ	R	70.00
01	V612385	12/07/2022	KYLE L GUSTAFSON	R	40.00
01	V612386	12/07/2022	KEVIN D HARRIS	R	40.00
01	V612387	12/07/2022	JAMES L HILL	R	40.00
01	V612388	12/07/2022	JESSICA M HOFFMAN	R	40.00
01	V612389	12/07/2022	CRAIG D HOLJE	R	70.00
01	V612390	12/07/2022	CORY J KLINGE	R	70.00



01	V612391	12/07/2022	DANIEL E KRETSINGER	R	70.00
01	V612392	12/07/2022	ANOOP KUMAR	R	40.00
01	V612393	12/07/2022	SHANNON J LINDBERG	R	40.00
01	V612394	12/07/2022	JOHN M LORENZINI	R	70.00
01	V612395	12/07/2022	COLLEEN M MAHONEY	R	70.00
01	V612396	12/07/2022	MICHAEL A MANNING	R	70.00
01	V612397	12/07/2022	DANIEL P MCGINN	R	40.00
01	V612398	12/07/2022	DOUG R MCMEEKIN	R	70.00
01	V612399	12/07/2022	KENT D MEYER	R	70.00
01	V612400	12/07/2022	ALECIA M MOBLEY	R	70.00
01	V612401	12/07/2022	KATRINA L MORGAN	R	40.00
01	V612402	12/07/2022	ERIN H NEILON	R	40.00
01	V612403	12/07/2022	ROBERT G OLSON	R	40.00
01	V612404	12/07/2022	LAURA B OTTERNESS	R	70.00
01	V612405	12/07/2022	MARK S PEDERSEN	R	40.00
01	V612406	12/07/2022	CHRISTOPHER A PETERSON	R	70.00
01	V612407	12/07/2022	CASSANDRA QUAM	R	70.00
01	V612408	12/07/2022	RENEE C REED-KARSTENS	R	40.00
01	V612409	12/07/2022	KEITH D RIEF	R	40.00
01	V612410	12/07/2022	TIMECKA MARIE SANCHEZ-MICHAELS	R	70.00
01	V612411	12/07/2022	ASHLEY SCHAEFER	R	70.00
01	V612412	12/07/2022	MARTA I SHAHSAVAND	R	70.00
01	V612413	12/07/2022	AMY B SKARE-KLECKER	R	70.00
01	V612414	12/07/2022	NANCY J STACHEL	R	70.00
01	V612415	12/07/2022	PATRICK M SURE	R	40.00
01	V612416	12/07/2022	STACY THEIEN-COLLINS	R	70.00
01	V612417	12/07/2022	VLADIMIR S TOLEDO	R	40.00
01	V612418	12/07/2022	STEVEN P UNOWSKY	R	270.00
01	V612419	12/07/2022	STEPHEN C URBANSKI	R	40.00
01	V612420	12/07/2022	CARRIE A VALA	R	70.00
01	V612421	12/07/2022	JENNIFER K VALLEY	R	70.00
01	V612422	12/07/2022	RYAN WAGNER	R	40.00
01	V612423	12/07/2022	REBECCA S WALD	R	40.00
01	V612424	12/07/2022	MICHELLE R WHITESIDE	R	70.00
01	V612425	12/07/2022	KASYA L WILLHITE	R	70.00
01	V612426	12/07/2022	AMY J WINTER AHSENMACHER	R	70.00
01	306942	12/08/2022	AQUA LOGIC INC	R	625.17
01	306943	12/08/2022	BEST PLUMBING SPECIALTIES, INC.	R	29.26
01	306944	12/08/2022	BIX FRUIT COMPANY	R	4,477.16
01	306945	12/08/2022	BRAND FARMS	R	1,550.00
01	306946	12/08/2022	BSI MECHANICAL, INC.	R	233.00
01	306947	12/08/2022	BSN SPORTS, LLC	R	976.32
01	306948	12/08/2022	CEP ART & DESIGN	R	796.50
01	306949	12/08/2022	CINTAS CORPORATION NO 2	R	1,126.68
01	306950	12/08/2022	CITY OF RICHFIELD	R	3,787.50
01	306951	12/08/2022	COMCAST BUSINESS	R	401.35
01	306952	12/08/2022	CULLIGAN SOFT WATER	R	10.00
01	306953	12/08/2022	DICK BLICK COMPANY	R	97.62
01	306954	12/08/2022	DICKS SANITATION SERVICE, INC (DSI)	R	9,101.03
01	306955	12/08/2022	ECOLAB INC	R	549.83

01	306956	12/08/2022	EDUCATORS BENEFIT CONSULTANTS LLC	R	456.35
01	306957	12/08/2022	FASTSIGNS	R	52.20
01	306958	12/08/2022	FLINN SCIENTIFIC INC	R	45.10
01	306959	12/08/2022	WW GRAINGER INC	R	20.88
01	306960	12/08/2022	HAAS MUSICAL INSTRUMENT REPAIR, INC	R	169.80
01	306961	12/08/2022	HASTINGS CREAMERY LLC	R	12,286.01
01	306962	12/08/2022	HAWKINS INC	R	4,118.66
01	306963	12/08/2022	HEALTHJOY LLC	R	10,965.50
01	306964	12/08/2022	HILLYARD MINNEAPOLIS	R	4,394.39
01	306965	12/08/2022	HOGLUND BUS CO INC	R	482.41
01	306966	12/08/2022	HOME DEPOT U.S.A.	R	903.60
01	306967	12/08/2022	INNOVATIVE OFFICE SOLUTIONS LLC	R	1,732.99
01	306968	12/08/2022	INTERNATIONAL E-Z UP, INC.	R	691.31
01	306969	12/08/2022	IXL LEARNING	R	2,013.00
01	306970	12/08/2022	JUNK MASTERS LLC	R	725.00
01	306971	12/08/2022	KINECT ENERGY INC	R	536.00
01	306972	12/08/2022	LAKE COUNTRY SCALE WORKS INC	R	320.00
01	306973	12/08/2022	LOFFLER COMPANIES	R	428.00
01	306974	12/08/2022	MALLOY MONTAGUE KARNOWSKI & RADO	R	4,700.00
01	306975	12/08/2022	METRO TRANSIT	R	291.00
01	306976	12/08/2022	MINUTEMAN PRESS EDINA	R	1,370.27
01	306977	12/08/2022	MTI DISTRIBUTING CO	R	410.15
01	306978	12/08/2022	MTN-METROPOLITAN TRANSP NETWORK	R	259,116.59
01	306979	12/08/2022	NORTH CENTRAL INTERNATIONAL, LLC	R	756.48
01	306980	12/08/2022	ONEBRIDGE BENEFITS INC.	R	5,271.00
01	306981	12/08/2022	PAN O GOLD BAKING CO	R	405.52
01	306982	12/08/2022	PAYDHEALTH	R	19,784.92
01	306983	12/08/2022	PRAIRIE FIRE CHILDREN'S THEATRE	R	500.00
01	306984	12/08/2022	PREMIER LIGHTING INC	R	342.33
01	306985	12/08/2022	PROQUEST LLC	R	3,270.04
01	306986	12/08/2022	REGION 3AA	R	3,255.00
01	306987	12/08/2022	REGION 4A	R	1,300.00
01	306988	12/08/2022	REGION 6 AA-MSHSL	R	2,995.00
01	306989	12/08/2022	SCHOOL MATE	R	114.00
01	306990	12/08/2022	SCHOOL SPECIALTY, LLC	R	566.59
01	306991	12/08/2022	SHERWIN WILLIAMS CO	R	51.25
01	306992	12/08/2022	ST PETER PUBLIC SCHOOL	R	2,091.24
01	306993	12/08/2022	THE HANOVER INSURANCE GROUP	R	172,900.00
01	306994	12/08/2022	TRIA ORTHOPEDIC CENTER, LLC	R	3,045.00
01	306995	12/08/2022	TRIO SUPPLY COMPANY	R	2,101.50
01	306996	12/08/2022	TWIN CITY TRANSPORTATION	R	129,023.57
01	306997	12/08/2022	UPPER LAKES FOODS	R	34,583.63
01	306998	12/08/2022	VOSS ELECTRIC CO	R	495.00
01	306999	12/08/2022	XCEL ENERGY	R	11,796.96
01	307000	12/08/2022	YOUTH ENRICHMENT LEAGUE (YEL!)	R	352.00
01	307001	12/09/2022	ARVIG ENTERPRISES INC	R	1,307.90
01	307002	12/09/2022	CENTURYLINK	R	116.29
01	307003	12/09/2022	DONNA POSHUSTA	R	500.00
01	307004	12/09/2022	ESTR PUBLICATIONS	R	68.60
01	307005	12/09/2022	GABRIELLE MEIERHOFER	R	500.00

01	307006	12/09/2022	GREGG SAWYER	R	500.00
01	307007	12/09/2022	GROTH MUSIC COMPANY	R	2,226.32
01	307008	12/09/2022	JAMES AMSTUTZ	R	500.00
01	307009	12/09/2022	KEVIN CHIRPICH	R	500.00
01	307010	12/09/2022	MELANIE AYLWARD	R	500.00
01	307011	12/09/2022	METRO TRANSIT	R	970.00
01	307012	12/09/2022	VERIZON WIRELESS	R	360.09
01	307013	12/13/2022	IDEAL ENERGIES, LLC	R	9,432.53

<b>TOTAL CHECKS, E-PAYS &amp; P-CARDS</b>					<b>1,193,541.84</b>
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## E-PAYS, P-CARDS & CHECK'S FOR 12/19/2022 BOARD REPORTS

BANK 05	DATE	AMOUNT
NOVEMBER P-CARDS	12/5/2022	35,829.79
E-Pays	12/6/2022	4,063.34
	12/7/2022	3,375.00
Checks	11/30/2022	11,670.58
	12/2/2022	396,129.74
	12/8/2022	724,991.66
	12/9/2022	8,049.20
	12/13/2022	9,432.53

CHECK REGISTER BANK 05 TOTAL =	1,193,541.84
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BREAKDOWN	
01-206-00	398,797.13
02-206-00	68,603.16
03-206-00	674,111.74
04-206-00	18,643.89
06-206-00	-
07-206-00	-
18-206-00	-
20-206-00	32,542.56
21-206-00	843.36
47-206-00	-
BANK TOTAL =	1,193,541.84



**Consent Agenda – For Action**

**Agenda Item IV.B.**

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting December 19, 2022**

**Subject: PERSONNEL ITEMS**

(Recommended by superintendent)

That the board of education approve the following personnel items:

**Certified Full Time Resignations**

**Julio Cesar Carrillo Beltran** – 3<sup>rd</sup> Grade – RDLS Elementary  
Effective 12/16/2022  
Years of Service: 0.5 Years

**Certified Full Time Paid/Unpaid Leave**

**Gary Aylward** – Science – Richfield Middle School  
Leave from 12/14/2022 – 1/31/2023

**Certified Full Time Unpaid FMLA Leave Extension**

**Emma Clayton** – Social Studies Dual Language – Richfield Middle School  
Unpaid Leave from 12/13/2022 – 2/10/2023

**Classified Full Time Admin Assistant Resignation**

**Jessica Ayala** – Admin Assistant 3 – District Office  
Effective 12/12/2022  
Years of Service: 4 Months

**Classified Part Time Paraprofessional for Employment**

**Traveon Fears** – Special Education Paraprofessional – Richfield Middle School  
Effective 11/22/2022

**Classified Part Time Paraprofessional Resignations**

**Carlisha Brandon** – Welcome Desk/Security Monitor – Richfield High School  
Effective 01/05/2022  
Years of Service: 4 Months

**Isabella Killabarda** – Instructional Paraprofessional – Sheridan Hills Elementary  
Effective 12/21/2022  
Years of Service: 1 Year

**Kamaih Marshall** – Special Education Paraprofessional – RSTEM Elementary  
Effective 11/18/2022  
Years of Service: 6 months

**OLD BUSINESS – FOR ACTION**

**Agenda Item V.A.**

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, December 19, 2022**

**Subject: Evaluation of Administrators**

(Recommended by the superintendent)

Passage upon a third read of Policy 304: Evaluation of Administrators & Administrative Guideline 304.1. Proposed changes have been included to align to District branding and style guidelines and to reflect current practices.

**Attachments:**

Policy 304: Evaluation of Administrators - redlined

Administrative Guideline 304.1 - redlined

**RICHFIELD PUBLIC SCHOOLS**  
**EVALUATION OF ADMINISTRATORS**

**I. PURPOSE**

The primary purposes of administrator evaluation are as outlined below:

- Promote effective management and encourage improved performance
- Communicate ~~Boardboard, Superintendent-superintendent~~ and supervisor expectations
- Facilitate the process of planning to meet future needs
- Recognize positive contributions
- Foster the exchange of ideas, information, and feedback

The evaluation will focus on the degree to which goals and objectives have been attained and the extent to which the responsibilities outlined in the applicable job description have been properly discharged.

Administrators are defined as members of the management team and/or classified management team.

**II. EVALUATION PROCESS**

In the fall of each year, each administrator will set goals at a meeting with his or her immediate supervisor. -The goals will be agreed to by both parties and will be used in conjunction with both the evaluation process and any possible incentive pay (if applicable according to contracts). At least one additional time during the year, each administrator will meet with his or her immediate supervisor to examine and review progress toward meeting agreed upon goals.

In May or June of each year, each administrator will be formally evaluated by his or her immediate supervisor, as indicated in the applicable job description.

- A. In preparation for the final evaluation conference, the administrator being evaluated will prepare a ~~written report~~reflection on their overall performance that includes a self-evaluation of progress toward meeting goals and objectives, ~~general reflections of the year just completed,~~ and a tentative list of goals and objectives for the following year.

B. The supervisor will meet with the administrator being evaluated. -The conference will include the following components:

- Review progress toward meeting ~~district~~District, individual and department or building goals and objectives
- Review overall performance in relation to assigned responsibilities, including as necessary a review and/or revision of the applicable job description
- Discuss individual and building or department goals for the coming year in relation to the ~~Board~~board-approved strategic plan and ~~district~~District goals.

C. Following the conference, the supervisor will complete a written performance evaluation. -The original of the evaluation will be provided to the administrator being evaluated and a copy placed in ~~his or her~~their personnel file. -The contents of the report are confidential and will not be released except as provided by law.

### III. INCENTIVE PAY

The ~~Superintendent~~superintendent of Schools shall, at the ~~Superintendent's~~their sole discretion, be authorized to award an amount of dollars aligned to the specific details designated in the ~~management~~ Management team-Team and ~~classified~~Classified management Management team-Team contractsHandbooks.

In determining an appropriate amount of incentive pay to be awarded, the ~~Superintendent~~superintendent shall consider criteria outlined in Administrative Guidelines 304.1.

~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: October 6, 1986

REVISED BY THE BOARD OF EDUCATION: February 1, 1999; October 6, 2003; June 18, 2007; March 24, 2008; March 5, 2012; January 3, 2017; December 19, 2022

#### **Cross References:**

~~management~~ Management team-Team handbookHandbook  
Classified Management Team Handbook

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**RICHFIELD PUBLIC SCHOOLS**

**EVALUATION OF ADMINISTRATORS:  
MANAGEMENT TEAM AND CLASSIFIED MANAGEMENT TEAM INCENTIVE  
PLANS**

As provided in the Management Team and Classified Management Team Handbooks and ~~Board~~-Policy 304.1, Evaluation of Administrators, all ~~Management management Team-team~~ and ~~Classified-classified Management-management Team-team~~ members will be eligible for performance incentive pay based on the attainment of pre-determined performance objectives and established criteria, described in these administrative guidelines.

**I. INCENTIVE PAYMENT AMOUNT AND RESPONSIBILITY FOR DETERMINATION**

- A. The ~~Superintendent-superintendent of Schools~~ shall, at the ~~Superintendent's-their~~ sole discretion, be authorized to award an amount of dollars aligned to the specific details designated in the ~~management-Management team-Team~~ and ~~classified-Classified management-Management team-Team contracts~~ Handbooks.
- B. In cases where the ~~Superintendent-superintendent~~ does not provide direct supervision, the ~~Superintendent-superintendent~~ will consult with the immediate supervisor regarding the team member's performance.

**II. CRITERIA FOR CONSIDERATION**

In determining an appropriate amount of incentive pay to be awarded, the ~~Superintendent-superintendent~~ shall consider the following criteria:

- A. **Student Achievement:** -Achievement of the building or ~~district-District~~ goals related to student achievement. -Building administrators will be evaluated based on their individual school goals. -District administrators will be evaluated based on the overall ~~district-District~~ achievement of student goals. - The identified goals will be established as part of an annual school improvement plan and will include one or more standardized assessments (e.g. NWEA, MCA, ~~DRA~~) or other measures to be approved by the ~~Superintendents~~ superintendent.
- B. **District/Building/Department Process Goals:** -Successful implementation of identified actions related to annual ~~School-school Improvement-improvement Plans-plans~~ or District ~~Goalsgoals~~. Emphasis will be on areas in which the ~~Management-management Team-team~~ member has direct impact or responsibility for leadership in implementing the specific actions.

- ~~C.~~ **Individual Performance Goals and Measures of Success:**  
Successful progress demonstrated toward the ~~Management~~

management Team-team member's Professional-professional  
Development-development Plan-plan including both actions and  
outcomes. ~~Where appropriate the plan should be aligned with goals  
identified through a competency feedback system or as otherwise  
determined in consultation with the Superintendent as part of the  
annual conference.~~

C.

D. **Unanticipated Challenges/Response to Circumstances:** Additional  
consideration by the Superintendent-superintendent shall be given to the  
Management-management Team-team member's response to unique or  
unanticipated challenges during the year.

Dated: June 18, 2007

Revised: March 24, 2008; January 3, 2017; December 19, 2022

Reviewed: March 5, 2012

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Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left +  
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stops: 0.75", List tab + Not at 0.5"

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, December 19, 2022**

**Subject: Board Self-Evaluation**

(Recommended by the superintendent)

A third read of Policy 209: Board Self-Evaluation & Administrative Guideline 209.1. The board completed a first read of this policy and guideline on 5/16/22 and a second read on 12/5/22.

Proposed changes have been included to align to District branding and style guidelines as well as a new draft of Administrative Guideline 209.1 based on board member feedback.

**Attachments:**

Policy 209: Board Self-Evaluation - redlined  
Administrative Guideline 209.1 – redrafted

**RICHFIELD -PUBLIC -SCHOOLS**

**BOARD SELF-EVALUATION**

Recognizing ~~Board-board~~ of ~~Education-education~~ service as a public trust of the highest order, the Richfield ~~Board-board~~ of ~~Education-education~~ accepts the responsibility for assessing its own operations by means of an annual process of goal-setting and self-evaluation.

Discussion of the self-evaluation will be conducted in accordance with ~~Board board~~ Policy 208, ~~Open meetings-Meetings~~ and Closed Meetings. Normally, such discussions will occur at a regular or special meeting of the ~~Board-board~~ of ~~Educationeducation~~.

Upon completion of the self-evaluation, the ~~Board-board~~ of ~~Education-education~~ will determine priorities for action to further develop strengths and address areas that need improvement.

The superintendent is authorized to develop guidelines for the implementation of this policy.

Cross References: Board Policy 208, ~~Open Meetings~~ and Closed Meetings

~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: September 16, 1996  
REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: February 21, 2012, February 16, 2016  
REVISED BY THE BOARD OF EDUCATION: May 15, 2000, August 1, 2005



## **Administrative Guideline 209.1: Board Self-Evaluation Form**

### **Overview**

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

### **Yearly Goal Setting**

#### **Goal Area 1:**

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

#### **Goal Area 2:**

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

#### **Goal Area 3:**

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

### **Annual Governance Reflection Areas**

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

**OLD BUSINESS – FOR REVIEW**

**Agenda Item V.C.**

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, December 19, 2022**

**Subject: Legislative Platform**

(Recommended by the superintendent)

A second read of the draft RPS 2023 legislative platform. This document has been drafted based on the suggested legislative priorities from AMSD and MASA, a review of issues that are vital to the RPS mission and feedback from board members.

**Attached:**

Draft RPS 2023 Legislative Platform - redlined  
AMSD 2023 Legislative Platform  
MASA 2023 Legislative Platform

## Richfield Public Schools 2023 Legislative Platform

### STABILIZE EDUCATION FUNDING

- **#1 Priority:** Fully fund special education and English learner programs to eliminate the shortfalls in these areas.
- **#2 Priority:** Increase the basic funding formula and local optional revenue by 2-5% and link to inflation to provide a consistent funding stream that allows school boards and administrators to engage in long-range planning.
- Allow locally-elected school boards to renew an existing operating referendum at the same level.

### INCREASE AND DIVERSIFY TEACHER AND STAFF WORKFORCE

- **#3 Priority:** Remove barriers and provide incentives to address the shortage of substitute teachers, school bus drivers, paraprofessionals, and other staff.
- **#4 Priority:** Continue to expand programs and incentives to attract, develop and retain teachers of color.

### ADDRESS DISPARITIES AND MEET THE NEEDS OF UNDERSERVED STUDENTS

- **#5 Priority:** Institute universal free meals and ensure that compensatory education and Title I funding are no longer based on free/reduced eligibility.
- **#6 Priority:** Make funding for voluntary prekindergarten programs permanent.
- Change requirements to allow districts to identify all students as gifted/talented.
- Create a state plan for K-12 computer science education that is grounded in equity and inclusion.

### REDUCE MANDATES AND ENHANCE LOCAL CONTROL

- Fund existing mandates and oppose new unfunded mandates.
- Replace the high school MCA exams with a nationally recognized college entrance exam.
- Change open meeting law to allow for hybrid board meetings as an option.



Association of Metropolitan School Districts

# LEGISLATIVE PLATFORM

2023

Minnesota's future prosperity is directly tied to successfully closing our racial and income-based opportunity gaps while accelerating achievement for all students.

The pandemic has hastened the rate at which millions of Baby Boomers throughout the nation are retiring and leaving the workforce, creating unprecedented workforce shortages. These shortages come as Minnesota is experiencing a major demographic transition.

In the next decade, children aged 0-14 will be outnumbered by retirees aged 65 and above for the first time in Minnesota's history. At the same time, Minnesota is becoming increasingly diverse. Minnesota's youngest residents (age 0-4) are 32

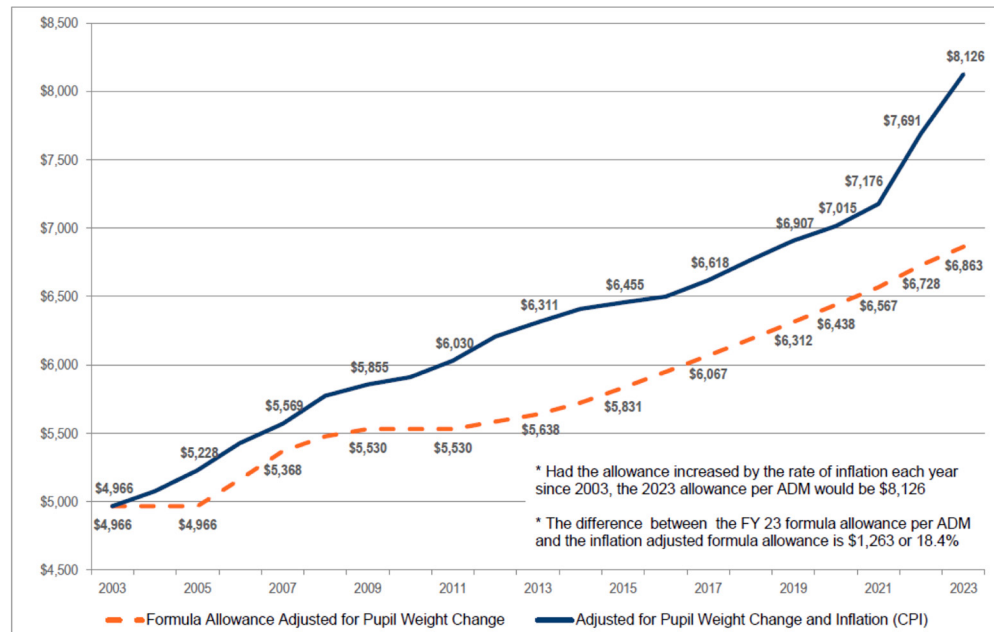
percent of color, compared to 6 percent of residents 65 and older. Eleven percent of school age children live in poverty.

To ensure the workforce needed in the coming years, it is critical that every student graduates from high school ready for college or career. Attaining this goal will require bold leadership and additional resources not currently provided by the state. It will also require that state policymakers and educators think creatively and do things differently.

The AMSD Board of Directors has identified a series of recommendations to help Minnesota reclaim its place as a national leader in education by addressing its racial and economic disparities and prioritizing high levels of achievement for all students.

## General Education Formula Allowance, 2003-2023

Adjusted for Pupil Weight Change and Inflation (CPI)



Source: MDE June 2022 Inflation Estimates



## ABOUT AMSD

The Association of Metropolitan School Districts represents 46 K-12 school districts and six intermediate / cooperative districts. AMSD member school districts enroll more than one-half of all public school students in Minnesota, with the mission to lead the transformation of public education. AMSD stands ready to assist state policymakers by providing current research and data to help them make informed decisions.

[WWW.AMSD.ORG](http://WWW.AMSD.ORG)



[WWW.FACEBOOK.COM/AMSDMN](https://WWW.FACEBOOK.COM/AMSDMN)



[@AMSDMN](https://twitter.com/AMSDMN)





## Association of Metropolitan School Districts

# STRENGTHEN AND STABILIZE FUNDING

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Adequate, equitable and stable funding is essential to ensuring equitable academic outcomes for our students. Toward that end, the Governor and Legislature should:

- Increase the basic formula allowance by 5 percent per year and index it to inflation;
- Fully fund the special education and English learner programs to eliminate the cross-subsidies;
- Increase Local Optional Revenue to \$840 per pupil and index it by average county wages to account for market-based geographic labor cost differentials;
- Allow locally elected school boards to renew an existing operating referendum; and
- Increase equalization of the operating referendum, local optional, and debt service levies to reduce taxpayer and education funding disparities.

## ENHANCE SCHOOL SAFETY AND INCREASE MENTAL HEALTH SUPPORT

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To address the mental health needs of our students and ensure safe and secure learning environments for students and staff, the Governor and Legislature should:

- Increase the Safe Schools revenue from \$36 to \$108 per pupil through state aid and an equalized levy to allow school districts and intermediate school districts to hire additional support staff to address the growing mental health needs of our students; and
- Remove the per pupil limit in the Long-Term Facilities Maintenance Revenue program and expand allowable uses of revenue to allow school districts and intermediate school districts to enhance safety through security modifications to buildings, including remodeling and additions to existing space.

## CLOSE OPPORTUNITY GAPS AND SPUR INNOVATION

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To address disparities and meet the needs of underserved students, the Governor and Legislature should:

- Make funding for the Voluntary Pre-K program permanent and increase access to school-based pre-kindergarten programs;
- Allow school districts to implement a competency-based education model in lieu of seat time requirements to allow for personalized learning opportunities;
- Modernize the online learning law to expand opportunities for students;
- Establish a pilot project to allow approved school districts to replace the high school MCA exams with a nationally recognized college entrance exam; and
- Allow locally elected school boards to establish the school calendar that best meets the needs of their students, staff, and community.

## DIVERSIFY THE EDUCATOR WORKFORCE AND ADDRESS SHORTAGE AREAS

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To diversify the educator workforce and address staff shortages, the Governor and Legislature should:

- Create incentives and alternative pathways to attract, develop, and retain teachers, particularly teachers of color and teachers in shortage areas;
- Streamline the process to obtain a short-call substitute teaching license and maintain multiple pathways to teacher licensure in the tiered licensing system; and
- Invest in rigorous teacher induction and mentoring programs.

## CONTACT AMSD

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Minnesota Association of  
School Administrators

# 2023 Legislative Priorities

## About Us

MASA members include more than 600 education superintendents, directors of special education, curriculum and technology leaders, other central office administrators, service providers, business partners, and retirees.

As advocates of a world-class education for Minnesota's learners, MASA's members serve as the leading voice for public education, shape and influence the state and national education agenda, and empower leaders through high-quality professional learning, services, and support.

**The Minnesota Association of School Administrators (MASA) believes a fully funded, equitable education system is needed to support all students with the opportunity for educational success.**

**Two funding streams provide the foundation for school district finances – the basic formula allowance and special education funding. Both funding streams are woefully underfunded – the basic formula allowance has not kept up with inflation, and the special education cross-subsidy continues to grow.**

**For the 2023 legislative session, we urge the governor and the legislature to prioritize education funding and **swiftly** pass an education funding bill early in the session that:**

**Increases the basic  
formula allowance  
by 5% per year for  
the next two years  
and links future  
increases to  
inflation**



**Fully funds the  
special education  
cross-subsidy**

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# 2023 Legislative Priorities

## ✓ Stable and predictable school funding

- Increase the Local Optional Revenue (LOR) and equalization of various levies
- Fully fund the English Learner program
- Link categorical funding streams to the basic formula allowance
- Establish a per-pupil funding formula for school based early learning programs
- Allow school boards to renew existing operating referenda
- Explore new application and eligibility processes for free and reduced-price lunch

## ✓ Address barriers to teaching and expand the teaching workforce

- Expand funding for new teacher and Grow Your Own initiatives and provide financial support for student teachers
- Allow broad teacher licensure, especially in science, special education, middle school, and school social work licensure areas
- Increase flexibility for the out-of-state license reciprocity process, including removing testing barriers
- Provide more options for school districts to hire short-call substitutes
- Improve pension benefits

## ✓ Support local control

- Fund existing mandates and oppose new unfunded mandates
- Require teachers who leave to teach in another school district during the middle of their contract to disclose this information

## ✓ Safe and supportive schools

- Increase safe schools funding to \$100 per pupil to support student mental health and increase the number of student support personnel professionals
- Expand safe schools funding to all cooperative school districts
- Establish a minimum level of \$100,000 per school district to ensure school districts receive adequate funding
- Allow school districts to use safe schools funding to increase cyber security efforts, update technology systems, and cover increasing insurance costs

## ✓ Create flexible learning environments

- Give school districts the option to adapt learning environments by allowing the flexibility to move away from seat time and towards competency-based education
- Permit school districts to determine their school calendars

## ✓ Remove barriers to improving school facilities and student transportation

- Expand the eligible uses of Long-Term Facilities Maintenance Revenue and remove funding caps
- Reduce unnecessary and outdated requirements for school bus driver's licenses
- Expand lifetime use of Type III vehicles

**NEW BUSINESS – FOR REVIEW**

**Agenda Item VI.A.**

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, December 19, 2022**

**Subject: Weapons on School Premises**

(Recommended by the superintendent)

A first read of Policy 111: Weapons on School Premises. This is a required policy that is primarily governed by statute.

**Attachments:**

Policy 111: Weapons on School Premises  
MSBA Model Policy 501: School Weapons Policy

**RICHFIELD PUBLIC SCHOOLS**  
**WEAPONS ON SCHOOL PREMISES**

**I. PURPOSE**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

**II. GENERAL STATEMENT OF POLICY**

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

**III. DEFINITION**

**A. "Weapon"**

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers, laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- B. "School Location"** includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are



conducted, and anywhere students are under the jurisdiction of the school district.

- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

#### **IV. EXCEPTIONS**

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
1. active licensed peace officers;
  2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
    - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.

5. firearm safety or marksmanship courses, including the trapshooting team, or activities for students or nonstudents conducted on school property;
6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. a gun or knife show held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

**D. Firearms in School Parking Lots and Parking Facilities**

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat., Section 624.714, to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

**V. CONSEQUENCES FOR WEAPON POSSESSION / USE / DISTRIBUTION BY STUDENTS**

- A. The school district does not allow the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
1. immediate out-of-school suspension;
  2. confiscation of the weapon;
  3. immediate notification of police;
  4. parent or guardian notification; and
  5. recommendation to the superintendent of dismissal for not to exceed one year.

- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

**VI. CONSEQUENCES FOR WEAPON POSSESSION / USE / DISTRIBUTION BY NONSTUDENTS**

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including non-renewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other non-students

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

**Legal References:** Minn. Stat. §§ 121A.40-121A.56. (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (expulsion for possession of firearm)  
Minn. Stat. § 121A.05 (referral to police)  
Minn. Stat. § 609.66 (dangerous weapons)  
Minn. Stat. § 609.605 (trespass)  
Minn. Stat. § 609.02, Subd. 6 (definitions of dangerous weapon)  
Minn. Stat. § 97B.045 (transportation of firearms)  
Minn. Stat. § 624.714 (carrying of weapons without permit penalties)  
Minn. Stat. § 624.715 (exemptions; antiques and ornaments)  
18 U.S.C. § 921 (definition of firearm)  
*In re C.R.M.* 611 N.W.2d 802 (Minn. 2000)

**Cross References:** Board Policy 541 - Student Behavior

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention)

ADOPTED BY THE BOARD OF EDUCATION:	April 16, 2001
REAFFIRMED BY THE BOARD OF EDUCATION	November 14, 2011
REVISED BY THE BOARD OF EDUCATION:	December 2, 2003
	March 6, 2017

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 501

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2021

## **501 SCHOOL WEAPONS POLICY**

***[Note: School districts are required by statute to have a policy addressing these issues. ATTENTION: This policy incorporates certain provisions of the Minnesota Citizens' Personal Protection Act (often referred to as the "conceal and carry" law).]***

### **I. PURPOSE**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

### **II. GENERAL STATEMENT OF POLICY**

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

### **III. DEFINITIONS**

#### **A. "Weapon"**

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

#### **B. "School Location"** includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

#### **C. "Possession"** means having a weapon on one's person or in an area subject to one's control in a school location.

#### **D. "Dangerous Weapon"** means any firearm, whether loaded or unloaded, or any device



designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

#### **IV. EXCEPTIONS**

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
  - 1. active licensed peace officers;
  - 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  - 3. persons authorized to carry a pistol under Minnesota Statutes section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  - 4. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes section 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes section 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
    - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
  - 5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
  - 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
  - 7. a gun or knife show held on school property;

8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

***[Note: Nothing prevents a school district from being more stringent in its weapons policy with respect to students and school district employees than the criminal law, except that the school district may not prohibit the lawful carry or possession of firearms in a parking facility or parking area. Although some school districts may choose to incorporate all of the exceptions to the criminal law, other school districts may choose either not to incorporate some or all of the exceptions or to further limit them. For example, a school district may choose to require written permission from the superintendent, not just a principal, for someone to possess a dangerous weapon in a school location. This would impose a more stringent requirement than the exceptions to the general prohibition of having a weapon on school grounds set forth in Minnesota Statutes, section 609.66, Subdivision 1d (f) listed in Section IV.B. above. However, a school district may not regulate firearms, ammunition, or their respective components, when possessed or carried by nonstudents or nonemployees, in a manner that is inconsistent with Minnesota Statutes, section 609.66, Subdivision 1d.]***

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minnesota Statutes section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

**V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/ DISTRIBUTION**

- A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:
  1. immediate out-of-school suspension;
  2. confiscation of the weapon;

3. immediate notification of police;
  4. parent or guardian notification; and
  5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.
- D. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

## **VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS**

### **A. Employees**

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

***[Note: An employer may establish policies that restrict the carry or possession of firearms by its employees while acting in the course and scope of employment. Employment-related sanctions may be invoked for a violation. Thus, for example, reasonable limitations may be imposed on the method of storing firearms by permit-holding employees while at work or performing employment-related duties. Reasonable limitations may include requiring firearms to have trigger locks and to be stored in a locked container or locked compartment of the vehicle.]***

### **B. Other Nonstudents**

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the

member of the public and may be asked to provide an escort to remove the member of the public from the school location.

## **VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES**

The school district must electronically report to the Minnesota Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes section 121A.06.

**Legal References:** Minn. Stat. § 97B.045 (Transporting Firearms)  
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)  
Minn. Stat. § 609.02, subd. 6 (Definition of Dangerous Weapon)  
Minn. Stat. § 609.605 (Trespass)  
Minn. Stat. § 609.66 (Dangerous Weapons)  
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)  
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)  
18 U.S.C. § 921 (Definition of Firearm)  
*In re C.R.M.*, 611 N.W.2d 802 (Minn. 2000)  
*In re A.D.*, 883 N.W.2d 251 (Minn. 2016)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, December 19, 2022**

**Subject: Facilities and Transportation Collective Bargaining Agreement for Years  
2022-2024**

(Recommended by superintendent)

That the board of education approve the tentative collective bargaining agreement for facilities and transportation employees for the period of July 1, 2022 through June 30, 2024.

**Background Information**

(Prepared by Craig Holje)

A tentative agreement was reached in November regarding the 2022-2024 Master Agreement with the Facilities and Transportation Employees represented by SEIU Local 284. This agreement has been ratified by the Facilities and Transportation Employees. It is recommended that the school board approve the agreement.

The changes to the agreement include the following:

**Base Salary and Benefit Summary**

**Year 1: July 1, 2022 – June 30, 2023**

1. \$.90/hour base salary schedule increase on the salary schedule
2. Provide a separate pay rate schedule for Type III and Driver Training
3. Market adjustments for specifically identified positions
4. Classification changes for the following positions: garage mechanic, head custodian elementary, head custodian STEM and Middle School.
5. Increase longevity steps by \$.05 for 15 years of service and \$.10 for 20 years of service
6. Provide pay differential of \$1.00/hour for employees while providing training for a newly hired bus driver
7. Clarify language regarding night shift differential eligibility
8. Provide a \$.75/hour differential for employees who are not regularly employed as a bus driver who maintain a commercial driver license with school bus endorsement and are available to act as a substitute bus driver
9. Add language regarding compensatory time eligibility
10. Increase the VEBA contribution by \$250 for all employees
11. Provide clarifying language in the benefits section to align with other contracts
12. Provide VEBA account fees paid for by district for active employees only
13. Provide clarifying language regarding access and use of paid-time-off for bus drivers

**Year 2: July 1, 2023 – June 30, 2024**

1. \$1.00/hour base salary schedule increase
2. Additional market adjustments for specifically identified positions
3. Increase district insurance contribution by \$20/month to \$1,300 for employees enrolled in the district medical plan with dependent coverage effective July 1, 2023

**Attached**

Facilities & Transportation Collective Bargaining Agreement 2022-2024 - redlined



**RICHFIELD PUBLIC SCHOOLS**

**INDEPENDENT SCHOOL DISTRICT NO. 280**

SALARY SCHEDULE, FRINGE BENEFITS  
AND WORKING CONDITIONS FOR

**FACILITIES AND  
TRANSPORTATION EMPLOYEES**

**202~~20~~-202~~40~~**

THIS AGREEMENT ENTERED INTO BETWEEN THE SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 280, RICHFIELD, MINNESOTA AND THE  
SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 284, EFFECTIVE JULY  
1, 202~~22~~<sup>18</sup> THROUGH JUNE 30, 202~~40~~<sup>42</sup> IN ACCORDANCE WITH THE PUBLIC  
EMPLOYMENT LABOR RELATIONS ACT OF 1971, AS AMENDED.

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Be it resolved by the Board of Education of Independent School District No. 280:  
The following articles constitute the terms of employment of head custodians, night lead custodians, specialists, garage supervisor, mechanic, groundskeeper, part-time bus drivers, building cleaners, laundry workers, dispatcher, and bus driver/building cleaners of the District for the period of July 1, 20~~22~~<sup>18</sup> through June 30, 20~~24~~<sup>0</sup> in compliance with the Public Employment Labor Relations Act of 1971, and as amended, hereinafter referred to as the Public Employment Labor Relations Act.

## **ARTICLE I.**

### **UNION MEMBERSHIP**

#### **RECOGNITION OF EXCLUSIVE REPRESENTATIVE:**

Preamble: Recognizing that the Union is required by the provisions of the State of Minnesota Public Employment Labor Relations Act to be the sole bargaining representative of all the employees within the coverage of this Agreement, without regard to membership in the Union, the School Board hereby agrees that it will not recognize or negotiate with any other person, association, group, committee or entity other than the Union with respect to such matters and will deal solely through the agency of and with the Union.

#### **NEW EMPLOYEE INFORMATION:**

The Employer shall provide to the Exclusive Representative the following information on each new employee within thirty (30) calendar days of the employee's first date of work: name; home address; work email address; work phone number; job classification; shift; wage, number of hours normally scheduled in a work week; whether the position is a nine (9) month or twelve (12) month assignment; and building assignment.

#### **REQUEST FOR DUES CHECK OFF:**

Pursuant to PELRA, the exclusive representative shall be allowed dues check off. Upon receipt by the Human Resources Office of a properly executed authorization by the employee, the School District will deduct from the employee's paycheck the dues that the employee has agreed to pay to the exclusive representative in equal installments.

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

## **ARTICLE II.**

Salary schedule placement for new employees may be authorized at the time of hiring by the Director of Human Resources or designee up to and including the step five (5) on the salary schedule to give credit for related experiences. Placement at the third step or higher will require communication with the union steward.

Employees from within the unit who transfer from part-time to full-time status will receive credit on a pro-rata basis for their prior part-time bargaining unit experience, which occurred immediately prior to their transfer. For every 2080 hours worked an employee will receive one (1) year of service credit.

### Section 1. SALARY SCHEDULE:

#### **2020-2021**

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
BC/LW	\$16.02	\$16.72	\$17.64	X	X	X
I	\$19.19	\$20.32	\$21.46	\$22.54	\$23.63	\$23.79
II	\$20.15	\$21.28	\$22.41	\$23.50	\$24.59	\$24.74
III	\$20.39	\$21.52	\$22.65	\$23.75	\$24.84	\$24.99
IV	\$20.83	\$21.95	\$23.08	\$24.17	\$25.26	\$25.41
V	\$21.08	\$22.23	\$23.36	\$24.45	\$25.53	\$25.68
VI	\$21.57	\$22.71	\$23.85	\$24.93	\$26.02	\$26.17
VII	\$22.77	\$23.91	\$25.04	\$26.13	\$27.21	\$27.62

#### **2021-2022**

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
BC/LW	\$17.27	\$17.97	\$18.89	X	X	X
I	\$19.57	\$20.72	\$21.89	\$22.99	\$24.11	\$24.26
II	\$20.55	\$21.70	\$22.86	\$23.97	\$25.08	\$25.24
III	\$20.80	\$21.95	\$23.11	\$24.22	\$25.33	\$25.49
IV	\$21.24	\$22.39	\$23.54	\$24.66	\$25.76	\$25.92
V	\$21.51	\$22.67	\$23.83	\$24.94	\$26.04	\$26.20
VI	\$22.00	\$23.16	\$24.32	\$25.43	\$26.54	\$26.70
VII	\$23.22	\$24.39	\$25.54	\$26.66	\$27.76	\$28.17

**2022-2023**

<u>Classification</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
<u>BC/LW</u>	<u>\$18.25</u>	<u>19.25</u>	<u>20.25</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>I</u>	<u>\$20.47</u>	<u>\$21.62</u>	<u>\$22.79</u>	<u>\$23.89</u>	<u>\$25.01</u>	<u>\$25.16</u>
<u>II</u>	<u>\$21.45</u>	<u>\$22.60</u>	<u>\$23.76</u>	<u>\$24.87</u>	<u>\$25.98</u>	<u>\$26.14</u>
<u>III</u>	<u>\$21.70</u>	<u>\$22.85</u>	<u>\$24.01</u>	<u>\$25.12</u>	<u>\$26.23</u>	<u>\$26.39</u>
<u>IV</u>	<u>\$22.14</u>	<u>\$23.29</u>	<u>\$24.44</u>	<u>\$25.56</u>	<u>\$26.66</u>	<u>\$26.82</u>
<u>V</u>	<u>\$22.66</u>	<u>\$23.82</u>	<u>\$24.98</u>	<u>\$26.09</u>	<u>\$27.19</u>	<u>\$27.35</u>
<u>VI</u>	<u>\$23.15</u>	<u>\$24.31</u>	<u>\$25.47</u>	<u>\$26.58</u>	<u>\$27.69</u>	<u>\$27.85</u>
<u>VII</u>	<u>\$24.87</u>	<u>\$26.04</u>	<u>\$27.19</u>	<u>\$28.31</u>	<u>\$29.41</u>	<u>\$29.82</u>

**2023-2024**

<u>Classification</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
<u>BC/LW</u>	<u>\$19.25</u>	<u>\$20.25</u>	<u>\$21.25</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>I</u>	<u>\$21.47</u>	<u>\$22.62</u>	<u>\$23.79</u>	<u>\$24.89</u>	<u>\$26.01</u>	<u>\$26.16</u>
<u>II</u>	<u>\$22.45</u>	<u>\$23.60</u>	<u>\$24.76</u>	<u>\$25.87</u>	<u>\$26.98</u>	<u>\$27.14</u>
<u>III</u>	<u>\$22.70</u>	<u>\$23.85</u>	<u>\$25.01</u>	<u>\$26.12</u>	<u>\$27.23</u>	<u>\$27.39</u>
<u>IV</u>	<u>\$23.14</u>	<u>\$24.29</u>	<u>\$25.44</u>	<u>\$26.56</u>	<u>\$27.66</u>	<u>\$27.82</u>
<u>V</u>	<u>\$23.76</u>	<u>\$24.92</u>	<u>\$26.08</u>	<u>\$27.19</u>	<u>\$28.29</u>	<u>\$28.45</u>
<u>VI</u>	<u>\$24.25</u>	<u>\$25.41</u>	<u>\$26.57</u>	<u>\$27.68</u>	<u>\$28.79</u>	<u>\$28.95</u>
<u>VII</u>	<u>\$25.97</u>	<u>\$27.14</u>	<u>\$28.29</u>	<u>\$29.41</u>	<u>\$30.51</u>	<u>\$30.92</u>

Classifications

Position Title

BC/LW

Building Cleaner, Laundry Worker

I

Base Custodian, Mailperson

II

Truck Driver, Maintenance A, Asst. Transp. Coord.

Groundskeeper, Night Lead Custodian STEM & Middle School

Painter (hired after 7/1/16)

III

Painter (hired before 7/1/16)

IV

Night Lead Custodian High School, ~~Garage Mechanic,~~  
Warehouse

~~Head Custodian Elementary~~

V

Engineer, ~~Head Custodian STEM and Middle School,~~  
Maintenance Mechanic, Garage Mechanic, Head Custodian  
Elementary

VI

Transp. Coord., Head Custodian STEM and Middle School,

VII

Head Custodian Senior High, District Engineer, Garage  
Supervisor



Driver Trainer Stipend: An individual who is in a trainer position – i.e. providing training to a newly hired bus driver – will receive a differential of \$1.00 per hour while performing duties as a trainer.~~First step of Assistant Dispatcher pay schedule~~

Section 2. Longevity Pay: Employees shall receive additional compensation over and above their hourly base rate as listed below.

2020-2021	After ten (10) years of continuous service in the unit	\$.20
	After twenty (20) years of continuous service in the unit	\$.25
2021-2022	After ten (10) years of continuous service in the unit	\$.20
	After fifteen (15) years of continuous service in the unit	\$. <del>30</del> 25
	After twenty (20) years of continuous service in the unit	\$. <del>40</del> 30

Section 3. Differential Pay

Driving Assignments: Building Cleaners will be paid at the bus driver rate as identified in Article XIII, Section 3 for actual hours assigned for school bus driving duties.

Night Shift Differential: Building Cleaners who work full-time and start assigned scheduled work at or after~~between~~ 13 p.m. and finish before 7 a.m. will receive \$.20 over and above their base hourly rate of pay for actual hours worked.

Temporary Assignments: Building Cleaners who are assigned by the Director of Facilities to one of the following positions for more than one day will receive the additional amount for the hours worked in the assigned position.

Night Lead Senior High	\$.50
Night Lead Middle & STEM	\$.50
Truck Driver, Mail, Grounds	\$.50

A Building Cleaner who is assigned to the following position will receive the additional amount for the hours worked in the months from September through May.

Senior High Production Kitchen	\$.25
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Head Building Cleaner at Central will be paid a differential of \$1.53 additional per hour if qualified per the job description.

The monetary differential paid to the Head Custodian is in consideration for the leadership, responsibility, and extra time consumed in the fulfillment of the job.

Section 4. Holiday Pay:

An employee working holidays will receive the regular daily pay plus time and one-half for said days, when and if this time is not contained in the normal 40-hour work week.

Section 5. Licensure Pay

Employees who are required by the District to have a boiler license issued by the state Division of Boiler Inspection will be reimbursed for renewal of the license. The School District will pay the following rate per hour over basic schedule for holding the boiler license:

Chief, required for job	\$ .35	not required \$ .10
1 <sup>st</sup> Class, required for job	\$ .25	not required \$ .10
2 <sup>nd</sup> Class, required for job	\$ .10	not required \$ .10

Section 6 Uniforms

The employee will be required to adhere to uniform guidelines during assigned work hours unless an exception has been approved by the Director of Facilities & Transportation. Employees will have the opportunity to select the clothing of their choice with the maximum value of \$200 per employee from a district-supplied system as long as a minimum basic uniform inventory of shirts and pants is maintained. The purchase of prescribed uniforms will be through one group order identified by the District.

Section 7 Pay Dates

All employees covered by this Master Agreement will be paid twice a month on the 5<sup>th</sup> and 20<sup>th</sup> of each month. Payroll information will be communicated via an electronic, web-based system.

Section 8 Retention Pay:

All regular employees in the bargaining unit who remain on payroll and who fulfill their assigned duties during the entire regularly assigned work year (July 1 to June 30) will receive \$.05 per hour over and above their base hourly rate of pay for all regularly assigned hours of work. Payment will be made on July 20th of each year. Employees who retire during the school year will receive a pro-rated amount. Any employees taking more than ten (10) unpaid leave days during a single school year for reasons other than a qualifying leave will not qualify for retention pay for the school year.

Section 9 Commercial Drivers License – Bus Driver Differential:

An employee who is not regularly employed as a Bus Driver shall receive an hourly CDL differential of \$0.75 per hour for all regularly assigned hours if the employee possesses a CDL and is available to act as a substitute bus driver during the employee's regularly scheduled hours of work. The Director of Facilities and Transportation in collaboration with the Director of Human Resources and union steward will determine on an annual basis which positions are eligible for the CDL differential. The CDL differential will be paid on the second payroll in July based on the

regularly assigned hours for the eligible employee from the previous fiscal year.

### **ARTICLE III.**

#### **PROBATION PERIODS:**

All new employees shall work a probationary period, which shall consist of ninety (90) workdays of continuous service. A new employee shall not be considered a permanent employee until having successfully served this ninety (90) workday probation period. The probationary period may be extended up to an additional ninety (90) days upon mutual agreement between the union steward and the District.

Employees switching classifications within the contract will also serve a ninety (90) workday probationary period. An employee shall not be considered a permanent employee in this new position until having successfully served this probation period. In the event an employee who has switched classifications does not successfully complete the probationary period, they will be offered the next available position up to their previous classification. Classifications for purposes of this Article are defined as Specialists, Bus Drivers, Building Cleaners (or Bus Driver/Building Cleaner), and Laundry Workers.

#### **RESIGNATION OR SEPARATION OF EMPLOYMENT :**

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

#### **NOTICE OF LAYOFF:**

An employee is to have two weeks' notice in case of layoff.

### **ARTICLE IV.**

#### **GENERAL EMPLOYEE INFORMATION**

#### **HOURS OF WORK:**

##### **Section 1.     Work Week**

The full time employees shall work a 40-hour week--five consecutive eight-hour days. The hours of the days and the days of the week, which

the employees are to work, are to be scheduled by the head custodian and the administration.

## Section 2. Overtime and Compensatory Time

All work in excess of forty (40) hours per week shall be paid for at the rate of time and one-half. A paid holiday or vacation day shall be the only non-work days with compensation considered for purposes of computing overtime compensation and compensatory time.

Upon mutual agreement between the supervisor and employee, compensatory time may be assigned in lieu of overtime pay. An employee may not accumulate more than forty hours of compensatory time. Compensatory time must be used within the same fiscal year (July 1 to June 30) in which it is earned. Any compensatory time that remains unused on June 30 will be paid out at the rate of time and one-half. The employee is responsible for keeping track and properly reporting all hours and time related to work.

Compensatory time is distinct from flex time. Flex time is those instances in which an employee's work schedule is adjusted between work days (e.g. working longer than scheduled on one day, but less than scheduled on another day) but the employee does not meet the forty-hour threshold for overtime pay/compensatory time.

Requests to utilize compensatory time will be reviewed by the Director of Facilities and Transportation and the number of employees absent from any one building or work area, on any given day, may be limited based on the needs as determined by the Director. An employee may appeal a request to the Director of Human Resources.

## Section 3. Call Back

If called back to work for unanticipated circumstances, a minimum of two hour's pay will be allowed at the same time and one-half rate.

## Section 4 Emergency Closings

- a) On days when all schools are officially closed by the Superintendent or designee, employees directed to stay home will suffer no loss of pay.
- b) The District may reassign affected employees during the closing.
- c) Employees who are required to work or who are already working when schools are closed, will be paid regular rates, and will be granted an equivalent amount of vacation. In lieu of vacation, transportation

employees required to work will receive an equivalent amount of compensation.

- d) In the event of a lost contract day due to emergency closing, the district may schedule a make-up day when the employee will be expected to work his/her regular duties. Employees who are released from work on the emergency closing day, but required to work the make-up day will only receive compensation for the make-up day.
- e) In the event an employee has a prior commitment on a make-up day, previously scheduled as a non-duty day, the employee will be permitted to a vacation day, a personal leave day, if available, or take the day as an unpaid day. In the event the employee has extenuating circumstances and no remaining vacation or personal leave days, the employee may request an additional personal leave day to be allocated from accrued sick leave. Final approval for use of personal leave days and unpaid days will be at the discretion of the Director of Human Resources.

Section 5.     Physical Examinations:

Physical exams will be required of staff members upon request by the District. When so required, the District will pay the cost of the examination if the staff member obtains the examination at a District designated facility using the District's physical examination form. The staff member will be reimbursed up to the amount paid by the District at its designated facility if the staff member obtains the physical exam at a facility other than that designated by the District and upon presentation of the completed physical exam form along with an itemized statement from the examining facility.

Section 6.     Employee Personnel File:

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

## **ARTICLE V.**

## LEAVES

### Section 1. Sick Leave

- (a) Sick leave allowance of twelve (12) days per year, accumulative, shall be allowed for twelve (12) month employees. Sick leave allowance of ten (10) days per year, accumulative, shall be allowed for ten (10 month) employees. Sick leave may not be used in advance of earning it.
- (b) Employees who work less than the full school year shall receive sick leave on a ~~pro-rata~~ pro-rata basis.
- (c) An employee may use one (1) day of accumulated sick leave for each day of illness of the Employee's child who is less than eighteen (18) years old, or up to 20 years old and attending a secondary school due to an illness of or injury to the child for such reasonable periods as the employee's attendance with the child may be necessary.
- (d) An employee who has been employed by the district for the most recent 12 month period and holds a .5 full time equivalency or greater position may use up to twenty (20) days of accumulated sick leave during the school year as is medically necessary to care for an ill spouse, parent, step-parent, parent-in-law, adult child, sibling, grandchild, or grandparent.
- (e) An employee who has not been employed by the district for the most recent 12 month period and/or who does not hold a .5 FTE, or greater position, may use up to five (5) days in any one year of earned sick leave for illness in the immediate family. The immediate family shall include wife, husband, child, brother, sister, parent, guardian or parents-in-law. These days will be deducted from available personal leave in Section 2.

### Section 2. Personal Leave

Up to six (6) days for 12 month employees and up to five (5) days for 10 month employees in any one year of earned sick leave may be used for:

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



- (c) One (1) day of earned sick leave may be used for personal emergency or calamity. Weather conditions may constitute a calamity or emergency. Leaves for other reasons may be granted by the Human Resources office and will result in a day's full deduction in salary.
- (d) Each employee may be granted two (2) personal leave days per year to handle important personal matters that cannot be taken care of in a regular day. Such leave must be requested in writing and have advance approval by the Human Resources office. The specific reason(s) for the leave need not be listed if the leave request is of a personal or private nature and may be waived following a consultation with the Human Resources office. Business ventures will not be considered as important personal matters. After the annual allocation identified above is used, full deduction shall be made.

Section 3.     Medical Certification

The School District may require an Employee to furnish a medical certificate from a licensed medical professional as to evidence of illness, medical condition (e.g. childbirth), or accident, indicating such absence as was due to illness or injury, to qualify for sick leave pay. Such medical certificate may pertain to the Employee, child, or other individual as appropriate to the Division of Section 1, cited in the leave request. Any leave of five or more consecutive days of absence or intermittent days required to care for the same medical condition within the same school year will require a medical certificate from a licensed medical provider. The final determination as to the eligibility of an employee for sick leave is reserved to the School District. In the event that a medical certificate will be required for unrelated intermittent leave, the Employee will be so advised.

Section 4.     Jury Duty

Employees shall be granted the additional amount to make up full pay if required to serve on Jury Duty.

Section 5.     Leave of Absence

An employee granted a leave of absence shall suffer no loss of seniority or job rights.

To comply with the requirements of the PERA, any employee covered by this contract wherein the accumulated sick leave is entirely used, and said staff member is not able to return to their normal duties because of illness, the Board of Education will pass a resolution granting a temporary leave of absence and will notify the office of the PERA of this action.

Employees on leave without pay and who are without accrued sick leave or accrued vacation, will be assessed on a payroll deduction basis, for the cost of fringe benefits at a rate of \$21.00 per day. Bus Drivers on District paid insurance who are absent greater than 10 days in a school year will be assessed \$21.00 per day.

## **ARTICLE VI.**

### **VACATIONS:**

Section 1. July 1st shall be the anniversary for determining vacation accrual.

Section 2. Twelve (12) Month Employees

- (a) New employees will be granted a prorated number of vacation days through June 30th, during the first year of employment, based on a two-week period.
- (b) 10 days will be granted after having completed one full year beginning July 1st.
- (c) 13 days after five years
- (d) 14 days after six years
- (e) 15 days after seven years
- (f) 16 days after eight years
- (g) 16 days after nine years
- (h) 17 days after ten years
- (i) 17 days after eleven years
- (j) 18 days after twelve years
- (k) 19 says after thirteen years
- (l) 20 days after fourteen years
- (m) 21 days after fifteen years and beyond

Section 3. Ten (10) Month Employees

- (a) New employees will be granted a prorated number of vacation days through June 30th, during the first year of employment, based on a two-week period.
- (b) 8 days will be granted after having completed one full year beginning July 1st.
- (c) 10 days after five years
- (d) 11 days after six years
- (e) 12 days after seven years
- (f) 13 days after eight years
- (g) 13 days after nine years
- (h) 14 days after ten years
- (i) 14 days after eleven years
- (j) 15 days after twelve years
- (k) 15 says after thirteen years

- (l) 16 days after fourteen years and beyond
- (m) Those employed for a ten-month position shall take five of their vacation days during the Winter and Spring breaks and the remainder before the termination of their year's work.

- Section 4. Vacation requests will be reviewed by the Director of Facilities and Transportation and the number of employees absent from any one (1) building or work area, on any given day, may be limited based on the needs as determined by the Director. An employee may appeal denial of a request to the Director of Human Resources.
- Section 5. An employee resigning from the system shall receive earned vacation on a prorated basis to the date of termination provided that two weeks written notice is given to the employer.
- Section 6. An employee retiring during the interim for reasons of disability or normal retirement shall be entitled to a prorated earned vacation.
- Section 7. Vacation may not be used in advance of earning it.
- Section 8. Vacation days may accrue to a maximum of 30 days, otherwise they will be forfeited. Employees will be given a 30 calendar days written notice before they will forfeit days pursuant to this provision.

## **ARTICLE VII.**

### **HOLIDAYS:**

There shall be twelve paid holidays for twelve month employees. Ten month employees will be paid for the holidays which fall within their normal work calendar. The following twelve are designated holidays:

Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Two Winter Break Holidays, Two New Year's Holidays, Martin Luther King Jr.'s Day, President's Day, One Spring Holiday and Memorial Day.

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

## **ARTICLE VIII.**

### **SENIORITY:**

The Board recognizes that the purpose of seniority is to provide a declared policy as to the order of layoff and recall of employees, and in consideration of advancement or promotion (if the employee is qualified). Seniority date will be based on the original date of employment within the employee's classification. Employees with continuous service hired into a higher classification will receive a new seniority date in the new classification while retaining their prior seniority date in the previous classification. Seniority lists among classifications will not be co-mingled. Employees with the least continuous service shall be laid off first. If any opening subsequently occurs, the laid-off employee with the most continuous service shall be recalled first. Former employees will be allowed two weeks to return to work after recall. If a former employee elects not to return to work when recalled, that person's seniority rights shall be lost. Employee seniority rights will terminate after two years of layoff.

Seniority of the building cleaners, bus driver/building cleaners and other full time employees shall not be co-mingled. Layoffs of building cleaners and bus driver/building cleaners shall be based on seniority within the building cleaner and bus driver/building cleaner classifications. Last hired shall be the first laid off. If any opening subsequently occurs, the laid off employee with the most continuous service shall be recalled first. In the event a building cleaner or bus driver/building cleaner is promoted to another position, seniority and credit for step advancement will begin on the first day of employment in the new position. Employee seniority rights will be terminated after two years of layoff.

In the event a building cleaner or bus driver/building cleaner is promoted to another classification covered by this contract and is laid off, the building cleaner or bus driver/building cleaner shall retain all seniority accrued as a building cleaner for the purpose of displacement rights on the building cleaner seniority list.

## **ARTICLE IX.**

### **VACANCIES:**

New positions or vacancies will be posted on the district website for a period of five (5) working days. The posting shall include the hours for that position.

The leading candidates whose background and abilities best meet the requirements of the posted position will be called in for an interview by the Director of Facilities and Transportation or designee. The Union Steward shall be included in interviews where the Director of Facilities and Transportation deems it appropriate.

The Director of Facilities and Transportation, utilizing the various data which have been made available, will recommend the leading candidate to the Superintendent of Schools.

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

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

## **ARTICLE X.**

### **BENEFITS**

#### **Section 1. Eligibility**

- (a) An employee must be assigned to work more than 14 hours per week and complete 30 calendar days of employment in order to be eligible to enroll in the District's fringe benefit programs. The employee will be eligible for benefits on the 1<sup>st</sup> of the month following the completion of the 30 days referred to above.
- (b) An employee must pay the employee's portion of premium for medical/dental coverage one (1) month in advance, if the employee's earnings are not sufficient to cover any monthly premium amount which exceeds the District's maximum contribution.
- (c) Part-time employees working more than 14 hours per week but less than 40 hours per week shall be eligible for ~~hospitalization-major~~ medical and dental ~~insurance~~ benefits. The monthly district contribution will be provided according to the number of hours assigned of the 40 hour week. If the premium for the ~~hospitalization-major~~ medical ~~insurance~~ plan selected is less than the maximum district contribution specified in Section 2., then the monthly premium will be prorated according to the number of hours assigned of the 40 hours week.

#### **Section 2. Medical Benefits**

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

- (b) Participation in the School District insurance program is voluntary on the part of the employee. No additional compensation will be made to those who choose not to accept any or all portions of the program.
- (c) The District shall offer at least one deductible medical benefit plan coupled with a VEBA Trust ~~in addition to its other health insurance plans~~. Each employee who chooses to enroll in a deductible/VEBA plan shall receive a District contribution to a VEBA account set up for that employee. The following provisions shall apply to the deductible/VEBA plan offered by the District:
1. Single Coverage: The District shall pay the full cost of the single premium for the deductible plan. For information purposes only, this is the plan identified as Plan A during the 202~~20~~-202~~31~~ school year. In addition, the District will make a \$~~1,000~~~~750~~ annual contribution, paid on a ~~monthly~~ semi-annual basis, to the employee's VEBA account.
  2. Dependent Coverage: Effective July 1, 202~~20~~, the District shall pay \$1,280.00 per month toward the cost of the dependent premium for the ~~high~~-deductible plan. Effective July 1, 2023, the District shall pay \$1,300 per month toward the cost of the dependent premium for the deductible plan. In addition, the District will make a \$1,~~002~~~~50~~ annual contribution, paid on a ~~monthly~~ semi-annual basis, to the employee's VEBA account.
  3. The employer will contribute up to \$6.00 per month to the VEBA trust for administrative fees for all individuals employed by the District and covered by this master agreement at the time the administrative fee is due. Individuals not employed at the time of the administrative fee charge will have the fee deducted from the VEBA account.
- (d) Each employee enrolled in the program shall contribute any premium amount which exceeds the District maximum contribution. Enrollment in the program shall be on an annual basis.
- (e) An employee who retires with at least 15 continuous years of service in Richfield and who is at least age fifty-five (55) may continue to participate in the District Hospitalization-Major Medical program. An employee who retires will also be allowed to continue in the District Dental program. For employees hired prior to January 1, 2011, the District contribution for retired employees participating in Hospitalization-Major Medical and Dental programs will be adjusted so that it is the same for retired employees as it is for active employees. Any additional premium cost must be paid by the retiree and will be increased annually. This provision



shall apply until the individual becomes eligible for another employers, or any other health plan, or according to the following schedule, whichever comes first.

Completion of 15 years in Richfield 48 months  
Completion of 20 years in Richfield 60 months  
Completion of 25 years in Richfield 72 months  
Completion of 30 years in Richfield 120 months

- (f) For Facilities and Transportation personnel hired after December \_\_\_\_\_ 31, 2010 the District will contribute toward a post-employment Health Reimbursement Account (HRA) established for the individual with a third party administrator identified by the District. ~~Health Care Savings Plan~~ ~~Account for the individual employee.~~ Funds will accrue in the individual's account and become available to the employee at time of separation from the District. The District will make contributions to the account as follows:
1. \$2,500 at the completion of 10 years in the District; and
  2. \$250 at the completion of each additional year of experience in the District.
  3. The amounts above in 1. and 2. will be prorated based on the employee's FTE for the period covered.
  4. The District makes no representations or guarantees regarding the tax qualified status of any Health Care Savings Plan selected.

### Section 3. Income Protection

- (a) The School District shall make available to all full time employees a Long-Term Disability (LTD) insurance program. Benefits shall begin after the seventy-eighth (78th) calendar day of total disability. Acceptance of this provision is voluntary on the part of the employee but no additional compensation will be made to those who choose not to accept coverage.
- (b) The district will pay the cost of the Long-Term Disability (LTD) insurance to a maximum of three hundred ninety two (\$392) dollars effective July 1, 2008. The employee will pay the balance.

- (c) The District will continue to pay the district contribution toward the premium amounts for medical and dental insurance coverage for a period of twenty-four (24) months from the date of disability for those individuals on long term disability who were participating in those programs at the time of their disability. After the twenty-fourth month on long term disability, the district contribution toward the health insurance premium shall equal the cost of the single premium for the high deductible plan for medical insurance and premium for dental insurance. Contributions toward these insurances will continue until the individual becomes eligible for Medicare or Medicaid benefits.
- (d) A disabled employee shall retain job rights for a maximum of two (2) years from the date of disability if the employee continues to be disabled. The disabled employee will be obligated to inform the District, on a form sent to the employee each year by the District, of the employees desire to retain job rights as provided herein.

Section 4. Dental Insurance

The School District will purchase dental insurance for all full time custodial employees and their dependents. The District shall contribute to a maximum of \$59.00 effective July 1, 20~~22~~<sup>21</sup> for a plan based on a composite bid quotation. If the composite cost exceeds the District contribution, the excess amount shall be prorated on a monthly basis among the employees with dependent coverage.

Section 5. Life Insurance

Full time employees will receive one times their salary to the nearest \$500 in term life insurance.

Section 6. Tax Shelter Annuities

- (a) All personnel may participate in the Tax Sheltered Annuities program. Bus drivers may participate with contributions and matching based on the employee's regularly scheduled hours.
- (b) All employees who wish to enter the Tax Sheltered Annuity program for the first time, on a non-matching basis, must complete the District and company forms provided for this purpose and must submit the District forms to the Human Resources office. Entry into the program may occur at any time. The District Tax Sheltered Annuity Form must be completed

and returned to the Human Resources office at least thirty (30) days before the payroll date on which tax deduction is to begin.

- (c) An employee who has filed the District Tax Sheltered Annuity program form shall have that program automatically continue for the identified dollar or percentage amounts as indicated on the form until changed or cancelled. A new form will be needed each year only if the individual wishes to make a change in the present plan, i.e., carrier, dollar amount or percentage.
- (d) The District will contribute on a matching basis up to 1% of salary for employees beginning after five (5) years of employment and up to 2% of salary upon completion of eight (8) years of employment. Initial entry or re-entry into the District matching program shall occur on September 1 or January 1 of each year provided the District Tax Sheltered Annuity form is submitted to the Human Resources office 30 days in advance.

## **ARTICLE XI.**

### **RETIREMENT:**

#### **Section 1. Incentives for Retirement**

- (a) An individual who has at least ten years of credited experience in the Richfield Public Schools and who is at least age fifty-five (55) shall receive severance pay upon resignation. The amount of severance pay shall be based on the individual's accrued sick leave. Accrued sick leave shall mean the number of days the individual has accumulated at the effective date of retirement. The individual's severance pay shall be the sum of the applicable amounts determined by the provisions of both Subdivisions (b) and (c).

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

- (b) The individual shall multiply accumulated sick leave by the appropriate percentage indicated below. The product of this multiplication shall then be multiplied by ninety-five (\$95.00) dollars for the years 20~~22~~<sup>18</sup>-20~~23~~<sup>19</sup> and 20~~23~~<sup>19</sup>-20~~24~~<sup>40</sup> to determine the severance pay for this Subdivision. In no case, however, shall the benefit from this Subdivision exceed twelve thousand (\$12,000) dollars.

90% of accrued sick leave

- (c) An individual who has at least fifteen (15) years of credited experience in the Richfield School District shall be paid the following amount based upon the definition in Subdivision (a).

\$4,500

- (d) The above benefit will be prorated for part-time employees in relationship to the number of hours worked, for example:

eight hour personnel	8/8
seven hour personnel	7/8
six hour personnel	3/4 etc.

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

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

If an individual dies before all or a portion of the severance pay has been disbursed, that balance due shall be paid to a named beneficiary or, lack of same, to the deceased's estate.

- (f) The provisions of the Richfield Public School Incentive for Retirement shall apply to resignations for retirement for 2020-2021 and 2021-2022.

## **ARTICLE XII.**

### **GRIEVANCE PROCEDURE:**

#### **Section 1. Definition:**

A grievance shall mean a written complaint by an employee, group of employees, or the union that there has been a violation, misinterpretation, or misapplication of this agreement.

Section 2. Timeliness:

Within fifteen (15) working days following knowledge of the act or condition which is the basis of the complaint, the grievant may file a grievance beginning at Step 1 and proceeding through each succeeding step until the grievance has been resolved. Except by mutual agreement, failure by the employer at any step to communicate a decision within the specified time limit shall permit the grievant to proceed to the next step; likewise, failure by the grievant at any step to appeal a grievance to the next step within the specified time limit shall be considered acceptance of the decision at that step. The time limits for decision or appeal are as follows:

Step 1 - five (5) working days

Step 2 - ten (10) working days

Step 3 - ten (10) working days

Decision or appeal should be completed as soon as possible but shall not exceed the time limit specified.

Section 3. Steps:

Step 1: The cognizant supervisor. The cognizant supervisor shall be the individual directly responsible for the operation of the department in which the grievant works and/or the Director of Facilities and Transportation.

Step 2: The Director of Human Resources or designee.

Step 3: The Superintendent of Schools or designee.

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

Section 4. Union Representation, Intervention and Initiation:

All employees shall have the right of union representation at each step. The union shall have the right to intervene and present its position at any step in the grievance procedure. The union itself may initiate a grievance on any matter affecting the application or interpretation of this Agreement.

Section 5. Reprisals:

No reprisals shall be invoked against any employee for processing a grievance.

Section 6. Cost of Transcript:

The cost of a transcript of the arbitration shall be borne by the party demanding the transcript. If no demand is made, but a transcript is required, the cost shall be shared equally by the parties involved.

## **ARTICLE XIII.**

### **BUS DRIVERS:**

This article defines the terms and conditions of employment for the classification of bus drivers who work in excess of 14 hours per week or more. No bus driver, hereinafter referred to in Article XIII as "part-time drivers", shall be eligible for any leave or benefit of any nature, except as specifically provided in Article III PROBATIONARY PERIODS, RESIGNATION OR SEPARATION OF EMPLOYMENT, NOTICE OF LAYOFF, Article IV, Section 2 Overtime, Section 6 Employee Personnel File, Article V, Section 4. JURY DUTY, Article V, Section 5. LEAVE OF ABSENCE, Article X, Section 6, TAX SHELTER ANNUITIES, Article XII GRIEVANCE PROCEDURE or Article XIII BUS DRIVERS .

#### **Section 1.     Seniority:**

Seniority of the part-time bus drivers and full time employees shall not be co-mingled. Layoff of part-time bus drivers shall be based on seniority within the part-time classification. Last hired shall be the first laid off. If any opening subsequently occurs, the laid off employee with the most continuous service shall be recalled first. In the event a part-time bus driver is promoted to a full time position, seniority and credit for the step advancement will begin on the first day of employment in the full time position. Employee seniority rights will be terminated after two years of layoff.

#### **Section 2.     Part-Time Assignments:**

Any necessary reduction of full time drivers will be accomplished through attrition whenever possible.

#### **~~Section 3.     Wages:~~**

~~Effective July 1, 2020, the following pay schedule will apply to bus drivers:~~

	<u>2020-2021</u>	<u>2021-2022</u>
<u>Step 1</u>	<u>\$19.48</u>	<u>\$20.73</u>
<u>Step 2</u>	<u>\$20.18</u>	<u>\$21.43</u>
<u>Step 3</u>	<u>\$21.09</u>	<u>\$22.34</u>



<u>Step 4</u>	<u>\$21.59</u>	<u>\$22.84</u>
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### Section 3. Wages:

Effective July 1, 2022, the following pay schedule will apply to bus drivers. Note: a Bus Driver with a CDL will be paid at the Driver – CDL rate regardless of the type of vehicle the employee is assigned to drive as long as the employee is available to be assigned a vehicle that requires the CDL – Bus Driver License.

<u>Type III/Training</u>	<u>2022-2023</u>	<u>2023-2024</u>
<u>Step 1</u>	<u>\$21.75</u>	<u>\$22.75</u>
<u>Step 2</u>	<u>\$22.25</u>	<u>\$23.25</u>

<u>Drivers – CDL License</u>	<u>2022-2023</u>	<u>2023-2024</u>
<u>Step 1</u>	<u>\$23.00</u>	<u>\$24.00</u>
<u>Step 2</u>	<u>\$24.00</u>	<u>\$25.00</u>
<u>Step 3</u>	<u>\$25.00</u>	<u>\$26.00</u>
<u>Step 4</u>	<u>\$26.00</u>	<u>\$27.00</u>

### Section 4. Longevity Pay

Employees shall receive additional compensation over and above their hourly base rate of pay as listed below.

<del>2020-2021</del>	<del>After ten (10) years of continuous service in the unit</del>	<del>\$ .20</del>
	<del>After twenty (20) years of continuous service in the unit</del>	<del>\$ .25</del>
2021-2022	After ten (10) years of continuous service in the unit	\$ .20
	After fifteen (15) years of continuous service in the unit	\$ .30
	After twenty (20) years of continuous service in the unit	\$ .40

### Section 5. Medical Benefits and Dental Insurance

Part-time employees working more than 14 hours per week but less than 40 hours per week shall be eligible for hospitalization-major medical as described in Article X, Section 1. (a), (b), (c), dental insurance as described in Article X, Section 3. and eligibility as described in Article X, Section 1. of this agreement. The monthly district contribution for these two benefits will be prorated in accordance with their regularly scheduled hours. If the premium for the hospitalization-major medical insurance selected is less than the maximum district contribution specified in Section

1, then the monthly district contribution will be a proration of the actual premium.

No additional compensation will be made to those who choose not to accept any or all portions of these programs.

Section 6. License

Any regularly assigned Bus Driver member of this bargaining unit who keeps a valid school bus driver endorsement for the entire school year and agrees to drive –when asked will be paid \$80 on the second payroll in July following the conclusion of that school year.

Section 7. Incentive Pay

Effective July 1, 2016, part time bus drivers who work for the entire year, and who have no more than fifteen (15) approved unpaid leave days during the year, will be paid \$100 on the second payroll in July following the conclusion of that school year.

Section 8. Holidays

Part time Bus Drivers will be paid for the following two (2) holidays: New Year's Day and Memorial Day.

Section 9. Paid Time Off (PTO)

Bus Drivers with regularly assigned routes for the school year will be provided Paid Time Off (PTO) based upon the following schedule. Upon completion of one year of service, drivers will receive one PTO day. Upon completion of two years of service, drivers will receive two PTO days. Upon completion of three years of service, drivers will receive a total of four PTO days. Days may accumulate up to fifteen (15) total PTO days. To ensure that annual end-of-year balances do not exceed 10 days, employees with more than 10 days of earned and accrued PTO must take up to 5 days of PTO during non-student contact days in any given year, as long as their accrual does not drop below 10 days. PTO "days" will be entered as hours, based on the average number of hours the employee was assigned to drive regular routes in the prior school year. Employees who only work a partial year will have the hours pro-rated based on the calendar worked during the previous year.

PTO time may accumulate up to 90 hours. To ensure that annual end-of-year balances do not exceed 60 hours, employees with more than 60 hours of earned and accrued PTO must take up to 30 hours of PTO during the non-student contact days in any given year, as long as their accrual does not drop below 60 hours.

A Bus Driver will be permitted to utilize PTO in increments of the lesser of two hours or the time of an assigned partial-day route. The District may approve use of PTO in smaller increments.

FACILITIES & TRANSPORTATION CONTRACT DOCUMENT AUTHORIZATION

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

For: SEIU Local 284  
450 Southview Blvd.  
South St. Paul, Minnesota 55075

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

\_\_\_\_\_  
Union Representative

\_\_\_\_\_  
Board of Education Chairman

Union Representative

Board of Education Clerk

\_\_\_\_\_  
Union Representative

\_\_\_\_\_  
Superintendent of Schools

| Dated this \_\_\_\_ day of \_\_\_\_\_, 202~~20~~<sup>21</sup>

Dated this \_\_\_\_ day of \_\_\_\_\_, 202~~20~~<sup>21</sup>

| THIS AGREEMENT shall be in force from July 1, 202~~20~~, through June 30, 202~~20~~<sup>21</sup>, and shall continue as is from year to year unless either party shall notify the other in writing sixty (60) days prior to expiration date of their desire to re-open negotiations.

**NEW BUSINESS - FOR ACTION**

**Agenda Item VI.C.**

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, December 19, 2022**

**Subject: Donations**

(Recommended by the superintendent)

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

**Centennial Elementary School** received a donation of \$45.00 through The Blackbaud Giving Fund.

**The RHS Spanish Club** received donations of \$50.00 from Dustin Leen & Jennifer Winter of Richfield and \$25.00 from Louis & Carey Dzierzak of Richfield.

**Richfield High School** received a donation of \$500.00 for Athletics from the Delta Air Lines Foundation.

**Richfield High School** received a donation of \$500.00 for Music/Theater from the Delta Air Lines Foundation.

**Richfield STEM Elementary School** received a donation of \$366.29 from the University of Minnesota.

**Richfield STEM Elementary School** received donations totaling \$501.00 through The Blackbaud Giving Fund.