

## 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, May 17, 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. Elementary Education Presentation
    - 2. School Survey Results Report
    - 3. Summer Programming & 21-22 Planning Presentation
  - C. Commendations
- IV. CONSENT AGENDA
  - A. Routine Matters
    - 1. Minutes of the regular meeting held May 3, 2021
    - 2. General Disbursements as of 5/11/21 in the amount of \$340,927.19
    - 3. Year-to-Date Finance Update
  - B. Personnel Items
- V. OLD BUSINESS
  - A. Policy 651 – Interscholastic Athletics and Activity Program & Administrative Guideline 651.1
  - B. Policy 611 – Provision for Alternative Instruction & Administrative Guideline 611.1
- VI. NEW BUSINESS
  - A. Policy 613 – Religion in the Schools & Administrative Guideline 613.1
  - B. Preliminary 2021-2022 Budget

C. Sheridan Hills Change Order #22

D. RMS Change Order #18

E. Central Change Order #3

F. Administrative Support Professionals Contract 2020-2022

G. Authorization for Purchase of a Passenger Vehicle

H. Donations

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Future Meeting Dates

6-14-2021	7:00 p.m.	Regular Board Meeting - Public Comment
6-28-2020	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, May 17, 2021**

**Subject: Superintendent Update**

Director of Elementary Education Rachel Gens provides a presentation. Director of Technology Cory Klinge presents the results of recent staff and community surveys. The Superintendent presents on summer programming and planning for the 2021-2022 school year.

**Attached:**

Elementary Education Presentation  
School Survey Results Report  
Summer Programming & 21-22 Planning Presentation

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## **2020-21 Elementary Program Review**

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Rachel Gens, Director of  
Elementary Education

May 17, 2021

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**RICHFIELD**  
**PUBLIC SCHOOLS**

## AGENDA

1. Guaranteed and Viable Curriculum
2. Systemic Progress Monitoring
3. Evidence-Based Pedagogy

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# **Guaranteed and Viable Curriculum**

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# Guaranteed and Viable Curriculum

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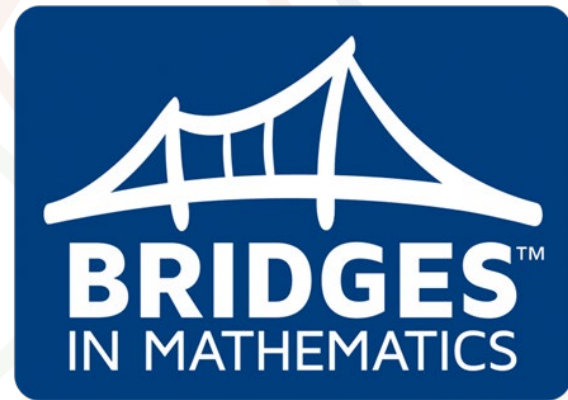
- **Core Literacy Curriculum:** Teacher's College Reading and Writing Project Units of Study in Reading, Writing, and Phonics

LUCY CALKINS & TCRWP COLLEAGUES

**UNITS OF STUDY**

Reading ♦ Writing ♦ Phonics

- **Core Math Curriculum:** Math Learning Center Bridges in Mathematics



# Guaranteed and Viable Curriculum



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- District-wide Instructional Calendar**

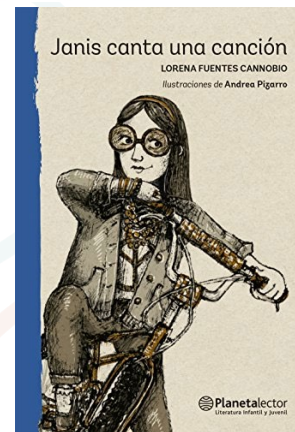
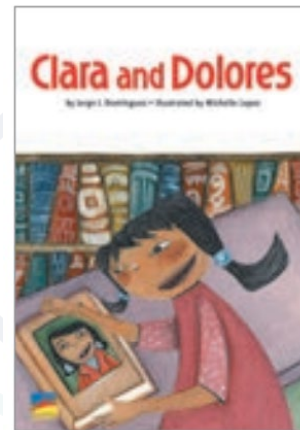
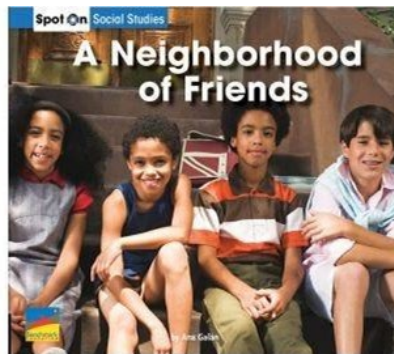
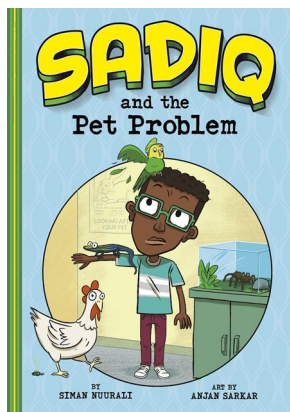
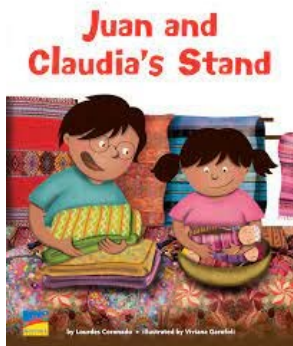
Grade K	SEPT				OCT				NOV					DEC			
170 Days	1 Tri 1	2	3	4	5	6	7	8	9	10	11	12	13	14 Tri 2	15	16	
Dates	9/8	9/14	9/21	9/28	10/5	10/12	10/19	10/26	11/2	11/9	11/16	11/23	11/30	12/7	12/14	12/21	
Days per week	4	5	5	5	5	2	5	5	3	5	5	2	5	5	5	2	
Reading Units of Study	Rituals and Routines		Unit 1: We are Readers					Flex	Unit 2: Super Powers: Reading with Print Strategies and Sight Word Power					Flex			
Phonics Units of Study	Rituals and Routines		Unit 1: Making Friends with Letters					Flex	Unit 2: Word Scientists					Flex			
*Daily Heggerty PA																	
Writing Units of Study	Rituals and Routines		Unit 1: Launching the Writing Workshop Bends 1-2				Show and Tell Writing						Unit 1: Launching the Writing Workshop Bends 3 & 4				
Bridges Math	Rituals and Routines		Unit 1: Numbers 5 to 10						Unit 2: Numbers to 10						Unit 3: Bikes and Bugs Double Add/ Subtract		
*Daily Number Corner																	



# Guaranteed and Viable Curriculum



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# **Systemic Progress Monitoring**

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# Systemic Progress-Monitoring



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## Standards-Based Common Assessments



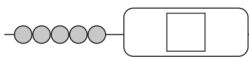
**Unit 3 Assessment** page 1 of 2

Grade 1: Bridges Post Assessment Scoring Guides (MN Standards)

Unit 3

- 1 Here is the top row of a number rack with 10 beads, but some of them are hidden behind a screen. Write a number in the box to show how many beads are hidden.

**Practice**



**a**



**b**



**c**



**d**



**e**



**f**



2 Add.

3	3	4	4	5	10	1
+3	+4	+4	+5	+5	+0	+8

7	10	10	9	2	6	9
+2	+3	+7	+10	+8	+4	+1

Item	Correct Answer	MN Strand	MN Standard	Points Possible
1	Writes a number to show how many beads are hidden on the top row of the number rack. 9, 6, 3, 8, 4, 1	Number & Operation	1.1.2	<b>6 pts.</b> • 1 pt. for each correct answer
2	Within three minutes, solves 14 combinations that involve adding 0, 1, 2, and 10; doubles and doubles plus or minus 1; and combinations of 10. 6, 7, 8, 9, 10, 10, 9, 9, 13, 17, 19, 10, 10, 10	Number & Operation	1.1.2	<b>14 pts.</b> • 1 pt. for each correct answer recorded during the 3-minute timing
3a-d	Counts to determine how many Unifix cubes grouped into 10s and 1s there are in each collection. 16, 12, 18, 26	Number & Operation	1.1.2	<b>4 pts.</b> • 1 pt. for each correct answer
4	Solves a subtraction story problem that involves a situation of comparing. Shows work. <i>There are 7 more hot air balloons in the air than on the ground</i>	Number & Operation	1.1.2	<b>3 pts.</b> • 1 pt. for using the information in the problem • 1 pt. for showing work that could lead to the correct answer • 1 pt. for the correct answer
5	Subtracts various numbers from 10 correctly. 8, 5, 4, 1	Number & Operation	1.1.2	<b>4 pts.</b> • 1 pt. for each correct answer

### Scoring Rubric

Standard		Total Points Possible	3 75-100%	2 50-74%	1 <50%
N&O 1.1.2	Use a variety of models and strategies to solve addition and subtraction problems in real-world and mathematical contexts.	31	24-31	16-23	<16

# Systemic Progress-Monitoring



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- Digital Gradebooks**

			Trimester 2											
			ELA							Math				
Student Last Name	Student First Name	Student ID	TC Benchmark Assessment	TC HFW Assessment (0-200)	TC Phonic Blending Assessment (0-10)	TC Unit 2 OD Information Writing Assessment: Development (0-16)	TC Unit 2 OD Information Writing Assessment: Structure (0-20)	TC Unit 2 OD Information Writing Assessment: Language Conventions (0-8)	TC Developmental Spelling Assessment (0-36)	Bridges Unit 3 Screener	Bridges Unit 3 Post Assessment: Number & Operation (0-31)	Bridges Unit 4 Screener	Bridges Unit 4 Post Assessment: Number & Operation (0-28)	Bridges Unit 4 Post Assessment: Algebra (0-14)
			D	103	2	11	11	3	10	Needs Intervent	25	Needs Intervent	10	6
			B	23	0	6	8.5	3	1	Needs Intervent	18	Needs Intervent	15	10
			H	187	5	9	11	4	8	Needs Intervent	29	Meeting Current	24	12
			I	177	2	8	9.5	3	17	Needs Intervent	29	Meeting Current	25	13
			G	154	1	4	5.5	3	1	Needs Intervent	16	Needs Intervent	11	5
			D	115	1	4	8	2.5	8	Needs Intervent	30	Meeting Current	25	13
			G	181	5	4	5	2.5	3	Needs Intervent	11	Needs Intervent	0	0
			C	48	0	11	11	3	10	Needs Intervent	29	Meeting Current	14	11
			A	3	0	4	5	2	0	Needs Intervent	19	Needs Intervent	3	4
			H	180	10	13	17	4.5	20	Needs Intervent	24	Meeting Current	26	14
			A	18	0	4	7.5	2	3	Needs Intervent	7	Needs Intervent	8	6
			H	189	2	6	8	3	8	Meeting Current	28	Needs Intervent	24	13
			H	195	8	11	12.5	4	19	Needs Intervent	31	Meeting Current	24	13
			F	148	1	9	11	4	9	Needs Intervent	24	Needs Intervent	27	12
			G	153	6	8	12	3	10	Needs Intervent	27	Meeting Current	27	12
			I	150	3	8	10	4	9	Meeting Current	26	Meeting Current	18	12
			I	197	8	8	8	3.5	21	Needs Intervent	31	Meeting Current	26	14
		Does Not Yet Meet	6	4	11	7	9	12	13	15	2	8	5	5
		Partially Meets	4	0	3	9	8	6	0		3		3	1
		Meets	7	2	2	1	1	0	4	2	12	9	9	11
		Exceeds	0	11	1	0	0	0	0					

- **PLC Protocols for Reviewing Results of Common Assessment and Calibrating Interpretations**
  - Calibration Protocol for Scoring Student Work
  - Protocol for Reviewing the Results of Common Assessments
  - Collaborative Assessment Conference Protocol

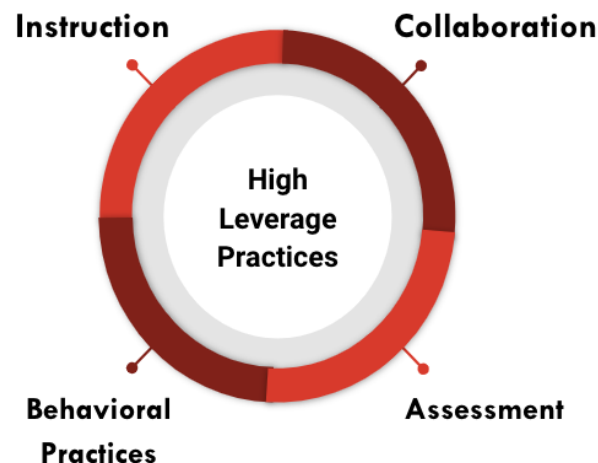
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# **Evidence-Based Pedagogy**

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- **Hybrid and Distance Learning Practice Profile**

- Classroom Community & Management
- Relationships
- Instructional Clarity
- Engagement
- Instructional Delivery
- Assessment & Feedback







- **Professional Development**

- Using Google Meet Enhancements to Promote Engagement
- Supporting Independent Reading with Epic
- Raz-Plus for Advanced Users
- GoGuardian for Classroom Management
- Peardeck for Assessment
- Facilitating Small Group Guided Reading Instruction in Distance and In-Person Learning Environments



# Evidence-Based Pedagogy



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- **Literacy and Math Coaching**



- **Literacy and Math Classroom Visits**

- Learning Environment: access to materials (classroom libraries, word walls, anchor charts, manipulatives, technology tools) to support instruction
- Learning Targets: oral and written communication of specific goals used to drive instruction
- Method of Instructional Delivery: use of whole group, small group, and individual instruction
- Evidence-Based Practices: use of modeling, think-alouds, discussion and peer interaction strategies, feedback

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**Questions?**

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A grayscale background image showing a person's hands working at a desk. One hand is holding a pen over a notepad, while the other is touching a tablet. A smartphone and a glass of water are also visible on the desk.

# 2020-2021 Richfield Public Schools Community and Staff Survey

*Inspire  
Excel*

*Empower*

# Community Survey Data

2020 -2021

## 20-21 Overall Community Satisfaction



Disagree	Neutral	Agree
10%	17%	73%



	Disagree	Neutral	Agree
Principal/ Director Commitment	7%	14%	79%
Connection with Principal/ Director	9%	22%	69%
Connection with Teacher	9%	8%	83%
Teacher preparation for Student Success	11%	8%	81%
Supports for Students	9%	17%	74%
Continue at current school	10%	8%	82%
Continue through grade 12	10%	14%	76%
Recommend School	11%	11%	78%
RPS Promoted in a Positive Manor	6%	18%	31%
Culture of High Expectations	8%	17%	75%
Extracurricular Satisfaction	8%	26%	66%
<b>20-21 General Community Satisfaction With RPS</b>	<b>9%</b>	<b>15%</b>	<b>72%</b>

# Community Feedback Results



## General Takeaways

- Most respondents have a very positive perception of RPS.
- The community has great appreciation for our pandemic response, yet some longed for more rigor and content.

## 5 Year Strategic Trends

- On 5 year common questions, most schools improved in all areas including principal commitment, teacher/student relationships, and student transitions to new schools.
- Superintendent numbers have continually increased, and have remained strong in challenging times.
- Community desires a shorter, more user friendly survey.

# Community Feedback Results



## Areas of Relative Strength

- Survey participation is robust
- Survey participants are more diverse, and younger than in years past
- Principals and district leaders get high marks for their leadership
- Teachers are highly respected by our community and their peers

## Areas With Opportunities For Growth:

- Continued conversations about addressing social and political issues in our schools
- Learning from the pandemic in terms of offering opportunities for learners that are accessible and engaging



## Concerns

- Survey length and accessibility
- Survey still mostly completed by more affluent and white residents

## Plans To Address Concerns

- Continue our multi-tiered digital survey blitz. That includes email, website banners, and social media
- Work closer with sites to assure that kiosks are set up at conferences
- Shorten the survey, improve the mechanics of the survey, and make it in a better platform

# Staff Survey Data

2020 -2021

## 20-21 Staff Survey Results



### Positively Promotes District

	School Administration	Business Team	Operations Team	Teaching & Learning	Teachers	Superintendent	Overall	20-21 %
Strongly Disagree	5	4	3	5	3	5	25	1.76%
Disagree	2	7	4	3	1	8	25	1.76%
Neutral	11	50	23	32	13	19	148	10.41%
Agree	69	73	89	88	89	77	485	34.11%
Strongly Agree	149	46	84	84	122	126	611	42.97%
Not Applicable	5	54	32	22	11	4	128	9.00%
Total	241	234	235	234	239	239	1422	

Strongly Agree and Strongly Disagree increased slightly from 2018

-2019

## 20-21 Staff Survey Results



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### Environment of Trust, Collaboration, & Team Work

	School Administration	Business Team	Operations Team	Teaching & Learning	Teachers	Superintendent	Overall	20-21 %
Strongly Disagree	16	6	3	10	4	9	48	3.38%
Disagree	17	13	6	21	14	16	87	6.13%
Neutral	17	58	31	39	10	38	193	13.59%
Agree	67	61	74	83	70	89	444	31.27%
Strongly Agree	119	33	82	61	130	80	505	35.56%
Not Applicable	5	62	38	21	11	6	143	10.07%
Total	241	233	234	235	239	238	1420	

Strongly Disagree and Disagree increased slightly from 2018 -2019.

## 20-21 Staff Survey Results



### Culture of High Expectations

	School Administration	Business Team	Operations Team	Teaching & Learning	Teachers	Superintendent	Overall	20-21 %
Strongly Disagree	8	3	3	6	5	7	32	2.26%
Disagree	11	12	4	10	8	10	55	3.88%
Neutral	19	57	44	29	18	27	194	13.70%
Agree	68	53	73	92	76	68	430	30.37%
Strongly Agree	128	39	69	73	121	120	550	38.84%
Not Applicable	6	69	41	22	11	6	155	10.95%
Total	240	233	234	232	239	238	1416	

Cumulative Agrees and Disagrees resulted in nearly status quo from 2018 -2019.

## 20-21 Staff Survey Results



### Shared Purpose for Improving School Performance/ Effectiveness

	School Administration	Business Team	Operations Team	Teaching & Learning	Teachers	Superintendent	Overall	20-21 %
Strongly Disagree	3	3	3	8	3	6	26	1.83%
Disagree	10	11	3	10	7	8	49	3.46%
Neutral	20	53	37	39	22	26	197	13.89%
Agree	81	59	79	88	80	75	462	32.58%
Strongly Agree	121	39	68	68	116	117	529	37.31%
Not Applicable	6	67	44	22	11	5	155	10.93%
Total	241	232	234	235	239	237	1418	

Strongly Agree and Agree decreased slightly from 2018 -2019.

## 20-21 Staff Survey Results



### Supports Quality Professional Development Opportunities

	School Administration	Business Team	Operations Team	Teaching & Learning	Teachers	Superintendent	Overall	20-21%
Strongly Disagree	5			7		10	22	3.09%
Disagree	11			23		22	56	7.87%
Neutral	32			32		43	107	15.03%
Agree	69			85		84	238	33.43%
Strongly Agree	117			65		71	253	35.53%
Not Applicable	6			22		8	36	5.06%
Total	240			234		238	712	

Strongly Agree Increased by over 3 points from 2018 -2019.

## 20-21 Staff Survey Results



### Staff Feels Respected and Supported

	School Administration	Business Team	Operations Team	Teaching & Learning	Teachers	Superintendent	Overall	20-21 %
Strongly Disagree	15	10	2	11	4	10	52	3.67%
Disagree	19	15	6	22	5	18	85	6.00%
Neutral	22	62	31	43	21	45	224	15.82%
Agree	84	50	76	77	85	78	450	31.78%
Strongly Agree	94	39	85	57	111	71	457	32.27%
Not Applicable	7	56	33	26	13	13	148	10.45%
Total	241	232	233	236	239	235	1416	

All areas but Strongly Disagree improved by over 1 percentage point from 2018-2019 resulting in net gains.



## Staff Feedback Results



### Areas of Relative Strength:

- Our staff feels very supported and respected
- Stability and consistency of positive numbers -While showing some decline, the results have been consistently positive for 5 years with the vast majority showing staff satisfaction

### Areas For Continued Growth:

- We would like to see our environment of collaboration, trust, and teamwork numbers improve as they declined slightly even though it was a targeted area of growth
- Shared purpose for effective growth dipped slightly, but the numbers are still strong.



# Questions?



Thank You

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## **Summer School and Plans for the 2021-2022 School Year**

May 17, 2021

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# Summer School: Dates and Locations



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- Eligible students have been informed
- Elementary & Middle at STEM, June 21-July 22, 8 a.m. – 2 p.m.
- High school at RHS, June 21-July 22, 9 a.m. – 1 p.m. for credit recovery
- RHS Spartan Camp for rising 9<sup>th</sup> graders, June 21-July 8, 9 a.m. – 1 p.m.
- D.E.L.O.R.E.S. Works
  - Real-world, engaging activities to build on targeted literacy, math, and writing skills
  - Elective classes such as gardening, visual arts, music, dance/theater, STEM, etc.
  - Most DELORESWorks staff members are retired African-American educators.





# Other Summer Programs



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- Community Education
  - Classes for preschool through adult
  - Swim lessons, sports camps, art, robotics, driver education, and more!
- Beacons
  - Grades K-3: 2-5:30 p.m. at RDLS, June 15 – July 16
  - Grades 4-12: noon-5:30 p.m. at R-STEM, June 15 – July 16
  - Grades K-8: 8 a.m.-5:30 p.m. at RDLS, July 20 – August 7



# 2021-2022 School Year: Programming

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- This fall will be a relaunch of a “typical” school year.
- A distance or hybrid program will be available based on student/family interest.
- The MN state legislature is currently reviewing possible bills that would authorize all districts to provide full distance programming next year.
- Legislative approval already exists for hybrid (blended) programming that includes at least one day in person per week.
- We are currently surveying families asking for a “soft commitment” to either the in person or the distance/hybrid program for 2021-2022 school year.
- Staff will be allocated to either the in person program or the distance/hybrid program (not both).
- More details will be communicated prior to the end of this school year.

# 2021-2022 School Year: Distance/Hybrid

- Based on what we have learned this year, we will continue to improve and refine distance/hybrid programming for next year using student/family/staff input and student learning data.
- The distance/hybrid program for next year will:
  - Contain a mixture of live synchronous and taped asynchronous instruction.
  - Follow the same state standards and overall curriculum as the in person programming.
  - Likely have reduced choices in class offerings for secondary students
- Based on initial survey data, it is expected that approximately 10% of students may choose the distance/hybrid program.





# 2021-2022 School Year: Logistics

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- COVID protocol review will occur over the summer to refine and improve safety and security measures.
- Secondary schools are reviewing master schedules to determine how to best serve student needs.
- Transportation and school start times are being reviewed in light of future COVID protocols.
- Use of technology to support students through quarantines, snow days, and other circumstances (e.g. unfilled sub coverage) will be reviewed to determine best practices moving forward.
- Additional practices that support flexibility and engagement will be examined and continued where possible (online meetings, etc.).

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**Questions/Comments**

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

**Agenda Item III.C.**

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

**Regular Meeting, May 17, 2021**

**Subject: Commendations**

Richfield High School social worker, Marisa Zimmerman, is being honored with the Education Minnesota Human Rights Award! She will receive the award on May 20 for her work in advocating for the human and civil rights of students and staff. She has contributed greatly to the field, through direct service to both our school and the community. This also makes Ms. Zimmermann Education Minnesota's nominee for one of the National Education Association's human and civil rights awards. Look for more information about Ms. Zimmerman and the award on our website and social media following the May 20 event. Congratulations!

Richfield Public Schools would like to commend the nutrition services staff at Sheridan Hills Elementary School. Principal Stachel received an email from a Sheridan parent of a Kindergarten student. This parent expressed deep gratitude for everyone involved in nourishing the students at Sheridan. Her own child has begun to enjoy a much wider variety of foods than ever before, and she credits this to the excellence of the food and the encouragement of the food service staff members at her school. Well done to the nutrition services team!

Richfield Public Schools would like to commend RHS Special Education Teacher Gavin Finelli. Superintendent Unowsky received the following email showcasing Mr. Finelli's outstanding work this year:

*"Good morning Superintendent Unowsky-*

*I am writing you a letter of praise for my son's special education case manager at the high school. This is Gavin' Finelli's first year teaching and I am so grateful for him. He has been a champion for Quinn from day one.*

*Gavin has undying faith in Quinn's abilities and supports him so well that Quinn has done amazing with this tumultuous year. Gavin has been a strong influence. I cannot express how grateful we are to him. His commitment to Quinn and in turn our family,*

*has been astounding. He has been and continues to be a gift. Richfield is blessed to have him.*

*I know all teachers deserve medals for this year. Gavin however deserves more recognition than a medal could give. Quinn's success has hinged on his dedication. I felt the need to let you know of a shining star on your staff and pour out my gratitude.*

*I hope you get to get out and enjoy the sunshine today.*

*Sincerely -*

*Sheila Holtberg*

*Mother of Quinn Holtberg, freshman at the high school"*

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	300790	04/15/2021	AGL CONSULTING	R	2,880.00
01	300791	04/15/2021	ARVIG ENTERPRISES INC	R	1,107.90
01	300792	04/15/2021	BIX FRUIT COMPANY	R	2,360.65
01	300793	04/15/2021	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	1,760.50
01	300794	04/15/2021	BUSINESS ESSENTIALS	R	7,124.40
01	300795	04/15/2021	CENTURYLINK	R	113.45
01	300796	04/15/2021	CINTAS CORPORATION NO 2	R	187.24
01	300797	04/15/2021	CITY OF RICHFIELD	R	6,785.59
01	300798	04/15/2021	CITY OF RICHFIELD	R	3,189.25
01	300799	04/15/2021	COMMERCIAL KITCHEN	R	1,210.26
01	300800	04/15/2021	CONTEMPORARY TRANSPORTATION LLC	R	2,555.00
01	300801	04/15/2021	CPM EDUCATIONAL PROGRAM	R	201.92
01	300802	04/15/2021	CULLIGAN SOFT WATER	R	9.50
01	300803	04/15/2021	DEMCO MEDIA	R	421.89
01	300804	04/15/2021	DICK BLICK COMPANY	R	546.00
01	300805	04/15/2021	DICKS LAKEVILLE SANITATION INC	R	6,419.52
01	300806	04/15/2021	DOOR SERVICE COMPANY OF THE TWIN CI	R	533.00
01	300807	04/15/2021	ECM PUBLISHERS INC	R	133.05
01	300808	04/15/2021	ECOLAB INC	R	133.55
01	300809	04/15/2021	FASTENAL INDUSTRIAL	R	1,577.77
01	300810	04/15/2021	FATH CUTTER, NOELLA	R	3,199.00
01	300811	04/15/2021	FINANGER PHILLIP J	R	70.00
01	300812	04/15/2021	FLICEK WELDING	R	3,775.00
01	300813	04/15/2021	GROTH MUSIC COMPANY	R	222.00
01	300814	04/15/2021	H BROOKS AND COMPANY LLC	R	1,933.67
01	300815	04/15/2021	HAWKINS INC	R	4,097.14
01	300816	04/15/2021	HERITAGE CRYSTAL CLEAN INC	R	3,584.00
01	300817	04/15/2021	HILLYARD	R	2,510.40
01	300818	04/15/2021	HOGLUND BUS CO INC	R	4,954.18
01	300819	04/15/2021	HOPE CHURCH	R	14,062.22
01	300820	04/15/2021	INDOFF INC	R	577.07
01	300821	04/15/2021	INNOVATIVE OFFICE SOLUTIONS LLC	R	47.09
01	300822	04/15/2021	INTEREUM, INC	R	1,063.15
01	300823	04/15/2021	JAYTECH, INC	R	156.80
01	300824	04/15/2021	JW PEPPER & SON INC	R	196.99
01	300825	04/15/2021	KIDCREATE STUDIO	R	504.00
01	300826	04/15/2021	LOFFLER	R	1,225.09
01	300827	04/15/2021	LOFFLER COMPANIES	R	6,854.87
01	300828	04/15/2021	MARGARET HALL	R	45.00
01	300829	04/15/2021	MASA	R	149.00
01	300830	04/15/2021	MCEA	R	1,161.00
01	300831	04/15/2021	MEDTOX LABORATORIES INC	R	185.36
01	300832	04/15/2021	METROPOLITAN MECHANICAL CONTRACTORS	R	21,047.21
01	300833	04/15/2021	MIDWEST BUS PARTS INC	R	331.49
01	300834	04/15/2021	MINUTEMAN PRESS OF RICHFIELD	R	530.00
01	300835	04/15/2021	MIRA	R	1,864.50
01	300836	04/15/2021	ALBIN ACQUISITION CORP	R	22.50
01	300837	04/15/2021	NEW LIFE ENTERPRISE	R	2,300.72
01	300838	04/15/2021	NORMANDALE COMMUNITY COLLEGE	R	56,025.00

01	300839	04/15/2021	OKEY CHRIS	R	70.00
01	300840	04/15/2021	ON SITE SANITATION	R	1,897.57
01	300841	04/15/2021	PAN O GOLD BAKING CO	R	189.80
01	300842	04/15/2021	PIXTON COMICS, INC.	R	99.00
01	300843	04/15/2021	PLAINVIEW MILK PRODUCTS COOPERATIVE	R	7,822.07
01	300844	04/15/2021	PROFESSIONAL WIRELESS COMMUNICATION	R	324.84
01	300845	04/15/2021	RELIABLE DRUG & ALCOHOL INC.	R	400.00
01	300846	04/15/2021	RUTH HOGLUND	R	45.00
01	300847	04/15/2021	SAFETYFIRST PLAYGROUND MAINTENANCE	R	250.00
01	300848	04/15/2021	SHIFFLER EQUIPMENT	R	338.39
01	300849	04/15/2021	SMARTSENSE BY DIGI	R	330.00
01	300850	04/15/2021	SOURCEWELL TECHNOLOGY	R	1,600.00
01	300851	04/15/2021	TEACHER'S DISCOVERY	R	209.62
01	300852	04/15/2021	TRIO SUPPLY COMPANY	R	605.77
01	300853	04/15/2021	TWIN CITY FILTER SERVICE INC	R	165.92
01	300854	04/15/2021	TWIN CITY HARDWARE	R	190.00
01	300855	04/15/2021	ULINE	R	782.16
01	300856	04/15/2021	UNITED HEALTHCARE INSURANCE CO	R	479.54
01	300857	04/15/2021	UNITED HEALTHCARE/AARP MEDICARE RX	R	88.70
01	300858	04/15/2021	UNITED HEARTHCARE /AARP MEDICARE RX	R	88.70
01	300859	04/15/2021	UPPER LAKES FOODS	R	3,663.13
01	300860	04/15/2021	LS DE LLC	R	1,695.00
01	300861	04/15/2021	WORLD FUEL SERVICES, INC.	R	15,328.26
01	300862	04/15/2021	XCEL ENERGY	R	43.97
01	V610776	04/15/2021	JAMIE A GILMORE	R	115.57
01	V610777	04/15/2021	BECKY A HERRERA	R	25.99
01	V610778	04/15/2021	MARGARET R HOEHN	R	165.00
01	V610779	04/15/2021	MELISSA M HUSABY	R	24.99
01	V610780	04/15/2021	ANNE-MARIE KILSTOFTE	R	29.00
01	V610781	04/15/2021	MAIA M MACK	R	131.27
01	V610782	04/15/2021	SHERRI L MEDVEC	R	55.05
01	V610783	04/15/2021	JESSICA J OKEY	R	50.00
01	V610784	04/15/2021	CARMEN SARMIENTO	R	26.07
01	V610785	04/15/2021	DANE A SMITH	R	13.66
01	V610786	04/15/2021	DANA L THOMPSON	R	144.00
01	V610787	04/15/2021	JOAN M TOMKINSON	R	25.00
01	V610788	04/15/2021	CARRIE A VALA	R	160.87
01	300863	04/16/2021	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	8,360.00
01	300864	04/21/2021	ALL STATE COMMUNICATIONS INC	R	731.67
01	300865	04/21/2021	ALLIED PROFESSIONALS, INC.	R	1,105.00
01	300866	04/21/2021	ANDERSON JULIE R	R	125.00
01	300867	04/21/2021	APPRIZE TECHNOLOGY	R	300.00
01	300868	04/21/2021	PRESENTATIONS, INC.	R	4,470.00
01	300869	04/21/2021	AUGSBURG COLLEGE	R	150.00
01	300870	04/21/2021	BIX FRUIT COMPANY	R	5,582.23
01	300871	04/21/2021	BRINK'S INCORPORATED	R	1,336.50
01	300872	04/21/2021	CATALYST BUYING GROUP LLC	R	189.99
01	300873	04/21/2021	CHILD 1ST PUBLICATIONS, LLC	R	55.08
01	300874	04/21/2021	CITY OF RICHFIELD	R	814.26
01	300875	04/21/2021	COMCAST	R	529.74

01	300876	04/21/2021	CUB FOODS	R	73.80
01	300877	04/21/2021	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	300878	04/21/2021	DIGITAL INSURANCE LLC	R	3,537.00
01	300879	04/21/2021	EASYPERMIT POSTAGE	R	532.55
01	300880	04/21/2021	EDGENUITY INC.	R	25,000.00
01	300881	04/21/2021	EDUCATORS BENEFIT CONSULTANTS LLC	R	432.97
01	300882	04/21/2021	GEORGAKOPOULOS, TESS	R	80.00
01	300883	04/21/2021	GROUP MEDICAREBLUE RX	R	6,493.00
01	300884	04/21/2021	IDEAL ENERGIES LLC	R	992.09
01	300885	04/21/2021	INSTITUTE FOR ENVIROMENTAL	R	301.00
01	300886	04/21/2021	INTERMEDIATE DISTRICT 287	R	106,225.75
01	300887	04/21/2021	LAKESHORE LEARNING MATERIALS	R	91.98
01	300888	04/21/2021	MADISON NATIONAL LIFE INS CO INC	R	15,724.49
01	300889	04/21/2021	MEDCO SUPPLY COMPANY	R	79.34
01	300890	04/21/2021	MESSERLI & KRAMER	R	1,537.98
01	300891	04/21/2021	MINNESOTA ALLIANCE	R	1,500.00
01	300892	04/21/2021	MINNESOTA DEPARTMENT OF EDUCATION	R	49,119.95
01	300893	04/21/2021	MSHSL REGION 4AA	R	120.00
01	300894	04/21/2021	MTI DISTRIBUTING CO	R	634.64
01	300895	04/21/2021	NAVIANCE	R	13,319.04
01	300896	04/21/2021	NEW LIFE ENTERPRISE	R	175.00
01	300897	04/21/2021	NORTH CENTRAL BUS	R	25.07
01	300898	04/21/2021	NOVACARE REHABILITATION	R	225.00
01	300899	04/21/2021	NOVAK JANICE SOPHIE	R	160.00
01	300900	04/21/2021	OCCUPATIONAL MEDICINE CONSULTANTS	R	179.00
01	300901	04/21/2021	PAN O GOLD BAKING CO	R	437.90
01	300902	04/21/2021	PREMIUM WATERS INC	R	28.00
01	300903	04/21/2021	RATWIK ROSZAK & MALONEY PA	R	383.50
01	300904	04/21/2021	RELIABLE DRUG & ALCOHOL INC.	R	280.00
01	300905	04/21/2021	RYAN JEANNIE M	R	642.91
01	300906	04/21/2021	SAMUEL NALAGIRA	R	599.00
01	300907	04/21/2021	SCHMITT MUSIC CREDIT	R	482.42
01	300908	04/21/2021	SCHOOL SERVICE EMPLOYEES UNION	R	8,197.45
01	300909	04/21/2021	SHERWIN WILLIAMS CO	R	367.81
01	300910	04/21/2021	TERREL'S TOOLBOX LLC	R	506.51
01	300911	04/21/2021	TOLL COMPANY	R	44.77
01	300912	04/21/2021	TRAFERA HOLDINGS, INC.	R	269.90
01	300913	04/21/2021	TRANSPORTATION PLUS, INC.	R	601.00
01	300914	04/21/2021	TRIO SUPPLY COMPANY	R	618.68
01	300915	04/21/2021	TWIN CITY FILTER SERVICE INC	R	140.07
01	300916	04/21/2021	UNITED STATES TREASURER	R	430.00
01	300917	04/21/2021	UPPER LAKES FOODS	R	11,784.42
01	300918	04/21/2021	XCEL ENERGY	R	88.46
01	300919	04/21/2021	ZAHL PETROLEUM MAINTENANCE CO	R	10,990.00
01	300920	04/23/2021	KINECT ENERGY INC	R	33,407.40
01	300921	04/23/2021	PARK ADAM TRANSPORTATION	R	41,372.61
01	300922	04/23/2021	TWIN CITY TRANSPORTATION	R	161,512.67
01	300923	04/23/2021	XCEL ENERGY	R	8,571.96
01	300924	04/23/2021	ALL FURNITURE INC	R	630.00
01	300925	04/23/2021	BRAUN INTERTEC CORP	R	1,496.00

01	300926	04/23/2021	CONTINENTAL CLAY CO	R	2,867.00
01	300927	04/23/2021	COSNEY CORPORATION	R	7,860.00
01	300928	04/23/2021	ECCO MIDWEST INC	R	74,530.00
01	300929	04/23/2021	EMI AUDIO	R	641.20
01	300930	04/23/2021	ENVIROBATE, INC.	R	53,517.48
01	300931	04/23/2021	ICS CONSULTING, INC.	R	77,182.68
01	300932	04/23/2021	INNOVATIVE OFFICE SOLUTIONS LLC	R	15,972.89
01	300933	04/23/2021	INSTITUTE FOR ENVIROMENTAL	R	12,217.49
01	300934	04/23/2021	MCMASTER-CARR SUPPLY	R	2,127.55
01	300935	04/23/2021	NAC MECHANICAL & ELECTRICAL SERVICE	R	700.00
01	300936	04/23/2021	PHILLIP HUCH	R	10,000.00
01	300937	04/23/2021	ROCHON CORPORATION MINNESOTA	R	310,359.67
01	300938	04/23/2021	SHAW-LUNDQUIST ASSOCIATES, INC.	R	560,367.04
01	300939	04/23/2021	TITAN ENVIROMENTAL, INC.	R	57,950.00
01	300940	04/23/2021	ULINE	R	516.16
01	300941	04/23/2021	VELOCITY DRAIN SERVICES INC	R	570.00
01	300942	04/23/2021	WENGER CORPORATION	R	15,069.60
01	300943	04/23/2021	WOLD ARCHITECTS AND ENGINEERS	R	17,724.37
01	300944	04/26/2021	CITY OF RICHFIELD	R	223.30
<b>TOTAL CHECKS &amp; EPAYS</b>					<b>1,964,557.79</b>



## CHECK & E-PAY RUNS FOR 05/03/2021 BOARD REPORTS

BANK 05	DATE	AMOUNT
CHECKS	4/15/2021	208,652.33
	4/16/2021	8,360.00
	4/21/2021	279,191.92
	4/23/2021	244,864.64
	4/26/2021	223.30
CONSTRUCTION CHECKS	4/23/2021	1,222,299.13
E-PAY	4/15/2021	966.47

CHECK REGISTER BANK 05 TOTAL =	1,964,557.79
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BREAKDOWN	
01-206-00	416,867.02
02-206-00	86,695.73
03-206-00	234,226.79
04-206-00	13,627.62
06-206-00	1,211,372.13
07-206-00	-
18-206-00	-
20-206-00	1,202.58
21-206-00	565.92
47-206-00	-
BANK TOTAL =	1,964,557.79

## 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, May 3, 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, May 3, 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 7:01 p.m. with the following school board members in attendance: Brakke, Cole, Maleck, Smisek and Toensing.

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

### II. REVIEW AND APPROVAL OF THE AGENDA

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

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

- A. Superintendent Update
  - 1. RCEP Presentation
  - 2. Construction Update
  - 3. Nutrition Services Presentation
- B. Commendation

### IV. CONSENT AGENDA

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

- A. Routine Matters
  - 1. Minutes of the regular meeting held April 19, 2021
  - 2. General Disbursements as of 4/26/21 in the amount of \$1,964,557.79
  - 3. Investment Holdings
  - 4. Bid Award Renewal - Milk Products & Bread Products
- B. Personnel Items

**Certified Full Time Resignation**

**Jacqueline Caldwell** – Special Education – RMS

Years in Richfield -1

Effective- 6/11/2021

**Andre Benedict** – Special Education – RMS

Years in Richfield – 1

Effective – 6/11/2021

**Allyson Wolff** – Literacy Coach – RDLS

Years in Richfield – 5

Effective – 6/11/2021

**Classified Part Time Position For Employment – Paraprofessional**

**Julie Hughes** – 35 hr/wk – SpEd Paraprofessional – Central Education

Effective 4/7/2021

**Joan Mithun** - 13.75 hr/wk – Managerial Paraprofessional – RSTEM

Effective 4/22/2021

**Classified Full Time Position For Employment – Paraprofessional**

**Keiry Juarez**- 40 hr/wk – Clerical Paraprofessional – Richfield High School

Effective 4/26/2021

**Classified Part Time Position For Employment – Food and Nutrition Services**

**Martha Malagon Avila**- 25 hr/wk – Kitchen Assistant – Richfield High School

Effective 4/12/2021

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

**Charlie Lovseth** – 40 hr/wk – Building Cleaner – Richfield High School

Effective 4/26/2021

**Classified Part Time Resignation – Paraprofessional**

**Sophia Webster** – 30 hr/wk – Paraprofessional – Sheridan Elementary

Effective May 12, 2021

**Classified Full Time Resignation – Administrative Professional**

**Amanda Connaire** – 40 hr/wk – Management Assistant – District Offices

Effective April 20, 2021

**Classified Part Time Resignation – Facilities and Transportation**

**Robert McCabe** – 10 hr/wk – Bus Driver – Bus Garage

Effective 4/2/2021

**Classified Full Time Retirement - Administrative Professional**

**Karen Madsen** – 40 hr/wk – Administrative Assistant 10.5 mo – Sheridan Hills

Effective 6/16/2021

**Classified Part Time Retirement - Paraprofessional**

**Nancy Corley** – 36.25 hr/wk – SpEd Paraprofessional – Richfield High School

Effective 6/9/2021

V. OLD BUSINESS

- A. Policy 406 - Professional Learning & Administrative Guideline 406.1 - third read

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

- B. Policy 651 - Interscholastic Athletics and Activity Program & Administrative Guideline 651.1 & Policy 652 - Addition and Deletion of Interscholastic Athletic Offerings - second read

VI. NEW BUSINESS

- A. Policy 611 - Provision for Alternative Instruction & Administrative Guideline 611.1 - first read  
B. Non-renewal of Probationary Teachers

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

- C. Donations

Motion by Maleck, seconded by Cole, 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  
    5-17-2021                      7:00 p.m.                      Regular Board Meeting - Public Comment  
    6-14-2021                      7:00 p.m.                      Regular Board Meeting  
D. Suggested/Future Agenda Items

VIII. ADJOURN REGULAR MEETING

Chair Pollis adjourned the meeting at 8:39 pm.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	300945	04/28/2021	ADRIAN EMILY	R	65.00
01	300946	04/28/2021	ALLIED PROFESSIONALS, INC.	R	1,190.00
01	300947	04/28/2021	BEASLEY ASHLEY	R	50.00
01	300948	04/28/2021	BIEVER MICHAEL C	R	72.00
01	300949	04/28/2021	BIX FRUIT COMPANY	R	7,931.67
01	300950	04/28/2021	BRIMAR INDUSTRIES	R	670.40
01	300951	04/28/2021	BROWN CARLA	R	230.00
01	300952	04/28/2021	CANON USA	R	4,038.49
01	300953	04/28/2021	CAPITAL ONE TRADE CREDIT	R	119.99
01	300954	04/28/2021	CAPTIVATE MEDIA & CONSULTING	R	1,240.00
01	300955	04/28/2021	CARQUEST AUTO PARTS	R	345.03
01	300956	04/28/2021	CATCHON INC.	R	6,500.00
01	300957	04/28/2021	CINTAS CORPORATION NO 2	R	93.62
01	300958	04/28/2021	CONTINENTAL RESEARCH CORP	R	624.90
01	300959	04/28/2021	CURRICULUM ASSOCIATES, LLC	R	156.80
01	300960	04/28/2021	ENVIROBATE, INC.	R	345.00
01	300961	04/28/2021	FASTENAL INDUSTRIAL	R	16.48
01	300962	04/28/2021	FURTHER	R	5,863.50
01	300963	04/28/2021	HAMANN RONALD C	R	72.00
01	300964	04/28/2021	HANSON NICOLE	R	50.00
01	300965	04/28/2021	HILLYARD	R	3,771.25
01	300966	04/28/2021	HR SIMPLIFIED INC.	R	788.00
01	300967	04/28/2021	JAYTECH, INC	R	1,272.15
01	300968	04/28/2021	JW PEPPER & SON INC	R	150.00
01	300969	04/28/2021	KELLNER CLAIRE	R	65.00
01	300970	04/28/2021	KURPIERS REYNE	R	65.00
01	300971	04/28/2021	LOFFLER COMPANIES	R	115.00
01	300972	04/28/2021	MIDWEST BUS PARTS INC	R	110.68
01	300973	04/28/2021	NUSS TRUCK & EQUIPMENT	R	600.00
01	300974	04/28/2021	OCCUPATIONAL MEDICINE CONSULTANTS	R	104.00
01	300975	04/28/2021	OLSON CHAD	R	250.00
01	300976	04/28/2021	PAN O GOLD BAKING CO	R	384.40
01	300977	04/28/2021	PAPCO, INC.	R	52.67
01	300978	04/28/2021	PIONEER MANUFACTURING COMPANY	R	898.00
01	300979	04/28/2021	PLAINVIEW MILK PRODUCTS COOPERATIVE	R	5,687.93
01	300980	04/28/2021	SAFETYFIRST PLAYGROUND MAINTENANCE	R	1,080.00
01	300981	04/28/2021	SHIFFLER EQUIPMENT	R	163.28
01	300982	04/28/2021	SHUPE DANIELLE	R	65.00
01	300983	04/28/2021	TRIO SUPPLY COMPANY	R	3,701.33
01	300984	04/28/2021	UHL COMPANY INC	R	7,120.00
01	300985	04/28/2021	UPPER LAKES FOODS	R	21,002.76
01	300986	04/28/2021	VELSOR AMY	R	65.00
01	300987	04/28/2021	VSP VISION SERVICE PLAN	R	3,088.22
01	300988	04/28/2021	WALTERS JOHN	R	72.00
01	300989	04/28/2021	WARDELL AMY L	R	65.00
01	300990	04/28/2021	ALLSTATE PETERBILT OF S ST PAUL	R	203.82
01	300991	04/28/2021	WESSEL JON	R	50.00
01	300992	04/28/2021	XCEL ENERGY	R	35,254.55
01	300996	04/28/2021	AMAZON.COM SYNCB/AMAZON	R	13,516.30

01	300997	04/28/2021	CINTAS	R	722.08
01	300998	04/28/2021	P&D MECHANICAL CONTRACTING, CO	R	2,757.00
01	V610789	04/29/2021	SUE D BESSER	R	3.36
01	V610790	04/29/2021	CALLEN M MCINNES	R	96.87
01	V610791	05/03/2021	SUE D BESSER	R	7.33
01	V2100886	05/04/2021	P-CARD BAIRD LISA	R	7,100.46
01	V2100887	05/04/2021	P-CARD BROWN MATTHEW	R	1,012.92
01	V2100888	05/04/2021	P-CARD BRUNNER PATTI	R	4,697.18
01	V2100889	05/04/2021	P-CARD BURT EMILY	R	28.94
01	V2100890	05/04/2021	P-CARD BURT STEPHANIE	R	1,603.36
01	V2100891	05/04/2021	P-CARD CARUSO MATTHEW	R	518.60
01	V2100892	05/04/2021	P-CARD DINGMAN KRISTI	R	4,617.06
01	V2100893	05/04/2021	P-CARD ELLERSON JARED	R	101.20
01	V2100894	05/04/2021	P-CARD FINDLEY LAMPKIN MELISSA	R	873.01
01	V2100895	05/04/2021	P-CARD FINKE RYAN	R	691.19
01	V2100896	05/04/2021	P-CARD GEURINK AREND	R	4,334.65
01	V2100897	05/04/2021	P-CARD GULLICKSON KEVIN	R	35.00
01	V2100898	05/04/2021	P-CARD HINES CARLONDREA	R	674.00
01	V2100899	05/04/2021	P-CARD KRETSINGER DAN	R	1,732.36
01	V2100900	05/04/2021	P-CARD LEWIS JENNIFER	R	798.14
01	V2100901	05/04/2021	P-CARD MACE CHRISTI JO	R	1,230.51
01	V2100902	05/04/2021	P-CARD MAHONEY COLLEEN	R	1,031.10
01	V2100903	05/04/2021	P-CARD MARYN ANGELA	R	2,038.80
01	V2100904	05/04/2021	P-CARD MCGINN DAN	R	100.71
01	V2100905	05/04/2021	P-CARD MCNAUGHTON COMMERS CAROLE	R	43.97
01	V2100906	05/04/2021	P-CARD POMERLEAU DORIS	R	2,034.43
01	V2100907	05/04/2021	P-CARD SMITH DANE	R	279.75
01	V2100908	05/04/2021	P-CARD STACHEL NANCY	R	972.80
01	V2100909	05/04/2021	P-CARD VALLEY JENNIFER	R	19.00
01	V2100910	05/04/2021	P-CARD WINTER AMY	R	4,680.31
01	300999	05/05/2021	VISUAL IMPACT LLC	R	1,034.10
01	301000	05/06/2021	AIM ELECTRONICS INC	R	167.28
01	301001	05/06/2021	ALL STATE COMMUNICATIONS INC	R	9,995.00
01	301002	05/06/2021	ALLIED PROFESSIONALS, INC.	R	1,215.50
01	301003	05/06/2021	ALTMAN ADAM	R	300.00
01	301004	05/06/2021	ARVIG ENTERPRISES INC	R	1,107.90
01	301005	05/06/2021	BACKLUND CHAD G	R	72.00
01	301006	05/06/2021	BAUER BUILT INC	R	51.48
01	301007	05/06/2021	BIX FRUIT COMPANY	R	6,890.99
01	301008	05/06/2021	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	1,760.50
01	301009	05/06/2021	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	301010	05/06/2021	BSN SPORTS, LLC	R	441.00
01	301011	05/06/2021	CAPITAL ONE TRADE CREDIT	R	292.15
01	301012	05/06/2021	CARQUEST AUTO PARTS	R	156.56
01	301013	05/06/2021	CASEBOLT, ERIN	R	166.00
01	301014	05/06/2021	CEDAR SMALL ENGINE	R	392.70
01	301015	05/06/2021	CEL PUBLIC RELATIONS, INC.	R	495.00
01	301016	05/06/2021	CHESS & STRATEGY GAME ASSOCIATION	R	391.68
01	301017	05/06/2021	CINTAS CORPORATION NO 2	R	215.92
01	301018	05/06/2021	CITY OF BURNSVILLE	R	94.50

01	301019	05/06/2021	CITY OF RICHFIELD	R	6,785.59
01	301020	05/06/2021	CITY OF RICHFIELD	R	1,805.29
01	301021	05/06/2021	COGNIA	R	1,200.00
01	301022	05/06/2021	COMCAST	R	517.55
01	301022	05/06/2021	COMCAST	V	-517.55
01	301023	05/06/2021	CRAWFORD SA'VAUNA	R	20.00
01	301024	05/06/2021	DICKEY TENZIN	R	20.00
01	301025	05/06/2021	DIGITAL INSURANCE LLC	R	1,716.00
01	301026	05/06/2021	ECM PUBLISHERS INC	R	142.80
01	301027	05/06/2021	ECOLAB INC	R	698.95
01	301028	05/06/2021	EDUCATORS BENEFIT CONSULTANTS LLC	R	102.00
01	301029	05/06/2021	FAIRCON SERVICE COMPANY	R	494.50
01	301030	05/06/2021	FAMILY TREE CLINIC	R	300.00
01	301031	05/06/2021	FASTENAL INDUSTRIAL	R	11.32
01	301032	05/06/2021	FREEWHEEL BIKE RICHFIELD	R	179.96
01	301033	05/06/2021	WW GRAINGER INC	R	469.68
01	301034	05/06/2021	HERITAGE CRYSTAL CLEAN INC	R	1,310.00
01	301035	05/06/2021	HILLYARD	R	20,055.93
01	301036	05/06/2021	HOGLUND BUS CO INC	R	449.17
01	301037	05/06/2021	IIX INSURANCE INFORMATION EXCHANGE	R	72.90
01	301038	05/06/2021	INSTITUTE FOR ENVIROMENTAL	R	16,754.75
01	301039	05/06/2021	INSTRUMENTALIST AWARDS	R	72.00
01	301040	05/06/2021	KINECT ENERGY INC	R	515.00
01	301041	05/06/2021	LIGHTSPEED TECHNOLOGIES, INC.	R	26,800.00
01	301042	05/06/2021	LOFTON SAMAIRA	R	20.00
01	301043	05/06/2021	MIDWEST BUS PARTS INC	R	1,273.05
01	301044	05/06/2021	MINUTEMAN PRESS OF RICHFIELD	R	781.92
01	301045	05/06/2021	MORROW DONALD	R	240.00
01	301046	05/06/2021	MOSHIER LENNY	R	72.00
01	301047	05/06/2021	MUSSE JANO	R	20.00
01	301048	05/06/2021	MUSSER-NEUS, AMY	R	20.00
01	301049	05/06/2021	NOVAK JANICE SOPHIE	R	40.00
01	301050	05/06/2021	SIMPLY GOOD FOOD LLC	R	3,295.00
01	301051	05/06/2021	ON SITE SANITATION	R	1,586.00
01	301052	05/06/2021	PAN O GOLD BAKING CO	R	283.20
01	301053	05/06/2021	PROFESSIONAL WIRELESS COMMUNICATION	R	175.00
01	301054	05/06/2021	RAGHUNATH, SABREENA	R	20.00
01	301055	05/06/2021	REGION 3AA	R	1,250.00
01	301056	05/06/2021	RICHARDSON EUGENE	R	72.00
01	301057	05/06/2021	ROCANO ANTHONY	R	20.00
01	301058	05/06/2021	RUDOLPH ANNIKA	R	20.00
01	301059	05/06/2021	SCHOLASTIC INC	R	92.50
01	301060	05/06/2021	SCHOLASTIC INC	R	632.50
01	301061	05/06/2021	I3-MPN, LLC	R	125.00
01	301062	05/06/2021	SHERWIN WILLIAMS CO	R	198.90
01	301063	05/06/2021	TACO TACO INC.	R	1,600.00
01	301064	05/06/2021	TAFFE SARAH ANN	R	8,165.60
01	301065	05/06/2021	TRIO SUPPLY COMPANY	R	1,568.12
01	301066	05/06/2021	TWIN CITY FILTER SERVICE INC	R	129.06
01	301067	05/06/2021	TWIN CITY GARAGE DOOR	R	2,097.18

01	301068	05/06/2021	TWIN CITY HARDWARE	R	362.49
01	301069	05/06/2021	UPPER LAKES FOODS	R	14,165.71
01	301070	05/06/2021	VERIZON WIRELESS	R	510.74
01	301071	05/06/2021	WESTMARK PRODUCTIONS	R	2,100.00
01	301072	05/06/2021	WORLD FUEL SERVICES, INC.	R	1,270.29
01	301073	05/06/2021	XCEL ENERGY	R	444.26
01	301074	05/06/2021	ZUBAN FAMETTA	R	20.00
01	V610792	05/06/2021	MIRIAM A CASTRO SANJUAN	R	40.00
01	V610793	05/06/2021	MARY L CLARKSON	R	70.00
01	V610794	05/06/2021	LATANYA R DANIELS	R	70.00
01	V610795	05/06/2021	KIM M DARAITIS	R	69.90
01	V610796	05/06/2021	GEORGE A DENNIS	R	35.00
01	V610797	05/06/2021	JARED ELLERSON	R	70.00
01	V610798	05/06/2021	RYAN D FINKE	R	70.00
01	V610799	05/06/2021	PETER J FITZPATRICK	R	40.00
01	V610800	05/06/2021	STEVEN T FLUCAS	R	70.00
01	V610801	05/06/2021	MICHAEL L FRANKENBERG	R	70.00
01	V610802	05/06/2021	RACHEL GENS	R	70.00
01	V610803	05/06/2021	AREND J GEURINK	R	70.00
01	V610804	05/06/2021	JAMES A GILLIGAN	R	70.00
01	V610805	05/06/2021	CHRISTINA M GONZALEZ	R	70.00
01	V610806	05/06/2021	KYLE L GUSTAFSON	R	40.00
01	V610807	05/06/2021	KEVIN D HARRIS	R	40.00
01	V610808	05/06/2021	JAMES L HILL	R	40.00
01	V610809	05/06/2021	SUZANNE A HILLER	R	71.90
01	V610810	05/06/2021	CARLONDREA D HINES	R	70.00
01	V610811	05/06/2021	JESSICA M HOFFMAN	R	40.00
01	V610812	05/06/2021	CRAIG D HOLJE	R	70.00
01	V610813	05/06/2021	MELISSA M HUSABY	R	39.81
01	V610814	05/06/2021	JANICE JORENBY	R	70.00
01	V610815	05/06/2021	CORY J KLINGE	R	70.00
01	V610816	05/06/2021	DANIEL E KRETSINGER	R	70.00
01	V610817	05/06/2021	ANOOP KUMAR	R	40.00
01	V610818	05/06/2021	SARA J LINDE	R	50.00
01	V610819	05/06/2021	JOHN M LORENZINI	R	70.00
01	V610820	05/06/2021	COLLEEN M MAHONEY	R	70.00
01	V610821	05/06/2021	MICHAEL A MANNING	R	70.00
01	V610822	05/06/2021	DANIEL P MCGINN	R	40.00
01	V610823	05/06/2021	DOUG R MCMEEKIN	R	70.00
01	V610824	05/06/2021	CAROLE R MCNAUGHTON-COMMERS	R	70.00
01	V610825	05/06/2021	KENT D MEYER	R	70.00
01	V610826	05/06/2021	ADAM J MILLER	R	96.10
01	V610827	05/06/2021	ALECIA M MOBLEY	R	70.00
01	V610828	05/06/2021	LISA M NEGUS	R	70.00
01	V610829	05/06/2021	ERIN H NEILON	R	40.00
01	V610830	05/06/2021	ROBERT G OLSON	R	40.00
01	V610831	05/06/2021	LAURA B OTTERNESS	R	70.00
01	V610832	05/06/2021	MARK S PEDERSEN	R	40.00
01	V610833	05/06/2021	DENNIS E PETERSON	R	35.00
01	V610834	05/06/2021	CASSANDRA QUAM	R	70.00



01	V610835	05/06/2021	RENEE C REED-KARSTENS	R	40.00
01	V610836	05/06/2021	KEITH D RIEF	R	40.00
01	V610837	05/06/2021	TERESA L ROSEN	R	70.00
01	V610838	05/06/2021	MAUREEN E RUHLAND	R	40.00
01	V610839	05/06/2021	TIMECKA MARIE SANCHEZ-MICHAELS	R	70.00
01	V610840	05/06/2021	AMBER M SCHAUER	R	70.00
01	V610841	05/06/2021	MARTA I SHAHSAVAND	R	70.00
01	V610842	05/06/2021	NANCY J STACHEL	R	70.00
01	V610843	05/06/2021	PATRICK M SURE	R	40.00
01	V610844	05/06/2021	STACY THEIEN-COLLINS	R	70.00
01	V610845	05/06/2021	VLADIMIR S TOLEDO	R	40.00
01	V610846	05/06/2021	IAN D TOLENTINO	R	40.00
01	V610847	05/06/2021	STEVEN P UNOWSKY	R	270.00
01	V610848	05/06/2021	STEPHEN C URBANSKI	R	40.00
01	V610849	05/06/2021	CARRIE A VALA	R	70.00
01	V610850	05/06/2021	JENNIFER K VALLEY	R	70.00
01	V610851	05/06/2021	RYAN WAGNER	R	40.00
01	V610852	05/06/2021	REBECCA S WALD	R	40.00
01	V610853	05/06/2021	KASYA L WILLHITE	R	70.00
01	V610854	05/06/2021	AMY J WINTER AHSENMACHER	R	70.00
01	V610855	05/06/2021	CARRIE A VALA	R	450.00
01	301075	05/07/2021	COMCAST	R	272.81
01	301076	05/07/2021	COMCAST BUSINESS	R	244.74
01	301077	05/07/2021	CONSILIUM, INC.	R	1,840.00
01	301078	05/11/2021	M&G TRAILER SALES, SERVICE & RENTAL	R	9,882.00

<b>TOTAL CHECKS, EPAYS &amp; P-CARDS</b>					<b>340,927.19</b>
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## CHECKS, P-CARD & E-PAY RUNS FOR 05/17/2021 BOARD REPORTS

BANK 05	DATE	AMOUNT
CHECKS	4/28/2021	129,436.22
	5/5/2021	1,034.10
	5/6/2021	149,013.52
	5/7/2021	517.55
	5/11/2021	9,882.00
BLESSED TRINITY CHECKS	4/28/2021	3,479.08
	5/7/2021	1,840.00
P-CARDS-APRIL	5/4/2021	41,249.45
E-PAY	4/29/2021	100.23
	5/3/2021	7.33
	5/6/2021	4,367.71

<b>CHECK REGISTER BANK 05 TOTAL =</b>	<b>340,927.19</b>
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BREAKDOWN	
01-206-00	243,672.64
02-206-00	67,239.67
03-206-00	5,468.51
04-206-00	19,332.62
06-206-00	70.00
07-206-00	-
18-206-00	-
20-206-00	4,079.51
21-206-00	1,064.24
47-206-00	-
<b>BANK TOTAL =</b>	<b>340,927.19</b>

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

RICHFIELD | April 30, 2021

							April 30, 2021	April 30, 2020 % of	April 30, 2019 % of			
REVENUE CATEGORIES	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	April 30, 2020	April 30, 2019
STATE	46,183,093	45,674,569	45,753,835	45,959,108	34,516,901	11,236,934	75.44%	76.30%	75.88%	(332,648)	34,849,549	35,042,210
FEDERAL	2,098,367	2,834,495	4,751,670	6,516,439	2,619,536	2,132,134	55.13%	-0.01%	38.37%	2,619,917	(381)	805,236
PROPERTY TAXES	16,524,053	18,018,704	17,677,523	23,027,434	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	289,200	278,737	259,290	29,910	89.66%	43.63%	90.02%	202,326	56,964	96,458
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	1,030,594	758,597	481,091	549,503	46.68%	73.88%	64.26%	(467,553)	948,643	970,833
TOTALS	66,423,498	67,942,444	69,502,822	76,540,315	55,328,083	14,174,739	79.61%	79.19%	77.95%	1,523,878	53,804,205	51,775,191
							April 30, 2021	April 30, 2020 % of	April 30, 2019 % of			
EXPENDITURES (OBJECT SERIES)	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	April 30, 2020	April 30, 2019
SALARIES & WAGES	37,176,269	36,586,619	38,589,310	36,982,501	26,123,465	12,465,845	67.70%	71.76%	71.46%	(131,077)	26,254,542	26,567,623
EMPLOYEE BENEFITS	13,518,960	13,190,108	13,922,815	14,176,997	10,055,006	3,867,809	72.22%	77.10%	75.13%	(115,114)	10,170,120	10,156,220
PURCHASED SERVICES	8,173,259	8,325,304	10,433,368	8,482,015	5,647,596	4,785,772	54.13%	74.48%	71.93%	(553,109)	6,200,704	5,878,953
SUPPLIES	2,525,553	2,632,033	3,472,845	3,284,406	2,636,560	836,285	75.92%	88.64%	79.30%	303,455	2,333,106	2,002,748
EQUIPMENT	2,581,571	2,313,465	3,034,770	3,391,613	2,691,804	342,966	88.70%	83.91%	85.85%	750,614	1,941,190	2,216,184
DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OTHER EXPENDITURES	315,303	412,717	466,405	443,245	133,461	332,944	28.61%	26.27%	35.94%	25,061	108,401	113,311
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	69,919,513	66,760,776	47,287,893	22,631,620	67.63%	74.07%	73.00%	279,829	47,008,063	46,935,039
							April 30, 2021	April 30, 2020 % of	April 30, 2019 % of			
EXPENDITURES (PROGRAM SERIES)	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	April 30, 2020	April 30, 2019
SITE ADMINISTRATION	1,853,501	1,960,813	1,950,166	1,910,656	1,502,283	447,883	77.03%	86.91%	83.02%	(201,797)	1,704,080	1,538,738
DISTRICT ADMINISTRATION	2,114,434	2,060,508	2,467,478	2,436,946	1,799,128	668,350	72.91%	81.70%	78.98%	115,642	1,683,486	1,669,954
SUPPORT SERVICES	2,138,022	2,214,338	2,031,624	2,634,295	2,213,814	(182,190)	108.97%	94.65%	92.68%	118,026	2,095,788	1,981,606
REGULAR INSTRUCTION	27,926,936	26,944,471	29,289,972	27,953,700	18,439,413	10,850,559	62.95%	68.67%	67.38%	(63,927)	18,503,339	18,816,368
EXTRA-CURRICULAR ACTIVITES	1,029,765	979,957	1,037,526	865,370	594,728	442,799	57.32%	80.03%	78.18%	(189,536)	784,264	805,070
VOCATIONAL INSTRUCTION	473,959	446,106	524,943	453,486	304,760	220,183	58.06%	67.77%	65.88%	2,447	302,313	312,263
SPECIAL EDUCATION	12,130,842	12,270,481	12,036,700	11,786,176	8,480,521	3,556,179	70.46%	71.26%	70.48%	(263,704)	8,744,226	8,549,723
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	4,937,713	4,700,765	3,627,798	1,309,915	73.47%	82.55%	85.38%	(274,772)	3,902,570	3,884,231
PUPIL SUPPORT SERVICES	6,291,515	6,626,336	7,369,914	6,554,584	4,756,797	2,613,117	64.54%	78.80%	76.65%	(464,570)	5,221,367	4,822,411
FACILITIES	5,559,412	4,893,517	7,987,241	7,091,588	5,243,891	2,743,350	65.65%	78.45%	77.91%	1,404,915	3,838,976	4,331,397
OTHER FINANCING USES	223,275	271,303	286,236	373,051	324,599	(38,363)	113.40%	83.91%	100.00%	96,945	227,654	223,275
TOTALS	64,290,915	63,460,246	69,919,513	66,760,776	47,287,893	22,631,620	67.63%	74.07%	73.00%	279,829	47,008,063	46,935,039

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

RICHFIELD | April 30, 2021

## ACTIVITY - OTHER FUNDS

							% of	% of				
REVENUE	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	April 30, 2020	April 30, 2019
FOOD SERVICE	2,838,335	2,684,713	2,507,420	2,206,700	1,507,330	1,000,090	60.11%	69.00%	72.03%	(345,030)	1,852,360	2,044,408
COMMUNITY EDUCATION	1,942,646	1,957,664	2,232,621	2,302,006	1,674,504	558,117	75.00%	87.07%	83.79%	(29,973)	1,704,477	1,627,731
CONSTRUCTION	3,044,448	2,184,625	600,000	527,942	71,749	528,251	11.96%	11.93%	34.70%	(188,820)	260,569	1,056,285
DEBT SERVICE	8,713,849	8,469,549	7,677,393	9,173,815	7,589,723	87,670	98.86%	99.02%	102.33%	(796,853)	8,386,576	8,917,087
TRUST	48,199	0	0	31,784	31,784	(31,784)	0.00%	0.00%	93.23%	(13,381)	45,165	44,935
CUSTODIAL	0	8,908	6,800	10,317	3,517	3,283	51.72%	0.00%	0.00%	3,517	0	0
INTERNAL SERVICE	7,849,043	7,722,748	7,567,250	6,142,695	4,097,678	3,469,572	54.15%	71.68%	71.26%	(1,438,269)	5,535,947	5,593,133
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	50,000	59,541	24,851	25,149	49.70%	14.39%	100.43%	(10,695)	35,546	204,165
OPEB DEBT SERVICE	786,209	811,277	2,138,013	2,425,200	2,112,943	25,070	98.83%	99.63%	74.22%	1,304,674	808,268	583,495
TOTALS	25,426,013	24,086,536	22,779,497	22,879,999	17,114,079	5,665,418	75.13%	77.34%	78.94%	(1,514,829)	18,628,908	20,071,238

EXPENDITURES	June 30, 2019	June 30, 2020	Budget	Of Year	YTD	Remaining	Expended	Expended	Expended	vs. PYTD	2020	2019
FOOD SERVICE	2,736,818	2,980,090	2,506,126	2,337,560	1,719,483	786,643	68.61%	74.97%	77.52%	(514,749)	2,234,232	2,121,628
COMMUNITY EDUCATION	1,888,985	1,941,755	2,122,389	2,066,804	1,609,124	513,265	75.82%	81.25%	78.14%	31,435	1,577,689	1,476,103
CONSTRUCTION	13,650,859	65,066,268	40,450,958	43,002,853	27,588,096	12,862,862	68.20%	70.01%	29.09%	(17,963,505)	45,551,601	3,970,723
DEBT SERVICE	7,967,443	8,105,988	7,246,938	8,454,761	7,246,938	1	100.00%	100.00%	100.00%	(859,050)	8,105,988	7,967,443
TRUST	41,908	0	0	0	0	0	0.00%	0.00%	100.00%	(47,551)	47,551	41,908
CUSTODIAL	0	13,551	6,100	12,198	6,098	2	99.98%	0.00%	0.00%	6,098	0	0
INTERNAL SERVICE	7,471,090	7,047,734	7,500,000	6,870,256	5,536,822	1,963,178	73.82%	83.31%	83.87%	(334,689)	5,871,511	6,266,010
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	62,589,311	64,945,390	45,728,337	16,860,974	73.06%	73.97%	64.58%	(18,443,259)	64,171,596	22,632,941

## SUMMARY - ALL FUNDS

						April 30, 2021	April 30, 2020	April 30, 2019				
SUMMARY	June 30, 2019	June 30, 2020	Revised Budget	Projected End Of Year	YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	April 30, 2020	April 30, 2019
REVENUE	91,849,511	92,028,981	92,282,319	99,420,314	72,442,162	19,840,157	78.50%	78.71%	78.22%	9,048	72,433,113	71,846,430
EXPENDITURES	99,336,035	150,214,740	132,508,824	131,706,167	93,016,229	39,492,595	70.20%	74.01%	70.03%	(18,163,430)	111,179,659	69,567,980
SPENDING VARIANCE	(7,486,525)	(58,185,760)	(40,226,505)	(32,285,853)	(20,574,068)	N/A	N/A	N/A	N/A	18,172,478	(38,746,546)	2,278,450

**Agenda Item IV.B**

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

**Regular Meeting, May 17, 2021**

**Subject: PERSONNEL ITEMS**  
(Recommended by Superintendent)

That the Board of Education approve the following personnel items:

**Certified Full Time Probationary Extension – 4th Year Probation**  
**Lisa Cannon-Ratliff** – Special Education Teacher – RHS

**Certified Full Time Request for Leave of Absence**  
**Katherine Payne** – ESL – RHS  
Professional Leave of Absence  
1 Year leave – 2021-2022 School Year

**Certified Full Time Resignation**  
**Jessica Kitzman** – Art – RHS  
Years in Richfield – 1  
Effective- 6/11/2021

**Erin Walding-Heitman** – Grade 3 – RSTEM  
Years in Richfield – 7  
Effective- 6/11/2021

**Miscellaneous Contract Full Time Resignation**  
**Jashana Ingram** – Registered Nurse – RMS  
Years in Richfield – 1.5  
Effective- 6/10/2021

**Classified Part Time Position For Employment – Paraprofessional**  
**Genesis Meza** – 32.5 hr/wk – Paraprofessional – RDLS  
Effective- 5/5/2021

**Classified Full Time Resignation–**  
**Ally Astor-Ramirez** – 40 hr/wk - Health Resource Center Coordinator  
Effective- 5/14/2021

**Classified Part Time Position For Employment – Food and Nutrition Services**  
**Kristi Moreno-Olivera** – Kitchen Sub – District Wide  
Effective- May 17, 2021

**Classified Part Time Resignation – Paraprofessional**

**Ikram Hassan** – 32.5 hr/wk – Paraprofessional – RDLS

Effective- 5/14/2021

**Classified Full Time Retirement – Administrative Professionals**

**Doris Pomerleau** – 40 hr/wk – Administrative Assistant 3 – Richfield High School

Effective- June 30, 2021

**Classified Full Time Retirement – Paraprofessionals**

**Linnea Swenson Tellekson** – 20 hr/wk – Paraprofessional

Effective- June 11, 2021

**OLD BUSINESS – FOR ACTION**

**Agenda Item V.A.**

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

**Regular Meeting, May 17, 2021**

**Subject: Interscholastic Athletic and Activity Program**

(Recommended by the Superintendent)

Passage upon a third read of Policy 651: Interscholastic Athletic and Activity Program and the accompanying guideline. This policy has been reviewed and revised by the District Activities Advisory Committee. This policy also now incorporates Policy 652: Addition and Deletion of Interscholastic Athletic Offerings. Once this policy is approved, Policy 652 will no longer exist, but its content will be encompassed by Policy 651.

**Attachments:**

Policy 651: Interscholastic Athletic and Activity Program - redlined  
Administrative Guideline 651.1 - redlined  
MSBA Model Policy 510: Activities

RICHFIELD -PUBLIC -SCHOOLS

~~INTERSCHOLASTIC~~ -ATHLETIC -AND -ACTIVITY -PROGRAM

I. MISSION

The mission of the Richfield Public Schools ~~co-curricular~~extra-curricular program is to promote healthy youth development through programs that encourage participation, healthy life styles, development of positive attitudes and skills, and a sense of accomplishment.

II. VALUE AND PURPOSES

A. Consistent with the mission of the ~~co-curricular~~extra-curricular program, the Board of Education believes that ~~co-curricular~~extra-curricular activities can be a vital educational experience and can contribute to healthy youth development.

B. The Board of Education recognizes several important purposes for a ~~co-curricular~~extra-curricular program that includes ~~interscholastic~~ athletics and activities:

1. The program should provide students with the opportunity to have fun, learn through competition, learn to respect other participants, and to abide by the rules of the activity.
2. It should provide students and the community an opportunity to develop pride in themselves and their schools.
3. It should aid students in ~~becoming discriminating consumers of~~managing time and priorities in order to enjoy leisure-time activities while promoting refinement and expansion of skills.
4. It should promote and develop the physical, mental and psychological attributes of participants.
5. Finally, the program should develop the self-concept, self-discipline, cooperative spirit, leadership potential, citizenship, and character of the participants.

III. ~~CO-CURRICULAR~~EXTRA-CURRICULAR PROGRAM EXPECTATIONS

A. The school athletic and ~~activity~~-activities program must build on students' desire for participation in ~~athletics and~~ activities. Since each person is unique, it is essential that learners be provided an environment with options and alternatives that reflect student interests.



B. ~~Co-curricular~~Extra-curricular experiences must:

1. Help students to maintain and build understandings, skills and attitudes that contribute to their successful participation; and
2. Nurture self-respect, interests, enthusiasm, physical development, motivation and capacity for enjoyment.

C. The ~~co-curricular~~extra-curricular program shall be reviewed and evaluated on a periodic basis and coaches shall be evaluated annually. The review and evaluation process for the program and coaches shall include opportunities for feedback from parents and students.

IV. EXPECTATIONS REGARDING STUDENT PARTICIPATION

Participation in the ~~co-curricular~~extra-curricular program is a privilege. A student can earn and maintain that privilege by adhering to Minnesota State High School League and school district requirements, as outlined in Administrative Guidelines 651.1. Failure to meet MSHSL and / or local expectations may result in suspension or revocation of participation privileges.

V. EXPECTATIONS OF PROGRAM ADMINISTRATION AND STAFF

A. Administrators and staff designated by the superintendent to administer the athletics and ~~fine arts~~activities programs, along with the coaches and activity advisors, are primarily responsible for attaining ~~co-curricular~~extra-curricular program goals and maintaining program standards. Therefore, these individuals should view themselves as teachers and as role models in the areas of character, behavior and leadership.

B. The Superintendent is authorized to develop administrative guidelines to facilitate implementation of this policy.

C. The policy and administrative guidelines shall be included in a Coaches/Advisors Handbook, which shall be revised regularly.

VI. ADDITION AND DELETION OF ATHLETICS AND ACTIVITIES OFFERINGS

The Board recognizes that student interest in athletics and activities participation changes over time and that offerings available to students must change in response. In addition, the School Board supports the goal of gender equity in athletics and activities programs. Therefore, the School Board charges the Activities Director with the development and implementation of a process to regularly survey student interest regarding offerings. The superintendent is

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1 responsible for the implementation of a process for considering the addition and  
2 deletion of athletics and activities.

3  
4 A. Secondary students will be surveyed at least every other year to  
5 determine interest in athletics and activities offerings. The information  
6 collected through student surveys will be used to identify potential  
7 additions or deletions to offerings. Students also may initiate  
8 consideration of program changes through petitions directed to the school  
9 principal demonstrating substantial student interest in a particular athletic  
10 or activity offering.

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11  
12 B. Potential athletic or activity offering additions will be considered on the  
13 following criteria. It is not required that all criteria are met for a new  
14 offering to be approved:

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15  
16 1. It will address a gender imbalance in athletic offerings.

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17  
18 2. It will address a gender imbalance in participation rates.

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19  
20 3. There is sufficient interest and ability to sustain a viable  
21 program.

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22  
23 4. There is a reasonable expectation of competition and/or  
24 participation.

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25  
26 5. The activity is sponsored by the Minnesota State High  
27 School League (MSHSL) or there is a reasonable expectation that  
28 it soon will be.

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29  
30 6. Appropriate facilities and coaching/supervision are available,  
31 or can be provided to accommodate the program.

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32  
33 Athletic or activity programs may be considered for deletion when any of  
34 the above criteria no longer are satisfied.

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35  
36 C. Potential athletics and activities program changes will be reviewed  
37 initially by the Activities Director and appropriate school principal in light of  
38 the above criteria. The Activities Director will obtain feedback from the  
39 District Activities Advisory Committee related to any potential program  
40 changes. The building principal is responsible for forwarding the requests  
41 to the superintendent with a recommendation. The superintendent, in  
42 turn, will review the request and forward it with a recommendation and  
43 supporting data to the School Board for action. Athletics and activities  
44 offerings considered for deletion also will be presented to the School  
45 Board with a recommendation and supporting rationale for Board  
46 consideration and action.

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47  
48 D. The addition and deletion of levels of competition within an activity will  
49 be governed by the number of participants and budget considerations.

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Where the number of participants justifies two or more levels of competition at least one assistant coach/advisor will be provided for each of the levels below varsity. Activities where specific coaching/advising specialties are required may be allocated additional assistant coaches/advisors.

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C. Legal Reference: 20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)

~~ADOPTED-RATIFIED~~ BY -THE -BOARD -OF -EDUCATION: October 2, 1978

~~AMENDED-REVISED~~ BY -THE -BOARD -OF -EDUCATION: June 18, 1990;

December 17, 1990;

February 1, 1999;

September 7, 2004; May 17,

2021

REAFFIRMED BY THE BOARD OF EDUCATION: July 15, 2013

## RICHFIELD PUBLIC SCHOOLS

### ADMINISTRATIVE GUIDELINES

#### ~~INTERSCHOLASTIC~~ ATHLETICS AND ACTIVITIES

The purpose of these administrative guidelines is to guide implementation of Board Policy 651, ~~Interscholastic~~ Athletic and Activity Program.

#### I. REQUIREMENTS FOR PARTICIPATION IN ~~INTERSCHOLASTIC~~ ATHLETICS AND ACTIVITIES:

- A. In order to participate in ~~interscholastic activities~~athletics or activities governed by the Minnesota State High School League, a student must meet all of the eligibility requirements as defined in Sections 100 and 200 of the Minnesota State High School League Bylaws.
- B. In addition, a student must ~~be on track toward graduation according to the MSHSL guidelines to participate in MSHSL athletics. Student participation in activities not governed by MSHSL will be allowed without course credit earning restrictions. earn at least five (5) credits per semester toward graduation or have the equivalent accumulated credits.~~

#### II. ~~CO-CURRICULAR~~EXTRA-CURRICULAR PROGRAM REVIEW AND EVALUATION

- A. A review and evaluation of the ~~co-curricular~~extra-curricular program shall be conducted in conjunction with the rotational review of Board Policy 651 and administrative guidelines 651.1.
- B. The review process shall include opportunities for participation and formal written input from students and parents.
- C. The Coaches / Advisors Handbook shall be revised to reflect changes in the ~~co-curricular~~extra-curricular program, policies and guidelines resulting from the program review and evaluation.

#### III. EVALUATION OF COACHES / ACTIVITY SUPERVISORS

A formal evaluation shall be completed at the end of the athletic season or activity, and shall include the following components:

- A. The head coach or activity supervisor will submit a report to the ~~athletic/ activity administrator~~Activities Director that includes information pertaining to student participation, accomplishments in relation to goals, an evaluation of assistant coaches / activity supervisors, and suggestions for program improvement.

- 1 B. The ~~designated athletic / activity administrator~~Activities Director will  
2 complete a written evaluation of the head coach / activity supervisor,  
3 based on multiple sources of information, including the report referenced  
4 in III.A above, observation records, and feedback from students, parents,  
5 and others familiar with the program or activity.  
6
- 7 C. The ~~designated athletic / activity administrator~~Activities Director shall  
8 include all necessary forms for evaluation and reporting in the Coaches /  
9 Advisors Handbook.  
10

11 IV. COMMUNICATIONS  
12

- 13 A. The ~~athletic / activity administrator~~Activities Director is expected to provide  
14 relevant information about the interscholastic athletic and activity program  
15 to coaches and activity supervisors, students, parents, and the public.  
16
- 17 B. The Superintendent authorizes the ~~athletic administrator~~Activities Director  
18 and coaches to develop a statement of philosophy and beliefs, provided  
19 that the statement is aligned with Board Policy 651. ~~A copy of a~~  
20 ~~philosophy statement contained in the Coaches Handbook is appended to~~  
21 ~~these administrative guidelines.~~  
22
- 23 C. Feedback and ideas from parents, students, and interested community  
24 members will be obtained in conjunction with the ~~co-curricular~~extra-  
25 curricular program review described in Section I above, with opportunities  
26 for additional feedback via student surveys, written correspondence,  
27 telephone calls and conferences.  
28  
29

30 Dated: \_\_\_\_\_September 7, 2004

31 Reviewed: \_\_\_\_\_July 15, 2013

32 Revised: May 17, 2021  
33

34 Reference: Minnesota State High School League Official Handbook  
35

**APPENDIX**  
**ATHLETIC PROGRAM PHILOSOPHY**

The following statement was developed by coaches and is included in the Coaches Handbook:

We believe that the opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experiences. This participation is a privilege that carries with it responsibilities to the school, other participants and the community. The purpose of ~~the~~ athletics and activities program is to provide experiences that help young people to develop physically, mentally, socially and emotionally.

Athletics and a Activities should be available to all students who develop an interest in participating, regardless of their individual abilities. Accordingly, whenever feasible, appropriate skill levels should be established within athletics and activities, so students may become involved regardless of their level of skills.

Leadership should be of the highest quality and exemplify the type of behavior, which the program attempts to develop. Leadership success is measured in terms of the goals of the athletic and ~~/~~ activity program rather than solely on the victories or defeats. Coaches, advisors or sponsors will provide guidance in the development of good sportsmanship, cooperation, leadership and self-actualization.

It is intended that the athletic ~~/~~ and activities programs be conducted in accordance with existing Board of Education policies and guidelines. Winning is considered a worthy goal, but good sportsmanship and the wellbeing of participants are considered more important. The programs are, at all times, to be conducted in such a manner as to justify ~~it~~ them as ~~an~~ educational activitiesiesy.

Dated: September 7, 2004

Reviewed: July 15, 2013

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

MSBA/MASA Model Policy 510

Orig. 1995

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

Rev. 2019

## **510 SCHOOL ACTIVITIES**

### **I. PURPOSE**

The purpose of this policy is to impart to students, employees, and the community the school district's policy related to the student activity program.

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

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental, and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

### **III. RESPONSIBILITY**

- A. The school board expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal, or unsportsmanlike behavior at these activities or events.
- C. The superintendent shall be responsible for disseminating information needed to inform students, parents, staff, and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. Those employees who conduct MSHSL activities shall be responsible for familiarizing students and parents with all applicable rules, penalties, and opportunities.
- E. The superintendent shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.
- F. The school board will ensure that any funds raised for extracurricular activities will be spent only on extracurricular activities.

***Legal References:*** Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)

***Cross References:*** MSBA/MASA Model Policy 503 (Student Attendance)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 713 (Student Activity Accounting)



**OLD BUSINESS – FOR REVIEW**

**Agenda Item V.B.**

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

**Regular Meeting, May 17, 2021**

**Subject: Provision for Alternative Instruction**

(Recommended by the Superintendent)

A second read of Policy 611: Provision for Alternative Instruction and the accompanying guideline. Minor revisions have been added for clarity and best practices.

**Attachments:**

Policy 611: Provision for Alternative Instruction - redlined  
Administrative Guideline 611.1 - redlined

RICHFIELD -PUBLIC -SCHOOLS

**PROVISION FOR ALTERNATIVE INSTRUCTION**

The Richfield Board of Education believes in the inclusion of all students, to the maximum extent possible, in the mainstream of school and classroom life and experience. The Board recognizes, however, that there may be parents, guardians or adult students who believe that some alternative organizational arrangement for instruction and/or alternative instructional media/materials may be required to serve the best interests of their children or themselves.

A parent/guardian or adult student, 18 years of age, can make reasonable arrangements with school personnel for alternative instruction.

Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction. School personnel may evaluate and assess the quality of the student's work. (Minnesota Statute §120B.20.)

~~Adopted~~ Ratified by the Board of Education: June 6, 1994

~~Amended~~ Revised by the Board of Education: March 17, 1997, ~~;~~ December 17, 2001; June 14, 2021

Reaffirmed by the Board of Education: August 12, 2013

**Legal References:** Required by Minnesota Statute §120B.20

**Cross References:**

~~Related district policies~~

Policy 601: Academic Standards and Instructional Curriculum

Policy 606: Homeschooling

Policy 612: Curriculum Development

Policy 613: Religion in the Schools

**RICHFIELD -PUBLIC -SCHOOLS**

**Administrative Guidelines**

**PROVISION FOR ALTERNATIVE INSTRUCTION**

Typically, there will be one of two reasons for requesting alternative materials or instructional arrangements. The first is based in knowledge of available research and successful instructional practice indicating that some children may learn more effectively within an alternative structure. The other is related to religious belief and the cultural and lifestyle practices derived therefrom.

When considering requests for alternative instructional arrangements, the following will be used as a guide.

1. Persons making the request for an alternative organizational arrangement for instruction have the obligation of providing evidence that such an arrangement is a viable educational alternative to that provided by the Board.
2. If the alternative arrangement involves the creation of a class, a class will only be created if there is evidence of sufficient prospective enrollment to make it fiscally viable.
3. There must be sufficient and appropriate facilities in the ~~district~~ District to accommodate the new arrangement.
4. The course content for the alternative instructional program must be congruent with state law and ~~district~~ District policies and approved by the District Curriculum Advisory Committee.
5. The alternative program must not result in additional costs to the ~~district~~ District for staffing or instructional materials and supplies.
6. The requested alternative to traditional instructional arrangements will be open to all students on a first-come first-served basis.
7. Persons who wish to enroll their children in the alternative instructional arrangement will be responsible for transporting the students to and from school unless such transportation can be accommodated on regularly established routes.
8. The program offered within the alternative arrangement may only exclude course material and teaching methodology which is clearly in conflict with the religious beliefs and cultural practices of the parents and students involved.

- 1 9. The Board will not approve arrangements which establish de facto  
2 segregation along racial, religious, ethnic or gender lines nor which would  
3 constitute an accommodation of religion in violation of the Constitution.  
4
- 5 10. No religious and/or cultural practices may be taught except as permitted by  
6 law and district policy.  
7
- 8 11. Persons requesting alternative arrangements will be responsible for  
9 obtaining any required permissions/exemptions from state rules or  
10 regulations.  
11
- 12 12. The school board is not required to pay for the costs of alternative  
13 instruction provided by a parent, guardian or adult student (Minnesota  
14 Statute §120b.20).  
15  
16

17 Dated: March 17, 1997

18 Reviewed: August 12, 2013

19 Revised: December 17, 2001; June 14, 2021——

**NEW BUSINESS – FOR REVIEW**

**Agenda Item VI.A.**

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

**Regular Meeting, May 17, 2021**

**Subject: Religion in the Schools**

(Recommended by the Superintendent)

A first read of Policy 613: Religion in the Schools and the accompanying guideline.

**Attachments:**

Policy 613: Religion in the Schools  
Administrative Guideline 613.1  
MSBA Model Policy 609: Religion

**RICHFIELD PUBLIC SCHOOLS**

**RELIGION IN THE SCHOOLS**

**I. PURPOSE**

The purpose of this policy is to identify the status of religion as it pertains to school programs and activities.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district shall neither promote nor disparage any religious belief or non-belief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views.
- B. The school district also recognizes that religion has had and is having a significant role in the social, cultural, political, and historical development of civilization.
- C. The school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature, which may have had a religious basis or origin as well as a secular importance.
- D. The school district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.
- E. The historical and contemporary values and the origin of various religions, holidays, customs and beliefs may be explained in an unbiased and nonsectarian manner.

**III. REQUIREMENTS**

**A. School Sponsored Programs and Activities**

School-sponsored programs and activities, including the study of religious materials, customs, beliefs, and holidays, must meet the following three criteria.

- 1. The proposed activity must have a secular purpose.
- 2. The primary objective of the activity must be one that neither advances nor inhibits religion.
- 3. The activity must not foster excessive governmental relationships with religion.

**B. Religious Expression and Accommodations**

1. Schools may not forbid students, acting on their own, from expressing their personal religious views or beliefs solely because they are of a religious nature. At the same time, schools may not endorse religious activity or doctrine, nor coerce participation in religious activity.
2. Religious harassment aimed at one or more students is not permitted. Students do not have the right to make repeated invitations to other students to participate in religious activity in the face of a request to stop.
3. Reasonable efforts will be made to accommodate any student who wishes to be excused from attendance at school for the purpose of religious instruction or observance of religious holidays.

**IV. ADMINISTRATIVE GUIDELINES**

The superintendent is authorized to develop administrative guidelines to assist in the implementation of this policy.

**Legal References:** U.S. Constitution, First Amendment  
Minn. Stat. § 120A.22, Subd. 12(3) (Compulsory Instruction)  
Minn. Stat. § 120A.35 (Absence From School for Religious Observance)  
*Lemon v. Kurtzman*, 403 U.S.602, 91 S.Ct. 2105, 29 L.Ed.2d 745 (1971)  
*Florey v. Sioux Falls Sch. Dist. 49-5*, 619 F.2d 1311 (8th Cir.) *cert. denied*, 449 U.S. 987, 101 S.Ct. 409, 66 L.Ed.2d 251 (1980)  
*Stark v. Independent Sch. Dist. No. 640*, 123 F.3d 1068 (8<sup>th</sup> Cir.) *cert. denied*, 118 S.Ct. 1560, 140 L.Ed.2d 792 (1997)  
*Santa Fe Independent School District v. Doe*, 530 U.S. 290, 120 S.Ct. 2266 (2000)  
*Tangipahoa Parish Board of Education v. Freiler*, 530 U.S. 1251, 120 S.Ct. 2266 (2000)  
*LeVake v. Independent School District No. 656*, 625 N.W.2d 502 (Minn. App. 2001), *cert. denied*, 534 U.S. 1081, 122 S.Ct. 814, 151 L.Ed.2d 698 (2002)  
*Good News Club v. Milford Central School*, 533 U.S. 98,

121 S.Ct. 2093, 150 L.Ed.2d 151 (2001)  
Minn. Op. Atty. Gen. 169-J (Feb. 14, 1968)  
Minn. Op. Atty. Gen. 169-K (Oct. 21, 1949)  
Minn. Op. Atty. Gen. No. 63 (1940)  
Minn. Op. Atty. Gen. No. 120 (1924)  
Minn. Op. Atty. Gen. No. 121 (1924)

1  
2 **Cross References:** Board Policy 801, Student Use of Secondary School  
3 Facilities  
4  
5  
6

7 ADOPTED BY THE BOARD OF EDUCATION: November 2, 1998  
8

9 REVISED BY THE BOARD OF EDUCATION: December 20, 2004, August 12,  
10 2013



## **RICHFIELD PUBLIC SCHOOLS**

### **ADMINISTRATIVE GUIDELINES**

#### **RELIGION IN THE SCHOOLS**

The purpose of these administrative guidelines is to provide additional direction regarding implementation of Board Policy 613.

#### **I. OFFICIAL NEUTRALITY REGARDING RELIGIOUS ACTIVITY**

Teachers, school administrators, and other school employees, when acting in those capacities, are representatives of the state and are prohibited by the establishment clause from soliciting or encouraging religious activity, and from participating in such activity with students. School employees also are prohibited from discouraging activity because of its religious content, and from soliciting or encouraging anti-religious activity.

Where the overall context makes it clear that they are not participating in their official capacities, school employees may take part in religious activities. For example, before school or during lunch, school employees may meet together for prayer or Bible study to the same extent that they may engage in other conversation or nonreligious activities. Similarly, school employees may participate in their personal capacities in privately sponsored baccalaureate ceremonies.

#### **II. SCHOOL-SPONSORED PROGRAMS AND ACTIVITIES**

##### **A. Teaching about Religion**

Public schools may not provide religious instruction, but they may teach *about* religion, including the Bible or other scripture: the history of religion, comparative religion, the Bible (or other scripture)-as-literature, and the role of religion in the history of the United States and other countries all are permissible public school subjects. Similarly, it is permissible to consider religious influences on art, music, literature and social studies. Although public schools may teach about religious holidays, including their religious aspects, and may celebrate the secular aspects of holidays, school may not observe holidays as religious events or promote such observance by students.

##### **B. Teaching Values**

Though schools must be neutral with respect to religion, they may play an active role with respect to teaching civic values and virtue, and the moral code that holds us together as a community. The fact that some

of these values are held also by religions does not make it unlawful to teach them in school. Examples of values that may be taught include honesty, respect for others, courage, kindness and good citizenship. It is also appropriate for school officials to instill in students such values as independent thought, tolerance of diverse views, self-respect, maturity, and logical decision-making.

### **C. Creationism, Creation-Science and Evolution**

1. The U.S. Supreme Court has determined that it is unconstitutional to restrict an educator's right to teach evolution.
2. In science classes, educators may only present scientific explanations for life on earth and scientific critiques of evolution. The U.S. Supreme court has held that it is unconstitutional to require educators who teach evolution to also teach creationism.
3. Creationism may be included in classes on comparative religions as an example of how some religious groups believe human life began. However, creationism may not be taught as scientific fact.

### **D. Religious Holidays**

1. Teaching about Religious Holidays

While teachers may teach about religious holidays as part of an objective and secular educational program of teaching about religion, celebrating religious holidays in the form of religious worship or other practices is unconstitutional. Teaching about holidays with both a religious and secular basis may be constitutional if it furthers a genuine secular program of education, is presented objectively, and does not have the effect of advancing or inhibiting religion. The study of religious holidays should reflect this nation's diversity and bountiful heritage.

2. Religious Symbols

Religious symbols such as crosses, crèches and menorahs may be used as teaching aids in the classroom provided that the symbols are displayed as an example of the cultural and religious heritage of the holiday, and are temporary in nature. They may not be used as decorations. Symbols of religious holidays that have acquired secular meaning, such as Christmas trees, may be permissible decorations, although the courts have not ruled on this specific issue.

3. Religious Music, Art, Literature and Drama

Music, art, literature and drama with religious themes may be included in teaching about holidays, provided that they are

presented in a religiously neutral, prudent and objective manner, and relate to sound, secular educational goals. However, it is unconstitutional for schools to permanently display religious artwork.

4. Special Events, Programs and Concerts

Religious music or drama may be included in school events, which are part of a secular program of education. The content of school special events, assemblies, concerts and programs must be primarily secular, objective and educational, and not focus on any one religion or religious observance. Such events must not promote or denigrate any particular religion, serve as a religious celebration, or become a forum for religious devotion. Student participation shall be voluntary.

5. Excusal from Classes which Teach about Religious Holidays

If the religious beliefs of students or their parents conflict with the content of a classroom activity, students may be excused, consistent with Board Policy 611, Provision for Alternative Instruction.

### III. RELIGIOUS EXPRESSION

#### A. Student Prayer and Religious Discussion

Students may pray in a non-disruptive manner when not engaged in school activities or instruction, and subject to the rules that normally pertain in the applicable setting. Specifically, students in informal settings, such as cafeterias and hallways, may pray and discuss their religious views with each other, subject to the same rules of order as apply to other student activities and speech. Students may also speak to, and attempt to persuade, their peers about religious topics just as they do with regard to political topics. School officials, however, should intercede to stop student speech that constitutes harassment aimed at a student or a group of students.

Students may also participate in before or after school events with religious content, such as "see you at the flag pole" gatherings, on the same terms as they may participate in other non-curriculum activities on school premises. School officials may neither discourage nor encourage participation in such an event.

The right to engage in voluntary prayer or religious discussion free from discrimination does not include the right to have a captive audience listen, or to compel other students to participate. Teachers and school administrators should ensure that no student is in any way coerced to participate in religious activity.

**B. Student Assignments**

Students may express their beliefs about religion in the form of homework, artwork, and other written and oral assignments free of discrimination based on the religious content of their submissions. Such home and classroom work should be judged by ordinary academic standards of substance and relevance, and against other legitimate pedagogical concerns identified by the school.

**C. Student Speakers at Assemblies, Extracurricular Events, and Graduation**

Student speakers at student assemblies, extracurricular events, and graduation may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or anti-religious content. By contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or other specifically religious or anti-religious content. To avoid any mistaken perception that a school endorses student speech that is not in fact attributable to the school, school officials may make appropriate, neutral disclaimers to clarify that such speech, whether religious or nonreligious, is the speaker's and not the school's.

**D. Baccalaureate Ceremonies**

Under current Supreme Court decisions, school officials may not mandate or organize religious ceremonies. If a school generally opens its facilities to private groups, it must make its facilities available on the same terms to organizers of privately sponsored religious baccalaureate services. A school may not extend preferential treatment to baccalaureate ceremonies. In addition, a school may disclaim official endorsement of events sponsored by private groups, provided it does so in a manner that neither favors nor disfavors groups that meet to engage in prayer or religious speech.

**E. Student Garb**

Schools enjoy substantial discretion in adopting policies relating to student dress and school uniforms. Students generally have no Federal right to be exempted from religiously-neutral and generally applicable school dress rules based on their religious beliefs or practices; however, schools may not single out religious attire in general, or attire of a particular religion, for prohibition or regulation. Students may display religious messages on items of clothing to the same extent that they are permitted to display other comparable messages. Religious messages may not be singled out for

1 suppression, but rather are subject to the same rules as generally  
2 apply to comparable messages.

3  
4 **F. Distribution of Religious Literature**

5  
6 Students have a right to distribute religious literature to their  
7 schoolmates on the same terms as they are permitted to distribute  
8 other literature that is unrelated to school curriculum or activities.  
9 Schools may impose the same reasonable time, place and manner or  
10 other constitutional restrictions on distribution of religious literature as  
11 they do on nonschool literature generally, but they may not single out  
12 religious literature for special regulation. Board Policy 561 governs  
13 distributing of non-curricular literature to students.

14  
15 **IV. ACCOMMODATING RELIGIOUS PRACTICES OF STUDENTS**

16  
17 **A. Religious Excusals**

18  
19 Consistent with Board Policy 611, Provision for Alternative Instruction,  
20 a student may be excused from lessons that are objectionable to the  
21 student or the students' parents on religious or other conscientious  
22 grounds. School officials may neither encourage nor discourage  
23 students from availing themselves of an excusal option.

24  
25 Students may also be excused from class to remove a significant  
26 burden on their religious exercise, where doing so would not impose  
27 material burdens on other students. For example, it would be  
28 permissible to excuse Muslim students briefly from class to enable  
29 them to fulfill their religious obligations to pray during Ramadan.

30  
31 **B. Released Time**

32  
33 Consistent with Board Policy 345, Attendance and Truancy, students  
34 may be dismissed to attend off-premises religious instruction, provided  
35 that school officials neither encourage or discourage participation or  
36 penalize those who do not attend. Schools may not allow religious  
37 instruction by outsiders on school premises during the school day.

38  
39 **C. School Calendar and Scheduling of Activities**

40  
41 Public schools do not have to close down or reschedule activities due  
42 to conflicts between the school calendar and religious holidays.  
43 However, schools may choose to do so when large numbers of  
44 students and teacher absences are anticipated. If possible, so as not  
45 to penalize students for religious observance, school district, individual  
46 school and teacher calendars should be prepared, to the greatest  
47 feasible extent, not to conflict with religious holidays of all faiths. A  
48 sincere attempt should be made not to schedule graduation,  
49 assemblies, and other special school and student events on religious

1 holidays. If conflicts occur, sensitivity and flexibility should be  
2 exercised.  
3  
4  
5

6 **Legal References:** Case law citations for all topics included in the  
7 administrative guidelines are listed in the following  
8 publications: *Religion in the Public Schools: Guidelines for*  
9 *a Growing and Changing Phenomenon* (Anti-defamation  
10 League, 1996), *Religious Expression in Public Schools: a*  
11 *Statement of Principles* (U.S. Department of Education,  
12 June 1998), and *Guidance on Constitutionally Protected*  
13 *Prayer in Public Elementary and Secondary Schools* (U.S.  
14 Department of Education, February 2003)  
15

16 **Cross References:** Board Policy 561, Distribution of Non-curricular Literature  
17 to Students  
18 Board Policy 611, Provision for Alternative Instruction  
19  
20  
21  
22

23 Dated: November 2, 1998  
24 Reviewed: August 12, 2013  
25 Revised: December 20, 2004  
26

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

MSBA/MASA Model Policy 609

Orig. 1995

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

Rev. 2000

## **609 RELIGION**

### **I. PURPOSE**

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district.

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

- A. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views.
- B. The school district also recognizes that religion has had and is having a significant role in the social, cultural, political, and historical development of civilization.
- C. The school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance.
- D. The school district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.
- E. The historical and contemporary values and the origin of various religions, holidays, customs, and beliefs may be explained in an unbiased and nonsectarian manner.

### **III. RESPONSIBILITY**

- A. The superintendent shall be responsible for ensuring that the study of religious materials, customs, beliefs, and holidays in the school district is in keeping with the following guidelines:
  - 1. The proposed activity must have a secular purpose.
  - 2. The primary objective of the activity must be one that neither advances nor inhibits religion.
  - 3. The activity must not foster excessive governmental relationships with religion.

4. Notwithstanding the foregoing guidelines, reasonable efforts will be made to accommodate any student who wishes to be excused from attendance at school for the purpose of religious instruction or observance of religious holidays.
- B. The superintendent is granted authority to develop and present for school board review and approval directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion. Approved directives and guidelines shall be attached as an addendum to this policy.

**Legal References:** U. S. Const., amend. I  
Minn. Stat. § 120A.22, Subd. 12(3) (Compulsory Instruction)  
Minn. Stat. § 120A.35 (Absence From School for Religious Observance)  
Minn. Stat. § 121A.10 (Moment of Silence)  
*Good News Club v. Milford Central School*, 533 U.S. 98, 121 S.Ct. 2093, 150 L.Ed.2d 151 (2001)  
*Santa Fe Indep. Sch. Dist. v. Doe*, 530 U.S. 290, 120 S.Ct. 2266 (2000)  
*Tangipahoa Parish Bd. of Educ. v. Freiler*, 530 U.S. 1251, 120 S.Ct. 2706 (2000)  
*Lemon v. Kurtzman*, 403 U.S.602, 91 S.Ct. 2105, 29 L.Ed.2d 745 (1971)  
*Child Evangelism Fellowship v. Minneapolis Special Sch. Dist. No. 1*, 690 F.3d 996 (8<sup>th</sup> Cir. 2012)  
*Wigg v. Sioux Falls Sch. Dist.*, 382 F.3d 807 (8<sup>th</sup> Cir. 2004)  
*Doe v. School Dist. of City of Norfolk*, 340 F.3d 605 (8<sup>th</sup> Cir. 2003)  
*Stark v. Independent Sch. Dist. No. 640*, 123 F.3d 1068 (8<sup>th</sup> Cir. 1997)  
*Floreay v. Sioux Falls Sch. Dist.* 49-5, 619 F.2d 1311 (8<sup>th</sup> Cir. 1980)  
*Roark v. South Iron R-1 Sch. Dist.*, 573 F.3d 556 (8<sup>th</sup> Cir. 2009)  
*Child Evangelism Fellowship v. Elk River Area Sch. Dist. No. 728*, 599 F.Supp.2d 1136 (D. Minn. 2009)  
*LeVake v. Independent Sch. Dist. No. 656*, 625 N.W.2d 502 (Minn. App. 2001)  
Minn. Op. Atty. Gen. 169-J (Feb. 14, 1968)  
Minn. Op. Atty. Gen. 169-K (Oct. 21, 1949)  
Minn. Op. Atty. Gen. 63 (1940)  
Minn. Op. Atty. Gen. 120 (1924)  
Minn. Op. Atty. Gen. 121 (1924)

**Cross References:** MSBA/MASA Model Policy 801 (Equal Access to School Facilities)



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

**Regular Meeting, May 17, 2021**

**SUBJECT: 2021-22 PRELIMINARY BUDGET AND ADVANCE EXPENDITURE  
AUTHORIZATION**

(Recommended by the Superintendent)

That the Board of Education, based upon the 2021-22 (FY22) preliminary budget, authorize the Finance Department to expend up to 30% of the all fund budgets prior to the final budget approval and adoption.

**Background Information**

(Prepared by Craig Holje, Jim Gilligan and John Lorenzini)

Information will be presented Monday regarding the Preliminary Budget for FY22, which will reflect the assumptions based on projected student enrollment and anticipated changes in revenue and expenditures.

This will be a first reading with a final presentation made at a June School Board Meeting at which time we will be recommending final approval and adoption of the 2021-22 budget.

As in prior years, we are requesting that you authorize the business office to expend up to 30% of all fund budgets which allows us to initiate purchase orders for instructional supplies, materials and equipment needed for the start-up of the new school year and summer programs.

### Proposed Budget Summary 2021-22

#### REVENUE GENERAL FUND

REVENUE CATEGORIES	Actual June 30, 2019	Actual June 30, 2020	Adopted Budget	Revised Budget	Next Year Budget	Increase or (Decrease) from Revised	YTD April 30, 2021	Revised Budget Remaining	YTD April 30, 2021	YTD April 30, 2020	YTD April 30, 2019	YTD April 30, 2020	YTD April 30, 2019
									% of Budget Received	% of Actuals Received	% of Actuals Received		
STATE	46,183,093	45,674,569	46,150,048	45,753,835	45,287,702	(466,133)	34,516,901	11,236,934	75.4%	76.3%	75.9%	34,849,550	35,042,210
FEDERAL	2,098,367	2,834,495	2,825,786	4,761,571	7,584,536	2,822,965	2,972,685	1,788,886	62.4%	0.0%	38.4%	(381)	805,236
PROPERTY TAXES	16,524,053	18,018,704	17,677,523	17,677,523	17,137,896	(539,627)	17,451,264	226,259	98.7%	99.6%	89.9%	17,949,429	14,860,453
LOCAL (FEES, INTEREST, ETC.)	1,617,985	1,414,676	1,190,744	1,319,794	1,090,133	(229,661)	760,338	559,456	57.6%	69.2%	65.7%	978,425	1,062,557
<b>TOTALS</b>	<b>66,423,498</b>	<b>67,942,444</b>	<b>67,844,101</b>	<b>69,512,723</b>	<b>71,100,267</b>	<b>1,587,544</b>	<b>55,701,189</b>	<b>13,811,534</b>	<b>80.1%</b>	<b>79.2%</b>	<b>77.9%</b>	<b>53,777,023</b>	<b>51,770,456</b>

#### EXPENDITURES GENERAL FUND

OBJECT SERIES	Actual June 30, 2019	Actual June 30, 2020	Adopted Budget	Revised Budget	Next Year Budget	Increase or (Decrease) from Revised	YTD April 30, 2021	Revised Budget Remaining	YTD April 30, 2021	YTD April 30, 2020	YTD April 30, 2019	YTD April 30, 2020	YTD April 30, 2019
									% of Budget Expended	% of Actuals Expended	% of Actuals Expended		
SALARIES & WAGES	37,176,269	36,586,619	39,444,694	38,585,485	40,777,918	2,192,433	26,152,103	12,433,382	67.8%	71.8%	71.8%	26,254,535	26,688,756
EMPLOYEE BENEFITS	13,518,960	13,190,108	14,044,853	13,922,815	13,974,208	51,393	10,067,090	3,855,725	72.3%	77.4%	75.2%	10,205,021	10,167,971
PURCHASED SERVICES	8,172,079	8,325,304	10,572,928	10,433,368	10,739,267	305,899	5,649,274	4,784,094	54.1%	74.5%	71.9%	6,200,452	5,878,801
SUPPLIES	2,527,483	2,632,033	2,621,643	3,472,845	2,697,691	(775,154)	2,636,560	836,285	75.9%	88.6%	79.3%	2,332,524	2,003,644
EQUIPMENT	2,581,571	2,313,465	2,268,375	3,034,770	2,008,298	(1,026,472)	2,707,481	327,289	89.2%	83.9%	85.8%	1,941,193	2,216,187
OTHER EXPENDITURES	315,303	412,717	429,913	466,405	441,506	(24,899)	147,367	319,038	31.6%	26.3%	35.9%	108,401	113,311
<b>TOTALS</b>	<b>64,291,665</b>	<b>63,460,246</b>	<b>69,382,406</b>	<b>69,915,688</b>	<b>70,638,888</b>	<b>723,200</b>	<b>47,359,876</b>	<b>22,555,812</b>	<b>67.7%</b>	<b>74.1%</b>	<b>73.2%</b>	<b>47,042,126</b>	<b>47,068,670</b>

PROGRAM SERIES	Actual June 30, 2019	Actual June 30, 2020	Adopted Budget	Revised Budget	Next Year Budget	Increase or (Decrease) from Revised	YTD April 30, 2021	Revised Budget Remaining	YTD April 30, 2021	YTD April 30, 2020	YTD April 30, 2019	YTD April 30, 2020	YTD April 30, 2019
									% of Budget Expended	% of Actuals Expended	% of Actuals Expended		
SITE ADMINISTRATION	1,853,501	1,960,813	1,952,019	1,950,166	1,948,227	(1,939)	1,502,283	447,883	77.0%	86.9%	83.0%	1,703,801	1,538,740
DISTRICT ADMINISTRATION	836,390	812,767	941,819	889,622	935,225	45,603	775,074	114,548	87.1%	81.9%	78.9%	665,900	660,007
SUPPORT SERVICES	2,138,022	2,214,338	1,988,346	2,031,624	2,239,516	207,892	2,231,182	(199,558)	109.8%	95.0%	90.9%	2,103,735	1,942,427
REGULAR INSTRUCTION	27,939,635	26,944,471	29,135,038	29,289,972	30,194,483	904,511	18,539,023	10,750,949	63.3%	68.8%	67.5%	18,533,802	18,870,033
EXTRA-CURRICULAR ACTIVITIES	1,240,925	1,228,094	1,364,356	1,310,017	1,264,725	(45,292)	646,849	663,168	49.4%	82.2%	78.8%	1,009,104	977,372
VOCATIONAL INSTRUCTION	473,959	446,106	458,424	524,943	534,577	9,634	304,760	220,183	58.1%	67.8%	65.9%	302,313	312,264
SPECIAL EDUCATION	12,130,842	12,270,481	12,911,323	12,032,875	12,426,051	393,176	8,468,897	3,563,978	70.4%	71.2%	71.2%	8,740,452	8,632,330
INSTRUCTIONAL SUPPORT	4,549,255	4,792,415	5,030,526	4,937,713	4,894,209	(43,504)	3,626,597	1,311,116	73.4%	81.4%	86.0%	3,902,566	3,912,492
PUPIL SUPPORT SERVICES	6,291,515	6,626,336	7,022,733	7,369,914	7,650,523	280,609	4,725,431	2,644,483	64.1%	78.8%	76.2%	5,221,376	4,793,678
FACILITIES	6,614,346	5,893,121	8,338,493	9,292,606	8,271,842	(1,020,764)	6,215,181	3,077,425	66.9%	78.6%	78.7%	4,631,423	5,206,052
OTHER FINANCING USES	223,275	271,303	239,330	286,236	279,510	(6,726)	324,599	(38,363)	113.4%	83.9%	100.0%	227,654	223,275
<b>TOTALS</b>	<b>64,291,665</b>	<b>63,460,246</b>	<b>69,382,406</b>	<b>69,915,688</b>	<b>70,638,888</b>	<b>723,200</b>	<b>47,359,876</b>	<b>22,555,812</b>	<b>67.7%</b>	<b>74.1%</b>	<b>73.2%</b>	<b>47,042,126</b>	<b>47,068,670</b>





**ACTIVITY - OTHER FUNDS**

	Actual June 30, 2019	Actual June 30, 2020	Adopted Budget	Revised Budget	Next Year Budget	Increase or (Decrease) from Revised	YTD April 30, 2021	Revised Budget Remaining	YTD April 30, 2021	YTD April 30, 2020	YTD April 30, 2019		YTD April 30, 2020	YTD April 30, 2019
REVENUE									% of Budget Received	% of Actuals Received	% of Actuals Received			
FOOD SERVICE	2,838,335	2,684,713	2,860,640	2,507,420	2,684,140	176,720	1,529,884	977,536	61.0%	68.9%	72.0%		1,849,361	2,044,408
COMMUNITY EDUCATION	1,942,646	1,957,664	2,164,377	2,232,621	2,098,203	(134,418)	1,674,504	558,117	75.0%	87.1%	83.8%		1,704,432	1,627,730
CONSTRUCTION FUND	3,044,448	2,184,625	925,000	600,000	13,500	(586,500)	91,999	508,001	15.3%	2.8%	34.7%		61,647	1,056,285
DEBT SERVICE	8,713,849	8,469,549	7,687,393	7,677,393	7,150,836	(526,557)	7,589,723	87,670	98.9%	99.0%	102.3%		8,386,576	8,917,088
CUSTODIAL/SCHOLARSHIPS	48,199	8,908	46,500	6,800	6,100	(700)	8,805	(2,005)	129.5%	505.1%	90.0%		44,993	43,376
INTERNAL SERVICE - HEALTH INS.	7,314,681	7,220,320	7,225,000	7,067,000	7,105,000	38,000	5,056,804	2,010,196	71.6%	71.8%	70.8%		5,187,037	5,175,968
INTERNAL SERVICE - DENTAL INS.	534,362	502,428	540,500	500,250	500,050	(200)	373,476	126,774	74.7%	69.0%	71.2%		346,811	380,449
OPEB - IRREVOCABLE TRUST	203,285	247,051	70,000	50,000	50,000	-	24,831	25,169	49.7%	-11.2%	100.4%		(27,785)	204,165
OPEB DEBT SERVICE	786,209	811,277	2,137,877	2,138,013	2,096,886	(41,127)	2,112,943	25,070	98.8%	99.6%	74.2%		808,268	583,495

	Actual June 30, 2019	Actual June 30, 2020	Adopted Budget	Revised Budget	Next Year Budget	Increase or (Decrease) from Revised	YTD April 30, 2021	Revised Budget Remaining	YTD April 30, 2021	YTD April 30, 2020	YTD April 30, 2019		YTD April 30, 2020	YTD April 30, 2019
EXPENDITURES									% of Budget Received	% of Actuals Received	% of Actuals Received			
FOOD SERVICE	2,736,818	2,980,090	2,819,342	2,506,126	2,670,312	164,186	1,719,483	786,643	68.6%	75.0%	76.8%		2,234,235	2,102,340
COMMUNITY EDUCATION	1,888,985	1,941,755	2,070,408	2,122,389	1,912,184	(210,205)	1,570,951	551,438	74.0%	81.2%	70.2%		1,576,810	1,325,786
CONSTRUCTION FUND	13,650,859	65,066,268	38,530,269	40,450,957	3,900,000	(36,550,957)	27,588,096	12,862,861	68.2%	70.0%	29.1%		45,551,599	3,970,723
DEBT SERVICE	7,967,443	8,105,988	7,245,988	7,246,938	7,251,038	4,100	7,246,938	1	100.0%	100.0%	100.0%		8,105,988	7,967,443
CUSTODIAL/SCHOLARSHIPS	41,908	13,551	46,500	6,100	6,100	-	6,098	2	100.0%	350.9%	100.0%		47,551	41,909
INTERNAL SERVICE - HEALTH INS.	6,941,796	6,590,943	7,351,134	7,020,000	7,230,600	210,600	5,189,832	1,830,168	73.9%	80.1%	84.2%		5,281,150	5,842,779
INTERNAL SERVICE - DENTAL INS.	529,293	456,791	540,500	480,000	480,000	-	420,126	59,874	87.5%	93.9%	92.2%		428,758	488,096
OPEB - IRREVOCABLE TRUST	498,893	816,085	735,000	735,000	735,000	-	-	735,000	0.0%	0.0%	0.0%		-	-
OPEB DEBT SERVICE	789,125	783,025	2,021,800	2,021,800	2,033,150	11,350	2,021,775	25	100.0%	100.0%	100.0%		783,025	789,125

**SUMMARY - ALL FUNDS**

	Actual June 30, 2019	Actual June 30, 2020	Adopted Budget	Revised Budget	Next Year Budget	Increase or (Decrease) from Revised	YTD April 30, 2021	Revised Budget Remaining	YTD April 30, 2021	YTD April 30, 2020	YTD April 30, 2019		YTD April 30, 2020	YTD April 30, 2019
SUMMARY									% of Budget Received	% of Actuals Received	% of Actuals Received			
REVENUE	91,849,511	92,028,981	91,501,388	92,292,220	92,804,982	512,762	74,164,157	18,128,063	80.4%	78.4%	78.2%		72,138,363	71,803,420
EXPENDITURES	99,336,785	150,214,740	130,743,347	132,504,998	96,857,272	(35,647,726)	93,123,174	39,381,824	70.3%	73.9%	111.9%		111,051,242	111,177,747
SPENDING VARIANCE	(7,487,275)	(58,185,760)	(39,241,959)	(40,212,778)	(4,052,290)	36,160,488	(18,959,017)	(21,253,761)	47.1%	66.9%	525.9%		(38,912,879)	(39,374,327)

<div>  <div> <b>RICHFIELD</b> PUBLIC SCHOOLS </div> </div> <div> <b>Richfield Public Schools</b>  <b>Budget Overview</b>  <b>Proposed Budget Summary 2021-22</b> </div> <div>  </div>						
	Projected Balance June 30, 2021	Proposed Budget Revenues	Proposed Budget Expenditures	Transfers	Projected Balance June 30, 2022	Net Increase or Decrease
<b>General Fund - 01</b>						
<b>Unassigned - 422</b>	8,893,961	50,851,763	52,919,593	(960,023)	5,866,108	(3,027,853)
	12.72%				8.30%	
<b>Restricted</b>						
Staff Development - 403	-	587,427	300,487	(286,940)	-	-
Long-Term Fac Maint - 467	866,404	1,625,333	2,167,585	-	324,152	(542,252)
Capital Projects Tech Levy - 407	739,136	3,798,564	3,032,940	-	1,504,760	765,624
Operating Capital - 424	542,845	1,088,123	1,025,078	-	605,890	63,045
Student Activities - 401	85,533	50,000	51,502	-	84,031	(1,502)
Scholarships - 402	420,785	33,000	33,000	-	420,785	-
Learning & Development - 428	-	901,011	901,011	-	0	0
Area Learning Center - 434	110,702	1,252,140	1,221,959	-	140,883	30,181
Gifted & Talented - 438	-	58,713	324,297	265,584	-	-
Basic Skills - 441	-	5,155,872	5,678,385	522,513	-	-
Career & Technical - 445	-	102,119	331,181	229,062	-	-
Achievement & Integration - 448	-	1,132,602	1,132,602	-	-	-
Basic Skills Extended Time - 459	451,349	-	109,961	-	341,388	(109,961)
Safe Schools - 449	-	161,261	391,065	229,804	-	-
Medical Assistance - 472	4,810	181,629	186,439	-	-	(4,810)
<b>Subtotal Restricted</b>	<b>3,221,564</b>	<b>16,127,794</b>	<b>16,887,492</b>	<b>960,023</b>	<b>3,421,889</b>	<b>200,325</b>
<b>Nonspendable</b>						
Inventory & Prepaid Expenditures	33,813	-	-	-	33,813	-
<b>Subtotal Nonspendable - 460</b>	<b>33,813</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>33,813</b>	<b>-</b>
<b>Assigned Funds</b>						
Assigned - Turf	365,460	10,000	7,001	-	368,459	2,999
Assigned - Program Initiatives	905,027	-	-	-	905,027	-
Assigned - Enrollment	600,000	-	-	-	600,000	-
Assigned - Future Retirement	638,422	-	-	-	638,422	-
Assigned - Carryover	334,222	-	-	-	334,222	-
Assigned - 3rd Party Sped	335,054	-	-	-	335,054	-
Assigned - COVID	453,538	4,110,710	824,802	-	3,739,446	3,285,908
Assigned - Subsequent Yr Budget	-	-	-	-	-	-
<b>Subtotal Assigned - 462</b>	<b>3,631,723</b>	<b>4,120,710</b>	<b>831,803</b>	<b>-</b>	<b>6,920,630</b>	<b>3,288,907</b>
<b>Total General Fund</b>	<b>15,781,061</b>	<b>71,100,267</b>	<b>70,638,888</b>	<b>-</b>	<b>16,242,440</b>	<b>461,379</b>
<b>Food Service Fund - 02</b>						
Inventory & Prepaid Expenditures	19,676	-	-	-	19,676	-
<b>Subtotal Nonspendable - 460</b>	<b>19,676</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,676</b>	<b>-</b>
<b>Restricted - 464</b>	<b>219,126</b>	<b>2,684,140</b>	<b>2,670,312</b>	<b>-</b>	<b>232,954</b>	<b>13,828</b>
<b>Total Food Service</b>	<b>238,802</b>	<b>2,684,140</b>	<b>2,670,312</b>	<b>-</b>	<b>252,630</b>	<b>13,828</b>
<b>Community Services - 04</b>						
<b>Restricted - 464 (Non-Public, EcScreen, LCTS)</b>	<b>122,877</b>	<b>566,625</b>	<b>531,479</b>	<b>-</b>	<b>158,023</b>	<b>35,146</b>
<b>Restricted / Reserved</b>						
Community Ed - 431	64,135	612,734	489,896	-	186,973	122,838
ECFE - 432	187,813	352,308	284,652	-	255,469	67,656
School Readiness - 444	336,067	566,536	606,157	-	296,446	(39,621)
<b>Restricted/Reserved - Subtotal</b>	<b>588,015</b>	<b>1,531,578</b>	<b>1,380,705</b>	<b>-</b>	<b>738,888</b>	<b>150,873</b>
<b>Total Community Education</b>	<b>710,892</b>	<b>2,098,203</b>	<b>1,912,184</b>	<b>-</b>	<b>896,911</b>	<b>186,019</b>
<b>Construction - 06</b>						
<b>Restricted/Reserved</b>						
LTFM (2018B) - 467	1,193,276	10,000	1,100,000	-	103,276	(1,090,000)
<b>Restricted (2018A) - 464</b>	<b>2,886,321</b>	<b>3,500</b>	<b>2,800,000</b>	<b>-</b>	<b>89,821</b>	<b>(2,796,500)</b>
<b>Total Construction Fund</b>	<b>4,079,597</b>	<b>13,500</b>	<b>3,900,000</b>	<b>-</b>	<b>193,097</b>	<b>(3,886,500)</b>
<b>Debt Service - 07</b>						
<b>Restricted - 464</b>	<b>1,739,705</b>	<b>7,150,836</b>	<b>7,251,038</b>	<b>-</b>	<b>1,639,503</b>	<b>(100,202)</b>
<b>Total Debt Service Fund</b>	<b>1,739,705</b>	<b>7,150,836</b>	<b>7,251,038</b>	<b>-</b>	<b>1,639,503</b>	<b>(100,202)</b>
<b>Custodial Fund - 18</b>	<b>21,653</b>	<b>6,100</b>	<b>6,100</b>	<b>-</b>	<b>21,653</b>	<b>-</b>
<b>Internal Service - 20 Health</b>	<b>5,924,178</b>	<b>7,105,000</b>	<b>7,230,600</b>	<b>-</b>	<b>5,798,578</b>	<b>(125,600)</b>
<b>Internal Service - 21 Dental</b>	<b>110,673</b>	<b>500,050</b>	<b>480,000</b>	<b>-</b>	<b>130,723</b>	<b>20,050</b>
<b>OPEB Irrevocable Trust - 45</b>	<b>8,201,191</b>	<b>50,000</b>	<b>735,000</b>	<b>-</b>	<b>7,516,191</b>	<b>(685,000)</b>
<b>OPEB Debt Service - 47</b>	<b>322,081</b>	<b>2,096,886</b>	<b>2,033,150</b>	<b>-</b>	<b>385,817</b>	<b>63,736</b>
<b>Total All Funds:</b>	<b>37,129,833</b>	<b>92,804,982</b>	<b>96,857,272</b>	<b>-</b>	<b>33,077,543</b>	<b>(4,052,290)</b>

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

**Regular Meeting, May 17, 2021**

**Subject: SHERIDAN HILLS Facilities Project Change Order #022**

(Recommended by the Superintendent)

That the Board of Education approve SHERIDAN HILLS Facilities Project Change Order #022 for a net increase of \$6,025.

**Background Information**

- Sheridan Hills Elementary Change Order #22 – An addition of \$6,025 to provide an electrical outlet in the Lobby area for a display screen and provide additional demolition of materials by the general contractor that were determined to be non-asbestos containing and do not require removal by the abatement contractor.

The original (Contract Sum)	\$9,582,000.00
Net Change by previously authorized Change Orders	\$378,123.00
The contract sum prior to these Change Orders	\$9,960,123.00
The contract sum will be increased by these Change Orders in the amount of	\$6,025.00
The new contract sum including all Change Orders will be	\$9,966,148.00



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

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

## Contract Change Order #022: Corval CO 022

<b>CONTRACT COMPANY:</b>	<b>Corval Group</b> 1633 Eustis Street St. Paul, Minnesota 55108	<b>CONTRACT FOR:</b>	SC-S180064 - SHRDN-001:Corval Group Single Prime Contract
<b>DATE CREATED:</b>	5/07/2021	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Pending - Proceeding	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Client Request
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$6,025.00

### DESCRIPTION:

Included in this change order are costs to provide an electrical outlet in the Lobby area for a display screen and provide additional demolition of materials that were determined to be non-asbestos containing.

CE #103 - PR 040 - Lobby TV: \$329.00  
PR 040 - Lobby TV

CE #104 - RFCO - Phase 3 Abatement Keynotes 3, 4 & 9: \$5,696.00  
RFCO - Phase 3 Abatement Keynotes 3, 4, & 9

### ATTACHMENTS:

[GCPR#52 - Phase 3 Abatement Keynotes 3,4,&9 - Pricing.pdf](#) [PR#40 Pricing for Approval.pdf](#) [PR 040 - Lobby TV.pdf](#)

### CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 9,582,000.00
Net change by previously authorized Change Orders	\$ 378,123.00
The contract sum prior to this Change Order was	\$ 9,960,123.00
The contract sum would be changed by this Change Order in the amount of	\$ 6,025.00
The new contract sum including this Change Order will be	\$ 9,966,148.00
The contract time will not be changed by this Change Order by 0 days	

**Corval Group**  
1633 Eustis Street  
St. Paul Minnesota 55108

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

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

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

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

**Regular Meeting, May 17, 2021**

**Subject: RMS Facilities Project Change Order #018**

(Recommended by the Superintendent)

That the Board of Education approve RMS Facilities Project Change Order #018 for a net increase of \$12,277.64.

**Background Information**

- RMS Change Order #018 – An addition of \$12,277.64 for modifications to Choir Room soffits and wall chase/finishes to accommodate hydronic piping routing as well as costs to infill masonry walls at three drinking fountain replacement locations. Other costs include electrical changes to the woodshop and reception space to accommodate for existing equipment and field conditions as well as to add flooring and base to the FACS Lab storage room.

The original (Contract Sum)	\$16,701,000.00
Net Change by previously authorized Change Orders	\$675,759.89
The contract sum prior to this Change Order	\$17,376,759.89
The contract sum will be increased by this Change Order in the amount of	\$12,277.64
The new contract sum including all Change Orders will be	\$17,389,037.53



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 #018: Shaw-Lundquist CO 018

<b>CONTRACT COMPANY:</b>	<b>Shaw-Lundquist Associates, Inc.</b> 2757 West Service Road St. Paul, Minnesota 55121	<b>CONTRACT FOR:</b>	SC-S180064 - RMS-001:Shaw-Lundquist Single Prime Contract
<b>DATE CREATED:</b>	5/07/2021	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Pending - Proceeding	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$12,277.64

### DESCRIPTION:

Majority of costs are modifications to Choir Room soffits and wall chase/finishes to accommodate hydronic piping route. One cost includes infilling masonry walls at three drinking fountain replacement locations. Other costs include electrical changes to the woodshop and reception space to accommodate for existing equipment and field conditions. Last cost is to add flooring and base to the FACS Lab storage room.

CE #106 - Room C210B - Add VCT and Base: \$1,228.14

CE #111 - #213: Phase 3 Drinking Fountain Infills: \$2,786.70

CE #120 - PR #032 RFI#240: Area B room B111 chilled and hot water piping conflicts: \$4,916.10

CE #121 - PR #033 - Electrical RFI #243 Woodshop: \$1,127.49

CE #128 - #255: Reception wall demo: \$1,896.83

CE #129 - OCO #17 Discrepancies: \$322.38  
Cost for typo on OCO #17 for CE #119 missing Universal cost and SLA P&O.

### ATTACHMENTS:

[PR #033 Pricing for Approval RMS 2021-04-19.pdf](#) [ICS CE #128 Pricing for Approval RMS 2021-04-22.pdf](#) [Richfield Middle School RFI 213.docx](#)  
[ISD #280 - Richfield Middle School Change Event #120.msg](#) [PR #032 - Area 'B' B111 Piping - RFI 240.pdf](#) [ICS CE #106 Pricing for Approval RMS 2021-01-26.pdf](#)

### CHANGE ORDER LINE ITEMS:





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The original (Contract Sum)	\$ 16,701,000.00
Net change by previously authorized Change Orders	\$ 675,759.89
The contract sum prior to this Change Order was	\$ 17,376,759.89
The contract sum would be changed by this Change Order in the amount of	\$ 12,277.64
The new contract sum including this Change Order will be	\$ 17,389,037.53
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

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**SIGNATURE**

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

**Regular Meeting, May 17, 2021**

**Subject: Central Facilities Project Change Order #003**

(Recommended by the Superintendent)

That the Board of Education approve Central Education Center Facilities Project Change Order #003 for a net increase of \$24,322.26.

**Background Information**

- Central Education Center Change Order #003 – An addition of \$24,322.26 for modifications to reconfigure an existing space to create a Mother's Room, adjust ductwork layout in multiple areas, miscellaneous door and hardware change as requested by staff, add a gypsum board bulkhead to conceal exposed ductwork and temporarily repair leaking domestic water lines in the tunnel area that are scheduled to be replaced this summer.

The original (Contract Sum)	\$4,305,000.00
Net Change by previously authorized Change Orders	\$11,063.04
The contract sum prior to these Change Orders	\$4,316,063.04
The contract sum will be increased by these Change Orders in the amount of	\$24,322.26
The new contract sum including all Change Orders will be	\$4,340,385.30



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 #003: Rochon CO 003

<b>CONTRACT COMPANY:</b>	<b>Rochon Corporation</b> 28 2nd Street NW, Suite 200 Osseo, Minnesota 55369	<b>CONTRACT FOR:</b>	SC-S180064 - CEC-001:Rochon Single Prime
<b>DATE CREATED:</b>	5/08/2021	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Pending - Proceeding	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Client Request   Design Development   Existing Condition
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$24,322.26

### DESCRIPTION:

Included in this change order are costs to reconfigure an existing space to create a Mother's Room, adjust ductwork layout in multiple areas, miscellaneous door and hardware changes, add a gypsum board bulkhead to conceal exposed ductwork, repair leaking domestic water lines in the tunnel area and regrade one courtyard area to correct site drainage issues.

CE #004 - PR 003 - Mothers Room: \$9,993.68  
PR 003 - Mothers Room

CE #005 - PR 004 - Ductwork Area A and D: \$7,610.09  
PR 004 - Ductwork Area A and D

CE #009 - PCO#008 - Door & Hardware Changes: \$913.46  
PCO#008 - Door & Hardware Changes

CE #012 - PCO#011 - RFI#21 - Gyp Bulkhead: \$451.08  
PCO#011 - RFI#21 - Gyp Bulkhead

CE #013 - PCO#010 - T&M Plumbing Repairs: \$2,28.60  
PCO#010 - T&M Plumbing Repairs

CE #017 - PCO #012 - Re-Grading for Drainage: \$3,325.35  
PCO #012 - Re-Grading for Drainage

### ATTACHMENTS:

[PCO#012 - Re-Grading for Drainage.pdf](#) [PCO#005 R2 - PR#4 - Ductwork Areas A and D.pdf](#) [PCO#010 - T&M Plumbing Repairs.pdf](#) [PCO#011 - RFI#21 - Gyp Bulkhead.pdf](#) [PCO#009 - Mothers Room.pdf](#) [PCO#008 - Door - Hardware Changes.pdf](#) [PR 004 - Ductwork Area A and D.pdf](#) [PR 003 - Mothers Room.pdf](#)

### CHANGE ORDER LINE ITEMS:



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The original (Contract Sum)	\$ 4,305,000.00
Net change by previously authorized Change Orders	\$ 11,063.04
The contract sum prior to this Change Order was	\$ 4,316,063.04
The contract sum would be changed by this Change Order in the amount of	\$ 24,322.26
The new contract sum including this Change Order will be	\$ 4,340,385.30
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

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

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

**Regular Meeting, May 17, 2021**

**Subject: Administrative Support Professionals Collective Bargaining Agreement  
for Years 2020-2021 and 2021-2022**

(Recommended by Superintendent)

It is recommended that the Board of Education approve the tentative collective bargaining agreement for Administrative Support Employees for the period of July 1, 2020 through June 30, 2022.

**Background Information**

(Prepared by Craig Holje)

A tentative agreement was reached in May regarding the 2020-2022 Master Agreement with the Administrative and Management Support Employees represented by SEIU Local 284. This agreement has been ratified by the Administrative and Management Support Employees. It is recommended that the School Board approve the agreement.

The changes to the agreement include the following:

**Base Salary and Benefit Summary**

**Year 1 - July 1, 2020 – June 30, 2021**

1. 2% increase on pay rate schedule for all positions at all steps
2. Add \$.20/hour for a bilingual stipend for qualifying positions
3. Add \$.05/hour to 15 year longevity incremental pay
4. Increase probationary period to 120 workdays with opportunity for 120 workday extension
5. Add clarifying language regarding disaster leave eligibility
6. Provide some additional flexibility regarding vacation days for 10 and 11 month employees
7. Update information regarding applications for vacancies within the unit
8. Updated language in the medical benefits section to align with current benefits program as well as clarify eligibility
9. Provided inclusion of a Memorandum of Agreement collaborative workgroup to address staffing and vacancies, staff allocations, professional development and other items as agreed upon.

**Year 2 - July 1, 2021 – June 30, 2022**

1. 2% increase on pay rate scheduled for all positions at all steps.

# **RICHFIELD PUBLIC SCHOOLS**

## **INDEPENDENT SCHOOL DISTRICT NO. 280**

**SALARY SCHEDULE, FRINGE BENEFITS  
AND WORKING CONDITIONS FOR**

### **ADMINISTRATIVE and MANAGEMENT SUPPORT PROFESSIONALS 2020-2022**

THIS AGREEMENT ENTERED INTO BETWEEN THE SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 280, RICHFIELD, MINNESOTA AND THE SERVICE EMPLOYEES INTERNATIONAL UNION, EFFECTIVE JULY 1, 2018 THROUGH JUNE 30, 2020 IN ACCORDANCE WITH THE PUBLIC EMPLOYMENT LABOR RELATIONS ACT OF 1971, AS AMENDED.

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Be it resolved by the Board of Education of Independent School District No. 280:

The following articles constitute the terms of employment of Administrative and Management Support Professionals of the District for the period of July 1, 2020 through June 30, 2022 in compliance with the Public Employment Labor Relations Act of 1971, and as amended, hereinafter referred to as the Public Employment Labor Relations Act.

## **ARTICLE I.**

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

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

### **NEW EMPLOYEE INFORMATION:**

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

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

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

The exclusive representative hereby warrants and covenants that it will defend, indemnify, and save the School District harmless from any and all actions, suits, claims, damages, judgments, and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the exclusive representative as provided in this Agreement.

## EMPLOYEE PERSONNEL FILE

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

## ARTICLE II.

### SALARY SCHEDULE:

	<u>2020-2021</u>	<u>2021-2022</u>
<u>Management Assistant</u>		
1 <sup>st</sup> Step	\$23.91	\$24.39
2 <sup>nd</sup> Step	26.83	27.37
3 <sup>rd</sup> Step	29.80	30.40
<u>Administrative Assistant 4</u>		
1 <sup>st</sup> Step	21.61	22.05
2 <sup>nd</sup> Step	24.55	25.04
3 <sup>rd</sup> Step	27.08	27.62
<u>Administrative Assistant 3</u>		
1 <sup>st</sup> Step	19.59	19.99
2 <sup>nd</sup> Step	22.40	22.85
3 <sup>rd</sup> Step	24.92	25.42
<u>Administrative Assistant 2</u>		
1 <sup>st</sup> Step	18.63	19.00
2 <sup>nd</sup> Step	20.94	21.36
3 <sup>rd</sup> Step	23.90	24.38
<u>Administrative Assistant 1</u>		
1 <sup>st</sup> Step	17.66	18.01
2 <sup>nd</sup> Step	19.76	20.16
3 <sup>rd</sup> Step	21.75	22.19

#### **LONGEVITY:**

Employees shall receive additional compensation per hour as follows:

After 10 years of continuous service in the unit.     \$.20 per hour

After 15 years of continuous service in the unit     \$.30 per hour

After 20 years of continuous service in the unit.     \$.40 per hour

#### **BILINGUAL STIPEND:**

Employees working in positions for which the District indicates a need or preference for a bilingual proficiency will receive an additional \$.20/hour.

Board approved leave of absences for all or part of a year do not count as interruption of service, nor do they count as credit towards longevity.

Employees will be paid twice a month on the 5<sup>th</sup> and 20<sup>th</sup>. Payroll information will be communicated via an electronic, web-based system.

New employees will begin at step one, however, placement at the second or third steps may be made at the time of hiring to give credit for related experiences as authorized by the Director of Human Resources following communication with the union steward. Employees will advance to the next step each twelve months from their hiring date.

An employee moving to a higher classification will be placed on the appropriate step in the new classification based on demonstrated experience and/or qualifications as long as there is no reduction in rate of pay. An employee moving to a lower classification will retain the current step placement.

If the wage rates shown above are ruled to be out of compliance with pay equity legislation, a higher rate may be paid at the discretion of the District. The Union shall be given 10 days notice prior to any such increase in wage rates.

### **ARTICLE III.**

#### **PROBATION PERIODS:**

All new employees shall work a probationary period, which shall consist of one-hundred-twenty (120) workdays of continuous service. The probationary period may be extended up to an additional one-hundred-twenty (120) days upon mutual agreement between the union steward and the District. A new employee shall not be considered a permanent employee until having successfully completed their probation period. A new probationary period will not apply to employees who change a work classification.

## RESIGNATION OR SEPARATION OF EMPLOYMENT

An employee wishing to terminate employment shall give two (2) weeks notice when possible. An employee who fails to provide two (2) weeks notice shall forfeit any accrued vacation time payout.

### NOTICE OF LAYOFF:

Employees will be provided at least two weeks advance notification in writing of a reduction in staff. The employee may accept the layoff or choose to replace the least senior person in the affected employee's classification or the least senior employee in a lower classification provided the employee has greater seniority, the same or longer calendar assignment and is qualified to perform the work. If an employee chooses to replace the least senior employee in the affected job classification, or the least senior employee in a lower classification, the employee must provide written notice to the Director of Human Resources within five (5) working days of the notice of layoff.

Employees on layoff will be recalled, in order of seniority, to available positions at or below their previous classification for which they are qualified to perform the available work. Employees will retain recall rights for a period of two (2) years from the date of layoff. Employees will be notified, by mail, of recall and shall have five (5) working days to indicate their intent, in writing, to accept a mutually agreeable return date or to terminate their employment.

## ARTICLE IV.

### PHYSICAL EXAMINATIONS:

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

## ARTICLE V.

### HOURS OF WORK:

Section 1. Full-time employees shall work a 40-hour week--five consecutive eight-hour days.

- Section 2. All work in excess of forty (40) hours per week, with the approval of the immediate supervisor, shall be paid for at the rate of time and one-half of the employee's regular hourly rate. Consistent with federal law, vacation and holiday hours, sick leave and other leaves, paid and unpaid, shall not be considered as hours of work for purposes of calculating overtime. Upon mutual agreement between the supervisor and employee, compensatory time may be assigned in lieu of overtime pay for the extra time worked. Compensatory time must be used within 90 calendar days of accruing the time. Compensatory time not used within the 90 calendar days will be paid out at the overtime rate of pay. The employee is responsible for keeping track and properly reporting all hours and time related to work.
- Section 3. Prior to July 1, the employee will be provided notification of any anticipated changes in assignment for the following fiscal year. Changes may include hours of service, location, calendar assignment, or layoff.

## **ARTICLE VI.**

### **PAID LEAVES OF ABSENCE**

#### **Section 1. Sick Leave**

To twelve-month employees an allowance of 12 days per year, accumulative, shall be granted for sick leave use. To eleven-month employees, an allowance of 11 days per year, accumulative, shall be granted for sick leave use. To ten-month employees, an allowance of 10 days per year, accumulative, shall be granted for sick leave use. Sick leave can be used as allowable under state statute.

If the reason for the use of sick leave is due to pregnancy, an employee may use sick leave during a period of physical disability as certified by a licensed medical provider.

#### **Subd. 1 Use of Sick Leave**

- (a) 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.
- (b) The 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.

- (c) 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.
- (d) 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 parent-in-law. These days will be deducted from available personal leave in Section 3.

## Section 2. Disaster Leave

If the following conditions are met, additional sick leave benefits shall be granted to any Administrative or Management Assistant who has exhausted accumulated sick leave, personal leave, and all other types of paid leave for which the employee is eligible: (1) the teacher has been continuously disabled and unable to work for a period of 30 or more consecutive duty days, as certified by a physician; (2) the employee is suffering from a catastrophic illness or injury, as defined below; (3) the employee is not under investigation; (4) the employee has not received notice of termination or provided notice of resignation or retirement; (5) the employee has submitted a written application for disaster leave benefits to the Human Resources Department; and (6) the application and supplemental materials required for LTD benefits have been submitted to the insurance carrier. If these conditions are met, disaster leave benefits shall commence as of the duty day immediately following the last day of regular sick leave and personal leave payment. In the event the employee is under investigation when the employee would otherwise qualify for disaster leave, the benefits shall commence as of the duty day of final disposition of discipline or the original date of eligibility if the allegations are determined to be unfounded. Disaster leave benefits shall continue only for period during which the employee remains continuously disabled and unable to work and shall cease no later than the 78th calendar day of the catastrophic illness or injury.

For purposes of this Article, an employee suffers from a "catastrophic illness or injury" if the employee has a critical, non-occupational illness or injury that prevents the employee from performing his/her job duties, has a diagnosed disability that would generally qualify for LTD and is of

sufficient severity that the employee is likely to be found eligible for LTD benefits as certified by a physician. Examples of catastrophic illnesses or injuries include, but are not limited to, cancer, paralysis, brain injury, spinal injury, or amputation. Normal pregnancies, childbirths without complications, and elective surgeries that do not arise out of a serious health condition do not qualify as a catastrophic illness or injury.

### Section 3. Personal Leave and Bereavement Leave

Up to six days in any one-year of earned sick leave may be used for:

- (a) Death of a friend or family member. However, if a spouse, parent, child dies and personal leave for that year has been exhausted, additional work days, not exceeding three (3) will be given as personal leave for the purpose of participating or attending to the funeral arrangements, but will be deducted against this allowance in the succeeding fiscal year.
- (b). Personal leave shall be granted for an appearance in court as a witness or in cases of legal action where it is mandatory that the employee be present.
- (c) One (1) day of earned sick leave may be used for personal emergency or calamity. Weather conditions may constitute a calamity or emergency. Leaves for other reasons may be granted by the Human Resources office and will result in a day's full deduction in salary.
- (d) Each employee may be granted two (2) 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. Business ventures and/or vacations will not be considered as important personal matters.

After six (6) days in any one-year, full deduction shall be made.

### Section 4. Jury Duty

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

Section 5.     Medical Certification

The District may require an employee to furnish a medical certificate from a licensed medical professional as to evidence of illness, medical condition (e.g. childbirth), or accident, indicating such absence was due to illness or injury, to qualify for sick leave pay. Such medical certificate may pertain to the employee, child, or other individual as appropriate to the Division of Section 1, cited in the leave request,. Any leave of five (5) or more consecutive days of absence or intermittent days required to care for the same medical condition within the same school year will require a medical certificate from a licensed medical provider. The final determination as to the eligibility of an employee for sick leave is reserved to the District. In the event that a medical certificate will be required for unrelated intermittent leave, the employee will be so advised.

## **ARTICLE VII.**

VACATIONS:

Section 1.     July 1st is the date to determine vacation accrual. Employees will be allowed to carryover up to five (5) days of vacation for use for use by December 31.

Section 2.     Employees shall be granted paid vacations as follows:  
Ten through Eleven Month Employees

- (a) Those employed for ten through eleven-month positions with 10 days of vacation accrual shall take a minimum of half of their vacation days during non-student contact days.
- (b) Personnel hired for a ten-month position will be allowed five days vacation upon date of hire. Six days vacation will be allowed after having been employed three years and ten days after having been employed five years.
- (c) Personnel hired for an eleven-month position will be allowed six days of vacation upon date of hire. Seven days will be allowed after having been employed three years and twelve days after having been employed five years.



### Twelve Month Employees

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

- .
- Section 3. 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 4. An employee retiring during the interim for reasons of disability or normal retirement shall be entitled to a prorated earned vacation.
- Section 5. Vacation days must have prior approval from the 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.

## **ARTICLE VIII.**

### HOLIDAYS:

There shall be twelve paid holidays for twelve-month employees and eleven paid holidays for ten and eleven-month employees. The following are designated holidays:

Independence Day(12 month employees only), Labor Day, Thanksgiving Day, Thanksgiving Friday, Two Winter Break Holidays, Two New Year's Holidays, Martin Luther King Jr. Day, President's Day, One Spring Holiday (as determined by the district) and Memorial Day.

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

## **ARTICLE IX.**

### **UNPAID LEAVE OF ABSENCE:**

#### **Section 1.     Temporary Leave of Absence**

An employee granted an unpaid leave of absence shall suffer no loss of seniority or job rights except as provided in Article XIII Section 2(d). To comply with the requirements of the PERA, any employee covered by this contract wherein the accumulated sick leave is entirely used, and said staff member is not able to return to their normal duties because of illness, the Board of Education will pass a resolution granting a temporary leave of absence and will notify the office of the PERA of this action.

#### **Section 2.     Child Care Leave of Absence**

An unpaid child care leave may be granted by the District, subject to the provisions of this section, to a parent because of the need to prepare and provide parental care for a child for a period of time.

An employee making application for child care leave shall notify the Director of Human Resources in writing of the request at least three calendar months before commencement of the intended leave.

The beginning and ending dates of a child care leave shall be agreed upon by the employee and the District with every attempt made to have these days coincide with natural breaks in work year. In making a determination concerning the dates of the leave the District shall not, in any event, be required to grant a leave of more than 12 months or be required to permit the employee to return to work prior to the date designated in the approved leave of absence.

An employee on a child care leave may be eligible to continue participation in group insurance programs if permitted under the insurance policy provisions. The employee must pay, on a prorated basis for the duration of the leave of absence, the employee and employer share of any

premium due for insurance the employee elects to continue during the leave of absence.

## **ARTICLE X.**

### **SENIORITY:**

The Board recognizes that the purpose of seniority is to provide a declared policy as to the order of promotion, layoff and recall of employees, and for consideration in advancement or promotion (if the employee is qualified). Employees with the least continuous service in a classification shall be laid off first. If any openings subsequently occur, the laid-off employee with the most continuous service shall be recalled first. Employees on layoff status will retain recall rights for a period of two (2) years from date of layoff. If an employee without good reason fails or refuses to return to work when recalled within five (5) days after the notice of recall, the employee shall lose their seniority rights. The Board shall determine what constitutes a good reason for failure to return to work when the employee has been recalled. Good cause shall include, but not be limited to, temporary illness and temporary absence from the city

#### Definitions:

Seniority Date: The date of employment in the bargaining unit.

Classification: The job title (i.e. Management Assistant, Administrative Assistant 4, Administrative Assistant 3, Administrative Assistant 2, Administrative Assistant 1)

Calendar Assignment: The number of assigned days per year (i.e. 12 month, 11 month, 10 ½ month, 10 month) and hours per day.

## **ARTICLE XI.**

### **VACANCIES:**

New positions or vacancies will be posted on the district website for a period of five (5) days. Additional hours per day added to part-time positions and up to 10 additional days added to the annual calendar assignment are not required to be posted.

Applications of the interested parties should be submitted via the District's applicant tracking system.

The leading candidates whose background and abilities best meet the requirements of the posted position will be called in for an interview by the supervisor of the position , or designee.

The Director of Human Resources or designee will request background information from the union steward regarding final internal candidates.

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

## **ARTICLE XII.**

### **BENEFITS:**

#### **Section 1.     Eligibility**

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

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

- (a) The School District shall provide a program of single and dependent hospitalization-major medical benefits. The District will select the

insurance carrier and policy after considering the recommendations of the insurance committee. Any modifications to the deductible amounts and plan options during the term of the contract may be agreed upon via a Memorandum of Agreement between SEIU 284 and the District.

- (b) Participation in the School District insurance program is voluntary on the part of the employee. No additional compensation will be made to those who choose not to accept any or all portions of the program.
- (c) The District shall offer at least one deductible medical benefit plan coupled with a VEBA Trust in addition to its other health insurance plans. Each employee who chooses to enroll in a deductible/VEBA plan shall receive a District contribution to a VEBA account set up for that employee. The following provisions shall apply to the high-deductible/VEBA plan offered by the District:
  - 1. Single Coverage: The District shall pay the full cost of the single premium for the high-deductible plan. For information purposes only, this is the Plan A option 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: The District shall pay \$1300.00 per month toward the cost of the dependent premium for the 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.

Each employee enrolled in the program shall contribute, through payroll deduction, any premium amount which exceeds the District maximum contribution. Enrollment in the program shall be on an annual basis.

- (d) All employees who have at least fifteen (15) years of continuous employment in the Richfield School District and who are at least age fifty five (55) may continue\* to participate in the District Hospitalization-Major Medical program. An employee who retires will also be allowed to continue in the District Dental program. For employees hired prior to January 1, 2011, the District contribution

for retired employees participating in Hospitalization-Major Medical and Dental programs will be adjusted so that it is the same for retired employees as it is for active employees. Any additional premium cost must be paid by the retiree and will be increased annually. This provision shall apply until the individual becomes eligible for another employer's plan,\* or any other health plan, or according to the following schedule, whichever comes first.

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

\*"continue" means that the employee has enrolled in the medical plan he/she desires to participate in following retirement during the open enrollment period that takes place at least 12 months prior to retirement.

\*Provided the aggregate value of benefits of another employer's medical insurance is not less than the medical insurance plan in effect for ISD 280, nor will the employee payment for another employer's premiums be greater than the amount required by the labor agreement in effect between ISD 280 and SEIU 284 Office Personnel.

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

Section 3.     Income Protection

- (a)   The School District shall make available to all full time employees a Long-Term Disability (LTD) insurance program. Benefits shall begin after the seventy-eighth (78th) calendar day of total disability. Acceptance of this provision is voluntary on the part of the employee but no additional compensation will be made to those who choose not to accept coverage.
- (b)   The district will pay the cost of the Long-Term Disability (LTD) insurance to a maximum of three hundred ninety (\$390) dollars per year. The employee will pay the balance.
- (c)   The District will continue to pay the district contribution toward the premium amounts for medical and dental insurance coverage for a period of 24 months from the date of disability for those individuals on long term disability who were participating in those programs at the time of their disability. After the 24<sup>th</sup> month on long term disability, the district contribution toward the health insurance premium shall equal the cost of the single premium for the high deductible plan for medical insurance and premium for dental insurance. Contributions toward these insurances will continue until the individual becomes eligible for Medicare or Medicaid benefits.
- (d)   A disabled employee shall retain job rights for a maximum of two (2) years from the date of disability upon written request by the employee if the employee continues to be disabled. The disabled employee will be obligated to inform the District, on a form sent to the employee each year by the District, of the employee's desire to retain job rights as provided herein.

Section 4.     Dental Insurance

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 per month effective July 1, 2014 for a plan based on a composite bid quotation. If the composite cost exceeds the District contribution, the excess amount shall be prorated on a monthly basis among the employees with dependent coverage.

Section 5.     Life Insurance

The District shall provide each employee a fifty thousand (\$50,000) dollar term life insurance policy.

Section 6.     Insurance Committee

A representative from the Office Personnel bargaining unit may serve on the District's fringe benefits insurance committee.

Section 7.     Tax Sheltered Annuities

- (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 the 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 all full time office personnel employees beginning after five (5) years of employment, up to 2% of salary upon completion of eight (8) years of employment and 2.5% upon completion of thirteen (13) years of employment. Initial entry or re-entry into the District matching program shall occur on September 1 or January 1 of each year provided the District Tax Sheltered Annuity form is submitted to the Human Resources office 30 days in advance.



## **ARTICLE XIII.**

### **RETIREMENT:**

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

- (a) An individual who has at least ten years of credited experience in the Richfield Public Schools and who is at least age fifty-five (55) shall receive severance pay upon resignation. For purposes of this section, credited experience is defined as the number of years the employee works more than 14 hours per week. The amount of severance pay shall be based on the individual's accrued sick leave. Accrued sick leave shall mean the number of days the individual has accumulated at the effective date of retirement. The individual's severance pay shall be the sum of the applicable amounts determined by the provisions of both Subdivisions (b) and (c).

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

- (b) The individual shall multiply accumulated sick leave by the appropriate percentage indicated below. The product of this multiplication shall then be multiplied by ninety-five (\$95.00) dollars to determine the severance pay for this Subdivision. In no case, however, shall the benefit from this Subdivision exceed twelve thousand (\$12,000) dollars.

90% of accrued sick leave

- (c) An individual who has at least fifteen (15) years of credited experience as defined earlier in this section in the Richfield School District shall be paid the following amount as defined in Subdivision (a). \$4500
- (d) The individual shall receive the amount of severance pay within thirty (30) days of the last date of employment by the District.

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

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

- (e) The provisions of the Richfield Public School Incentive for retirement shall apply to resignations for retirement for 2018-2019 and 2019-2020.

## **ARTICLE XIV.**

### **GRIEVANCE PROCEDURE:**

#### **Section 1.     Definition**

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

#### **Section 2.     Timelines**

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

- Step 1 - five (5) working days
- Step 2 - ten (10) working days
- Step 3 - ten (10) working days

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

Section 3.     Steps

Step 1: The cognizant supervisor. The cognizant supervisor shall be the individual directly responsible for the operation of the department in which the grievant works.

Step 2: The Director of Human  
Resources

Step 3: The Superintendent of Schools or designee.

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

Section 4.     Union Representation, Intervention and Initiation

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

Section 5.     Reprisals

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

Section 6.     Cost of Transcript

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

ADMINISTRATIVE and MANAGEMENT SUPPORT PROFESSIONALS  
CONTRACT DOCUMENT AUTHORIZATION

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

For: Service Employees International Union  
450 Southview Boulevard  
South St. Paul, MN 55075

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

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

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

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

\_\_\_\_\_  
Board of Education Clerk

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

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

Dated this \_\_\_\_ day of \_\_\_\_\_, 2021

Dated this \_\_\_\_ day \_\_\_\_\_, 2021

THIS AGREEMENT shall be in force from July 1st, 2020, through June 30, 2022, and shall continue as is from year to year unless either party shall notify the other in writing sixty (60) days prior to expiration date of their desire to re-open negotiations.

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

**Regular Meeting, Monday, May 17, 2021**

**SUBJECT: AUTHORIZATION FOR PURCHASE OF A PASSENGER VEHICLE**

Recommended by the Superintendent that the Board of Education authorize the Business Office to enter into an agreement for the purchase of (1) 65 passenger school bus using the State of Minnesota purchasing contract.

**Background Information**

(Prepared by Dan Kretsinger & Craig Holje)

We plan to purchase a type C school buses through capital funds. We also plan to replace (1) 65 passenger school bus that was totaled due to an accident. Quotes have been submitted from vendors for the purchase of capital equipment with capital funds. This evening's timely action by the School Board will assure us a delivery this fall.

The following vehicle will be replaced:

- 2011 International 65 Passenger - Bus #10 - VIN #4DRBUAAN5BB278537 – 87,102 miles – 6,858 hours - Purchased for \$ 91,175.59 – Insurance Settlement \$ 28,709.10.

The following equipment will be purchased:

- 2021 HBC 65 Passenger Bus - \$ 113,433.72

The new equipment details are listed in your Board packet.

STANDARD WINDOW HEIGHT 28 " UPPER &amp; LOWER COMB.

**WINDOWS, OPTIONS**  
BLACK SASH  
BLACK BOW CAPS (WINDOW PILLARS)  
TEMPERED, CLEAR W/ HIGH HEADROOM  
TEMPERED, TINTED W/ HIGH HEADROOM  
LAMINATED, CLEAR W/ HIGH HEADROOM  
LAMINATED, TINTED W/ HIGH HEADROOM

\$242.00
\$108.00
STD
\$253.00
\$450.00
\$253.00

STD
253.00

CONVENTIONAL BUS OPTIONS

**AIR FOIL, REAR, OPTION:**  
REAR AIR FOIL, FACTORY INSTALLED

\$550.00
----------

--

**BACK UP ALARM OPTIONS**  
112 DECIBEL OUTPUT

\$65.00
---------

65.00
-------

**BATTERY**  
MOUNTED UNDER DRIVERS SEAT AREA

--

--

**BATTERY OPTIONS**  
KEY LOCK ON BATTERY DOOR  
BALL BRG ROLLERS - TRAY  
BOX FOR "2" 8D BATTERIES  
AUXILIARY BATTERY BOX - TOOL BOX

\$12.00
STD
\$74.00
\$21.00

STD

**BUMPER, REAR**  
STANDARD MFG. BUMPER IS REQUIRED

--

--

**BUMPER, OPTIONS**  
DOCK BUMPERS, FRONT AND REAR

\$170.00
----------

--

**CERTIFICATION**  
STATE AND FEDERAL SPECIFICATION

--

--

**COLOR, EXTERIOR**  
NATIONAL SCHOOL BUS CHROME YELLOW  
PER NATIONAL AND STATE SPEC.

--

--

**COLOR, EXTERIOR, OPTIONS**  
WHITE ROOF

\$359.00
----------

359.00
--------

**COLOR, INTERIOR**  
STD. WALLS COLOR SPRING WHITE .  
WALL PANEL MATERIAL EMBOSSSED STEEL

--

--

**CROSSING ARM**  
ELECTRIC W/PLASTIC ROD

--

--

**CROSSING ARM, OPTIONS**  
ELECTRIC SOLID STATE UPGRADE, W/PLASTIC ROD  
AIR W/PLASTIC ROD  
DEACTIVATION SWITCH

STD
NC
\$21.00

AIR

STD
NC

**DEFROSTER**  
90,000 BTU FULL WIDTH DEFROSTER/HEATER  
MUST MAINTAIN CLEAR VIEW OF WINDSHIELDS  
TWO AUX. DEFROSTER FANS, APPROXIMATELY 6"

--

--

**DEFROSTER, OPTIONS**  
UPPER RIGHT MOUNTED ADDITIONAL FAN  
CHROME DEFROST FANS IN LIEU OF BLACK

\$75.00
\$82.00

--

**DOORS, ENTRANCE**  
ELECTRICALLY OPERATED, OUTWARD OPENING  
STEERING WHEEL SWITCHES STANDARD

--

--

**DOORS, ENTRANCE, OPTIONS**  
AIR POWERED (AIR SUPPLIED)  
MANUALLY OPERATED  
HINGED ACCESS PANEL TO DOOR CONTROLS  
EXTERIOR DOOR RELEASE, MECHANICAL  
EXTERIOR DOOR RELEASE, ELECTRIC  
EXTERIOR DOOR RELEASE, AIR  
FRONT VANDAL LOCK, MECHANICAL  
FRONT VANDAL LOCK, FOR ELECTRIC DOOR  
FRONT VANDAL LOCK, FOR AIR DOOR  
THREE POSITION DOOR CONTROL - 3 POSITION OR REDUNDANT

\$31.00
\$49.00
STD
\$58.00
STD
\$36.00
\$55.00
STD
\$174.00
NC

AIR

31.00
STD
STD
STD
STD

[illegible]





AM/FM WITH USB INPUT, 4 SPEAKERS  
RADIO DELETE, COMPLETE UNIT

## Crossover

	764.00
	<b>STD</b>
	68.00
	46.00
	<b>STD</b>
	<b>STD</b>
	50.00
	24.00
	86.00
	27.00
	<b>STD</b>
	37.00
	<b>STD</b>
	53.00
	<b>STD</b>
	<b>STD</b>
	224.00
	48.00
	1,202.00
	24.00
	<b>STD</b>

[illegible]

[illegible]

16 GAUGE METAL BACKING  
WHITE NOSING  
COLOR MATCHING STEP TREADS TO FLOOR COLOR  
NON-SKID MATERIAL - NAVIFLEX FINISH

BLACK TREADS  
PREMIUM NON-SKID ABRASIVE NOSING - NAVIFLEX FINISH  
PEBBLE STEP TREAD  
HEATED BOTTOM STEP TREAD- not available W/ naviflex  
HEATED BOTTOM TWO STEP TREADS N/A w/ naviflex  
FULLY CHEMGUARDED

GRAB HANDLES, BLACK  
GRAB HANDLES, CHROME  
GRAB HANDLES, YELLOW  
RUBBER KICK BACKING ON COWL

## ELECTRIC OPERATED W/LIGHTS, MFG. STD. SPECIALTY .

ELEC W/ LIGHTS- METAL BLADE  
ELEC W/ LED LIGHTS - METAL BLADE  
ELEC W/ LED STROBE LIGHTS - METAL BLADE  
ELEC W/ LIGHTED WORD "STOP" - COMPOSITE BLADE  
AIR W/ LIGHTS - 2500 - METAL BLADE  
AIR W/ LED LIGHTS - SPECIALTY 2980  
AIR W/ LED STROBE LIGHTS - SPECIALTY 2980 - METAL BLADE  
AIR W/ LED LIGHTED WORD "STOP" -2980 - METAL BLADE  
AIR W/LED STROBE WORD "STOP" - 2980 - METAL BLADE  
AIR HIGH INTENSITY FLASHING SPECIALTY 2900\_ - METAL BLADE\_  
ELEC COMPOSITE BLADE HI INTENSITY  
ELEC COMPOSITE BLADE HI INTENSITY STROBE LED  
W/SERVO LATCH  
ADDITIONAL SPEC'D STOP ARM ON REAR-ELECTRIC  
ADDITIONAL SPEC'D STOP ARM ON REAR-AIR  
HIGH INTENSITY SCOTCH LITE BLADES METAL BLADE

MFG STD (IF ANY) \_\_LEFT SIDE GLOVEBOX .

BULKHEAD STORAGE COMPARTMENT, TOP HINGED  
 LOCKABLE DOOR (NOT FOR EM. EQUIP. USE)  
 AUXILIARY STORAGE COMPARTMENT - REAR BULKHEAD  
 LEFT SIDE ABOVE DRIVER HEAD, NON-LOCKABLE  
 LEFT SIDE ABOVE DRIVER HEAD, LOCKABLE  
 EXT. LUGGAGE COMPARTMENT LH FWD SIDE 114 X 24 X 22 SIZE  
 EXT. LUGGAGE COMPARTMENT RH FWD SIDE 114 X 24 X 22 SIZE  
 EXT. LUGGAGE COMPARTMENT LH MID SIDE 36 X 24 X 22 SIZE  
 EXT. LUGGAGE COMPARTMENT LH AFT SIDE 91 X 20 X 18 SIZE  
 GAS SHOCKS (2)  
 LUGGAGE LIGHT W/ SWITCH PER BOX

FACTORY INSTALLED, COMPLETE UNDERSIDE

INSIDE EMERGENCY DOOR  
INSIDE REAR BODY PANELS AT FLOOR LINE  
CHEMGUARD FULL UNDERSIDE  
EXTERIOR STAINLESS STEEL FASTNERS (SCREWS)

FRONT ROOF NON-CLOSING VENT

STANDARD COVERING COLOR ABS BLACK .

BLACK FLOORING MATERIAL

[illegible]

[illegible]

BLACK GRILLE - AFTERMARKET  
YELLOW GRILLE  
CHROME GRILLE - FROM FACTORY  
SILVER GRILLE - AFTERMARKET

FLAT BLACK HOOD TOP - FROM FACTORY	\$203.00	
FLAT YELLOW HOOD TOP - FROM FACTORY	\$205.00	
BLACK FENDERS - FROM FACTORY	\$192.00	192.00
BLACK HOOD AND CHROME GRILLE FROM FACTORY	\$393.00	
<b>ELECTRICAL SYSTEM</b>		
ALL CIRCUITS PROTECTED, AUTO OR MANUAL RESET		
FUSES/CIRCUIT BRKRS. OR SOL.ST. PROT. SPECIFY TYPE <u>MANUAL</u>		
LIST MFG's STD ALTERNATOR <u>LEECE NEVILLE AVI160P2007 210 AMP</u>		
2 1031 BATTERIES, <u>(3) 1980</u> CCA (1300 - 1500)		
DAYTIME RUNNING LIGHTS, PARTIAL POWER		
HEAVY DUTY MECHANICAL TURN SIGNAL FLASHER		
<b>ELECTRICAL SYSTEM, OPTIONS:</b>		
MANUAL RESET CIRCUIT BREAKERS	STD	STD
DAYTIME RUNNING LIGHTS, HIGH POWER	STD	STD
HEADLIGHT, IGNITION OFF ALARM	STD	STD
TRAILER WIRING HARNESS & PLUG WITH HITCH 7 ROUND PLUG - FACTORY INSTALLED	\$851.00	
<b>ALTERNATORS:</b>		
200 AMP DELCO REMY	\$43.00	
210 AMP LEECE NEVILLE	STD	STD
240 AMP LEECE NEVILLE	\$104.00	104.00
320 AMP. LEECE NEVILLE 14931PAH -325 AMP	\$527.00	
240 AMP LEECE NEVILLE	\$144.00	
<b>BATTERIES:</b>		
QTY. GROUP CCA		
2 1031 1900	-\$44.00	
3 GRP 31 1980	STD	STD
3 1031 2850	\$232.00	
2 8D 2300 INCLUDES LARGE BATTERY COMP.	\$371.00	
3 31 3450	\$232.00	
<b>STARTERS:</b>		
DELCO 38 MT 12 VOLT	NC	
MITSUBISHI ELECTRIC AUTOMOTIVE AMERICA90P47 (DIESEL)	STD	STD
DELCO REMY PG260N2 (GAS AND PROPANE ONLY)	NC	
<b>ENGINES:</b>		
MANUFACTURERS STANDARD APPROX. 200 H.P. PARENT BORE		
STATE ENGINE PROPOSED - SIZE AND BRAND <u>B6.7 200 HP</u>		
-34 DEGREES ANTI-FREEZE -40 DEGREES STANDARD		
ELECTRONIC FAST IDLE		
ENGINE WARNING ALARM		
MAGNETIC DRAIN PLUG		
2019 EMISSIONS STANDARD		
<b>ENGINES, OPTIONS:</b>		
CUMMINS ISB10 200 H.P. PARENT BORE 520 LB	STD	STD
CUMMINS ISB10 220 H.P. PARENT BORE 520 LB	\$352.00	
CUMMINS ISB10 220 H.P. PARENT BORE 600 LB	\$664.00	
CUMMINS ISB10 240 H.P. PARENT BORE 560 LB	\$730.00	
CUMMINS ISB10 250 H.P. PARENT BORE 660 LB:	\$851.00	851.00
CUMMINS ISB10 260 H.P. PARENT BORE 660 LB: W/PTS 2500	\$1,074.00	
POWER SOLUTIONS INTL. 8.8L PROPANE 270 HP 565LB	\$5,934.00	
POWER SOLUTIONS INTL. 8.8L GAS 265 HP 548LB	-\$3,200.00	
CRUISE CONTROL, ELECTRONIC SPD. CONTROL	STD	STD
EXHAUST BRAKE. ENG. MTD BRAND <u>CUMMINS</u> MODEL	\$107.00	107.00
ENGINE INTEGRAL SHUT DOWN SYSTEM WITH ALARM	STD	STD
LOW COOLANT LEVEL WARNING LIGHT	STD	STD
UPGRADED COOLANT BRAND <u>SHELL ROTELLA</u>	STD	STD
BLOCK HEATER, <u>750W</u>	STD	STD
BLOCK HEATER,GASOLINE AND PROPANE <u>1000W</u>	\$71.00	
BLOCK HEATER, Y CORD FOR OIL PAN HEATER <u>1000W</u>	\$82.00	
BUMPER MOUNTED PLUG-IN RECEPTACLE	STD	STD
UPGRADED HOSES BRAND <u>PREMIUM GRADE</u>	STD	STD
CONSTANT TORQUE HOSE CLAMPS	STD	STD
FUEL HEATER, IN LINE - AFTERMARKET	\$1,136.00	
FUEL HEATER, IN-FUEL TANK - AFTERMARKET	\$1,209.00	
FUEL PRIMER PUMP	STD	STD
<b>RADIATORS:</b>		
OIL COOLER <u>X</u> INTERNAL <u>NA</u> EXTERNAL	STD	STD
MAJOR MAT'L USED <u>ALUMINUM WITH COPPER FINS</u>		
<b>RADIATOR OPTIONS:</b>		
WINTER FRONTS, SNAP ON, INDICATE COLOR <u>BLACK</u>	STD	STD

BUG SCREEN - PART ONLY

**FAN CLUTCH:**

ELECTRIC OPERATED FAN CLUTCH - Borg-Warner SA-75  
HORTON FAN CLUTCH AUTO ON/OFF - REQ AIR SOURCE  
VISCOUS TYPE -Borg-Warner SA-75-REQ GAS AND PROPANE

**FUEL-WATER SEPARATOR:**

FLEETGARD W/HEATER AND LIGHT

## EXHAUST SYSTEM

LEFT DISCHARGE, LEFT SIDE OF FRAME, BELOW BUMPER

**EXHAUST SYSTEM, OPTIONS:**

RIGHT SIDE OF FRAME DISCHARGE, REAR, THRU BUMPER  
LEFT SIDE OF FRAME DISCHARGE, REAR, THRU BUMPER  
LEFT SIDE DISCHARGE, IN FRONT OF DUALS  
HEAT SHIELD BETWEEN MUFFLER/FUEL TANK

**FENDERS/HOOD:**

EASY LIFT HOOD, 15 LBS. MAX. **15** LBS.

**FRAME:**

MFG.'S. STANDARD, APPROX. 254" W.B.  
TOW HOOKS, FRONT AND REAR  
FRAME 50,000 PSI STRENGTH

**FRAME, OPTIONS:**

TRAILER HITCH WITH ELECTRICAL PLUG - INCLUDES WIRING- FACTORY INSTALLED  
BRAKE CONTROLLER FOR HITCH - FACTORY INSTALLED

**FUEL TANK:**

APPROX. 60-65 GALLONS, RIGHT SIDE MOUNTED - FOR WB 254-276  
40 GALLON STANDARD FOR WB 193-236  
ACCESS PLATE FOR SENDER UNIT REPLACEMENT  
**FUEL DOOR INCLUDED**

**FUEL TANK, OPTIONS:**

60-65 GALLON, BETWEEN FRAME MOUNTED - DIESEL  
100 GALLON, BETWEEN FRAME MOUNTED - DIESEL  
65 GALLON FOR 193WB - 236WB - DIESEL  
100 GALLON FOR 254 AND 276WB BODY 31'02" DIESEL  
60 GAL GASOLINE TANK  
100 GAL GASOLINE TANK - FOR 254" AND 276" WB ONLY  
60 GAL PROPANE TANK  
100 GAL PROPANE TANK - FOR 34'11" BODY ONLY  
RIGHT SIDE FILL, FOR BETWEEN FRAME RAILS  
LEFT SIDE FILL, FOR BETWEEN FRAME RAILS  
KEY LOCK ON FUEL DOOR  
THUMB LATCH ON FUEL DOOR  
LOCKING FUEL CAP  
LOCKING DEF DOOR

**HORN :**

## DUAL ELECTRIC HORNS

**HORN, OPTIONS:**

AIR HORN(S), W/AIR SUPPLY ALREADY ON BUS

**INSTRUMENTS AND PANEL:**

PER NATIONAL STANDARDS  
TACHOMETER (NA ON GAS & PROPANE ENGINES)  
HOUR METER

**INSTRUMENTS AND PANEL, OPTIONS:**

GLOVE BOX - WITHOUT DOOR  
GLOVE BOX WITH LOCKING DOOR  
DASH MOUNTED DIGITAL CLOCK - HARD WIRED  
DASH MOUNTED BATTERY OPERATED DIGITAL CLOCK  
TRANSMISSION TEMP. GAUGE  
AMMETER  
AMBIENT TEMPERATURE GAUGE  
IGNITIONS KEYED ALIKE  
AIR PRESSURE GAUGE FOR AIR SUSPENSION  
CUPHOLDER DASH MOUNTED  
CLIP BOARD STORAGE COMPARTMENT

**POWER AND GRADEABILITY:**

	\$105.00
	<b>STD</b>
	\$224.00
	NC
	<b>STD</b>
	<b>STD</b>
	\$66.00
	\$40.00
	<b>STD</b>
E	\$851.00
	\$408.00
	<b>STD</b>
	\$339.00
	\$111.00
	\$427.00
	<b>NC</b>
	\$500.00
	<b>NC</b>
	\$1,400.00
	<b>NC</b>
	<b>NC</b>
	\$17.00
	<b>STD</b>
	\$17.00
	\$17.00
	\$123.00
	<b>STD</b>
	\$29.00
	\$160.00
	\$30.00
	\$35.00
	\$46.00
	\$47.00
	\$21.00
	<b>STD</b>
	<b>STD</b>
	<b>STD</b>

[illegible]



\$432.00

	1,184.00


STD
STD



	230.00

7,114.00
----------

1,734.00
----------

MILES			
	0.00	0.00	
		0.00	

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[illegible]

	\$102,088.00
	6,635.72

	4,150.00



YEARS 5 MILES UNLIMITED STANDARD WARRANTY  
YEARS 10 MILES 200,000

ENGINE ELECTRICAL WARRANTY: CHOOSE ONLY ONE  
YEARS 1 MILES UNLIMITED STANDARD WARRANTY  
YEARS 5 MILES 100,000 EXCLUDES STARTER & ALTERNATOR  
YEARS NA MILES NA

TRANSMISSION WARRANTY: CHOOSE ONLY ONE  
BRAND ALLISON MODEL 2500  
YEARS 5 MILES UNLIMITED  
YEARS 7 MILES UNLIMITED

BUMPER TO BUMPER WARRANTY  
YEARS 3 MILES 150,000  
EXCLUDES: PERFORATION OR CORROSION OF CAB & PAINT

TOW WARRANTY: CHOOSE ONLY ONE  
BRAND NA MODEL NA  
YEARS 5 MILES UNLIMITED \$250 MAX PER INCIDENT

TRANSMISSION WARRANTY: CHOOSE ONLY ONE  
BRAND EATON MODEL PROCISION  
YEARS 1 MILES UNLIMITED STANDARD WARRANTY  
YEARS 7 MILES UNLIMITED

TOTAL NON-TAXABLE CHARGES

TOTAL COST OF YOUR SCHOOL BUS:

TRADE-INS (IF APPLICABLE)  
AMOUNT ALLOWED FOR TRADE-IN OF ONE UNIT  
**LIST AS A NEGATIVE NUMBER (-MINUS)**  
YOU MAY ENTER THE ACTUAL PRICE FOR ONE UNIT  
OR THE AVERAGE PRICE FOR MULTIPLE UNITS  
TAXABLE AMOUNT DEDUCTED FOR TRADE-IN

TOTAL COST OF SCHOOL BUS ALLOWING FOR TRADE-IN:

DAYS FOR DELIVERY (EXPECTED) 120-150  
(CALCULATED FROM CONFIRMING P.O. TO DELIVERY AT THE DISTRICT)  
  
CONTRACT RELEASE #  
CONTRACT # 117595  
  
CONTRACT BOND \$        /1000

HOGLUND BUS CO., INC.  
COMPANY NAME  
  
PO BOX 249, 116 OAKWOOD DR E  
ADDRESS  
  
MONTICELLO, MN 55362  
CITY, STATE, ZIP  
  
763-295-5119  
PHONE NUMBER

\_\_\_\_\_  
REPRESENTATIVE SIGNATURE

REPRESENTATIVE

DATE

	\$4,400.00	
	\$150.00	
	STD	
	STD	STD
	\$750.00	
	\$560.00	560.00
	NC	

4,710.00

\$113,433.72

MUST BE A NEGATIVE NUMBER 0.00

MUST BE A NEGATIVE NUMBER 0.00

\$113,433.72

Good morning Mr. Holje,

Thank you for taking my call today.

We have completed a market valuation to arrive at the actual cash value for the bus. The settlement amount is as follows:

Vehicle: 2011 Ic Corporation 3000 CAB FORWARD International Dt466  
VIN: 4DRBUAAN5BB278537  
Mileage: 87404  
Actual Cash Value (ACV) = \$27,840.00  
Motor Vehicle Sales Tax + 1,809.60  
Title Transfer Tax + 10.00  
Title Fee + 8.25  
Technology Fee + 2.25  
Filing Fee + 11.00  
License Plate Fee + 8.00  
County Excise Tax + 20.00  
Deductible - (1,000.00)  
Settlement Calculation = \$28,709.10

Please have the title owner(or a representative) sign the title in the ASSIGNMENT BY SELLER (TRANSFEROR) section where it indicates "SELLER(S) SIGNATURE". If the vehicle is titled to a business or organization, please also include a copy of the authorized signer's business card to establish a link between the owner and the signature. Please call me with ANY questions regarding signing the title because any cross-outs/write-overs/errors can void the document causing a delay in payment. The original document MUST be sent as the state cannot process scanned signatures.

If there is an active loan on the vehicle, I need the lender's name, a contact phone number, and the loan/account number so I can pay on the auto loan. You can call me or send it to me by reply email so I can start the process.

Please let me know when the bus is cleared out and released for removal from Kremer Services, so that I can arrange to have it picked up by our salvage vendor IAA. I will then also be able to send a shipping label to you to use for sending the signed title (and business card) to Hanover Insurance, so that we can issue payment on the total loss claim.

If you have any questions or if there is anything I may clarify for you, please contact me at 800-628-0250 ext. 7603452. Thank you for doing business with The Hanover Insurance Group.

Best Regards,  
*Scot Erickson*



Scot Erickson  
Auto Claims Adjuster- Total Loss  
The Hanover Insurance Group  
Allmerica Financial Alliance  
Toll Free 800-628-0250 ext 7603452  
Fax 508-926-5660  
*Office Hours: 7:30 AM - 4PM CENTRAL TIME*

**NEW BUSINESS - FOR ACTION**

**Agenda Item VI.H.**

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

**Regular Meeting, May 17, 2021**

**Subject: Donations**

(Recommended by the Superintendent)

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

**The RPS Athletics Department** received donations in the amounts of \$40.00 from Tamara Gabino of Eden Prairie, MN and \$250.00 from Don Smith of Bloomington, MN in honor of Jake McCoy.