

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*

Tuesday, January 18, 2022
7:00 p.m. School Board Meeting

I. CALL TO ORDER

Administer Oath of Office to Newly Elected Board Members: Rachel Banks Kupcho and Eric Carter

All three Board Members who were elected/re-elected signed and completed their Oaths of Office on December 14, 2021. As new board members, Rachel Banks Kupcho and Eric Carter will publicly take their Oaths of Office:

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

II. REVIEW AND APPROVAL OF THE AGENDA

III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

A. Public Comment

B. Superintendent Update

1. Schools & COVID-19 Update
2. Marketing & Communications Presentation
3. Where We Are in Enrollment Report
4. Policy 414 - Employee COVID-19 Vaccination and Testing

C. Board Goals Discussion

D. Commendations

IV. CONSENT AGENDA

A. Routine Matters

1. Minutes of the organizational meeting held January 3, 2022
2. General Disbursements as of 1/7/22 in the amount of \$161,908.65
3. Year-to-Date Finance Update

B. Personnel Items

January 18, 2022 School Board Meeting Agenda

V. OLD BUSINESS

- A. Administrative Guideline 651.2 – School Activity Fees
- B. Policy 451 - Workload Limits for Certain Special Education Teachers & Administrative Guideline 451.1

VI. NEW BUSINESS

- A. Policy 202 – School Board Member Code of Ethics
- B. Policy 204 – Board Member Orientation & Policy 205 – Board Member Development
- C. 2022 Represent a School Assignments
- D. 2022 Board Liaison Assignments
- E. Sheridan Hills Change Order #30
- F. Central Change Order #11
- G. Authorization for Board Member to Substitute/be Employed on a Casual/Temporary Basis
- H. Management Team Handbook 2021-2023
- I. Classified Management Team Handbook 2021-2023
- J. Donations

VII. ADVANCE PLANNING

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

2-7-2022	6:00 p.m.	Board Study Session with Local Legislators
2-7-2022	7:00 p.m.	Regular Board Meeting
Tuesday, 2-22-2022	7:00 p.m.	Regular Board Meeting - Public Comment

- D. Suggested/Future Agenda Items

VIII. ADJOURN REGULAR MEETING

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

Agenda Item III.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 18, 2022

Subject: Superintendent Update

Superintendent Unowsky will provide an update on COVID-19 and schools. Director of Marketing & Communications Jennifer Valley will provide a presentation. Chief HR & Admin Officer Craig Holje will present the Where We Are in Enrollment Report. Superintendent Unowsky will also give an update on the status of the proposed Policy 414: Employee COVID-19 Vaccination and Testing.

Attached:

Ongoing Acronym Reference List
Schools & COVID-19 Update Presentation
Marketing & Communications Presentation
Where We Are in Enrollment Presentation
Where We Are in Enrollment Report
Policy 414: Employee COVID-19 Vaccination and Testing - redlined
RASW Model Vaccination, Testing, and Face Covering Policy

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

Agenda Item III.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 18, 2022

Subject: Ongoing Acronym Reference List

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
BIPOC:	Black, Indigenous, and People of Color
CDC:	Centers for Disease Control
ECSE:	Early Childhood Special Education
EL or ELL:	English Learner or English Language Learner
HR:	Human Resources
LGBTQ+ or LGBTQIA+:	Lesbian, Gay, Bisexual, Transgender, Queer, and others or Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, and others
MDH:	Minnesota Department of Health
MLL:	Multilingual Learning
MSBA:	Minnesota School Boards' Association
NSPRA:	National School Public Relations Association
OSHA:	Occupational Safety and Health Administration
RCEP:	Richfield College Education Program
RDLS:	Richfield Dual Language School
RHS:	Richfield High School
RMS:	Richfield Middle School
RPS:	Richfield Public Schools
SEC:	South Education Center
SPED:	Special Education
STEM:	Science, Technology, Engineering, and Math
VPK:	Voluntary PreKindergarten

Enriching and accelerating learning

R

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PUBLIC SCHOOLS

Schools & COVID-19 Update

1/18/22

Enriqueciendo y acelerando el aprendizaje



- Case rates (7 day total new cases per 100k population)
 - Hennepin County: 1,007
 - Richfield: 1,034
- RPS confirmed cases: 55 in the last 14 days
- Vaccination rates for Richfield (at least one dose)
 - Ages 5-11: 41%
 - Ages 12-15: 84%
 - Ages 16-17: 68%
 - Ages 18-49: 86%

Recent Updates to COVID Mitigation Strategies

- RPS quarantine and isolation guidelines have been updated to reflect new CDC recommendations
 - If exposed to COVID and not fully vaccinated, quarantine for 5 days.
 - Fully vaccinated & boosted individuals exposed to COVID do not need to quarantine.
 - If tested positive for COVID or symptomatic, isolate for at least 5 days – can return after 5 days if fever-free for 24 hours and symptoms improving
 - Policy 548: COVID-19 Face Covering continues to require masking for all individuals indoors in RPS buildings and transportation
- All RPS staff and students are being provided a free set of at-home COVID test kits.
 - Families who have not yet picked up their free tests can do so on Thursday, Jan. 20, from 3 – 6 p.m. at STEM.

Temporary Switch to Distance Learning

- All schools moved to distance learning for 3 days (1/12 – 1/14) due to staffing shortages with teachers, bus drivers, and other staff members in quarantine.
- In-person school is expected to resume on Tuesday, Jan. 18.
- After 6 days away from buildings (3 days distance + weekend + holiday), anyone previously in quarantine would be able to return to work/school.
- School transitions from this point forward are assessed through our staffing capacity.
- Nutrition Services distributed 3,000 meals to families on Jan. 12 to provide for food needs during the distance learning period

Coming Up



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- No School Grades 9-12: Jan. 27
- No School All Grades: Jan. 28
- RHS Winter Drama Club Showcase: Jan. 21, 7 – 8 p.m.
- Open Houses/Kindergarten Registration Nights
 - Centennial, 1/18 from 5:30 - 7:30 p.m.
 - Sheridan Hills, 1/19 from 5:30 - 7 p.m.
 - RDLS, 1/20 from 5:30 - 7:30 p.m.
 - Central Ed. Center, 1/25 from 4:30 - 6 p.m.
 - R-STEM, 1/27 from 5:30 - 7:30 p.m.

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Questions/Comments

Enriqueciendo y acelerando el aprendizaje

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Communications & Marketing

2022 School Board Report

Jennifer Valley, Dir. of Marketing & Communications

February 18, 2022

Enriqueciendo y acelerando el aprendizaje

Department Goals: Communications & Marketing



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Aligned with the 2021-26 Strategic Plan, Richfield Realized

We will improve marketing and public relations efforts to increase District enrollment.

- Task: Update and implement the enrollment marketing plan

We will support the positive reputation of Richfield Public Schools.

- Task: Increase positive media hits both locally and in the mainstream press
- Task: Continue the staff newsletter (internal communications). Increase to twice per month.
- Task: Launch the updated Your Schools newsletter



KSTP interview, 2020

Department Goals: Communications & Marketing



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Aligned with the 2021-26 Strategic Plan, Richfield Realized

We will improve family communication to strengthen the partnership between families and schools.

- Task: Increase communication with the Somali community
- Task: Work with schools to streamline and improve the quality of family communication
- Task: Promote the style guide internally as a way to help ensure consistency in communication to families by schools and staff



Centennial family on first day of school, 2021

Department Goals: Climate & Culture



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Aligned with the 2021-26 Strategic Plan, Richfield Realized

We will support and celebrate diversity to provide a welcoming environment.

- Task: Cultural recognition and education on digital channels throughout the year
- Task: Support districtwide cultural events

We will ensure students are seen, valued, heard and respected to maintain a healthy school and District climate.

- Task: Profile stories that highlight the diversity in RPS, including BIPOC, LGBTQIA+, ELL/MLL, and SPED/504 students and issues



RDLS Latin Festival, 2019

Department Goals: Activities



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Aligned with the 2021-26 Strategic Plan, Richfield Realized

We will increase attendance at games and performances to foster a greater sense of community.

- Task: Marketing and promotion of athletics, theater and other student events that are open to the community



RHS Fall Play, 2021

Department Goals: Business & Operations



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Aligned with the 2021-26 Strategic Plan, Richfield Realized

We will maintain or improve staff hiring and support.

- Task: Develop and implement an HR marketing plan to increase diversity in the applicant pool



HR Top Workplace Ad, 2021

Other Duties as Assigned...



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- Districtwide Messaging
- Crisis Communications
- Website Maintenance and ADA Compliance
- Social Media
- Content Creation
- Events
- Enrollment
- General Marketing
- Graphic Design
- Newsletters
- Video Production
- Marketing and Advertising
- Brand Messaging
- Copyediting
- Webinar Hosting

Awards



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NSPRA 2020 Golden Achievement Award for our rebrand

- This award recognizes exemplary work in all aspects of school public relations, communication, marketing and engagement.

Finalsite's Best Public School Websites of 2020

- We were one of 10 websites from across the country honored for our content, design and overall user experience.



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Where We Are

Enrollment and Class Size Report

Presented to the Richfield Board of Education

January 18th, 2022

Enriqueciendo y acelerando el aprendizaje

Multi-Year Analysis



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RICHFIELD PUBLIC SCHOOLS ENROLLMENT COUNT - OCTOBER 1, 2021

GRADE	Central	RDLS	CENT	SHER	STEM	RMS	RHS	RCEP	2021 1-Oct ACTUAL	2021 Oct 1 PROJ	RDLS	CENT	SHER	STEM	RCEP RMS RHS	change	2020 1-Oct ACT	2021 1-Oct ACT	Variance
ECSE*	112								112	112						0	106	112	6
SEC	20								20	20						0	22	20	-2
Voluntary PreK (VPK)	32	35	23	32	40				162	162						0	158	162	4
K		107	47	49	91				294	300	20	0	-20	-6			326	294	-32
1		85	49	76	90				300	326	-10	-2	1	-15			288	300	12
2		76	59	49	90				274	277	-2	3	-4	0		-35	301	274	-27
3		74	60	78	84				296	293	1	-4	1	5			313	296	-17
4		71	59	66	124				320	309	3	-4	3	9			289	320	31
5		74	61	52	112				299	271	12	5	-4	15		42	255	299	44
6						244			244	234					10		305	244	-61
7						306			306	286					20		293	306	13
8						287			287	287					0	30	323	287	-36
9							324	0	324	333					-9		318	324	6
10							314	3	317	314					3		308	317	9
11							314	3	317	296					21		294	317	23
12							259	52	311	326					-15	0	287	311	24
Voluntary PreK (VPK)	32	35	23	32	40				162										
Actual w/o VPK	132	487	335	370	591	837	1211	58	4021								4186	4183	-3
Projection w/o VPK	132	463	337	393	583	807	1192	77	3984	4146	Includes VPK								
Difference w/o VPK	0	24	-2	-23	8	30	19	-19											
Actual PreK-12	164	522	358	402	631	837	1211	58	4183										

	CURR.	DIFF		CURR.	DIFF		CURR.	DIFF	PreK-12 Projection 10/1/21	4146
Prekindergarten	274	0	Elem K-5	1783	7	Trans+	20	0	PreK-12 Actual 10/1/21	4183
Kindergarten	294	-6	M.S 6-8	837	30	Kinder	294	-6	Projection Variance	37
Grades 1-2	574	-29	S.H 9-12	1269	0	Grds 1-6	1733	23		
Grades 3-5	915	42	K-12 Total	3889	37	Grds 7-12	1862	20	Last Year Enrollment 10/1/2020	4186
									Change From Last Year	-3

Note: The enrollment counts include an average of the PSEO students attending colleges other than Normandale.

*16 of the ECSE Students are attending VPK in other buildings. They do not count towards our VPK allocation.

Prepared by the Business Office 10/1/2021

4,183 Students District-wide

- 4,021 Traditional Count
 - 1,783 Elementary (K-5)
 - 837 Middle (6-8)
 - 1,269 High (9-12)
 - 112 Pre-kindergarten (16 ECSE VPK)
 - 20 Transition +
- 162 Voluntary Pre-Kindergarten (VPK)

37 Students more than projection

3 Students less than 2020-21

2020-21 to 2021-22 Comparison

Overall – Down 3 students

ECSE – Up 6 students

Elementary – Up 12 students

- Centennial – Down 14 students
- RDLS – Up 41 students
- RSTEM – Up 3 students
- Sheridan Hills – Down 19 students

PreK – VPK – Up 4 students

Richfield Middle School – Down 84 students (small entering 6th grade class + large exiting 8th grade class)

Richfield High School – Up 74 students

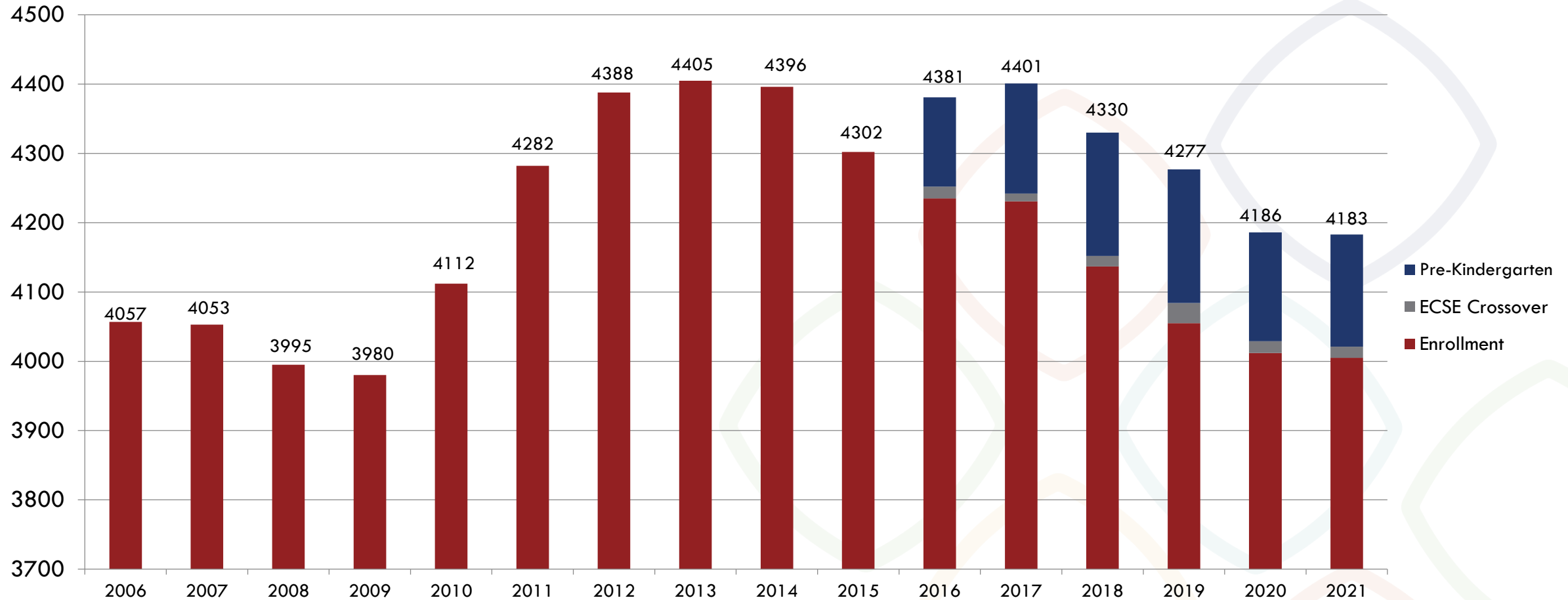
Richfield College Experience Program – Down 12 students

Transition+ - Down 2 students

Multi-Year Analysis



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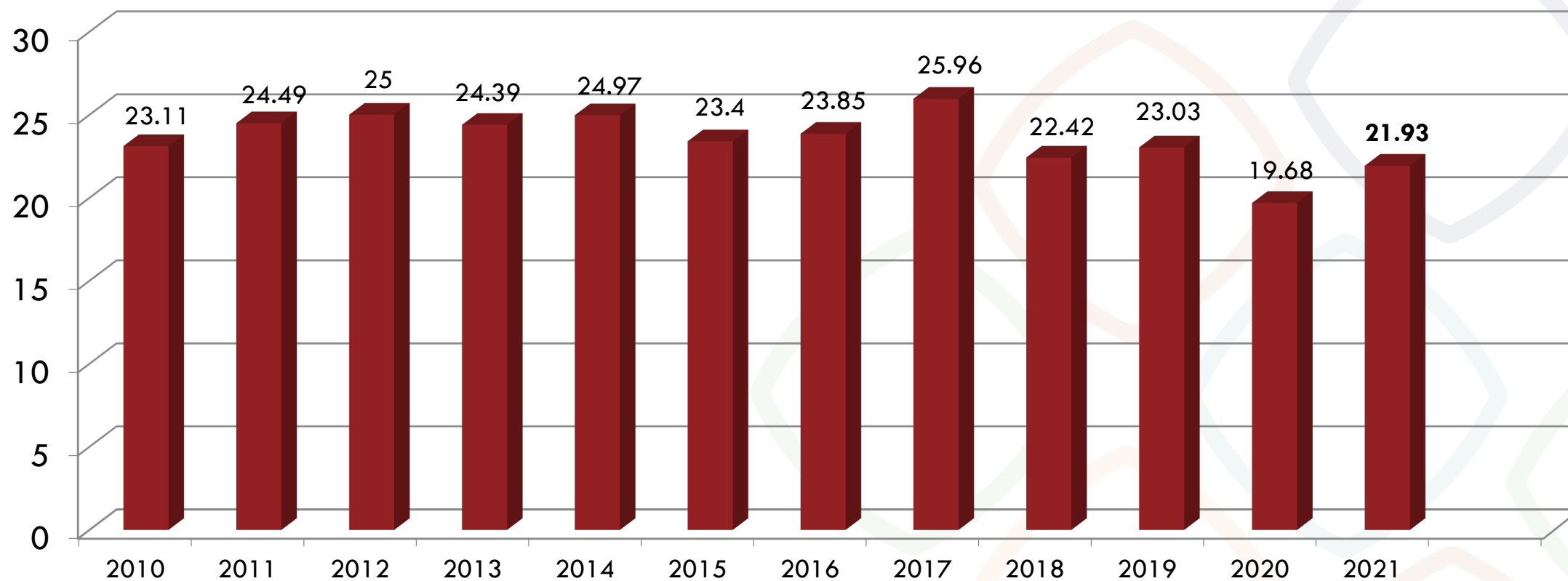


Elementary Class Size: K-5 Average Class Size Trend



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K-5 Average Class Size Trend

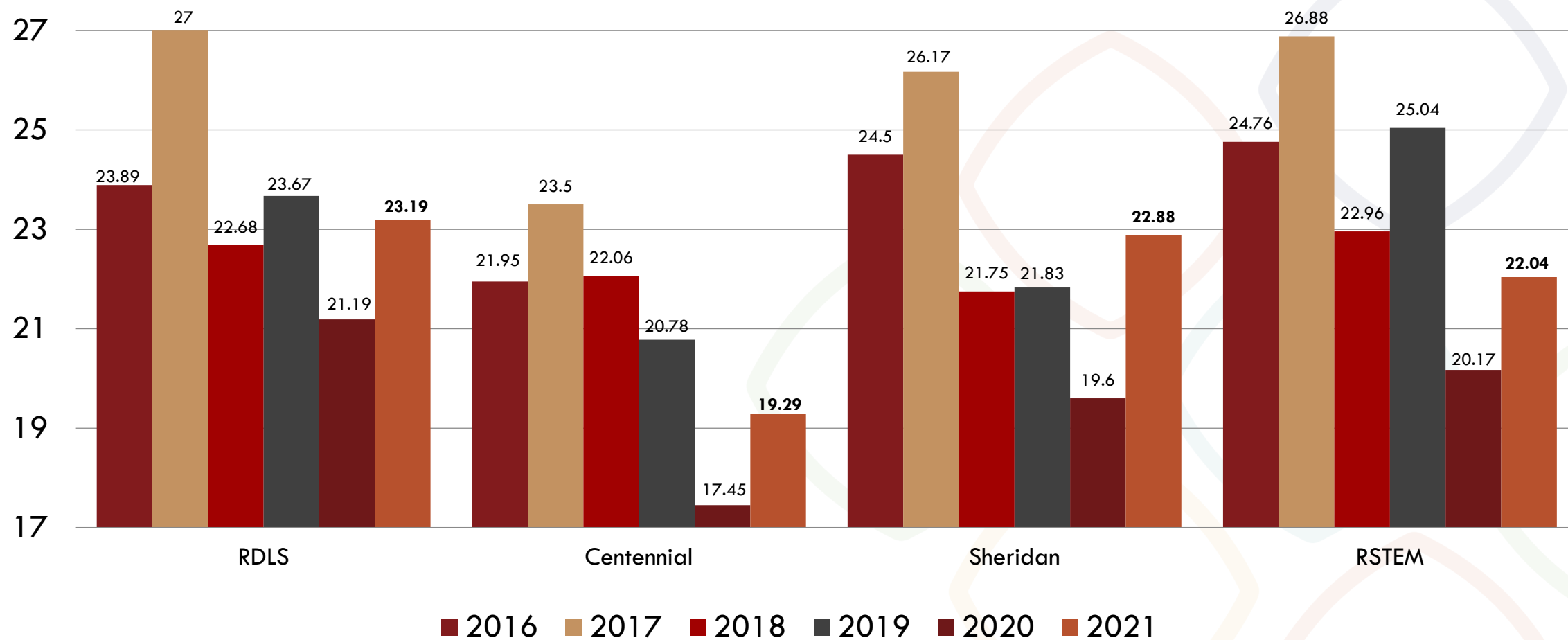


Elementary Class Size – Class Size Trend by School



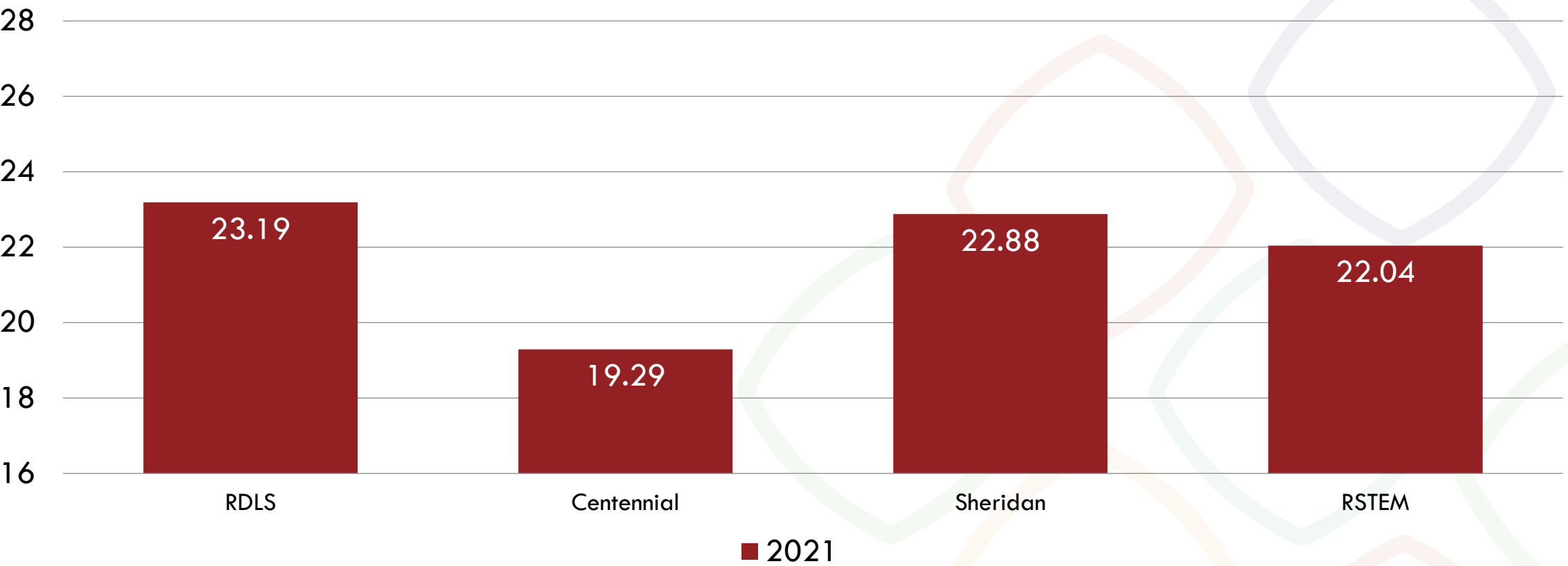
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Class Size Trend by School



Elementary Class Size – 2021 Average Class Size

2021 Average Class Size

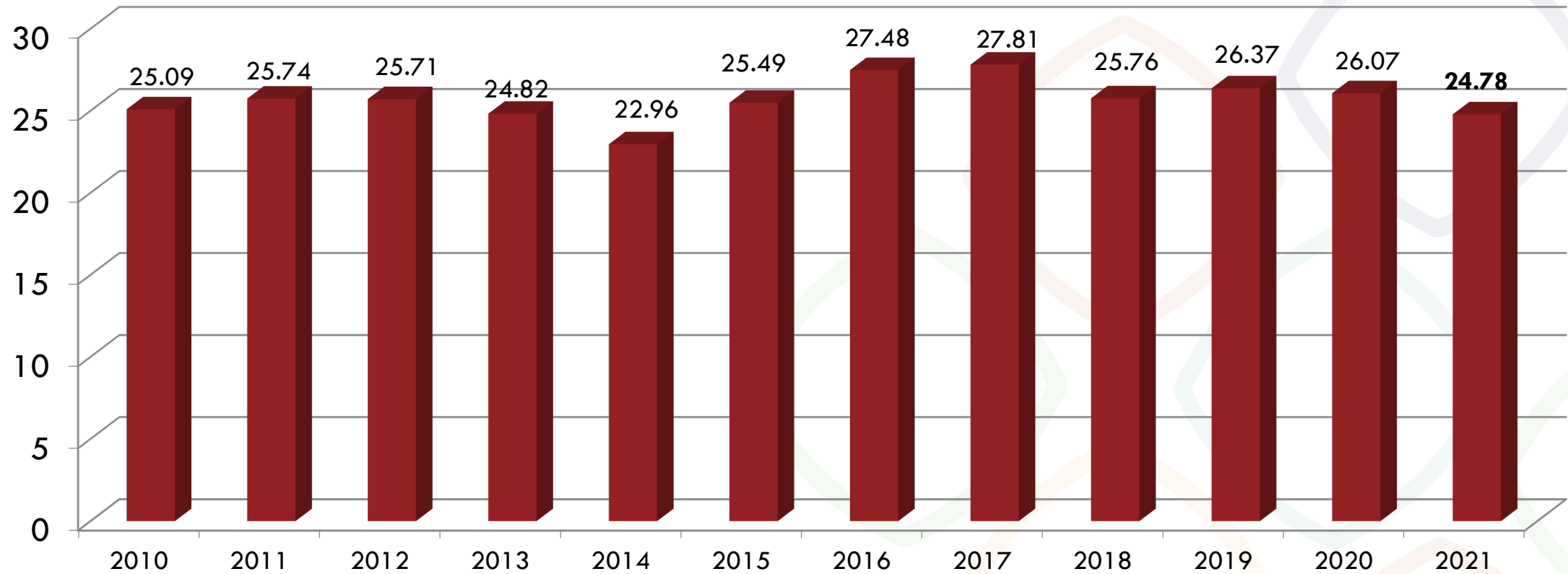


Middle School Class Size: 6-8 Average Class Size Trend



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6-8 Average Class Size Trend

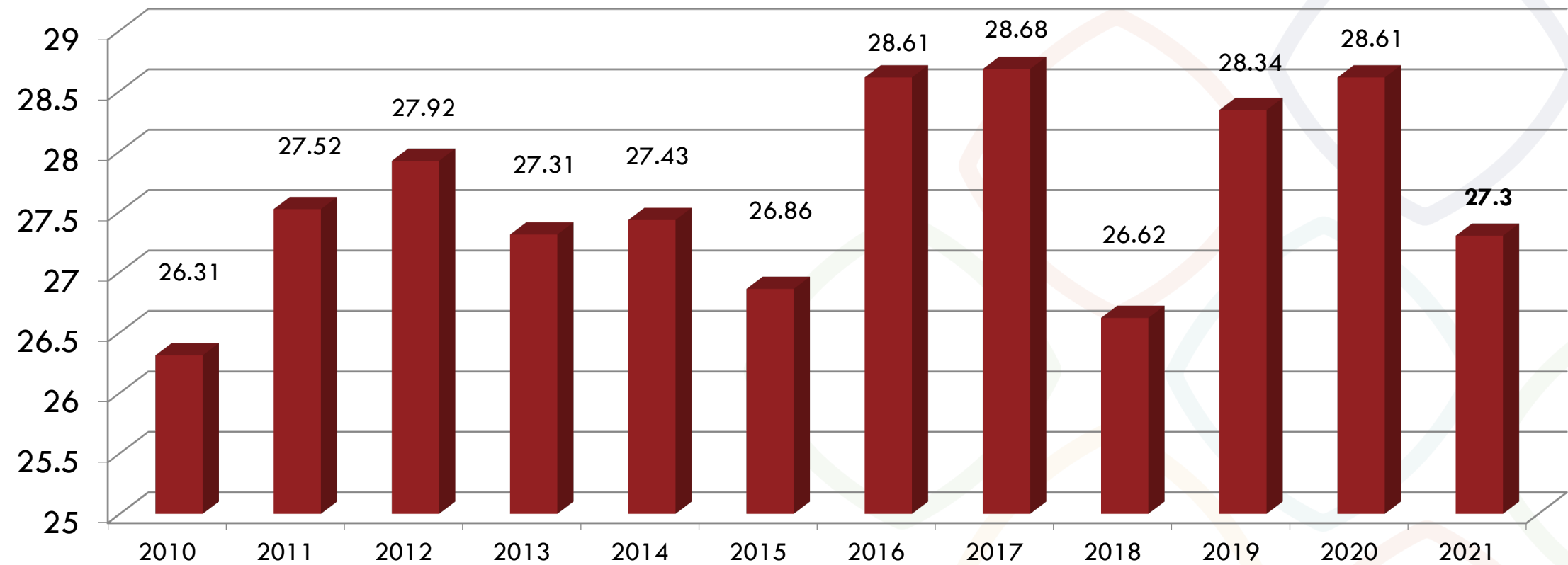


High School Class Size: 9-12 Average Class Size Trend



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9-12 Average Class Size Trend



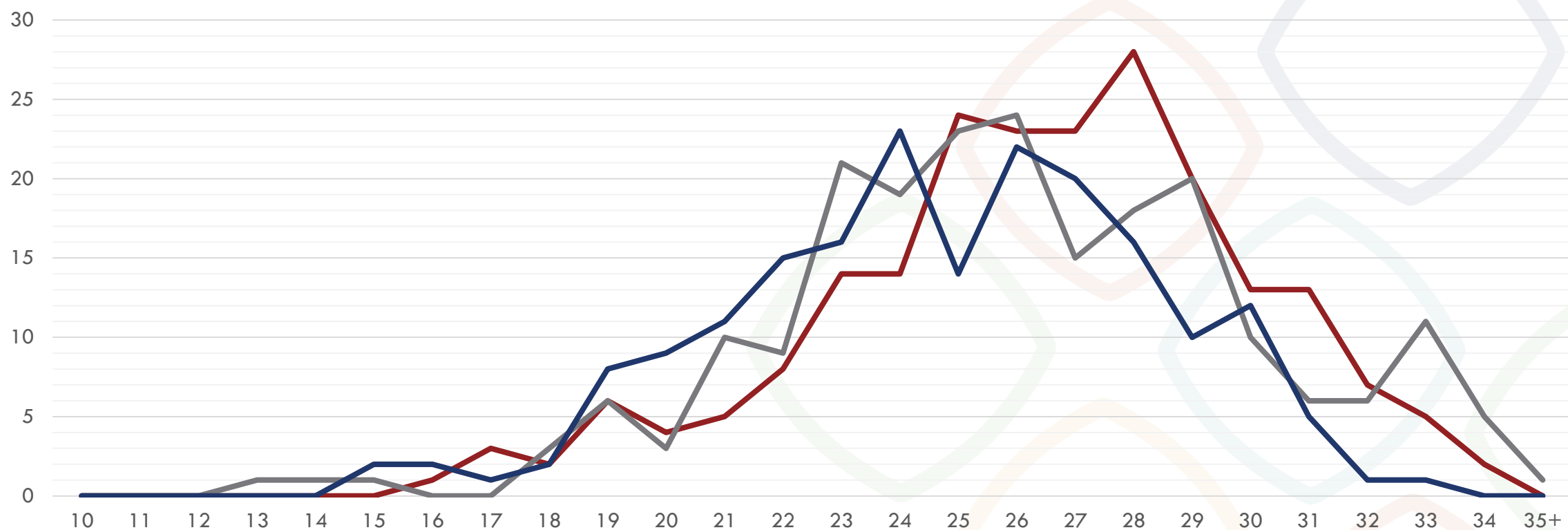
Middle School Class Size: Number of Sections per Class Size



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Number of Sections per Class Size

— 2019-2020 — 2020-2021 — 2021-2022

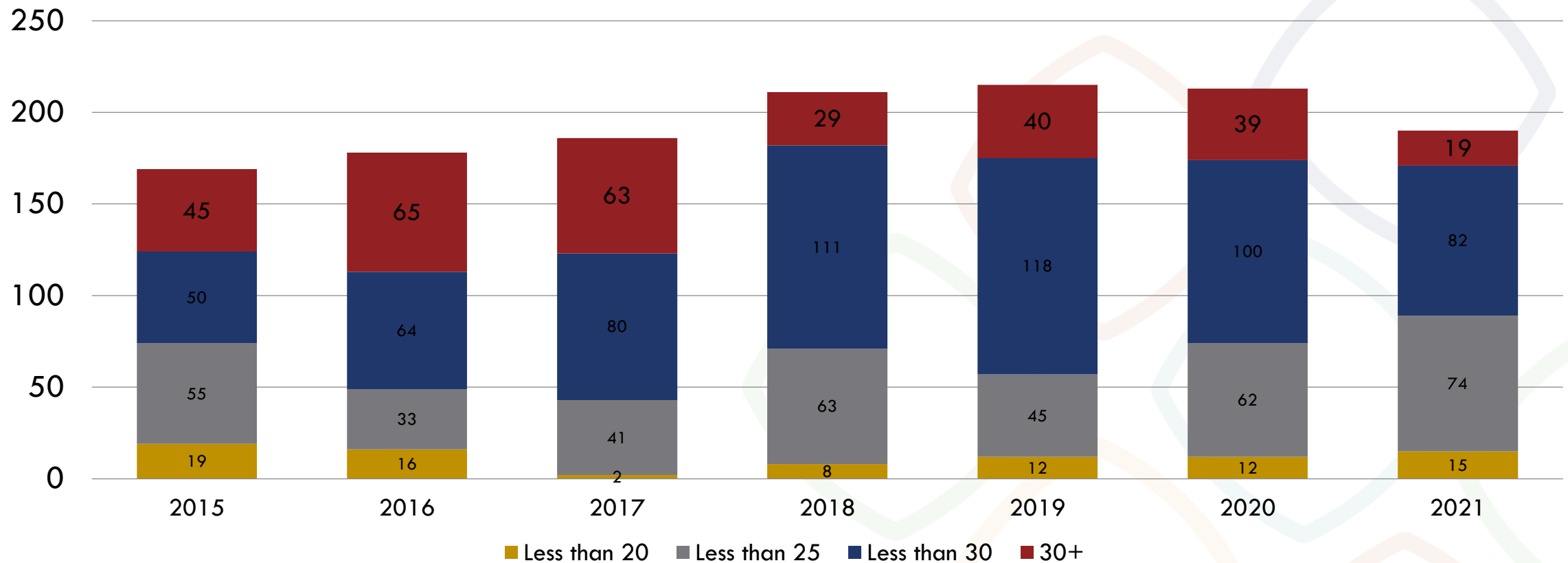


Middle School Class Size – Class Size Trend by School

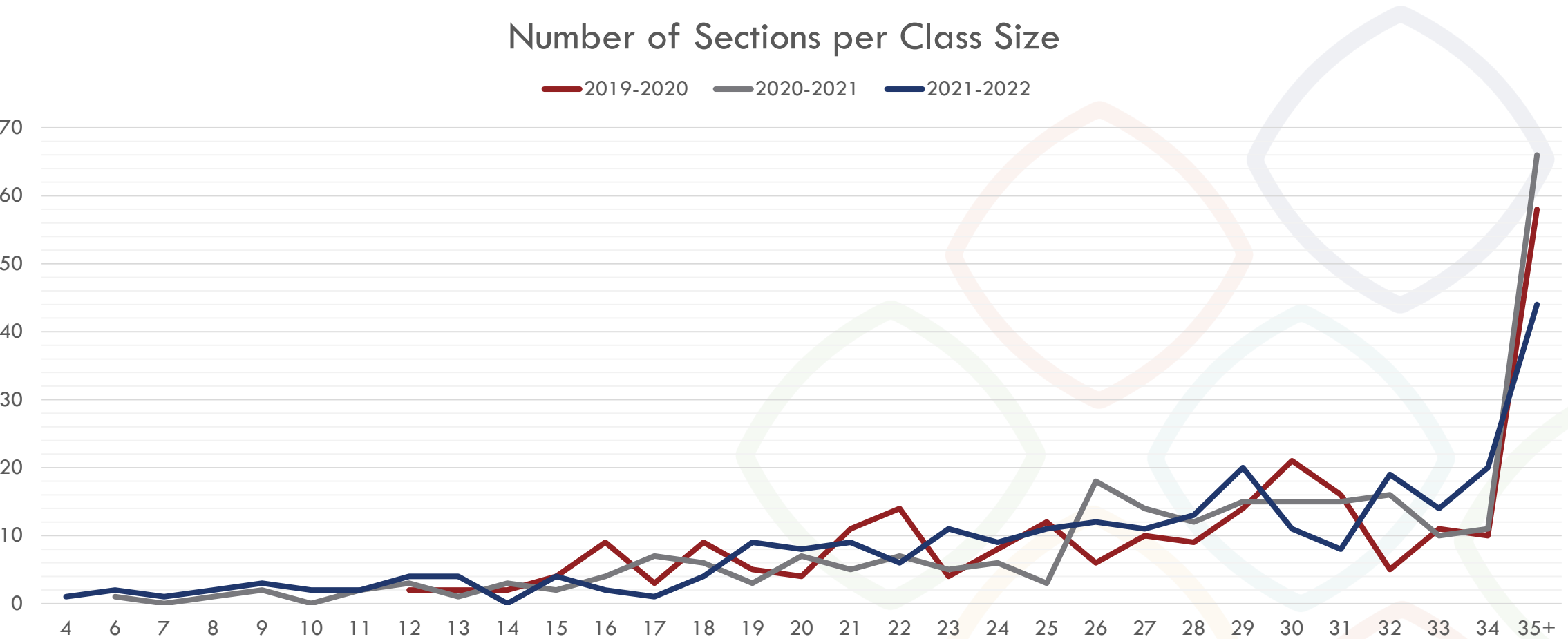


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Class Size Trend by School

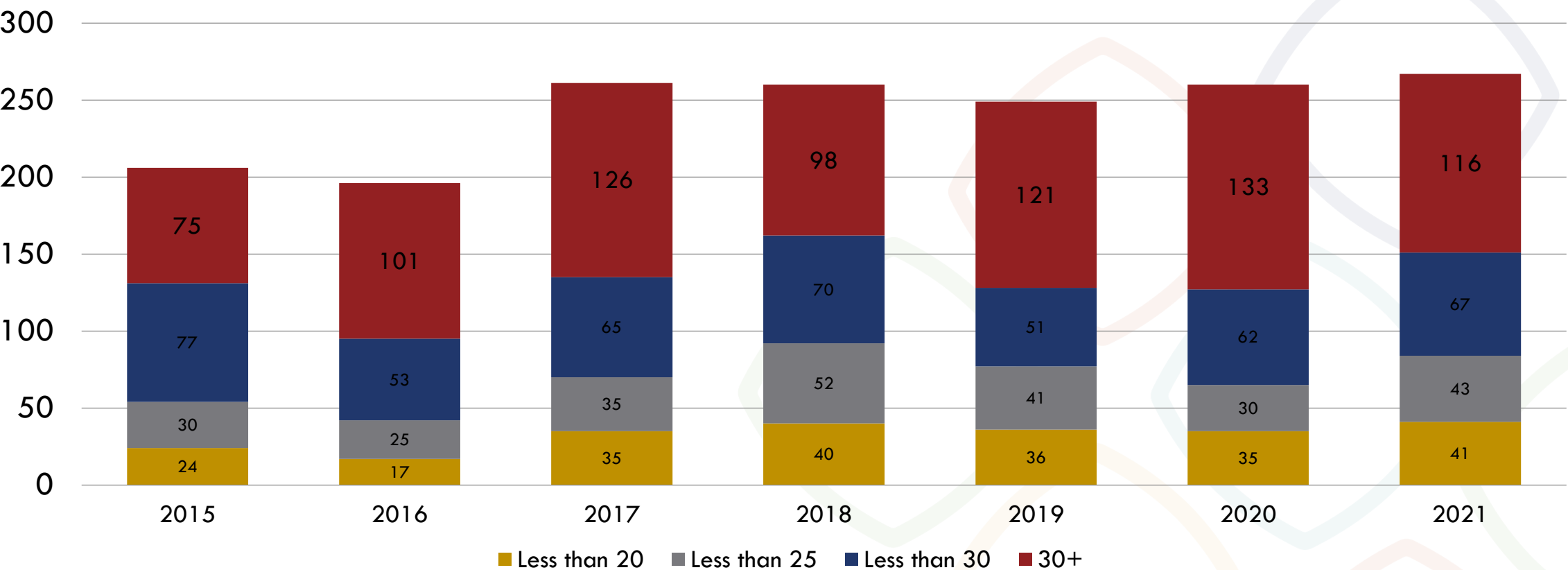


High School Class Size – Number of Sections per Class Size



High School Class Size – Class Size Trend by School

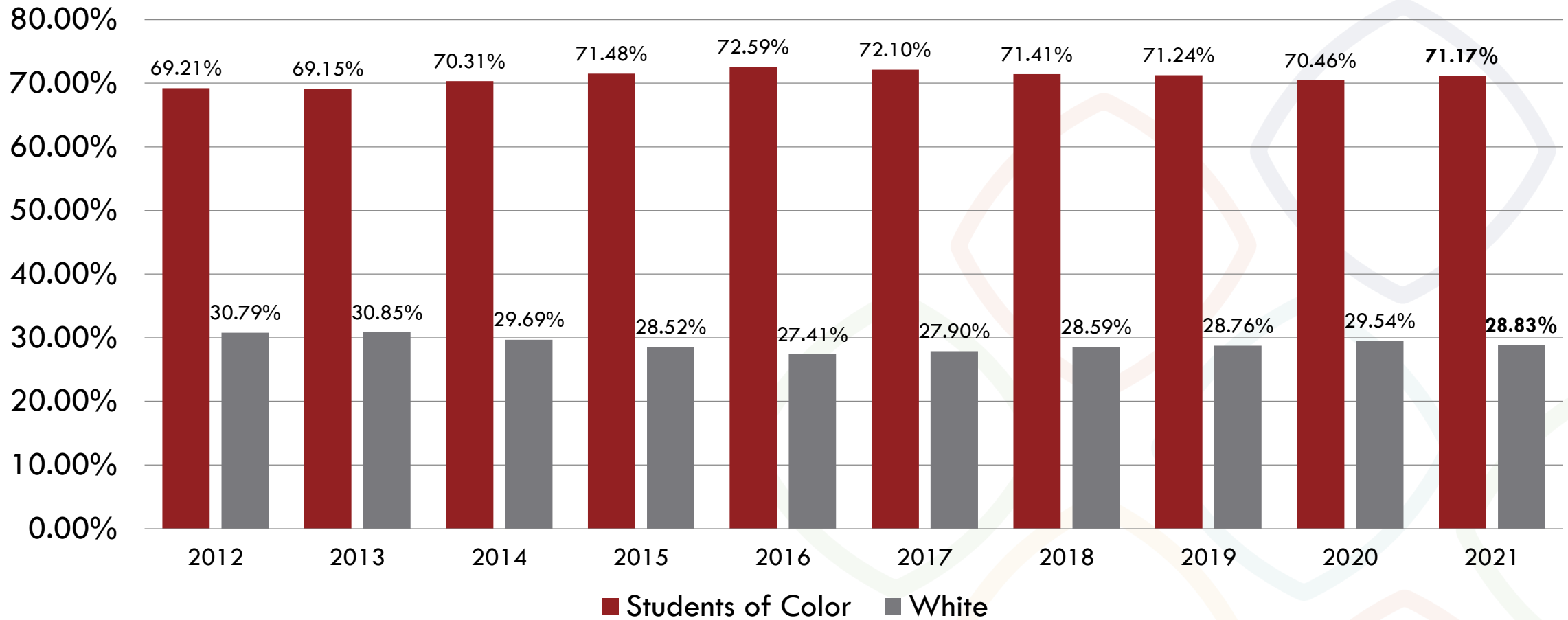
Class Size Trend by School



Student Diversity



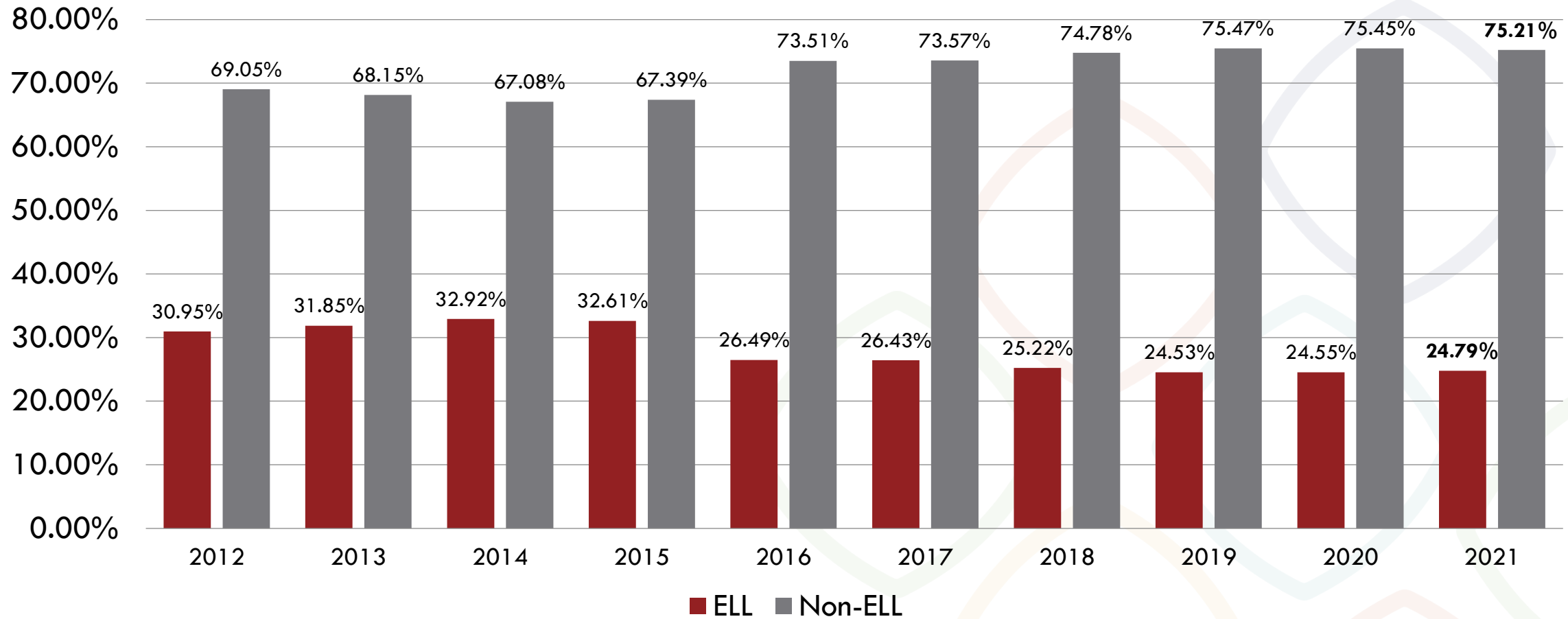
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English Language Learner



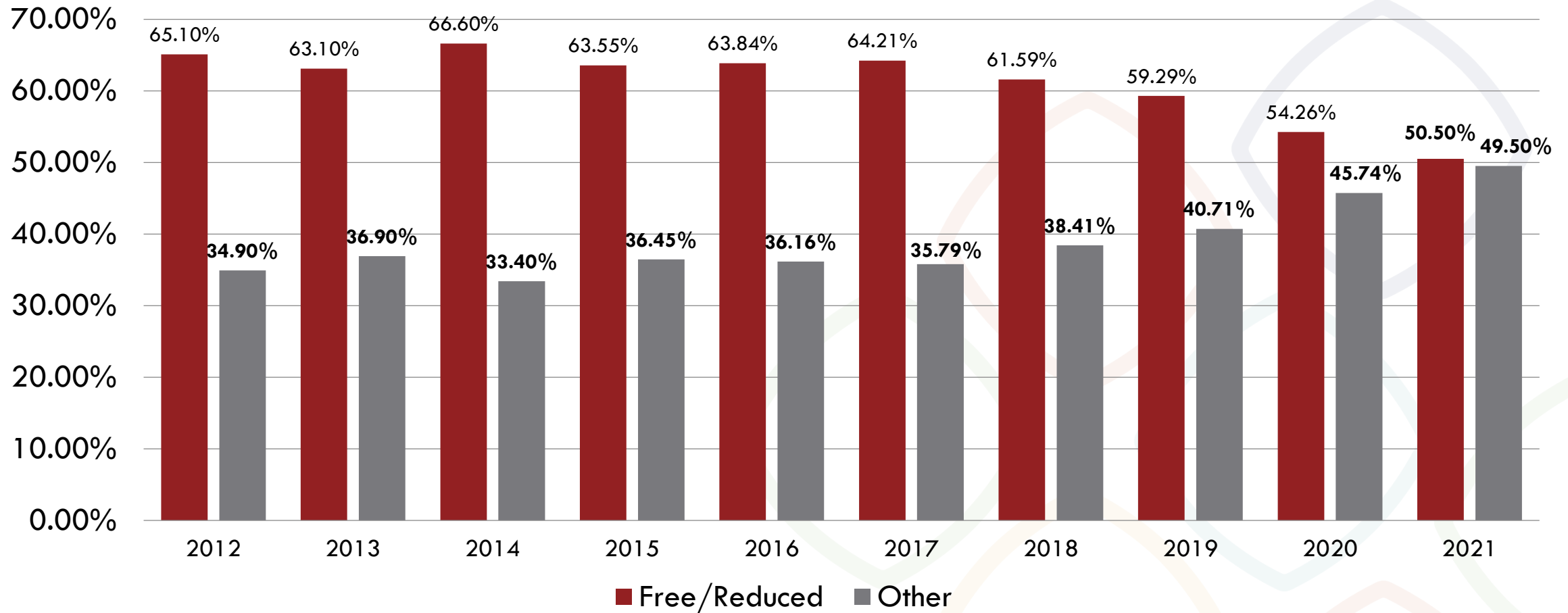
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Free/Reduced Enrollment



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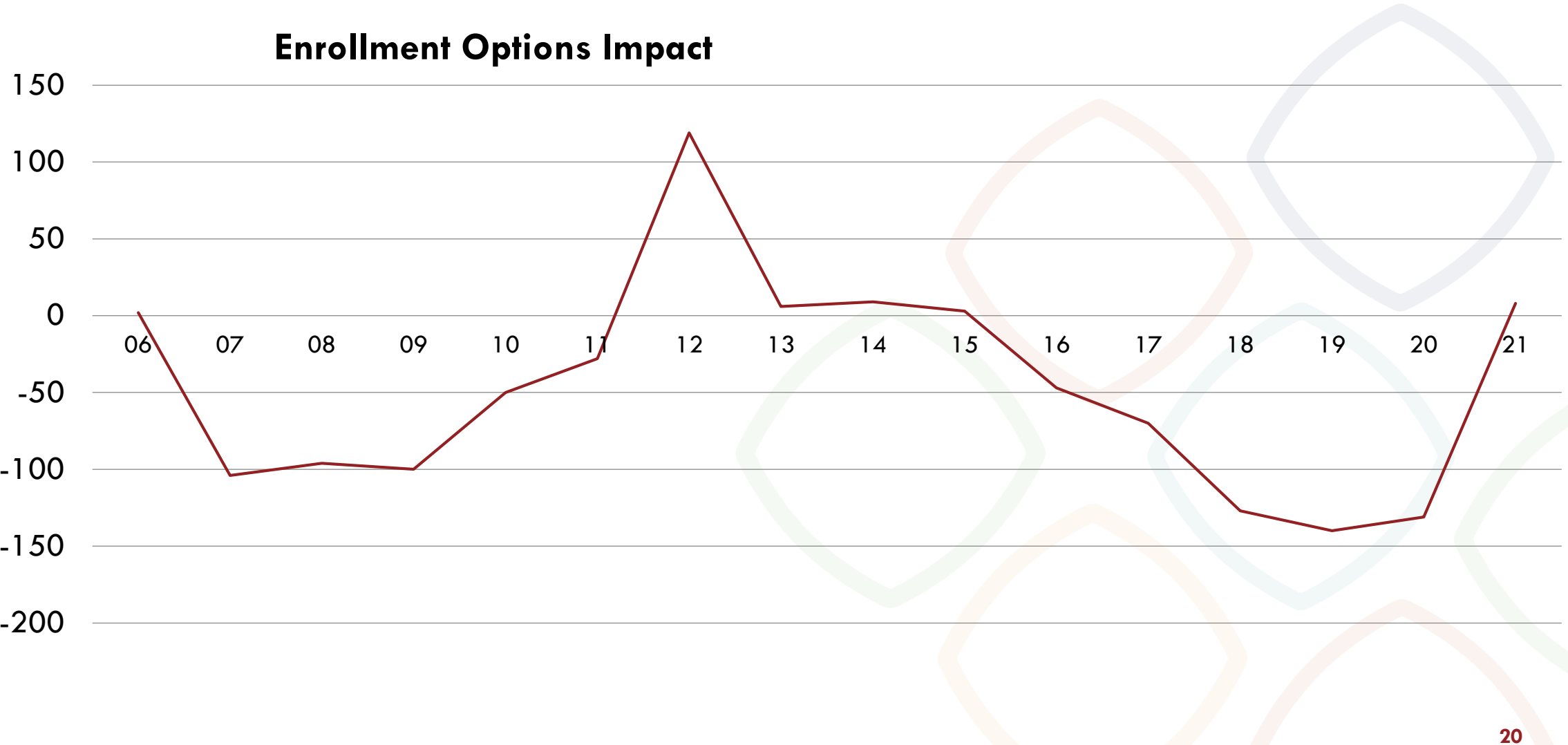
Enrollment Options



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Major Districts	21-22 In	21-22 Out	21-22 Net	20-21 In	20-21 Out	20-21 Net	Change
Bloomington	249	219	30	231	222	9	21
Burnsville	42	10	32	33	7	26	6
Edina	17	301	-284	24	266	-242	-42
Minneapolis	282	52	230	241	144	97	133
Rosemount	16	11	5	19	13	6	-1
St. Paul	27	2	25	16	5	11	14
SEC	0	19	-19	0	22	-22	3
Overall* Includes additional districts not listed above	703	695	8	623	754	-131	123

Enrollment Options Impact



Non-Public Schools

- 411 Total Students (increase of 27 from 20-21)
- Blessed Trinity (115), Homeschool (82), Holy Angels (64) and Cristo Rey (42) are the largest.

Charter Schools

- 818 Total Students (increase of 26 from 20-21)
- Seven Hills Prep (329), Partnership Academy (165), Hiawatha Academies (51), Eagle Ridge Academy (48), SciTech Academy (54) and Success Academy (17) are the largest.

Retain Richfield



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	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Open Enrollment (out)	454	534	583	583	664	727	761	769	754	695
Charter + Non Public (out)	777	876	876	942	1,022	1,078	1,061	1,151	1,176	1,229
TOTAL Resident OUT	1,231	1,410	1,459	1,525	1,686	1,805	1,822	1,920	1,930	1,924
RPS Enrollment	4,388	4,405	4,396	4302	4381	4401	4330	4277	4186	4183
- Open Enrollment (in)	(573)	(540)	(592)	(588)	(617)	(657)	(634)	(629)	(623)	(703)
TOTAL Richfield Resident										
Students IN RPS	3,815	3,865	3,804	3,714	3,764	3,744	3,696	3,648	3,563	3,480
TOTAL Richfield										
Resident Students	5,046	5,275	5,263	5,239	5,450	5,549	5,518	5,568	5,493	5,404
"Market Share"	75.60%	73.27%	72.28%	70.89%	69.06%	67.47%	66.98%	65.52%	64.86%	64.40%

Questions



RICHFIELD
PUBLIC SCHOOLS



RICHFIELD PUBLIC SCHOOLS
ENROLLMENT COUNT - OCTOBER 1, 2021

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Prepared by the Business Office 10/1/2021

RICHFIELD PUBLIC SCHOOLS
Elementary & Voluntary PreK Enrollment
By School, Grade, and Class Size 2021-22

GRADE	RDLS	CENTENNIAL	SHERIDAN HILLS	STEM	GRADE TOTALS
K	107 19-20-21 23-24	47 23-24	49 23-24 2 - online	91 17-17-17 18-20 2 -online	294
1	85 20-20-22 23	49 15-16-17 1 - online	76 17-18-18 21 2 - online	90 17-17-17 18-18 3 - online	300
2	76 25-25-26	59 18-19-21 1 - online	49 24-25	90 21-21-22 23 3- online	274
3	74 24-25-26	60 20-20-20	78 25-25-28	84 26-27-28 3 - online	296
4	71 24-24-23	59 18-18-21 2 - online	66 21-22-23	124 24-24-24 24-24 4 - online	320
5	74 24-25-25	61 18-19-21 3 - online	52 25-27	112 26-27-27 29 3 - online	299
VPK	35 16-19	23 7-16	32 14-18	40 8-16-16	130
SCHOOL TOTALS	522	358	402	631	1913

STUDENT TO CLASSROOM TEACHER RATIO
BY SCHOOL (VPK & Online excluded)

	RDLS	CENTENNIAL	SHERIDAN	STEM	GRADE TOTALS
SCHOOL TOTALS	487	328	366	573	1754
CLASSROOM TEACHERS	21	17	16	26	80
STU/TCHR RATIO 2021-22	23.19	19.29	22.88	22.04	21.93
RATIO 2020-21	21.19	17.45	19.60	20.17	19.68

RICHFIELD PUBLIC SCHOOLS
Elementary & Voluntary PreK Enrollment
By School, Grade, and Class Size 2021-22

CLASS SIZE BREAKDOWN BY GRADE (VPK & Online excluded)

15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	STUDENT TOTAL	TEACHER TOTAL	STU/TCHR RATIO	GRADE LEVEL
		3	1	1	2	1		3	3						290	14	20.71	K
1	1	5	4		2	1	1	1							294	16	18.38	1
			1	1		3	1	1	1	3	1				270	12	22.50	2
					3				1	3	2	1	2		293	12	24.42	3
			2			2	1	2	7						314	14	22.43	4
			1	1		1			1	3	1	3		1	293	12	24.42	5
1	1	8	9	3	7	8	3	7	13	9	4	4	2	1	1754	80	21.93	

RICHFIELD PUBLIC SCHOOL 2021-22
MIDDLE SCHOOL - NUMBER OF CLASSES BY SUBJECT AND CLASS SIZE - Q1

SUBJECT/CLASS SIZE	< 10	10 11 12 13 14	15 16 17 18 19	20 21 22 23 24	25 26 27 28 29	30 31 32 33 34	35 +	STU / SESS	AVERAGE CLASS SIZE
ART				1 1	1 2 1	1		185 / 7	26.43
Art 6				1	1			51 / 2	25.50
Art 7					1			28 / 1	28.00
Art 8				1	1 1	1		106 / 4	26.50
FAMILY & CONSUMER SCIENCE				1 1	2 1 1 1			178 / 7	25.43
FACS 7					2 1 1 1			133 / 5	26.60
FACS 8				1	1			45 / 2	22.50
HEALTH			1	1 1 1	1 1 1			161 / 7	23.00
Health 6			1	1	1			62 / 3	20.67
Health 7					1			24 / 1	24.00
Health 8				1	1			75 / 3	25.00
MEDIA				1	1 2	2		165 / 6	27.50
Media 7					1	2		111 / 4	27.75
Media 8				1	1 1			54 / 2	27.00
MUSIC			1	1				43 / 2	21.50
Music Explore 6			1	1				43 / 2	21.50
PHYSICAL EDUCATION			1 1	3 2	1 1 1 1	1 1 1		353 / 14	25.21
Phy Ed 6			1 1	1	1	1		120 / 5	24.00
Phy Ed 7				2	1	1		132 / 5	26.40
Phy Ed 8					1	1		101 / 4	25.25
SPANISH			1	1 1	1	2		147 / 6	24.50
Spanish Exploration 6			1					16 / 1	16.00
Spanish 1, Gr 7					1	1		57 / 2	28.50
Spanish 1, Gr 8						1		31 / 1	31.00
Spanish 2, Gr 8				1 1				43 / 2	21.50
STE(A)M				1 1 1	1 2 1			171 / 7	24.43
STE(A)M 6				1				21 / 1	21.00
STE(A)M 7					1	1		79 / 3	26.33
STE(A)M 8				1	1			71 / 3	23.67
LANGUAGE ARTS			2 2	2 5 3 4 5	4 4 3 4 1	1 1		978 / 41	23.85
Adv Lang Arts 6				1 1				43 / 2	21.50
Language Arts 6				1 1 1	1			92 / 4	23.00
Language Arts 6 Co-taught				1	1			70 / 3	23.33
Spanish Language Arts 6						1		86 / 3	28.67
Adv Language Arts 7					1			28 / 1	28.00
Language Arts 7				1 1 1	2 1 1 1			199 / 8	24.88
Language Arts 7 Co-taught								50 / 2	25.00
Spanish Language Arts 7				1	1			85 / 4	21.25
Adv Language Arts 8			1		2			48 / 2	24.00
Language Arts 8			2	1 1	1	2		150 / 7	21.43
Language Arts 8 Co-taught					1	1		54 / 2	27.00
Spanish Language Arts 8			1			1		73 / 3	24.33

RICHFIELD PUBLIC SCHOOL 2021-22
MIDDLE SCHOOL - NUMBER OF CLASSES BY SUBJECT AND CLASS SIZE - Q1

MIDDLE SCHOOL - NUMBER OF CLASSES BY SUBJECT AND CLASS SIZE - Q1																															
SUBJECT/CLASS SIZE	< 10	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35 +	STU / SESS	AVERAGE CLASS SIZE		
MATHEMATICS											2	4	2	2	4	2	2	2	6	2	1	2						753 / 31	24.29		
Compacted 6/7 Math, Gr 6 Math 6											1		1				1		1									27 / 1	27.00		
Math 6 Co-taught											1		1				1		2									92 / 4	23.00		
Compacted 7/8 Math, Gr 7 Math 7												1										1							72 / 3	24.00	
Math 7 Co-Taught															1	2	1	1											48 / 2	24.00	
Found Algebra 8																		1		1	1								172 / 7	24.57	
Found Algebra 8 Co-taught													3	1		2	1			2			1						84 / 3	28.00	
Intermediate Algebra, Gr 8															1							1	1						181 / 8	22.63	
																												22 / 1	22.00		
																												55 / 2	27.50		
SCIENCE									1	1			1	2	2	6		4	6	2	4	2						788 / 31	25.42		
Science 6													1	1	1	2		1		1	1	1						227 / 9	25.22		
Science 7														1		2		2	2	1	2	1						292 / 11	26.55		
Science 8										1	1					1	2		1	4									240 / 10	24.00	
Science 8 Co-taught																	2					1							29 / 1	29.00	
SOCIAL STUDIES											2	1		4	3	3	3	4	2	3	1	3	1	1				786 / 31	25.35		
Social Studies 6												1		1	1	1	1		1		1								141 / 6	23.50	
Spanish Social Studies 6																		1				2				2			86 / 3	28.67	
Social Studies 7															1	1		2	2		1				1				207 / 8	25.88	
Spanish Social Studies 7																					1	1			1				85 / 3	28.33	
Global Studies 8												2			1	1	1	1				1			1				193 / 8	24.13	
Spanish Global Studies 8															1		1				1								74 / 3	24.67	
TOTAL MIDDLE SCHOOL							2	2	1	2	8	9	11	15	16	23	14	22	20	16	10	12	5	1	1	1	2021-22				
																											Students / Sessions	AVERAGE CLASS SIZE			
																												4708 / 190	24.78		

THE CLASSES LISTED BELOW ARE NOT INCLUDED IN AVERAGE CLASS SIZE

STUDENTS/SESSIONS = AVG CLASS SIZE

STUDENT SESSIONS – AVG CLASS SIZE				
Online	31/1 = 31	Special Ed	255/44 = 5.8	Reading 80/5 = 16
Band	305/7 = 43.6	Ext Campus	6/6 = 1	Math Tier 174/12 = 14.5
Choir	104/3 = 34.7	ESL/ALD	170/16 = 10.6	College/Career 734/27 = 27

2021-22			
	Students / Sessions	AVERAGE CLASS SIZE	ENROLLMENT COUNT
	4708 / 190	24.78	837
GRADE 6	1249 / 52	24.02	244
GRADE 7	1814 / 70	25.91	306
GRADE 8	1645 / 68	24.19	287
2020-21			
	5553 / 213	26.07	919
GRADE 6	1773 / 71	24.97	305
GRADE 7	1758 / 67	26.24	293
GRADE 8	2022 / 75	26.96	321

RICHLAND PUBLIC SCHOOLS 2021-22
SENIOR HIGH - NUMBER OF CLASSES BY SUBJECT AND CLASS SIZE - S1

SUBJECT	< 10	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35 +	STU / SESS	CLASS SIZE					
ART				1				1				1		1			1			1		1		2	2		4@144	433 / 15	28.87					
Art Found 2D & 3D			1				1		1			1		1			1			1		1	1	1	1	1@35,1@36,1@37	174 / 5	34.80						
Drw & Paint I																													38 / 2	19.00				
Graphic Story																															18 / 1	18.00		
Photo I & II																																	81 / 3	27.00
Pottery I & II																																		
BUSINESS ED							1						1										1		4@151	221 / 7	31.57							
Business Acctg							1						1													1@35	35 / 1	35.00						
Career Seminar																													15 / 1	15.00				
Intro Bus & Mktg																													41 / 1	41.00				
Intro Grph/Web Ds																													40 / 1	40.00				
Javascript Cdg/Pr																													22 / 1	22.00				
Personal Finance																													33 / 1	33.00				
Python Cdg/Prgm																													35 / 1	35.00				
GLOBAL LANG																													1@9					
AP Frn Lng & Cul	1@9						1					1		1						1						1		1	19 / 1	19.00				
French 1																															87 / 3	29.00		
French 2																															55 / 2	27.50		
French 3																															27 / 1	27.00		
AP Grmn Lng & Cul																															9 / 1	9.00		
German 1																															23 / 1	23.00		
German 2																															32 / 1	32.00		
German 3																															16 / 1	16.00		
AP Spanish Lit																															84 / 3	28.00		
AP Span Lng & Cul																															19 / 1	19.00		
Spanish 1																															61 / 2	30.50		
Spanish 2	67 / 2	33.50																																
Spanish 3	83 / 3	27.67																																
FACS																	2		1	2			1	1		5@178	382 / 12	31.83						
Culinary Arts 1																											2@35,1@37	197 / 6	32.83					
Culinary Arts 2																														80 / 3	26.67			
Int Design																														35 / 1	35.00			
Living on Own																														70 / 2	35.00			
TECH ED				1	1							2						1				1						124 / 6	20.67					
Metals			1										1						1										13 / 1	13.00				
Small Engines																															48 / 2	24.00		
Woodworking																															63 / 3	21.00		
LANGUAGE ARTS	1@6			1			1			1	2	3			2	1	3	1	1	1	2	4	1	5	1	6	8@297	1278 / 45	28.40					
Aurean	1@6						1				1	1		1													1@36	19 / 1	19.00					
AP 11 Eng Sem																														15 / 1	15.00			
AP Lang & Comp																														72 / 3	24.00			
CIS Wrtg Studio																														20 / 1	20.00			
Creative Wrtg																														36 / 1	36.00			
ELD ELA 9/10																														18 / 1	18.00			
English 9																														64 / 2	32.00			
Eng 9 Co-taught																														103 / 3	34.33			
English 10																														48 / 2	24.00			
Eng 10 Co-taught																														111 / 4	27.75			
English 11																														37 / 1	37.00			
Eng 11 Co-taught																														150 / 4	37.50			
English 12																														50 / 2	25.00			
Eng 12 Co-taught																														95 / 3	31.67			
Honors Eng 9																														101 / 3	33.67			
Honors Eng 9 Sem																														12 / 1	12.00			
Honors Eng 10																														87 / 3	29.00			
Honors Eng 10 Serr																														6 / 1	6.00			
Honors Eng 12																														60 / 2	30.00			

RICHFIELD PUBLIC SCHOOLS 2021-22
SENIOR HIGH - NUMBER OF CLASSES BY SUBJECT AND CLASS SIZE - S1

SUBJECT	< 10	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35 +	STU / SESS	CLASS SIZE
LANG ARTS con't																													
Hn Sp Lng Arts 9																	1								1		59 / 2	29.50	
Hn Sp Lng Arts 10											1														1		53 / 2	26.50	
Mythology																									1		34 / 1	34.00	
Speech & Debate																		1									28 / 1	28.00	
MATH	3@24	1	1							1	1	3	1	5	1	2	1	4	4	1	4	1	3	5@182	1094 / 42	26.05			
Adv Algebra																			1	1				1	1		124 / 4	31.00	
Adv Alg Co-taught																								1			34 / 1	34.00	
Algebra Seminar												1															21 / 1	21.00	
CIS Calculus											1			1													43 / 2	21.50	
CIS Calc Sem	1@7																										7 / 1	7.00	
CIS College Alg										1			1														39 / 2	19.50	
CIS Coll Alg sem			1																								11 / 1	11.00	
CIS Statistics																	1		1		1						84 / 3	28.00	
CIS Stats Sem		1																									10 / 1	10.00	
Geometry															2				1	1							141 / 5	28.20	
Gmtry Co-taught																	1										25 / 1	25.00	
Geometry Sem	1@8																										8 / 1	8.00	
Hon Adv Algebra														1	1									1			78 / 3	26.00	
Hon Geometry																1			1								63 / 2	31.50	
Honors Pre Calc																	1										79 / 3	26.33	
Intmdt Algebra																								2	1	1@37,1@38	173 / 5	34.60	
Intm Alg Co-taught																								1		1@36	68 / 2	34.00	
Span Adv Algebra												1															21 / 1	21.00	
Span Geometry																	1										27 / 1	27.00	
Span Int Algebra	1@9																			1							38 / 2	19.00	
MUSIC																	1											27 / 1	27.00
Music Appre																	1											27 / 1	27.00
PHYSICAL ED.										1			1				1		1	4	1	1	3	2	5@188	620 / 20	31.00		
Adv Weight Train														1													22 / 1	22.00	
Basketball																					1			1		1@36	99 / 3	33.00	
Fit Fever/LA																			1							1@37	66 / 2	33.00	
Health										1							1			1		1				1@38	174 / 6	29.00	
LA/Self Defense																							1			1@36	68 / 2	34.00	
Soccer																								1			32 / 1	32.00	
Strength Training																			2								58 / 2	29.00	
Team Sports																		1					1			1@41	101 / 3	33.67	
SCIENCE	2@12	1		1	2		1	1		1		1	3	1	2	2	3	3	4	3	4	3	1	2	3	3@109	1174 / 47	24.98	
AP Biology		1																										10 / 1	10.00
Biology																			2		1				1		116 / 4	29.00	
Bio Co-taught																								1	1		65 / 2	32.50	
CIS Climate Crisis							1																				16 / 1	16.00	
CIS Physiology					1												1										38 / 2	19.00	
CIS Intro Physics									1		1																36 / 2	18.00	
CIS Physics Inq												1	1	1												66 / 3	22.00		
CIS Physics Sem	1@4																									4 / 1	4.00		
CP Chemistry													1		1										1	1@36	114 / 4	28.50	
CP Chem Sem																		1								26 / 1	26.00		
CP Biology												1					1				1					1@36	110 / 4	27.50	
CP Bio Sem	1@8																										8 / 1	8.00	
ELD Chemistry				1																							12 / 1	12.00	
ELD Phys Science					1																						13 / 1	13.00	
Forensics																											31 / 1	31.00	
Gen Chemistry												1				2		1		1			1				123 / 5	24.60	
Gen Ch Co-Taught																									2		68 / 2	34.00	

RICHFIELD PUBLIC SCHOOLS 2021-22
SENIOR HIGH - NUMBER OF CLASSES BY SUBJECT AND CLASS SIZE - S1

SUBJECT	< 10	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35 +	STU / SESS	CLASS SIZE
SCIENCE Con't																													
Gen Chem Sem																							1					31 / 1	31.00
Gen Physics																			1	1								55 / 2	27.50
Outdoor Env Sci																	1											25 / 1	25.00
Physical Science																		1	1	1	2		1					170 / 6	28.33
Phy Sci Co-taught																											1@37	37 / 1	37.00
SOCIAL STUDIES	2@15		1	1			2				3	2		1	4	1	2	4	1	2	3	2	3	1	2	3	10@373	1353 / 50	27.06
ACT Prep/College																				1								28 / 1	28.00
American Gov't											1	1					1			1								92 / 4	23.00
Am Govt Co-taught																1						1						54 / 2	27.00
AP Human Geo											1	1		1	1			1							1	1		177 / 7	25.29
AP HG Co-taught																					2					1		131 / 4	32.75
AP Hum Geo Sem																1											1@39	23 / 1	23.00
AP Psychology																		1						1				58 / 2	29.00
AP World Hist																					1						2@37	103 / 3	34.33
AP W Hist Sem	1@6																											6 / 1	6.00
CIS Am History																		1								1	1@35	95 / 3	31.67
CIS Am Hist Sem				1																								12 / 1	12.00
CIS Education	1@9																											9 / 1	9.00
CIS Pol Science											1				1							1						72 / 3	24.00
Ethnic Studies							1																					15 / 1	15.00
History Thru Film																									1		1@36	69 / 2	34.50
Psychology				1																								11 / 1	11.00
Span Hn Wrld Stdy						1																						15 / 1	15.00
US History																											1@37,2@38	113 / 3	37.67
US Hist Co-taught																											2@38	76 / 2	38.00
US History Sem															1													23 / 1	23.00
World Studies																	1	1					2					113 / 4	28.25
Wrld Stdy Co Taught																			1				1					58 / 2	29.00
																										2021-22			
																										Stu	Sess	Class Size	
TOTAL SENIOR HIGH																										7288	/ 267	27.30	

THE CLASSES LISTED BELOW ARE NOT INCLUDED ABOVE:

Class	Stdnt/Sess	Class Size
Special Education	438/52	8.4
ESL	86/12	7.2
Acc English	27/5	5.4
Acc Math	26/2	13.0
Band	28/1	28.0
Inst Studio	41/2	20.5
Jazz	8/1	8.0
Symp Winds	10/1	10.0
Choir	43/1	43.0
Study Hall	517/12	43.1
Ext Campus at SEC	12/10	1.2
Online - MNVA	23/1	23.0
PSEO	13 full time, 17 part time	
Student Aide	62	
Genesys Works	3	
Hennepin Tech	18	

2020-21		
Stu	Sess	Class Size
7438	/ 260	28.61

Gender and Ethnic Enrollment - ESCE, Elementary & Voluntary PreK
RICHFIELD PUBLIC SCHOOLS 2021-2022

SCHOOL	NUMBER OF STUDENTS BY ETHNICITY														TOTALS				
by Grade	*AMER IND ALASKAN		ASIAN		HISPANIC		BLACK		HAWAIIAN		2 OR MORE RACES		WHITE		Minority Total		Gender Total		Student Count
Central	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	1-Oct
ECSE*	0	0	1	4	21	10	8	7	0	0	8	3	34	16	38	24	72	40	112
VPK	1	0	1	2	5	2	3	5	0	0	2	2	6	3	12	11	18	14	32
*17 of the ECSE students are VPK served in other schools	1	0	2	6	26	12	11	12	0	0	10	5	40	19	50	35	90	54	144
Total	1		8		38		23		0		15		59		85				
Percent	0.69%		5.56%		26.39%		15.97%		0.00%		10.42%		40.97%		59.03%		62.50%	37.50%	
RDLS	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	1-Oct
VPK	0	0	0	0	14	12	1	0	0	0	1	1	2	4	16	13	18	17	35
K	1	1	2	0	34	38	2	0	0	0	2	4	9	14	41	43	50	57	107
1	0	1	1	0	24	32	0	2	0	0	0	3	9	13	25	38	34	51	85
2	0	0	0	0	22	24	1	1	0	0	2	2	8	16	25	27	33	43	76
3	0	0	0	0	27	27	0	0	0	0	2	1	6	11	29	28	35	39	74
4	0	0	0	0	26	24	1	2	1	0	1	0	7	9	29	26	36	35	71
5	0	0	0	0	20	32	0	1	0	0	2	3	4	12	22	36	26	48	74
Total	1	2	3	0	167	189	5	6	1	0	10	14	45	79	187	211	232	290	522
Total	3		3		356		11		1		24		124		398				
Percent	0.57%		0.57%		68.20%		2.11%		0.19%		4.60%		23.75%		76.25%		44.44%	55.56%	
CENTENNIAL	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	1-Oct
VPK	0	0	1	1	5	4	5	3	0	0	1	0	1	2	12	8	13	10	23
K	0	1	0	0	14	7	6	6	0	0	4	2	1	6	24	16	25	22	47
1	2	0	1	1	17	10	6	2	0	0	3	1	4	2	29	14	33	16	49
2	0	1	0	2	15	18	6	6	0	0	1	3	3	4	22	30	25	34	59
3	0	0	0	0	16	17	3	5	0	0	3	0	10	6	22	22	32	28	60
4	0	1	0	1	20	18	6	2	0	0	3	1	4	3	29	23	33	26	59
5	0	1	0	1	19	17	6	9	0	0	2	1	4	1	27	29	31	30	61
Total	2	4	2	6	106	91	38	33	0	0	17	8	27	24	165	142	192	166	358
Total	6		8		197		71		0		25		51		307				
Percent	1.68%		2.23%		55.03%		19.83%		0.00%		6.98%		14.25%		85.75%		53.63%	46.37%	
SHERIDAN	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	1-Oct
VPK	0	0	4	4	1	5	1	1	0	0	1	3	6	6	7	13	13	19	32
K	0	0	2	1	10	4	3	6	0	0	2	1	11	9	17	12	28	21	49
1	1	2	1	1	8	11	4	9	0	0	3	2	13	21	17	25	30	46	76
2	0	1	1	0	6	5	1	7	0	0	7	3	6	12	15	16	21	28	49
3	1	0	3	3	10	9	2	2	0	0	5	4	16	23	21	18	37	41	78
4	0	0	2	1	6	7	9	7	0	0	5	2	13	14	22	17	35	31	66
5	1	0	1	3	7	8	6	4	0	0	4	0	10	8	19	15	29	23	52
Total	3	3	14	13	48	49	26	36	0	0	27	15	75	93	118	116	193	209	402
Total	6		27		97		62		0		42		168		234				
Percent	1.49%		6.72%		24.13%		15.42%		0.00%		10.45%		41.79%		58.21%		48.01%	51.99%	
STEM	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	1-Oct
VPK	0	0	2	8	2	5	5	1	0	0	2	3	5	7	11	17	16	24	40
K	1	1	3	1	9	11	11	8	0	0	7	5	21	13	31	26	52	39	91
1	1	0	3	1	10	7	10	8	0	1	7	2	17	23	31	19	48	42	90
2	0	1	5	5	7	7	6	6	0	0	4	6	21	22	22	25	43	47	90
3	0	1	3	1	16	9	4	3	0	1	4	3	22	17	27	18	49	35	84
4	2	0	6	1	19	8	7	9	0	0	9	17	24	22	43	35	67	57	124
5	0	0	6	3	9	13	9	11	0	1	7	7	20	26	31	35	51	61	112
Total	4	3	28	20	72	60	52	46	0	3	40	43	130	130	196	175	326	305	631
Total	7		48		132		98		3		83		260		371				
Percent	1.11%		7.61%		20.92%		15.53%		0.48%		13.15%		41.20%		58.80%		51.66%	48.34%	
PRE K - Grade 5	11	12	49	45	419	401	132	133	1	3	104	85	317	345	716	679	1033	1024	2057
Total	23		94		820		265		4		189		662		1395				
Percent	1.12%		4.57%		39.86%		12.88%		0.19%		9.19%		32.18%		67.82%		50.22%	49.78%	

Gender and Ethnic Enrollment - SEC, RCEP, Secondary & District-Wide
RICHFIELD PUBLIC SCHOOLS 2021-2022

SCHOOL	NUMBER OF STUDENTS BY ETHNICITY														TOTALS				
by Grade	*AMER IND ALASKAN		ASIAN		HISPANIC		BLACK		HAWAIIAN		2 OR MORE RACES		WHITE		Minority Total		Gender Total		Student Count
SEC-TRAN/CONN	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	1-Oct
	1	0	1	0	3	5	1	5	0	0	0	0	4	0	6	10	10	10	20
Total	1		1		8		6		0		0		4		16				
Percent	5.00%		5.00%		40.00%		30.00%		0.00%		0.00%		20.00%		80.00%		50.00%		50.00%
RMS	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	1-Oct
6	0	2	12	4	49	59	19	11	0	0	9	14	33	32	89	90	122	122	244
7	0	1	6	6	66	64	29	24	0	0	20	11	49	30	121	106	170	136	306
8	3	1	4	5	73	54	21	16	0	1	16	16	41	36	117	93	158	129	287
Total	3	4	22	15	188	177	69	51	0	1	45	41	123	98	327	289	450	387	837
Percent	0.84%		4.42%		43.61%		14.34%		0.12%		10.27%		26.40%		73.60%		53.76%		46.24%
RHS	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	1-Oct
9	6	2	5	6	65	77	20	23	0	0	17	10	47	46	113	118	160	164	324
10	0	1	7	4	77	71	29	15	0	0	21	10	45	34	134	101	179	135	314
11	1	0	9	5	82	65	31	21	0	0	15	7	41	37	138	98	179	135	314
12	0	0	12	4	73	53	23	13	0	0	12	8	32	29	120	78	152	107	259
Total	7	3	33	19	297	266	103	72	0	0	65	35	165	146	505	395	670	541	1211
Percent	0.83%		4.29%		46.49%		14.45%		0.00%		8.26%		25.68%		74.32%		55.33%		44.67%
RCEP	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	1-Oct
9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	0	0	0	0	1	1	0	1	0	0	0	0	0	0	1	2	1	2	3
11	0	0	1	0	2	0	0	0	0	0	0	0	0	0	3	0	3	0	3
12	0	0	1	1	16	10	5	7	0	0	3	1	6	2	25	19	31	21	52
Total	0	0	2	1	19	11	5	8	0	0	3	1	6	2	29	21	35	23	58
Percent	0.00%		5.17%		51.72%		22.41%		0.00%		6.90%		13.79%		86.21%		60.34%		39.66%
Grade 6 - 12	11	7	58	35	507	459	178	136	0	1	113	77	298	246	867	715	1165	961	2126
Total	18		93		966		314		1		190		544		1582				
Percent	0.85%		4.37%		45.44%		14.77%		0.05%		8.94%		25.59%		74.41%		54.80%		45.20%
PRE-K to Grade 12	22	19	107	80	926	860	310	269	1	4	217	162	615	591	1583	1394	2198	1985	4183
TOTAL	41		187		1786		579		5		379		1206		2977				
PERCENT	0.98%		4.47%		42.70%		13.84%		0.12%		9.06%		28.83%		71.17%		52.55%		47.45%

The minority student enrollment has increased from 70.5% to 71.2%, an increase .7% since October 1, 2020.

*146 students are identified as American Indian/Alaskan for MN state reporting.

*The Federal Resolved Race breakdown is: 41-Am Ind/Alsk, 32-Hispanic, 73-Two or More.

LEP Enrollment - PreK & Elementary
RICHFIELD PUBLIC SCHOOLS 2021-2022

SCHOOL		NUMBER OF STUDENTS BY ETHNICITY												LEP			Student
by	Grade	AMER IND		ASIAN		HISPANIC		BLACK		HAWAIIAN		2 OR MORE		WHITE		Total	Count
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total	1-Oct
Central	ECSE*	0	0	0	0	2	3	0	1	0	0	0	0	0	0	2	112
	VPK	0	0	1	0	3	2	1	2	0	0	0	0	0	0	5	32
	*17 of the ECSE students are VPK served in other schools	0	0	1	0	5	5	1	3	0	0	0	0	0	0	7	144
	Total	0		1		10		4		0		0		0			
	Percent	0.00%		0.69%		6.94%		2.78%		0.00%		0.00%		0.00%		10.42%	
RDLS		M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total	1-Oct
	VPK	0	0	0	0	10	9	0	0	0	0	0	0	0	1	10	35
	K	0	0	0	0	21	24	0	0	0	0	0	0	0	0	21	107
	1	0	0	0	0	17	16	0	0	0	0	0	0	0	0	17	85
	2	0	0	0	0	13	13	0	0	0	0	0	0	0	0	13	76
	3	0	0	0	0	21	19	0	0	0	0	0	0	0	0	21	74
	4	0	0	0	0	17	14	0	0	0	0	0	0	0	0	17	71
	5	0	0	0	0	14	20	0	0	0	0	0	0	0	0	14	74
	Total	0	0	0	0	113	115	0	0	0	0	0	0	0	1	113	522
	Percent	0.00%		0.00%		43.68%		0.00%		0.00%		0.00%		0.19%		43.87%	
CENTENNIAL		M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total	1-Oct
	VPK	0	0	0	0	4	4	0	1	0	0	0	0	0	0	4	23
	K	0	0	0	1	10	5	4	0	0	0	0	1	0	0	14	47
	1	0	0	1	0	11	6	1	1	0	0	0	1	0	0	13	49
	2	0	0	0	1	12	17	2	0	0	0	0	0	1	0	15	59
	3	0	0	0	0	15	14	0	1	0	0	0	0	1	0	16	60
	4	0	0	0	1	19	13	2	1	0	0	0	0	0	0	21	59
	5	0	0	0	0	11	11	1	1	0	0	0	0	0	0	12	61
	Total	0	0	1	3	82	70	10	5	0	0	0	2	2	0	95	358
	Percent	0.00%		1.12%		42.46%		4.19%		0.00%		0.56%		0.56%		48.88%	
SHERIDAN		M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total	1-Oct
	VPK	0	0	3	1	1	4	0	0	0	0	1	2	0	0	5	32
	K	0	0	1	1	9	4	1	0	0	0	1	0	2	0	14	49
	1	0	0	1	1	6	8	1	4	0	0	0	0	0	1	8	76
	2	0	0	1	0	6	5	0	1	0	0	0	0	0	1	7	49
	3	1	0	1	1	8	4	0	0	0	0	0	0	1	1	11	78
	4	0	0	1	0	4	4	3	1	0	0	1	0	0	0	9	66
	5	1	0	0	2	5	3	2	0	0	0	0	0	1	1	9	52
	Total	2	0	8	6	39	32	7	6	0	0	3	2	4	4	63	402
	Percent	0.50%		3.48%		17.66%		3.23%		0.00%		1.24%		1.99%		28.11%	
STEM		M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total	1-Oct
	VPK	1	0	2	3	4	1	2	2	0	0	1	0	0	0	10	40
	K	1	0	2	0	5	5	3	2	0	0	0	0	0	0	11	91
	1	0	0	0	1	3	5	3	4	0	0	0	1	0	2	6	90
	2	0	0	3	3	6	4	5	1	0	0	0	0	2	0	16	90
	3	0	0	2	1	12	5	1	1	0	0	0	0	1	0	16	84
	4	0	0	2	1	10	5	2	3	0	0	0	0	1	1	15	124
	5	0	0	3	2	2	5	2	3	0	0	0	0	0	3	7	112
	Total	2	0	14	11	42	30	18	16	0	0	1	1	4	6	81	631
	Percent	0.32%		3.96%		11.41%		5.39%		0.00%		0.32%		1.58%		22.98%	
PRE K - Grade 5		4	0	24	20	281	252	36	30	0	0	4	5	10	11	359	2057
Total		4		44		533		66		0		9		21			
Percent		0.19%		2.14%		25.91%		3.21%		0.00%		0.44%		1.02%		32.91%	

LEP Enrollment - Secondary & District-Wide

RICHFIELD PUBLIC SCHOOLS 2021-2022

SCHOOL		NUMBER OF STUDENTS BY ETHNICITY																	
by Grade		AMER IND								2 OR MORE				LEP			Student		
		ALASKAN		ASIAN		HISPANIC		BLACK		HAWAIIAN		RACES		WHITE		Total			Count
SEC-TRAN/CONN		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total	1-Oct
Total Percent		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20
		0		0		0		0		0		0		0					
		0.00%		0.00%		0.00%		0.00%		0.00%		0.00%		0.00%		0.00%			
RMS		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total	1-Oct
6		0	0	5	0	23	20	0	1	0	0	0	0	0	0	28	21	49	244
7		0	0	0	0	26	17	0	2	0	0	0	0	1	1	27	20	47	306
8		0	0	0	0	37	19	1	1	0	0	0	0	0	1	38	21	59	287
Total Percent		0	0	5	0	86	56	1	4	0	0	0	0	1	2	93	62	155	837
		0		5		142		5		0		0		3					
		0.00%		0.60%		16.97%		0.60%		0.00%		0.00%		0.36%		18.52%			
RHS		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total	1-Oct
9		0	0	0	0	20	16	2	1	0	0	0	0	0	0	22	17	39	324
10		0	0	4	0	33	20	2	1	0	0	0	0	0	0	39	21	60	314
11		0	0	2	0	19	19	2	2	0	0	0	0	1	0	24	21	45	314
12		0	0	3	0	26	9	2	1	0	0	0	0	0	0	31	10	41	259
Total Percent		0	0	9	0	98	64	8	5	0	0	0	0	1	0	116	69	185	1211
		0		9		162		13		0		0		1					
		0.00%		0.74%		13.38%		1.07%		0.00%		0.00%		0.08%		15.28%			
RCEP		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total	1-Oct
9		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10		0	0	0	0	2	1	0	0	0	0	0	0	0	0	2	1	3	3
11		0	0	0	0	1	1	0	0	0	0	0	0	0	0	1	1	2	3
12		0	0	0	1	7	4	2	1	0	0	0	0	0	0	9	6	15	52
Total Percent		0	0	0	1	10	6	2	1	0	0	0	0	0	0	12	8	20	58
		0		1		16		3		0		0		0					
		0.00%		1.72%		27.59%		5.17%		0.00%		0.00%		0.00%		34.48%			
Grade 6 - 12		0	0	14	1	194	126	11	10	0	0	0	0	2	2	221	139	360	2126
Total Percent		0		15		320		21		0		0		4					
		0.00%		0.71%		15.05%		0.99%		0.00%		0.00%		0.19%		16.93%			
PRE-K to Grade 12		4	0	38	21	475	378	47	40	0	0	4	5	12	13	580	457	1037	4183
TOTAL		4		59		853		87		0		9		25					
PERCENT		0.10%		1.41%		20.39%		2.08%		0.00%		0.22%		0.60%		24.79%			

The LEP student enrollment has increased from 24.55% to 24.79%, an increase of .24% since October 1, 2020.

Compensatory Enrollment Summary

Richfield Public Schools

School Years 2012-2022

October 1, 2021 Applications					SCHOOL YEAR		
					21-22	20-21	19-20
	Free	Reduced	Total F/R	Enrolled			
Richfield High	486	113	599	1211	49.5%	54.3%	62.2%
Richfield Middle	376	87	463	837	55.3%	57.2%	61.9%
STEM	227	35	262	631	41.5%	45.0%	52.4%
Centennial	210	49	259	358	72.3%	72.2%	77.9%
Sheridan Hills	140	26	166	402	41.3%	46.1%	50.5%
RDLS	189	55	244	522	46.7%	55.8%	60.3%
RCEP	42	2	44	58	75.9%	53.1%	53.2%
Central ECSE & VPK	59	5	64	144	44.4%	41.2%	31.5%
SEC Transitions	10	3	13	20	65.0%	59.1%	48.0%
District Totals	1739	375	2114	4183	50.5%	54.3%	59.3%

Compensatory Enrollment - Elementary
RICHFIELD PUBLIC SCHOOLS 2021-2022

SCHOOL	NUMBER OF STUDENTS BY ETHNICITY - FR = FREE LUNCH, RE = REDUCED LUNCH														Compensatory			Student
by Grade	AMER IND ALASKAN		ASIAN		HISPANIC		BLACK		HAWAIIAN		2 OR MORE RACES		WHITE		FR	RE	Total	Count
Central	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	Total	1-Oct
ECSE*	0	0	2	0	20	2	10	1	0	0	2	1	21	0	55	4	59	112
VPK	0	0	1	0	1	1	1	0	0	0	0	0	1	0	4	1	5	32
*17 of the ECSE students are VPK served in other schools	0	0	3	0	21	3	11	1	0	0	2	1	22	0	59	5	64	144
Total	0		3		24		12		0		3		22					
Percent	0.00%		2.08%		16.67%		8.33%		0.00%		2.08%		15.28%		44.4%			
RDLS	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	Total	1-Oct
VPK	0	0	0	0	7	5	0	0	0	0	0	0	1	0	8	5	13	35
K	0	0	0	0	30	13	1	0	0	0	1	1	1	0	33	14	47	107
1	0	0	0	0	24	8	0	0	0	0	1	0	1	2	26	10	36	85
2	0	0	0	0	23	4	0	0	0	0	3	0	2	0	28	4	32	76
3	0	0	0	0	31	5	0	0	0	0	0	0	2	0	33	5	38	74
4	0	0	0	0	24	4	2	1	1	0	0	0	0	1	27	6	33	71
5	0	0	0	0	28	10	1	0	0	0	3	1	2	0	34	11	45	74
Total	0	0	0	0	167	49	4	1	1	0	8	2	9	3	189	55	244	522
Percent	0		0		216		5		1		10		12		46.7%			
Percent	0.00%		0.00%		41.38%		0.96%		0.19%		1.92%		2.30%					
CENTENNIAL	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	Total	1-Oct
VPK	0	0	2	0	6	1	6	0	0	0	1	0	0	0	15	1	16	23
K	0	1	0	0	14	3	9	1	0	0	2	0	1	1	26	6	32	47
1	1	0	1	0	19	2	5	1	0	0	3	0	2	0	31	3	34	49
2	0	0	1	0	19	6	6	3	0	0	1	1	0	0	27	10	37	59
3	0	0	0	0	20	7	6	1	0	0	3	0	4	3	33	11	44	60
4	0	1	1	0	27	5	5	1	0	0	1	1	1	0	35	8	43	59
5	0	1	1	0	24	8	13	1	0	0	3	0	2	0	43	10	53	61
Total	1	3	6	0	129	32	50	8	0	0	14	2	10	4	210	49	259	358
Percent	4		6		161		58		0		16		14		72.3%			
Percent	1.12%		1.68%		44.97%		16.20%		0.00%		4.47%		3.91%					
SHERIDAN	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	Total	1-Oct
VPK	0	0	1	0	5	0	2	0	0	0	1	0	1	1	10	1	11	32
K	0	0	1	0	9	2	3	1	0	0	1	0	2	1	16	4	20	49
1	2	0	0	0	12	2	9	0	0	0	1	0	5	0	29	2	31	76
2	1	0	0	0	5	1	5	0	0	0	3	1	1	0	15	2	17	49
3	0	0	2	1	12	2	3	1	0	0	2	0	2	0	21	4	25	78
4	0	0	1	1	5	4	12	2	0	0	4	0	3	0	25	7	32	66
5	0	0	1	0	10	2	6	2	0	0	3	1	4	1	24	6	30	52
Total	3	0	6	2	58	13	40	6	0	0	15	2	18	3	140	26	166	402
Percent	3		8		71		46		0		17		21		41.3%			
Percent	0.75%		1.99%		17.66%		11.44%		0.00%		4.23%		5.22%					
STEM	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	Total	1-Oct
VPK	0	0	2	0	5	0	3	2	0	0	0	0	4	0	14	2	16	40
K	1	0	0	0	9	4	6	0	0	0	3	1	3	3	22	8	30	91
1	1	0	0	0	6	0	9	0	1	0	6	0	7	1	30	1	31	90
2	1	0	6	0	7	2	9	0	0	0	5	2	5	2	33	6	39	90
3	1	0	3	0	16	1	5	1	1	0	2	0	5	2	33	4	37	84
4	1	1	5	1	16	1	8	2	0	0	12	3	8	2	50	10	60	124
5	0	0	3	2	16	0	12	1	1	0	4	0	9	1	45	4	49	112
Total	5	1	19	3	75	8	52	6	3	0	32	6	41	11	227	35	262	631
Percent	6		22		83		58		3		38		52		41.5%			
Percent	0.95%		3.49%		13.15%		9.19%		0.48%		6.02%		8.24%					
PRE K - Grade 5	9	4	34	5	450	105	157	22	4	0	71	13	100	21	825	170	995	2057
Total	13		39		555		179		4		84		121		48.4%			
Percent	0.63%		1.90%		26.98%		8.70%		0.19%		4.08%		5.88%					

Compensatory Enrollment - Secondary & District-Wide

RICHFIELD PUBLIC SCHOOLS 2021-2022

SCHOOL	NUMBER OF STUDENTS BY ETHNICITY - FR = FREE LUNCH, RE = REDUCED LUNCH																	
by Grade	AMER IND ALASKAN		ASIAN		HISPANIC		BLACK		HAWAIIAN		2 OR MORE RACES		WHITE		Compensatory Total			Student Count
SEC-TRAN/CONN	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	Total	1-Oct
	1	0	0	0	5	1	4	1	0	0	0	0	0	1	10	3	13	20
Total	1		0		6		5		0		0		1					
Percent	5.00%		0.00%		30.00%		25.00%		0.00%		0.00%		5.00%		65.0%			
RMS	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	Total	1-Oct
6	1	1	9	1	55	18	22	3	0	0	10	0	5	4	102	27	129	244
7	0	0	4	2	80	19	34	6	0	0	19	2	19	6	156	35	191	306
8	1	2	3	0	69	13	24	4	0	0	14	2	7	4	118	25	143	287
	2	3	16	3	204	50	80	13	0	0	43	4	31	14	376	87	463	837
Total	5		19		254		93		0		47		45					
Percent	0.60%		2.27%		30.35%		11.11%		0.00%		5.62%		5.38%		55.3%			
RHS	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	Total	1-Oct
9	5	0	6	0	83	18	28	2	0	0	15	0	12	5	149	25	174	324
10	0	0	6	0	72	20	31	2	0	0	11	0	10	2	130	24	154	314
11	0	1	6	2	67	25	28	6	0	0	8	1	9	6	118	41	159	314
12	0	0	8	1	52	18	16	2	0	0	5	0	8	2	89	23	112	259
	5	1	26	3	274	81	103	12	0	0	39	1	39	15	486	113	599	1211
Total	6		29		355		115		0		40		54					
Percent	0.50%		2.39%		29.31%		9.50%		0.00%		3.30%		4.46%		49.5%			
RCEP	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	Total	1-Oct
9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	0	0	0	0	2	0	1	0	0	0	0	0	0	0	3	0	3	3
11	0	0	0	0	2	1	0	0	0	0	0	0	0	0	2	1	3	3
12	0	0	1	0	19	0	11	0	0	0	3	1	3	0	37	1	38	52
	0	0	1	0	23	1	12	0	0	0	3	1	3	0	42	2	44	58
Total	0		1		24		12		0		4		3					
Percent	0.00%		1.72%		41.38%		20.69%		0.00%		6.90%		5.17%		75.9%			
Grade 6 - 12	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	Total	1-Oct
	8	4	43	6	506	133	199	26	0	0	85	6	73	30	914	205	1119	2126
Total	12		49		639		225		0		91		103					
Percent	0.56%		2.30%		30.06%		10.58%		0.00%		4.28%		4.84%		52.6%			
PRE-K to Grade 12	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	FR	RE	Total	1-Oct
	17	8	77	11	956	238	356	48	4	0	156	19	173	51	1739	375	2114	4183
TOTAL	25		88		1194		484		4		175		224					
PERCENT	0.60%		2.10%		28.54%		9.66%		0.10%		4.18%		5.36%		50.5%			

The percent of students on Free/Reduced lunch has decreased from 54.3% to 50.5%, a decrease of 3.8% since October 1, 2020.

RICHFIELD PUBLIC SCHOOLS

Enrollment Options - Summary by District and by Grade Level 2021-22

DISTRICT	PreK		K		1		2		3		4		5		6		7		8		9		10		11		12		TOTAL	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
Anoka								1																				0	1	
Becker																											1		1	0
Bloomington	10		17	8	11	11	18	6	14	14	22	10	22	12	13	7	18	9	13	12	19	33	18	33	30	29	24	35	249	219
Brooklyn Center																			1	1	1		1				1	1	4	
Burnsville	2		10	1	3	1	4		6	1	2	1	2	1	1		1		4	1	3			1	1	1	3	2	42	10
Cambridge-Isanti									1																				1	0
Centennial							1							2					2										5	0
Columbia Hgts															1												1		2	0
Eastern Carver																							1	1		1	1	2	2	
Eden Prairie							1			1		1		1		2		1	1	2		2				3		2	2	15
Edina	5	3	1	27	1	23	2	21		20	1	14	2	20	1	20		16		24		25	3	36		30	1	22	17	301
Fergus Falls								1																					0	1
Fridley	1		1																										2	0
Hendricks																				1									0	1
Hopkins	1			1									1				1				1		1	1			1	3	5	
Houston				3				1						2				1		1		1		1		1		0	11	
Inver Grove Hgths											1		1													1			2	1
Lakeville			3				1		2	1	1			1			2										2		11	2
Minneapolis	8	3	20	0	21	2	15	3	14	3	22	4	16	3	14	6	27	2	23	5	38	2	19	3	28	9	17	7	282	52
Minnetonka				2				1		2						1				1		3		2		1			0	13
Moundsview												1				1				1		1							0	4
Orono						1																							0	1
Osseo			1		1						1		1			1			1		1		1		2	1	2		11	2
Prior Lake						1				1											1						1		1	3
Robbinsdale							1				1				1		1			1									4	1
Rockford																			1				1						2	0
Rosemount	1				2		4	1			3	2	2			1				1		1		1	4		4	16	11	
Roseville					1																								1	0
SEC Academy-287																							2		2		15	0	19	
Shakopee																	1		1			1	1						3	1
Spring Lk Park								1																					0	1
St Louis Park			1		2				1	1	1																2	5	3	
St Cloud																									1				1	0
St Michael-Albertville										1										1				1					0	3
St Paul	3		1		3				6		3		1		3	1			3	1		3		1				27	2	
St Paul - South																											1	1	1	1
St Paul - West					1			1					1		1		1	1	1		1			1			2	1	8	4
Wayzata						1																							0	1
White Bear Lake																					1								1	0
	31	6	55	42	46	40	47	37	44	45	58	33	51	40	35	40	51	31	50	53	64	72	46	84	69	78	56	94	703	695

"In" means a student coming in from another district - attending Richfield.

"Out" means a Richfield resident - attending another district.

RICHFIELD PUBLIC SCHOOLS

Enrollment Options History School Years 2014 - 2022

	13-14		14-15		15-16		16-17		17-18		18-19		19-20		20-21		21-22	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
<u>Pre-K - Grade 2 Total</u>	153	123	182	129	169	131	160	132	151	145	139	140	142	139	169	143	179	125
Difference, "In" minus "Out"	30		53		38		28		6		-1		3		26		54	
<u>Grade 3-5 Total</u>	81	107	119	118	142	134	162	155	177	157	158	160	145	143	125	144	153	118
Difference, "In" minus "Out"	-26		1		8		7		20		-2		2		-19		35	
<u>Grade 6-8 Total</u>	88	104	81	111	81	90	103	119	126	151	146	159	148	167	149	145	136	124
Difference, "In" minus "Out"	-16		-30		-9		-16		-25		-13		-19		4		12	
<u>Grade 9 - 12 Total</u>	218	200	210	225	196	228	192	258	203	274	191	302	194	320	180	322	235	328
Difference, "In" minus "Out"	18		-15		-32		-66		-71		-111		-126		-142		-93	
Total Difference	6		9		5		-47		-70		-127		-140		-131		8	

NOTES:

(A) "In" means a student coming in from another district - attending Richfield.

(B) "Out" means a Richfield resident attending another district.

RICHFIELD RESIDENTS ATTENDING CHARTER SCHOOLS - School Years 2020-2022																		
Name of School	City	PreK	K	1	2	3	4	5	6	7	8	9	10	11	12	21-22	20-21	19-20
AFSA High School	Vadnais Heights															0	0	1
Agamin Classical Academy	Edina		1	1	1											3	4	0
Aim Academy	Minneapolis									1						1	0	0
Aspen Academy	Savage															0	1	0
Augsburg Fairview Academy	Minneapolis													1		1	2	1
Aurora Charter School	Minneapolis				1	3	1	1	1	1						8	12	15
Avalon School	St. Paul														1	1	2	1
Bdote Learning Center	Minneapolis															0	0	2
Best Academy	Golden Valley		1							1						2	1	3
Blue Sky Charter	St. Paul													1	1	2	3	5
Career Pathways	St. Paul														1	1	1	2
Cyber Village Academy	St. Paul			1							1				1	3	4	3
Eagle Ridge Academy	Eden Prairie		3	6	4	1	4	1	3	5	6	7	4	1	3	48	47	42
El Colegio Charter School	Minneapolis											1			1	2	4	2
Escuela Exitos Charter	New Hope								1							1	0	0
FIT Academy	Apple Valley					1										1	0	0
Friendship Academy	Minneapolis		1						1							2	0	0
Great River School	St. Paul			1				1						1		3	3	2
Hennepin Elementary	Minneapolis								1		1					2	0	4
High School for Recording Arts	St. Paul													1		1	1	1
Higher Ground Academy	St. Paul				1							1			1	3	5	1
Hiawatha Academies	Minneapolis				3	5	7	5	7	5	3	4	6	1	5	51	54	51
Horizon Science Academy	Richfield			5	1	3	2	1								12	14	8
International Spanish Academy	Minnetonka		3													3	1	0
ISLA Academy	Edina		3													3	0	0
KIPP Minnesota Charter	Minneapolis															0	1	0
Lincoln International School	Minneapolis											1				1	0	1
Lionsgate Academy	Crystal									1	1	1	2	1	2	8	9	8
LoveWorks Academy	Minneapolis			1		1										2	0	0
MN Internship Center	Minneapolis														1	1	1	0
MN Online High School	St. Paul															0	1	1
MN River Valley Education	Montevideo															0	0	1
MN Transitions Charter	Minneapolis		1							1	1	1	2	2	3	11	23	11
MN Wildflower Montessori	Minneapolis		1													1	0	0
New Century School	St. Paul		1													1	1	0
Notre Ecole Academy	Golden Valley		1		1											2	0	0
Nova Classical Academy	St. Paul				1							1		1		3	2	2
Partnership Academy	Richfield	5	17	9	16	21	14	20	25	15	23					165	165	147
Phoenix Academy	North Branch		1													1	0	0
PIM Arts High School(Main Street)	Eden Prairie											1		4	2	7	7	8
Prairie Creek Academy	Northfield		1													1	0	0
Prodeo Academy	Minneapolis		1			1	1		2							5	6	4

RICHFIELD RESIDENTS ATTENDING CHARTER SCHOOLS - School Years 2020-2022																		
Name of School	City	PreK	K	1	2	3	4	5	6	7	8	9	10	11	12	21-22	20-21	19-20
SciTech Academy	Richfield		10	4	9	9	4	12	2	3	1					54	32	26
Seven Hills Prep Academy	Bloomington		31	40	33	30	45	41	48	28	33					329	329	322
Skyline Math & Science Acdmy	Minneapolis		1													1	0	0
Southside Family Charter	Minneapolis															0	0	2
Spero Academy	Minneapolis			1												1	1	4
St. Paul Conservatory	St. Paul											1	1		1	3	2	1
STEAM Academy	St. Paul			1												1	0	0
Step Academy Charter	Inver Grv Hgts			1			1	1	1		1	1				6	2	1
StoneBridge World School	Minneapolis	1	2	1			1	1			1					7	14	15
Success Academy	Bloomington		2	3	2	1	2	3	2	2						17	3	3
The Journey School	St. Paul								1							1	1	2
Twin Cities Intl Schools	Minneapolis					1				2	1					4	8	6
Ubah Medical Academy	Minneapolis											1		1		2	2	3
Universal Academy	Minneapolis		1			1		1		1	1					5	0	0
Upper Mississippi Academy	St Paul									2	1	1	1	2		7	9	10
Venture Academy	Minneapolis									1		1				2	3	2
Watershed Academy	Richfield											3	6	1	4	14	10	19
Yinghua Academy	Minneapolis										1					1	1	2
Total Student		6	83	75	73	78	82	88	95	69	76	26	22	18	27	818	792	745

RICHFIELD RESIDENTS ATTENDING NON-PUBLIC SCHOOLS - School Years 2020-2022

Name of School	City	PreK	K	1	2	3	4	5	6	7	8	9	10	11	12	21-22	20-21	19-20
Academy of Holy Angels	Richfield											18	20	9	17	64	59	54
AgapeChristi Academy	Eden Prairie			1		1	1									3	0	1
Annunciation	Minneapolis		1	2	2	1	2	4	2	8	1					23	27	36
Avail Academy (Calvin)	Edina						1			1		1				3	3	6
Benilde-St. Margaret	St. Louis Pk										1		1	1		3	3	2
Blake	Hopkins														1	1	1	5
Blessed Trinity	Richfield	5	11	12	11	9	13	11	15	7	21					115	108	123
Breck	Minneapolis			1	1			1								3	3	3
City of Lakes Waldorf	Minneapolis									1						1	1	1
Concordia Academy	Minneapolis											2				2	0	1
Convent of the Visitation	Mendota Hgt															0	0	1
Cristo Rey	Minneapolis											14	15	4	9	42	38	30
Crown of Life	Eagan															0	0	0
DeLaSalle	Minneapolis											2	1	2	3	8	10	12
First Baptist	Rosemount			1					1							2	0	1
Groves Academy	St. Louis Pk									1	1		1	1		4	2	2
Hill-Murray	Maplewood														1	1	0	1
Holy Family	Victoria															0	0	0
Homeschool	Richfield		4	2	6	9	4	6	5	9	7	8	8	7	7	82	92	89
The International School	Eden Prairie								1			1				2	1	3
Lake Country	Minneapolis				1					1						2	2	0
Mayer Lutheran	Mayer															0	1	2
Minnehaha Academy	Minneapolis					1	1	2	1	1	3	1	1	4		15	10	11
Nativity of Mary	Bloomington	1	1	1				1			2					6	6	0
Oak Hill Montessori	Shoreview															0	0	1
Pilgrim Lutheran	Minneapolis															0	0	0
Providence Academy	Plymouth			1										1		2	1	1
Shattuck-St Mary's	Faribault														1	1	1	1
Southview Christian	Burnsville						1									1	0	2
St. Croix Lutheran	W St Paul											1	1		1	3	3	4
Sunny Hollow Montessori	St Paul					1		1								2	0	2
United Christian (Bethany)	St Paul		2		2			1		5	1	4	2	1	2	20	12	11
Total Students		6	19	21	23	22	23	27	25	34	37	52	50	30	42	411	384	406

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

Agenda Item III.B.4.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 18, 2022

Subject: Employee COVID-19 Vaccination and Testing

(Recommended by the Superintendent)

A review of Policy 414: Employee COVID-19 Vaccination and Testing final draft version. Current recommendation is to pause processes related to this policy, communicate with staff the Supreme Court verdict, and take time this spring to reflect on whether a vaccination and/or testing policy would be appropriate for RPS. Processes to determine the need for a possible vaccination and/or testing policy will include the monitoring of the ongoing COVID situation as it evolves along with input from staff, community, and student groups.

Previously anticipated description below.

Passage upon a third read of new Policy 414: Employee COVID-19 Vaccination and Testing. A first read of the model policy from RASW (our legal team) took place on 12/6/21. This new RPS policy was created using the RASW model policy as a starting point, with notations where it has been individualized for Richfield Public Schools. A second read of the proposed policy took place at the board meeting on 1/3/22. At that meeting, the policy was mistakenly brought forth as Policy 403; however, there is already a different RPS policy with that assigned number, so the Employee COVID-19 Vaccination and Testing Policy has been reassigned to number 414.

OSHA's new Emergency Temporary Standard (ETS) on Vaccination and Testing requires businesses with 100 or more employees to ensure every worker is fully vaccinated for COVID-19 or submits evidence of weekly testing. This guidance originally went into effect on November 5, 2021, but has been challenged in the courts. There was a stay that was issued regarding the requirements, but that was lifted by the US Court of Appeals on December 17. On December 21, Minnesota OSHA reported on its plans to begin implementing the requirements in January. As noted in the first section of this policy, enactment and enforcement will only fully occur if the ETS is in place.

Attachments:

Policy 414: Employee COVID-19 Vaccination and Testing - redlined
RASW Model Vaccination, Testing, and Face Covering Policy

RICHFIELD PUBLIC SCHOOLS

EMPLOYEE COVID-19 VACCINATION AND TESTING

I. PURPOSE

The school district has ~~adopted—ratified~~ this policy on mandatory vaccination or weekly testing to safeguard the health of its employees from the hazard of COVID-19. This policy complies with the Occupational Safety and Health Administration's ("OSHA") Emergency Temporary Standard on Vaccination and Testing (29 CFR Part 1910, Subpart U) ("ETS").

II. DEFINITIONS

For purposes of this policy, the following definition applies:

A. "Fully vaccinated" means:

A person's status 2 weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses in accordance with the approval, authorization, or listing that is:

1. Approved or authorized for emergency use by the U.S. Food and Drug Administration ("FDA");
2. Listed for emergency use by the World Health Organization ("WHO"); or
3. Administered as part of a clinical trial at a U.S. site, if the recipient is documented to have primary vaccination with the active (not placebo) COVID-19 vaccine candidate, for which vaccine efficacy has been independently confirmed (e.g., by a data and safety monitoring board) or if the clinical trial participant at U.S. sites had received a COVID-19 vaccine that is neither approved nor authorized for use by FDA but is listed for emergency use by WHO; or

A person's status 2 weeks after receiving the second dose of any combination of two doses of a COVID-19 vaccine that is approved or authorized by the FDA, or listed as a two-dose series by the WHO (i.e., a heterologous primary series of such vaccines, receiving doses of different COVID-19 vaccines as part of one primary series). The second dose of the series must not be received earlier than 17 days (21 days with a 4-day grace period) after the first dose.

B. "COVID-19 test" means a test for SARS-CoV-2 that is:

Cleared, approved, or authorized, including in an Emergency Use Authorization ("EUA"), by the FDA to detect current infection with the SARSCoV-2 virus (e.g., a viral test);

Administered in accordance with the authorized instructions; and

Not both self-administered and self-read unless observed by the school district or an authorized telehealth proctor. Examples of tests that satisfy this requirement include tests with specimens that are processed by a laboratory (including home or on-site collected specimens which are processed either individually or as pooled specimens), proctored over-the-counter tests, point of care tests, and tests where specimen collection and processing is either done or observed by the school district.

C. **"Face covering"** ~~means a covering that:~~

~~Completely covers the nose and mouth;~~

~~Is made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source);~~

~~Is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers;~~

~~Fits snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and~~

~~is a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings.~~

~~This definition includes clear face coverings or cloth face coverings with a clear plastic panel that, despite the noncloth material allowing light to pass through, otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard of hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively. is defined in Policy 548: COVID-19 Face Covering.~~

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III. **SCOPE**

- A. **Only in Effect if Legally Required.** This policy will only be in effect if OSHA or Minnesota OSHA are enforcing the ETS and the District or its employees could be subject to sanctions for noncompliance with the ETS. This school district will not enforce the provisions of this policy if the ETS is expired, subject to a court order staying its implementation, or otherwise not legally binding on the school district.

~~B.~~ **Application to All Employees.** This policy applies to all employees of the school district, except for employees who do not report to a workplace where other individuals (such as students, coworkers, or visitors) are present; employees while working from home; and employees who work exclusively outdoors. ~~The following job categories fall within an exception to this policy:~~

~~[Identify specific groups of employees or job categories, if any, that are not covered by this policy because they fall under these exceptions.]~~

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~~C.B.~~ **Application to Independent Contractors and Volunteers.** Independent contractors and volunteers are not considered school district employees for purposes of this policy. Independent contractors and volunteers will be required to comply with COVID-19 mitigation protocols established for building visitors.

~~D.C.~~ **Intersection with Other Policies and Procedures.** If this policy or any subsection of this policy conflicts with any other school district policy or procedure, this policy will be followed.

IV. VACCINATION

A. **Employee Choice.** The school district is not imposing a vaccine mandate for its employees in order to comply with the requirements of the ETS. Employees may choose to be vaccinated against COVID-19. Any employee not fully vaccinated by January ~~431~~, 2022 will be subject to the weekly testing ~~and face covering~~ requirements of this policy until they become fully vaccinated. ~~The face covering requirements set forth in this policy will begin on December 6, 2021 or when the face covering requirement in the ETS is legally enforceable against the school district, whichever occurs later. Weekly testing requirements set forth in this policy will begin on January 4, 2022 or when the testing requirements set forth in the ETS become legally enforceable against the school district, whichever occurs later.~~

B. **Deadlines.** To be considered fully vaccinated by January ~~431~~, 2022, an employee must receive the final dose of a primary COVID-19 vaccination by no later than ~~December 24~~ January 17, 202~~2~~~~1~~.

C. **Vaccine Availability.** Employees are responsible for scheduling their own vaccination appointments. Employees may schedule a vaccination appointment through their own medical provider, local pharmacies, mass-vaccination clinics, community vaccination sites, or any other place where COVID-19 vaccines are offered. ~~Information about vaccination locations is available through~~

Minnesota's COVID-19 Response webpage at:
<https://mn.gov/covid19/vaccine/find-vaccine/locations/index.jsp>.

D. **Time to Receive Vaccination.** The school district will provide a reasonable amount of time to each employee to receive their primary vaccination dose or doses. An employee may take up to four hours of paid duty time, at the employee's regular rate of pay, per primary vaccination dose to travel to a vaccination site, receive a vaccination, and return to work. This means a maximum of eight hours of paid duty time for employees receiving two primary vaccine doses.

1. If an employee spends less time getting the vaccine, only the amount of paid duty time needed for a primary vaccination appointment will be granted. Given the widespread availability of the COVID-19 vaccine in Minnesota, the school district expects that employees will schedule vaccination appointments in a way that minimizes the need to be absent from work.
2. Employees who take longer than four hours to get the vaccine must contact their supervisor immediately and must explain the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid. In that situation, the employee can elect to use accrued paid leave to cover the additional time needed to obtain a primary vaccination dose.
3. If an employee is vaccinated outside of their approved duty time, the employee will not be compensated.
4. The school district will not reimburse employees for transportation costs (e.g., gas money, train/bus fare, etc.) incurred to receive the vaccination.

E. **Time for Recovery.** The school district will provide reasonable time and paid sick leave to employees who are unable to work due to side effects experienced following any primary vaccination doses.

1. The school district will provide no more than two days of paid leave per primary vaccination dose for employees who are unable to work due to vaccination side effects. Any request for additional leave will be governed by the school district's established procedures for requesting a medical leave.

~~**NOTE:** School districts may provide more paid time, if they elect to do so. The ETS does not specify how much recovery time is "reasonable."~~

OSHA's FAQ guidance suggests that a two-day cap would be considered reasonable based on what is currently known about side effects.

2. Employees who have available accrued sick leave or paid time off ("PTO") will be required to use their available accrued leave for recovery time. Employees who have no sick leave will be granted up to two days of paid sick leave immediately following each dose, if necessary for the employee to recover from side effects.
3. The following procedures apply for requesting and granting duty time to obtain the COVID-19 vaccine or sick leave to recover from side effects:
 - a. If an employee has available accrued leave, the employee must report the use of leave for vaccine side effects in the same manner as the employee would ordinarily report leave due to personal illness.
 - b. If an employee does not have sufficient accrued sick leave to cover the time period needed to recover from side effects of the vaccination, the employee must notify their supervisor upon learning of the need for leave. The school district will provide up to two days of paid leave if the employee is unable to work due to side effects from a primary vaccination dose.

V. REPORTING VACCINATION STATUS

- A. **Obligation to Report.** All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination as set forth in this section. Employees must provide truthful and accurate information about their COVID-19 vaccination status. Employees who do not comply with this policy may be subject to discipline. Vaccination status information must be reported to the school district by ~~the deadline set forth by school district administration~~ January 31, 2022. This deadline ~~will be~~ is based on the date the ETS will be legally enforceable against the school district. In order to comply with this reporting requirement, employees must provide proof of their vaccination status, including whether they are fully or partially vaccinated. Acceptable forms of proof are outlined below. Employees who are not vaccinated must also report their vaccination status.

B. **Reporting.** The superintendent will be responsible for developing a system through which employees will report their vaccination status.

C. **Proof of Vaccination.** All vaccinated employees are required to provide proof of vaccination status, regardless of where they received their vaccination.

1. Acceptable "proof of vaccination status" includes:

- a. The record of immunization from a health care provider or pharmacy;
- b. A copy of a COVID-19 Vaccination Record Card;
- c. A copy of medical records documenting the vaccination;
- d. A copy of immunization records from a public health, state, or tribal immunization information system; or
- e. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

2. Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site. In those circumstances, the school district will still accept the state immunization record as acceptable proof of vaccination.

3. Employees may submit a physical copy of a vaccination record or employees may provide a digital copy, including, for example, a digital photograph, scanned image, or PDF of such a record that clearly and legibly displays the necessary vaccination information.

4. An employee who does not possess their COVID-19 vaccination record card (e.g. because it was lost or stolen) should contact their vaccination provider to obtain a new copy or other acceptable documentation of their vaccination status. If the employee is unable to produce acceptable proof of vaccination after contacting the vaccine provider, then they may attest to their vaccination as described below.

5. In instances where an employee is unable to produce acceptable proof of vaccination status, the employee may submit a signed and dated statement by the employee:

- a. Attesting to the employee's vaccination status (fully vaccinated or partially vaccinated);
- b. Attesting that the employee has lost or are otherwise unable to produce proof of vaccination; and
- c. Including the following language in the attestation: "I declare that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties."

An employee who attests to their vaccination status should, to the best of their recollection, include the following information in their attestation: the type of vaccine administered; date(s) of administration; and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

- D. **Treated as Unvaccinated if No Proof or Attestation.** An employee who does not provide acceptable proof of vaccination status, or an attestation, is treated as not fully vaccinated for purposes of this policy.
- E. **Penalty for Providing False Information.** Employees are prohibited from knowingly supplying false statements or documentation regarding their vaccination status under 18 U.S.C. § 1001 and section 17(g) of the Occupational Safety and Health Act ("OSH Act"). Employees who violate those laws may be subject to disciplinary action and/or criminal penalties.

- F. **Recordkeeping.** The school district will maintain a roster of each employee's vaccination status and maintain records of acceptable proof of vaccination for each employee who is fully vaccinated or partially vaccinated. These records are considered to be employee medical records, and will be maintained in a confidential manner as required by law.

~~VI. — FACE COVERINGS~~

- ~~A. — **Mandatory if Not Fully Vaccinated.** Beginning Monday, December 6, 2021 or when the ETS is legally enforceable against the school district, whichever occurs later, any employee who is not fully vaccinated must wear a face covering over their nose and mouth while indoors at school or while in a school vehicle while occupied by any other passengers. Employees must replace their face covering if it becomes wet, soiled, or damaged (e.g., ripped, has holes, or has broken ear loops).~~

~~**[NOTE: This section will need to be modified for school districts that have opted to require face coverings for all employees, regardless of vaccination status. Some school districts have adopted a specific face covering policy. In those school districts, the face covering policy should be cross referenced with this policy.]**~~

- ~~B. — **Exceptions to Face Covering Requirement.** Any employee who is not fully vaccinated does not have to wear a face covering:~~
- ~~1. When the employee is alone in a room with floor to ceiling walls and a closed door;~~
 - ~~2. For a limited time while the employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements;~~
 - ~~3. When the employee is wearing a "respirator" or "facemask", as defined by the ETS;~~
 - ~~4. Where the school district has advised the employee a face covering is not required because it has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the~~

employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee.)

~~C. **Cost for Face Coverings.** Employees are generally responsible for acquiring their own face coverings. The school district will not pay or reimburse employees for any costs associated with acquiring their own face coverings.~~

[NOTE: This language can be modified for school districts who do make disposable face coverings available to employees.]

VII. COVID-19 TESTING

A. **Test Requirement.** Beginning ~~Tuesday, January 4~~Monday, January 31, 2022 or the date on which the mandatory testing requirement in the ETS becomes legally enforceable against the school district, whichever occurs later, any employee who is not fully vaccinated must participate in weekly COVID-19 testing. Any employee who is not fully vaccinated and who reports to the workplace at least once every seven days:

1. Must be tested for COVID-19 at least once every seven days; and
2. Must provide documentation of the most recent COVID-19 test result to the school district no later than the seventh day following the date on which the employee last provided a test result.

The superintendent is responsible for developing a protocol for employees to report COVID-19 test results and will communicate the protocol to all employees.

B. **Testing Following Longer Absences.** Any employee who is not fully vaccinated and who does not report to the workplace during a period of seven or more days:

1. Must be tested for COVID-19 within seven days prior to returning to the workplace; and
2. Must provide documentation of that COVID-19 test result to the school district in the manner to be determined by the superintendent upon return to the workplace.

- C. **Failure to Provide Test Result.** If an employee who is not fully vaccinated does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result. Such removal will result in the employee being placed on an unpaid leave of absence until they provide documentation of a COVID-19 test result.
- D. **Exemption for Recent Infection.** Employees who are not fully vaccinated and who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.
- E. **Record of Testing.** The District will maintain a record of each test result provided by each employee under this policy. These records are considered to be employee medical records and will be maintained in a confidential manner as required by law.
- F. **Cost of Testing.** The school district will not pay or reimburse employees for any costs associated with COVID-19 testing. To the extent possible, the school district will provide the opportunity for weekly free on-site testing for employees.

NOTE: ~~School districts may pay for employee testing, but are not legally required to do so. This is confirmed by an opinion from the Minnesota Attorney General's Office. See Op. Atty. Gen. 125a-33 (August 27, 1963).~~

- G. **Availability of Testing.** Employees may choose to participate in district-provided testing opportunities or may schedule their own testing appointments. Regardless of where testing occurs, employees maintain the responsibility of providing documentation of testing results to the school district on a weekly basis. Information about testing locations is available online at: <https://mn.gov/covid19/get-tested/testing-locations/index.jsp>.

VIII. MANDATORY REPORTING OF COVID-19 DIAGNOSIS OR POSITIVE TEST

- A. **Reporting and Removal from Workplace Following Positive Test.** Regardless of an employee's vaccination status:
1. The school district requires all employees to promptly notify ~~(INSERT DESIGNEE)~~their supervisor when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider; and
 2. The school district will immediately remove from the workplace any employee who receives a positive COVID-19 test or is

diagnosed with COVID-19 by a licensed healthcare provider and keep the employee removed until the employee:

- a. Receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employee chooses to use a NAAT test for confirmatory testing;
- b. Meets the return to work criteria in CDC's "Isolation Guidance" ~~-(available online at~~ https://www.osha.gov/sites/default/files/CDC's_Isolation_Guidance.pdf); or
- c. Receives a recommendation to return to work from a licensed healthcare provider.

B. Return to Work after Positive Test. Under CDC's "Isolation Guidance," asymptomatic employees may return to work once ~~10-5~~ days have passed since the positive test, and symptomatic employees may return to work after all the following are true:

1. At least ~~10-5~~ days have passed since symptoms first appeared, and
2. At least 24 hours have passed with no fever without fever-reducing medication, and
3. Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

If the CDC's Isolation Guidance changes following the ~~adoption~~ ratification of this policy, the school district will follow the current version of the guidance for purposes of this policy.

C. Status of Leave After Positive Test. The District will not ~~be~~ required to provide any additional paid time off beyond paid leave already accrued to any employee for removal from the workplace as a result of a positive COVID-19 test or diagnosis of COVID-19. Employees may use accrued paid leave to receive pay for their absences.

[NOTE: School districts may elect to provide more paid leave to employees who are unable to work due to a positive test or diagnosis, but are not required to do so.]

D. Exposure to COVID-19. Employees who are exposed to an individual with a -confirmed case of COVID-19 will be subject to the

quarantine protocols set forth in the school district's overall COVID-19 mitigation strategy.

~~IX~~VIII. NEW HIRES

- A. All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as of the start date of their employment. Candidates for employment will be notified of the requirements of this policy following a job offer and prior to the start of employment.
- B. New employees must provide acceptable proof of vaccination prior to their first day of work. A new employee who cannot provide acceptable proof of vaccination must submit results from a COVID-19 test taken within the previous seven days prior to the employee's first day of work.

~~IX~~. EXEMPTIONS

- A. **Accommodations.** An Employee may be entitled to a reasonable accommodation from the District if the employee is unable to comply with the requirements of this policy because of a medical condition, disability, or a sincerely held religious belief, practice or observance.
- B. **Requests for Reasonable Accommodation.** Requests for reasonable accommodations must be initiated by the individual employee and submitted in writing to ~~{INSERT DESIGNATED CONTACT}~~HR Director Tye Michaels at ~~{INSERT E-MAIL ADDRESS}~~timecka.michaels@rpsmn.org.
- C. **Determination of Reasonable Accommodation.** Requests for reasonable accommodations will be addressed on a case-by-case basis by ~~school administration~~[the District human resources department](#).

~~XI~~. QUESTIONS

Questions regarding this policy should be directed to:

~~{Name}~~
~~{Title}~~
~~{Address}~~
~~{Phone Number}~~
~~{Email}~~Tye Michaels
Director of Human Resources
7001 Harriet Ave S. Richfield, MN 55423
timecka.michaels@rpsmn.org

Field Code Changed

~~612-798-6035~~

XII. DISSEMINATION OF THIS POLICY AND INFORMATION TO EMPLOYEES

A. **Dissemination of Policy.** The superintendent will distribute a copy of this policy to all employees via the school district's e-mail system following its ~~adoption~~ratification.

B. **Other Required Disclosures to Employees.** The ETS requires the District to provide the following information to employees:

The full text of OSHA's ETS is available online ~~at:~~
~~<https://www.federalregister.gov/documents/2021/11/05/2021-23643/covid-19-vaccination-and-testing-emergency-temporary-standard>~~.

The CDC has published information about COVID-19 vaccine efficacy, safety, and the benefits of being vaccinated. ~~This information can be accessed by visiting:~~
~~<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html>~~.

Federal regulation, specifically 29 CFR § 1904.35(b)(1)(iv), prohibits the school district from discharging or in any manner discriminating against an employee for reporting a work-related injury or illness.

Section 11(c) of the OSH Act prohibits the District from discriminating against an employee for exercising rights under, or as a result of actions that are required by, the ETS. Section 11(c) also protects the employee from retaliation for filing an occupational safety or health complaint, reporting a work-related injury or illness, or otherwise exercising any rights afforded by the OSH Act.

Federal law, specifically 18 U.S.C. § 1001 and of section 17(g) of the OSH Act, prohibits employees from knowingly supplying false statements or documentation in accordance with this Policy. Anyone who violates those provisions may be subject to criminal penalties.

Legal References:

18 U.S.C. § 1001

29 CFR § 1904.35(b)(1)(iv)

Section 400
Personnel

Policy Number ~~403~~414

29 CFR § 1910, Subpart U

Sections 11(c) and 17(g) of the Occupational Safety and Health Act (OSH Act)

Cross References:

Policy 548: COVID-19 Face Covering

RATIFIED BY THE BOARD OF EDUCATION: 1/18/22

COVID-19 Vaccination Emergency Temporary Standard

Adopted: [Date], 2021

VACCINATION, TESTING, AND FACE COVERING POLICY

I. PURPOSE

The school district has adopted this policy on mandatory vaccination to safeguard the health of its employees from the hazard of COVID-19. This policy complies with the Occupational Safety and Health Administration's ("OSHA") Emergency Temporary Standard on Vaccination and Testing (29 CFR Part 1910, Subpart U) ("ETS").

II. DEFINITIONS

For purposes of this policy, the following definition applies:

A. "Fully vaccinated" means:

- i. A person's status 2 weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses in accordance with the approval, authorization, or listing that is:
 - a. Approved or authorized for emergency use by the U.S. Food and Drug Administration ("FDA");
 - b. Listed for emergency use by the World Health Organization ("WHO"); or
 - c. Administered as part of a clinical trial at a U.S. site, if the recipient is documented to have primary vaccination with the active (not placebo) COVID-19 vaccine candidate, for which vaccine efficacy has been independently confirmed (e.g., by a data and safety monitoring board) or if the clinical trial participant at U.S. sites had received a COVID-19 vaccine that is neither approved nor authorized for use by FDA but is listed for emergency use by WHO; or
- ii. A person's status 2 weeks after receiving the second dose of any combination of two doses of a COVID-19 vaccine that is approved or authorized by the FDA, or listed as a two-dose series by the WHO (i.e., a heterologous primary series of such vaccines, receiving doses of different COVID-19 vaccines as part of one primary series). The second dose of the series must not be

received earlier than 17 days (21 days with a 4-day grace period) after the first dose

B. **“COVID-19 test”** means a test for SARS-CoV-2 that is:

- i. Cleared, approved, or authorized, including in an Emergency Use Authorization (“EUA”), by the FDA to detect current infection with the SARSCoV-2 virus (e.g., a viral test);
- ii. Administered in accordance with the authorized instructions; and
- iii. Not both self-administered and self-read unless observed by the school district or an authorized telehealth proctor. Examples of tests that satisfy this requirement include tests with specimens that are processed by a laboratory (including home or on-site collected specimens which are processed either individually or as pooled specimens), proctored over-the-counter tests, point of care tests, and tests where specimen collection and processing is either done or observed by the school district.

C. **“Face covering”** means a covering that:

- i. Completely covers the nose and mouth;
- ii. Is made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source);
- iii. Is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers;
- iv. Fits snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and
- v. is a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings.

This definition includes clear face coverings or cloth face coverings with a clear plastic panel that, despite the noncloth material allowing light to pass through, otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker’s mouth or facial expressions to understand speech or sign language respectively.

III. SCOPE

- A. **Only in Effect if Legally Required.** This policy will only be in effect if OSHA or Minnesota OSHA are enforcing the ETS and the District or its employees could be subject to sanctions for noncompliance with the ETS. This school district will not enforce the provisions of this policy if the ETS is expired, subject to a court order staying its implementation, or otherwise not legally binding on the school district.
- B. **Application to All Employees.** This policy applies to all employees of the school district, except for employees who do not report to a workplace where other individuals (such as students, coworkers, or visitors) are present; employees while working from home; and employees who work exclusively outdoors. The following job categories fall within an exception to this policy:

[Identify specific groups of employees or job categories, if any, that are not covered by this policy because they fall under these exceptions.]
- C. **Application to Independent Contractors and Volunteers.** Independent contractors and volunteers are not considered school district employees for purposes of this policy. Independent contractors and volunteers will be required to comply with COVID-19 mitigation protocols established for building visitors.
- D. **Intersection with Other Policies and Procedures.** If this policy or any subsection of this policy conflicts with any other school district policy or procedure, this policy will be followed.

IV. VACCINATION

- A. **Employee Choice.** The school district is not imposing a vaccine mandate for its employees in order to comply with the requirements of the ETS. Employees may choose to be vaccinated against COVID-19. Any employee not fully vaccinated by January 4, 2022 will be subject to the weekly testing and face covering requirements of this policy until they become fully vaccinated. The face covering requirements set forth in this policy will begin on December 6, 2021 or when the face covering requirement in the ETS is legally enforceable against the school district, whichever occurs later. Weekly testing requirements set forth in this policy will begin on January 4, 2022 or when the testing requirements set forth in the ETS become legally enforceable against the school district, whichever occurs later.
- B. **Deadlines.** To be considered fully vaccinated by January 4, 2022, an employee must receive the final dose of a primary COVID-19 vaccination by no later than December 21, 2021.

- C. **Vaccine Availability.** Employees are responsible for scheduling their own vaccination appointments. Employees may schedule a vaccination appointment through their own medical provider, local pharmacies, mass-vaccination clinics, community vaccination sites, or any other place where COVID-19 vaccines are offered. Information about vaccination locations is available through Minnesota's COVID-19 Response webpage at: <https://mn.gov/covid19/vaccine/find-vaccine/locations/index.jsp>.
- D. **Time to Receive Vaccination.** The school district will provide a reasonable amount of time to each employee to receive their primary vaccination dose or doses. An employee may take up to four hours of paid duty time, at the employee's regular rate of pay, per primary vaccination dose to travel to a vaccination site, receive a vaccination, and return to work. This means a maximum of eight hours of paid duty time for employees receiving two primary vaccine doses.
- i. If an employee spends less time getting the vaccine, only the amount of paid duty time needed for a primary vaccination appointment will be granted. Given the widespread availability of the COVID-19 vaccine in Minnesota, the school district expects that employees will schedule vaccination appointments in a way that minimizes the need to be absent from work.
 - ii. Employees who take longer than four hours to get the vaccine must contact their supervisor immediately and must explain the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid. In that situation, the employee can elect to use accrued paid leave to cover the additional time needed to obtain a primary vaccination dose.
 - iii. If an employee is vaccinated outside of their approved duty time, the employee will not be compensated.
 - iv. The school district will not reimburse employees for transportation costs (e.g., gas money, train/bus fare, etc.) incurred to receive the vaccination.
- E. **Time for Recovery.** The school district will provide reasonable time and paid sick leave to employees who are unable to work due to side effects experienced following any primary vaccination doses.
- i. The school district will provide no more than two days of paid leave per primary vaccination dose for employees who are unable to work due to vaccination side effects. Any request for additional leave will be governed by the school district's established procedures for requesting a medical leave.

[NOTE: *School districts may provide more paid time, if they elect to do so. The ETS does not specify how much recovery time is "reasonable." OSHA's*

FAQ guidance suggests that a two-day cap would be considered reasonable based on what is currently known about side effects.]

- ii. Employees who have available accrued sick leave or paid time off (“PTO”) will be required to use their available accrued leave for recovery time. Employees who have no sick leave will be granted up to two days of paid sick leave immediately following each dose, if necessary for the employee to recover from side effects.

[NOTE: See explanatory note above.]

- iii. The following procedures apply for requesting and granting duty time to obtain the COVID-19 vaccine or sick leave to recover from side effects:
 - a. If an employee has available accrued leave, the employee must report the use of leave for vaccine side effects in the same manner as the employee would ordinarily report leave due to personal illness.
 - b. If an employee does not have sufficient accrued sick leave to cover the time period needed to recover from side effects of the vaccination, the employee must notify their supervisor upon learning of the need for leave. The school district will provide up to two days of paid leave if the employee is unable to work due to side effects from a primary vaccination dose.

[NOTE: See explanatory note above.]

V. REPORTING VACCINATION STATUS

- A. **Obligation to Report.** All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination as set forth in this section. Employees must provide truthful and accurate information about their COVID-19 vaccination status. Employees who do not comply with this policy may be subject to discipline. Vaccination status information must be reported to the school district by the deadline set forth by school district administration. This deadline will be based on the date the ETS will be legally enforceable against the school district. In order to comply with this reporting requirement, employees must provide proof of their vaccination status, including whether they are fully or partially vaccinated. Acceptable forms of proof are outlined below. Employees who are not vaccinated must also report their vaccination status.
- B. **Reporting.** The superintendent will be responsible for developing a system through which employees will report their vaccination status.

- C. **Proof of Vaccination.** All vaccinated employees are required to provide proof of vaccination status, regardless of where they received their vaccination.
- i. Acceptable “proof of vaccination status” includes:
 - a. The record of immunization from a health care provider or pharmacy;
 - b. A copy of a COVID-19 Vaccination Record Card;
 - c. A copy of medical records documenting the vaccination;
 - d. A copy of immunization records from a public health, state, or tribal immunization information system; or
 - e. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).
 - ii. Proof of vaccination generally should include the employee’s name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site. In those circumstances, the school district will still accept the state immunization record as acceptable proof of vaccination
 - iii. Employees may submit a physical copy of a vaccination record or employees may provide a digital copy, including, for example, a digital photograph, scanned image, or PDF of such a record that clearly and legibly displays the necessary vaccination information.
 - iv. An employee who does not possess their COVID-19 vaccination record card (e.g. because it was lost or stolen) should contact their vaccination provider to obtain a new copy or other acceptable documentation of their vaccination status. If the employee is unable to produce acceptable proof of vaccination after contacting the vaccine provider, then they may attest to their vaccination as described below.
 - v. In instances where an employee is unable to produce acceptable proof of vaccination status, the employee may submit a signed and dated statement by the employee:

- a. Attesting to the employee's vaccination status (fully vaccinated or partially vaccinated);
- b. Attesting that the employee has lost or are otherwise unable to produce proof of vaccination; and
- c. Including the following language in the attestation: "I declare that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties."

An employee who attests to their vaccination status should, to the best of their recollection, include the following information in their attestation: the type of vaccine administered; date(s) of administration; and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

- D. **Treated as Unvaccinated if No Proof or Attestation.** An employee who does not provide acceptable proof of vaccination status, or an attestation, is treated as not fully vaccinated for purposes of this policy.
- E. **Penalty for Providing False Information.** Employees are prohibited from knowingly supplying false statements or documentation regarding their vaccination status under 18 U.S.C. § 1001 and section 17(g) of the Occupational Safety and Health Act ("OSH Act"). Employees who violate those laws may be subject to criminal penalties.
- F. **Recordkeeping.** The school district will maintain a roster of each employee's vaccination status and maintain records of acceptable proof of vaccination for each employee who is fully vaccinated or partially vaccinated. These records are considered to be employee medical records, and will be maintained in a confidential manner as required by law.

VI. FACE COVERINGS

- A. **Mandatory if Not Fully Vaccinated.** Beginning Monday, December 6, 2021 or when the ETS is legally enforceable against the school district, whichever occurs later, any employee who is not fully vaccinated must wear a face covering over their nose and mouth while indoors at school or while in a school vehicle while occupied by any other passengers. Employees must replace their face covering if it becomes wet, soiled, or damaged (e.g., ripped, has holes, or has broken ear loops).

[NOTE: *This section will need to be modified for school districts that have opted to require face coverings for all employees, regardless of vaccination status. Some school districts have adopted a specific face covering policy. In those school districts, the face covering policy should be cross referenced with this policy.*]

B. Exceptions to Face Covering Requirement. Any employee who is not fully vaccinated does not have to wear a face covering:

- i. When the employee is alone in a room with floor to ceiling walls and a closed door;
- ii. For a limited time while the employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements;
- iii. When the employee is wearing a “respirator” or “facemask”, as defined by the ETS;
- iv. Where the school district has advised the employee a face covering is not required because it has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee’s mouth for reasons related to their job duties, when the work requires the use of the employee’s uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee.)

C. Cost for Face Coverings. Employees are generally responsible for acquiring their own face coverings. The school district will not pay or reimburse employees for any costs associated with acquiring their own face coverings.

[NOTE: *This language can be modified for school districts who do make disposable face coverings available to employees.*]

VII. COVID-19 TESTING

A. Test Requirement. Beginning Tuesday, January 4, 2022 or the date on which the mandatory testing requirement in the ETS becomes legally enforceable against the school district, whichever occurs later, any employee who is not fully vaccinated must participate in weekly COVID-19 testing. Any employee who is not fully vaccinated and who reports to the workplace at least once every seven days:

- i. Must be tested for COVID-19 at least once every seven days; and

- ii. Must provide documentation of the most recent COVID-19 test result to the school district no later than the seventh day following the date on which the employee last provided a test result.

The superintendent is responsible for developing a protocol for employees to report COVID-19 test results and will communicate the protocol to all employees.

B. Testing Following Longer Absences. Any employee who is not fully vaccinated and who does not report to the workplace during a period of seven or more days:

- i. Must be tested for COVID-19 within seven days prior to returning to the workplace; and
- ii. Must provide documentation of that COVID-19 test result to the school district in the manner to be determined by the superintendent upon return to the workplace.

C. Failure to Provide Test Result. If an employee who is not fully vaccinated does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result.

D. Exemption for Recent Infection. Employees who are not fully vaccinated and who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

E. Record of Testing. The District will maintain a record of each test result provided by each employee under this policy. These records are considered to be employee medical records and will be maintained in a confidential manner as required by law.

F. Cost of Testing. The school district will not pay or reimburse employees for any costs associated with COVID-19 testing.

[NOTE: *School districts may pay for employee testing, but are not legally required to do so. This is confirmed by an opinion from the Minnesota Attorney General's Office. See Op. Atty. Gen. 125a-33 (August 27, 1963).*]

G. Availability of Testing. Employees may schedule their own testing appointments. Information about testing locations is available online at: <https://mn.gov/covid19/get-tested/testing-locations/index.jsp>.

VIII. MANDATORY REPORTING OF COVID-19 DIAGNOSIS OR POSITIVE TEST

A. Reporting and Removal from Workplace Following Positive Test. Regardless of an employee's vaccination status:

- i. The school district requires all employees to promptly notify **[INSERT DESIGNEE]** when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider; and
- ii. The school district will immediately remove from the workplace any employee who receives a positive COVID-19 test or is diagnosed with COVID-19 by a licensed healthcare provider and keep the employee removed until the employee:
 - a. Receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employee chooses to use a NAAT test for confirmatory testing;
 - b. Meets the return to work criteria in CDC's "Isolation Guidance" (available online at https://www.osha.gov/sites/default/files/CDC's_Isolation_Guidance.pdf); or
 - c. Receives a recommendation to return to work from a licensed healthcare provider.

B. Return to Work after Positive Test. Under CDC's "Isolation Guidance," asymptomatic employees may return to work once 10 days have passed since the positive test, and symptomatic employees may return to work after all the following are true:

- i. At least 10 days have passed since symptoms first appeared, and
- ii. At least 24 hours have passed with no fever without fever-reducing medication, and
- iii. Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

If the CDC's Isolation Guidance changes following the adoption of this policy, the school district will follow the current version of the guidance for purposes of this policy.

- C. **Status of Leave After Positive Test.** The District will not provide any paid time off to any employee for removal from the workplace as a result of a positive COVID-19 test or diagnosis of COVID-19. Employees may use accrued paid leave to receive pay for their absences.

[NOTE: *School districts may elect to provide more paid leave to employees who are unable to work due to a positive test or diagnosis, but are not required to do so.*]

- D. **Exposure to COVID-19.** Employees who are exposed to an individual with a confirmed case of COVID-19 will be subject to the quarantine protocols set forth in the school district's overall COVID-19 mitigation strategy.

IX. NEW HIRES

- A. All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as of the start date of their employment. Candidates for employment will be notified of the requirements of this policy following a job offer and prior to the start of employment.
- B. New employees must provide acceptable proof of vaccination prior to their first day of work. A new employee who cannot provide acceptable proof of vaccination must submit results from a COVID-19 test taken within the previous seven days prior to the employee's first day of work.

X. EXEMPTIONS

- A. **Accommodations.** An Employee may be entitled to a reasonable accommodation from the District if the employee is unable to comply with the requirements of this policy because of a medical condition, disability, or a sincerely held religious belief, practice or observance.
- B. **Requests for Reasonable Accommodation.** Requests for reasonable accommodations must be initiated by the individual employee and submitted in writing to **[INSERT DESIGNATED CONTACT]** at **[INSERT E-MAIL ADDRESS]**.
- C. **Determination of Reasonable Accommodation.** Requests for reasonable accommodations will be addressed on a case-by-case basis by school administration.

XI. QUESTIONS

Questions regarding this policy should be directed to:

[Name]

[Title]

[Address]

[Phone Number]

[Email]

XII. DISSEMINATION OF THIS POLICY AND INFORMATION TO EMPLOYEES

- A. **Dissemination of Policy.** The superintendent will distribute a copy of this policy to all employees via the school district's e-mail system following its adoption.
- B. **Other Required Disclosures to Employees.** The ETS requires the District to provide the following information to employees:

The full text of OSHA's ETS is available online at:

<https://www.federalregister.gov/documents/2021/11/05/2021-23643/covid-19-vaccination-and-testing-emergency-temporary-standard>.

The CDC has published information about COVID-19 vaccine efficacy, safety, and the benefits of being vaccinated. This information can be accessed by visiting: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html>.

Federal regulation, specifically 29 CFR § 1904.35(b)(1)(iv), prohibits the school district from discharging or in any manner discriminating against an employee for reporting a work-related injury or illness.

Section 11(c) of the OSH Act prohibits the District from discriminating against an employee for exercising rights under, or as a result of actions that are required by, the ETS. Section 11(c) also protects the employee from retaliation for filing an occupational safety or health complaint, reporting a work-related injury or illness, or otherwise exercising any rights afforded by the OSH Act.

Federal law, specifically 18 U.S.C. § 1001 and of section 17(g) of the OSH Act, prohibits employees from knowingly supplying false statements or documentation in accordance with this Policy. Anyone who violates those provisions may be subject to criminal penalties.

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

Agenda Item III.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 18, 2022

Subject: Board Goals Discussion

The board has asked to have a discussion about their goals.

Attached:

Notes from Board Study Session on 11/8/21

Board Goals – Notes from 11/8/21 Board Study Session

Communication

Various ways to ease access to information include:

1. Add labels for acronyms and abbreviations used in Board meetings before posting broadcast
2. Make Strategic Plan more readily findable on the website
3. Make “Chain of Command” better understood and present on the website; flowchart for where to go when bringing issues forward
4. Overall website review for information

Outreach/Opinion Sourcing

Board expressed concern that certain voices may be over represented in our various feedback mechanisms. How can we address this? Outside of our formal Advisory Committees, which can be described with typical demographic info, we may have blind spots.

Board believes it should work to find different opportunities for gathering opinions and feedback directly. Board values community input and idea sharing, but our existing pattern shows relatively limited active community participation at the Board level. We should meet community where they are if we value their feedback. Superintendent believes the Admin team could have some ideas to share and acknowledges doing so will represent a change from past practice of the Board. Incomplete list of ideas includes:

1. Redefine and formalize School Liaison roles
Share among the Board what we have done, what we have found meaningful, etc. We should consider what the school communities would want from us. Could provide better connectivity to Admin, Staff, and/or Student/Parent groups.
2. Outreach and listening sessions
How do we schedule open listening sessions where we can be present in the community to hear concerns, ideas, or feedback? A schedule of a rotating subset of the Board (can't have 4+ of us present) at what kind of listening events? Alleviate notion that only time to see Board is during formal meetings.

Grounding Board Work in Foundational Documents Openly

Board affirms its belief in our work being meaningful and guided by our Strategic Plan and our Policies.

1. We wish to be more consistent in our discussion of changes to tie them directly to items in our Strategic Plan. Supports the importance of the Strategic Plan overall and affirms to the Community their participation in the creation of it.
2. We wish to be more open in our public discussions to link changes to Policies as honoring the Strategic Plan and/or other Policies.

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

Agenda Item III.D.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 18, 2022

Subject: Commendations

RPS would like to commend Andy Faulkner from ICS for his dedication to our construction projects since 2017. Andy has been promoted to a different role, but has made sure to stay connected with our RPS facilities projects so that nothing goes amiss. Andy has delivered an overall on-time and on-budget completion of renovations at all of our school buildings despite all the challenges of COVID and ongoing supply chain issues. Our RPS buildings have been revitalized for now and for the future due to the hard work of Andy and the rest of our construction team. Thank you Andy, and best of luck in the future!

RPS would like to commend RHS Assistant Principal Steven Flucas for his ongoing commitment to support all RPS students, regardless of building. Supt. Unowsky received this email from a staff member regarding Mr. Flucas:

“Whenever I get a call and a parent shares something positive about another staff member I want to make sure that information gets passed along.

I had a parent call me about an athletic registration question. In the process of answering her questions, she started sharing some difficulties her son was having at the middle school as an 8th grader. She said she reached out to Flucas and he was more than willing to connect with the student. Since then, the son has reached out to Flucas via email and he always responds to him and encourages him. This mom couldn't say enough good things about Flucas and how he went above and beyond to support her son and family.

She is thankful for his investment in students that he is no longer "working" with to support and help them.

Just thought you should know he is doing incredible work behind the scenes that you may or may not hear about. For this family, Flucas has made all the difference. She can't wait for her son to come to RHS.”

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	303289	12/16/2021	AHA STARLINERS DANCE TEAM	R	200.00
01	303290	12/16/2021	ALLIED PROFESSIONALS, INC.	R	1,632.00
01	303291	12/16/2021	ALTMAN ADAM	R	420.00
01	303292	12/16/2021	ANDERSON ALEXUS	R	20.00
01	303293	12/16/2021	BARBELN BRIAN	R	183.00
01	303294	12/16/2021	BARNETTE COSS	R	64.00
01	303295	12/16/2021	BAYERL JULIE M	R	61.00
01	303296	12/16/2021	BIX FRUIT COMPANY	R	5,412.60
01	303297	12/16/2021	BRAND FARMS	R	999.00
01	303298	12/16/2021	BRIDGING	R	240.00
01	303299	12/16/2021	BRUMLEY JOHN B	R	101.00
01	303300	12/16/2021	CANTONE MICHAEL S.	R	82.00
01	303301	12/16/2021	CATALYST BUYING GROUP LLC	R	189.99
01	303302	12/16/2021	CHRISTIAN MICHAEL P	R	35.00
01	303303	12/16/2021	CHRISTIAN NICHOLAS	R	50.00
01	303304	12/16/2021	CHURCHILL LEE	R	64.00
01	303305	12/16/2021	CITY OF RICHFIELD	R	225.00
01	303306	12/16/2021	COMCAST BUSINESS	R	539.74
01	303307	12/16/2021	COMMERCIAL KITCHEN	R	1,036.88
01	303308	12/16/2021	CRAIG, JILL	R	61.00
01	303309	12/16/2021	CRISIS PREVENTION INSTITUTE INC	R	599.85
01	303310	12/16/2021	CUB FOODS	R	386.35
01	303311	12/16/2021	DISTRIBUTIVE EDUCATION CLUBS	R	52.00
01	303312	12/16/2021	DELGADO MICHEAL	R	82.00
01	303313	12/16/2021	DICKS LAKEVILLE SANITATION INC	R	7,338.26
01	303314	12/16/2021	DIGITAL INSURANCE LLC	R	3,607.00
01	303315	12/16/2021	PURCHASE POWER	R	4,600.00
01	303316	12/16/2021	ECM PUBLISHERS INC	R	436.50
01	303317	12/16/2021	EDEN PRAIRIE PARKS & RECREATION	R	1,762.50
01	303318	12/16/2021	ESX TECHNOLOGY SOLUTIONS, LLC	R	355.00
01	303319	12/16/2021	FINANGER PHILLIP J	R	105.00
01	303320	12/16/2021	FRONTLINE TECHNOLOGIES GROUP LLC	R	1,000.00
01	303321	12/16/2021	GOEBEL JUDITH K	R	150.00
01	303322	12/16/2021	GRIFFITHS DANNY W	R	82.00
01	303323	12/16/2021	HABERMANN HENRY	R	64.00
01	303324	12/16/2021	HANKS, DANE AUGUST	R	20.00
01	303325	12/16/2021	HARRINGTON NATHAN	R	82.00
01	303326	12/16/2021	HASTINGS CREAMERY LLC	R	10,388.72
01	303327	12/16/2021	HAUGEN CHRIS	R	82.00
01	303328	12/16/2021	HEALY CHUCK	R	82.00
01	303329	12/16/2021	HERMAN ZACHARY	R	64.00
01	303330	12/16/2021	HOBART SERVICE	R	966.13
01	303331	12/16/2021	HOLLINS DREKAL	R	101.00
01	303332	12/16/2021	HOLLOWAY PARIS	R	10.00
01	303333	12/16/2021	HOLT JAMES B JR	R	82.00
01	303334	12/16/2021	HUBERT COMPANY, LLC	R	113.51
01	303335	12/16/2021	INDOFF INC	R	319.02
01	303336	12/16/2021	INNOVATIVE OFFICE SOLUTIONS LLC	R	134.42
01	303337	12/16/2021	JAMES E MARSHALL JR	R	20.00

01	303338	12/16/2021	JOERGER BRYCE	R	20.00
01	303339	12/16/2021	JOHNSEN NICOLE	R	33.50
01	303340	12/16/2021	JOHNSON LEAH	R	82.00
01	303341	12/16/2021	KEMNETZ BRYAN	R	82.00
01	303342	12/16/2021	KIDCREATE STUDIO	R	714.00
01	303343	12/16/2021	KYLLO KARLEA	R	82.00
01	303344	12/16/2021	LANGUAGE LINE SERVICE	R	1,284.38
01	303345	12/16/2021	LEGBA NIA	R	10.00
01	303346	12/16/2021	LKO PRODUCTIONS LLC	R	400.00
01	303347	12/16/2021	LOFFLER COMPANIES	R	153.00
01	303348	12/16/2021	MASON TERRI	R	61.00
01	303349	12/16/2021	MATH LEARNING CENTER	R	28,043.63
01	303350	12/16/2021	MATRIX COMMUNICATIONS INC	R	5,290.00
01	303351	12/16/2021	MCDONOUGH PAT	R	82.00
01	303352	12/16/2021	MINUTEMAN PRESS-BLOOMINGTON	R	59.00
01	303353	12/16/2021	MULLENBACH LINDA	R	61.00
01	303354	12/16/2021	MURLOWSKI SCOTT	R	82.00
01	303355	12/16/2021	NAVARRO RAYMOND	R	60.00
01	303356	12/16/2021	NEARPOD, INC.	R	2,200.00
01	303357	12/16/2021	OCCUPATIONAL MEDICINE CONSULTANTS	R	24.00
01	303358	12/16/2021	OKEY CHRIS	R	150.00
01	303359	12/16/2021	PAN O GOLD BAKING CO	R	938.29
01	303360	12/16/2021	PATE MARVIN	R	101.00
01	303361	12/16/2021	PAYDHEALTH	R	18,465.22
01	303362	12/16/2021	HOLISTIC KNEADS LLC	R	240.00
01	303363	12/16/2021	PREMIUM WATERS INC	R	33.99
01	303364	12/16/2021	RATH AMY	R	61.00
01	303365	12/16/2021	RICK JONES	R	420.00
01	303366	12/16/2021	RIVERSIDE INSIGHTS	R	706.20
01	303367	12/16/2021	SCHOOL SPECIALTY, LLC	R	29.09
01	303368	12/16/2021	SLATER TOM	R	183.00
01	303369	12/16/2021	SOCIAL THINKING	R	476.74
01	303370	12/16/2021	ST. PETER WILLIAM	R	101.00
01	303371	12/16/2021	THOMPSON ERROL	R	101.00
01	303372	12/16/2021	THUROW BENNETT	R	101.00
01	303373	12/16/2021	TILLMAN KATHRYN	R	33.50
01	303374	12/16/2021	TRIO SUPPLY COMPANY	R	1,476.17
01	303375	12/16/2021	TULLY BRIDGET	R	76.00
01	303376	12/16/2021	UNITED HEALTHCARE INSURANCE CO	R	503.63
01	303377	12/16/2021	UNITED HEALTHCARE/AARP MEDICARE RX	R	101.20
01	303378	12/16/2021	UNITED HEARTHCARE /AARP MEDICARE RX	R	101.20
01	303379	12/16/2021	UPPER LAKES FOODS	R	22,193.06
01	303380	12/16/2021	VIG SOLUTIONS INC	R	5,508.00
01	303381	12/16/2021	VRIEZE TYLER	R	82.00
01	303382	12/16/2021	XCEL ENERGY	R	558.18
01	303383	12/16/2021	YOUTH ENRICHMENT LEAGUE (YEL!)	R	2,620.00
01	V611428	12/16/2021	ERICA T BARLOW	R	70.00
01	V611429	12/16/2021	ANGELA M FISH	R	10.20
01	V611430	12/16/2021	GUADALUPE P HERNANDEZ-BALBUENA	R	175.00
01	V611431	12/16/2021	MARGARET R HOEHN	R	77.32

01	V611432	12/16/2021	SARAH J JESPERSON	R	12.95
01	V611433	12/16/2021	COURTNEY W LADUKE	R	25.00
01	V611434	12/16/2021	KIMBERLYN LEITNER	R	89.74
01	V611435	12/16/2021	STACIE L MAHOWALD	R	33.82
01	V611436	12/16/2021	ALECIA M MOBLEY	R	24.93
01	V611437	12/16/2021	LIZETTE A MORALES MORENO	R	94.81
01	V611438	12/16/2021	ERIN H NEILON	R	53.29
01	V611439	12/16/2021	STEVEN C PEER	R	148.74
01	V611440	12/16/2021	GRACE E SACHER	R	346.61
01	V611441	12/16/2021	DANE A SMITH	R	21.73
01	V611442	12/16/2021	STEVEN C WILSON	R	19.00
01	V611443	12/16/2021	LEE ANN WISE	R	10.00
01	303384	12/22/2021	BERWALD ROOFING CO	R	11,645.13
01	303385	12/22/2021	CORVAL CONSTRUCTORS, INC.	R	33,023.23
01	303386	12/22/2021	DENNIS ENVIRONMENTAL OPERATION	R	6,606.00
01	303387	12/22/2021	ECM PUBLISHERS INC	R	41.65
01	303388	12/22/2021	ICS CONSULTING, INC.	R	6,651.30
01	303389	12/22/2021	INNOVATIVE OFFICE SOLUTIONS LLC	R	643.04
01	303390	12/22/2021	INSTITUTE FOR ENVIROMENTAL	R	742.50
01	303391	12/22/2021	ROCHON CORPORATION MINNESOTA	R	88,747.79
01	303392	12/22/2021	SAFETYFIRST PLAYGROUND MAINTENANCE	R	80,520.00
01	303393	12/22/2021	SHAW-LUNDQUIST ASSOCIATES, INC.	R	133,405.41
01	303394	12/22/2021	SHERWIN WILLIAMS CO	R	867.27
01	303395	12/22/2021	WASCHE COMMERCIAL FINISHES, INC.	R	1,890.00
01	303396	12/22/2021	WOLD ARCHITECTS AND ENGINEERS	R	6,767.09
01	303397	12/22/2021	ALL STATE COMMUNICATIONS INC	R	26,750.86
01	303398	12/22/2021	ALLIED PROFESSIONALS, INC.	R	1,636.80
01	303399	12/22/2021	AMPLIFIED IT LLC	R	2,750.00
01	303400	12/22/2021	APPRIZE TECHNOLOGIES	R	300.00
01	303401	12/22/2021	AVANT ASSESSMENT LLC	R	1,034.80
01	303402	12/22/2021	BATTERIES R US	R	3,857.80
01	303403	12/22/2021	BEN FRANKLIN ELECTRIC INC	R	4,780.00
01	303404	12/22/2021	BERRY COFFEE COMPANY INC.	R	20.85
01	303405	12/22/2021	BIX FRUIT COMPANY	R	5,920.02
01	303406	12/22/2021	BCBS OF MINNESOTA & BLUE PLUS	R	10,120.00
01	303407	12/22/2021	BRAND FARMS	R	999.00
01	303408	12/22/2021	BREAKDOWN SPORTS USA, INC.	R	95.00
01	303409	12/22/2021	BRINK'S INCORPORATED	R	1,446.22
01	303410	12/22/2021	BSI MECHANICAL, INC.	R	2,152.35
01	303411	12/22/2021	BSN SPORTS, LLC	R	620.00
01	303412	12/22/2021	CANON USA	R	4,166.53
01	303413	12/22/2021	CAPTIVATE MEDIA & CONSULTING	R	1,488.00
01	303414	12/22/2021	CARQUEST AUTO PARTS	R	24.70
01	303415	12/22/2021	CDW GOVERNMENT INC	R	2,177.55
01	303416	12/22/2021	CHIEFS TOWING INC	R	215.06
01	303417	12/22/2021	CHOUNARD DYLAN	R	101.00
01	303418	12/22/2021	CINTAS CORPORATION NO 2	R	320.55
01	303419	12/22/2021	CITY OF RICHFIELD	R	100.00
01	303420	12/22/2021	CITY OF RICHFIELD	R	12,216.21
01	303421	12/22/2021	CONTINENTAL RESEARCH CORP	R	630.71

01	303422	12/22/2021	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	303423	12/22/2021	DICK BLICK COMPANY	R	895.89
01	303424	12/22/2021	ECOLAB INC	R	633.23
01	303425	12/22/2021	EDUCATORS BENEFIT CONSULTANTS LLC	R	432.97
01	303426	12/22/2021	ESX TECHNOLOGY SOLUTIONS, LLC	R	1,155.00
01	303427	12/22/2021	FLUENCY MATTERS	R	40.95
01	303428	12/22/2021	FURTHER	R	6,102.00
01	303429	12/22/2021	WW GRAINGER INC	R	2,501.32
01	303430	12/22/2021	GREEN SCIENCE SOLUTIONS	R	2,100.00
01	303431	12/22/2021	GROUP MEDICAREBLUE RX	R	7,659.00
01	303432	12/22/2021	HAWKINS INC	R	5,779.92
01	303433	12/22/2021	HEALTHJOY LLC	R	12,376.00
01	303434	12/22/2021	HEARTLAND BUSINESS SYSTEMS LLC	R	1,980.00
01	303435	12/22/2021	HILLYARD	R	8,531.37
01	303436	12/22/2021	HOGLUND BUS CO INC	R	53.07
01	303437	12/22/2021	IDEAL ENERGIES LLC	R	992.09
01	303438	12/22/2021	INNOVATIVE OFFICE SOLUTIONS LLC	R	2,532.83
01	303439	12/22/2021	INSTITUTE FOR ENVIROMENTAL	R	6,475.25
01	303440	12/22/2021	JONATHAN SANTOS	R	500.00
01	303441	12/22/2021	JW PEPPER & SON INC	R	598.00
01	303442	12/22/2021	KIDCREATE STUDIO	R	714.00
01	303443	12/22/2021	KINECT ENERGY INC	R	25,351.54
01	303444	12/22/2021	KOCH SCHOOL BUS SERVICE, INC.	R	4,214.88
01	303445	12/22/2021	LAKEVILLE NORTH LAKE LINER DANCE TM	R	240.00
01	303446	12/22/2021	LIFESAVER FIRE PROTECTION LLC	R	5,249.00
01	303447	12/22/2021	LOFFLER	R	1,225.09
01	303448	12/22/2021	LOFFLER COMPANIES	R	3,195.00
01	303449	12/22/2021	MADISON NATIONAL LIFE INS CO INC	R	16,139.12
01	303450	12/22/2021	MARKS TOWING	R	165.00
01	303451	12/22/2021	MASSP-MN ASSOCIATION	R	865.00
01	303452	12/22/2021	MATRIX COMMUNICATIONS INC	R	1,365.74
01	303453	12/22/2021	MCDONOUGH'S SEWER SERVICES, INC.	R	418.50
01	303454	12/22/2021	MESSERLI & KRAMER	R	394.27
01	303455	12/22/2021	METRO APPLIANCE RECYCLING	R	2,827.90
01	303456	12/22/2021	METROPOLITAN MECHANICAL CONTRACTORS	R	1,353.50
01	303457	12/22/2021	MIDWEST BUS PARTS INC	R	216.03
01	303458	12/22/2021	MN DEPT OF LABOR AND INDUSTRY	R	100.00
01	303459	12/22/2021	MTN-METROPOLITAN TRANSP NETWORK	R	299,230.00
01	303460	12/22/2021	MULTILINGUAL WORD INC	R	76.00
01	303461	12/22/2021	NORTHLAND VISIONS	R	500.00
01	303462	12/22/2021	NUSS TRUCK & EQUIPMENT	R	606.00
01	303463	12/22/2021	PAN O GOLD BAKING CO	R	672.32
01	303464	12/22/2021	PAPCO, INC.	R	66.11
01	303465	12/22/2021	PARLAY IDEAS INC.	R	320.00
01	303466	12/22/2021	PAUL, RYAN P	R	101.00
01	303467	12/22/2021	RANDALL STANDRIDGE MUSIC LLC	R	50.00
01	303468	12/22/2021	SCHOLASTIC INC	R	300.78
01	303469	12/22/2021	SCHOOL SERVICE EMPLOYEES UNION	R	8,473.99
01	303470	12/22/2021	SCHUMACHER ELEVATOR COMPANY	R	2,256.00
01	303471	12/22/2021	SEPTRAN STUDENT TRANSPORTATION	R	7,540.00

01	303472	12/22/2021	SMARTSENSE BY DIGI	R	330.00
01	303473	12/22/2021	STARTING LINE FLOOR COATINGS, INC.	R	2,475.00
01	303474	12/22/2021	THREE RIVERS PARK DISTRICT	R	1,650.00
01	303475	12/22/2021	TOLL COMPANY	R	81.88
01	303476	12/22/2021	TRAFERA HOLDINGS, INC.	R	1,798.00
01	303477	12/22/2021	TRANSPORTATION PLUS, INC.	R	25,035.00
01	303478	12/22/2021	TRIO SUPPLY COMPANY	R	2,197.05
01	303479	12/22/2021	UHL COMPANY INC	R	2,905.77
01	303480	12/22/2021	UNITED STATES TREASURER	R	860.00
01	303481	12/22/2021	UNIVERSAL ATHLETIC SERVICE INC	R	456.00
01	303482	12/22/2021	UNIVERSITY LANGUAGE CENTER	R	135.00
01	303483	12/22/2021	UPPER LAKES FOODS	R	18,893.82
01	303484	12/22/2021	VARSITY SPIRIT FASHION	R	980.25
01	303485	12/22/2021	VSP VISION SERVICE PLAN	R	3,542.63
01	303486	12/22/2021	TREMCO/WEATHERPROOFING TECH, INC.	R	1,401.78
01	303487	12/22/2021	XCEL ENERGY	R	1,558.13
01	303488	12/22/2021	YOUTH ENRICHMENT LEAGUE (YEL!)	R	980.00
01	303489	12/28/2021	AMAZON.COM SYNCB/AMAZON	V	0.00
01	303490	12/28/2021	AMAZON.COM SYNCB/AMAZON	V	0.00
01	303491	12/28/2021	AMAZON.COM SYNCB/AMAZON	V	0.00
01	303492	12/28/2021	AMAZON.COM SYNCB/AMAZON	V	0.00
01	303493	12/28/2021	AMAZON.COM SYNCB/AMAZON	R	6,528.34
01	303494	12/29/2021	ALLIED PROFESSIONALS, INC.	R	4,620.00
01	303495	12/29/2021	AZIZI ORHAN	R	62.00
01	303496	12/29/2021	BRIGHT MORNING CONSULTING INC.	R	2,600.00
01	303497	12/29/2021	BSN SPORTS, LLC	R	1,000.00
01	303498	12/29/2021	CITY OF RICHFIELD	R	225.00
01	303499	12/29/2021	COMCAST	R	267.00
01	303500	12/29/2021	DICK BLICK COMPANY	R	184.72
01	303501	12/29/2021	DOTAS EUGENE	R	101.00
01	303502	12/29/2021	ECM PUBLISHERS INC	R	133.05
01	303503	12/29/2021	EDFIRST MN LLC	R	4,186.92
01	303504	12/29/2021	EDUCATORS BENEFIT CONSULTANTS LLC	R	102.00
01	303505	12/29/2021	FINANGER PHILLIP J	R	35.00
01	303506	12/29/2021	FOLLETT EDUCATIONAL	R	7,197.00
01	303507	12/29/2021	HOPE CHURCH	R	14,413.77
01	303508	12/29/2021	HR SIMPLIFIED INC.	R	707.00
01	303509	12/29/2021	INNOVATIVE OFFICE SOLUTIONS LLC	R	3,033.81
01	303510	12/29/2021	INTERMEDIATE DISTRICT 287	R	608,845.32
01	303511	12/29/2021	KNOWBE4, INC	R	474.00
01	303512	12/29/2021	LOFFLER COMPANIES	R	11,221.80
01	303513	12/29/2021	MALLOY MONTAGUE KARNOWSKI & RADO	R	10,000.00
01	303514	12/29/2021	MINUTEMAN PRESS OF RICHFIELD	R	2,096.22
01	303515	12/29/2021	NAVARRO RAYMOND	R	101.00
01	303516	12/29/2021	NCS PEARSON INC	R	360.40
01	303517	12/29/2021	NEW READERS PRESS	R	69.50
01	303518	12/29/2021	OKEY CHRIS	R	50.00
01	303519	12/29/2021	PREMIER LIGHTING INC	R	3,545.00
01	303520	12/29/2021	RICHFIELD READY	R	20.00
01	303521	12/29/2021	SAGE PUBLICATIONS INC	R	1,429.00

01	303522	12/29/2021	SCHOOL SPECIALTY, LLC	R	58.92
01	303523	12/29/2021	SOUERS RANDY	R	82.00
01	303524	12/29/2021	SOURCEWELL TECHNOLOGY	R	60,867.42
01	303525	12/29/2021	SWANK MOTION PICTURES, INC.	R	1,375.00
01	303526	12/29/2021	TAFFE SARAH ANN	R	8,492.23
01	303526	12/29/2021	TAFFE SARAH ANN	V	-8,429.23
01	303527	12/29/2021	TAYLOR BRANDON	R	82.00
01	303528	12/29/2021	THOM DAVID	R	82.00
01	303529	12/29/2021	TRA	R	241.44
01	303530	12/29/2021	TRAFERA HOLDINGS, INC.	R	8,525.00
01	303531	12/29/2021	TRISTATE BOBCAT INC	R	3,500.00
01	303532	12/29/2021	ROBERT WEBER	R	64.00
01	303533	12/29/2021	WORLD CUP SUPPLY INC	R	633.66
01	303534	12/29/2021	XCEL ENERGY	R	58,654.82

TOTAL CHECK & E-PAY REGISTER					1,924,607.09
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CHECKS & E-PAYS FOR 01/03/2022 BOARD REPORTS

BANK 05	DATE	AMOUNT
CHECKS	12/16/2021	138,885.45
	12/22/2021	595,119.98
	12/28/2021	6,528.34
	12/29/2021	811,309.77
Construction Checks	12/22/2021	371,550.41
E-PAYS	12/16/2021	1,213.14

CHECK REGISTER BANK 05 TOTAL =	1,924,607.09
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BREAKDOWN	
01-206-00	1,117,981.93
02-206-00	76,380.56
03-206-00	339,239.05
04-206-00	17,210.92
06-206-00	337,643.41
07-206-00	-
18-206-00	-
20-206-00	34,484.66
21-206-00	1,666.56
47-206-00	-
BANK TOTAL =	1,924,607.09

SUPERINTENDENT'S REPORT AND AGENDA

Organizational 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, January 3, 2022
7:00 p.m. School Board Meeting

I. CALL TO ORDER of the BOARD ORGANIZATIONAL MEETING

- A. The organizational meeting of the Board of Education of ISD 280, Hennepin County, Richfield, Minnesota was held on Monday, January 3, 2022 in the boardroom at the Richfield Public Schools district office. Chair Tim Pollis called the Board Organizational Meeting to order at 7:02 p.m. with the following school board members in attendance: Brakke, Cole, and Smisek. Banks Kupcho was not able to attend. Carter was not able to attend in person, but participated virtually in a non-official capacity.

Administrators present were Superintendent Unowsky, Assistant Superintendent Daniels, Executive Director Clarkson, and Chief HR & Admin Officer Holje. Student representatives present were Ely Cruz Parra, Helen Dombrock, and Corrina Jones.

~~B. Administer Oath of Office to Newly Elected Board Members~~

C. Election of Chair Pollis

Nominated by Brakke, seconded by Cole, and unanimously carried.

D. Election of Vice Chair Cole

Nominated by Brakke, seconded by Smisek, and unanimously carried.

E. Election of Clerk Smisek

Nominated by Brakke, seconded by Cole, and unanimously carried.

F. Election of Treasurer Brakke

Nominated by Cole, seconded by Smisek, and unanimously carried.

II. REVIEW AND APPROVAL OF THE AGENDA

Motion by Cole, seconded by Smisek, and unanimously carried, the Board of Education approved the amended agenda.

III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

- A. Superintendent Update

1. R-STEM Presentation
 2. Staffing Report
- B. Commendation

IV. CONSENT AGENDA

Motion by Smisek, seconded by Cole, and unanimously carried, the Board of Education approved the consent agenda.

- A. Routine Matters
1. Minutes of the regular meeting held December 20, 2021
 2. General Disbursements as of 12/29/21 in the amount of \$1,924,607.09
 3. Investment Holdings

V. OLD BUSINESS

- A. Policy 713: Post-Issuance Debt Compliance & Administrative Guideline 713.1 - third read

Motion by Brakke, seconded by Smisek, and unanimously carried, the Board of Education approved the revised policy.

- B. Policy 781: School Activities & Administrative Guideline 781.1 - proposal to repeal policy and move guideline

Motion by Cole, seconded by Brakke, and unanimously carried, the Board of Education repealed the policy and moved the guideline.

- C. RPS Legislative Platform

Motion by Brakke, seconded by Cole, and unanimously carried, the Board of Education approved the platform.

- D. Policy 403: Employee COVID-19 Vaccination and Testing - second read

VI. NEW BUSINESS

- A. Policy 451: Workload Limits for Certain Special Education Teachers & Administrative Guideline 451.1 - first read
- B. Review 2021 Represent a School Assignments
- C. Review 2021 Board Liaison Assignments
- D. Set Honorarium for Board Members and Board Officers

Motion by Brakke, seconded by Cole, and unanimously carried, the Board of Education approved the honorarium.

- E. Bid Award: Richfield Maintenance Building 2022 Remodel

Motion by Brakke, seconded by Smisek, and unanimously carried, the Board of Education approved the bid award.

- ~~F. Authorization for Board Member to Substitute/be Employed on a Casual/Temporary Basis~~
- G. Donations

Motion by Smisek, seconded by Cole, 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
 - *Tuesday, 1-18-2022 7:00 p.m. Regular Board Meeting - Public Comment
 - 2-7-2022 6:00 p.m. Board Study Session with Local Legislators
 - 2-7-2022 7:00 p.m. Regular Board Meeting
- D. Suggested/Future Agenda Items

VIII. ADJOURN ORGANIZATIONAL MEETING

Chair Pollis adjourned the meeting at 8:57 p.m.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	303535	01/06/2022	ALLIED PROFESSIONALS, INC.	R	1,716.00
01	303536	01/06/2022	AMPLIFY EDUCATION, INC.	R	1,109.91
01	303537	01/06/2022	BATTERIES R US	R	2,649.89
01	303538	01/06/2022	BESSER WELDING & FABRICATION	R	274.80
01	303539	01/06/2022	BSI MECHANICAL, INC.	R	2,968.86
01	303540	01/06/2022	CAPITAL ONE TRADE CREDIT	R	150.86
01	303541	01/06/2022	CARQUEST AUTO PARTS	R	175.76
01	303542	01/06/2022	CEDAR SMALL ENGINE	R	21.95
01	303543	01/06/2022	CEP ART & DESIGN	R	1,125.00
01	303544	01/06/2022	CULLIGAN SOFT WATER	R	19.00
01	303545	01/06/2022	DARRYL WALETZKO LLC	R	735.00
01	303546	01/06/2022	EDEN PRAIRIE PARKS & RECREATION	R	1,617.20
01	303547	01/06/2022	FASTENAL INDUSTRIAL	R	641.98
01	303548	01/06/2022	FIRST BOOK MARKETPLACE	R	313.50
01	303549	01/06/2022	PAYDHEALTH	R	19,667.70
01	303550	01/06/2022	REGION 6 AA-MSHSL	R	4,660.00
01	303551	01/06/2022	TAFFE SARAH ANN	R	8,492.23
01	303552	01/06/2022	WORLD FUEL SERVICES, INC.	R	2,071.96
01	303553	01/06/2022	XCEL ENERGY	R	28,702.12
01	V611444	01/06/2022	NASHWA M IBRAHIM	R	124.98
01	V611445	01/06/2022	JOHN M LORENZINI	R	70.00
01	V611446	01/06/2022	MICHAEL A MANNING	R	70.00
01	V611447	01/06/2022	MAUREEN E RUHLAND	R	83.80
01	V611448	01/06/2022	MICHAEL A MANNING	R	70.00
01	V611449	01/06/2022	MAUREEN E RUHLAND	R	40.00
01	V611450	01/06/2022	MICHAEL A MANNING	R	19.96
01	V611451	01/06/2022	RACHEL GENS	R	70.00
01	V611452	01/06/2022	RENEE C REED-KARSTENS	R	40.00
01	V611453	01/06/2022	MARTA I SHAHSAVAND	R	70.00
01	V611454	01/06/2022	VLADIMIR S TOLEDO	R	40.00
01	V611455	01/06/2022	RACHEL GENS	R	70.00
01	V611456	01/06/2022	RENEE C REED-KARSTENS	R	40.00
01	V611457	01/06/2022	MARTA I SHAHSAVAND	R	70.00
01	V611458	01/06/2022	VLADIMIR S TOLEDO	R	40.00
01	V611459	01/06/2022	ERICA T BARLOW	R	70.00
01	V611460	01/06/2022	SUE D BESSER	R	16.80
01	V611461	01/06/2022	MATTHEW S CARUSO	R	223.89
01	V611462	01/06/2022	MIRIAM A CASTRO SANJUAN	R	40.00
01	V611463	01/06/2022	MARY L CLARKSON	R	70.00
01	V611464	01/06/2022	LATANYA R DANIELS	R	70.00
01	V611465	01/06/2022	GEORGE A DENNIS	R	35.00
01	V611466	01/06/2022	MEGAN M STECHER	R	70.00
01	V611467	01/06/2022	JARED ELLERSON	R	70.00
01	V611468	01/06/2022	PETER J FITZPATRICK	R	40.00
01	V611469	01/06/2022	STEVEN T FLUCAS	R	70.00
01	V611470	01/06/2022	MICHAEL L FRANKENBERG	R	70.00
01	V611471	01/06/2022	DAVID A FREEBURG	R	70.00
01	V611472	01/06/2022	RACHEL GENS	R	70.00
01	V611473	01/06/2022	AREND J GEURINK	R	70.00

01	V611474	01/06/2022	JAMES A GILLIGAN	R	70.00
01	V611475	01/06/2022	CHRISTINA M GONZALEZ	R	70.00
01	V611476	01/06/2022	KYLE L GUSTAFSON	R	40.00
01	V611477	01/06/2022	KEVIN D HARRIS	R	40.00
01	V611478	01/06/2022	JAMES L HILL	R	40.00
01	V611479	01/06/2022	JESSICA M HOFFMAN	R	40.00
01	V611480	01/06/2022	CRAIG D HOLJE	R	70.00
01	V611481	01/06/2022	NICOLE A KEEN	R	48.36
01	V611482	01/06/2022	CORY J KLINGE	R	70.00
01	V611483	01/06/2022	DANIEL E KRETSINGER	R	70.00
01	V611484	01/06/2022	ANOOP KUMAR	R	40.00
01	V611485	01/06/2022	TYONE L LADOUCEUR	R	18.24
01	V611486	01/06/2022	LISA A LEIKNES	R	157.61
01	V611487	01/06/2022	SHANNON J LINDBERG	R	40.00
01	V611488	01/06/2022	JOHN M LORENZINI	R	70.00
01	V611489	01/06/2022	COLLEEN M MAHONEY	R	70.00
01	V611490	01/06/2022	STACIE L MAHOWALD	R	11.76
01	V611491	01/06/2022	MICHAEL A MANNING	R	70.00
01	V611492	01/06/2022	DANIEL P MCGINN	R	40.00
01	V611493	01/06/2022	DOUG R MCMEEKIN	R	70.00
01	V611494	01/06/2022	CAROLE R MCNAUGHTON-COMMERS	R	70.00
01	V611495	01/06/2022	SHERRI L MEDVEC	R	139.95
01	V611496	01/06/2022	KENT D MEYER	R	70.00
01	V611497	01/06/2022	ALECIA M MOBLEY	R	70.00
01	V611498	01/06/2022	ERIN H NEILON	R	40.00
01	V611499	01/06/2022	ROBERT G OLSON	R	40.00
01	V611500	01/06/2022	LAURA B OTTERNESS	R	70.00
01	V611501	01/06/2022	MARK S PEDERSEN	R	40.00
01	V611502	01/06/2022	DARBY L SWANK	R	70.00
01	V611503	01/06/2022	DENNIS E PETERSON	R	35.00
01	V611504	01/06/2022	CASSANDRA QUAM	R	70.00
01	V611505	01/06/2022	RENEE C REED-KARSTENS	R	40.00
01	V611506	01/06/2022	KEITH D RIEF	R	40.00
01	V611507	01/06/2022	TERESA L ROSEN	R	70.00
01	V611508	01/06/2022	MAUREEN E RUHLAND	R	78.30
01	V611509	01/06/2022	TIMECKA MARIE SANCHEZ-MICHAELS	R	70.00
01	V611510	01/06/2022	ASHLEY SCHAEFER	R	183.34
01	V611511	01/06/2022	MARTA I SHAHSAVAND	R	70.00
01	V611512	01/06/2022	NANCY J STACHEL	R	70.00
01	V611513	01/06/2022	MORGAN L STEELE	R	59.88
01	V611514	01/06/2022	PATRICK M SURE	R	40.00
01	V611515	01/06/2022	STACY THEIEN-COLLINS	R	70.00
01	V611516	01/06/2022	VLADIMIR S TOLEDO	R	40.00
01	V611517	01/06/2022	STEVEN P UNOWSKY	R	270.00
01	V611518	01/06/2022	STEPHEN C URBANSKI	R	40.00
01	V611519	01/06/2022	CARRIE A VALA	R	137.49
01	V611520	01/06/2022	JENNIFER K VALLEY	R	70.00
01	V611521	01/06/2022	RYAN WAGNER	R	40.00
01	V611522	01/06/2022	REBECCA S WALD	R	40.00
01	V611523	01/06/2022	SARAH A WENTHOLD	R	210.00

01	V611524	01/06/2022	KASYA L WILLHITE	R	70.00
01	V611525	01/06/2022	MELISSA J WILLIAMS	R	10.50
01	V611526	01/06/2022	AMY J WINTER AHSENMACHER	R	70.00
01	303554	01/07/2022	ARVIG ENTERPRISES INC	R	1,107.90
01	303555	01/07/2022	CENTURYLINK	R	43.77
01	303556	01/07/2022	CINTAS CORPORATION NO 2	R	6,358.16
01	303557	01/07/2022	COMCAST BUSINESS	R	244.74
01	303558	01/07/2022	DISTRICT 281	R	114.30
01	303559	01/07/2022	ECM PUBLISHERS INC	R	150.90
01	303560	01/07/2022	FATH CUTTER, NOELLA	R	4,680.00
01	303561	01/07/2022	HILLYARD	R	2,813.97
01	303562	01/07/2022	HOGLUND BUS CO INC	R	975.56
01	303563	01/07/2022	HOME DEPOT U.S.A.	R	555.60
01	303564	01/07/2022	J GRAMMOND PHOTOGRAPHY	R	30.00
01	303565	01/07/2022	JAYTECH, INC	R	1,400.00
01	303566	01/07/2022	KIDCREATE STUDIO	R	663.00
01	303567	01/07/2022	KINECT ENERGY INC	R	525.00
01	303568	01/07/2022	LOFFLER	R	1,225.09
01	303569	01/07/2022	LOMAX CARLA	R	240.00
01	303570	01/07/2022	MIDWEST BUS PARTS INC	R	36.70
01	303571	01/07/2022	SELAM ASFAHA	R	20.00
01	303572	01/07/2022	MINUTEMAN PRESS EDINA	R	877.81
01	303573	01/07/2022	MULTILINGUAL WORD INC	R	79.00
01	303574	01/07/2022	NEW LIFE ENTERPRISE	R	980.00
01	303575	01/07/2022	NHA HEATING & AIR CONDITIONING	R	315.00
01	303576	01/07/2022	PHOENIX SCHOOL COUNSELING	R	15,480.15
01	303577	01/07/2022	POMPS TIRE SERVICE	R	1,171.88
01	303578	01/07/2022	RATWIK ROSZAK & MALONEY PA	R	47.00
01	303579	01/07/2022	RICHFIELD CHAMBER OF COMMERCE	R	1,395.00
01	303580	01/07/2022	ROSEMOUNT SAW & TOOL	R	55.67
01	303581	01/07/2022	RYAN JEANNIE M	R	640.27
01	303582	01/07/2022	SCHUMACHER ELEVATOR COMPANY	R	607.50
01	303583	01/07/2022	TIMM RONALD M	R	147.00
01	303584	01/07/2022	TITAN MACHINERY INC	R	5,436.00
01	303585	01/07/2022	TOLL COMPANY	R	203.05
01	303586	01/07/2022	TWIN CITY HARDWARE	R	91.31
01	303587	01/07/2022	VERIZON WIRELESS	R	337.44
01	303588	01/07/2022	VERNON COMPANY	R	592.11
01	303589	01/07/2022	WHEELCO	R	47.16
01	V2201088	01/05/2022	P-CARD BARLOW ERICA	R	315.16
01	V2201089	01/05/2022	P-CARD BROWN MATTHEW	R	457.77
01	V2201091	01/05/2022	P-CARD BRUNNER PATTI	R	5,053.19
01	V2201092	01/05/2022	P-CARD CARUSO MATTHEW	R	642.61
01	V2201093	01/05/2022	P-CARD DINGMAN KRISTI	R	294.55
01	V2201094	01/05/2022	P-CARD ELLERSON JARED	R	11.86
01	V2201095	01/05/2022	P-CARD FINDLEY LAMPKIN MELISSA	R	904.46
01	V2201096	01/05/2022	P-CARD GEURINK AREND	R	2,757.17
01	V2201097	01/05/2022	P-CARD GULLICKSON KEVIN	R	37.31
01	V2201098	01/05/2022	P-CARD KRETSINGER DAN	R	204.45
01	V2201099	01/05/2022	P-CARD LEIKNES LISA	R	135.66

01	V2201100	01/05/2022	P-CARD LEWIS JENNIFER	R	1,061.43
01	V2201101	01/05/2022	P-CARD LUNDY MICHELLE	R	3,729.16
01	V2201102	01/05/2022	P-CARD MACE CHRISTI JO	R	2,451.06
01	V2201103	01/05/2022	P-CARD MAHONEY COLLEEN	R	230.54
01	V2201104	01/05/2022	P-CARD MANNING MICHAEL	R	30.11
01	V2201105	01/05/2022	P-CARD MCGINN DAN	R	567.70
01	V2201106	01/05/2022	P-CARD MCNAUGHTON COMMERS CAROLE	R	387.87
01	V2201107	01/05/2022	P-CARD MORALES LIZETTE	R	1,218.18
01	V2201108	01/05/2022	P-CARD MORRISSEY MELISSA	R	2,679.24
01	V2201109	01/05/2022	P-CARD SHAHSAVAND MARTA	R	2,104.34
01	V2201110	01/05/2022	P-CARD SMITH DANE	R	425.53
01	V2201111	01/05/2022	P-CARD STACHEL NANCY	R	876.99
01	V2201112	01/05/2022	P-CARD VALLEY JENNIFER	R	77.88
01	V2201113	01/05/2022	P-CARD WILLHITE KASYA	R	276.74
01	V2201114	01/05/2022	P-CARD WINTER AMY	R	2,551.07

TOTAL CHECKS, E-PAYS & P-CARDS					161,908.65
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P-CARD,CHECK RUNS, E-PAYS & WIRES FOR 01/18/2022 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	1/6/2022	77,113.72
	1/7/2022	49,688.04
E-Pays	1/6/2022	5,624.86
PCARDS-DECEMBER PAID 1/5/22	1/5/2022	29,482.03

CHECK REGISTER BANK 05 TOTAL =	161,908.65
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BREAKDOWN	
01-206-00	100,571.60
02-206-00	1,319.42
03-206-00	5,885.20
04-206-00	34,394.73
06-206-00	70.00
07-206-00	-
18-206-00	-
20-206-00	19,667.70
21-206-00	-
47-206-00	-
BANK TOTAL =	161,908.65

REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES

RICHFIELD | November 30, 2021

							November 30, 2021	November 30, 2020	November 30, 2019			
REVENUE CATEGORIES	June 30, 2020		Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals	% of Actuals	Current YTD vs. PYTD	November 30, 2020	November 30, 2019
STATE	45,674,569	45,171,242	45,287,702	46,056,349	12,681,186	32,606,516	28.00%	27.38%	28.88%	311,118	12,370,068	13,190,607
FEDERAL	2,834,495	4,835,777	7,405,625	7,797,823	1,074,555	6,331,070	14.51%	30.07%	-0.08%	(379,680)	1,454,235	(2,400)
PROPERTY TAXES	18,018,704	17,711,183	17,137,896	22,597,621	16,580,376	557,520	96.75%	95.99%	97.17%	(420,977)	17,001,353	17,509,524
LOCAL SALES, INS RECOVERY & JUDGEMENTS	130,566	346,118	102,910	84,468	30,141	72,769	29.29%	72.75%	22.38%	(221,649)	251,790	29,220
SALE OF BONDS & LOANS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INCOMING TRANSFERS FROM OTH FUNDS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
LOCAL (FEES, INTEREST, ETC.)	1,284,111	653,828	1,123,630	1,199,041	383,468	740,162	34.13%	16.46%	40.06%	275,829	107,639	514,444
TOTALS	67,942,444	68,718,148	71,057,763	77,735,302	30,749,726	40,308,037	43.27%	45.38%	45.98%	(435,359)	31,185,085	31,241,395
							November 30, 2021	November 30, 2020	November 30, 2019			
EXPENDITURES (OBJECT SERIES)	June 30, 2020		Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals	% of Actuals	Current YTD vs. PYTD	November 30, 2020	November 30, 2019
SALARIES & WAGES	36,586,619	37,395,344	40,653,895	40,106,690	11,291,522	29,362,373	27.77%	28.41%	29.15%	666,131	10,625,392	10,664,135
EMPLOYEE BENEFITS	13,190,108	13,311,059	13,937,881	14,290,388	4,515,023	9,422,858	32.39%	32.71%	33.39%	160,589	4,354,433	4,404,659
PURCHASED SERVICES	8,325,304	7,829,673	9,360,559	9,775,333	3,320,919	6,039,640	35.48%	24.93%	33.27%	1,369,275	1,951,644	2,770,199
SUPPLIES	2,632,033	3,264,242	3,460,020	3,683,877	1,754,220	1,705,800	50.70%	41.77%	49.16%	390,731	1,363,490	1,293,798
EQUIPMENT	2,313,465	3,127,326	2,846,283	3,960,332	2,476,065	370,218	86.99%	64.12%	78.54%	470,813	2,005,252	1,817,024
DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OTHER EXPENDITURES	412,717	366,580	399,670	418,238	88,819	310,851	22.22%	14.79%	16.46%	34,596	54,222	67,928
OTHER FINANCING USES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTALS	63,460,246	65,294,224	70,658,308	72,234,857	23,446,568	47,211,740	33.18%	31.17%	33.12%	3,092,135	20,354,433	21,017,743
							November 30, 2021	November 30, 2020	November 30, 2019			
EXPENDITURES (PROGRAM SERIES)	June 30, 2020		Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals	% of Actuals	Current YTD vs. PYTD	November 30, 2020	November 30, 2019
SITE ADMINISTRATION	1,960,813	1,782,559	1,842,666	1,937,508	811,667	1,030,999	44.05%	41.11%	43.19%	78,883	732,783	846,779
DISTRICT ADMINISTRATION	2,060,508	2,143,369	2,160,087	1,955,682	556,844	1,603,243	25.78%	31.15%	40.07%	(110,782)	667,625	825,615
SUPPORT SERVICES	2,214,338	2,393,196	2,605,288	2,833,368	1,275,096	1,330,192	48.94%	50.70%	49.83%	61,678	1,213,418	1,103,337
REGULAR INSTRUCTION	26,944,471	27,799,860	29,848,695	29,197,359	7,454,396	22,394,299	24.97%	26.56%	27.89%	70,599	7,383,797	7,513,867
EXTRA-CURRICULAR ACTIVITES	979,957	845,030	1,045,554	1,054,580	348,459	697,095	33.33%	33.64%	38.53%	64,172	284,287	377,569
VOCATIONAL INSTRUCTION	446,106	457,380	637,555	651,921	189,184	448,371	29.67%	20.45%	26.28%	95,672	93,512	117,237
SPECIAL EDUCATION	12,270,481	11,761,573	12,521,704	12,295,248	3,323,704	9,198,000	26.54%	25.93%	27.80%	273,415	3,050,288	3,411,476
COMMUNITY SERVICES	65,126	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INSTRUCTIONAL SUPPORT	4,727,289	4,551,070	4,796,535	5,218,805	2,414,810	2,381,725	50.34%	45.04%	55.31%	364,885	2,049,925	2,614,853
PUPIL SUPPORT SERVICES	6,626,336	6,736,524	7,802,980	8,219,696	2,776,435	5,026,545	35.58%	31.28%	33.10%	668,918	2,107,517	2,193,325
FACILITIES	4,893,517	6,499,064	7,124,914	8,486,464	3,943,109	3,181,805	55.34%	38.13%	36.50%	1,465,276	2,477,833	1,786,031
OTHER FINANCING USES	271,303	324,599	272,330	384,227	352,866	(80,536)	129.57%	90.40%	83.91%	59,419	293,447	227,654
TOTALS	63,460,246	65,294,224	70,658,308	72,234,857	23,446,568	47,211,740	33.18%	31.17%	33.12%	3,092,135	20,354,433	21,017,743

REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES

RICHFIELD | November 30, 2021

ACTIVITY - OTHER FUNDS							November 30, 2021	November 30, 2020	November 30, 2019			
	June 30, 2020		Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals	% of Actuals	Current YTD vs. PYTD	November 30, 2020	November 30, 2019
REVENUE												
FOOD SERVICE	2,684,713	2,613,215	2,816,200	2,718,462	503,223	2,312,977	17.87%	21.33%	25.03%	(54,269)	557,491	672,103
COMMUNITY EDUCATION	1,957,664	1,892,291	2,037,908	2,403,120	1,225,823	812,085	60.15%	61.04%	35.66%	70,774	1,155,048	698,044
CONSTRUCTION	2,184,625	232,885	13,500	68,405	53,520	(40,020)	396.45%	-66.24%	-32.78%	207,791	(154,271)	(716,035)
DEBT SERVICE	8,469,549	7,641,299	7,150,836	11,617,488	9,320,734	(2,169,898)	130.34%	97.55%	97.41%	1,866,950	7,453,784	8,250,432
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	(28,484)	28,484	37,158
CUSTODIAL	8,908	9,151	6,100	12,717	6,618	(518)	108.50%	0.03%	0.00%	6,616	3	0
INTERNAL SERVICE	7,722,748	7,521,053	7,605,050	7,445,526	2,199,457	5,405,593	28.92%	29.48%	29.14%	(17,662)	2,217,119	2,250,063
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	247,051	100,761	50,000	113,571	61,874	(11,874)	123.75%	-39.54%	4.42%	101,718	(39,844)	10,931
OPEB DEBT SERVICE	811,277	2,129,110	2,096,886	2,640,067	2,011,162	85,724	95.91%	97.47%	97.90%	(64,015)	2,075,177	794,202
TOTALS	24,086,536	22,139,765	21,776,480	27,019,355	15,382,411	6,394,069	70.64%	60.04%	49.81%	2,089,419	13,292,991	11,996,898
EXPENDITURES							November 30, 2021	November 30, 2020	November 30, 2019			
	June 30, 2020		Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals	% of Actuals	Current YTD vs. PYTD	November 30, 2020	November 30, 2019
FOOD SERVICE	2,980,090	2,329,661	2,670,312	2,756,395	916,277	1,754,035	34.31%	32.14%	29.00%	167,501	748,776	864,313
COMMUNITY EDUCATION	1,941,755	2,026,134	1,984,879	2,091,029	789,255	1,195,624	39.76%	33.39%	35.17%	112,719	676,536	682,839
CONSTRUCTION	65,066,268	35,442,525	3,900,000	7,790,278	5,715,068	(1,815,068)	146.54%	54.71%	48.48%	(13,676,355)	19,391,423	31,541,015
DEBT SERVICE	8,105,988	7,246,938	7,251,038	6,628,302	2,398,530	4,852,508	33.08%	33.09%	30.22%	661	2,397,869	2,449,894
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	(32,135)	32,135	47,551
CUSTODIAL	13,551	6,098	6,100	12,150	6,050	50	99.18%	0.00%	0.00%	6,050	0	0
INTERNAL SERVICE	7,047,734	7,805,471	7,710,600	9,876,154	4,020,122	3,690,478	52.14%	41.78%	50.92%	758,663	3,261,459	3,588,851
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	816,085	697,086	735,000	735,000	0	735,000	0.00%	0.00%	0.00%	0	0	0
OPEB DEBT SERVICE	783,025	2,021,775	2,033,150	2,034,127	174,250	1,858,900	8.57%	9.82%	26.08%	(24,375)	198,625	204,250
TOTALS	86,754,495	57,575,688	26,291,079	31,923,435	14,019,552	12,271,527	53.32%	46.39%	45.39%	(12,687,271)	26,706,823	39,378,712
SUMMARY - ALL FUNDS							November 30, 2021	November 30, 2020	November 30, 2019			
	June 30, 2020		Adopted Budget	Projected End Of Year	YTD	Budget Remaining	% of Budget Expended	% of Actuals	% of Actuals	Current YTD vs. PYTD	November 30, 2020	November 30, 2019
SUMMARY												
REVENUE	92,028,981	90,857,913	92,834,243	104,754,657	46,132,137	46,702,106	49.69%	48.95%	46.98%	1,654,060	44,478,077	43,238,293
EXPENDITURES	150,214,740	122,869,913	96,949,387	104,158,293	37,466,120	59,483,267	38.65%	38.30%	40.21%	(9,595,136)	47,061,256	60,396,456
SPENDING VARIANCE	(58,185,760)	(32,012,000)	(4,115,144)	596,365	8,666,017	N/A	N/A	N/A	N/A	11,249,196	(2,583,180)	(17,158,162)

CONSENT AGENDA – FOR ACTION

Agenda Item IV.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 18, 2022

Subject: PERSONNEL ITEMS
(Recommended by Superintendent)

That the Board of Education approve the following personnel items:

Teacher Full Time Assignment

Jessica Wilson - 40 hr/wk - Special Education Lead, RDLS
Effective 1/3/2022

Classified Management – Full Time

Ronald Blankenship - 40 hr/wk Special Programs Finance Supervisor
Effective 1/3/2022

Classified Part Time – Paraprofessional

Shelby Hueper 35 hr/wk – Special Ed Center Based, Sheridan
Effective 1/3/2022

Aaron Koller 35 hr/wk – Special Ed Resources Para, STEM
Effective 1/3/2022

Classified Part Time – Facilities and Transportation

Christian Schempp – 40 hr/wk – Building Cleaner
1/18/2022

Classified Full Time – Paraprofessional

Lindsay Withers 40 hr/wk – Student Engagement Specialist, High School
Effective 1/3/2022

Unpaid Leave

Jessica Sosa – Teacher – RDLS - Requesting Unpaid Childcare Leave February 24th
to 3/4/2022

Classified Part Time Resignations - Paraprofessional

Arely Anderson – Para Spec Ed HQ, RSTEM, Resignation Date 1/4/2022

Cara Halvorson – Paraprofessional, RSTEM, Resignation Date 1/7/2022

Management Team Full Time – Resignation

Carole McNaughton-Commers – Director of Community Education
Resignation Date – 2/1/2022

OLD BUSINESS – FOR REVIEW

Agenda Item V.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 18, 2022

Subject: School Activity Fees

(Recommended by the Superintendent)

A third read of Administrative Guideline 651.2: School Activity Fees.

Attachments:

Administrative Guideline 651.2: School Activity Fees
Current Athletic Fee Data

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

SCHOOL ACTIVITY FEES

I. INTRODUCTION

It is the policy of the State of Minnesota that public school education shall be free and no pupil shall be denied an education. Minnesota State Statute 123B.36 also recognizes that school boards may establish fees to support certain student activities. These administrative guidelines delineate school activity fees, pursuant to Board Policy 651.

II. ACTIVITIES SUBJECT TO FEES

A. Minnesota State High School League Activities

Participants in Interscholastic athletics and fine arts activities governed by the Minnesota State High School League will be charged a fee.

B. Other Fees

1. A program fee of \$35/student shall be charged for participation in the summer school programs by grade level (grades K-10) where funding is not provided by the state.
2. Additional fees as listed in the attached schedule.

III. FEE EXCEPTIONS

A. Fee Waiver

The student of a parent / guardian applying and qualifying for the Free or Reduced Lunch Program and providing the verification of income shall be eligible for a reduced fee.

1. A student who qualifies for a reduced price lunch will receive a 25% discount.
2. A student who qualifies for a free lunch will receive a 50% discount.
3. A full waiver may be allowed for students qualifying for the discount noted above at the discretion of the Activities Director upon consideration of extenuating circumstances.

The homeless student as defined in Section 103(a) (1) (2) of P.L. 100-77 participating in an activity under this guideline shall have their fee paid by the Parent Teacher Organization (P.T.O.), Title I funds, other donations, or the fee will be waived.

B. Third Season Free

Students participating in all three seasons will pay no fee to participate in the third season. This special rate is exclusive of the established late registration fee.

Legal References:

Minn. Stat. § 123B.36 (Authorized Fees)

Minn. Stat. § 123B.37 (Prohibited Fees)

Cross References:

Board Policy 651 (Athletic and Activity Program)

Dated: April 19, 1999

Reviewed: April 6, 2009, May 3, 2010, May 21, 2012, June 17, 2014

Revised: June 19, 2000; May 21, 2001; June 19, 2001; April 15, 2002;
July 21, 2003; April 5, 2004, May 2, 2005, July 11, 2005; May 15,
2006; August 21, 2006; March 5, 2007, April 7, 2008, May 2, 2011,
May 20, 2013, September 3, 2013, June 22, 2015, October 5, 2015;
January 3, 2022

RICHFIELD PUBLIC SCHOOLS ACTIVITY FEES
AMOUNT APPLICABLE BY GRADE LEVELS

ACTIVITY	GR 5-12	GR 7-12#	GR 6-8##	GR 9-12
BAND – HONORS & JAZZ			\$10 each	
BAND – SUMMER (\$20 uniform fee in N/A to color guard)			\$65	\$110+\$20
BASEBALL#				\$182
BASKETBALL – B/G#			\$95	\$252
CHEERLEADING (per season)				\$50
CROSS COUNTRY RUNNING – B/G#		\$168		
NORDIC SKIING – B/G#		\$196		
WINTER COMPETITIVE DANCE				\$196
FALL PERFORMANCE DANCE				\$95
DIVING#		\$196		
FOOTBALL#			\$95	\$210
GOLF – B/G#		\$182		
GRADUATION FEE (Excluding cap & gown cost)				No Charge
GYMNASTICS#		\$210		
HOCKEY – B#			\$95	\$238
INSTRUMENT RENTAL (one time fee)	\$65			
INTRAMURAL (including middle school Academic, athletic & art intramurals, & Clubs meeting outside the school day)			\$10 each	\$30 each
MATH TEAM (one time fee)			\$10	\$50
PARKING PERMIT (per semester)				\$100
ALPINE SKIING#		\$196		
SOCCER – B/G#			\$95	\$168
SOFTBALL#		\$182		
SPEECH#				\$75
SWIMMING – B/G#		\$196		
SWIMMING – SYNCHRONIZED#		\$182		
TENNIS – B/G#			\$95	\$154
THEATRE (Fall Play, Musical & RMS Play) One-Act# play			\$30 each	\$65
TRACK – B/G#			\$95	\$182
VOLLEYBALL#			\$95	\$182
WRESTLING#			\$95	\$210

#MSHSL Activities, # Jr. Varsity Program, ##Middle School Program

RICHFIELD PUBLIC SCHOOLS
ATHLETIC/CO-CURRICULAR

REDUCED FEE REQUEST FORM

Reduced fees shall be based on the following criteria.

- A student who qualifies for a reduced price lunch will receive a 25% discount.
- A student who qualifies for a free lunch will receive a 50% discount.

Student's Name _____ Date: _____

Parent/Guardian Name _____ Sport/Activity _____

Address _____

Telephone _____ Reduced rate
Requested _____

Reason _____

Student Signature Parent/Guardian Signature

For office use only:

Action taken: _____

Activities Director Date

Season	Total Athletes	Free	Free	Reduced	Reduced	Full Price	Full Price	Scholarship Awarded (Can be F, R, or FP)
Fall 2020*	274	31%	85	10%	28	59%	161	27 students
Winter 20-21*	196	15%	30	4%	8	80%	158	6 students
Spring 21*	175	12%	21	7%	12	81%	142	14 students
Fall 21	401	28%	112	8%	33	64%	256	23 students
Winter 21**	208	30%	61	7%	15	63%	132	7 students
*For the 20-21 season, there were no competitive RMS sports, so this data is for Varsity sports only								
**RMS Basketball not included; registrations are not completed, and the percentage for F/R will increase with new registrations.								

School Year	Estimated Fees Paid By Students with Free Meal Status	Estimated Fees Paid by Students with Reduced Meal Status	Total Estimated Fees Paid by Students with Free/Reduced Status (if no scholarships awarded)
2020-2021	\$13,600	\$7,200	\$20,800
2021-2022 (so far)	\$17,300	\$7,200	\$24,500
*Estimated figures are based on an average full price of \$200 per participant for registration.			

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 18, 2022

Subject: Workload Limits for Certain Special Education Teachers

(Recommended by the Superintendent)

A second read of Policy 451: Workload Limits for Certain Special Education Teachers and Administrative Guideline 451.1. Minor updates to align to the MSBA model policy have already been included. The policy and guideline have brought to the Special Education and HR departments' leadership for revisions. Additional feedback will also be obtained from a group of special education teachers.

Attachments:

Policy 451: Workload Limits for Certain Special Education Teachers – redlined

Administrative Guideline 451.1 - redlined

MSBA Model Policy 427: Workload Limits for Certain Special Education Teachers

RICHFIELD PUBLIC SCHOOLS

WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the ~~Minnesota Board of Teaching~~ Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

B. Direct Services

“Direct services” means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

C. Indirect Services

“Indirect services” means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation

with the building principal and the superintendent.

- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employers Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49
(Definitions of "Direct Services," "Indirect Services,"
"Teacher," and "Workload")
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

Cross References: MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)

~~ADOPTED~~ RATIFIED BY THE BOARD OF EDUCATION: August 17, 2015

REVISED BY THE BOARD OF EDUCATION: February 7, 2022

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

SPECIAL EDUCATION TEACHER WORKLOAD CONSIDERATION

Annually the district special education administration will complete a workload analysis for special education teachers. The special education workload analysis process will begin after the completion of December 1st childcount.

I. Special education workload analysis consists of the following steps:

A. Each special education teacher completes the electronic workload analysis form that identifies the following; students served, grade, federal setting, primary disability, direct and indirect service minutes, and initial and re-evaluations, ~~and number of paraprofessionals they supervise.~~

B. Special education lead teacher submits workload analysis forms for all building special education teachers to the district special education administration.

C. Special education administration summarizes workload data by building and district-wide.

1. Summary data is reported by ~~center base/setting III teachers,~~ resource (setting I and II), ECSE, ~~setting IV,~~ Transition programs, and Speech.

2. Each building and program will receive a summary report for the building and/or program.

II. Building administration and special education administration utilize the workload analysis alongside other factors to assist with determining special education case-management.

III. The district adheres to caseload limits set forth in Minnesota Rule 3525.2340.

LEGAL REFERENCE: Minn. Rule 3525.2340

Dated: August 17, 2015

~~Reviewed:~~

Revised: February 7, 2022

Adopted: _____

MSBA/MASA Model Policy 427

Orig. 2015

Revised: _____

427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

[Note: School districts are required by Minn. Rule 3525.2340, Subp. 4.B., to have a policy for determining the workload limits of special education staff who provide services to students who receive direct special education services 60 percent or less of the instructional day.]

[Note: Minn. Stat. § 179A.07, Subd. 1, of the Public Employment Labor Relations Act (PELRA) provides that a public employer is not required to meet and negotiate on matters of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, the organizational structure, selection of personnel, and direction and number of personnel. MSBA's position is that this policy is not a mandatory subject of bargaining. School districts, therefore, are cautioned to not relinquish their inherent managerial right to determine workload limits for special education teachers.]

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

"Special education staff" and "special education teacher" both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

B. Direct Services

"Direct services" means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

C. Indirect Services

"Indirect services" means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

D. Workload

"Workload" means a special education teacher's total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel

time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of "Direct Services," "Indirect Services," "Teacher," and "Workload")
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

Cross References: MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)

NEW BUSINESS – FOR REVIEW

Agenda Item VI.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 18, 2022

Subject: School Board Member Code of Ethics

(Recommended by the Superintendent)

A first read of Policy 202: School Board Member Code of Ethics.

Attachments:

Policy 202: School Board Member Code of Ethics
MSBA Model Policy 209: Code of Ethics

RICHFIELD PUBLIC SCHOOLS
SCHOOL BOARD MEMBER CODE OF ETHICS

I. As A Member Of The School Board I Will:

- A. Listen.
- B. Recognize the integrity of my predecessors and associates.
- C. Appreciate the merit of their work.
- D. Be motivated only by a desire to serve the pupils of my district.
- E. Attempt to inform myself on the proper duties and functions of a school board member.
- F. Recognize that it is my responsibility, together with other school board members, to see that the schools are properly run, not to run them myself.
- G. Work through the administration employees of the school board--not over or around them.
- H. Recognize that school business may be legally transacted only in an open meeting of the school board.

II. In Performing The Proper Functions Of A School Board Member I Will:

- A. Perform under education policies unless necessity requires otherwise.
- B. Function in meeting the legal responsibility that is mine as part of a policy-forming body--not as an administrative officer.
- C. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.

III. To Maintain Relations With Other Members Of The School Board I Will:

- A. Respect the right of others to have and express opinions.
- B. Recognize that authority rests with the school board in legal session--not with the individual members of the school board except as authorized by law.
- C. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
- D. Recognize that to promise in advance of a meeting how I will vote on any proposition is to close my mind and agree not to think through other points of view which may be presented to the meeting.
- E. Make decisions in school board meetings only after all sides of debatable questions have been presented.
- F. Delegate details of school board action to administrative employees.
- G. Insist that special committees be appointed to serve only in an advisory capacity to the school board.

IV. In Meeting My Responsibilities To My Community I Will:

- A. Attempt to appraise both the present and future educational needs of the school district.
- B. Attempt to obtain adequate financial support for the school program.
- C. Interpret the needs and attitudes of the community and do my best to translate them into the educational program of the school district.
- D. Consider it an important responsibility to interpret the educational program of the school as it relates to the needs of the community.
- E. Insist that business transactions of the school district be on an ethical and open basis.

V. In Working With The Superintendent Of Schools And Staff I Will:

- A. Hold the superintendent responsible for the administration of the school district.
- B. Give the superintendent authority commensurate with the responsibility.
- C. Assure that the school district will be administered by the best professional personnel available.
- D. Consider the recommendation of the superintendent in the appointment of all employees.
- E. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
- F. Expect the superintendent to keep the school board adequately informed at all times through both oral and written reports.
- G. Spend adequate time in school board meetings on educational policies.
- H. Give the superintendent counsel and advice.
- I. Recognize the status of the superintendent as an ex officio member of the school board.
- J. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board.
- K. Present any personal criticisms of employees to the superintendent.
- L. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

VI. In Fulfilling My Legal Obligations As A School Board Member I Will:

- A. Comply with all federal, state and local laws relating to my function as a school board member.
- B. Comply with all school district policies as adopted by the school board.
- C. Abide by all rules and regulations as promulgated by the Minnesota Department of Children, Families and Learning and other federal and state agencies with jurisdiction over school districts.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board
Member Code of Ethics

Adopted by the Board of Education:	December 11, 1989
Reviewed by the Board of Education	November 13, 2012, January 19, 2016
Revised by the Board of Education:	August 11, 1997, August 6, 2001, August 1, 2005

Adopted: _____

MSBA/MASA Model Policy 209

Orig. 1995

Revised: _____

Rev. 2009

209 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.

5. Work through the superintendent – not over or around the superintendent.
 6. Delegate the implementation of school board decisions to the superintendent.
- C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:
1. Respect the rights of others to have and express opinions.
 2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
 3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
 4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
 5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
 6. Insist that committees be appointed to serve only in an advisory capacity to the school board.
- D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:
1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
 2. Attempt to obtain adequate financial support for the school district's programs.
 3. Insist that business transactions of the school district be ethical and open.
 4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.
- E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:
1. Hold the superintendent responsible for the administration of the school district.
 2. Give the superintendent authority commensurate with his or her responsibilities.
 3. Assure that the school district will be administered by the best professional personnel available.
 4. Consider the recommendation of the superintendent in hiring all employees.
 5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
 6. Insist the superintendent keep the school board adequately informed at all times.
 7. Offer the superintendent counsel and advice.

8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 18, 2022

Subject: Board Member Orientation and Development

(Recommended by the Superintendent)

A first read of Policy 204: Board Member Orientation and Policy 205: Board Development. It is recommended that these policies be combined together into one policy named Policy 204: Board Member Orientation and Development. This will streamline the process of any future updates to the policy.

Attachments:

Policy 204: Board Member Orientation

Policy 205: Board Member Development

MSBA Model Policy 212: School Board Member Development

RICHFIELD PUBLIC SCHOOLS
BOARD MEMBER ORIENTATION

1.0 It is the desire of the Richfield Board of Education that newly elected members receive a thorough orientation prior to assuming their duties. This will enable new members to participate meaningfully in Board deliberations from the start of their first term.

2.0 The Superintendent is hereby charged with the responsibility to develop a new member orientation program which includes the following components:

2.1 Discussion of school board operations and member responsibilities, Board/superintendent relations, and the processes for Board self-evaluation and superintendent evaluation

2.2 Discussion of the school district strategic plan

2.3 An overview of key responsibility areas and activities associated with each central office administrative position, particularly as they relate to board activities and decisions

2.4 An opportunity to visit school facilities and be introduced to key school district personnel

The length and content of each board member orientation may vary depending on the board member's availability and familiarity with the school district and school district personnel.

3.0 The orientation program described above is intended to be in addition to, rather than a replacement for, programs sponsored by the Minnesota School Boards Association. It is the Board's desire that newly elected members also attend MSBA orientation programs, including training in school finance and management as required by law (M.S. §123.33, Subd. 2a).

4.0 The Board desires that the locally developed orientation program be conducted during the period following each school board election and prior to the Board's organizational meeting or following an appointment.

5.0 Newly elected Board members will be asked to review and evaluate the board member orientation program after entering Board service. Their comments will be used to increase the effectiveness of the program.

Adopted by the Board of Education:	May 2, 1988
Reviewed by the Board of Education:	August 1, 2005, January 19, 2016
Revised by the Board of Education:	January 8, 1996, September 21, 1998, August 6, 2001

RICHFIELD PUBLIC SCHOOLS

BOARD MEMBER DEVELOPMENT

It shall be the policy of the Board of Education, to encourage individual Board members to participate in meetings, seminars, conventions and other programs designed to improve member performance in the board role. To this end, members are especially encouraged to attend the functions of the National School Board Association (NSBA), the Minnesota School Board Association (MSBA), and the American Association of School Administrators (AASA), all of which provide programs specifically designed for Board member development.

The school district shall pay expenses incurred by board members in response to this policy.

Board member development activities will be conducted within budgetary limits.

Legal References: Minn. Stat. 123B.09, Subd. 2 (School board member training)

Adopted by the Board of Education:	October 6, 1986
Reviewed by the Board of Education:	July 9, 2001, January 19, 2016
Revised by the Board of Education:	September 3, 1996, August 1, 2005

Adopted: _____

Revised: _____

MSBA/MASA Model Policy 212

Orig. 1995

Rev. 2005

212 SCHOOL BOARD MEMBER DEVELOPMENT

I. PURPOSE

In recognition of the need for continuing inservice training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). School board members shall receive training in school finance and management developed in consultation with MSBA.
- B. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups.
- C. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- D. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

NEW BUSINESS- FOR ACTION

Agenda Item VI.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 18, 2022

Subject: 2022 Board Member Represent A School Assignments

(Recommended by Superintendent)

That the board approve the 2022 Represent A School Assignments.

Represent A School Assignments	Proposed 2022 Appointments
Central Education Center	Allegra Smisek
Centennial Elementary	Paula Cole
Sheridan Hills Elementary	Tim Pollis
RSTEM Elementary	Rachel Banks Kupcho
RDLS	Paula Cole
Richfield Middle School	Allegra Smisek
Richfield High School	Eric Carter
RCEP	Crystal Brakke

Attached:

Administrative Guideline 926.2: Represent a School Program

RICHFIELD PUBLIC SCHOOLS
ADMINISTRATIVE GUIDELINES
REPRESENT A SCHOOL PROGRAM

One of the objectives of the Board of Education is to foster a positive climate by increasing Board member visibility in the schools. One way by which this objective can be accomplished is to have each Board member "represent a school," attempting to schedule occasional visits during the school day and participating in selected school activities throughout the school year.

A. PURPOSE OF "REPRESENTING A SCHOOL"

1. To provide increased opportunities for face-to face contact between individual Board members and students, teachers, and parents.
2. To provide an opportunity for a more direct, in-depth exposure to Richfield Public Schools' programs and activities than can be obtained through written and oral reports or through occasional visits to a variety of schools.
3. To ensure that all buildings are visited, without placing an undue burden on any one Board member.

B. ROLE OF BOARD MEMBER IN ADOPTING A SCHOOL

1. In "representing" a building, each Board member will try (as his/her schedule permits) to attend late afternoon or evening functions that facilitate exposure to students, staff, and parents. From time to time, a Board member liaison may also wish to visit during school hours, as arranged with the principals.
2. The "representation" is not meant to be a burden either to the Board member or to the school which the Board member has adopted. Everyone is too busy to add significantly to the work load. Neither is the representation intended to alter the respective roles of Board members as District-wide policy-makers; principals as building managers and leaders; and the superintendent as the conduit for bringing issues and concerns which have policy, personnel or financial implications to the Board for discussion and action.

C. PRINCIPAL'S ROLE IN FACILITATING THE REPRESENTATION

1. The principal can keep the Board member informed by placing him/her on the school mailing list, so that any material a parent would receive would likewise be sent to the Board member (e.g. parent group materials, school newsletter, special announcements, etc.)
2. If the Board member wishes to visit during the school day, the principal would be expected to facilitate the visit in the same manner as the principal would facilitate a parent visit. Any guidelines for visitations that apply to parents or other visitors would also be expected to apply to Board member visits.

D. ASSIGNMENT OF BOARD MEMBERS TO BUILDINGS

In order for a "Represent -a-School" program to succeed, the assignment of each Board member to a school must be a realistic expectation for each Board member assigned. For example, if a given Board member has a very heavy outside work schedule but would be attending at least some events that pertain to that Board member's child (ren) attend, it may be wise for that Board member to represent the school which his child (ren) attend(s). Further, if Board members vary substantially in the time available to devote to school visitations, those Board members with more time may be willing to be assigned to two schools, in order to supplement visits by a Board member who is able to visit his/her assigned school on a less frequent basis. So Board members are exposed to the possibility of representing multiple schools over the course of his/her term of office, it is recommended that Board members are given the option of representing a different school each year.

Dated: August 7, 2000
Reviewed: March 5, 2007
Revised: December 3, 2018

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 18, 2022

Subject: 2022 Board Liaison Assignments

(Recommended by Superintendent)

That the board approve the 2022 Board Liaison Assignments

ORGANIZATION	PURPOSE	MEETING SCHEDULE & LOCATION	2022 Assignments
Association of Metropolitan School Districts (AMSD)	AMSD's primary task is to lobby at the state level for the needs of metropolitan school districts.	7 – 9 a.m. Website Quora Education Center (70 W. Cty Rd B2, Little Canada 55117) February 4, March 4, April 8, May 6, May 27	Brakke Unowsky Smisek (Alternate) Daniels(Alternate)
Activities Advisory and Fundraising Advisory Committees	Provides student, families, and Richfield community opportunities for learning & participating beyond the classroom.	District Board Room, Typically 3 rd Wednesday of the month, 6:30 – 8:15 p.m. Activities Advisory – February, April, June Fundraising Advisory – March, May	Carter (Activities) (Fundraising) Ellerson Unowsky
Board Representatives – Negotiations & District Insurance Committee	Advisory role	Insurance Committee: Typically 2 nd Wednesday of the month, 3:45 – 5 p.m. Feb 9, March 16, April 13, May 11, June 8 Negotiations Team meets as needed	Pollis Holje
Community Education Advisory Council	The mission of Community Ed is to bring together school and community services.	Typically 2 nd Monday of the month, 6 - 7:30 p.m. Central Education Center Jan 10, Feb 28, April 11, May 9, June 6	Cole McNaughton-Commers
District Construction Committee	Reviews construction project proposals and progress updates	Once per month afternoon meetings as needed	Smisek Holje
District Curriculum Advisory Committee	Parents, Administration, and School Staff – advise & support the implementation of the curriculum.	Wednesdays, 5 times per year, 5 – 6:30 p.m. District Board Room February 16, April 20	Smisek Daniels
District Health, Safety & Wellness Committee	Reviews efforts to ensure a safe workplace and healthy place to learn.	Quarterly, 7:15 – 8 a.m. District Board Room February 10, April 21	Board Member Holje
District Technology Advisory Committee	Provides input on our technology infrastructure project, K-12 digital and media literacy standards, digital learning model, etc.	Meets 4 times per year, 5 – 6:30 p.m. District Office Conference Room February 8, April 12	Carter Klinge

Fiscal Planning Advisory Committee	The purpose of the FPAC is to provide advice to the superintendent in areas of budget and finance planning.	2 nd Monday of the month 6:30 – 8 p.m. Virtual meetings Jan 11, February 14, March 14, April 11, May 9	Banks Kupcho Smisek (Alternate) Holje Gilligan
Friends of Wood Lake (FOWL) Board of Directors	Advocacy and fundraising group in support of the nature center.	Typically 3 rd Thursday of the month, 4:30 p.m. Virtual meetings Jan 20, Feb 17, March 17, April 21, May 19, June 16, July 21, Aug 18, Sep 15, Oct 20	Banks Kupcho
Headway Emotional Health Services	Experienced emotional and mental health care professionals		Banks Kupcho
Hennepin South Services Collaborative Richfield Community Council/Alliance for Families & Children	HSSC invests in and collaborates with community partners to ensure quality services to children, youth, and families in the Bloomington, Eden Prairie, and Richfield communities.		McNaughton-Commers
Intermediate District 287	Educational partner providing innovative specialized services to meet the unique learning needs students.		Brakke
Metro South Adult Basic Education	Educational partner providing basic adult education.		McNaughton-Commers
Minnesota State High School League	Provides opportunities for athletics and fine arts competition	Virtual meetings once per month Jan 12, 2 – 4 p.m.; Feb 3, 9:30 a.m. – 12:30 p.m.; March 1, 2 – 4 p.m.; April 7, 9:30 a.m. – 12:30 p.m.; May 10, 9 a.m. – 12 p.m.; June 7, 9:30 a.m. – 12:30 p.m.	Pollis Unowsky
MSBA Delegate Assembly	MSBA supports, promotes and enhances the work of public school boards and public education.	Meets once yearly (December)	Cole
PELSB Board	Teacher Licensing	Monthly	Unowsky
Richfield Chamber of Commerce	Brings together the business and professional people of the city to create a better business climate.	Meets monthly	Holje
Richfield City Council (Planning Commission if appropriate)	Guides Richfield development	2 nd & 4 th Tuesday of the Month, 7 p.m. Richfield Municipal Center, Council Chambers	Cole
Richfield Community Services Advisory Commission	City issues related to recreation, parks, public works		Kretsinger
Richfield Foundation	Partners with non-profit and neighborhood organizations to		Unowsky

	support Richfield community, families, and children.		
Richfield Historical Society	Collects, preserves and shares the story of Richfield	3 rd Monday of the month, 7 p.m. Richfield History Center, 6901 Lyndale Ave.	Cole
Richfield Human Rights Commission	Helps to secure human rights and equal opportunity for residents of Richfield	1 st Tuesday of the month, 6:30 p.m. Richfield City Hall	Smisek
RPS Foundation	Supports RPS with educational grants for enrichment		Unowsky
Richfield Spartan Foundation	Supports the youth of Richfield – Golf Tournament, Scholarships	Meet on an as needed basis Contact: Bill Davis 612-819-9053	Pollis
Safe & Supportive Schools Advisory Committee	Provide input to improve school climate and school safety ensuring that all Richfield students have a safe and supportive learning environment that maximizes each student's learning potential.	Parent Mtgs: Quarterly, 5 – 7:30 p.m. Feb 3, March 15, May 17 Student Mtgs: Quarterly, 9 – 11 a.m. Feb 9, March 16, May 18	Brakke (Student) Smisek (Student & Parent) Clarkson Gonzalez
Superintendent Strategic Advisory Committee	Sharing perspectives on meeting the needs of our students, families & residents with school district leadership.	6:30 p.m. - 8:30 p.m. District Board Room No meetings in the current school year; will restart in fall of 2022	Unowsky Rotation of Board Members (1 per meeting)
Work Experience Advisory Committee	Advises RPS work-based learning program	Typically 3 rd Tuesday of the month 3:30 – 4:30 p.m., virtual Feb 15, March 15, April 19, May 10	Pollis

NEW BUSINESS - FOR ACTION

Agenda Item VI.E.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 18, 2022

Subject: SHERIDAN HILLS Facilities Project Change Order #030

(Recommended by the Superintendent)

That the Board of Education approve SHERIDAN HILLS Facilities Project Change Order #030 for a net increase of \$3,360.00.

Background Information

- Sheridan Hills Elementary Change Order #030 – An addition of \$3,360 for furnishing and installing a tackable corkboard on the backside of the locker cubbies in the Kindergarten classrooms for use in the kindergarten room.

The original (Contract Sum)	\$9,582,000.00
Net Change by previously authorized Change Orders	\$499,543.00
The contract sum prior to these Change Orders	\$10,081,543.00
The contract sum will be increased by these Change Orders in the amount of	\$3,360.00
The new contract sum including all Change Orders will be	\$10,084,903.00



ICS
1331 Tyler Street NE, Suite 101
Minneapolis, Minnesota 55413
Phone: (763) 354-2670
Fax: (763) 780-2866

Project: S180064 - SHRDN - ISD #280, Richfield Sheridan Hills
Elementary 2019 Additions & Renovations
6400 Sheridan Avenue South
Richfield, Minnesota 55423

Contract Change Order #030: Corval CO 030

CONTRACT COMPANY:	Corval Group 1633 Eustis Street St. Paul, Minnesota 55108	CONTRACT FOR:	SC-S180064 - SHRDN-001:Corval Group Single Prime Contract
DATE CREATED:	1/10/2022	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	01/10/2022
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	Design Development
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	
FIELD CHANGE:	No	TOTAL AMOUNT:	\$3,360.00

DESCRIPTION:

Included in this change order are costs to furnish and install a corkboard finish on the backside of the locker cubbies in (4) Kindergarten classrooms.

CE #149 - RFCO - Corkboard for cubby backs: \$3,360.00
RFCO - Corkboard for cubby backs

ATTACHMENTS:

[GCPR#91 - Cork Board for Cubbies.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 9,582,000.00
Net change by previously authorized Change Orders	\$ 499,543.00
The contract sum prior to this Change Order was	\$ 10,081,543.00
The contract sum will be increased by this Change Order in the amount of	\$ 3,360.00
The new contract sum including this Change Order will be	\$ 10,084,903.00
The contract time will not be changed by this Change Order by	

Corval Group
1633 Eustis Street
St. Paul Minnesota 55108

Wold Architects & Engineers
332 Minnesota Street, Suite W2000
St. Paul Minnesota 55101

Independent School District #280
7001 Harriet Avenue S.
Richfield Minnesota 55423

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 18, 2022

Subject: Central Facilities Project Change Order #011

(Recommended by the Superintendent)

That the Board of Education approve Central Education Center Facilities Project Change Order #011 for a credit of \$16,309.13.

Background Information

- Central Education Change Order #011 – A deduct of \$16,309.13 for owner paid costs to be back charged to the contractor. These costs were for two service calls for Fire Alarm work during construction and for the owner hired work for the sewer blockage that was determined to be at fault of the flooring contractor. Significant additional work for the sewer back up was incurred but paid directly by the contractors.

The original (Contract Sum)	\$4,305,000.00
Net Change by previously authorized Change Orders	\$147,128.65
The contract sum prior to these Change Orders	\$4,452,128.65
The contract sum will be increased by these Change Orders in the amount of	(\$16,309.13)
The new contract sum including all Change Orders will be	\$4,435,819.52



ICS
1331 Tyler Street NE, Suite 101
Minneapolis, Minnesota 55413
Phone: (763) 354-2670
Fax: (763) 780-2866

Project: S180064 - CEC - ISD #280, Richfield Central Ed Center

Contract Change Order #011: Rochon CO 011

CONTRACT COMPANY:	Rochon Corporation 28 2nd Street NW, Suite 200 Osseo, Minnesota 55369	CONTRACT FOR:	SC-S180064 - CEC-001:Rochon Single Prime
DATE CREATED:	1/10/2022	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	01/10/2022
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	Backcharge
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	
FIELD CHANGE:	No	TOTAL AMOUNT:	(\$16,309.13)

DESCRIPTION:

Included in this change order are credits to off-set costs incurred by the District for (2) monitoring company service calls and services rendered to assist with unclogging sewer drains that were ultimately deemed caused by a subcontractor on the project.

CE #014 - RFCO - Fire Alarm (All-State Service Calls): (\$540.00)
RFCO - Fire Alarm (All-State Service Calls)

CE #051 - RFCO - Sewer Blockage Repair: (\$15,769.13)
RFCO - Sewer Blockage Repair

ATTACHMENTS:

[PCO#042 - Sewer Issues.pdf](#) [Central - Sewer Issue Back-up.pdf](#) [ASC7.82592 Invoice 03.31.21.pdf](#) [ASC7.83734 Invoice 05.24.21.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 4,305,000.00
Net change by previously authorized Change Orders	\$ 147,128.65
The contract sum prior to this Change Order was	\$ 4,452,128.65
The contract sum will be decreased by this Change Order in the amount of	(\$16,309.13)
The new contract sum including this Change Order will be	\$ 4,435,819.52
The contract time will not be changed by this Change Order by	

Rochon Corporation
28 2nd Street NW, Suite 200
Osseo Minnesota 55369

Wold Architects & Engineers
332 Minnesota Street, Suite W2000
St. Paul Minnesota 55101

Independent School District #280
7001 Harriet Avenue S.
Richfield Minnesota 55423

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

NEW BUSINESS - FOR ACTION

AGENDA ITEM VI.G.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 18, 2022

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

(Recommended by Superintendent)

That the Board of Education authorize Member Tim Pollis to perform casual part-time services during the 2021-2022 school year.

Background Information

(Prepared by Craig Holje)

Member Pollis is interested in applying to be a substitute teacher and/or substitute paraprofessional during the 21-22 school-year.

The maximum amount that can be earned in one fiscal year by a Board Member according to Minnesota State Statute 123B.195 is \$8,000. A majority of the school board must approve the employment at a board meeting at which all board members are present.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 18, 2022

**Subject: Master Agreement with Management Team for years 2021-2022
and 2022-2023**

(Recommended by the Superintendent)

It is recommended that the Board of Education approve the proposed Master Agreement with the Management Team for the years 2021-2022 and 2022-2023.

Background Information

(Prepared by Steven Unowsky)

It is recommended that the School Board approve the agreement.

The essential financial changes to the agreement include the following:

Base Salary and Benefit Summary

Year 1 - July 1, 2021 – June 30, 2022

- 1.) Base Salary Schedule Increase of 2%
- 2.) Health Insurance – No change
- 3.) Dental Insurance – No change

Year 2 - July 1, 2022 – June 30, 2023

- 1.) Base Salary Schedule Increase of 2%
- 2.) Health Insurance – No change
- 3.) Dental Insurance – No change

Language/transition Items:

1. Adjusted language in the medical benefits section aligned with other contracts reflecting references to “deductible plans” as well as defining plans with updated terms.
2. Adjusted language in VEBA section to provide administrative fees paid by district for all active employees which then become responsibility of individual at time of employment termination
3. Adjusted language in the staff development section to allow additional funds to accrue and clarifying how funds can be used.

4. Adjusted retirement incentive language to provide for a benefit to those who have reached age 62 with 13 years of service to the district.
5. Market adjustments for various positions based on a compensation study

RICHFIELD PUBLIC SCHOOLS

MANAGEMENT TEAM

HANDBOOK

2021-2023

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ARTICLE I

PURPOSE

The purpose of this handbook is to provide general, salary, and benefit information for administrators related to Management Team members and their employment.

A. Physical Examinations

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

B. Retirement

In the interest of a uniform policy applicable to all employees of this school district and in conformance with the provisions of the continuing contract law, the retirement age for all members of the staff shall be at the end of the fiscal year in which the member reaches the age of seventy (70) years, except as provided by federal legislation.

ARTICLE II

SALARIES

A. Method of Salary Payment

Members of the Management Team shall be paid twice each month, on the 5th and 20th.

B. Deductions

1. Compulsory Deductions

Federal withholding tax
Minnesota withholding tax
Retirement, social security, and Medicare

2. Voluntary Deductions

Annuities
Savings bonds
Flexible benefit account

C. Incentive Pay

Management Team members will be eligible for performance incentive pay based on the attainment of pre-determined performance objectives and established criteria. The Superintendent of Schools shall, at the Superintendent's sole discretion, be authorized to award an amount of dollars equaling up to 6% of the employee's base salary on an annual basis.

D. Leap Years

During a calendar year in which there are 366 days (i.e., Leap Year), the employee will be paid for one (1) additional work day at his/her daily rate of pay. The daily rate of pay will be determined by dividing the employee's applicable base salary by 260. This payment will be included in the employee's salary on the payroll following February 29th during the Leap Year.

ARTICLE III

BENEFITS

A. Holidays

Management Team members shall be granted twelve holidays as follows: Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Two Winter Break Holidays, Two New Year's Holidays, Martin Luther King, Jr. Day, President's Day, Spring Holiday and Memorial Day.

B. Vacations

1. Unused vacation must be taken within six (6) months after the end of the contract year in which it is earned. Management Team members shall have five (5) days of unpaid vacation available for use during the contract year. Unpaid vacation is available on the same terms and conditions as paid vacation. Paid vacation time will be used first unless the Management Team member specifically designates the use of unpaid vacation. Unpaid vacation must be taken within the contract year to which

it relates. Unpaid vacation does not carryover to subsequent contract years.

2. The smallest unit of vacation that can be taken is one-half day. Normally the number of days taken individually shall not exceed one-fourth of earned vacation days.
3. If annual work calendars, as assigned by the Superintendent, require fewer vacation days, additional days will be paid on a pro rata basis.

C. Tax Deferred Programs

1. The District will contribute on a matching basis up to 4% of the administrator's salary to all Management Team members in accordance with the benefit program. After the employee has completed ten (10) full years of continuous service for the District, the District will contribute on a matching basis up to 6% of the individual's salary. In no event will the District's matching contribution exceed the amount allowed by Minn. Stat. 356.24 (as amended), or other applicable law.
2. All Management Team members who wish to enroll must complete the District form provided for this. Entry can occur at any time.
3. Forms are not required the following year if no change in deduction is made.
4. Before completing the District form, arrangements must be made with the company of the employee's choice selected from those companies approved by the District.
5. Yearly tax deferred deductions and matching contribution cannot be withdrawn until the end of the fiscal year.

D. Dental Benefits Program

The District will provide dental benefits for all members of the Management Team and their dependents. The District will pay the total premium cost for the plan, based on a composite rate quotation, for all Management Team members selecting coverage.

A Management Team member who retires will be allowed to continue in the District Dental Benefits program. The premium costs to the employee for this coverage shall be the same as if the individual were still on the staff. This provision shall apply until the individual becomes eligible for Medicare benefits.

E. Medical Benefits Program

1. The District shall provide a medical benefits program that includes single and dependent. The District will select the insurance carrier/plan administrator and policy after considering the recommendations of the Medical and Dental Benefits Committee.
2. Participation in the District medical benefits program is voluntary on the part of the employee. No additional compensation will be made to those who choose not to accept any or all portions of the program.
3. The District shall offer at least one deductible plan coupled with a VEBA Trust . Each employee who chooses to enroll in a deductible/VEBA plan shall receive a District contribution to a VEBA account set up for that employee. The following provisions shall apply to the deductible/VEBA plan offered by the District:
 - a. Single Coverage: The District shall pay the full cost of the single premium or equivalent for the deductible plan. For informational purposes only, this is the plan identified as Plan A during the 2021-2022 school year.. The District will make a \$750 annual contribution, paid semi-annually in July and January, to the employee's VEBA account.
 - b. Dependent Coverage: As of July 1, 2021, the District shall pay \$1,280 monthly toward the cost of the dependent premium or equivalent for the deductible plan. The District will make a \$1,000 annual contribution, paid semi-annually in July and January, to the employee's VEBA account.

In the event two full time employees are covered under one dependent policy, the maximum District premium payment will be the total cost of the dependent premium or equivalent for the high-deductible plan. The District will make a \$1,000 annual contribution, paid on a semi-annual basis, to each employee's VEBA account who is covered under the same dependent policy.
 - c. The employer will contribute up to \$6.00 per month to the VEBA trust for administrative fees for all individuals employed by the District and covered by this handbook at the time the administrative fee is due. Individuals not employed at the time of the administrative fee charge will have the fee deducted from the VEBA account..

4. Post retirement medical benefit for Management Team members hired prior to January 1, 2011 are as follows:
 - a. Management Team members hired on and after July 1, 2001 must have completed at least 10 years of employment as an administrator in the Richfield Public Schools and attain age 55 to be eligible for post retirement medical benefits.
 - b. A member of the administrative staff who retires early at age fifty-five (55) will be allowed to continue in the District Medical Benefits program. The District will pay toward the premium cost for this coverage, the same as if the individual were still on the staff. This provision shall apply until the individual reaches Medicare eligibility. The District will cover the cost of dependent coverage until the spouse reaches Medicare eligibility.
 - c. Management Team members are eligible to receive the Medicare Supplement herein provided, the cost to be borne by the District if you continue the above program until you reach Medicare eligibility. The employee's spouse also will be eligible to be included in the Medicare Supplement program at the time of Medicare eligibility if he/she is covered by this group plan until they reach Medicare eligibility or if the spouse maintained continuous coverage with another employer or plan prior to age 65 and coverage under the Richfield plan would constitute redundant coverage. The cost of the Medicare Supplement, for the employee's spouse, will be borne by the District.
 - d. In the event of the employee's death while insured, the dependent coverage will continue while the current policy is in effect, until the end of three years after the employee's death, or earlier if that person marries or otherwise ceases to be an eligible dependent, or becomes insured under another plan of group insurance. At the end of the three year period no further coverage will be available, except as is otherwise provided by state/federal law.

In the event of the employee's death while covered under the dental program, the dependent will be covered for a period of one year after the employee's death. After this period no further coverage will be available at District expense.
5. For Management Team members employed after December 31, 2010, the District shall make an initial contribution of \$5,000 for the employee to a post employment premium health reimbursement arrangement ("HRA") sponsored by

the District following completion of five consecutive years of service with the District beginning with the July 1, 2012 plan year.

At the time of the initial \$5,000 contribution, the employee shall be 100% vested in the HRA account balance. The account balance shall be maintained in a trust established by the District for purposes including funding District HRA obligations. Thereafter, a \$1,000 annual contribution shall be made for each complete year of service with the District; provided, however, that the District's contribution upon the completion of each five years of service interval will be \$5,000, rather than \$1,000. For example, the District's contributions will be as follows:

Consecutive Years Completed	HRA Contribution
5	\$5,000
6	\$1,000
7	\$1,000
8	\$1,000
9	\$1,000
10	\$5,000
11	\$1,000
Etc.	

The District's HRA payments were changed for the 2019-20 school year. These changes will not be retroactive to previous years..

Contributions shall be made to the trust at the conclusion of the service year. Contributions shall only be made for complete years of service with the District except for the year in which the employee retires. For the year in which the employee retires, the contribution will be made on or before the date of retirement and shall be \$1,000 pro-rated for whole calendar months of service.

F. Term Life Insurance

1. Term Life insurance will be supplied by the District, at no cost to the Management Team member in an amount equal to three times the individual's basic annual salary on the date the insurance becomes effective, taken to the nearest multiple of \$500 to a maximum of \$300,000. A member of the Management Team who retires early will be allowed to continue in the life insurance program with full coverage until age 65. Sixty-five percent of the life insurance program will be continued until age 70. The premium costs to the administrator for this coverage shall be the same as if the individual were still on the staff.

2. If the employee's salary changes, the amount of the insurance shall be redetermined as of the date such change is made.
3. No increase in amount of insurance shall become effective if an employee is away from work due to disability.
4. There shall be no decrease in amount of insurance due to decrease in salary.
5. The Human Resources Department will provide proper forms on request of a spouse in the event of death while still employed.
6. The following supplemental life insurance is made available to the Management Team member in addition to the insurance above. Full cost for supplemental life insurance shall be paid by the Management Team member at the current coverage rates.
 - a. Supplemental Life Coverage Amount
 - \$ 25,000
 - \$ 50,000
 - \$ 75,000
 - b. Dependent Life Insurance

Wife or husband	\$ 5,000
Child - 14 days but less than 6 months	\$ 200
6 months but less than 21 years (to 25 if full time student)	\$ 2,000

G. Income Protection Plan

1. The District shall make available to all Management Team members a Long Term Disability (LTD) insurance program. Benefits shall begin after the seventy-eighth (78) calendar day of total disability.
2. The amount of the monthly income benefit shall be at a minimum seventy percent (70%) of the scheduled salary, less any amounts collectible under Worker's Compensation, the Teacher's Retirement Association Plan, and State Disability benefits law and the full disability benefit of Social Security.

3. The District will pay the cost of the Long Term Disability Insurance for each participant.
4. For illness or accidents where absences are expected to continue for more than 78 calendar days, please contact the Human Resources Office within 30 days. A claim form will be initiated, a portion to be completed by the employee and a portion to be completed by the employee's medical provider. The medical provider will mail the completed form directly to the insurance carrier.
5. Income protection insurance will be canceled upon termination of employment or on reaching the age of 70.
6. For Management Team members on Long Term Disability on the date of ratification of the Management Team handbook, the District will pay the total premium amounts for medical and dental benefits coverage in place at the time of disability, for those individuals on long term disability, until the individual becomes eligible for Medicare coverage.

For Management Team members who go on Long Term Disability after July 1, 2005, the District will pay the same insurance benefit contribution toward the premium amounts of medical and dental benefits coverage as if the individual were actively employed, for a period of 24 months. After the 24th month on long term disability, the district contribution toward the health benefit premium shall equal the cost of the single premium for the high deductible medical benefit plan and premium for the dental benefit plan until the individual becomes eligible for Medicare or Medicaid benefits.

H. Worker's Compensation

1. All employees are covered by Worker's Compensation according to the law of the State for injuries sustained in the course of employment, if injuries require the care of a medical provider.
2. All injuries should be reported immediately on the proper forms available in the District Office.
3. On approved claims, all medical providers and hospital expenses will be paid. In addition compensation for loss of time will be paid at the rate established by the State after a three-day waiting period. Full salary will be paid, if sufficient sick leave has accumulated. Deduction, for the amount paid by the insurance company, will be made from your salary and a deduction from accumulated sick leave will be made on a prorated basis.

I. Health and Accident Insurance for Retired Employees After Becoming Eligible for Medicare Eligibility

1. In accordance with the provisions of Article III, Section E.4, a supplement to Medicare will be supplied to Management Team members hired prior to January 1, 2011 at Medicare eligibility with the cost to be borne by the District, if your present coverage is in effect until that time. On retirement at the time of Medicare eligibility, your regular group health and accident coverage will be changed to Medicare supplement coverage.
2. Management Team members hired prior to January 1, 2011 who are eligible for Medicare may continue the health and accident coverage for their spouse until Medicare eligibility, providing the spouse has already reached the age of 55 and providing he/she is at that time covered under the group policy. This cost will be borne by the District. A Medicare supplement is available to the spouse after he/she reaches Medicare eligibility. If this coverage is selected the district will pay the full cost of the spouse's Medicare supplement.

J. Leaves

1. Sick Leave

- a. Sick leave allowance of thirteen (13) days per year, accumulative shall be allowed for full time members of the Management Team.
- b. In cases of extended illness the fitness of the employee for the performance of duties shall be determined by a competent medical provider.
- c. Days of sick leave shall be credited in July when the fiscal year starts.
- d. Employees will have access to an electronic record of his/her accumulated balance of sick leave.
- e. A Management Team member who has been employed by the district for the most recent 12 month period and holds a .5 FTE or greater position may use up to twenty (20) days of accumulated sick leave during the school year, as is medically necessary, for the illness or injury of a spouse, parent, step-parent, parent-in-law, adult child, sibling, grandchild, or grandparent.

2. Disaster Leave

Additional sick leave benefits shall be granted to any Management Team member who has exhausted accumulated sick leave benefits, if such Management Team member has been continuously disabled and unable to work for a period of 30 or more consecutive duty days, as certified by a medical provider. Disaster leave benefits shall commence as of the duty day immediately following the last day of regular sick leave payment. Disaster leave benefits shall continue only for the period during which the Management Team member remains continuously disabled and unable to work and shall cease on the 78th calendar day of total disability.

3. Personal Leave

Up to six (6) days of earned sick leave per year may be used for:

- a. Death of a relative or friend. If needed for these purposes, the District may grant up to six (6) additional days of personal leave not used in the previous two (2) years with deduction from accumulated sick leave. Such additional leave must be requested in writing and must receive written approval in advance from the Human Resources Office.
- b. One day of earned sick leave may be used for a personal emergency or calamity. Upon returning to work, notification in writing shall be given to the appropriate person describing the nature of the emergency or calamity which transpired.

Weather conditions may constitute a legitimate calamity day providing that every reasonable effort has been made by the Management Team member to get to work.

- c. Absence with pay may be allowed for a required appearance in court, tax audit, adoption, college or a university examination or graduation. Absence with pay may also be allowed for marriages or graduations in the immediate family (including nieces and nephews) that require travel or must be attended during the school day. A request for leave in this Division must be submitted to the Human Resources Office in advance.
- d. Yom Kippur, Rosh Hashanah, Christmas and Good Friday, when they fall on a regularly scheduled work day, will each be considered a day deductible from personal leave for Management Team members who desire to observe said days. A request for leave in this Division must be submitted to the Human Resources Office in advance.

- e. Each regularly employed Management Team member may be granted two (2) days of their personal leave per year to handle important personal matters at the Management Team members' own discretion. Requests for such leave must be made to the Human Resources Office at least two (2) days in advance. Priority will be given to individuals who have not used this provision in the past, providing the request is made at least 4 weeks in advance. Only one day per year may be used to extend a break in the school calendar.

K. Automobile Mileage

The District shall reimburse Management Team members for job-related use of the employee's personal vehicle at the Internal Revenue Service mileage rate.

L. Communications

For Management Team members who are required by the district to carry a cell phone, the District, at its discretion will either provide a cell phone to be used exclusively for work related purposes or a stipend as follows:

Voice only access - \$35 per month

Voice and data access - \$70 per month

M. Professional Dues

The District will provide Management Team members with up to \$3,000 annually for professional organization membership fees, conferences and workshop registration and travel, or college tuition. Such expenses must receive pre-approval and include satisfactory completion of any coursework. Management Team members may accumulate up to \$9,000 to be used for these professional development activities.

N. Retirement Incentive

- 1. a. Members of the Management Team who have completed at least fifteen (15) years of employment as an administrator with the Richfield Public Schools or 20 years as an employee of the Richfield Public Schools of which 10 years is as an administrator and who are at least age 55 shall be eligible for severance pay according to the following provision.

15 or more years in Richfield 50% of annual salary

- b. Members of the Management Team who are not eligible for 1.a of this section but are at least age 62 and have completed at least twelve (12) years of employment as an administrator with the Richfield Public Schools shall be eligible for severance pay according to the following provision.

13 or more years in Richfield 40% of annual salary

2. Members of the Management Team shall be eligible for additional severance pay equal to six (6) days of accumulated sick leave for each year of service as an employee in the Richfield Public Schools.

Commencing at the conclusion of school year 2001-02, members of the Management Team who are at least age 55 and with at least one year as an administrator in the Richfield Public Schools shall be eligible for severance pay equal to six (6) days of accumulated sick leave for each year of service as an employee in the Richfield Public Schools.

3. The payment will be the sum of the applicable amounts determined by the provisions of both 1. and 2. above, with the total amount not to exceed the annual salary.
4. The annual salary shall be based on the last contract between the employee and the Richfield Public Schools for a fiscal year in which salary is paid. The daily rate of pay shall be computed by dividing the annual salary by 260 days.
5. The notice of retirement must be given in writing to the Board of Education no later than 90 calendar days prior to the date the retirement is to be effective.
6. To the fullest extent permissible under applicable law, severance pay shall be made in a single payment.

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

In the event the severance pay calculated above exceeds the maximum annual contributions permitted under the applicable IRS rules, the excess severance pay shall be contributed to the Severance 403b after January 1st of the year following the year of retirement, and for up to four calendar years thereafter, if necessary.

Each year, prior to any contribution, the employee shall provide verification of the amount that may be contributed to the Severance 403(b) without exceeding the applicable IRS limits on annual additions to tax-

deferred accounts. Upon request by the employee, the school district shall provide a summary of the employee's salary reduction and the school district's matching contributions for the year of proposed retirement (i.e., the year of the proposed severance contribution).

7. If the retiree dies before all or a portion of the severance pay has been disbursed the unpaid balance shall be paid to a named beneficiary, or in the event no beneficiary has been named, to the estate of the deceased. Severance pay is considered earned only after the employee completes active employment through the Board approved retirement date.
8. A Management Team member who was hired on or before June 30, 2001, and has completed (1) at least 15 years as an administrator with Richfield Public Schools or (2) at least 20 years with Richfield Public Schools and at least 10 years as an administrator, making him/her eligible for both the severance and retirement benefits contained in Article III.E.4 and Article III.N based on years of service in the District but is laid off or terminated for reasons other than those articulated in MS 122A40, Sub 13 will be eligible for the retirement and severance benefits specified in Article III.D, Article III.E.4, Article III.F, Article III.I, and Article III.N of this handbook.

RICHFIELD PUBLIC SCHOOLS
MANAGEMENT TEAM SALARIES 2021-2022

Position	Salary	Vacation Days
Assistant Superintendent	\$158,192 - \$175,768	25
Chief Human Resources and Admin. Officer	\$166,242 - \$184,714	25
Executive Director of Special Programs	\$158,192 - \$175,768	25
Senior High Principal	\$146,438 - \$162,709	25
Senior High Assistant Principal	\$128,185 - \$142,428	25
Athletic Director	\$108,425 - \$120,472	25
Middle School Principal	\$140,980 - \$156,644	25
Middle School Assistant Principal	\$123,319 - \$137,021	25
Elementary School Principal	\$136,306 - \$151,452	25
Elementary School Assistant Principal	\$117,247 - \$130,274	25
Directors of Curricular Learning	\$117,247 - \$130,274	25
Director of Community Education	\$117,247 - \$130,274	25
Director of Finance	\$117,247 - \$130,274	25
Director of Human Resources	\$117,247 - \$130,274	25
Director of MLL and RCEP	\$117,247 - \$130,274	25
Director of Special Programs	\$117,247 - \$130,274	25
Director of Student Services	\$117,247 - \$130,274	25
Director of Technology	\$117,247 - \$130,274	25
Director of Facilities and Transportation	\$108,425 - \$120,472	25
Director of Food and Nutrition	\$108,425 - \$120,472	25
Director of Marketing and Communications	\$108,425 - \$120,472	25

Note: Minimum to maximum salary range consists of five (5) steps at 90%; 92%; 94%; 97%; and 100%

RICHFIELD PUBLIC SCHOOLS
MANAGEMENT TEAM SALARIES 2022-2023

Position	Salary	Vacation Days
Assistant Superintendent	\$161,355 - \$179,284	25
Chief HR and Admin	\$169,567 - \$188,408	25
Executive Director of Special Programs	\$161,355 - \$179,284	25
Senior High Principal	\$149,367 - \$165,964	25
Senior High Assistant Principal	\$130,749 - \$145,276	25
Athletic Director	\$110,593 - \$122,882	25
Middle School Principal	\$143,800 - \$159,777	25
Middle School Assistant Principal	\$125,785 - \$139,761	25
Elementary School Principal	\$139,033 - \$154,481	25
Elementary School Assistant Principal	\$119,592 - \$132,880	25
Directors of Curricular Learning	\$119,592 - \$132,880	25
Director of Community Education	\$119,592 - \$132,880	25
Director of Finance	\$119,592 - \$132,880	25
Director of Human Resources	\$119,592 - \$132,880	25
Director of MLL and RCEP	\$119,592 - \$132,880	25
Director of Special Programs	\$119,592 - \$132,880	25
Director of Student Services	\$119,592 - \$132,880	25
Director of Technology	\$119,592 - \$132,880	25
Director of Facilities and Transportation	\$110,593 - \$122,882	25
Director of Food and Nutrition	\$110,593 - \$122,882	25
Director of Marketing and Communications	\$110,593 - \$122,882	25

Note: Minimum to maximum salary range consists of five (5) steps at 90%; 92%; 94%; 97%; and 100%

NEW BUSINESS - FOR ACTION

Agenda Item VI.I.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 18, 2022

Subject: Master Agreement with Classified Management Team for years 2021-2022 and 2022-2023

(Recommended by the Superintendent)

It is recommended that the Board of Education approve the proposed Master Agreement with the Classified Management Team for the years 2021-2022 and 2022-2023.

Background Information

(Prepared by Steven Unowsky)

It is recommended that the School Board approve the agreement.

The essential financial changes to the agreement include the following:

Base Salary and Benefit Summary

Year 1 - July 1, 2021 – June 30, 2022

- 1.) Base Salary Schedule Increase of 2%
- 2.) Health Insurance – No change
- 3.) Dental Insurance – No change

Year 2 - July 1, 2022 – June 30, 2023

- 1.) Base Salary Schedule Increase of 2%
- 2.) Health Insurance – No change
- 3.) Dental Insurance – No change

Language/transition Items:

1. Adjusted language in the medical benefits section aligned with other contracts reflecting references to “deductible plans” as well as defining plans but updated terms.
2. Adjusted language in VEBA section to provide administrative fees paid by district for all active employees which then become responsibility of individual at time of employment termination

3. Adjusted language in the staff development section to allow additional funds to accrue and clarifying how funds can be used.
4. Market adjustments for various positions based on a compensation study

RICHFIELD PUBLIC SCHOOLS

CLASSIFIED MANAGEMENT TEAM HANDBOOK

2021-2023

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ARTICLE I

PURPOSE

The purpose of this handbook is to provide information related to the Classified Management Team.

A. Physical Examinations

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

B. Retirement

In the interest of a uniform policy applicable to all employees of this school district and in conformance with the provisions of the continuing contract law, the retirement age for all members of the staff shall be at the end of the fiscal year in which the member reaches the age of seventy (70) years, except as provided by federal legislation.

ARTICLE II

SALARIES

A. Method of Salary Payment

Members of the Classified Management Team shall be paid twice each month, on the 5th and 20th.

B. Deductions

1. Compulsory Deductions

- a. Federal withholding tax
- b. Minnesota withholding tax
- c. Retirement, social security, and Medicare

2. Voluntary Deductions

- a. Annuities
- b. Savings bonds
- c. Flexible benefit account

C. Incentive Pay

Classified Management Team members will be eligible for performance incentive pay based on the attainment of pre-determined district goals and individual performance objectives. The Superintendent of Schools shall, at the Superintendent's sole discretion, be authorized to award an amount of dollars equaling up to 4% of the employee's base salary on an annual basis.

D. Leap Years

During a calendar year in which there are 366 days (i.e., Leap Year), the employee will be paid for one (1) additional work day at his/her daily rate of pay. The daily rate of pay will be determined by dividing the employee's applicable base salary by 260. This payment will be included in the employee's salary on the payroll following February 29th during the Leap Year.

ARTICLE III

BENEFITS

A. Holidays

Classified Management Team members shall be granted twelve holidays as follows: Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Two Winter Break Holidays, Two New Year's Holidays, Martin Luther King, Jr. Day, President's Day, Spring Holiday and Memorial Day.

B. Vacations

- 1. Unused vacation must be taken within six (6) months after the end of the contract year in which it is earned. Classified Management Team members shall have five (5) days of unpaid vacation available for use during the contract year. Unpaid vacation is available on the same terms and conditions as paid vacation. Paid vacation time will be used first unless the Classified Management Team member specifically designates the use of unpaid vacation. Unpaid vacation must be taken within the contract year to which it relates. Unpaid vacation does not carryover to subsequent contract years.

2. The smallest unit of vacation that can be taken is one-half day. Normally the number of days taken individually shall not exceed one-fourth of earned vacation days.
3. If annual work calendars, as assigned by the Superintendent, require fewer vacation days, additional days will be paid on a pro rata basis.

C. Tax Deferred Programs

1. The District will contribute on a matching basis up to 4% of the individual's salary to all Classified Management Team members in accordance with the tax deferred program. After the employee has completed ten (10) full years of continuous service for the District, the District will contribute on a matching basis up to 6% of the individual's salary. In no event will the District's matching contribution exceed the amount allowed by Minn. Stat. 356.24 (as amended), or other applicable law.
2. All individuals who wish to enroll must complete the District form provided for this purpose.
3. Forms are not required the following year if no change in deduction is made. Entry can occur at any time.
4. Before completing the District form, arrangements must be made with the company of the employee's choice selected from those companies approved by the District.
5. Yearly annuity deductions and matching contributions cannot be withdrawn until the end of the fiscal year.

D. Dental Benefits Program

1. The District will provide a dental benefits program for all Classified Management Team members and their dependents. The District will pay the total premium cost for the plan based on a composite rate quotation, for all Classified Management Team members selecting coverage.
2. A Classified Management Team member who retires early will be allowed to continue in the District Dental Benefits program. The premium costs to the employee for this coverage shall be the same as if the individual were still on the staff. This provision shall apply until the individual becomes eligible for Medicare benefits or reaches age sixty-five (65).

E. Medical Benefits Program

1. The District shall provide a medical benefits program that includes single and dependent coverage . The District will select the insurance carrier/plan administrator and policy after considering the recommendations of the Medical and Dental Benefits Committee.
2. Participation in the District medical benefits program is voluntary on the part of the employee. No additional compensation will be made to those who choose not to accept any or all portions of the program.
3. The District shall offer at least one deductible medical benefit plan coupled with a VEBA Trust . Each employee who chooses to enroll in a deductible/VEBA plan shall receive a District contribution to a VEBA account set up for that employee. The following provisions shall apply to the deductible/VEBA plan offered by the District:
 - a. Single Coverage: The District shall pay the full cost of the single premium or equivalent for the deductible plan. For informational purposes only, this is the plan identified as Plan A during the 2021-2022 school year. The District will make a \$750 annual contribution, paid semi-annually in July and January, to the employee's VEBA account.
 - b. Dependent Coverage: As of July 1, 2021, the District shall pay \$1,280 monthly toward the cost of the dependent premium or equivalent for the deductible plan. The District will make a \$1,000 annual contribution, paid semi-annually in July and January, to the employee's VEBA account.

In the event two full time employees are covered under one dependent policy, the maximum District premium payment will be the total cost of the dependent premium or equivalent for the high-deductible plan. The District will make a \$1,000 annual contribution, paid on a semi-annual basis, to each employee's VEBA account who is covered under the same dependent policy.
 - c. The employer will contribute up to \$6.00 per month to the VEBA trust for administrative fees for all individuals employed by the District and covered by this handbook at the time the administrative fee is due. Individuals not employed at the time of the administrative fee charge will have the fee deducted from the VEBA account.
4. Post retirement medical benefit for Classified Management Team members hired before January 1, 2011 are as follows:

- a. Classified Management Team members hired on and after July 1, 2001 must have completed at least 10 years of employment as a Classified Management Team member in the Richfield Public Schools and attain age 55 to be eligible for post retirement medical benefits.
- b. A member of the Classified Management Team who retires early at age fifty-five (55) will be allowed to continue in the District Medical Benefits program. The District will pay toward the premium cost for this coverage, the same as if the individual were still on the staff. This provision shall apply until the individual reaches Medicare eligibility. The District will cover the cost of dependent coverage until the spouse reaches Medicare eligibility.
- c. Classified Management Team members are eligible to receive the Medicare Supplement herein provided, the cost to be borne by the District if the Classified Management Team member continues the above program until Medicare eligibility. The employee's spouse will also be eligible to be included in the Medicare Supplement program upon attainment of Medicare eligibility if he/she is covered by this group plan until reaching Medicare eligibility or if the spouse maintained continuous coverage with another employer or plan prior to age 65 and coverage under the Richfield plan would constitute redundant coverage. The cost of the Medicare Supplement, for the employee's spouse, will be borne by the District.
- d. In the event of the employee's death while insured, dependent coverage will continue while the current policy is in effect, until the end of three years after the employee's death, or earlier if that person marries or otherwise ceases to be an eligible dependent, or becomes insured under another plan of group insurance. At the end of the three year period no further coverage will be available.

In the event of the employee's death while covered under the dental program, the dependent will be covered for a period of one year after the employee's death. After this period no further coverage will be available.

- 5. For Classified Management Team members employed after December 31, 2010, the District shall make an initial contribution of \$5,000 for the employee to a post employment premium health reimbursement arrangement ("HRA") sponsored by the District following completion of five consecutive years of service with the District beginning with the July 1, 2012 plan year.

At the time of the initial \$5,000 contribution, the employee shall be 100% vested in the HRA account balance. The account balance shall be maintained in a trust established by the District for purposes including funding District HRA obligations. Thereafter, a \$1,000 annual contribution shall be made for each complete year of service with the District; provided, however, that the District's contribution upon the completion of each five years of service interval will be \$5,000, rather than \$1,000. For example, the District's contributions will be as follows:

Consecutive Years Completed	HRA Contribution
5	\$5,000
6	\$1,000
7	\$1,000
8	\$1,000
9	\$1,000
10	\$5,000
11	\$1,000
Etc.	

The District's HRA payments were changed for the 2019-20 school year. These changes will not be retroactive to previous years.

Contributions shall be made to the trust at the conclusion of the service year. Contributions shall only be made for complete years of service with the District except for the year in which the employee retires. For the year in which the employee retires, the contribution will be made on or before the date of retirement and shall be \$1,000 pro-rated for whole calendar months of service.

F. Term Life Insurance

1. Term Life insurance will be supplied by the District, at no cost to the Classified Management Team member in an amount equal to twice the individual's basic annual salary on the date the insurance becomes effective, taken to the nearest multiple of \$500 to a maximum of \$300,000. A member of the Classified Management Team who retires early will be allowed to continue in the life insurance program with full coverage until age 65. Sixty-five percent of the life insurance program will be continued until age 70. The premium costs to the Classified Management Team member for this coverage shall be the same as if the individual were still on the staff. Any member who retires after January 1, 1981 will be covered under this program.

2. If the employee's salary shall change, the amount of the insurance shall be redetermined as of the date such change is made.
3. No increase in amount of insurance shall become effective if an employee is away from work due to disability.
4. There shall be no decrease in amount of insurance due to decrease in salary.
5. The Human Resources Department will provide proper forms on request of a spouse in the event of death while still employed.
6. The following supplemental life insurance is made available to the Classified Management Team members in addition to the insurance above. Full cost for supplemental life insurance shall be paid by the Classified Management Team member at the current coverage rates.

a. Supplemental Life

Coverage Amount

\$ 25,000

\$ 50,000

\$ 75,000

b. Dependent Life Insurance

Wife or husband	\$ 5,000
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Child - 14 days but less than 6 months	\$ 200
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6 months but less than 21 years	\$ 2,000
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(to 25 if full time student)

G. Income Protection Plan

1. The District shall make available to all Classified Management Team members a Long Term Disability (LTD) insurance program. Benefits shall begin after the seventy-eighth (78) calendar day of total disability.
2. The amount of the monthly income benefit shall be at a minimum seventy percent (70%) of the scheduled salary, less any amounts collectible under Worker's Compensation, the Public Employees Retirement Association Plan, and State Disability benefits law and the full disability benefit of Social Security.
3. The District will pay the cost of the Long Term Disability Insurance for each participant.

4. For illness or accidents where absences are expected to continue for more than 78 calendar days, please contact the Human Resources Office within 30 days. A claim form will be initiated, a portion to be completed by the employee and a portion to be completed by the employee's medical provider. The medical provider will mail the completed form directly to the insurance carrier.
5. Income protection insurance will be cancelled upon termination of employment or on reaching the age of 70.
6. For Classified Management Team members on Long-Term Disability on the date of ratification of the Classified Management Handbook, the District will pay the total premium amounts for medical and dental benefits coverage in place at the time of disability, for those individuals on long term disability, until the individual becomes eligible for Medicare coverage.

For Classified Management Team members who go on Long Term Disability after July 1, 2005, the individual will pay the same insurance benefit contribution toward the premium amounts of medical and dental benefits coverage as if the individual were actively employed for a period of 24 months.

After the 24th month on long term disability, the District contribution toward the health benefit premium shall equal the cost of the single premium for the high deductible medical benefit plan and premium for the dental benefit plan until the individual becomes eligible for Medicare or Medicaid benefits.

H. Worker's Compensation

1. All employees are covered by Worker's Compensation according to the law of the State for injuries sustained in the course of employment, if injuries require the care of a medical provider.
2. All injuries should be reported immediately on the proper forms available in the District Office.
3. On approved claims, all medical provider and hospital expenses will be paid. In addition compensation for loss of time will be paid at the rate established by the State after a three-day waiting period. Full salary will be paid, if sufficient sick leave has accumulated. Deduction, for the amount paid by the insurance company, will be made from your salary and a deduction from accumulated sick leave will be made on a prorated basis.

I. Health and Accident Insurance for Retired Employees After Becoming Eligible for Medicare Coverage

1. In accordance with the provisions of Article III, Section E.4, a supplement to Medicare will be supplied to Classified Management Team members hired prior to January 1, 2011 upon attainment of Medicare eligibility with the cost to be borne by the District, if the employee's present coverage is in effect until that time. On retirement at the time of Medicare eligibility, the employee's regular group health and accident coverage will be changed to Medicare supplement coverage.
2. Classified Management Team members hired prior to January 1, 2011 who are eligible for Medicare may continue the health and accident coverage for their spouse until Medicare eligibility, providing the spouse has already reached age 55 and providing he/she is at that time covered under this group policy. This cost will be borne by the District. A Medicare supplement is available to their spouse after he/she reaches Medicare eligibility. If this coverage is selected the district will pay the full cost of the spouse's Medicare supplement.

J. Leaves

1. Sick Leave
 - a. Sick leave allowance of thirteen (13) days per year, accumulative shall be allowed for full time members of the Classified Management Team.
 - b. In cases of extended illness the fitness of the employee for the performance of duties shall be determined by a competent medical provider.
 - c. Days of sick leave shall be credited in July when the fiscal year starts.
 - d. Employees will have access to an electronic record of his/her accumulated balance of sick leave.
 - e. A Classified Management Team member who has been employed by the district for the most recent 12 month period and holds a .5 FTE or greater position may use up to twenty (20) days of accumulated sick leave during the school year as is medically

necessary to care for a critically ill spouse, parent, step-parent, parent-in-law, adult child, sibling, grandchild, or grandparent.

2. Disaster Leave

Additional sick leave benefits shall be granted to any Classified Management Team member who has exhausted accumulated sick leave benefits, if such employee has been continuously disabled and unable to work for a period of 30 or more consecutive duty days, as certified by a medical provider. Disaster leave benefits shall commence as of the duty day immediately following the last day of regular sick leave payment. Disaster leave benefits shall continue only for the period during which the employee remains continuously disabled and unable to work and shall cease on the 78th calendar day of total disability.

3. Personal Leave

Up to six (6) days of earned sick leave per year may be used for:

- a. Illness or death of a relative or friend. If needed for these purposes, the District may grant up to six (6) additional days of personal leave not used in the previous two (2) years with deduction from accumulated sick leave. Such additional leave must be requested in writing and must receive written approval in advance from the Human Resources Office.
- b. One day of earned sick leave may be used for a personal emergency or calamity. Upon returning to work, notification in writing shall be given to the appropriate person describing the nature of the emergency or calamity which transpired.

Weather conditions may constitute a legitimate calamity day providing that every reasonable effort has been made by the Classified Management Team member to get to work.
- c. Absence with pay may be allowed for a required appearance in court, tax audit, adoption, college or a university examination or graduation. Absence with pay may also be allowed for marriages or graduations in the immediate family (including nieces and nephews) that require travel or must be attended during the school day. A request for leave in this Division must be submitted to the Human Resources Office in advance.
- d. Yom Kippur, Rosh Hashanah, Christmas and Good Friday, when they fall on a regularly scheduled work day, will each be

considered a day deductible from personal leave for Classified Management Team members who desire to observe said days. A request for leave in this Division must be submitted to the Human Resources Office in advance.

- e. Each regularly employed Classified Management Team member may be granted two (2) days of personal leave per year to handle important personal matters at the Classified Management Team members' own discretion. Requests for such leave must be made to the Human Resources Office at least two (2) days in advance. The Human Resources Office will give priority to individuals who have not used this provision in the past, providing the request is made at least 4 weeks in advance. Only one day per year may be used to extend a break in the school calendar.

K. Communications

For Classified Management Team members who are required by the district to carry a cell phone, the District, at its discretion will either provide a cell phone to be used exclusively for work related purposes or a stipend as follows:

Voice only access - \$35 per month

Voice and data access - \$70 per month

L. Staff Development

The District will provide Classified Management Team members with up to \$2,000 annually for professional organization membership fees, conferences and workshop registration and travel, and/or college tuition. Such expenses must receive pre-approval and include satisfactory completion of any coursework. Classified Management Team members may accumulate up to \$6,000 to be used for these professional development activities.

M. Retirement Incentives

- 1. A Classified Management Team member who has at least fifteen (15) years of employment in the Richfield Public Schools and also is at least age fifty-five (55) shall receive severance pay upon resignation. Accrued sick leave shall mean the number of days the employee has accumulated at the effective date of retirement.

The Classified Management Team members severance pay shall be the sum of the applicable amounts determined by the provisions of both Divisions 2 and 3 below.

- 2. The Classified Management Team member shall multiply accumulated sick leave by the appropriate percentage from the chart below. The

product of this multiplication shall then be multiplied by two hundred dollars (\$200) to determine the severance pay for this Division. In no case, however, shall the benefit from this Division exceed twenty thousand dollars (\$20,000).

15 or more years in Richfield 100% of accumulated sick leave

3. A Classified Management Team member who has at least fifteen (15) years of credited experience or more in the Richfield School District shall be paid the following amount:

15 or more years in Richfield \$10,000

4. To the fullest extent permissible under applicable law, severance pay shall be made in a single payment.

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

In the event the severance pay calculated above exceeds the maximum annual contributions permitted under the applicable IRS rules, the excess severance pay shall be contributed to the Severance 403b after January 1st of the year following the year of retirement, and for up to four calendar years thereafter, if necessary.

Each year, prior to any contribution, the employee shall provide verification of the amount that may be contributed to the Severance 403(b) without exceeding the applicable IRS limits on annual additions to tax-deferred accounts. Upon request by the employee, the school district shall provide a summary of the employee's salary reduction and the school district's matching contributions for the year of proposed retirement (i.e., the year of the proposed severance contribution).

5. If the retiree dies before all or a portion of the severance pay has been disbursed the unpaid balance shall be paid to a named beneficiary, or in the event no beneficiary has been named, to the estate of the deceased. Severance pay is considered earned only after the employee completes active employment through the Board approved retirement date.

RICHFIELD PUBLIC SCHOOLS
SALARIES FOR CLASSIFIED MANAGEMENT
2021-2022

Position	Salary	Vacation Days
Assistant to the Superintendent	\$71,825 - \$79,806	25
Community Education Program Coordinator	\$62,382 - \$69,313	25
Human Resources Manager	\$78,030 - \$86,700	25
Supervisor of Student Information Systems	\$67,631 - \$75,145	25
Supervisor of Special Programs Accounting	\$67,631 - \$75,145	25
Technology Systems Administrator	\$81,599 - \$90,666	25
Payroll Accountant	\$67,088 - \$74,543	25
Human Resources Coordinator	\$63,876 - \$70,974	25
Technology Systems Specialists	\$58,825 - \$65,361	25
District Data and Testing Coordinator	\$67,631 - \$75,145	25
Digital Communications Specialist	\$50,490 - \$56,100	25
Health Supervisor	\$82,620 - \$91,800	25
Finance Manager	\$93,840 - \$104,266	25

Note: Minimum to maximum salary range consists of five (5) steps at 90%; 92%; 94%; 97%; and 100%

RICHFIELD PUBLIC SCHOOLS
SALARIES FOR CLASSIFIED MANAGEMENT
2022-2023

Position	Salary	Vacation Days
Assistant to the Superintendent	\$73,262 - \$81,402	25
Community Education Program Coordinator	\$63,629 - \$70,699	25
Human Resources Manager	\$79,591 - \$88,434	25
Supervisor of Student Information Systems	\$68,984 - \$76,648	25
Supervisor of Special Programs Accounting	\$68,984 - \$76,648	25
Technology Systems Administrator	\$83,231 - \$92,479	25
Payroll Accountant	\$68,430 - \$76,033	25
Human Resources Coordinator	\$65,154 - \$72,393	25
Technology Systems Specialists	\$60,001 - \$66,668	25
District Data and Testing Coordinator	\$68,984 - \$76,648	25
Digital Communications Specialist	\$51,500 - \$57,222	25
Health Supervisor	\$84,272 - \$93,636	25
Finance Manager	\$95,717 - \$106,352	25

Note: Minimum to maximum salary range consists of five (5) steps at 90%; 92%; 94%; 97%; and 100%

NEW BUSINESS - FOR ACTION

Agenda Item VI.J.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, January 18, 2022

Subject: Donations

(Recommended by the Superintendent)

That the Board of Education accept the following donations with gratitude.

Richfield STEM School received a donation of sports/play equipment for physical education valued at \$279.06 from RPS teacher James Paddock.

Richfield High School received a donation of sports/play equipment for physical education valued at \$256.65 from RPS teacher James Paddock.

Sheridan Hills Elementary School received a donation of \$2,900.00 through Benevity Giving.