

SUPERINTENDENT'S REPORT AND AGENDA

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

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

Monday, April 5, 2021
7:00 p.m. School Board Meeting

- I. CALL TO ORDER
- II. REVIEW AND APPROVAL OF THE AGENDA
- III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS
 - A. Superintendent Update
 - 1. RDLS Presentation
 - 2. Student Support Services Presentation
 - 3. Special Education Child Count Report
 - B. Commendation
- IV. CONSENT AGENDA
 - A. Routine Matters
 - 1. Minutes of the regular meeting held March 15, 2021
 - 2. General Disbursements as of 3/30/21 in the amount of \$2,125,256.47
 - 3. Investment Holdings
 - B. Personnel Items
- V. OLD BUSINESS
 - A. Policy 413 – Staff Use of School Facilities & Administrative Guidelines 413.1 & 413.2
 - B. Policy 107 – Electronic Use and Communications & Administrative Guidelines 107.1 & 107.2
 - C. Policy 115 – Equity
- VI. NEW BUSINESS
 - A. Policy 521: Graduation Requirements
 - B. Policy 406 – Professional Learning & Administrative Guideline 406.1

- C. 2020-2021 Budget Revisions
- D. Medical & Dental Benefits Renewal
- E. RMS Abatement Change Order #3
- F. RHS Abatement Change Order #1
- G. Donations

VII. ADVANCE PLANNING

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

4-19-2020	7:00 p.m.	Regular Board Meeting - Public Comment
5-3-2021	7:00 p.m.	Regular Board Meeting

- D. Suggested/Future Agenda Items

VIII. CLOSED SESSION AS ALLOWED BY MINNESOTA STATUTE 13D.03 FOR
LABOR NEGOTIATIONS STRATEGY

IX. REOPEN MEETING

X. ADJOURN REGULAR MEETING

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

Agenda Item III.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 5, 2021

Subject: Superintendent Update

Staff members and students from RDLS provide a presentation. Director of Student Support Services Christina Gonzalez provides an informational update on programming, and Director of Special Education Dr. Alecia Mobley presents a report on the Special Education Child Count.

Attached:

RDLS Presentation

Student Support Services Presentation

Special Education Presentation

A day in the life of a 5th grade VIRTUAL student!

*By: Amiriana, Jazara, Stephanie and Renata
Board Meeting Presentation
April 5, 2021 7:00pm*

Our Class

Breakout rooms are in session

19 10:52 AM You

You Maya Feltman Alexandra Domínguez V... Angie Cervantes Linares Allison Rendon Stephanie Perez Rylan Macadamis

Juliet Pena Anderson Amiriana Ramsey Kandy Cervantes Linares Dylan Meidel Hernandez Diego Niebla Hernandez Renata Medina Matute Adrian Diaz

Jazara Moore Alan Escamilla Jarquín Cade Miller Jaydan Barcenás Mason Troendle-Mertz

rendon ^

Raise hand Turn on captions Present now

What is our typical day like?

Well on a typical day of online school you don't have to get up as early as the other days and we start our morning meeting with a how do we feel today. And then sometimes we play a morning game and then we do math.

8:15-9:00	Morning Meeting and Number Corner
9:00	Science/Reading
10:00-10:15	Break
10:15-11:15	Math
11:15-12:00	Social Studies/Writing
12:10-12:15	Dictado or game
1:00-2:00	Book Clubs



What do we do in Breakout Rooms?

We work with partners, we play games, work with our teacher we do tests in our break out rooms too.

una foto
vieja de
toda tu
familia



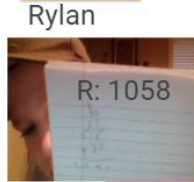
selfie con
una
mascota



un
cuaderno
y un lapiz



23 x 46 en
tu
cuaderno



Algo que
dice RDLS



una
galleta



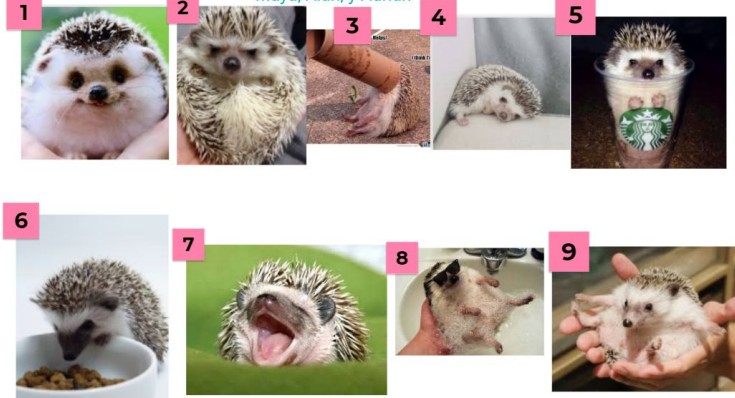
un miembro
del cuerpo



un
salero



Maya, Alan, y Adrian



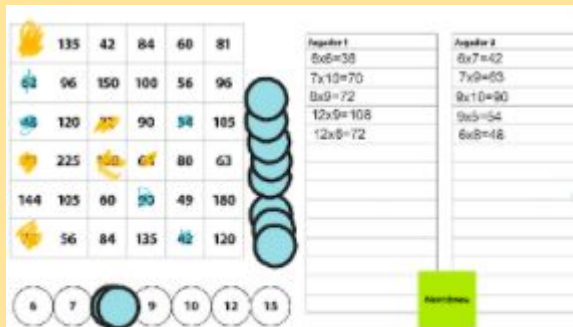
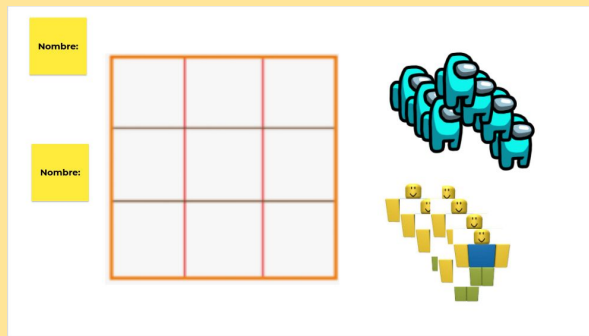
What kinds of activities do we do?



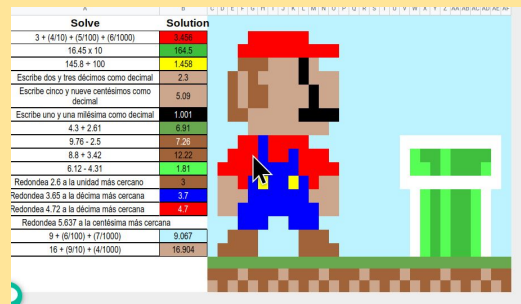
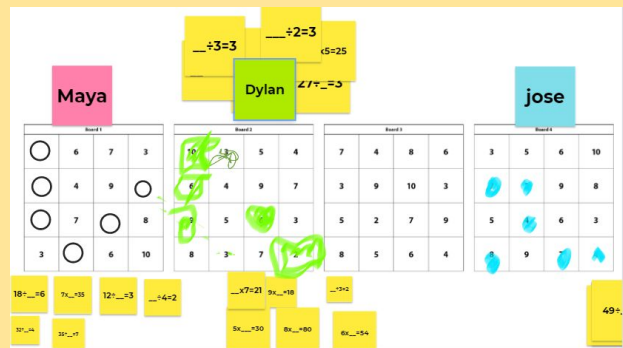
Most of the activities we do is writing on the computer(of course that is the mostly thing we do because WE ARE ON A

COMPUTER!!!!lol)

Math games, gimkits, and just some fun games.



Juego de los productos - TORNEO



What have been our favorite projects?

Our favorite project has been social studies because we get to learn about stuff that happened in the past like about the American Revolution, the Boston Tea Party, and the Boston Massacre. And we also do big projects about them. We also like our science projects.



Some new things we have learned this year are...

Long division

Many multiplication strategies

Revolutionary war

Researched endangered animals

Columbian exchange

Mean, median, mode and range

Renewable energies

What is the best part of being an online student?

- 1. One of the best parts about being an online student is being with your family the whole day.*
- 2. Being able to work in your room or living room our somewhere cozy*
- 3. Being in your pajamas*
- 4. Waking up at like 8 instead of 5, 6, or 7 in the morning*
- 5. Still being with your teacher and your classmates and getting out of school at 12:15 instead of 2 o'clock*

Enriching and accelerating learning



RPS Board Presentation

Student Support Services

Monday, April 5, 2021

Enriqueciendo y acelerando el aprendizaje

Student Support Services Overview



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- School social workers, school counselors, student engagement specialists and outreach workers, and Richfield Health Resource Center Coordinator
 - Richfield Health Resource Center
 - Social emotional learning
 - School based mental health services
 - Crisis and risk assessment and support
 - Safe and Supportive Schools Committees
 - Richfield Latino Family Association
 - Parent/Guardian Education Engagement

Our team mantra...

“Flexible, nimble and spry.”

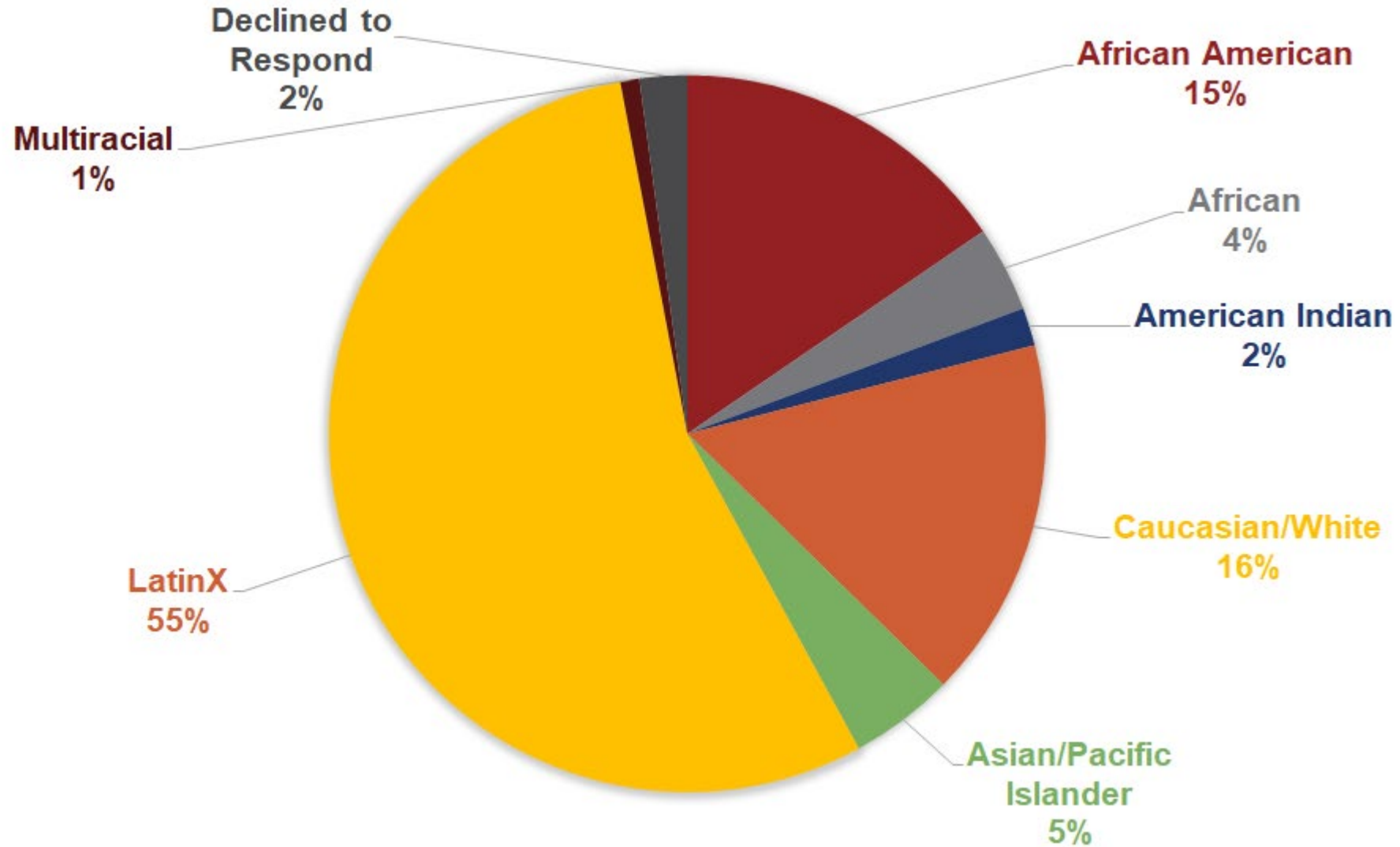
Student Support Services Work-To-Date



- 2017: 658 Total Visits
 - Avg: 55/month
- 2018: 803 Total Visits
 - Avg: 68/month
- 2019: 852 Total Visits
 - Avg: 71/month
- 2020: 825 Total Visits
 - Avg: 69/month

2020 Patient Demographics

Race/Ethnicity



Anti-racist Action Commitments

“I will use my voice and speak up when I hear or witness deficit language/actions against black and brown children and families. I will do so in real time and at the most within 24 hours.”

“I pledge to intervene when I see moments in our offices, during meetings, in student work, in a staff email, with students, in a tier 2 skills group, and during conversations with students and staff that threaten or harm people of color through othering, stereotyping or silencing.”

“I will educate myself so I can have the language and feel more empowered to act and speak up when I witness others engaging in words or actions that reinforce systemic and institutionalized racism.”

“I will be more intentional in my learning, mindfulness and grow in my mindset as a person of color. I will continue to advocate and use my different platforms to interrupt and disrupt practices that marginalize our students of color.”

Technical/Adaptive Work



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- SEL Technical work group
- Updated the RPS Handbook
- Building Level Data meetings
 - Attendance
 - Engagement
 - Achievement
- Safe and Supportive Schools Committees
- Equity Policy
- Richfield Latino Family Association

- Adopted MDE SEL Competencies
 - Five SEL competencies with learning goals under each competency
 - Sets expectations for what students should learn and be able to do for each of the competencies
 - Relationship Skills
 - Self-Awareness
 - Self-Management
 - Social Awareness
 - Responsible Decision Making



SEL Lesson Plan Template / Schoolology Course



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- Adopted SEL Lesson Plan Template
 - District staff use to document created SEL lessons based on the competencies
- Created a SEL Schoolology Course
 - Houses all created SEL lessons to be shared within and between buildings

Date:

Lesson Name:

SEL Competency:

Presenter:

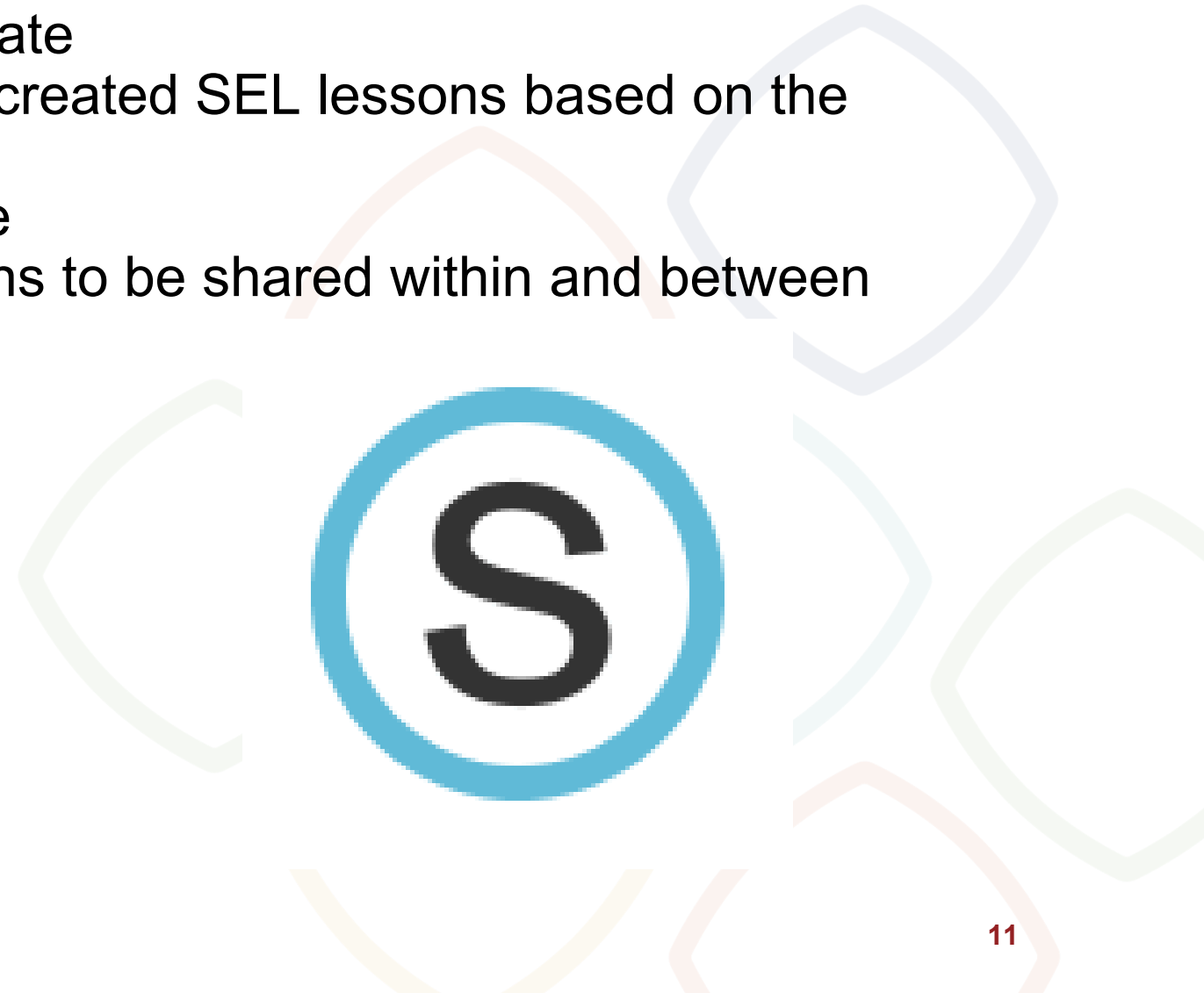
Duration:

Teaching Point:

Clear Lesson:

Guided Practice:

Closure:



Conscious Discipline - Tier 1 Program



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What is it?

- Trauma informed
- Evidence based
- About the adults, first
- Integrate social-emotional learning, discipline and self-regulation so they spend less time managing behavior and more time teaching life and academic skills.
- Requires adults to change mindset and skills set

Seven Powers for Conscious Adults



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Seven Powers + Seven Discipline Skills = Seven Life Skills

Powers

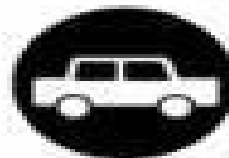
- Perception
- Unity
- Attention
- Free Will
- Love
- Acceptance
- Intention



The powers are the keys that allow us to operate the car effectively.

Discipline Skills

- Composure
- Encouragement
- Assertiveness
- Choices
- Positive Intent
- Empathy
- Consequences



The skills are adults' vehicle for healthy relationships and consciously disciplining ourselves and others.

Life Skills

- Anger management
- Helpfulness
- Assertiveness
- Impulse control
- Cooperation
- Empathy
- Problem-solving



By combining the powers and skills we foster optimal brain development and teach essential life skills.

Next Steps: SEL & Whole Student Focused



Four Quadrants of Aligned Actions For Results

	Low Alignment	High Alignment
High Action	<ul style="list-style-type: none">• High action that contributes to results• Does not work to be in alignment with others	<ul style="list-style-type: none">• High action that contributes to results• Works to be in alignment with others
Low Action	<ul style="list-style-type: none">• Low action that does not contribute to results• Does not work to be in alignment with others	<ul style="list-style-type: none">• Low action that does not contribute to results• Works to be in alignment with others

What is SEL?



Figure 1: CASEL's Framework for Systemic SEL

- *Process through which all young people and adults acquire and apply the knowledge, skills and attitudes to develop healthy identities, manage emotions and achieve personal and collect goals, feel and show empathy for others, establish and maintain support relationships and make responsible and caring decisions.*
-CASEL 2020

Develop and Implement a Multi-Tiered System of Support (MTSS)



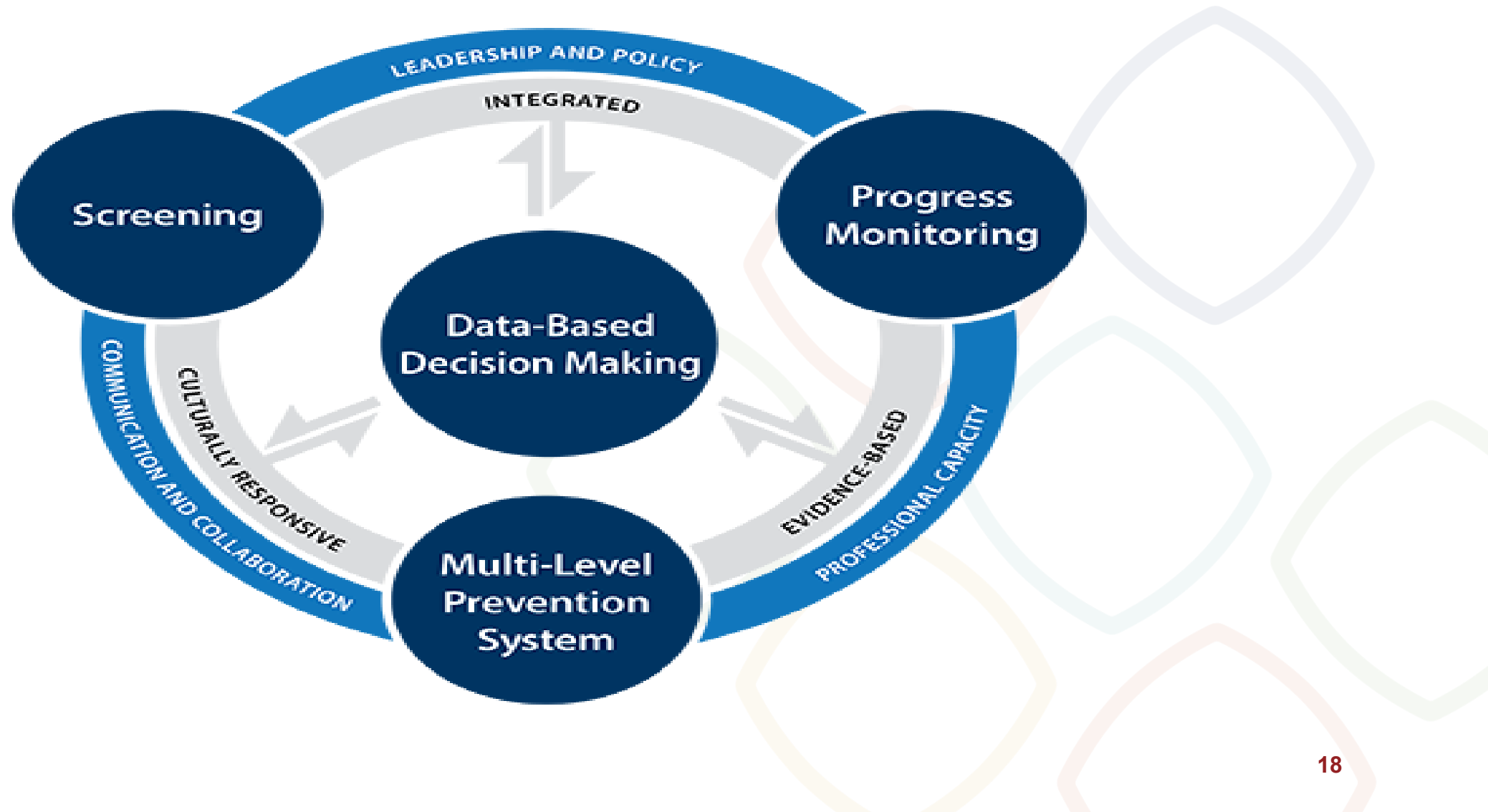
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- Proactive, preventative framework
- Integrates data and instruction
- Maximizes student achievement
- Supports students social, emotional, behavioral needs from a strength based perspective
- 4 essential components
 - Screening
 - Multi Level Prevention System
 - Progress Monitoring
 - Data Based Decision Making

Four Essential Components



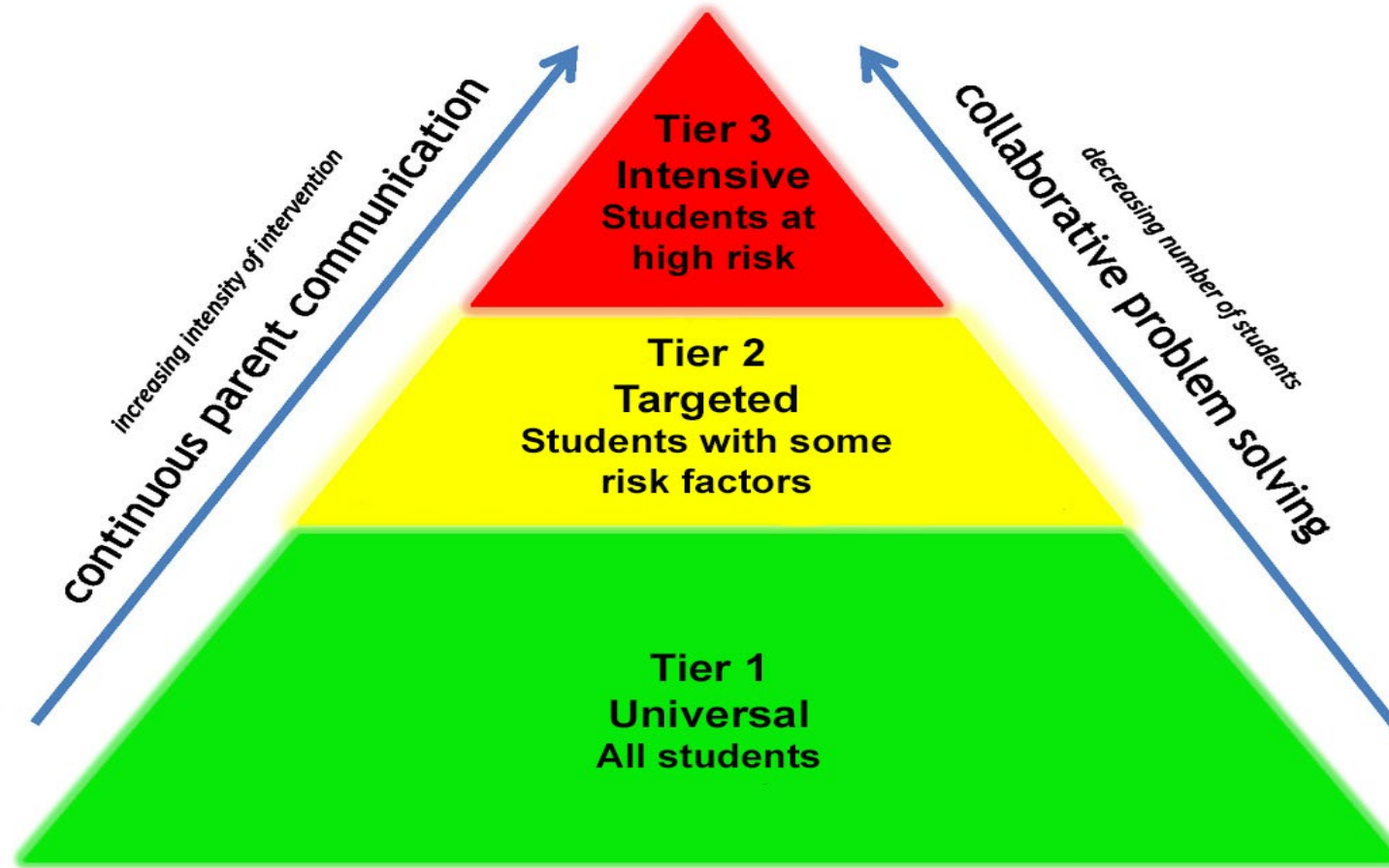
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Multi-Level Prevention System



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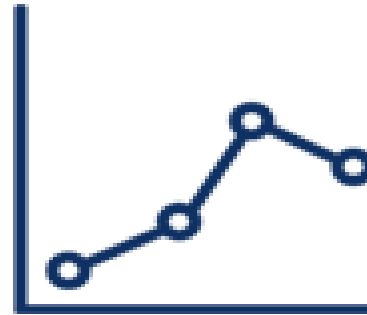


A continuum (Tiers 1, 2, 3) of integrated social, emotional, and behavioral instructional and intervention supports that are evidence-based and culturally and linguistically responsive



- Conduct three times a year
- Identifies students who may be at risk for poor outcomes and need additional social, emotional or behavioral supports

Center on Multi-Tiered Systems of Support



- Use valid and reliable tools/processes
- Assesses performance, improvement or responsiveness to intervention/instruction
- Evaluates the effectiveness of instruction, interventions and supports

-Center on Multi-Tiered Systems of Support

Data-Based Decision Making & Implementation



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Data-Based Decision Making	Implementation
<div data-bbox="402 382 749 702"></div> <ul style="list-style-type: none">● Use Data analysis and problem solving● Team approach● Make decisions about instruction, intervention, implementation, and disability identification (in accordance with the state law) <p>-Center on Multi-Tiered Systems of Support</p>	<ul style="list-style-type: none">● Evidence-based practices and procedures● Implemented with integrity & fidelity● Ensure that cultural, linguistic, and socioeconomic factors are reflected

Enriching and accelerating learning



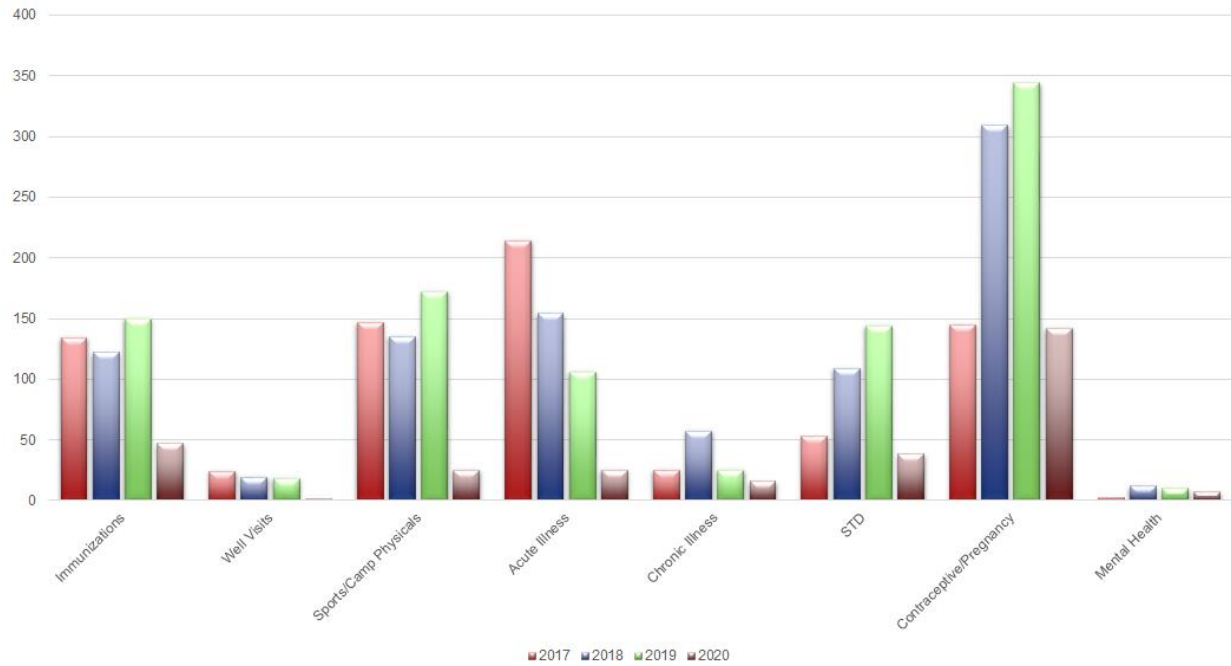
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QUESTIONS

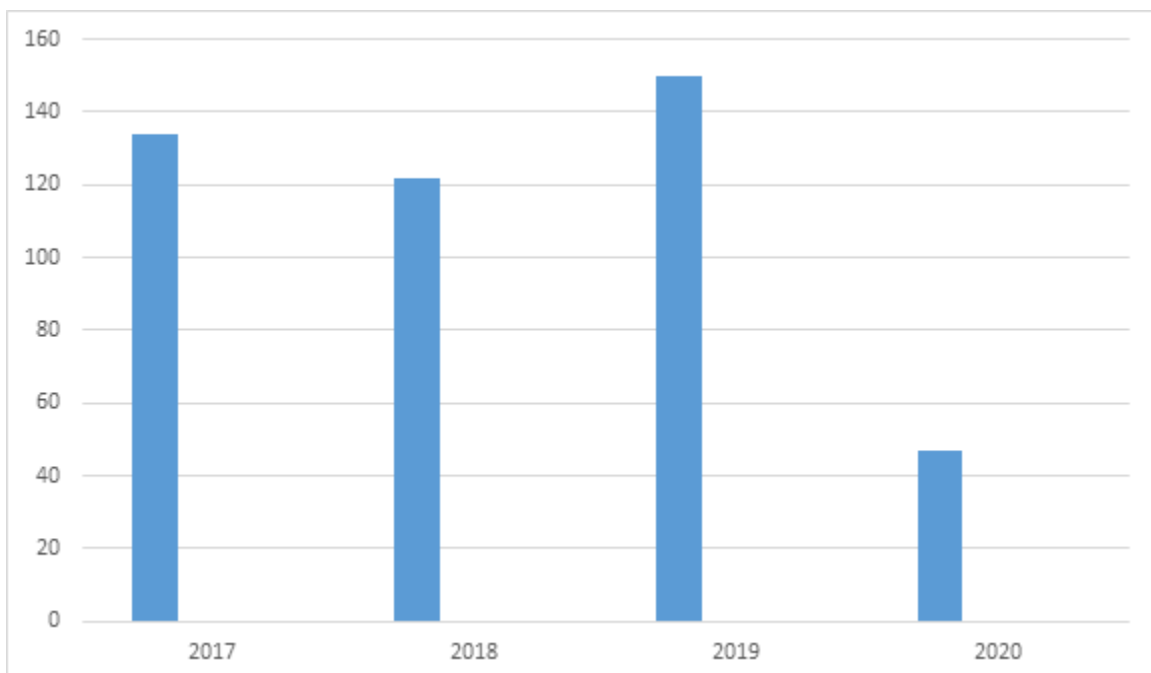
Enriqueciendo y acelerando el aprendizaje

2020 RHRC Data

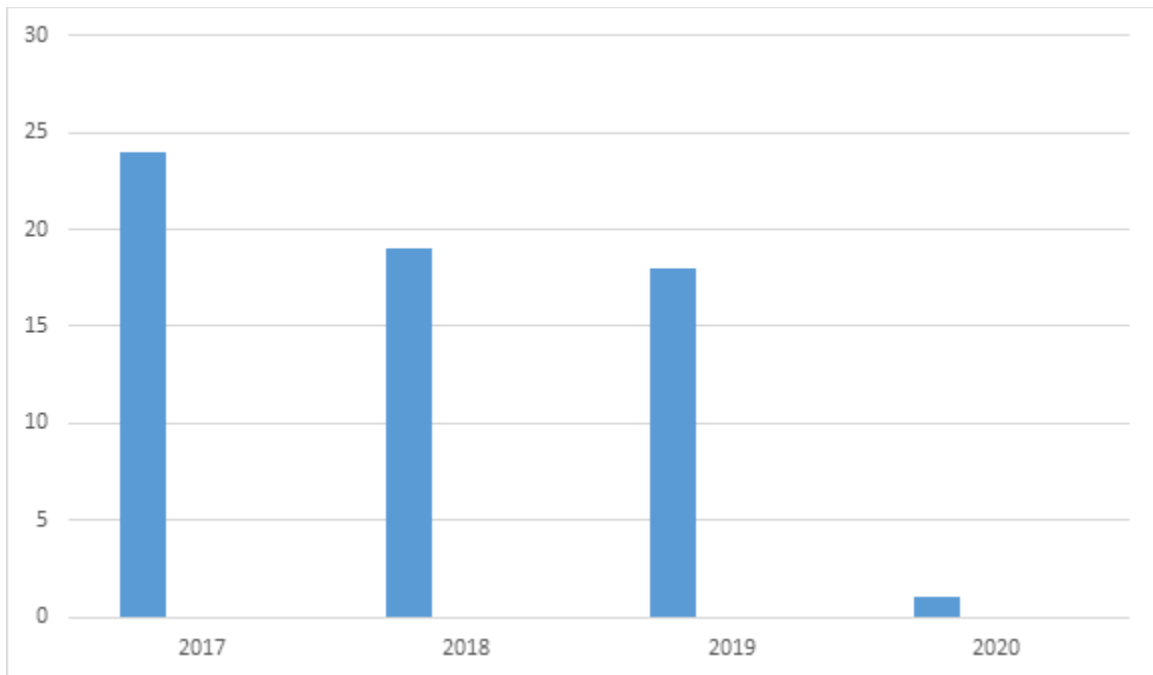
Needs Addressed



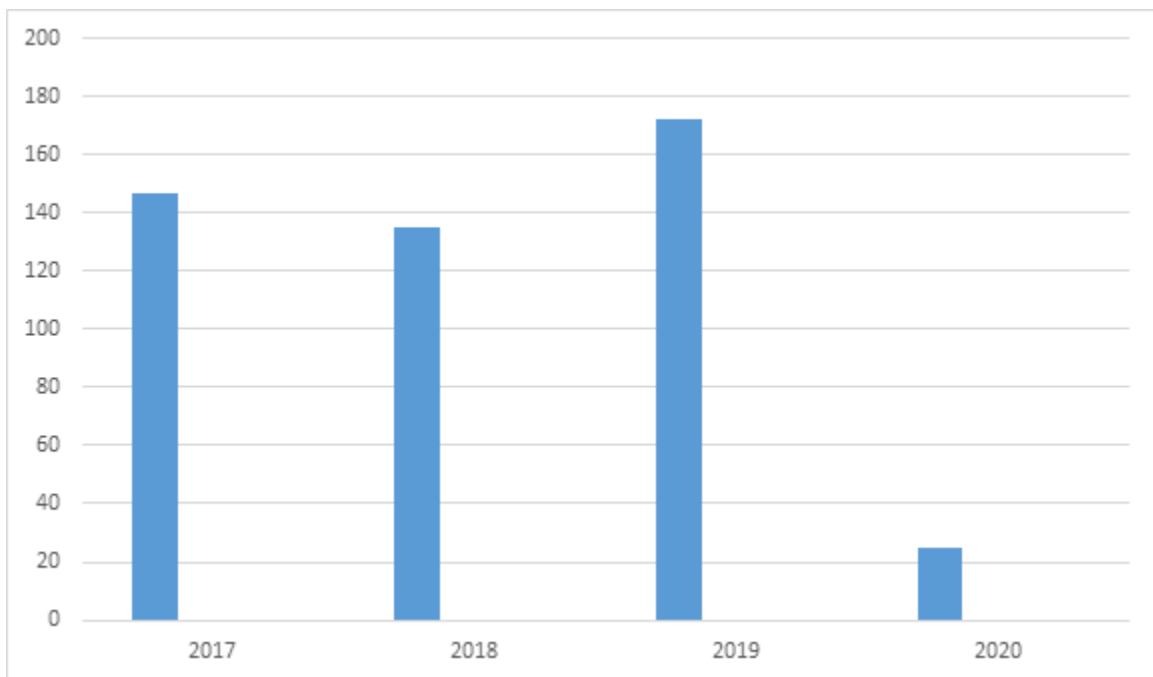
Immunizations



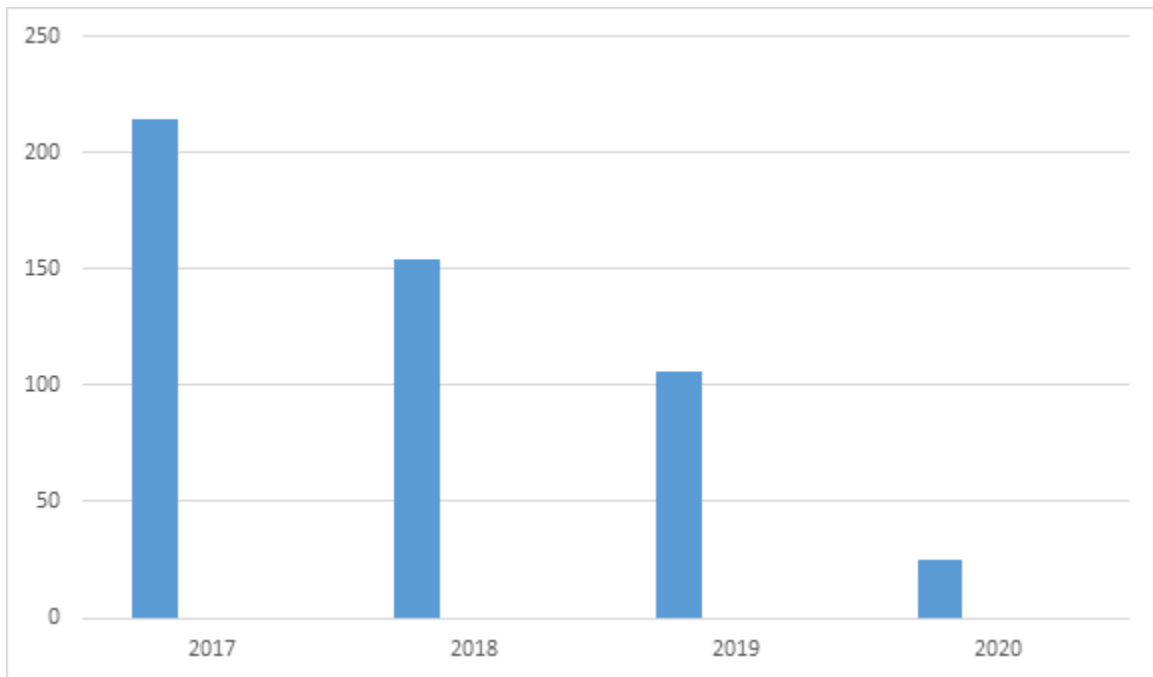
Well Visits



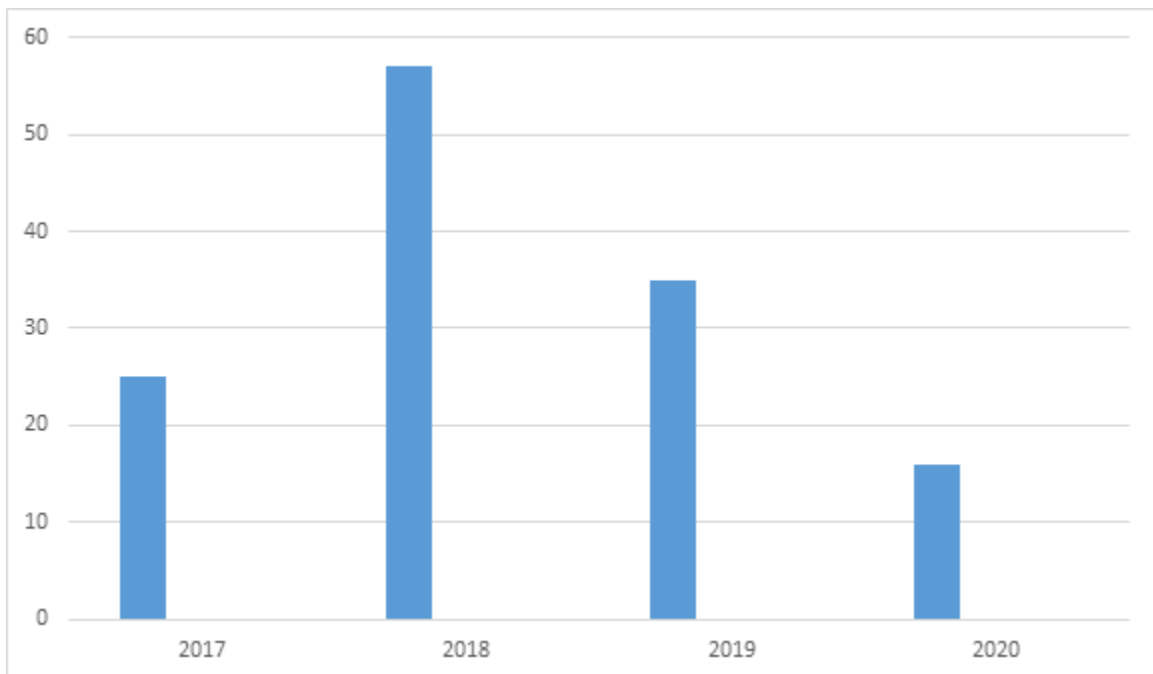
Sports/Camp Physicals



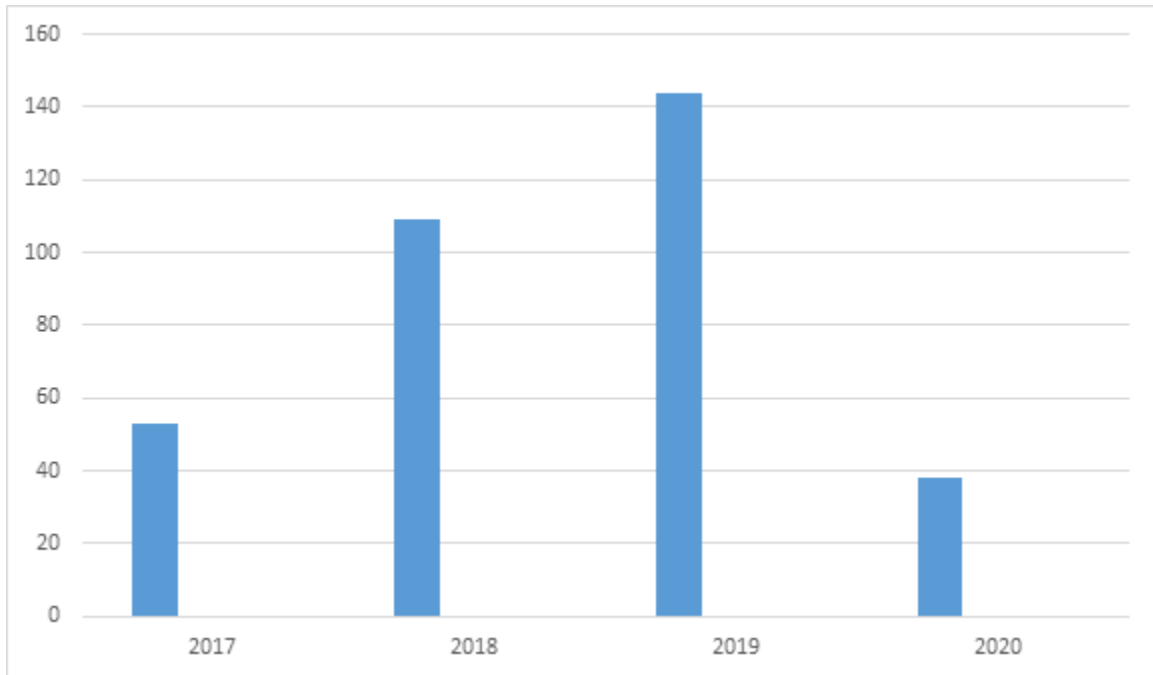
Acute Illness



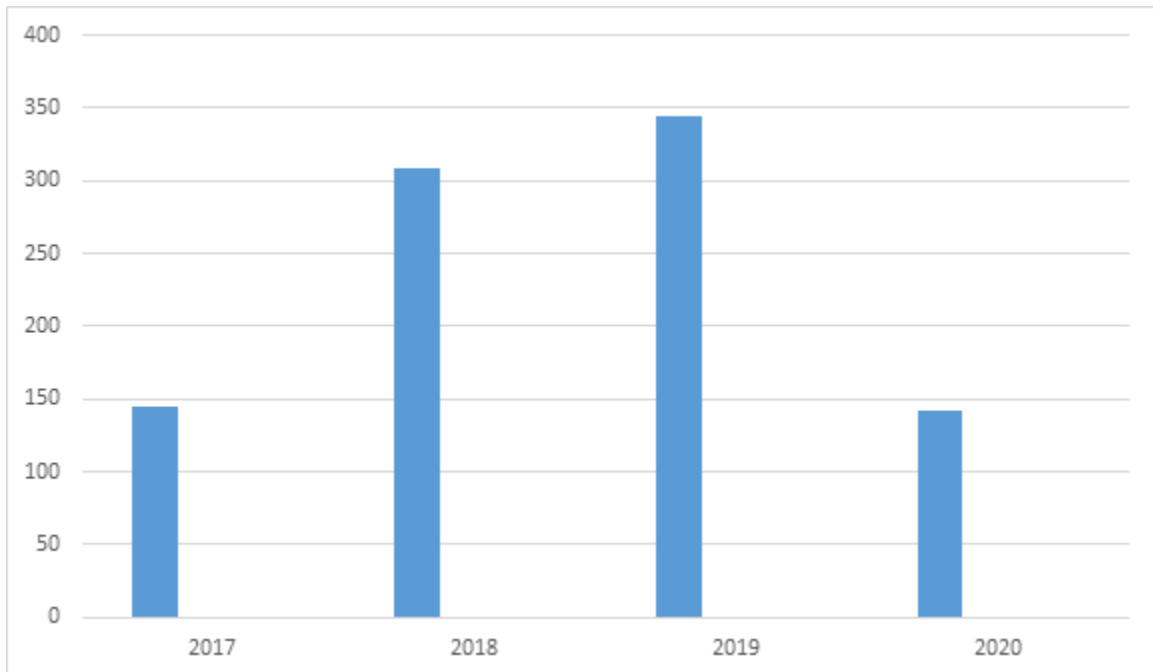
Chronic Illness



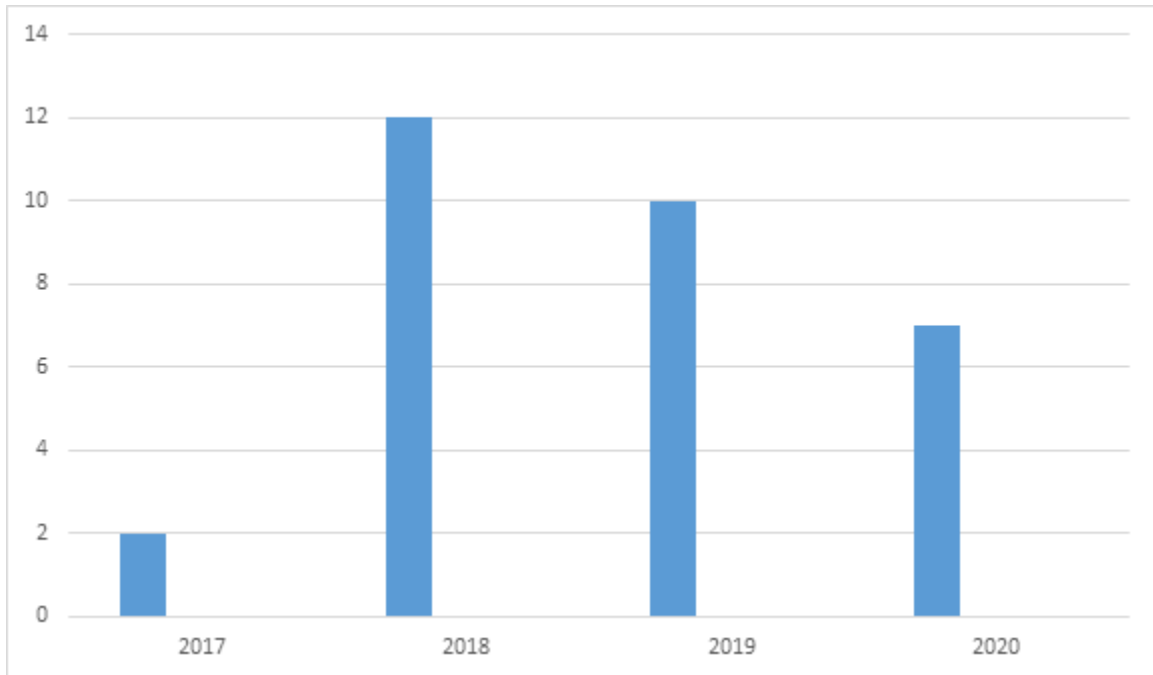
STD



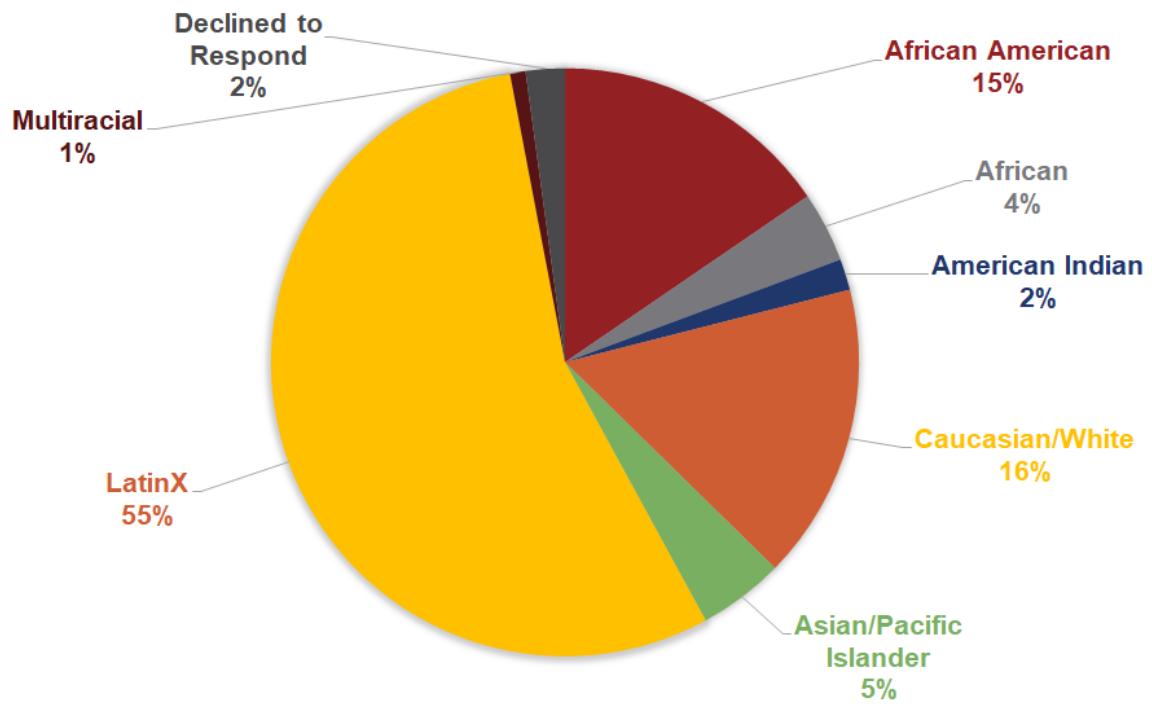
Contraceptive/Pregnancy



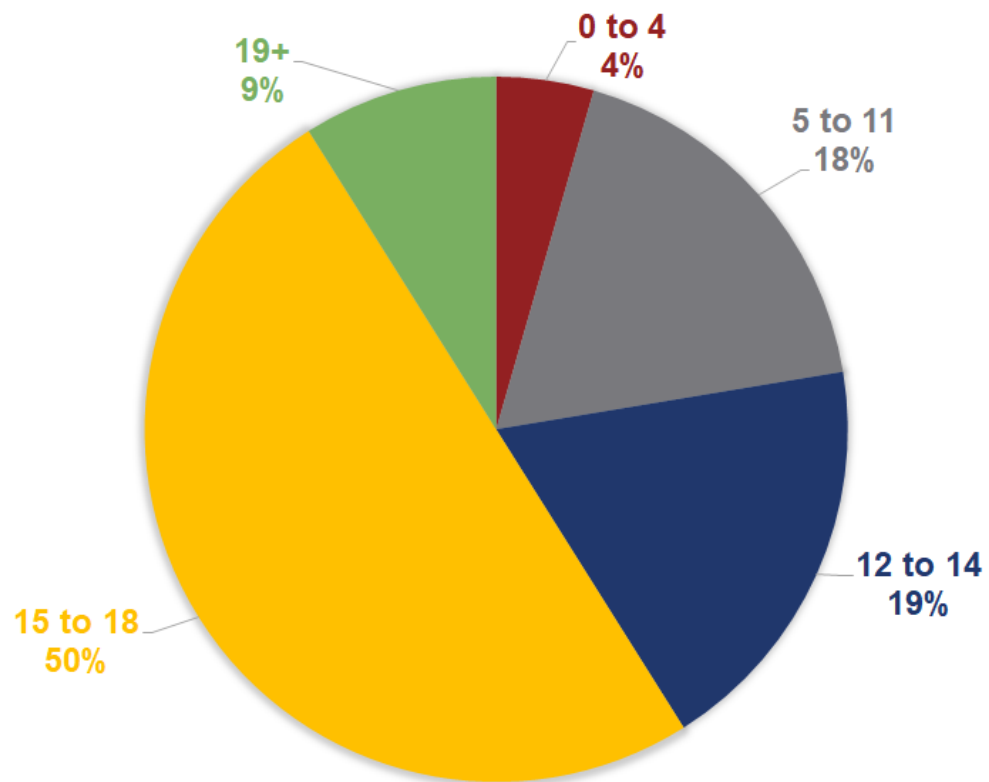
Mental Health



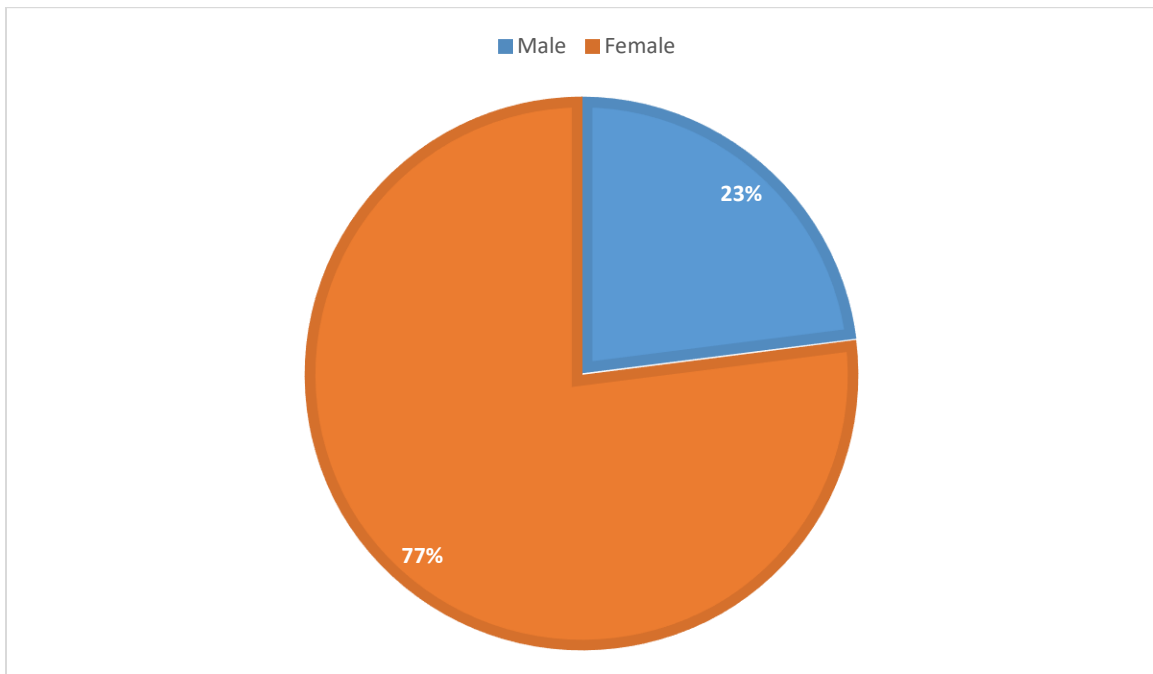
Patient Demographics



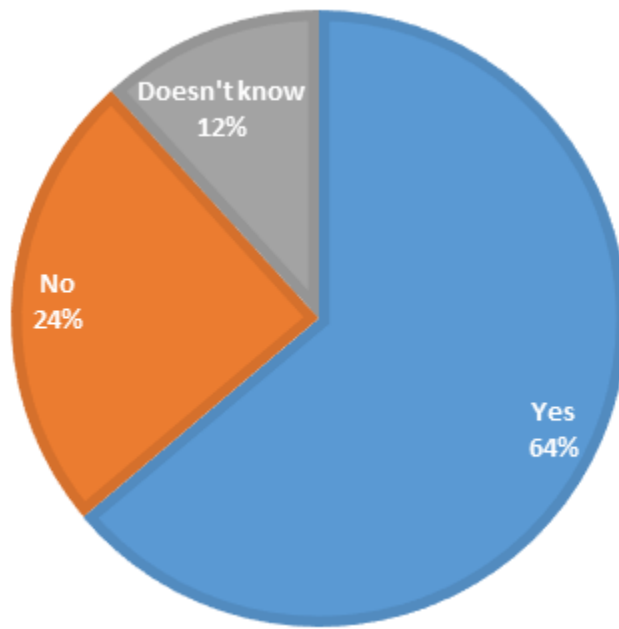
Patient Demographics – Age



Patient Demographics – Gender



Patient Demographics – Health Insurance Status



Enriching and accelerating learning



**Special Education
Unduplicated Child Count:
School Board Presentation**

Dr. Alecia Mobley
Special Education Director

April 5, 2021

Enriqueciendo y acelerando el aprendizaje

December 1, 2020, Child Count



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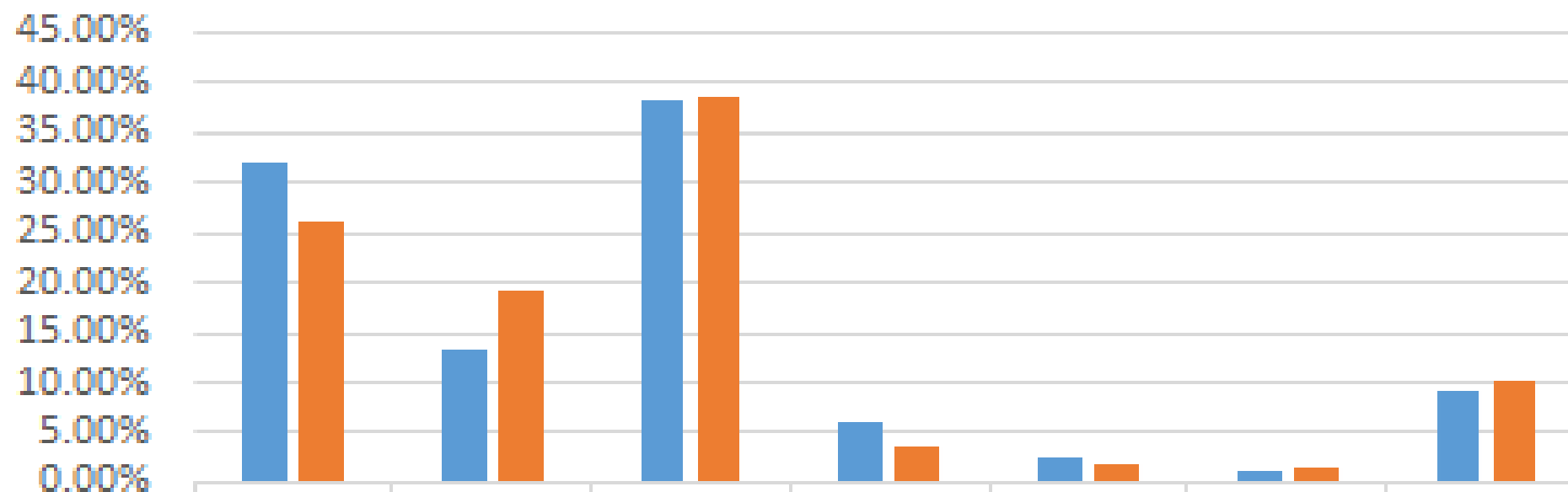
Richfield unduplicated child count	783
Receiving service in Richfield	715
- Non-resident served	101
Resident students served out of District	141
- Intermediate 287	28
- Special education placements	16
- Alternative Learning Center	9
- Court placed or day treatment	3
Open enrolled or private school	113

Richfield Demographics



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Ethnicity



General Ed.	White	31.85%	Black	13.19%	Hispanic	38.17%	Asian	6.12%	Hawaiian	3%	Am. Indian	1.19%	2 or More	9.23%
Special Ed.	White	26.2%	Black	19.2%	Hispanic	38.7%	Asian	3.7%	Hawaiian	2%	Am. Indian	1.7%	2 or More	10.2%

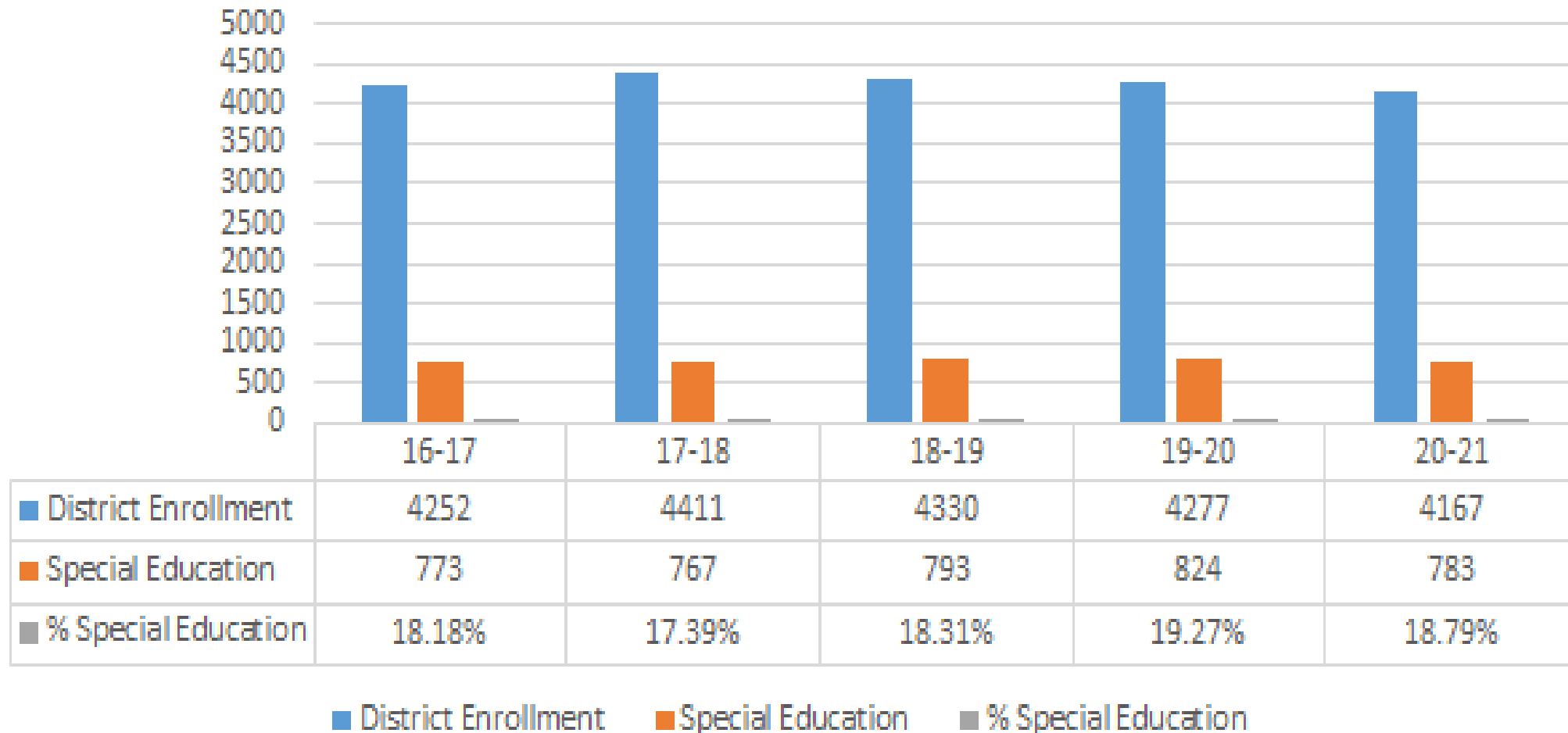
■ General Ed. ■ Special Ed.

5 Year Child Count Comparison



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5 Year Child Count

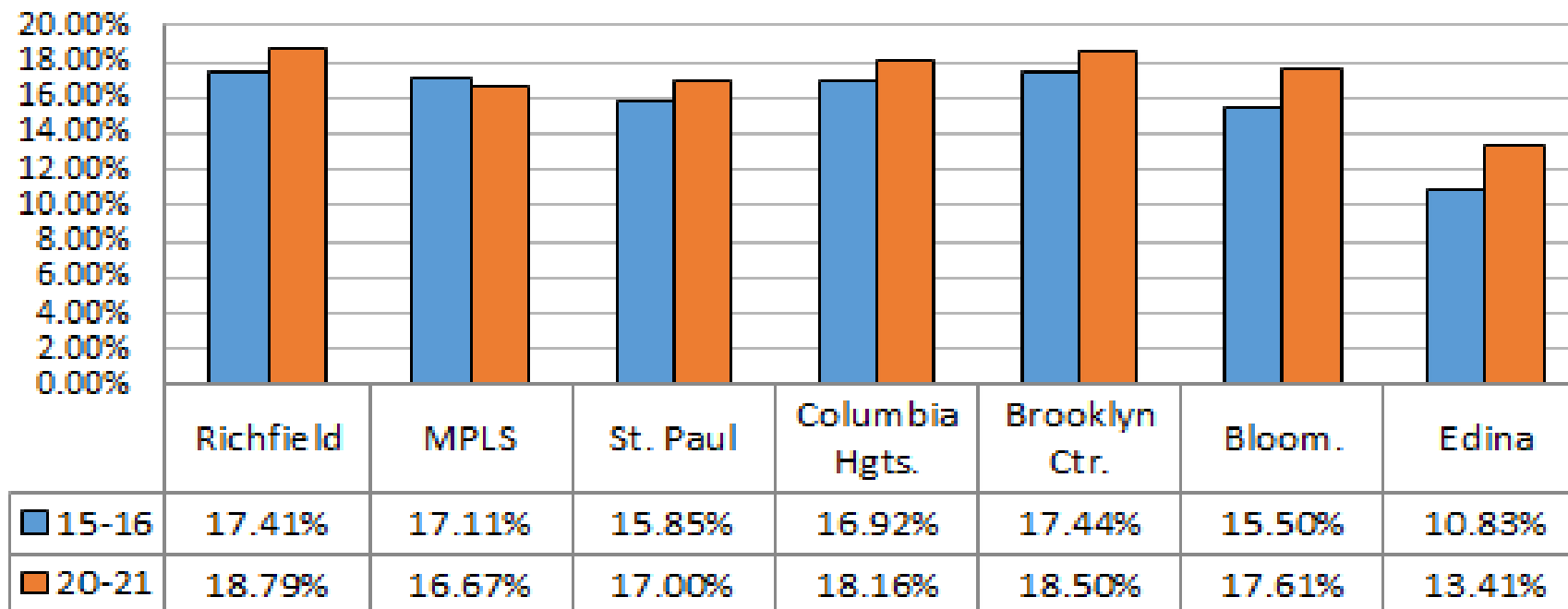


District Special Education Child Count Comparison



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District Comparison



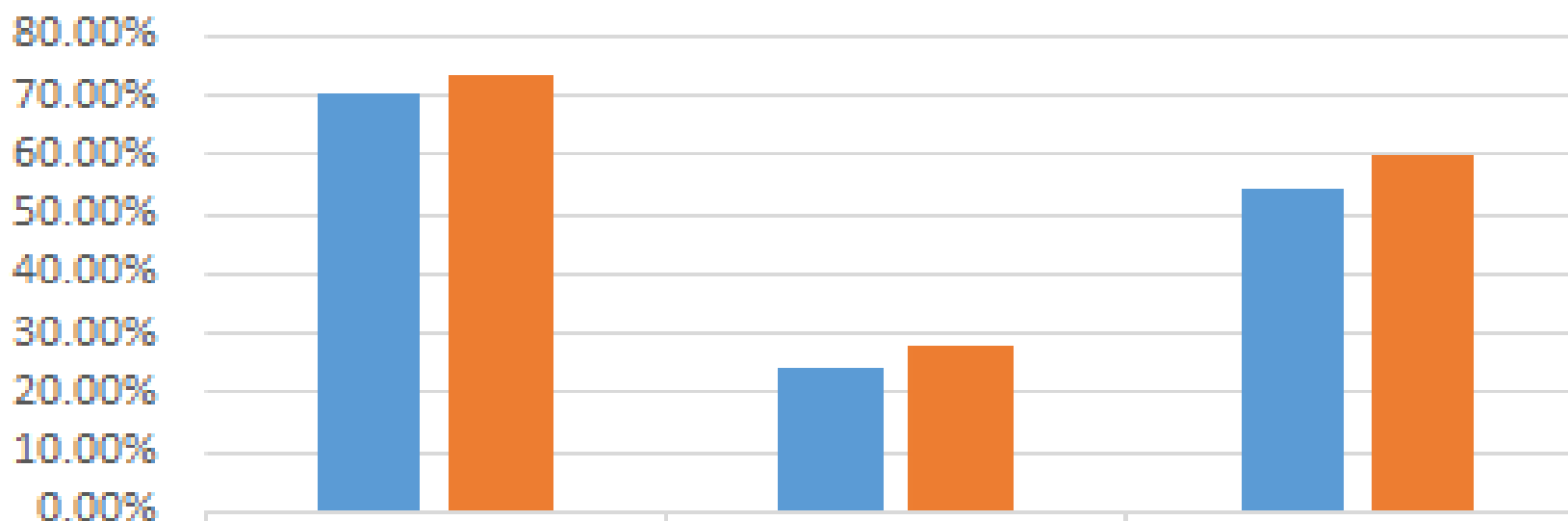
■ 15-16 ■ 20-21

Special Education Demographics Compared to General Education



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Demographics



■ District	70.46%	24.55%	54.26%
■ Special Education	73.69%	27.82%	59.78%

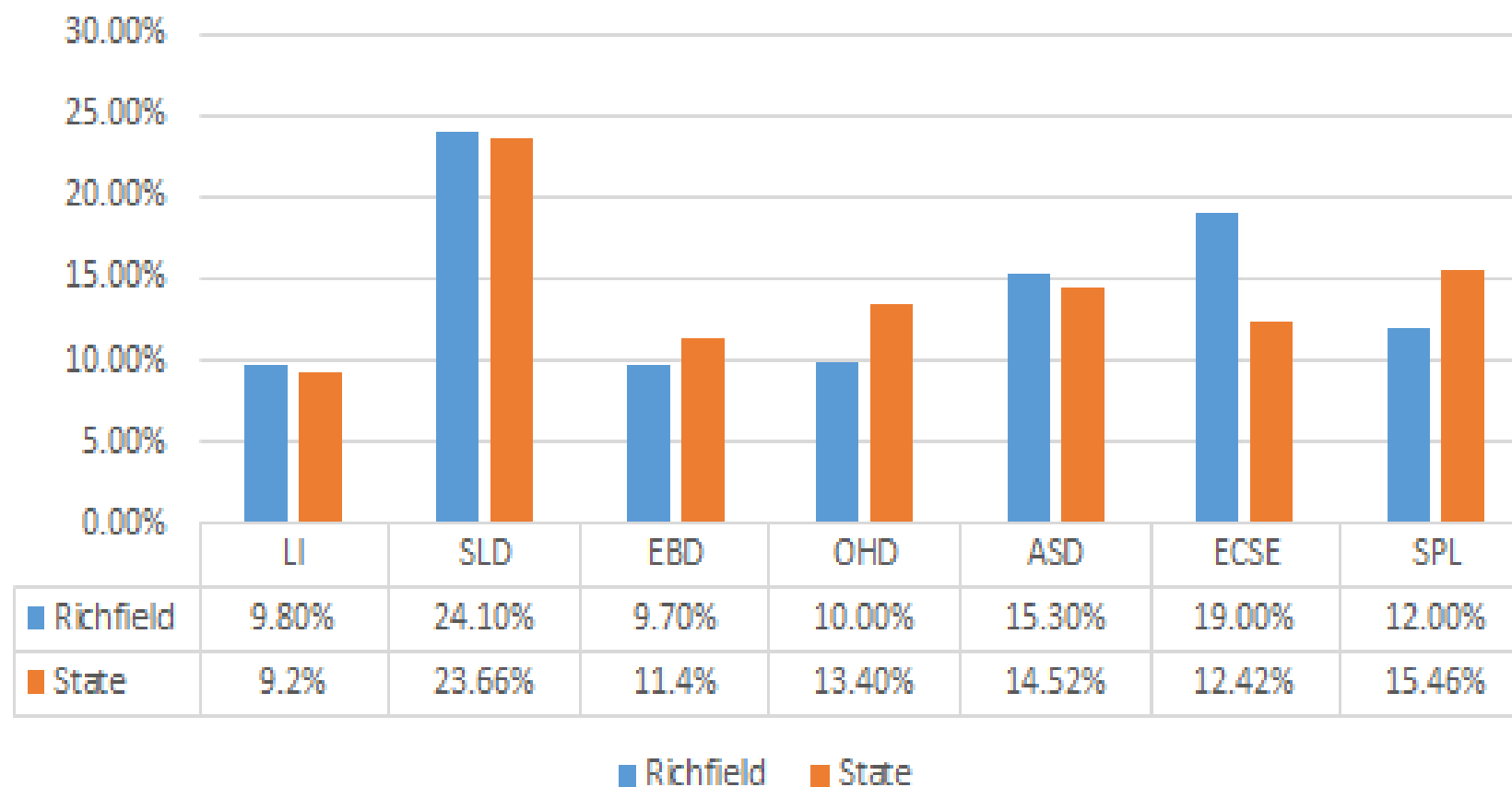
■ District ■ Special Education

State Disability Comparisons



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Richfield Compared to the State by Disability



LI - Low Incident

SLD - Specific Learning Disabilities

EBD - Emotional Behavior Disorder

OHD - Other Health Disorder

ASD - Autism Spectrum Disorder

ECSE - Early Childhood Special Ed

SPL - Speech Language Impaired

Richfield Child Count Summary



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- Our Latinx scholars make up the largest percentage of students receiving special education services.
- Special education numbers over the past five years have remained relatively stable with a peak in 2019-20.
- RPS is below the state average in the disability categories of Emotional/Behavioral Disabilities, Other Health Disabilities, and Speech/Language.
- RPS is above the state average in the disability areas of Developmental Delay (Early Childhood Special Education) (6.58%), Autism (.78%), Specific Learning Disability (.44%) and Low Incidence (.6%).

Richfield Child Count Summary



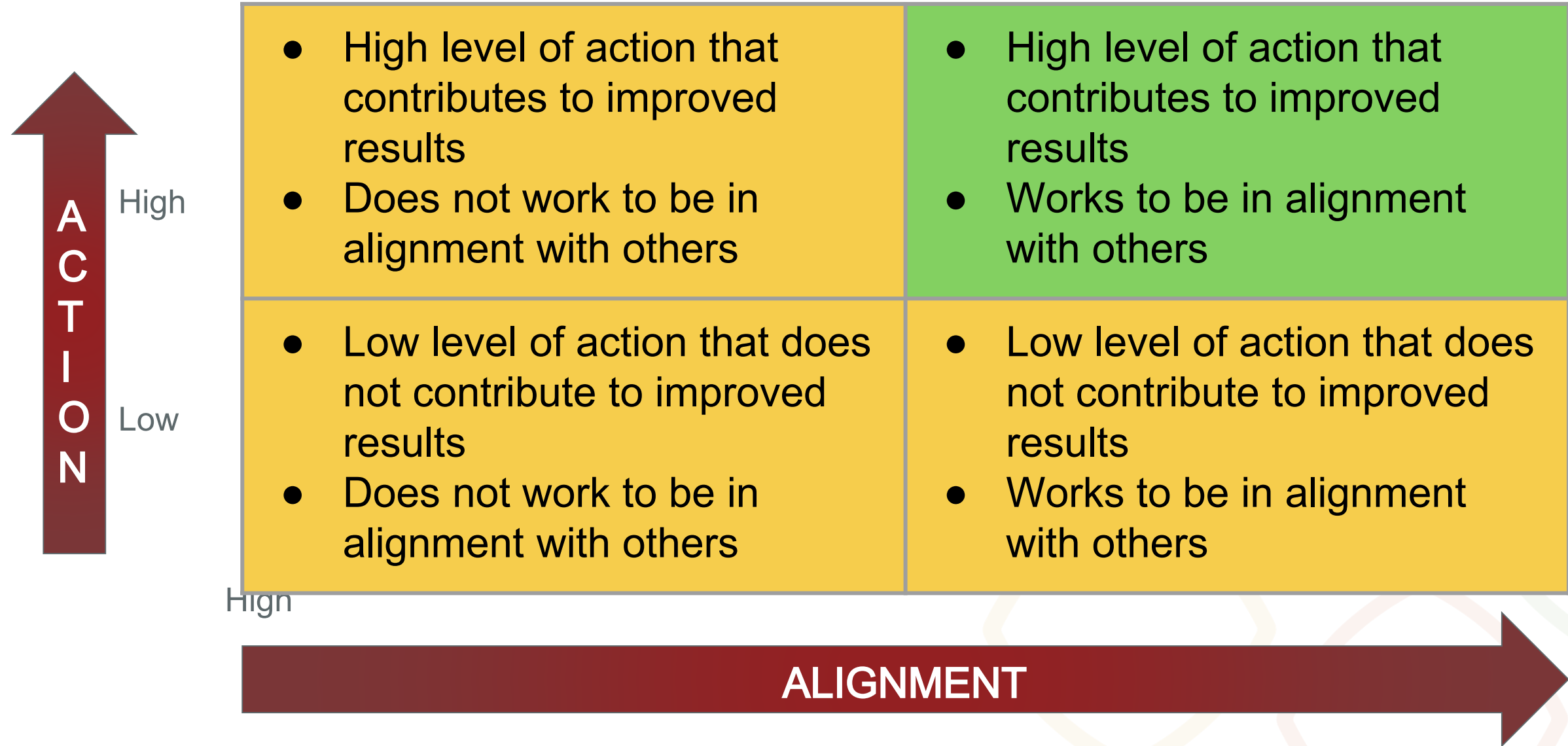
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- Of the students who qualify for Specific Learning Disability (SLD), 69% are Latinx.
 - A higher percentage of English Language Learners (ELL) receive special education services in the category of SLD.
- Of the students who qualify for Emotional Behavioral Disorder (EBD), 33% are Black or African American.
 - A higher percentage of students who identify as “two or more races” qualified for special education in this area.

Four Quadrants of Aligned Contributions



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The Why?



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Shared language is important in leading change.

Same Words + Same Meaning =

1. Communicate more effectively
2. Minimize misunderstandings
3. High action, high alignment, high accountability



Core Questions:

- How are scholars learning and how do we know that what we are doing is working?
- Do scholars see themselves in what is taught and learned?
- Is learning reciprocal?
- How do we improve (adults)?
- What is going well? What can we celebrate?



Bright Spots



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- Equity alignment: City, school board, superintendent
- Lead meetings grounded in equity and data
- Site data digs: Two-week data cycles
- Professional development days: Whole team approach
- Paraprofessional professional development offerings
- Case manager resources
- Special Education Advisory Council (SEAC) and PACER collaboration
- “Start Stop Continue” activity department-wide
- Practice profiles with high leverage practices embedded
- SPELL review dialogue
- Inclusive Schools Week planning



Site Level and District Data: Red Yellow and Green



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High-Leverage Practices in Special Education

Instruction

- Long and short-term goals
- Design instruction
- Adapt tasks and materials
- Metacognitive strategies
- Scaffolded supports
- Explicit instruction
- Flexible grouping
- Active engagement
- Assistive Technology
- Intensive Instruction
- Maintain and generalize
- Feedback

Collaboration

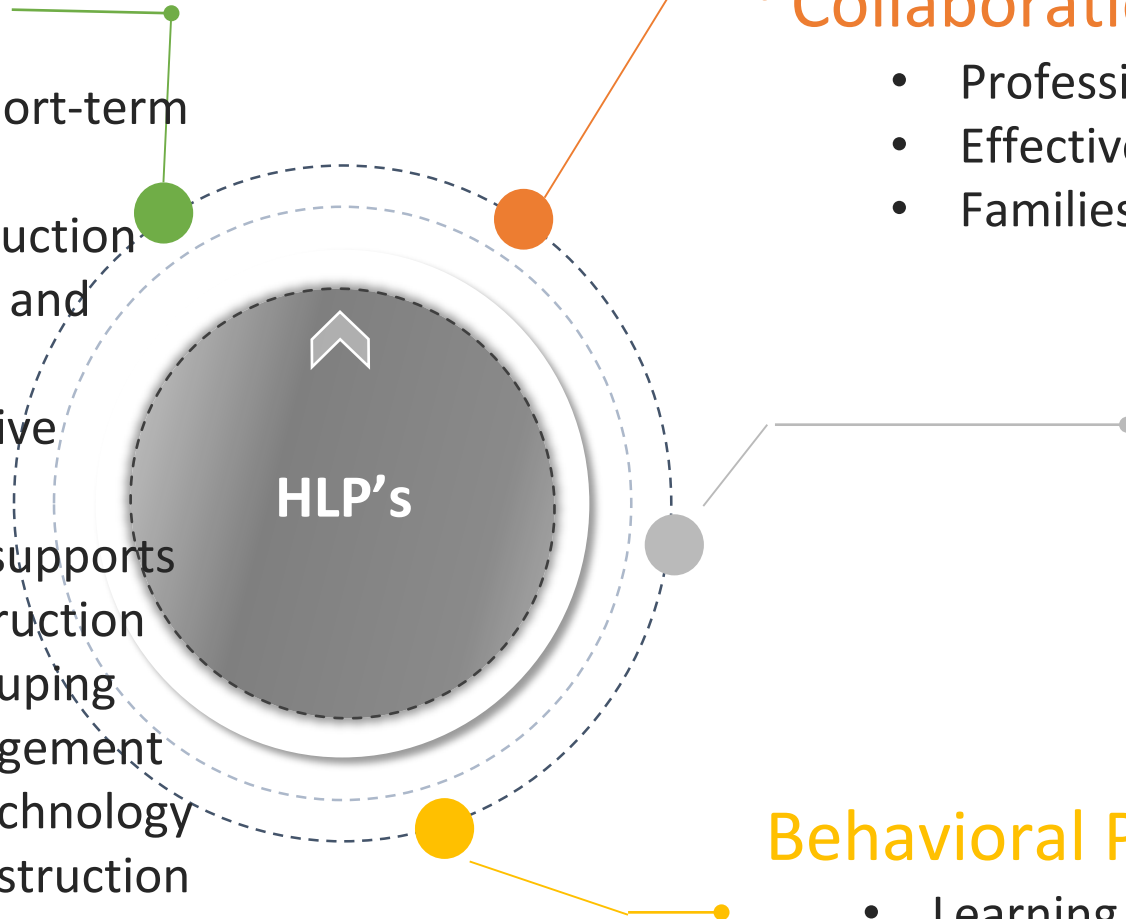
- Professionals
- Effective meetings
- Families

Assessment

- Multiple Sources
- Interpret and communicate
- Link to instruction

Behavioral Practices

- Learning Environment
- Feedback
- Teach social behavior
- FBA's



Thank You!



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Nothing bears out in practice
what it promises incipiently.

John Irving

 quote fancy

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

Agenda Item III.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 5, 2021

Subject: Commendations

Richfield Public Schools would like to commend Richfield Mayor Maria Regan Gonzalez who was recently honored as the recipient of the YWCA 2021 Woman of Power Award. Mayor Gonzalez was selected as an exemplar of commitment to social and racial equity, dignity, justice and peace because of her work in advocating for marginalized communities and advancing racial and health equity, both as mayor of Richfield and as a co-founder of La RED Latina de Educación Temprana MN (The Latino Early Childcare Provider Network). Congratulations, Mayor Gonzalez!

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	300342	02/25/2021	ALL STATE COMMUNICATIONS INC	R	60,960.00
01	300343	02/25/2021	AMERICAN DRAPERY SYSTEMS, INC.	R	14,162.50
01	300344	02/25/2021	BRAUN INTERTEC CORP	R	1,364.00
01	300345	02/25/2021	ICS CONSULTING, INC.	R	77,738.48
01	300346	02/25/2021	INSTITUTE FOR ENVIROMENTAL	R	11,234.43
01	300347	02/25/2021	LS BLACK CONSTRUCTORS, INC.	R	47,462.00
01	300348	02/25/2021	MID MINNESOTA STORAGE	R	180.00
01	300349	02/25/2021	PHILLIP HUCH	R	35,845.00
01	300350	02/25/2021	SHAW-LUNDQUIST ASSOCIATES, INC.	R	832,486.07
01	300351	02/25/2021	WOLD ARCHITECTS AND ENGINEERS	R	45,253.71
01	300352	02/25/2021	4IMPRINT, INC.	R	2,237.95
01	300353	02/25/2021	806 TECHNOLOGIES INC	R	3,325.00
01	300354	02/25/2021	ALLIED PROFESSIONALS, INC.	R	1,156.00
01	300355	02/25/2021	AMPLIFIED IT LLC	R	1,277.10
01	300356	02/25/2021	NASCO	R	69.66
01	300357	02/25/2021	BARRETT MEGAN	R	59.00
01	300358	02/25/2021	BATTERIES R US	R	284.98
01	300359	02/25/2021	BEN FRANKLIN ELECTRIC INC	R	2,237.00
01	300360	02/25/2021	BENBOW, PAM	R	61.95
01	300361	02/25/2021	BIENIEK DEANNA	R	59.00
01	300362	02/25/2021	BOSE THOMAS N	R	75.00
01	300363	02/25/2021	BRINK'S INCORPORATED	R	1,306.24
01	300364	02/25/2021	BURKSTRAND MICHAEL	R	150.00
01	300365	02/25/2021	CANON USA	R	4,038.49
01	300366	02/25/2021	CAPITAL ONE COMMERCIAL	R	100.76
01	300367	02/25/2021	CAPSTONE PRESS	R	3,701.20
01	300368	02/25/2021	CAPTIVATE MEDIA & CONSULTING	R	1,240.00
01	300369	02/25/2021	CARQUEST AUTO PARTS	R	13.50
01	300370	02/25/2021	CDW GOVERNMENT INC	R	24,675.00
01	300371	02/25/2021	CEL PUBLIC RELATIONS, INC.	R	206.25
01	300372	02/25/2021	CINTAS CORPORATION NO 2	R	215.92
01	300373	02/25/2021	DICK BLICK COMPANY	R	1,079.14
01	300374	02/25/2021	DIGITAL INSURANCE LLC	R	3,537.00
01	300375	02/25/2021	ECOLAB INC	R	217.02
01	300376	02/25/2021	EDUCATORS BENEFIT CONSULTANTS LLC	R	432.97
01	300377	02/25/2021	EHLERS & ASSOCIATES	R	1,500.00
01	300378	02/25/2021	EILERTSON ABIGAIL	R	31.50
01	300379	02/25/2021	FERN NATHAN	R	79.00
01	300380	02/25/2021	FINANGER PHILLIP J	R	140.00
01	300381	02/25/2021	GORSHE LISA	R	50.00
01	300382	02/25/2021	GRAHAM THOMAS	R	100.00
01	300383	02/25/2021	WW GRAINGER INC	R	358.74
01	300384	02/25/2021	HAMANN RONALD C	R	79.00
01	300385	02/25/2021	HAMMER SPORTS, LLC	R	98.00
01	300386	02/25/2021	HANNAH VAN KREVELEN	R	31.50
01	300387	02/25/2021	HELGREN ALLISON	R	74.00
01	300388	02/25/2021	HILGER MERRY	R	79.00
01	300389	02/25/2021	HILLYARD	R	9,128.54
01	300390	02/25/2021	HOFFLANDER GREGORY A	R	40.00

01	300391	02/25/2021	HOGLUND BUS CO INC	R	46.19
01	300392	02/25/2021	IDEAL ENERGIES LLC	R	992.09
01	300393	02/25/2021	INSTITUTE FOR ENVIROMENTAL	R	13,199.25
01	300394	02/25/2021	J GRAMMOND PHOTOGRAPHY	R	15.00
01	300395	02/25/2021	JACKSON AZZAIRIA	R	79.00
01	300396	02/25/2021	JAYTECH, INC	R	749.70
01	300397	02/25/2021	KING REBECCA	R	59.00
01	300398	02/25/2021	KREMER SERVICES LLC	R	8,791.74
01	300399	02/25/2021	LANGUAGE LINE SERVICE	R	1,227.00
01	300400	02/25/2021	LARSON KEITH	R	100.00
01	300401	02/25/2021	LEARNING A-Z	R	108.00
01	300402	02/25/2021	LENNON, LEA	R	40.00
01	300403	02/25/2021	LKO PRODUCTIONS LLC	R	300.00
01	300404	02/25/2021	LOFFLER	R	1,225.09
01	300405	02/25/2021	MADISON NATIONAL LIFE INS CO INC	R	15,965.93
01	300406	02/25/2021	MEDCO SUPPLY COMPANY	R	542.73
01	300407	02/25/2021	MEGHAN T JOHNSON	R	75.00
01	300408	02/25/2021	MESSERLI & KRAMER	R	230.22
01	300409	02/25/2021	METRO APPLIANCE RECYCLING	R	1,746.81
01	300410	02/25/2021	MIDWEST BUS PARTS INC	R	161.42
01	300411	02/25/2021	MINNESOTA DEPT OF HEALTH	R	35.00
01	300412	02/25/2021	MINUTEMAN PRESS OF RICHFIELD	R	877.81
01	300413	02/25/2021	MISENER DENNY	R	79.00
01	300414	02/25/2021	MN DEPT OF LABOR AND INDUSTRY	R	100.00
01	300415	02/25/2021	ALBIN ACQUISITION CORP	R	108.00
01	300416	02/25/2021	MTI DISTRIBUTING CO	R	718.35
01	300417	02/25/2021	MULTILINGUAL WORD INC	R	130.00
01	300418	02/25/2021	NAVARRO RAYMOND	R	79.00
01	300419	02/25/2021	NESVOLD LORI	R	40.00
01	300420	02/25/2021	NOKOMIS SHOE SHOP	R	119.95
01	300421	02/25/2021	NOONAN JULIE	R	40.00
01	300422	02/25/2021	NORDLING AARON	R	79.00
01	300423	02/25/2021	NORTH DAKOTA CHILD SUPPORT PYMT CNT	R	39.60
01	300424	02/25/2021	NOVACARE REHABILITATION	R	7,666.67
01	300425	02/25/2021	OKEY CHRIS	R	185.00
01	300426	02/25/2021	PAPCO, INC.	R	1,089.60
01	300427	02/25/2021	POVOLNY KATHLEEN IGOE	R	70.00
01	300428	02/25/2021	PROSHEK NATHAN	R	79.00
01	300429	02/25/2021	PUMP & METER SERVICE	R	168.38
01	300430	02/25/2021	RAHJA MARK	R	79.00
01	300431	02/25/2021	RYAN JEANNIE M	R	642.91
01	300432	02/25/2021	SAYERS KEVIN H	R	79.00
01	300433	02/25/2021	SCHOOL SERVICE EMPLOYEES UNION	R	7,944.53
01	300434	02/25/2021	SHERWIN WILLIAMS CO	R	484.47
01	300435	02/25/2021	SIERRA AMBER R	R	79.00
01	300436	02/25/2021	SKOF RYNNE	R	30.00
01	300437	02/25/2021	SOLLIE ANDREA L	R	40.00
01	300438	02/25/2021	SOLLIE DUANE A	R	35.00
01	300439	02/25/2021	SULLIVAN LAMARR	R	79.00
01	300440	02/25/2021	THREE RIVERS PARK DISTRICT	R	1,575.00

01	300441	02/25/2021	TIFFANY ROCHA-LANDKAMMER	R	59.00
01	300442	02/25/2021	TOLL COMPANY	R	44.77
01	300443	02/25/2021	TRISTATE BOBCAT INC	R	2,500.00
01	300444	02/25/2021	TWIN CITY FILTER SERVICE INC	R	881.60
01	300445	02/25/2021	UNITED STATES TREASURER	R	430.00
01	300446	02/25/2021	UNIVERSITY OF MINNESOTA	R	21,315.00
01	300447	02/25/2021	VAIL RESORTS MANAGEMENT CO, INC.	R	186.00
01	300448	02/25/2021	VELOCITY DRAIN SERVICES INC	R	375.00
01	300449	02/25/2021	VSP VISION SERVICE PLAN	R	3,069.86
01	300450	02/25/2021	WALZ CHRISTINE M	R	70.00
01	300451	02/25/2021	WALZ JEFFREY	R	35.00
01	300452	02/25/2021	ALLSTATE PETERBILT OF S ST PAUL	R	446.43
01	300453	02/25/2021	WILSON HOPE	R	70.00
01	300454	02/25/2021	WILSON JOHN P	R	40.00
01	300455	02/25/2021	XCEL ENERGY	R	6,023.03
01	300456	02/25/2021	YUNG EMILY	R	59.00
01	300457	02/25/2021	ZUBAN FAMETTA	R	30.00
01	300458	02/26/2021	AMAZON.COM SYNCB/AMAZON	V	0.00
01	300459	02/26/2021	AMAZON.COM SYNCB/AMAZON	R	4,226.64
01	300460	03/04/2021	ALLIED PROFESSIONALS, INC.	R	952.00
01	300461	03/04/2021	BRAND FARMS	R	220.00
01	300462	03/04/2021	BREAKDOWN SPORTS USA, INC.	R	95.00
01	300463	03/04/2021	BSN SPORTS, LLC	R	5,230.00
01	300464	03/04/2021	CITY OF RICHFIELD	R	1,116.68
01	300465	03/04/2021	COMCAST	R	272.01
01	300466	03/04/2021	DICK BLICK COMPANY	R	63.75
01	300467	03/04/2021	ECM PUBLISHERS INC	R	119.00
01	300468	03/04/2021	EDUCATORS BENEFIT CONSULTANTS LLC	R	102.00
01	300469	03/04/2021	FURTHER	R	11,587.50
01	300470	03/04/2021	GOEBEL JUDITH K	R	150.00
01	300471	03/04/2021	GONZALEZ JOSUE	R	140.00
01	300472	03/04/2021	H BROOKS AND COMPANY LLC	R	4,834.93
01	300473	03/04/2021	HR SIMPLIFIED INC.	R	714.00
01	300474	03/04/2021	HUBERT COMPANY, LLC	R	340.15
01	300475	03/04/2021	LOFFLER COMPANIES	R	123.00
01	300476	03/04/2021	MALLOY MONTAGUE KARNOWSKI & RADO	R	4,455.00
01	300477	03/04/2021	MINNESOTA STATE HIGH SCHOOL LEAGUE	R	9,000.00
01	300478	03/04/2021	NOVACARE REHABILITATION	R	7,666.67
01	300479	03/04/2021	OCCUPATIONAL MEDICINE CONSULTANTS	R	571.50
01	300480	03/04/2021	PAN O GOLD BAKING CO	R	406.70
01	300481	03/04/2021	HOLISTIC KNEADS LLC	R	150.00
01	300482	03/04/2021	RATWIK ROSZAK & MALONEY PA	R	543.00
01	300483	03/04/2021	RED PEPPER SOFTWARE, LLC	R	2,500.00
01	300484	03/04/2021	ROCKET MATH, LLC	R	92.00
01	300485	03/04/2021	RODRIGUEZ EMBROIDERY INC	R	3,673.88
01	300486	03/04/2021	SOURCEWELL TECHNOLOGY	R	5,700.00
01	300487	03/04/2021	TAFFE SARAH ANN	R	8,165.60
01	300488	03/04/2021	TRAFERA HOLDINGS, INC.	R	2,513.00
01	300489	03/04/2021	TRIO SUPPLY COMPANY	R	1,688.50
01	300490	03/04/2021	UPPER LAKES FOODS	V	0.00

01	300491	03/04/2021	UPPER LAKES FOODS	R	16,635.09
01	300492	03/04/2021	XCEL ENERGY	R	34,526.02
01	V610620	03/04/2021	MIRIAM A CASTRO SANJUAN	R	40.00
01	V610621	03/04/2021	PHIL N CEDER	R	40.00
01	V610622	03/04/2021	MARY L CLARKSON	R	70.00
01	V610623	03/04/2021	LATANYA R DANIELS	R	70.00
01	V610624	03/04/2021	GEORGE A DENNIS	R	35.00
01	V610625	03/04/2021	JARED ELLERSON	R	209.96
01	V610626	03/04/2021	RYAN D FINKE	R	70.00
01	V610627	03/04/2021	PETER J FITZPATRICK	R	40.00
01	V610628	03/04/2021	STEVEN T FLUCAS	R	70.00
01	V610629	03/04/2021	MICHAEL L FRANKENBERG	R	70.00
01	V610630	03/04/2021	RACHEL GENS	R	70.00
01	V610631	03/04/2021	AREND J GEURINK	R	70.00
01	V610632	03/04/2021	JAMES A GILLIGAN	R	70.00
01	V610633	03/04/2021	CHRISTINA M GONZALEZ	R	70.00
01	V610634	03/04/2021	KYLE L GUSTAFSON	R	85.00
01	V610635	03/04/2021	KEVIN D HARRIS	R	40.00
01	V610636	03/04/2021	JAMES L HILL	R	40.00
01	V610637	03/04/2021	CARLONDREA D HINES	R	70.00
01	V610638	03/04/2021	JESSICA M HOFFMAN	R	40.00
01	V610639	03/04/2021	CRAIG D HOLJE	R	70.00
01	V610640	03/04/2021	JANICE JORENBY	R	70.00
01	V610641	03/04/2021	CORY J KLINGE	R	70.00
01	V610642	03/04/2021	DANIEL E KRETSINGER	R	70.00
01	V610643	03/04/2021	ANOOP KUMAR	R	40.00
01	V610644	03/04/2021	COLLEEN M MAHONEY	R	70.00
01	V610645	03/04/2021	MICHAEL A MANNING	R	70.00
01	V610646	03/04/2021	ANGELA M MARYN	R	72.66
01	V610647	03/04/2021	DANIEL P MCGINN	R	40.00
01	V610648	03/04/2021	DOUG R MCMEEKIN	R	70.00
01	V610649	03/04/2021	CAROLE R MCNAUGHTON-COMMERS	R	70.00
01	V610650	03/04/2021	KENT D MEYER	R	70.00
01	V610651	03/04/2021	ALECIA M MOBLEY	R	70.00
01	V610652	03/04/2021	LISA M NEGUS	R	70.00
01	V610653	03/04/2021	ERIN H NEILON	R	40.00
01	V610654	03/04/2021	ROBERT G OLSON	R	40.00
01	V610655	03/04/2021	LAURA B OTTERNESS	R	70.00
01	V610656	03/04/2021	MARK S PEDERSEN	R	40.00
01	V610657	03/04/2021	DENNIS E PETERSON	R	35.00
01	V610658	03/04/2021	CASSANDRA QUAM	R	70.00
01	V610659	03/04/2021	RENEE C REED-KARSTENS	R	40.00
01	V610660	03/04/2021	KEITH D RIEF	R	40.00
01	V610661	03/04/2021	TERESA L ROSEN	R	70.00
01	V610662	03/04/2021	MAUREEN E RUHLAND	R	40.00
01	V610663	03/04/2021	TIMECKA MARIE SANCHEZ-MICHAELS	R	70.00
01	V610664	03/04/2021	AMBER M SCHAUER	R	70.00
01	V610665	03/04/2021	MARTA I SHAHSAVAND	R	70.00
01	V610666	03/04/2021	DANE A SMITH	R	31.75
01	V610667	03/04/2021	NANCY J STACHEL	R	70.00

01	V610668	03/04/2021	PATRICK M SURE	R	40.00
01	V610669	03/04/2021	STACY THEIEN-COLLINS	R	70.00
01	V610670	03/04/2021	VLADIMIR S TOLEDO	R	40.00
01	V610671	03/04/2021	IAN D TOLENTINO	R	40.00
01	V610672	03/04/2021	STEVEN P UNOWSKY	R	270.00
01	V610673	03/04/2021	STEPHEN C URBANSKI	R	40.00
01	V610674	03/04/2021	CARRIE A VALA	R	70.00
01	V610675	03/04/2021	JENNIFER K VALLEY	R	70.00
01	V610676	03/04/2021	RYAN WAGNER	R	40.00
01	V610677	03/04/2021	REBECCA S WALD	R	40.00
01	V610678	03/04/2021	KASYA L WILLHITE	R	70.00
01	V610679	03/04/2021	AMY J WINTER AHSENMACHER	R	70.00
01	V2100839	03/04/2021	P-CARD BAIRD LISA	R	1,255.14
01	V2100840	03/04/2021	P-CARD BROWN MATTHEW	R	249.00
01	V2100841	03/04/2021	P-CARD BRUNNER PATTI	R	14,900.99
01	V2100842	03/04/2021	P-CARD BURT EMILY	R	329.71
01	V2100843	03/04/2021	P-CARD DINGMAN KRISTI	R	1,214.62
01	V2100844	03/04/2021	P-CARD FINDLEY LAMPKIN MELISSA	R	615.05
01	V2100845	03/04/2021	P-CARD FINKE RYAN	R	184.86
01	V2100846	03/04/2021	P-CARD GEURINK AREND	R	2,324.69
01	V2100847	03/04/2021	P-CARD GULLICKSON KEVIN	R	28.24
01	V2100848	03/04/2021	P-CARD HINES CARLONDREA	R	570.00
01	V2100849	03/04/2021	P-CARD KRETSINGER DAN	R	844.58
01	V2100850	03/04/2021	P-CARD LEWIS JENNIFER	R	505.79
01	V2100851	03/04/2021	P-CARD MAHONEY COLLEEN	R	3,160.93
01	V2100852	03/04/2021	P-CARD MANNING MICHAEL	R	187.02
01	V2100853	03/04/2021	P-CARD MARYN ANGELA	R	3,560.16
01	V2100854	03/04/2021	P-CARD MCGINN DAN	R	128.37
01	V2100855	03/04/2021	P-CARD POMERLEAU DORIS	R	781.66
01	V2100856	03/04/2021	P-CARD SHAHSAVAND MARTA	R	49.96
01	V2100857	03/04/2021	P-CARD SMITH DANE	R	97.56
01	V2100858	03/04/2021	P-CARD STACHEL NANCY	R	436.60
01	V2100859	03/04/2021	P-CARD VALLEY JENNIFER	R	292.18
01	V2100860	03/04/2021	P-CARD WILLHITE KASYA	R	714.91
01	V2100861	03/04/2021	P-CARD WINTER AMY	R	905.02
01	300493	03/05/2021	CINTAS	R	583.09

TOTAL CHECKS, EPAYS, PCARDS					1,460,635.85
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CHECK, E-PAY & PCARD RUNS FOR 03/15/2021 BOARD REPORTS

BANK 05	DATE	AMOUNT
P-CARDS, FEBRUARY 2021	3/4/2021	33,337.04
CHECKS	2/25/2021	197,606.54
	2/26/2021	4,226.64
	3/4/2021	124,346.98
Blessed Trinity-CARES Funding	3/5/2021	583.09
CONSTRUCTION CHECKS	2/25/2021	1,096,686.19
E-PAY	3/4/2021	3,849.37

CHECK REGISTER BANK 05 TOTAL =	1,460,635.85
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BREAKDOWN	
01-206-00	299,348.03
02-206-00	29,410.72
03-206-00	13,844.64
04-206-00	13,255.02
06-206-00	1,096,756.19
07-206-00	-
20-206-00	5,487.09
21-206-00	2,534.16
47-206-00	-
BANK TOTAL =	1,460,635.85

SUPERINTENDENT'S REPORT AND AGENDA

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

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

Monday, March 15, 2021
7:00 p.m. School Board Meeting

I. CALL TO ORDER

The regular meeting of the Board of Education of ISD 280, Hennepin County, Richfield, Minnesota was held on Monday, March 15, 2021 in the boardroom at the Richfield Public Schools district office, with an option for joining virtually due to the current federal and state emergency declarations and guidance about limiting person-to-person contact because of the COVID-19 (coronavirus) pandemic. Chair Timothy Pollis called the Regular Board Meeting to order at 7:02 pm with the following school board members in attendance: Brakke, Cole (virtually), Maleck (virtually), Smisek, and Toensing.

Administrators present were Superintendent Unowsky, Asst. Superintendent Daniels (virtually), Executive Director Clarkson (virtually), and Chief HR & Admin Officer Holje.

II. REVIEW AND APPROVAL OF THE AGENDA

Motion by Toensing, seconded by Brakke, and unanimously carried, the Board of Education approved the agenda.

III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

- A. Public Comment
- B. Superintendent Update
 - 1. Pandemic and Learning Model Update
 - 2. Technology Levy Update
 - 3. Vision Cards

IV. CONSENT AGENDA

Motion by Brakke, seconded by Toensing, and unanimously carried, the Board of Education approved the consent agenda.

- A. Routine Matters
 - 1. Minutes of the regular meeting held March 1, 2021
 - 2. General Disbursements as of 3/5/21 in the amount of \$1,460,635.85
 - 3. Year-to-Date Finance Update
- B. Personnel Items

Certified Full Time Position for Employment – 3rd Year Probation

Libby Nelson – School Nurse – RHS

Certified Full Time Position for Employment – Early Learning/Preschool Teacher

Stacy Koehler – Pre-K Teacher - CEC

Certified Full Time Request for Leave of Absence

Karah Holle – Language Arts – RHS

Laurie Seibert – Mathematics – RHS

Certified Full Time Probationary Non-Renewal Agreement

Emily Russo – Elementary Teacher- RDLS

Classified Part Time Position For Employment – Paraprofessional

Diane Harayda – 35 hr/wk – Paraprofessional – Centennial

Emily Shaw – 20 hr/wk – Paraprofessional – Sheridan Hills Elementary

Classified Part Time Position For Employment – Facilities and Transportation

David Hanks – 20 hr/wk – Bus Driver

Classified Part Time Position For Employment – Food & Nutrition Services

LaGracious Smith – 25 hr/wk – Kitchen Assistant – RMS

Isela Ventura Rubio – 25 hr/wk – Kitchen Assistant – RHS

Paula Washington – 37.5 hr/wk – Production Cook – RHS

Classified Full Time Resignation – Paraprofessional

Marshall Santiago Toledano – 40 hr/wk – Clerical Paraprofessional – RHS

Classified Part Time Resignation – Outreach Worker

Silvia Paredes - 37.5 hr/wk - Outreach Worker – RDLS

V. OLD BUSINESS

- A. Policy 703: Student Activity Fund and other Organizations & Administrative Guideline 703.1 - final read

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

- B. Policy 702: Investments & Administrative Guideline 702.1 - third read

Motion by Brakke, seconded by Toensing and unanimously carried, the Board of Education voted to revisit the item that was postponed at the prior meeting. This previously postponed motion to approve the revised policy was voted on and unanimously carried.

- C. Policy 701: Budget and Fund Reserves & Administrative Guideline 701.1 - third read

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

- D. Policy 413 - Staff Use of School Facilities & Administrative Guidelines 413.1 & 413.2 - second read

VI. NEW BUSINESS

- A. Policy 107 - Electronic Use and Communications & Administrative Guidelines 107.1 and 107.2 - first read
- B. Administrative Guideline 521.3: Temporary Waiver for Graduation Requirements - first read
- C. Resolution Discontinuing Positions for 2021-2022

Motion by Toensing, seconded by Smisek, and unanimously carried, the Board of Education approved the resolution.

- D. RMS Change Order #15

Motion by Toensing, seconded by Brakke, and unanimously carried, the Board of Education approved the change order.

- E. RHS Change Orders #53 - #57

Motion by Brakke, seconded by Smisek, and unanimously carried, the Board of Education approved the change orders.

- F. Central Change Order #1

Motion by Toensing, seconded by Smisek, and unanimously carried, the Board of Education approved the change order.

- G. Outreach Worker Agreement 2019-2021

Motion by Toensing, seconded by Brakke, and unanimously carried, the Board of Education approved the agreement.

- H. Donations

Motion by Brakke, seconded by Toensing, and unanimously carried, the Board of Education accepts the donations with gratitude.

VII. ADVANCE PLANNING

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

4-5-2021

7:00 p.m.

Regular Board Meeting

4-19-2021

7:00 p.m.

Regular Board Meeting - Public Comment

D. Suggested/Future Agenda Items

VIII. CLOSED SESSION AS ALLOWED BY MINNESOTA STATUTE 13D.03 FOR LABOR NEGOTIATIONS STRATEGY

Motion by Toensing, seconded by Smisek and unanimously approved, the board moved into closed session at 8:49 pm. Attending the closed session were Brakke, Cole, Pollis, Smisek, and Toensing, with Superintendent Unowsky and Chief Administrative Officer Holje.

IX. REOPEN MEETING

Motion by Smisek, seconded by Brakke and unanimously approved, the board moved into open session at 9:10 pm. Cole and Maleck were no longer in attendance.

X. ADJOURN REGULAR MEETING

Chair Pollis adjourned the meeting at 9:11 pm.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	300494	03/10/2021	ALL STATE COMMUNICATIONS INC	R	13,902.50
01	300495	03/10/2021	ALLIED PROFESSIONALS, INC.	R	977.50
01	300496	03/10/2021	ARVIG ENTERPRISES INC	R	1,107.90
01	300497	03/10/2021	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	3,521.00
01	300498	03/10/2021	CARQUEST AUTO PARTS	R	331.67
01	300499	03/10/2021	CENTURYLINK	R	113.45
01	300500	03/10/2021	CEP ART & DESIGN	R	1,305.00
01	300501	03/10/2021	CINTAS CORPORATION NO 2	R	215.92
01	300502	03/10/2021	COLLEGE OF ST BENEDICT	R	1,000.00
01	300503	03/10/2021	COMCAST BUSINESS	R	244.74
01	300504	03/10/2021	CONTINENTAL RESEARCH CORP	R	1,915.92
01	300505	03/10/2021	DENNIS ENVIRONMENTAL OPERATION	R	500.00
01	300506	03/10/2021	DICKS LAKEVILLE SANITATION INC	R	6,230.81
01	300507	03/10/2021	DIGI INTERNATIONAL, INC.	R	330.00
01	300508	03/10/2021	DOOR SERVICE COMPANY OF THE TWIN CI	R	257.00
01	300509	03/10/2021	SELAM ASFAHA	R	40.00
01	300510	03/10/2021	ECOLAB INC	R	737.90
01	300511	03/10/2021	FINANGER PHILLIP J	R	35.00
01	300512	03/10/2021	GEORGAKOPOULOS, TESS	R	20.00
01	300513	03/10/2021	WW GRAINGER INC	R	1,846.24
01	300514	03/10/2021	H&B SPECIALIZED PRODUCTS INC	R	670.00
01	300515	03/10/2021	H&L MESABI COMPANY	R	1,397.80
01	300516	03/10/2021	HANKS, DANE AUGUST	R	10.00
01	300517	03/10/2021	HAWKINS INC	R	3,958.70
01	300518	03/10/2021	HENNEPIN COUNTY ACCOUNTS RECEIVABLE	R	255.00
01	300519	03/10/2021	HILLYARD	R	3,809.48
01	300520	03/10/2021	HOGLUND BUS CO INC	R	580.10
01	300521	03/10/2021	HOME DEPOT U.S.A.	R	555.57
01	300522	03/10/2021	HOPE CHURCH	R	14,062.22
01	300523	03/10/2021	IIX INSURANCE INFORMATION EXCHANGE	R	61.35
01	300524	03/10/2021	INNOVATIVE OFFICE SOLUTIONS LLC	R	297.68
01	300525	03/10/2021	JAMES RAMSDELL JR	R	79.00
01	300526	03/10/2021	JAYTECH, INC	R	396.65
01	300527	03/10/2021	JOERGER BRYCE	R	10.00
01	300528	03/10/2021	KRUEGER DWIGHT	R	79.00
01	300529	03/10/2021	MACQUEEN EQUIPMENT, LLC	R	5,004.36
01	300530	03/10/2021	MARKS TOWING	R	490.00
01	300531	03/10/2021	MENARDS - RICHFIELD	R	1,147.58
01	300532	03/10/2021	METROPOLITAN MECHANICAL CONTRACTORS	R	425.20
01	300533	03/10/2021	MIDWEST BUS PARTS INC	R	259.75
01	300534	03/10/2021	MTI DISTRIBUTING CO	R	84.95
01	300535	03/10/2021	NORTH DAKOTA CHILD SUPPORT PYMT CNT	R	39.60
01	300536	03/10/2021	NUSS TRUCK & EQUIPMENT	R	1,300.00
01	300537	03/10/2021	OCCUPATIONAL MEDICINE CONSULTANTS	R	238.00
01	300538	03/10/2021	PHOENIX SCHOOL COUNSELING	R	14,848.21
01	300539	03/10/2021	PITNEY BOWES GLOBAL FINANCIAL SVC	R	1,104.42
01	300540	03/10/2021	RYAN JEANNIE M	R	396.00
01	300541	03/10/2021	INDIGO SIGNWORKS, INC.	R	272.00
01	300542	03/10/2021	PARK ADAM TRANSPORTATION	R	36,868.36

01	300543	03/10/2021	SULLIVAN LAMARR	R	79.00
01	300544	03/11/2021	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	300545	03/11/2021	BUSINESS ESSENTIALS	R	99.32
01	300546	03/11/2021	H BROOKS AND COMPANY LLC	R	5,539.21
01	300547	03/11/2021	HAMMER SPORTS, LLC	R	784.00
01	300548	03/11/2021	PAN O GOLD BAKING CO	R	594.25
01	300549	03/11/2021	PER MAR SECURITY SERVICES	R	18.00
01	300550	03/11/2021	PLANTING PEOPLE GROWING JUSTICE LLC	R	2,333.00
01	300551	03/11/2021	RICHFIELD GYMNASTICS CLUB	R	800.00
01	300552	03/11/2021	RUPP ANDERSON SQUIRES & WALDSPURGER	R	4,261.99
01	300553	03/11/2021	SCHMITT MUSIC CREDIT	R	100.00
01	300554	03/11/2021	SHERWIN WILLIAMS CO	R	446.26
01	300555	03/11/2021	SIMPLIFASTER INC.	R	1,267.30
01	300556	03/11/2021	STATE SUPPLY COMPANY	R	808.24
01	300557	03/11/2021	TITAN MACHINERY INC	R	3,515.08
01	300558	03/11/2021	TRIO SUPPLY COMPANY	R	2,259.70
01	300559	03/11/2021	TRISTATE BOBCAT INC	R	188.81
01	300560	03/11/2021	TWIN CITY GARAGE DOOR	R	335.25
01	300561	03/11/2021	TYLER TECHNOLOGIES, INC.	R	392.00
01	300562	03/11/2021	UPPER LAKES FOODS	R	26,812.00
01	300563	03/11/2021	VERIZON WIRELESS	R	510.26
01	300564	03/11/2021	WEVIDEO, INC.	R	719.00
01	300565	03/11/2021	XCEL ENERGY	R	43.90
01	300566	03/11/2021	ZACK'S INC.	R	990.10
01	300567	03/11/2021	ZARNOTH BRUSH WORKS	R	340.80
01	300568	03/11/2021	BROWN CHRIS	R	79.00
01	300569	03/11/2021	COLLINS MELANIE	R	35.00
01	300570	03/11/2021	DAY ROGER ANTHONY	R	79.00
01	300571	03/11/2021	FINANGER PHILLIP J	R	120.00
01	300572	03/11/2021	HOLLIS ETHAN	R	35.00
01	300573	03/11/2021	JACKSON AZZAIRIA	R	158.00
01	300574	03/11/2021	KAUFMAN MICHAEL	R	176.00
01	300575	03/11/2021	MADISON PAUL	R	79.00
01	300576	03/11/2021	MOORE KENAN	R	79.00
01	300577	03/11/2021	OKEY CHRIS	R	135.00
01	300578	03/11/2021	PETERSON, DAVID PAUL	R	79.00
01	300579	03/11/2021	SKOF RYNNE	R	30.00
01	300580	03/11/2021	SUNDRE ZACHARY	R	79.00
01	300581	03/11/2021	WASHINGTON ROBERT	R	79.00
01	300582	03/11/2021	ZUBAN FAMETTA	R	30.00
01	V610680	03/11/2021	LILI CUATE PLIEGO	R	36.00
01	V610681	03/11/2021	ROSALBA CUATE PLIEGO	R	162.83
01	V610682	03/11/2021	MARIA E DUPONT	R	54.88
01	V610683	03/11/2021	GRACE M JENNINGS	R	88.00
01	V610684	03/11/2021	RACHEL M JOHNSON	R	152.19
01	V610685	03/11/2021	ANNE-MARIE KILSTOFTE	R	146.00
01	V610686	03/11/2021	LI J MATTSON	R	25.00
01	V610687	03/11/2021	MARY M MEYER	R	36.00
01	V610688	03/11/2021	SEGUNDO R MOROCHO CUZCO	R	144.97
01	V610689	03/11/2021	LIBBY C NELSON	R	163.96

01	V610690	03/11/2021	CASSI M O'MEARA	R	25.00
01	V610691	03/11/2021	CHRISTINA G RHOADES	R	36.07
01	V610692	03/11/2021	CARMEN SARMIENTO	R	6.00
01	V610693	03/11/2021	KRISTINE L SCHOLZ	R	17.99
01	V610694	03/11/2021	PAULA J WASHINGTON	R	25.00
01	V610695	03/11/2021	MARISA E ZIMMERMAN	R	50.39
01	300583	03/18/2021	ALL STATE COMMUNICATIONS INC	R	9,640.00
01	300584	03/18/2021	ALLIED PROFESSIONALS, INC.	R	952.00
01	300585	03/18/2021	ALTMAN ADAM	R	400.00
01	300586	03/18/2021	ANDERSON JULIE R	R	418.50
01	300587	03/18/2021	APPRIZE TECHNOLOGY	R	300.00
01	300588	03/18/2021	BEN FRANKLIN ELECTRIC INC	R	340.00
01	300589	03/18/2021	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	8,360.00
01	300590	03/18/2021	BRIMAR INDUSTRIES	R	378.70
01	300591	03/18/2021	BSI MECHANICAL, INC.	R	365.00
01	300592	03/18/2021	CATALYST BUYING GROUP LLC	R	471.24
01	300593	03/18/2021	CDW GOVERNMENT INC	R	2,500.00
01	300594	03/18/2021	CITY OF RICHFIELD	R	6,785.59
01	300595	03/18/2021	CITY OF RICHFIELD	R	6,289.97
01	300596	03/18/2021	COMCAST BUSINESS	R	529.74
01	300597	03/18/2021	CUB FOODS	R	216.37
01	300598	03/18/2021	CULLIGAN SOFT WATER	R	9.50
01	300599	03/18/2021	ECM PUBLISHERS INC	R	133.05
01	300600	03/18/2021	EDUCATORS BENEFIT CONSULTANTS LLC	R	432.97
01	300601	03/18/2021	FURTHER	R	5,769.00
01	300602	03/18/2021	GROUP MEDICAREBLUE RX	R	6,493.00
01	300603	03/18/2021	HEALTHJOY LLC	R	11,147.50
01	300604	03/18/2021	HENNESSY CATHERINE	R	1,440.00
01	300605	03/18/2021	INDOFF INC	R	131.70
01	300606	03/18/2021	INSTITUTE FOR ENVIROMENTAL	R	9,541.25
01	300607	03/18/2021	INTERMEDIATE DISTRICT 287	R	105,010.24
01	300608	03/18/2021	KAEDEN PUBLISHING	R	8,318.57
01	300609	03/18/2021	LARSON ENGINEERING	R	1,700.00
01	300610	03/18/2021	LIFETOUGH NATIONAL	R	47.50
01	300611	03/18/2021	MAKE MUSIC INC.	R	540.00
01	300612	03/18/2021	MCDOWALL COMPANY	R	18,800.11
01	300613	03/18/2021	MN DEPT OF LABOR AND INDUSTRY	R	100.00
01	300614	03/18/2021	NIEBUR TRACTOR & EQUIPMENT INC	R	475.00
01	300615	03/18/2021	OCCUPATIONAL MEDICINE CONSULTANTS	R	29.00
01	300616	03/18/2021	PREMIUM WATERS INC	R	28.00
01	300617	03/18/2021	REGENTS OF THE UNIV OF MINNESOTA	R	4,705.12
01	300618	03/18/2021	REGION 1AA	R	224.00
01	300619	03/18/2021	RICHFIELD ICE ARENA	R	7,691.25
01	300620	03/18/2021	SOURCEWELL TECHNOLOGY	R	800.00
01	300621	03/18/2021	SOUTH ST PAUL HIGH SCHOOL	R	168.00
01	300622	03/18/2021	TITAN MACHINERY INC	R	5,647.72
01	300623	03/18/2021	TOLL COMPANY	R	120.44
01	300624	03/18/2021	TWIN CITY FILTER SERVICE INC	R	919.16
01	300625	03/18/2021	UNITED HEALTHCARE INSURANCE CO	R	479.54
01	300626	03/18/2021	UNITED HEALTHCARE/AARP MEDICARE RX	R	88.70

01	300627	03/18/2021	UNITED HEARTHCARE /AARP MEDICARE RX	R	39.30
01	300628	03/18/2021	UNIVERSITY OF MINNESOTA	R	11,165.00
01	300629	03/18/2021	WORLD FUEL SERVICES, INC.	R	1,823.74
01	300630	03/18/2021	XCEL ENERGY	R	88.39
01	300633	03/19/2021	AMAZON.COM SYNCB/AMAZON	R	6,523.87
01	300634	03/25/2021	ALL FURNITURE INC	R	4,003.84
01	300635	03/25/2021	AMERICAN DRAPERY SYSTEMS, INC.	R	2,800.00
01	300636	03/25/2021	BEST BUY BUSINESS ADVANTAGE	R	5,494.64
01	300637	03/25/2021	BRAUN INTERTEC CORP	R	1,849.00
01	300638	03/25/2021	DENNIS ENVIRONMENTAL OPERATION	R	2,365.60
01	300639	03/25/2021	ECM PUBLISHERS INC	R	285.60
01	300640	03/25/2021	ICS CONSULTING, INC.	R	77,306.58
01	300641	03/25/2021	INSTITUTE FOR ENVIROMENTAL	R	26,537.73
01	300642	03/25/2021	LSC CONSTRUCTION SERVICES, INC.	R	143,055.30
01	300642	03/25/2021	LSC CONSTRUCTION SERVICES, INC.	V	-143,055.30
01	300643	03/25/2021	MCMaster-CARR SUPPLY	R	1,044.56
01	300644	03/25/2021	ROCHON CORPORATION MINNESOTA	R	150,747.52
01	300645	03/25/2021	SHAW-LUNDQUIST ASSOCIATES, INC.	R	948,149.16
01	300646	03/25/2021	INDIGO SIGNWORKS, INC.	R	1,906.00
01	300647	03/25/2021	WOLD ARCHITECTS AND ENGINEERS	R	24,117.03
01	300648	03/25/2021	ALLIED PROFESSIONALS, INC.	R	977.50
01	300649	03/25/2021	ANDROS, KIMBERLY	R	256.77
01	300650	03/25/2021	BRINK'S INCORPORATED	R	1,335.67
01	300651	03/25/2021	BSN SPORTS, LLC	R	450.00
01	300652	03/25/2021	CANON USA	R	4,038.49
01	300653	03/25/2021	CARTER JEREMY	R	79.00
01	300654	03/25/2021	CHANHASSEN HIGH SCHOOL	R	845.00
01	300655	03/25/2021	CHESS & STRATEGY GAME ASSOCIATION	R	652.80
01	300656	03/25/2021	CINTAS CORPORATION NO 2	R	107.96
01	300657	03/25/2021	CITY OF RICHFIELD	R	351.58
01	300658	03/25/2021	COMMERCIAL KITCHEN	R	287.50
01	300659	03/25/2021	CONTINENTAL RESEARCH CORP	R	413.91
01	300660	03/25/2021	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	300661	03/25/2021	DEAN ROBERT JOHNSON	R	138.00
01	300662	03/25/2021	DELEGARD TOOL COMPANY	R	69.11
01	300663	03/25/2021	DEMCO MEDIA	R	159.53
01	300664	03/25/2021	DIGITAL INSURANCE LLC	R	3,537.00
01	300665	03/25/2021	DIRTY DOG PRODUCTIONS LLC	R	192.32
01	300666	03/25/2021	PURCHASE POWER	R	4,870.00
01	300667	03/25/2021	EASYPERMIT POSTAGE	R	1,447.29
01	300668	03/25/2021	FASTSPRING	R	749.50
01	300669	03/25/2021	FINANGER PHILLIP J	R	70.00
01	300670	03/25/2021	FOSS, KIM	R	171.18
01	300671	03/25/2021	WW GRAINGER INC	R	15.42
01	300672	03/25/2021	H BROOKS AND COMPANY LLC	R	3,347.33
01	300673	03/25/2021	HAMMER SPORTS, LLC	R	514.00
01	300674	03/25/2021	HANKS, DANE AUGUST	R	10.00
01	300675	03/25/2021	HILLYARD	R	7,894.50
01	300676	03/25/2021	HOGLUND BUS CO INC	R	138.34
01	300677	03/25/2021	HOLDEN DEREK	R	79.00

01	300678	03/25/2021	HOUSE OF PRINT	R	2,554.57
01	300679	03/25/2021	IDEAL ENERGIES LLC	R	992.09
01	300680	03/25/2021	INTERMEDIATE DISTRICT 287	R	111,981.16
01	300681	03/25/2021	ISD #281, ROBBINSDALE AREA SCHOOLS	R	20.60
01	300682	03/25/2021	JOERGER BRYCE	R	10.00
01	300683	03/25/2021	KIDCREATE STUDIO	R	392.00
01	300684	03/25/2021	KINECT ENERGY INC	R	49,655.98
01	300685	03/25/2021	LOFFLER	R	1,225.09
01	300686	03/25/2021	LOFFLER COMPANIES	R	66.00
01	300687	03/25/2021	MADISON NATIONAL LIFE INS CO INC	R	15,977.05
01	300688	03/25/2021	MADISON PAUL	R	79.00
01	300689	03/25/2021	MASBO	R	110.00
01	300690	03/25/2021	MASPA-MN ASSC SCHL PERSONNEL ADMIN	R	480.00
01	300691	03/25/2021	MATRIX COMMUNICATIONS INC	R	2,352.00
01	300692	03/25/2021	MAYER CHAD	R	20.00
01	300693	03/25/2021	MAYER VALERIE	R	20.00
01	300694	03/25/2021	MESSERLI & KRAMER	R	460.44
01	300695	03/25/2021	METROPOLITAN MECHANICAL CONTRACTORS	R	802.85
01	300696	03/25/2021	MIDWEST BUS PARTS INC	R	276.87
01	300697	03/25/2021	MINNESOTA DEPARTMENT OF EDUCATION	R	734.00
01	300698	03/25/2021	MINNESOTA DEPT OF HEALTH	R	20.00
01	300699	03/25/2021	THE PROPHET CORPORATION	R	161.78
01	300700	03/25/2021	MULTILINGUAL WORD INC	R	397.00
01	300701	03/25/2021	NORTH DAKOTA CHILD SUPPORT PYMT CNT	R	39.60
01	300702	03/25/2021	MINNESOTA EDUCATION JOB FAIR	R	200.00
01	300703	03/25/2021	OKEY CHRIS	R	100.00
01	300704	03/25/2021	OPTIMIST CLUB OF RICHFIELD	R	50.00
01	300705	03/25/2021	PAN O GOLD BAKING CO	R	198.40
01	300706	03/25/2021	PETERSON SCOTT	R	79.00
01	300707	03/25/2021	PREMIER LIGHTING INC	R	622.00
01	300708	03/25/2021	RYAN JEANNIE M	R	642.91
01	300709	03/25/2021	SCHOOL SERVICE EMPLOYEES UNION	R	8,099.97
01	300710	03/25/2021	SCHUMACHER ELEVATOR COMPANY	R	2,184.36
01	300711	03/25/2021	SULLIVAN LAMARR	R	79.00
01	300712	03/25/2021	TAPPE COLE	R	79.00
01	300713	03/25/2021	TITAN MACHINERY INC	R	1,347.60
01	300714	03/25/2021	TRIO SUPPLY COMPANY	R	1,089.65
01	300715	03/25/2021	UNITED STATES TREASURER	R	430.00
01	300716	03/25/2021	UPPER LAKES FOODS	R	16,854.57
01	300717	03/25/2021	VEKICH STEVE	R	79.00
01	300718	03/25/2021	VSP VISION SERVICE PLAN	R	2,992.00
01	300719	03/25/2021	WILD MOUNTAIN	R	174.00
01	300720	03/25/2021	XCEL ENERGY	R	9,075.85
01	300721	03/25/2021	YOGA OPTIONS, LLC	R	162.00
01	300722	03/25/2021	LS BLACK CONSTRUCTORS, INC.	R	143,055.30
01	300723	03/30/2021	CINTAS	R	634.14
01	300724	03/30/2021	H BROOKS AND COMPANY LLC	R	4,685.37
01	300725	03/30/2021	HUBERT COMPANY, LLC	R	644.74
01	300726	03/30/2021	LOMAX CARLA	R	270.00
01	300727	03/30/2021	MSBA-MINNESOTA SCHOOL BOARD ASSOC	R	195.00

01	300728	03/30/2021	NOVAK JANICE SOPHIE	R	80.00
01	300729	03/30/2021	PAN O GOLD BAKING CO	R	332.40
01	300730	03/30/2021	RODRIGUEZ EMBROIDERY INC	R	169.00
01	300731	03/30/2021	TRIO SUPPLY COMPANY	R	3,042.75
01	300733	03/30/2021	UPPER LAKES FOODS	R	28,872.41

CHECK & E-PAY TOTALS					2,125,256.47
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CHECK & E-PAY RUNS FOR 04/05/2021 BOARD REPORTS

BANK 05	DATE	AMOUNT
CHECKS	3/10/2021	123,412.53
	3/11/2021	56,591.47
	3/18/2021	242,053.86
	3/19/2021	6,523.87
	3/25/2021	266,916.09
	3/30/2021	38,291.67
CONSTRUCTION CHECKS	3/25/2021	1,389,662.56
BLESSED TRINITY CHECKS	3/30/2021	634.14
E-PAY	3/11/2021	1,170.28

CHECK REGISTER BANK 05 TOTAL =	2,125,256.47
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BREAKDOWN	
01-206-00	533,891.63
02-206-00	97,583.54
03-206-00	63,674.71
04-206-00	29,393.53
06-206-00	1,384,912.56
07-206-00	-
18-206-00	-
20-206-00	14,311.54
21-206-00	1,488.96
47-206-00	-
BANK TOTAL =	2,125,256.47

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
March 31, 2021

Description	Matures	Rate	Cost	General Operating	Custodial (Scholarships)	2018A Bond	2018B Bond	OPEB Bond
MN TRUST TERM SERIES	04/26/21	0.04%	10,000,000.00	10,000,000.00	-	-	-	-
TEXAS CAPITAL BANK	06/28/21	0.30%	248,700.00	248,700.00	-	-	-	-
BANK OF CHINA	08/20/21	0.34%	248,100.00	248,100.00	-	-	-	-
CIBM BANK	10/19/21	0.10%	249,600.00	249,600.00	-	-	-	-
SERVISFIRST BANK	10/19/21	0.70%	247,700.00	247,700.00	-	-	-	-
BMO HARRIS BANK, NA	01/26/22	0.28%	4,000,000.00	4,000,000.00	-	-	-	-
WESTERN ALLIANCE BANK / TORREY P	02/04/22	0.20%	249,200.00	249,200.00	-	-	-	-
PREFERRED BANK	02/04/22	0.10%	249,700.00	249,700.00	-	-	-	-
CUSTOMERS BANK	02/18/22	0.11%	249,700.00	249,700.00	-	-	-	-
Capital One, National Association Cert	08/16/21	2.10%	160,000.00	-	160,000.00	-	-	-
ASSOCIATED BANK, NA - C	04/23/21	2.67%	500,000.00	-	-	500,000.00	-	-
MN TRUST TERM SERIES	04/26/21	0.04%	2,000,000.00	-	-	2,000,000.00	-	-
US TREASURY N/B	05/15/21	2.36%	1,023,164.05	-	-	1,023,164.05	-	-
State of Arkansas	06/01/21	2.43%	1,520,460.00	-	-	1,520,460.00	-	-
MEMPHIS-C-BABS	07/01/21	2.68%	312,489.00	-	-	312,489.00	-	-
FEDERAL HOME LOAN BANK	07/14/21	2.40%	959,446.61	-	-	959,446.61	-	-
FEDERAL HOME LOAN BANK	07/14/21	2.40%	479,723.30	-	-	479,723.30	-	-
State of Hawaii	08/01/21	2.45%	357,371.00	-	-	357,371.00	-	-
US TREASURY N/B	08/31/21	2.40%	493,398.44	-	-	493,398.44	-	-
FANNIE MAE	10/07/21	2.45%	481,788.31	-	-	481,788.31	-	-
City & County of Honolulu HI	11/01/21	2.55%	497,605.00	-	-	497,605.00	-	-
PACIFIC WESTERN BANK	04/23/21	3.19%	233,400.00	-	-	-	233,400.00	-
MN TRUST TERM SERIES	04/26/21	0.04%	3,000,000.00	-	-	-	3,000,000.00	-
GREAT MIDWEST BANK	08/25/21	2.68%	120,000.00	-	-	-	120,000.00	-
CIBC BANK USA / PRIVATE BANK - MI	08/25/21	2.69%	234,000.00	-	-	-	234,000.00	-
FIRST NATIONAL BANK	08/25/21	2.78%	233,500.00	-	-	-	233,500.00	-
CFG BANK	04/01/21	1.74%	243,500.00	-	-	-	-	243,500.00
IOWA VLY IA CMNTY CLG	06/01/21	1.55%	587,258.10	-	-	-	-	587,258.10
LANDMARK COMMUNITY BANK	06/30/21	0.07%	249,800.00	-	-	-	-	249,800.00
OXFORD-C-REF	08/01/21	1.70%	300,516.00	-	-	-	-	300,516.00
FIRST CAPITAL BANK	10/07/21	0.10%	249,400.00	-	-	-	-	249,400.00

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
March 31, 2021

Description	Matures	Rate	Cost	General Operating	Custodial (Scholarships)	2018A Bond	2018B Bond	OPEB Bond
T BANK, NA	10/12/21	1.51%	100,000.00	-	-	-	-	100,000.00
VERITEX COMMUNITY BANK	01/20/22	0.09%	249,700.00	-	-	-	-	249,700.00
GBC INTERNATIONAL BANK	01/20/22	0.09%	249,700.00	-	-	-	-	249,700.00
Bank OZK	02/28/22	2.65%	230,100.00	-	-	-	-	230,100.00
TULSA CO ISD #3-TXBL	04/01/22	2.58%	693,178.90	-	-	-	-	693,178.90
HONOLULU-E-TXBL	10/01/22	1.61%	282,931.00	-	-	-	-	282,931.00
TEXAS ST-C-REF-TXBL	10/01/22	1.61%	784,606.90	-	-	-	-	784,606.90
HONOLULU CITY and CNTY	10/01/22	1.58%	965,371.30	-	-	-	-	965,371.30
ROBBINSDALE ISD-B-REF	02/01/23	0.13%	2,716,236.55	-	-	-	-	2,716,236.55
HAWAII-FA-TXBL	10/01/23	1.62%	882,359.50	-	-	-	-	882,359.50
			<hr/>					
Total Investments Held			37,133,703.96	15,742,700.00	160,000.00	8,625,445.71	3,820,900.00	8,784,658.25
			<hr/>					

Agenda Item IV.B

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 5, 2021

Subject: PERSONNEL ITEMS
(Recommended by Superintendent)

That the Board of Education approve the following personnel items:

Certified Full Time Resignation

Pamela Madsen – ESL – RDLS
Effective 6/30/2021

Classified Management Full Time Position for Employment

John Lorenzini – Finance Manager – District Office
Effective 4/1/2021

Classified Part Time Position For Employment – Paraprofessional

Carmen Christian - 20hr/wk -ECFE Paraprofessional – Central Education Center
Effective 3/16/2021

Erinn Flanery - 13.75hr/wk - Managerial Paraprofessional - RSTEM
Effective 3/17/2021

Kirsten Phillips – 20hr/wk, Assessment Paraprofessional – Centennial
Effective 3/23/2021

Classified Part Time Position For Employment – Student Engagement Spec

Idania Mendoza Rodriguez - 37.5 hr/wk - Student Engagement Specialist - RDLS
Effective 4/5/2021

Classified Part Time Position For Employment – Food and Nutrition Services

Lidia Montesinos Sanchez - 20 hr/wk - Kitchen Assistant – Richfield Middle School
Effective 3/15/2021

Anh Tran - 20 hr/wk – Kitchen Assistant – Richfield High School
Effective 3/15/2021

Classified Part Time Position for Employment – Facilities and Transportation

Phillip Mitchell - 40hr/wk – Mechanic - Garage
Effective 4/5/2021

Classified Full Time Resignation – Food & Nutrition Services

Bettie Ronning - 20 hr/wk, Kitchen Assistant, Richfield High School
Effective 3/9/2021

Classified Full Time Termination – Facilities and Transportation

Steven Bemel – 40hr/wk, Mechanic – Garage

Effective 3/10/2021

OLD BUSINESS – FOR ACTION

Agenda Item V.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 5, 2021

Subject: Staff Use of Facilities

(Recommended by the Superintendent)

Passage upon a final read of Policy 413: Staff Use of Facilities & accompanying guidelines. This policy has been reviewed by the athletics & activities department as well as by legal counsel and updated for clarity and to reflect current practices, including language around staff members bringing dependent children with them to use school facilities.

Attachments:

Policy 413: Staff Use of Facilities - redlined
Administrative Guideline 413.1 - redlined
Administrative Guideline 413.2 - redlined

RICHFIELD PUBLIC SCHOOLS
STAFF USE OF SCHOOL FACILITIES

GENERAL STATEMENT OF POLICY

The Board of Education supports active and healthy staff members and encourages the use of school facilities for such use. It is the policy of the Board of Education that school facilities are made available for health and wellness activities of district staff members when space is not being used for educational program purposes or reserved by outside groups, subject to certain rules and regulations of the Board of Education. All staff members who wish to use school facilities for health or wellness activities are required to sign the release form found in Administrative Guideline 413.2.

The school district may cancel facilities use when emergencies occur (inclement weather, facility damage, safety considerations, power outages, etc.).

~~Fees associated with permitted use of school facilities and grounds are identified in the Administrative Guidelines for Staff Use of School Facilities.~~

Commented [CQ1]: There is no fee.

Any deviation from the procedures outlined in the Administrative Guideline 413.1s must be approved by the Superintendent or designee.

ADOPTED BY THE BOARD OF EDUCATION: June 13, 2011

REVIEWED BY THE BOARD OF EDUCATION:

REVISED BY THE BOARD OF EDUCATION: April 5, 2021

RICHFIELD PUBLIC SCHOOLS
ADMINISTRATIVE GUIDELINES
STAFF USE OF SCHOOL FACILITIES

I. GOAL OF THE RICHFIELD PUBLIC SCHOOLS REGARDING STAFF USE OF SCHOOL FACILITIES

It is the desire of the Richfield Board of Education that school facilities are made available to staff for personal Health-health and Wellness-wellness activities.

II. RULES AND REGULATIONS IMPLEMENTING BOARD POLICY

School district staff will be permitted to use school facilities during normal working hours when facilities are not being used for educational purposes or if facilities have been reserved by individuals or outside groups.

A. Request Use of Facilities:

1. Facilities will be available during a defined schedule as determined by the Athletic Director and Supervisor of Community Education Facilities Use Office.
2. Educational uses, and individuals or groups who have reserved facilities through the permit process will have priority use of facilities.
3. A list of available facilities will be provided with the purchase of a Facilities Use ID to staff members who submit the required documentation to the Facilities Use Office.
- ~~4. Staff that would like to use facilities during non-scheduled times will:~~
 - ~~a. complete a permit for extended use of the facility (eg. Gym facility) through the district reservation system. Staff must have their Facilities Use ID.~~
 - ~~b. A permit is not required for occasional use but staff must have their Facilities Use ID.~~

B. Use by Staff Dependents and Guests

1. Staff members may bring their dependent children with them to use school facilities. Staff members must supervise their children at all times.
2. Staff members may not bring other guests who are not RPS staff members to use school facilities. Mixed groups of RPS staff members and other individuals (except dependent children of RPS staff members) must request use of school facilities as established in Policy 979: Community Use of School Facilities and Grounds.

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~~III. CHARGES~~

~~School district staff using district facilities will be required to purchase an annual Facilities Use ID. The cost of the ID will be recommended by the Athletic Director and Supervisor of Community Education.~~

Commented [CQ1]: There is no cost.

~~IV.~~ USE OF EQUIPMENT

Staff is expected to supply their own equipment such as basketballs, volleyballs, bats, baseballs, etc.

IV. RESPONSIBILITIES

A. Staff must sign and date a waiver of risk (attachment A) releasing the district of any and all liability and complete a Facilities Use Registration Form (Attachment B) when using district facilities during their non-contractual period of the day.

B. Staff members must sign and date a waiver of risk (attachment A) for any dependent children they bring with them to use school facilities.

BC. Staff agree to leave all areas in the same condition they were in at the time of arrival.

Please observe the following rules.

1. Use of alcohol or drugs on school property is prohibited.

2. No smoking or other use of tobacco, tobacco-related devices, or electronic cigarettes in the building or on school grounds.

If a staff member you violates this rule they you will be asked to leave the building and their your right to future use will be forfeited. Other disciplinary sanctions may also occur as appropriate.

3. Treat school property with care; you are responsible for all damages.

4. Protect gymnasium floors through the use of tennis shoes or stocking feet. Appropriate athletic shoes are required for gymnasium use.

5. You may not use rooms or facilities not asked for and authorized by the permit.

4.6. Adhere to the hours of use designated in the permit.

C. If a problem occurs:

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1. Report any damage of school property to the ~~Athletic Director or Supervisor of Community Education Facilities Use Office~~ within 24 hours. ~~If you fail to report any damage, your right to future use may be forfeited.~~
2. If you don't make satisfactory replacement or payment for any loss or damage, or you violate rules, your right to future use will be forfeited, ~~and your Facilities Use I.D. must be returned to the District.~~ The school district assumes no liability for loss of personal effects of participants.

Cross References:
Policy 105: Tobacco-Free Environment
Policy 979: Community Use of School Facilities and Grounds

DATED: June 13, 2011

REVIEWED:

REVISED: April 5, 2021

I.S.D. No. 280 Facilities Use Release (Adult Participants Only)

RELEASE AND WAIVER OF LIABILITY, ASSUMPTION of RISK, AND INDEMNITY AGREEMENT. ("AGREEMENT")

IN CONSIDERATION of ~~being permitted to participate in any way in sports activities on premises owned by~~ the Richfield Public Schools, I.S.D. No. 280 permitting me and my minor child(ren) to participate in any way in sports activities on premises owned by the district, I, on behalf of my child(ren), if applicable, for myself and for my personal representatives, assigns, heirs, and next of kin, and for my child(ren)'s personal representatives, assigns, heirs, and next of kin, if applicable:

1) ACKNOWLEDGE, agree, and represent that I and/or my child(ren), if applicable, understand the nature of sports activities and that I am qualified, in good health, and in proper physical condition to participate in such activity, and/or that my child(ren) is/are qualified, in good health, and in proper physical condition to participate in such activity. I agree and warrant that, to the extent that I may have any temporary or permanent physical condition that would limit my ability to safely engage in a particular activity or activities, I will not engage in any such activity, and that, to the extent my child(ren) has/have any temporary or permanent physical condition that would limit his/her/their ability to safely engage in a particular activity or activities, I will prevent them from engaging in any such activity. I further agree and warrant that if at any time I believe the conditions of the District's facilities to be unsafe, I will immediately discontinue further participation in the activity and notify the District of such conditions.

2) FULLY UNDERSTAND THAT: (a) SPORTS ACTIVITIES INVOLVE RISKS AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS, AND DEATH ("RISKS"); (b) these Risks and dangers may be caused by my own actions or inactions, the actions or inactions of my child(ren) who use the District's facilities in accordance with this release, the actions or inactions of others participating in the Activity, the condition in which the Activity takes place, or THE NEGLIGENCE OF THE "RELEASEES" NAMED BELOW; (c) there may be OTHER RISK AND SOCIAL AND ECONOMIC LOSSES either not known to me or not readily foreseeable at this time; and I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES I incur or that my child(ren) incur as a result of my participation in the activity, except to the extent that any such injury or damage may arise from the gross negligence or intentional misconduct of the District.

3) HEREBY RELEASE, DISCHARGE, AND COVENANT NOT TO SUE I.S.D. NO. 280 AND ITS SCHOOL BOARD, administrators, agents, volunteers, and employees, (each considered one of the "RELEASEES" herein) FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON MY ACCOUNT OR MY CHILD(REN)'S ACCOUNT(S) CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "RELEASEES" OR OTHERWISE, EXCEPT TO THE EXTENT

THAT ANY SUCH INJURY OR DAMAGE MAY ARISE FROM THE GROSS NEGLIGENCE OR INTENTIONAL MISCONDUCT OF THE DISTRICT. ~~AND~~ I FURTHER AGREE that if, despite this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT I, my child(ren), or anyone on my behalf or my child(ren)'s behalf, makes a claim against any of the Releasees, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES from any litigation expenses, attorney fees, loss, liability, damage, or cost which may incur as the result of such claim.

I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND HAVE SIGNED IT FREELY AND WITHOUT INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

Signature of Adult Participant: _____

Name(s) of Child(ren) authorized by Adult Participant: _____

Date: _____

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Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 5, 2021

Subject: Electronic Use and Communications

(Recommended by the Superintendent)

A second read of Policy 107: Electronic Use and Communications and the accompanying guidelines. The policy and guidelines have been reviewed by the technology and communications departments as well as the District Technology Advisory Committee and updated to reflect current terminologies and best practices.

Attachments:

Policy 107: Electronic Use and Communications - redlined

Administrative Guideline 107.1 - redlined

Administrative Guideline 107.2 - redlined

MSBA Model Policy 524: Internet Acceptable Use and Safety Policy

RICHFIELD PUBLIC SCHOOLS
ELECTRONIC USE AND COMMUNICATIONS

I. PURPOSE

The purpose of this policy is to set forth ~~policies and~~ guidelines for access to and appropriate use of the Richfield Public School District's digital technologies, ~~digital network system and~~ and wireless and wired computer network systems. This includes, but is not limited to, acceptable and safe use of ~~the Internet, including electronic communications~~ District-provided devices for student academic use.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding ~~student and~~ and student access to the ~~school~~ District's digital technologies, ~~digital network system, and the Internet, wireless and~~ wired computer network systems, and software applications, including electronic communications, the ~~school~~ District considers its own stated educational mission, goals, and objectives—digital literacy, fluency, and citizenship, along with Electronic electronic information research skills are ~~now~~ fundamental to the preparation of citizens and future employees. Access to the District's computer systems and to the Internet-internet enables students and employees to explore thousands of ~~libraries, databases, bulletin boards, and~~ other resources while ~~exchanging messages communicating and collaborating~~ with people around the world. The school district expects that faculty-all users will blend thoughtful use of the ~~school~~ District's computer system and the ~~Internet-internet~~ throughout the curriculum and instruction, and will provide guidance ~~and instruction~~ to students in their use.

III. DEFINITIONS

A. Communications equipment and networks: includes, but is not ~~—~~limited to, telephones (VoIP), voice-mail, fax machines, desktop and laptop computers, Chromebooks, tablets, computer networks, ~~electronic~~ mail, and the ~~i~~Internet.

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B. Electronic Communications: ~~—~~The sharing of information and ideas through the use of electronic communications devices and internet applications. ~~—~~Electronic communications may have a permanency like that of paper communication and may be traceable to the sender. Applicable modes of communication include, but are not limited to, telephone/cell phone, voice-mail, fax transmissions, computers, software, phone and computer applications, operating systems, computer networks, ~~electronic~~ mail, storage media, file transfer protocol (FTP), portable electronic devices, social media, and the ~~Internet~~internet.

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C. Intellectual property: ~~—~~An individual's own thoughts and ideas expressed through a product such as a drawing or written document which may be viewed in the form of a tangible;

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"hard copy" such as paper or stored electronically and viewed on a monitor or screen.—Student homework and teacher-created curricular items are is a specific examples.

D. Internet: —A world-wide network of computers. —Internet access is viewed both as an extension of the ~~d~~District's ~~electronic~~ mail and as an extension of the schools' digital resources. This includes ~~electronic~~ mail, the World Wide Web, social media, streaming media, and other similar electronic content.

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E. Copyright: —The exclusive right granted by the ~~F~~federal ~~G~~overnment to reproduce, publish, and sell the matter and form of a literary, musical, or artistic work. Permission must be received from copyright holders before copyrighted works can be used by others.

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F. Fair use: A copyright law doctrine which permits educational organizations and staff rights to legal, non-licensed citation or incorporation of copyrighted materials within the confines of the educational environment for criticism, comment, and instructional purposes.

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G. Eligible students: All rights and protections given parents/guardians under this policy transfer to the student when the student reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an “eligible student.” However, the parents/guardians of an eligible student who is also a “dependent student” are entitled to gain access to the educational records of such student without first obtaining the consent of the student.

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H. Access: Refers to a staff or student’s rights to hardware and software provided by Richfield Public Schools. Access can be altered or even denied if a user violates this or other Board Policies.

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I. Bullying: Refer to Board Policy 113 (Bullying Prohibition Policy)

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IV. LIMITED EDUCATIONAL PURPOSE

The ~~school d~~District is providing students and employees with access to the ~~school d~~District’s digital network system, hardware, and software, which includes ~~Internet~~ internet access. The purpose of the ~~d~~District’s digital network system is more specific than providing students and employees with general access to the ~~Internet~~internet. District communication~~s~~ systems and resources have ~~a~~ limited educational purposes, which includes ~~the~~ use of the resources and system for classroom activities, educational research, and professional or career development. Users are expected to use access through the ~~d~~District’s digital network resources and system to further educational and personal goals consistent with the mission of the ~~school d~~District and school policies. —Uses which might be acceptable to a user’s private personal account or equipment on another system may not be acceptable on this limited-purpose system.

Commented [1]: School policies or board policies?

V. PROHIBITED USES

A. The following uses of the ~~school-district's~~ system, ~~hardware, software, and Internet~~ internet resources or accounts are considered unacceptable:

1. Users will not use the ~~school-district's~~ system to access, review, upload, download, store, print, post, receive, transmit, or distribute:

- a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
- b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
- c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
- d. information or materials that could cause damage or danger of disruption to the educational process;
- e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the ~~school-district's~~ system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3. Users will not use the ~~school-district's~~ system to engage in any illegal act or violate any local, state, or federal statute or law.

4. Users will not use the ~~school-district's~~ system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the ~~school-district's~~ system software, hardware, or wiring or take any action to violate the ~~school-district's~~ security system, and will not use the ~~school-district's~~ system in such a way as to disrupt the use of the system by other users.

5. Users will not use the ~~school-district's~~ system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

6. Users will not use the ~~school-district's~~ system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, unapproved labeled photographs, or other information that would make

the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

a. This paragraph does not prohibit the posting of employee contact information on ~~the school district website~~ or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

b. Employees creating or posting school-related ~~webpages~~ digital presences may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

(1) such information is classified by the ~~school district~~ as directory information and verification is made that the ~~school district~~ has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 581; or

(2) ~~Such~~ such information is not classified by the ~~school district~~ as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 581.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator or the District's Director of Marketing & Communications.

Commented [2]: This addition might make sense if it is a department for example.

c. These prohibitions specifically prohibit a user from utilizing the ~~school district's~~ system to post personal information about a user or another individual on social networks, including, but not limited to, ~~social networks such as "MySpace" and "Facebook, Twitter, Instagram, Snapchat, TikTok, etc."~~

7. ~~Users must keep all account information and passwords on file with the designated school district official.~~ Users will not attempt to gain unauthorized access to the ~~school district's~~ system or any other system through the ~~school district system~~, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the ~~school district~~ system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the ~~school district's~~ system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the ~~Internet~~ internet.

9. Users will not use the ~~school-d~~District's system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the ~~school-d~~District. Users will not use the ~~school-d~~District's system to offer or provide goods or services or for product advertisement. ~~Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.~~

Commented [3]: Might need some clarification here like "for personal gain" or something to separate it from advertising yearbooks, Green Team stickers, and PTO fundraisers.

10. Users will not use the ~~school-d~~District's system to engage in bullying or cyberbullying in violation of the ~~school-d~~District's Bullying Prohibition Policy 113. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

B. A student or employee engaging in the ~~foregoing~~ unacceptable uses of the ~~Internet internet~~ when off ~~school-d~~District premises also may be in violation of this policy as well as other school district policies. ~~Examples of such violations include, but are not limited to, situations where the school-d~~District's system is compromised or if a ~~school-d~~District employee or student is negatively impacted. ~~If the school-d~~District receives a report of an unacceptable use originating from a non-school computer or resource, the ~~school-d~~District may investigate such reports to the best of its ability. ~~Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school-d~~District computer system and the ~~Internet-internet~~, and discipline under other appropriate ~~school-d~~District policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable ~~Internet internet~~ site, the user shall immediately disclose the inadvertent access to an appropriate ~~school-d~~District official. ~~In the case of a school-d~~District employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. ~~This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school-d~~District employee, the building administrator.

VI. LIMITATIONS ON SCHOOL DISTRICT LIABILITY

Use of the ~~school-d~~District's system is at the user's own risk. ~~The system is provided on an "as is, as available" basis. The school-d~~District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on ~~school-d~~District ~~diskettes, tapes,~~ hard drives, ~~cloud services,~~ or servers (~~physical or virtual~~), or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The ~~school-d~~District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the ~~school-d~~District's system. ~~The school-d~~District will not be responsible for financial obligations arising through unauthorized use of the ~~school-d~~District's system or the ~~I~~internet.

VII. INTERNET SAFETY

The District will employ technical systems designed to restrict and monitor access to materials harmful to minors, including but not limited to ~~Internet-internet~~ filtering systems. Access to systems such as ~~electronic~~ mail ("~~e-mail~~") and social media will be limited to curriculum-related work only.

Commented [4]: As a note, using a comma after the word "including" is optional. But we should be consistent. I've noticed it both ways in this document.

A. With respect to any of its computers with ~~Internet-internet~~ access, the ~~school-d~~District will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. ~~.-~~The technology protection measures utilized will block or filter ~~I~~nternet access to any visual depictions that are:

1. Obscene;
2. Child pornography; ~~or~~
3. Harmful to minors; or
4. Detrimental to, or obstructive of a student's ability to learn in a safe, productive environment.-

B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value ~~as~~ to minors.

C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

E. The ~~school-d~~District will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and ~~in chat rooms and will actively train students on digital fluency, literacy, and~~ cyberbullying awareness and response.

VIII. PRIVACY EXPECTATIONS

- A. The ~~school-d~~District maintains control of the materials on its systems contained in files on the system. Users should not expect privacy in the contents of personal files on the ~~school-d~~District's systems. Files stored on ~~d~~District computers and servers should not be considered the private property of individuals and may be viewed by supervisory school employees.
- B. Routine maintenance and monitoring of ~~school-d~~District systems may lead to a discovery that a user has violated this policy, another ~~school-d~~District policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or ~~school-d~~District policy.
- D. Parents/guardians have the right at any time to investigate or review the contents of their child's files and e-mail files by way of written request. ~~Parents have the right to request the termination of their child's individual account at any time.~~
- E. ~~School-d~~District employees should be aware that the ~~school-d~~District retains the right at any time to investigate or review the contents of their files and e-mail files. ~~In addition, school-d~~District employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The ~~school-d~~District will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with ~~school-d~~District policies conducted through the ~~school-d~~District's systems.

IX. USER NOTIFICATION

- A. All users shall be notified of the ~~school-d~~District's policies relating to the use of the ~~school-d~~District's digital network system and ~~Internet-internet~~ use.
- B. This notification shall include the following:
 1. Notification that use of the ~~school-d~~District's digital network system and ~~Internet-internet~~ use is subject to compliance with ~~school-d~~District policies.
 2. Disclaimers limiting the ~~school-d~~District's liability relative to:
 - a. Information stored on ~~school-d~~District ~~diskettes~~, hard drives, cloud-based storage, or servers.
 - b. Information retrieved through ~~school-d~~District computers, networks, or online resources.

- c. Personal property used to access ~~school-d~~District computers, networks, or online resources.
- d. Unauthorized financial obligations resulting from use of ~~school-d~~District resources/accounts to access the ~~Internet~~internet.
3. A description of the privacy rights and limitations of school-sponsored/managed ~~Internet~~internet accounts.
4. Notification that, even though the ~~school-d~~District may use technical means to limit student ~~Internet~~internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the ~~Internet~~internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the ~~Internet~~internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the ~~Internet~~internet, including electronic communications, is governed by Policy 412, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the ~~school-d~~District's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

X. PARENTS/GUARDIAN RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents/guardians bear responsibility for the same guidance of ~~Internet~~internet use as they exercise with information sources such as television, telephones, ~~smartphones, tablets, personal computers,~~ radio, movies, ~~streaming content, video games,~~ and other possibly offensive media. —Parents/guardians are responsible for monitoring their ~~child's~~student's use of the ~~school-d~~District's system and of the ~~Internet~~internet if the ~~child~~student is accessing the ~~school-d~~District system from home or a remote location.
- B. Parents/guardians will be notified that their ~~child~~students will be using ~~school-d~~District resources/accounts to access the ~~Internet~~internet. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.

Commented [5]: staff too?

Commented [6]: And staff?

Commented [7]: Note: in the context of school, use the word "student." Outside of school, use the word "child." Another way to think about it: parents have children, teachers have students.

3. A statement that the Internet Use Agreement must be digitally or physically signed by the user and; the parent or guardian; ~~and the supervising teacher~~ prior to use by the student.

~~54.~~ A statement that the ~~school-d~~District's acceptable use policy is available for ~~parental~~ review on the dDistrict website.

XIII. IMPLEMENTATION; POLICY REVIEW

A. ~~The school-d~~District administrators~~tion~~ may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. ~~Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.~~

B. The administration shall revise the user notifications, including student and parent/guardian notifications, if necessary, to reflect the adoption of these guidelines and procedures.

C. The ~~school-d~~District's ~~Internet-internet~~ policies and procedures are available for review by all parents, guardians, staff, and members of the community ~~via~~on the dDistrict website.

D. Because of the rapid changes in the development of the ~~Internet~~internet, the school board shall conduct an annual review of this policy.

Legal References: Minn. Stat. 125B.15 (Internet Access for Students)
Minn. Stat. 125B.26 (Telecommunications/Internet Access Equity Act)
Minn. Stat. Ch. 13 (Minnesota Data Practices Act)
Minn. Stat. 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. 122A.40 (Employment Contracts, Terms and Conditions)
Minn. Stat. 121A.40 – 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. 121A.48 – 121A.72 (Discipline of Students)
Minn. Stat. 121A.03 (Harassment)
U.S. Code 17 Copyright Act Section 107
U.S. Code 15 (Children's Online Privacy Protection Act)
U.S. Code 20 (Enhancing Education through Technology Act of 2001)
U.S. Code 47 (Children's Internet Protection Act of 2000 (CIPA))
C.F.R. 54.520 (FCC rules implementing CIPA)

Cross References: Board of Education Policy 103 (~~Racial Religious and Sexual Harassment and Violence~~Harassment Prohibition)
Board Policy 109 (Distribution of Nonschool-sponsored Materials on School Premises by Students and Employees)
Board Policy 113 (Bullying Prohibition)
Board of Education Policy 412 (Public and Private Personal Data

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Board of Education Policy 452 (Evaluation and Development of Professional Staff)
Board of Education Policy 451 (Student Discipline)
Board Policy 564 (School Records and Data Privacy)
Board Policy 581 (~~Protection and~~ Privacy of Pupil's Records)
Board Policy 601 (Curriculum and Instruction Goals)
Board Policy 607 (Online Learning Options)
Board Policy 608 (Students with Disabilities)
Board Policy 610 (Selection of Instructional Material)
Board Policy 611 (Provision for Alternative Instruction)
Board Policy 612 (Curriculum Management)
Board Policy 616 (School Sponsored Publications)
Board Policy 802 (Crisis Management)
Employee handbooks, collective bargaining agreements

~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: September 16, 1996

REVISED BY THE BOARD OF EDUCATION: August 23, 1999;~~;~~ October 15, 2001;~~;~~
November 20, 2006;~~;~~ December 4, 2007;~~;~~ March 16, 2015; April 19, 2021

REVIEWED BY THE BOARD OF EDUCATION: February 5, 2001

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

ELECTRONIC USE AND COMMUNICATIONS

Richfield Public Schools' technology and communication resources are intended for authorized users only. The purpose of these administrative guidelines is to assist in the implementation of Board Policy 107 pertaining to the appropriate usage of these resources.

Inappropriate use exposes Richfield Public Schools to risks including virus attacks, compromise of network systems and services, and legal issues. It is the responsibility of every technology resources user to know these guidelines and to conduct their activities accordingly.

A. NOTIFICATION

1. The school Principal shall develop and distribute site-specific information, which is aligned with these guidelines.
2. Relevant parts of these guidelines shall be distributed to all staff, students, and parents /guardians. ~~They shall also be posted in media centers and computer labs, and flexible learning spaces.~~

B. DEFINITIONS

1. **AUTHORIZED USER** – Employees or students of the Richfield Public Schools, or visitors specifically authorized by the District.
2. **AUTHORIZED USES** – All staff are authorized to use technology resources for administration, curriculum development, student instruction, personal productivity and professional development. Students are authorized to use technology resources for school-based programs and activities. Authorized visitors are able to utilize technology resources for school-based programs, school-based activities, or District approved activities.
3. **TRAINING** – Development opportunities include online, district provided, externally provided, on site and off site instruction.

C. TRAINING

1. **TECHNOLOGY STANDARDS** – Technology standards shall be periodically updated to include relevant technology expectations for staff. Staff shall have access to training related to professional expectations.
2. **NEW STAFF** – The Director of Technology shall coordinate ~~building~~ plans to insure that training is provided for all new staff on network access, network accounts, email accounts, passwords and required information systems. This training shall generally be

~~coordinated and delivered by the eDistrict's digital learning coach, technology lead teachers, provided by building and media specialists and technology integration specialist staff members.~~

3. STUDENT INSTRUCTION – As part of the instructional program, all students will receive instruction on the following as appropriate:

- responsibilities, privacy, and acceptable usage of systems
- web information tools and appropriate search techniques so students will be able to use the ~~Internet~~ internet in an efficient manner
- login and password use for network accounts and ~~electronic~~ mail
- accessing ~~online~~ grade and attendance information from online systems utilized by the eDistrict

D. – SETUP AND USE OF COMPUTERS AND THE NETWORK

1. PLATFORM – Use of software platforms and hardware will be limited to those creating specific teaching, learning, and school management benefits.

2. ACCESS CONTROL – All computers or devices connecting to District technology resources shall have access control that restricts the use to authorized persons.

3. CRITICAL AREAS – Critical Ttechnology equipment including, but not limited to, telephone cabinets, switches, servers, and wiring racks shall be kept in locked areas. —This equipment shall include uninterrupted power supplies, surge protection, and environmental controls for temperature and humidity where applicable.

4. STANDARD CONFIGURATION – Hardware and software will be configured by vendors and/or technology support personnel in a known and documented manner that can be easily restored if necessary.

5. NETWORK RESOURCES – Use of the school network shall be in a manner as to conserve the resources of the network. This includes traffic generated on the network, as well as files saved on servers. —Individuals are expected to remove old and unnecessary files from network storage. Student files will be deleted 30 days after the end of each school year.

6. PRINTING LOCATIONS – Printers shall be strategically located for ease of use and to reduce maintenance and hardware costs. —Document printing centers shall be the primary location to print documents in excess of 10 pages. These locations will be determined by building administrators.

7. SCANNING FOR VIRUSES – Virus scanning software shall be installed on all school issued computers with virus definition files kept up-to-date. —Non-school issued computers will be restricted to use on a network that is separate from the internal network unless specifically authorized by the Director of Technology or authorized representative of the Ttechnology Ddepartment.

8. INTERNET AND EMAIL FILTERING – ~~A system~~ Redundant systems shall be installed to block inappropriate internet sites and email messages. ~~– This system shall allow the addition or removal of individual internet sites and email addresses from a list of those to be blocked. Staff may submit requests for changes to the blocking list to the Director of Technology for consideration by a committee made up of instructional representatives, the Director of Technology, and a member of the Technology Department.~~

9. RESPONSIBILITY FOR INTERNET USE – Each individual has the responsibility to avoid inappropriate sites, and to report any occurrence of inappropriate internet use to building staff or administration. ~~– Although systems to block access to inappropriate Internet-internet sites are in place, it is not possible to block all sites that may contain inappropriate or undesirable material. – If a user inadvertently accesses unacceptable materials or an unacceptable Internet internet site, the user shall immediately disclose the inadvertent access to an appropriate school & District official. – In the case of an employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. – This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.~~

Commented [1]: FYI, this is also in 107.

10. REFORMAT COMPUTERS- District computers will be reconfigured when an employee leaves the District or a computer is reassigned. ~~– Files or individual applications may be removed. It is the responsibility of the individual to back up their files before returning their computer for reuse.~~

E. STAFF, STUDENT AND ~~TENANT~~ NETWORK ACCESS AND ACCOUNTS

TECHNOLOGY SUPPORT PROVIDER – The District Technology Support Team shall support network accounts, network resources, passwords and software/hardware maintenance. ~~– Building staff shall report all technology support requests to the technology support provider via the District help desk system. – District technology support staff shall initiate or coordinate basic repairs on equipment and/or coordinate requests for repair or network services in a timely manner.~~

1. ~~RICHFIELD SCHOOLS DISTRICT~~ ACCOUNTS – User accounts shall be setup as follows:

- Each user shall be authorized to use the adequate features necessary rather than all available features possible.

- Accounts shall be accessible ~~via individual logins while at school and~~ via an intranet portal for access in and away from school.

- Students no longer enrolled in Richfield Public Schools will have limited account access upon leaving the District, and their accounts permanently removed 30 days after being unenrolled or on June 30th of the school year they are last enrolled, whichever occurs first.

- Staff no longer employed in Richfield Public Schools will have limited account access upon ending employment with the District either voluntarily or involuntarily, and their accounts

permanently removed 30 days after ending employment or on June 30th of the school year they are last employed, whichever occurs first.

2. TENANTS' ACCOUNTS – Tenants and other non-authorized users of District facilities desiring access to the network must follow District operating procedures in obtaining and maintaining network access and accounts.

3. LOG OFF – Employees should log out of accounts when finished with their use. Computers should be turned off at the end of the day, unless specifically requested to leave them on. Logged on computers should never be left unattended at workstations.

4. PASSWORDS – Staff and students are expected to use passwords and keep them secure. Automated systems shall periodically expire passwords, yet notify users that passwords are about to expire. Individuals are expected to respect the privacy and security of others. Persons should not watch when others are entering their password. Users should not write passwords where others may access them and should change a password as soon as possible if they suspect someone else knows it. New password creation and management structures such as multi factor authentication (MFA) may be forced at any time by the District Technology Department with a 30 day prior notice to affected users.

5. PERSONAL BACKUPS – Storage will be available on District computers or servers to support the instructional activities of staff and students. All individuals are encouraged to make backups of their important work, since files on District computers and cloud-based systems cannot be guaranteed. Local files to be routinely backed up should be copied to a server either on a home folder or authorized share.

6. UNAUTHORIZED USE OR ACCESS REVOKING ACCOUNTS – Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the ~~School-District's~~ system or the ~~Internet-internet~~ may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other applicable school-district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

Unauthorized access could include but is not limited to network and email accounts, network administrative functions, computer lab management software, unauthorized ~~Internet-internet~~ sites, infrastructure resources, printers, servers, switches, and networking closets.

If unauthorized uses are observed or documented, the following actions may be taken:

- Staff: temporary suspension of an account by an administrator or designee in accordance with provisions of employee contracts.
- Students: network and email privileges may be temporarily suspended by a supervising staff member, or suspended for a period of time not to exceed one (1) school year by building administration according to the school's discipline policies.

7. INTERNET USE AGREEMENT AND DISCLAIMER

The proper use of the ~~Internet-internet~~ and the educational value to be gained from proper ~~Internet-internet~~ use is the joint responsibility of students, parents/guardians and employees of the ~~School~~ District.

- An Internet Use Agreement form for students must be read and physically or digitally signed by the user and the parent or guardian, ~~and a classroom teacher or building media/technology specialist.~~ The Internet Use Agreement form for employees must be signed by the employee and filed at the ~~school~~ District office, physically or virtually.
- All users shall be notified of the District policies relating to ~~Internet-internet~~ use. Notification shall include:
 - Disclaimers limiting the ~~School~~ District's liability
 - A description of privacy rights and limitations
 - Notification that means used to limit student access do not provide a fool proof means for enforcing provisions of this policy
 - Notification that violation of the acceptable use policy may result in revocation of privileges, school disciplinary action or other appropriate legal action

PARENT/GUARDIAN OPT OUT OF STUDENT INTERNET USE – Parents/guardians may request alternative activities for their children that do not require ~~Internet-internet~~ access or computer use. ~~If parents/guardians exercise this right, the students will have no Internet-internet or computer access throughout the District.~~

F. SOFTWARE

1. LEGAL LICENSING – ~~Richfield Public Schools-The District~~ will install and use only legally purchased and licensed software on District computers and servers. ~~Richfield Public Schools-The District~~ will purchase software licenses for each computer, site licenses or concurrent use licenses.

2. CURRENT SUPPORTED SOFTWARE – Curriculum software shall be aligned with academic standards and curricular needs based on teacher recommendation and shall be approved by the District teaching and learning staff and the District network staff prior to purchase.

3. INSTALLATION OF DISTRICT-WIDE SOFTWARE – Technology support staff shall load operating system software, District-wide application software, local application software, or peripherals onto District computers or onto District servers.

~~54.~~ 54. ~~SYSTEM SOFTWARE~~ – System software shall be maintained as the vendor has intended, unless modification is recommended by the District technical staff and approved by District administration.

~~65.~~ 65. COPYING APPLICATIONS – A software application shall not be copied to another computer without a legal license or procedure to pay for that additional license.

~~76.~~ 76. HOME SOFTWARE – Use of software applications (purchased for home use by staff or students) on school computers is prohibited. ~~Use of school applications on home computers is prohibited, unless specifically allowed in the software license.~~

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G. ADDING EQUIPMENT BY PURCHASE OR DONATION

1. NETWORK ACCESSIBILITY – Technology equipment purchased or obtained for use by students, teachers, administrators, and/or staff—with the capability of fully utilizing network and ~~Internet-internet~~ resources, will be considered for both the intended use at the time of purchase and future, undetermined uses.

2. CONSIDERATIONS FOR ADDITIONAL EQUIPMENT – Criteria for identifying computer and network hardware for purchase, or for accepting donated hardware, will include:

- The alignment of the computer hardware to educational outcomes for students and teachers.
- The educational and developmental appropriateness of the hardware.
- The ability of technical support staff to administer and maintain the equipment.
- The ability to operate and communicate with the existing network configuration in place or being developed at the time of acquisition.
- The ability of the District to maintain low total cost of ownership (TCO), to include initial purchase cost, ongoing maintenance costs, costs for necessary and/or desired software, and purchase of replacement parts.

3. APPROVAL PROCEDURES – All purchases of instructional and non-instructional software, computer, and video and media hardware must be approved by the Director of Technology before being placed in the District's order entry system. The Director of Technology will also approve re-installation of previously removed software after verification that such software aligns with current curriculum and student objectives, as well as wider district strategic goals.

All purchases of network infrastructure hardware and software must be approved by the District's Technology Support Department before being placed in the District's order entry system.

All potential donations of computer technology or equipment must be approved by the Director of Technology and ~~Executive~~ Director of Finance before being accepted and added to the District equipment inventory system.—Technology support personnel shall assist in the evaluation of donated equipment prior to its acceptance by the District.

4. TECHNOLOGY SPECIFICATIONS – Technology specifications shall be developed and updated at appropriate intervals to reflect current software and workstation requirements for new and donated equipment.

H. HOME USE OF COMPUTERS

1. AUTHORIZED USERS – Current employees and students of the District Richfield Public Schools may, upon completion of proper forms or procedures as developed, use school computer, technology and/or electronics equipment at their home for school use.

2. APPROVAL PROCEDURES – Procedures for the sign-out of school equipment shall be developed by the ~~d~~District's technology department and maintained by the building administration or designee. Signatures will be obtained from the appropriate building administrator, building media specialist or technology support provider, and the employee or student making the request. Procedures and criteria for approving the request will include completion of a request form that addresses all personal care and responsibility guidelines listed under H.3 of these administrative guidelines.

3. PERSONAL CARE AND RESPONSIBILITY

- Building administrators or designee will record the dates when equipment may be taken off the school property and the deadline~~and deadline~~ date by which equipment should be returned.
- Equipment should be in nearly the same working order when returned as when signed out.
- No unauthorized changes or additions will be made to the equipment.
- The ~~School~~District is not liable for any damages to personal property that may result from the use of school equipment by the user outside the schools.
- The user is potentially liable for repair or replacement costs, which may arise due to damage or loss of the equipment. Such costs will be clearly defined on user signed documentation collected as part of the checkout process.

I. ~~USE OF PERSONAL DIGITAL DEVICES AT SCHOOL WORKSITES~~

1. AUTHORIZED USERS – Current employees, students, and authorized visitors of the Richfield Public Schools may, with prior approval, use their personal digital devices for school-related tasks on the District's guest network.

2. INSTALLATION, MAINTENANCE AND REMOVAL

- ~~The~~ date when equipment is added to the District network will be recorded.
- Personal computers or digital devices shall not be repaired, maintained, nor have other hardware changes or additions provided by District staff.
- The ~~school~~~~d~~District is not liable for any damages or loss (including theft) to personal property that may result from the use of personal equipment at the school/work site.

J. ~~STAFF USE OF ELECTRONIC MAIL, VOICEMAIL, PHONE AND FAX~~

1. ETIQUETTE – Individuals sending messages using District technology such as voicemail and email should keep in mind that they are perceived as a representative of the Richfield Public Schools.

2. VOICE MESSAGES– Voicemail messages are not backed up or archived by network personnel. ~~–Messages are automatically deleted after 90 days.–~~
3. STAFF ~~ELECTRONIC~~ MAIL- Staff ~~email is electronic messages are~~ archived for a period of ~~three (3)~~ years from the date the message was sent or received.
4. STUDENT ~~ELECTRONIC~~ MAIL- Student ~~email electronic messages~~, sent or received, ~~is are~~ archived for a period of ~~one (1)~~ year from the date the message was sent or received, or upon removal of the account, whichever comes first.
5. MESSAGES ARE NOT PRIVATE – Messages stored on District systems or District authorized systems shall not be considered private property and may be accessed by District administrative employees. ~~–This would generally be done to resolve technical problems or at the request of administration.~~
6. CONSERVE RESOURCES – Individuals should use the voicemail, ~~electronic~~ mail and fax systems in a manner to conserve resources
7. AVOID AUTOMATIC FORWARDING – Emails sent to District email addresses should not be setup to automatically forward to external email locations in order to avoid the distribution of sensitive student or employee information.
8. 900 NUMBERS – Calls to 900 numbers shall not be permitted.

K. ~~–~~ WEB-SITE MANAGEMENT

1. WEB-SITES – ~~Schools Buildings~~ and District programs shall have the opportunity to ~~post content on the official school and District and establish~~ web-sites to enhance communication with students, ~~families~~parents, and the community. ~~–These web-sites were shall be established within systems agreed upon by the Director of Marketing & Communications, District Webmaster (Communications Director), the Technology Director, and the District Technology Advisory Committee (DTAC).~~
 - a. ~~Internet: – Each building shall identify key contacts web directors to manage the organization, creation, training, and maintenance of the building web site and coordinating that building's web site efforts with the District Webmaster and other building web directors.~~
 - b. Intranet: ~~–An internal “intranet” web-site system will be maintained for uses specific to internal Richfield Public Schools authorized users. –Technical management of the intranet will be done by the Communications Department and the Technology Support dDepartment. –Content for the site will be determined by District administration. –Teachers, building staff, and building administration may provide recommendations for additional site content.~~
2. WEB-SITE PUBLISHING RIGHTS – The ~~Director of Marketing & Communications District Webmaster (Communications Director) and the~~ Director of Technology have the responsibility for granting publishing rights to District ~~or school/building~~ web-sites. ~~–These rights may be extended to employees, students, parents/guardians and/or community members. –Training shall be provided to all users prior to granting of publishing rights to ensure effective use of the~~

system, and to emphasize proper etiquette and accepted format to professionally and appropriately represent Richfield Public Schools. Training includes, but is not limited to, ADA compliance in web content, AP Style, and District brand guidelines. Employees should not create public, school-related websites outside of the official school or District websites. Teachers should use school-approved learning management systems for communicating with students and families. If educators or other District staff create Google sites for communication purposes, they should be set to be visible only to District students and staff; they should not be public.

3. WEB-SITE ~~CONTENT PUBLISHING~~ EXPECTATIONS – Teaching staff, program leaders, and administrators are expected to provide up-to-date website content~~maintain current web sites containing with~~ information of interest to ~~District~~Richfield staff, students and the community. Expectations shall be developed by the Director of Marketing & District Webmaster (Communications Director) and district administration, monitored at the building level by building ~~Web web Directors directors and building~~ administration.

4. STUDENT WEB-SITES – Student websites will not be provided through the eDistrict website structure. However, students may occupy web presences such as blogs, Google Sites, etc. Training shall be provided to students prior to granting publishing rights to ensure effective use of the system~~s~~, and to emphasize proper etiquette and industry accepted formats, which appropriately represents Richfield Public Schools. —Sites that contain inappropriate content, inaccurate information, or are not a positive representation of Richfield Public Schools will be edited or removed, generally at the recommendation of the Director of Marketing & Communications District Webmaster (Communications Director) and the appropriate building or District administrator.

Dated: February 5, 2001

Reviewed: November 4, 2007;~~;~~ April 6, 2015

Revised: November 20, 2006; April 19, 2021—

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

SOCIAL MEDIA

Richfield Public Schools recognizes the continually growing presence and potential social media has in our daily experiences and educational settings. The purpose of this document is to guide social media practices and outline specific expectations that are designed to increase the effectiveness of social media in our educational settings.

A. GENERAL STATEMENT

Information produced, shared, retrieved, or highlighted through the use of social media reaches a magnified audience and has a significant level of impact. As an ever-emerging medium, social media reaches its audiences and establishes its impacts in new ways on a continual basis.

Richfield Public Schools expects that when staff and students use social media in the educational setting, they maintain the highest ethical and educational standards. These guidelines are designed to create an atmosphere of positive ~~will~~, honesty, individual accountability, and safety. Failure to meet or follow these guidelines may result in professional intervention and/or disciplinary action.

Commented [1]: "positive will"?

B. - DEFINITIONS

1. SOCIAL MEDIA - Social media ~~is defined as are~~ any electronic communication programs, applications, or networks that ~~allow allowallows~~ communication between and among multiple individuals, allowing individuals to retrieve, share, exchange, and produce information, or ~~allowing~~ individuals to highlight information that they did not directly create.

C. GENERAL GUIDELINES

The following guidelines are established to meet the expectations in the ~~purpose and~~ general statement provisions set forth above. These general guidelines apply to staff and students engaging in the use of social media on site and/or on district-provided technology and technology systems.

1. Treat all information and ideas contained in social media as being fully accessible to the public.
2. Treat all information and ideas contained in social media as being subject to all of the ~~District's Richfield Public Schools'~~ policies, specifically including discipline, anti-bullying, anti-harassment, and internet usage policies.
3. Treat all information and ideas contained in social media as permanent public information that represents the staff member or student now and in the future.

4. Staff and students must ~~self-identify~~~~self-identity~~ and may not misrepresent ~~oneself~~~~themselves~~ using ~~another person's or organization's~~~~someone else's~~ identity.
5. Staff and students must ~~F~~follow copyright regulations and give appropriate credit to the source of the information.
6. Post and/or link only appropriate and relevant information that does violate any ~~Richfield Public School~~ District policy relating to the treatment of other individuals.
7. Respond to others with respect and avoid comments that may be hurtful.
8. Communicate without the use of profanity, obscenities, or threatening language.
9. Only accept invitations to share information from people you know and trust.
10. Whenever possible, consider u~~U~~tilizeing privacy settings to control access to your information and ideas.
11. Keep passwords and other personal information secure and monitor and track their disclosure.
12. Notify a staff member immediately when coming across inappropriate material, or material that is disrespectful or discriminatory in content or language, or is in violation of any ~~Richfield Public School~~ District policy.

D.- GUIDELINES FOR EMPLOYEE PERSONAL USE OF SOCIAL MEDIA

The decision to make personal use of social media is left to the discretion of each employee. ~~The Richfield Public School~~ District does not affirmatively monitor employee use of social media; However, it may take appropriate responsive action when it becomes aware of, or suspects, conduct or communication on social media that adversely affects the workplace or violates applicable professional codes of ethics. Employees will be held responsible for their disclosure, whether purposeful or not, of confidential or private information; information that violates the rights or privacy of individuals or of a third party, or for the content of anything communicated by the employee on social media. For that reason, employees shall observe the following when using social media:

1. Employees must consider their role as a school employee before posting or communicating content that is obscene, profane, vulgar, harassing, threatening, bullying, libelous, or defamatory, or content that discusses or encourages any illegal or ~~the~~ inappropriate use of alcohol, use of illegal drugs, sexual behavior and/or sexual harassment.
2. Views expressed on personal social media are the employee's alone and do not necessarily reflect the view of the ~~Richfield Public School~~ District. ~~Employees~~ cannot act as a spokesperson for the District or post comments as a representative of the District, except as authorized by the ~~s~~Superintendent or the ~~s~~Superintendent's designee.

Commented [2]: In thinking about the Richfield Community Page, RPS staff do this a lot. Generally in a very positive and helpful way. We might need to work on this one a bit more.

3. Employees may not disclose information on social media that is private, confidential or proprietary to the ~~Richfield Public School~~ District, its students, or employees, or that is protected by data privacy laws.

4. The ~~Richfield Public School~~ District recognizes that student groups or members of the public create and use social media representing students or groups within the ~~d~~District. When employees, including coaches/ advisors, choose to join or engage with these social media tools, they do so as an employee of the District, and thus the guidelines outline above in Section C apply.

Employees have a responsibility for maintaining appropriate employee-student relationships at all times. This includes exercising good judgment and professionalism in any interpersonal relationship with students, for the safety of the students online, and responding as required as mandated reporters when applicable.

E. DISCIPLINARY MEASURES

When using social media in the educational setting, students and staff are subject to all disciplinary policies. Disciplinary consequences are assigned as related to the severity, frequency, and/ or extenuating circumstances of the event. Primary consideration is given to those consequences that are educational in nature and designed to bring about the desired change in behavior. The District reserves its right to consider the full range of disciplinary consequences outlined in District policy and/or Minnesota Statute should the circumstances warrant a more stringent disciplinary approach.

F. RESERVATION OF RIGHTS

Richfield Public Schools reserves the right to remove individual social media site access to from users, as well as content posted in our educational setting and the ~~d~~District social media sites that contain ideas or information that:

1. Provides an unauthorized commercial endorsement.
2. Presents illicit, pornographic, discriminatory, unlawful, misleading, untrue, or malicious content. This includes content intended to bully, demean, intimidate, or harass and content that uses ideas or information in an inappropriate manner.
3. Advocates illegal or illicit activity.
4. Is repeatedly posted information identical or very similar content in a counter-productive manner, including aggressive promotion (spam).
5. Uses ideas or information that are not attributable to a specific source or uses the ideas or information from a specific source without required approval or source cite.
6. Provides little to no academic value.

Dated: April 6, 2015

Section 100
School District

Administrative Guideline 107.2
Page 4

Revised: April 19, 2021

Adopted: _____

MSBA/MASA Model Policy 524

Orig. 1996

Revised: _____

Rev. 2019

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of

employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
 6. Users will not use the school district system to post private information

about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. *[Note: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]*

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or

another individual on social networks, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” and “Reddit,” and similar websites or applications.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

[Note: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts which seek technology revenue pursuant to Minn. Stat. § 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]

ALTERNATIVE NO. 1

For a school district which does not seek either state or federal funding in connection with its computer system, the following language should be adopted. It reflects a mandatory requirement under state law, Minn. Stat. § 125B.15.

All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

[Note: The purchase of filtering technology is not required by state law if the school site would incur more than incidental expense in making the purchase. In the absence of filtering technology, school sites still are required to use "other effective methods" to restrict student access to such materials.]

ALTERNATIVE NO. 2

Technology revenue is available to school districts that meet the additional condition of also restricting adult access to inappropriate materials. School districts that seek such state technology revenue may adopt or retain the following language. However, the school district is not required to do so.

- A. All school district computers with Internet access and available for student use

will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.

- B. All school district computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

ALTERNATIVE NO. 3

School districts which receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy which contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual

contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials

in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:

- a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide

parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)

R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 565 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
 MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
 MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
 MSBA/MASA Model Policy 603 (Curriculum Development)
 MSBA/MASA Model Policy 604 (Instructional Curriculum)
 MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
 MSBA/MASA Model Policy 806 (Crisis Management Policy)
 MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

OLD BUSINESS – FOR REVIEW

Agenda Item V.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 5, 2020

Subject: Equity Policy

(Recommended by the Superintendent)

A third read of the new policy. This draft version incorporates feedback from a broad survey of all RPS middle and high school students (750 responses), as well as input from the Safe & Supportive Schools Committee and the Latino Family Association.

Attachments:

Policy 115: Equity - redlined

RICHFIELD PUBLIC SCHOOLS**EQUITY POLICY****I. PURPOSE**

All students deserve a safe, supportive school environment to thrive academically and developmentally. The purpose of this policy is to provide a district environment in which all students achieve high-level academic outcomes that are not predictable by race, culture, socioeconomic status, language, gender, sexual orientation, ability, religion, migratory status or any other real or perceived demographic characteristic.

Richfield Public Schools (RPS) is committed to viewing and analyzing all of our work through a racial and cultural equity lens that intentionally subverts the policies and practices of institutional racism. Through this ongoing anti-racist work, we will identify and interrupt practices and policies that elevate white supremacy and/or perpetuate institutional racism in all-any forms in order to ensure all RPS students succeed. Educational environments are enriched and improved by the contributions, perspectives and very presence of diverse participants. Richfield Public Schools will provide a high quality, personalized educational program with rich opportunities for all students in a real community where each individual is welcomed and belongs.

II. DEFINITIONS

The following definitions are provided to assist in understanding this policy:

- a. **Anti-racism** – The work of actively and consistently opposing racism by advocating for changes in political, economic, educational, and social spheres.
- b. **Diversity** – All the characteristics that make an individual or group different from another, including race, ethnicity, gender/gender expression, age, national origin, religion, ability, sexual orientation, socioeconomic status, education, language, and more.
- c. **Educational Debt** – The results of the historical lack of investment in educating children from marginalized communities, which continue to affect opportunities and achievement for children who are part of those communities today.
- d. **Equity** – The concept of being fair and impartial while acknowledging that society has not afforded the same resources, access, and treatment to everyone and working to remedy all inequities through actions.
- e. **Institutional Racism** – The ways in which policies and practices within an organization create different and predictable outcomes for different

School District

racial groups, typically maintaining an advantage for white individuals and simultaneously maintaining a disadvantage for individuals of color.

f. Intersectionality – The concept that demographic categories such as race, gender, ability, class, and sexual orientation cannot be solely examined in isolation from one another. Rather, these identities interact within individuals' lives, in society, and in social systems, creating a distinct effect within each intersection.

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g. Weaponization – the weaponization of public education against communities of color refers to situations when an educational institution uses its authority to act in a manner that is unfair, punitive, exclusionary, or harmful to students of color, and that makes those students and/or families feel unwelcome, unsafe, thought of as less than, and that interferes with students' abilities to learn, grow in healthy ways and achieve at high levels.

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III. COMMITMENTS

- A. School district administration will develop, maintain, and be held accountable for the use of practices that provide quality education, high standards, rigorous curriculum and powerful instruction using culturally-relevant pedagogy to all students. Practices may include:
- Focusing on student strengths and a growth mindset
 - Maintaining high expectations for all students
 - Embedding social/emotional learning, including acknowledging the unique mental and emotional strain caused by historical, systemic, and institutionalized racism
 - Using restorative practices to engage students in their school and classroom communities
 - Incorporating student and family voice
 - Radically transforming learning environments to serve all students
 - Taking steps to address the historical trauma caused by the weaponization of public education against communities of color
 - Additional practices will continue to be researched, developed, and implemented with the specific goal of ensuring outstanding outcomes for all students.

B. School district administration will promote a warm, welcoming and respectful district environment that celebrates each and every individual. This effort shall include acknowledging the intersectional identities of students and staff members, addressing the social-emotional needs of students and staff members, and engaging in bullying prevention efforts. School district administration may also provide opportunities for interested students to participate in anti-racist and equity-driven activities.

B.C. School district administration will develop, support, model, and

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sustain equity-focused, anti-racist and culturally-responsive training and development for staff and students. This will include educating staff and students on the racial history of the United States and acknowledging the complexities of intersectional issues within the area of equity. These training and development initiatives will be ongoing to ensure continuing fidelity and growth in anti-racist and equity-driven work.

G.D. The school district will work to recruit, employ, support and retain a workforce that reflects all forms of the diversity, ~~including racial diversity~~, of enrolled students, as well as culturally competent administrative, instructional and support personnel.

D.E. School district administration will monitor programs and activities to assess educational equity. Administration will be responsible to design, redesign, and if necessary, terminate, programs and activities to serve the needs of all students.

E.F. Consistent with state regulations and school district policy, the school district will develop, implement, and sustain curricular materials and assessments that reflect the diversity of students and staff and include learning and activities that deepen the understanding and appreciation of race, culture, socioeconomic status, language, gender, sexual orientation, ability, religion, migratory status ~~race, culture, economic status, language, ethnicity, ability~~ and other differences that contribute to the uniqueness of each student and staff member.

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F.G. Each school and program will actively seek community input, specifically and actively ensuring that all voices are present to create a welcoming culture and inclusive environment that reflects and supports all forms of the racial and cultural diversity of the school's student populations, their families, and communities.

G.H. Hate speech and harassment of any kind is not tolerated in the RPS community. Procedures for reporting and addressing harassment are found in Policy 103: Harassment Prohibition.

IV. SHARED RESPONSIBILITY

- A. The Board of Directors shall refer to the values stated in this policy in conducting its business and in exercising its responsibilities to the people of Richfield and all individuals served by RPS.
- B. The Superintendent shall establish in accordance with this policy such plans and procedures as may be necessary and appropriate to accomplish its purpose and intent. Plans and procedures established shall include clear accountability for actions and oversight, and shall include metrics for

School District
evaluation.

- C. The Superintendent may create regulations and guidelines for the implementation of this policy.
- D. The School Board and Superintendent may establish specific goals to implement this policy as permitted by law.
- E. The Superintendent shall integrate information into reports to the Board of Directors and the community regarding progress toward the goals of this policy, including both process-driven changes and outcomes for students.
- F. District staff shall, within the parameters of their various duties and responsibilities, comply with and execute such plans as are designed to address the values and directions included in this policy. District staff are further responsible to make such suggestions to the appropriate authority to improve the ability of the district to address the educational debt owed to marginalized communities.
- G. Families and community members are partners with the District in its effort to address the educational debt and dismantle institutional patterns of racism in the Richfield community. Families and community members can embody this partnership through providing feedback to the district, advocating for their students, encouraging their students to grow toward their own goals, supporting the learning environment, and pursuing anti-racism in themselves and their communities.
- H. Students are partners in their academic achievement. School attendance and engagement are essential to making a more equitable society. Students will be intentionally encouraged to support the goals of this policy by providing feedback to the district, advocating for themselves, growing toward their own goals, supporting the learning environment, and contributing to positive school culture. RPS staff members will support students in believing in their abilities to achieve their dreams and use their voices to create more equitable systems in our world.
- I. The School Board, Superintendent and employees will collaborate with students and families to identify and address barriers to achievement and opportunities for academic success. Richfield Public Schools leadership and staff will be responsible for empowering and inspiring students, families, and community members to actively listen, participate and engage in anti-racist and equity-driven practices to support the success of every student.

Legal References:

Section 100

Policy Number 115

School District

Cross References:

Policy 103: Harassment Prohibition

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RATIFIED BY THE BOARD OF EDUCATION:

NEW BUSINESS – FOR REVIEW

Agenda Item VI.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 5, 2021

Subject: Policy 521: Graduation Requirements

(Recommended by the Superintendent)

The proposed temporary change to graduation requirements has been incorporated into this policy. Student feedback was obtained through the Safe & Supportive Schools Committee.

Attachments:

Policy 521: Graduation Requirements - redlined

RICHFIELD PUBLIC SCHOOLS
GRADUATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from Richfield Public Schools.

II. GENERAL STATEMENT OF POLICY

It is the policy of Richfield Public Schools that all students must satisfactorily complete all course credit requirements and graduation standards, as established by the school board in order to graduate.

III. TEMPORARY CHANGE TO GRADUATION REQUIREMENTS

This change has been established due to the COVID-19 pandemic and associated disruptions to schooling caused by legally required transitions to distance learning and hybrid learning models. The COVID-19 pandemic and associated disruptions to schooling have created an environment that may be less conducive to educational success for students, such that graduation requirements that are significantly above and beyond those established by the Minnesota Department of Education may no longer be appropriate at this time.

Beginning with graduation year 2021 and ending with graduation year 2024, students will be required to complete only 11 semesters of elective credits. All other graduation requirements will still apply.

IV. CREDIT COURSE REQUIREMENTS

- A. Richfield Senior High School students must currently earn a minimum of forty ~~three-nine (4349)~~ semester credits in order to be eligible for graduation.

~~This number will increase to 45 semester credits for 2018 graduates, 47 semester credits for 2019 graduates, and finally to 49 semester credits for graduates in 2020 and beyond.~~

Students may earn more than the minimum number of credits if they desire.

- B. To be eligible for graduation from Richfield Senior High School, each student must successfully complete the following requirements:

Credit Requirements include achievement of required Minnesota Academic Standards:

- 8 credits of English

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- 6 credits of Mathematics – This requirement includes Intermediate Algebra, Geometry and Advanced Algebra or higher.
- 6 credits of science – Biology is a mandatory requirement. Students must take either Chemistry or Physics or other science courses available.
- 8 credits of Social Studies – This requirement includes Civics Seminar, Geography, World History, U.S. History and Economics / Government.
- 2 credits in the Fine Arts
- 2 credits of Physical Education
- 1 credit of Health
- ~~10-16~~ elective course credits. Elective credits are all classes that are not specifically required for Richfield graduation. ~~The number of elective course credits will increase to 12 for 2018 graduates, 14 for 2019 graduates, and finally to 16 for graduates in 2020 and beyond.~~

IV. SERVICE REQUIREMENT

All senior students will be required to perform a minimum of fifteen (15) hours of youth service between the end of their junior year and the end of their senior year.

VI. STATE AND LOCAL ACADEMIC STANDARDS

Graduates must successfully complete required Minnesota Academic Standards for Language Arts, Math, Science, Social Studies and Arts.

Graduation requirements for special education students, students with 504 Plans and limited English proficiency will comply with Minnesota Statute §125A.03.

VII. OTHER PROVISIONS

- A. The school district will notify students and their parents of the school district's graduation requirements within 30 working days of a student's entry into ninth grade.

Consistent with the mission and belief statements adopted by the Board of Education and to the extent permitted by law, flexibility will be provided as to the designation of courses which meet requirements. It is also intended that students have some choice as to when requirements are met.

- B. If a student desires early graduation, he/she must submit a plan in writing to his/her counselor prior to the start of the senior year. This written plan must have the endorsement of the student's parents or guardian and the

approval of the high school administration. Students who have graduated early will not be eligible to participate in identified co-curricular activities but are encouraged to take part in graduation ceremonies and events.

1. All course or standards and credit requirements must be met;
2. Principal or designee shall conduct an interview with the student and parent or guardian to familiarize the parties with opportunities available in post secondary education and arrive at a timely decision; and
3. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

C. A uniform diploma will be awarded to all graduates. Special commendations may be awarded to individual graduates.

D. This policy will be subject to review due to changing rules and requirements from the State of Minnesota as well as other emerging needs and priorities.

Cross References: Admin. Guidelines 521.1 Guidelines for Graduation of Special Education Students
Admin. Guidelines 521.2 Guidelines for Youth Service Requirements
Board Policy 524 Promotion, Retention and Acceleration
Board Policy 601 Academic Standards and Instructional Curriculum

Legal References: Minnesota Statute 125.04 High school diploma, pupils with disabilities
Minnesota Statute 120B.024 Graduation Requirements Course Credits
Minn. Stat. 120B.07 (Early Graduation)
Minn. Stat. §125A.03 (Special Instruction for Children with a Disability)

ADOPTED BY THE BOARD OF EDUCATION: March 1, 1982

REAFFIRMED BY THE BOARD OF EDUCATION: August 6, 1990, May 4, 2009

REVISED BY THE BOARD OF EDUCATION: July 21, 1986, May 21, 1990, June 20, 1994, April 15, 1996,

Section 500
Students

Board Policy 521
page 4

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June 1, 1998, January 22, 2001,
August 4, 2003, January 5, 2004,
October 1, 2007, August 15, 2011,
July 15, 2014, December 19, 2016,
May 1, 2017

NEW BUSINESS – FOR REVIEW

Agenda Item VI.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 5, 2021

Subject: Professional Learning

(Recommended by the Superintendent)

A first read of Policy 406: Professional Learning and the accompanying guideline.

Attachments:

Policy 406: Professional Learning

Administrative Guideline 406.1

MSBA Model Policy 425: Staff Development

RICHFIELD PUBLIC SCHOOLS

PROFESSIONAL LEARNING

I. PURPOSE

The purpose of this policy is to ensure that staff development learning improves student learning by increasing the effectiveness of the learning environment, curriculum, instruction and assessment by supporting full implementation of improvement plans.

II. GENERAL STATEMENT

The Board of Education recognizes that implementation of improvement initiatives and achievement of strategic goals requires related staff development. Much value can accrue from staff participation in professional growth opportunities, with an emphasis on job embedded learning, which may include, but are not limited to school visits, observations, conferencing, coaching, institutes and workshops. Skills and strategies acquired support continuous evaluation, planning, and improvement of the educational program in alignment with the district improvement plan.

III. BASIC PREMISES

- A. The fundamental purpose of staff development is to improve student learning.
- B. Staff development outcomes shall be consistent with board of education goals and contribute to continuous progress toward these goals.
- C. Staff learning activities will support achievement of proficiency on RPS, performance standards.
- D. The district will maintain district wide and site based processes for professional growth goals and related staff development opportunities.
- E. All district employees (licensed and non licensed) qualify for staff development funding.
- F. Expenditures will be consistent with district and site staff development plans.
- G. Participation will be based on specifically identified administrative and instructional program needs and the focus of the activity will be aligned with district improvement goals.
- H. Participation in staff learning opportunities will be based on potential value added to teaching and learning rather than an equal per staff allocation reward for past services or on a rotation system.

- I. Understandings gained from participation in staff development activities will be shared with other staff.
- J. Staff Development activities will be conducted within budgetary and statutory requirements. (Minnesota Statutes 2000, 122A.60)
- K. Short term leaves of absence with pay may be granted to accommodate participation in professional growth activities.

Legal Reference:

Minn. Stat. 122A.60 (Staff Development)

Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)

Minn. Stat. § 120B.021 (Required Academic Standards)

Minn. Rules Parts 3501.0370, Subp. 1(B) (Assessment and Scoring Student Achievement)

Cross Reference: Board Policy 452 (Evaluation and Development of Professional Staff)

ADOPTED BY THE BOARD OF EDUCATION: July 1, 1996

REVISED BY THE BOARD OF EDUCATION: May 18, 1998, June 19, 2001, April 17, 2006, March 4, 2013

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

PROFESSIONAL LEARNING

1. In accordance with M.S. 122A.60, the district shall annually establish a District Staff Development Committee (DSDC), which shall consist of:
 - a. Teachers representing each site committee and a range of grades and subjects (comprise a majority of the DSDC)
 - b. Administrators
 - c. Parents
 - d. Non-teaching staff
2. In accordance with M.S. 122A.60, each school shall annually establish a Building Staff Development Committee, which determines staff development goals and priorities, writes an action plan, ensures alignment of resources with identified district priorities, evaluates effectiveness and completes an annual report.
 - a. The majority of the Building Staff Development Committee shall be teachers representing various grade levels, subject areas, and special education.
3. The DSDC annually develops and adopts district staff development goals, priorities and action plans. Building staff development plans are aligned with district staff development goals.
4. The District Staff Development Committee annually
 - a. Develops a district staff development plan that is consistent with professional performance standards and with education outcomes that the board has determined
 - b. Assists site staff development committees in developing site plans that are consistent with the goals of the district plan
 - c. Evaluates staff development efforts at the site and district levels.
 - d. Completes a report on activity required by MDE
 - e. Identifies and helps to implement district-wide staff development opportunities
5. Staff development plans shall address opportunities that are aligned with professional performance standards, to increase the effectiveness of curriculum, instruction and assessment and support full implementation of improvement plans to increase student achievement of academic standards.
6. Staff development plans shall focus on the implementation of Federal, State and local Academic Standards and accountabilities for all students with consideration for identified subcategories of students, including those with special needs.

7. Staff development outcomes shall be consistent with school board education goals and contribute to continuous progress toward these goals as established in M.S. 122A.60:
 - a. Improve student achievement of state and local academic standards using best practice methods
 - b. Meet the needs of a diverse student population
 - c. Provide an inclusive curriculum for a racially, ethnically, and culturally diverse student population that is consistent with state education diversity rule and the district equity plan
 - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the district
 - e. Teach and model violence-prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution
 - f. Provide site-based teams with appropriate management and financial skills
8. The Staff Development Plans must:
 - a. Support stable and productive professional communities achieved through ongoing and school wide progress and growth in teaching practice
 - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models
 - c. Maintain a strong subject matter focus premised on students' learning goals
 - d. Ensure specialized preparation and learning about issues related to teaching students with special needs and limited English proficiency
 - e. Reinforce national and state standards of effective teaching practice
9. Staff development activities must:
 - a. Focus on the school classroom and research based strategies that improve student learning
 - b. Provide opportunities for teachers to practice and improve their instructional skills over time
 - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement
 - d. Enhance teacher content knowledge and instructional skills
 - e. Align with state and local academic standards
 - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and for teacher-to-teacher mentoring
 - g. Staff learning activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance
10. Staff Development Reporting: By October 15 of each year, the district and site staff development committees shall prepare a report of the previous fiscal year's staff development activities and expenditures and submit it to the Commissioner of the Department of Education.

- a. The district will use the reporting form and/or system designated by the Commissioner and will be signed by the superintendent
 - b. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
 - c. The report will provide a breakdown of expenditures for:
 - i. Curriculum development and curriculum training programs
 - ii. Staff development training models, workshops, and conferences
 - iii. The cost of releasing teachers or providing substitute teachers for staff development purposes
11. Richfield Public Schools values continuous staff learning and allocates days for staff learning during the regular contract calendar. Attendance on staff development days is expected to ensure systemic, school wide learning experiences.
 - a. Staff Development

If attendance at a district sponsored staff development course outside one's regular workday/year is required by the district, participants will be paid for each hour of attendance at the most current curriculum writing/staff development hourly rate as provided in the teacher master contract.
12. The following shall pertain to the compensation for Staff Development and/or for Curriculum Writing, which occurs outside the regular work day or school year for teachers.
 - a. Curriculum Writing

The district will pay the current curriculum writing hourly rate to staff who have received approval for curriculum writing time outside of the regular workday or school year. The district may offer a stipend for staff development in order to eliminate the need for time sheet submittals and allow for greater flexibility for staff to avail themselves of such training. When stipends are offered, the amount of the stipend will be calculated by approximating the actual hours staff is required to be in attendance at the training session multiplied by the curriculum writing/staff development hourly rate.
 - b. Optional Staff Development

When staff development opportunities are offered to staff beyond their regular workday and participation is voluntary, an "incentive stipend" may be offered in order to encourage, but not require, attendance at such training opportunities. If the stipend is offered, it will be calculated by approximating the actual hours staff is engaged in the activity, multiplied

times the curriculum writing/staff development hourly rate as provided in the most current teacher master contract.

c. College or Board Credit

Staff members are not eligible for the hourly curriculum writing/staff development pay or stipend when they elect to take the course or staff development workshop for college or board credit with the intention of applying such course work for credit on the teacher salary schedule.

Dated: July 1, 1996

Reviewed:

Revised: June 19, 2001, April 17, 2006, March 4, 2013

Adopted: _____

MSBA/MASA Model Policy 425

Orig. 2001

Revised: _____

Rev. 2016

425 STAFF DEVELOPMENT

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

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

A. The school board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.

2. Members of the Advisory Staff Development Committee shall be appointed by the school board. Committee members shall serve a two-year term* based upon nominations by board members, teachers, and paraprofessionals. The school board shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.

B. The school board will establish the Site Professional Development Teams.

1. Members of the Site Professional Development Teams will be appointed by the school board. Team members shall serve a two-year term* based upon nominations by board members, teachers, and paraprofessionals. The school board shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.

* This time period may be changed to accommodate individual school district needs.

2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education.

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

- A. The Advisory Staff Development Committee will develop a Staff Development Plan which will be reviewed and subject to approval by the school board twice a year.*
- B. The Staff Development Plan must contain the following elements:
 1. Staff development outcomes which are consistent with the education outcomes as may be determined periodically by the school board;

[Note: The board-determined education outcomes for your district could be inserted here.]

2. The means to achieve the Staff Development outcomes;
3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minn. Stat. § 122A.18, Subd. 4;
4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
 - a. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods;
 - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;
 - c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
 - d. Improve staff collaboration and develop mentoring and peer

* This time period may be changed to accommodate individual school district needs.

coaching programs for teachers new to the school or district;

- e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;
- f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
- g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.

5. The Staff Development Plan also must:

- a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
- b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
- c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minn. Stat. § 120B.125;
- d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
- e. Reinforce national and state standards of effective teaching practice.

6. Staff development activities must:

- a. Focus on the school classroom and research-based strategies that improve student learning;
- b. Provide opportunities for teachers to practice and improve their instructional skills over time;
- c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
- d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;

- e. Align with state and local academic standards;
 - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
 - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system;
 - h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and
 - i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.
- 7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
 - 8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.

[Note: To the extent the school board offers K-12 teachers the opportunity for more staff development training under Minn. Stat. § 122A.40, Subds. 7 and 7a, or Minn. Stat. § 122A.41, Subds. 4 and 4a, such additional days of staff development should include peer mentoring, peer gathering, continuing education, professional development, or other training which enable teachers to achieve the staff development outcomes enumerated above in Section III.B.4.]

- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the school board on a quarterly basis* the

* This time period may be changed to accommodate individual school district needs.

extent to which staff at the site have met the outcomes of the Staff Development Plan.

- E. The Advisory Staff Development Committee shall assist the school district in preparing any reports required by the Department of Education relating to staff development including, but not limited to, the reports referenced in Section VII. below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

- A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The school board will review the site plans for consistency with the Staff Development Plan twice a year.*
- B. The Site Professional Development Team must demonstrate to the school board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the school board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the school board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

V. STAFF DEVELOPMENT FUNDING

- A. Unless the school district is in statutory operating debt or a majority of the school board and a majority of its licensed teachers annually vote to waive the requirement to reserve basic revenue for staff development, the school district will reserve an amount equal to at least two percent of its basic revenue for: in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; preservice and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. In order to receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.
- B. The school district may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating

grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61.

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

- A. On a yearly* basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the school board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the school board and/or superintendent for consistency with the Staff Development Plan on a quarterly basis.*
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

VII. REPORTING

- A. The school district and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's world's best workforce report.
 - 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
 - 2. The report will provide a breakdown of expenditures for:
 - a. Curriculum development and curriculum training programs;
 - b. Staff development training models, workshops, and conferences; and

* This time period may be changed to accommodate individual school district needs.

- c. The cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

- B. The report will be signed by the superintendent and staff development chair.

Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 122A.18, Subd. 4 (Board to Issue Licenses; Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

Cross References:

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 5, 2021

Subject: Annual Budget Revision 2020-2021

Recommended by the Superintendent that the Board of Education approve the revised budget as presented.

Background

(Prepared by Craig Holje and James Gilligan)

Attached is a copy of the 2020-2021 revised budget for your review and approval. The revised budget provides updated amounts for revenues and expenditures based on changes in enrollment and programming.

Net revenue is up \$1,658,721 in the general fund from \$67,844,101 to \$69,502,822. Net expenditures are up by \$537,107 from \$69,382,406 to \$69,919,513.

Major adjustments to the budget account for an increase in enrollment from what was projected in our budgetary projections, additional federal funding associated with the COVID-19 pandemic and Literacy Grant, updated staffing as well as supply and equipment purchases associated with COVID-19 support. The net impact is a benefit of \$1,121,614 to the general fund budget for the current fiscal year, resulting in a total projected general fund balance decrease of \$416,691 from FY20 to FY21.

More details on these and other changes will be presented at the board meeting.


REVENUE GENERAL FUND

REVENUE CATEGORIES	Actual June 30, 2019	Actual June 30, 2020	Adopted Budget	Revised Budget	Increase or (Decrease) from Adopted	YTD February 28, 2021	Revised Budget Remaining	YTD February 28, 2021 % of Budget Received	YTD February 29, 2020 % of Actuals Received	YTD February 28, 2019 % of Actuals Received	YTD February 29, 2020	YTD February 28, 2019
STATE	46,183,093	45,674,569	46,150,048	45,753,835	(396,213)	21,832,551	23,921,284	47.7%	48.0%	48.4%	21,909,491	22,353,121
FEDERAL	2,098,367	2,834,495	2,825,786	4,751,670	1,925,884	1,739,338	3,012,332	36.6%	0.0%	38.4%	(381)	805,236
PROPERTY TAXES	16,524,053	18,018,704	17,677,523	17,677,523	-	17,451,264	226,259	98.7%	99.6%	89.9%	17,949,429	14,860,453
LOCAL (FEES, INTEREST, ETC.)	1,617,985	1,414,676	1,190,744	1,319,794	129,050	685,844	633,950	52.0%	60.1%	48.7%	849,930	787,318
TOTALS	66,423,498	67,942,444	67,844,101	69,502,822	1,658,721	41,708,997	27,793,825	60.0%	59.9%	58.4%	40,708,469	38,806,128

EXPENDITURES GENERAL FUND

OBJECT SERIES	Actual June 30, 2019	Actual June 30, 2020	Adopted Budget	Revised Budget	Increase or (Decrease) from Adopted	YTD February 28, 2021	Revised Budget Remaining	YTD February 28, 2021 % of Budget Expended	YTD February 29, 2020 % of Actuals Expended	YTD February 28, 2019 % of Actuals Expended	YTD February 29, 2020	YTD February 28, 2019
SALARIES & WAGES	37,176,269	36,586,619	39,444,694	38,589,310	(855,384)	19,850,932	18,738,378	51.4%	54.9%	54.8%	20,077,509	20,368,883
EMPLOYEE BENEFITS	13,518,960	13,190,108	14,044,853	13,922,815	(122,038)	7,748,278	6,174,537	55.7%	59.8%	58.3%	7,888,659	7,879,903
PURCHASED SERVICES	8,172,079	8,325,304	10,572,928	10,433,368	(139,560)	4,407,576	6,025,792	42.2%	57.0%	56.3%	4,744,785	4,597,671
SUPPLIES	2,527,483	2,632,033	2,621,643	3,472,845	851,202	2,288,616	1,184,229	65.9%	69.8%	61.1%	1,836,564	1,544,800
EQUIPMENT	2,581,571	2,313,465	2,268,375	3,034,770	766,395	2,573,330	461,440	84.8%	82.8%	84.8%	1,914,817	2,189,097
OTHER EXPENDITURES	315,303	412,717	429,913	466,405	36,492	95,531	370,874	20.5%	23.5%	31.6%	96,882	99,600
TOTALS	64,291,665	63,460,246	69,382,406	69,919,513	537,107	36,964,263	32,955,250	52.9%	57.6%	57.1%	36,559,216	36,679,954

PROGRAM SERIES	Actual June 30, 2019	Actual June 30, 2020	Adopted Budget	Revised Budget	Increase or (Decrease) from Adopted	YTD February 28, 2021	Revised Budget Remaining	YTD February 28, 2021 % of Budget Expended	YTD February 29, 2020 % of Actuals Expended	YTD February 28, 2019 % of Actuals Expended	YTD February 29, 2020	YTD February 28, 2019
SITE ADMINISTRATION	1,853,501	1,960,813	1,952,019	1,950,166	(1,853)	1,205,359	744,807	61.8%	68.5%	66.4%	1,342,360	1,230,628
DISTRICT ADMINISTRATION	836,390	812,767	941,819	889,622	(52,197)	632,874	256,748	71.1%	67.5%	64.1%	548,406	535,860
SUPPORT SERVICES	2,138,022	2,214,338	1,988,346	2,031,624	43,278	1,816,938	214,686	89.4%	78.7%	75.8%	1,741,728	1,621,236
REGULAR INSTRUCTION	27,939,635	26,944,471	29,135,038	29,289,972	154,934	13,949,169	15,340,803	47.6%	52.2%	51.3%	14,069,811	14,346,970
EXTRA-CURRICULAR ACTIVITIES	1,240,925	1,228,094	1,364,356	1,310,017	(54,339)	508,237	801,780	38.8%	63.1%	61.5%	775,196	763,101
VOCATIONAL INSTRUCTION	473,959	446,106	458,424	524,943	66,519	227,865	297,078	43.4%	51.2%	49.6%	228,326	235,024
SPECIAL EDUCATION	12,130,842	12,270,481	12,911,323	12,036,700	(874,623)	6,366,688	5,670,012	52.9%	54.1%	54.0%	6,635,178	6,552,065
INSTRUCTIONAL SUPPORT	4,549,255	4,792,415	5,030,526	4,937,713	(92,813)	3,123,412	1,814,301	63.3%	70.8%	75.1%	3,391,879	3,415,721
PUPIL SUPPORT SERVICES	6,291,515	6,626,336	7,022,733	7,369,914	347,181	3,591,378	3,778,536	48.7%	60.3%	58.0%	3,993,020	3,650,775
FACILITIES	6,614,346	5,893,121	8,338,493	9,292,606	954,113	5,218,744	4,073,862	56.2%	61.2%	62.1%	3,605,658	4,105,299
OTHER FINANCING USES	223,275	271,303	239,330	286,236	46,906	323,599	(37,363)	113.1%	83.9%	100.0%	227,654	223,275
TOTALS	64,291,665	63,460,246	69,382,406	69,919,513	537,107	36,964,263	32,955,250	52.9%	57.6%	57.1%	36,559,216	36,679,954





ACTIVITY - OTHER FUNDS



	Actual June 30, 2019	Actual June 30, 2020	Adopted Budget	Revised Budget	Increase or (Decrease) from Adopted	YTD February 28, 2021	Revised Budget Remaining	YTD February 28, 2021 % of Budget Received	YTD February 29, 2020 % of Actuals Received	YTD February 28, 2019 % of Actuals Received	YTD February 29, 2020	YTD February 28, 2019
REVENUE												
FOOD SERVICE	2,838,335	2,684,713	2,860,640	2,507,420	(353,220)	826,219	1,681,201	33.0%	53.2%	53.0%	1,428,326	1,504,645
COMMUNITY EDUCATION	1,942,646	1,957,664	2,164,377	2,232,621	68,244	1,314,246	918,375	58.9%	77.9%	70.6%	1,524,409	1,370,886
CONSTRUCTION FUND	3,044,448	2,184,625	925,000	600,000	(325,000)	22,211	577,789	3.7%	-18.9%	25.3%	(411,920)	771,256
DEBT SERVICE	8,713,849	8,469,549	7,687,393	7,677,393	(10,000)	7,589,724	87,669	98.9%	99.0%	102.3%	8,386,576	8,917,088
CUSTODIAL/SCHOLARSHIPS	48,199	8,908	46,500	6,800	(39,700)	6,656	144	97.9%	453.0%	81.4%	40,352	39,229
INTERNAL SERVICE - HEALTH INS.	7,314,681	7,220,320	7,225,000	7,067,000	(158,000)	3,848,014	3,218,986	54.5%	54.4%	54.4%	3,927,868	3,976,488
INTERNAL SERVICE - DENTAL INS.	534,362	502,428	540,500	500,250	(40,250)	286,138	214,112	57.2%	58.2%	54.4%	292,607	290,918
OPEB - IRREVOCABLE TRUST	203,285	247,051	70,000	50,000	(20,000)	(25,229)	75,229	-50.5%	-16.9%	89.4%	(41,758)	181,705
OPEB DEBT SERVICE	786,209	811,277	2,137,877	2,138,013	136	2,112,942	25,071	98.8%	99.6%	74.2%	808,268	583,495



	Actual June 30, 2019	Actual June 30, 2020	Adopted Budget	Revised Budget	Increase or (Decrease) from Adopted	YTD February 28, 2021	Revised Budget Remaining	YTD February 28, 2021 % of Budget Received	YTD February 29, 2020 % of Actuals Received	YTD February 28, 2019 % of Actuals Received	YTD February 29, 2020	YTD February 28, 2019
EXPENDITURES												
FOOD SERVICE	2,736,818	2,980,090	2,819,342	2,506,126	(313,216)	1,288,976	1,217,150	51.4%	58.3%	58.3%	1,736,834	1,596,529
COMMUNITY EDUCATION	1,888,985	1,941,755	2,070,408	2,122,389	51,981	1,237,833	884,556	58.3%	62.8%	55.6%	1,220,179	1,049,869
CONSTRUCTION FUND	13,650,859	65,066,268	38,530,269	40,450,958	1,920,689	25,202,338	15,248,620	62.3%	59.2%	21.6%	38,493,749	2,953,574
DEBT SERVICE	7,967,443	8,105,988	7,245,988	7,246,938	950	7,246,938	-	100.0%	100.0%	100.0%	8,105,988	7,963,668
CUSTODIAL/SCHOLARSHIPS	41,908	13,551	46,500	6,100	(40,400)	6,098	2	100.0%	350.9%	97.6%	47,551	40,909
INTERNAL SERVICE - HEALTH INS.	6,941,796	6,590,943	7,351,134	7,020,000	(331,134)	4,072,133	2,947,867	58.0%	64.8%	67.2%	4,272,626	4,667,594
INTERNAL SERVICE - DENTAL INS.	529,293	456,791	540,500	480,000	(60,500)	317,155	162,845	66.1%	78.3%	67.3%	357,674	356,311
OPEB - IRREVOCABLE TRUST	498,893	816,085	735,000	735,000	-	-	735,000	0.0%	0.0%	0.0%	-	-
OPEB DEBT SERVICE	789,125	783,025	2,021,800	2,021,800	-	2,021,775	25	100.0%	100.0%	100.0%	783,025	789,125

SUMMARY - ALL FUNDS

	Actual June 30, 2019	Actual June 30, 2020	Adopted Budget	Revised Budget	Increase or (Decrease) from Adopted	YTD February 28, 2021	Revised Budget Remaining	YTD February 28, 2021 % of Budget Received	YTD February 29, 2020 % of Actuals Received	YTD February 28, 2019 % of Actuals Received	YTD February 29, 2020	YTD February 28, 2019
SUMMARY												
REVENUE	91,849,511	92,028,981	91,501,388	92,282,319	780,931	57,689,918	34,592,401	62.5%	61.6%	61.5%	56,663,197	56,441,838
EXPENDITURES	99,336,785	150,214,740	130,743,347	132,508,824	1,765,477	78,357,509	54,151,315	59.1%	61.0%	92.2%	91,576,842	91,637,708
SPENDING VARIANCE	(7,487,275)	(58,185,760)	(39,241,959)	(40,226,505)	(984,545)	(20,667,591)	(19,558,914)	51.4%	60.0%	470.1%	(34,913,645)	(35,195,870)

 RICHFIELD PUBLIC SCHOOLS		REVENUE SUMMARY - BY MAJOR CATEGORY							YTD February 28, 2021			THIS REPORT SUMMARIZES REVENUE BY MAJOR CATEGORY AND SOURCE CODE					
GENERAL FUND									REVISED	ACTIVE BUDGET		BUDGET ANALYSIS			FORECASTS  + 		
Source Code	Description	June 30, 2019	June 30, 2020	Adopted Budget	Revised Budget	Increase or (Decrease) from Adopted	YTD February 28, 2021	Revised Budget Remaining	February 28, 2021	February 29, 2020	February 28, 2019	Current YTD vs. Prior YTD	Budget \$ Change from Prior Yr Actual	Budget % Change from Prior Yr Actual	YTD February 29, 2020	YTD February 28, 2019	
	STATE AID																
201	PERMANENT SCHOOL TRUST FUND	181,669	190,560	195,075	176,830	(18,245)	89,183	87,647	50.43%	49.51%	46.31%	(5,157)	(13,730)	-7.21%	94,340	84,132	
211	BASIC FORMULA	26,687,809	26,879,437	26,938,440	27,288,066	349,626	19,284,580	8,003,486	70.67%	75.64%	77.31%	(1,048,098)	408,629	1.52%	20,332,678	20,633,266	
211	OPERATING CAPITAL	608,543	543,946	508,718	460,028	(48,690)	-	460,028	0.00%	0.00%	0.00%	-	(83,918)	-15.43%	-	-	
211	AREA LEARNING CENTER	1,113,261	1,135,664	1,252,140	1,190,000	(62,140)	-	1,190,000	0.00%	0.00%	0.00%	-	54,336	4.78%	-	-	
211	STAFF DEVELOPMENT	577,987	588,651	580,351	587,991	7,640	-	587,991	0.00%	0.00%	0.00%	-	(660)	-0.11%	-	-	
211	BASIC SKILLS - COMPENSATORY	7,090,339	6,402,344	5,839,958	6,239,984	400,026	-	6,239,984	0.00%	0.00%	0.00%	-	(162,359)	-2.54%	-	-	
211	ALTERNATIVE LEARNING PROG	322,225	451,936	350,000	350,000	-	-	350,000	0.00%	0.00%	0.00%	-	(101,936)	-22.56%	-	-	
211	BASIC SKILLS - EXTENDED TIME	219,786	309,263	400,026	-	(400,026)	-	-	0.00%	0.00%	0.00%	-	(309,263)	-100.00%	-	-	
211	LEARNING & DEVELOPMENT	959,205	910,841	879,923	898,618	18,695	-	898,618	0.00%	0.00%	0.00%	-	(12,223)	-1.34%	-	-	
211	GIFTED & TALENTED	59,520	59,448	57,457	58,199	742	-	58,199	0.00%	0.00%	0.00%	-	(1,249)	-2.10%	-	-	
212	LITERACY INCENTIVE AID	200,506	180,482	200,506	180,482	(20,024)	-	180,482	0.00%	0.00%	0.00%	-	0	0.00%	-	-	
213	SHARED TIME	2,778	(189)	2,777	6,760	3,983	6,760	-	100.00%	0.00%	0.00%	6,760	6,949	-3669.92%	-	-	
227	ABATEMENT AID	46,474	33,280	21,632	23,773	2,141	20,530	3,243	86.36%	93.50%	80.30%	(10,586)	(9,507)	-28.57%	31,116	37,320	
300	ACHIEVEMENT & INTEGRATION	827,859	776,552	813,719	885,951	72,232	268,270	617,681	30.28%	0.43%	0.00%	264,942	109,399	14.09%	3,328	(1)	
300	NON-PUBLIC PUPIL TRANSPORTATION	-	-	90,000	-	(90,000)	-	-	0.00%	0.00%	0.00%	-	-	0.00%	-	-	
300	ALTERNATIVE TEACHER COMP	737,110	716,173	716,986	706,977	(10,009)	128	706,849	0.02%	-3.08%	0.10%	22,219	(9,196)	-1.28%	(22,091)	741	
300	TRANSPORTATION AID W/FIN	98,008	103,015	10,000	100,000	90,000	59,658	40,342	59.66%	5.31%	2.03%	54,184	(3,015)	-2.93%	5,474	1,986	
320/300	AMERICAN INDIAN ED AID	46,935	48,227	53,294	63,676	10,382	15,602	48,074	24.50%	-4.98%	0.18%	18,005	15,449	32.03%	(2,403)	85	
300	FY20 SAFE SCHOOLS SUPPLEMENTAL AID	-	151,409	151,409	-	(151,409)	-	-	0.00%	100.00%	0.00%	(151,409)	(151,409)	-100.00%	151,409	-	
360	SPECIAL EDUCATION	6,148,681	5,903,517	6,522,297	6,000,000	(522,297)	2,043,120	3,956,880	34.05%	21.23%	25.21%	789,687	96,483	1.63%	1,253,433	1,550,148	
370	OTHER STATE AID	43,087	71,576	356,840	328,000	(28,840)	44,720	283,280	13.63%	86.91%	105.47%	(17,487)	256,424	358.25%	62,207	45,444	
397	TRA & PERA Special Funding	211,311	218,439	208,500	208,500	-	-	208,500	0.00%	0.00%	0.00%	-	(9,939)	-4.55%	-	-	
	TOTAL STATE AID	46,183,093	45,674,569	46,150,048	45,753,835	(396,213)	21,832,551	23,921,284	47.72%	47.97%	48.40%	(76,940)	79,266	0.17%	21,909,491	22,353,121	
	FEDERAL																
401/400	TITLE I, PART A	807,457	940,950	1,079,463	865,566	(213,897)	-	865,566	0.00%	0.00%	35.25%	-	(75,384)	-8.01%	-	284,612	
414/400	TITLE II, PART A	104,062	115,683	295,282	198,116	(97,166)	-	198,116	0.00%	0.00%	25.84%	-	82,433	71.26%	-	26,886	
417/400	TITLE III, PART A	188,539	128,071	138,231	105,176	(33,055)	-	105,176	0.00%	0.00%	27.06%	-	(22,895)	-17.88%	-	51,020	
419/400	SP ED FLO THRU94-1 - FED AID	912,898	835,818	1,036,434	1,025,792	(10,642)	63,379	962,413	6.18%	0.00%	46.77%	63,379	189,974	22.73%	-	426,921	
420/400	PRESCHOOL - TITLE VIB - FED AID	28,785	21,700	71,296	49,923	(21,373)	-	49,923	0.00%	0.00%	42.40%	-	28,223	130.06%	-	12,204	
422/400	B-2 IDEA PART C GRANT	32,483	51,881	78,900	17,952	(60,948)	-	17,952	0.00%	0.00%	2.77%	-	(33,929)	-65.40%	-	900	
499/400	FED LITERACY GRANT	-	-	-	685,208	685,208	-	685,208	0.00%	0.00%	0.00%	-	685,208	#DIV/0!	-	-	
499/400	MDE B-2 PART C	2,400	430	-	-	-	-	-	0.00%	-558.14%	0.00%	2,400	(430)	-100.00%	(2,400)	-	
510/500	FED INDIAN GRANT	7,116	8,972	11,000	11,000	-	(1,714)	12,714	-15.58%	0.00%	-0.11%	(1,714)	2,028	22.60%	-	(8)	
620/405	SAFE ROUTES TO SCHOOL GRANT	-	17,419	57,881	57,582	(299)	41,576	16,006	72.20%	0.00%	0.00%	41,576	40,163	230.58%	-	-	
628/405	CARL PERKINS SUB-GRANT	14,627	11,555	11,555	11,430	(125)	527	10,903	4.61%	17.47%	18.47%	(1,492)	(125)	-1.08%	2,019	2,701	
699/405	BEACONS YMCA 21ST CENTURY SUB-GRANT	-	58,403	-	-	-	(1,083)	1,083	#DIV/0!	0.00%	0.00%	(1,083)	(58,403)	-100.00%	-	-	
868/405	HHH TITLE X HOMLESS FED SUB-GRANT	-	28,723	45,744	17,130	(28,614)	(13,726)	30,856	-80.13%	0.00%	0.00%	(13,726)	(11,593)	-40.36%	-	-	
151/400	ESSER I 90%	-	614,891	-	50,384	50,384	-	50,384	0.00%	0.00%	0.00%	-	(564,507)	-91.81%	-	-	
152/400	ESSER I 9.5%	-	-	-	127,419	127,419	-	127,419	0.00%	0.00%	0.00%	-	127,419	#DIV/0!	-	-	
153/400	GEER I	-	-	-	140,291	140,291	-	140,291	0.00%	0.00%	0.00%	-	140,291	#DIV/0!	-	-	
154/400	CORONAVIRUS RELIEF FUND (CRF)	-	-	-	1,388,701	1,388,701	1,650,379	(261,678)	118.84%	0.00%	0.00%	1,650,379	1,388,701	#DIV/0!	-	-	
155/400	ESSER II 90%	-	-	-	-	-	-	-	0.00%	0.00%	0.00%	-	-	0.00%	-	-	
156/400	ESSER II 9.5%	-	-	-	-	-	-	-	0.00%	0.00%	0.00%	-	-	0.00%	-	-	
157/400	GEER II	-	-	-	-	-	-	-	0.00%	0.00%	0.00%	-	-	0.00%	-	-	
	TOTAL FEDERAL	2,098,367	2,834,495	2,825,786	4,751,670	1,925,884	1,739,338	3,012,332	36.60%	-0.01%	38.37%	1,739,719	1,917,175	67.64%	(381)	805,236	

 RICHFIELD PUBLIC SCHOOLS		REVENUE SUMMARY - BY MAJOR CATEGORY							YTD February 28, 2021			THIS REPORT SUMMARIZES REVENUE BY MAJOR CATEGORY AND SOURCE CODE					
GENERAL FUND									REVISED	← ACTIVE BUDGET	BUDGET ANALYSIS			FORECASTS 			
Source Code	Description	June 30, 2019	June 30, 2020	Adopted Budget	Revised Budget	Increase or (Decrease) from Adopted	YTD February 28, 2021	Revised Budget Remaining	February 28, 2021	February 29, 2020	February 28, 2019	Current YTD vs. Prior YTD	Budget \$ Change from Prior Yr Actual	Budget % Change from Prior Yr Actual	YTD February 29, 2020	YTD February 28, 2019	
	LEVY																
001	GENERAL LEVY	7,185,660	7,426,491	6,841,138	6,841,138	-	7,872,237	(1,031,099)	115.07%	116.38%	195.55%	(770,973)	(585,353)	-7.88%	8,643,210	14,051,836	
001	OPERATING CAPITAL	477,450	579,033	590,585	590,585	-	590,585	-	100.00%	100.00%	0.00%	11,552	11,552	2.00%	579,033	-	
001	SAFE SCHOOLS	228,224	163,947	238,089	238,089	-	168,063	70,026	70.59%	100.00%	0.00%	4,116	74,142	45.22%	163,947	-	
001	CAREER & TECHNICAL	124,202	94,447	94,447	94,447	-	54,867	39,580	58.09%	89.60%	0.00%	(29,755)	(0)	0.00%	84,622	-	
001	LONG TERM FAC MAINT	1,766,699	1,781,334	1,764,620	1,764,620	-	1,764,620	-	100.00%	100.00%	0.00%	(16,714)	(16,714)	-0.94%	1,781,334	-	
001	ACHIEVEMENT & INTEGRATION	344,437	371,751	340,031	340,031	-	340,031	-	100.00%	100.00%	0.00%	(31,720)	(31,720)	-8.53%	371,751	-	
001	OPEB	-	815,246	768,913	768,913	-	768,913	-	100.00%	100.00%	0.00%	(46,333)	(46,333)	-5.68%	815,246	-	
001	CAPITAL PROJECTS	2,990,330	3,217,355	3,539,086	3,539,086	-	3,539,086	-	100.00%	100.00%	0.00%	321,731	321,731	10.00%	3,217,355	-	
001	HEALTH & SAFETY	(724)	-	-	-	-	-	-	0.00%	0.00%	0.00%	-	-	0.00%	-	-	
001	LEASE LEVY	810,544	597,351	568,925	568,925	-	694,066	(125,141)	122.00%	100.00%	0.00%	96,715	(28,426)	-4.76%	597,351	-	
001	QCOMP	395,830	424,801	415,472	415,472	-	415,472	-	100.00%	100.00%	0.00%	(9,329)	(9,329)	-2.20%	424,801	-	
001	HEALTH BENEFITS LEVY	20,313	20,313	6,694	6,694	-	27,006	(20,312)	403.44%	100.00%	0.00%	6,693	(13,619)	-67.05%	20,313	-	
004	TAX INCREMENT FINANCING	134,555	80,527	50,000	50,000	-	40,662	9,338	81.32%	51.87%	69.22%	(1,110)	(30,527)	-37.91%	41,772	93,142	
009	FISCAL DISPARITIES	1,953,551	2,350,684	2,355,246	2,355,246	-	1,088,068	1,267,178	46.20%	48.70%	39.18%	(56,812)	4,562	0.19%	1,144,880	765,360	
010	COUNTY APPORTIONMENT	97,086	100,838	104,277	104,277	-	88,665	15,612	85.03%	68.68%	103.37%	19,411	3,439	3.41%	69,254	100,359	
019	MISCELLANEOUS TAX COLLECTIONS	(4,105)	(5,415)	-	-	-	(1,077)	1,077	#DIV/0!	100.45%	1794.18%	4,363	5,415	-100.00%	(5,440)	(73,652)	
	TOTAL - LEVY	16,524,053	18,018,704	17,677,523	17,677,523	-	17,451,264	226,259	98.72%	99.62%	89.93%	(498,165)	(341,181)	-1.89%	17,949,429	14,860,453	
021	REV FROM OTH MN SCH DISTRICT	-	-	-	-	-	-	-	0.00%	0.00%	0.00%	-	-	0.00%	-	-	
050	FEES FROM PATRONS	188,046	153,433	184,265	160,265	(24,000)	63,553	96,712	39.65%	95.42%	67.68%	(82,857)	6,832	4.45%	146,410	127,279	
052	SUMMER SCHOOL	5,700	25	4,900	4,900	-	-	4,900	0.00%	500.00%	11.84%	(125)	4,875	19500.00%	125	675	
060	ADMISSIONS	28,093	30,597	28,497	28,497	-	-	28,497	0.00%	95.99%	95.45%	(29,370)	(2,100)	-6.86%	29,370	26,815	
071	3RD PARTY BILLING	230,930	269,488	100,000	200,000	100,000	133,454	66,546	66.73%	41.09%	26.95%	22,729	(69,488)	-25.79%	110,725	62,244	
092	INTEREST EARNINGS	293,948	264,437	85,000	85,000	-	71,705	13,295	84.36%	76.19%	90.83%	(129,766)	(179,437)	-67.86%	201,471	266,982	
093	SCHOOL FACILITIES - RENT	242,535	144,591	231,000	100,500	(130,500)	56,691	43,809	56.41%	79.90%	42.08%	(58,830)	(44,091)	-30.49%	115,521	102,047	
096	GIFTS / BEQUESTS/DONATIONS	79,068	106,101	74,000	55,300	(18,700)	68,326	(13,026)	123.56%	43.47%	61.56%	22,202	(50,801)	-47.88%	46,124	48,675	
097	REBATE FROM P-CARD	-	2,313	5,000	5,000	-	2,080	2,920	41.60%	99.99%	0.00%	(233)	2,687	116.14%	2,313	-	
099	MISCELLANEOUS REVENUES	442,509	313,126	428,882	391,132	(37,750)	38,245	352,887	9.78%	52.27%	12.91%	(125,415)	78,006	24.91%	163,660	57,143	
621	RESALE OF MATERIALS	-	-	-	-	-	-	-	0.00%	0.00%	0.00%	-	-	0.00%	-	-	
623	SALE OF REAL PROPERTY	-	9,200	9,200	9,200	-	-	9,200	0.00%	100.00%	0.00%	(9,200)	-	0.00%	9,200	-	
624	SALE OF EQUIPMENT	89,303	15,100	20,000	20,000	-	7,000	13,000	35.00%	100.00%	100.00%	(8,100)	4,900	32.45%	15,100	89,303	
625	INSURANCE RECOVERY	17,852	106,266	20,000	260,000	240,000	244,790	15,210	0.00%	9.33%	34.48%	234,879	153,734	144.67%	9,911	6,155	
629	UTILITY REBATES	-	-	-	-	-	-	-	0.00%	0.00%	0.00%	-	-	0.00%	-	-	
	TOTAL - LOCAL	1,617,985	1,414,676	1,190,744	1,319,794	129,050	685,844	633,950	51.97%	60.08%	48.66%	(164,086)	(94,882)	-6.71%	849,930	787,318	
		66,423,498	67,942,444	67,844,101	69,502,822	1,658,721	41,708,997	27,793,825	60.01%	59.92%	58.42%	1,000,528	1,560,378	2.30%	40,708,469	38,806,128	

 RICHFIELD PUBLIC SCHOOLS		Richfield Public Schools Budget Overview Revised Budget Summary 2020-21					
		Actual	Revised Budget	Revised Budget	Projected Balance	Net Increase	
General Fund - 01		July 1, 2020	Revenues	Expenditures	Transfers	June 30, 2021	or Decrease
Unassigned - 422		6,920,954	50,531,098	49,418,494	860,403	8,893,961	1,973,007
		10.91%				12.72%	
Restricted							
Staff Development - 403		-	587,991	587,991	-	-	-
Long-Term Fac Maint - 467		1,592,645	1,764,620	2,490,861	-	866,404	(726,241)
Capital Projects Tech Levy - 407		81,208	3,596,086	2,938,158	-	739,136	657,928
Operating Capital - 424		887,203	1,050,613	1,394,971	-	542,845	(344,358)
Student Activities - 401		85,533	50,000	50,000	-	85,533	-
Scholarships - 402		434,691	33,000	46,906	-	420,785	(13,906)
Learning & Development - 428		-	898,618	898,618	-	-	-
Area Learning Center - 434		108,151	1,190,000	1,187,449	-	110,702	2,551
Gifted & Talented - 438		-	58,199	309,111	250,912	-	-
Basic Skills - 441		-	6,239,984	6,239,984	-	-	-
Career & Technical - 445		-	94,447	322,408	227,961	-	-
Achievement & Integration - 448		39,185	1,225,982	1,320,951	55,784	-	(39,185)
Basic Skills Extended Time - 459		558,710	-	107,361	-	451,349	(107,361)
Safe Schools - 449		-	238,089	381,334	143,245	-	-
Medical Assistance - 472		177,352	200,000	372,542	-	4,810	(172,542)
Subtotal Restricted		3,964,678	17,227,629	18,648,645	677,902	3,221,564	(743,114)
Nonspendable							
Inventory & Prepaid Expenditures		33,813	-	-	-	33,813	-
Subtotal Nonspendable - 460		33,813	-	-	-	33,813	-
Assigned Funds							
Assigned - Turf		362,271	10,000	6,811	-	365,460	3,189
Assigned - Program Initiatives		905,027	-	-	-	905,027	-
Assigned - Enrollment		600,000	-	-	-	600,000	-
Assigned - Future Retirement		638,422	-	-	-	638,422	-
Assigned - Carryover		399,925	27,300	93,003	-	334,222	(65,703)
Assigned - 3rd Party Sped		335,054	-	-	-	335,054	-
Assigned - COVID		499,303	1,706,795	1,752,560	-	453,538	(45,765)
Assigned - Subsequent Yr Budget		1,538,305	-	-	(1,538,305)	-	(1,538,305)
Subtotal Assigned - 462		5,278,307	1,744,095	1,852,374	(1,538,305)	3,631,723	(1,646,584)
Total General Fund		16,197,752	69,502,822	69,919,513	-	15,781,061	(416,691)
Food Service Fund - 02							
Inventory & Prepaid Expenditures		19,676	-	-	-	19,676	-
Subtotal Nonspendable - 460		19,676	-	-	-	19,676	-
Restricted - 464		217,832	2,507,420	2,506,126	-	219,126	1,294
Total Food Service		237,508	2,507,420	2,506,126	-	238,802	1,294
Community Services - 04							
Restricted - 464 (Non-Public, EcScreen, LCTS)		91,675	627,505	596,303	-	122,877	31,202
Restricted / Reserved							
Community Ed - 431		(87,810)	680,918	528,973	-	64,135	151,945
ECFE - 432		201,523	382,092	395,802	-	187,813	(13,710)
School Readiness - 444		395,272	542,106	601,311	-	336,067	(59,205)
Restricted/Reserved - Subtotal		508,985	1,605,116	1,526,086	-	588,015	79,030
Total Community Education		600,660	2,232,621	2,122,389	-	710,892	110,232
Construction - 06							
Restricted/Reserved							
LTFM (2018B) - 467		11,186,479	500,000	10,493,203	-	1,193,276	(9,993,203)
Restricted (2018A) - 464		32,744,076	100,000	29,957,755	-	2,886,321	(29,857,755)
Total Construction Fund		43,930,555	600,000	40,450,958	-	4,079,597	(39,850,958)
Debt Service - 07							
Restricted - 464		1,309,250	7,677,393	7,246,938	-	1,739,705	430,455
Total Debt Service Fund		1,309,250	7,677,393	7,246,938	-	1,739,705	430,455
Custodial Fund - 18		20,953	6,800	6,100	-	21,653	700
Internal Service - 20 Health		5,877,178	7,067,000	7,020,000	-	5,924,178	47,000
Internal Service - 21 Dental		90,423	500,250	480,000	-	110,673	20,250
OPEB Irrevocable Trust - 45		8,886,191	50,000	735,000	-	8,201,191	(685,000)
OPEB Debt Service - 47		205,868	2,138,013	2,021,800	-	322,081	116,213
Total All Funds:		77,356,338	92,282,319	132,508,824	-	37,129,833	(40,226,505)

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 5, 2021

Subject: Renewal of Group Medical and Dental Coverage

(Recommended by Superintendent)

The Board of Education approves the recommendation of the District Insurance Advisory Committee to continue a self-funded health insurance plan with Preferred One as the third party administrator for the program and replace its current Pharmacy Benefit Manager (PBM) with Maxor. It is also recommended that Delta Dental continue as the third party administrator for the dental plan.

It is further recommended that the monthly rates for the plans remain the same as the current school year as follows:

<u>Health Plan Rates (monthly)</u>	Single	Family
\$1450/\$2900 Deductible Plan	\$686.14	\$1,671.36
\$2700/\$5400 Deductible Plan	\$559.32	\$1,362.42
 <u>Dental Plan Rates (monthly)</u>	 \$59.00	 \$70.66

Background Information

(Prepared by Craig Holje)

On Wednesday, March 10, the District Insurance Advisory Committee recommended remaining with PreferredOne as third-party administrator for the medical plan and secure Maxor as the Pharmacy Benefit Manager in order to be able to better integrate programming that will allow the plan to secure pharmacy cost reduction strategies. As a result of the anticipated savings the committee recommends maintaining the current rates for the Richfield self-funded medical plan for the 2021-2022 plan year. It is anticipated that keeping the rates the same will allow the health care reserve account continue to fund a maximum exposure up to the aggregate stop loss coverage and maintain a reserve to help mitigate future increases.

The committee also recommended remaining with Delta Dental for the dental benefits program with no increase in rates for the 2021-2022 plan year.

As part of this year's renewal, the district conducted a formal Request for Proposals for Health Coverage as is required by the Health Insurance Transparency Act (HITA). The District sought proposals for self-insured options and the Minnesota Public Employee Insurance Program (PEIP) option. The District received responses from Preferred One, Health Partners, United Health and PEIP. The District also sought and received Pharmacy Benefit Manager proposals as part of a carve out option, receiving quotes from ClearScripts, Maxor, Navitus, Welldyne, ProAct, Optum and Health Partners.

As part of the RFP process, Preferred One's "Best and Final Proposal" provided no increase to the administrative fees and a 35% increase in specific stop loss premium with a 15% increase cap in the second year for the specific premium. Total costs of the plan with these changes are within current funding levels for the program.

Current year dental claims are expected to increase slightly and administrative fees will remain at \$4.47 per employee per month with an overall expense of 2.24% above our current funding levels. The dental plan currently has funding for approximately 5 months of claims. It is anticipated that this reserve will decline slightly in 2021-2022, but no increase in rates is necessary to maintain appropriate funding levels. The committee recommended remaining with Delta Dental for administration and maintaining current rates.

2021-22 Medical and Dental renewal overview

RICHFIELD PUBLIC SCHOOLS ISD#280

Renewal of Group Medical and Dental Coverage

(Recommended by Superintendent)

The Board of Education approves the recommendation of the District Insurance Advisory Committee to continue a self-funded health insurance plan with Preferred One as the third party administrator for the program and replace its current Pharmacy Benefit Manager (PBM) with Maxor. It is also recommended that Delta Dental continue as the third party administrator for the dental plan.

It is further recommended that the monthly rates for the plans remain the same as the current school year as follows:

<u>Health Plan Rates (monthly)</u>	Single	Family
\$1450/\$2900 Deductible Plan	\$686.14	\$1,671.36
\$2700/\$5400 Deductible Plan	\$559.32	\$1,362.42

<u>Dental Plan Rates (monthly)</u>	Single	Family
	\$59.00	\$70.66

Medical HITA Proposal and Renewal

Health Insurance Transparency Act (HITA) RFP Process

- RFP Solicitation Ad appeared in our local paper on 1/7/2021
 - OneDigital sent Medical Administration/Stop Loss RFP to:
 - PreferredOne (Incumbent)
 - BlueCross
 - Medical
 - HealthPartners
 - UnitedHealthCare
 - Public Employees Insurance Program (PEIP)
 - OneDigital sent RX PBM RFP to:
 - ClearScripts (Incumbent)
 - Maxor
 - Navitus
 - Welldyne
 - ProAct
 - Optum
 - Medica
 - HealthPartners
 - Prime

Health Insurance Transparency Act (HITA) RFP Process

- Initial responses received by 1/28/2021 and opened with committee on 1/29/2021
 - Medical Administration/Stop Loss Offers received from:
 - PreferredOne
 - HealthPartners
 - UnitedHealthCare
 - Public Employees Insurance Program (PEIP)
 - RX PBM Offers received from:
 - ClearScripts (Incumbent)
 - Maxor
 - Navitus
 - Welldyne
 - ProAct
 - Optum
 - HealthPartners

Health Insurance Transparency Act (HITA) RFP Process

- Best and Final responses received by 3/3/2021 and opened with committee on 3/4/2021
 - Medical Administration/Stop Loss Offers received from
 - PreferredOne
- Insurance Committee meeting on 3/10/2021 generated the recommendation you are considering

Comparison of Round 1 Medical Administration and Stop Loss

	Current	PreferredOne	HealthPartners	UnitedHealthCare
Reinsurance	\$579,104	\$890,339	\$822,695	\$803,427
Net Administration after Rx Rebates	\$172,766	\$188,672	\$81,909	\$236,062
Total Fixed Costs	\$751,870	\$1,079,015	\$904,605	\$1,039,490
		43.51%	20.31%	38.25%
Expected Claims	\$6,999,563	\$6,999,563	\$6,877,384	\$6,869,551
Total Expected Costs	\$7,751,433	\$8,078,578	\$7,781,989	\$7,909,041
		4.22%	0.39%	2.03%

- Increase of Reinsurance is due to a claims to premium of 131% and 152% over the past 2 years
- PEIP is not illustrated due to not matching our plans and their costs were 26%-40% higher for different plan designs

Prescription Drug Programs

Rx Defender

- High cost, low value medications
- Typically new versions or combinations of older therapies
- Targeted pharmacy diagnostic

Specialty Defender

- Utilization management
- Coupon management, Alternate Funding
- Total specialty management (Rx and Medical)

Specialty is approaching 60% of plan spend should be focus.

Comparison of Rx PBM Offers

1 Year Financials - Contract and Enhancement Projected Savings										
Vendor	Bid Savings	Bid Savings %	Transparent Pricing	100% Rebates	Low Net Cost Formulary	Specialty PA Criteria	Rx Defender Non-Essential	Specialty Coupons	Projected Savings	Projected Savings %
ClearScripts	\$122,426	6.3%	\$7,900	\$9,900			\$7,100	\$15,000	\$162,326	8.3%
Maxor	\$76,208	3.9%		\$7,300	\$17,600	\$63,400	\$28,600	\$138,700	\$331,808	17.0%
Navitus	\$43,007	2.2%	\$17,200	\$26,300	\$21,500	\$63,400	\$28,600	\$121,300	\$321,307	16.4%
Welldyne	\$145,503	7.4%					\$26,800	\$130,000	\$302,303	15.5%
ProAct	\$110,107	5.6%					\$17,900	\$86,700	\$214,707	11.0%
Optum	\$133,527	6.8%					\$21,400	\$52,000	\$206,927	10.6%
HealthPartners	\$40,174	2.1%						\$82,000	\$122,174	6.2%
			1-2% Savings	5-10% Additional	5% Savings	10% of Specialty	Total \$35,800/yr	Total \$173,400/yr		

1 Year Financials - Contract and Enhancement Projected Savings										
Vendor	Bid Savings	Bid Savings %	Transparent Pricing	100% Rebates	Low Net Cost Formulary	Specialty PA Criteria	Rx Defender Non-Essential	Payd Health	Projected Savings	Projected Savings %
Maxor	\$76,208	3.9%		\$7,300	\$17,600	\$63,400	\$28,600	\$507,200	\$700,308	35.8%
ProAct	\$110,107	5.6%					\$17,900	\$507,200	\$635,207	32.5%
			1-2% Savings	5-10% Additional	5% Savings	10% of Specialty	Total \$35,800/yr	40% of Specialty		

- Based on closed/exclusionary formulary for those who provided. (ClearScript/WellDyne/HealthPartners = Open)
- All values are conservative estimates and rounded down to minimum budget projections.
- Pricing/Formulary impact based on historical PBM performance vs. pricing offered, closed formulary.

Comparison of BAFO Medical Administration and Stop Loss with Rx PBM finalists

	PreferredOne w/ClearScripts	PreferredOne w/Maxor	HealthPartners	UnitedHealthCare
Reinsurance	\$778,349	\$778,349	\$822,695	\$803,427
Net Administration after Rx Rebates	\$188,676	\$108,726	\$81,909	\$236,062
Total Fixed Costs	\$967,025	\$887,075	\$904,605	\$1,039,490
	28.62%	17.98%	20.31%	38.25%
Expected Claims	\$6,859,551	\$6,859,551	\$6,877,384	\$6,869,551
Total Expected Costs	\$7,826,576	\$7,746,626	\$7,781,989	\$7,909,041
	0.97%	-0.06%	0.39%	2.03%
Additional Rx Program savings opportunities	\$179,533	\$637,565	\$0	\$0
Current Funding = \$7,093,452				
Reserve Growth/(Depletion)	\$553,591	(\$15,609)	\$688,537	\$815,588

- PreferredOne lowered stop loss increase to 35% and offered a second year cap of 15%
- Projected fund balance: \$6,324,021
- Target fund balance: \$3,121,649

Dental Renewal

Dental Experience and Renewal

	Current	Delta Renewal Projections
Administration	\$35,510	\$35,510
Expected Claims	\$424,182	\$522,116
Total Expected Costs	\$459,692	\$557,626
Current Funding	\$523,348	\$523,348
Reserve Growth/(Depletion)	\$63,656	(\$34,278)

- Current Estimated Plan Year to Date (Jan 2021) Fund Balance: \$196,256
- Equates to 5.12 months of annualized spend (target is 3 months)

NEW BUSINESS - FOR ACTION

Agenda Item VI.E.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 5, 2021

Subject: RMS Abatement Change Order #003

(Recommended by the Superintendent)

That the Board of Education approve RMS Abatement Change Order #003 for a net increase of \$38,988.00.

Background Information

- RMS Abatement Change Order #03 – An addition of \$38,988 for abatement of asbestos containing materials that were originally going to be procured for removal in the summer of 2021 but were added to the existing contract of Envirobate due to the schedule moving up in these areas.

The original (Contract Sum)	\$218,700.00
Net Change by previously authorized Change Orders	\$71,889.50
The contract sum prior to this Change Order	\$290,589.50
The contract sum will be increased by this Change Order in the amount of	\$38,988.00
The new contract sum including all Change Orders will be	\$329,577.50

**AIA****Document G701™ – 2017****Change Order**

PROJECT: <i>(Name and address)</i> Richfield Middle School - Spring/Summer 2020 Asbestos Removal 7461 Oliver Avenue South Richfield, MN 55423	CONTRACT INFORMATION: Contract For: Asbestos Removal Date: March 05, 2020	CHANGE ORDER INFORMATION: Change Order Number: 003 Date: February 8, 2021
OWNER: <i>(Name and address)</i> Richfield ISD #280 7001 Harriet Avenue South Richfield, MN 55423	ARCHITECT: <i>(Name and address)</i> Institute for Environmental Assessment 9201 West Broadway North, Suite 600 Brooklyn Park, MN 55445- 1926	CONTRACTOR: <i>(Name and address)</i> EnviroBate, Inc. 3301 East 26th Street Minneapolis, MN 55406

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Additions to Contract Sum

9/2/20:	Room 202 pipe insulation removal		\$2,324.00
	8 supervisor hr @ \$115/hr	\$920.00	
	8 worker hr @ \$113/hr	\$904.00	
	1 additional mobilization \$500/round trip	\$500.00	
9/16-17/20:	1st & 3rd Floor Restrooms pipe insulation removal		\$3,759.00
	15 supervisor hr @ \$115/hr	\$1,725.00	
	18 worker hr @ \$113/hr	\$2,034.00	
9/24-25/20:	1st & 2nd Floor Restrooms pipe insulation removal		\$2,964.00
	13 supervisor hr @ \$115/hr	\$1,495.00	
	13 worker hr @ \$113/hr	\$1,469.00	
10/2/20:	2nd Floor Restroom pipe insulation removal		\$3,228.00
	8 supervisor hr @ \$115/hr	\$920.00	
	16 worker hr @ \$113/hr	\$1,808.00	
	1 additional mobilization @ \$500/round trip	\$500.00	
10/6/20:	2nd Floor Pipe Insulation & Flooring		\$3,759.00
	6.5 supervisor hr @ \$115/hr	\$747.00	
	8.5 worker hr @ \$113/hr	\$960.00	
10/23/20:	2nd Floor Restroom pipe insulation removal		\$1,254.00
	5.5 supervisor hr @ \$115/hr	\$632.50	
	5.5 worker hr @ \$113/hr	\$621.50	
12/3-4/20:	2nd Floor Restrooms pipe insulation removal		\$4,218.00
	18.5 supervisor hr @ \$115/hr	\$2,127.50	
	18.5 worker hr @ \$113/hr	\$2,090.50	



12/17-24/20:	Old Main Office Area		\$16,860.00
	44 supervisor hr @ \$115/hr	\$1,725.00	
	100 worker hr @ \$113/hr	\$2,034.00	
	1 additional mobilization @ \$500/hr	\$500.00	
1/7/21:	1st Floor Hallway pipe insulation removal		\$805.00
	Pipe insulation removal		
	7 supervisor hr @ \$115/hr		
1/25/21:	1st Floor Boys' Restroom pipe insulation removal		\$1,868.00
	6 supervisor hr @ \$115/hr	\$690.00	
	6 worker hr @ \$113/hr	\$678.00	
	1 additional mobilization @ \$500/round trip	\$500.00	
Total Change to Contract Sum			\$38,988.00

The original Contract Sum was	\$	218,700.00
The net change by previously authorized Change Orders	\$	71,889.50
The Contract Sum prior to this Change Order was	\$	290,589.50
The Contract Sum will be increased by this Change Order in the amount of	\$	38,988.00
The new Contract Sum including this Change Order will be	\$	329,577.50

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be July 10, 2020.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Institute for Environmental Assessment	EnviroBate, Inc.	Richfield ISD #280
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
		
SIGNATURE	SIGNATURE	SIGNATURE
Michael Voss, Project Manager	Robert King, President	Craig Holje, Chief H/R & Admin Officer
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
3/17/2021	3-2-2021	
DATE	DATE	DATE

DAILY TIME AND SIGN-IN LOG

33301 East 26th Street
Minneapolis, MN 55406
(612) 729-1080

PROJECT NANA

PROJECT A

 DA^-

EnviroBate Inc 3301 E 26th St MN 55406
RK20106 Richfield Middle School
7461 Oliver Ave South
Richfield, MN 55423

AREA/LOCATION WORKING: (ROOM #, BLDG, ETC.)

20-000000

Material & Quantity:	12 Linear feet of pipe insulation (wrap and cut)	1 glove bag	2 Linear feet 500 mesh
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HEALTH SCREEN - PLEASE READ AND ONLY SIGN IN IF YOU CAN ANSWER NO TO ALL THE BELOW QUESTIONS.

If you answer YES to any of the below, go home and call Mark Zoia 612-729-1080

1. Are you ill, or caring for someone who is ill?
2. In the past two weeks have you:
 - ☐ Had contact with someone diagnosed with COVID-19?
 - ☐ Lived in or visited a place where COVID-19 is spreading?
3. Do you have any of the following?
 - ☐ Fever or chills ☐ Cough
 - ☐ Shortness of breath or difficulty breathing
 - ☐ Fatigue ☐ Muscle or body aches
 - ☐ Headache ☐ New loss of taste or smell
 - ☐ Sore throat ☐ Congestion or runny nose
 - ☐ Nausea or vomiting ☐ Diarrhea

[illegible]

DAILY PROGRESS REPORT:

Daily safety meeting topic:

Notification on/off? Hours?:

DATE: 9-2-20

PROJECT NAME: EnviroBate Inc 3301 E 26th St MN 55406
RK20106 Richfield Middle School
PROJECT NO: 7461 Oliver Ave South
Richfield, MN 55423

6:15 - arrive at shop. load truck

6:45 - leave for site

7:00 - arrive at site. find pipe location, meet with project manager to discuss other pipes needing to be removed in basement.

7:30 - begin hanging glove bag in room 202.

8:00 - begin removal of fittings via glove bag.

8:30 - finish glove bag removal, start wrapping

8:00 - start cutting pipes in room 202

9:30 - finish cutting and hauling out pipes. Move to basement mechanical room and begin removal via glove bag. Turned & horizontal

10:00 - finish removal begin cutting vertical pipes

10:45 - finish cutting pipes and apply CP-11 to ends

11:00 - ~~begin~~ wait on air samples

12:30 - Room 202 passed air samples cleanup - haul waste to truck

1:00 - Mechanical room passed air samples - clean up

1:30 - drive to shop paperwork 2:15 - head home

Do you need a dumpster pulled or switched?

Is dumpster locked?

Is manifest filled out and on dumpster?

Are we using plenty of water?

Make sure that all water is turned off and disconnected at end of shift.

Check manometer recordings, if reading is below .020 document why.

EnviroBate Inc 3301 E 26th St MN 55406
RK20106 Richfield Middle School
7461 Oliver Ave South
Richfield, MN 55423

PROJECT NAME: _____

PROJECT NO: _____

AREA/LOCATION WORKING: (ROOM #, BLDG, ETC.)

3rd Floor girls Bath RM Chase S F4T5I

Material & Quantity:	
TSI 105 ft	

1st Floor hanggove Bags Boys girls Bath
Rm 120 ft T5I

FOREMAN:

DATE: 9-16-20

DAY: wed

[illegible]

DAILY PROGRESS REPORT:

Daily safety meeting topic:

Notification on/off? Hours?:

DATE: 9-16-20

PROJECT NAME
PROJECT NO
EnviroBate Inc 3301 E 26th St MN 55406
RK20106 Richfield Middle School
7461 Oliver Ave South
Richfield, MN 55423

6AM see Area Bring equipment up 1 man start to Preclean other
Starts to Set up remote decon

7:30 decon and Glove Bag Set up Start to remove Glove Bags

8:45 done with Glove Bags Bring equipment down and
Start to Preclean Area For wrap and cut

9:30 done Preclean Box / 9:15 Bath Rm 1st Floor Start to hang
Glove Bags and wet wrap pipes

11:30 - 12:00 Lunch

12:00 continue Hang Glove Bags and wet wrapping pipes

2:30 All pipe are ~~wrap~~ wrap Glove Bag Hung ready For
Tomorrow off site

Do you need a dumpster pulled or switched?

Is dumpster locked?

Is manifest filled out and on dumpster?

Are we using plenty of water?

Make sure that all water is turned off and disconnected at end of shift.

Check manometer recordings, if reading is below .020 document why.

EnviroBate
3301 East 26th Street
Minneapolis, MN 55406
(612) 729-1080

AREA/LOCATION WORKING: (ROOM #, BLDG, ETC.)

FOREMAN: K Foetsil
48 DATE: 9-17-20
DAY: THUR

1st Floor Boy/Girls Bath Rm 134 RM 97-98 DATE: 9-17-20

Material & Quantity: 22 1/4 Givore Bags

130 wrap and cut

[illegible]

DAILY PROGRESS REPORT:

Daily safety meeting topic:

Notification on/off? Hours?:

EnviroBate Inc 3301 E 26th St MN 55406
RK20106 Richfield Middle School
7461 Oliver Ave South
Richfield, MN 55423

PROJECT NA/
PROJECT I

DATE: 9-17-20

6AM ON SITE SUIT UP AND START TO REMOVE GLOVE BAGS

9:30 DONE WITH GLOVE BAGS. WAIT FOR ICEA TO PULL SAMPLES

9:50 ALL GOOD START TO CUT OUT WRAP PIPES

11:00 ALL PIPES HAVE BEEN REMOVE TRUCK LOAD OFF SITE GO
TO SHOP UNLOAD WASTE DONE 11:30

Do you need a dumpster pulled or switched?

Is dumpster locked?

Is manifest filled out and on dumpster?

Are we using plenty of water?

Make sure that all water is turned off and disconnected at end of shift.

Check manometer recordings, if reading is below .020 document why.

DAILY TIME AND SIGN-IN LOG

33301 East 26th Street
Minneapolis, MN 55406
(612) 729-1080

PROJECT NAME:

PROJECT NO:

DATE:

EnviroBate Inc 3301 E 26th St MN 55406
RK20106 Richfield Middle School
7461 Oliver Ave South
Richfield, MN 55423

AREA/LOCATION WORKING: (ROOM #, BLDG, ETC.)

Material & Quantity:

HEALTH SCREEN - PLEASE READ AND ONLY SIGN IN IF YOU CAN ANSWER NO TO ALL THE BELOW QUESTIONS.

If you answer YES to any of the below, go home and call Mark Zoia 612-729-1080

1. Are you ill, or caring for someone who is ill?
2. In the past two weeks have you:
 - ☐ Had contact with someone diagnosed with COVID-19
 - ☐ Lived in or visited a place where COVID-19 is spreading?
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 - ☐ Fever or chills ☐ Cough
 - ☐ Shortness of breath or difficulty breathing
 - ☐ Fatigue ☐ Muscle or body aches
 - ☐ Headache ☐ New loss of taste or smell
 - ☐ Sore throat ☐ Congestion or runny nose
 - ☐ Nausea or vomiting ☐ Diarrhea

[illegible]

DAILY PROGRESS REPORT:

Daily safety meeting topic:

Notification on/off? Hours?:

PROJECT NAME:
PROJECT NO:

DATE: 7/24/20

7:00 Am Stretch frame in hooded
at area

8:00 Pre cleaned the 1st bathroom

10:00 Am Put down drop cloth; bring glass bags

11:00 Th 11:15 Inval

11:50 Swiped up and removed glass bags
and wrapped all the pipe

2:30 Cut out all pipe in 1st bath room

3:00 Pre cleaned in 2nd bath room; bring
a few glass bags

4:30 Done Harry Star

Do you need a dumpster pulled or switched?

Is dumpster locked?

Is manifest filled out and on dumpster?

Are we using plenty of water?

Make sure that all water is turned off and disconnected at end of shift.

Check manometer recordings, if reading is below .020 document why.

EnviroBate
3301 East 26th Street
Minneapolis, MN 55406
(612) 729-1080

PROJECT NAME: _____
PROJECT NO: _____
DATE: _____

EnviroBate Inc 3301 E 26th St MN 55406
RK20106 Richfield Middle School
7461 Oliver Ave South
Richfield, MN 55423

AREA/LOCATION WORKING: (ROOM #, BLDG, ETC.)

Material & Quantity:

HEALTH SCREEN - PLEASE READ AND ONLY SIGN IN IF YOU CAN ANSWER NO TO ALL THE BELOW QUESTIONS.

If you answer YES to any of the below, go home and call Mark Zoia 612-729-1080

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2. In the past two weeks have you:
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 - ☐ Lived in or visited a place where COVID-19 is spreading?
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 - ☐ Shortness of breath or difficulty breathing
 - ☐ Fatigue ☐ Muscle or body aches
 - ☐ Headache ☐ New loss of taste or smell
 - ☐ Sore throat ☐ Congestion or runny nose
 - ☐ Nausea or vomiting ☐ Diarrhea

[illegible]

DAILY PROGRESS REPORT:

Daily safety meeting topic:
Notification on/off? Hours?:

PROJECT NAME:
PROJECT NO:

DATE: 9/25/20

7:00 AM Pump in pump bearing
of hose bags wrapped all pipe
8:00 Suited up and removed of hose bags
10:00 AM Cut down all pipe
11:00 Paveded it much
12:30 did of hose bags in shop with
room
2:00 Paveded the rest
2:30 Done heavy block

Do you need a dumpster pulled or switched?

Is dumpster locked?

Is manifest filled out and on dumpster?

Are we using plenty of water?

Make sure that all water is turned off and disconnected at end of shift.

Check manometer recordings, if reading is below .020 document why.

**DAILY TIME AND
SIGN-IN LOG**

3301 East 26th Street
Minneapolis, MN 55406
(612) 729-1080

PROJECT NAME:

EnviroBate Inc 3301 E 26th St MN 55406

PROJECT NO:

RK20106 Richfield Middle School

DATE:

7461 Oliver Ave South

Richfield, MN 55423

AREA/LOCATION WORKING: (ROOM #, BLDG, ETC.)

Material & Quantity:

HEALTH SCREEN - PLEASE READ AND ONLY SIGN IN IF YOU CAN ANSWER NO TO ALL THE BELOW QUESTIONS.

If you answer YES to any of the below, go home and call Mark Zoia 612-729-1080

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2. In the past two weeks have you:
 - ☐ Had contact with someone diagnosed with COVID-19?
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 - ☐ Fever or chills ☐ Cough
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 - ☐ Headache ☐ New loss of taste or smell
 - ☐ Sore throat ☐ Congestion or runny nose
 - ☐ Nausea or vomiting ☐ Diarrhea

[illegible]

DAILY PROGRESS REPORT:

Daily safety meeting topic:

Notification on/off? Hours?:

DATE: 10/2/20

EnviroBate Inc 3301 E 26th St MN 55406
RK20106 Richfield Middle School
7461 Oliver Ave South
Richfield, MN 55423

PROJECT NAME:

PROJECT NO:

700

Pre-cleared 6:00am Straddles removed looked at area

8:00am Put down drop cloth

9:00am hung all the bags and removed them
sealed ends, wrapped all of the pipe

10:30am all glove bags are done

11:00 to 11:45 Hung

11:45am Put all pipe down and hauled all
waste to truck

1:00 PM

Do you need a dumpster pulled or switched?

Is dumpster locked?

Is manifest filled out and on dumpster?

Are we using plenty of water?

Make sure that all water is turned off and disconnected at end of shift.

Check manometer recordings, if reading is below .020 document why.

EnviroBate
3301 East 26th Street
Minneapolis, MN 55406
(612) 729-1080

PROJECT NAME: EnviroBate Inc 3301 E 26th St MN 55406
PROJECT NO: RK20106 Richfield Middle School
DATE: 7461 Oliver Ave South
Richfield, MN 55423

AREA/LOCATION WORKING: (ROOM #, BLDG, ETC.)

Material & Quantity:

HEALTH SCREEN - PLEASE READ AND ONLY SIGN IN IF YOU CAN ANSWER NO TO ALL THE BELOW QUESTIONS.

If you answer YES to any of the below, go home and call Mark Zoia 612-729-1080

1. Are you ill, or caring for someone who is ill?
2. In the past two weeks have you:
 - ☐ Had contact with someone diagnosed with COVID-19
 - ☐ Lived in or visited a place where COVID-19 is spreading?
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 - ☐ Fever or chills ☐ Cough
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 - ☐ Fatigue ☐ Muscle or body aches
 - ☐ Headache ☐ New loss of taste or smell
 - ☐ Sore throat ☐ Congestion or runny nose
 - ☐ Nausea or vomiting ☐ Diarrhea

[illegible]

DAILY PROGRESS REPORT:

Daily safety meeting topic:

Notification on/off? Hours?:

PROJECT NAME:
PROJECT NO:

DATE: 10/16/20

6:00 AM Stratches unloaded truck and ordered a few things

6:30 headed to job site

7:00 am got there. figured out what we had to do

8:00 am ~~start~~ Pre cleaned the tunnel seal good
9:00 am hung globe bags and suited up and started removal of roof

10:00 am Went and removed tile in little room

11:15 am help the pump with globe bags

1:00 pm got shower three areas down
shower and loaded the truck
2:30 pm Done Larry Block

Do you need a dumpster pulled or switched?

Is dumpster locked?

Is manifest filled out and on dumpster?

Are we using plenty of water?

Make sure that all water is turned off and disconnected at end of shift.

Check manometer recordings, if reading is below .020 document why.

EnviroBate

3301 East 26th Street
Minneapolis, MN 55406
(612) 729-1080

PROJECT NAME: EnviroBate Inc 3301 E 26th St MN 55406
PROJECT NO: RK20106 Richfield Middle School
7461 Oliver Ave South
Richfield, MN 55423

AREA/LOCATION WORKING: (ROOM #, BLDG, ETC.)

7-10-19

Material & Quantity:

FOREMAN:

DATE:

DAY:

[illegible]

DAILY PROGRESS REPORT:

Daily safety meeting topic:

Notification on/off? Hours?:

DATE: 10/23/20

PROJECT NAME:

PROJECT NO:

EnviroBate Inc 3301 E 26th St MN 55406
RK20106 Richfield Middle School
7461 Oliver Ave South
Richfield, MN 55423

6 am 2 guys @ shop
to grab supplies & equip
7 am 2 guys on site
meet w/ contact & go over scope of work
8:00 haul equip & supplies to work area
preclean, install decon
& wrap & cut approx. 10 Lft
of acm & si pipe
9:30 install glovebag & preclean, lay drops
wet, wrap pipe & abate, 1st of acm
11:30 start final lunch
while performing air sampling
1:30 tear down signage & haul equip
& supplies to truck
2:30 off site

Do you need a dumpster pulled or switched?

Is dumpster locked?

Is manifest filled out and on dumpster?

Are we using plenty of water?

Make sure that all water is turned off and disconnected at end of shift.

Check manometer recordings, if reading is below .020 document why.

DAILY TIME AND SIGN-IN LOG

EnviroBate
3301 East 26th Street
Minneapolis, MN 55406
(612) 729-1080

PROJECT NAME: EnviroBate Inc 3301 E 26th St MN 55406
RK20106 Richfield Middle School
7461 Oliver Ave South
PROJECT NO: Richfield, MN 55423

AREA/LOCATION WORKING: (ROOM #, BLDG, ETC.)

FOREMAN: Ernest Morgan

DATE: 12/3/20

DAY: Thursday

2nd floor Bathrooms
Material & Quantity: 3 gluebags / 127 LN/ft Pys

[illegible]

DAILY PROGRESS REPORT:

Daily safety meeting topic: Back injury prevention
Notification on/off? Hours?: on

Notification on/off? Hours?:

DATE: 12/3/20

PROJECT NAME:

PROJECT NO:

EnviroBate Inc 3301 E 26th St MN 55406

RK20106 Richfield Middle School

7461 Oliver Ave South

Richfield, MN 55423

630 Arrive at Shop pick up truck
7 Arrive at Jobsite go over scope of work
715 Haul in equipment
745 Set up remote Decon
8 Preclean area
9 Lay down drops suit up hang 3 Glouebags wrap 124 LN/ft
of Pipe in 2 layers 6mil poly
11 Lunch
1130 Remove glouebags
1230 Glouebags done wait for pumps to finish
1 Start Cutting pipe out of bathroom
130 All Pipe cut out Ready for finals
135 Start Pumps
305 All Clear tear down
330 head back to shop
350 Arrive at Shop unload waste
4 Done for the day

Do you need a dumpster pulled or switched?

Is dumpster locked?

Is manifest filled out and on dumpster?

Are we using plenty of water?

Make sure that all water is turned off and disconnected at end of shift.

Check manometer recordings, if reading is below .020 document why.

DAILY TIME AND SIGN-IN LOG

EnviroBate
3301 East 26th Street
Minneapolis, MN 55406
(612) 729-1080

PROJECT NAME:
PROJECT NO:

EnviroBate Inc 3301 E 26th St MN 55406
RK20106 Richfield Middle School
7461 Oliver Ave South
Richfield, MN 55423

AREA/LOCATION WORKING: (ROOM #, BLDG, ETC.)

FOREMAN: Ernest Moryn

DATE: 12/4/20

DAY: Friday

Material & Quantity: 132 LN/OC Pipe Insulation
7 Glovebags

[illegible]

DAILY PROGRESS REPORT:

Daily safety meeting topic: Eye Protection
Notification on/off? Hours?: ~~off~~ on

Notification on/off? Hours?: ☒ ON

DATE: 12/4/20

PROJECT NAME:

PROJECT NO:

EnviroBate Inc 3301 E 26th St MN 55406
RK20106 Richfield Middle School
7461 Oliver Ave South
Richfield, MN 55423

630 Arrive at Shop head to Jobsite

7 Arrive at Jobsite

715 Preclean work area wrap all AUM pipe in 2 layers
6 mil poly hang 7 Glovebags

10 Lunch

1030 All glovebags and pipe Ready for abatement Suit up
remove glovebags

1230 All abatement glovebags done

1245 Cut out all pipe that is wrapped in 2 layers 6 mil

poly Ready for finals

1 haul all waste to truck haul all equipment to
truck

130 wait for clearance on work area

230 Finals passed pick up remaining waste and equipment

3 Head back to Shop

315 Arrive at Shop unload waste

330 Done

Do you need a dumpster pulled or switched?

Is dumpster locked?

Is manifest filled out and on dumpster?

Are we using plenty of water?

Make sure that all water is turned off and disconnected at end of shift.

Check manometer recordings, if reading is below .020 document why.

EnviroBate
3301 East 26th Street
Minneapolis, MN 55406
(612) 729-1080

PROJECT: EnviroBate Inc 3301 E 26th St MN 55406
PROJ: RK20106 Richfield Middle School
7461 Oliver Ave South
Richfield, MN 55423

12/17 Wed

HEALTH SCREEN - PLEASE READ AND ONLY SIGN IN IF YOU CAN ANSWER NO TO ALL THE BELOW QUESTIONS.

If you answer YES to any of the below, go home and call Mark Zoia 612-729-1080

1. Are you ill, or caring for someone who is ill?
2. In the past two weeks have you:
- ☐ Had contact with someone diagnosed with COVID-19?
 - ☐ Lived in or visited a place where COVID-19 is spreading?
3. Do you have any of the following?
- ☐ Fever or chills ☐ Cough
 - ☐ Shortness of breath or difficulty breathing
 - ☐ Fatigue ☐ Muscle or body aches
 - ☐ Headache ☐ New loss of taste or smell
 - ☐ Sore throat ☐ Congestion or runny nose
 - ☐ Nausea or vomiting ☐ Diarrhea

[illegible]

Daily safety meeting topic: _____
Notification on/off? Hours?: _____

DATE: 12/17/20

PROJECT NA,
PROJECT I

EnviroBate Inc 3301 E 26th St MN 55406
RK20106 Richfield Middle School
7461 Oliver Ave South
Richfield, MN 55423

7⁰⁰ 2nd man on site unload truck Mike Voss from IEA on site takes us
thru the job

7³⁰ start packing and setting up criticals to drum

10⁰⁰ drum is up & running hoses are hooked up criticals are
getting installed

11⁰⁰ lunch

11³⁰ Back to work continue cisterning

3rd drum up

3³⁰ end of shift

Do you need a dumpster pulled or switched?

Is dumpster locked?

Is manifest filled out and on dumpster?

Are we using plenty of water?

Make sure that all water is turned off and disconnected at end of shift.

Check manometer recordings, if reading is below .020 document why.

DAILY TIME AND SIGN-IN LOG

EnviroBate
3301 East 26th Street
Minneapolis, MN 55406
(612) 729-1080

PROJECT NAME: EnviroBate Inc 3301 E 26th St MN 55406
RK20106 Richfield Middle School
PROJECT NO: 7461 Oliver Ave South
Richfield, MN 55423
DATE: 12/18/20 7:00pm

AREA/LOCATION WORKING: (ROOM #, BLDG, ETC.)

Material & Quantity:

HEALTH SCREEN - PLEASE READ AND ONLY SIGN IN IF YOU CAN ANSWER NO TO ALL THE BELOW QUESTIONS.

If you answer YES to any of the below, go home and call Mark Zoia 612-729-1080

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 - ☐ Sore throat ☐ Congestion or runny nose
 - ☐ Nausea or vomiting ☐ Diarrhea

[illegible]

DAILY PROGRESS REPORT:

Daily safety meeting topic:

Notification on/off? Hours?:

DATE: 12/18/20

PROJECT NAME:

PROJECT NO:

EnviroBate Inc 3301 E 26th St MN 55406

RK20106 Richfield Middle School

7461 Oliver Ave South

Richfield, MN 55423

6⁰⁰ Arrive on site finish setting up Hoses are running

7⁰⁰ start Demolishing ~~Cabinets~~ Cabinets wrapping transite in 2 layers of Poly as we access it

11⁰⁰ Lunch

11³⁰ Back to work finish up demolishing cabinets wrap transite in 2 layers of 6 mil poly place them in dumpster

1³⁰ Containment is ready to go clean up outside of containment also our Areas are clean come morning

2³⁰ cleaned up Dumpster is locked End of Shift

Do you need a dumpster pulled or switched? NO

Is dumpster locked? YES

Is manifest filled out and on dumpster? YES

Are we using plenty of water? YES

Make sure that all water is turned off and disconnected at end of shift. YES

Check manometer recordings, if reading is below .020 document why. YES

EnviroBate
3301 East 26th Street
Minneapolis, MN 55406
(612) 729-1080

PROJECT
PROJE

12/21/20 Monday

HEALTH SCREEN - PLEASE READ AND ONLY SIGN IN IF YOU CAN ANSWER NO TO ALL THE BELOW QUESTIONS.

If you answer YES to any of the below, go home and call Mark Zoia 612-729-1080

1. Are you ill, or caring for someone who is ill?
2. In the past two weeks have you:
- ☐ Had contact with someone diagnosed with COVID-19?
 - ☐ Lived in or visited a place where COVID-19 is spreading?
3. Do you have any of the following?
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 - ☐ Headache ☐ New loss of taste or smell
 - ☐ Sore throat ☐ Congestion or runny nose
 - ☐ Nausea or vomiting ☐ Diarrhea

[illegible]

Daily safety meeting topic: _____
Notification on/off? Hours?: _____

DATE: 12/21/20

EnviroBate Inc 3301 E 26th St MN 55406
PROJECT NAME RK20106 Richfield Middle School
PROJECT NO 7461 Oliver Ave South
Richfield, MN 55423

6⁰⁰ 4 men on site Bottom up Containment Start pulling carpet
7³⁰ Suit up and start removal Neg Air .024
9³⁰ Neg Air .023 all Vent is up removing pipe lagging Start grinding floor
10³⁰
11⁰⁰ Lunch 1 man stays in and continues grinding
1³⁰ Everyone Back in Containment continue grinding Neg Air .024
1³⁰ Grinding is complete cleaning up
2³⁰ Shower out end of Shift

Do you need a dumpster pulled or switched? No

Is dumpster locked? YES

Is manifest filled out and on dumpster? N/A

Are we using plenty of water? YES

Make sure that all water is turned off and disconnected at end of shift. YES

Check manometer recordings, if reading is below .020 document why. .023

EnviroBate
3301 East 26th Street
Minneapolis, MN 55406
(612) 729-1080

12/22/20 Tuesday

Material & Quantity:

If you answer YES to any of the below, go home and call Mark Zoia 612-729-1080

1. Are you ill, or caring for someone who is ill?
2. In the past two weeks have you:
- ☐ Had contact with someone diagnosed with COVID-19?
 - ☐ Lived in or visited a place where COVID-19 is spreading?
3. Do you have any of the following?
- ☐ Fever or chills ☐ Cough
 - ☐ Shortness of breath or difficulty breathing
 - ☐ Fatigue ☐ Muscle or body aches
 - ☐ Headache ☐ New loss of taste or smell
 - ☐ Sore throat ☐ Congestion or runny nose
 - ☐ Nausea or vomiting ☐ Diarrhea

[illegible]

Daily safety meeting topic: _____

Notification on/off? Hours?: _____

Date: 12/22/20

PROJECT NAI

PROJECT I

EnviroBate Inc 3301 E 26th St MN 55406
RK20106 Richfield Middle School
7461 Oliver Ave South
Richfield, MN 55423

6⁰⁰ 4 men on site Neg Air .024 Shut up and start 7th clearing
8⁰⁰ Neg Air .023 continue final clearing and we have to dig out Pipe laying going to
the tunnel
10⁰⁰ Neg Air .022
11⁰⁰ lunch
11³⁰ finish up getting pipes out and get visual
1⁰⁰ ~~was~~ Hydrant & dig visual and it Poses men show out work on 2 glove bag
in the hallway thru Vaccum Hand Poly walls at each end of Hall
Hang glove bags
2³⁰ End of Shift Neg Air .025

Do you need a dumpster pulled or switched? No

Is dumpster locked? YES

Is manifest filled out and on dumpster? N/A

Are we using plenty of water? YES

Make sure that all water is turned off and disconnected at end of shift. YES

Check manometer recordings, if reading is below .020 document why. .025

EnviroBate
3301 East 26th Street
Minneapolis, MN 55406
(612) 729-1080

EnviroBate Inc 3301 E 26th St MN 55406
PROJECT RK20106 Richfield Middle School
7461 Oliver Ave South
PR Richfield, MN 55423

12/23/20 / Wed

HEALTH SCREEN - PLEASE READ AND ONLY SIGN IN IF YOU CAN ANSWER NO TO ALL THE BELOW QUESTIONS.

1. Are you ill, or caring for someone who is ill?

2. In the past two weeks have you:

- ☐ Had contact with someone diagnosed with COVID-19?
- ☐ Lived in or visited a place where COVID-19 is spreading?

3. Do you have any of the following?

- ☐ Fever or chills ☐ Cough
- ☐ Shortness of breath or difficulty breathing
- ☐ Fatigue ☐ Muscle or body aches
- ☐ Headache ☐ New loss of taste or smell
- ☐ Sore throat ☐ Congestion or runny nose
- ☐ Nausea or vomiting ☐ Diarrhea

[illegible]

Daily safety meeting topic: _____
Notification on/off? Hours?: _____

DATE: 12/23/20

PROJECT NAME: EnviroBate Inc 3301 E 26th St MN 55406
RK20106 Richfield Middle School
PROJECT NO: 7461 Oliver Ave South
Richfield, MN 55423

6⁰⁰ Over on site Hydrant has final going in constant we set up
to do glovebagging by Air. D.N

6¹⁰ ~~glovebagging~~ glovebagging

8⁰⁰ done glovebagging clean up areas start packing up

9⁰⁰ Area samples come back clean cut out pipe get it in the dumpster

11⁰⁰ Lunch

11³⁰ Back at it doing some wall to expose more pipe wrap it and cut
it out

1⁰⁰ Load up truck

2⁰⁰ off site called in Dumpster

Do you need a dumpster pulled or switched?

Is dumpster locked?

Is manifest filled out and on dumpster?

Are we using plenty of water?

Make sure that all water is turned off and disconnected at end of shift.

Check manometer recordings, if reading is below .020 document why.

EnviroBate
3301 East 26th Street
Minneapolis, MN 55406
(612) 729-1080

PROJECT NAME EnviroBate Inc 3301 E 26th St MN 55406
PROJECT NO RK20106 Richfield Middle School
DATE: 7461 Oliver Ave South
 Richfield, MN 55423

12/24/20 Thursday

HEALTH SCREEN - PLEASE READ AND ONLY SIGN IN IF YOU CAN ANSWER NO TO ALL THE BELOW QUESTIONS.

1. Are you ill, or caring for someone who is ill?

2. In the past two weeks have you:

- ☐ Had contact with someone diagnosed with COVID-19?
- ☐ Lived in or visited a place where COVID-19 is spreading?

3. Do you have any of the following?

- ☐ Fever or chills ☐ Cough
- ☐ Shortness of breath or difficulty breathing
- ☐ Fatigue ☐ Muscle or body aches
- ☐ Headache ☐ New loss of taste or smell
- ☐ Sore throat ☐ Congestion or runny nose
- ☐ Nausea or vomiting ☐ Diarrhea

[illegible]

Daily safety meeting topic: _____
Notification on/off? Hours?: _____

DATE: 12/24/20

PROJECT NAME

EnviroBate Inc 3301 E 26th St MN 55406

PROJECT NO:

RK20106 Richfield Middle School

7461 Oliver Ave South

Richfield, MN 55423

6⁰⁰ 4 men on site Containment Picked Tires Tear down

11⁰⁰ Lunch

11³⁰ Continue clean up and Packing up

1³⁰ Truck on site loading up

2³⁰ off site End of shift

Do you need a dumpster pulled or switched?

Is dumpster locked?

Is manifest filled out and on dumpster?

Are we using plenty of water?

Make sure that all water is turned off and disconnected at end of shift.

Check manometer recordings, if reading is below .020 document why.

EnviroBate
3301 East 26th Street
Minneapolis, MN 55406
(612) 729-1080

DATE: 1/7/21 Day: Thursday

Material & Quantity: 1st Floor S. Hallway

If you answer YES to any of the below, go home and call Mark Zoia 612-729-1080

1. Are you ill, or caring for someone who is ill?
2. In the past two weeks have you:
- ☐ Had contact with someone diagnosed with COVID-19?
 - ☐ Lived in or visited a place where COVID-19 is spreading?
3. Do you have any of the following?
- ☐ Fever or chills ☐ Cough
 - ☐ Shortness of breath or difficulty breathing
 - ☐ Fatigue ☐ Muscle or body aches
 - ☐ Headache ☐ New loss of taste or smell
 - ☐ Sore throat ☐ Congestion or runny nose
 - ☐ Nausea or vomiting ☐ Diarrhea

[illegible]

Daily safety meeting topic: _____
Notification on/off? Hours?: _____

DATE: 1/7/21

PROJECT NAME:

PROJECT NO:

RK20106 Richfield Middle School
7461 Oliver Ave South
Richfield, MN 55423

7⁰⁰ on site meet with Mike Voss + Ian Dickheiser from IEA. we go thru the job with the plumber to make sure we remove what needs to be removed. I set up decon and heavy glovebag in 1st Area.

8³⁰ I suit up and do the glovebag in the 1st Area.

9⁰⁰ glovebag is complete move to 2nd Area heavy glovebag + Build mini containment around the work Area. there is slot at least going on in the Area.

9³⁰ Area is ready I suit up and do removal.

10⁰⁰ glovebags are complete Hygentist is running finals in 2nd Area.

12³⁰ Finals pass tear down load everything up in the truck.

1⁰⁰ off site

2⁰⁰ place all asbestos waste in Asbestos dumpster at shop.

End of shift

Do you need a dumpster pulled or switched? no

Is dumpster locked? yes

Is manifest filled out and on dumpster? yes

Are we using plenty of water? yes

Make sure that all water is turned off and disconnected at end of shift. yes

Check manometer recordings, if reading is below .020 document why. N/A glovebag method used

EnviroBate
3301 East 26th Street
Minneapolis, MN 55406
(612) 729-1080

EnviroBate Inc 3301 E 26th St MN 55406
RK20106 Richfield Middle School
7461 Oliver Ave South
Richfield, MN 55423

DATE: 1-25-2021 Day: Monday

AREA/LOCATION WORKING: (ROOM #, BLDG, ETC.) Boys Bathroom 1st Floor

HEALTH SCREEN - PLEASE READ AND ONLY SIGN IN IF YOU CAN ANSWER NO TO ALL THE BELOW QUESTIONS.

If you answer YES to any of the below, go home and call Mark Zoia 612-729-1080

1. Are you ill, or caring for someone who is ill?
2. In the past two weeks have you:
- ☐ Had contact with someone diagnosed with COVID-19?
 - ☐ Lived in or visited a place where COVID-19 is spreading?
3. Do you have any of the following?
- ☐ Fever or chills ☐ Cough
 - ☐ Shortness of breath or difficulty breathing
 - ☐ Fatigue ☐ Muscle or body aches
 - ☐ Headache ☐ New loss of taste or smell
 - ☐ Sore throat ☐ Congestion or runny nose
 - ☐ Nausea or vomiting ☐ Diarrhea

[illegible]

Daily safety meeting topic: _____

Notification on/off? Hours?: _____

DATE: 1-25-2021

PROJECT NAME

PROJECT NO

EnviroBate Inc 3301 E 26th St MN 55406
RK20106 Richfield Middle School
7461 Oliver Ave South
Richfield, MN 55423

6am at shop getting Truck: Paper work

7am onsite: Job walk with IEA.

730 Precleaning Boys Bath room for 2 Glove Bags

8am All precleaned drops down Bags hung - starting first bag

9am Bath room done - Moving down stairs to Locker Room to pre-clean

10am Waiting on pumps to start Locker Room Glove Bags - precleaning a little more

1030 Starting Glove Bags in locker room

11am Glove Bagging

1130 done with Glove Bag

12pm haling waste & supplys up stairs - waiting for ok on Clearens in Boys Bath room

1230 CPl on risers in Boys Bath room: loading Truck

1pm at shop, unload waste: Turn in Paper work

130 end of Job

Do you need a dumpster pulled or switched?

Is dumpster locked?

Is manifest filled out and on dumpster?

Are we using plenty of water?

Make sure that all water is turned off and disconnected at end of shift.

Check manometer recordings, if reading is below .020 document why.

NEW BUSINESS - FOR ACTION

Agenda Item VI.F.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 5, 2021

Subject: RHS Abatement Change Order #001

(Recommended by the Superintendent)

That the Board of Education approve RHS Abatement Change Order #001 for a net increase of \$21,960.00.

Background Information

- RHS Abatement Change Order #01 – An addition of \$21,960 for abatement containing materials discovered during demolition that were not originally identified in the abatement removal bid documents.

The original (Contract Sum)	\$235,200.00
Net Change by previously authorized Change Orders	\$0.00
The contract sum prior to this Change Order	\$235,200.00
The contract sum will be increased by this Change Order in the amount of	\$21,960.00
The new contract sum including all Change Orders will be	\$257,160.00



AIA Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
 Richfield High School - Spring/Summer
 2020 Asbestos Removal
 7001 Harriet Avenue South
 Richfield, MN 55423

CONTRACT INFORMATION:
 Contract For: Asbestos Removal
 Date: March 13, 2020

CHANGE ORDER INFORMATION:
 Change Order Number: 001
 Date: February 11, 2021

OWNER: *(Name and address)*
 Richfield ISD #280
 7001 Harriet Avenue South
 Richfield, MN 55423

ARCHITECT: *(Name and address)*
 Institute for Environmental Assessment
 9201 West Broadway North, Suite
 600
 Brooklyn Park, MN 55445-
 1926

CONTRACTOR: *(Name and address)*
 ECCO Midwest, Inc.
 2939 Enterprise Avenue, Suite B
 Hastings, MN 55033

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Additions to Contract Sum

3/23-25/20:	Room 308 / Floor Tile Removal 34.5 hr @ \$120/hr	\$4,140.00
4/2/20:	Room 253 / Pipe Insulation Removal 2.5 hr @ \$120/hr	\$300.00
4/7/20:	Restrooms by Room 282 / Pipe Insulation Removal 9 hr @ \$120/hr	\$1,080.00
4/7/20:	Hallway by Rooms 209/211 / Transite Panels 2 hr @ \$120/hr	\$240.00
4/9/20:	Rooms 209 & 211 / Floor Tile Removal 6 hr @ \$120/hr	\$720.00
4/13/20:	Room 346 / Pipe Insulation Removal 1 hr @ \$120/hr	\$120.00
4/13/20:	Room 209/211 / Pipe Insulation Removal 4.5 hr @ \$120/hr	\$540.00
5/14-15/20:	3rd Floor Science Rooms / Flooring Removal 41 hr @ \$120/hr	\$4,920.00
5/21-28/20:	Rooms 105/107 / Flooring, Spray-On Texture and pipe insulation removal 15.5 hr @ \$120/hr	\$1,860.00
5/29-6/3/20:	Rooms 118/120 & Hall / Pipe Insulation Removal 28 hr @ \$120/hr	\$3,360.00
6/2-4/20:	Room 180A / Pipe Insulation Removal 3 hr @ \$120/hr	\$360.00

6/9-16/20:	Rooms 181-187 / Pipe Insulation & Transite Panels 29 hr @ \$120/hr	\$3,480.00
6/17-18/20:	Gymnasium / Metal Pipe Stub Removal 5 hr @ \$120/hr	\$600.00
6/30/20:	Art Room / Pipe Insulation Removal 2 hr @ \$120/hr	\$240.00
Total Change to Contract Sum		\$21,960.00

The original Contract Sum was	\$	235,200.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	235,200.00
The Contract Sum will be increased by this Change Order in the amount of	\$	21,960.00
The new Contract Sum including this Change Order will be	\$	257,160.00

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be July 17, 2020.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Institute for Environmental Assessment
ARCHITECT (Firm name)

Michael Voss
SIGNATURE

Michael Voss, Project Manager
PRINTED NAME AND TITLE

2/11/2021
DATE

ECCO Midwest, Inc.

CONTRACTOR (Firm name)
David P. Sobaski
SIGNATURE

David P. Sobaski, President
PRINTED NAME AND TITLE

2/11/21
DATE

Richfield ISD #280

OWNER (Firm name)

SIGNATURE

Craig Holje, Chief H/R & Admin Officer
PRINTED NAME AND TITLE

DATE

Extra Work Information Sheet

Project Name: Spring / Summer 2020 Asbestos Removal	Project Number: 202010104	Phase Number: Extra	Start Date: 3/23/20
			Completion Date: 3/24/20
Location: Room 308		On-Site Technician: Jeff Anderson	

Material Type	Amount
VAT under carpet	375 sq ft of tile / mastic

Removal Method	Worker(s) Name(s)	W/S	Hours
<input type="checkbox"/> Glovebag How Many _____	Onesimo Ernesto Reyes, Lucas Grinstead	w	6
<input type="checkbox"/> Mini Enclosure			
<input checked="" type="checkbox"/> Full Enclosure	David Meier, Juan Rodriguez Ojeda	w	6
<input type="checkbox"/> Within Existing Enclosure	Troy Moszer, Daniel Holliday	w	3
<input type="checkbox"/> Other:	Robert O Bowers, Jr,	w	3

Description of Work:

Full containment, remove carpet and tile, chemical removal of mastic. All eight workers for three hours building containment, after 11:20 am, three workers started to prep science prep rooms for next work, since no tanks for torches to cut boiler tanks.

Total man Hours = 33

Jerome Kitchenmaster	3/24/20	Jeff Anderson	3/24/20
Site Supervisor (Contractor)	Date	IEA Field Technician	Date



Extra Work Information Sheet

Project Name: Spring / Summer 2020 Asbestos Removal	Project Number: 202010104	Phase Number: Extra	Start Date: 3/23/20
			Completion Date: 3/25/20
Location: Room 308		On-Site Technician: Jeff Anderson	

Material Type	Amount

Removal Method	Worker(s) Name(s)	W/S	Hours
<input type="checkbox"/> Glovebag How Many _____	David Meier	w	.5
<input type="checkbox"/> Mini Enclosure	Robert O Bowers, Jr	w	.5
<input checked="" type="checkbox"/> Full Enclosure	Christopher Lorch	w	.5
<input type="checkbox"/> Within Existing Enclosure			
<input type="checkbox"/> Other:			

Description of Work:

Tear down of the containment and decon

Total man Hours = 1.5 today + 33 = 34.5

Jerry Kitchenmaster	3/25/20	Jeff Anderson	3/25/20
Site Supervisor (Contractor)	Date	IEA Field Technician	Date



Extra Work Information Sheet

Project Name: Spring/Summer 2020 Asbestos Removal	Project Number: 202010104	Phase Number: Extra work	Start Date: 4/2/2020
			Completion Date: 4/2/2020
Location: Room 253 Area C		On-Site Technician: N/A	

Material Type	Amount
	12 Fittings

Removal Method	Worker(s) Name(s)	W/S	Hours
<input checked="" type="checkbox"/> Glovebag How Many <u>1</u>	Austin Heinz		2.5
<input type="checkbox"/> Mini Enclosure			
<input type="checkbox"/> Full Enclosure			
<input type="checkbox"/> Within Existing Enclosure			
<input type="checkbox"/> Other:			

Description of Work:

Wrap and cut 12 fittings and fit into 1 glovebag.

Jerome Kitchenmaster	4/7/2020	Daniel Holcomb	4/7/2020
Site Supervisor (Contractor)	Date	IEA Field Technician	Date



Extra Work Information Sheet

Project Name: Spring/Summer 2020 Asbestos Removal	Project Number: 202010104	Phase Number:	Start Date: 4/7/2020 Completion Date: 4/7/2020
Location: Restrooms Near Room 282		On-Site Technician: Daniel Holcomb	

Material Type	Amount
TSI	30 feet (10 wrapped bundles)
Fittings	2 (1 bag of waste)

Removal Method	Worker(s) Name(s)	W/S	Hours
<input checked="" type="checkbox"/> Glovebag How Many <u>1</u>	Mitchell Quinn		4.5
<input type="checkbox"/> Mini Enclosure	Robert Bowers		4.5
<input type="checkbox"/> Full Enclosure			
<input type="checkbox"/> Within Existing Enclosure			
<input checked="" type="checkbox"/> Other:			

Description of Work:

Wrap and cut approx 30 feet (10 wrapped bags). Glovebag 2 fittings (1 bag of waste).

Jerome Kitchenmaster	4/7/2020	Daniel Holcomb	4/7/2020
Site Supervisor (Contractor)	Date	IEA Field Technician	Date



Extra Work Information Sheet

Project Name: Spring/Summer 2020 Asbestos Removal	Project Number: 202010104	Phase Number: Extra Work	Start Date: 4/7/2020 Completion Date: 4/7/2020
Location: Hallway Outside Room 209/211		On-Site Technician: Daniel Holcomb	

Material Type	Amount
Transite Board 2'x3'	13 pieces

Removal Method	Worker(s) Name(s)	W/S	Hours
<input type="checkbox"/> Glovebag How Many _____	Jerome Kitchenmaster		2
<input type="checkbox"/> Mini Enclosure			
<input type="checkbox"/> Full Enclosure			
<input type="checkbox"/> Within Existing Enclosure			
<input checked="" type="checkbox"/> Other:			

Description of Work:

Non-friable removal of transite boards in the hallway outside 209 and 211.

Jerome Kitchenmaster	4/7/2020	Daniel Holcomb	4/7/2020
Site Supervisor (Contractor)	Date	IEA Field Technician	Date



Extra Work Information Sheet

Project Name: Spring/Summer 2020 Asbestos Removal	Project Number: 202010104	Phase Number: Extra Work	Start Date: 4/9/2020 Completion Date: 4/9/2020
Location: Strip under the wall in Room 209/211		On-Site Technician: Daniel Holcomb	

Material Type	Amount
Floor Mastic	6" strip x 30' (15 square feet)

Removal Method	Worker(s) Name(s)	W/S	Hours
<input type="checkbox"/> Glovebag How Many _____	Connor Molnar		3
<input type="checkbox"/> Mini Enclosure	Kent Gerlach		3
<input type="checkbox"/> Full Enclosure			
<input type="checkbox"/> Within Existing Enclosure			
<input checked="" type="checkbox"/> Other:			

Description of Work:

Non-friable removal of floor mastic underneath the hallway wall in 209 and 211.

Jerome Kitchenmaster 4/9/2020
Site Supervisor (Contractor) Date

Daniel Holcomb 4/9/2020
IEA Field Technician Date



Extra Work Information Sheet

Project Name: Spring/Summer 2020 Asbestos Removal	Project Number: 202010104	Phase Number: Extra Work	Start Date: 4/13/2020 Completion Date: 4/13/2020
Location: Under Teacher Island		On-Site Technician: Daniel Holcomb	

Material Type	Amount
3 fittings	1 Glovebag

Removal Method	Worker(s) Name(s)	W/S	Hours
<input checked="" type="checkbox"/> Glovebag How Many <u>1</u>	Jerome Kitchenmaster		1
<input type="checkbox"/> Mini Enclosure			
<input type="checkbox"/> Full Enclosure			
<input type="checkbox"/> Within Existing Enclosure			
<input checked="" type="checkbox"/> Other:			

Description of Work:

Glovebag 3 fittings (<3 feet)

Jerome Kitchenmaster	4/13/2020	Daniel Holcomb	4/13/2020
Site Supervisor (Contractor)	Date	IEA Field Technician	Date



Extra Work Information Sheet

Project Name: Spring/Summer 2020 Asbestos Removal	Project Number: 202010104	Phase Number: Extra Work	Start Date: 4/13/2020 Completion Date: 4/13/2020
Location: Divider Wall by window between 209 and 211		On-Site Technician: Daniel Holcomb	

Material Type	Amount
Amosite Pipe Covering	10 feet

Removal Method	Worker(s) Name(s)	W/S	Hours
<input checked="" type="checkbox"/> Glovebag How Many <u> 2 </u>	Austin Oase		3.5
<input type="checkbox"/> Mini Enclosure	Jerome Kitchenmaster		1
<input type="checkbox"/> Full Enclosure			
<input type="checkbox"/> Within Existing Enclosure			
<input checked="" type="checkbox"/> Other:			

Description of Work:

Glovebags and wrap and cut from 2nd to 3rd floor, 10 feet of pipe.

Jerome Kitchenmaster 4/13/2020
 Site Supervisor (Contractor) Date

Daniel Holcomb 4/13/2020
 IEA Field Technician Date





Date: 5-14-20
Day: THUR

Site Supervisor: David Mearns

Project #: ECCO #20013 / I.E.A. #202010104

Project Location: Richfield High School – Spring/Summer 2020 Asbestos Removal Project
7001 Harriet Avenue South, Richfield, MN 55423

[illegible]

211
891
212
091

2939 Enterprise Avenue, Suite B

Hastings, MN 55033-4145

PH: 651-788-9556 / FAX: 651-788-9562

E-Mail: info@eccomidwest.com

Daily Site Log

Date: 5-14-20 Day: THURSDAY Site Supervisor: DAVID MEYER

Project #: ECCO #20013 / I.E.A. #202010104

Project Location: Richfield High School – Spring/Summer 2020 Asbestos Removal Project
7001 Harriet Avenue South, Richfield, MN 55423

Work Area: 3RD FLR. CHEMICAL LABS NOW FRAGILE VAT/MASTIC

Containment Conditions: Rm's. 302, 304, 306, & 307

[illegible]

Waste / Disposal Today (circle one): YES NO

If yes, summarize (quantity, type, manifest #)

2 BARRELS, 1 BAG #34350



Date: 5-15-20

Day: FRIDAY

Site Supervisor: DAVID MEER

Project #: ECCO #20013 / I.E.A. #202010104

Project Location: Richfield High School – Spring/Summer 2020 Asbestos Removal Project
7001 Harriet Avenue South, Richfield, MN 55423

[illegible]

211 212 213

1 BARREL, 2 BAGS # 34350

Extra Work Information Sheet

Project Name: Spring/Summer 2020 Asbestos Removal; Project Number: 202010104

Phase Number: Extra	Start Date: 05 / 21 / 2021
	Completion Date: 05 / 28 / 2021
Location: Room 107	On-Site Technician: K Peterson

Material Type	Amount
9x9 floor tile room 105	20
9x9 floor tile room 107	32
Spray on adhesive	32 sqf
fittings	3 ft

Removal Method	Worker(s) Name(s)	W/S	Hours
<input type="checkbox"/> Glovebag How Many	Mitch	w	4
<input type="checkbox"/> Mini Enclosure	Steven	w	4
<input checked="" type="checkbox"/> Full Enclosure	Jerry Kitchenmaster	s	6
<input type="checkbox"/> Within Existing Enclosure	Austin Oase, Joe St Peter & Giles for teardown	w	1.5
<input type="checkbox"/> Other: 			

Description of Work:

a full enclosure was built in room 107 for about 30 sqf of floor tile, 30 sqf of spray on adhesive and 3 fittings. Abatement took about 2.5 hours, the remainder of mitch & steven's time is for building containment and taking up about 20 sqf of floor tile in room 105. Austin, Joe and Giles did teardown 5/26 and it took about an hour and a half. Jerry K supervised.

Site Supervisor (Contractor)

IEA Field Technician

K EUMR

Jerry Kitchenmaster

05 / 28 / 2020

Acknowledged By:

Date

K Peterson

05 / 28 / 2020

Acknowledged By:

Date

Extra Work Information Sheet

Project Name: Spring/Summer 2020 Asbestos Removal; Project Number: 202010104

Phase Number: Extra	Start Date: 05 / 29 / 2020
	Completion Date: 06 / 03 / 2020
Location: Corridor West of Gymnasium	On-Site Technician: K PEterson

	Material Type	Amount
	Preform	51 ft
	Millboard - Rain leader	2.5 ft

Removal Method	Worker(s) Name(s)	W/S	Hours
<input checked="" type="checkbox"/> Glovebag How Many 5	Jerry Kitchenmaster	s	8
<input type="checkbox"/> Mini Enclosure	Austin Oase	w	10
<input type="checkbox"/> Full Enclosure	Andres Parais	w	10
<input type="checkbox"/> Within Existing Enclosure			
<input type="checkbox"/> Other: w/c			

Description of Work:

There are 4 risers that were uncovered in the corridor west of the gymnasium that go floor to ceiling, and a couple that are about 1 ft long. Because this is in an area of full demo, IEA requests that ECCO build a small containment with positive air pressure be built surrounding the area. 4 glovebags will be needed to finish the wrap and cut, and one glovebag will be needed to abate about 2.5 feet of millboard on a rain leader on the south end.

Site Supervisor (Contractor)

IEA Field Technician

K E U P

_____	mm / dd / yyyy	Kennedy Peterson	06 / 01 / 2020
Acknowledged By:	Date	Acknowledged By:	Date

Extra Work Information Sheet

Project Name: Spring/Summer 2020 Asbestos Removal; Project Number: 202010104

Phase Number: Extra	Start Date: 06/02/2020
	Completion Date: 06/04/2020
Location: Room 180A	On-Site Technician: K Peterson

	Material Type	Amount
	Millboard	2.5 ft

Removal Method	Worker(s) Name(s)	W/S	Hours
<input checked="" type="checkbox"/> Glovebag How Many 1	Austin Oase	w	1
<input type="checkbox"/> Mini Enclosure	Jerry Kitchenmaster	s	2
<input type="checkbox"/> Full Enclosure			
<input type="checkbox"/> Within Existing Enclosure			
<input type="checkbox"/> Other: 			

Description of Work:

A small bunch of millboard was found in the lower north end of Custodial Closet 180A. ECCO preps the area on 6/2 and does the glovebag operation on 6/4.

Site Supervisor (Contractor)

IEA Field Technician

KEMP

Jerry Kitchenmaster

06/04/2020

Acknowledged By:

Date

Kennedy Peterson

06/04/2020

Acknowledged By:

Date

Extra Work Information Sheet

Project Name: Spring/Summer 2020 Asbestos Removal; Project Number: 202010104

Phase Number: Extra	Start Date: 06/09/2020
	Completion Date: 06/09/2020
Location: Room 183	On-Site Technician: K Peterson

	Material Type	Amount
	Transite	75 sqf

Removal Method	Worker(s) Name(s)	W/S	Hours
<input type="checkbox"/> Glovebag How Many	Jerry Kitchenmaster	s	1.5
<input type="checkbox"/> Mini Enclosure			
<input type="checkbox"/> Full Enclosure			
<input type="checkbox"/> Within Existing Enclosure			
<input checked="" type="checkbox"/> Other: Non Friable			

Description of Work:

ECCO removed the screws on the transite with a drill, then wet the transite and wrapped it up.

Site Supervisor (Contractor)

IEA Field Technician

KEUPR

Jerry Kitchenmaster

06/09/2020

Acknowledged By:

Date

K Peterson

06/09/2020

Acknowledged By:

Date

Extra Work Information Sheet

Project Name: Spring/Summer 2020 Asbestos Removal; Project Number: 202010104

Phase Number: Extra	Start Date: 06/10/2020
	Completion Date: 06/10/2020
Location: Room 187	On-Site Technician: Kennedy Peterson

	Material Type	Amount
	9x9 Floor Tile	10 sqf

Removal Method	Worker(s) Name(s)	W/S	Hours
<input type="checkbox"/> Glovebag How Many	Austin Hines	w	1
<input type="checkbox"/> Mini Enclosure			
<input type="checkbox"/> Full Enclosure			
<input type="checkbox"/> Within Existing Enclosure			
<input checked="" type="checkbox"/> Other: 			

Description of Work:

LS Black found some floor tile under a wall partition. They will be filling the area over with a skim coat, so ECCO will be using non-friable methods to remove the floor tile and leave the mastic.

Site Supervisor (Contractor)

IEA Field Technician

KEUPR

Jerry Kitchenmaster

06/10/2020

Acknowledged By:

Date

K Peterson

06/10/2020

Acknowledged By:

Date

Extra Work Information Sheet

Project Name: Spring/Summer 2020 Asbestos Removal; Project Number: 202010104

Phase Number: Extra	Start Date: 06/10/2020
	Completion Date: 06/12/2020
Location: Rooms 183,185	On-Site Technician: K PEterson

	Material Type	Amount
	Preform	84 ft

Removal Method	Worker(s) Name(s)	W/S	Hours
<input type="checkbox"/> Glovebag How Many	Austin Hines	w	11
<input type="checkbox"/> Mini Enclosure	Mason Poole	w	8
<input type="checkbox"/> Full Enclosure	Joe St Peter	w	5
<input type="checkbox"/> Within Existing Enclosure			
<input checked="" type="checkbox"/> Other: w/c			

Description of Work:

Two risers in the NW of Room 183, and 2 Risers in the NE of Room 185. These rooms are adjacent to each other, and connected without a wall so these areas will be considered one working area. ECCO wet and wrapped each riser, and then cut them out. LS Black demos some soffit in the north end between the rooms, and there are two more risers. IEA requests that dust barrier containments be built and each be vacuumed before PCMC.

Site Supervisor (Contractor)

IEA Field Technician

KEUPR

Acknowledged By: mm/dd/yyyy
Date

Acknowledged By: mm/dd/yyyy
Date

Extra Work Information Sheet

Project Name: Spring/Summer 2020 Asbestos Removal; Project Number: 202010104

Phase Number: Extra	Start Date: 06/16/2020
	Completion Date: 06/16/2020
Location: Room 187	On-Site Technician: K Peterson

	Material Type	Amount
	Preform	15

Removal Method	Worker(s) Name(s)	W/S	Hours
<input checked="" type="checkbox"/> Glovebag How Many 1	Austin Oase	w	2.5
<input type="checkbox"/> Mini Enclosure			
<input type="checkbox"/> Full Enclosure			
<input type="checkbox"/> Within Existing Enclosure			
<input checked="" type="checkbox"/> Other: w/c			

Description of Work:

ECCO built a small dust containment around the two pipes and wrapped them. A glovebag was used to make room to make the cut at the bottom of one of the pipes. After IEA ran adjacent samples, ECCO cut the pipes out and cleaned the area. IEA ran 5 clearance samples.

Site Supervisor (Contractor)

IEA Field Technician

KEMP

Acknowledged By: mm/dd/yyyy
Date

Acknowledged By: mm/dd/yyyy
Date

Extra Work Information Sheet

Project Name: Spring/Summer 2020 Asbestos Removal; Project Number: 202010104

Phase Number: Phase 6	Start Date: 06/17/2020
	Completion Date: 06/18/2020
Location: Gymnasium	On-Site Technician: K Peterson / Z Bakken-Heck

	Material Type	Amount
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Removal Method	Worker(s) Name(s)	W/S	Hours
<input type="checkbox"/> Glovebag How Many	Chris Lorch	w	3
<input type="checkbox"/> Mini Enclosure	Austin Oase	w	2
<input type="checkbox"/> Full Enclosure			
<input type="checkbox"/> Within Existing Enclosure			
<input type="checkbox"/> Other: Remove piping from floor			

Description of Work:

After the gym floor had been removed, 30 metal pipes and other protrusions were sticking out of the cement about 3-4 inches. ECCO had to remove these to move the bleachers across the floor. It took Chris 3 hours to remove the bulk of them, and Austin 2 hours to remove the final few with a sawzall

Site Supervisor (Contractor)

IEA Field Technician



Justin Cain

06/22/2020

Acknowledged By:

Date

K Peterson

06/22/2020

Acknowledged By:

Date

Extra Work Information Sheet

Project Name: Spring/Summer 2020 Asbestos Removal; Project Number: 202010104

Phase Number: Extra	Start Date: 06/30/2020
	Completion Date: mm/dd/yyyy
Location: Art Room	On-Site Technician: Jack Purington

	Material Type	Amount
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Removal Method	Worker(s) Name(s)	W/S	Hours
<input checked="" type="checkbox"/> Glovebag How Many 1	Jose F Martinez		2
<input type="checkbox"/> Mini Enclosure			
<input type="checkbox"/> Full Enclosure			
<input type="checkbox"/> Within Existing Enclosure			
<input type="checkbox"/> Other: 			

Description of Work:

Site Supervisor (Contractor)

IEA Field Technician



Justin S Cain

mm/dd/yyyy

Acknowledged By:

Date

Jack Purington

mm/dd/yyyy

Acknowledged By:

Date

NEW BUSINESS - FOR ACTION

Agenda Item VI.G.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 5, 2021

Subject: Donations

(Recommended by the Superintendent)

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

The RPS Athletic Department received the following donations in honor of Jake McCoy:

\$100.00 from John and Mary Boeder of Maple Grove, MN
\$100.00 from Michael and Janet Casey of Eden Prairie, MN
\$50.00 from Patrick Furlong of Mound, MN
\$100.00 from the Minneapolis Hockey Officials Association
\$50.00 from John and Kari Oldenkamp of Eden Prairie, MN
\$100.00 from Gregory Wong of Minneapolis, MN

Richfield High School received a donation of \$10.00 from Target Corporation through the Employee Giving Campaign.

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

The RPS Sunshine Fund received donations of \$25.00 from Diane Harayda of Minneapolis, MN and a total of \$125.00 from anonymous donors in honor of Gabe London.

