

SUPERINTENDENT'S REPORT AND AGENDA

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

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

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

Monday, May 2, 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. Superintendent Update

1. RCEP Presentation
2. Nutrition Services Presentation
3. Crisis Communications Audit Process Report

B. Commendation

IV. CONSENT AGENDA

A. Routine Matters

1. Minutes of the regular meeting held April 18, 2022
2. General Disbursements as of 4/26/22 in the amount of \$1,300,048.28
3. Investment Holdings

B. Personnel Items

V. OLD BUSINESS

A. Policy 309: Designation of Acting Superintendent

B. Policy 210: Conflict of Interest--School Board Members & Administrative Guideline 210.1

C. Policy 208: Open Meetings and Closed Meetings

VI. NEW BUSINESS

- A. Termination and Nonrenewal of Probationary Teaching Contracts
- B. Notice of Resolution Rescinding Proposed Placement of Teachers on Unrequested Leave of Absence
- C. Donations

VII. ADVANCE PLANNING

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

5-16-2022	7 p.m.	Regular Board Meeting – Public Comment
6-6-2022	7 p.m.	Regular Board Meeting

- D. Suggested/Future Agenda Items

VIII. ADJOURN REGULAR MEETING

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

Agenda Item III.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 2, 2022

Subject: Superintendent Update

Director of RCEP Dr. Kasya Willhite will present. Director of Nutrition Services Michael Manning will also give an update. Chief HR & Administrative Officer Craig Holje will report to the board on the process of obtaining an audit for our District crisis communications.

Attached:

Ongoing Data Reference List
RCEP & MLL Presentation
Nutrition Services Presentation
Crisis Communications Audit Process Report

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

Agenda Item III.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 2, 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.

ADA:	Americans with Disabilities Act
A.I.:	American Indian
AIPAC:	American Indian Parent Advisory Committee
AP:	Advanced Placement
AP:	Assistant Principal
BIPOC:	Black, Indigenous, and People of Color
BILT or ILT:	Building Instructional Leadership Team
BOLT:	Building Operational Leadership Team
CDC:	Centers for Disease Control
CIS:	College in the Schools
CLSD:	Comprehensive Literacy State Development
ECSE:	Early Childhood Special Education
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)
HR:	Human Resources
LGBTQ+ or LGBTQIA+:	Lesbian, Gay, Bisexual, Transgender, Queer, and others or Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, and others
LTFM:	Long-Term Facilities Maintenance
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

NSPRA:	National School Public Relations Association
NWEA-MAP	Northwest Evaluation Association – Measures of Academic Progress
OSHA:	Occupational Safety and Health Administration
OW:	Outreach Worker
PD:	Professional Development
PLC:	Peer Learning Community
POS:	Point of Sale
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
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
VEBA:	Voluntary Employees' Beneficiary Association
VPK:	Voluntary PreKindergarten
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 America: 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%

Enriching and accelerating learning



RPS Board Presentation

RCEP

Monday, May 2nd, 2022

Enriqueciendo y acelerando el aprendizaje

Past to Present



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SEL Highlight: Weekly Home Visits

Thank you for coming to my house, I didn't know you did this!

I need a charger.

You really motivated me!

I am stuck, what do I need to do?

I need food.

Please stop by this week!

Look, the school cares about you!

I am nervous to come into a school building. Can we meet at the library to go over my work?!

I have been so sad, thank you for coming!



A group of six graduates, five men and one woman, are posed for a photo in front of a brick wall. They are all wearing red graduation caps and gowns. The man on the far left is wearing blue jeans and sneakers, while the others are in black pants. They are all wearing black face masks. A banner hanging behind them reads "CONGRATULATIONS GRAD" in red letters. To the left of the group are several balloons, including a large black one with "GRAD" written on it. To the right, a small round table with a white tablecloth holds a bowl of snacks and a sign that says "PARTY!". The graduates are holding white envelopes and some are holding small bouquets of flowers.



Demographics and Enrollment Data SY21-22



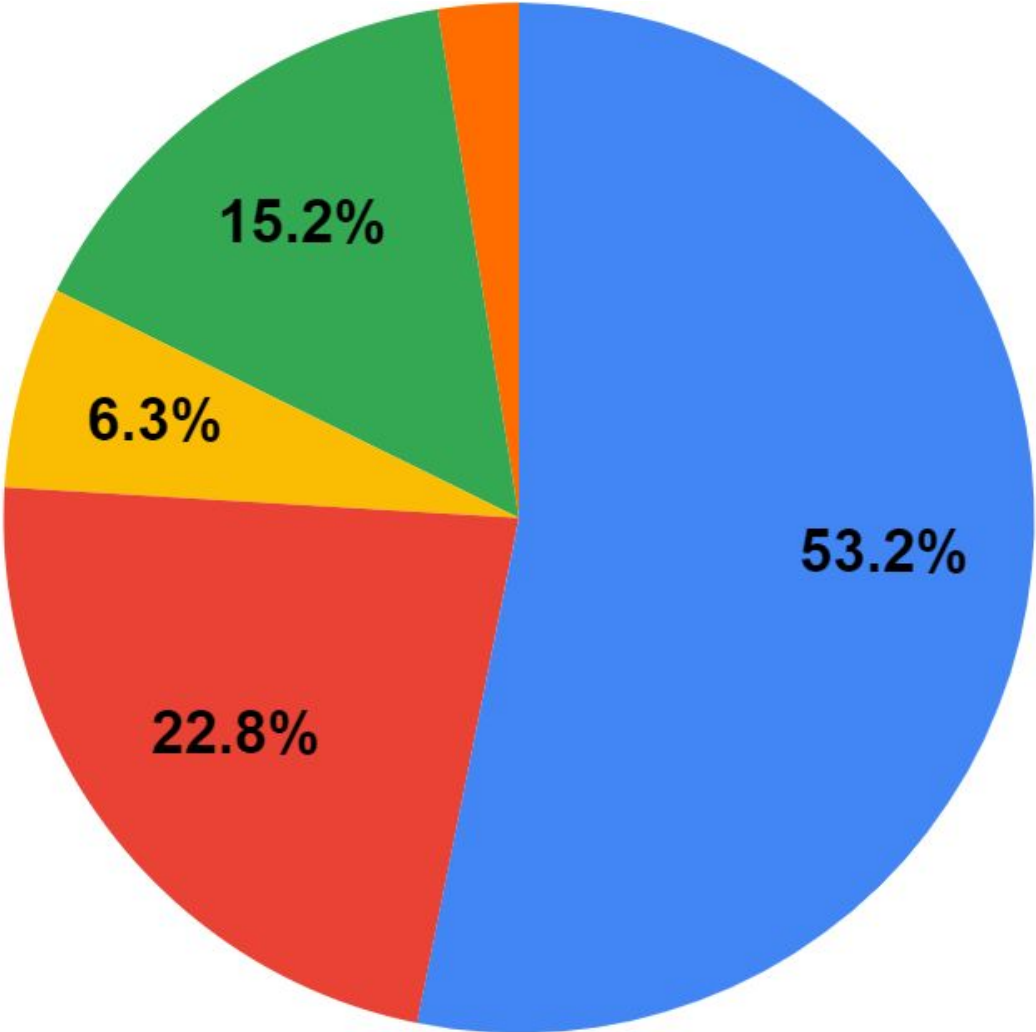
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80 Students as of April 20		48 Richfield Residents 32 Open Enrollees	
9th Graders	4	Minneapolis	12
10th Graders	9	Bloomington	11
11th Graders	13	St. Paul	2
4 Year Grad Track	38	Edina	3
5 Year Grad Track	10	Burnsville	2
6 Year Grad Track	5	Savage	1
7 Year Grad Track	1	West St Paul	1

Demographics and Enrollment Data



RICHFIELD
PUBLIC SCHOOLS



● Hispanic ● Black ● Two or More ● White ● Asian

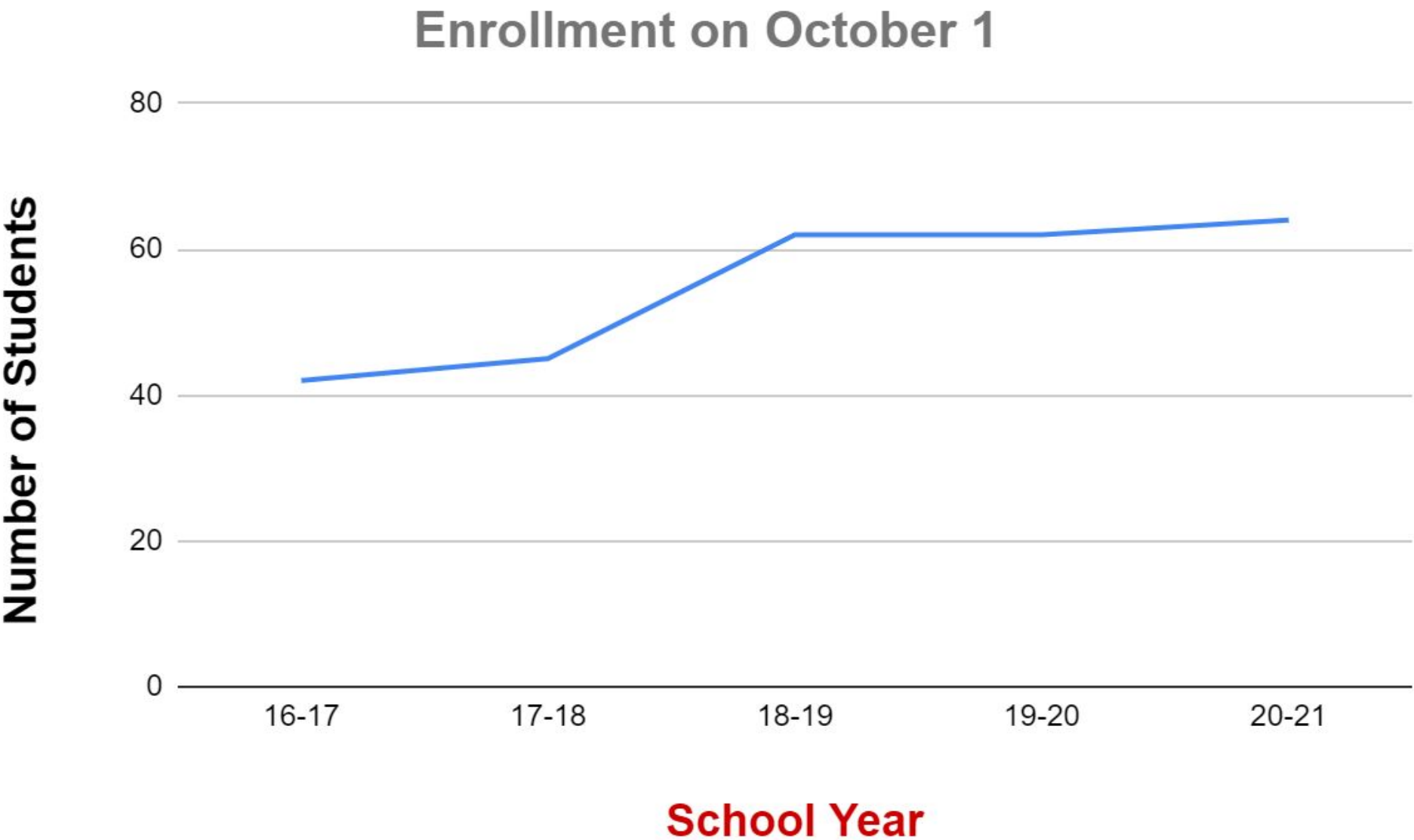
Changes Over Time

From:	To:
Advisory to	Advising and relationships
Attendance policy to	Work completion and engagement
All teacher led coursework toward	Self-paced (digital and *teacher designed) and interdisciplinary
Minimal support staff to	<ul style="list-style-type: none">.75FTE Special Ed.5FTE School Social Worker.6FTE Coaching/EL1.0FTE Admin Assistant/OW1.0FTE School Counselor

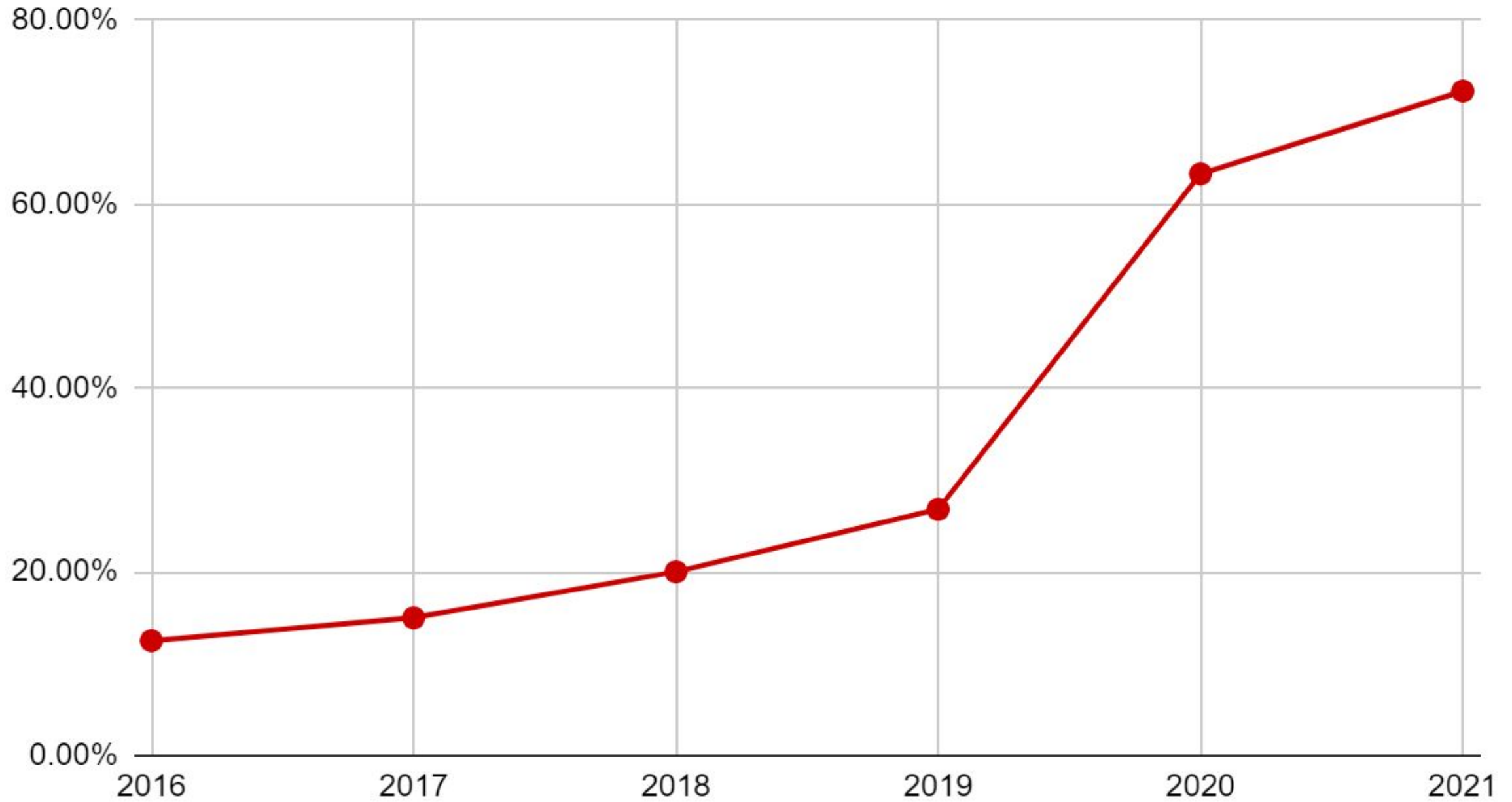
Changes Over Time

From:	To:
Adult directed enrollment to	Student buy-in and choice
Deficit to	Asset
Little success to	Feeling accomplished
Many changes throughout the year to	Planful actions and alignment
Traditional grading practices to	Standards-based grading pilot

5 Year Enrollment Trend Data



Graduation Rates



Graduates and SEAL of Biliteracy Earners to Date



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13 graduates to date

18 more students likely to graduate in June

20 more students within possible range of graduation in June

Minnesota Bilingual and Multilingual Seals and World Language Proficiency Certificates

18 Students have taken SEAL assessment

1 Platinum Seal

2 Gold Seals

6 World Certificates

Waiting for 3 more scores

All earned elective credit



Nutrition Services Program Update



RICHFIELD
PUBLIC SCHOOLS

Richfield Board of Education

Michael Manning, Director of Food & Nutrition

May 2, 2022



Nutrition Services Mission:

*Our goal is to create a warm and welcoming environment
for every student, every meal, every day.*

Program Mission

- All Schools
 - SSO (Seamless Summer Option)
 - Free meals for all students!!!
 - Breakfast in the classroom at all elementaries
 - Innocent Classroom training for all staff as well as manager specific training
- Richfield Middle School
 - Vend-ucation machines installed in new commons area
 - A la carte sales return
- Richfield High School
 - Opening of Spartan Café for a la carte items at breakfast and lunch
 - Reintroduction of POS systems to assist with meal claiming



SY21/22 Highlights

SY 2018-19 :

- Average daily participation for breakfast = 45.8%
- Average daily participation for lunch = 63.7%
- FFVP snacks served = 87,765 (Centennial & RDLS only)
- F/R percentage = 61.04%

SY 2021-22 (YTD April):

- Average daily participation for breakfast = 58.03% YTD (13% increase)
- Average daily participation for lunch = 79.55% YTD (15.8% increase)
- FFVP snacks served = 58,638 YTD (Centennial & RDLS only)
- F/R percentage = 51.7% (Down 3% from 20/21)

Program Participation



Richfield High School commits to offering more plant-based protein meals

Richfield High School is the first high school in the country to sign the Forward Food pledge committing to increasing its plant-based options, the Humane Society of the United States announced Thursday.

September 25, 2021



Richfield Public Schools

April 7 at 4:21 PM · 🌐

...

Congratulations to the RPS Nutrition Services Department, who have been recognized as School Breakfast Program Champions by the Child Hunger Program team at [Second Harvest Heartland](#). "My staff have gone above and beyond the past two years making sure that students always had a nutritious meal to start the day right, whether they were in distance learning or in the building," said Michael Manning, Director of Nutrition Services. What a fantastic way to end [#NationalNutritionMonth!](#) [#CelebrateRPS280](#)



Social Media Highlights

#PlantBased #NationalNutritionMonth

Twin Cities School District Makes Historic Pledge To Have 20% Of Lunch Menu Plant-Based By 2024

By David Johnson

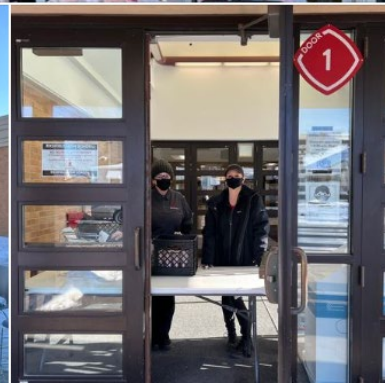
November 10, 2021 at 6:27 am

Read Under: David Johnson, Local TV, Richfield News, School Lunch



FOOD PLEDGE
Michael Manning
Richfield Schools Director of Food & Nutrition
RICHFIELD Minn. (WCCO) — The Richfield School District has made a historic pledge to increase the amount of plant-based food on its lunch menu. Once a week, the high school cafeteria will add an additional plant-based option to the grill foods and salads.

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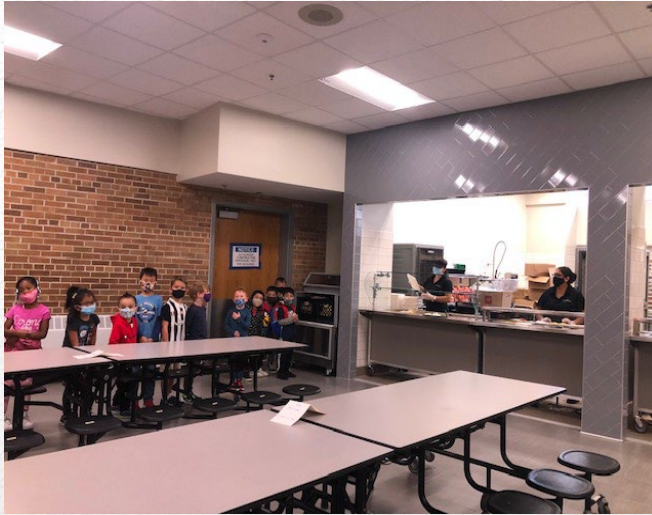
- K-5
 - Richfield STEM
 - 6/20 – 7/21
 - Breakfast in the classroom (multiple kiosks)
 - Lunch in the classroom & cafeteria (students come through cafeteria line)
- 6-8
 - Richfield Middle School
 - 6/20 – 7/21
 - Breakfast in the classroom (multiple kiosks)
 - Lunch in the classroom & cafeteria (students come through cafeteria line)
- 9-12
 - Richfield High School
 - 6/20 – 7/28
 - Breakfast in the classroom (multiple kiosks)
 - Grab & Go lunch

Summer Plans

- Elementary Schools
 - Funding ???
 - Breakfast in the classroom
 - Lunch in the cafeteria
 - Reintroduction of POS system
- Richfield Middle School
 - Hybrid breakfast
 - Lunch in the cafeteria
 - Reintroduction of POS system
- Richfield High School
 - Hybrid breakfast
 - Lunch in the cafeteria
 - Greater Nutrition promotion and education
 - Grab & Go reimbursable meal cart to speed up lunch service
 - Vend-ucation machine installed in flex space near entrance
 - A la carte items offered at breakfast/lunch



SY22/23 Plans



- All major kitchen renovations completed
- Richfield Middle School cooler/freezer replacement
 - Scheduled for second week of June
 - Increase in size and efficiency with space saving shelving
 - 140k project estimate

Planned Construction Projects

- Main vendor – Recommend renewal in future board agenda
 - Will go out to bid summer 2023
- Produce vendor – Under contract
- Milk vendor – Recommend renewal in future board agenda
- Bread vendor – Recommend renewal in future board agenda
- Disposable supplies - RFP currently underway
- Paid lunch equity tool SY22/23 not available yet; however, would recommend we do not increase lunch prices at the same time free meals end, based off of positive food service fund balance.

Vendor Contract Status & Meal Pricing

- Current negative balances = (-\$19,649.19) for all accounts less than $-(.01)$
 - Closed accounts = (-\$13,045.60)
 - Open accounts = (-\$6,603.59)
- Sunshine Fund balance = \$7,521.76

Updated Negative Balance Amounts

- \$521,062 Beginning fund balance 7/1/21
- \$2,106,674 YTD revenue
- (\$2,237,236) YTD expenditures
- \$390,500 YTD fund balance
- End of year fund balance will vary due to timing of expenditures and receivables

Fund Balance Update

- Triennial Assessment Due March 2023
 - Increased nutrition promotion and education
 - Specific goals for school-based activities that promote student wellness
 - Specific goals for physical activity

Wellness Policy Update

Questions or comments?

Contact:

michael.manning@rpsmn.org

(612)798-6071



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PUBLIC SCHOOLS

Enriching and accelerating learning



Crisis Planning and Communications Audit

Craig Holje

Chief Human Resources and Administrative Officer

Jennifer Valley

Director of Marketing and Communications

Richfield Board of Education – May 2, 2022

Enriqueciendo y acelerando el aprendizaje

Agenda

- Baseline Information
- Audit Recommendation

- **Board Policy 802 – Crisis Management Policy**
 - Original Draft September 6, 2006
 - Revised by the Board October 3, 2016
 - Last Reviewed and Reaffirmed by the Board August 16, 2021
- **Emergency Procedures**
 - Current procedures last revised in 2016-2017
 - Provides guidelines for crisis response including communication, evacuations, sheltering/lockdowns, and other crisis response
- **Postvention Manual**
 - Current procedures last revised in 2019
 - Provides guidelines for supports for crisis response to trauma, death, or other stress within the school community



- Reached out to four groups based on recommendations and previous experience
- Requested proposals and pricing
- Recommend to move forward with Kaufman & Associates
 - Strong background in both crisis planning and school communications
 - Detailed response to request, work proposed and ability to meet timelines
 - Local resource
 - Ability to provide additional supports if needed
 - Onsite training
 - Rewriting plans
 - Technical support as needed
- Initial audit completed by end of August
 - Determine next steps following completion of audit and may consult further with Kaufman & Associates as needed

Questions or Feedback



RICHFIELD
PUBLIC SCHOOLS



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

Agenda Item III.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 2, 2022

Subject: Commendations

RPS would like to commend all RPS math teachers, past and present. Superintendent Unowsky recently received a letter from an RPS graduate who expressed her gratitude for the knowledge and skills she learned in an RPS elementary school back in third grade, particularly in the area of math facts and calculation, which she has found very relevant to her daily life. She wrote,

“The basic ability to do these calculations, and quickly, has come in handy in a variety of circumstances, as you can imagine. I just wanted to tell you how important this was, and how grateful I am that this was part of my third grade education. In order for this education to have happened, there had to have been a system and structure in place, coordinated and managed by school district administration. The school I went to, Woodlake Elementary, doesn’t exist anymore and I’m sure my third grade teacher, Mrs. Soulak, is long retired by now. So I decide to send this note to the district administration and say thank you for an invaluable piece of my education growing up. I wish you the best in your continuing effort to educate the young people of Richfield.”

Thank you to former RPS teacher Mrs. Soulak and to all those teaching math to our current students!

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	V2201169	03/28/2022	P-CARD BAIRD LISA	R	79.79
01	V2201170	03/28/2022	P-CARD BARLOW ERICA	R	1,198.76
01	V2201171	03/28/2022	P-CARD BROWN MATTHEW	R	679.39
01	V2201172	03/28/2022	P-CARD BRUNNER PATTI	R	4,589.61
01	V2201173	03/28/2022	P-CARD BURT EMILY	R	490.99
01	V2201174	03/28/2022	P-CARD CARUSO MATTHEW	R	1,429.28
01	V2201175	03/28/2022	P-CARD EDWARDS NATHAN	R	425.11
01	V2201176	03/28/2022	P-CARD ELLERSON JARED	R	170.00
01	V2201177	03/28/2022	P-CARD FINDLEY LAMPKIN MELISSA	R	428.05
01	V2201178	03/28/2022	P-CARD GEURINK AREND	R	718.63
01	V2201179	03/28/2022	P-CARD GULLICKSON KEVIN	R	22.00
01	V2201180	03/28/2022	P-CARD KRETSINGER DAN	R	1,018.92
01	V2201181	03/28/2022	P-CARD LEIKNES LISA	R	617.50
01	V2201182	03/28/2022	P-CARD LEWIS JENNIFER	R	1,154.16
01	V2201183	03/28/2022	P-CARD LUNDY MICHELLE	R	31.04
01	V2201184	03/28/2022	P-CARD MACE CHRISTI JO	R	1,675.01
01	V2201185	03/28/2022	P-CARD MAHONEY COLLEEN	R	160.62
01	V2201186	03/28/2022	P-CARD MANNING MICHAEL	R	953.18
01	V2201187	03/28/2022	P-CARD MCGINN DAN	R	1,310.39
01	V2201188	03/28/2022	P-CARD MCINNES CALLEN	R	96.25
01	V2201189	03/28/2022	P-CARD MORALES LIZETTE	R	4,215.57
01	V2201190	03/28/2022	P-CARD MORRISSEY MELISSA	R	6,634.85
01	V2201191	03/28/2022	P-CARD SMITH DANE	R	49.46
01	V2201192	03/28/2022	P-CARD STACHEL NANCY	R	1,732.98
01	V2201193	03/28/2022	P-CARD VALLEY JENNIFER	R	1,198.61
01	V2201194	03/28/2022	P-CARD WILLHITE KASYA	R	1,012.84
01	V2201195	03/28/2022	P-CARD WINTER AMY	R	2,472.82
01	304445	03/30/2022	AMAZON.COM SYNCB/AMAZON	R	9,454.24
01	304446	03/31/2022	ALLIED PROFESSIONALS, INC.	R	1,680.00
01	304447	03/31/2022	AQUA LOGIC INC	R	300.00
01	304448	03/31/2022	BEN FRANKLIN ELECTRIC INC	R	4,418.00
01	304449	03/31/2022	BERGER EMMA	R	1,744.75
01	304450	03/31/2022	BEST PLUMBING SPECIALTIES, INC.	R	197.58
01	304451	03/31/2022	BOOKSOURCE	R	107.82
01	304452	03/31/2022	BRATTON DONALD	R	82.00
01	304453	03/31/2022	CARLA MARIA BODE	R	140.00
01	304454	03/31/2022	CARQUEST AUTO PARTS	R	12.56
01	304455	03/31/2022	CEDAR SMALL ENGINE	R	310.54
01	304456	03/31/2022	CHAMPION YOUTH	R	1,404.20
01	304457	03/31/2022	CINTAS CORPORATION NO 2	R	350.64
01	304458	03/31/2022	CIRCA	R	3,300.00
01	304459	03/31/2022	CITY OF RICHFIELD	R	1,650.00
01	304460	03/31/2022	COMCAST	R	305.36
01	304461	03/31/2022	CONTINENTAL RESEARCH CORP	R	1,742.36
01	304462	03/31/2022	DEMCO MEDIA	R	62.93
01	304463	03/31/2022	DIANA SANCHEZ JUAREZ	R	108.00
01	304464	03/31/2022	DOOR SERVICE COMPANY OF THE TWIN CI	R	1,190.00
01	304465	03/31/2022	ECM PUBLISHERS INC	R	144.95
01	304466	03/31/2022	ECOLAB INC	R	964.63

01	304467	03/31/2022	PRECISION ARTS, INC	R	102.20
01	304468	03/31/2022	DEELOH TECHNOLOGIES	R	300.00
01	304469	03/31/2022	FASTENAL INDUSTRIAL	R	211.19
01	304470	03/31/2022	FREEWHEEL BIKE RICHFIELD	R	1,229.96
01	304471	03/31/2022	FRIDLEY HIGH SCHOOL	R	513.00
01	304472	03/31/2022	GLASS DOCTOR OF MINNEAPOLIS	R	559.84
01	304473	03/31/2022	WW GRAINGER INC	R	1,135.44
01	304474	03/31/2022	HAWKINS INC	R	2,857.18
01	304475	03/31/2022	HEALTHJOY LLC	R	12,811.50
01	304476	03/31/2022	HENRY J BOWMAN	R	54.00
01	304477	03/31/2022	HILLYARD	R	13,307.62
01	304478	03/31/2022	HOGLUND BUS CO INC	R	944.42
01	304479	03/31/2022	HR SIMPLIFIED INC.	R	596.00
01	304480	03/31/2022	INSTITUTE FOR ENVIROMENTAL	R	1,622.75
01	304481	03/31/2022	JAYTECH, INC	R	2,143.20
01	304482	03/31/2022	JW PEPPER & SON INC	R	380.01
01	304483	03/31/2022	KIDCREATE STUDIO	R	1,643.00
01	304484	03/31/2022	KLOBE RESIDENTIAL	R	40.00
01	304485	03/31/2022	KREMER SERVICES LLC	R	1,768.40
01	304486	03/31/2022	LOFFLER COMPANIES	R	737.00
01	304487	03/31/2022	LOMAX CARLA	R	288.00
01	304488	03/31/2022	MACKIN BOOK COMPANY	R	32.16
01	304489	03/31/2022	MAGNUS S MCGRATH	R	36.00
01	304490	03/31/2022	MARCELO D DIAZ	R	36.00
01	304491	03/31/2022	MIDWEST BUS PARTS INC	R	45.43
01	304492	03/31/2022	MN DEPT OF LABOR AND INDUSTRY	R	100.00
01	304493	03/31/2022	THE PROPHET CORPORATION	R	40.20
01	304494	03/31/2022	MTI DISTRIBUTING CO	R	1,052.83
01	304495	03/31/2022	RAINBOW RESOURCE CENTER	R	274.05
01	304496	03/31/2022	RANDY J MORENO	R	60.00
01	304497	03/31/2022	REGION 6 AA-MSHSL	R	4,070.00
01	304498	03/31/2022	RIVERSIDE INSIGHTS	R	258.50
01	304499	03/31/2022	RYAN JEANNIE M	R	406.00
01	304500	03/31/2022	SCHOOL SPECIALTY, LLC	R	50.33
01	304501	03/31/2022	SCHUMACHER ELEVATOR COMPANY	R	474.00
01	304502	03/31/2022	SEPTRAN STUDENT TRANSPORTATION	R	6,880.00
01	304503	03/31/2022	SHERWIN WILLIAMS CO	R	66.20
01	304504	03/31/2022	SOPHIA R RHEINHART	R	135.00
01	304505	03/31/2022	STATE SUPPLY COMPANY	R	232.10
01	304506	03/31/2022	TAIT R JOHNSON	R	60.00
01	304507	03/31/2022	TOLL COMPANY	R	70.04
01	304508	03/31/2022	TRANSPORTATION PLUS, INC.	R	24,879.00
01	304509	03/31/2022	TRISTATE BOBCAT INC	R	8.71
01	304510	03/31/2022	TWIN CITY FILTER SERVICE INC	R	219.88
01	304511	03/31/2022	TWIN CITY HARDWARE	V	-1,805.55
01	304511	03/31/2022	TWIN CITY HARDWARE	R	1,805.55
01	304512	03/31/2022	VELOCITY DRAIN SERVICES INC	R	552.50
01	304513	03/31/2022	VSP VISION SERVICE PLAN	R	3,454.40
01	304514	03/31/2022	WORLD FUEL SERVICES, INC.	R	28,537.90
01	304515	03/31/2022	XCEL ENERGY	R	49,341.68

01	304516	04/07/2022	ALLIED PROFESSIONALS, INC.	R	1,680.00
01	304517	04/07/2022	ALTMAN ADAM	R	460.00
01	304518	04/07/2022	AMPLIFY EDUCATION, INC.	R	795.20
01	304519	04/07/2022	BARNES & NOBLE BOOK	R	526.51
01	304522	04/07/2022	BIX FRUIT COMPANY	R	15,822.71
01	304523	04/07/2022	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	304524	04/07/2022	CDW GOVERNMENT INC	R	9,940.67
01	304525	04/07/2022	CITY OF RICHFIELD	R	4,577.81
01	304526	04/07/2022	CLIA LABORATORY PROGRAM	R	180.00
01	304527	04/07/2022	COMCAST BUSINESS	R	246.35
01	304528	04/07/2022	COMMERCIAL KITCHEN	R	480.00
01	304529	04/07/2022	CONCORDIA LANGUAGE VILLAGES	R	60.00
01	304530	04/07/2022	CULLIGAN SOFT WATER	R	10.00
01	304531	04/07/2022	FAIRCON SERVICE COMPANY	R	982.50
01	304532	04/07/2022	GEORGAKOPOULOS, TESS	R	25.00
01	304533	04/07/2022	HAAS MUSICAL INSTRUMENT REPAIR, INC	R	365.00
01	304534	04/07/2022	HASTINGS CREAMERY LLC	R	12,993.97
01	304535	04/07/2022	HUBERT COMPANY, LLC	R	2,831.89
01	304536	04/07/2022	KEANE SENSE OF RHYTHM INC	R	302.50
01	304537	04/07/2022	KIDCREATE STUDIO	R	250.00
01	304538	04/07/2022	LANGUAGE LINE SERVICE	R	1,294.51
01	304539	04/07/2022	LOFFLER COMPANIES	R	13,301.00
01	304540	04/07/2022	MESSERLI & KRAMER	R	578.90
01	304541	04/07/2022	MINNESOTA MEMORY, INC.	R	4,049.50
01	304542	04/07/2022	MTI DISTRIBUTING CO	R	12,459.61
01	304543	04/07/2022	MULTILINGUAL WORD INC	R	2,708.75
01	304544	04/07/2022	OPTIMIST CLUB OF RICHFIELD	R	50.00
01	304545	04/07/2022	PAN O GOLD BAKING CO	R	933.92
01	304546	04/07/2022	POTTIOS LAVINIA	R	330.00
01	304547	04/07/2022	RAJ SETHURAJU	R	1,500.00
01	304548	04/07/2022	RSCHOOLTODAY	R	94.00
01	304549	04/07/2022	TAFFE SARAH ANN	R	8,492.23
01	304550	04/07/2022	TRAFERA HOLDINGS, LLC	R	270.00
01	304551	04/07/2022	TRIO SUPPLY COMPANY	R	2,180.15
01	304553	04/07/2022	UPPER LAKES FOODS	R	33,909.42
01	304554	04/07/2022	YOUTH ENRICHMENT LEAGUE (YEL!)	R	680.00
01	V611704	04/07/2022	MARIA ARIAS YANEZ	R	110.95
01	V611705	04/07/2022	ERICA T BARLOW	R	70.00
01	V611706	04/07/2022	MATTHEW S CARUSO	R	516.54
01	V611707	04/07/2022	MIRIAM A CASTRO SANJUAN	R	40.00
01	V611708	04/07/2022	MARY L CLARKSON	R	70.00
01	V611709	04/07/2022	SONYA COLEMAN	R	7.60
01	V611710	04/07/2022	LATANYA R DANIELS	R	70.00
01	V611711	04/07/2022	KIM M DARAITIS	R	135.00
01	V611712	04/07/2022	GEORGE A DENNIS	R	35.00
01	V611713	04/07/2022	MEGAN M STECHER	R	70.00
01	V611714	04/07/2022	JARED ELLERSON	R	70.00
01	V611715	04/07/2022	ANGELA M FISH	R	6.44
01	V611716	04/07/2022	PETER J FITZPATRICK	R	40.00
01	V611717	04/07/2022	STEVEN T FLUCAS	R	70.00

01	V611718	04/07/2022	MICHAEL L FRANKENBERG	R	70.00
01	V611719	04/07/2022	DAVID A FREEBURG	R	70.00
01	V611720	04/07/2022	RACHEL GENS	R	70.00
01	V611721	04/07/2022	AREND J GEURINK	R	70.00
01	V611722	04/07/2022	JAMES A GILLIGAN	R	70.00
01	V611723	04/07/2022	CHRISTINA M GONZALEZ	R	70.00
01	V611724	04/07/2022	KYLE L GUSTAFSON	R	40.00
01	V611725	04/07/2022	KEVIN D HARRIS	R	40.00
01	V611726	04/07/2022	JAMES L HILL	R	40.00
01	V611727	04/07/2022	JESSICA M HOFFMAN	R	40.00
01	V611728	04/07/2022	CRAIG D HOLJE	R	70.00
01	V611729	04/07/2022	CORY J KLINGE	R	70.00
01	V611730	04/07/2022	DANIEL E KRETSINGER	R	70.00
01	V611731	04/07/2022	ANOOP KUMAR	R	40.00
01	V611732	04/07/2022	SHANNON J LINDBERG	R	40.00
01	V611733	04/07/2022	JOHN M LORENZINI	R	305.00
01	V611734	04/07/2022	COLLEEN M MAHONEY	R	70.00
01	V611735	04/07/2022	MICHAEL A MANNING	R	70.00
01	V611736	04/07/2022	DANIEL P MCGINN	R	40.00
01	V611737	04/07/2022	DOUG R MCMEEKIN	R	70.00
01	V611738	04/07/2022	KENT D MEYER	R	70.00
01	V611739	04/07/2022	ALECIA M MOBLEY	R	70.00
01	V611740	04/07/2022	ERIN H NEILON	R	110.74
01	V611741	04/07/2022	ROBERT G OLSON	R	40.00
01	V611742	04/07/2022	LAURA B OTTERNESS	R	70.00
01	V611743	04/07/2022	MARK S PEDERSEN	R	40.00
01	V611744	04/07/2022	DENNIS E PETERSON	R	35.00
01	V611745	04/07/2022	CASSANDRA QUAM	R	70.00
01	V611746	04/07/2022	RENEE C REED-KARSTENS	R	40.00
01	V611747	04/07/2022	KEITH D RIEF	R	40.00
01	V611748	04/07/2022	TERESA L ROSEN	R	70.00
01	V611749	04/07/2022	MAUREEN E RUHLAND	R	145.67
01	V611750	04/07/2022	LYNN A SAINATI	R	189.11
01	V611751	04/07/2022	TIMECKA MARIE SANCHEZ-MICHAELS	R	70.00
01	V611752	04/07/2022	ASHLEY SCHAEFER	R	70.00
01	V611753	04/07/2022	MARTA I SHAHSAVAND	R	70.00
01	V611754	04/07/2022	AMY B SKARE-KLECKER	R	94.86
01	V611755	04/07/2022	NANCY J STACHEL	R	70.00
01	V611756	04/07/2022	PATRICK M SURE	R	40.00
01	V611757	04/07/2022	STACY THEIEN-COLLINS	R	70.00
01	V611758	04/07/2022	VLADIMIR S TOLEDO	R	40.00
01	V611759	04/07/2022	STEVEN P UNOWSKY	R	270.00
01	V611760	04/07/2022	STEPHEN C URBANSKI	R	40.00
01	V611761	04/07/2022	CARRIE A VALA	R	70.00
01	V611762	04/07/2022	JENNIFER K VALLEY	R	70.00
01	V611763	04/07/2022	RAMIRO VENTURA PEREZ	R	175.00
01	V611764	04/07/2022	RYAN WAGNER	R	40.00
01	V611765	04/07/2022	REBECCA S WALD	R	40.00
01	V611766	04/07/2022	MICHELLE R WHITESIDE	R	102.25
01	V611767	04/07/2022	KASYA L WILLHITE	R	70.00

01	V611768	04/07/2022	AMY J WINTER AHSENMACHER	R	70.00
01	304555	04/11/2022	AMAZON CAPITAL SERVICES	R	1,068.50
01	304556	04/11/2022	CAPITAL ONE TRADE CREDIT	R	249.29
01	304557	04/11/2022	CUB FOODS	R	340.93
TOTAL CHECKS, PCARDS & EPAYS					373,234.97

P-CARD,CHECK RUNS, E-PAYS & WIRES FOR 04/18/2022 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	3/30/2022	9,454.24
	3/31/2022	184,833.94
	4/7/2022	137,523.10
	4/11/2022	1,658.72
E-Pays	4/7/2022	5,199.16
PCARDS-MARCH PAID 3/28/22	3/28/2022	34,565.81

CHECK REGISTER BANK 05 TOTAL =	373,234.97
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BREAKDOWN	
01-206-00	195,920.74
02-206-00	73,753.10
03-206-00	66,470.30
04-206-00	23,911.33
06-206-00	70.00
07-206-00	-
18-206-00	-
20-206-00	13,014.14
21-206-00	95.36
47-206-00	-
BANK TOTAL =	373,234.97

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, April 18, 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, April 18, 2022 in the boardroom at the Richfield Public Schools District Office. Chair Tim Pollis called the regular board meeting to order at 7 p.m. with the following school board members in attendance: Banks Kupcho, Brakke, Carter and Smisek. Cole was not able to attend.

Administrators present were Superintendent Unowsky, Executive Director Clarkson, Assistant Superintendent Daniels, and Chief HR and Administrative Officer Holje. Student representatives present were Elsy Cruz Parra and Corinna Jones.

II. REVIEW AND APPROVAL OF THE AGENDA

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

III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

- A. Public Comment
- B. Superintendent Update
 - 1. Student Voice Presentation
- C. Commendations

IV. CONSENT AGENDA

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

- A. Routine Matters
 - 1. Minutes of the regular meeting held April 4, 2022
 - 2. General Disbursements as of 4/11/22 in the amount of \$373,234.97
- B. Personnel Items

Classified Part Time position for employment – Paraprofessionals

Kristy Yu – Special Education Paraprofessional – RMS
Effective 3/24/2022

Cara Halvorson – Special Education Paraprofessional – RSTEM
Effective 4/4/2022

Classified Part Time Leave of Absence – Paraprofessionals

Ryan Alaimo – Paraprofessional – RSTEM
Unpaid Leave for May 18 – May 30

V. OLD BUSINESS

- A. Policy 309: Designation of Acting Superintendent - second read
- B. Administrative Guideline 116.1: Equity - second read

VI. NEW BUSINESS

- A. Policy 210: Conflict of Interest–School Board Members & Administrative Guideline 210.1 - first read
- B. Policy 208: Open Meetings and Closed Meetings - first read
- C. Resolution Approving ISD #280 Long-Term Facilities Maintenance Budget

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

- D. Resolution Approving ISD #287 Long-Term Facilities Maintenance Budget

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

- E. Renewal of Group Medical and Dental Coverage

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

- F. Resolution Appointing a Third Party Administrator and Trustee for Health Reimbursement Accounts

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

- G. Amended Resolution Designating Polling Places for 2022

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

- H. Donations

Motion by Banks Kupcho, seconded by Smisek, 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
 - 5-2-2022 7 p.m. Regular Board Meeting
 - 5-16-2022 7 p.m. Regular Board Meeting - Public Comment
- D. Suggested/Future Agenda Items

VIII. ADJOURN REGULAR MEETING

Chair Pollis adjourned the meeting at 8:36 p.m.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	304558	04/14/2022	ALL STATE COMMUNICATIONS INC	R	32,286.00
01	304559	04/14/2022	ALLIED PROFESSIONALS, INC.	R	1,336.80
01	304560	04/14/2022	ARVIG ENTERPRISES INC	R	1,107.90
01	304561	04/14/2022	AUGSBURG COLLEGE	R	350.00
01	304562	04/14/2022	BARNES & NOBLE BOOK	R	39.73
01	304563	04/14/2022	BCBS OF MINNESOTA & BLUE PLUS	R	10,120.00
01	304564	04/14/2022	BRINK'S INCORPORATED	R	5,924.27
01	304565	04/14/2022	BSN SPORTS, LLC	R	7,617.50
01	304566	04/14/2022	CAPITAL ONE TRADE CREDIT	R	49.96
01	304567	04/14/2022	CEDAR SMALL ENGINE	R	329.43
01	304568	04/14/2022	CENTURYLINK	R	114.44
01	304569	04/14/2022	CHANHASSEN HIGH SCHOOL	R	633.00
01	304570	04/14/2022	CINTAS CORPORATION NO 2	R	99.08
01	304571	04/14/2022	CITY OF RICHFIELD	R	225.00
01	304572	04/14/2022	COMCAST BUSINESS	R	541.35
01	304573	04/14/2022	CONTINENTAL RESEARCH CORP	R	877.73
01	304574	04/14/2022	CROWN TROPHY	R	979.90
01	304575	04/14/2022	D.E.L.O.R.E.S WORKS, INC.	R	16,100.00
01	304576	04/14/2022	DICKS LAKEVILLE SANITATION INC	R	8,346.58
01	304577	04/14/2022	ECM PUBLISHERS INC	R	198.50
01	304578	04/14/2022	ECOLAB INC	R	108.03
01	304579	04/14/2022	FASTENAL INDUSTRIAL	R	85.94
01	304580	04/14/2022	FERGUSON ENTERPRISES LLC #1657	R	25.34
01	304581	04/14/2022	FLICEK WELDING	R	7,200.00
01	304582	04/14/2022	HEARTLAND BUSINESS SYSTEMS LLC	R	330.00
01	304583	04/14/2022	HILLYARD MINNEAPOLIS	R	891.88
01	304584	04/14/2022	HOGLUND BUS CO INC	R	4,799.62
01	304585	04/14/2022	HOME DEPOT U.S.A.	R	1,391.26
01	304586	04/14/2022	IIX INSURANCE INFORMATION EXCHANGE	R	58.25
01	304587	04/14/2022	IKI INC.	R	88.00
01	304588	04/14/2022	INSTITUTE FOR ENVIROMENTAL	R	2,575.00
01	304589	04/14/2022	IRONDALE	R	300.00
01	304590	04/14/2022	JAYTECH, INC	R	3,943.54
01	304591	04/14/2022	KINECT ENERGY INC	R	525.00
01	304592	04/14/2022	KOCH SCHOOL BUS SERVICE, INC.	R	8,663.92
01	304593	04/14/2022	LEROY'S GREAT BEAR	R	315.90
01	304594	04/14/2022	LOFFLER	R	1,225.09
01	304595	04/14/2022	MAHTOMEDI HIGH SCHOOL	R	150.00
01	304596	04/14/2022	NETWORK DESIGN, INC.	R	347.14
01	304597	04/14/2022	MEDCO SUPPLY COMPANY	R	93.64
01	304598	04/14/2022	MIDWEST BUS PARTS INC	R	246.81
01	304598	04/15/2022	MIDWEST BUS PARTS INC	V	-246.81
01	304599	04/14/2022	MINNESOTA STATE HIGH SCHOOL LEAGUE	R	320.00
01	304600	04/14/2022	MINUTEMAN PRESS EDINA	R	1,214.10
01	304601	04/14/2022	MKA CONFERENCE	R	150.00
01	304602	04/14/2022	MOUNDS VIEW HIGH SCHOOL	R	150.00
01	304603	04/14/2022	MTN-METROPOLITAN TRANSP NETWORK	R	356,420.00
01	304604	04/14/2022	NATALIE D RASMUSSEN	R	8,000.00
01	304605	04/14/2022	NEW LIFE ENTERPRISE	R	665.00

01	304606	04/14/2022	NOKOMIS SHOE SHOP	R	124.95
01	304607	04/14/2022	NUSS TRUCK & EQUIPMENT	R	515.00
01	304608	04/14/2022	OLSON ANDREA JADE	R	25.00
01	304609	04/14/2022	ON SITE SANITATION	R	793.42
01	304610	04/14/2022	PAYDHEALTH	R	21,473.46
01	304611	04/14/2022	POMPS TIRE SERVICE	R	510.00
01	304612	04/14/2022	PREMIUM WATERS INC	R	30.00
01	304613	04/14/2022	RATWIK ROSZAK & MALONEY PA	R	238.50
01	304614	04/14/2022	SCHOOLS IN LLC	R	312.18
01	304615	04/14/2022	SHERWIN WILLIAMS CO	R	113.37
01	304616	04/14/2022	SMARTSENSE BY DIGI	R	330.00
01	304617	04/14/2022	ST LOUIS PARK PUBLIC SCHL ISD 283	R	104.00
01	304618	04/14/2022	TRISTATE BOBCAT INC	R	17.42
01	304619	04/14/2022	TWIN CITY FILTER SERVICE INC	R	466.55
01	304620	04/14/2022	TWIN CITY HARDWARE	R	1,805.55
01	304621	04/14/2022	TWIN CITY TRANSPORTATION	R	98,679.53
01	304622	04/14/2022	VERIZON WIRELESS	R	320.08
01	304623	04/14/2022	TREMCO/WEATHERPROOFING TECH, INC.	R	1,365.00
01	304624	04/14/2022	WILD MOUNTAIN	R	192.00
01	304625	04/14/2022	WORLD CUP SUPPLY INC	R	779.09
01	304626	04/14/2022	XCEL ENERGY	R	5,683.11
01	304627	04/15/2022	BSN SPORTS, LLC	R	40.00
01	304628	04/15/2022	CARQUEST AUTO PARTS	R	115.81
01	304629	04/15/2022	MIDWEST BUS PARTS INC	R	131.00
01	304630	04/21/2022	4IMPRINT, INC.	R	219.98
01	304631	04/21/2022	ACCO BRANDS USA LLC	R	123.00
01	304632	04/21/2022	ADRIAN EMILY	R	70.00
01	304633	04/21/2022	AGL CONSULTING	R	3,680.00
01	304634	04/21/2022	ALLIED PROFESSIONALS, INC.	R	1,668.00
01	304635	04/21/2022	AMPLIFIED IT LLC--NOW CDW	R	3,440.25
01	304636	04/21/2022	APPRIZE TECHNOLOGIES	R	300.00
01	304637	04/21/2022	BIX FRUIT COMPANY	R	11,161.56
01	304638	04/21/2022	BRUCE TRANG	R	300.00
01	304639	04/21/2022	CANON USA	R	4,166.53
01	304640	04/21/2022	CATALYST BUYING GROUP LLC	R	427.49
01	304641	04/21/2022	CDW GOVERNMENT INC	R	7,531.90
01	304642	04/21/2022	CEP ART & DESIGN	R	297.00
01	304643	04/21/2022	CITY OF RICHFIELD	R	1,578.64
01	304644	04/21/2022	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	304645	04/21/2022	DIGITAL INSURANCE LLC	R	3,607.00
01	304646	04/21/2022	DREPAUL NERICA	R	20.00
01	304647	04/21/2022	EDUCATORS BENEFIT CONSULTANTS LLC	R	456.35
01	304648	04/21/2022	FURTHER	R	6,183.00
01	304649	04/21/2022	WW GRAINGER INC	R	203.76
01	304650	04/21/2022	GROTH MUSIC COMPANY	R	343.04
01	304651	04/21/2022	GROUP MEDICAREBLUE RX	R	7,159.50
01	304652	04/21/2022	HOGLUND BUS CO INC	R	113,603.72
01	304653	04/21/2022	HOPE CHURCH	R	14,413.77
01	304654	04/21/2022	IDEAL ENERGIES, LLC	R	653.03
01	304655	04/21/2022	INDOFF INC	R	613.89

01	304656	04/21/2022	INNOVATIVE OFFICE SOLUTIONS LLC	R	10,880.65
01	304657	04/21/2022	INSTRUMENTALIST AWARDS	R	77.00
01	304658	04/21/2022	INTERMEDIATE DISTRICT 287	R	101,474.22
01	304659	04/21/2022	JW PEPPER & SON INC	R	110.00
01	304660	04/21/2022	KIDCREATE STUDIO	R	424.00
01	304661	04/21/2022	KIM TONG TRANSLATION SERVICE INC	R	371.25
01	304662	04/21/2022	KINECT ENERGY INC	R	57,058.23
01	304663	04/21/2022	KLEIN MORVA A	R	250.00
01	304664	04/21/2022	KUBOUSHEK, KERI L	R	70.00
01	304665	04/21/2022	KURPIERS REYNE	R	70.00
01	304666	04/21/2022	MACMH	R	120.00
01	304667	04/21/2022	NETWORK DESIGN, INC.	R	2,333.33
01	304668	04/21/2022	MN TRUE TEAM TRACK & FIELD	R	160.00
01	304669	04/21/2022	MORROW DONALD	R	83.00
01	304670	04/21/2022	MRI SOFTWARE LLC	R	15.00
01	304671	04/21/2022	NCS PEARSON INC	R	371.25
01	304672	04/21/2022	NEW DOMINION SCHOOL	R	5,497.02
01	304673	04/21/2022	ON SITE SANITATION	R	1,008.00
01	304674	04/21/2022	PAN O GOLD BAKING CO	R	1,046.30
01	304675	04/21/2022	PLAGGE, RONETTE	R	39.32
01	304676	04/21/2022	RATHE SARAH	R	70.00
01	304677	04/21/2022	RUPP ANDERSON SQUIRES & WALDSPURGER	R	4,643.14
01	304678	04/21/2022	RYAN JEANNIE M	R	640.27
01	304679	04/21/2022	SCHOLASTIC INC	R	65.45
01	304680	04/21/2022	SUPREME SCHOOL SUPPLY	R	99.07
01	304681	04/21/2022	TOMAS KELLY R	R	70.00
01	304682	04/21/2022	TRIO SUPPLY COMPANY	R	5,611.91
01	304683	04/21/2022	UNITED HEALTHCARE INSURANCE CO	R	503.63
01	304684	04/21/2022	UNITED HEALTHCARE/ AARP MEDICARE RX	R	101.20
01	304685	04/21/2022	UNITED HEARTHCARE /AARP MEDICARE RX	R	101.20
01	304687	04/21/2022	UPPER LAKES FOODS	R	56,960.71
01	304688	04/21/2022	XCEL ENERGY	R	1,160.50
01	V611769	04/21/2022	MARIA ARIAS YANEZ	R	54.99
01	V611770	04/21/2022	JENELLE BULLEN	R	85.90
01	V611771	04/21/2022	SONYA COLEMAN	R	7.02
01	V611772	04/21/2022	PETER J FITZPATRICK	R	18.25
01	V611773	04/21/2022	STEVEN T FLUCAS	R	74.02
01	V611774	04/21/2022	AMY E HAGER	R	95.00
01	V611775	04/21/2022	RACHAEL G LENMARK	R	37.78
01	V611776	04/21/2022	OLUTOYE F MORTLAND	R	38.88
01	V611777	04/21/2022	ERIN H NEILON	R	85.72
01	V611778	04/21/2022	LIZBETH PRISCO PLASCENCIA	R	169.98
01	V611779	04/21/2022	RENEE C REED-KARSTENS	R	51.16
01	V611780	04/21/2022	GRACE E SACHER	R	218.99
01	V611781	04/21/2022	RENEE SORGENFRIE	R	27.56
01	V611782	04/21/2022	MORGAN L STEELE	R	137.50
01	V611783	04/21/2022	HANNAH M VIRANT	R	30.61
01	V611784	04/21/2022	MARTA E WEIRICH	R	24.83
01	V611785	04/21/2022	MICHELLE R WHITESIDE	R	6.33
01	304689	04/25/2022	CM CONSTRUCTION COMPANY	R	87,266.99

01	304690	04/25/2022	CORVAL CONSTRUCTORS, INC.	R	22,501.08
01	304691	04/25/2022	ICS CONSULTING, LLC (DBA: ICS)	R	9,616.77
01	304692	04/25/2022	INNOVATIVE BUILDING CONCEPTS, LLC	R	350.00
01	304693	04/25/2022	INSTITUTE FOR ENVIROMENTAL	R	4,260.00
01	304694	04/25/2022	MAVO SYSTEMS INC	R	2,350.00
01	304695	04/25/2022	OLYMPIC COMMUNICATIONS INC	R	1,900.00
01	304696	04/25/2022	ROCHON CORPORATION MINNESOTA	R	102,964.58
01	304697	04/25/2022	WOLD ARCHITECTS AND ENGINEERS	R	1,054.73
01	V611786	04/25/2022	ALECIA M MOBLEY	R	1,721.13
01	304702	04/26/2022	AMAZON.COM SYNCB/AMAZON	R	9,362.58

TOTAL CHECKS & E-PAYS					1,300,048.28
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CHECKS & E-PAYS FOR 05/02/2022 BOARD REPORTS

BANK 05	DATE	AMOUNT
E-Pays	4/21/2022	1,164.52
	4/25/2022	1,721.13
Checks	4/14/2022	621,192.03
	4/15/2022	286.81
	4/21/2022	434,057.06
	4/26/2022	9,362.58
Construction Checks 4/25/22	4/25/2022	232,264.15

CHECK REGISTER BANK 05 TOTAL =	1,300,048.28
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BREAKDOWN	
01-206-00	481,565.41
02-206-00	77,768.39
03-206-00	474,674.28
04-206-00	7,407.59
06-206-00	232,264.15
07-206-00	-
18-206-00	-
20-206-00	24,802.06
21-206-00	1,566.40
47-206-00	-
BANK TOTAL =	1,300,048.28

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
April 25, 2022

Description	Matures	Rate	Cost	General Operating	Custodial (Scholarships)	2018B Bond	OPEB Bond
MN TRUST TERM SERIES	11/15/22	0.12%	1,500,000.00	1,500,000.00	-	-	-
US TREASURY N/B	06/30/23	0.25%	1,998,011.64	1,998,011.64	-	-	-
STATE BANK OF INDIA	11/29/23	0.40%	249,739.23	249,739.23	-	-	-
SYNCHRONY BANK	11/30/23	0.40%	249,739.23	249,739.23	-	-	-
US TREASURY N/B	03/31/23	1.58%	999,463.36	999,463.36	-	-	-
MNTRUST " Full Flex (PenFed HCC)	01/00/00	0.00%	14,000,000.00	14,000,000.00	-	-	-
US TREASURY N/B	10/31/22	0.06%	124,082.34	-	124,082.34	-	-
SALLIE MAE BANK/SALT LKE	08/25/23	0.30%	249,248.07	-	249,248.07	-	-
MNTRUST " Full Flex (PenFed Phly)	01/00/00	0.00%	1,250,000.00	-	-	1,250,000.00	-
HONOLULU-E-TXBL	10/01/22	1.61%	282,931.00	-	-	-	282,931.00
HAWAII-FA-TXBL	10/01/23	1.62%	882,359.50	-	-	-	882,359.50
HONOLULU CITY and CNTY	10/01/22	1.58%	965,371.30	-	-	-	965,371.30
US TREASURY N/B	10/15/24	1.12%	527,929.69	-	-	-	527,929.69
Trustar Bank	10/26/22	0.05%	249,800.00	-	-	-	249,800.00
GREENSTATE CREDIT UNION	10/26/22	0.07%	249,800.00	-	-	-	249,800.00
SERVISFIRST BANK	10/26/22	0.05%	249,800.00	-	-	-	249,800.00
ROBBINSDALE ISD-B-REF	02/01/23	0.13%	2,716,236.55	-	-	-	2,716,236.55
TEXAS ST-C-REF-TXBL	10/01/22	1.61%	784,606.90	-	-	-	784,606.90
FREDDIE MAC	09/23/25	1.60%	287,372.71	-	-	-	287,372.71
US TREASURY N/B	09/30/23	2.00%	731,132.81	-	-	-	731,132.81
NYC -TXBL -REF -D	08/01/24	0.38%	506,600.00	-	-	-	506,600.00
Total Investments Held			29,054,224.33	18,996,953.46	373,330.41	1,250,000.00	8,433,940.46

Consent Agenda – For Action

Agenda Item IV.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 2, 2022

Subject: PERSONNEL ITEMS

(Recommended by superintendent)

That the board of education approve the following personnel items:

Classified Part Time – Paraprofessionals

Kaimah Marshall – 35 hr/wk – Special Education – RSTEM
Effective 4/25/2022

Classified Part Time – Facilities and Transportation

Araceli Aguilar Alatorre – 25 hr/wk Bus Driver – Garage
Effective 4/25/2022

Carmen Sarmiento – 40hr/wk – Building Cleaner - RMS
Effective 4/25/2022 (moved from Food & Nutrition to Facilities)

Classified Full Time – Administrative Assistant

Anne Seeman – 40hr/wk – Administrative Assistant 3 – RSTEM
Effective 5/5/2022

Certified Unpaid Leave of Absence

Kathryn Wegner – Social Studies Teacher - RHS 2nd Semester
Effective January 30, 2023 - June 9, 2023

Kathryn Wegner – Social Studies Teacher – RHS 1st Semester
Effective August 29, 2022 – January 29, 2023 .28 FTE Leave

Lisa Valdez – Phy/Ed Health Teacher- RMS –
Effective April 15, 2022 through June 10, 2022

Nichol Kamholz – Art Teacher – Sheridan Hills –
.2 FTE LOA for 8/29/2022 – 6/09/2023

Jonathan Mitchell – Social Studies Teacher – RHS
Effective 8/29/2022 – 6/09/2023

Mitchell Jacobson – 4th Grade Teacher – Sheridan Hills –
Effective 8/29/2022 – 06/09/2023

Certified Teachers - Resignations

Cory Cochrane – Social Studies Dual Language – RMS
Effective 6/10/22

Kiersten Bostic – Special Education Resource Teacher – RDLS

Effective 6/9/22

Leslikarina Patino – Kindergarten Teacher – RDLS

Effective 6/10/22

Christi Jo Mace – Industrial Tech Teacher – RHS

Effective 6/10/22

Angelica Heller – Kindergarten Dual Language - RDLS

Effective 6/09/22

Joanna Sicoli – Social Studies Teacher – RMS

Effective 04/29/2022 (previously approved effective 6/30/22)

Quinn Millibergity – Special Education - RSTEM

Effective 6/10/2022

Classified Part Time – Paraprofessionals – Resignations

Linda Swisher – Paraprofessional – RDLS

Effective 04/13/2022

Rebekah Polland – Paraprofessional – RDLS

Effective 6/9/2022

George Ene – Tech Para – Districtwide –

Effective 04/13/2022

Classified Full Time – Administrative Assistant- Resignations

Veronica Bach- Dowd – Administrative Assistant 3 – RMS

Effective 4/22/2022

OLD BUSINESS – FOR ACTION

Agenda Item V.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 2, 2022

Subject: Designation of Acting Superintendent

(Recommended by the superintendent)

Passage upon a third read of Policy 309: Designation of Acting Superintendent. Edits have been included for clarity and to adhere to the RPS branding and style guidelines.

Attachments:

Policy 309: Designation of Acting Superintendent - redlined

RICHFIELD PUBLIC SCHOOLS
DESIGNATION OF ACTING SUPERINTENDENT

~~In the event of a long term disability affecting the superintendent, the Board of Education will designate an acting superintendent.~~

In the event that the ~~Superintendent~~superintendent is away from the District ~~and or~~ unable to make decisions about things like emergency school closings, snow days, etc., the ~~Assistant-assistant Superintendent~~superintendent will serve as acting superintendent. ~~in cases of short term absence or disability or until the Board of Education can meet to designate an acting superintendent.~~ If the ~~Assistant-assistant Superintendent~~superintendent is not available, the ~~Board board~~of Education-education will designate another district administrator as acting superintendent.

~~In the event of a long term disability affecting the superintendent, the board of education will designate an acting superintendent.~~

~~Adopted~~ RATIFIED BY THE BOARD OF EDUCATION: ~~—~~October 2, 1989
REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: July 9, 2001
REVISED BY THE BOARD OF EDUCATION: ~~—~~December 18, 1995; July 21, 1997; January 18, 2005; March 5, 2012; February 1, 2016; May 2, 2022

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Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 2, 2022

Subject: Conflict of Interest—School Board Members

(Recommended by the superintendent)

A second read of Policy 210: Conflict of Interest—School Board Members and Administrative Guideline 210.1. Minor changes have been made for clarity and to align to the MSBA Model Policy, and a more up-to-date form has been attached as the guideline.

Attachments:

Policy 210: Conflict of Interest—School Board Members - redlined

Administrative Guideline 210.1

MSBA Model Policy 210: Conflict of Interest—School Board Members

RICHFIELD PUBLIC SCHOOLS

CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflict of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and, in addition, in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations which may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.

B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:

1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the school board minutes of the school board. Disclosure must-shall be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and must-need only be made once;

2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board ~~must~~shall authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member ~~must~~shall file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.

- 1 5. A school board member may rent space in a public facility at
2 a rate commensurate with that paid by other members of the
3 public.
4
5 6. In the following circumstances, the school board may as an
6 exception, by majority vote at a meeting ~~where-at which~~ all
7 school board members are present, contract for services
8 with a school board member of the school district: A school
9 board member may be newly employed or may continue to
10 be employed by the school district as an employee ~~where~~
11 only if there is a reasonable expectation on July 1, or at the
12 time the contract is entered into or extended, that the
13 amount to be earned by that school board member under
14 that contract or employment relationship, will not exceed
15 \$8,000 in that fiscal year. If the school board member does
16 not receive majority approval to be initially employed or to
17 continue in employment at a meeting ~~where-at which~~ all
18 school board members are present, that employment ~~must~~
19 be immediately terminated and that school board member
20 will have ~~has~~ no further rights to employment while serving as
21 a school board member in the school district.
22
23 7. The school board may contract with a class of school district
24 employees, such as teachers or custodians, ~~where-when~~ the
25 spouse of a school board member is a member of the class
26 of employees contracting with the school board and the
27 employee spouse receives no special monetary or other
28 benefit that is substantially different from the benefits that
29 other members of the class receive under the employment
30 contract. ~~In order for~~ For the school board to invoke this
31 exception, it must have a majority of disinterested school
32 board members vote to approve the contract, direct the
33 school board member spouse to abstain from voting to
34 approve the contract, and publicly set out the essential facts
35 of the contract at the meeting ~~where-in which~~ the contract is
36 approved.
37

38 **IV. LIMITATIONS ON RELATED EMPLOYEES**

- 39
40 A. The school board ~~can-must~~ hire, employ or dismiss teachers only
41 at duly called meetings. ~~If a quorum of school board members is~~
42 constituted by a group of siblings, all employment decisions can
43 only be implemented by a unanimous vote of the full school board.
44
45 B. Any employment decisions ~~occurring without~~ staff ~~members who~~
46 are within the fourth degree of relation to a school board member,
47 as computed by the civil law, can only be implemented by
48 unanimous vote of the full school board.
49

50 **V. CONFLICTS PRIOR TO TAKING OFFICE**

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A school board member with personal financial interest in a sale, lease, or contract with the school district, which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

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VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. §122A.40, Subd. 3 (Teacher Hiring, Dismissal)
Minn. Stat. §123B.195 (Board Member's Right to Employment)
Minn. Stat. §471.87 (Public Officers; Interest in Contract; Penalty)
Minn. Stat. §471.88, Subds. 2, 3, 4, 5, 12, 13 (Exceptions)
Minn. Stat. §471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References: Board Policy 201 (Legal Status of the School Board)
Board Policy 202 (Code of Ethics)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

ADOPTED-RATIFIED BY THE BOARD OF EDUCATION: April 21, 2003

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1 REVISED BY THE BOARD OF EDUCATION: ~~September 4, 2007~~; ~~February 6,~~
2 2012; ~~February 16, 2016~~; May 16, 2022

TO: ADMINISTRATORS AND SCHOOL BOARD MEMBERS

FROM: BUSINESS SERVICES

DATE: June 30, 2022

SUBJECT: Auditors Compliance, M.S. 471.87 – Public Officers’ Interest in Contracts

Per Minnesota Statute § 471.87, a public officer who is authorized to take part in any manner in making any sale, lease, or contract in official capacity shall not voluntarily have a personal financial interest, *directly or through a family member including his or her partner*, in that sale, lease, contract, or personally benefit financially therefrom.

To document compliance with this statute, we request that you complete the following:

Name	_____
Principal place of business	_____
Partner’s name	_____
Partner’s principal place of business	_____
Family member(s)	_____
Family member’s place of business	_____

I hereby certify that during the 2021-2022 school year, I **have not** had a financial interest in the sale, lease, or contract of the District nor have I personally benefited from any such transaction.

By:	_____
Title:	_____
Date:	_____

If you, *directly or through a family member or partner*, **have** had a financial interest in the sale, lease, or contract with the District, please describe below.

Adopted: _____

MSBA/MASA Model Policy 210

Orig. 1995

Revised: _____

Rev. 2022

210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

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

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.

B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:

1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the school board minutes. Disclosure shall be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and need only be made once;

2. The designation of an official newspaper, or publication of official matters

therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;

3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board shall authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member shall file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. (*Note: **This section applies only when the school district has a population of 1,000 or less according to the last federal census.***)
6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.

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- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting at which all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee only if there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$8,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting at which all school board members are present, that employment is immediately terminated and that school board member has no further rights to employment while serving as a school board member in the school district.
- D. The school board may contract with a class of school district employees, such as teachers or custodians, when the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. For the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting in which the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board must hire or dismiss teachers only at duly called meetings. When a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (Teacher Hiring, Dismissal)
Minn. Stat. § 123B.195 (Board Member's Right to Employment)
Minn. Stat. § 471.87 (Public Officers, Interest in Contract; Penalty)
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School Board)
MSBA/MASA Model Policy 209 (Code of Ethics)

OLD BUSINESS – FOR REVIEW

Agenda Item V.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 2, 2022

Subject: Open Meetings and Closed Meetings

(Recommended by the superintendent)

A second read of Policy 208: Open Meetings and Closed Meetings. Updates have been included to follow the District branding and style guidelines as well as to align to MSBA Model Policy changes and remove redundancies. The updates also include the new District Office address (401 70th St. W.).

Attachments:

Policy 208: Open Meetings and Closed Meetings

MSBA Model Policy 205: Open Meetings and Closed Meetings

RICHFIELD PUBLIC SCHOOLS
OPEN MEETINGS AND CLOSED MEETINGS

I. PURPOSE

- A. The school board embraces ~~the philosophy of openness~~ accountability and transparency in the conduct of its business, in the belief that openness produces better programs, more efficient ~~in~~ administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting ~~the an~~ individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

"Meeting" means a gathering – in person or by electronic means - of at least a quorum ~~or more of school board~~ members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include email.

District advisory committees have not been designated decision making authority by the board, and, as such, do not meet the definition of a "meeting" as stated in this policy.

IV. PROCEDURES

A. Regular Meetings

1. Normally, regular meetings of the school Board-board of Education shall be held on the first and third Mondays of each month at 7 p.m. in the Board-boardroom,Room of the District Office, 7001 Harriet Avenue-South401 70th Street West. During the school year, some meetings may be held at school sites in conjunction with site-based program presentations. Meetings may be held in the high school auditorium in the case of meeting attendance that exceeds the capacity of the boardroom.

2. A schedule of the regular meetings of the school board shall be made available and posted on the district-District website and in the district office made available via paper copy upon request. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its regular schedule, it shall give the same notice of the meeting as for a special meeting.

3. Order of Business at Regular Meetings

At regular meetings the order of business shall be as follows unless otherwise ordered by the Board-board:

I. CALL TO ORDER

II. REVIEW AND APPROVAL OF AGENDA

III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

- A. Receiving of Delegations
- B. Reports and Information from School Sources
- C. Communications from Non-School Sources

IV. CONSENT AGENDA

- A. Routine Matters
- B. Personnel Items

V. OLD BUSINESS

VI. NEW BUSINESS

VII. ADVANCE PLANNING

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

VIII. ADJOURNMENT

B. Special Meetings

1. A special ~~Beard-board~~ meeting is one called at times other than a regular or recessed ~~Beard-board~~ meeting for the purpose of considering items that are specific in nature. Special meetings may be called by the chair or the clerk or any three members of the ~~Beardboard~~. The superintendent shall be notified of all special meetings by the chair, or in the absence of the chair, by the clerk.
2. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the ~~principal bulletin board of the school district — or on the door of the school board's usual meeting room if there is no principal bulletin board~~ door of the boardroom, as well as on the district website. The school board's actions at the special meeting are limited to those topics included in the notice.
3. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
4. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district ~~— or, if none, in a qualified newspaper of general circulation within the area of the school district.~~
5. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
6. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of re-filing requirement to each person who filed during the preceding year.
7. Order of Business at Special Meetings

At special meetings the order of business shall be as follows unless otherwise ordered by a unanimous vote of the ~~Board~~ board members present:

I. CALL TO ORDER

II. PRESENTATION OF ITEMS TO BE CONSIDERED

III. ADJOURNMENT

C. Emergency Meetings

1. An emergency meeting is a special meeting called because of circumstances that, in the school board's judgment ~~of the school board~~, require immediate consideration.
2. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
3. The school board shall make good faith efforts to provide notice of the emergency meeting through the district website and to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
4. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
5. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
6. Notice shall include the subject of the meeting.
7. Posted or published notice of an emergency meeting shall not be required.
8. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

D. Recessed or Continued Meetings

1. A legal meeting of the ~~Board-board~~ may be recessed and continued at another time and place. Only items on the agenda of the recessed meeting may be acted upon at the continued meeting.

2. If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further notice is necessary.

~~E. Closed Meetings~~

Commented [CQ1]: Stated below in closed meetings section.

~~The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.~~

~~FE.~~ Actual Notice

If a person receives actual notice of a meeting of the school board at least twenty-four (24) hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

~~GF.~~ Health Meetings during Pandemic or Declared Chapter 12 Emergency

In the event of a health pandemic or an emergency declared under Minn.Stat.Ch.12, a meeting may be conducted by telephone or ~~other electronic~~ interactive technology means in compliance with Stat. § 13D.021.

G. Meetings by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or other similar electronic means in compliance with Minn. Stat. § 13D.02.

~~HV.~~ Votes VOTES

~~The votes of school board members shall be recorded in a journal or minutes kept for that purpose, and the journal or any minutes used to record votes of a meeting shall be available must be open to the public during all normal business hours at the District's administrative offices of the school district.~~

VI. MEETING AGENDA

The policy of this ~~Board-board~~ shall be to post the agenda of the regular ~~Board-board~~ meetings by 12:00p.m. ~~On-on~~ the Friday preceding the ~~Board board~~ meetings and that all matters be channeled through the office of the superintendent to be placed on the agenda of the meeting. The agenda will

be posted on the District website under "~~School Board~~Calendar: School Board Meeting".

VII. WRITTEN MATERIALS

A. In any open meeting, a copy of any printed materials, including electronic communications relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.

B. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed ~~meeting~~session.

VIII. DATA

A. Meetings may not be closed ~~merely because to discuss the data to be discussed—that~~ are not public data, except as provided under Minnesota law.

B. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.

C. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

IX. CLOSED ~~MEETINGS~~SESSIONS

The school board shall provide notice of a closed session just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the particular subject to be discussed.

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All closed sessions, except those closed as permitted by the attorney-client privilege and mediation meetings closed by the Bureau of Mediation Services, must be electronically recorded at the expense of the District. Unless otherwise provided by law, the recordings must be preserved for at least three years after the date of the meeting.

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The ~~Board-school board of Education~~ may meet in closed session for one or more of the following reasons as permitted by law:

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A. Labor Negotiations

1. The school board may, ~~by a majority vote in a public meeting,~~ decide to hold a closed meeting session to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA).
2. ~~The time and place of the closed meeting shall be announced at the public meeting.~~ A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be ~~tape electronically~~ recorded, and the ~~tape~~ recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

B. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. ~~except when~~ Mediation meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods are prohibited in mediation meetings closed by the ~~RMS~~ BMS.

C. Preliminary Consideration of Allegations or Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. ~~A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting.~~ The recording of these proceedings is not available to the public.

D. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions

regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. ~~A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting.~~ The recording of these proceedings is not available to the public.

E. Attorney-Client Privilege Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, ~~i.e., for example,~~ regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

F. Dismissal Hearing

1. A hearing on ~~the~~ dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
2. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the ~~pupil~~student, parent or guardian requests an open hearing.
- ~~3. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The~~ In the case of a closed session, the recording of these proceedings is not available to the public.

G. Coaches; Opportunity to Respond

- ~~a~~1. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within fourteen (14) days of that decision.
- ~~b~~2. If the coach requests the reasons for the nonrenewal, the school board must give the coach ~~the~~its reasons in writing

within ten (10) days of receiving the request. The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract.

~~e3.~~ On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.

~~d4.~~ The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.

~~e.~~ A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The In the case of a closed session, the recording of these proceedings is not available to the public.

H. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

1. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
2. active investigative data collected or created by a law enforcement agency;
3. educational data, health data, medical data, welfare data, or mental health data that are not public data; or

~~4. an individual's personal medical records.-~~

I. Purchase and Sale of Property

~~a1.~~ The school board may close a meeting:

~~(1)a.~~ to determine the asking price for real or personal property to be sold by the school district;

~~(2)b.~~ to review confidential or nonpublic appraisal data; and

~~(3)c.~~ to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

b2. Before closing the meeting, the school board must identify on the record the particular real or personal property that is subject of the closed ~~meeting~~session.

~~e3. The closed meeting must be tape recorded at the expense of the school district.~~ The ~~tape recording~~ must be preserved for eight (8) years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed ~~meeting session~~ must be specifically identified on the ~~tape recording~~. A list of school board members and all other persons present at the closed ~~meeting session~~ must be made available to the public after the closed ~~meeting session~~.

d4. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

J. Security Matters

a1. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.

b2. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.

e3. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.

d4. ~~The closed meeting must be tape recorded at the expense of the school district and the~~ The recording must be preserved for at least four years.

~~K. Other Meetings~~

~~Other meetings shall be closed as provided by law except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for~~

at least three years after the date of the meeting. The recording is not available to the public.

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L. Procedures for Closing a Meeting

~~The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.~~

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Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd 14 (Teacher Discharge Hearing
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
Minn. Rules . Ch. 5510 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W. 2nd 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W. 2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W. 2d 471 (Minn. App. 2004) Prior Lake American v. Mader, 642 N.W. 2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993).
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988).
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983).
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), rev. denied. (Minn. 1993)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 004 (February 3, 2004)

Cross References: ~~MSBA/MASA Model Policy (School Board Meeting Minutes)~~
~~MSBA/MASA Model Policy 204 (School Board Meeting Minutes)~~
~~MSBA/MASA Model Policy 206 (Public Participation in School Board) Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)~~
~~MSBA/MASA Model Policy 207 (Public Hearings)~~
~~MSBA/MASA Model Policy 406 (Public and Private Personnel Data)~~
~~MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)~~
~~MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)~~
Board Policy 203: Organization of the Board of Education
Board Policy 206: Negotiations with Employee Groups
Board Policy 216: Public Comment – Participation in School Board Meeting/Complaints about Persons at School Board Meeting and Data Privacy Considerations
Board Policy 412: Public and Private Personnel Data
Board Policy 581: Protection and Privacy of Pupil Records

~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: ~~January 22, 1996~~

REVISED BY THE BOARD OF EDUCATION: ~~September 5, 2000; June 18, 2002; August 7, 2006;~~ February 21, 2012; ~~September 17, 2012;~~ March 7, 2016; May 16, 2022

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Adopted: _____

MSBA/MASA Model Policy 205

Orig. 1995

Revised: _____

Rev. 2022

205 OPEN MEETINGS AND CLOSED MEETINGS

[Note: The provisions of this policy accurately reflect Minnesota's Open Meeting Law statutes and are not discretionary in nature.]

I. PURPOSE

- A. The school board embraces accountability and transparency in the conduct of its business, in the belief that openness produces better programs, more efficient administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting an individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

"Meeting" means a gathering of at least a quorum of school board members or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

A. Meetings

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at the school district office. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.
- c. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than sixty (60) days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the school board's judgment, require immediate consideration.

[Note: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, advisory opinions of the Minnesota Commissioner of Administration would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.]

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least twenty-four (24) hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Meetings during Pandemic or Chapter 12 Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or interactive technology in compliance with Minn. Stat. § 13D.021.

8. Meetings by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or other similar electronic means in compliance with Minn. Stat. § 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal or minutes kept for that purpose. The journal or any minutes used to record votes of a meeting must be open to the public during all normal business hours at the school district's administrative offices.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Open Meetings and Data

1. Meetings may not be closed to discuss data that are not public data, except as provided under Minnesota law.
2. Data that are not public data may be discussed at an open meeting if the

disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.

3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA)
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings of a closed meeting to discuss negotiation strategies shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation meetings, and hearings between the school board and its employees or their respective representatives are public meetings. Mediation meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Allegations or Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at

least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Privilege Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, for example, regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent, or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within fourteen (14) days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach its reasons in writing within ten (10) days of receiving the request. The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A meeting closed for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

- a. Any portion of a meeting must be closed if the following types of data are discussed:
 - (1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
 - (2) active investigative data collected or created by a law enforcement agency;
 - (3) educational data, health data, medical data, welfare data, or mental health data that are not public data; or
 - (4) an individual's personal medical records.
- b. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:

- (1) to determine the asking price for real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures))
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
Minn. Rules Part 5510.2810 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)
Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)
Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)
Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)

Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References: MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Law Bulletin “C” (Minnesota’s Open Meeting Law)

NEW BUSINESS: FOR ACTION

Agenda Item VI.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 2, 2022

**SUBJECT: TERMINATION AND NONRENEWAL OF PROBATIONARY
TEACHING CONTRACTS**

(Recommended by superintendent)

That the board of education approve the resolution relating to the termination and nonrenewal of probationary teaching contracts.

Background Information

See attached.

New Business – For Action

Agenda Item VI.A.1.

RESOLUTION RELATING TO TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACTS OF THE FOLLOWING PROBATIONARY TEACHERS

FULL TIME

Lisa Cannon Ratliff	Spec ED/DCD
Nicole Shaffer	Psychologist
Hannah Toedter	English Second Language
Renee Reed-Karstens	Early Childhood Special Education
Kassandra Michael	Visual Arts

WHEREAS, the above named are probationary teachers in Independent School District 280.

BE IT RESOLVED, by the school board of Independent School District 280, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contracts of the above named, who are probationary teachers in Independent School District 280, be hereby terminated at the close of the current 2021-2022 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teachers regarding termination and nonrenewal of their contracts.

May 2, 2022 Board Action

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 2, 2022

**SUBJECT: NOTICE OF RESOLUTION RESCINDING PROPOSED
PLACEMENT OF TEACHERS ON UNREQUESTED LEAVE
OF ABSENCE**

(Recommended by superintendent)

That the board of education approve the attached resolutions to rescind proposed discontinuance of teaching contracts and placement on unrequested leave of absence.

Background Information

See attached.

RESOLUTION RESCINDING PLACEMENT ON
UNREQUESTED LEAVE OF ABSENCE FOR:

Adam Sorenson

WHEREAS, on April 4, 2022, the School Board of Independent School District No. 280 adopted a resolution placing Adam Sorenson on unrequested leave of absence effective at the end of the 2021-2022 school year;

WHEREAS, the placement on ULA is no longer necessary;

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 280, Richfield follows:

1. The resolution placing Adam Sorenson on unrequested leave of absence effective at the end of the 2021-2022 school year is hereby rescinded;
2. The Administration is directed to provide written notice to Adam Sorenson of this action and to place a copy of this resolution in the teacher's personnel file.

NEW BUSINESS - FOR ACTION

Agenda Item VI.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 2, 2022

Subject: Donations

(Recommended by the superintendent)

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

Richfield High School received donations of \$500.00 from Fametta Zubah of Minneapolis and \$2,000.00 from the Kopp Family Foundation for student scholarships.

Richfield High School received the following donations for the BWCA Trip:

- \$50.00 from Marcia Leussler of Minneapolis
- \$20.00 from Aaron Cerny of Hudson, WI
- \$50.00 from Molly Illes of Richfield
- \$50.00 from Jeremy Beckman of Colorado Springs, CO
- \$25.00 from Marisa Zimmerman of Burnsville
- \$50.00 from Kari & Pete Toensing of Richfield
- \$100.00 from Carol Clark of Lakeville
- \$50.00 from Shelly Peron of Avondale, AZ
- \$25.00 from Brooke Nelson of Robbinsdale
- \$100.00 from Dean Kasperek of Round Rock, TX
- \$75.00 from Chris Bartlett of Richfield
- \$50.00 from Arend Geurink of Richfield
- \$100.00 from Dezaray White of Champlin
- \$20.00 from Nicole Langer of Richfield
- \$25.00 from Shauna Miller of Richfield
- \$50.00 from Dustin Leen of Richfield
- \$25.00 from an anonymous donor

The RPS General Fund received donations of \$25.00 from Michelle Burnside of Richfield and \$10.00 from Lisa Ferrara of Freehold, NJ.