

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
- II. REVIEW AND APPROVAL OF THE AGENDA
- III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS
 - A. Public Comment
 - B. Superintendent Update
 - 1. Pandemic & Learning Model Update
 - 2. Technology Levy Update
 - 3. Vision Cards
- IV. 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
- V. OLD BUSINESS
 - A. Policy 703 – Student Activity Fund and Other Organizations & Administrative Guideline 703.1
 - B. Policy 702 – Investments & Administrative Guideline 702.1
 - C. Policy 701 – Budget and Fund Reserves & Administrative Guideline 701.1
 - D. Policy 413 – Staff Use of School Facilities & Administrative Guidelines 413.1 & 413.2
- VI. NEW BUSINESS

A. Policy 107 – Electronic Use and Communications & Administrative Guidelines
107.1 & 107.2

B. Administrative Guideline 521.3: Temporary Waiver for Graduation
Requirements

C. Resolution Discontinuing Positions for 2021-2022

D. RMS Change Order #15

E. RHS Change Orders #53 - #57

F. Central Change Order #1

G. Outreach Worker Agreement 2019-2021

H. Donations

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

4-19-2020 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

IX. REOPEN MEETING

X. ADJOURN REGULAR MEETING

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

Agenda Item III.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 15, 2021

Subject: Superintendent Update

Superintendent Unowsky provides an update on the pandemic and learning models, as well as a presentation on draft vision cards. Director of Technology Cory Klinge provides an update on the Technology Levy.

Attached:

Pandemic & Learning Model Update
Technology Levy Update
Vision Card Presentation

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Pandemic & Learning Model Update

March 15, 2021

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Pandemic Status Update



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- Current Hennepin County case rate is 17.4 per 10,000. Original MDE guidance would suggest hybrid learning for all students.
- Current Richfield case rate is 19.5 per 10,000.
- Case rates below 20 indicate the option for full in-person learning at the elementary level.
- All RPS staff who are interested have had the opportunity to sign up for vaccine appointments.

Number of cases per 10,000 over 14 days, by county of residence	Learning model
0-9	In-person learning for all students
10-19	In person learning for elementary students; hybrid learning for secondary students
20-29	Hybrid learning for all students
30-49	Hybrid learning for elementary students; distance learning for secondary students
50+	Distance learning for all students

Learning Model Update: Elementary Schools

- PreK-5th grade students began attending in person 5 days per week starting on March 1st.
- Distance learning continues to be an option for families who have chosen this.
- Starting March 17, we will begin a “full in-person” model at elementary, which will relax social distancing and room capacity requirements so that all elementary students currently on waitlists to attend in person can move out of the distance program and into the in person program. March 15 & 16 will be NO SCHOOL days to prepare for this transition.



Learning Model Update: Secondary Schools

- 6-12 grade students returned to the 1-day-per-week hybrid on February 22nd.
- Distance learning continues to be an option for families who have chosen this.
- Starting on Thursday, April 8th, secondary students will be able to attend school in person 4 days per week for content classes. April 5-7 will be NO SCHOOL days to prepare for this transition.
- Students will attend in person classes on Mon, Tues, Thurs, Fri with Wed as a distance learning day each week.
- Seating charts will be required at all times (including on the bus and at lunch) to ensure accurate contact tracing if necessary.
- Families have been surveyed to determine which students will participate in the expanded hybrid program and which will continue in distance learning.

- **Elementary:**
 - Began with 4 days in person for PreK-2 and 2 days for 3-5
 - Transitioned to 4 days in person for all
 - Moved to full distance, then transitioned back to 4 days in person for all model
 - Transitioned to 5 days in person, while still offering distance
 - Now transitioning to fully in person so that all interested students can attend in person, while still offering distance
- **Secondary:**
 - Began with 1 day in person, advisory/AIRPod, non-content based
 - Moved to full distance
 - Transitioned back to 1 day in person, advisory/AIRPod, non-content based
 - April 8: In person content classes 4 days per week, while still offering distance

Happenings



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- “I Love to Read” Week
- Women’s History Month
- Winter Walking Day
- Spring Break 3/29 – 4/2



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Questions/Comments

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**Technology Levy
Board Briefing 3/15/21**

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AGENDA

RPS IT Priorities

Framing & History of Tech Levy

Levy Health & Expenditures

Questions?



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2020-2021 RPS IT Priorities

- Addressing the needs of Distance & Hybrid Teaching and Learning
- Addressing systemic racism and opportunity gaps with instructional technology
- Outfitting existing, new, and improved spaces with hardware that supports flexible, 21st century teaching and learning
- Physical and Cyber security resources, practices, and training

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Framing & History

**Built For Learning
Engagement**

Tested in A Pandemic

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Reminder of the Origins of Levy Funding



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- In 2013, we asked the community to renew an existing technology levy with a question of authorization that would renew the school district's existing levy which is scheduled to expire after taxes payable in 2013.
- However, our buildings needed serious infrastructure upgrades, and learning environment enhancements, plus we needed many more resources in order to provide mobile technology devices for students and staff, so we asked the community to support additional funding. The proposed capital project levy authorization has raised additional capital, and was authorized for ten years scheduled to expire after taxes payable in 2013.

Both questions passed (were approved). Thank you!

Highlights of a Digital Transformation

While navigating learning in a pandemic has been challenging, our wonderful staff's efforts, prior planning by the district, local levy resources, and federal dollars enabled RPS to:

- Be 1:1 in grades K-12
- Have 4G LTE hotspots available for all families with access needs
- Repair and replace devices throughout the year
- Purchase instructional licensing
- Provide training and support to students, staff, and the community
- And much more

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Levy Health and Expenditures

FY 20-21

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Levy Expenditure Status (Part 1)



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Funding Allocations Meeting Goals and Positioned To Last

Total Levy Allocations

- Staffing has grown with need for quality professional development and additional tech support
- Licensing costs have grown
- Hardware costs have grown
- Leases and loan payments have greatly declined
- Board should expect relative stability going forward

FY 21 (Includes Encumbrances)	
Hardware Expenditures	\$987,047
Employee Salaries & Benefits	1,225,414
Construction & Physical Security	268,444
Instructional Licensing	248,782
Non Instructional Licensing	274,797
Repairs, Misc Hardware, Dept Needs	173,287
Internet, Fees For Service	170,345
Total Expenditures	3,348,116
Estimated Available Tech Levy Funds	3,546,086
Estimated E-Rate Funds (inc Cat 2)	95,000
Prior 795 Balance	81,000
Total Revenue	3,722,086
Projected Balance Available	373,970

Levy Expenditure Status (Part 1)



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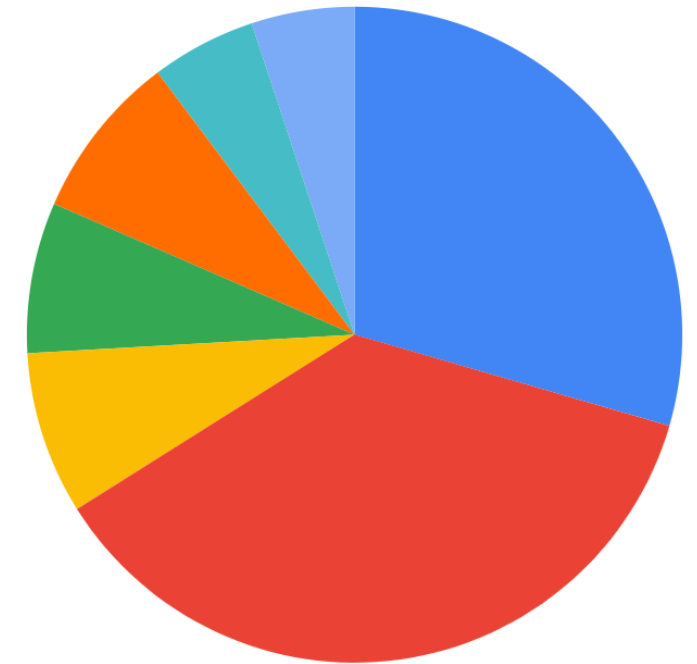
Funding Allocations Meeting Goals and Positioned To Last

Total Levy Allocations

- Supporting staff allocation has grown as the need for training, and service has grown
- Next 2 years: final phase of updated, secure spaces (security cameras and audio amplification)
- Pie slices reflective of priorities, and departmental/district goals

FY 21 (Includes Encumbrances)

- Hardware Expenditures
- Employee Salaries & Benefits
- Construction & Physical Security
- Instructional Licensing
- Non Instructional Licensing
- Repairs, Misc Harware, Dept Needs
- Internet, Fees For Service



What's Next?



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We must always look to improve!

- Education and resources for families will continue
- Expanded programming designed to educate students
- Improved systems of informing families on essentials
- Classroom audio amplification hardware
- Cyber and physical security
- Career and College pathways in technology
- Planful purchase cycles

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Questions?

Thank You Richfield!

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Vision Cards

First Draft

March 15, 2021

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What is a Vision Card?

- **A way of reporting progress** on our strategic plan strategies, goals, actions and activities
- **A public accountability system**
- **A way to remain focused** on our top priorities

What Vision Cards are there?



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There is one card for each strategic plan strategy:

Vision Card 1 - Academics: Students will receive a challenging, engaging and relevant academic experience in RPS which will prepare them for college, career and life.

Vision Card 2 - Activities: Students will develop life skills, friendships and a sense of belonging through active participation in a variety of extracurricular activities at all grade levels. Activities will be inclusive, providing access, opportunity and a welcoming environment for all students.

Vision Card 3 – Business & Operations: Every person in every role and department will work together seamlessly to further our mission and vision.

Vision Card 4 – Climate & Culture: All students, families, staff and community members will share a sense of ownership, pride and belonging to RPS, where they will be part of a warm, welcoming and respectful environment that celebrates each and every individual.

Vision Card 5 – Communication & Marketing: Our families, staff and community will view RPS as a trusted first source of school-related information and feel well informed through consistent, high-quality digital and print communications.

The Parts of a Vision Card

Each vision card will have three pages:

- An overview of our current status with each measurement (**progress report**)
- A list of **strategies** that have been implemented to work toward attaining the goals
- The **rubric** for assessing progress on each measure

Academic Belief Statement

All students are capable of achieving their dreams with the right educational foundation.

Academic Goals

- We will address the educational debt owed to marginalized communities to ensure equitable outcomes for all students.
- We will maintain small class sizes to ensure ideal student to staff ratios according to grade level and subject area.
- We will increase course offerings to expand opportunities for students.
- We will continue to support, promote and value biliteracy.
- We will ensure all students learn about post-secondary options to set them up for success in their futures.

Draft Rubric for Vision Card 1: Academics



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Item	Measure	Level -2	Level -1	Baseline	Level 1	Level 2
1	Graduation Rate - 4 year	5% decrease	2.5% decrease	Current Graduation Rate	2.5% increase	5% increase
2	Demographics of all students graduating in 4 years align with overall demographics of RPS	10% increase in gap	5% increase in gap	Current difference between the percentage of RPS 12th graders who are BIPOC and the percentage of RPS graduates who are BIPOC	5% decrease in gap	10% decrease in gap
3	Graduation Rate - 6 year	5% decrease	2.5% decrease	Current Graduation Rate	2.5% increase	5% increase
4	Demographics of all students graduating in 6 years align with overall demographics of RPS	10% increase in gap	5% increase in gap	Current difference between the percentage of students in grade 12+ who are BIPOC and the percentage of students graduating after the 4 year mark who are BIPOC	5% decrease in gap	10% decrease in gap
5	Enrollment in college credit classes	5% decrease	2.5% decrease	Current number of students enrolled in college credit classes (S2 of 20-21: 702)	2.5% increase	5% increase
6	Demographics of students enrolled in college credit classes align with overall demographics of RPS	10% increase in gap	5% increase in gap	Current difference between the percentage of RPS 9-12 graders who are BIPOC and the percentage of students enrolled in college credit classes who are BIPOC (S2 of 20-21: gap of 5%)	5% decrease in gap	10% decrease in gap
7	3rd grade MCA Reading	5% decrease	2.5% decrease	Current percentage of 3rd graders meeting or exceeding on the Reading MCA	2.5% increase	5% increase
8	Demographics of all students meeting or exceeding on the 3rd grade reading MCA align with overall demographics of RPS	10% increase in gap	5% increase in gap	Current difference between the percentage of RPS 3rd graders who are BIPOC and the percentage of RPS 3rd graders meeting or exceeding on the Reading MCA who are BIPOC	5% decrease in gap	10% decrease in gap
9	Grade 5 Summative Assessment			Assessment to be determined		
10	Demographics of students meeting or exceeding on the 5th grade assessment TBD align with the overall demographics of RPS			Assessment to be determined		

Draft Rubric for Vision Card 1: Academics, cont.



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11	8th grade MCA Math	5% decrease	2.5% decrease	Current percentage of 8th graders meeting or exceeding on the Math MCA	2.5% increase	5% increase
12	Demographics of all students meeting or exceeding on the 8th grade math MCA align with overall demographics of RPS	10% increase in gap	5% increase in gap	Current difference between the percentage of RPS 8th graders who are BIPOC and the percentage of RPS 8th graders meeting or exceeding on the Math MCA who are BIPOC	5% decrease in gap	10% decrease in gap
13	Grade 8 Summative Assessment			Assessment to be determined		
14	Demographics of students meeting or exceeding on the 8th grade assessment TBD align with the overall demographics of RPS			Assessment to be determined		
15	FAFSA completion rate	10% decrease	5% decrease	Current number of families who completed the FAFSA	2.5% increase	5% increase
16	Demographics of all students with a completed FAFSA align with overall demographics of RPS	10% increase in gap	5% increase in gap	Current difference between the percentage of RPS 12th graders who are BIPOC and the percentage of RPS 12th graders with a completed FAFSA who are BIPOC	5% decrease in gap	10% decrease in gap
17	Post-secondary enrollment percentage	10% decrease	5% decrease	Current percentage of RPS graduates who are enrolled in post-secondary education (Class of 2019: 62%)	2.5% increase	5% increase
18	Demographics of all graduates enrolled in post-secondary education align with overall demographics of RPS	10% increase in gap	5% increase in gap	Current difference between the percentage of RPS graduates who are BIPOC and percentage of RPS post-secondary enrolled students who are BIPOC	5% decrease in gap	10% decrease in gap
19	Class size target	Class size average is 27 at elementary, 30 at middle, 32 at high	Class size average is 26 elementary, 29 at middle, 31 at high	Class size average is 25 at elementary, 28 at middle, 30 at high	Class size average is 24 at elementary, 27 at middle, 29 at high	Class size average is 23 at elementary, 26 at middle, 28 at high
20	Number of course offerings	5% decrease	2.5% decrease	Current number of course offerings at RHS (S2 of 20-21: 202)	2.5% increase	5% increase
21	Number of students receiving the seal of biliteracy	5% decrease	2.5 % decrease	Current number of students receiving the seal of biliteracy (38 awarded in 2020)	2.5% increase	5% increase
22	Reduce special ed referral rates	5% increase	2.5% increase	Current number of students referred to special education per year	2.5% decrease	5% decrease
23	Demographics of students referred to special education align with overall demographics of RPS	10% increase in gap	5% increase in gap	Current difference between the percentage of RPS students who are BIPOC and the percentage of students referred to special education who are BIPOC	5% decrease in gap	10% decrease in gap

Activities Belief Statement

Extracurricular activities are an asset to our entire school community, enhancing all aspects of school life and ensuring a well-rounded educational experience for students.

Activities Goals

- We will provide more variety of activity programs to cater to the needs and interests of all students.
- We will increase student participation in activity programs and better align the demographics of participating students with those of the overall student population.
- We will increase attendance at games and performances to foster a greater sense of community.

Draft Rubric for Vision Card 2: Activities



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Item	Measure	Level -2	Level -1	Baseline	Level 1	Level 2
1	New activities started by students	10% decrease	5% decrease	Current number of activities started by students	5% increase	10% increase
2	Number of students participating in activities at the elementary level (baseline from 19-20 school year)	5% decrease	2.5% decrease	Current number of elementary students participating in activities	2.5% increase	5% increase
3	Number of students participating in activities at the middle school level (baseline from 19-20 school year)	5% decrease	2.5% decrease	Current number of middle school students participating in activities	2.5% increase	5% increase
4	Number of students participating in activities at the high school level (baseline from 19-20 school year)	5% decrease	2.5% decrease	Current number of high school students participating in activities	2.5% increase	5% increase
5	Demographics of all students participating in activities align with overall demographics of RPS	10% decrease in gap	5% increase in gap	Current difference between percentage of secondary students who are BIPOC and percentage of activities participants who are BIPOC	5% decrease in gap	10% decrease in gap
6	Number of students with accommodations or modifications participating in activities	5% decrease	2.5% decrease	Current number of students with accommodations or modifications participating in activities	2.5% increase	5% increase
7	Average number of people in attendance at games and performances (baseline 19-20 year)	5% decrease	2.5% decrease	Current average number of people in attendance at games and performances	2.5% increase	5% increase

Business & Operations Belief Statement

Only by working in alignment across all departments can we, as a district, achieve our goals.

Business & Operations Goals

- We will maintain or improve staff hiring and support.
- We will continuously improve our facilities to provide a comfortable and functional physical environment.
- We will ensure environmentally friendly practices are used across the District.
- We will continue to improve student meals to provide for students' nutritional needs.
- We will maintain financial accountability and transparency as part of our responsibility to the community of Richfield.
- We will continue to invest in technology resources for students, staff and families.
- We will continue to improve transportation services to provide a welcoming atmosphere and access to opportunities.

Draft Rubric for Vision Card 3: Business & Operations



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Item	Measure	Level -2	Level -1	Baseline	Level 1	Level 2
1	Reduce turnover of staff	5% increase	2.5% increase	Number of staff members who leave RPS per year	2.5% decrease	5% decrease
2	Increase diversity of staff hires	Percentage of BIPOC new hires is 5% lower than RPS staff percentage	Percentage of BIPOC new hires is 2.5% lower than RPS staff percentage	Current percentage of RPS staff who are BIPOC	Percentage of BIPOC new hires is 2.5% higher than RPS staff percentage	Percentage of BIPOC new hires is 5% higher than RPS staff percentage
3	Environmentally friendly practice: reduce the use of non-renewable energy	5% increase	2.5% increase	Current energy, gas, salt, and fertilizer annual cost	2.5% decrease	5% decrease
4	Long-term Facilities Maintenance	5% increase	2.5% increase	Current financial deficit of needed facilities maintenance updates	2.5% decrease	5% decrease
5	Percentage of students participating in schools meals (baseline 19-20 school year)	5% decrease	2.5% decrease	Current percentage of RPS students participating in school meals (Average over the month of November 2019: 49% Breakfast, 70% Lunch)	2.5% increase	5% increase
6	Audit findings	2 or more major findings	1 major finding or 3 minor	2 minor findings	1 minor finding	Fully clean
7	Budget allocated to technology	5% decrease	2.5% decrease	Current \$ amount allocated to technology	2.5% increase	5% increase
8	Transportation access	5% decrease	2.5% decrease	Current percentage of RPS students receiving transportation	2.5% increase	5% increase

Climate & Culture Belief Statement

By truly listening to, valuing and celebrating every member of our educational community, we can ensure our schools and programs provide a safe and supportive environment for learning, playing and working.

Climate & Culture Goals

- We will ensure students are seen, valued, heard and respected to maintain a healthy school and District climate.
- We will increase student support, especially social-emotional support to care for the needs of the RPS community.
- We will support and celebrate diversity to provide a welcoming environment.
- We will improve school pride to increase student enjoyment of and dedication to their education.
- We will provide new opportunities for parent involvement to strengthen connections between home and school.
- We will provide new opportunities for community involvement to strengthen connections between the Richfield community and school.

Draft Rubric for Vision Card 4: Climate & Culture



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Item	Measure	Level -2	Level -1	Baseline	Level 1	Level 2
1	Office referrals (baseline 19-20 school year semester 1)	10% increase	5% increase	Current total number of office referrals in one semester (\$1 of 19-20: 729 referrals)	5% decrease	10% decrease
2	Demographics of all students receiving office referrals align with overall demographics of RPS	10% increase in gap	5% increase in gap	Current difference between the percentage of RPS students who are BIPOC and the percentage of office referrals documented for BIPOC students (\$1 of 19-20 gap of 11%)	5% decrease in gap	10% decrease in gap
3	Survey data on school climate	10% decrease	5% decrease	Current percentage of students reporting a positive school climate	5% increase	10% increase
4	Demographics of all students reporting positive school climate align with overall demographics of RPS	10% increase in gap	5% increase in gap	Current difference between the percentage of RPS students who are BIPOC and the percentage of students reporting a positive school climate who are BIPOC	5% decrease in gap	10% decrease in gap
5	Survey data on school pride	10% decrease	5% decrease	Current percentage of students reporting strong sense of school pride	5% increase	10% increase
6	Demographics of all students reporting strong sense of school pride align with overall demographics of RPS	10% increase in gap	5% increase in gap	Current difference between the percentage of RPS students who are BIPOC and the percentage of students reporting a strong sense of school pride who are BIPOC	5% decrease in gap	10% decrease in gap
7	Number of student/family groups supporting traditionally marginalized students and families	10% decrease	5% decrease	Current number of student and family groups that exist to support traditionally marginalized students and families (Currently 4 family groups)	5% increase	10% increase
8	Number of staff whose main role supports SEL	5% decrease	2.5% decrease	Current number of staff members whose main role supports SEL (Currently 38, including outreach workers)	2.5% increase	5% increase
9	Number of parent volunteers in the schools (baseline 19-20 school year)	5% decrease	2.5% decrease	Current number of parent volunteers who support RPS schools	2.5% increase	5% increase
10	Number of community volunteers in the schools (baseline 19-20 school year)	5% decrease	2.5% decrease	Current number of community volunteers who support RPS schools	2.5% increase	5% increase
11	Number of hours students spent volunteering in the community	5% decrease	2.5% decrease	Current number of hours RPS students reported volunteering in the community	2.5% increase	5% increase

Communication & Marketing Belief Statement

By producing consistent, engaging and detailed content, as well as responsible marketing materials, we can engage and educate our audience, resulting in a stronger community.

Communication & Marketing Goals

- We will improve family communication to strengthen the partnership between families and schools.
- We will support the positive reputation of Richfield Public Schools.
- We will improve marketing and public relations efforts to increase District enrollment.

Draft Rubric for Vision Card 5: Communication & Marketing



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Item	Measure	Level -2	Level -1	Baseline	Level 1	Level 2
1	Family survey data on level of connection to RPS	5% decrease	2.5% decrease	Current percentage of families who reported high level of connection to RPS	2.5% increase	5% increase
2	Number of positive news stories	5% decrease	2.5% decrease	Current number of positive news stories about RPS published in a year	2.5% increase	5% increase
3	Community engagement in RPS online media	5% decrease	2.5% decrease	Current weekly average engagement in RPS media postings	2.5% increase	5% increase
4	Enrollment numbers	5% decrease	2.5% decrease	Current market share percentage	2.5% increase	5% increase

Proposed Timeline of Next Steps

- March: Get feedback from board members
- April-May: Revise and get additional feedback from stakeholders
- June: Present revised vision cards to board
- August/September: Present finalized vision cards with baseline data to board

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Questions/Comments

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FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	300220	02/11/2021	ALVIN ZACHERY	R	79.00
01	300221	02/11/2021	ARLAINE FARBER	R	30.00
01	300222	02/11/2021	ARVIG ENTERPRISES INC	R	1,107.90
01	300223	02/11/2021	BERG JASON	R	79.00
01	300224	02/11/2021	BOHL STEVE	R	79.00
01	300225	02/11/2021	CARQUEST AUTO PARTS	R	396.95
01	300226	02/11/2021	CENTURYLINK	R	113.45
01	300227	02/11/2021	CHAMPION YOUTH	R	539.00
01	300228	02/11/2021	CINTAS CORPORATION NO 2	R	215.92
01	300229	02/11/2021	CUB FOODS	R	52.61
01	300230	02/11/2021	CULLIGAN SOFT WATER	R	9.50
01	300231	02/11/2021	DICKS LAKEVILLE SANITATION INC	R	6,272.71
01	300232	02/11/2021	DOOR SERVICE COMPANY OF THE TWIN CI	R	2,112.00
01	300233	02/11/2021	PURCHASE POWER	R	4,940.00
01	300234	02/11/2021	BEARY SPECIAL WORKSHOPS	R	12,000.00
01	300235	02/11/2021	FINANGER PHILLIP J	R	70.00
01	300236	02/11/2021	FRONTLINE TECHNOLOGIES GROUP LLC	R	695.00
01	300237	02/11/2021	WW GRAINGER INC	R	459.11
01	300238	02/11/2021	GROTH MUSIC COMPANY	R	264.66
01	300239	02/11/2021	H BROOKS AND COMPANY LLC	R	6,149.81
01	300240	02/11/2021	HAMMER SPORTS, LLC	R	392.00
01	300241	02/11/2021	HANKS, DANE AUGUST	R	10.00
01	300242	02/11/2021	HARRINGTON NATHAN	R	79.00
01	300243	02/11/2021	HOGLUND BUS CO INC	R	1,720.24
01	300244	02/11/2021	HOLLIS ETHAN	R	35.00
01	300245	02/11/2021	HOPE CHURCH	R	14,062.22
01	300246	02/11/2021	INNOVATIVE OFFICE SOLUTIONS LLC	R	98.34
01	300247	02/11/2021	JAMES RAMSDELL JR	R	79.00
01	300248	02/11/2021	JAYTECH, INC	R	199.42
01	300249	02/11/2021	JOERGER BRYCE	R	10.00
01	300250	02/11/2021	KAUFMAN MICHAEL	R	176.00
01	300251	02/11/2021	LEROY'S GREAT BEAR	R	159.96
01	300252	02/11/2021	MATRIX COMMUNICATIONS INC	R	372.00
01	300253	02/11/2021	METROPOLITAN MECHANICAL CONTRACTORS	R	2,805.00
01	300254	02/11/2021	MINUTEMAN PRESS OF RICHFIELD	R	672.59
01	300255	02/11/2021	NORTH DAKOTA CHILD SUPPORT PYMT CNT	R	39.60
01	300256	02/11/2021	OKEY CHRIS	R	100.00
01	300257	02/11/2021	PAN O GOLD BAKING CO	R	349.50
01	300258	02/11/2021	PARLAY IDEAS INC.	R	915.00
01	300259	02/11/2021	RUPP ANDERSON SQUIRES & WALDSPURGER	R	3,919.77
01	300260	02/11/2021	SOURCEWELL TECHNOLOGY	R	58,350.00
01	300261	02/11/2021	TRIO SUPPLY COMPANY	R	540.91
01	300262	02/11/2021	UPPER LAKES FOODS	R	11,862.44
01	300263	02/11/2021	UW-RIVER FALLS CAREER SERVICES	R	150.00
01	300264	02/11/2021	VELOCITY DRAIN SERVICES INC	R	6,396.00
01	300265	02/11/2021	VERIZON WIRELESS	R	510.04
01	300266	02/11/2021	XCEL ENERGY	R	44.55
01	300267	02/11/2021	ZAHRADKA ROBERT	R	79.00
01	300268	02/18/2021	ALLIED PROFESSIONALS, INC.	R	1,802.00

01	300269	02/18/2021	BRAND FARMS	R	480.00
01	300270	02/18/2021	BSI MECHANICAL, INC.	R	5,040.62
01	300271	02/18/2021	BSN SPORTS, LLC	R	8,949.13
01	300272	02/18/2021	CATALYST BUYING GROUP LLC	R	1,124.99
01	300273	02/18/2021	CEP ART & DESIGN	R	94.50
01	300274	02/18/2021	CINTAS CORPORATION NO 2	R	107.96
01	300275	02/18/2021	CITY OF RICHFIELD	R	100.00
01	300276	02/18/2021	CITY OF RICHFIELD	R	7,128.12
01	300277	02/18/2021	CITY OF RICHFIELD	R	34,906.94
01	300278	02/18/2021	COMCAST BUSINESS	R	529.74
01	300279	02/18/2021	CRIME STUDIES	R	1,500.00
01	300280	02/18/2021	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	300281	02/18/2021	DIANE J TEDICK	R	500.00
01	300282	02/18/2021	DIGI INTERNATIONAL, INC.	R	330.00
01	300283	02/18/2021	DOOR SERVICE COMPANY OF THE TWIN CI	R	5,726.90
01	300284	02/18/2021	SELAM ASFAHA	R	140.00
01	300285	02/18/2021	ECM PUBLISHERS INC	R	136.85
01	300286	02/18/2021	EHLERS & ASSOCIATES	R	3,575.00
01	300287	02/18/2021	FASTENAL INDUSTRIAL	R	134.52
01	300288	02/18/2021	FOLLETT SCHOOL SOLUTIONS INC	R	1,799.00
01	300289	02/18/2021	GEORGAKOPOULOS, TESS	R	100.00
01	300290	02/18/2021	H BROOKS AND COMPANY LLC	R	5,837.16
01	300291	02/18/2021	HAMMER SPORTS, LLC	R	318.00
01	300292	02/18/2021	HARVEST TECHNOLOGY GROUP, INC.	R	34,617.50
01	300293	02/18/2021	HENNEPIN COUNTY TREASURER	R	3,110.20
01	300294	02/18/2021	HILLYARD	R	417.60
01	300295	02/18/2021	HOGLUND BUS CO INC	R	54.57
01	300296	02/18/2021	HOME DEPOT U.S.A.	R	921.04
01	300297	02/18/2021	IIX INSURANCE INFORMATION EXCHANGE	R	76.75
01	300298	02/18/2021	INTERMEDIATE DISTRICT 287	R	105,010.24
01	300299	02/18/2021	ISTE	R	290.00
01	300300	02/18/2021	J GRAMMOND PHOTOGRAPHY	R	60.00
01	300301	02/18/2021	JOBSINMINNEAPOLIS.COM	R	3,300.00
01	300302	02/18/2021	KINECT ENERGY INC	R	46,311.82
01	300303	02/18/2021	LEARNING A-Z	R	108.00
01	300304	02/18/2021	LEROY'S GREAT BEAR	R	453.60
01	300305	02/18/2021	LOFFLER COMPANIES	R	593.00
01	300306	02/18/2021	MACKIN BOOK COMPANY	R	732.14
01	300307	02/18/2021	MEDTOX LABORATORIES INC	R	162.19
01	300308	02/18/2021	MIDWEST BUS PARTS INC	R	486.06
01	300309	02/18/2021	MIKE MORELAND	R	69.00
01	300310	02/18/2021	MINNESOTA MEMORY, INC.	R	1,249.90
01	300311	02/18/2021	MIRA	R	16,800.00
01	300312	02/18/2021	MN DECA	R	385.00
01	300313	02/18/2021	MRMB HOUSE LLC	R	1,308.72
01	300314	02/18/2021	NOKOMIS SHOE SHOP	R	5,230.30
01	300315	02/18/2021	NUSS TRUCK & EQUIPMENT	R	1,900.00
01	300316	02/18/2021	PAN O GOLD BAKING CO	R	60.40
01	300317	02/18/2021	PLAINVIEW MILK PRODUCTS COOPERATIVE	R	712.58
01	300318	02/18/2021	PLASTIC BAGMART	R	1,195.00

01	300319	02/18/2021	PREMIER LIGHTING INC	R	830.60
01	300320	02/18/2021	PREMIUM WATERS INC	R	31.99
01	300321	02/18/2021	THE LEARNING FACTORY, LLC	R	2,000.00
01	300322	02/18/2021	SERVPRO OF MINNETONKA	R	6,974.18
01	300323	02/18/2021	SHERWIN WILLIAMS CO	R	94.83
01	300324	02/18/2021	PARK ADAM TRANSPORTATION	R	34,066.40
01	300325	02/18/2021	STATE SUPPLY COMPANY	R	726.99
01	300326	02/18/2021	STRATEGIC STAFFING SOLUTIONS	R	7,435.00
01	300327	02/18/2021	TERREL'S TOOLBOX LLC	R	599.01
01	300328	02/18/2021	TRAFERA HOLDINGS, INC.	R	250.00
01	300329	02/18/2021	TRIO SUPPLY COMPANY	R	609.01
01	300330	02/18/2021	UNITED HEALTHCARE	R	228.30
01	300331	02/18/2021	UNITED HEALTHCARE INSURANCE CO	R	479.54
01	300332	02/18/2021	UPPER LAKES FOODS	R	18,182.91
01	300333	02/18/2021	VELOCITY DRAIN SERVICES INC	R	6,153.20
01	V610615	02/18/2021	MICHAEL A MANNING	R	37.77
01	V610616	02/18/2021	COREY NEEDLEMAN	R	81.20
01	V610617	02/18/2021	LISA M NEGUS	R	116.05
01	V610618	02/18/2021	CARMEN SARMIENTO	R	142.93
01	V610619	02/18/2021	CHELSEY J TOLLEFSON-HAUER	R	331.19
18	300334	02/18/2021	LARSON JUDI	R	27.57
01	300330	02/19/2021	UNITED HEALTHCARE	V	-228.30
01	300335	02/19/2021	APPRIZE TECHNOLOGY	R	1,125.00
01	300336	02/19/2021	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	8,360.00
01	300337	02/19/2021	GROUP MEDICAREBLUE RX	R	6,493.00
01	300338	02/19/2021	UNITED HEALTHCARE/AARP MEDICARE RX	R	177.40
01	300339	02/22/2021	COUNTY RECORDER/REGISTRAR OF TITLES	R	46.00
01	300340	02/22/2021	COUNTY RECORDER/REGISTRAR OF TITLES	R	46.00
01	300341	02/22/2021	THE PROPHET CORPORATION	R	265.50

TOTAL CHECKS & EPAYS					541,803.51
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CHECK & E-PAY RUNS FOR 03/01/2021 BOARD REPORTS

BANK 05	DATE	AMOUNT
CHECKS	2/11/2021	139,793.20
	2/18/2021	384,788.27
	2/19/2021	16,155.40
	2/22/2021	357.50
E-PAY	2/18/2021	709.14

CHECK REGISTER BANK 05 TOTAL =	541,803.51
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BREAKDOWN	
01-206-00	392,194.96
02-206-00	46,894.73
03-206-00	41,051.93
04-206-00	23,152.38
06-206-00	34,906.94
07-206-00	3,575.00
18-206-00	27.57
20-206-00	-
21-206-00	-
47-206-00	-
BANK TOTAL =	541,803.51

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 1, 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 1, 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, Smisek (virtually), and Toensing.

Student board representative Tyler Jake was present virtually. 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 Maleck, seconded by Toensing, and unanimously carried, the Board of Education approved the amended agenda.

III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

A. Superintendent Update

1. ~~Superintendent Goals~~ Centennial Presentation
2. ~~Centennial Presentation~~ Superintendent Goals

IV. CONSENT AGENDA

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

A. Routine Matters

1. Minutes of the organizational meeting held February 16, 2021
2. General Disbursements as of 2/22/21 in the amount of \$541,803.51

B. Personnel Items

Certified Full Time Position for Employment – Temporary Contract

Juan Reyes – ESL – RDLS

Certified Full Time Request for Unpaid Leave of Absence

Emily Russo – 2nd Grade Teacher – RDLS

Classified Management Full Time Position for Employment

Darby Swank – Health Services Supervisor – District Wide

Classified Part Time Position For Employment – Paraprofessional

Ryan Fossen – 40 hr/wk – Campus Supervisor – Richfield Middle School

Classified Full Time Position for Employment – Nutrition Services

Vanessa Medley – 37.5 hr/wk – Production Cook – Richfield Middle School

Kristy Yu – 20 hr/wk – Kitchen Assistant – Richfield High School

Christine Hafner – 25 hr/wk – Kitchen Assistant – Richfield Middle School

Classified Full Time Resignation – Administrative and Management Support

Amanda Connaire – 40 hr/wk, Management Assistant-12 mo, District Wide

Classified Part Time Resignation – Nutrition Services

Mary Emerson – 4 hr/day, Kitchen Assistant, Richfield Middle School

V. OLD BUSINESS

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

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

Toensing moved to approve this policy, and Brakke seconded. Before a vote was taken, Maleck moved to postpone the motion, and Brakke seconded. The motion to postpone the approval motion was carried unanimously.

C. Policy 701: Budget and Fund Reserves - second read

VI. NEW BUSINESS

A. Policy 413 - Staff Use of School Facilities & Administrative Guidelines 413.1 & 413.2 - first read

B. 2021-2022 Calendar and Proposed 2022-2023 Calendar

Motion by Maleck, seconded by Brakke, and unanimously carried, the Board of Education approved the 2021-2022 calendar.

C. Life/LTD Insurance Renewal

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

D. Donations

Motion by Toensing, seconded by Maleck, 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
 - 3-15-2021 7:00 p.m. Regular Board Meeting - Public Comment
 - 4-5-2021 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

Motion by Maleck, seconded by Brakke and unanimously approved, the board moved into closed session at 8:53 pm.

IX. REOPEN MEETING

Motion by Maleck, seconded by Brakke and unanimously approved, the board moved into open session at 9:12 pm. Cole and Smisek were no longer in attendance.

X. ADJOURN REGULAR MEETING

Chair Pollis adjourned the meeting at 9:13 pm.

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

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

RICHFIELD | February 28, 2021

							February	February	February			
							% of Budget	% of	% of			
REVENUE CATEGORIES	June 30, 2019	June 30, 2020	Revised Budget	Projected End Of Year	Received YTD	Budget Remaining	Received	Actuals Received	Actuals Received	Current YTD vs. PYTD	February 28, 2020	February 28, 2019
STATE	46,183,093	45,674,569	46,150,048	45,705,134	21,832,551	24,317,497	47.31%	47.97%	48.40%	(76,939)	21,909,490	22,353,120
FEDERAL	2,098,367	2,834,495	2,825,786	3,959,770	1,725,257	1,100,529	61.05%	-0.01%	38.37%	1,725,638	(381)	805,236
PROPERTY TAXES	16,524,053	18,018,704	17,677,523	23,243,213	17,451,264	226,259	98.72%	99.62%	89.93%	(498,165)	17,949,430	14,860,454
LOCAL SALES, INS RECOVERY & JUDGEMENTS	107,155	130,566	49,200	269,874	251,790	(202,590)	511.77%	26.20%	89.08%	217,579	34,211	95,458
SALE OF BONDS & LOANS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INCOMING TRANSFERS FROM OTH FUNDS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
LOCAL (FEES, INTEREST, ETC.)	1,510,830	1,284,111	1,141,544	755,969	427,060	714,484	37.41%	65.78%	47.36%	(417,606)	844,665	715,584
TOTALS	66,423,498	67,942,444	67,844,101	73,933,961	41,687,921	26,156,180	61.45%	59.96%	58.46%	950,506	40,737,415	38,829,852

							February	February	February			
							% of Budget	% of	% of			
EXPENDITURES (OBJECT SERIES)	June 30, 2019	June 30, 2020	Revised Budget	Projected End Of Year	Expended YTD	Budget Remaining	Expended	Actuals Expended	Actuals Expended	Current YTD vs. PYTD	February 28, 2020	February 28, 2019
SALARIES & WAGES	37,176,269	36,586,619	39,444,694	37,684,097	19,850,924	19,593,770	50.33%	54.88%	54.59%	(227,207)	20,078,131	20,293,362
EMPLOYEE BENEFITS	13,518,960	13,190,108	14,082,908	14,177,929	7,745,701	6,337,207	55.00%	60.07%	58.05%	(178,109)	7,923,811	7,847,903
PURCHASED SERVICES	8,173,259	8,325,304	10,572,928	8,914,369	4,407,575	6,165,353	41.69%	56.99%	55.70%	(337,087)	4,744,662	4,552,707
SUPPLIES	2,525,553	2,632,033	2,621,643	3,198,745	2,288,613	333,030	87.30%	69.85%	62.99%	450,187	1,838,426	1,590,952
EQUIPMENT	2,581,571	2,313,465	2,268,375	3,216,052	2,573,327	(304,952)	113.44%	82.77%	84.80%	658,511	1,914,816	2,189,098
DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OTHER EXPENDITURES	315,303	412,717	391,858	363,727	95,531	296,327	24.38%	24.44%	31.69%	(5,325)	100,855	99,935
OTHER FINANCING USES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTALS	64,290,915	63,460,246	69,382,406	67,554,919	36,961,672	32,420,734	53.27%	57.68%	56.89%	360,971	36,600,700	36,573,957

							February	February	February			
							% of Budget	% of	% of			
EXPENDITURES (PROGRAM SERIES)	June 30, 2019	June 30, 2020	Revised Budget	Projected End Of Year	Expended YTD	Budget Remaining	Expended	Actuals Expended	Actuals Expended	Current YTD vs. PYTD	February 28, 2020	February 28, 2019
SITE ADMINISTRATION	1,853,501	1,960,813	1,940,283	1,928,666	1,205,354	734,929	62.12%	68.48%	66.39%	(137,327)	1,342,680	1,230,631
DISTRICT ADMINISTRATION	2,114,434	2,060,508	2,294,312	2,391,533	1,432,124	862,188	62.42%	65.05%	62.23%	91,702	1,340,422	1,315,792
SUPPORT SERVICES	2,138,022	2,214,338	1,980,877	2,528,607	1,814,742	166,135	91.61%	79.04%	77.28%	64,629	1,750,113	1,652,195
REGULAR INSTRUCTION	27,926,936	26,944,471	29,136,919	28,082,692	13,934,507	15,202,412	47.82%	52.20%	51.12%	(130,859)	14,065,365	14,275,825
EXTRA-CURRICULAR ACTIVITES	1,029,765	979,957	1,030,839	908,654	470,707	560,132	45.66%	66.16%	62.40%	(177,648)	648,355	642,564
VOCATIONAL INSTRUCTION	473,959	446,106	458,424	442,560	227,865	230,559	49.71%	51.18%	49.59%	(461)	228,326	235,023
SPECIAL EDUCATION	12,130,842	12,270,481	12,911,323	12,266,588	6,420,722	6,490,601	49.73%	54.02%	53.51%	(208,030)	6,628,752	6,491,635
COMMUNITY SERVICES	0	65,126	0	160	160	(160)	0.00%	0.00%	0.00%	160	0	0
INSTRUCTIONAL SUPPORT	4,549,255	4,727,289	5,016,573	5,007,807	3,123,249	1,893,324	62.26%	71.84%	74.87%	(272,605)	3,395,854	3,406,046
PUPIL SUPPORT SERVICES	6,291,515	6,626,336	7,060,788	6,464,308	3,551,622	3,509,166	50.30%	60.24%	58.35%	(440,202)	3,991,824	3,671,056
FACILITIES	5,559,412	4,893,517	7,312,738	7,211,931	4,457,020	2,855,718	60.95%	60.92%	61.70%	1,475,666	2,981,354	3,429,915
OTHER FINANCING USES	223,275	271,303	239,330	321,414	323,599	(84,269)	135.21%	83.91%	100.00%	95,945	227,654	223,275
TOTALS	64,290,915	63,460,246	69,382,406	67,554,919	36,961,672	32,420,734	53.27%	57.68%	56.89%	360,971	36,600,700	36,573,957

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

RICHFIELD | February 28, 2021

ACTIVITY - OTHER FUNDS							February 28, 2021	February 28, 2020 % of	February 28, 2019 % of			
	June 30, 2019	June 30, 2020	Revised Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	Actuals Received	Actuals Received	Current YTD vs. PYTD	February 28, 2020	February 28, 2019
REVENUE												
FOOD SERVICE	2,838,335	2,684,713	2,860,640	2,141,109	803,665	2,056,975	28.09%	53.27%	53.01%	(626,519)	1,430,184	1,504,645
COMMUNITY EDUCATION	1,942,646	1,957,664	2,164,377	2,436,296	1,314,244	850,133	60.72%	77.87%	70.57%	(210,165)	1,524,409	1,370,886
CONSTRUCTION	3,044,448	2,184,625	925,000	844,376	22,211	902,789	2.40%	-7.34%	25.33%	182,658	(160,447)	771,256
DEBT SERVICE	8,713,849	8,469,549	7,687,393	9,175,878	7,589,723	97,670	98.73%	99.02%	102.33%	(796,853)	8,386,576	8,917,087
TRUST	48,199	0	46,500	33,035	31,784	14,716	68.35%	0.00%	84.63%	(10,548)	42,331	40,788
CUSTODIAL	0	8,908	0	1,372	1,372	(1,372)	0.00%	0.00%	0.00%	1,372	0	0
INTERNAL SERVICE	7,849,043	7,722,748	7,765,500	6,101,008	2,801,551	4,963,949	36.08%	55.11%	54.39%	(1,454,585)	4,256,135	4,268,765
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	203,285	247,051	70,000	31,853	(25,229)	95,229	-36.04%	-15.88%	89.38%	13,994	(39,223)	181,705
OPEB DEBT SERVICE	786,209	811,277	2,137,877	2,425,180	2,112,943	24,934	98.83%	99.63%	74.22%	1,304,674	808,268	583,495
TOTALS	25,426,013	24,086,536	23,657,287	23,190,108	14,652,264	9,005,023	61.94%	67.46%	69.37%	(1,595,971)	16,248,235	17,638,628
EXPENDITURES							February 28, 2021	February 28, 2020 % of	February 28, 2019 % of			
	June 30, 2019	June 30, 2020	Revised Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	Actuals Expended	Actuals Expended	Current YTD vs. PYTD	February 28, 2020	February 28, 2019
FOOD SERVICE	2,736,818	2,980,090	2,819,342	2,459,865	1,288,974	1,530,368	45.72%	58.28%	58.87%	(447,859)	1,736,832	1,611,183
COMMUNITY EDUCATION	1,888,985	1,941,755	2,070,408	2,073,228	1,237,827	832,581	59.79%	62.85%	60.93%	17,349	1,220,478	1,150,882
CONSTRUCTION	13,650,859	65,066,268	38,530,269	43,692,008	25,202,336	13,327,933	65.41%	59.16%	21.64%	(13,291,411)	38,493,747	2,953,574
DEBT SERVICE	7,967,443	8,105,988	7,245,988	9,660,949	7,246,938	(950)	100.01%	100.00%	99.95%	(859,050)	8,105,988	7,963,668
TRUST	41,908	0	46,500	(11,757)	0	46,500	0.00%	0.00%	97.61%	(47,551)	47,551	40,908
CUSTODIAL	0	13,551	0	6,098	6,098	(6,098)	0.00%	0.00%	0.00%	6,098	0	0
INTERNAL SERVICE	7,471,090	7,047,734	7,891,634	7,249,891	4,389,288	3,502,346	55.62%	67.99%	67.24%	(402,614)	4,791,902	5,023,906
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	498,893	816,085	735,000	735,000	0	735,000	0.00%	0.00%	0.00%	0	0	0
OPEB DEBT SERVICE	789,125	783,025	2,021,800	1,465,959	2,021,775	25	100.00%	100.00%	100.00%	1,238,750	783,025	789,125
TOTALS	35,045,121	86,754,495	61,360,941	67,331,242	41,393,235	19,967,706	67.46%	63.60%	55.74%	(13,786,287)	55,179,523	19,533,246
SUMMARY - ALL FUNDS							February 28, 2021	February 28, 2020 % of	February 28, 2019 % of			
	June 30, 2019	June 30, 2020	Revised Budget	Projected End Of Year	YTD	Budget Remaining	% of Budget Expended	Actuals Expended	Actuals Expended	Current YTD vs. PYTD	February 28, 2020	February 28, 2019
SUMMARY												
REVENUE	91,849,511	92,028,981	91,501,388	97,124,069	56,340,185	35,161,203	61.57%	61.92%	61.48%	(645,465)	56,985,650	56,468,480
EXPENDITURES	99,336,035	150,214,740	130,743,347	134,886,161	78,354,907	52,388,440	59.93%	61.10%	56.48%	(13,425,316)	91,780,223	56,107,203
SPENDING VARIANCE	(7,486,525)	(58,185,760)	(39,241,959)	(37,762,092)	(22,014,722)	N/A	N/A	N/A	N/A	12,779,851	(34,794,573)	361,278

Agenda Item IV.B

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 15, 2021

Subject: PERSONNEL ITEMS
(Recommended by Superintendent)

That the Board of Education approve the following 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

OLD BUSINESS – FOR ACTION

Agenda Item V.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 15, 2021

Subject: Student Activity Fund and Other Organizations

(Recommended by the Superintendent)

Passage upon a final read of Policy 703: Student Activity Fund and Other Organizations and the accompanying guideline. The policy and guideline have been reviewed by the Activities Advisory Committee and updated for clarity and to reflect current best practices.

Attachments:

Policy 703: Student Activity Fund and Other Organizations - redlined
Administrative Guideline 703.1 – redlined
Appendix to Administrative Guideline 703.1
MSBA Model Policy 713: Student Activity Accounting

RICHFIELD PUBLIC SCHOOLS

STUDENT ACTIVITY FUND AND OTHER ORGANIZATIONS

I. PURPOSE

~~This policy is a confirmation that t~~The Board of Education, by the authority of Minnesota Statute 123B.49, must assume the direction and control of the student activity funds.

~~Private-Outside~~ organizations that have a formal relationship with the District, such as PTAs, Parent Booster Clubs, Staff related accounts, Foundations etc. are independent entities that perform their own financial accounting, and cannot have a school district account be managed, accounted or reported by the district.

II. GENERAL STATEMENT OF POLICY

The use of student activity fund accounts shall be in compliance with the Manual for Uniform Financial Accounting and Reporting Standards (UFARS) for Minnesota Schools.

A. The Board must receive, disburse, and account for all funds of such activities in the same manner as all other revenues and expenditures of the district as directed by district policy and UFARS.

AB. The supervision and control of student activity accounts shall be the responsibility of the school principal or designee.

C. The financial accounting and reporting as directed by GASB 84 and UFARS shall be the responsibility of the Director of Finance or designee.

BD. The student activity accounts shall be separate and identifiable in the School District's UFARS chart of accounts.

CE. The student activity accounts shall be included in the annual school district audit with periodic reporting to the School Board.

~~D. All gifts and donations made to or originating from the student activity accounts' require School Board approval.~~

~~E. All contracts must be approved by the School Board.~~

III. INACTIVE ACCOUNTS

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Commented [JG1]: There is no way to separate activities using UFARS numbers. We can only use internal unique numbers that crosswalk to a common UFARS number.

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A. The School Board or designee may terminate at any time a program or activity as long as such action does not violate any other statute. In general the Board will dissolve a student activity account after two years of inactivity and the balances shall be transferred or donated to another student activity.

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B. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund may be reallocated by the school principal or designee to the remaining student activity accounts, existing or newly created.

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IV. OTHER ORGANIZATIONS THAT SUPPORT DISTRICT ACTIVITIES

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The School Board shall not maintain or account for funds generated by non-students, including but not limited to, convenience funds for staff members, Parent Booster Clubs, or parent-teacher organizations or association funds. Such organizations Outside organizations such as these that have a formal relationship with the District must maintain bank accounts separate from school district accounts and separate disbursement and accounting mechanisms.

Such organizations shall not use the District's letterhead, insignia, tax exemption status, tax identification numbers, and shall not hold themselves out in any manner as to be viewed as or mistaken to be a branch of the school without prior approval from the Board or its designee.

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The School District encourages external fundraising groups to follow appropriate accounting practices and conduct annual audits of financial records by an independent source. The School District's business office may provide guidance on compliance with this policy upon request of the individual organizations.

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A. Outside organizations that support RPS student activities

In the case of organizations such as parent booster clubs, parent-teacher organizations, foundations, etc., the following must be observed: In order to maintain proper separation of disbursement and accounting mechanisms, school district employees are not permitted to make deposits into a bank account maintained by such an organization, or be an authorized check signer to write checks against such account, or reconcile such an account. School district employees must not direct or influence the activities of nor A school employee shall not act as the treasurer or have any direct financial responsibility or influence for one of these organizations. For purposes of this policy, a school employee

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does not include a school board member or temporary or seasonal employee (working fewer than 67 days in a calendar year).

B. Outside organizations that support RPS staff activities

In the case of convenience funds for staff members, such as sunshine funds and staff activity clubs, etc., the following must be observed: Individuals within the district responsible for financial accounting and/or in leadership positions should not administer the outside organizational funds. If this is not possible due to the purpose of the fund, then two signatures must be obtained for all financial transactions.

~~B. Such organizations shall not use the District's letterhead, insignia, tax exemption status I.D., tax identification numbers, and shall not hold themselves out in any manner as to be viewed as or mistaken to be a branch of the school without prior approval from the Board or its designee.~~

~~C. The School District encourages external fundraising groups to follow appropriate accounting practices and conduct annual audits of financial records by an independent source.~~

~~D. The School District's business office shall may provide guidance on compliance with this policy upon request of the individual organizations.~~

Legal References: Minn. Stat. 123B.76-77 - Uniform Financial Reporting and Accounting Standards (UFARS)

Cross References: UFARS Manual, Chapter 14, Manual on Activity Fund Accounting (MAFA)

ADOPTED-RATIFIED BY THE BOARD OF EDUCATION: April 2, 2001

REVISED BY THE BOARD OF EDUCATION: February 6, 2006; November 20, 2006; March 15, 2021

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RICHFIELD -PUBLIC -SCHOOLS

ADMINISTRATIVE GUIDELINES

STUDENT ACTIVITY FUND AND OTHER ORGANIZATIONS

I. INTRODUCTION

The purpose of this guideline is to assist in the implementation of Policy 703, pertaining to the School Board's ~~-assuming the~~ direction and control of the student activity accounts.

II. DEFINITION

Whenever it is beneficial and in the best interest of the district ~~and thefor~~ students to participate ~~on-in a school~~ sports or educational ~~activity-activities~~ connected with their studies and outside of the territorial limits of the district, the board ~~or designee~~ may authorize such activity. The board or designee must determine if the student activity is co-curricular or extracurricular prior to the granting authority for the activity.

A. **Extracurricular activities** are defined as all direct and personal services for students, including home school students, for their enjoyment, that are managed and operated under the guidance of a school advisor. Extracurricular Student activities have **all** of the following characteristics:

1. The activity is not offered for school credit or required for graduation.
2. The activity is conducted outside schools hours, or if partly, during school hours, at times agreed by the participants, and approved by ~~the~~ school principal.
3. The activity **content is determined primarily by the student** participants under the guidance of a school advisor.
4. ~~The activity is self-sustaining. All expenses, except advisor salary and indirect costs incurred by the use of school facilities, are paid by the activity.~~

B. **Co-Curricular Activities (Non-Athletics)** are defined as school sponsored and directed activities designed to provide opportunities for students to participate, on an individual or group basis, in school and public events for the improvement of skills. Co-Curricular activities are not offered for school credit, cannot be counted toward graduation and have one or more of the following characteristics:

1. The activity is conducted at regular and uniform times during school hours, or at times established by the principal.

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2. The activity is directed by an instructional staff advisor in a learning environment similar to that found in courses offered for credit.
3. The activity is partially funded by public funds for general instructional purposes under the direction and control of the board.

CB. ~~Private-Outside~~ organizations ~~that have a formal relationship with the District~~, such as PTAs, Parent Booster Clubs, ~~Staff related convenience accounts, Foundations~~ etc., are ~~independent~~ entities that perform their own accounting functions, and ~~must not be managed, accounted or reported by the district can not have a student activity account.~~

~~1. In order to maintain proper separation of disbursement and accounting mechanisms, school district employees are not permitted to make deposits into a bank account maintained by such an organization, or write checks against such account, or be an authorized check signer to write checks against, or reconcile such an account. School district employees must not direct or influence the activities of nor A school employee shall not act as the treasurer for one of these organizations. For purposes of this policy, a school employee does not include a school board member or temporary or seasonal employee (working fewer than 67 days in a calendar year).~~

21. Such organizations shall not use the District's letterhead, ~~insignia~~, tax exemption ~~status, tax~~ I.D. ~~numbers~~, and shall not hold themselves out in any manner as to be ~~viewed as or mistaken to be~~ a branch of the school ~~without prior approval from the Board or its designee.~~

2. In the case of organizations such as parent booster clubs, parent-teacher organizations, foundations, etc., the following must be observed: In order to maintain proper separation of disbursement and accounting mechanisms, school district employees are not permitted to make deposits into a bank account maintained by such an organization, or be an authorized check signer to write checks against, or reconcile such an account. School district employees must not direct or influence the activities of nor have any direct financial responsibility or influence for one of these organizations. For purposes of this guideline, a school employee does not include a school board member or temporary or seasonal employee (working fewer than 67 days in a calendar year).

3. In the case of convenience funds for staff members, such as sunshine funds and staff activity clubs, etc., the following must be observed: Individuals within the district responsible for financial accounting and/or in leadership positions should not administer the outside organizational funds. If this is not possible due to the purpose of the fund, then two signatures must be obtained for all financial transactions.

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CD. A student activity account is not to be used by the schools to receive commission sales from vending machines, and school picture sales.

III. ACTIVITY PURPOSE

An **Activity Purpose Summary** form, see Appendix A, or equivalent must be completed for each student activity on an annual basis, signed by the advisor, principal or designee, and maintained on file in the Business Office.

The completed form must include the following elements:

- Date
- Name of activity
- Purpose of activity
- Grade of students who will benefit from the activity
- Acknowledgement that the advisor has received a copy of the UFARS Manual for Activity Fund Accounting (or District equivalent) and responsibilities related to the activity
- Instructions for disposal of the balance of the activity's funds upon termination
- Name of Advisor – printed, signature and date
- Name of Building Principal or designee – printed, signature or similar acknowledgement and date

Note: An email confirmation is acceptable in lieu of signatures if it contains an acknowledgment that the summary has been reviewed by the responsible parties (i.e., advisor, building principal or designee).

IV. EXPENDITURES

A student activity account must serve a specific group of students and is not to be used to circumvent the district's standard purchasing and accounting practices. Expenditures must follow public purpose. Public purpose means an activity that meets all of the following:

- will benefit the community as a whole
- is directly related to the functions of the district
- does not have as its primary objective the benefit of a private interest.

A. Acceptable activity account expenditures include, but are not limited to:

1. Expendable supplies spent on the operation of the activity.
2. Admission and participation fees for the entire group, not specific individuals within the group
3. Entertainment for specific student activity events, including contracted services (i.e., disc jockey for prom)
4. Food, lodging, transportation

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5. Travel expenditures
6. Clothing for students participating in the student activity
7. Donations that meet the mission, ~~and~~ vision, ~~and~~ ~~Activity Purpose~~, of the student activity as determined by the students.

~~2. Contracted services, and equipment purchases require School Board Approval before the actual expenditure is made.~~

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B. Unacceptable activity account expenditures include, but are not limited to:

1. Salaries of advisors and/or any incidental expenses arising from the use of school property.
2. Employee ~~C~~ompensation, ~~G~~ifts, ~~A~~wards or personal items. ~~Payments for services performed by an employee of the district.~~
3. Gift cards or gifts certificates or any other cash-like medium.
4. Faculty meetings or events
5. Costs not representative of the student activity purpose
53. ~~Faculty Advisor and/or other district staff travel expense~~, unless such travel expense is clearly in connection with the student activity purpose~~operation~~ of the student activity.
6. Library books, office supplies, furniture, textbooks or other supplies for general instructional use.
7. Field trips that are curricular in nature.
8. Donations or gifts made to individuals, religious entities or organizations such as a booster club, PTO, ~~or~~ school foundation.
9. Scholarships
10. Sales tax except airfare, hotel, auto rental and prepared meal costs not served on district property.

~~C. Certain expenditures may be authorized by the principal using a student activity check request form.~~

1. ~~Supplies and materials for the operation of the activity.~~
2. ~~Customary expenses of student activities, such as travel, food, lodging, registration fees, tickets for admissions, refreshments, and entertainment.~~

CD. All transportation needs should be coordinated with the transportation office.

IV. RECEIPTS

- A. Revenue should include any donations, membership fees, admissions, or proceeds of any activity sponsored ~~by the Board~~~~fund-raisers~~. Gifts and donations must be ~~approved-accepted~~ by the school board ~~for activities~~. Gifts may require governing board approval for acceptance.
- B. Deposits ~~in the designated activity fund bank account~~ are to be made promptly.
- C. All revenue collected from vending machines or school pictures are district revenues, and ~~are to be deposited in the district's bank account~~cannot be deposited in any student activity account.

VI. PAYMENTS-DISBURSEMENTS

- A. ~~A check will be issued on the basis of properly approved check request form~~Disbursements should follow normal district purchasing procedures and policies. The request shall provide the following information:
1. Name of Organization
 2. Explanation of Disbursement
 3. Name of Vendor(s)
 4. Date Requested
 5. Account Code
 6. Appropriate Documentation (i.e., original itemized invoice, itemized sales slip)
- B. Disbursement must be approved by:
1. Individual Activity Fund Student Treasurer (when applicable)
 2. Activity Advisor and/or
 3. ~~Administrator~~Principal or designee
- C. No individual student activity account can have a negative balance at the end of the fiscal year. Deficit financing, or writing a check against an account which has an insufficient cash balance is not an acceptable practice.
- D. The student activity "petty cash-~~envelop~~" is maintained in a discrete, locked location in the principal's school office and ~~should~~can be used to reduce the number of check requests and expedite reimbursements. Disbursements must not be paid directly with petty cash. As a general rule, petty cash should only be used for reimbursable expenses less than \$100 ~~and as often as possible~~. Proper, dated and detailed documentation including approval as outlined in V.B. above must be supplied in order to receive reimbursement.
- E. The use of personal checking accounts by employees, such as advisors or principals, to support student activity expenses is prohibited by law.

F. Contracted services, and equipment purchases must be made by following normal district processes. However, Student Activity accounts cannot advertise, solicit and award bids.

VI. INACTIVE/DISCONTINUED ACTIVITY ACCOUNTS WITH REMAINING CASH BALANCES

For either inactive or discontinued accounts, follow the instructions on the Activity Purpose Summary or equivalent, which provides instructions for disposition of an activity and the related funds upon termination.

Any student activity account, which has been inactive for a maximum of one fiscal year, must be disposed of, unless the advisor submits a plan to the Business Office, indicating why the activity has been inactive and why it should not be terminated.

For student activity accounts related to a graduated class, any funds remaining in the account after graduation must be disposed of as indicated on the Activity Purpose Summary or equivalent, in a timely manner. For transactions occurring after graduation, it is acceptable for the advisor and principal, or designee, to approve transactions. Student signatures are not required after graduation as long as the remaining account balance is being disposed of in accordance with the termination instructions on the Activity Purpose Summary.

An activity fund balance should be disposed of when the original purpose of the fund no longer exists. The principles dealing with the liquidation of a nonprofit corporation, contained in M.S. 317.57, 1974 are applied.

A. First, all liabilities and obligations should be paid.

B. Second, any money that was received subject to a special limitation, if the condition or limitation occurs because of the liquidation of the account, it should be returned to the donor.

C. If any funds were donated with a specific purpose, which purpose could be fulfilled by donating the funds to another organization, then the funds should be so donated.

D. In the absence of any restrictions, money remaining after the above distributions may be distributed, subject to the exception listed below.

1. One restriction on the distribution is: Student activity funds shall not be used for any purpose which represents an accommodation, loan, or credit to any individual.

2. A student activity may be dissolved by the members whenever entire membership graduates (i.e. class funds) or when the organization cannot be advised or maintained by a district employee.

~~3. Balances shall be transferred or donated to another organization prior to being dissolved.~~

VIII. FISCAL REQUIREMENTS

- A. Any changes, termination or addition of an activity account shall be documented by the school principal and coordinated with the business office.
- B. The school principal shall insure that all accounts are in compliance with the Manual on Activity Fund Accounting (MAFA). The principal shall be responsible for providing each activity advisor with the manual and supervising their compliance.
- C. The account records shall be reconciled monthly by the activity treasurer and the school district business office.
- D. An annual student activities summary statement of receipts, disbursements and current balances for each student activity account ~~budget~~ shall be prepared for approval by the School Board.
- E. Activity account reporting shall routinely be provided to the School Board and included in the annual financial audit report.

~~VIII~~IX. ENTERING INTO CONTRACTS

All contracts must be approved by the School Board. ~~Any other contract arrangement is considered null and void by the school district, and may become the personal liability of school personnel.~~

The contracts for vending machines, year-book and school picture sales must be approved by the School Board.

Cross References: Uniform Financial Accounting and Reporting Standards (UFARS)
Policy 653 – Field Trips
Policy 707 – Commission Sales – Vending and School Pictures
Policy 744 – Co-Curricular & Athletic Transportation

Legal References: Minn. Stat. 123B.76.77, UFARS
Minn. Stat. 123B.76-77, Chapter 14 – MAFA Manual
Minn. Stat. 123B.49 - Co-Extracurricular
Minn. Rule 3500.1050 - Co-Extracurricular
Minn. Stat. 123B.35-38 - Pupil Fees

Section 700
Non-Instructional Operations

Administrative Guidelines 703.1
page 8

- 1 Minn. Stat. 123B.09 & .52 - Contracts
- 2 Minn. Stat. 123B.02, subd. 6 - Gifts
- 3 Minn. Stat. 471.345 - MN Bid Law
- 4
- 5
- 6
- 7 Dated: May 7, 2001
- 8 Reviewed:
- | 9 Revised: February 6, 2006; November 20, 2006; March 15, 2021

Appendix A – Forms

Activity Purpose Summary

Student Activity Purpose Summary

Richfield Public Schools

Date: _____ Name of Activity: _____

Purpose of Activity:

Grade of Students who will benefit from Activity: _____

Student Activity Guidance

Student activities are in nature by the students and for the students. The Advisor role is limited to advising only. The students should be making the decisions regarding the allocation of funds.

Student activities are not permitted to pay staff or contracted staff related costs. The student activity cannot donate funds to the district that will then be used to pay for staff-related costs.

All expenditures must benefit the students participating in the student activity who are currently enrolled. *(Districts should customize this list based on local policies and procedures, if more restrictive)*

Appropriate expenditures for student activity accounts include, but are not limited to, the following:

- Admission and participation fees for the entire group, not specific individuals within the group
- Entertainment for specific student activity events, including contracted services (i.e., Disc Jockey for prom)
- Food
- Lodging
- Supplies and materials
- Clothing for students participating in the student activity
- Transportation
- Travel expenditures

Inappropriate expenditures for student activity accounts include, but are not limited to, the following:

- Assemblies not representative of the student activity purpose
 - Employee compensation, gifts or awards
 - Faculty meetings or events
 - Labor or service payments (staff salaries or independent contractors acting as staff)
 - Library books
 - Office supplies
 - Office or school furniture (for instructional use)
 - Textbooks
 - Gift cards
 - Gift certificates
 - Field trips which are curricular in nature
 - Personal items for coaches, advisors or other staff members
 - Scholarships
-

Appropriate donations should meet the mission and vision of the student activity as determined by the students and may include, but are not limited to, the following:

- Donations that the student activity determines after the students have realized a surplus fund balance should be recorded in the General Fund 01 with Finance Code 301.
- Donations that the students have pre-determined to raise funds for a non-profit organization (i.e., culinary club does a Second Harvest food drive or the Spanish club does a fundraiser for Puerto Rico Hurricane Relief) should be recorded in the Custodial Fund 18.

Inappropriate donations from the student activity accounts include, but are not limited to, the following:

- Donations to individuals
- Donations for religious activities
- Donations to booster clubs
- Donations to parent teachers organizations
- Donations to staff related accounts
- Donations to school foundations
- Donations to scholarship fund

I, _____ (advisor) have read and understand the attached rules and policies. I acknowledge my responsibilities for assuring proper procedures are followed.

Advisor's Name (printed)

Advisor's Signature

Date of Submission

Building Principal's name (printed)

Principal's Signature

Date of Approval

Upon termination of the above named activity, any unobligated funds that remain in the account will be transferred to:

Advisor's Name (printed)

Advisor's Signature

Date of Submission

Activity Student Representative
Name (printed)

Principal's Signature

Date of Approval

Business Office Use Only

Restricted Fund Balance Code: _____

Course Code Assigned (if used): _____

Adopted: _____

MSBA/MASA Model Policy 713

Orig. 2004

Revised: _____

Rev. 2019

713 STUDENT ACTIVITY ACCOUNTING

I. PURPOSE

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

II. GENERAL STATEMENT OF POLICY

A. Curricular and Cocurricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

[Note: The school board is required by Minn. Stat. § 123B.49, Subd. 2, to take charge of and control over all cocurricular activities, including all money received for such activities.]

B. Extracurricular Activities

The school board shall take charge of and control over all student activity accounting that relates to extracurricular activities.

[Note: The school board is required by Minn. Stat. § 123B.49, Subd. 4, to take charge of and control over all extracurricular activities, including all money received for such activities.]

C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

III. DEFINITIONS

A. Cocurricular Activity

A “cocurricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Cocurricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A “curricular activity” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Noncurricular/Supplementary) Activity

An “extracurricular (noncurricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. **MANAGEMENT AND CONTROL OF ACTIVITY FUNDS**

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
2. The treasurer shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures.

B. Extracurricular Activities

1. Any and all costs of extracurricular activities may be provided from school revenues.
2. All money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
3. The treasurer shall account for all revenues and expenditures related to extracurricular activities in accordance with UFARS and school district policies and procedures.
4. All student activity funds will be collected and expended:
 - a. in compliance with school district policies and procedures;
 - b. under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;
 - c. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
 - d. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
 - e. in a manner which meets a public purpose.
5. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will remain in the general fund and may be used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity

account shall be administered in accordance with the terms of the gift or donation and school district policy.

V. DEMONSTRATION OF ACCOUNTABILITY

A. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

B. Fundraiser Report

The administration will prepare a fundraising report semi-annually which will be reviewed by the school board in May and November. The report will list the activity, type of fundraisers, timing, purpose, and results.

[Note: The school board should conduct periodic reviews of student fundraising. The manner in which such reviews are conducted is in the discretion of the school board.]

Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.15, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.35 (General Policy)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.38 (Hearing)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)
Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

Cross References: Uniform Financial Accounting and Reporting Standards (UFARS)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)

MSBA/MASA Model Policy 704 (Development and Maintenance of an
Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)

OLD BUSINESS – FOR ACTION

Agenda Item V.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 15, 2021

Subject: Investments

(Recommended by the Superintendent)

Passage upon a third read of Policy 702: Investments and the accompanying guideline. The policy has been reviewed by the Fiscal Planning Advisory Committee and updated to reflect current best practices.

Attachments:

Policy 702: Investments - redlined
Administrative Guideline 702.1 - redlined
MSBA Model Policy 705: Investments

RICHFIELD -PUBLIC -SCHOOLS

POLICY ON INVESTMENTS

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Chapter 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows:
 - 1. **SAFETY AND SECURITY** - Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
 - 2. **LIQUIDITY** - The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable and debt service.
 - 3. **RETURN AND YIELD** - The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

| 1
2

V. DELEGATION OF AUTHORITY

- A. The ~~Business Manager~~Director of Finance of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees, but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust, and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in the Administrative Guideline. The internal controls

1 shall be reviewed by the school board and shall be annually reviewed for
2 compliance by the school district's independent auditors. The internal
3 controls shall be designed to prevent and control losses of public funds due
4 to fraud, error, misrepresentation, unanticipated market changes or
5 imprudent actions by officers, employees or others. The internal controls
6 may include, but shall not be limited to, provisions relating to controlling
7 collusion, separating functions, separating transaction authority from
8 accounting and record keeping, custodial safekeeping, avoiding bearer
9 form securities, clearly delegating authority to applicable staff members,
10 limiting securities losses and remedial actions, confirming telephone
11 transactions, supervising and controlling employee actions, minimizing the
12 number of authorized investment officials, and documenting transactions
13 and strategies.
14

15 **IX. PERMISSIBLE INVESTMENT INSTRUMENTS**

16
17 The school district may invest its available funds in those instruments
18 specified in Minn. Stat. 118A.04 and 118A.05, as these sections may be
19 amended from time to time, or any other law governing the investment of
20 school district funds. [The assets of an other postemployment benefits](#)
21 [\(OPEB\) trust or trust account established pursuant to Minn. Stat. 471.6175](#)
22 [to pay postemployment benefits to employees or officers after their](#)
23 [termination of service, with a trust administrator other than the Public](#)
24 [Employees Retirement Association, may be invested in instruments](#)
25 [authorized under Minn. Stat. Ch. 118A or § 356A.06, Subd. 7. Investment](#)
26 [of funds in an OPEB trust account under Minn. Stat. § 356A.06, Subd. 7, as](#)
27 [well as the overall asset allocation strategy for OPEB investments, shall be](#)
28 [governed by an OPEB Investment Policy Statement \(IPS\) developed](#)
29 [between the investment officer, as designed herein, and the trust](#)
30 [administrator.](#)
31

32 **X. PORTFOLIO DIVERSIFICATION; MATURITIES**

33
34 A. Limitations on instruments, diversification and maturity scheduling
35 shall depend on whether the funds being invested are considered
36 short-term or long-term funds. All funds shall normally be considered
37 short-term except those reserved for building construction projects
38 or specific future projects and any unreserved funds used to provide
39 financial-related managerial flexibility for future fiscal years.
40

41 B. The school district shall diversity its investments to avoid incurring
42 unreasonable risks inherent in over-investing in specific instruments,
43 individual financial institutions or maturities.
44

- 45 1. The following list specifies the maximum percentage of the
46 school district's investment portfolio that may be invested in a
47 single type of investment instrument.

For example, a maximum of 100% of the portfolio could be invested in U.S. Treasury Obligations; a maximum of 25% of the portfolio could be invested in Repurchase Agreements.

- a. U. S. Treasury Obligations (Bills, notes and bonds) – 100%.
- b. U.S. Government Agency Securities and Instrumentalities of Government Sponsored Corporations – 100%.
- c. Bankers' Acceptances (BAs) – 25%.
- d. Commercial Paper – Prime Double Rated (CP) – 85%.
- e. Repurchase Agreements (Repos) – 25%.
- f. Certificates of Deposit (CDs) Commercial Banks (Government Collateral above [\\$250,000current](#) F.D.I.C. insurance level) – 85%.
- g. Certificates of Deposit (CDs) Savings and Loan Associations (not to exceed [\\$250,000current](#) F.S.L.I.C. insurance level) – 85%.
- h. Local Government Investment Pool – 75%.
- i. Money Market Funds – 100%.

2. The school district shall diversify its investments by using several financial institutions so that no more than 66 percent of the total portfolio is with any one financial institution when the total portfolio exceeds \$1,000,000. When the total portfolio is \$1,000,000 or less, diversification may not be necessary or possible.

3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as [anticipated](#) receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this

1 policy. Generally all quotations or bids will be computed on a consistent
2 basis, i.e., a 360-day or a 365-day yield. Records will be kept of the
3 quotations or bids received, the quotations or bids accepted and a brief
4 explanation of the decision that was made regarding the investment. If the
5 school district contracts with an investment advisor, bids are not required in
6 those circumstances specified in the contract with the advisor.
7

8 **XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS**

9

- 10 A. The school district shall maintain a list of the financial institutions that
11 are approved for investment purposes.
12
13 B. Prior to completing an initial transaction with a broker, the school
14 district shall provide to the broker a written statement of investment
15 restrictions which shall include a provision that all future investments
16 are to be made in accordance with Minnesota Statutes governing the
17 investment of public funds. The broker must annually acknowledge
18 receipt of the statement of investment restrictions and agree to
19 handle the school district's account in accordance with these
20 restrictions. The school district may not enter into a transaction with
21 a broker until the broker has provided this annual written agreement
22 to the school district. The notification form to be used shall be that
23 prepared by the State Auditor. A copy of this investment policy,
24 including any amendments thereto, shall be provided to each such
25 broker.
26

27 **XIII. SAFEKEEPING AND COLLATERALIZATION**

28

- 29 A. All investment securities purchased by the school district shall be
30 held in third-party safekeeping by an institution designated as
31 custodial agent. The custodial agent may be any federal reserve
32 bank, and bank authorized under the laws of the United States or
33 any state to exercise corporate trust powers, a primary reporting
34 dealer in United States Government securities to the Federal
35 Reserve Bank of New York, or a securities broker-dealer defined in
36 Minn. Stat. 118A.06. The institution or dealer shall issue a
37 safekeeping receipt to the school district listing the specific
38 instrument, the name of the issuer, the name in which the security is
39 held, the rate, the maturity, serial numbers and other distinguishing
40 marks, and other pertinent information.
41
42 B. Deposit-type securities shall be collateralized as required by Minn.
43 Stat. 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or
44 other federal deposit coverage.
45
46 C. Repurchase agreements shall be secured by the physical delivery or
47 transfer against payment of the collateral securities to a third party

or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XIV. REPORTING REQUIREMENTS

- A. The investment officer shall generate monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. 471.38.

Legal References: Minn. Stat. 118A.01 (Public Funds; Depositories and Investments)
Minn. Stat. 118A.02 (Authorization for Deposit and Investment)
Minn. Stat. 118A.03 (Depositories and Collateral)
Minn. Stat. 118A.04 (Investments)
Minn. Stat. 118A.05 (Contracts and Agreements)
Minn. Stat. 118A.06 (Delivery and Safekeeping)

1
2 Cross References: Board Policy 704 – Annual Audit
3 MSBA Service Manual, Chapter Finance 7, Education
4 Funding
5 Minnesota Legal Compliance Audit Guide prepared by the
6 Office of the State Auditor
7

8
9 ~~ADOPTED~~ RATIFIED BY THE BOARD OF EDUCATION: November 17, 1997
10

11 REVISED BY THE BOARD OF EDUCATION: February 22, 2005, June 16, 2009

RICHFIELD -PUBLIC -SCHOOLS

ADMINISTRATIVE GUIDELINES ON INVESTMENTS

The ~~Business Manager~~Director of Finance and/or designee shall be responsible for investing District funds according to the following procedures:

1. A cash flow analysis will be used to project future District cash needs.
2. Funds which exceed anticipated current need will be invested as provided in the investment policy for periods of time which coincide with needs projected in the cash flow analysis.
3. Competitive bids will be requested from approved depositories ~~by telephone~~.
4. When deemed reasonable, the investment will be awarded to the bidder responding with the highest yield that meets the criteria established in the investment policy and this guideline. Tied bids will be resolved at the discretion of the ~~Business Manager~~Director of Finance and/or designee.
5. Since investment decisions must be made within a narrow time framework, bids, which are not received in a timely manner, may be excluded from consideration in the awarding process.
6. District investments in any one institution shall ~~be kept to a maximum of not exceed~~ 66 percent of the total portfolio when the portfolio exceeds \$1,000,000. Implementation of these guidelines may require rejections, in total or in part, of bids with the greatest yield.
7. Possession of the investment document will not be requested unless appropriate safekeeping arrangements cannot be made.
8. Investment decisions will be made in a manner consistent with the Board of Education policy and these guidelines understanding that the ~~Business Manager~~Director of Finance or designee shall have the authority to act with discretion in interpreting policy or addressing questions not specified in the policy.

Dated: November 17, 1997
Reviewed: September 7, 2010
Revised: February 22, 2005

Adopted: _____

MSBA/MASA Model Policy 705

Orig. 1995

Revised: _____

Rev. 2009

705 INVESTMENTS

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

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Ch. 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
 - 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
 - 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
 - 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

- A. The _____ of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping,

avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minn. Stat. §§ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minn. Stat. § 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minn. Stat. Ch. 118A or § 356A.06, Subd. 7. Investment of funds in an OPEB trust account under Minn. Stat. § 356A.06, Subd. 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
 - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
 - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
 - 3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues.

Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. §

118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

- B. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XIV. REPORTING REQUIREMENTS

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.
- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate

or penalty calculation purposes.

XV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

Legal References: Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)
Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)
Minn. Stat. § 118A.03 (Depositories and Collateral)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (Delivery and Safekeeping)
Minn. Stat. § 356A.06, Subd. 7 (Authorized Investment Securities)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)
MSBA Service Manual, Chapter 7, Education Funding
Minnesota Legal Compliance Audit Guide Prepared by the Office of the State Auditor

OLD BUSINESS – FOR ACTION

Agenda Item V.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 15, 2021

Subject: Budget and Fund Reserves

(Recommended by the Superintendent)

Passage upon a third read of Policy 701: Budget and Fund Reserves. The policy has been reviewed and updated by the Fiscal Planning Advisory Committee. A new administrative guideline has been written to accompany this policy.

Attachments:

Policy 701: Budget and Fund Reserves - redlined

Administrative Guideline 701.1

MSBA Model Policy 701: Establishment and Adoption of a School District Budget

RICHFIELD PUBLIC SCHOOLS
BUDGET AND FUND RESERVES

I. GENERAL STATEMENT OF POLICY

The Board will provide direction regarding school district budget and financial affairs which reflects the general philosophy and goals of the community and which provides a framework within which the school system's administrative team can operate.

The budget and finance processes will conform to all state and local requirements as set forth by State statutes, ~~State Department of Children, Families and Learning~~ Minnesota Department of Education and Board policies.

II. PURPOSE AND GOALS

- A. The purpose of district budget and finance policies will be to provide direction for a systematized procedure such that continuity is maintained from year to year, and the public is kept informed regarding the educational and financial operations of the school district.
- B. In the district's fiscal management, the Board will seek to achieve the following goals:

1. ~~4.~~ To establish levels of funding which will provide quality education for the district's students, including a review of the District's revenue sources in comparison to other Districts to ensure equitable access to programming for Richfield students.
2. To develop budgets and to guide expenditures so that the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended may be achieved.
3. To use the best available techniques of long-range planning, budget development, and budget administration, and to establish efficient procedures for accounting, reporting, purchasing, contracting, payments, auditing, and all other areas of fiscal management.
4. To maintain adequate fund reserves so that the district remains debt free and avoids the negative financial impact associated with borrowing for normal operational needs.
5. To promote transparency in the budget process to ensure community understanding and support in helping the district achieve its educational and financial goals.

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III. PREPARATION OF THE BUDGET

Preparation of the budget shall include the following phases:

A. Preliminary Budget

The preliminary budget is a rough estimate of total revenues and expenditures in each fund. It will be prepared in May of each year.

B. Adopted Budget

The adopted budget will be approved in June of each year and will include the following:

1. Current and projected year-end balances
2. Statements of estimated revenues by fund and source
3. Statements of estimated expenditures by fund and program.

C. Revised Budget

The revised budget will incorporate itemized amendments to the adopted budget. Said amendments, insofar as possible shall reflect changes in enrollment, legislation, negotiations, and other circumstances having a material impact on the district's finances. Typically, the revised budget will be approved in March; however, budget amendments may be submitted for Board approval whenever material deviations are recognized and quantified.

Upon acceptance by the Board, the budget represents the granting of authority to the administration for all expenditures, which are to be made during the fiscal year.

IV. BUDGET RESERVE POLICIES

In preparing budgets, the administration shall be guided by the following budget reserve policies:

A. It is desirable to have an unassigned positive reserve balance in each of the district's operating funds in order to:

1. provide a positive cash position at all times,
2. provide a cushion to smooth out revenue and expenditure variances,

3. cover appropriation deficiencies,
4. retain credit worthiness and a high bond rating, ~~and~~
5. provide for unexpected or emergency expenditures, ~~and~~
6. provide sustainability of programming which may be limited due to external factors in state or local revenue sources.-

B. In order to achieve the goals identified in part A of this section, the District should seek to maintain an adequate reserve of funds in the Unassigned fund balance. Further, the District may identify specific priorities for future funding or specific anticipated risks to district financial stability using the Assigned and/or Committed fund balances to be reviewed at least annually.

C. Therefore, the Board of Education desires to maintain an unassigned balance in each operating fund in the range of 4% to 108% of the annual expenditure budget. The superintendent shall be responsible for annually presenting plans to the board of education that effectively consider the budgetary impact of the current unassigned fund balance. Recommendations for this are found in Administrative Guideline 701.1. Annually, the Board will consider the superintendent's recommendation, review economic conditions and financial prospects and decide if the 4-10% reserve is realistic.

~~1. When an unassigned fund balance is at or above 8%, the superintendent shall consider opportunities to add programming to specifically meet district priorities and/or consider use of the reserve fund balance to limit reductions in the following year's budget.~~

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~~2.1. When an unassigned fund balance is at or below 8% but greater than 64% of projected annual expenditures, the superintendent shall specifically alert the Board to this condition and propose options for the Board to consider in order to limit deficit spending and maintain existing fund balance. Options might include actions such as:~~

- ~~• limiting new program proposals~~
- ~~• reductions in per pupil allocations for non-personnel expenses~~
- ~~• adjustments in staffing ratios~~
- ~~• identifying other financial/economy measures which do not materially degrade quality of program offerings or services~~

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~~2. When an unassigned fund balance is at or below 6% but greater than 4% of projected annual expenditures, the superintendent shall alert the Board to this condition and propose options for the Board to consider. Options might include actions such as:~~

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- ~~• identifying resources for additional revenue to provide needed programming, including voter approved referendums or legislative support~~
- ~~• ensuring new programs are at least partially off set with reductions in other areas~~

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- ~~—reducing per pupil allocations for non-personnel expenses~~
 - ~~—adjusting staffing ratios~~
 - ~~—review opportunities to reallocate assigned or committed fund balances~~
 - ~~other financial measures which do not materially degrade quality of~~
 - ~~program offerings or services~~
2. ~~When a fund balance is at or below 4% of projected annual expenditures, the superintendent shall specifically alert the Board to this condition and shall propose measures to improve the balance. Such measures could include:~~
- ~~—taking immediate action to obtain additional revenue needed for~~
 - ~~maintaining programming~~
 - ~~• eliminating ensuring new program proposals are equally off set with~~
 - ~~reductions in other areas~~
 - ~~• reducing in program offerings or services based on program~~
 - ~~priorities~~
 - ~~—increasing in student/staff ratios~~
 - ~~• reallocating non-essential categories within the assigned or committed~~
 - ~~fund balances~~
 - ~~• seeking additional revenues through referendum or other~~
 - ~~means planning budget and expenditure assumptions to account for~~
 - ~~any potential financial risk to the organization in order to provide, at a~~
 - ~~minimum, a balanced budget~~
3. ~~Annually, the Board will consider the superintendent's recommendation, review economic conditions and financial prospects and decide if the 4-108% reserve is realistic.~~

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V. FUND BALANCE CLASSIFICATIONS

The Governmental Accounting Standards Board (GASB) issued Statement No. 54 to enhance the usefulness and to achieve more consistent fund balance reporting.

A. DEFINITIONS

Fund Equity – A fund's equity is generally the difference between its assets and its liabilities.

Fund Balance – An accounting distinction is made between the portions of fund equity that are spendable and nonspendable. These are broken into five categories:

1. "Assigned" fund balance amounts are comprised of unrestricted funds constrained by the school district's intent that they be used for

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specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district's intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.

2. "Committed" fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
3. "Nonspendable" fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
4. "Restricted" fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
5. "Unassigned" fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditures for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.

B. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

C. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order: restricted, committed, assigned, and unassigned.

D. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

E. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for the specific purposes when appropriate. The board also delegates the power to assign fund balances to the ~~superintendent~~ Superintendent and ~~business manager~~ Chief Human Resources and Administrative Officer. All assigned fund balances shall be reported to the board on an annual basis.

~~VI. POLICIES REGARDING EXPENDITURES AND EXPENDITURE REDUCTIONS~~

~~The following guidelines have been adopted by the Board of Education for consideration when making budgetary decisions regarding expenditures and expenditure reduction:~~

~~A. General Considerations Impacting More Than One Fund~~

- ~~1. Budgetary decisions should be focused on meeting student and community needs and supporting the school district's mission and goals.~~
- ~~2. Budgeting should be based on a comprehensive needs assessment that considers:~~
 - ~~a. Current and emerging instructional needs and trends~~
 - ~~b. Research and best practices that support student learning~~
 - ~~c. Demographic changes~~
 - ~~d. Enrollment fluctuations~~
 - ~~e. Programmatic changes~~
 - ~~f. Ensuring equitable opportunities for success in achieving programmatic outcomes.~~
- ~~3. Additional factors to be considered when making decisions regarding expenditure reductions include:~~
 - ~~a. Services which other governmental agencies, private groups, or families themselves can assume (at least potentially) should be given extra consideration when making budget reductions.~~

- ~~b. Apply budget modifications objectively across all buildings in the district.~~
- ~~c. Where possible, make personnel cuts through attrition as opposed to layoffs.~~
- ~~d. Do not restore or add programs/services/personnel unless they can be sustained on a long-term basis.~~
- ~~e. Uphold Federal and State laws and regulations, policies and administrative regulations of the Richfield Board of Education, and contractual obligations with employees.~~
- ~~f. Consolidate programs or operate on a reduced basis in order to retain programs, eliminating them only when program funding is so minimal that public expectations cannot be met.~~

~~B. Budgetary Considerations Regarding Education Related Items (General Fund)~~

- ~~1. Educational priorities and use of education resources should be grounded in the District's Strategic Plan, including the district's mission, beliefs, strategic policies, objectives and strategies.~~
- ~~2. Factors to be considered when making decisions regarding education-related expenditure reductions include:~~
 - ~~a. Despite budget reductions, the educational system should remain progressive and dedicated to quality, serving the various capabilities and interests of all students. Efforts to promote student learning, advance administrative and instructional uses of technology, promote professional development, and improve programs should persist.~~
 - ~~b. Maintain the integrity of basic programs. If programs need to be reduced or eliminated, use the District's Mission, Beliefs, and Strategic Policies as a guide in establishing priorities.~~
 - ~~c. Within the General Fund, seek methods of cutting expenses that minimize the impact on the educational program.~~
 - ~~d. Consider budget reductions, which adversely impact the fewest pupils.~~
 - ~~e. Consider expanding class sizes to avoid total elimination of specialized programs such as art, music, technology education, and enrichment activities.~~

~~f. Consolidate programs or operate on a reduced basis, rather than totally eliminating programs.~~

~~g. Rather than funding a program at a very minimal level, eliminate the program altogether to avoid misconceptions and misplaced expectations.~~

~~h. Where possible, allow desired services to remain on a "pay-as-you-go" basis or via user fees; regularly update fees and rental rates to reflect market conditions and reasonably reflect actual costs.~~

~~i. Make cuts in services that might be subsidized by other groups such as parent/teacher organizations and booster groups.~~

~~C. Budget Considerations Regarding Facilities, Operations and Maintenance and other Capital Expenses~~

~~1. Facility changes should reflect comprehensive facility planning that reflects the following goals and criteria:~~

~~a. Criteria such as enrollment and deferred maintenance thresholds will trigger facility changes.~~

~~b. Facilities will be designed and used in ways that make Richfield Public Schools exciting, attractive, and productive, while maximizing efficiency.~~

~~c. Facilities will meet building and life safety codes and protect the safety and well being of students, staff, and occupants.~~

~~d. Proposals for facility change will have reasonable cost implications.~~

~~e. The community will have a sense of ownership of the comprehensive facility plan.~~

~~2. Additional factors to be considered when considering capital expenditure reductions or revenue increases include:~~

~~a. Avoid cutbacks in areas such as preventative maintenance which, if not conducted on a timely basis may lead to greater costs over the long term.~~

~~b. Evaluate whether the use of purchased/ or contracted services or existing personnel are more efficient in, using existing personnel wherever possible fulfilling responsibilities.~~

~~c. If cutbacks are made in the area of housekeeping building cleaning, attempt to spread the reductions in service such that the impact of the reductions is as minimal as possible.~~

~~d. Revise building user fees and rents to reflect actual costs of operating the buildings.~~

~~D. Budgetary Considerations Regarding Transportation Services~~

~~1. Transportation resources should be used efficiently to meet legal requirements and facilitate student participation in school programs and activities.~~

~~2. Additional factors to be considered when considering transportation expenditure reductions or revenue increases include:~~

~~a. Consider eliminating or consolidating services where possible.~~

~~b. Review all transportation services not required by law.~~

~~c. Consider providing some services on a fee for service basis.~~

~~E. Considerations Regarding the Process for Budgetary Decision-making~~

~~1. Each recommended adjustment will be accompanied by an impact statement for consideration prior to making budgetary decisions.~~

~~2. Recommendations may take several forms, including but not limited to elimination, consolidation, delay, increasing revenues, and alternative methods of delivery of service. The impact statement will address implications of the type of reduction.~~

~~3. The judgments of employees relative to consequences and likely impact of proposed budgetary reductions are to be considered.~~

~~4. When budget cuts are site specific, implications of the cut on other sites and on programs and services across the district are to be considered.~~

~~5. Community expectations regarding types and quantity of educational services needed are to be considered; that is, budgetary decisions ultimately are to recognize community values and priorities as expressed through individual citizens, organized groups, employees, and elected school officials. Whenever possible, opportunities for communication and consultation with multiple stakeholders will be provided prior to making budgetary decisions.~~

~~F. Communicating Regarding School Finance Concerns~~

~~1. Lobby for adequate funding of public schools.~~

~~2. Work to increase public awareness of Richfield Public Schools financial concerns.~~

~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: August 6, 1990

~~AMENDED-REVISED~~ BY THE BOARD OF EDUCATION: July 10, 2000;¹⁵ January 8, 2001;¹⁵ October 15, 2007;¹⁵ April 7, 2008;¹⁵ May 16, 2011;¹ March 15, 2021

REAFFIRMED BY THE BOARD OF EDUCATION: November 19, 2001;¹⁵ June 24, 2003

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

BUDGET AND FUND RESERVES

I. PURPOSE OF THE GUIDELINE

This guideline will provide direction regarding school district budget and financial affairs which reflects the general philosophy and goals of the community and which provides detailed procedures in which the school system's administrative team can operate.

II. UNASSIGNED FUND BALANCES

The Board of Education desires to maintain an unassigned balance in each operating fund in the range of 4% to 10% of the annual expenditure budget. The details outlined in this guideline provide suggestions and overall guidance to the superintendent to support the development of a budget and unassigned fund balance plan.

A. When an unassigned fund balance is at or above 8%, the superintendent shall consider opportunities to add programming to specifically meet district priorities and/or consider use of the reserve fund balance to limit reductions in the following year's budget.

B. When an unassigned fund balance is at or below 8% but greater than 6% of projected annual expenditures, the superintendent shall specifically alert the Board to this condition and propose options for the Board to consider in order to limit deficit spending and maintain existing fund balance. Options might include actions such as:

- limiting new program proposals
- reducing per-pupil allocations for non-personnel expenses
- adjusting staffing ratios
- identifying other financial measures which do not materially degrade quality of program offerings or services

C. When an unassigned fund balance is at or below 6% but greater than 4% of projected annual expenditures, the superintendent shall alert the Board to this condition and propose options for the Board to consider in order to maintain and/or increase the fund balance. Options might include actions such as:

- identifying resources for additional revenue to provide needed programming, including voter approved referendums or legislative support

- 1 • ensuring new programs are at least partially off-set with
- 2 reductions in other areas
- 3 • reducing per-pupil allocations for non-personnel expenses
- 4 • adjusting staffing ratios
- 5 • review opportunities to reallocate assigned or committed
- 6 fund balances
- 7 • other financial measures which do not materially degrade
- 8 quality of program offerings or services
- 9

10 D. When an unassigned fund balance is at or below 4% of projected annual
11 expenditures, the superintendent shall specifically alert the Board to this
12 condition and shall propose measures to improve the balance. Such
13 measures could include:

- 14
- 15 • taking immediate action to obtain additional revenue needed
- 16 for maintaining programming
- 17 • ensuring new program proposals are equally off-set with
- 18 reductions in other areas
- 19 • reducing program offerings or services based on program
- 20 priorities
- 21 • increasing student/staff ratios
- 22 • reallocating non-essential categories within the assigned or
- 23 committed fund balances
- 24 • planning budget and expenditure assumptions to account for
- 25 any potential financial risk to the organization in order to
- 26 provide, at a minimum, a balanced budget.
- 27

28

29 **III. POLICIES REGARDING EXPENDITURES AND EXPENDITURE**

30 **REDUCTIONS**

31

32 The following guidelines have been adopted by the Board of Education for
33 consideration when making budgetary decisions regarding expenditures
34 and expenditure reduction.

35

36 A. General Considerations Impacting More Than One Fund

- 37
- 38 1. Budgetary decisions should be focused on meeting student and
- 39 community needs and supporting the school district's mission and
- 40 goals.
- 41
- 42 2. Budgeting should be based on a comprehensive needs
- 43 assessment that considers:
- 44 a. Current and emerging instructional needs and trends
- 45 b. Research and best practices that support student learning
- 46 c. Demographic changes
- 47 d. Enrollment fluctuations
- 48 e. Programmatic changes
- 49 f. Community values and needs

g. Ensuring equitable opportunities for success in achieving programmatic outcomes.

3. Additional factors to be considered when making decisions regarding expenditure reductions include:

a. Services which other governmental agencies, private groups, or families themselves can assume (at least potentially) should be given extra consideration when making budget reductions.

b. Apply budget modifications objectively across all buildings in the district.

c. Where possible, make personnel cuts through attrition as opposed to layoffs.

d. Do not restore or add programs/services/personnel unless they can be sustained on a long-term basis.

e. Uphold Federal and State laws and regulations, policies and administrative regulations of the Richfield Board of Education, and contractual obligations with employees.

f. Consolidate programs or operate on a reduced basis in order to retain programs, eliminating them only when program funding is so minimal that public expectations cannot be met.

B. Budgetary Considerations Regarding Education-Related Items (General Fund)

1. Educational priorities and use of education resources should be grounded in the District's Strategic Plan, including the district's mission, beliefs, strategic policies, objectives and strategies.

2. Factors to be considered when making decisions regarding education-related expenditure reductions include:

a. Despite budget reductions, the educational system should remain progressive and dedicated to quality, serving the various capabilities and interests of all students. Efforts to promote student learning, advance administrative and instructional uses of technology, promote professional development, and improve programs should persist.

b. Maintain the integrity of basic programs. If programs need to be reduced or eliminated, use the District's mission, beliefs, and strategic policies as a guide in establishing priorities.

- c. Within the General Fund, seek methods of cutting expenses that minimize the impact on the educational program.
- d. Consider budget reductions, which adversely impact the fewest pupils.
- e. Consider expanding class sizes to avoid total elimination of specialized programs such as art, music, technology education, and enrichment activities.
- f. Consolidate programs or operate on a reduced basis, rather than totally eliminating programs.
- g. Rather than funding a program at a very minimal level, eliminate the program altogether to avoid misconceptions and misplaced expectations.
- h. Where possible, allow desired services to remain on a "pay-as-you-go" basis or via user fees; regularly update fees and rental rates to reflect market conditions and reasonably reflect actual costs.
- i. Make cuts in services that might be subsidized by other groups such as parent/teacher organizations and booster groups.

C. Budget Considerations Regarding Facilities, Operations and Maintenance and other Capital Expenses

1. Facility changes should reflect comprehensive facility planning that reflects the following goals and criteria:
 - a. Criteria such as enrollment and deferred maintenance thresholds will trigger facility changes.
 - b. Facilities will be designed and used in ways that make Richfield Public Schools exciting, attractive, and productive, while maximizing efficiency.
 - c. Facilities will meet building and life safety codes and protect the safety and well being of students, staff, and occupants.
 - d. Proposals for facility change will have reasonable cost implications.
 - e. The community will have a sense of ownership of the comprehensive facility plan.

2. Additional factors to be considered when considering capital expenditure reductions or revenue increases include:
 - a. Avoid cutbacks in areas such as preventative maintenance which, if not conducted on a timely basis may lead to greater costs over the long term.
 - b. Evaluate whether the use of purchased/contracted services or existing personnel are more efficient in fulfilling responsibilities.
 - c. If cutbacks are made in the area of building cleaning, attempt to spread the reductions in service such that the impact of the reductions is as minimal as possible.
 - d. Revise building user fees and rents to reflect actual costs of operating the buildings.

D. Budgetary Considerations Regarding Transportation Services

1. Transportation resources should be used efficiently to meet legal requirements and facilitate student participation in school programs and activities.
2. Additional factors to be considered when considering transportation expenditure reductions or revenue increases include:
 - a. Consider eliminating or consolidating services where possible.
 - b. Review all transportation services not required by law.
 - c. Consider providing some services on a fee for service basis.

E. Considerations Regarding the Process for Budgetary Decision-making

1. Each recommended adjustment will be accompanied by an impact statement for consideration prior to making budgetary decisions.
2. Recommendations may take several forms, including but not limited to elimination, consolidation, delay, increasing revenues, and alternative methods of delivery of service. The impact statement will address implications of the type of reduction.
3. The judgments of employees relative to consequences and likely impact of proposed budgetary reductions are to be considered.
4. When budget cuts are site-specific, implications of the cut on other sites and on programs and services across the district are to be considered.

5. Community expectations regarding types and quantity of educational services needed are to be considered; that is, budgetary decisions ultimately are to recognize community values and priorities as expressed through individual citizens, organized groups, employees, and elected school officials. Whenever possible, opportunities for communication and consultation with multiple stakeholders will be provided prior to making budgetary decisions.

F. Communicating Regarding School Finance Concerns

1. Lobby for adequate funding of public schools.
2. Work to increase public awareness of Richfield Public Schools financial concerns.

Dated: March 15, 2021

Reviewed:

Revised:

Adopted: _____

MSBA/MASA Model Policy 701

Orig. 1995

Revised: _____

Rev. 2011

701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

[Note: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]

I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

III. REQUIREMENT

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minn. Stat. § 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances

for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minn. Stat. § 123B.10.

- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirements)

Cross References: MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 15, 2021

Subject: Staff Use of Facilities

(Recommended by the Superintendent)

A second 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.

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.

~~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.~~

~~IV. USE OF EQUIPMENT~~

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

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Commented [CQ1]: There is no cost.

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 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:

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.

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Section 400
Personnel

Administrative Guidelines 413.1
page 3

Cross References:
Policy 105: Tobacco-Free Environment

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, I, for myself for personal representatives, assigns, heirs, and next of kin:

1) ACKNOWLEDGE, agree, and represent that I understand the nature of sports activities and that I am 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. 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 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 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 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, or anyone on my 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: _____

Date: _____

I.S.D. No. 280 Facilities Use Registration Form

Adult Participant/Parent Name: _____ Birth Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Alt. Phone (Emergency/Cell Phone): _____

Email Address: _____

School Building/Department: _____

NEW BUSINESS – FOR REVIEW

Agenda Item VI.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 15, 2021

Subject: Electronic Use and Communications

(Recommended by the Superintendent)

A first read of Policy 107: Electronic Use and Communications and the accompanying guidelines.

Attachments:

Policy 107: Electronic Use and Communications

Administrative Guideline 107.1

Administrative Guideline 107.2

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 the Richfield Public School District's digital technologies, digital network 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 digital technologies, digital network 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. DEFINITIONS

- A. Communications equipment and networks: includes, but is not limited to, telephones, voice mail, fax machines, computers, tablets, computer networks, electronic mail, and the Internet.
- B. Electronic Communications: The sharing of information and ideas through the use of electronic communications devices. 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, operating systems, computer networks, electronic mail, storage media, file transfer protocol (FTP), portable electronic devices, social media, and the Internet.
- 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, "hard copy" such as

paper or stored electronically and viewed on a monitor. Student homework is a specific example.

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

E. Copyright: The exclusive right granted by the Federal Government 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.

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.

G. Eligible students: All rights and protections given parents 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 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.

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

IV. LIMITED EDUCATIONAL PURPOSE

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

V. PROHIBITED USES

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- 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

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 581; 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 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.

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 "MySpace" and "Facebook."

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

- 1 identification other than those assigned to the user. Messages and
2 records on the school district system may not be encrypted without the
3 permission of appropriate school authorities.
4
- 5 8. Users will not use the school district system to violate copyright laws or
6 usage licensing agreements, or otherwise to use another person's
7 property without the person's prior approval or proper citation, including
8 the downloading or exchanging of pirated software or copying software
9 to or from any school computer, and will not plagiarize works they find
10 on the Internet.
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- 12 9. Users will not use the school district system for conducting business, for
13 unauthorized commercial purposes, or for financial gain unrelated to the
14 mission of the school district. Users will not use the school district
15 system to offer or provide goods or services or for product
16 advertisement. Users will not use the school district system to purchase
17 goods or services for personal use without authorization from the
18 appropriate school district official.
19
- 20 10. Users will not use the school district system to engage in bullying or
21 cyberbullying in violation of the school district's Bullying Prohibition
22 Policy 113. This prohibition includes using any technology or other
23 electronic communication off school premises to the extent that student
24 learning or the school environment is substantially and materially
25 disrupted.
26
- 27 B. A student or employee engaging in the foregoing unacceptable uses of the
28 Internet when off school district premises also may be in violation of this
29 policy as well as other school district policies. Examples of such violations
30 include, but are not limited to, situations where the school district system is
31 compromised or if a school district employee or student is negatively
32 impacted. If the school district receives a report of an unacceptable use
33 originating from a non-school computer or resource, the school district may
34 investigate such reports to the best of its ability. Students or employees may
35 be subject to disciplinary action for such conduct, including, but not limited to,
36 suspension or cancellation of the use or access to the school district
37 computer system and the Internet and discipline under other appropriate
38 school district policies, including suspension, expulsion, exclusion, or
39 termination of employment.
40
- 41 C. If a user inadvertently accesses unacceptable materials or an unacceptable
42 Internet site, the user shall immediately disclose the inadvertent access to an
43 appropriate school district official. In the case of a school district employee,
44 the immediate disclosure shall be to the employee's immediate supervisor
45 and/or the building administrator. This disclosure may serve as a defense
46 against an allegation that the user has intentionally violated this policy. In
47 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. LIMITATIONS 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.

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 filtering systems. Access to systems such as electronic mail ("e-mail") and social media will be limited to curriculum-related work only.

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.

VIII. PRIVACY EXPECTATIONS

- A. The school 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 district systems. Files stored on 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 district systems 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 systems.

IX. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to the use of the school district digital network system and Internet use.

- B. This notification shall include the following:

1. Notification that use of the school district digital network system and 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 412, 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.

X. 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. 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 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:

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)
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)
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 (Privacy of Pupil's Records)
Board Policy 601 (Curriculum and Instruction Goals)

1 Board Policy 607 (Online Learning Options)
2 Board Policy 608 (Students with Disabilities)
3 Board Policy 610 (Selection of Instructional Material)
4 Board Policy 611 (Provision for Alternative Instruction)
5 Board Policy 612 (Curriculum Management)
6 Board Policy 616 (School Sponsored Publications)
7 Board Policy 802 (Crisis Management)
8 Employee handbooks, collective bargaining agreements
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13 ADOPTED BY THE BOARD OF EDUCATION: September 16, 1996
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15 REVISED BY THE BOARD OF EDUCATION: August 23, 1999, October 15,
16 2001, November 20, 2006,
17 December 4, 2007, March 16,
18 2015
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20 REVIEWED BY THE BOARD OF EDUCATION: February 5, 2001
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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 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. They shall also be posted in media centers and computer labs.

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 provided by building media specialist 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 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 district

D. SETUP AND USE OF COMPUTERS AND THE NETWORK

1. PLATFORM –Use of software platforms and hardware will be limited to those creating specific learning 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 Technology 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 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 Technology Department.

8. INTERNET AND EMAIL FILTERING – A system 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 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 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.

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 TENNANT 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 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 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
 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.
 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 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 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 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 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 and the educational value to be gained from proper Internet use is the joint responsibility of students, parents and employees of the School District.

- An Internet Use Agreement form for students must be read and signed by the user, 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 office. All users shall be notified of the District policies relating to 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 OPT OUT OF STUDENT INTERNET USE – Parents may request alternative activities for their children that do not require Internet access or computer use. If parents exercise this right, the students will have no Internet or computer access throughout the District

F. SOFTWARE

1. LEGAL LICENSING –Richfield Public Schools will install and use only legally purchased and licensed software on District computers and

servers. Richfield Public Schools 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.
5. **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.
6. **COPYING APPLICATIONS** – A software application shall not be copied to another computer without a legal license or procedure to pay for that additional license.
7. **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.

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 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 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.

All purchases of network infrastructure hardware and software must be approved by the District 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 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 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 deadline date by which equipment should be returned.
- Equipment should be in 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 liable for repair or replacement costs, which may arise due to damage or loss of the equipment.

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 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 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 electronic messages are archived for a period of 3 years from the date the message was sent or received.

4. STUDENT ELECTRONIC MAIL- Student electronic messages, sent or received, are archived for a period of 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 – Buildings and District programs shall have the opportunity to establish web sites to enhance communication with students, parents, and the community. These web sites shall be established within systems agreed upon by the District Webmaster and the District Technology Committee.
 - a. Internet: Each building shall identify 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 Technology Support department. 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 District Webmaster and Director of Technology have the responsibility for granting publishing rights to District/building web sites. These rights may be extended to employees, students, parents and 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.

1
2 3. WEB SITE PUBLISHING EXPECTATIONS – Teaching staff, program
3 leaders, and administrators are expected to maintain current web sites
4 containing information of interest to Richfield staff, students and
5 community. Expectations shall be developed by the District Webmaster
6 and district administration, monitored at the building level by building Web
7 Directors and building administration.
8

9 4. STUDENT WEB SITES – Training shall be provided to students prior to
10 granting publishing rights to ensure effective use of the system, and to
11 emphasize proper etiquette and industry accepted formats, which
12 appropriately represents Richfield Public Schools. Sites that contain
13 inappropriate content, inaccurate information, or are not a positive
14 representation of Richfield Public Schools will be edited or removed,
15 generally at the recommendation of the District Webmaster and the
16 appropriate building or District administrator.
17
18

19 Dated: February 5, 2001
20

21 Reviewed: November 4, 2007, April 6, 2015
22

23 Revised: November 20, 2006
24

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.

B. DEFINITIONS

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

C. GENERAL GUIDLINES

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.

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 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 and may not misrepresent oneself using someone else's identity.
5. Follow copyright regulations and give appropriate credit to the source of the information.
6. Post and/or link 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. Utilize 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. 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 superintendent or the superintendent's designee.

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 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.

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 content posted in our educational setting and the district social media sites that contain ideas or information that:

1. Provides an unauthorized commercial endorsement.
2. Presents 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.

Dated: April 6, 2015

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)

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 15, 2021

Subject: Temporary Waiver for Graduation Requirements

(Recommended by the Superintendent)

A first read of Administrative Guideline 521.3: Temporary Waiver for Graduation Requirements. This new document would serve as an administrative guideline to both Policy 521: Graduation Requirements and Policy 601: Academic Standards and Instructional Curriculum. **Due to the time-sensitive nature of this waiver, the board is recommended to pass this guideline after two reads.**

Attachments:

Administrative Guideline 521.3: Temporary Waiver for Graduation Requirements
Policy 521: Graduation Requirements (for reference)
Policy 601: Academic Standards and Instructional Curriculum (for reference)

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

TEMPORARY WAIVER TO GRADUATION REQUIREMENTS

I. PURPOSE OF THE GUIDELINE

This guideline shall act as a temporary waiver to Policy 521: Graduation Requirements as well as Policy 601: Academic Standards and Instructional Curriculum. This waiver has been set into place 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 is 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 are no longer appropriate.

II. CREDITS REQUIRED TO GRADUATE

A. Statewide graduation requirements

The Minnesota Department of Education requires completion of the following credits in the areas of physical education, health, fine arts, and general electives in order for a student to graduate:

1. Physical Education: 0 credits
2. Health: 0 credits
3. Fine Arts: 1 academic term (2 semesters)
4. General Electives: 7 academic terms (14 semesters)

B. Temporary graduation requirements for RPS students

This waiver sets forth the following requirements for credits in the areas of physical education, health, fine arts, and general electives in order for an RPS student to graduate:

1. Physical Education: 2 semesters
2. Health: 1 semester
3. Fine Arts: 2 semesters
4. General Electives: 14 semesters

Physical education and health courses completed by Richfield College Experience Program students may be counted for physical education and health content course requirements and may be counted for general elective credit requirements.

III. APPLICATION OF WAIVER

1
2 A. Length of waiver
3

4 This temporary waiver shall remain in effect starting with graduation year
5 2021 and ending with graduation year 2024. This ensures that all students
6 who attended high school during the 2020-2021 school year shall benefit
7 from these temporary graduation requirements.
8

9 B. Students affected by waiver
10

11 This temporary waiver applies to students who have maintained
12 continuous enrollment in RPS during their high school enrollment.
13 Students who transfer in to RPS during high school follow a separate
14 process as outlined in Policy 620: Credit for Learning and the
15 accompanying guideline. As part of this process, a school counselor
16 reviews each transfer students' unique situation and determines the
17 credits needed for graduation.
18

19
20
21
22 ***Legal Reference:***

23 Minnesota Statute 120B.024 Graduation Requirements Course Credits
24
25

26 ***Cross Reference:***

27 Policy 521: Graduation Requirements

28 Policy 601: Academic Standards and Instructional Curriculum

29 Policy 620: Credit for Learning
30
31
32

33 Dated: March 15, 2021

34 Reviewed:

35 Revised:

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. CREDIT COURSE REQUIREMENTS

- A. Richfield Senior High School students must currently earn a minimum of forty-three (43) 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
- 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 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.

V. 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.

VI. 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, 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

RICHFIELD PUBLIC SCHOOLS

ACADEMIC STANDARDS AND INSTRUCTIONAL CURRICULUM

I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Graduation Standards, the federal requirements, and to establish a uniform grading approach.

II. GENERAL STATEMENT OF POLICY

The district is committed to providing a comprehensive educational experience for students that is defined by academic standards and implemented through an aligned instructional curriculum for kindergarten through grade 12. The school district will deliver the standards and curriculum at identified grade levels through classes and/or courses.

III. DEFINITIONS

- A. "Instruction" means methods of providing learning experiences to enable students to meet academic standards.
- B. "Curriculum" means district adopted written plans for providing students learning experiences that lead to knowledge and skills.
- C. "Academic standards" describe the concepts, processes and skills students will learn and the level to which they must be mastered.

IV. STUDENT PERFORMANCE GOALS

- A. Academic standards will require that all students demonstrate knowledge and skills needed to succeed in a changing global environment. These skills include:
 - 1. Reading, writing, speaking, listening and viewing in the English language.
 - 2. Mathematical and scientific concepts and processes.
 - 3. Locating, organizing, communicating and evaluating information and developing methods of inquiry.
 - 4. Creative and critical thinking, decision making and study skills.
 - 5. Work readiness and independent learning skills.
 - 6. Historical, economic, geographic and cultural understandings.
- B. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
 - 1. Live as a responsible, productive citizen within local, state, national and global political, social, and economic systems.

2. Bring many perspectives, including historical and scientific, to contemporary issues.
3. Know and understand democratic institutions.
4. Communicate and relate effectively with Races and cultures other than the students own.
5. Practice stewardship of the land, natural resources and the environment.
6. Use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase productivity.

C. Students will have opportunities to apply creativity and self-expression through visual and verbal images, music, literature, world languages, movement and the performing arts.

D. School practices and instruction will be directed toward developing within each student self knowledge and a sense of personal responsibility for:

1. Establishing and achieving personal and career goals.
2. Adapting to change.
3. Leading a healthy and fulfilling life.
4. Civic behavior and citizenship.
5. Becoming a self-directed learner.

E. Students will be given the opportunity to acquire interpersonal skills necessary to:

1. Interact respectfully and purposefully with consideration for diversity and interdependence.
2. Address human problems through team effort.
3. Resolve conflicts with and among others.
4. Function constructively within social units.
5. Promote a Race, culture, gender and ability-sensitive society.

V. ACADEMIC STANDARDS AND INSTRUCTIONAL CURRICULUM

A. The director of teaching and learning shall be responsible for the implementation of the district's academic standards and instructional curriculum.

B. The district shall have defined academic standards and a comprehensive instructional curriculum for the following content areas:

- Science
- Reading and language arts
- Social studies
- Math
- Physical education
- Health/business education
- Science/technology/engineering
- Media literacy
- World languages

- Family and consumer sciences
- Visual and performing arts

C. Each curricular content area will have a guide that includes:

- Mission
- Grade-appropriate standards
- Curriculum materials
- Assessment
- Differentiation models
- Media

D. Each curricular content area will be reviewed and revised on a cyclical basis as per Policy 612 (Curriculum Decision Making for Continuous Improvement).

E. The academic standards and instructional curriculum shall align with those established by the Minnesota Department of Education or by local adoption as provided in statute.

F. The elementary schools shall offer the following:

- Visual and performing arts
- Integrated language arts
- Math
- Physical education
- Science/technology/engineering
- Health
- Social studies

G. The middle school shall offer the following:

- Visual and performing arts
- Integrated language arts
- Math
- Music
- Physical education
- Science/technology/engineering
- Health
- Social studies
- World language
- Technology education

H. The high school will require the following semester credits for graduation:

- 8 credits of English
- 6 credits of mathematics (This requirement includes Int Algebra, Geometry and Adv Algebra or higher)

- 6 credits of science (Biology is a mandatory requirement, Students must take either Chemistry or Physics. The third requirement can be addressed with 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 elective course credits

I. The school board shall review and affirm all academic standards and instructional curriculum revisions.

J. The district shall provide professional development opportunities to advance staff members' knowledge, skills and abilities in effectively delivering the standards and curriculum through instruction.

K Both RMS and RHS will use the following grading system to determining a grade's value:

A+	=	4.333
A	=	4.000
A-	=	3.667
B+	=	3.333
B	=	3.000
B-	=	2.667
C+	=	2.333
C	=	2.000
C-	=	1.667
D+	=	1.333
D	=	1.000
D-	=	0.667
F	=	0.000

L. RMS does not do class rank nor calculate GPA. It does assign grades. RHS calculates GPA by Multiplying the value of the grade above by the following weighting system:

AP, CIS and PSEO	=	1.2
Honors	=	1.1
All other classes	=	1.0

M. RHS assigns class rank from highest to lowest according to accumulative GPA as defined in item "L."

Legal References:

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

1 Minn. Stat 120B.024 (Graduation Requirements)
2 Minn. Stat 120B.11 (School District Process)
3 20 U.S. c. 6301, et seq. (No Child Left Behind Act)
4

5 Cross References:

6
7 Board Policy 101 (Strategic Plan)
8 Board Policy 521 (Graduation Requirements)
9 Board Policy 612 (Curriculum Decision Making for Continuous Improvement)
10

11 ADOPTED BY THE BOARD OF EDUCATION: March 21, 2005
12 AMENDED BY THE BOARD OF EDUCATION: February 7, 2011, August 15, 2011,
13 June 17, 2014
14
15

NEW BUSINESS - FOR ACTION

Agenda Item VI.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 15, 2021

SUBJECT: RESOLUTION DISCONTINUING POSITIONS FOR 2021-2022

(Recommended by Superintendent)

That the Board of Education approve the attached resolution which eliminates certified positions within specific licensure areas as recommended to achieve the necessary staffing for 2021-2022.

Background Information

(Prepared by Craig Holje)

18.8 FTE certified positions need to be eliminated for the 2021-2022 school year in order to adjust staffing to the projected student enrollment and the associated revenue in the formula allowance. In addition, staffing also addresses fluctuation in grade levels and course registrations. Adjustments were also made to account for program needs and necessary budget reductions. This FTE reduction includes 17.8 FTE general education positions and 1.0 FTE in special programs positions.

2021-2022 staffing will maintain average class sizes within the target established by the Board. Staffing may be increased later this spring.

See attached.

RESOLUTION DISCONTINUING POSITIONS

WHEREAS financial limitations, because of multiple factors including enrollment changes, applicable to Independent School District No. 280 (Richfield) have restricted the amount of revenue available to the School District in the school year 2021 - 2022; and

WHEREAS a need exists to provide a sound educational program commensurate with the financial resources available; and

NOW THEREFORE BE IT RESOLVED that the position(s) of:

Elementary/Secondary FTE Reductions:	
Elementary General Education Teachers	11.0
Elementary Dual Language General Education	1.0
Art	0.8
Grade 6	2.4
Language Arts	0.2
Mathematics	0.2
Social Studies	0.2
Science	0.2
Spanish/World Languages	1.0
Math Intervention	0.8
Special Programs Reductions:	
Special Education Teacher	1.0
Total :	18.8

be and the same hereby is/are discontinued pursuant to the provision of Minn. Stat. Sec. 122A.40.

Chairman

Clerk

Date

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 15, 2021

Subject: RMS Facilities Project Change Order #015

(Recommended by the Superintendent)

That the Board of Education approve RMS Facilities Project Change Order #015 for a net increase of \$25,446.50.

Background Information

- RMS Change Order #015 – An addition of \$25,446.50 for work associated with removal of the existing cafeteria flooring to install new flooring, concrete floor infill to accommodate new toilet fixtures and wall patching due to existing conditions after casework has been removed.

The original (Contract Sum)	\$16,701,000.00
Net Change by previously authorized Change Orders	\$597,403.78
The contract sum prior to this Change Order	\$17,298,403.78
The contract sum will be increased by this Change Order in the amount of	\$25,446.50
The new contract sum including all Change Orders will be	\$17,323,850.28



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

Project: S180064 - RMS - ISD #280, Richfield Middle School
7461 Oliver Avenue South
Richfield, Minnesota 55423

Contract Change Order #015: Shaw-Lundquist CO 015

CONTRACT COMPANY:	Shaw-Lundquist Associates, Inc. 2757 West Service Road St. Paul, Minnesota 55121	CONTRACT FOR:	SC-S180064 - RMS-001:Shaw-Lundquist Single Prime Contract
DATE CREATED:	3/08/2021	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	03/08/2021
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$25,446.50

DESCRIPTION:

Majority of costs to include removal of existing cafeteria flooring to accept new flooring- Other major costs include floor infills in restrooms behind the stage to accommodate new toilet fixtures, and fill walls with gypsum board, where old casework was removed.

CE #008 - #10: PR#009 Lower level Area B tile and grout bed removal: \$1,663.00

CE #077 - #163: Pour floor at chase in area D: \$6,952.00

CE #078 - #164: Lower mech Room B exhaust clarification: (\$614.00)

CE #089 - #181: Cafeteria Flooring: \$13,230.80

CE #096 - #188: Damaged old block at Ped Ramp.: \$483.00

CE #107 - #215: Block wall finish main level area B/C: \$3,731.70

ATTACHMENTS:

[ICS CE #096 Pricing for Approval RMS 2021-02-02.pdf](#) [ICS CE #077 Pricing for Approval RMS 2021-02-04.pdf](#) [PR #009 Revised Pricing RMS 2021-02-03.pdf](#) [ICS CE #107 Pricing for Approval RMS 2021-01-26.pdf](#) [ICS CE #078 For Approval RMS 2021-01-20.pdf](#) [ICS CE #089 Pricing for Approval RMS 2021-01-11 \(002\).pdf](#) [PR #009 - Lower level Area B tile and grout bed removal.pdf](#)

CHANGE ORDER LINE ITEMS:



The original (Contract Sum)	\$ 16,701,000.00
Net change by previously authorized Change Orders	\$ 597,403.78
The contract sum prior to this Change Order was	\$ 17,298,403.78
The contract sum will be increased by this Change Order in the amount of	\$ 25,446.50
The new contract sum including this Change Order will be	\$ 17,323,850.28
The contract time will not be changed by this Change Order by 0 days	

Shaw-Lundquist Associates, Inc.
2757 West Service Road
St. Paul Minnesota 55121

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

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

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 15, 2021

Subject: RHS Facilities Project Change Orders #053 - #057

(Recommended by the Superintendent)

That the Board of Education approve RHS Facilities Project Change Orders #053 - #057 for a net increase of \$122,694.80.

Background Information

- Richfield High School Change Order #053 – An addition of \$26,071.72 demolition and architectural revisions throughout the building associated with multiple RFI's with clarification and direction for the existing conditions discovered.
- Richfield High School Change Order #054 – An addition of \$44,822.21 for additions required for building and mechanical improvements to maintain the code required 2 hour fire rating around the mechanical chase for the restrooms on the third level as well as replacement of two toilets originally planned to be reinstalled.
- Richfield High School Change Order #055 – An addition of \$21,893.24 for wall repair required of removed blackboards as well as revisions to the new elevator addition layout due to existing footing heights and associated modifications.
- Richfield High School Change Order #056 – An addition of \$13,243.35 for floor and ceiling modifications for coordination of door heights, sprinkler routing and coordination of finished floor elevations in several areas resulting in floor transitions to be installed.
- Richfield High School Change Order #057 – An addition of \$16,664.28 for mechanical modifications in multiple areas due to existing conditions with cabinet unit heaters, exhaust fans, plumbing and hydronic lines.

The original (Contract Sum)	\$35,430,000.00
Net Change by previously authorized Change Orders	\$2,378,346.54
The contract sum prior to these Change Orders	\$37,808,346.54
The contract sum will be increased by these Change Orders in the amount of	\$122,694.80
The new contract sum including all Change Orders will be	\$37,931,041.34



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

Project: S180064 - RHS - ISD #280, Richfield High School
7001 Harriet Avenue South
Richfield, Minnesota 55423

Contract Change Order #053: L.S. Black CO 053

CONTRACT COMPANY:	L.S. Black Constructors, Inc. 1959 Sloan Place, Suite 220 St. Paul, Minnesota 55117	CONTRACT FOR:	SC-S180064 - RHS-001:L.S. Black Single Prime Contract
DATE CREATED:	3/08/2021	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	03/08/2021
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$26,071.72

DESCRIPTION:

Proposal request for architectural and finish modifications due to existing conditions and demolition coordination.

CE #184 - PR #090 Demolition Clarifications in Basement F, Main Level A, B, D, E, F and Architectural Revisions due to RFIs and Existing Conditions: \$26,071.72

ATTACHMENTS:

[CE #184 - PR #090 Demolition Clarifications due to RFIs and Existing Conditions Pricing Complete Rev 01 01-13-21.pdf](#) [PR #090 Demolition Clarifications in Basement F, Main Level A, B, D, E, F and Architectural Revisions due to RFIs and Existing Conditions.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 35,430,000.00
Net change by previously authorized Change Orders	\$ 2,378,346.54
The contract sum prior to this Change Order was	\$ 37,808,346.54
The contract sum will be increased by this Change Order in the amount of	\$ 26,071.72
The new contract sum including this Change Order will be	\$ 37,834,418.26
The contract time will not be changed by this Change Order by 0 days	

L.S. Black Constructors, Inc.
1959 Sloan Place, Suite 220
St. Paul Minnesota 55117

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

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

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE



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

Project: S180064 - RHS - ISD #280, Richfield High School
7001 Harriet Avenue South
Richfield, Minnesota 55423

Contract Change Order #054: L.S. Black CO 054

CONTRACT COMPANY:	L.S. Black Constructors, Inc. 1959 Sloan Place, Suite 220 St. Paul, Minnesota 55117	CONTRACT FOR:	SC-S180064 - RHS-001:L.S. Black Single Prime Contract
DATE CREATED:	3/08/2021	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	03/08/2021
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$44,822.21

DESCRIPTION:

Proposal request for additions for building and mechanical code requirements for a 2-hour rating for the restrooms on third level.

CE #221 - PR #096RR Area G 3rd Floor Toilet Room Revisions: \$25,232.00

CE #261 - PR #096R Area G 3rd Floor Toilet Room Revisions: \$18,256.51

CE #318 - #630: Existing toilets in area A: \$1,333.70

ATTACHMENTS:

[CE #221 - PR #096 Area G 3rd Floor Toilet Room Revisions Pricing Complete Rev 1 02-12-21.pdf](#), [CE #318 - #630 Existing toilets in area A Pricing Complete Rev 1 01-27-21.pdf](#), [CE #261 - PR #096R Area G 3rd Floor Toilet Room Revisions Pricing Complete 10-23-20.pdf](#), [PR #096RR Area G 3rd Floor Toilet Room Revisions.pdf](#), [PR #096R Area G 3rd Floor Toilet Room Revisions.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 35,430,000.00
Net change by previously authorized Change Orders	\$ 2,404,418.26
The contract sum prior to this Change Order was	\$ 37,834,418.26
The contract sum will be increased by this Change Order in the amount of	\$ 44,822.21
The new contract sum including this Change Order will be	\$ 37,879,240.47
The contract time will not be changed by this Change Order by 0 days	



L.S. Black Constructors, Inc.
1959 Sloan Place, Suite 220
St. Paul Minnesota 55117

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

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

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

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ICS
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Minneapolis, Minnesota 55413
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Project: S180064 - RHS - ISD #280, Richfield High School
7001 Harriet Avenue South
Richfield, Minnesota 55423

Contract Change Order #055: L.S. Black CO 055

CONTRACT COMPANY:	L.S. Black Constructors, Inc. 1959 Sloan Place, Suite 220 St. Paul, Minnesota 55117	CONTRACT FOR:	SC-S180064 - RHS-001:L.S. Black Single Prime Contract
DATE CREATED:	3/08/2021	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:	LOCATION		
DESIGNATED REVIEWER:	REVIEWED BY:		
DUE DATE:		REVIEW DATE:	03/08/2021
INVOICED DATE:		PAID DATE:	
REFERENCE:	CHANGE REASON:		
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$21,893.24

DESCRIPTION:

Proposal requests for wall repairs in the lower level existing corridor outside old wrestling room, and all levels of the three level south classroom tower, along with revisions to the new athletic elevator adjacent rooms.

CE #198 - PR #095 Elevator Area Revisions: \$3,123.50

CE #231 - PR #105 Wall repair in Area F LL & Area D all floors: \$18,769.74

ATTACHMENTS:

[CE #198 - PR #095 Elevator Area Revisions Pricing Complete Rev 1 02-24-21.pdf](#) [CE #231 - PR #105 Wall repair in Area F LL & Area D all floors Pricing Complete Rev 1 2-12-21.pdf](#) [PR #105 Wall repair in Area F LL & Area D all floors.pdf](#) [PR #095 Elevator Area Revisions.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 35,430,000.00
Net change by previously authorized Change Orders	\$ 2,449,240.47
The contract sum prior to this Change Order was	\$ 37,879,240.47
The contract sum will be increased by this Change Order in the amount of	\$ 21,893.24
The new contract sum including this Change Order will be	\$ 37,901,133.71
The contract time will not be changed by this Change Order by 0 days	

L.S. Black Constructors, Inc.
1959 Sloan Place, Suite 220
St. Paul Minnesota 55117

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

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

SIGNATURE

DATE

SIGNATURE

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SIGNATURE

DATE



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

Project: S180064 - RHS - ISD #280, Richfield High School
7001 Harriet Avenue South
Richfield, Minnesota 55423

Contract Change Order #056: L.S. Black CO 056

CONTRACT COMPANY:	L.S. Black Constructors, Inc. 1959 Sloan Place, Suite 220 St. Paul, Minnesota 55117	CONTRACT FOR:	SC-S180064 - RHS-001:L.S. Black Single Prime Contract
DATE CREATED:	3/08/2021	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	03/08/2021
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$13,243.35

DESCRIPTION:

Minor floor and ceiling modifications due to existing conditions.

CE #299 - #475: Sunken slab - Area F: \$4,347.04

CE #307 - #536: Area F Ceiling Heights/Door Heights/Sprinkler Route: \$6,548.12

CE #325 - #308: Area G - Louver Opening & Air Well SOG Elevation Conflict: \$1,053.26

CE #333 - Ramp at tile to floor transitions: \$1,294.93

ATTACHMENTS:

[CE #299 - #475 Sunken slab - Area F Pricing Complete Rev 1 02-17-21.pdf](#) [CE #333 - Ramp at tile to floor transitions Pricing Complete 02-16-21.pdf](#)
[CE #307 - #536 Area F Ceiling Heights_Door Heights_Sprinkler Route Pricing Complete Rev 1 01-28-21.pdf](#) [CE #325 - #308 Area G - Louver Opening & Air Well SOG Elevation Conflict Pricing Complete 01-04-21.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 35,430,000.00
Net change by previously authorized Change Orders	\$ 2,471,133.71
The contract sum prior to this Change Order was	\$ 37,901,133.71
The contract sum will be increased by this Change Order in the amount of	\$ 13,243.35
The new contract sum including this Change Order will be	\$ 37,914,377.06
The contract time will not be changed by this Change Order by 0 days	



L.S. Black Constructors, Inc.
1959 Sloan Place, Suite 220
St. Paul Minnesota 55117

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

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

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

Project: S180064 - RHS - ISD #280, Richfield High School
7001 Harriet Avenue South
Richfield, Minnesota 55423

Contract Change Order #057: L.S. Black CO 057

CONTRACT COMPANY:	L.S. Black Constructors, Inc. 1959 Sloan Place, Suite 220 St. Paul, Minnesota 55117	CONTRACT FOR:	SC-S180064 - RHS-001:L.S. Black Single Prime Contract
DATE CREATED:	3/08/2021	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	03/08/2021
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$16,664.28

DESCRIPTION:

Mechanical modifications due to phasing, temporary connections, and existing conditions.

CE #305 - #512: 1st floor D Jan Closet exhaust fan: \$2,240.38

CE #332 - #675: Existing Cabinet Unit heater in E114: \$2,981.42

CE #334 - Plumbing and Hydronic Existing Conditions: \$11,442.48

ATTACHMENTS:

[CE #334 - Plumbing and Hydronic Existing Conditions Pricing Complete 02-19-21.pdf](#) [CE #305 - #512 1st floor D Jan Closet exhaust fan Pricing Complete 11-3-20.pdf](#) [CE #332 - #675 Existing Cabinet Unit heater in E114 Pricing Complete 02-11-20.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 35,430,000.00
Net change by previously authorized Change Orders	\$ 2,484,377.06
The contract sum prior to this Change Order was	\$ 37,914,377.06
The contract sum will be increased by this Change Order in the amount of	\$ 16,664.28
The new contract sum including this Change Order will be	\$ 37,931,041.34
The contract time will not be changed by this Change Order by 0 days	

L.S. Black Constructors, Inc.
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St. Paul Minnesota 55117

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

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

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NEW BUSINESS - FOR ACTION

Agenda Item VI.F.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 15, 2021

Subject: Central Facilities Project Change Order #001

(Recommended by the Superintendent)

That the Board of Education approve Central Education Center Facilities Project Change Order #001 for a net increase of \$5,189.10.

Background Information

- Central Ed Change Order #001 – An addition of \$5,189.10 to construct temporary partitions and interior fencing to provide separation between construction activities, the building staff and the public.

The original (Contract Sum)	\$4,305,000.00
Net Change by previously authorized Change Orders	\$0.00
The contract sum prior to these Change Orders	\$4,305,000.00
The contract sum will be increased by these Change Orders in the amount of	\$5,189.10
The new contract sum including all Change Orders will be	\$4,310,189.10



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

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

Contract Change Order #001: Rochon CO 001

CONTRACT COMPANY:	Rochon Corporation 28 2nd Street NW, Suite 200 Osseo, Minnesota 55369	CONTRACT FOR:	SC-S180064 - CEC-001:Rochon Single Prime
DATE CREATED:	3/08/2021	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	03/08/2021
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	Field Work Order
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$5,189.10

DESCRIPTION:

Included in this change order are costs to construct temporary partitions and interior fencing to provide separation between construction activities, the building staff and the public.

CE #001 - PCO#001 - Temp Partitions: \$5,189.10
PCO#001 - Temp Partitions

ATTACHMENTS:

[PCO#001 - Temp Partitions.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 4,305,000.00
Net change by previously authorized Change Orders	\$ 0.00
The contract sum prior to this Change Order was	\$ 4,305,000.00
The contract sum will be increased by this Change Order in the amount of	\$ 5,189.10
The new contract sum including this Change Order will be	\$ 4,310,189.10
The contract time will not be changed by this Change Order by 0 days	

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

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

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

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Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 15, 2021

Subject: Outreach Worker Summary of Salary & Benefits for 2019-2020 and 2020-2021 School Years

(Recommended by Superintendent)

It is recommended that the Board of Education approve the terms and conditions agreement for Outreach Workers for the period July 1, 2019 through June 30, 2021.

Background Information

(Prepared by Craig Holje)

A tentative agreement was reached regarding the Outreach Worker Summary of Salary & Benefits Handbook. It is recommended that the School Board approve the agreement.

The changes to the agreement include the following:

Base Salary and Benefit Summary

- Hourly wage increases of approximately 4%
- Addition of longevity pay
- Addition of one paid holiday

RICHFIELD PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT NO. 280

SUMMARY OF SALARY & BENEFITS

OUTREACH WORKERS

2019-2020

2020-2021

SALARY SCHEDULE:

<u>Bilingual Outreach Worker</u>	2020 - 2021
Step 1	\$23.61
Step 2	\$23.92
 <u>Outreach Worker</u>	
Step 1	\$19.36
Step 2	\$19.67

Longevity

After 10 years of continuous service in the unit - \$0.20 per hour

After 15 years of continuous service in the unit - \$0.25 per hour

After 20 years of continuous service in the unit - \$0.30 per hour

You will be required to fill out time sheets for Payroll. Work performed on the 1st through the 15th of each month is paid on the following 5th of the month. Work performed on the 16th through the end of the month is paid on the following 20th of the month. Payroll information will be communicated via an electronic, web based system.

TERMINATION:

An employee wishing to terminate employment shall give two (2) weeks notice when possible.

PHYSICAL EXAMINATIONS:

Physical exams will be required of staff members working 40 hours upon request by the District. When so required, the District will pay the cost of the examination if the staff member obtains the examination at a District designated facility using the District's physical examination form. The staff member will be reimbursed up to the amount paid by the District at its designated facility if the staff member obtains the physical exam at a facility other than that designated by the District and upon presentation of the completed physical exam form along with an itemized statement from the examining facility.

SICK LEAVE:

Section 1. Sick Leave

(a) Sick leave allowance of ten (10) days per year, accumulative shall be allowed.

(b) Days of sick leave shall be credited when the school year starts. Employees who work less than the full school year shall receive sick leave on a pro rata basis.

(c) An employee may use one (1) day of accumulated sick leave for each day of illness of the employee's child who is less than eighteen (18) years old, or up to 20 years old and attending a secondary school due to an illness of or injury to the child for such reasonable periods as the employee's attendance with the child may be necessary.

(d) An Employee who has been employed by the district for the most recent 12-month period and holds a .5 FTE or greater position may use up to twenty (20) days of accumulated sick leave during the school year as is medically necessary to care for an ill spouse, parent, step-parent, parent-in-law, adult child, sibling, grandchild, or grandparent.

(e) An employee who has not been employed by the district for the most recent 12-month period and/or who does not hold a .5 FTE or greater position may use up to five (5) days in any one year of earned sick leave for illness in the immediate family. The immediate family shall include wife, husband, child, brother, sister, parent, guardian or parents-in-law. These days will be deducted from available personal leave in Section 2.

Section 2. Personal Leave/Bereavement

Up to five (5) days in any one year of earned sick leave may be used for:

(a) Death of a friend or relative.

- (b) Personal leave shall be granted for an appearance in court as a witness or in cases of legal action where it is mandatory that the employee be present.
- (c) Each employee may be granted two (2) days personal leave per year to handle important personal matters that cannot be taken care of in a regular day. Such leave must be requested in writing and have advance approval by the Human Resources office. The specific reason(s) for the leave need not be listed if the leave request is of a personal or private nature and may be waived following a consultation with the Human Resources office.
- (d) After five (5) days in any one year, full deduction shall be made. In the event an employee expends all available personal leave days during the school year and has a unique circumstance that requires absence from work, the employee may request up to five (5) additional days of accumulated sick leave be made available during the year. Determination regarding eligibility for additional days of absence will be at the discretion of the District.

VACATIONS:

- Section 1. July 1st shall be the anniversary for determining vacation accrual.
- Section 2. All employees who are employed on a twelve (12) month basis, working forty (40) hours per week, shall be granted ten (10) days vacation after having completed one full year; fourteen (14) days after five (5) full years; fifteen (15) days after six (6) full years; and sixteen (16) days after seven (7) full years, beginning July 1st.
- Section 3. The vacation schedule shall be determined by agreement with the administration.
- Section 4. An employee resigning from the system shall receive earned vacation on a prorated basis to the date of termination provided that two weeks written notice is given to the employer.
- Section 5. An employee retiring during the interim for reasons of disability or normal retirement shall be entitled to a prorated earned vacation.
- Section 6. Vacation may not be used in advance of earning it.

Section 7. Vacation or personal leave requests will be reviewed by the employee's supervisor and the number of employees absent from any one (1) building or work area, on any given day, may be limited based on the needs as determined by the supervisor. Employees denied a vacation, may request a review of the request by the Director of Human Resources.

HOLIDAYS:

There shall be eight (8) paid holidays for employees: Labor Day, Thanksgiving Day, Thanksgiving Friday, Winter break holiday, New Year's Eve, New Year's Day, Martin Luther King Jr.'s Day or President's Day, and Memorial Day.

Employees who are employed on a twelve (12) month basis and working forty (40) hours per week shall be paid eleven (11) holidays. Those days shall consist of the holidays indicated above plus July 4th, (1) additional Winter break holiday, New Year's Eve and Spring Holiday.

Employees receive their regular daily rate of pay for all holidays.

In the event that any of the above referenced holidays fall on a day school is in session, consistent with the school calendar, an alternative day will be designated by the employer following a meet and confer session with the union steward.

JURY DUTY:

If an employee is summoned for jury duty on any duty days, notice thereof will be promptly given to the Human Resources office. A request for delay of said duty to non-duty days will be presented under the applicable statutes and regulations for such services. If thereafter jury duty is required by the court the employee will be granted the additional amount to make up full pay.

PART-TIME EMPLOYEE BENEFITS:

Part-time employees working more than 14 hours per week but less than 40 hours per week shall be eligible for hospitalization-major medical, dental and life insurance. The monthly district contribution will be prorated according to the number of hours assigned of the 40-hour week. If the premium for the hospitalization-major medical

insurance selected is less than the maximum district contribution, then the monthly premium will be prorated according to the number of hours assigned of the 40-hour week.

An employee must pay the employee's portion of premium for medical/dental coverage one (1) month in advance, if the employee's earnings are not sufficient to cover any monthly premium amount which exceeds the District's maximum contribution.

An employee must complete 30 calendar days of employment in order to be eligible to enroll in the District's fringe benefit programs. The employee will be eligible for benefits on the 1st of the month following the completion of the 30 days referred to above.

MEDICAL BENEFIT

- (a) The School District shall provide a program of single and dependent medical insurance . The District will select the insurance carrier and policy after considering the recommendations of the insurance committee.
- (b) Participation in the School District insurance program is voluntary on the part of the employee. No additional compensation will be made to those who choose not to accept any or all portions of the program.
- (c) The District shall offer at least one high-deductible medical benefit plan coupled with a VEBA Trust in addition to its other health insurance plans. Each employee who chooses to enroll in a high-deductible/VEBA plan shall receive a District contribution to a VEBA account set up for that employee. The following provisions shall apply to the high-deductible/VEBA plan offered by the District:
 - 1. Single Coverage: The District shall pay the full cost of the single premium for the deductible plan. For information purposes only, this is the plan identified as Plan A during the 2020-2021 school year. In addition, the District will make a \$750 annual contribution, paid on a monthly basis, to the employee's VEBA account
 - 2. Dependent Coverage: Effective July 1, 2014, the District shall pay \$1300.00 per month toward the cost of the dependent premium for the high-deductible plan. In addition, the District

will make a \$1,000 annual contribution, paid on a monthly basis, to the employee's VEBA account.

3. The employer will contribute up to \$6.00 per month to the VEBA trust for administrative fees.

DENTAL BENEFIT

The School District will purchase dental insurance for all full time employees and their dependents. The District shall contribute to a maximum of \$59.00 effective July 1, 2018 for a plan based on a composite bid quotation. If the composite cost exceeds the District contribution, the excess amount shall be prorated on a monthly basis among the employees with dependent coverage.

LIFE INSURANCE

Employees working 14 or more hours per week will receive a five thousand (\$5,000) dollar term life insurance policy.

PERA:

As a district employee, non-licensed employees are mandated by Minnesota Statute to participate in PERA (Public Employees Retirement Association). This benefit provides an outstanding pension for you when you retire. Members of PERA contribute a percentage of their total salary to this plan through automatic payroll deductions. Because contribution rates periodically change to reflect changes in benefits and funding needs, please call the Payroll office for the current employee and district contribution percentage rate.

Federal and state income taxes on PERA are deferred, so most of your PERA benefits will be taxable when it is received unless placed in another tax-deferred program.

TAX SHELTER ANNUITIES:

Your PERA and social security may not fulfill all of your financial needs when you retire, which is why we also offer tax-deferred retirement investment programs to supplement your retirement income.

- (a) All personnel may participate in the Tax Sheltered Annuities program.
- (b) All employees who wish to enter the Tax Sheltered Annuity program for the first time, on a non-matching basis, must complete the District and company forms provided for this purpose and must submit the District forms to the Human Resources office. Entry into the program may occur at any time. The District Tax Sheltered Annuity Form must be completed and returned to the District Human Resources office at least thirty (30) days before the payroll date on which tax deduction is to begin.
- (c) An employee who has filed the District Tax Sheltered Annuity program form shall have that program automatically continue for the identified dollar or percentage amounts as indicated on the form until changed or cancelled. A new form will be needed each year only if the individual wishes to make a change in the present plan, i.e. carrier, dollar amount or percentage.
- (d) The District will contribute on a matching basis up to 1% of salary for employees beginning after five (5) years of employment and up to 2% of salary upon completion of eight (8) years of employment. Initial entry or re-entry into the District matching program shall occur on September 1 or January 1 of each year provided the District Tax Sheltered Annuity form is submitted to the Human Resources office 30 days in advance.

NEW BUSINESS - FOR ACTION

Agenda Item VI.H.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, March 15, 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 Timothy & Elizabeth Beaström of Eden Prairie, MN
\$30.00 from Richard W. Carlson & Jeannie L. Sonstegard of Edina, MN
\$100.00 from Tom Christ of Excelsior, MN
\$100.00 from James Clancy of Minneapolis, MN
\$150.00 from Tom & Pam Halpern of Eden Prairie, MN
\$200.00 from Greg Hubbard of Madison, WI
\$100.00 from Charles Kennedy of Shakopee, MN
\$100.00 from James D. Little of Ann Arbor, MI
\$35.00 from Barbara McKenzie of Bloomington, MN
\$100.00 from David Metzen of Mendota Heights, MN
\$30.00 from Dale & Kathleen Olson of Minneapolis, MN
\$250.00 from John & Mary O'Rourke of Hopkins, MN
\$25.00 from J.D. Peterson of Eagan, MN
\$50.00 from Susan Smith of Brooklyn Park, MN
\$50.00 from Kermit & Karen Sommers of Eden Prairie, MN
\$15.00 from Joyce Waddick of Minneapolis, MN
\$25.00 from Patrick & Sandra Westrum of Apple Valley, MN

