

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, August 5, 2024
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. Board Goals for 2024-2025
- IV. CONSENT AGENDA
 - A. Routine Matters
 - 1. Minutes of the Regular Meeting held July 15, 2024
 - 2. General Disbursements as of 7/31/24 in the Amount of \$3,783,473.52
 - 3. Investment Holdings
 - B. Personnel Items
 - C. Bid Awards – Bread Products, Disposable Products & Milk Products
- V. OLD BUSINESS
 - A. Policy 979: Community Use of School Facilities and Grounds
 - B. Policy 955: Fundraising Activities & Administrative Guideline 955.1
 - C. Policy 563: Advertising in the Schools
- VI. NEW BUSINESS
 - A. Authorization for Board Members to Substitute/Be Employed on a Casual/Temporary Basis

- B. Workers' Compensation Insurance Renewal 2024-2025
- C. Change Order #3 for Track and Tennis Court Resurfacing
- D. Policy 505: Student Disability Nondiscrimination & Administrative Guidelines
505.1 – 505.3
- E. Policy 525: The Pledge of Allegiance
- F. Donations

VII. ADVANCE PLANNING

- A. Legislative Update
- B. Information and Questions from Board
- C. Suggested/Future Agenda Items
- D. Future Meeting Dates

8-19-2024	7 p.m.	Regular Board Meeting – Public Comment
*Tuesday, 9-3-2024	7 p.m.	Regular Board Meeting

VIII. ADJOURN REGULAR MEETING

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

Agenda Item II.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 5, 2024

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.

ABE:	Adult Basic Education
AC:	All Conference
ACHM:	All Conference Honorable Mention
ADA:	Americans with Disabilities Act
ADM:	Average Daily Membership
A.I.:	American Indian
A.I.:	Artificial Intelligence
AIPAC:	American Indian Parent Advisory Committee
ALC:	Area Learning Center
AMSD:	Association of Metropolitan School Districts
AP:	Advanced Placement
AP:	Assistant Principal
APBP:	Association of Pedestrian and Bicycle Professionals
BGC:	Background Check
BGC:	Boys & Girls Club
BIPOC:	Black, Indigenous, and People of Color
BILT or ILT:	(Building) Instructional Leadership Team
BLT:	Beacons Leadership Team
BOLT:	Building Operational Leadership Team
BPH:	Bloomington Public Health
BSN:	Bachelor of Science in Nursing
C&A:	Connect & Assess
CACR:	Comprehensive Achievement and Civic Readiness (previously World's Best Workforce)
CAD:	Computer-aided Design
CAREI:	Center for Applied Research & Educational Improvement
CASEL:	Collaborative for Academic, Social, and Emotional Learning
CAV-X:	Connected and Automated Vehicles Office (MnDOT)

CBM:	Curriculum Based Measurement
CCR:	Career & College Readiness
CDC:	Centers for Disease Control
CE:	Community Education
CIS:	College in the Schools
CLSD:	Comprehensive Literacy State Development
CPR & AED:	Cardiopulmonary Resuscitation & Automated External Defibrillator
DA:	Dream Act
D.O.:	District Office
DSLN:	District Summer Learning Network
EAP:	Employee Assistance Program
ECFE:	Early Childhood Family Education
ECSE:	Early Childhood Special Education
ELA:	English Language Arts
EL or ELL:	English Learner or English Language Learner
ESL:	English as a Second Language
ESY:	Extended School Year
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)
FTE:	Full-Time Equivalent
FY:	Fiscal Year
GASB:	Governmental Accounting Standards Board
GLOW:	Gay, Lesbian Or Whatever (LGBTQ+/allies student group)
GPA:	Grade Point Average
HHM:	Homeless/Highly Mobile
HR:	Human Resources
HSSC:	Hennepin South Services Collaborative
HVAC:	Heating, Ventilation, & Air Conditioning
IEP:	Individualized Education Plan
IHP:	Individual Healthcare Plan
IT:	Instructional Technology
LAN:	Local Area Network
LETRS:	Language Essentials for Teachers of Reading and Spelling
LGBTQ+ or LGBTQIA+:	Lesbian, Gay, Bisexual, Transgender, Queer, and others or Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, and others
LOR:	Local Optional Revenue
LTD:	Long Term Disability
LTFM:	Long-Term Facilities Maintenance
LSN:	Licensed School Nurse
MASA:	Minnesota Association of School Administrators
MASMS:	Minnesota Educational Facilities Management Professionals Association

MCA:	Minnesota Comprehensive Assessments
MDE:	Minnesota Department of Education
MDH:	Minnesota Department of Health
MFA:	Multi-Factor Authentication
MIEA:	Minnesota Indian Education Association
MIRA:	Módulo de información recursos y apoyo (CE partner)
MLL:	Multilingual Learning
MnDOT:	Minnesota Department of Transportation
MNEEP:	Minnesota Education Equity Partnership
MOA:	Memorandum of Agreement
MSBA:	Minnesota School Boards' Association
MSHSL:	Minnesota State High School League
MTSS:	Multi-Tiered Systems of Support
MVP:	Most Valuable Player
NA/I:	Native American/Indigenous
NCTM:	National Council of Teachers of Mathematics
NSBA:	National School Boards' Association
NSPRA:	National School Public Relations Association
NWEA-MAP	Northwest Evaluation Association-Measures of Academic Progress
OPEB:	Other Post-Employment Benefits
OSHA:	Occupational Safety and Health Administration
OW:	Outreach Worker
PAG:	Parent Advisory Group
PD:	Professional Development
PICA:	Parents in Community Action (Head Start organization)
PHN:	Public Health Nurse
PLC:	Professional Learning Community
PRESS:	Path to Reading Excellence in School Sites
PTO or PTSO:	Parent-Teacher Organization or Parent-Teacher-Student Organization
POS:	Point of Sale
POY:	Player of the Year
Q Comp:	Alternative Teacher Professional Pay System
RCEP:	Richfield College Experience Program
RDLS:	Richfield Dual Language School
READY:	Residents Encouraging Asset Development in Youth
RFP:	Request for Proposal
RHRC:	Richfield Health Resource Center
RHS:	Richfield High School
RMS:	Richfield Middle School
RN:	Registered Nurse
RPS:	Richfield Public Schools
SAEBRS:	Social, Academic, and Emotional Behavior Risk Screener
SBG:	Standards-Based Grading
SEC:	South Education Center

SEIU:	Service Employees International Union
SEL:	Social-Emotional Learning
SIPPS:	Systematic Instruction in Phonological Awareness, Phonics, and Sight Words
SLA:	Spanish Language Arts
SPED:	Special Education
SRTS:	Safe Routes to School
STAR:	Standardized Test for Assessment of Reading
STAT:	Student and Teacher Assistance Team
STEM:	Science, Technology, Engineering, and Math
SWBE:	School Wide Behavior Expectations
SY:	School Year
T&L:	Teaching & Learning
TCRWP:	Teachers College Reading & Writing Project
TMC:	Tri-Metro Conference
TS GOLD:	Teaching Strategies GOLD® Assessment
UFARS:	Uniform Financial Accounting and Reporting Standards
VEAP:	Volunteers Enlisted to Assist People
VEBA:	Voluntary Employees' Beneficiary Association
VPK:	Voluntary PreKindergarten
WBWF:	World's Best Workforce (renamed Comprehensive Achievement and Civic Readiness)
WCPM:	Words Correct Per Minute
WIN:	What I Need
YTD:	Year-to-Date

RPS Student Demographic Data 2023-2024:

4,073 Students Districtwide

- 3,925 Traditional Count
 - 1,685 Elementary (K-5) Average Class Size = 23.08
 - 797 Middle (6-8) Average Class Size = 23.21
 - 1,304 High (9-12) Average Class Size = 25.2
 - 119 ECSE
 - 20 Transition+
- 148 Voluntary Prekindergarten (VPK)

Student Diversity (based on MDE categories)

- BIPOC: 70.71%
 - American Indian or Alaska Native: 0.88%
 - Asian: 3.66%
 - Hispanic: 44.19%
 - Black or African American: 13.5%
 - Native Hawaiian or Other Pacific Islander: 0.07%
 - 2 or More Races: 8.4%
- White: 29.29%

English Learner

- ELL: 23.67%
- Non-ELL: 76.33%

Free/Reduced Eligible

- Eligible: 57.2%
- Not Eligible: 42.8%

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

Agenda Item II.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 5, 2024

Subject: Ongoing Board Calendar

Upcoming Events to Attend:

Thursday, August 15: Unity in the Community, 4 p.m. @ Veterans Park Bandshell
Monday, August 19: School Board Meeting, 7 p.m.

Tuesday, September 3: School Board Meeting, 7 p.m.
Sunday, September 15: Penn Fest, 1 p.m. @ Penn Ave & 66th St
Monday, September 16: School Board Meeting, 7 p.m.

Upcoming Holidays, Heritage Months, and Appreciation Days:

September is Hispanic Heritage Month

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

Agenda Item III.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 5, 2024

Subject: Superintendent Update

Superintendent Unowsky will share information, and the board will discuss their goals for the 2024-25 school year.

Attachments:

Administrative Guideline 209.1: Board Self-Evaluation Form
Draft Board Goals 24-25

Administrative Guideline 209.1: Board Self-Evaluation Form

Overview

Each academic year the Richfield Public Schools board of education will set a small and high impact number of goals to center its work in alignment with the District's current strategic plan and yearly priorities. At the end of each academic year, the board will evaluate its progress towards these goals as well reflect on areas of standard governance responsibilities.

Yearly Goal Setting

Goal Area 1:

- How this goal aligns to the District's strategic plan and yearly priorities:
- Measures of success for this goal in the current academic year:

Goal Area 2:

- How this goal aligns to the District's strategic plan and yearly priorities:
- Measures of success for this goal in the current academic year:

Goal Area 3:

- How this goal aligns to the District's strategic plan and yearly priorities:
- Measures of success for this goal in the current academic year:

Annual Governance Reflection Areas

- Partnership with the superintendent
- Connection with students, staff, and community
- Orientation to policy and the District's strategic plan, mission, vision, and values in board meetings and as board representatives

Calendar

- January: Mid-year progress review of board goals.
- June/July: Complete self-evaluation based on established measures of success for board goals and annual governance reflection areas.
- August: Set board goals for the coming school year.

Dated: 1/3/2023

RPS Board Goals 24-25

Goal Area 1: Encourage student, parent and community member involvement in District advisory committees, District or school parent groups and school volunteer opportunities.

How this goal aligns to the District's strategic plan and yearly priorities:

- Aligns to the following goals from the Climate & Culture section of the 21-26 Strategic Plan:
 - Climate & Culture: "We will provide new opportunities for parent involvement to strengthen connections between home and school."
 - Climate & Culture: "We will provide new opportunities for community involvement to strengthen connections between the Richfield community and school."

Measures of success for this goal in the current academic year:

- **Process:** A total of 5 discussions per month in which board members encouraged students, parents or community members to become involved in available opportunities will signal success for this goal.
- **Achievement:** Documented increase in the number of participants in District advisory committees, District or school parent groups, and/or volunteer opportunities.

Goal Area 2: Review board policies using a lens supported by the equity and gender inclusion policies.

How this goal aligns to the District's strategic plan and yearly priorities:

- Aligns to the following goals from the 21-26 Strategic Plan:
 - Academics: “We will address the educational debt owed to marginalized communities to ensure equitable outcomes for all students.”
 - Climate & Culture: “We will support and celebrate diversity to provide a welcoming environment.”
 - Activities: “We will increase student participation in activity programs and better align the demographics of participating students with those of the overall student population.”

Measures of success for this goal in the current academic year:

- Process: Continue to document the expectation that policy decisions require voice from those impacted, particularly those voices that are often unheard.
- Achievement: Review process completion for 20 to 25 policies this year will signal success on this goal.

Goal Area 3: Create methods to regularly engage community voice with board members, specifically focusing on traditionally unheard community voices.

How this goal aligns to the District's strategic plan and yearly priorities:

- Aligns to the following goals from the 21-26 Strategic Plan:
 - Activities: “We will increase attendance at games and performances to foster a greater sense of community.”
 - Communication & Marketing: “We will support the positive reputation of Richfield Public Schools.”
- Aligns to the District priority of elevating student voice and valuing bilingualism.

Measures of success for this goal in the current academic year:

- Process: A total of 5 events attended by traditionally marginalized community members that board members attended per month will signal success for this goal.
- Achievement: A total of 5 communications per month between traditionally marginalized community members and board members outside of events will signal success for this goal.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 5, 2024

Subject: Routine Matters

(Recommended by the superintendent)

That the board of education approve the attached routine business items.

Attachments:

Minutes of the Regular Meeting held July 15, 2024

- Disbursements from the July 15, 2024 Meeting
- Checks & E-pay Register from the July 15, 2024 Meeting
- Superintendent's Report and Agenda Meeting Minutes from July 15, 2024

General Disbursements as of 7/31/24 in the Amount of \$3,783,473.52

- Disbursements for the August 5, 2024 Meeting
- Checks & E-pay Register for the August 5, 2024 Meeting

Investment Holdings

**P-CARD,CHECK RUNS, E-PAYS & WIRES FOR
07/15/2024 BOARD REPORTS**

BANK 05	DATE	AMOUNT
Checks	6/21/2024	160,397.33
	6/25/2024	189,217.41
	6/28/2024	168,687.07
	7/1/2024	238,849.15
	7/2/2024	2,722.65
	7/2/2024	106,578.33
	7/9/2024	1,093,104.31
E-Pays	6/26/2024	4,159.47
	7/8/2024	3,290.00
Wire Transfer	7/1/2024	60,079.23

CHECK REGISTER BANK 05 TOTAL =	2,027,084.95
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BREAKDOWN	
01-206-00	1,224,139.87
02-206-00	37,895.88
03-206-00	562,085.94
04-206-00	10,656.07
06-206-00	71,356.97
07-206-00	-
18-206-00	-
20-206-00	120,373.10
21-206-00	577.12
47-206-00	-
BANK TOTAL =	2,027,084.95

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	311931	06/21/2024	BLAKE SCHOOL	R	370.61
01	311932	06/21/2024	BSN SPORTS, LLC	R	599.99
01	311933	06/21/2024	COLLEGE BOARD	R	12,538.00
01	311934	06/21/2024	DELASALLE HIGH SCHOOL	R	137.28
01	311935	06/21/2024	GYALTSEN MADONGTSANG	R	271.75
01	311936	06/21/2024	HERFF JONES INC	R	16,140.51
01	311937	06/21/2024	HUNG TRUONG	R	66.80
01	311938	06/21/2024	INTERMEDIATE DISTRICT 287	R	1,231.85
01	311939	06/21/2024	ISD 271 JEFFERSON HIGH SCHOOL	R	969.39
01	311940	06/21/2024	MATRIX COMMUNICATIONS, INC	R	14,660.10
01	311941	06/21/2024	MAXORPLUS, LTD	R	63,291.21
01	311942	06/21/2024	MICHELLE MATHIAS	R	5.25
01	311943	06/21/2024	MIDWEST LOCK & SAFE, INC.	R	3,362.99
01	311944	06/21/2024	NEW LIFE ENTERPRISE	R	685.00
01	311945	06/21/2024	PITNEY BOWES BANK PURCHASE POWER	R	2,400.00
01	311946	06/21/2024	PROCARE THERAPY	R	3,588.80
01	311947	06/21/2024	RATWIK ROSZAK & MALONEY PA	R	265.00
01	311948	06/21/2024	RENEE TRIMBLE, ABBY JACK, LLC	R	162.95
01	311949	06/21/2024	SAFETYFIRST PLAYGROUND MAINTENANCE	R	3,992.46
01	311950	06/21/2024	STRATEGIC STAFFING SOLUTIONS	R	18,751.00
01	311951	06/21/2024	THREE RIVERS PARK DISTRICT	R	374.33
01	311952	06/21/2024	UPPER LAKES FOODS	R	11,625.79
01	311953	06/21/2024	VISITATION SCHOOL	R	150.00
01	311954	06/21/2024	XCEL ENERGY	R	4,756.27
01	311955	06/25/2024	ADVANCED COMMERCIAL KITCHENS	R	1,024.46
01	311956	06/25/2024	AMERICAN ACCESSORIES FOR BAND, LLC	R	209.40
01	311957	06/25/2024	BEST BUY BUSINESS ADVANTAGE	R	6,709.71
01	311958	06/25/2024	THE BIRCH AGENCY INC	R	1,056.00
01	311959	06/25/2024	BIX FRUIT COMPANY	R	1,892.18
01	311960	06/25/2024	BRIN GLASS COMPANY	R	646.00
01	311961	06/25/2024	CAPITAL ONE TRADE CREDIT	R	48.42
01	311962	06/25/2024	CEDAR SMALL ENGINE	R	17.95
01	311963	06/25/2024	CINTAS CORPORATION NO 2	R	280.02
01	311964	06/25/2024	CITY OF RICHFIELD	R	1,233.85
01	311965	06/25/2024	LOVING GUIDANCE LLC	R	5,970.00
01	311966	06/25/2024	CONTEMPORARY TRANSPORTATION LLC	R	31,786.00
01	311967	06/25/2024	CUMMINS INC	R	599.81
01	311968	06/25/2024	ECOLAB INC	R	1,165.67
01	311969	06/25/2024	FREEWAY FORD	R	133.94
01	311970	06/25/2024	GONZALEZ JOSUE	R	145.89
01	311971	06/25/2024	WW GRAINGER INC	R	704.17
01	311972	06/25/2024	HAWKINS INC	R	20.00
01	311973	06/25/2024	HILLYARD MINNEAPOLIS	R	2,152.08
01	311974	06/25/2024	INSTITUTE FOR ENVIROMENTAL	R	2,155.50
01	311975	06/25/2024	JENNIE KAPPENMAN	R	6,000.00
01	311976	06/25/2024	KEMPS LLC	R	1,431.00
01	311977	06/25/2024	KOCH SCHOOL BUS SERVICE, INC.	R	1,485.10
01	311978	06/25/2024	LEROY'S GREAT BEAR	R	20.00
01	311979	06/25/2024	MADISON NATIONAL LIFE INS CO INC	R	26,778.10
01	311980	06/25/2024	MCDONOUGH'S SEWER SERVICES, INC.	R	500.00
01	311981	06/25/2024	MEDSOURCE SALES LLC	R	980.00
01	311982	06/25/2024	METROPOLITAN MECHANICAL CONTRACTORS	R	6,628.65
01	311983	06/25/2024	MINNEAPOLIS COMMUNITY EDUCATION	R	596.00
01	311984	06/25/2024	NAPA AUTO PARTS	R	346.86
01	311985	06/25/2024	NORTH CENTRAL INTERNATIONAL, LLC	R	3,200.41
01	311986	06/25/2024	NORTHERN STAR COUNCIL / BSA	R	220.00
01	311987	06/25/2024	OCCUPATIONAL MEDICINE CONSULTANTS	R	75.00
01	311988	06/25/2024	ON SITE SANITATION	R	1,609.58

01	311989	06/25/2024	PAN O GOLD BAKING CO	R	580.42
01	311990	06/25/2024	RM COTTON COMPANY	R	2,468.44
01	311991	06/25/2024	SCHOOL SERVICE EMPLOYEES UNION	R	7,550.82
01	311992	06/25/2024	SHERWIN WILLIAMS CO	R	1,122.39
01	311993	06/25/2024	SITEONE LANDSCAPE SUPPLY LLC	R	150.25
01	311994	06/25/2024	STONE ARCH STUDIO LLC	R	200.00
01	311995	06/25/2024	TRANSPORTATION PLUS, INC.	R	423.90
01	311996	06/25/2024	TRIO SUPPLY COMPANY	R	617.34
01	311997	06/25/2024	UPPER LAKES FOODS	R	5,518.78
01	311998	06/25/2024	UPPER MIDWEST ATHLETIC CONSTRUCTION	R	23,750.00
01	311999	06/25/2024	WIESE USA, INC.	R	224.50
01	312000	06/25/2024	XCEL ENERGY	R	38,429.82
01	312001	06/25/2024	ZONEONE LOCATING	R	359.00
01	V613974	06/26/2024	MICHAEL ANDRLE	R	29.12
01	V613975	06/26/2024	CHAD T ARMBRUSTER	R	87.12
01	V613976	06/26/2024	DAVID H BIPES	R	18.89
01	V613977	06/26/2024	KIM M DARAITIS	R	89.91
01	V613978	06/26/2024	DANIEL E KRETSINGER	R	341.03
01	V613979	06/26/2024	MAIA M MACK	R	483.53
01	V613980	06/26/2024	SHERRI L MEDVEC	R	25.76
01	V613981	06/26/2024	JEFFREY OLSON	R	233.12
01	V613982	06/26/2024	SAMANTHA WEAVER	R	150.18
01	V613983	06/26/2024	MICHELLE R WHITESIDE	R	14.89
01	V613984	06/26/2024	KASYA L WILLHITE	R	2,685.92
01	312002	06/28/2024	BLICK ART MATERIALS LLC	R	3,357.46
01	312003	06/28/2024	CITY OF RICHFIELD	R	5,769.89
01	312004	06/28/2024	D.E.L.O.R.E.S WORKS, INC.	R	17,500.00
01	312005	06/28/2024	DARRYL WALETZKO LLC	R	25,270.00
01	312006	06/28/2024	FREEWHEEL BIKE RICHFIELD	R	242.89
01	312007	06/28/2024	GEE TEEZ & COMPANY, LTD.	R	25.10
01	312008	06/28/2024	JW PEPPER & SON INC	R	1,924.99
01	312009	06/28/2024	KINECT ENERGY INC	R	11,867.88
01	312010	06/28/2024	KLETT WORLD LANGUAGES, INC.	R	9.50
01	312011	06/28/2024	MACKIN BOOK COMPANY	R	5,094.96
01	312012	06/28/2024	MAXORPLUS, LTD	R	29,234.05
01	312013	06/28/2024	MINNESOTA HUMANITIES CENTER	R	600.00
01	312014	06/28/2024	STEWART ZLIMEN & JUNGERS LTD	R	735.11
01	312015	06/28/2024	UNITED STATES TREASURER	R	830.00
01	312016	06/28/2024	WESTERN SPECIALTY CONTRACTORS INC	R	36,800.00
01	312017	06/28/2024	XCEL ENERGY	R	29,425.24
01	312018	07/01/2024	BROADWAY TEACHING GROUP	R	849.00
01	312019	07/01/2024	COMCAST	R	394.90
01	312020	07/01/2024	CURRICULUM ASSOCIATES, LLC	R	16,290.50
01	312021	07/01/2024	ACTIVE INTERNET TECHNOLOGIES, LLC	R	15,500.00
01	312022	07/01/2024	FOLLETT SCHOOL SOLUTIONS, LLC	R	13,366.77
01	312023	07/01/2024	GROUP MEDICAREBLUE RX	R	7,832.00
01	312024	07/01/2024	HEALTHJOY LLC	R	7,514.00
01	312025	07/01/2024	HOPE CHURCH	R	15,522.06
01	312026	07/01/2024	IDEAL ENERGIES SOLAR LEASE 2021,LLC	R	7,558.49
01	312027	07/01/2024	MINNESOTA DEPARTMENT OF HEALTH	R	180.00
01	312028	07/01/2024	MN DEPT HEALTH	R	280.00
01	312029	07/01/2024	NICHE.COM, INC.	R	3,302.50
01	312030	07/01/2024	POWERSCHOOL GROUP LLC	R	61,603.54
01	312031	07/01/2024	QUALTRICS, LLC	R	20,837.29
01	312032	07/01/2024	REGION 1 INFORMATION MGMT SERVICE	R	63,650.99
01	312033	07/01/2024	I3-MPN, LLC	R	750.00
01	312034	07/01/2024	VSP INSURANCE CO. (CT)	R	3,417.11
01	V2501938	07/01/2024	WELLS FARGO EQUIPMENT FINANCE	R	60,079.23
01	312035	07/02/2024	ANDERSON JULIE R	R	240.00

01	312036	07/02/2024	BRICKMAN JACQUYLYN	R	3,025.00
01	312037	07/02/2024	CATALYST BUYING GROUP LLC	R	1,452.13
01	312038	07/02/2024	CDW GOVERNMENT INC	R	3,728.19
01	312039	07/02/2024	CEL PUBLIC RELATIONS, INC.	R	5,530.00
01	312040	07/02/2024	GROTH MUSIC COMPANY	R	37.98
01	312041	07/02/2024	ICS CONSULTING, LLC - 138006	R	60,000.00
01	312042	07/02/2024	KELLER, DANIEL	R	150.00
01	312043	07/02/2024	KIDCREATE STUDIO	R	418.00
01	312044	07/02/2024	LOFFLER COMPANIES	R	11,870.86
01	312045	07/02/2024	NORTHWOODS PROMOTIONS WEST	R	360.00
01	312046	07/02/2024	NYSTROM PUBLISHING	R	8,473.97
01	312047	07/02/2024	STONE ARCH STUDIO LLC	R	200.00
01	312048	07/02/2024	WAYSIDE PUBLISHING	R	4,467.20
01	312049	07/02/2024	WEST MICHIGAN BAND INSTRUMENTS	R	6,625.00
01	312050	07/02/2024	CENTURYLINK	R	47.00
01	312051	07/02/2024	COMCAST BUSINESS	R	414.80
01	312052	07/02/2024	EDUCATORS BENEFIT CONSULTANTS LLC	R	512.04
01	312053	07/02/2024	KINECT ENERGY INC	R	547.00
01	312054	07/02/2024	ON SITE SANITATION	R	841.72
01	312055	07/02/2024	VERIZON WIRELESS	R	360.09
01	V613985	07/08/2024	MATTHEW ARNOLD	R	70.00
01	V613986	07/08/2024	MICHELLE L AXELL	R	70.00
01	V613987	07/08/2024	ERICA T BARLOW	R	70.00
01	V613988	07/08/2024	MARY L CLARKSON	R	70.00
01	V613989	07/08/2024	LATANYA R DANIELS	R	70.00
01	V613990	07/08/2024	KRYSTAL M DEGRAW	R	70.00
01	V613991	07/08/2024	PETER J FITZPATRICK	R	40.00
01	V613992	07/08/2024	DAVID A FREEBURG	R	70.00
01	V613993	07/08/2024	RACHEL GENS	R	70.00
01	V613994	07/08/2024	AREND J GEURINK	R	70.00
01	V613995	07/08/2024	JAMES A GILLIGAN	R	70.00
01	V613996	07/08/2024	CHRISTINA M GONZALEZ	R	70.00
01	V613997	07/08/2024	KEVIN D HARRIS	R	40.00
01	V613998	07/08/2024	MICHAEL G HARRIS	R	70.00
01	V613999	07/08/2024	JONATHAN W HEYER	R	70.00
01	V614000	07/08/2024	JAMES L HILL	R	40.00
01	V614001	07/08/2024	JESSICA M HOFFMAN	R	40.00
01	V614002	07/08/2024	CRAIG D HOLJE	R	70.00
01	V614003	07/08/2024	DANIEL E KRETSINGER	R	70.00
01	V614004	07/08/2024	ANOOP KUMAR	R	40.00
01	V614005	07/08/2024	SHANNON J LINDBERG	R	40.00
01	V614006	07/08/2024	JOHN M LORENZINI	R	70.00
01	V614007	07/08/2024	COLLEEN M MAHONEY	R	70.00
01	V614008	07/08/2024	MICHAEL A MANNING	R	70.00
01	V614009	07/08/2024	DANIEL P MCGINN	R	40.00
01	V614010	07/08/2024	DOUG R MCMEEKIN	R	70.00
01	V614011	07/08/2024	KENT D MEYER	R	70.00
01	V614012	07/08/2024	KATRINA L MORGAN	R	40.00
01	V614013	07/08/2024	ERIN H NEILON	R	40.00
01	V614014	07/08/2024	ROBERT G OLSON	R	40.00
01	V614015	07/08/2024	LAURA B OTTERNESS	R	70.00
01	V614016	07/08/2024	MARK S PEDERSEN	R	40.00
01	V614017	07/08/2024	CHRISTOPHER A PETERSON	R	70.00
01	V614018	07/08/2024	CASSANDRA QUAM	R	70.00
01	V614019	07/08/2024	RENEE C REED-KARSTENS	R	40.00
01	V614020	07/08/2024	KEITH D RIEF	R	40.00
01	V614021	07/08/2024	ASHLEY SCHAEFER	R	70.00
01	V614022	07/08/2024	AMY B SKARE-KLECKER	R	70.00
01	V614023	07/08/2024	NANCY J STACHEL	R	70.00

01	V614024	07/08/2024	ANGELA TAYLOR	R	70.00
01	V614025	07/08/2024	STACY THEIEN-COLLINS	R	70.00
01	V614026	07/08/2024	VLADIMIR S TOLEDO	R	40.00
01	V614027	07/08/2024	STEVEN P UNOWSKY	R	270.00
01	V614028	07/08/2024	CARRIE A VALA	R	70.00
01	V614029	07/08/2024	JENNIFER K VALLEY	R	70.00
01	V614030	07/08/2024	RYAN WAGNER	R	40.00
01	V614031	07/08/2024	REBECCA S WALD	R	40.00
01	V614032	07/08/2024	ALEXANDER WARD	R	70.00
01	V614033	07/08/2024	MICHELLE R WHITESIDE	R	70.00
01	V614034	07/08/2024	KASYA L WILLHITE	R	70.00
01	V614035	07/08/2024	KELLY L WOODS	R	70.00
01	312056	07/09/2024	ARVIG ENTERPRISES INC	R	3,807.90
01	312057	07/09/2024	CDW GOVERNMENT INC	R	484,548.00
01	312058	07/09/2024	CENTURYLINK	R	71.00
01	312059	07/09/2024	CINTAS CORPORATION NO 2	R	140.01
01	312060	07/09/2024	CONTINENTAL RESEARCH CORP	R	1,004.52
01	312061	07/09/2024	CULLIGAN SOFT WATER	R	10.95
01	312062	07/09/2024	CURRICULUM ASSOCIATES, LLC	R	4,000.00
01	312063	07/09/2024	DIGITAL INSURANCE LLC	R	3,607.00
01	312064	07/09/2024	LIMINEX, INC.	R	7,425.00
01	312065	07/09/2024	WW GRAINGER INC	R	379.78
01	312066	07/09/2024	HILLYARD MINNEAPOLIS	R	125.88
01	312067	07/09/2024	MINUTEMAN PRESS EDINA	R	288.10
01	312068	07/09/2024	ON SITE SANITATION	R	1,857.85
01	312069	07/09/2024	PREMIUM WATERS INC	R	36.00
01	312070	07/09/2024	SMARTSENSE BY DIGI	R	1,620.00
01	312071	07/09/2024	TOTAL NETWORK, INC	R	380.00
01	312072	07/09/2024	TWIN CITY FILTER SERVICE INC	R	297.64
01	312073	07/09/2024	VITAMINK12, LLC	R	1,200.00
01	312074	07/09/2024	ALL STATE COMMUNICATIONS INC	R	1,550.00
01	312075	07/09/2024	BIX FRUIT COMPANY	R	1,646.38
01	312076	07/09/2024	CEDAR SMALL ENGINE	R	180.37
01	312077	07/09/2024	CINTAS CORPORATION NO 2	R	140.01
01	312078	07/09/2024	CITY OF RICHFIELD	R	1,978.10
01	312079	07/09/2024	CONTINENTAL RESEARCH CORP	R	502.46
01	312080	07/09/2024	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	312081	07/09/2024	DICKS SANITATION SERVICE, INC (DSI)	R	7,925.49
01	312082	07/09/2024	ECM PUBLISHERS INC	R	1,830.20
01	312083	07/09/2024	ACTIVE INTERNET TECHNOLOGIES, LLC	R	6,440.45
01	312084	07/09/2024	WW GRAINGER INC	R	194.60
01	312085	07/09/2024	HD SUPPLY FORMERLY HOME DEPOT PRO	R	12.98
01	312086	07/09/2024	HILLYARD MINNEAPOLIS	R	1,172.49
01	312087	07/09/2024	HOGAN ASSESSMENT SYSTEMS INC	R	425.00
01	312088	07/09/2024	IIX INSURANCE INFORMATION EXCHANGE	R	61.20
01	312089	07/09/2024	INTEGRATED FIRE & SECURITY INC	R	1,250.00
01	312090	07/09/2024	KEMPS LLC	R	604.20
01	312091	07/09/2024	KREMER SERVICES LLC	R	2,367.63
01	312092	07/09/2024	KUSKE MARK	R	154.00
01	312093	07/09/2024	LAURA TREJO CASTRO	R	50.00
01	312094	07/09/2024	MAXORPLUS, LTD	R	18,690.33
01	312095	07/09/2024	MCDONOUGH'S SEWER SERVICES, INC.	R	1,108.80
01	312096	07/09/2024	MEGAN BROWN	R	6.70
01	312097	07/09/2024	METROPOLITAN MECHANICAL CONTRACTORS	R	1,793.17
01	312098	07/09/2024	MIDWEST BUS PARTS INC	R	143.02
01	312099	07/09/2024	MIDWEST SPECIAL INSTRUMENTS (MSI)	R	369.00
01	312100	07/09/2024	MRI SOFTWARE LLC	R	4.00
01	312101	07/09/2024	MTI DISTRIBUTING CO	R	428.96
01	312102	07/09/2024	MTN-METROPOLITAN TRANSP NETWORK	R	417,459.49

01	312103	07/09/2024	NAPA AUTO PARTS	R	16.49
01	312104	07/09/2024	NEI ELECTRIC, INC.	R	3,036.71
01	312105	07/09/2024	NORTH CENTRAL INTERNATIONAL, LLC	R	2,953.95
01	312106	07/09/2024	PAYDHEALTH	R	417.13
01	312107	07/09/2024	PER MAR SECURITY SERVICES	R	18.00
01	312108	07/09/2024	PITNEY BOWES INC	R	111.00
01	312109	07/09/2024	POMPS TIRE SERVICE	R	957.92
01	312110	07/09/2024	RM COTTON COMPANY	R	652.16
01	312111	07/09/2024	SHERWIN WILLIAMS CO	R	387.01
01	312112	07/09/2024	SQUIRES, WALDSPURGER & MACE, P.A.	R	1,016.51
01	312113	07/09/2024	TOLL COMPANY	R	12.75
01	312114	07/09/2024	TRANSPORTATION PLUS, INC.	R	60.00
01	312115	07/09/2024	TRIO SUPPLY COMPANY	R	678.42
01	312116	07/09/2024	TWIN CITY TRANSPORTATION	R	97,186.81
01	312117	07/09/2024	UHL COMPANY INC	R	687.85
01	312118	07/09/2024	UPPER LAKES FOODS	R	5,232.14
01	312119	07/09/2024	XCEL ENERGY	R	40.80

TOTAL CHECKS, EPAYS & WIRES					2,027,084.95
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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, July 15, 2024
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, July 15, 2024 in the boardroom at the Richfield Public Schools District Office. Vice Chair Carter called the regular board meeting to order at 7 p.m. with the following school board members in attendance: Liss, Pollis and Spencer. Banks Kupcho and Cole were not able to attend.

Administrators present were Superintendent Unowsky and Executive Director Clarkson.

II. REVIEW AND APPROVAL OF THE AGENDA

Motion by Spencer, seconded by Liss, and unanimously carried, the board of education approved the agenda.

III. INFORMATION AND PROPOSALS - NON-ACTION ITEMS

- A. Public Comment
- B. Superintendent Update
 - 1. Health Services Presentation
 - 2. Board Self-Evaluation
- C. Commendations

IV. CONSENT AGENDA

- A. Routine Matters
 - 1. Minutes of the Regular Meeting held June 24, 2024
 - 2. General Disbursements as of 7/9/24 in the Amount of \$2,027,084.95
 - 3. Investment Holdings
 - 4. Designation of Depositories
 - 5. Signatories on Deposit Accounts
 - 6. Signatories on MCU Depository Accounts
 - 7. Wire Transfer Funds Authorization
 - 8. Official Newspaper Designation
 - 9. Legal Counsel Authorization
 - 10. Membership in Associations
 - 11. Board Secretary Approval

B. Personnel Items

Administration Full Time Position for Employment

Michael Harris – Assistant Principal – Richfield High School

Effective: 7/1/2024

Administration Retirement

Marta Shamsavand – Principal – Richfield Dual Language School

Effective: 7/15/2024

**Revision from the 02/05/2024 board minutes: 7/19/24 to 7/15/24*

Certified Full Time Year 1 of 1

Laura (Joey) Wagner – Work Based Learning Teacher – South Education Center

Effective: 8/20/2024

Ariana Lowther - EL Teacher – Location to be assigned

Effective: 8/20/2024

**Correction from the 5/6/2024 Board Minutes: From Year 1 of 3 to Year 1 of 1*

Certified Full Time Year 1 of 3

Timothy Mikkelson – DCD/ASD Center Based Teacher- Richfield Middle School

Effective: 8/20/2024

Maria Valenzuela Melgar – Global Spanish Teacher – Richfield Middle School

Effective: 8/20/2024

Alejandra Lierena Peterson – Elementary Teacher – Location to be determined

Effective: 8/20/2024

Certified Part Time Leave of Absence

Shannon Ritt – Special Ed Due Process Lead - STEM Elementary
24-25 School Year

**Rescission from the 5/6/2024 Board Minutes*

Certified Part Time Increase in FTE

Shannon Ritt – Special Ed Due Process Lead – STEM Elementary
0.1 FTE Increase for the 24-25 School Year

Certified Full Time Resignation

Bailey Hutson – Grade 1 – STEM Elementary School

Effective: 6/30/2024

Yrs. of Service: 3

Kirsten Thorson – PreK Teacher – Central

Effective: 6/21/2024

Yrs. of Service: 1

Classified Full Time Administrative and Management Support for Employment

Ibelizet Dominguez - Administrative Assistant - Richfield High School

Effective: 07/29/2024

Classified Full Time Probationary Termination – Paraprofessional

Ashley Hernandez Martinez - Special Education Paraprofessional – R-STEM

Effective: 06/06/2024

Danielle Miller - Instructional Paraprofessional- Centennial Elementary

Effective: 06/06/2024

Jaqueline Zapata Hernandez - Special Education Paraprofessional – R-STEM

Effective: 06/06/2024

Regina Guiracocha - Instructional Paraprofessional – Sheridan Hills Elementary

Effective: 06/06/2024

**Correction from 06/24/2024 board minutes: Resignation*

Classified Part Time Probationary Termination – Paraprofessional

Bryant Morales - Managerial Paraprofessional - Richfield STEM Elementary

Effective: 06/06/2024

Classified Full Time Facilities and Transportation Resignation

Ryan Wagner - District Engineer - Richfield High School

Effective: 07/19/2024

Yrs. of Service: 27

Motion by Pollis, seconded by Spencer, and unanimously carried, the board of education approved the consent agenda.

V. OLD BUSINESS

- A. Policy 979: Community Use of School Facilities and Grounds - second read
- B. Policy 955: Fundraising Activities & Administrative Guideline 955.1 - second read
- C. Policy 563: Advertising in the Schools - second read

VI. NEW BUSINESS

- A. Miscellaneous Pay Rates for 2024-2025

Motion by Pollis, seconded by Liss, and unanimously carried, the board of education approved the pay rates.

- B. Donations

Motion by Spencer, seconded by Pollis, and unanimously carried, the board of education accepted the donations with gratitude.

VII. ADVANCE PLANNING

- A. Legislative Update
- B. Information and Questions from Board
 - 1. Summary of Closed Session - Superintendent Evaluation
- C. Suggested/Future Agenda Items
- D. Future Meeting Dates
 - 8-5-2024 7 p.m. Regular Board Meeting

VIII. CLOSED SESSION AS ALLOWED BY MINNESOTA STATUTE 13D.05 FOR ATTORNEY-CLIENT PRIVILEGE

Motion by Pollis, seconded by Liss, and unanimously carried, the board of education moved into closed session at 8:36 p.m. Attending the closed session were Carter, Liss, Pollis and Spencer. Superintendent Unowsky and attorney Zachary Cronen were also present.

IX. REOPEN MEETING

Motion by Pollis, seconded by Liss, and unanimously carried, the board of education moved into open session at 9:12 p.m. with the following board members present: Carter, Liss, Pollis and Spencer. Superintendent Unowsky was also present.

X. ADDITIONAL NEW BUSINESS

A. Settlement Agreement, Subject to any Changes Agreed to by the Superintendent and Legal Counsel

Motion by Pollis, seconded by Spencer, and unanimously carried, the board of education approved the settlement agreement.

XI. ADJOURN REGULAR MEETING

Vice Chair Carter adjourned the meeting at 9:14 p.m.

P-CARD,CHECK RUNS, E-PAYS & WIRES FOR 08/05/2024 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	7/11/2024	10,299.80
	7/12/2024	32,006.03
	7/16/2024	19,865.23
	7/17/2024	317,278.39
	7/19/2024	155.18
	7/24/2024	610,574.00
	7/30/2024	21,015.82
	7/31/2024	219,817.73
P-Cards JUNE 2024	7/5/2024	136,013.46
E-Pays	7/26/2024	2,307.09
Wire Transfer	7/12/2024	50,372.04
	7/29/2024	2,363,768.75

CHECK REGISTER BANK 05 TOTAL =	3,783,473.52
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BREAKDOWN	
01-206-00	1,209,974.23
02-206-00	20,023.21
03-206-00	20,182.88
04-206-00	23,735.26
06-206-00	-
07-206-00	2,270,056.25
18-206-00	-
20-206-00	142,008.93
21-206-00	1,167.76
47-206-00	96,325.00
BANK TOTAL =	3,783,473.52

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	V2501940	07/05/2024	P-CARD BAIRD LISA	R	4,012.11
01	V2501941	07/05/2024	P-CARD BARLOW ERICA	R	1,943.65
01	V2501942	07/05/2024	P-CARD BROWN MATTHEW	R	1,859.31
01	V2501943	07/05/2024	P-CARD BRUNNER PATTI	R	21,942.62
01	V2501944	07/05/2024	P-CARD CRUZ ESTEVA JENNIFER	R	8,174.79
01	V2501945	07/05/2024	P-CARD EDWARDS NATHAN	R	31.31
01	V2501946	07/05/2024	P-CARD FREEBURG DAVID	R	5,633.89
01	V2501947	07/05/2024	P-CARD GEURINK AREND	R	2,990.28
01	V2501948	07/05/2024	P-CARD GONZALEZ CHRISTINA	R	19,585.44
01	V2501949	07/05/2024	P-CARD HOLJE CRAIG	R	30.00
01	V2501950	07/05/2024	P-CARD KRETSINGER DAN	R	2,923.31
01	V2501951	07/05/2024	P-CARD LEWIS JENNIFER	R	2,366.78
01	V2501953	07/05/2024	P-CARD LUNDY MICHELLE	R	34,834.13
01	V2501954	07/05/2024	P-CARD MAHONEY COLLEEN	R	2,475.97
01	V2501955	07/05/2024	P-CARD MANNING MICHAEL	R	97.93
01	V2501956	07/05/2024	P-CARD MCGINN DAN	R	774.69
01	V2501957	07/05/2024	P-CARD MORALES LIZETTE	R	13,258.29
01	V2501958	07/05/2024	P-CARD PETERSON CHRIS	R	4,701.94
01	V2501959	07/05/2024	P-CARD SETZER ALEXIS	R	1,143.11
01	V2501960	07/05/2024	P-CARD SHAHSAVAND MARTA	R	1,380.92
01	V2501961	07/05/2024	P-CARD SKARE-KLECKER AMY	R	872.22
01	V2501962	07/05/2024	P-CARD SMITH DANE	R	63.85
01	V2501963	07/05/2024	P-CARD STACHEL NANCY	R	1,752.94
01	V2501964	07/05/2024	P-CARD VALLEY JENNIFER	R	125.99
01	V2501965	07/05/2024	P-CARD VENTURA PEREZ RAMIRO	R	282.20
01	V2501966	07/05/2024	P-CARD WILLHITE KASYA	R	792.78
01	V2501967	07/05/2024	P-CARD WOODS KELLY	R	541.93
01	V2501968	07/05/2024	P-CARD YUNKER AUBREE	R	1,421.08
01	312120	07/11/2024	COMCAST BUSINESS	R	549.80
01	312121	07/11/2024	TAFFE SARAH ANN	R	9,750.00
01	V2501939	07/12/2024	GOVERNMENT LEASING	R	50,372.04
01	312122	07/15/2024	ADVANCED COMMERCIAL KITCHENS	R	1,076.36
01	312123	07/15/2024	BRINK'S INCORPORATED	R	31.48
01	312124	07/15/2024	CHARD, SNYDER & ASSOCIATES, LLC	R	2,038.00
01	312125	07/15/2024	HOGAN SEAN	R	77.00
01	312126	07/15/2024	LAND 360	R	21,962.00
01	312127	07/15/2024	LARSON ENGINEERING	R	588.00
01	312128	07/15/2024	MINUTEMAN PRESS EDINA	R	3,596.74
01	312129	07/15/2024	SOURCEWELL	R	1,531.25
01	312130	07/15/2024	ZIMMERMANS DRY GOODS LLC	R	1,105.20
01	312131	07/16/2024	BCBS OF MINNESOTA & BLUE PLUS	R	9,384.00
01	312132	07/16/2024	D.E.L.O.R.E.S WORKS, INC.	R	8,750.00
01	312133	07/16/2024	MSOPA	R	100.00
01	312134	07/16/2024	RYAN JEANNIE M	R	821.12
01	312135	07/16/2024	UNITED HEALTHCARE/AARP MEDICARE RX	R	109.60
01	312136	07/16/2024	UNITED HEARTHCARE /AARP MEDICARE RX	R	109.60
01	312137	07/16/2024	UNITEDHEALTHCARE	R	590.91
01	312138	07/17/2024	AMSD-ASSOC OF METRO SCHOOL DIST	R	9,120.00
01	312139	07/17/2024	ANOKA-HENNEPIN SCHOOL DIST #11	R	650.00
01	312140	07/17/2024	APPRIZE TECHNOLOGIES	R	240.00
01	312141	07/17/2024	AQUA ENGINEERING INC	R	2,529.20
01	312142	07/17/2024	BACHMANS INC	R	170.00
01	312143	07/17/2024	BCN TELECOM, INC TBS	R	1,709.24
01	312144	07/17/2024	BLUUM OF MINNESOTA, LLC	R	36,695.00
01	312145	07/17/2024	BOND TRUST SERVICES CORP	R	2,612.50
01	312146	07/17/2024	BRINK'S INCORPORATED	R	2,222.88
01	312147	07/17/2024	CDW GOVERNMENT INC	R	28,214.00
01	312148	07/17/2024	CINTAS CORPORATION NO 2	R	140.01

01	312149	07/17/2024	CONSOLIDATED COMMUNICATIONS	R	2,323.23
01	312150	07/17/2024	CONTINENTAL RESEARCH CORP	R	2,183.36
01	312151	07/17/2024	CYBERSOFT TECHNOLOGIES	R	8,945.00
01	312152	07/17/2024	ECOLAB INC	R	1,007.36
01	312153	07/17/2024	WW GRAINGER INC	R	109.22
01	312154	07/17/2024	HAAG COMPANIES, INC.	R	71.00
01	312155	07/17/2024	HAWKINS INC	R	4,588.93
01	312156	07/17/2024	HERC U LIFT	R	21,127.55
01	312157	07/17/2024	HILLYARD MINNEAPOLIS	R	8,540.20
01	312158	07/17/2024	HOPE CHURCH	R	15,522.06
01	312159	07/17/2024	LEARNING A-Z	R	28,948.00
01	312160	07/17/2024	LOFFLER	R	994.64
01	312161	07/17/2024	MASBO	R	110.00
01	312162	07/17/2024	NETWORK DESIGN, INC.	R	929.51
01	312163	07/17/2024	MAXORPLUS, LTD	R	19,225.15
01	312164	07/17/2024	MOO CHICKA POO	R	411.34
01	312165	07/17/2024	NAPA AUTO PARTS	R	16.24
01	312166	07/17/2024	NORTH CENTRAL INTERNATIONAL, LLC	R	160.20
01	312167	07/17/2024	ONEBRIDGE BENEFITS INC.	R	5,260.50
01	312168	07/17/2024	PIONEER VALLEY EDUCATIONAL PRESS	R	2,618.00
01	312169	07/17/2024	POWERSCHOOL GROUP LLC	R	12,201.00
01	312170	07/17/2024	REALLY GREAT READING	R	9,933.00
01	312171	07/17/2024	RM COTTON COMPANY	R	1,163.72
01	312172	07/17/2024	SAFE ROUTES PARTNERSHIP	R	595.00
01	312173	07/17/2024	SHERWIN WILLIAMS CO	R	873.73
01	312174	07/17/2024	SOUTH CENTRAL SERVICE COOP	R	3,800.00
01	312175	07/17/2024	SUPPORT WAREHOUSE LIMITED	R	402.00
01	312176	07/17/2024	TRISTATE BOBCAT INC	R	109.77
01	312177	07/17/2024	ZACK'S INC.	R	222.96
01	312178	07/17/2024	AQUA ENGINEERING INC	R	2,710.95
01	312179	07/17/2024	CITY OF RICHFIELD	R	4,866.73
01	312180	07/17/2024	HOME DEPOT U.S.A.	R	1,243.80
01	312181	07/17/2024	INTERMEDIATE DISTRICT 287	R	26,976.43
01	312182	07/17/2024	METROPOLITAN MECHANICAL CONTRACTORS	R	16,535.72
01	312183	07/17/2024	MINNESOTA UI FUND	R	17,657.60
01	312184	07/17/2024	NOKOMIS SHOE SHOP	R	249.95
01	312185	07/17/2024	PROPIO LS, LLC	R	3.95
01	312186	07/17/2024	RIGHT BRAIN GRAPHICS	R	1,403.00
01	312187	07/17/2024	SAFEWAY DRIVING SCHOOL	R	8,170.00
01	312188	07/17/2024	UHL COMPANY INC	R	305.00
01	312189	07/17/2024	XCEL ENERGY	R	459.76
01	312190	07/19/2024	AMERICAN SCHOOL COUNSELOR ASSOC	R	70.18
01	312191	07/19/2024	OSBERG CRAIG J	R	85.00
01	312192	07/24/2024	BIX FRUIT COMPANY	R	3,219.27
01	312193	07/24/2024	BSN SPORTS, LLC	R	5,263.00
01	312194	07/24/2024	CASE UNVERZAGT	R	400.00
01	312195	07/24/2024	CDW GOVERNMENT INC	R	27,028.00
01	312196	07/24/2024	CEP ART & DESIGN	R	679.50
01	312197	07/24/2024	CINTAS CORPORATION NO 2	R	140.01
01	312198	07/24/2024	COMCAST	R	397.28
01	312199	07/24/2024	D.E.L.O.R.E.S WORKS, INC.	R	8,750.00
01	312200	07/24/2024	DAVE MARSHAK	R	1,000.00
01	312201	07/24/2024	DIGITAL INSURANCE LLC	R	1,584.00
01	312202	07/24/2024	ECOLAB INC	R	158.31
01	312203	07/24/2024	FRONTLINE TECHNOLOGIES GROUP LLC	R	45,443.31
01	312204	07/24/2024	GABRIELLE MEIERHOFER	R	400.00
01	312205	07/24/2024	WW GRAINGER INC	R	283.24
01	312206	07/24/2024	GREGG SAWYER	R	658.06
01	312207	07/24/2024	GROUP MEDICAREBLUE RX	R	7,832.00

01	312208	07/24/2024	HAWKINS INC	R	40.00
01	312209	07/24/2024	HILLYARD MINNEAPOLIS	R	2,102.79
01	312210	07/24/2024	IDEAL ENERGIES SOLAR LEASE 2021,LLC	R	7,592.16
01	312211	07/24/2024	JJ KELLER & ASSOCIATES INC	R	199.00
01	312212	07/24/2024	JOSH VAN DE HINZ	R	1,000.00
01	312213	07/24/2024	KEMPS LLC	R	2,226.48
01	312214	07/24/2024	MADISON NATIONAL LIFE INS CO INC	R	2,803.35
01	312215	07/24/2024	MAXORPLUS, LTD	R	112,568.29
01	312216	07/24/2024	MINUTEMAN PRESS EDINA	R	1,100.46
01	312217	07/24/2024	MN UMPIRES ASSOCIATION	R	96.00
01	312218	07/24/2024	NAPA AUTO PARTS	R	68.41
01	312219	07/24/2024	NATALIE AHLM	R	400.00
01	312220	07/24/2024	NORTH CENTRAL INTERNATIONAL, LLC	R	1,609.82
01	312221	07/24/2024	PAN O GOLD BAKING CO	R	55.80
01	312222	07/24/2024	REALLY GOOD STUFF	R	6,998.00
01	312223	07/24/2024	SCHOOL SERVICE EMPLOYEES UNION	R	3,080.70
01	312224	07/24/2024	SEESAW LEARNING, INC.	R	14,940.63
01	312225	07/24/2024	SHERWIN WILLIAMS CO	R	668.52
01	312226	07/24/2024	SMARTPASS INC.	R	7,732.94
01	312227	07/24/2024	SOLARWINDS	R	22,200.00
01	312228	07/24/2024	THERESA COSGRIFF	R	400.00
01	312229	07/24/2024	TRIO SUPPLY COMPANY	R	946.84
01	312230	07/24/2024	UNITED STATES TREASURER	R	430.00
01	312231	07/24/2024	VSP INSURANCE CO. (CT)	R	3,582.94
01	312232	07/24/2024	WESTERN SPECIALTY CONTRACTORS INC	R	189,365.00
01	312233	07/24/2024	WISEIDENTITY LLC	R	4,142.70
01	312234	07/24/2024	WORLD FUEL SERVICES, INC.	R	1,553.29
01	312235	07/24/2024	XCEL ENERGY	R	58,938.56
01	312236	07/24/2024	FLASHLIGHT LEARNING, INC.	R	2,250.00
01	312237	07/24/2024	INSTITUTE FOR ENVIROMENTAL	R	4,048.48
01	312238	07/24/2024	INTEGRATED FIRE & SECURITY INC	R	562.50
01	312239	07/24/2024	INTERMEDIATE DISTRICT 287	R	48,422.99
01	312240	07/24/2024	METROPOLITAN MECHANICAL CONTRACTORS	R	2,481.87
01	312241	07/24/2024	RATWIK ROSZAK & MALONEY PA	R	2,729.50
01	V614036	07/26/2024	MELISSA M HUSABY	R	11.16
01	V614037	07/26/2024	GRACE M JENNINGS	R	175.00
01	V614038	07/26/2024	MATTHEW KRAUS	R	6.89
01	V614039	07/26/2024	JOHN M LORENZINI	R	110.00
01	V614040	07/26/2024	SHERRI L MEDVEC	R	18.18
01	V614041	07/26/2024	JEFFREY OLSON	R	81.31
01	V614042	07/26/2024	CARLEEN G BURSTEIN	R	15.48
01	V614043	07/26/2024	ANGELA TAYLOR	R	32.25
01	V614044	07/26/2024	MICHELLE R WHITESIDE	R	30.23
01	V614045	07/26/2024	KASYA L WILLHITE	R	1,826.59
01	V2501969	07/29/2024	BOND TRUST SERVICES CORP	R	2,363,768.75
01	312242	07/30/2024	BRIDGING, INC.	R	2,010.00
01	312243	07/30/2024	KAYLEIGH KAPISHKOWIT	R	1,000.00
01	312244	07/30/2024	MARY WEAVER	R	1,000.00
01	312245	07/30/2024	PROPIO LS, LLC	R	133.82
01	312246	07/30/2024	REGENTS OF THE U OF MINNESOTA	R	15,822.00
01	312247	07/30/2024	SYLVIA ALMAGUER	R	1,050.00
01	312248	07/31/2024	BLUUM OF MINNESOTA, LLC	R	3,943.33
01	312249	07/31/2024	CANON USA	R	4,578.42
01	312250	07/31/2024	CAPITAL ONE TRADE CREDIT	R	414.67
01	312251	07/31/2024	CINTAS CORPORATION NO 2	R	140.01
01	312252	07/31/2024	ESS BROTHERS & SONS, INC.	R	322.00
01	312253	07/31/2024	FAIRVIEW HEALTH SERVICES	R	7,500.00
01	312254	07/31/2024	FRONTLINE TECHNOLOGIES GROUP LLC	R	44,891.99
01	312255	07/31/2024	INTEGRATED FIRE & SECURITY INC	R	1,250.00

01	312256	07/31/2024	JUNK MASTERS LLC	R	1,650.00
01	312257	07/31/2024	NOTABLE, INC. (KAMI)	R	7,132.86
01	312258	07/31/2024	LEROY'S GREAT BEAR	R	38.49
01	312259	07/31/2024	MADISON NATIONAL LIFE INS CO INC	R	5,585.70
01	312260	07/31/2024	MATRIX COMMUNICATIONS, INC	R	928.98
01	312261	07/31/2024	MCDONOUGH'S SEWER SERVICES, INC.	R	509.90
01	312262	07/31/2024	MSBA-MINNESOTA SCHOOL BOARD ASSOC	R	10,436.00
01	312263	07/31/2024	NEI ELECTRIC, INC.	R	613.00
01	312264	07/31/2024	NORTH CENTRAL INTERNATIONAL, LLC	R	8,898.13
01	312265	07/31/2024	PAUL WENELL JR.	R	3,500.00
01	312266	07/31/2024	POWERSCHOOL GROUP LLC	R	20,081.25
01	312267	07/31/2024	SAFETYFIRST PLAYGROUND MAINTENANCE	R	3,965.00
01	312268	07/31/2024	SCHOLASTIC INC	R	148.39
01	312269	07/31/2024	SHERWIN WILLIAMS CO	R	629.70
01	312270	07/31/2024	SOURCEWELL	R	38,829.10
01	312271	07/31/2024	SPED FORMS LLC	R	12,340.28
01	312272	07/31/2024	TRISTATE BOBCAT INC	R	256.53
01	312273	07/31/2024	SCENARIO LEARNING, LLC	R	12,278.75
01	312274	07/31/2024	XCEL ENERGY	R	28,955.25

Total P-Cards, Checks, Wires & E-Pays					3,783,473.52
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RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
July 30, 2024

Description	Matures	Rate	Cost	General Operating	Custodial (Scholarships)	2024A Cap Fac Bond	2018A Bond	OPEB Bond
GOLDMAN SACHS GOVERNMENT MONEY MARKET	01/00/00	4.96%	439,347.97	-	-	-	-	439,347.97
Federated Institutional Tax-Free Cash Trust	01/00/00	3.94%	941,686.04	-	-	-	941,686.04	-
MNTrust Term Series-Flex (PenFed C)	01/00/00	5.25%	7,812,406.61	7,812,406.61	-	-	-	-
City of New York NY	08/01/24	0.38%	460,000.00	-	-	-	-	460,000.00
City of New York NY	08/01/24	0.38%	40,000.00	-	-	-	-	40,000.00
St. Charles Bank & Trust Company, National Associ	10/01/24	5.19%	244,300.00	-	-	244,300.00	-	-
BOM Bank	10/04/24	5.53%	236,800.00	-	236,800.00	-	-	-
US TREASURY N/B	10/15/24	1.12%	527,929.69	-	-	-	-	527,929.69
US TREASURY N/B	10/31/24	5.32%	2,971,805.00	-	-	-	-	2,971,805.00
ARRHA	10/31/24	5.21%	243,300.00	-	-	243,300.00	-	-
FIRST PRYORITY BANK	11/07/24	4.56%	226,800.00	-	-	-	-	226,800.00
MN TRUST TERM SERIES	01/27/25	4.97%	4,500,000.00	4,500,000.00	-	-	-	-
Western Alliance Bank	03/03/25	5.07%	239,450.00	-	-	239,450.00	-	-
CHARLES SCHWAB BANK SSB	03/13/25	4.95%	237,434.50	237,434.50	-	-	-	-
Farmers and Merchants Union Bank	03/18/25	4.95%	237,950.00	237,950.00	-	-	-	-
Cornerstone Bank	03/18/25	4.96%	237,900.00	237,900.00	-	-	-	-
EagleBank	03/18/25	5.12%	237,550.00	237,550.00	-	-	-	-
Oakwood Bank	05/01/25	5.05%	237,650.00	-	-	237,650.00	-	-
CIBM Bank	06/02/25	5.03%	236,700.00	-	-	236,700.00	-	-
Great Midwest Bank, S.S.B.	06/30/25	4.13%	227,400.00	-	-	-	-	227,400.00
ELGA CREDIT UNION	06/30/25	4.13%	226,750.00	-	-	-	-	226,750.00
FREDDIE MAC	09/23/25	1.60%	287,372.71	-	-	-	-	287,372.71
US TREASURY N/B	09/30/25	4.41%	621,742.19	-	-	-	-	621,742.19
KS STATEBANK / KANSAS STATE BANK OF MANHA	11/10/25	4.75%	212,900.00	-	-	-	-	212,900.00
MN TRUST TERM SERIES	01/07/26	4.82%	3,000,000.00	3,000,000.00	-	-	-	-
MN TRUST TERM SERIES	05/18/26	4.70%	1,000,000.00	1,000,000.00	-	-	-	-
US TREASURY N/B	09/30/26	4.34%	789,398.44	-	-	-	-	789,398.44
FIRST INTERNET BANK OF INDIANA	09/30/26	4.00%	209,500.00	-	-	-	-	209,500.00
BANK HAPOALIM	10/01/26	4.45%	206,700.00	-	-	-	-	206,700.00
Total Investments Held			27,090,773.15	17,263,241.11	236,800.00	1,201,400.00	941,686.04	7,447,646.00

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting August 05, 2024

Subject: PERSONNEL ITEMS

(Recommended by superintendent)

That the board of education approve the following personnel items:

Management Resignation

David Freeburg – Assistant Principal – Richfield Middle School
Effective: 7/31/2024
Yrs. of Service: 3

Certified Full Time Year 1 of 1

Jeanne Lawless – Elementary Teacher – STEM Elementary
Effective: 8/20/2024

Christine Clay – Special Ed Resource Teacher – Richfield Middle School
Effective: 8/20/2024

Alicia Bauers – School Social Worker – South Education Center
Effective: 8/20/2024

Monique Tweh – Lead School Social Worker – District Wide
Effective: 8/20/2024

Patricia McDougall – Special Education Teacher - Richfield Middle School
Effective: 8/20/2024

Certified Full Time Year 1 of 3

Michael Miller – Health Teacher – Richfield Middle School
Effective: 8/20/2024

June Hove – Licensed School Nurse – Richfield Middle School
Effective: 8/20/2024

Certified TIER 2 Teacher Contract

Kaylee Anderson – Special Ed Resource Teacher – Richfield Senior High School
Effective: 8/20/2024

Certified Full Time Teacher Leave of Absence

Genesis Meza – Grade 1 Teacher – Richfield Dual Language Elementary
Effective: 8/23/2024-11/8/24

Certified Full Time Resignation

Joseph Carlyon – Work Based Learning Teacher – South Education Center

Effective: 7/12/2024

Yrs. of Exp: 1

Jessica Kokku – Special Ed Teacher – Stem Elementary

Effective: 6/7/2024

Yrs. Of Exp: 4

Classified Full Time Outreach Worker for Employment

Jamilla Hassan - Outreach Worker - Richfield Senior High

Effective: 09/03/2024

Classified Full Time Facilities and Transportation for Employment

Davanand Mahadeo - Building Cleaner- Richfield Middle School

Effective: 07/22/2024

Radhika Mahadeo - Building Cleaner- Richfield High School

Effective: 07/22/2024

Heather Hansen - Bus Driver- Richfield Bus Garage

Effective: 08/05/2024

Classified Full Time Administrative and Management Support Resignation

Charlotte Wollenburg - Administrative Assistant - Central Education Center

Effective: 07/25/2024

Yrs. of Service: 7

Classified Full Time Paraprofessional Resignation

Joshua Moton – Paraprofessional - Richfield Middle School

Effective: 06/06/2024

Yrs. of Service: 3

Classified Full Time Paraprofessional Probation Extension

Ashton Robinson – Paraprofessional - Richfield STEM Elementary

Effective: 08/28/2024

Classified Part Time Paraprofessional Layoff

Brad Harris - Instructional Paraprofessional - Richfield Middle School

Effective: 06/06/2024

Yrs. of Service: 2

Classified Part Time Position Elimination

Brad Harris - Student Engagement Specialist – Richfield Middle School

Effective: 06/06/2024

Yrs. of Service: 2

Classified Part Time Probationary Termination – Paraprofessional

Anjelika Reid – Paraprofessional - Richfield Middle School

Effective: 06/06/2024

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 5, 2024

SUBJECT: BID AWARD-BREAD PRODUCTS
BID AWARD-DISPOSABLE PRODUCTS
BID AWARD-MILK PRODUCTS

Recommended by the superintendent that the board of education accept the bid award for the bread product contract for the 2024-25 school year with Pan-O-Gold.

Recommended by the superintendent that the board of education accept the bid award for the disposable product contract for the 2024-25 school year with Trio Supply Company.

Recommended by the superintendent that the board of education accept the bid award for the milk product contract for the 2024-25 school year with Kemps Dairy.

(Prepared by Craig Holje and Michael Manning)

It is recommended that we accept contracts with Pan-O-Gold, Trio Supply and Kemps Dairy based on their products, service and delivery accuracy. We conducted a bid in conjunction with Catalyst Sourcing Solutions and chose Pan-O-Gold, Trio Supply and Kemps Dairy. All three vendors were the lowest bid and companies we have used the past several years with great success. The current bid price is within the food service budget for FY24-25. We have included the suspension and disbarment information along with a contract summary for each vendor. Contracts are one (1) year contract with an optional three additional one-year renewals upon mutual agreement by both parties. We submitted an agenda item in May with a Kemps renewal but were notified by Catalyst Sourcing that a formal bid would need to be completed.



PAN-O-GOLD BAKING CO

Unique Entity ID G5JSDWC6DR75	CAGE / NCAGE 9T761	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Nov 9, 2024	
Physical Address 444 East ST. Germain Street St. Cloud, Minnesota 56032 United States	Mailing Address PO Box 848 Saint Cloud, Minnesota 56302-0848 United States	

Business Information

Doing Business as (blank)	Division Name Fargo	Division Number (blank)
Congressional District Minnesota 06	State / Country of Incorporation Minnesota / United States	URL (blank)

Registration Dates

Activation Date Nov 28, 2023	Submission Date Nov 10, 2023	Initial Registration Date Dec 27, 2001
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Entity Dates

Entity Start Date May 15, 1949	Fiscal Year End Close Date Aug 31
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Immediate Owner

CAGE (blank)	Legal Business Name (blank)
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Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
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Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure Corporate Entity (Not Tax Exempt)	Entity Type Business or Organization	Organization Factors Manufacturer of Goods
Profit Structure For Profit Organization		

Socio-Economic Types

Check the registrant's Repts & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments Yes	Debt Subject To Offset No
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EFT Indicator 0000	CAGE Code 9T761
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Points of Contact**Electronic Business**

👤 Bill Blomker	P.O. Box 848 Saint Cloud, Minnesota 56302 United States
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WADE MICKELSEN	P.O. Box 848 Saint Cloud, Minnesota 56302 United States
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Government Business

👤 Brad Bolin, General Manager	501 North University Drive Fargo, North Dakota 58108 United States
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Curt Hoogestraat	501 North University Drive Fargo, North Dakota 58108 United States
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Service Classifications**NAICS Codes**

Primary	NAICS Codes	NAICS Title
Yes	311812	Commercial Bakeries

Product and Service Codes

PSC 8920	PSC Name Bakery And Cereal Products
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Disaster Response

This entity does not appear in the disaster response registry.



DFA DAIRY BRANDS FLUID LLC

Unique Entity ID W5GDGBEHBEJ6	CAGE / NCAGE 8RPE0	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Feb 15, 2025	
Physical Address 1126 Kilburn AVE Rockford, Illinois 61101-5924 United States	Mailing Address 1126 Kilburn AVE Rockford, Illinois 61101-5924 United States	

Business Information

Doing Business as (blank)	Division Name Kemps Cultured	Division Number 245
Congressional District Illinois 17	State / Country of Incorporation Delaware / United States	URL www.dfamilk.com

Registration Dates

Activation Date Mar 4, 2024	Submission Date Feb 16, 2024	Initial Registration Date Sep 14, 2020
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Entity Dates

Entity Start Date May 1, 2020	Fiscal Year End Close Date Dec 31
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Immediate Owner

CAGE 92NV1	Legal Business Name DFA DAIRY BRANDS, LLC
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Highest Level Owner

CAGE 022S0	Legal Business Name DAIRY FARMERS OF AMERICA, INC.
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Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure Other	Entity Type Business or Organization	Organization Factors Limited Liability Company Manufacturer of Goods
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Profit Structure

For Profit Organization

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments No	Debt Subject To Offset No
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EFT Indicator 0000	CAGE Code 8RPE0
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Points of Contact**Electronic Business**

♀ EVELYN SIERRA, FINANCE MANAGER	17637 E. Valley BLVD. City Of Industry, California 91744 United States
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Government Business

♀ Chad Mayer, Director of Compliance	1405 N. 98TH ST. Kansas City, Kansas 66111 United States
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Service Classifications**NAICS Codes**

Primary	NAICS Codes	NAICS Title
Yes	311511	Fluid Milk Manufacturing

Product and Service Codes

PSC 8910	PSC Name Dairy Foods And Eggs
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Disaster Response

This entity does not appear in the disaster response registry.

Sourcing Summary

Overview

Client:	ISD #280 Richfield Public Schools	Date:	7/17/2024
Category:	Milk and Dairy Products	Sourcing Process:	RFP
Participating Vendors:	<ul style="list-style-type: none"> • Kemps (Submitted) • Prairie Farms Dairy (Submitted) • Stone Creek Dairy (Did not Submit) • St. Paul Beverage (Did not Submit) 		

Company Information

Data Point	Kemps	Prairie Farms
Address	420 West Broadway Avenue	1930 Wooddale Drive
City, State, Zip	Minneapolis, Minnesota 55411	Woodbury MN 55125
Contact Name	Kyle Punton	Ron McNamara
Email	Kyle.punton@kemps.com	Ron.McNamara@prairiefarms.com
Phone	612-723-5596	651-501-3470

References

Organization	District/Organization	Contact Name	Contact Email	Contact Phone
Kemps	Shakopee Schools	Deb Ross-Coen	dross@shakopee.k12.mn.us	952-496-5140
	ISD 709	Cathy Holman	cathy.holman@isd709.org	218-336-8738 x1090
Prairie Farms	Lakeville ISD 194	Kim Harren	Harr5805@isd194.org	952-232-2062
	North St Paul ISD 622	Maria Neisen	mneisen@isd622.org	651-748-7534

Qualifications Checklist

Question/Data Point	Kemps	Prairie Farms
Have you reviewed and agreed to all specifications, requirements, terms, and conditions stated in this agreement?	Y	Y
Are you eligible to do business with public school districts in the state of Minnesota?	Y	Y

Questions (APG and Ideal Printers)

Question/Data Point	Kemps	Prairie Farms
How is spoilage or damaged product handled?	Full credit for Damaged on delivery though our customer satisfaction department. We guarantee 10 days of code on delivery, anything less is full credit for product not used. if you have product that is delivered with more than 10 days code and goes outdated, we will not provide any credit or will we pick up the product.	We credit manufactured defects only. We do not credit outdates. We do have aseptic shelf stable product available which does not need to be refrigerated and has extremely long code life. Credit request for damaged product can be sent directly to customer service.
Do you have a process for year-end remaining milk products at sites?	No credit or product pick up is given at the end of the year. Please order accordingly. We recommend donating to a local food bank if you are long on product.	We do not credit. If necessary, we can do a courtesy pick up.

Submitted Bids

Description			Kemps		Prairie Farms	
Est 12M QTY			Adjustable	Firm	Adjustable	Firm
1% Milk	Half Pint	82,900	\$0.314	No bid	\$0.352	No bid
Butter Milk	Pint	216	\$0.978	No bid	\$0.90	No bid
Chocolate Skim Milk	Half Pint	303,150	\$0.314	No bid	\$0.379	No bid
Lactose Free Milk	Half Pint	1,272	\$0.782	No bid	\$0.79	No bid
Sour Cream	1 Oz	7,800	\$0.205	No bid	\$0.20	No bid
Est. Total Annual Cost			\$124,024.65	No bid	\$146,833.93	No bid

Escalator Clause Definitions

Kemps	Prairie Farms
It is hereby understood that the prices quoted are based on the USDA Class I prices listed below under the terms of the Federal Milk Market Order #30. Class I Skim Class I Butterfat 8.29 3.4512 CWT LB	Pricing quoted is based on July 2024 federal Milk Marketing Order for Class I Skim and Class I butterfat. This pricing is subject to change as the cost of raw milk changes each month according to USDA Federal Milk Market Price Announcement.
If the Class I Skim price per hundredweight is increased or decreased, for each \$0.10 per hundredweight increase or decrease, the quotation on: Half-Pint Fluid Milk \$0.00054 Per Half-Pint	The cost of milk fluctuates up and down each month based on the cost changes in raw milk. Changes of a minimum of \$0.15 per CWT (up or down) will move the costs of half pint \$0.001
If the Class 1 Butterfat price per pound is increased or decreased, for each \$0.01 increase or decrease, the quotation on a half-pint will follow this formula: Whole Milk 2% Milk \$0.00017750 Per Half-Pint \$0.00010750 Per Half-Pint 1% Milk \$0.00005375 Per Half-Pint Skim Milk \$0.00001000 Per Half-Pint	Prices will also be adjusted based on cost changes in fuel. All price change will become effective on the 1 st day of the month following the price announcement.

Overview

Client:	ISD #280 Richfield Public Schools	Date:	7/17/2024
Category:	Baked Bread	Sourcing Process:	RFP
Participating Vendors:	<ul style="list-style-type: none"> • Pan-O-Gold (Submitted) • Bimbo Bakeries (No Submission) • US Foods (No Submission) 		

Company Information

Data Point	Pan-O-Gold
Address	444 E St. Germain Street
City, State, Zip	St. Cloud, MN 56304
Contact Name	Blake Alton Phillips
Email	baltonphillips@panogold.com
Phone	763-559-1515

Qualifications Checklist

Questions	Pan-O-Gold
Are you authorized to do business with Minnesota Public Schools?	Y
Have you reviewed and agreed to all specifications, requirements, terms, and conditions stated in this agreement?	Y
Will your proposed solution meet all General/Operational/Delivery Specifications?	Y
Do you accept credit card payment at no additional fees to the district?	Y

Questions

Question/Data Point	Pan-O-Gold
Explain how your quoted pricing was developed. (Discount from list? Custom price? Etc.)	Discount from full price, our lowest school pricing available
How can the District audit the contracted price to the invoiced price through this basis?	Contract and Invoice Pricing are the same
Your submitted price is to include delivery. Are there any other fees or charges the District could be invoiced for? (Y/N) If yes, please describe	No

General Questions & Data Points (cont'd)

Questions/Data Points	Pan-O-Gold
Describe how/when your organization communicates information to the district that impacts product quality, availability, and pricing.	Contact Through Email or Online Ordering Portal
How is spoilage or damaged product handled?	Product is Guaranteed to the Date. Damaged product will be credited.

Price Quote

Quoted price should be DELIVERED price

Product Description	U/M Desc / Size	Proposed Description (including brand)	U/M Desc / Size	Quoted Price per U/M
Whole Grain Sandwich Bread (WHITE)	LOAF (EA)	Whole Grain Sandwich Bread (WHITE)	24 Oz	\$2.30
Whole Grain 5" Hoagie Bun (WHITE)	48/PK	N/A	N/A	N/A
Whole Grain 4" Double Bun - 7.5 lbs. (WHITE)	60/PK	Whole Grain 4" Double Bun - 7.5 lbs. (WHITE)	60/PK	\$9.75
Whole Grain 3.5" School Double Bun (WHITE)	60/PK	Whole Grain 3.5" School Double Bun (WHITE)	60/PK	\$9.75
Whole Grain Steak Bulk Bun (WHITE)	24/PK	Whole Grain Steak Bulk Bun (WHITE)	24/PK	\$5.25
Whole Grain Dinner Roll – 1.11 lbs. (WHITE)	12/PK	Whole Grain Dinner Roll – 1.11 lbs. (WHITE)	12/PK	\$2.45
Whole Grain Hot Dog Bun	12/PK	Whole Grain Hot Dog Bun	12/PK	\$2.65
AH 6 count 6" Hoagie Bun .94 LB	6	AH 6 count 6" Hoagie Bun .94 LB	6	\$3.52
Total Costs				\$20,011.53

Total Cost Comparison

Core List Pricing	Current Prices	Proposed Pricing
Total Costs	\$18,033.78	\$20,011.53

Overview

Client:	ISD #280 Richfield Public Schools	Date:	7/17/2024
Category:	Disposable Kitchen Products	Sourcing Process:	RFP
Participating Vendors:	<ul style="list-style-type: none"> • Trio Supply Company (Submitted) • Dalco (No Submission) • Paper Enterprises (No Submission) • Webrestaurant.com (No Submission) 		

Company Information

Data Point	Trio Supply Company
Address	45 Northern Stacks Drive Suite #100
City, State, Zip	Fridley, MN 55421-2629
Contact Name	Dan Bonk
Email	Danbonk@trioSupply.com
Phone	612-522-3822

Qualifications Checklist

Questions	Trio Supply Company
Do you agree with the District Terms, conditions, specifications, & requirements as described in this RFP?	Y
Are you authorized to do business with Minnesota public schools?	Y
Do you offer any discount for prompt payment?	2% 10 net 30
Do you accept payment via Purchasing Card (credit card) at NO additional fee?	Y

References

Organization	Contact Name	Contact Phone	Contact Email
ISD 279 MAPLE GROVE	Colleen Fairbanks	763-391-7066	fairbanksc@district279.org
ISD 197 West St Paul	Jeffrey Wolfer	651-214-9381	Jeffrey.Wolfer@197.org

Questions

Question/Data Point	Trio Supply Company
How many eco-friendly substitutes do you offer?	We stock several different compostable products. Cups, Cutlery, school lunch trays, portions cups, and plastic compostable containers.
Describe how you communicate to the district of changes and new products.	Phone or email
Describe your return and credit policy and procedure	Customer can return any unopened box or damaged case. We will issue the credit the day after it is received back in our warehouse

Questions (Cont'd)

Question/Data Point	Trio Supply Company
Describe how price changes are communicated.	By email
Please describe how items NOT found on this list will be priced for the district	15% over our cost. Customer will be quoted before product is shipped.
Please describe any other potential fees or charges that could apply to the district during the term of the agreement	There are no other fees or delivery charges
How long is this price fixed? Please explain any proposed price escalation/de-escalation clauses.	Pricing is set for the school year unless something beyond our control happens. If that occurs school will be notified of any changes.

Questions (Cont'd)

General Description	U/M Desc (Case) Qty	Est. 12M Usage	Proposed Mfr #	Proposed Description	Proposed U/M Desc (Case) Qty	Price per U/M
4-Cup Pulp Cup Carrier	500	134	061-1275	F12CC	500/CS	\$25.42
5 oz Cold Cups	2500	3	407-4100	DMR-5-CHAMP	2500/CS	\$126.63
5-Compartment Molded Fiber/Pulp Cafeteria Tray	500	97	934-6000	MFST-5	500/CS	\$41.44
5-Compartment Molded Fiber/Pulp Cafeteria Tray	240	245	934-0465	21032	240/CS	\$24.84
8 oz Foam Container	1000	10	326-2100	8SJ20	1000/CS	\$65.35
Clear Portion Cup 2oz	2500	8	444-1220	PLI200	2500/CS	\$21.79
Clear Portion Cup 4oz	2500		444-1720	PLI400	2500/CS	\$38.94
Clear Portion Cup 5oz	2500		444-1820	PLI550	2500/CS	\$43.75
Cloth Wipes	150	12	947-2000	W923A1	150/CS	\$30.54
Compostable Soup Cup (6 oz)	1000	8	309-6975	16360-0	1000/CS	\$97.58
Compostable Soup Cup (8 oz)	1000	8	309-6815	16380-2	1000/CS	\$97.01
Deli Pack with Hinged Container - Clear 16 oz	200	14	353-4300	AD16	200/CS	\$38.67
Dome Lids	1000	5	434-2675	DNR626 (CLR DOME-NO HOLE LID)	1000/CS	\$35.07
Fiber Clamshell - 3 section 9"x9"x3"	200	14	346-3300	HC9FBR3	200/CS	\$36.82
Foil Food Service Wrap - 18"x1000', Heavy Duty	1	6	589-0500	11808	1/RL	\$78.98
Foil Food Wraps 14" x 10.5"	2500	9	597-7300	FSW66U	2500/CS	\$101.89
Foil Sandwich Wraps	2500	5	603-1500	FPU9102400 (POP-UP FOIL SHEETS)	2400/CS	\$41.58
Food Service Towels	200	41	947-0250	NFPXQCW	72/CS	\$40.74
Fork - Polypropylene Medium White	1000	290	472-7300	MWF01	1000/CS	\$6.10
Full Sheet Overnable Pan Liners 34" x 12"	100	14	073-1200	OPL34X12	100/CS	\$34.44
General Purpose 3 Mil Clear Vinyl Glove (Large)	1000	52	675-2700	505PF-L	1000/CS	\$18.50
General Purpose 3 Mil Clear Vinyl Glove (Medium)	1000	27	675-2600	505PF-M	1000/CS	\$18.50
Grease-Proof Quilon Pan Liners, 16-3/8" x 24-3/8"	1000	24	783-5500	F25Q1MPLAIN	1000/CS	\$43.93

Questions (Cont'd)

General Description	U/M Desc (Case) Qty	Est. 12M Usage	Proposed Mfr #	Proposed Description	Proposed U/M Desc (Case) Qty	Price per U/M
Grease-Proof Quilon Pan Liners, 16-3/8" x 24-3/8"	1000	16	783-6000	SG01035	1000/CS	\$43.93
High Density Disposable Sandwich Bags	2000	36	076-0600	VAL-SB8.5	2000/CS	\$11.35
Hot Dog Foil Wraps	1000	4	025-4000	5A12	1000/CS	\$75.46
Interfolded 2-Ply Napkin - 6.4" x 8.8" Brown	6000	33	738-5700	20968	6000/CS	\$34.70
Lightweight Foam School Food Trays	500	20	934-2050	YTHB0500SGBX	500/CS	\$24.75
Lightweight Foam School Food Trays	500	20	934-0600	10500 (WHITE)	500/CS	\$25.50
Napkins - 2-Ply, 6.5" x 8.5", Natural	6000	74	738-3600	DX906E	6000/CS	\$48.93
Nitrile Glove - Pink (Large)	1000	8	674-2700	103-TS16-PINK	1000/CS	\$38.74
Nitrile Glove - Pink (Medium)	1000	15	674-2600	103-TS14PINK	1000/CS	\$38.74
Paper Food Tray (2 lbs)	1000	6	654-0500	0417	1000/CS	\$30.78
Paper Food Tray (3 lbs)	1000	8	654-0700	0425	500/CS	\$22.02
Paperboard Food Tray (2#)	1000	36	654-0500	0417	1000/CS	\$30.78
Paperboard Food Tray (3#)	500	127	654-0700	0425	500/CS	\$22.02
Plastic Portion Cups	2500	11	444-1220 444-1720 444-1820	PLI200 PLI400 PLI550	2500/CS	\$21.79 \$38.94 \$43.75
Plastic To Go Bags	1000	12	091-0080	P1/6TY THANK YOU T-SACK	1000/CS	\$24.24
Portion Cups /Lids	2500	8	444-1520	PLI62	2500/CS	\$18.07
Portion Cups /Lids	2500	TBD	444-1920	PLI74	2500/CS	\$26.70
Reinforced -Paper-Plastic Wipers 9.75" x 275"	900	16	950-1000	14341/34200	900/CS	\$53.32
Tamper-Evident Container - 32 oz w Flat Lid	200	15	353-2350	CH32DEF	200/CS	\$42.52
Teaspoon - Polypropylene Medium White	1000	185	472-7400	MWT01	1000/CS	\$6.10
White 6.5" Forks	1000	11	493-4300	42CBUF.WH	1000/CS	\$47.95
White 8 oz Food Container with Lid	250	17	359-1200	KHSB8AWHI	250/CS	\$52.65
White Paper Plates 9"	500	6	509-9690	EPL-09-PF 9" FIBER PLATE	500/CS	\$39.80
White Paper Plates 6"	1000	TBD	509-9650	EPL-06-PF 6" FIBER PLATE	1000/CS	\$27.16
White Spoons 6.2"	1000	14	493-4500	42CBUS.WH	1000/CS	\$47.95
Wrist Length Poly Gloves (Small)	1000	17	678-3500	OEG100S	1000/CS	\$19.02
Estimate Spend on Core List					\$43,147.88	

- Highlighted Row indicates where a different product was quoted from original product list.

Total Estimated Core List Costs

Core List Pricing	Current Prices	Proposed Pricing
Total Costs	\$47,827.43	\$43,147.88



**Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions**

7

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name Tiso Supply Company

Date 7/29/2021

By DAN BOOK G.M.
Name and Title of Authorized Representative

Dan Book
Signature of Authorized Representative

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 5, 2024

Subject: Community Use of School Facilities and Grounds

(Recommended by the superintendent)

A third read of Policy 979: Community Use of School Facilities and Grounds. This policy governs the rental of school facilities and grounds by community groups and establishes a fee structure for rental. This policy does **not** govern long-term lease of school facilities, which is covered in Policy 803: Leasing School Space.

A small change was made to Policy 979 on November 7, 2022; however, the policy in its entirety has not been reviewed or revised since 2019.

This policy has been reviewed by the Facilities and Community Education Departments as well as the Competitive Activities Advisory Committee for feedback, and suggested changes are included. Some rental fees have been adjusted in order to support our facility upkeep and site supervision as necessary. This includes a proposed change to move fee-based Parks & Rec programming into Category 2.

RPS has received information from the City with data related to our ongoing partnership that needs further analysis and reflection before passage of this policy with the proposed changes.

Attachments:

Policy 979: Community Use of School Facilities and Grounds - **redlined**
MSBA Model Policy 902: Use of School District Facilities and Equipment

RICHFIELD PUBLIC SCHOOLS

COMMUNITY USE OF SCHOOL FACILITIES & AND 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-R-~~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.

D. For the purposes of this policy:

- a. A Richfield group, organization or activity shall consist of 75% or more of school district residents and/or enrolled RPS students.
- b. A large group consists of 30 or more people
- c. A small group consists of fewer than 30 people

III. RULES AND REGULATIONS ~~IMPLEMENTING BOARD POLICY~~

A. Permits will be issued on a one hour minimum basis. ~~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~~

B. Groups Permitted to Request Use of Facilities:

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~~reviewed, and the superintendent will make a final determination of the group's category for the purpose of implementing ~~the~~this policy.

A. ~~Groups Permitted to Request Use of Facilities:~~

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1 Access to district facilities by group is prioritized as follows: ~~Category 1, Category~~
2 ~~2, Category 3, Category 4, and Category 5.~~

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

- 6 a. Educational E-12 programs and co-curricular activities
- 7 b. Community Education
- 8 c. School building and/or district parent involvement programs
- 9 d. Functions of school-related organizational meetings
- 10 e. Richfield Public Schools reunions and other approved alumni events
- 11 ~~f. City government use~~
- 12 ~~g. Parks and recreation~~
- 13 ~~hf.~~ Essential ~~Community~~ community Activitiesactivities, including city-
14 wide elections and party caucuses/~~primaries~~ on sanctioned dates
- 15 g. Free community programming provided by the City of Richfield
- 16 h. Emergency services, including disaster relief

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18 2. Category 2 - Richfield Youth Organizations and Activities

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- 20 a. Richfield Parks and Recreation (fee-based programming)
- 21 b. Richfield youth organization activities for small groups after school
- 22 ~~bc.~~ Richfield ~~Youth~~ youth Organizations ~~organizations~~ (e.g. Richfield
23 Baseball, Inc., Richfield Boys Basketball Association, Richfield Girls
24 Basketball Association, Richfield Soccer Association, etc.)
- 25 ed. Youth athletic organizations as recommended by athletic director and
26 approved by the superintendent (athletic feeder programs, etc.)

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28 3. Category 3 - Richfield Non-Profit Community Organizations and
29 Activities

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

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38 4. Category 4 - Other Non-Profit Organizations

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

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44 5. Category 5 - For Profit Organizations

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

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1 B. Fund~~r~~-Raising Activities and Events

2
3 Any category #3 or #4 user group will be charged the category #5 rates for
4 fund-raising activities and events which occur on Saturday, Sunday or
5 holidays, when an admission fee is charged.
6

7 C. Permit Required

- 8
9 1. Buildings are not to be opened or equipment provided unless a permit
10 has been signed and approved and the equipment needed has been
11 requested in the permit.
12
13 2. Cancellation of a building use permit should be made at least 72 hours
14 before the event or facility rental charges and staffing costs will be
15 assessed.
16
17 3. The permit use of school facilities is offered on an hourly basis during
18 periods when they are not being used. Permit use is not intended to
19 govern long-term rental of excess school space. Such use is covered in
20 Board Policy 803—~~Rental of Leasing~~ School Space. Persons interested
21 in leasing school property should contact the ~~School District Business~~
22 ~~Manager~~Chief HR & Administrative Officer.
23
24 4. After the request has been approved, it becomes a contract with the
25 applicant and/or organization. It may not be sublet or transferred to
26 another individual or organization.
27

28 D. Approving of Permits

- 29
30 1. Permits for athletic spaces are approved in 4-month cycles to ensure
31 ~~Category-category~~ 1 and ~~Category-category~~ 2 permits are fulfilled. July-
32 October permit requests will be reviewed on/or before June 1.
33 November—February permit requests will be reviewed on/or before
34 October 1. March-June permit requests will be reviewed on/or before
35 February 1.
36
37 2. Permits for non-athletic spaces will be reviewed on/or before June 30 for
38 the upcoming school year. This ensures all Richfield ~~School~~
39 ~~District~~Public Schools requests are fulfilled for the year.
40
41 3. Priority will be given to category 1 and category 2 and then by the date
42 of application.
43
44 4. There may be circumstances where a Richfield ~~School-District~~Public
45 ~~Schools~~ activity needs to be rescheduled. If this happens and a conflict
46 occurs, the ~~district-District~~ activity or program has priority. Every effort
47 will be made to find an alternate facility for the non-district organization
48 or individual. Resolution of conflicts will be handled between the building
49 administration and the Facilities Use Office.
50

1 E. Closing of Playgrounds

2
3 Playgrounds, playing fields, and spectator stands located on Richfield Public
4 Schools property are open for public use only during the hours that school is
5 not in session and no other school-sponsored activities are taking place in
6 these locations.

7
8 All public playgrounds, playing fields, spectator stands, or other recreational
9 facilities located on Richfield Public Schools property shall be closed to the
10 public at 11 p.m. every day.

11
12 IV. CHARGES

13
14 A. No facility use fee or rental charge will be assessed groups identified in
15 Category-category 1.

16
17 B. The Facilities Use Office will determine the staffing needed for events, and it
18 will be communicated on the approved permit. Each group is required to
19 cover the cost of the staff assigned, regardless of category.

20
21 B. Facility use costs associated with Category 2 shall typically be \$10.00 per use
22 and those additional costs incurred by the School District due to the use. This
23 may include, but not limited to personnel and equipment fees.

24
25 C. Facility use fees for defraying operating costs for Categories-categories 2, 3,
26 4 and 5 are as follows:
27
28

1

	Category 1	Category 2	Category 3	Category 4	Category 5
	Richfield Public Schools, /City-of RichfieldEssential/Free Community Activities	Richfield Youth Group Organizations and Activities, Richfield Parks and Recreation	Richfield Non-profit Profit Community Organizations and Activities	Other Non-Profit Organizations including Universities, colleges and vocational schools	For-Profit Organizations
<i>All listed charges are per hour unless otherwise specified.</i>					
<i>*Per-hour charge</i>					
<i>*Per-hour charge</i>					
<i>*Per-hour charge</i>					
Permit Fee		\$20.00/season	\$25.00	\$25.00	\$30.00
Classrooms					
General Classroom	No Charge	\$40.00/day 5.00	\$10.00	\$20.00	\$40.00
Large Classroom/Choir/Band	No Charge	\$40.00/day 5.00	\$15.00	\$30.00	\$60.00
Computer Lab	No Charge	\$40.00/day 5.00	\$25.00	\$50.00	\$100.00
Media Center	No Charge	\$40.00/day 5.00	\$25.00	\$50.00	\$100.00
Conference Room	No Charge	\$40.00/day 5.00	\$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	\$4015.00/day	\$25.00	\$50.00	\$100.00
High School	No Charge	\$4015.00/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	\$4015.00/day	\$30.00	\$60.00	\$120.00
Auditorium					
Middle School	No Charge	\$40.00/day 20.00	\$40.00	\$80.00	\$160.00
High School	No Charge	\$40.00/day 25.00	\$50.00	\$100.00	\$200.00
Indoor Pool					
Swim Meets, Category 4 & 5	No Charge.	\$20.00/hour	\$50.00	\$80.00	\$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	\$2530.00	\$50.00
Tennis Courts	No Charge	\$10.00/hour	\$25.00	\$2530.00	\$50.00
Grass Field	No Charge	\$20.00/hour	\$25.00	\$2530.00	\$50.00
Softball/Baseball Diamond	No Charge	\$40.00/day 15.00/game (approximately 3 hours)	\$2540.00/game (approximately 3 hours)	\$2550.00/game (approximately 3 hours)	\$5075.00/game (approximately 3 hours)
Spartan Stadium	No Charge	\$40.00/hour	\$85.00	\$115.00	\$150.00
Richfield High School Baseball Field	No Charge	\$40.00/day 25.00/game (approximately 3 hours; no field prep included)	\$75.00/game (approximately 3 hours)	\$100.00/game (approximately 3 hours)	\$425150.00/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	No Charge	\$25.00/day	\$50.00/day	\$100.00/day
Auditorium	No Charge	No Charge	\$50.00/day	\$50.00/day	\$50.00/day
Equipment Charges					
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 Schools employee must be on duty whenever facilities are in use by categories 3-5. ~~this~~ 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~~ 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 Schools employee will supervise the facility, but not the facility user or its activities.

Commented [CQ1]: Moved to above

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

V. USE OF EQUIPMENT

Facility users in ~~Categories~~ categories 2, 3, 4 and 5 are expected to supply all their own equipment, such as basketballs, volleyballs, bats, balls, etc. If school

1 equipment is to be used, it needs to be requested at the time of the permit request
2 and equipment charges may be applied. Any unauthorized use of school
3 equipment may result in cancellation of future use of ~~school~~ District facilities.

4
5 Organizations or individuals using ~~district~~ District facilities and equipment assume
6 responsibility for any damage and will be billed accordingly if damage is caused by
7 participants or spectators.

8
9 VI. INSURANCE

10
11 A. Prior to approval of any use permit, the applicant must provide the ~~School~~
12 District with evidence of liability insurance as required below, and proof of
13 non-profit status and proof of ~~Workers'-workers' Compensation-compensation~~
14 ~~Insurance-insurance~~ if applicable.

15
16 B. Insurance Requirements

17
18 Prior to approval of any use permit, the applicant must provide the ~~School~~
19 District with evidence of liability insurance as required below, naming
20 Richfield Public Schools, Independent School District 280, as an ~~Additional~~
21 ~~additional Named named Insuredinsured~~. Failure to provide the District with
22 evidence of such coverage shall not relieve the permit holder of the obligation
23 to maintain such insurance for the benefit of the District. The ~~Superintendent~~
24 ~~superintendent of Schools~~ or designee may waive the certificate of insurance
25 requirement for events designed to benefit ~~Richfield School~~ District students.

26
27 Coverage shall be provided by an insurance company licensed to do
28 business in the State of Minnesota with ~~AM~~ Best ratings of A or above.

29
30 The applicant shall provide a certificate of insurance specifying amounts of
31 coverage equal to or greater than the minimum required limits of liability
32 stated below. All certificates shall provide the ~~School~~ District with thirty (30)
33 days of notice of cancellation, material change, or non-renewal. The
34 certificate must be altered to eliminate the words "endeavor to" and "but
35 failure to make such notice shall impose no obligation or liability of any kind
36 upon the company, its agents or representatives."

37
38 1. Commercial General Liability

39

40 Bodily Injury Including Death	\$1,000,000 Each Occurrence
41 Personal Injury	\$1,000,000 Each Occurrence
42 Products/Completed Operations	\$1,000,000 Each Occurrence
43 General Aggregate	\$1,000,000
44 Products/Completed Operations Aggregate	\$1,000,000

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46 2. Workers' Compensation

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

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\$100,000 Disease Ea. Employee

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6 VII. LIMITATIONS OF USE
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- 8 A. Possession of use of alcohol, drugs, or tobacco in the building or on school
9 property is prohibited. It is the permit holder's responsibility to communicate
10 these restrictions to the participants and the spectators. If your group violates
11 this rule you will be asked to leave the building and your right to future use
12 will be forfeited.
13
- 14 B. Treat school property with care; you are responsible for all damages.
15
16 1. Report any damage to school property to the Facility ~~use~~ Use Office
17 within
18 24 hours. Failure to report any damage may result in cancellation of
19 future use of ~~school-d~~ District facilities.
20
21 2. If you don't make satisfactory replacement or payment for any loss or
22 damage, your right to future use will be forfeited. The ~~school-d~~ District
23 assumes no liability for loss of personal effects of participants.
24
- 25 C. Appropriate athletic shoes are required for gymnasium use.
26
- 27 D. You may not use rooms or facilities not asked for and authorized by the
28 permit.
29
- 30 E. You are responsible for the conduct of both participants and spectators. To
31 ensure the safety of facilities and participants all children must be under
32 competent and responsible adult supervision at all times.
33
- 34 F. Adhere to the hours of use designated in the contract. If you do not vacate by
35 the time indicated on the permit, additional charges will be assessed to your
36 permit.
37
38

39 VIII. CONFLICTS
40

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

Commented [CQ2]: This is repeated above.

47 IX. APPLICATIONS AND CANCELLATIONS
48

49 Applications for use of buildings must be made electronically through the online
50 building reservation system. The application, if approved, becomes a contract, but

1 the contract may be canceled by either party 72 hours in advance. An application
2 for use of school facilities should be submitted at least two weeks in advance of
3 the scheduled use. Requests made with less than two weeks are difficult to
4 accommodate and may be denied.

5
6 Permits should be completed with precise dates and times (including set-up and
7 tear down as well as set-up diagrams). Permits will be reviewed and approval or
8 rejection will be communicated in 10 business days by email through the online
9 reservation system.

10
11 All buildings will be required to submit their building curricular and co-curricular
12 schedules to the Facilities Use Office by May 15th of each year to block off dates
13 on the master calendar for those requesting use of building facilities. The
14 ~~Business Manager~~Chief HR & Administrative Officer will provide lease agreement
15 information to the Facility Use Office by May 15th for inclusion into the master
16 calendar.

17
18 Requests for building use during scheduled school hours are excluded unless
19 approved by the ~~Building~~building ~~Principal~~principal and/or
20 ~~Superintendents~~superintendent.

21
22 Cancellations – In the event that the requestor needs to cancel, they must do so
23 by contacting the Facility Use Office at least 72 hours prior to the event.
24

25
26 Legal References:

27 Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses For School and Nonschool
28 Purposes; Closings)

29
30 Cross References:

31 Policy 413: Staff Use of School Facilities
32 Policy 801: Student Use of Secondary School Facilities
33 Policy 803: Leasing School Space

34
35
36 ~~DATED~~RATIFIED BY THE BOARD OF EDUCATION: September 7, 1982

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38 REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: ~~_____~~ October 20,
39 1986

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41 REVISED BY THE BOARD OF EDUCATION: ~~_____~~ July 21, 1986; December 7, 1987; June
42 18, 1990, November 21, 1994, September 3, 1996, August 11, 1997,
43 May 15, 2000, March 5, 2001, May 7, 2001; April 19, 2004, April 18,
44 2005; July 11, 2005; December 17, 2007; February 1, 2010;
45 November 12, 2013; March 18, 2019; November 7, 2022

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Adopted: _____

MSBA/MASA Model Policy 902

Orig. 1995

Revised: _____

Rev. 2022

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The school district administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration, and collection of fees shall be the responsibility of the school district administration.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the school district administrative office. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.
- C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. A rental fee schedule, deposit or surety bond schedule, and payment procedure shall be presented for review and approval by the school board.
- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

V. USE OF SCHOOL EQUIPMENT

The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized, and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses For School and Nonschool Purposes; Closings)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA/MASA Model Policy 901 (Community Education)

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 5, 2024

Subject: Fundraising

(Recommended by the superintendent)

Passage upon a third read of Policy 955: Fundraising Activities and **discontinuance** of Administrative Guideline 955.1. This policy governs both fundraising for school-related purposes by independent organizations and student involvement in charitable fundraising. Administrative Guideline 955.1 governs employee involvement in charitable fundraising. This policy **does not** discuss acceptance of donations to the District, which is governed by Policy 706: Acceptance of Gifts.

This policy has been reviewed by the Activities and Finance Departments as well as the Competitive Activities Advisory Committee for feedback, and suggested changes are included. Updated language encourages the formation of an umbrella booster club to support competitive activities that do not currently have their own booster organization.

It is recommended that the board discontinue Administrative Guideline 955.1, as conducting an annual employee charitable giving campaign is no longer a common practice in the District.

Attachments:

Policy 955: Fundraising Activities - **redlined**

Administrative Guideline 955.1: Employee Involvement in Charitable Fundraising

MSBA Model Policy 511: Student Fundraising

RICHFIELD PUBLIC SCHOOLS

FUNDRAISING ACTIVITIES

The purpose of this policy is to establish parameters for district-wide and building fundraising activities for school-related or charitable purposes.

I. FUNDRAISING FOR SCHOOL-RELATED PURPOSES

The ~~Board~~ board of ~~Education~~ education supports the general concept of fundraising and other related activities by independent organizations that support students and school activities. Examples of such organizations include ~~the Richfield Public Schools Dedicated Fund (RPS Fund)~~, the Spartan Foundation, PTOs, booster clubs, student clubs/co-curriculars, or other parent and student groups. Fundraising or other activities must satisfy the following conditions:

- A. Any district-wide fundraising or related activity has the approval of the ~~Superintendent~~ superintendent and any building-related fundraising or related activity has the approval of the building principal or appropriate administrator ~~or appropriate administrator~~. Approval must occur for all new fundraising activities. Approval must be reviewed yearly for ongoing and/or continued fundraising activities. The superintendent shall be responsible for updating the board with a summary of ~~district~~ District fundraising activities.
- B. The purpose for the fundraising or related activity is school-related and benefits students.
- C. The fundraising or related activity can be conducted with minimal student involvement during class time, minimal loss of instructional time and minimal endorsement of products.
- D. The purpose and methods of fundraising or related activities and the financial record-keeping and accounting are consistent with the requirements of law and ~~Board~~ board policy, and convey a positive image of the District.

~~D-~~ Many of the activities offered by the District have associated independent booster clubs that fundraise and provide perks for the participating students such as additional team attire beyond the necessary uniforms, team celebrations, etc. The District encourages the supporters of all activities that do not have associated booster clubs to establish a joint "umbrella" booster club to fundraise together.

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1 **II. FUNDRAISING FOR CHARITABLE PURPOSES**

2
3 A. Student Involvement in Charitable Fundraising

4
5 The Board of Education recognizes that student participation in
6 charitable fundraising and related activities can develop
7 responsibility, citizenship, and a commitment to service.
8 Accordingly, students may participate in fundraising and related
9 activities for charitable purposes under the following conditions:

- 10
11 1. The fundraising or related activity has the approval of the
12 building principal or appropriate ~~district~~-District administrator.
13
14 2. The fundraising or related activity can be conducted with
15 minimal loss of instructional time and minimal endorsement
16 of products.
17
18 3. The methods of fundraising or related activities and the
19 financial record-keeping and accounting are consistent with
20 the requirements of law and ~~Board~~-board policy, and convey
21 a positive image of the District.
22
23 4. The recipient organization is private, non-profit, and
24 philanthropic, and does not promote religious or political
25 causes.

26
27 ~~B. Employee Involvement in Charitable Fundraising~~

28
29 ~~The Board of Education authorizes up to one combined charitable~~
30 ~~fund drive annually. The annual charitable fund drive may~~
31 ~~incorporate fundraising in support of the RPS Fund and the~~
32 ~~Spartan Foundation. If a fund drive occurs, it is to be conducted in~~
33 ~~accordance with administrative guidelines developed by the~~
34 ~~Superintendent of Schools.~~

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39 ~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: —December 3, 1996

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41 REVIS~~E~~D BY THE BOARD OF EDUCATION: _____November 6, 2006-~~;~~
42 November 19, 2018

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44 ~~REVIEWED AND~~ REAFFIRMED BY THE BOARD OF EDUCATION:
45 October 7, 2002

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RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

EMPLOYEE INVOLVEMENT IN CHARITABLE FUND-RAISING

I. Purpose of Guidelines

The combined charitable fund raising campaign of the Richfield Public Schools is designed to achieve the following goals.

- A. To support programs and activities benefiting students in the Richfield Public Schools, funded by the Richfield Public Schools Dedicated Fund (RPS Fund) and the Spartan Foundation;
- B. To better serve the needs of human health and welfare in the District, the State of Minnesota, and across the country;
- C. To provide employees of the District with a convenient mechanism for giving;
- D. To minimize disruptions in the workplace caused by uncoordinated, inharmonious or redundant contribution campaigns; and
- E. To ensure that contributions are used responsively.

II. Guidelines for Participation as Federated Fundraiser

In order to achieve the goals outlined in Section I, the District will conduct one federated charitable giving campaign annually.

- A. In conjunction with the annual campaign, employees will be provided with an opportunity to contribute to the RPS Fund and / or the Spartan Foundation via payroll deduction. The request must be submitted to the Business Office on a form supplied by the organization designated to receive the donation.
- B. The District will designate one federated funding organization to conduct the human health and welfare component of the annual charitable giving Campaign. In order to qualify to conduct this component of the Campaign, the Organization must satisfy all of the following criteria:
 - 1. It must be governed either by a local, independent, voluntary board of directors, or by a national board of directors that has a local advisory board, 90 percent of the members of which live or work within the District or surrounding counties;

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2. More than half of the agencies represented by the Organization receiving funds from the Campaign must:
 - a. provide a significant portion of their services within the District or surrounding counties; and
 - b. maintain a staffed facility or office dedicated exclusively to the Agency, available to members of the public seeking the Agency's services, and open at least 20 hours per week;
 3. It must have an ongoing relationship with the Agencies that involves a review and monitoring process to ensure financial, managerial, and programmatic responsibility;
 4. The Organization must receive donations from at least 5% of the total number of donating employees in the District in the first year, and from 10% in each subsequent year;
 5. The Organization must have qualified in the previous years as a "registered combined charitable organization" in accordance with Minnesota Statutes §309.501 et. seg; and
 6. The organization must operate a 24-hour information and referral service accessible to the general public.
- B. In addition, both the Organization and each of the Agencies must:
1. Provide direct health and human welfare services which:
 - a. directly benefit children, youth, adults, the aged the ill or infirm, or the mentally or physically handicapped;
 - b. consist of care, non-monetary assistance, or education in the field of health, social adjustment, or rehabilitation; disaster or emergency relief; or support for the poor, hungry, or homeless; and
 - c. are not primarily directed towards:
 - (1) political or legal advocacy, other than legal representation on behalf of the poor, children, or vulnerable adults;
 - (2) religious activities;
 - (3) the preservation of wildlife or natural resources; or
 - (4) the support of institutions of post-secondary education.

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Note: An organization that provides one or more of the services listed in c. (1-4) will not be disqualified from consideration if its provision of these services is incidental to its provision of direct health and welfare services, and is not the primary focus of the organization.

2. Be a private, nonprofit, philanthropic organization recognized by the Internal Revenue Service as tax exempt under section 501(c)(3) of the Internal Revenue code of 1986, as amended or be a political subdivision of the State of Minnesota to which contributions are deductible under section 170 of the Internal Revenue Code.

C. If no organization satisfies all of these criteria, or if more than one organization satisfies all of the criteria, the District will select the single organization meeting the greatest number of criteria to the greatest extent, provided that the organization selected is willing to receive and redistribute donations intended for another Federated Fundraising Agency and/or other nonprofit health and human services organizations which fall outside the umbrella of the Federated Fundraising Agency selected by the district.

Dated: 12-3-96
Reviewed:
Revised: 11-6-06

Adopted: _____

MSBA/MASA Model Policy 511

Orig. 1995

Revised: _____

Rev. 2003

511 STUDENT FUNDRAISING

I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

II. GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

III. RESPONSIBILITY

- A. The building administrators shall be responsible for developing recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents, and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved, in advance, by the administration. Participation in nonapproved activities shall be considered a violation of school district policy.
- C. The superintendent shall be responsible for providing coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

IV. ANNUAL REPORT

The superintendent shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

Legal References: Minn. Stat. § 120A.20 (Admission to Public School)
Minn. Stat. § 123B.09, Subd. 8 (Boards of Independent School Districts)
Minn. Stat. § 123B.36 (Authorized Fees)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 713 (Student Activity Accounting)

OLD BUSINESS – FOR ACTION

Agenda Item V.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 5, 2024

Subject: Advertising

(Recommended by the superintendent)

Passage upon a third read of Policy 563: Advertising in the Schools. This policy governs situations in which the District may promote non-school programs, activities, products or services to students and families. Suggested changes have been included to adhere to District branding and style guidelines and to incorporate board member feedback.

Attachments:

Policy 563: Advertising in the Schools - **redlined**

MSBA Model Policy 905: Advertising

- 1 C. Donations which include or carry advertisements must be approved by
- 2 the school board.
- 3
- 4 D. The ~~school-d~~District or a school may acknowledge a donation it has
- 5 received from an organization by displaying a "donated by",
- 6 "sponsored in part by", or a similar by-line with the organization's name
- 7 and/or symbol on the item. Examples include activity programs or
- 8 yearbooks.
- 9
- 10 E. Nonprofit entities and organizations may be allowed to use the ~~school~~
- 11 ~~e~~District name, students, or facilities for purposes of advertising or
- 12 promotion if the purpose is determined to be educationally related and
- 13 prior approval is obtained from the school board. Advertising will be
- 14 limited to the specific event or purpose approved by the
- 15 superintendent or designee.
- 16
- 17 F. Contracts for computers or related equipment or services that require
- 18 advertising to be disseminated to students will not be entered into or
- 19 permitted unless done pursuant to and in accordance with state law.
- 20
- 21 G. The inclusion of advertisements in ~~school-d~~District publications, in
- 22 ~~school-d~~District facilities, or on ~~school-d~~District property does not
- 23 constitute approval and/or endorsement of any product, organization,
- 24 or activity. Approved advertisements will not imply or declare such
- 25 approval or endorsement.
- 26

27 **IV. ACCOUNTING**

28
29 Advertising revenues must be accounted for and reported in compliance
30 with UFARS. A periodic report shall be made to the school board by the
31 superintendent regarding the scope and amount of such revenues.

32
33
34 Legal References:

- 35 Minn. Stat. § 123B.93 (Advertising on School Buses)
- 36 Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or
37 Service)
- 38 Minn. Stat. § 173.08 (Excluded Road Advertising Devices)
- 39

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41 Cross References:

- 42 ~~Board Policy 408: Gifts to Employees MSBA/MASA Model Policy 421 (Gifts to~~
- 43 ~~Employees and School Board Members)~~
- 44 ~~MSBA/MASA Model Policy 702 (Accounting)~~
- 45 ~~Board Policy 704 (Annual Audit)~~
- 46 Board Policy 706: Acceptance of Gifts
- 47 Board Policy 709: Development and Maintenance of an Inventory of Fixed
- 48 Assets and a Fixed Asset Accounting System
- 49
- 50

1 ~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: ~~—~~ July 21, 1997
2
3 REVISED BY THE BOARD OF EDUCATION: ~~—~~ October 4, 1999; October 21,
4 2002; ~~December 17, 2018~~
5
6 REVIEWED ~~AND REAFFIRMED~~ BY THE BOARD OF EDUCATION: ~~—~~
7 September 4, 2007; ~~—~~ May 5,
8 2008
9 ~~REVISED BY THE SCHOOL BOARD: ~~—~~ December 17, 2018~~
10

Formatted: Left

Adopted: _____

MSBA/MASA Model Policy 905

Orig. 1996

Revised: _____

Rev. 2015

905 ADVERTISING

[Note: School districts should carefully consider whether they wish to allow advertising in school district facilities or publications. Once advertisements are accepted, First Amendment Rights may limit the school district's ability to reject specific advertisements or to regulate the content of advertisements.]

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

II. GENERAL STATEMENT OF POLICY

The school district's policy is that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

III. ADVERTISING GUIDELINES

- A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic, or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district or inappropriate for inclusion in the publication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or antisocial behavior. The faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, racial, and religious harassment.
- B. The school board may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A. above will apply. Advertising will not be allowed outside the specific area approved by the school board. Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.
- C. Donations which include or carry advertisements must be approved by the school board.
- D. The school district or a school may acknowledge a donation it has received from an organization by displaying a "donated by," "sponsored in part by," or a similar by-line with the organization's name and/or symbol on the item. Examples include activity programs or yearbooks.

- E. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the school board. Advertising will be limited to the specific event or purpose approved by the school board.
- F. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.
- G. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

IV. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues.

Legal References: Minn. Stat. § 123B.93 (Advertising on School Buses)
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or \ Service)
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

Cross References: MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
MSBA/MASA Model Policy 702 (Accounting)

NEW BUSINESS - FOR ACTION

AGENDA ITEM VI.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 5, 2024

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

(Recommended by Superintendent)

That the board of education authorize board member Ken Liss to be employed as a substitute teacher during the 2024-2025 school year.

And that the board of education authorize board member Tim Pollis to perform casual/part-time services during the 2024-2025 school year.

Background Information

(Prepared by Craig Holje)

Member Liss has been employed as a substitute teacher. 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 \$20,000. 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, August 5, 2024

Subject: Workers' Compensation Renewal

(Recommended by the superintendent)

The administration has worked with Debbie Thurner and Steve Gillette from Dolliff Insurance, the District Insurance Consultants, to renew our workers' compensation insurance for 2024-2025 with SFM Insurance. The 2024-2025 renewal results in a total projected cost of \$477,287, which is an increase of \$17,648 or 3.84%. This amount is inclusive of projected payroll increases, an increase of 8.33% in the experience mod, reductions in premium rates, and the application of a scheduled credit. The overall premium rate is down 2.66% (when holding payroll constant).

Attachments

Workers' Compensation Proposal

A Workers Compensation Insurance Report

Prepared For:

Richfield Public Schools, ISD #280

District Office – Door 26

401 70th Street West

Richfield, MN 55423

Presented To:

Craig Holje

Chief Human Resources and Administrative Officer

Presented By:

Steve Gillette

Debbie Thurner

Policy Period:

September 1, 2024 – September 1, 2025



DOLLIFF INSURANCE

since 1929

10900 Wayzata Blvd., Suite 250

Minnetonka, MN 55305

Phone: 952-593-7400

Fax: 952-593-7444

Toll Free: 800-338-3531

www.dolliff.com

DOLLIFF TEAM

Steve Gillette, Agent

DD#: (952) 593-7421

E-Mail: sgillette@dolliff.com

Debbie Thurner, Account Executive

DD# (952)593-7417

E-Mail: dthurner@dolliff.com

Rochelle Cossette, Finance

DD#: (952)--593-7411

E-Mail: rcossette@dolliff.com

RENEWAL COST COMPARISON

	<u>2023/24</u>	<u>2024/25</u>	<u>% Change</u>
Workers Compensation			
School: Professional Employees Payroll	\$ 41,905,784	\$ 45,070,052	+7.55%
Rate	\$ 0.61	\$ 0.51	- 16.39%
School: All Other Employees Payroll	\$ 2,955,966	\$ 3,177,243	+7.50%
Rate	\$ 5.42	\$ 4.86	- 10.33%
Bus Drivers Payroll	\$ 826,279	\$ 807,706	-2.25%
Rate	\$ 5.32	\$ 4.77	- 10.34%
Garage Mechanics Payroll	\$ 126,940	\$ 120,495	- 5.08%
Rate	\$ 2.96	\$ 2.57	- 13.18%
Delivery Drivers & Helpers Payroll	\$ 42,000	\$ 58,136	+38.42%
Rate	\$ 7.56	\$ 6.75	- 10.71%
Schedule Credit	12%	8%	- 33.33%
Experience Mod	1.20	1.30	+8.33%
Total Payroll	\$ 45,856,969	\$ 49,233,632	+7.36%
TOTAL	\$ 459,639	\$ 477,287	+3.84%

Loss History with SFM:

Policy Term	Premium	Losses*	Loss Ratio	# of Open Claims
9-1-2023/24	\$459,639	\$65,183	14.18%	11
9-1-2022/23	\$404,341	\$278,317	68.83%	2
9-1-2021/22	\$420,394	\$242,447	57.67%	1
9-1-2020/21	\$374,614	\$55,026	14.69%	1
9-1-2019/20	\$421,657	\$256,358	60.80%	0
TOTAL	\$2,080,645	\$897,331	43.13%	15

*Losses valued as of 7-19-2024

WORKERS COMPENSATION

Coverage A: Statutory Benefits

Coverage B: \$500,000 Each Accident – Bodily Injury by Disease
 \$500,000 Policy Limit – Bodily Injury by Disease
 \$500,000 Each Employee – Bodily Injury by Disease

States Included: Minnesota

Description	Class Code	Payroll	Rate	Premium
School: Professional Employees	8868	\$ 45,070,052	\$ 0.51	\$ 229,857
School: All Other Employees	9101	3,177,243	4.86	154,414
Bus Drivers	7382	807,706	4.77	38,528
Garage Mechanics	8385	120,495	2.57	3,097
Delivery Drivers & Helpers	7380	58,136	6.75	3,924
		<u>\$ 49,233,632</u>		
Standard Premium				\$ 429,820
Increased Limits Charge				+ 3,439
Experience Modification Adjustment (1.30)				+ 129,978
Scheduled Credit (8%)				- 45,059
Premium Discount				- 56,081
Terrorism				+ 2,462
Expense Constant				+ 205
Minnesota Special Compensation Fund Assessment				+ 12,523
Total Estimated Premium				\$ 477,287

Subject to Audit

LEGAL & PRIVACY NOTICES

DISCLAIMER

THIS DOCUMENT IS AN OUTLINE OF INSURANCE COVERAGES ONLY. REFERENCE MUST BE MADE TO THE INSURANCE POLICIES WHICH CONTAIN THE FULL TERMS AND CONDITIONS OF COVERAGE.

NOTHING CONTAINED WITHIN THIS SUMMARY AMENDS OR ALTERS THE INSURANCE POLICIES IN ANY WAY.

SURPLUS LINES ACT

One or more of your insurance policies may be issued pursuant to the Minnesota Surplus Lines Insurance Act. Under this Act the insurance company is an Eligible Surplus Lines Insurer but is not otherwise licensed by the State of Minnesota. In case of Insolvency, payment of claims is not guaranteed.

PRIVACY STATEMENT

Dolliff Inc. is firmly committed to protecting your privacy and the confidentiality of any personal information about our customers that we might possess or acquire. We understand your privacy and security concerns regarding the information we collect, use and disclose to third parties for the purpose of allowing us to provide and offer our products and services to you.

We have developed internal standards, policies and procedures for the protection of customer information, and we strive to maintain the accuracy of customer information and will promptly respond to any questions or concerns customers may have about the accuracy of their personal information. In addition, we adhere to high ethical standards as to the confidentiality of customer's information, and we will only use personal information in compliance with applicable laws and regulations.

COPYRIGHT NOTICE

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Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 5, 2024

Subject: Richfield High School Track and Tennis Court Resurfacing Change Order #3

(Recommended by the superintendent)

That the board of education approve Richfield Track and Tennis Court Resurfacing Change Order #3 for a net increase of \$42,000.

Background Information

- Remove and dispose of the existing bituminous pavement along the interior of the track, high jump area, and along the north track edge along Lane 8. Re-grade and compact base to allow for 4” of new concrete. Install new 5,000 psi high-early concrete level with the interior concrete curb. After curing for 14 days, install primer and new rubber surfacing and structural spray in the transition areas between the track and the field, the high jump area and the field, and along the north end of the track outside of Lane 8.

The original (Contract Sum)	\$166,050.00
Net Change by previously authorized Change Orders	\$160,217.00
The contract sum prior to these Change Orders	\$326,267.00
The contract sum will be increased by these Change Orders in the amount of	\$42,000.00
The new contract sum including all Change Orders will be	\$368,267.00

CHANGE ORDER

Number: CO #3

Project: 2023 Track & Tennis Court Resurfacing

Date of Issuance: July 16, 2024

Owner: Richfield Public Schools
401 70TH Street West
Richfield, MN 55423

Contractor: UMAC
3017 161ST Avenue NW
Andover, MN 55304

Engineer: Larson Engineering, Inc.
3524 Labore Road
White Bear Lake, MN 55110

You are directed to make the following changes in the Contract Documents:

Description: Remove and dispose of the existing bituminous pavement along the interior of the track, high jump area, and along the north track edge along Lane 8. Re-grade and compact base to allow for 4" of new concrete. Install new 5,000 psi high-early concrete level with the interior concrete curb. After curing for 14-days, install primer and new rubber surfacing and structural spray in the transition areas between the track and the field, the high jump area and the field, and along the north end of the track outside of Lane 8.

Total Cost \$42,000


Attachments: Track Wedge Repair Costs from UMAC date June 16, 2024

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$166,050.00	Original Contract Time: Friday, August 2, 2024
Previous Change Orders No. 0 to No.1 \$160,217.00	Net Change from Previous Change Orders: None
Contract Price Prior to this Change Order: \$326,267.00	Contract Time Prior to this Change Order: Tuesday, August 20, 2024
Net Increase (decrease) of this Change Order: \$42,000.00	Net Increase (decrease) of this Change Order: None
Contract Price with all Approved Change Orders: \$368,267.00	Contract Time with all Approved Change Orders: Tuesday, August 20, 2024

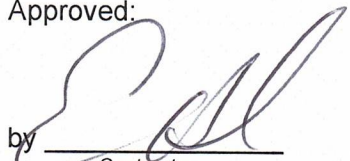
Recommended:

Approved:

Approved:

by 
Engineer

by _____
Owner

by 
Contractor



Serving Minnesota, Wisconsin, Iowa, Nebraska, North Dakota, and South Dakota

3017 161st Ave NW, Andover, MN 55304
763-753-1127 – Phone
763-753-3619 – Fax
eric@umathleticconstruction.com

MN Contractors No. IR722325
IA Contractors No. C090307

June 16, 2024

Richfield Public Schools
401 70th St W
Richfield, MN 55423

Re: Track Asphalt Wedge Repair Options

We propose the following:

Remove & Replace Wedge

1. Remove and dispose of existing wedge around interior of track/high jump and north edge along lane 8 at turf curb
2. Base and compact area with existing materials to accept 4" concrete
3. Install 4" 5,000 PSI unreinforced exterior concrete mix design
 - a. High early mix design to allow concrete strength in 7 days
 - b. 14-day cure time
 - c. Concrete to be placed level with curb and will tie into bituminous track
 - d. Concrete will undulate with existing bituminous
 - e. Resilient surfacing will likely crack at concrete/bituminous joint
 - f. Resilient surfacing will be hand applied on wedge due to undulation

Total \$42,000

Remove & Replace Wedge / Mill & Overlay

1. Sawcut track bituminous 18" from interior curb and north curb to allow access for plate compactor
 - a. Remove bituminous and wedge material – dispose off site
2. Shape and compact existing base aggregate
3. Pave 18" wide wedge areas approx. 1.5" depth
4. Mill 1.5" off of entire track and high jump
5. Pave 1.5" SPWEA240B virgin overlay over entire track and high jump
 - a. Reflective cracking from preexisting cracks in base will likely crack through
 - b. 28-day cure time

Total \$131,325

Reclaim & Pave Track and High Jump

1. Reclaim entire track and high jump to a depth of ~6"
2. Tolerance, grade and export excess reclaim material
 - a. No surveying included as we will utilize existing grades
3. Pave 1.5" SPNWB230B bituminous base course
4. Pave 1.5" SPWEA240B virgin bituminous wear course
 - a. 28-day cure time

Total \$183,515

Notes:

Does not include permits if needed

Access road repair at the southwest corner of track not included for replacement if damaged during concrete/paving

Thank you,

Eric Hicks
Upper Midwest Athletic Construction, Inc.



Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 5, 2024

Subject: Student Disability Nondiscrimination

(Recommended by the superintendent)

A first read of Policy 505: Student Disability Nondiscrimination & Administrative Guidelines 505.1 – 505.3. This policy protects students from discrimination on the basis of disability and puts measures into place to follow Section 504 of the Rehabilitation Act of 1973.

Attachments:

Policy 505: Student Disability Nondiscrimination

Administrative Guideline 505.1: Health Plan Flow Chart

Administrative Guideline 505.2: Grievance Report Form

Administrative Guideline 505.3: Section 504 Health Plan Template

MSBA Model Policy 521: Student Disability Nondiscrimination

MSBA Model Form: Student Disability Discrimination Grievance Report Form

3 **RICHFIELD PUBLIC SCHOOLS**

4
5 **STUDENT DISABILITY NONDISCRIMINATION**

6
7
8 **I. PURPOSE**

9
10 The purpose of this policy is to protect students with disabilities from discrimination
11 on the basis of disability and to identify and evaluate learners who, within the intent
12 of Section 504 of the Rehabilitation Act of 1973, need special services,
13 accommodations, or programs in order that such learners may receive a free
14 appropriate public education.
15

16 **II. GENERAL STATEMENT OF POLICY**

- 17
- 18 A. Richfield Public Schools provides equal educational opportunity to all qualified
19 individuals. The Board of Education is committed to identifying and evaluating
20 qualified individuals within the intent of Section 504 in the District who may need
21 services, accommodations, or programs in order that such individuals may receive
22 equal educational opportunity.
23
 - 24 B. It is the responsibility of the school district to identify and evaluate learners who,
25 within the intent of Section 504 of the Rehabilitation Act of 1973, need special
26 services, accommodations, or programs in order that such learners may receive
27 a free appropriate public education.
28
 - 29 C. A qualified individual may be eligible for Section 504 services, accommodations or
30 programs even though they are not eligible for special education pursuant to the
31 Individuals with Disabilities Education Act (IDEA).
32

33 **III. DEFINITIONS**

- 34
- 35 A. For this policy, the term "qualified individuals" means a student who:
36 1. has a physical or mental impairment that substantially limits one or more
37 major life activity, including learning; or
38 2. has a record of such impairment; or
39 3. is regarded as having such impairment, and
40 4. who is of the age for which persons without disabilities are provided
41 educational services or
42 5. who is of an age for which it is mandatory under state law to provide such
43 services to individuals with disabilities; or
44 6. who is required to receive a free appropriate public education under the
45 Individuals with Disabilities Education Act (IDEA or Special Education).
46
 - 47 B. For this policy, the term "Section 504" means Section 504 of the Rehabilitation Act
48 of 1973, codified at 29 United States Code 794.

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IV. Section 504 COORDINATOR

- A. The superintendent shall appoint a District 504 Coordinator.
- B. The principal or site administrator of each school shall appoint a Building 504 Coordinator for their school or program.
- C. The Building 504 Coordinator will be responsible for appropriate distribution of materials to staff and parents, along with training staff as appropriate.

IV. RESPONSIBILITIES

- a. The superintendent is responsible for appointing the District 504 Coordinator.
- b. The superintendent may adopt regulations deemed necessary to implement this policy.
- c. The superintendent shall develop a grievance procedure that complies with the requirements of Section 504.
- d. The District 504 Coordinator is responsible for the general oversight of identification and evaluation of qualified individuals, training on compliance with Section 504 and implementation of the district’s grievance procedure for Section 504 services, accommodations or programming
- e. The Building 504 Coordinator is responsible for compliance with Section 504, this policy and District regulations within his or her school or program.
- f. Each teacher and staff person is responsible for the implementation of accommodations and services for qualified individuals in their school or program appropriate to their job description.

Persons who have questions or comments should contact the Executive Director of Special Programs, 7001 Harriet Ave, Richfield, MN, (612-798-6041). This is the school district’s Americans with Disabilities Act/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator at the district office.

Legal References: Pub. L. 110-325, 122 Stat. 3553 (ADA Amendments Act of 2008, § 7)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

APPROVED BY THE BOARD OF EDUCATION: June 17, 2007

REVISED BY THE BOARD OF EDUCATION: June 11, 2018

RICHFIELD PUBLIC SCHOOLS

SECTION 504/HEALTH PLAN

FLOW CHART

1. REFERRAL

- Can be made by parent, student, school staff
- Does the student have a specific medical and/or mental health condition(s)?
 - If not, student does not meet the criteria for a 504/Health plan.
 - If yes, start Section 504/Health Plan document.
https://docs.google.com/document/d/1DA1a170ZqNnprw_aRlbnNPj8uKyJwoGGJMGMsSUBLx4/edit?usp=sharing

2. PARENT/GUARDIAN NOTIFICATION

- Speak to parent about the 504/Health Plan referral and complete Parent Notice of Evaluation form. Evaluate student for eligibility only after parent/guardian has signed consent to evaluate.
 - <https://docs.google.com/document/d/1jymbu00NbRAa1zlfP7A8hFclrFuMjDQanf5HRWzx8eo/edit?usp=sharing>
- Provide copy of Parent/Learner Rights.
 - English Version:
 - <https://docs.google.com/document/d/1jymbu00NbRAa1zlfP7A8hFclrFuMjDQanf5HRWzx8eo/edit?usp=sharing>
 - Spanish Version:
 - <https://docs.google.com/document/d/1SxTN0INJWSQK2qFqN-ntM7gW2KNImpma0k-CSGXGQxo/edit?usp=sharing>

3. COLLECT DOCUMENTATION AND DATA

- Documentation of medical and/or mental health diagnosis from health care provider.
 - <https://drive.google.com/open?id=1vCMnKsxOOoM1St1PAAHPkHJdShvkem5v>
- For academic concerns, gather information from a variety of sources.
 - Grades and standardized test scores
 - Attendance and behavior reports
 - Conduct vision and hearing screening
 - Teacher/parent/student observations

4. REVIEW EVALUATION DATA AND DETERMINE ELIGIBILITY

- Eligibility is a team decision.
- Does the student have a documented medical and/or mental health diagnosis?
- If there is no diagnosis of the medical or mental health condition, what are the barriers to obtaining the diagnosis? Is there other evidence of a condition that the team can rely on?
- Does the medical and/or mental health condition(s) substantially limit one or more major life activities (i.e. walking, seeing, hearing, speaking, breathing, learning, working, concentrating)?
 - If NO, student does is not eligible for a 504/Health Plan.
 - If YES, how does the medical and/or mental health condition(s) impact the student in the school setting?does the student require a 504/Health Plan to prevent discrimination.
- Finish the Section 504/Health Plan document.
https://docs.google.com/document/d/1DA1a170ZqNnprw_aRlBxNPj8uKyJwoGGJMGMsSUBLx4/edit?usp=sharing
- Notify parent/guardian of eligibility. Provide copy of completed Section 504/Health Plan document along with a copy of the Parent/Learner Rights.

5. IF STUDENT IS DETERMINED TO BE ELIGIBLE, SECTION 504/ PLAN IS DEVELOPED AND DISTRIBUTED.

- School staff develop draft of 504/Health Plan. Parent/guardian is given an opportunity for input before the plan is finalized.
- Completed plan is distributed to student’s teachers and related staff (i.e. extra curricular coaches and directors, school nurse, campus supervisors).
- Prior to each new school term (trimester or semester), the 504/Health Plan coordinator will ensure all of the student’s teachers and related staff are given a copy of the plan.

6. REVIEW THE STUDENT’S 504/HEALTH PLAN ANNUALLY

- 504 coordinator will contact parent, teachers, and other working with the student and knowledgeable about the student’s 504/Health Plan and ask:
 - How are the accommodations and modifications working?
 - Are any changes recommended?
- If changes to the plan are proposed, the team will determine if the new/revised accommodation(s) are directly related to the documented medical and/or mental health condition(s) that substantially limits one or more life activities.
- Parent/guardian will be given a copy of the student’s plan and Parent/Learner Rights.

7. RE-EVALUATION AND DISCONTINUATION OF 504/HEALTH PLAN

- Team will determine how often/if to re-evaluate a student’s 504 eligibility based on the individual student’s needs and condition(s). Some conditions may not require an updated diagnoses in order to continue the plan.

- Does the student continue to have a medical and/or mental health diagnosis based on updated documentation from a health care provider?
- Does the medical and/or mental health condition(s) still substantially limit one or more major life activities (i.e. walking, seeing, hearing, speaking, breathing, learning, working, concentrating)?
 - If NO, student is no longer eligible for a 504/Health Plan.
 - If YES, how does the medical and/or mental health condition(s) continue to impact the student in the school setting?
- Parent/guardian will be notified of re-evaluation data and results and given a copy of Parent/Learner rights.
- School staff will annually review the plan to ensure that no changes are necessary

Revised 05-09-18

505-2
Guidelines
RICHFIELD PUBLIC SCHOOLS, ISD 280

STUDENT DISABILITY DISCRIMINATION GRIEVANCE REPORT FORM

General Statement of Policy Prohibiting Disability Discrimination

Richfield Public Schools maintains a firm policy prohibiting all forms of discrimination on the basis of a disability. All persons are to be treated with respect and dignity. Discrimination on the basis of a disability will not be tolerated under any circumstances.

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

I have been discriminated against based on (choose one or more):

[my disability] / [a record of my disability] / [being regarded as having a disability]

because _____

Date of alleged incident(s): _____

Name of person you believe discriminated against you or another person:

If the alleged discrimination was toward another person, identify that person:

Describe the incident(s) as clearly as possible, including such things as: any verbal statements; what, if any, physical contact was involved; etc. (attach additional pages if necessary)

Location of the incident(s): _____

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has

521-3F


discriminated against me or another person based on a disability. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by: _____

(Date)

 <p>Richfield Public Schools 7001 Harriet Ave. S. Richfield MN 55423</p>	<p>Section 504/Health Plan</p>
---	--------------------------------

INTRODUCTION: Section 504 of the Rehabilitation Act of 1973 is designed to eliminate discrimination on the basis of disability in any program or activity receiving Federal financial assistance. Students who are protected from discrimination are those who 1) have a physical or mental impairment which substantially limits one or more major life activities. 2) have a record of such impairments, or 3) are regarded as having such an impairment. Please complete the following information. (Sections I & II)

Student Information:

Last Name: _____ First Name: _____ M.I.: _____ DOB: _____
 School: _____ ID#: _____ Grade: _____
 Referred by/Relationship: _____ Date: _____

Reason for referral:

List the physical and/or mental condition(s) that significantly impact(s) a major life activity:
 Is there a medical or mental health diagnosis? If not, can one be obtained?

Has the student ever been referred, evaluated and/or received services for special education? Yes No

If yes, please indicate date and outcome of assessment:

Date: _____ Outcome: _____

Evaluation Information:


Summary of evaluation data (include medical documentation of physical and/or mental condition):

Describe the impact of the physical and/or mental condition(s) in the school setting:

Is the student performing in the range of typical peers?

Yes No Comments:

Does the student require a 504/health plan to prevent discrimination? Yes No

 <p>Richfield Public Schools 7001 Harriet Ave. S. Richfield MN 55423</p>	<p>Section 504/Health Plan</p>
---	--------------------------------


The following persons have participated in the determination of eligibility:

Participants:

Position:

NOTE:

The 504 Plan will be given to teachers, relevant school staff, and school sponsored coaches and advisors for extracurricular activities in which the student participates.

 <p>Richfield Public Schools 7001 Harriet Ave. S. Richfield MN 55423</p>	<p>Section 504/Health Plan</p>
---	--------------------------------

Last Name:

First Name:

M.I.:

DOB:

School:

ID#:

Grade:

Describe the impact of the physical and/or mental condition in the school setting:

Accommodation Plan:

Program changes required:

(Making accommodations within the mainstream setting should be the first level of consideration.)

1.

Staff responsible:

2.

Staff responsible:

3.

Staff responsible:

4.

Staff responsible:

5.

Staff responsible:

6.

Staff responsible:

Adopted: _____

MSBA/MASA Model Policy 521

Orig. 1995

Revised: _____

Rev. 2024

521 STUDENT DISABILITY NONDISCRIMINATION

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

I. PURPOSE

The purpose of this policy is to protect students with disabilities from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

- A. Students with disabilities who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
 - 2. has a record of such an impairment;
 - 3. is regarded as having such an impairment; or
 - 4. has an impairment that is episodic or in remission and would materially limit a major life activity when active.

[NOTE: The 2024 Minnesota legislature revised the definition of 'disability' in Minnesota Statutes, section 363A.03, subdivision 12]

- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. COORDINATOR

Persons who have questions or comments should contact _____ (title, name, office address, and telephone number). This person is the school district's Americans with Disabilities Act/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

Legal References: Minn. Stat. § 363A.03, Subd. 12 (Definitions)

42 U.S.C. Ch. 126 (Equal Opportunity for Individuals with Disabilities)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

INDEPENDENT SCHOOL DISTRICT NO. _____

STUDENT DISABILITY DISCRIMINATION GRIEVANCE REPORT FORM

General Statement of Policy Prohibiting Disability Discrimination

Independent School District No. _____ maintains a firm policy prohibiting all forms of discrimination on the basis of a disability. All persons are to be treated with respect and dignity. Discrimination on the basis of a disability will not be tolerated under any circumstances.

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

I have been discriminated against based on (choose one or more):

[my disability] / [a record of my disability] / [being regarded as having a disability]

because _____

Date of alleged incident(s): _____

Name of person you believe discriminated against you or another person: _____

If the alleged discrimination was toward another person, identify that person: _____

Describe the incident(s) as clearly as possible, including such things as: any verbal statements; what, if any, physical contact was involved; etc. (attach additional pages if necessary): _____

Location of the incident(s): _____

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has discriminated against me or another person based on a disability. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature) (Date)

Received by: _____
(Date)

NEW BUSINESS – FOR REVIEW

Agenda Item VI.E.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 5, 2024

Subject: The Pledge of Allegiance

(Recommended by the superintendent)

A first read of Policy 525: The Pledge of Allegiance. This policy relays the requirements based in statute that the Pledge be recited weekly in schools and that the students are instructed in the display of the flag.

Attachments:

Policy 525: The Pledge of Allegiance

MSBA Model Policy 531: The Pledge of Allegiance

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RICHFIELD PUBLIC SCHOOLS
THE PLEDGE OF ALLEGIANCE

I. PURPOSE

The school board recognizes the need to display an appropriate United States flag and to provide instruction in the proper etiquette, display, and respect of the United States flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance in school to help further that end.

II. GENERAL STATEMENT OF POLICY

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher’s surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

III. EXCEPTIONS

Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person’s right to make that choice.

IV. INSTRUCTION

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

Legal References: Minn. Stat. §121A.11, Subd. 3 (Pledge of Allegiance)

Cross References:

ADOPTED BY THE BOARD OF EDUCATION: June 24, 2003
REVISED BY THE BOARD OF EDUCATION: September 4, 2007
REVIEWED AND AFFIRMED BY THE BOARD OF EDUCATION: September 15, 2008, February 20, 2018

Adopted: _____

MSBA/MASA Model Policy 531

Orig. 2003

Revised: _____

Rev. 2003

531 THE PLEDGE OF ALLEGIANCE

[Note: Recitation of the Pledge of Allegiance by students and instruction of students as provided in this policy are required by statute. Also, the statement in Part III., below, must be included in the student handbook or a policy guide. A local school board or a charter school board of directors may waive these statutory requirements by a majority vote taken annually. If the local school board or charter school board of directors waives the requirement to recite the Pledge of Allegiance, it may adopt a district or school policy regarding the reciting of the Pledge of Allegiance.]

I. PURPOSE

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

II. GENERAL STATEMENT OF POLICY

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

III. EXCEPTIONS

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

IV. INSTRUCTION

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

Legal References: Minn. Stat. § 121A.11, Subd. 3 and Subd. 4 (United States Flag)

Cross References: None

NEW BUSINESS - FOR ACTION

Agenda Item VI.F.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 5, 2024

Subject: Donations

(Recommended by the superintendent)

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

The RPS Sunshine Lunch Account received a donation of \$42.75 from Marta Shahsavand of Blaine, MN.