

SUPERINTENDENT'S REPORT AND AGENDA

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

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

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

Monday, November 7, 2022 7 p.m. School Board Meeting

I. CALL TO ORDER

II. REVIEW AND APPROVAL OF THE AGENDA

III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

A. Superintendent Update

1. Richfield Middle School Presentation
2. Superintendent Goals

B. Commendation

IV. CONSENT AGENDA

A. Routine Matters

1. Minutes of the regular meeting held October 17, 2022
2. General Disbursements as of 11/1/22 in the amount of \$1,585,147.64
3. Investment Holdings

B. Personnel Items

V. OLD BUSINESS

A. Policy 803: Leasing School Space & Administrative Guideline 803.1

B. Policy 804: Energy Management Conservation & Administrative Guideline 804.1

C. Policy 852: Closing of Playgrounds

VI. NEW BUSINESS

- A. Policy 303: Evaluation of the Superintendent & Administrative Guidelines 303.1 & 303.2
- B. Administrative and Management Support Professionals Collective Bargaining Agreement 2022-2024
- C. Paraprofessionals Collective Bargaining Agreement 2022-2024
- D. Authorization for Board Member to Substitute/Be Employed on a Casual/Temporary Basis
- E. Donations

VII. ADVANCE PLANNING

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

11-14-2022	2 p.m.	Board Study Session
11-21-2022	7 p.m.	Regular Board Meeting – Public Comment
12-5-2022	7 p.m.	Regular Board Meeting with Truth-in-Taxation

- 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 II.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 7, 2022

Subject: Ongoing Data Reference List

Acronyms:

This list will be added to for each board meeting whenever acronyms are presented in following items of the board packet.

ADA:	Americans with Disabilities Act
A.I.:	American Indian
AIPAC:	American Indian Parent Advisory Committee
AP:	Advanced Placement
AP:	Assistant Principal
BGC:	Background Check
BIPOC:	Black, Indigenous, and People of Color
BILT or ILT:	Building Instructional Leadership Team
BOLT:	Building Operational Leadership Team
C&A:	Connect & Assess
CDC:	Centers for Disease Control
CIS:	College in the Schools
CLSD:	Comprehensive Literacy State Development
D.O.:	District Office
ECSE:	Early Childhood Special Education
ESY:	Extended School Year
EL or ELL:	English Learner or English Language Learner
FAFSA:	Free Application for Federal Student Aid
FFVP:	Fresh Fruit and Vegetable Program
F/R or FRP:	Free/Reduced or Free and Reduced Price (usually referring to eligible students)
GLOW:	Gay, Lesbian Or Whatever (LGBTQ+/allies student group)
HHM:	Homeless/Highly Mobile
HR:	Human Resources
IEP:	Individualized Education Plan
LGBTQ+ or LGBTQIA+:	Lesbian, Gay, Bisexual, Transgender, Queer, and others or Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, and others
LTFM:	Long-Term Facilities Maintenance

MCA:	Minnesota Comprehensive Assessments
MDE:	Minnesota Department of Education
MDH:	Minnesota Department of Health
MIEA:	Minnesota Indian Education Association
MLL:	Multilingual Learning
MnDOT:	Minnesota Department of Transportation
MSBA:	Minnesota School Boards' Association
NSBA:	National School Boards' Association
NSPRA:	National School Public Relations Association
NWEA-MAP	Northwest Evaluation Association – Measures of Academic Progress
OSHA:	Occupational Safety and Health Administration
OW:	Outreach Worker
PAG:	Parent Advisory Group
PD:	Professional Development
PLC:	Professional Learning Community
PTO or PTSO:	Parent-Teacher Organization or Parent-Teacher-Student Organization
POS:	Point of Sale
Q Comp:	Alternative Teacher Professional Pay System
RCEP:	Richfield College Experience Program
RDLS:	Richfield Dual Language School
RFP:	Request for Proposal
RHS:	Richfield High School
RMS:	Richfield Middle School
RPS:	Richfield Public Schools
SBG:	Standards-Based Grading
SEC:	South Education Center
SEIU:	Service Employees International Union
SEL:	Social-Emotional Learning
SPED:	Special Education
SRTS:	Safe Routes to School
STAT:	Student and Teacher Assistance Team
STEM:	Science, Technology, Engineering, and Math
SY:	School year
T&L:	Teaching & Learning
VEBA:	Voluntary Employees' Beneficiary Association
VPK:	Voluntary PreKindergarten
YTD:	Year-to-Date

RPS Student Demographic Data 2021-2022:

4,183 Students District-wide

- 4,021 Traditional Count
 - 1,783 Elementary (K-5) Average Class Size = 21.93
 - 837 Middle (6-8) Average Class Size = 24.78
 - 1,269 High (9-12) Average Class Size = 27.3
 - 112 ECSE
 - 20 Transition +
- 162 Voluntary Prekindergarten (VPK)

Student Diversity (based on MDE categories)

- BIPOC: 71.17%
 - American Indian or Alaska Native: 0.98%
 - Asian: 4.47%
 - Hispanic: 42.7%
 - Black or African American: 13.84%
 - Native Hawaiian or Other Pacific Islander: 0.12%
 - 2 or More Races: 9.06%
- White: 28.83%

English Learner

- ELL: 24.79%
- Non-ELL: 75.21%

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

Agenda Item III.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 7, 2022

Subject: Superintendent Update

Principal Erica Barlow will present an update from Richfield Middle School, along with Assistant Principals David Freeburg and Dr. Ashley Schaefer. The Superintendent will share a final draft of his goals for the 2022-2023 school year.

Attached:

RMS Presentation

Superintendent Goals Presentation

Board Presentation



November 7, 2022

Focus for 22-23 School Year @ RMS



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PUBLIC SCHOOLS

Climate:

- Spartan Standard & Spartan Excellence
- New Policies and Procedures
- Catalyst

Culture:

- Student Voice
- Staff Voice

Community:

- Family Nights
- Teams
- Park Day/Spartan Day





Climate

RICHFIELD
MIDDLE SCHOOL

At RMS We Show:



RICHFIELD
PUBLIC SCHOOLS

The Spartan *Standard*

We are Kind

We are Responsible

We are Safe



RICHFIELD
SPARTANS

Spartan *Excellence*

We are Considerate

We are dedicated to doing what is right.

We care for our physical spaces and our Spartan Community.

We carefully consider the potential impact of our decisions and choices.

We reflect on our actions, learning from our mistakes while working to repair harm.

We are Courageous

We are committed to equity, celebrating diversity, anti-racism and human rights for each member of our community.

We demonstrate the ability to meet challenging situations with confidence.

We are fearless and bold in our conversations and actions.

We seek help when we need it.

We are Curious

We invest in our own learning.

We creatively brainstorm new ideas or methods, rarely satisfied to remain at the status quo. We seek creative solutions to challenges.

We concentrate our effort toward our goals and aspirations.

New Policies & Procedures



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Increase Safety and Attention

Away for the Day:

- Cellphones, smartwatches, earbuds etc. are out of sight from 8:30-3:30
- Increase in student engagement, reduction in behavior

Hallway and Passing Time Procedure

Usage of SmartPass:

- Paperless, digital pass system
- Increase in student accountability, reduction of students outside of class

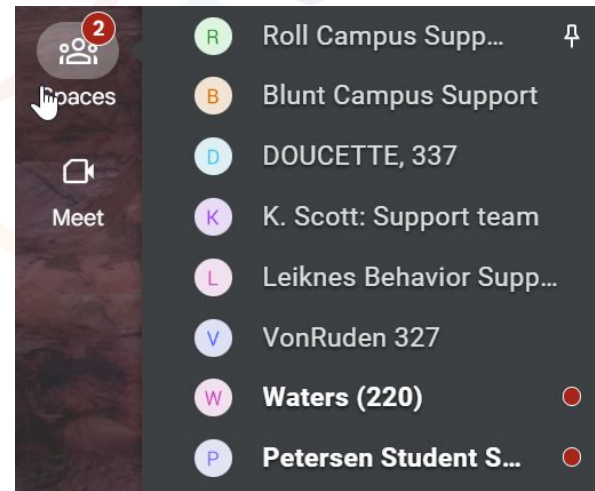
Catalyst & Behavior Supports



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Empowers others to view themselves as leaders who contribute to a culture where everyone develops relationships and disrupts inequity.

- Building-wide training in August
- Hallway supervision training with support staff
- Continued follow up support throughout the year
- Implementation of restorative circles throughout the building





Culture

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MIDDLE SCHOOL

Student Voice



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PUBLIC SCHOOLS

- Creation of a Student Advisory Group
- Student climate surveys
- Creation of Spartan Community Room
 - Student groups such as GLOW, RMS Young Women, Student Advisory Group, etc.
 - Currently seeking input from staff and students of the room (pictured right)



Student Voice - Results



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PUBLIC SCHOOLS

Of the students that responded:

- 82% believe that staff want them to succeed
- 83% believe that staff treat students with respect
- 73% have an identified staff member that they could go to for help



Staff Voice



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PUBLIC SCHOOLS

- Staff requested an increase in frequency of staff meetings
- Creation of Listening Lunches
- Staff climate surveys
- Monthly meetings with building reps.



Staff Voice - Results



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PUBLIC SCHOOLS

Of the staff that responded:

- 97% feel supported by other staff
- 97% of staff have at least one identified staff member that they could go to if they needed help
- 88% feel supported by administration
- 88% feel administration aligns support to the needs of RMS
- 82% feel administration respect and support teachers and staff
- 91% feel safer in school this year as compared to last year



Community

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Family Nights



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- Fall Open House & Welcome Back Night (September)
- Latino Night (October)
- Fall Party (hosted by PAG) (November)
- Math & Science Family Night (January)
- Literacy Family Night (March)



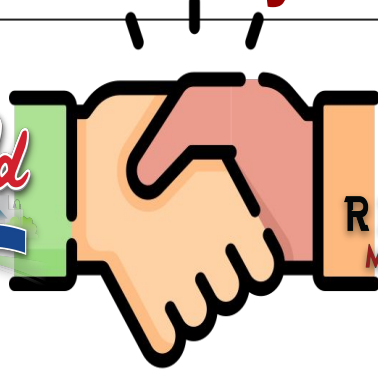
Goals of Grade Level Teams

- Create a welcoming environment at RMS
- Decrease class size
- Students on team have same 4 core teachers
- Proximity of classes (except science)
- Common prep hour for teachers
- Opportunity for collaboration/planning (for specific students, content, etc)
- Opportunity for students to get to know each other
- Service learning opportunities within city as each team is named after a park

Team Park Day & Spartan Day

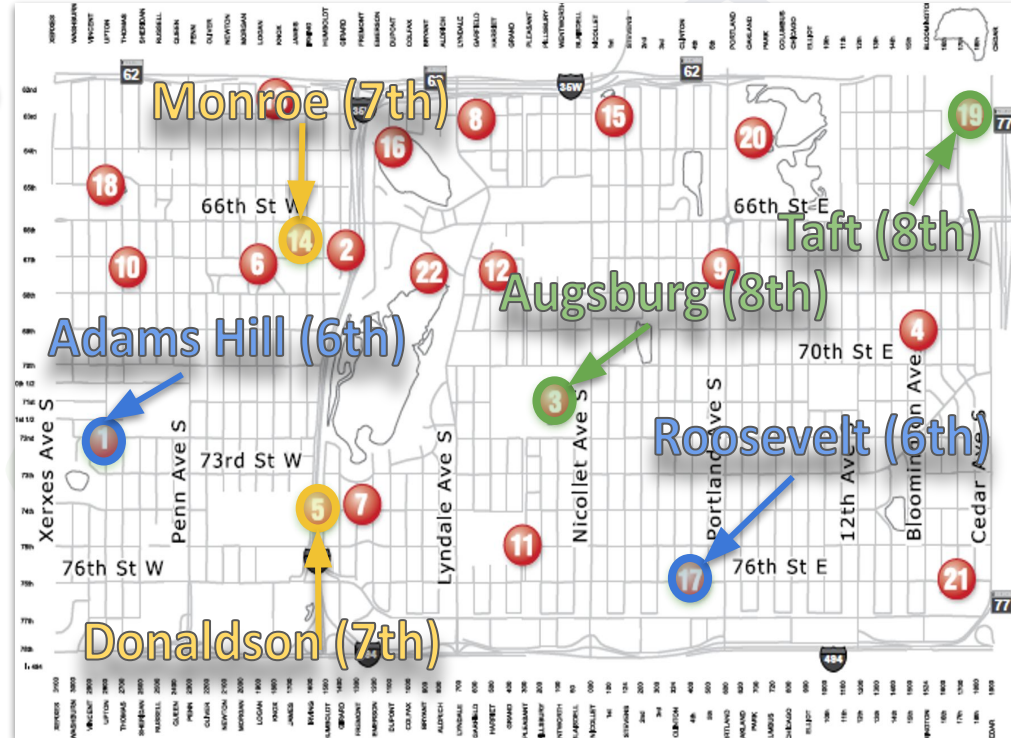


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MIDDLE SCHOOL

We will provide new opportunities for community involvement to strengthen connections between the Richfield community and school.







RMS 2022-2023

Enriching and accelerating learning



Superintendent Goals 2022-2023

November 7, 2022

Final Draft

Enriqueciendo y acelerando el aprendizaje

Student Achievement (35%): Specific data based on gains and performance of students

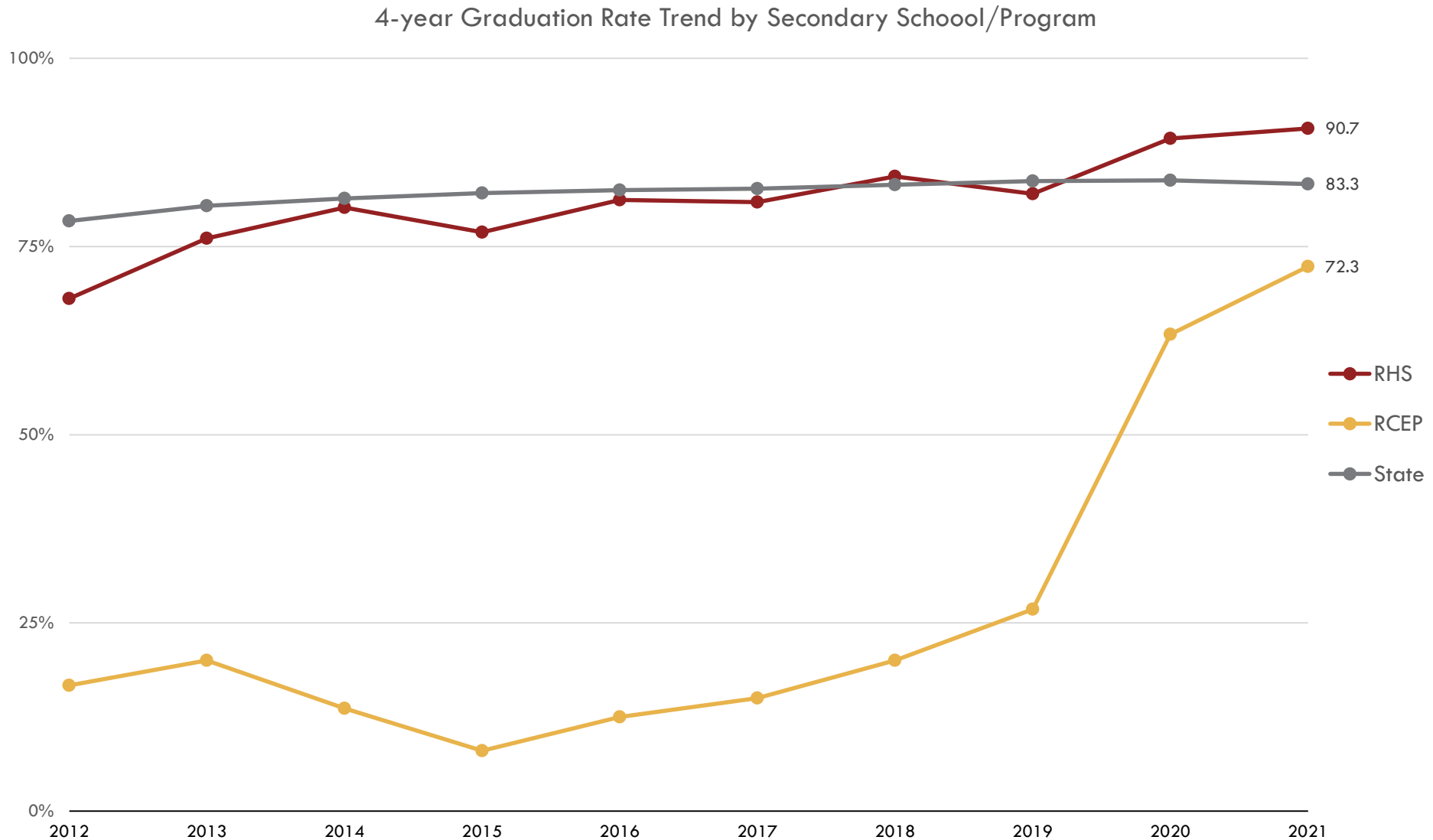
Process Goals (35%): Strategic Plan strategies and activities designed to improve our district

Individual Performance (30%): Board evaluation of superintendent

Achievement Measure: Common Formative Assessment Growth

- Achievement growth at elementary/secondary level measured by assessments in Synergy
- Assessment from the elementary digital gradebook
- Data from secondary summative course assessments

Achievement Measure: Graduation Rate Growth and Gap



Achievement Measure: College Credit Attainment/Gap

- College credits attained, disaggregated by racial demographics

Achievement Measure: Increased MCA & NWEA/MAP Scores

- 2023 achievement on 8th grade MCA math test:
 - Disaggregated by racial demographic
- 2023 NWEA-MAP 8th grade math growth for students who took both the fall and spring assessments
 - Disaggregated by racial demographic
- 2023 achievement on 3rd grade MCA reading test:
 - Disaggregated by racial demographic
- 2023 NWEA-MAP 3rd grade reading growth for students who took both the fall and spring assessments
 - Disaggregated by racial demographic

Process Goals: Community/Equity/Excellence



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- **Goal: Community**
 - Deepen Social Emotional Supports and Community across the District
 - Expand Extended Time Programming to Provide Increased Supports and More Effective Supports
 - Oversee the Development and Implementation of an Enrollment Marketing Plan
- **Goal: Equity**
 - Deepen District Equity Implementation Across the District
 - Finalize Land Acknowledgement Artwork & Process
- **Goal: Excellence**
 - Oversee Overhaul of Entire Crisis Management Policies and Practices
 - Manage Continuing Transition to Standards-Based Grading Districtwide
 - Expand and Deepen Impact of CLSD Grant and Instructional Coaching on Elementary Literacy

Community Goal: Deepen Social Emotional Supports and Community across the District

Measurement: Survey Data, reduction of RMS suspendable incidences, disaggregated by demographics

Progress:

- Community building activities implemented throughout district
- Safe and Supportive Schools Committee met 8/30/22
- Creation of instructional teams at RMS
- Addition of social/emotional staff and Dean of Students at RMS & RHS
- Increase and launch of restorative practices

Community Goal: Expand Extended Time Programming to Provide Increased Supports and More Effective Supports



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PUBLIC SCHOOLS

Measurement: Increased Participation In Extended Learning

Progress:

- Launched increased programming in summer
- Partnering with internal and external partners toward expanded after school offerings
- Launch of Best Buy Teen Tech Center

Community Goal: Oversee the Development and Implementation of an Enrollment Marketing Plan

Measurement: Increase District Enrollment and Retention Rate at Key Transition Grades & Reduction/Elimination of Attendance Notification Inaccuracies

Progress:

- Created and hosted a series of events targeting new families
 - Kindergarten Kickoff & Preschool Preview
 - Parade of Schools
- Increased video marketing efforts
- Consistently growing District social media channels to increase positive perception of RPS

Equity Goal: Deepen District Equity Implementation Across the District

Measurement: Survey Data

Progress:

- Equity Guideline training and review for all staff
- Opening day board sharing of equity vision

Equity Goal: Finalize Land Acknowledgement Artwork & Process

Measurement: Posting & Placement of Land Acknowledgement Artwork

Progress:

- Contracted with artist
- Design mockups completed
- Art creation in process
- Districtwide unveiling took place on Wednesday; school site unveilings to occur over the next month

Excellence Goal: Oversee Overhaul of Entire Crisis Management Policies and Practices

Measurement: Progress Updates and Completed Plan

Progress:

- Full summer review of all protocols and recommendations for year long revision process
- Partnership with subject matter expert
- Training of all staff during workshop week & ongoing

Excellence Goal: Manage Continuing Transition to Standards-Based Grading Districtwide

Measurement: Appropriate progress in development throughout PreK-12

Progress:

- Training for all staff during workshop week in standards based grading along with technology usage program Synergy
- Ongoing professional development planned throughout the school year

Excellence Goal: Expand and Deepen Impact of CLSD Grant and Instructional Coaching on Elementary Literacy



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Measurement: Learning Walk Data

Progress:

- Increase in elementary staffing to support retaining instructional coaches and interventionists in their positions
- Systemic relaunch of learning walks in all classrooms

Evaluation occurs yearly in spring/summer:

- Data from Parent and Staff Surveys
- Feedback from Direct Reports
- Feedback from Board Members
- Board Member Closed Session and Evaluative Process

Enriching and accelerating learning



RICHFIELD
PUBLIC SCHOOLS

Questions/Comments

Enriqueciendo y acelerando el aprendizaje

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

Agenda Item III.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 7, 2022

Subject: Commendation

RPS would like to commend Coach Mike Harris and the entire Boys Varsity Soccer Team on their 4th place finish in the state tournament this past week. On Tuesday, they fought hard in a game against Hill-Murray, scoring more goals against them than had been scored against that team all season, and finished the game tied, losing only in penalty kicks. We are extremely proud of them for their growth and leadership throughout this season.

RPS would also like to commend Richfield Cross Country senior athlete Nathan Gay who ran in the state cross country meet on Saturday. Nathan finished with a time of 17:28.5. Go Spartans!

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	306180	09/29/2022	ACCO BRANDS USA LLC	R	123.90
01	306181	09/29/2022	BATTERIES R US	R	3,169.93
01	306182	09/29/2022	BERRY COFFEE COMPANY INC.	R	619.21
01	306183	09/29/2022	BIX FRUIT COMPANY	R	3,292.41
01	306184	09/29/2022	BRINK'S INCORPORATED	R	1,620.72
01	306185	09/29/2022	CANON USA	R	1,805.42
01	306186	09/29/2022	CAPTIVATE MEDIA & CONSULTING	R	1,488.00
01	306187	09/29/2022	CDW GOVERNMENT INC	R	1,673.97
01	306188	09/29/2022	CENGAGE LEARNING INC	R	12,537.50
01	306189	09/29/2022	DICK BLICK COMPANY	R	17.16
01	306190	09/29/2022	E. WEINBERG SUPPLY CO, INC.	R	3,310.00
01	306191	09/29/2022	ECM PUBLISHERS INC	R	143.00
01	306192	09/29/2022	HILDI INC.	R	14,830.00
01	306193	09/29/2022	HILLYARD MINNEAPOLIS	R	1,259.10
01	306194	09/29/2022	HOPE CHURCH	R	14,774.12
01	306195	09/29/2022	HR SIMPLIFIED INC.	R	944.00
01	306196	09/29/2022	INTERMEDIATE DISTRICT 287	R	201,522.53
01	306197	09/29/2022	IXL LEARNING	R	1,800.00
01	306198	09/29/2022	KIDCREATE STUDIO	R	59.00
01	306199	09/29/2022	KINECT ENERGY INC	R	20,208.27
01	306200	09/29/2022	KNOWBE4, INC	R	11,531.65
01	306201	09/29/2022	LIGHTSPEED TECHNOLOGIES, INC.	R	5,565.00
01	306202	09/29/2022	MADISON NATIONAL LIFE INS CO INC	R	15,810.51
01	306203	09/29/2022	MATH LEARNING CENTER	R	856.00
01	306204	09/29/2022	MICC	R	500.00
01	306205	09/29/2022	MINNESOTA CLAY COMPANY	R	1,718.30
01	306206	09/29/2022	MINUTEMAN PRESS EDINA	R	176.34
01	306207	09/29/2022	MSOPA	R	50.00
01	306208	09/29/2022	PAN O GOLD BAKING CO	R	941.70
01	306209	09/29/2022	RATWIK ROSZAK & MALONEY PA	R	1,404.50
01	306210	09/29/2022	RED BALLOON BOOK STORE	R	287.55
01	306211	09/29/2022	RIVERSIDE INSIGHTS	R	219.00
01	306212	09/29/2022	SCHOOL SERVICE EMPLOYEES UNION	R	5,277.04
01	306213	09/29/2022	ST CATHERINE UNIVERSITY	R	1,500.00
01	306214	09/29/2022	TEACHER CREATED MATERIALS, INC	R	16,439.29
01	306215	09/29/2022	THE RETROFIT COMPANIES, INC.	R	7,596.99
01	306216	09/29/2022	TRAFERA, LLC	R	798.00
01	306217	09/29/2022	TRIO SUPPLY COMPANY	R	2,936.12
01	306218	09/29/2022	U OF MN TWIN CITIES	R	8,000.00
01	306219	09/29/2022	UNITED STATES TREASURER	R	430.00
01	306220	09/29/2022	UPPER LAKES FOODS	R	33,179.83
01	306221	09/29/2022	US MAGNETIX, INC.	R	720.00
01	306222	09/29/2022	VANESSA MERRY	R	150.00
01	306223	09/29/2022	VSP INSURANCE CO. (CT)	R	3,378.93
01	306224	09/29/2022	XCEL ENERGY	R	54,940.08
01	306230	09/29/2022	AMAZON.COM SYNCB/AMAZON	R	18,459.62
01	V612182	10/04/2022	ERICA T BARLOW	R	70.00
01	V612183	10/04/2022	MARY L CLARKSON	R	70.00
01	V612184	10/04/2022	AMY L COUGHLIN	R	79.99

01	V612185	10/04/2022	LATANYA R DANIELS	R	70.00
01	V612186	10/04/2022	MEGAN M STECHER	R	70.00
01	V612187	10/04/2022	PETER J FITZPATRICK	R	40.00
01	V612188	10/04/2022	STEVEN T FLUCAS	R	70.00
01	V612189	10/04/2022	DAVID A FREEBURG	R	70.00
01	V612190	10/04/2022	KARIN V GAERTNER	R	52.00
01	V612191	10/04/2022	RACHEL GENS	R	70.00
01	V612192	10/04/2022	AREND J GEURINK	R	70.00
01	V612193	10/04/2022	JAMES A GILLIGAN	R	70.00
01	V612194	10/04/2022	CHRISTINA M GONZALEZ	R	70.00
01	V612195	10/04/2022	KYLE L GUSTAFSON	R	40.00
01	V612196	10/04/2022	KEVIN D HARRIS	R	40.00
01	V612197	10/04/2022	JAMES L HILL	R	40.00
01	V612198	10/04/2022	JESSICA M HOFFMAN	R	40.00
01	V612199	10/04/2022	CRAIG D HOLJE	R	70.00
01	V612200	10/04/2022	GRACE M JENNINGS	R	39.98
01	V612201	10/04/2022	SHERYL M P JUENEMANN	R	127.30
01	V612202	10/04/2022	CORY J KLINGE	R	70.00
01	V612203	10/04/2022	DANIEL E KRETSINGER	R	70.00
01	V612204	10/04/2022	ANOOB KUMAR	R	40.00
01	V612205	10/04/2022	HEATHER LEBEAU	R	175.00
01	V612206	10/04/2022	SHANNON J LINDBERG	R	40.00
01	V612207	10/04/2022	JOHN M LORENZINI	R	70.00
01	V612208	10/04/2022	COLLEEN M MAHONEY	R	70.00
01	V612209	10/04/2022	MICHAEL A MANNING	R	243.18
01	V612210	10/04/2022	LI J MATTSON	R	175.00
01	V612211	10/04/2022	DANIEL P MCGINN	R	40.00
01	V612212	10/04/2022	DOUG R MCMEEKIN	R	70.00
01	V612213	10/04/2022	SHERRI L MEDVEC	R	45.00
01	V612214	10/04/2022	KENT D MEYER	R	70.00
01	V612215	10/04/2022	ALECIA M MOBLEY	R	70.00
01	V612216	10/04/2022	ERIN H NEILON	R	40.00
01	V612217	10/04/2022	ROBERT G OLSON	R	40.00
01	V612218	10/04/2022	LAURA B OTTERNESS	R	70.00
01	V612219	10/04/2022	MARK S PEDERSEN	R	40.00
01	V612220	10/04/2022	CHRISTOPHER A PETERSON	R	70.00
01	V612221	10/04/2022	DENNIS E PETERSON	R	35.00
01	V612222	10/04/2022	CASSANDRA QUAM	R	70.00
01	V612223	10/04/2022	RENEE C REED-KARSTENS	R	40.00
01	V612224	10/04/2022	KEITH D RIEF	R	40.00
01	V612225	10/04/2022	TIMECKA MARIE SANCHEZ-MICHAELS	R	70.00
01	V612226	10/04/2022	ASHLEY SCHAEFER	R	70.00
01	V612227	10/04/2022	MARTA I SHAHSAVAND	R	70.00
01	V612228	10/04/2022	DAWN SHANNON	R	39.99
01	V612229	10/04/2022	AMY B SKARE-KLECKER	R	70.00
01	V612230	10/04/2022	NANCY J STACHEL	R	70.00
01	V612231	10/04/2022	PATRICK M SURE	R	40.00
01	V612232	10/04/2022	STACY THEIEN-COLLINS	R	70.00
01	V612233	10/04/2022	VLADIMIR S TOLEDO	R	40.00
01	V612234	10/04/2022	STEVEN P UNOWSKY	R	270.00

01	V612235	10/04/2022	STEPHEN C URBANSKI	R	40.00
01	V612236	10/04/2022	JUDY L VAILLANCOURT-YERHOT	R	112.94
01	V612237	10/04/2022	CARRIE A VALA	R	70.00
01	V612238	10/04/2022	JENNIFER K VALLEY	R	70.00
01	V612239	10/04/2022	RYAN WAGNER	R	40.00
01	V612240	10/04/2022	REBECCA S WALD	R	40.00
01	V612241	10/04/2022	MICHELLE R WHITESIDE	R	70.00
01	V612242	10/04/2022	KASYA L WILLHITE	R	70.00
01	V612243	10/04/2022	AMY J WINTER AHSENMACHER	R	70.00
01	V2301327	10/04/2022	P-CARD BAIRD LISA	R	3,978.95
01	V2301328	10/04/2022	P-CARD BARLOW ERICA	R	1,592.05
01	V2301329	10/04/2022	P-CARD BROWN MATTHEW	R	2,520.83
01	V2301330	10/04/2022	P-CARD BRUNNER PATTI	R	20,366.47
01	V2301331	10/04/2022	P-CARD BURT EMILY	R	288.34
01	V2301332	10/04/2022	P-CARD CARUSO MATTHEW	R	1,537.63
01	V2301333	10/04/2022	P-CARD CRUZ ESTEVA JENNIFER	R	6,543.39
01	V2301334	10/04/2022	P-CARD EDWARDS NATHAN	R	96.58
01	V2301335	10/04/2022	P-CARD GEURINK AREND	R	122.64
01	V2301336	10/04/2022	P-CARD GULLICKSON KEVIN	R	49.44
01	V2301337	10/04/2022	P-CARD HOLJE CRAIG	R	30.00
01	V2301338	10/04/2022	P-CARD KRETSINGER DAN	R	3,076.01
01	V2301339	10/04/2022	P-CARD LEIKNES LISA	R	468.64
01	V2301340	10/04/2022	P-CARD LEWIS JENNIFER	R	1,308.70
01	V2301341	10/04/2022	P-CARD LUNDY MICHELLE	R	16,954.73
01	V2301342	10/04/2022	P-CARD MAHONEY COLLEEN	R	2,047.85
01	V2301343	10/04/2022	P-CARD MANNING MICHAEL	R	339.93
01	V2301344	10/04/2022	P-CARD MCGINN DAN	R	662.79
01	V2301345	10/04/2022	P-CARD MCINNES CALLEN	R	374.89
01	V2301346	10/04/2022	P-CARD MORRISSEY MELISSA	R	8,345.78
01	V2301347	10/04/2022	P-CARD PETERSON CHRIS	R	138.58
01	V2301348	10/04/2022	P-CARD SHAHSAVAND MARTA	R	1,557.63
01	V2301349	10/04/2022	P-CARD SKARE-KLECKER AMY	R	239.60
01	V2301350	10/04/2022	P-CARD STACHEL NANCY	R	4,432.91
01	V2301351	10/04/2022	P-CARD VALLEY JENNIFER	R	1,490.12
01	V2301352	10/04/2022	P-CARD WILLHITE KASYA	R	2,659.64
01	V2301353	10/04/2022	P-CARD WINTER AMY	R	2,544.60
01	306231	10/06/2022	ALL STATE COMMUNICATIONS INC	R	4,383.00
01	306232	10/06/2022	AQUA LOGIC INC	R	726.00
01	306233	10/06/2022	ARVIG ENTERPRISES INC	R	1,307.90
01	306234	10/06/2022	BIX FRUIT COMPANY	R	1,846.67
01	306235	10/06/2022	BLUUM OF MINNESOTA, LLC	R	9,365.26
01	306236	10/06/2022	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	306237	10/06/2022	BUSINESS ESSENTIALS	R	29,495.60
01	306238	10/06/2022	CAPITAL ONE TRADE CREDIT	R	172.99
01	306239	10/06/2022	CAROLINA BIOLOGICAL	R	55.75
01	306240	10/06/2022	CENTURYLINK	R	46.11
01	306241	10/06/2022	CINTAS CORPORATION NO 2	R	521.58
01	306242	10/06/2022	COMCAST	R	301.34
01	306243	10/06/2022	CONTINENTAL RESEARCH CORP	R	2,319.68
01	306244	10/06/2022	COSTA, FABIO	R	20.00

01	306245	10/06/2022	CULLIGAN SOFT WATER	R	10.00
01	306246	10/06/2022	DELEGARD TOOL COMPANY	R	88.11
01	306247	10/06/2022	DISCOUNT SCHOOL SUPPLY	R	48.45
01	306248	10/06/2022	ECOLAB INC	R	1,151.84
01	306249	10/06/2022	ESX TECHNOLOGY SOLUTIONS, LLC	R	261.80
01	306250	10/06/2022	FASTENAL INDUSTRIAL	R	936.37
01	306251	10/06/2022	WW GRAINGER INC	R	574.93
01	306252	10/06/2022	HAWKINS INC	R	3,634.60
01	306253	10/06/2022	HILLYARD MINNEAPOLIS	R	6,517.82
01	306254	10/06/2022	HOGLUND BUS CO INC	R	5,005.00
01	306255	10/06/2022	INNOVATIVE OFFICE SOLUTIONS LLC	R	277.87
01	306256	10/06/2022	INSTITUTE FOR ENVIROMENTAL	R	2,574.00
01	306257	10/06/2022	JOHNSTONE SUPPLY	R	46.44
01	306258	10/06/2022	KAJEET, INC.	R	25,638.70
01	306259	10/06/2022	KINECT ENERGY INC	R	525.00
01	306260	10/06/2022	KREMER SERVICES LLC	R	609.76
01	306261	10/06/2022	LAJ CONSULTING, LLC	R	600.00
01	306262	10/06/2022	LEROY'S GREAT BEAR	R	139.96
01	306263	10/06/2022	LOFFLER COMPANIES	R	158.22
01	306264	10/06/2022	LUPIENT CHEVROLET	R	484.33
01	306265	10/06/2022	MAINLINE TRANSPORTATION, INC. (MTI)	R	1,555.25
01	306266	10/06/2022	MATH LEARNING CENTER	R	3,404.16
01	306267	10/06/2022	MCGRAW-HILL EDUCATION, INC.	R	942.92
01	306268	10/06/2022	MENARDS - RICHFIELD	R	22.56
01	306269	10/06/2022	METRO TRANSIT	R	970.00
01	306270	10/06/2022	MIDWEST BUS PARTS INC	R	2,090.81
01	306271	10/06/2022	MINUTEMAN PRESS EDINA	R	685.87
01	306272	10/06/2022	MOBILE RADIO ENGINE	R	420.00
01	306273	10/06/2022	MTN-METROPOLITAN TRANSP NETWORK	R	255,831.36
01	306274	10/06/2022	NEI ELECTRIC, INC.	R	1,691.47
01	306275	10/06/2022	NOKOMIS SHOE SHOP	R	125.00
01	306276	10/06/2022	NORTH CENTRAL BUS	R	37.68
01	306277	10/06/2022	NORTHFIELD LINES INC	R	1,632.20
01	306278	10/06/2022	ON SITE SANITATION	R	319.59
01	306279	10/06/2022	ONE OF ONE CLOTHING	R	1,852.50
01	306280	10/06/2022	PAN O GOLD BAKING CO	R	244.05
01	306281	10/06/2022	PAPCO, INC.	R	440.16
01	306282	10/06/2022	PREMIER LIGHTING INC	R	2,231.58
01	306283	10/06/2022	PUMP & METER SERVICE	R	400.00
01	306284	10/06/2022	REGENTS OF THE UNIV OF MINNESOTA	R	3,615.00
01	306285	10/06/2022	RICHFIELD READY	R	145.80
01	306286	10/06/2022	RODRIGUEZ EMBROIDERY INC	R	1,624.57
01	306287	10/06/2022	SCHUMACHER ELEVATOR COMPANY	R	118.50
01	306288	10/06/2022	SCOPETEEK INC.	R	300.00
01	306289	10/06/2022	SEVERSON LAUREL	R	100.00
01	306290	10/06/2022	SHERWIN WILLIAMS CO	R	350.44
01	306291	10/06/2022	STATE SUPPLY COMPANY	R	62.26
01	306292	10/06/2022	SUPPORT WAREHOUSE LIMITED	R	753.00
01	306293	10/06/2022	TAFFE SARAH ANN	R	8,831.97
01	306294	10/06/2022	TERREL'S TOOLBOX LLC	R	325.00

01	306295	10/06/2022	TRIO SUPPLY COMPANY	R	983.32
01	306296	10/06/2022	TWIN CITY HARDWARE	R	393.28
01	306297	10/06/2022	TWIN CITY TRANSPORTATION	R	575.52
01	306298	10/06/2022	TYLER TECHNOLOGIES, INC.	R	13,756.22
01	306299	10/06/2022	UPPER LAKES FOODS	R	22,973.82
01	306300	10/06/2022	VERIZON WIRELESS	R	360.13
01	306301	10/06/2022	VERNON COMPANY	R	157.04
01	306302	10/06/2022	VIG SOLUTIONS INC	R	9,900.00
01	306303	10/06/2022	WINSOR LEARNING	R	556.00
01	306304	10/06/2022	XCEL ENERGY	R	46,815.76
01	306305	10/07/2022	BECKMAN ALISON	R	20.00
01	306306	10/07/2022	BRIGHTBILL THEODORE	R	138.00
01	306307	10/07/2022	EPLER KATHERINE	R	20.00
01	306308	10/07/2022	GRAHAM THOMAS	R	100.00
01	306309	10/07/2022	LAMERS CHARLES	R	138.00
01	306310	10/07/2022	LARSON KEITH	R	100.00
01	306311	10/07/2022	LENZ KELLY C	R	77.00
01	306312	10/07/2022	LUNDIN IAN	R	35.00
01	306313	10/07/2022	MOOK GREG	R	20.00
01	306314	10/07/2022	MOOK MAUREEN	R	50.00
01	306315	10/07/2022	OLSON MOLLY	R	10.33
01	306316	10/07/2022	RIEHLE KELLY ANN	R	116.00
01	306317	10/07/2022	SUNNARBORG STEPHANIE	R	77.00
01	306318	10/07/2022	TAYLOR JASON	R	35.00
01	306319	10/07/2022	TOENSING PETER	R	35.00
01	306320	10/07/2022	VU HIEP	R	58.00

TOTAL CHECKS, E-PAYS & P-CARDS					1,056,818.99
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E-PAYS, P-CARDS & CHECK'S FOR 10/17/2022 BOARD REPORTS

BANK 05	DATE	AMOUNT
SEPTEMBER P-CARDS	10/4/2022	83,768.72
E-Pays	10/4/2022	4,355.38
Checks	9/29/2022	478,064.69
	10/6/2022	489,600.87
	10/7/2022	1,029.33

CHECK REGISTER BANK 05 TOTAL =	1,056,818.99
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BREAKDOWN	
01-206-00	677,464.26
02-206-00	78,086.59
03-206-00	285,547.58
04-206-00	15,248.56
06-206-00	-
07-206-00	-
18-206-00	-
20-206-00	320.96
21-206-00	151.04
47-206-00	-
BANK TOTAL =	1,056,818.99

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, October 17, 2022
7 p.m. School Board Meeting

I. CALL TO ORDER

The regular meeting of the board of education of ISD 280, Hennepin County, Richfield, Minnesota was held on Monday, October 17, 2022 in the boardroom at the Richfield Public Schools District Office. Chair Tim Pollis called the regular board meeting to order at 7:02 p.m. with the following school board members in attendance: Banks Kupcho and Smisek. Vice Chair Cole attended virtually from 4300 Glumack Dr., St. Paul, MN 55111.

Administrators present were Superintendent Unowsky, Assistant Superintendent Daniels, Executive Director Clarkson and Chief HR and Administrative Officer Holje. Student representatives Elsy Cruz Parra, Chimdalú Dibua, and Paola Hernandez Zuniga were present.

II. REVIEW AND APPROVAL OF THE AGENDA

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

III. CONSENT AGENDA

A. Routine Matters

1. Minutes of the regular meeting held October 3, 2022
2. General Disbursements as of 10/7/22 in the amount of \$1,056,818.99
3. Assurance of Compliance with State and Federal Law Prohibiting Discrimination
4. Property, Liability, Fleet, Professional and Faithful Performance and Cyber Liability Insurance Renewal
5. STEM Facade Project Change Order #1

B. Personnel Items

Certified Full Time Resignation

Aljosky Garcia Sosa – English as Second Language – Richfield Middle School
Effective: 10/06/2022
Years with District: 0

Certified Full Time Unpaid Childcare Leave

Emma Clayton – Social Studies – Richfield Dual Language School
Unpaid Childcare Leave from 12/5/2022 – 1/27/2023

Classified Part Time Paraprofessional Position for Employment

Naima Moalim – Special Education Paraprofessional – RSTEM

Effective 10/5/2022

Yaquelin Sanchez Dominguez – Managerial Paraprofessional – Sheridan Hills

Effective 10/11/2022

Stephanie Quiroz Hernandez – Special Education Paraprofessional – Centennial

Effective 10/3/2022

Bailey Kretsinger – Technology Paraprofessional – Districtwide

Effective 10/17/2022

Classified Part Time Facilities and Transportation Position for Employment

Luz Heras – Building Cleaner – Sheridan Hills

Effective 10/17/2022

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

IV. NEW BUSINESS

A. General Obligation School Building Bond Bid Awards

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

V. ADJOURN REGULAR MEETING

Motion by Banks Kupcho, seconded by Smisek, and unanimously carried, the board of education adjourned the regular meeting at 7:12 p.m.

VI. BEGIN UNOFFICIAL MEETING

VII. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

- A. Public Comment
- B. Superintendent Update
 - 1. Welcome New Student Board Representatives
 - 2. Volunteer Program Presentation
- C. Commendation

VIII. OLD BUSINESS - FOR REVIEW ONLY

- A. Policy 803: Leasing School Space & Administrative Guideline 803.1 - third read
- B. Policy 804: Energy Management Conservation & Administrative Guideline 804.1 - second read
- C. Policy 852: Closing of Playgrounds - second read

IX. ADVANCE PLANNING

- A. Legislative Update
- B. Information and Questions from Board
- C. Future Meeting Dates
 - 11-7-2022 7 p.m. Regular Board Meeting
 - 11-14-2022 2 p.m. Board Study Session
 - 11-21-2022 7 p.m. Regular Board Meeting - Public Comment
- D. Suggested/Future Agenda Items

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	306321	10/13/2022	ANDERSON SHEILA K	R	50.00
01	306322	10/13/2022	ANNIES FROZEN YOGURT	R	52.00
01	306323	10/13/2022	APPRIZE TECHNOLOGIES	R	225.00
01	306324	10/13/2022	BARNES & NOBLE BOOK	R	342.17
01	306325	10/13/2022	BIX FRUIT COMPANY	R	2,921.89
01	306326	10/13/2022	BOOKSOURCE	R	929.03
01	306327	10/13/2022	BRIGHTBILL THEODORE	R	276.00
01	306328	10/13/2022	BSN SPORTS, LLC	R	476.90
01	306329	10/13/2022	CDW GOVERNMENT INC	R	302.25
01	306330	10/13/2022	CENTURYLINK	R	71.00
01	306331	10/13/2022	CHUBB	R	255,545.04
01	306332	10/13/2022	CITY OF RICHFIELD	R	3,602.32
01	306333	10/13/2022	COMCAST BUSINESS	R	246.35
01	306334	10/13/2022	CUB FOODS	R	517.47
01	306335	10/13/2022	CURRICULUM ASSOCIATES, LLC	R	81.90
01	306336	10/13/2022	CYBERSOFT TECHNOLOGIES	R	295.00
01	306337	10/13/2022	DEMCO MEDIA	R	140.80
01	306338	10/13/2022	DICK BLICK COMPANY	R	24.19
01	306339	10/13/2022	DISTRICT 3 DECA	R	1,400.00
01	306340	10/13/2022	DISCOUNT SCHOOL SUPPLY	R	18.92
01	306341	10/13/2022	EASTERWOOD JOHN L	R	138.00
01	306342	10/13/2022	ECM PUBLISHERS INC	R	173.75
01	306343	10/13/2022	FASTEST LABS OF BLOOMINGTON	R	1,180.00
01	306344	10/13/2022	FLANERY-OLSON, JODI	R	355.00
01	306345	10/13/2022	GENESIS TECHNOLOGIES INC	R	4,680.00
01	306346	10/13/2022	H&B SPECIALIZED PRODUCTS INC	R	63,748.00
01	306347	10/13/2022	HASTINGS CREAMERY LLC	R	15,291.74
01	306348	10/13/2022	HOME DEPOT U.S.A.	R	1,187.40
01	306349	10/13/2022	HRYPA WILLIAM V	R	334.00
01	306350	10/13/2022	HUBERT COMPANY, LLC	R	604.19
01	306351	10/13/2022	IIX INSURANCE INFORMATION EXCHANGE	R	46.70
01	306352	10/13/2022	INNOVATIVE OFFICE SOLUTIONS LLC	R	232.34
01	306353	10/13/2022	LOFFLER	R	1,225.09
01	306354	10/13/2022	LVC COMPANIES INC	R	3,457.33
01	306355	10/13/2022	MACMILLAN HOLDINGS	R	816.22
01	306356	10/13/2022	MALLOY MONTAGUE KARNOWSKI & RADO	R	7,850.00
01	306357	10/13/2022	MASSP-MN ASSOCIATION	R	865.00
01	306358	10/13/2022	MATRIX COMMUNICATIONS, INC	R	647.50
01	306359	10/13/2022	MCGRAW-HILL EDUCATION, INC.	R	1,739.52
01	306360	10/13/2022	MESSERLI & KRAMER	R	1,328.42
01	306361	10/13/2022	MINNESOTA CLAY COMPANY	R	292.84
01	306362	10/13/2022	MINNESOTA MEMORY, INC.	R	11,495.00
01	306363	10/13/2022	MINNETESOL	R	35.00
01	306364	10/13/2022	OKEY CHRIS	R	80.00
01	306365	10/13/2022	OLEYAR DAVID A	R	138.00
01	306366	10/13/2022	OLYMPIC COMMUNICATIONS INC	R	2,304.50
01	306367	10/13/2022	ON SITE SANITATION	R	1,132.00

01	306368	10/13/2022	PAN O GOLD BAKING CO	R	401.06
01	306369	10/13/2022	PAYDHEALTH	R	4,165.22
01	306370	10/13/2022	REGENTS OF THE UNIV OF MINNESOTA	R	650.00
01	306371	10/13/2022	SNA-SCHOOL NUTRITION	R	2,093.50
01	306372	10/13/2022	THE HOME DEPOT PRO INSTITUTIONAL	R	568.83
01	306373	10/13/2022	TRAFERA, LLC	R	106,850.00
01	306374	10/13/2022	TRIMARK MARLINN LLC	R	5,397.36
01	306375	10/13/2022	TRIO SUPPLY COMPANY	R	1,287.38
01	306376	10/13/2022	TRUGREEN LIMITED PARTNERSHIP	R	11,697.00
01	306377	10/13/2022	TWIN TOWN GUITARS	R	108.00
01	306378	10/13/2022	UPPER LAKES FOODS	R	26,120.99
01	306379	10/13/2022	UW-MADISON BURSAR	R	1,500.00
01	306380	10/13/2022	WEBER MARK	R	138.00
01	V612244	10/13/2022	KATRINA L MORGAN	R	80.00
01	V612245	10/13/2022	MELISSA J WILLIAMS	R	199.00
01	306381	10/14/2022	MASSP-MN ASSOCIATION	R	865.00
01	306382	10/14/2022	NOVA EDUCATION CONSULTANTS	R	5,376.25
01	306383	10/14/2022	RYAN JEANNIE M	R	706.89
01	306384	10/20/2022	AMPLIFIED IT, A CDW COMPANY	R	3,550.60
01	306385	10/20/2022	BIX FRUIT COMPANY	R	3,687.70
01	306386	10/20/2022	BCBS OF MINNESOTA & BLUE PLUS	R	9,900.00
01	306387	10/20/2022	BRINK'S INCORPORATED	R	1,792.02
01	306388	10/20/2022	BSN SPORTS, LLC	R	12,366.16
01	306389	10/20/2022	CATALYST BUYING GROUP LLC	R	3,718.73
01	306390	10/20/2022	COMCAST BUSINESS	R	541.35
01	306391	10/20/2022	COMMERCIAL KITCHEN	R	21,894.07
01	306392	10/20/2022	CYBERSOFT TECHNOLOGIES	R	795.00
01	306393	10/20/2022	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	306394	10/20/2022	DICKS SANITATION SERVICE, INC (DSI)	R	8,358.27
01	306395	10/20/2022	DIGITAL INSURANCE LLC	R	8,900.00
01	306396	10/20/2022	DOLLIFF INC	R	39,250.56
01	306397	10/20/2022	DOOR SERVICE COMPANY OF THE TWIN CI	R	1,442.00
01	306398	10/20/2022	ECM PUBLISHERS INC	R	1,490.00
01	306399	10/20/2022	EDUCATORS BENEFIT CONSULTANTS LLC	R	456.35
01	306400	10/20/2022	ENVIROMATIC CORP OR AMERICA, INC	R	1,362.78
01	306401	10/20/2022	FREEWHEEL BIKE RICHFIELD	R	159.96
01	306402	10/20/2022	GONZALEZ JOSUE	R	48.71
01	306403	10/20/2022	GROUP MEDICAREBLUE RX	R	7,159.50
01	306404	10/20/2022	INDEPENDENT SCHOOL DISTRICT #625	R	2,767.68
01	306405	10/20/2022	INNOVATIVE OFFICE SOLUTIONS LLC	R	16,351.51
01	306406	10/20/2022	INTERMEDIATE DISTRICT 287	R	89,541.37
01	306407	10/20/2022	INTERMEDIATE SCHOOL DISTRICT 917	R	11,093.58
01	306408	10/20/2022	INTERSTATE STRIPING	R	1,455.25
01	306409	10/20/2022	JENSEN RANDAL	R	150.00
01	306410	10/20/2022	JW PEPPER & SON INC	R	24.20
01	306411	10/20/2022	KLOBE RESIDENTIAL	R	40.00
01	306412	10/20/2022	LAKESHORE LEARNING MATERIALS	R	23.98
01	306413	10/20/2022	LAURIE PEEBLES	R	39.00

01	306414	10/20/2022	LOFFLER COMPANIES	R	4,045.74
01	306415	10/20/2022	MATRIX COMMUNICATIONS, INC	R	370.00
01	306416	10/20/2022	MINUTEMAN PRESS EDINA	R	1,129.53
01	306417	10/20/2022	MIRA	R	22,680.00
01	306418	10/20/2022	THE PROPHET CORPORATION	R	590.00
01	306419	10/20/2022	ONEBRIDGE BENEFITS INC.	R	5,221.50
01	306420	10/20/2022	ONETOUCH PHOTO BOOTH	R	845.00
01	306421	10/20/2022	OSCAR ALVARADO HERRERA	R	1,850.00
01	306422	10/20/2022	PAN O GOLD BAKING CO	R	604.57
01	306423	10/20/2022	PHOENIX SCHOOL COUNSELING	R	5,265.55
01	306424	10/20/2022	PILMARK	R	676.80
01	306425	10/20/2022	POVOLNY KATHLEEN IGOE	R	96.00
01	306426	10/20/2022	POWERSCHOOL GROUP LLC	R	7,715.00
01	306427	10/20/2022	RATWIK ROSZAK & MALONEY PA	R	583.00
01	306428	10/20/2022	RGC GYMNASTICS	R	2,400.00
01	306429	10/20/2022	RUPP ANDERSON SQUIRES & WALDSPURGER	R	8,501.38
01	306430	10/20/2022	SAVVAS LEARNING COMPANY LLC	R	13,560.44
01	306431	10/20/2022	STB OF BLOOMINGTON, INC.	R	1,137.00
01	306432	10/20/2022	SYLVAN LEARNING	R	4,980.00
01	306433	10/20/2022	TRAVELERS CL REMIT CENTER	R	24,723.00
01	306434	10/20/2022	TRIO SUPPLY COMPANY	R	2,529.94
01	306435	10/20/2022	UNITED HEALTHCARE INSURANCE CO	R	528.23
01	306436	10/20/2022	UNITED HEALTHCARE/AARP MEDICARE RX	R	101.20
01	306437	10/20/2022	UNITED HEARTHCARE /AARP MEDICARE RX	R	101.20
01	306438	10/20/2022	UPPER LAKES FOODS	R	30,058.54
01	306439	10/20/2022	VANESSA MERRY	R	275.00
01	306440	10/20/2022	VIG SOLUTIONS INC	R	10,985.95
01	306441	10/20/2022	VISTA HIGHER LEARNING	R	2,216.37
01	306442	10/20/2022	VSP INSURANCE CO. (CT)	R	103.27
01	306443	10/20/2022	WAYSIDE PUBLISHING	R	645.26
01	306444	10/20/2022	XCEL ENERGY	R	5,184.11
01	306445	10/21/2022	ANDERSON BRENDA	R	24.00
01	306446	10/21/2022	ANDERSON SHEILA K	R	50.00
01	306447	10/21/2022	BAUSCHELT PATRICK	R	80.00
01	306448	10/21/2022	BECKMAN ALISON	R	20.00
01	306449	10/21/2022	BLOOMQUIST BRIAN	R	92.00
01	306450	10/21/2022	BOHMBACH JOHN	R	92.00
01	306451	10/21/2022	BSI MECHANICAL, INC.	R	3,062.01
01	306452	10/21/2022	CARLSON DEBORAH J	R	48.00
01	306453	10/21/2022	CARLSON MICHAEL DAVID	R	24.00
01	306454	10/21/2022	CHALLGREN MARK	R	77.00
01	306455	10/21/2022	CINTAS CORPORATION NO 2	R	708.23
01	306456	10/21/2022	COLLINS NICOLE	R	20.00
01	306457	10/21/2022	DALLE MATT P	R	92.00
01	306458	10/21/2022	DELASALLE HIGH SCHOOL	R	200.00
01	306459	10/21/2022	DOOR SERVICE COMPANY OF THE TWIN CI	R	373.00
01	306460	10/21/2022	ECOLAB INC	R	201.50
01	306461	10/21/2022	EPLER KATHERINE	R	20.00

01	306462	10/21/2022	FINANGER PHILLIP J	R	120.00
01	306463	10/21/2022	FLANERY-OLSON, JODI	R	24.00
01	306464	10/21/2022	FRYE BEN	R	24.00
01	306465	10/21/2022	GOVENAT DIANE	R	20.00
01	306466	10/21/2022	GRAHAM THOMAS	R	50.00
01	306467	10/21/2022	WW GRAINGER INC	R	1,952.28
01	306468	10/21/2022	HALL MELISSA	R	20.00
01	306469	10/21/2022	HEGARD LISA	R	20.00
01	306470	10/21/2022	HEIMER STEVEN M	R	92.00
01	306471	10/21/2022	HERFF JONES INC	R	4,139.22
01	306472	10/21/2022	HERITAGE CRYSTAL CLEAN INC	R	441.53
01	306473	10/21/2022	HILLYARD MINNEAPOLIS	R	4,628.96
01	306474	10/21/2022	HOBERG CLINT	R	92.00
01	306475	10/21/2022	HOGLUND BUS CO INC	R	121.42
01	306476	10/21/2022	KARNAS MIKE	R	80.00
01	306477	10/21/2022	LARSON KEITH	R	50.00
01	306478	10/21/2022	MAINLINE TRANSPORTATION, INC. (MTI)	R	1,305.50
01	306479	10/21/2022	MALLOY MONTAGUE KARNOWSKI & RADO	R	11,500.00
01	306480	10/21/2022	MASBO	R	225.00
01	306481	10/21/2022	MCCARTAN MEGAN	R	60.00
01	306482	10/21/2022	MEDSOURCE SALES LLC	R	488.95
01	306483	10/21/2022	MENDELBLATT SCOTT	R	24.00
01	306484	10/21/2022	METRO TRANSIT	R	194.00
01	306485	10/21/2022	METROPOLITAN MECHANICAL CONTRACTORS	R	909.00
01	306486	10/21/2022	MIDWEST BUS PARTS INC	R	3,435.23
01	306487	10/21/2022	MONARCH BUS SERVICE, INC.	R	100.00
01	306488	10/21/2022	MOOK GREG	R	20.00
01	306489	10/21/2022	MOOK MAUREEN	R	50.00
01	306490	10/21/2022	MOUND WESTONKA HIGH SCHOOL	R	255.00
01	306491	10/21/2022	MRI SOFTWARE LLC	R	723.50
01	306492	10/21/2022	OLSON MOLLY	R	13.00
01	306493	10/21/2022	OLYMPIC COMMUNICATIONS INC	R	495.00
01	306494	10/21/2022	OWENS SEDRIC	R	24.00
01	306495	10/21/2022	PAPCO, INC.	R	561.18
01	306496	10/21/2022	PORTER SHARON S	R	20.00
01	306497	10/21/2022	SCHMITT MUSIC CREDIT	R	731.44
01	306498	10/21/2022	SCHRANK JAMES A	R	92.00
01	306499	10/21/2022	SMARTSENSE BY DIGI	R	330.00
01	306500	10/21/2022	SUNNARBORG STEPHANIE	R	77.00
01	306501	10/21/2022	SWANK MOTION PICTURES, INC.	R	1,440.00
01	306502	10/21/2022	TAYLOR JASON	R	35.00
01	306503	10/21/2022	TOENSING PETER	R	35.00
01	306504	10/21/2022	TOLL COMPANY	R	11.64
01	306505	10/21/2022	TRI CITY UNITED	R	200.00
01	306506	10/21/2022	TWIN CITIES DISTRICT FOOTBALL	R	100.00
01	306507	10/21/2022	TWIN CITY FILTER SERVICE INC	R	515.22
01	306508	10/21/2022	TWIN CITY HARDWARE	R	1,574.21
01	306509	10/21/2022	UHL COMPANY INC	R	362.22

01	306510	10/21/2022	VETSCH TERRI	R	120.00
01	306511	10/21/2022	ALLSTATE PETERBILT OF S ST PAUL	R	1,940.31
01	306512	10/21/2022	WHEELCO	R	383.96
01	306513	10/21/2022	WILSON TYLER	R	80.00
01	306514	10/21/2022	ZACK'S INC.	R	204.74
01	V612246	10/21/2022	ASHLEY ACEVEDO	R	28.98
01	V612247	10/21/2022	MARIA ARIAS YANEZ	R	163.68
01	V612248	10/21/2022	AMY L COUGHLIN	R	79.00
01	V612249	10/21/2022	CEREN EROGLU	R	153.80
01	V612250	10/21/2022	ANGELA M FISH	R	16.18
01	V612251	10/21/2022	BRAD HARRIS	R	136.20
01	V612252	10/21/2022	ROBERTO HERRERA BELLO	R	175.00
01	V612253	10/21/2022	JESSICA M HOFFMAN	R	41.08
01	V612254	10/21/2022	NASHWA M IBRAHIM	R	124.98
01	V612255	10/21/2022	DANIEL E KRETSINGER	R	38.44
01	V612256	10/21/2022	MARNA M LABELLE	R	14.88
01	V612257	10/21/2022	OFELIA MARTINEZ	R	175.00
01	V612258	10/21/2022	MARY M MEYER	R	149.95
01	V612259	10/21/2022	SEGUNDO R MOROCHO CUZCO	R	174.97
01	V612260	10/21/2022	ERIN H NEILON	R	40.38
01	V612261	10/21/2022	DARBY L SWANK	R	7.75
01	V612262	10/21/2022	JOSE A SALGADO GAXIOLA	R	92.33
01	V612263	10/21/2022	ANNE C SCHUETTE	R	7.08
01	V612264	10/21/2022	JOAN M TOMKINSON	R	175.00
01	V612265	10/21/2022	JUDY L VAILLANCOURT-YERHOT	R	55.65
01	V612266	10/21/2022	CARRIE A VALA	R	103.03
01	V612267	10/21/2022	MICHELLE R WHITESIDE	R	19.47
01	V612268	10/21/2022	MELISSA J WILLIAMS	R	13.68
01	306515	10/25/2022	CM CONSTRUCTION COMPANY	R	21,391.34
01	306516	10/27/2022	BIX FRUIT COMPANY	R	2,647.99
01	306517	10/27/2022	BSI MECHANICAL, INC.	R	1,728.50
01	306518	10/27/2022	BSN SPORTS, LLC	R	556.64
01	306519	10/27/2022	CANON USA	R	1,603.66
01	306520	10/27/2022	CAPTIVATE MEDIA & CONSULTING	R	1,488.00
01	306521	10/27/2022	CHESS & STRATEGY GAME ASSOCIATION	R	437.50
01	306522	10/27/2022	CINTAS CORPORATION NO 2	R	115.99
01	306523	10/27/2022	CITY OF RICHFIELD	R	4,553.00
01	306524	10/27/2022	CONTEMPORARY TRANSPORTATION LLC	R	5,340.00
01	306525	10/27/2022	CURRICULUM ASSOCIATES, LLC	R	24,477.88
01	306526	10/27/2022	DASH SPORTS, LLC	R	2,280.00
01	306527	10/27/2022	DEAN ROBERT JOHNSON	R	144.00
01	306528	10/27/2022	ECM PUBLISHERS INC	R	154.40
01	306529	10/27/2022	ECOLAB INC	R	360.18
01	306530	10/27/2022	ELLEN M TRONNES	R	400.00
01	306531	10/27/2022	GOEBEL JUDITH K	R	150.00
01	306532	10/27/2022	GONZALEZ JOSUE	R	140.00
01	306533	10/27/2022	WW GRAINGER INC	R	673.83
01	306534	10/27/2022	GUITAR CENTER STORE	R	1,721.00

01	306535	10/27/2022	HAL LEONARD	R	195.00
01	306536	10/27/2022	HAWKINS INC	R	40.00
01	306537	10/27/2022	HILLYARD MINNEAPOLIS	R	4,993.46
01	306538	10/27/2022	HOBART SERVICE	R	376.03
01	306539	10/27/2022	HOGLUND BUS CO INC	R	2,938.67
01	306540	10/27/2022	HR SIMPLIFIED INC.	R	875.00
01	306541	10/27/2022	INNOVATIVE OFFICE SOLUTIONS LLC	R	390.40
01	306542	10/27/2022	INSTITUTE FOR ENVIROMENTAL	R	12,523.75
01	306543	10/27/2022	INTERMEDIATE DISTRICT 287	R	1,148.00
01	306544	10/27/2022	JOHNSTONE SUPPLY	R	416.49
01	306545	10/27/2022	KIDCREATE STUDIO	R	456.00
01	306546	10/27/2022	KINECT ENERGY INC	R	12,558.12
01	306547	10/27/2022	HAAG COMPANIES, INC.	R	390.00
01	306548	10/27/2022	LEROY'S GREAT BEAR	R	179.92
01	306549	10/27/2022	LOFFLER COMPANIES	R	172.33
01	306550	10/27/2022	MADISON NATIONAL LIFE INS CO INC	R	16,932.93
01	306551	10/27/2022	MASSP-MN ASSOCIATION	R	865.00
01	306552	10/27/2022	MCCARTHY WELL COMPANY	R	15,861.61
01	306553	10/27/2022	MIDWEST BUS PARTS INC	R	70.32
01	306554	10/27/2022	MINNESOTA UI FUND	R	10,989.09
01	306555	10/27/2022	MRI SOFTWARE LLC	R	27.50
01	306556	10/27/2022	MTI DISTRIBUTING CO	R	71.58
01	306557	10/27/2022	NEI ELECTRIC, INC.	R	3,984.58
01	306558	10/27/2022	NHA HEATING & AIR CONDITIONING	R	2,587.00
01	306559	10/27/2022	OCCUPATIONAL MEDICINE CONSULTANTS	R	1,312.23
01	306560	10/27/2022	OPTIMIST CLUB OF RICHFIELD	R	57.50
01	306561	10/27/2022	ORIGINAL WORKS YOURS, INC.	R	59.05
01	306562	10/27/2022	PAN O GOLD BAKING CO	R	225.30
01	306563	10/27/2022	POMPS TIRE SERVICE	R	2,756.20
01	306564	10/27/2022	PTM DOCUMENT SYSTEMS	R	274.13
01	306565	10/27/2022	REGENTS OF THE UNIV OF MINNESOTA	R	5,000.00
01	306566	10/27/2022	RICHFIELD READY	R	160.00
01	306567	10/27/2022	SCHOOL SERVICE EMPLOYEES UNION	R	7,916.85
01	306568	10/27/2022	SCHUMACHER ELEVATOR COMPANY	R	58,290.00
01	306569	10/27/2022	THE HOME DEPOT PRO	R	4.97
01	306570	10/27/2022	TRIO SUPPLY COMPANY	R	1,757.98
01	306571	10/27/2022	TWIN CITY TRANSPORTATION	R	99,389.78
01	306572	10/27/2022	UHL COMPANY INC	R	43,475.50
01	306573	10/27/2022	UPPER LAKES FOODS	R	19,860.74
01	306574	10/27/2022	VSP INSURANCE CO. (CT)	R	3,610.54
01	306575	10/27/2022	WORLD FUEL SERVICES, INC.	R	35,301.69
01	306576	10/27/2022	XCEL ENERGY	R	84,395.76
01	V612269	10/27/2022	NANCY J BERRES	R	10.00
01	V612270	10/27/2022	MARY L CLARKSON	R	777.83
01	V612271	10/27/2022	CHRISTINA M GONZALEZ	R	224.28
01	V612272	10/27/2022	CHARLOTTE NICHOLE WOLLENBURG	R	93.75
01	V612273	10/27/2022	MARNA M LABELLE	R	16.09
01	V612274	10/27/2022	JULIE SABLE LENTZ	R	14.44

01	V612275	10/27/2022	JOHN M LORENZINI	R	327.00
01	V612276	10/27/2022	LYNN A SAINATI	R	145.06
01	306577	10/31/2022	AMAZON.COM SYNCB/AMAZON	V	0.00
01	306578	10/31/2022	AMAZON.COM SYNCB/AMAZON	V	0.00
01	306579	10/31/2022	AMAZON.COM SYNCB/AMAZON	V	0.00
01	306580	10/31/2022	AMAZON.COM SYNCB/AMAZON	V	0.00
01	306581	10/31/2022	AMAZON.COM SYNCB/AMAZON	V	0.00
01	306582	10/31/2022	AMAZON.COM SYNCB/AMAZON	V	0.00
01	306583	10/31/2022	AMAZON.COM SYNCB/AMAZON	R	16,382.02
01	306584	11/01/2022	ANDERSON SHEILA K	R	45.00
01	306585	11/01/2022	ANDRUS MICHEAL DANIEL	R	92.00
01	306586	11/01/2022	BAUSCHELT PATRICK	R	80.00
01	306587	11/01/2022	BIX FRUIT COMPANY	R	4,632.66
01	306588	11/01/2022	BUSBY TREVOR	R	92.00
01	306589	11/01/2022	CARLSON DEBORAH J	R	24.00
01	306590	11/01/2022	CHRISTIAN MICHAEL P	R	40.00
01	306591	11/01/2022	FINANGER PHILLIP J	R	60.00
01	306592	11/01/2022	GUSTAFSON ZACHARY	R	80.00
01	306593	11/01/2022	HAASE JASON	R	92.00
01	306594	11/01/2022	JEROME A PLAGGE JR	R	44.00
01	306595	11/01/2022	KALLAS MICHAEL T	R	92.00
01	306596	11/01/2022	KARNAS MIKE	R	80.00
01	306597	11/01/2022	OLIVER JOSEPH	R	92.00
01	306598	11/01/2022	OLSON MOLLY	R	26.00
01	306599	11/01/2022	OWENS SEDRIC	R	24.00
01	306600	11/01/2022	ROBIDEAU BRIAN	R	92.00
01	306601	11/01/2022	SNDM	R	100.00
01	306602	11/01/2022	SPIELMAN PATRICK	R	92.00
01	306603	11/01/2022	TILLMAN ANGELANNA	R	10.00
01	306604	11/01/2022	TRIO SUPPLY COMPANY	R	1,091.02
01	306605	11/01/2022	UPPER LAKES FOODS	R	23,573.66
01	306606	11/01/2022	VETSCH TERRI	R	60.00
01	306607	11/01/2022	ZAVALA TYLER	R	92.00

TOTAL CHECKS & E-PAYS					1,585,147.64
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P-CARD,CHECK RUNS, E-PAYS & WIRES FOR 11/07/2022 BOARD REPORTS

BANK 05	DATE	AMOUNT
E-Pays	10/13/2022	279.00
	10/21/2022	1,986.51
	10/27/2022	1,608.45
Construction Checks	10/25/2022	21,391.34
Checks	10/13/2022	549,873.11
	10/14/2022	6,948.14
	10/20/2022	408,413.91
	10/21/2022	45,695.25
	10/27/2022	501,863.57
	10/31/2022	16,382.02
	11/1/2022	30,706.34

CHECK REGISTER BANK 05 TOTAL =	1,585,147.64
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BREAKDOWN	
01-206-00	1,144,043.47
02-206-00	181,272.93
03-206-00	183,790.55
04-206-00	42,142.88
06-206-00	21,391.34
07-206-00	0.00
18-206-00	0.00
20-206-00	10,376.79
21-206-00	2,129.68
47-206-00	0.00
BANK TOTAL =	1,585,147.64

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
October 31, 2022

Description	Matures	Rate	Cost	General Operating	Custodial (Scholarships)	2018A Bond	OPEB Bond
MN TRUST TERM SERIES	11/15/22	0.12%	1,500,000.00	1,500,000.00	-	-	-
US TREASURY N/B	06/30/23	0.25%	1,998,011.64	1,998,011.64	-	-	-
STATE BANK OF INDIA	11/29/23	0.40%	249,739.23	249,739.23	-	-	-
SYNCHRONY BANK	11/30/23	0.40%	249,739.23	249,739.23	-	-	-
US TREASURY N/B	03/31/23	1.58%	999,463.36	999,463.36	-	-	-
TREASURY BILL	03/02/23	3.61%	1,499,848.37	1,499,848.37	-	-	-
US TREASURY N/B	01/15/24	4.22%	1,499,025.00	1,499,025.00	-	-	-
MNTRUST – Full Flex (PenFed C)	01/00/00	3.03%	14,088,929.84	14,088,929.84	-	-	-
SALLIE MAE BANK/SALT LKE	08/25/23	0.30%	249,248.07	-	249,248.07	-	-
MNTRUST – Full Flex (Western - C)	01/00/00	2.15%	950,030.80	-	-	950,030.80	-
HAWAII-FA-TXBL	10/01/23	1.62%	882,359.50	-	-	-	882,359.50
US TREASURY N/B	10/15/24	1.12%	527,929.69	-	-	-	527,929.69
ROBBINSDALE ISD-B-REF	02/01/23	0.13%	2,716,236.55	-	-	-	2,716,236.55
FREDDIE MAC	09/23/25	1.60%	287,372.71	-	-	-	287,372.71
US TREASURY N/B	09/30/23	2.00%	731,132.81	-	-	-	731,132.81
NYC -TXBL -REF -D	08/01/24	0.38%	506,600.00	-	-	-	506,600.00
Total Investments Held			28,935,666.80	22,084,756.67	249,248.07	950,030.80	5,651,631.26

CONSENT AGENDA – FOR ACTION

Agenda Item IV.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting November 7, 2022

Subject: PERSONNEL ITEMS

(Recommended by superintendent)

That the board of education approve the following personnel items:

Certified Full Time Positions for Employment – 1st Year Probation

Cara Halvorson – Special Education – Richfield Dual Language School
Effective 08/23/2022

Classified Full Time Facilities and Transportation Position for Employment

Zachary Gilligan - Building Cleaner – Sheridan Hills Elementary
Effective 10/24/2022

Classified Part Time Paraprofessional Position for Employment

Teizu Jones - Paraprofessional Transition Plus – South Education Center
Effective 11/1/2022

Classified Full Time Health Resource Center - Resignation

Rachael Lenmark – Health Resource Coordinator – Districtwide
Effective 10/14/2022
Years of service: 3 years

Classified Part Time Paraprofessional – Resignation

Robert Olson – Special Education Paraprofessional – Richfield Middle School
Effective 11/1/2022
Years in Service: 7 months
Joseph Carlson-Onich – Paraprofessional – RSTEM Elementary
Effective 11/11/2022
Years of Service: 1 year

Classified Part Time Food and Nutrition – Resignation

Ortencia Ramirez Pena – Kitchen Assistant – Richfield Middle School
Effective 10/12/2022
Lidia Montesinos Sanchez – Kitchen Assistant – Richfield Middle School
Effective 11/11/2022

Classified Full Time Outreach Worker – Resignation

Victoria Johnson – Bilingual Outreach Worker – Richfield High School

Effective 8/29/2022

Years of Service: 13 years

Classified Part Time Student Engagement Specialist – Resignation

Larry Burgess – Student Engagement Specialist – RSTEM Elementary

Effective 11/18/2022

Years of Service: 3 years

OLD BUSINESS – FOR ACTION

Agenda Item V.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 7, 2022

Subject: Leasing School Space

(Recommended by the superintendent)

Passage upon a fourth read of Policy 803: Leasing School Space and Administrative Guideline 803.1. Edits have been made to adhere to District branding and style guidelines and to add relevant legal and policy references.

Attachments:

Policy 803: Leasing School Space - redlined
Administrative Guideline 803.1 - redlined

RICHFIELD PUBLIC SCHOOLS
LEASING SCHOOL SPACE

I. PURPOSE

This policy provides the general conditions for the leasing of excess space by the school district.

II. GENERAL STATEMENT OF POLICY

~~The~~ Richfield Public Schools exists for the purpose of providing educational services to its residents. Therefore, it is the policy of the school district that only the space not used for educational programs may be made available for lease.

The preference for the leasing of space shall be given non-profit organizations and those organizations whose activities help to facilitate the mission of the school district. Space may be leased to commercial enterprises where applicable laws and regulations permit.

The lease rate at a minimum shall cover the tenant's portion of the annual operational cost of the facility and the use of the proceeds shall be in compliance with all Minnesota statutes.

The superintendent or ~~his/her~~ designee is authorized to negotiate lease agreements and sign contracts approved by the ~~Board~~board.

This policy is not meant to govern hourly use of school facilities by permit, which is covered in Policy 979: Community Use of School Facilities and Grounds.

Legal References:

Minn. Stat. § 123B.51 (Schoolhouses and Sites; Use for School and Nonschool Purposes; Closings)

Cross References:

Policy 979: Community Use of School Facilities and Grounds

~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: September 2, 1980

~~AMENDED-REVISED~~ BY THE BOARD OF EDUCATION: October 6, 1980, June 18, 1990, September 5, 2000, March 21, 2005

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| 1 REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: September
2 19, 2016
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RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

LEASING SCHOOL SPACE

I. PURPOSE

The purpose of this administrative guideline is to assist in the implementation of Board Policy 803-~~7~~ Leasing School Space.

II. RULES AND REGULATIONS

A. Declaration of Excess Space

1. Space not used for educational programs may be made available for lease.
2. The ~~Business Manager~~Chief HR and Administrative Officer, or designee, shall coordinate efforts to determine if excess space is available for lease.

B. Lease Procedures

1. Requests for lease of space shall be forwarded to the ~~Business Manager~~Chief HR and Administrative Officer or designee.
2. The prospective tenant shall provide in writing a complete description of their organization and a detailed explanation of how the space will be used including times of day, personnel, parking requirements, traffic volume, and any special needs.
3. The preference shall be given non-profit organizations and those organizations whose activities help to facilitate the mission of the school district.
4. The prospective tenant shall be given a standard lease form for signature by the responsible authority.
5. The request will be reviewed by the ~~Business Manager~~Chief HR and Administrative Officer, or designee, with a recommendation to the ~~School School Board~~board.
6. The approved recommendations shall be submitted to the ~~School school Board~~board with a lease signed by the prospective tenant.

7. The ~~Business Manager~~Chief HR and Administrative Officer, or designee, shall have the authority to approve the annual renewal of a ~~Standard-standard Lease-lease Agreement~~agreement.

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C. Initial Lease Request Review and Renewal Agreement Considerations

1. The compatibility of the organization's use of the space with the ~~Board-board~~ policy governing lease of space.
2. The compatibility of the organization with other building occupants and neighbors.
3. The financial stability including credit history and timely rental payments of the organization and its ability to fulfill the terms of the lease.
4. The organization's need to make building modifications and their ability to reverse those changes should the space be needed for another use.
5. Special needs the organization may have which exceed the usual and customary services provided by the District as part of the lease.
6. Applicants ability to provide certificates of combined single limit insurance coverage with a minimum limit of \$500,000.
7. An adverse determination or review of the above considerations shall be cause to deny the leasing of space or renewal of a previously approved standard lease agreement to an organization.

D. Compensation

1. The ~~Board-board~~ of ~~Education-education~~ shall review and establish the lease rate based on an annual amount per square foot.
2. Adjustments in the established rate to reflect special conditions shall be approved by the ~~Board-board~~ of ~~Educationeducation~~.
3. Rent shall be paid monthly or as otherwise provided in the lease.
4. The ~~School~~District may require a \$1000 damage deposit at the signing of the ~~Standard-standard Lease-lease Agreement~~agreement. The deposit may be used for but not limited to the restoration of the leased space to its original condition at the termination of the lease.

E. Use of Proceeds

In accordance with Minnesota Statute 123B.51, Subd. 4, the use of lease revenue is site specific and should first be used to support the ongoing maintenance including capital repairs of the facility generating the revenue. The revenues in excess of these expenditures shall be used to retire the outstanding debt of that facility after which the revenues may be used for the betterment of other school facilities.

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I. STANDARD LEASE AGREEMENT

- A. The standard lease agreement form is available in the Business-District Office. Specific changes to the standard agreement as agreed to by both parties shall be contingent upon final approval by the School-school Boardboard.
- B. The lease termination date should be June 30 to facilitate District planning for school year space need.

Dated: September 5, 2000
Reviewed: October 17, 2016
Revised: March 21, 2005, October 17, 2016

OLD BUSINESS – FOR ACTION

Agenda Item V.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 7, 2022

Subject: Energy Management Conservation

(Recommended by the superintendent)

Passage upon a third read of Policy 804: Energy Management Conservation and Administrative Guideline 804.1. Edits have been made to adhere to District branding and style guidelines as well as to align to current practices.

Attachments:

Policy 804: Energy Management Conservation - redlined
Administrative Guideline 804.1 - redlined

RICHFIELD PUBLIC SCHOOLS
ENERGY MANAGEMENT CONSERVATION

I. PURPOSE

The ~~School~~-District is responsible for the efficient use of its natural resources and shall provide leadership in developing a realistic energy ethic in the operation of its facilities to conserve on energy while maintaining a comfortable environment.

II. GENERAL STATEMENT OF POLICY

The success of this policy is the joint responsibility of the board members, administrators, teachers, students and support personnel and is based on their cooperation. Every student and employee is expected to contribute to energy efficiency and be an "energy saver" as well as an "energy consumer."

The ~~district~~-District shall provide information to the ~~School~~-school Board board on the progress of the energy conservation program and its goals.

The school principal shall be accountable for energy conservation in their building~~which will be made a part of the principal's annual evaluation.~~

The superintendent is directed to develop the necessary administrative guidelines to implement energy awareness and conservation.

~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION:

February 9, 2004

REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION:

August 21, 2006

REVISED BY THE BOARD OF EDUCATION

~~November 21, 2016~~

November 21, 2016

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RICHFIELD PUBLIC SCHOOLS
ADMINISTRATIVE GUIDELINES
ENERGY CONSERVATION MANAGEMENT

I. INTRODUCTION

The purpose of these administrative guidelines is to assist in the implementation of Board Policy ~~804: pertaining to~~ Energy Management Conservation.

II. OBJECTIVES

The energy management objectives shall:

Eliminate energy waste

Ensure the comfort of the students and staff

Ensure acceptable indoor air quality per industry standards

III. RESPONSIBILITIES

A. Principal Responsibility

1. The principal is responsible for the total energy usage of the building.
2. The principal shall be responsible for limiting the use of electrical appliances on the school premise such as refrigerators, microwaves, coffee pots, fans, space heaters, desk lamps and hot plates to a reasonable level.
3. The principal shall assure that all electrical appliances as noted above ~~are located in the school lounge (s) or lunchroom (s) and~~ have a commercial rating or are equipped with a three prong plug for fire code compliance.
~~Exceptions to the location of approved appliances shall be at the discretion of the school principal.~~
4. Electrical appliances shall be unplugged when not in use. Refrigerators shall be unplugged and defrosted over all breaks during the school year and the summer months.

B. Teacher Responsibility

1. The teacher is responsible for implementing the guidelines during the time present in the classroom.
2. Teachers should make certain that lights are turned off when leaving an empty classroom.
3. Classroom doors and windows shall remain closed during the school day when the HVAC is operating.

C. Custodian Responsibility

1. The custodian is responsible for control of common areas, (i.e. halls, cafeteria, etc.).
2. The custodian is typically the last person to leave a building in the evening, and is responsible for verification of the nighttime shutdown.
3. The head custodian at each school will be responsible for a complete and total shutdown of the facility when closed each evening.
4. The custodian shall ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e. between hallways and gym or pool area).
5. All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.
6. All exhaust fans should be turned off every day during unoccupied hours.
7. All outside lighting shall be off during daylight hours.

~~D. Energy Manager Responsibility~~

- ~~1. The Energy Manager shall perform routine audits of all facilities and communicate the audit results to the appropriate personnel.~~
- ~~2. The Energy Manager shall provide regular reports to Principals indicating performance with regards to energy savings.~~

~~ED.~~ General

1. Every person is expected to be an “energy saver” as well as an “energy consumer.”
2. All unnecessary lighting in unoccupied areas shall be turned off.
3. Gym lights should not be left on unless the gym is being utilized.

4. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat which places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.
5. All office machines (copy machines, laminating equipment, etc.) shall be switched **off** each night and during unoccupied times. Fax machines should remain on.
 - A. All computers should be turned **off** each night. This includes the monitor, local printer, and speakers. Network equipment is excluded.
 - B. All capable PC's should be programmed for the "energy saver" mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor "sleeps" after 10 minutes of inactivity.

Cooling Season Occupied Set Points: 75°F

Heating Season Occupied Set Points: 70°F

IV. AIR CONDITIONING EQUIPMENT

- A. Occupied temperature settings shall NOT be set below 75°F.
- B. During unoccupied times, the air conditioning equipment shall be **off**. The unoccupied period begins when the students and staff leave the area at the end of the school day.
- C. Air conditioning start times may be adjusted (depending on weather) to ensure classroom comfort when school begins.
- D. Ceiling fans should be operated in all areas that have them.
- E. Relative humidity levels shall not exceed 60% at any time.
- F. Air conditioning should not be utilized in classrooms during the summer months unless the classrooms are being used for summer school or year-round school.
- G. In areas which have evaporative coolers such as shops, kitchens, and gymnasiums, the doors leading to halls which have air conditioned classrooms or dining areas should be kept closed as much as possible.
- H. Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and open the windows and doors. Cross-ventilation

is defined as having windows and/or doors to the outside on two sides of a room.

V. HEATING EQUIPMENT

A. Occupied temperature settings shall NOT be above 70°F.

B. The unoccupied night set-back temperature shall be adjusted to ~~a~~55°F. This may be adjusted during extreme weather.

C. The unoccupied time shall begin when the students and staff leave an area.

D. During the spring and fall when there is no threat of freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.

E. ~~Ensure all~~ All domestic hot water systems ~~are~~ shall be set no higher than 120°F or 140°F for cafeteria service (with dishwasher booster).

Dated: 02-09-04

Reviewed:

Revised: 08-21-06

OLD BUSINESS – FOR ACTION

Agenda Item V.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 7, 2022

Subject: Closing of Playgrounds

(Recommended by the superintendent)

A **repeal** upon a third read of Policy 852: Closing of Playgrounds and transfer of the policy language to section III.E. of Policy 979: Community Use of School Facilities and Grounds.

Attachments:

Policy 852: Closing of Playgrounds

Policy 979: Community Use of School Facilities and Grounds - redlined

RICHFIELD PUBLIC SCHOOLS

CLOSING OF PLAYGROUNDS

It shall be the policy of the Board of Education of Independent School District No. 280 that all playgrounds, playing fields, spectator stands, or other recreational facilities located on Richfield Public School property shall be closed to the public at 11:00pm every day.

Legal References: Minn. Stat. §466.03, subd. 6e

ADOPTED BY THE BOARD OF EDUCATION: October 16, 1989

REVIEWED BY THE BOARD OF EDUCATION: December 2, 1997;
September 16, 2002
November 21, 2016

REVISED BY THE BOARD OF EDUCATION: November 21, 2016

RICHFIELD PUBLIC SCHOOLS

COMMUNITY USE OF SCHOOL FACILITIES & GROUNDS

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

It is the desire of the Richfield School Board that school facilities be made available for cultural, recreational and educational activities.

II. DEFINITIONS

- A. School grounds consist of the area outside the school buildings and includes, but are not limited to parking lots, athletic fields, tennis courts and running track.
- B. Centennial, Sheridan Hills and Richfield STEM fields and high school tennis courts are designated as open areas. Unless previously scheduled, these areas are available for use by individuals or small groups on a casual, recreational basis without a permit.
- C. Richfield High School stadium and baseball field, Richfield Middle School Fields and Lyndale Fields are designated as secure areas, available for use on a permit basis.

III. RULES AND REGULATIONS IMPLEMENTING BOARD POLICY

Permits will be issued on a one hour minimum. For the purpose of definition:

- A Richfield group, organization or activity shall consist of 75% or more of school district residents.
- A large group consists of 30 or greater people
- A small group consists of fewer than 30 people

The category of a group using school space will be determined by the Facilities Use Office. If a group disagrees with the level assigned they can request a review by the superintendent or District Office designees. The assigned level will be reviewed and the superintendent will make a final determination of the group's category for the purpose of implementing the policy.

- A. Groups Permitted to Request Use of Facilities:
Access to district facilities by group is prioritized as follows: Category 1, Category 2, Category 3, Category 4, and Category 5.

Category 1 - Richfield Public Schools/City of Richfield
(Highest priority listed first)

- a. Educational E-12 programs and co-curricular activities
- b. Community Education
- c. School building and/or district parent involvement programs
- d. Functions of school-related organizational meetings

- e. Richfield Public Schools reunions and other approved alumni events
- f. City government use
- g. Parks and recreation
- h. Essential Community Activities, including city-wide elections and party caucuses on sanctioned dates

Category 2 - Richfield Youth Organizations and Activities

- a. Richfield youth organization activities for small groups after school
- b. Richfield Youth Organizations (e.g. Richfield Baseball, Inc., Richfield Boys Basketball Association, Richfield Girls Basketball Association, Richfield Soccer Association, etc.)
- c. Youth athletic organizations as recommended by athletic director and approved by the superintendent (athletic feeder programs, etc.)

Category 3 - Richfield Non-Profit Community Organizations and Activities

- a. Richfield special interest groups
- b. Richfield youth organization activities for large groups
- c. Richfield organizations
- d. Richfield faith communities
- e. Resident personal use
- f. Political conventions and meetings, not on sanctioned dates

Category 4 - Other Non-Profit Organizations

- a. Non-Richfield organizations
- b. Non-Richfield interest groups
- c. Universities, colleges, vocational technical schools

Category 5 - For Profit Organizations

- a. Groups who want to use buildings or grounds for educational or recreational activities
- b. Buildings and grounds may NOT be used for advertising, to make a profit, or for commercial enterprise.

B. Fund Raising Activities and Events

Any category #3 or #4 user group will be charged the category #5 rates for fund raising activities and events which occur on Saturday, Sunday or holidays, when an admission fee is charged.

C. Permit Required

- 1. Buildings are not to be opened or equipment provided unless a permit has been signed and approved and the equipment needed has been requested in the permit.

2. Cancellation of a building use permit should be made at least 72 hours before the event or facility rental charges and staffing costs will be assessed.
 3. The permit use of school facilities is offered on an hourly basis during periods when they are not being used. Permit use is not intended to govern long-term rental of excess school space. Such use is covered in Board Policy 803 – Rental of School Space. Persons interested in leasing school property should contact the School District Business Manager.
 4. After the request has been approved it becomes a contract with the applicant and/or organization. It may not be sublet or transferred to another individual or organization.
- D. Approving of Permits
1. Permits for athletic spaces are approved in 4-month cycles to ensure Category 1 and Category 2 permits are fulfilled. July-October permit requests will be reviewed on/or before June 1. November – February permit requests will be reviewed on/or before October 1. March-June permit requests will be reviewed on/or before February 1.
 2. Permits for non-athletic spaces will be reviewed on/or before June 30 for the upcoming school year. This ensures all Richfield School District requests are fulfilled for the year.
 3. Priority will be given to category 1 and category 2 and then by the date of application.
 4. There may be circumstances where a Richfield School District activity needs to be rescheduled. If this happens and a conflict occurs, the district activity or program has priority. Every effort will be made to find an alternate facility for the non-district organization or individual. Resolution of conflicts will be handled between the building administration and the Facilities Use Office.

E. Closing of Playgrounds

All playgrounds, playing fields, spectator stands, or other recreational facilities located on Richfield Public School property shall be closed to the public at 11 p.m. every day.

IV. CHARGES

- A. No facility use fee or rental charge will be assessed groups identified in Category 1.
- B. Facility use costs associated with Category 2 shall typically be \$10.00 per use and those additional costs incurred by the School District due to the use. This may include, but not limited to personnel and equipment fees.

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- C. Facility use fees for defraying operating costs for Categories 2, 3, 4 and 5 are as follows:

Section 900
School/Community Relations

Board Policy 979
page 5

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	Category 1	Category 2	Category 3	Category 4	Category 5
	Richfield Public Schools / City of Richfield	Richfield Youth Group Organizations and Activities	Richfield Non-profit Community Organizations and Activities	Other Non-Profit Organizations including Universities, colleges and vocational schools	For-Profit Organizations
			*Per hour charge	*Per hour charge	*Per hour charge
Permit Fee		\$20.00/season	\$25.00	\$25.00	\$30.00
Classrooms					
General Classroom	No Charge	\$10.00/day	\$10.00	\$20.00	\$40.00
Large Classroom/ Choir/Band	No Charge	\$10.00/day	\$15.00	\$30.00	\$60.00
Computer Lab	No Charge	\$10.00/day	\$25.00	\$50.00	\$100.00
Media Center	No Charge	\$10.00/day	\$25.00	\$50.00	\$100.00
Conference Room	No Charge	\$10.00/day	\$10.00	\$20.00	\$40.00
Gymnasiums					
Elementary	No Charge	\$10.00/day	\$15.00	\$30.00	\$60.00
Middle School/ RSTEM	No Charge	\$10.00/day	\$25.00	\$50.00	\$100.00
High School Small	No Charge	\$10.00/day	\$25.00	\$50.00	\$100.00
High School Large	No Charge	\$10.00/day	\$35.00	\$70.00	\$140.00
Locker Room	No Charge	No Charge	\$20.00	\$40.00	\$80.00
Wrestling Room	No Charge	\$10.00/day	\$25.00	\$50.00	\$100.00
Weight Room	No Charge	\$10.00/day	\$25.00	\$50.00	\$100.00
Cafeteria					
Elementary	No Charge	\$10.00/day	\$15.00	\$30.00	\$60.00
Middle School	No Charge	\$10.00/day	\$25.00	\$50.00	\$100.00
High School	No Charge	\$10.00/day	\$25.00	\$50.00	\$100.00
Kitchen					
Elementary	No Charge	\$10.00/day	\$20.00	\$40.00	\$80.00
Middle / High School	No Charge	\$10.00/day	\$30.00	\$60.00	\$120.00
Auditorium					
Middle School	No Charge	\$10.00/day	\$40.00	\$80.00	\$160.00
High School	No Charge	\$10.00/day	\$50.00	\$100.00	\$200.00
Indoor Pool	No Charge.	\$20.00/hour	\$50.00	\$80.00	\$150.00
Swim Meets, Category 4 & 5		\$20.00/hour	\$50.00	\$150.00	\$150.00
Special Agreement: City of Richfield, \$45.00/hour Richfield Swim Club \$20.00/hour					

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Outdoor Sport Areas	Category 1	Category 2	Category 3	Category 4	Category 5
Track Only	No Charge	\$10.00/hour	\$25.00	\$25.00	\$50.00
Tennis Courts	No Charge	\$10.00/hour	\$25.00	\$25.00	\$50.00
Grass Field	No Charge	\$20.00/hour	\$25.00	\$25.00	\$50.00
Softball/Baseball Diamond	No Charge	\$10.00/day	\$25.00	\$25.00	\$50.00
Spartan Stadium	No Charge	\$40.00/hour	\$85.00	\$115.00	\$150.00
Richfield High School Baseball Field	No Charge	\$10.00/day (no field prep included)	\$75.00/game (approximately 3 hours)	\$100.00/game (approximately 3 hours)	\$125.00/game (approximately 3 hours)
Equipment Charges					
Score Board Pool	No Charge	No Charge	\$25.00/day	\$25.00/day	\$25.00/day
Score Board Gym	No Charge	No Charge	\$25.00/day	\$25.00/day	\$25.00/day
Volleyball Standards/Nets	No Charge	No Charge	\$5.00/court	\$5.00/court	\$10.00/court
Bleachers	No Charge	No Charge	\$10.00/section	\$10.00/section	\$10.00/section
Concession Stand		No Charge	\$25.00/day	\$50.00/day	\$100.00/day
Auditorium Equipment Charges	No Charge	No Charge	\$50.00/day	\$50.00/day	\$50.00/day
Microphone / Battery Pack	No Charge	No Charge	\$10.00/day	\$10.00/day	\$10.00/day
Scrim	No Charge	\$75.00/event	\$75.00/event	\$75.00/event	\$75.00/event
Risers	No Charge	\$30.00/event	\$30.00/event	\$30.00/event	\$30.00/event
Portable Stage	No Charge	\$40.00/event	\$40.00/event	\$40.00/event	\$40.00/event
DVD / VCR / TV	No Charge	No Charge	\$25.00/day	\$25.00/day	\$25.00/day
LCD Projector	No Charge	No Charge	\$50.00/day	\$50.00/day	\$50.00/day
Projection Screen (portable)	No Charge	No Charge	\$15.00/event	\$15.00/event	\$15.00/event
Piano	No Charge	No Charge	\$15.00/event	\$15.00/event	\$15.00/event

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D. A Richfield Public School employee must be on duty whenever facilities are in use by categories 3-5, this may include: custodians, kitchen supervisors, auditorium managers, lifeguards, and/or event supervisors. Category 2 groups will require an employee on duty when hosting public events on the weekend inside the high school gymnasiums and for all indoor weekend events in all other district facilities. The Facilities Use Office will determine the staffing needed for events and it will be communicated on your approved permit. Each group is required to cover the cost of the staff assigned. The Richfield Public School employee will supervise the facility, but not the facility user or its activities.

E. Events that have excessive trash will be assessed a trash removal fee of \$50.

V. USE OF EQUIPMENT

Facility users in Categories 2, 3, 4 and 5 are expected to supply all their own equipment, such as basketballs, volleyballs, bats, balls, etc. If school equipment is to be used it needs to be requested at the time of the permit request and

equipment charges may be applied. Any unauthorized use of school equipment may result in cancellation of future use of school district facilities.

Organizations or individuals using district facilities and equipment assume responsibility for any damage and will be billed accordingly if damage is caused by participants or spectators.

VI. INSURANCE

A. Prior to approval of any use permit, the applicant must provide the School District with evidence of liability insurance as required below, and proof of non-profit status and proof of Workers' Compensation Insurance if applicable.

B. Insurance Requirements

Prior to approval of any use permit, the applicant must provide the School District with evidence of liability insurance as required below, naming Richfield Public Schools, Independent School District 280, as an Additional Named Insured. Failure to provide the District with evidence of such coverage shall not relieve the permit holder of the obligation to maintain such insurance for the benefit of the District. The Superintendent of Schools or designee may waive the certificate of insurance requirement for events designed to benefit Richfield School students.

Coverage shall be provided by an insurance company licensed to do business in the State of Minnesota with Best ratings of A or above.

The applicant shall provide a certificate of insurance specifying amounts of coverage equal to or greater than the minimum required limits of liability stated below. All certificates shall provide the School District with thirty (30) days of notice of cancellation, material change, or non-renewal. The certificate must be altered to eliminate the words "endeavor to" and "but failure to make such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives."

1. Commercial General Liability

Bodily Injury Including Death	\$1,000,000 Each Occurrence
Personal Injury	\$1,000,000 Each Occurrence
Products/Completed Operations	\$1,000,000 Each Occurrence
General Aggregate	\$1,000,000
Products/Completed Operations Aggregate	\$1,000,000

2. Workers' Compensation

a. Statutory	
b. Employers Liability	\$100,000 Each Accident
	\$500,000 Disease Policy Limits
	\$100,000 Disease Ea. Employee

VII. LIMITATIONS OF USE

- A. Possession of use of alcohol, drugs, or tobacco in the building or on school property is prohibited. It is the permit holder's responsibility to communicate these restrictions to the participants and the spectators. If your group violates this rule you will be asked to leave the building and your right to future use will be forfeited.
- B. Treat school property with care; you are responsible for all damages.
 - 1. Report any damage to school property to the Facility use Office within 24 hours. Failure to report any damage may result in cancellation of future use of school district facilities.
 - 2. If you don't make satisfactory replacement or payment for any loss or damage, your right to future use will be forfeited. The school district assumes no liability for loss of personal effects of participants.
- C. Appropriate athletic shoes are required for gymnasium use.
- D. You may not use rooms or facilities not asked for and authorized by the permit.
- E. You are responsible for the conduct of both participants and spectators. To ensure the safety of facilities and participants all children must be under competent and responsible adult supervision at all times.
- F. Adhere to the hours of use designated in the contract. If you do not vacate by the time indicated on the permit, additional charges will be assessed to your permit.

VIII. CONFLICTS

There may be circumstances where a Richfield School District activity needs to be added to the schedule or rescheduled. If this happens and a conflict occurs, the district activity or program has priority. Every effort will be made to find an alternate facility for the non-district organization or individual. Resolution of conflicts will be handled between the building administration and the Facilities Use Office.

IX. APPLICATIONS

Applications for use of buildings must be made electronically through the online building reservation system. The application, if approved, becomes a contract, but the contract may be canceled by either party 72 hours in advance. An application for use of school facilities should be submitted at least two weeks in advance of

the scheduled use. Requests made with less than two weeks are difficult to accommodate and may be denied.

Permits should be completed with precise dates and times (including set-up and tear down as well as set-up diagrams). Permits will be reviewed and approval or rejection will be communicated in 10 business days by email through the online reservation system.

All buildings will be required to submit their building curricular and co-curricular schedules to the Facilities Use Office by May 15th of each year to block off dates on the master calendar for those requesting use of building facilities. The Business Manager will provide lease agreement information to the Facility Use Office by May 15th for inclusion into the master calendar.

Request for building use during scheduled school hours are excluded unless approved by the Building Principal and/or Superintendent.

Cancellations – In the event that the requestor needs to cancel, they must do so by contacting the Facility Use Office at least 72 hours prior to the event.

DATED: September 7, 1982

REVIEWED: October 20, 1986

REVISED: July 21, 1986; December 7, 1987; June 18, 1990, November 21, 1994, September 3, 1996, August 11, 1997, May 15, 2000, March 5, 2001, May 7, 2001; April 19, 2004, April 18, 2005; July 11, 2005; December 17, 2007; February 1, 2010; November 12, 2013; March 18, 2019; November 7, 2022

NEW BUSINESS – FOR REVIEW

Agenda Item VI.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 7, 2022

Subject: Evaluation of the Superintendent

(Recommended by the superintendent)

A first read of Policy 303: Evaluation of the Superintendent & Administrative Guidelines 303.1 & 303.2.

Attachments:

Policy 303: Evaluation of the Superintendent

Administrative Guideline 303.1

Administrative Guideline 303.2

MSBA Model Policy 304: Superintendent Contract, Duties, and Evaluation

RICHFIELD PUBLIC SCHOOLS

EVALUATION OF THE SUPERINTENDENT

In June of each year, or as soon thereafter as practicable, the Board will commence a formal evaluation of the superintendent's performance. Insofar as possible, the evaluation process shall be carried out in accordance with Administrative Guidelines 303.1.

The purpose of superintendent evaluation is to promote effective management, encourage improved performance, communicate Board expectations, generate mutual understanding, and facilitate the process of planning to meet future needs. Evaluation will focus on the degree to which goals and objectives have been attained and the extent to which the responsibilities outlined in the superintendent's job description have been properly discharged.

The superintendent maybe eligible for incentive pay if designated as a benefit in the current Superintendent Contract.. Such pay, if designated and granted, will be based upon the Board's annual evaluation of the superintendent's performance. In the event of an unsatisfactory evaluation, the Board may withhold a base salary increase for any year following a year in which performance has been evaluated as unsatisfactory.

Board evaluation of the superintendent's performance will be communicated to the superintendent in writing after a conference with the Board chairperson. The original of the evaluation report will go to the superintendent, one copy will be retained by the chairperson, and one copy will be placed in the superintendent's personnel file. The contents of the report are confidential and will not be released except as provided in applicable statute.

The superintendent's contract is subject to the provisions of Minnesota Statute §125.12 and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge. The contract shall remain in full force and effect, except if modified by mutual consent of the School Board and the superintendent or unless terminated as provided by law or written resignation.

ADOPTED BY THE BOARD OF EDUCATION: August 15, 1983
REVIEWED BY THE BOARD OF EDUCATION: January 3, 2005, March 5, 2012
REVISED BY THE BOARD OF EDUCATION: August 5, 1985
April 20, 1992
September 3, 1996
May 15, 2000
January 3, 2017

RICHFIELD PUBLIC SCHOOLS

Administrative Guidelines

Superintendent Evaluation

The purpose of these guidelines is to facilitate the superintendent evaluation process, pursuant to Board Policy 303.

EVALUATION ACTIVITIES AND TIMELINES

Every effort will be made to carry out the evaluation process in accordance with the following timeline:

June	Year-end status report on annual district goals
	Written superintendent self-evaluation based on all areas addressed in the superintendent evaluation form (appended)
	Special board meeting to discuss expectations and priorities for the coming year as they relate to management responsibilities and the superintendent's role
	Management Team planning session, including development of annual district goals
June/July	Management Team review and revision of draft district goals
	Individual Board member input to chairperson regarding superintendent's performance
	Board chairperson meets with superintendent to convey Board's evaluation of performance
	Completion of formal written evaluation of superintendent's performance for the previous year
August	Board review of proposed district goals with appropriate follow-up revisions
	Board Chair publically reports outcome of evaluation process.

EVALUATION INSTRUMENTS

All board members will complete pages 1-3 of the attached superintendent evaluation form, following review of the district strategic plan, year-end district goals report,

superintendent's written self-evaluation, and the superintendent's job description (appended). The board chairperson will complete page 4 of the evaluation form after reviewing each board member's evaluation.

RELATION OF PAY TO PERFORMANCE

The superintendent may be eligible for incentive pay as agreed to within the superintendent's contract as negotiated between the superintendent and the board. If such an agreement exists, the actual grant amount shall be determined by the board chair. The amount of the incentive grant will be determined based on the board's collective assessment of the superintendent's performance in all areas encompassed by the superintendent evaluation.

Dated:	April 20, 1992.
Reviewed:	March 5, 2012
Revised:	November 21, 1994
	September 3, 1996
	May 15, 2000
	August 6, 2001
	January 3, 2005
	January 3, 2017

SUPERINTENDENT EVALUATION

This evaluation is based on consideration of the following:

- I. Accomplishments pertaining to district priorities as reflected in the Board-adopted strategic plan and annual district goals
- II. Performance of responsibilities as outlined in the Superintendent job description
- III. Performance in response to key, unanticipated challenges occurring during the past year

DIRECTIONS: Please review the strategic plan, management goals, and Superintendent's job description prior to completing this form. For each item, circle the number corresponding with the statement that best represents your assessment of the superintendent's performance during the past year. Record any comments to the right of each item.

AREAS FOR EVALUATION	COMMENTS
I. ACCOMPLISHMENTS RELATIVE TO BOARD-ADOPTED STRATEGIC PLAN AND ANNUAL DISTRICT GOALS 1. Indicates improvement needed. 2. Indicates meets expectations. 3. Indicates exceeds expectations. UA. Unable to answer.	
II. PERFORMANCE OF RESPONSIBILITIES AS OUTLINED IN THE SUPERINTENDENT'S JOB DESCRIPTION <i>A. Leadership and Board Relations</i> 1. Indicates improvement needed. 2. Indicates meets expectations. 3. Indicates exceeds expectations. UA. Unable to answer.	
<i>B. Management and Planning</i> 1. Indicates improvement needed. 2. Indicates meets expectations. 3. Indicates exceeds expectations. UA. Unable to answer.	

AREAS FOR EVALUATION	COMMENTS
<p><i>C. Educational Programs and Services</i></p> <ol style="list-style-type: none"> 1. Indicates improvement needed. 2. Indicates meets expectations. 3. Indicates exceeds expectations. <p>UA. Unable to answer.</p>	
<p><i>D. Asset Management and Resource Utilization</i></p> <ol style="list-style-type: none"> 1. Indicates improvement needed. 2. Indicates meets expectations. 3. Indicates exceeds expectations. <p>UA. Unable to answer.</p>	
<p><i>E. Organizational Structure – Human Resources - Staff Development</i></p> <ol style="list-style-type: none"> 1. Indicates improvement needed. 2. Indicates meets expectations. 3. Indicates exceeds expectations. <p>UA. Unable to answer.</p>	
<p><i>F. Support Operations</i></p> <ol style="list-style-type: none"> 1. Indicates improvement needed. 2. Indicates meets expectations. 3. Indicates exceeds expectations. <p>UA. Unable to answer.</p>	

G. Communications and School/Community Relations

1. Indicates improvement needed.
 2. Indicates meets expectations.
 3. Indicates exceeds expectations.
- UA. Unable to answer.

AREAS FOR EVALUATION	COMMENTS
<p><i>H. Professional Growth and Development</i></p> <p>1. Indicates improvement needed. 2. Indicates meets expectations. 3. Indicates exceeds expectations. UA. Unable to answer.</p>	
<p>III. PERFORMANCE IN RESPONSE TO KEY, UNANTICIPATED CHALLENGES OCCURRING DURING THE PAST YEAR</p> <p>1. Indicates improvement needed. 2. Indicates meets expectations. 3. Indicates exceeds expectations. UA. Unable to answer.</p>	

ADDITIONAL COMMENTS (Use reverse side if needed):

Board Member Submitting Form _____ Date _____

Independent School District 280
Richfield, Minnesota

SUPERINTENDENT EVALUATION SUMMARY

The Board Chairperson will complete this evaluation summary following Board review and discussion of the Superintendent evaluations completed by each Board member.

KEY STRENGTHS:

SUGGESTED AREAS FOR GROWTH:

INCENTIVE PAYMENT: _____

Based on the Board's overall assessment of the Superintendent's performance in the three broad areas included in this evaluation form, along with examination of superintendent goals including student achievement, incentive pay may be granted according to the parameters defined in the Superintendent's contract.

Chairperson, Board of Education _____ Date _____

Adopted: _____

MSBA/MASA Model Policy 304

Orig. 1995

Revised: _____

Rev. 2022

304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description, and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.
- C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: None

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 7, 2022

**Subject: Administrative and Management Support Professionals Collective
Bargaining Agreement for Years 2022-2024**

(Recommended by superintendent)

That the board of education approve the tentative collective bargaining agreement for Administrative and Management Support Employees for the period of July 1, 2022 through June 30, 2024.

Background Information

(Prepared by Craig Holje)

A tentative agreement was reached in May regarding the 2022-2024 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, 2022 – June 30, 2023

1. \$1.20/hour increase on the top step of the pay rate schedule for all positions at all steps
2. Compress steps on the salary schedule to align off the top step
3. Increase the VEBA contribution by \$250 for all employees
4. Provide more flexibility with the use of personal leave days
5. Provide clarifying language in the benefits section to align with other contracts
6. Provide VEBA account fees paid for by District for active employees only

Year 2: July 1, 2023 – June 30, 2024

1. \$.80 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 2022-2024

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, 2022 THROUGH JUNE 30, 2024 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, 2022 through June 30, 2024 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:

Position/Step	2021-2022	2022-2023	2023-2024
Management Assistant			
Step 1	\$24.39	27.60	28.40
Step 2	27.37	29.60	30.40
Step 3	30.40	31.60	32.40
Administrative Assistant 4			
Step 1	22.05	24.82	25.62
Step 2	25.04	26.82	27.62
Step 3	27.62	28.82	29.62
Administrative Assistant 3			
Step 1	19.99	22.62	23.42
Step 2	22.85	24.62	25.42
Step 3	25.42	26.62	27.42
Administrative Assistant 2			
Step 1	19.00	21.58	22.38
Step 2	21.36	23.58	24.38
Step 3	24.38	25.58	26.38
Administrative Assistant 1			
Step 1	18.01	19.39	20.19
Step 2	20.16	21.39	22.19
Step 3	22.19	23.39	24.19

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 5th and 20th. 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 at the employee's own discretion. Requests for such leave are subject to the limitations and approval requirements included in Article VII Vacations.
- 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 1st 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 medical, dental and life insurance plans. The monthly district contribution will be provided according to the number of hours assigned of the 40 hour week. If the premium for the medical benefit plan 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 Medical and Dental Benefits 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. Each employee who chooses to enroll in a deductible/VEBA plan shall receive a District contribution to a VEBA account set up for that employee. The following provisions shall apply to the deductible/VEBA plan offered by the District:
 - 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 2022-2023 school year. In addition, the District will make a \$1,000 annual contribution, paid on a semi-annual 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 \$1,250 annual contribution, paid on a semi-annual 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 for all individuals employed by the District and covered by this master agreement at the time the administrative fee is due. Individuals not employed at the time of the administrative fee charge will have the fee deducted from the VEBA account.

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 post-employment Health Reimbursement Account (HRA) established for the individual with a third-party administrator identified by the District. 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 Reimbursement Account 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 24th 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 2022-2023 and 2023-2024.

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.

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 _____, 2022

Dated this ____ day _____, 2022

THIS AGREEMENT shall be in force from July 1st, 2022, through June 30, 2024, 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, November 7, 2022

Subject: Paraprofessionals Collective Bargaining Agreement for Years 2022-2024

(Recommended by superintendent)

That the board of education approve the tentative collective bargaining agreement for paraprofessionals for the period of July 1, 2022 through June 30, 2024.

Background Information

(Prepared by Craig Holje)

A tentative agreement was reached in May regarding the 2020-2022 Master Agreement with the Paraprofessional Employees represented by SEIU Local 284. This agreement has been ratified by the Paraprofessional 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, 2022 – June 30, 2023

1. \$1.50/hour increase on the salary schedule for all steps which includes necessary market adjustments
2. Increase longevity steps by \$.05 for 15 years of service and \$.10 for 20 years of service
3. Increase the VEBA contribution by \$250 for all employees
4. Provide clarifying language in the benefits section to align with other contracts
5. Provide VEBA account fees paid for by district for active employees only
6. Revisions to the Memorandum of Agreement to provide additional dialogue and problem-solving during the next two years.

Year 2: July 1, 2023 – June 30, 2024

1. \$1.00 increase on pay rate scheduled for all positions at all steps which includes additional market adjustments

RICHFIELD PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT NO. 280

SALARY SCHEDULE, FRINGE BENEFITS
AND WORKING CONDITIONS FOR

PARAPROFESSIONALS

2022-2024

THIS AGREEMENT ENTERED INTO BETWEEN THE SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 280, RICHFIELD, MINNESOTA AND THE SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 284, EFFECTIVE JULY 1, 2022 THROUGH JUNE 30, 2024 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 Paraprofessional personnel of the District for the period of July 1, 2022 through June 30, 2024 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 check off. 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 Union agrees to indemnify and hold harmless the School District and its agents, officers and employees against any and all claims, suits, orders, or judgments brought or issued against the School District as a result of any action taken or not taken as the result of a request of the Union under the provisions of this Article.

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>CLASS I</u>	JOB CATEGORY Managerial
<u>CLASS II</u>	Campus Supervisor – Middle School Clerical Para 1
<u>CLASS III</u>	Clerical Para 2 Technology Security Monitor – High School
<u>CLASS IV</u>	Instructional Special Education, Health

Position/Step	2021-2022	2022-2023	2023-2024
Class 1			
Step 1	\$15.08	16.58	17.58
Step 2	15.90	17.40	18.40
Step 3	17.83	19.33	20.33
Class 2			
Step 1	15.83	17.33	18.33
Step 2	16.85	18.35	19.35
Step 3	18.99	20.49	21.49
Class 3			
Step 1	16.40	17.90	18.90
Step 2	17.51	19.01	20.01
Step 3	19.79	21.29	22.29
Class 4			
Step 1	16.94	18.44	19.44
Step 2	18.16	19.66	20.66
Step 3	20.55	22.05	23.05

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

New employees will be placed on the beginning year of the salary schedule, however, placement up to and including the third year on the salary schedule for previous experience may be authorized by the Director of Human Resources, or designee. Placement at the third step will require communication with the union steward.

A paraprofessional 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 not a reduction in pay. Final placement will be determined by the Director of Human Resources. An employee moving to a lower classification will retain the employee's current step placement in the new classification.

Paraprofessionals will be paid on September 20th and on the 5th and 20th in the subsequent months up to and including June 20th of each year. Payroll information will be communicated via an electronic, web-based system.

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.

Employees assuming a permanent rotating substitute position in special education will be paid an additional \$.10 per hour.

Paraprofessionals providing services to students at off campus retreats (currently a five day event held at Eagle Bluff) will be paid a \$130 per day stipend.

ARTICLE III.

TERMINATION OF CONTRACT:

PROBATION PERIOD:

All new employees shall work a probationary period which shall be one (1) year from the employee's date of hire. A new employee shall not be considered a permanent employee until having successfully completed their probation period.

Employees switching job categories within the contract will be required to serve a new probationary period. An employee shall not be considered a permanent employee in this new position until having successfully completed the probationary period and acquired

all job requirements. In the event an employee who has switched job categories does not successfully complete the probationary period after communication and opportunity to improve and/or achieved necessary certification, they will be offered the next available vacancy in a previous job category. While employees switching job categories will be considered probationary in their new role, they will not be at-will employees and retain the rights indicated above.

TERMINATION:

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

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. Notification

No later than July 15th, employees covered under this contract will be notified as to whether or not their services will be required for the following year. Those whose service is required shall be notified as to their starting and ending dates and also the hours of service.

Section 2. Compensatory Time

All work performed in excess of forty (40) hours per week, with the approval of the Human Resources office, 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.

Section 3. In-service

The District will provide four (4) hours of paid in-service, per year, for all employees. Scheduling of in-service hours will be at the discretion of the district.

Section 4. Emergency Closings

- a) On days when all schools are officially closed by the Superintendent or designee, employees directed to stay home will suffer no loss of pay.
- b) The District may reassign affected employees during the closing.
- c) In the event of a lost contract day due to emergency closing, the district may schedule a make-up day when the employee will be expected to work his/her regular duties. Employees who are released from work on the emergency closing day, but required to work the make-up day will only receive compensation for the make-up day.
- d) In the event an employee has a prior commitment on a make-up day, previously scheduled as a non-duty day, the employee will be permitted to use a personal leave day, if available, or take the day as an unpaid day. In the event the employee has extenuating circumstances and no remaining personal leave days, the employee may request an additional personal leave day to be allocated from accrued sick leave. Final approval for use of personal leave days and unpaid days will be at the discretion of the Director of Human Resources.
- e) Twelve month employees required to work the emergency closing day will receive compensatory time to be used within 30 days from the date of the emergency closing, but no later than the end of the school year.
- f) Nothing in this section limits the district's authority for layoff of employees pursuant to Article VIII.

ARTICLE VI.

LEAVES:

An employee granted a leave of absence shall suffer no loss of job rights.

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 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 1. Sick Leave

- a) Sick leave allowance of ten (10) days per year, accumulative shall be allowed.
- b) Days of sick leave shall be credited when the school year starts. Paraprofessionals who work less than the full school year shall receive sick leave on a pro rata basis.
- c) A Paraprofessional may use one (1) day of accumulated sick leave for each day of illness of the Paraprofessional's child who is less than eighteen (18) years old, or up to 20 years old and attending a secondary school due to an illness of or injury to the child for such reasonable periods as the employee's attendance with the child may be necessary.
- d) A Paraprofessional 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 one-hundred-sixty(160) hours 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. Such employees may also use up to 160 hours of accumulated sick leave during the school year for "Safety Leave", defined as providing or receiving assistance because of sexual assault, domestic abuse, or stalking, for assistance to the employee or assistance to the relatives described in Subd. c or d.
- e) A Paraprofessional who has not been employed by the district for the most recent 12 month period and/or who does not hold a .5 FTE or greater position may use up to five (5) days in any one year of earned sick leave for illness in the immediate family. The immediate family shall include wife, husband, child, brother, sister, parent, guardian or parents-in-law. These days will be deducted from available personal leave in Section 2.

Section 2. Personal Leave/Bereavement

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

- (a) Death of a friend or relative.
- (b) Personal leave shall be granted for an appearance in court as a witness or in cases of legal action where it is mandatory that the employee be present.
- (c) Each employee may be granted two (2) days personal leave per year to handle important personal matters at the worker's own discretion. Requests for such leave must be made to their supervisor at least two (2) work days in advance. Not more than five percent (5%) of a building's unit employees, or two unit employees, whichever is greater, shall be permitted to use this personal leave at one time. Leave will be approved on a first-come, first-serve basis. Only one day of personal leave per year may be used on a day immediately preceding or following a break in the school calendar. Additional days connected to a break within the same school year or consecutive days connected to a break will be without pay unless otherwise authorized under Article VI of the contract. For purposes of this section, a break in the school calendar is considered any day, other than Saturdays or Sundays, staff are not assigned to be at work.
- (d) After five (5) days in any one year, full deduction shall be made. In the event a Paraprofessional expends all available personal leave days during the school year and has a unique circumstance that requires absence from work, the Paraprofessional may request up to five (5) additional days of accumulated sick leave be made available during the year. Determination regarding eligibility for additional days of absence will be at the discretion of the District.

Section 3. Special Leaves Without Pay

Special short or long term leaves without pay up to one (1) year in duration may be granted at the discretion of the employer. Applications for such leaves shall include the proposed period and purpose for leave. Applications for any leave without pay of thirty (30) or more working days in duration must be submitted at least thirty (30) days prior to the proposed start of the leave. The thirty (30) day application provision may be waived due to unusual circumstances.

An employee granted a short term or long term leave without pay shall remain eligible for all appropriate benefit plans but must pay the entire premium while on leave. An employee on an approved special leave without pay shall maintain their original seniority date but shall not gain credit for advancement on the salary schedule, nor accrue vacation time (if eligible) or sick leave.

An employee on leave without pay shall either notify the employer of their intent to return to their position or shall resign their position at least thirty (30) days prior to the expiration of the leave.

Section 4. Medical Certification

The School 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 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 School District. In the event that a medical certificate will be required for unrelated intermittent leave, the employee will be so advised.

Section 5. Jury Duty

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

ARTICLE VII.

HOLIDAYS:

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

Employees who are employed on a twelve (12) month basis and working forty (40) hours per week shall be paid eleven (11) holidays. Those days shall consist of the

holidays indicated above plus July 4th, (1) additional Winter break holiday, New Year's Eve and Good Friday.

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

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

ARTICLE VIII.

SENIORITY/LAYOFF AND RECALL:

The Board recognizes that the purpose of seniority is to provide a declared policy as to the order of layoff and recall of employees, and for consideration in advancement or promotion (if the employee is qualified). 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 within their job category or a formerly held job category. If an employee without good reason fails to respond within five (5) days after the notice of recall, or refuses to return to work within a reasonable time period when recalled, the employee shall lose their seniority rights. The Board shall determine what constitutes a good reason for failure to respond or 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, or appropriate notice of resignation to a current employer, not to exceed two weeks. For the purpose of layoff and recall, seniority is defined as the date of employment in the specific job category.

Paraprofessionals are categorized according to their job category as follows:

1. Campus Supervisor – Middle School
2. Clerical Paraprofessional 1
3. Clerical Paraprofessional 2
4. Instructional Paraprofessional
5. Managerial Paraprofessional
6. Security Monitor – High School
7. Special Education Paraprofessional ,
8. Technology Paraprofessional

Effective July 1, 2006, existing Instructional/Managerial Paraprofessionals will be reclassified as Special Education Paraprofessionals. Seniority dates identified for Instructional/Managerial Paraprofessional designation will become the seniority date for Special Education Paraprofessional assignment.

An employee is to have two (2) weeks advance notification in writing of a reduction in staff resulting in their layoff or reduction of hours. Employees with the least continuous

service in a job category shall be laid off first. Reductions of more than one (1) hour per day will afford non-probationary employees' rights in the order below. Similar hours are defined as positions up to one hour less per day and no more annualized hours than the employee's current assignment.

- a) Placement into vacancies in the same job category with similar hours, or
- b) Employee may displace the least senior employee in the same job category with the same/similar hours as long as the displaced employee is less senior, or
- c) Employee may displace the least senior employee in a formerly held job category with the same/similar hours as long as the displaced employee is less senior.
- d) In lieu of the above placements, an employee may accept layoff and retain rights to recall as defined in Article X. Seniority or apply for other positions for which the employee is qualified.

ARTICLE IX.

VACANCIES:

New positions or vacancies will be posted on the district website for a period of five (5) working days. Increases to positions of 1 hour per day or less may be made without requiring a posting. Applications of the interested parties should be submitted to the Human Resources office.

A copy of the letter to the candidate(s) selected for the position shall be sent to the appropriate supervisor and the appropriate steward.

ARTICLE X.

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 1st 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 medical, dental and life insurance benefits. The monthly district contribution will be provided according to the number of hours assigned of the 40 hour week. If the premium for the medical benefit plan 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. Liability

The District shall provide liability insurance for Paraprofessional employees consistent with the amount granted other employees in Independent School District No. 280.

Section 3. Medical Benefits

- (a) The School District shall provide a program of single and dependent medical benefit insurance. The District will select the insurance carrier and policy after considering the recommendations of the Medical and Dental Benefits 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. Each employee who chooses to enroll in a deductible/VEBA plan shall receive a District contribution to a VEBA account set up for that employee. The following provisions shall apply to the deductible/VEBA plan offered by the District:

1. Single Coverage: The District shall pay the full cost of the single premium for the deductible plan. For information purposes only,

this is the plan identified as Plan A during the 2022-2023 school year. In addition, the District will make a \$1,000 annual contribution, paid on a semi-annual basis in October and March, 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 high-deductible plan. In addition, the District will make a \$1,250 annual contribution, paid on a semi-annual basis in October and March, to the employee's VEBA account.
3. The employer will contribute up to \$6.00 per month to the VEBA trust for administrative fees for all individuals employed by the District and covered by this master agreement at the time the administrative fee is due. Individuals not employed at the time of the administrative fee charge will have the fee deducted from the VEBA account..

- (d) 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.
- (e) 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 Medical Benefits 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 Medical Benefits 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 employers*, 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 District's medical and/or dental plans 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 employers 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 Paraprofessionals.

- (f) For Paraprofessionals hired after December 31, 2010, the District will contribute toward a post-employment Health Reimbursement Account (HRA) established for the individual with a third-party administrator identified by the District. 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 Reimbursement Account selected.

Section 4. Dental Insurance

The School District will purchase dental insurance for all full time paraprofessional employees and their dependents. The District shall contribute to a maximum of \$59.00 effective July 1, 2022 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

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

Section 6. Tax Shelter 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 tax deduction is to begin.
- (c) An employee who has filed the District Tax Sheltered Annuity program form shall have that program automatically continue for the identified dollar or percentage amounts as indicated on the form until changed or cancelled. A new form will be needed each year only if the individual wishes to make a change in the present plan, i.e. carrier, dollar amount or percentage.
- (d) The District will contribute on a matching basis up to 1% of salary for employees beginning after five (5) years of employment and up to 2% of salary upon completion of eight (8) years of employment. Initial entry or re-entry into the District matching program shall occur on September 1 or January 1 of each year provided the District Tax Sheltered Annuity form is submitted to the Human Resources office 30 days in advance.

ARTICLE XI.

VACATIONS:

Section 1. Accrual

July 1st shall be the anniversary for determining vacation accrual.

Section 2. Compensatory Time

All employees who are employed on a twelve (12) month basis, working forty (40) hours per week, shall be granted ten (10) days vacation in the first year, prorated for employment less than a full year; fourteen (14) days after five (5) full years; fifteen (15) days after six (6) full years; and sixteen (16) days after seven (7) full years, beginning July 1st.

Section 3. Schedule

The vacation schedule shall be determined by agreement with the administration.

Section 4. Resignation

An employee resigning from the system shall receive earned vacation on a prorated basis to the date of termination provided that two weeks written notice is given to the employer.

Section 5. Retirement

An employee retiring during the interim for reasons of disability or normal retirement shall be entitled to a prorated earned vacation.

Section 6. Usage

Vacation may not be used in advance of earning it.

Section 7. Limitations

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

ARTICLE XII.

RETIREMENT:

Section 1. Severance Pay

- (a) An individual who has at least ten (10) 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 or the average of one's working career with the District as a paraprofessional, whichever is greater. The individual's severance pay shall be the sum of the applicable amounts determined by the provisions of both Subdivisions (c) and (d).

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

- (b) For Paraprofessional employees Subdivisions (c) and (d) will be prorated in relationship to the number of hours worked at the time of retirement, for example:

Eight (8) hour personnel – 100%
Seven (7) hour personnel – 7/8
Six (6) hour personnel – 3/4
Five (5) hour personnel -- 5/8
Four (4) hour personnel -- 1/2 etc.

- (c) The individual shall multiply accumulated sick leave by the appropriate percentage indicated below. The product of this multiplication shall then be multiplied by fifty (\$50.00) dollars for the years 2022-2023 and 2023-2024 to determine the severance pay for this Subdivision. In no case, however, shall the benefit from this Subdivision exceed seven thousand five hundred (\$7,500) dollars.

Ninety percent (90%) of accrued sick leave

- (d) 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).

\$3,500

Approved unpaid leave of absence shall not detract from credited experience except for layoffs during traditional school year.

- (e) The individual shall receive the amount of severance pay in one (1) lump sum payment within thirty (30) days of the last date of employment by the District.

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.

- (f) The provisions of the Richfield Public School retirement Article shall apply to resignations for retirement for 2022-2023 and 2023-2024.

ARTICLE XIII.

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.

Step 2: The Director of Human Resources or designee.

Step 3: The office of the Superintendent 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. Management and the union shall have the right to intervene and present its position at any step in the grievance procedure. Management or 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.

PARAPROFESSIONALS CONTRACT DOCUMENT AUTHORIZATION

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

For: SEIU Local 284
Schools #280
450 Southview Blvd.
South St. Paul, Minnesota 55075

For: Richfield Public
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 _____, 2022

Dated this ____ day of _____, 2022

THIS AGREEMENT shall be in force from July 1, 2022, through June 30, 2024, 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.

MEMORANDUM OF AGREEMENT
Between
RICHFIELD PUBLIC SCHOOLS ISD #280
And
SIEU LOCAL 284 – RICHFIELD PARAPROFESSIONALS

This Memorandum of Agreement (“MOA”) is entered into by and between Independent School District No. 280, Richfield (“District”) and SEIU #284 Richfield Paraprofessionals (“Union”). The District and the Union are collectively referred to as the “parties.”

WHEREAS, the District and the Union are parties to a collective bargaining agreement (“CBA”) governing the general terms and conditions of employment for paraprofessionals;

WHEREAS, the parties desire to promote a collaborative work environment that is focused on the individual educational needs of all students and the delivery of quality instruction; and
WHEREAS, the parties recognize that supporting a positive and product work environment for staff requires engaging multiple perspectives to address work issues

NOW, THEREFORE, BE IT AGREED that the following topics and goals be discussed during outside of collective bargaining through a Collaborative Work Group comprised of District administration and Union members, beginning in January 2023:

Orientation of New Employees. The collaborative work group will review and plan for orientation and onboarding needs of new paraprofessionals. The work group will be tasked with identifying needed training and scheduling for new employees for each of the various positions within the Union’s bargaining group.

Collaboration and Planning Time. The collaborative work group will review scheduling needs of the various positions within the Union’s bargaining group to ensure Paraprofessionals have appropriate schedules to collaborate and coordinate service needs with others within their assigned responsibilities. Specific focus will be to review those positions that are in direct service to students.

Paraprofessional Roles when Teaching Staff are Absent. The collaborative work group will discuss the roles and responsibilities of paraprofessional staff when teaching staff are absent from a classroom, either for the entire instructional day or a portion of the instructional day.

Health and Safety. The collaborative work group will discuss procedures to be followed if an employee’s personal property is damaged while at work and procedures to be followed if an employee is injured at work.

Employee Benefits. The collaborative work group will discuss the employee benefits program with a focus on employee access, utilization and affordability of the medical benefits program.

Other Items. Discuss other items as mutually agreed upon by the SEIU #284 Union Steward and Richfield Public Schools Chief Human Resources and Administrative Officer.

Term. This MOA will take effect upon ratification of the 2022-2024 CBA.

For: SEIU Local 284
450 Southview Blvd.
South St. Paul, Minnesota 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_____, 2022

Dated this____day of_____, 2022

NEW BUSINESS - FOR ACTION

AGENDA ITEM VI.D.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 7, 2022

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

(Recommended by Superintendent)

That the Board of Education authorize Member Tim Pollis to perform casual/part-time services during the 2022-2023 school year.

Background Information

(Prepared by Craig Holje)

Member Pollis performs casual/part-time services officiating athletic competitions and as a substitute teacher.

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 7, 2022

Subject: Donations

(Recommended by the superintendent)

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

Richfield High School received a donation of a digital piano valued at \$500.00 from Candace Johnson of Richfield.

Richfield High School received donations totaling \$4,350.00 through GoFundMe for school dances. Hundreds of donors contributed to the GoFundMe, including alumni, RHS parents, RHS staff members, Richfield community members, and many anonymous donors. Among these contributors were two large donors: Deck and Basement Company of Minneapolis (\$500.00) and the Minneapolis/Richfield American Legion Post 435 (\$500.00).

The RPS General Fund received donations of \$25.00 from Michelle Burnside of Richfield and \$20.00 from Lisa Ferrara of Freehold, NJ.

The RPS Sunshine Lunch Account received donations of \$10.00 from Brianne Pitt of Richfield, \$25.00 from Molly Reilly of Richfield, \$25.00 from Michael Manning of St. Paul, \$100.00 from Dawn Tucker of Richfield, \$100.00 from Jolene Steffer of Bloomington, \$15.00 from Lauren Eimers of Minneapolis, and \$145.00 from anonymous donors.