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 4, 2025
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 2025-2026
2. School Board Member Handbook Draft

B. Commendation

IV. CONSENT AGENDA

A. Routine Matters

1. Minutes of the Regular Meeting held July 14, 2025
2. General Disbursements as of 7/29/25 in the Amount of $3,572,680.39

B. Personnel Items

C. Bid Awards – Produce Vendor & Local Apple Vendor

V. OLD BUSINESS

A. Policy 710: Petty Cash & Administrative Guideline 710.1

B. Policy 712: Credit Card Usage & Administrative Guideline 712.1

VI. NEW BUSINESS

A. Amended Resolution Designating Polling Places for 2025

B. Miscellaneous Pay Rates for 2025-2026

C. Authorization to Award Supplementary Student Transportation Services Agreement

D. Policy 301: Organizational Chart & Policy 302: Position Assignments

E. Policy 403: Disability Nondiscrimination

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Suggested/Future Agenda Items

D. Future Meeting Dates

8-18-2025	7 p.m.	Regular Board Meeting – Public Comment
9-2-2025	7 p.m.	Regular Board Meeting

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

IX. REOPEN MEETING

X. ADJOURN REGULAR MEETING

INFORMATION AND PROPOSALS – NON-ACTION ITEMS **Agenda Item II.A.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 4, 2025

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
ACCESS:	Assessing Comprehension & Communication in English State-to-State
ACHM:	All Conference Honorable Mention
ADA:	Americans with Disabilities Act
ADM:	Average Daily Membership
A.I.:	American Indian
A.I.:	Artificial Intelligence
AIPAC or IPAC:	American Indian Parent Advisory Committee or Indigenous Parent/Guardian 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
C&A:	Connect & Assess
CACR:	Comprehensive Achievement and Civic Readiness (previously World's Best Workforce)
CAREI:	Center for Applied Research & Educational Improvement
CASEL:	Collaborative for Academic, Social, and Emotional Learning

CBM:	Curriculum Based Measurement
CCR:	Career & College Readiness
CDC:	Centers for Disease Control
CE:	Community Education
CIS:	College in the Schools
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
ESSA:	Every Student Succeeds Act
ESST:	Earned Sick and Safe Time
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
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
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)
PLC:	Professional Learning Community
PSEO:	Postsecondary Enrollment Options
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
RLFA:	Richfield Latino Family Association
RMS:	Richfield Middle School
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

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:	Schoolwide Behavior Expectations
SY:	School Year
T&L:	Teaching & Learning
TMC:	Tri-Metro Conference
T Plus or T+	Transition Plus
TS GOLD:	Teaching Strategies GOLD® Assessment
UFARS:	Uniform Financial Accounting and Reporting Standards
VEBA:	Voluntary Employees' Beneficiary Association
VPK:	Voluntary Prekindergarten
WBWF:	World's Best Workforce (renamed Comprehensive Achievement and Civic Readiness)
WIDA:	World-Class Instructional Design & Assessment
WIN:	What I Need
YTD:	Year-to-Date

RPS Student and Staff Demographic Data 2024-2025:

4,117 Students Districtwide

- 3,963 Traditional Count
    - 1,739 Elementary (K-5) Average Class Size = 24.15
    - 813 Middle (6-8) Average Class Size = 24.19
    - 1,272 High (9-12) Average Class Size = 26.02
    - 115 Prekindergarten (16 ECSE VPK)
    - 24 Transition+
- 154 Voluntary Prekindergarten (VPK)

Student Diversity (based on MDE categories)

- BIPOC: 70.73%
    - American Indian or Alaska Native: 1.02%
    - Asian: 3.3%
    - Hispanic: 44.74%
    - Black or African American: 14.04%
    - Native Hawaiian or Other Pacific Islander: 0.07%
    - 2 or More Races: 7.55%
- White: 29.27%

English Learner

- ELL: 24.17%
- Non-ELL: 75.83%

Free/Reduced Eligible

- Eligible: 53%
- Not Eligible: 47%

670 Total Staff Districtwide (634.142 FTE)

- 351 Teachers/Licensed Staff (Non-administrators)
- 116 Paraprofessionals
- 74 Facilities & Transportation
- 46 Administration & Classified Management
- 38 Nutrition Services
- 23 Administrative Support Professionals
- 11 Outreach Workers
- 11 Other

(Does not include casual, substitutes, or cocurricular assignments)

Staff Diversity (based on self-reported categories)

- BIPOC: 30.65%
    - Hispanic/Latino: 15.63%
    - Black/African American: 8.04%
    - Other: 3.27%
    - Asian: 2.83%
    - American Indian: 0.89%
- White: 69.35%

INFORMATION AND PROPOSALS – NON-ACTION ITEMS **Agenda Item II.B.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 4, 2025

Subject: Ongoing Board Calendar

Upcoming Events to Attend:

Thursday, August 14: Unity in the Community @ Richfield Community Bandshell (636 East 66th St)
Tuesday, August 19: New Teacher Welcome Breakfast, 8 a.m. @ RHS
Tuesday, August 26: RPS All Staff Welcome Back Lunch & Kickoff, 11 a.m. @ RHS

Upcoming Holidays, Heritage Months, and Appreciation Days:

September 1: Labor Day
September is School Board Recognition Month
September 15 – October 15: 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 4, 2025

Subject: Superintendent Update

The board will discuss their goals for the 2025-2026 school year.

An RPS school board member handbook has been drafted as a comprehensive guide for new school board members of Richfield Public Schools. Board members are asked to review the draft and provide feedback to the administration on how this document can be most useful to new school board members.

Attachments:
Administrative Guideline 209.1: Board Self-Evaluation Form
Draft Board Goals 2025-2026
Draft School Board Member Handbook

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

Yearly Goal Setting

Goal Area 1: Partnership with the superintendent

Effectively orient new board members and become a cohesive group to partner with the superintendent.

- 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: Connection with students, staff, and community

Engage family and community members in a way that aligns with the District's equity policy.

- 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: Orientation to policy and the District's strategic plan, mission, vision, and values in board meetings and as board representatives

Lead and participate in the strategic planning process resulting in an updated plan published prior to the 2026-2027 school year.

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

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- Addressing Questions and Concerns
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    - Input Process
    - Policy Revisions
    - Writing New Policies
- Represent-a-School and Board Liaison Assignments
- Superintendent Evaluation
- References & Other Relevant Board Policies

Introduction

This handbook is intended as a comprehensive guide for new school board members of Richfield Public Schools. It can also be used to advise prospective school board candidates and to inform the community about how the school board functions. Note: In Richfield, the terms “school board” and “board of education” can be used interchangeably.

About the School Board

The Richfield Public School District is governed by a six member school board. Each member is elected at large and serves alternating four-year terms. Board members elected in the years 2025 and 2027 will serve three-year terms. Elections are currently held in November of years ending with an odd number. School board members receive a monthly $600 stipend in exchange for their public service. There is an additional $300 per year for the member serving as clerk and $900 per year for the member serving as chair.

The board has approved a resolution to transition to even-year school board elections. Board members elected in the years 2025 and 2027 will serve three-year terms. Elections after 2027 will be held in even years. Beginning with the election of 2028, board member terms will revert to four years.

The school board is responsible for setting the District vision and goals, monitoring progress and ensuring accountability. The school board creates and updates District policies. The school board hires, directs and evaluates the superintendent. School board members are required to attend training in governance, school finance and education law. School board members are expected to prepare for and attend board meetings twice per month and additional committee meetings as needed. The school board votes on which of its members should fulfill the roles of chair, vice chair, clerk and treasurer.

School Boards in Minnesota

From MSBA 2024 Candidate's Guide to School Board Elections: "Serving on a school board is more than just a volunteer role; it's a chance to make a lasting impact on the success of each student. More than 2,400 dedicated individuals serve as school board members for Minnesota's 331 public school districts. Every two years, board members are elected by voters for their local district to govern with integrity for a term of four years."

From MSBA Qualifications and Characteristics of Being a School Board Member: "The governance of local school districts by elected individuals lies at the core of American democracy and the public education system, with board members chosen by voters every two years to represent their communities on local school boards. These elected officials are entrusted with the responsibility of reflecting the values and needs of their local communities. Public schools are uniquely positioned to serve all students across the United States without exception, ensuring that every child has access to a quality education. In doing so, they prepare young people to become informed and engaged citizens who contribute to the vitality of one of the world's oldest continuous democracies."

RPS Beliefs & Values

Our mission is to inspire and empower each individual to learn, grow and excel. As outlined in our strategic plan, all learners have access to rigorous learning opportunities. We strive to have all students achieve high-level academic outcomes that are not predictable by race, culture,

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socioeconomic status, language, gender, ethnicity or any other characteristic. Learners–both students and staff–will acquire an awareness of their own identity, value others' similarities and differences, and gain a deep understanding of how all of us intersect with our global society.

We believe:

- in inspiring our students to grow, adapt and discover their place in the world
- all children have a right to quality education, high standards, rigorous curriculum and powerful instruction
- in providing instruction that supports the different ways people learn
- that valuing our diverse backgrounds, experiences and perspectives fosters unity and empowers all
- the collective efforts of students, home, school and community form the foundations for excellence
- that core values of caring, honesty, respect and responsibility will be modeled, taught and nurtured
- it is everyone's responsibility to provide a safe, supportive and engaging environment

We will:

- provide a high-quality, competitive educational program
- accelerate achievement for ALL students
- engage family and community members as partners
- ensure an environment where ALL belong

Becoming a School Board Member

To be eligible for election to a Minnesota public school board, a candidate must:

- Be at least 21 years old at the time the term begins.
- Have resided in the school district for at least 30 days prior to the election.
- Be an eligible voter, which includes being a U.S. citizen.
- Not be convicted of a felony without having civil rights restored. You cannot run for school board if you are on the Predatory Offenders Registration list.
- Have no other affidavit on file for another election office — other than township board — during the same election.

Candidates must file affidavits of candidacy during the designated period, usually in late July to mid-August. Filing paperwork and the filing fee must be mailed or delivered in person to the school district election clerk (typically the assistant to the superintendent) at the District Office.

Candidates who receive contributions or make expenditures of more than $750 in a calendar year must submit an initial report within 14 days after reaching that threshold and again 10 days before the General Election and 30 days after the election. A Certification of Filing is due within seven days after the election.

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The school board will canvass the election results within 3-14 days after the election. If elected, a candidate will receive a Certificate of Election. The District will provide a day of onboarding sometime during the month of December, which includes the official oath and acceptance of office. New board members will be ceremonially sworn in at the first meeting in January.

Filling Vacancies (Source: MN Statute 123B.09)

A vacancy on the school board occurs when a member dies, resigns, or ceases to be a resident of Independent School District #280. In addition, if a school board member is unable to serve on the board and attend its meetings for ninety (90) days or more because of illness or prolonged absence from the District, the board may declare a vacancy. All vacancies will be filled according to Minnesota Statutes. In some cases this is an appointment by the board, and in some cases a special election is required.

Minnesota Statute states that once the board approves an appointment, the appointed board member cannot be seated until 30 days after the appointment.

Board Member Role & Responsibilities

From MSBA Qualifications and Characteristics of Being a School Board Member: “School boards serve as the guiding leadership bodies for public school districts, with a primary role in shaping the educational vision and goals of the district. They work closely with their communities to set a strategic direction, ensuring that long-term educational goals are clearly defined and pursued. This involves making high-level decisions that influence the future of education within their jurisdiction.”

School boards are most effective when they focus on the big picture:

- Setting vision and goals, monitoring progress, holding accountability
- Making effective policy and ensuring policies are faithfully implemented
- Engaging stakeholders across and within the community

School boards delegate the statutory management of the school district to the superintendent. School boards hire, direct, and evaluate the performance of the superintendent who handles the day-to-day management of the school district, along with the administration.
The school board is responsible for:

- Monitoring student achievement and educational programs
- Aligning resources with goals through budgeting
- Ensuring facilities are safe and adequate for students and staff
- Approving collectively bargained employee contracts
- Collaborating with community partners through meaningful engagements and communication
- Serving as advocates for public education

No one person, or group of persons, acts in the name of the school board. When an item of business comes before the school board in the form of a motion, it is necessary that a majority

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of votes be cast in favor of the motion for the board to act. Members of the board do not have the authority to act independently as individual board members. Once a motion has been passed by the board, all board members are expected to stand behind that action, even if they did not individually vote in favor of it.

Expectations for Board Members

School board members must attend required training in governance, school finance, and education law issues. Generally this includes MSBA's Phase I and Phase II workshops in the first year on the board, and subsequent training on an optional or as-needed basis. MSBA officers' training is recommended for board members who take on officer roles.

The board holds two meetings per month (only one in July). Meetings are typically held at 7 p.m. on the first and third Monday of each month, though a few meetings each year will either be held on a Tuesday night or on a different Monday due to holidays and other scheduling needs. Board members are expected to attend each meeting either in person or virtually and to communicate about any absences to the superintendent as far in advance as possible. When board members are absent from a meeting, it is recommended to catch up by watching the YouTube recording at their convenience.

Study sessions are scheduled as needed, typically 2-4 times per year, often in the hour preceding a regular board meeting.

School board members are expected to prepare for board meetings by reading the draft packet and providing advance notice of questions when possible. Board members should read the policies up for review and provide suggestions on the first or second read of the policy, rather than the third (board policies are typically brought to the board for three meetings in a row before the board votes on any changes).

Board members are expected to maintain connections to their designated RPS school and their board liaison assignments. It is not a requirement to attend every meeting of their liaison groups, but to generally stay informed and give the board relevant updates. Board members may also be asked to attend other school or district events, such as the high school graduation ceremony.

School board members have a legal obligation to comply with all federal, state and local laws relating to work as a school board member, as well as all policies approved by the school board and all regulations published by the Minnesota Department of Education and other state and federal agencies. School board members must avoid conflicts of interest and refrain from using a school board position for personal gain. School board members must protect confidential information that is shared.

Open meeting law (Minn. Stat. § 13D.05) outlines the requirement that a quorum (4 or more board members) may not meet or discuss any form of District business without it being

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considered a public meeting. School board members are expected to refrain from discussing District business even with a smaller group of board members without public knowledge. Typically, the RPS board does not meet in groups larger than 2 or send emails/texts to the full group, regardless of the topic.

School board members are expected to behave professionally and respectfully, to be generally accessible to the public of Richfield, and to be available to speak with the superintendent as needed and within reason. This includes the following:

- Respect the rights of others to have and express opinions
- Strive to provide the best possible education for all students in RPS
- Support the decision of the board, even if a board member's own position concerning the issue was different
- Recognize the integrity of school board predecessors and associates and appreciate their work
- Make no disparaging remarks, in or out of school board meetings, about other members of the school board, the superintendent, or their opinions
- Respect and thank members of the RPS community who bring forward concerns to individual board members and/or to the entire board during public comment
- Communicate individually with the superintendent on a regular basis
- Direct concerns from community members through appropriate channels and respond to the community members in a timely manner
- Read and respond to emails from the school board secretary 🙂

School Board vs. Superintendent/Administration Role

	School Board Role	**Superintendent / Administration Role**
Board Policy	Review, revise, and ratify board policies based on recommendations from the superintendent.	Provide recommendations for policy updates and implement policies throughout the District.
Hiring, Supervision, and Evaluation of Staff	Hire, supervise, and evaluate the superintendent.	Hire, supervise, and evaluate all other staff.
Questions and Concerns Brought to Board Members by Community Members	Address questions and concerns related to board agenda items and the superintendent. Direct other questions to the appropriate administrator.	Address community questions and concerns that have been forwarded from board members. Direct questions to the appropriate administrator. Report resolution back to the board.
Budget and Finance	Annually approve the overall District budget, as well as	Manage the budget and all decision-making regarding

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	specific contracts and purchases that require board approval.	resources within the approved budget parameters. Bring recommendations to the board.
Community Input	Identify decisions that need input from the community and direct the administration to acquire feedback.	Establish methods for gaining demographically representative input from students, staff, and families on decisions as needed.
Legislative Advocacy	Advocate for the District and public education as a whole with lawmakers.	Advocate for the District with lawmakers. Provide background information to board members on issues that require advocacy.
Curriculum Selection	Approve policies that guide curriculum selection processes.	Review and select curriculum materials with appropriate stakeholder input and ensure they are implemented with fidelity.
Strategic Goals	Set the vision of the District and approve a strategic plan.	Take action to implement the board's vision and achieve strategic plan goals. Report back to the public with data related to goals.
Board Meetings	Regularly attend board meetings and provide input to the creation of the agenda as appropriate. Vote on action items.	Regularly attend board meetings and create the agenda in consultation with the board. Prepare all reports to inform the board with recommendations.

Addressing Questions and Concerns

Situation/Example	**Best Practice for Board Response**
General Guidance for When a Board Member is Contacted with a Concern	● Get contact information for the person who has reached out. ● Attempt to understand the concern, but do not make any commitments other than to communicate about the concern with the superintendent if necessary. ● Do not agree to confidentiality. ● Be available for contact in the future if redirecting the person to the appropriate staff member. ● Notify the superintendent if the issue cannot be addressed by redirecting the person to the appropriate staff member. ● Thank the person for coming forward with their concern.
A Board Member is	**If contacted by a student,** redirect them to the principal or

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Contacted with a Concern	assistant principal and notify the superintendent. **If contacted by a parent/guardian,** redirect them to the teacher, principal, or administrator and notify the superintendent. **If contacted by a staff member,** redirect them to their supervisor and notify the superintendent. **If contacted by a community member who does not fall into any of the above categories, such as a Richfield resident,** redirect them to the appropriate management team member and notify the superintendent. If the person indicates they have already spoken to the appropriate staff member and their concern has not been addressed, connect them directly with the superintendent via email or by taking a message for follow up.
A Board Member is Contacted by Email	It is important to send an acknowledgment email to the person who emailed, thanking them for reaching out and letting them know that their concern has been forwarded to the superintendent. If the entire board has been copied on the message, the chair will take the lead in responding (though individual board members can choose to respond as well). DO NOT REPLY ALL!
Misinformation About the District, School Board, or a School Board Member is Being Shared on Social Media	● As a school board member, it is not generally advised to engage in social media debates and criticisms. ● Contact the superintendent directly to make them aware of the issue so that the appropriate staff person can quickly provide factual information on the social media platform, if warranted, or so that any safety or confidentiality concerns can be addressed.

Election of Board Officers

The school board meets annually on the first Monday in January or as soon after as practical, and elects a chair, vice chair, clerk and treasurer. This is called the organizational meeting. The previously appointed chair continues to serve as the chair until a new chair has been selected.

The new chair officiates the selection of vice chair, clerk and treasurer. Unless removed by the board from their position, the officers will hold office for one year and until their successors are elected by the board.

The chair must call for nominations for each role three times. The board can elect officers with a majority vote, or if there is only one nominated board member after three calls for nominations, the officer can be elected by acclamation.

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In Richfield, the board has typically followed a tradition of electing the same board chair for two years in a row in order to maintain continuity, and then electing the vice chair as the next chair following those two years. However, the board has the authority at the organizational meeting to elect any board member for any board officer role with a majority vote.

Board Officer Roles

Duties of the Chair:

- Lead all board meetings and ensure the meetings are run efficiently.
- Assist in setting board agendas.
- Serve as a spokesperson for the board in communications with other organizations and the media.
- Perform various ceremonial duties including speaking on behalf of the board at various District functions.
- Serve as board liaison in communications with the superintendent.
- Coordinate the annual superintendent evaluation process.
- Hold responsibility for board member discipline if necessary.
- Lead the superintendent contract negotiations process (typically every 3 years).
- Perform other duties as are required by law.

Duties of the Vice Chair:

- Serve as chair in the absence of the chair.
- Support the annual superintendent evaluation process.
- Support the superintendent contract negotiations process (typically every 3 years).
- Serve on behalf of the chair as requested by the chair.

Duties of the Clerk:

- Sign board documents, including employee contracts and approved board resolutions.
- Perform other duties as required by law.
  Clerk Duties that are Delegated to the Board Secretary:
  - Keep a record of the proceedings of the board
  - Keep on file all reports, communications, papers and documents relating to the business of the board
  - Issue notices of board meetings.
  - Maintain responsibility for the annual school board election and any other elections called by the board.

Duties of the Treasurer:

- Sign all financial documents requiring board signature.
- Perform other duties as required by law.

Types of School Board Meetings

Regular Meetings: Typically, regular meetings of the school board are held on the first and third Mondays of each month at 7 p.m. in the boardroom of the District Office. A schedule of the regular meetings of the school board is approved by the board in May or June for the following school year and is posted on the District website. Board members may attend meetings in person or virtually through Google Meet. Meetings are open to the public and livestreamed on the District YouTube channel.

If a board member attends a meeting virtually, there are some additional requirements. All board members must still be able to see and hear each other throughout the meeting. The reason for remote participation must be stated in the meeting minutes. When there is a virtual participant, all board votes must be taken by roll call. At least one board member must be present in the boardroom.

Study Sessions: Study sessions are scheduled as needed, typically 2-4 times per year. They are technically regular meetings of the board and must be open to the public. However, no board action takes place at these meetings, so no meeting minutes are recorded. The agenda for the study session is posted online. Some study sessions are livestreamed, such as legislative study sessions with local legislators or the Richfield city council and informational study sessions about running for school board. Other study sessions, such as opportunities for the board to engage in professional development, are not typically livestreamed. The RPS board has also typically held a board retreat once every few years, which is a longer meeting that is also considered a study session.

Closed Sessions: Meetings can only be closed for specific legal reasons. The most common that occur are for labor negotiations strategy or for superintendent evaluation. Closed sessions typically occur at the end of a regular board meeting. During a closed session, the board will move into a different conference room within the District Office. The audio from closed sessions is often recorded, as specified in Minnesota statute, and minutes from the closed session must be taken.

Special Meetings: Special meetings only occur when the board needs to take action on something between regular meetings. Special meetings must have 3 days published notice with the specific items to be discussed. Only the item specified in the notice may be discussed at the meeting.

What Happens at School Board Meetings

According to Policy 208: Open Meeting and Closed Meetings, the general order of business at regular board meetings is as follows:

I. CALL TO ORDER	The chair calls the meeting to order.

II. REVIEW AND APPROVAL OF AGENDA	The board must vote to approve the agenda. Later changes to the agenda cannot occur without an additional vote.
III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS A. Receiving of Delegations B. Reports and Information from School Sources C. Communications from Non-School Sources	Delegations includes Public Comment as well as any special guests being recognized. Both B & C fall under the “Superintendent Update” in the meeting agenda. The principal or building leader of each school presents to the board once per year. These presentations typically occur at the first meeting of the month. Directors also present to the board at least once per year, and there are a few coordinators/supervisors who make an annual report as well. These presentations, as well as any presentations by the superintendent or from outside consultants, occur after the school presentations in the meeting agenda. Commendations also typically occur as the last item in Information and Proposals - Non-action Items.
IV. CONSENT AGENDA A. Routine Matters B. Personnel Items	The minutes from the previous board meeting are always included in Routine Matters, along with the financial statements from the previous meeting, and the most current financial statements. Investment holdings are included once per month. A year-to-date finance update is typically included once per month. Once per year, in July, several additional documents are included in Routine Matters, including designating the individuals who can sign financial documents for the district and complete wire transfers, approving the official newspaper, legal counsel, and associations we will be working with, approving the board secretary role, and designating the identified official with authority for MDE approvals. The personnel items are included for approval at each meeting. The public information is included in the board packet, and the board members receive a separate document with confidential information related to the personnel items (such as resignation and leave of absence request letters). Other items could be included in the consent agenda on occasion, such as approval of contracts for food service vendors, etc.
V. OLD BUSINESS	Old business means items for board review or action that appeared on the agenda of a prior meeting but have not yet been approved. Most board meetings will have second and third reads of board policies that have already been brought to the board for a first

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	read at a prior meeting. Other items that sometimes take more than one meeting to approve include the RPS legislative platform, represent-a-school and board liaison assignments, board honorarium, board meeting calendar, etc.
VI. NEW BUSINESS	New business means items for board review or action that have not appeared on a prior meeting agenda. Items that may appear under new business include: the annual budget; authorizations for large purchases; authorization for a board member to be employed on a casual/temporary basis; bid awards; change orders; contracts, collective bargaining agreements and pay rates; cooperative sponsorship agreements; the district calendar; insurance renewals; levy certifications; required election-related actions; resolutions discontinuing positions; resolutions supporting grants; and more. The first read of a policy for review appears in new business. Donations are typically the last item under new business.
VII. ADVANCE PLANNING A. Legislative Update B. Information and Questions from Board C. Suggested Agenda Items D. Future Meeting Dates	The superintendent and/or the board member assigned as a liaison to the Association of Metropolitan School Districts (AMSD) will provide the board with a quick update of any relevant legislative actions occurring federally or at the state level. The board can use this opportunity to bring up any topic they want to inform the board about or ask for future board discussion on. Generally, any information that board members are bringing to the full board from professional development opportunities or from board liaison groups would be shared at this time. The chair will announce the next two board meeting dates as well as any study sessions occurring within that time window.
VIII. ADJOURNMENT	If a closed session is needed, it would occur before the adjournment. The chair adjourns the meeting.

Board Meeting Norms

- The board follows Robert's Rules of Order as its Parliamentary Procedure.
- Board members typically address each other as "Chair [Last Name]" or "Director [Last Name]" during board meetings. This is respectful while also keeping the focus on the individual's role as a board member, rather than any other titles they may have earned.
- The RPS board has typically maintained a relatively informal and relaxed atmosphere during board meetings. It is not necessary to raise a hand in order to speak or to point

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out mistakes in parliamentary procedure. Board members simply take turns speaking and support each other with reminders of proper procedure when necessary.
- Board members should not expect immediate, on-the-spot answers to questions that have not been brought up in advance of the meeting. It is common for district leaders and the superintendent to call upon each other to answer questions in their area of expertise and to circle back to the board with answers at a later date.

Voting Procedures

Step 1: Any board member can make a motion. The chair typically does not make motions, but they have the ability to do so. They do this by saying, “I move to approve…”

Step 2: Another board member seconds the motion.

Step 3: The chair will state who made the motion and the second and call for any further discussion before the vote.

Step 4: The board will vote. Typically, the chair will say, “All in favor, please say ‘aye,’” and “all opposed, please say ‘nay,’” in order to indicate when the board members should vote. If a roll call vote is required because a board member is participating virtually, the chair will call on each board member individually to say “aye” or “nay.” The RPS board also follows this procedure of polling the board members individually for action items that are presented as a formal resolution.

Step 5: The chair will state their own vote and whether or not the motion passed/item was approved. A motion passes if the majority of the board votes in favor.

Abstentions: A board member can abstain from voting on an item, but they should only do this if they have a potential conflict of interest related to the item. As a matter of courtesy, the board member should state upfront that they plan to abstain from the vote, before the vote occurs. In determining whether a motion passes, any abstentions count with the majority of votes.

Exceptions: There are a few special cases in which a 2/3 majority is required for a vote to pass, such as the approval of donations to the District. A unanimous vote is required in a few cases, such as the initial hire of a teacher who is related to a board member. An authorization for a board member to be employed by the District on a casual/temporary basis must pass with a majority of votes at a meeting when all board members are present.

Other Motions: When there is a motion but the board has not yet voted, a board member can make a subsidiary motion to table or postpone the motion until another time. Tabling would be until later in the meeting, postponing would be until a later date.

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Public Comment

RPS board members welcome comments from Richfield community members at any time via email and are happy to schedule calls or meetings with individuals as appropriate. While emailing board members is often the most effective way to share input, public comment at board meetings provides an opportunity to speak directly to the entire board publicly.

Public comment is held once per month and begins immediately after the agenda is approved. The session lasts up to 30 minutes, with speakers limited to three minutes each (six minutes with interpretation). A “30-second warning” and “time’s up” notice will be given. Comments must end when time expires. To speak during public comment, individuals must sign up in advance by contacting the board secretary or using the form on the District website. Sign-up closes at noon on the day of the meeting. Speakers are called in the following order: students, those addressing specific agenda items, then others by sign-up order—with preference to those who haven’t spoken in the past six months.

If public comment is not on the agenda, written comments may be submitted to the board secretary for distribution to board members.

The school board takes into consideration comments made during public comment, but does not hold a two-way dialogue or interactive discussion during public comments. The board may provide a response at a later time and/or may provide clarification of points of fact as appropriate during the meeting.

Comments must not include allegations, charges, or complaints against students or staff. These must be submitted in writing to the superintendent or HR department. Personal attacks are not permitted and may result in the speaker being removed, banned from future meetings, or referred to law enforcement. Disruptive conduct that hinders the board’s ability to conduct business is not tolerated.

Annual Board Reports & Presentations

The principal or building leader of each school presents to the board once per year. These presentations typically occur at the first meeting of the month. Directors also present to the board at least once per year, and there are a few coordinators/supervisors who make an annual report as well.

January: The Where We Are in Enrollment report is typically presented each January. This report gives details on our student enrollment and demographics, as well as class sizes, based on the October 1 count. There is also usually a presentation on extended learning programs that occurs in January (this includes all our extracurricular programming that does not fall under community education or athletics & activities).

February: The Director of Student Support Services usually presents in February, with information about social-emotional learning, mental health, chemical health, the Richfield Health Resource Center, etc. The Indigenous Parent/Guardian Advisory Committee (IPAC) also

typically provides a report to the board in February alongside the Native American/Indigenous Education Coordinator. February is also the month when the superintendent provides a mid-year update on his goals as well as a mid-year presentation on vision cards (our method for tracking progress on our strategic plan).

March: The Special Education Child Count presentation occurs in March, with information about our students receiving special education services and their demographics and disability categories. The Safe Routes to School Coordinator also typically presents in March.

April: The Directors of Elementary and Secondary Education present in April, usually jointly, with information about current initiatives in the Teaching & Learning Department. The results from the annual survey for staff and parents/guardians are also typically presented in April, and the revised current year budget is often presented to the board in April, though it could be March or May.

May: While the other school presentations can vary as to when they occur throughout the year, the RCEP presentation almost always appears on a May agenda. The Technology Department and the Nutrition Services Department also typically present to the board in May. The preliminary budget for the following school year is typically presented in May.

June: The Q Comp Annual Report occurs in June, as well as a presentation from the Facilities and Transportation Department that includes the annual health & safety report. The superintendent provides an end-of-year presentation on his goals and on vision cards. The final budget for the following school year is also presented in June for approval.

July: The Health Services Department typically presents at the July meeting.

August: An overview of summer programs is presented in August.

September: The superintendent shares back to school information and a draft of his goals for the year in September.

October: The superintendent presents a final version of his goals for the year in October.

November: The HR Department presents the annual staffing report in November. This presentation has information about overall staffing changes from year to year, employee demographics, and teacher education and experience levels (as a group).

December: The first meeting in December is typically scheduled for the Truth-in-Taxation Hearing. This presentation provides overall budget information and information about how the RPS community is affected by school taxes. The second meeting in December typically includes the Comprehensive Achievement and Civic Readiness (previously World's Best Workforce) report from the Teaching & Learning Department, which includes specific state-required

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academic data points. The annual financial audit report also usually takes place in December (it could be January).

While the superintendent and board secretary take care to spread out presentations throughout the year in order to even out the length of board meetings overall, there is still an extent to which spring and early summer are the busiest time for board presentations. December can be busy, too. Shorter board meetings can be expected in mid-late summer and fall, barring unexpected events. Board members can also make a request for a board presentation on a particular subject of interest to the board (this happens a couple times per year), with the understanding that the presentation may be scheduled for a few months later.

Student Board Representatives

At the beginning of each school year, the RHS administrators advertise openings for student representatives, and interested juniors or seniors can fill out an application. The RHS administration interviews the interested students and selects representatives. Students then meet with the superintendent and board chair to ensure they understand the expectations and want to commit to the role. Student board representatives are eligible to receive a stipend of $600 per calendar year in which they serve on the board, or to decline the stipend and count the time as volunteer service hours.

Student board representatives attend board meetings and provide board members with their perspectives on agenda items. They are key to providing student voice at the board level, and they frequently bring issues back to their high school peers and share what they hear with the board. Ideally, student board representatives are brought on as juniors and serve on the board for two years. They are not expected to attend board meetings during the summer.

On some occasions, board members have been asked if they would be willing to write recommendation letters for student board representatives' applications for college scholarships, etc.

Policy Review Process

Policy Review Timeline

The school board reviews most policies on a 5-year cycle. Certain policies are required to be reviewed annually (or every 2 years) based on statute or requirements within the policies themselves. The board secretary keeps track of when policies have been most recently updated and the planned cycle for upcoming policy review.

Many policies have administrative guidelines that are associated with them. When the board reviews and updates a policy, they review the associated guidelines along with it. However, while policy changes require board approval, administrative guidelines can be changed at the discretion of the administration. This process typically does still involve a board review.

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The board or administration may request to make changes to policies before their 5 year review for a variety of reasons. Sometimes policies are reviewed ahead of schedule due to changes in statute. However, updates based on statute can often be deferred until the 5-year review, knowing that the District must always follow law and statute first, then policy language second.

Most board meetings include 3 or 4 policies as individual agenda items, either as a first, second, or third read. Policy reads are intentionally spread out throughout the calendar year.

Input Process

The RPS board places a high value on feedback from staff, parents/guardians, and students when it comes to policy language. Depending on the policy, input may come from administration, specific departments, advisory committees, or broader community groups.

The **Safe & Supportive Schools Committee** plays a key role in policy feedback. It includes parents/guardians and secondary students who meet four times per year—parents in the evenings and students during the school day (one group per secondary school). Participants are recruited to reflect RPS's overall demographics, and meetings are facilitated by Student Support Services staff and/or school administrators.

Policy Revisions

When a policy is under review, it is first presented to the school board for a **first read**—an opportunity for board members to review current language and share feedback either during the meeting or afterward. **Before the second read**, proposed revisions are incorporated as tracked changes. The board secretary:

- Edits for clarity, style, and alignment with District branding.
- Checks the MSBA model policy (if applicable) for updates to laws or recommendations.
- Reviews and integrates stakeholder feedback as appropriate.

The superintendent reviews the revised draft, and full cabinet input is sought if needed. At the **second read**, the board discusses the proposed changes and may request further edits. Typically, policies are **approved at the third read** after final adjustments. Some policies may go through four or more reads if additional input or revisions are needed.

Policies that are required to be approved annually are reviewed and approved as a group in the fall during a single read and vote. If any of these require significant changes, they are pulled from the group for a full three-read process.

Policies may also be considered for repeal if they are obsolete or unnecessary or may be combined together if it makes sense to do so. This creates greater efficiency in the policy review process and decreases the total number of policies that must be reviewed by the board each year.

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Once the board approves policy revisions, the policy is updated on the District website.

All RPS staff complete required safety and other virtual trainings through Safe Schools each fall. The board secretary creates a custom training through Safe Schools to require staff to read through the policies that have been updated in the past year.

Writing New Policies

Over the past five years, the RPS school board has approved nine new policies and six new administrative guidelines. One policy, related to the pandemic, has since been repealed. When drafting a new policy or guideline, the board secretary:

- Reviews the MSBA model policy (if available)
- Researches similar policies in nearby districts

If the MSBA model is used closely, minimal revisions may be needed before board approval. Otherwise, the board secretary drafts a policy based on research and the identified need, often consulting the full RPS management team for feedback and revisions.

New policies typically follow the standard three-read review process, though they may require more time and input than policy revisions.

Represent-a-School and Board Liaison Assignments

Each January, board members collaboratively discuss and agree upon represent-a-school and board liaison assignments for the upcoming calendar year. Each board member is assigned to 1-2 school buildings and 2-5 liaison assignments. The level of commitment varies for each assignment.

From Administrative Guideline 926.2: “One of the objectives of the board of education is to foster a positive climate by increasing board member visibility in the schools. One way by which this objective can be accomplished is to have each board member “represent a school," attempting to schedule occasional visits during the school day and participating in selected school activities throughout the school year.

In "representing" a building, each board member will try (as their schedule permits) to attend late afternoon or evening functions that facilitate exposure to students, staff, and parents. From time to time, a board member liaison may also wish to visit during school hours, as arranged with the principals.

The "representation" is not meant to be a burden either to the board member or to the school which the board member is representing. The representation is not intended to alter the respective roles of board members as districtwide policymakers; principals as building

managers and leaders; and the superintendent as the conduit for bringing issues and concerns which have policy, personnel or financial implications to the board for discussion and action."

Board liaison assignments are either District advisory committees, community organizations that are connected to RPS, or assemblies of educational advocacy groups that RPS is part of. District advisory committees serve as a place to offer community voice and gather recommendations for the District administration to bring to the school board. The current board liaison assignments are as follows:

- Association of Metropolitan School Districts (AMSD)
- BrightWorks Representative Assembly
- Business/Career & Technical Education Advisory Board
- Community Education Advisory Council
- District Construction Committee
- District Curriculum Advisory Committee (DCAC)
- District Insurance Advisory Committee & Negotiations Representatives
- District Technology Advisory Committee (DTAC)
- Fiscal Planning Advisory Committee (FPAC)
- Friends of Wood Lake (FOWL) Board of Directors
- Health, Wellness & Safety Committee
- Intermediate District 287 School Board
- Minnesota State High School League (MSHSL)
- Minnesota School Boards Association (MSBA) Delegate Assembly
- Richfield City Council
- Richfield Historical Society
- Richfield Human Rights Commission
- Richfield Spartan Foundation
- Safe & Supportive Schools Advisory Committees
- Special Education Advisory Committee (SEAC)
- Work Experience Advisory Committee

Board members are expected to maintain connections to their designated RPS school and their board liaison assignments. It is not a requirement to attend every meeting of their liaison groups, but to generally stay informed and give the board relevant updates.

Superintendent Evaluation

The school board is responsible for conducting an annual evaluation of the superintendent using multiple sources:

- Staff and parent/guardian annual survey results
- A year-end report from the superintendent on goal achievement
- Feedback from staff who report directly to the superintendent via a performance survey
- Individual board member evaluations across key areas

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With all of this information gathered, the board chair and vice chair meet with the superintendent for a preliminary discussion of his evaluation. Then the board meets with the superintendent in a closed session to determine the final evaluation and performance award. At the following board meeting, the board chair shares a summary of the closed session discussion.

References & Other Relevant Board Policies

Board Policies & Administrative Guidelines

- Board Policy 201: Legal Status of the School Board
- Board Policy 202: School Board Member Code of Ethics
- Board Policy 203: Organization of the Board of Education - *this policy includes details about the annual organizational meeting and board officer roles.*
- Board Policy 204: Board Member Orientation and Development
- Board Policy 207: The Superintendent - School Board Working Relationship
- Board Policy 208: Open Meetings and Closed Meetings - *this policy includes the order of business at regular and special board meetings and the allowable reasons for closed sessions to occur*
- Board Policy 209: Board Self-Evaluation & Administrative Guideline 209.1: Board Self-Evaluation Form
- Board Policy 210: Conflict of Interest - School Board Members
- Board Policy 216: Public Comment & Administrative Guideline 216.1
- Board Policy 303: Evaluation of the Superintendent & Administrative Guideline 303.1
- Administrative Guideline 926.2: Represent a School Program

From the MSBA “Running for School Board” webpage:

- MSBA 2024 Candidate’s Guide to School Board Elections
- MSBA Qualifications and Characteristics of Being a School Board Member

MN Statutes:

- MN Statute 123B.09
- MN Statutes 13D.03-13D.05

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INFORMATION AND PROPOSALS – NON-ACTION ITEMS **Agenda Item III.B.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 4, 2025

Subject: Commendation

RPS would like to commend RPS bus drivers. Supt. Unowsky received a communication from Richfield Mayor Mary Supple, who heard positive feedback from a Richfield resident about our bus drivers. The resident appreciated our drivers for always following the speed limit and prioritizing safety for students as well as other drivers and pedestrians. As we near the start of a new school year, we are grateful to our bus drivers for ensuring we are able to get students to and from school safely every day. Thank you!

CONSENT AGENDA – FOR ACTION **Agenda Item IV.A.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 4, 2025

Subject: Routine Matters

(Recommended by the superintendent)

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

Attachments:

1. Minutes of the Regular Meeting held July 14, 2025
   - Disbursements from the July 14, 2025 Meeting
   - Checks & E-pay Register from the July 14, 2025 Meeting
   - Superintendent's Report and Agenda Meeting Minutes from July 14, 2025
2. General Disbursements as of 7/29/25 in the Amount of $3,572,680.39
   - Disbursements for the August 4, 2025 Meeting
   - Checks & E-pay Register for the August 4, 2025 Meeting

CHECK RUNS & E-PAYS
07/14/2025 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	6/18/2025	132,176.95
	6/24/2025	182,702.67
	6/27/2025	246,838.84
	6/30/2025	145,439.49
FY26 CHECKS	7/1/2025	583,084.21
FY25 PERIOD 13	7/8/2025	662,501.35
E-Pays	6/30/2025	3,443.41
FY26 EPAYS	7/3/2025	3,072.46

CHECK REGISTER BANK 05 TOTAL =	**1,959,259.38**

BREAKDOWN		
01-206-00		1,167,068.68
02-206-00		32,186.73
03-206-00		31,009.87
04-206-00		10,567.50
06-206-00		601,082.29
07-206-00		-
18-206-00		-
20-206-00		117,154.61
21-206-00		189.70
47-206-00		-
	BANK TOTAL =	**1,959,259.38**

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	315535	06/18/2025	ALERUS RETIREMENT AND BENEFITS	R	1,185.60
01	315536	06/18/2025	ALL STATE COMMUNICATIONS INC	R	945.00
01	315537	06/18/2025	AI TECHNOLOGIES LLC	R	240.00
01	315538	06/18/2025	BENCO EQUIPMENT-HOPKINS	R	1,410.00
01	315539	06/18/2025	CANON USA	R	4,747.36
01	315540	06/18/2025	CAPTIVATE MEDIA & CONSULTING	R	1,540.50
01	315541	06/18/2025	CATALYST BUYING GROUP LLC	R	4,293.77
01	315542	06/18/2025	CDW GOVERNMENT INC	R	4,001.83
01	315543	06/18/2025	CINTAS CORPORATION NO 2	R	303.72
01	315544	06/18/2025	CITY OF RICHFIELD	R	600.00
01	315545	06/18/2025	DASH SPORTS, LLC	R	1,690.00
01	315546	06/18/2025	DOBLE MARK	R	95.00
01	315547	06/18/2025	FRIDLEY HIGH SCHOOL	R	250.00
01	315548	06/18/2025	WW GRAINGER INC	R	399.26
01	315549	06/18/2025	HAWKINS INC	R	3,485.50
01	315550	06/18/2025	HILLYARD MINNEAPOLIS	R	7,855.90
01	315551	06/18/2025	HOTSY MINNESOTA	R	337.15
01	315552	06/18/2025	IIX INSURANCE INFORMATION EXCHANGE	R	61.20
01	315553	06/18/2025	INSTITUTE FOR ENVIROMENTAL	R	999.56
01	315554	06/18/2025	LOFFLER	R	1,321.28
01	315555	06/18/2025	LOMAX CARLA	R	264.00
01	315556	06/18/2025	MACKIN BOOK COMPANY	R	1,600.50
01	315557	06/18/2025	MAXORPLUS, LTD	R	34,442.28
01	315558	06/18/2025	MULTILINGUAL WORD INC	R	484.00
01	315559	06/18/2025	NATIVITY OF MARY SCHOOL	R	745.39
01	315560	06/18/2025	NEW DOMINION SCHOOL	R	12,140.04
01	315561	06/18/2025	NICHE.COM, INC.	R	4,995.00
01	315562	06/18/2025	NILFISK, INC.	R	5,779.55
01	315563	06/18/2025	ON SITE SANITATION	R	1,667.13
01	315564	06/18/2025	PAN O GOLD BAKING CO	R	160.05
01	315565	06/18/2025	PEDIATRIC HOME SERVICE	R	1,012.50
01	315566	06/18/2025	PEKARNA, MARTIN	R	95.00
01	315567	06/18/2025	PER MAR SECURITY SERVICES	R	19.41
01	315568	06/18/2025	PHILLIP HUCH	R	210.00
01	315569	06/18/2025	PLUNKETT'S /VARMENT GUARD	R	1,164.72
01	315570	06/18/2025	POMPS TIRE SERVICE	R	350.90
01	315571	06/18/2025	POVOLNY KATHLEEN IGOE	R	96.00
01	315572	06/18/2025	PROPIO LS, LLC	R	256.88
01	315573	06/18/2025	RED BALLOON BOOKSHOP	R	1,468.04
01	315574	06/18/2025	RICHFIELD BOYS BASKETBALL ASSOC	R	675.00
01	315575	06/18/2025	SHERWIN WILLIAMS CO	R	288.23
01	315576	06/18/2025	SOLIANT HEALTH, LLC	R	2,151.00
01	315577	06/18/2025	STATE SUPPLY COMPANY	R	294.88
01	315578	06/18/2025	STONE ARCH STUDIO LLC	R	200.00
01	315579	06/18/2025	SUPPORT WAREHOUSE LIMITED	R	422.00
01	315580	06/18/2025	TEMP SOCIAL WORK	R	2,054.95
01	315581	06/18/2025	TOLL COMPANY	R	77.91
01	315582	06/18/2025	TRANSPORTATION PLUS, INC.	R	30.00
01	315583	06/18/2025	TRIO SUPPLY COMPANY	R	187.78
01	315584	06/18/2025	VOIGT'S MOTORCOACH TRAVEL, INC.	R	5,024.59
01	315585	06/18/2025	ALLSTATE PETERBILT OF S ST PAUL	R	611.74
01	315586	06/18/2025	WORLD FUEL SERVICES, INC.	R	17,344.75
01	315587	06/18/2025	XCEL ENERGY	R	100.10
01	315588	06/24/2025	ADVANCED COMMERCIAL KITCHENS	R	444.00
01	315589	06/24/2025	BIX FRUIT COMPANY	R	1,374.31

01	315590	06/24/2025	BSN SPORTS, LLC	R	1,044.82
01	315591	06/24/2025	COLUMBIA GOLF COURSE	R	30.00
01	315592	06/24/2025	CURRICULUM ASSOCIATES, LLC	R	129.00
01	315593	06/24/2025	ELEVATE YOUR CLASSROOM	R	1,200.00
01	315594	06/24/2025	EVERYDAY SPEECH LLC	R	499.99
01	315595	06/24/2025	GROUP MEDICAREBLUE RX	R	8,325.00
01	315596	06/24/2025	HILLYARD MINNEAPOLIS	R	1,673.33
01	315597	06/24/2025	HOME DEPOT U.S.A.	R	699.86
01	315598	06/24/2025	INNOVATIVE OFFICE SOLUTIONS LLC	R	95.93
01	315599	06/24/2025	INTERMEDIATE DISTRICT 287	R	127,766.72
01	315600	06/24/2025	JAMES STANFIELD COM	R	819.00
01	315601	06/24/2025	KEMPS LLC	R	205.90
01	315602	06/24/2025	KUYPERS CONSULTING, INC.	R	2,268.00
01	315603	06/24/2025	LAMINATING & BINDING SOLUTIONS, INC	R	120.24
01	315604	06/24/2025	NO TEARS LEARNING, INC	R	894.58
01	315605	06/24/2025	MACKIN BOOK COMPANY	R	186.49
01	315606	06/24/2025	MADISON NATIONAL LIFE INS CO INC	R	18,983.33
01	315607	06/24/2025	NCS PEARSON INC	R	1,135.30
01	315608	06/24/2025	RYAN JEANNIE M	R	971.28
01	315609	06/24/2025	SCHOOL SERVICE EMPLOYEES UNION	R	8,522.16
01	315610	06/24/2025	SETON	R	2,044.17
01	315611	06/24/2025	UNITED STATES TREASURER	R	600.00
01	315612	06/24/2025	UPPER LAKES FOODS	R	2,669.26
01	315613	06/27/2025	ACT INC	R	134.00
01	315614	06/27/2025	AIM ELECTRONICS INC	R	1,388.40
01	315615	06/27/2025	ANOKA-HENNEPIN SCHOOL DIST #11	R	81.01
01	315616	06/27/2025	CINTAS CORPORATION NO 2	R	143.41
01	315617	06/27/2025	COLLEGE BOARD	R	14,160.00
01	315618	06/27/2025	DIGITAL INSURANCE LLC	R	1,602.00
01	315619	06/27/2025	FASTENAL INDUSTRIAL	R	256.07
01	315620	06/27/2025	FREEWHEEL BIKE RICHFIELD	R	999.99
01	315621	06/27/2025	WW GRAINGER INC	R	279.98
01	315622	06/27/2025	GROUP HEALTH NON-PATIENT A/R	R	7,552.50
01	315623	06/27/2025	HAWKINS INC	R	10.00
01	315624	06/27/2025	HEALTHJOY LLC	R	3,477.50
01	315625	06/27/2025	HERFF JONES INC	R	21,052.47
01	315626	06/27/2025	HILLYARD MINNEAPOLIS	R	4,288.26
01	315627	06/27/2025	HOTSY MINNESOTA	R	414.54
01	315628	06/27/2025	INSTITUTE FOR ENVIROMENTAL	R	713.44
01	315629	06/27/2025	INSTRUMENTALIST AWARDS	R	14.50
01	315630	06/27/2025	JAMES STANFIELD COM	R	819.00
01	315631	06/27/2025	KREMER SERVICES LLC	R	423.36
01	315632	06/27/2025	LEROY'S GREAT BEAR	R	329.94
01	315633	06/27/2025	LEXIA VOYAGER SOPRIS INC.	R	3,825.00
01	315634	06/27/2025	MAXORPLUS, LTD	R	77,229.73
01	315635	06/27/2025	METROPOLITAN MECHANICAL CONTRACTORS	R	2,114.00
01	315636	06/27/2025	MIDWEST SPECIAL INSTRUMENTS (MSI)	R	560.00
01	315637	06/27/2025	MINNEAPOLIS CONVENTION CENTER	R	42,187.50
01	315638	06/27/2025	MTN-METROPOLITAN TRANSP NETWORK	R	612.50
01	315639	06/27/2025	NAPA AUTO PARTS	R	19.30
01	315640	06/27/2025	NORTH CENTRAL INTERNATIONAL, LLC	R	891.75
01	315641	06/27/2025	ON SITE SANITATION	R	135.21
01	315642	06/27/2025	PER MAR SECURITY SERVICES	R	38.81
01	315643	06/27/2025	PROFESSIONAL WIRELESS COMMUNICATION	R	127.49
01	315644	06/27/2025	RIVERSIDE INSIGHTS	R	371.55
01	315645	06/27/2025	SAFEWAY DRIVING SCHOOL	R	2,000.00

01	315646	06/27/2025	SHERWIN WILLIAMS CO	R	822.69
01	315647	06/27/2025	SITEONE LANDSCAPE SUPPLY LLC	R	493.28
01	315648	06/27/2025	SQUIRES, WALDSPURGER & MACE, P.A.	R	9,846.20
01	315649	06/27/2025	TRANSPORTATION PLUS, INC.	R	102.00
01	315650	06/27/2025	URBAN AIR	R	5,927.99
01	315651	06/27/2025	WORLD FUEL SERVICES, INC.	R	1,747.15
01	315652	06/27/2025	XCEL ENERGY	R	39,102.82
01	315653	06/27/2025	ZIMMERMANS DRY GOODS LLC	R	543.50
01	315654	06/30/2025	ALTMAN ADAM	R	400.00
01	315655	06/30/2025	BIX FRUIT COMPANY	R	2,050.28
01	315656	06/30/2025	BLUUM OF MINNESOTA, LLC	R	225.00
01	315657	06/30/2025	CITY OF RICHFIELD	R	7,539.75
01	315658	06/30/2025	LOVING GUIDANCE LLC	R	5,996.25
01	315659	06/30/2025	EDUCATION, INC.	R	2,856.00
01	315660	06/30/2025	DARRYL WALETZKO LLC	R	4,800.00
01	315661	06/30/2025	ECM PUBLISHERS INC	R	156.25
01	315662	06/30/2025	HARVEST TECHNOLOGY GROUP, INC.	R	42,441.17
01	315663	06/30/2025	INSTITUTE FOR ENVIROMENTAL	R	3,164.75
01	315664	06/30/2025	KEMPS LLC	R	949.60
01	315665	06/30/2025	KINECT ENERGY INC	R	8,619.84
01	315666	06/30/2025	METROPOLITAN MECHANICAL CONTRACTORS	R	10,603.30
01	315667	06/30/2025	MINNESOTA DEPARTMENT OF HEALTH	R	80.00
01	315668	06/30/2025	EVERWAY, LLC	R	1,661.98
01	315669	06/30/2025	PAN O GOLD BAKING CO	R	126.90
01	315670	06/30/2025	PEDIATRIC HOME SERVICE	R	637.50
01	315671	06/30/2025	TRISTATE BOBCAT INC	R	34.62
01	315672	06/30/2025	UNIVERSITY LANGUAGE CENTER	R	624.00
01	315673	06/30/2025	UPPER LAKES FOODS	R	17,475.56
01	315674	06/30/2025	XCEL ENERGY	R	34,996.74
01	V2502524	06/30/2025	SHELBY TURNER BASTIAN	R	18.90
01	V2502525	06/30/2025	RACHEL U CORNES	R	13.24
01	V2502526	06/30/2025	KIM M DARAITIS	R	206.46
01	V2502527	06/30/2025	NANCY DEBOE	R	109.20
01	V2502528	06/30/2025	ANGELA M FISH	R	18.83
01	V2502529	06/30/2025	MICHELLE D FRANZ	R	30.60
01	V2502530	06/30/2025	SARAH HAWN	R	133.63
01	V2502531	06/30/2025	STEPHANIE M HEYER-WALSH	R	13.24
01	V2502532	06/30/2025	JULIE M HUGHES	R	39.82
01	V2502533	06/30/2025	ELIZABETH H JOHNSON	R	94.32
01	V2502534	06/30/2025	ALEXANDER S KALBOW	R	200.22
01	V2502535	06/30/2025	JENNIFER KRUEGER	R	277.51
01	V2502536	06/30/2025	LISA A LEIKNES	R	104.30
01	V2502537	06/30/2025	NOEMI LOPEZ-DEL VALLE	R	26.74
01	V2502538	06/30/2025	EMILY A MATTSON	R	153.17
01	V2502539	06/30/2025	KATRINA L MORGAN	R	135.66
01	V2502540	06/30/2025	ERIN H NEILON	R	130.20
01	V2502541	06/30/2025	JESSICA J OKEY	R	507.75
01	V2502542	06/30/2025	JAMES R PADDOCK	R	171.18
01	V2502543	06/30/2025	DARBY L SWANK	R	4.34
01	V2502544	06/30/2025	JACQUELINE SANCHEZ VIDAL	R	53.81
01	V2502545	06/30/2025	AMY L SOBRASKE	R	481.60
01	V2502546	06/30/2025	ANGELA TAYLOR	R	10.65
01	V2502547	06/30/2025	MICHELLE T THOEMKE	R	501.78
01	V2502548	06/30/2025	MICHELLE R WHITESIDE	R	6.26
01	315675	07/01/2025	BUREAU OF EDUCATION & RESEARCH	R	295.00
01	315676	07/01/2025	CDW GOVERNMENT INC	R	108,963.60

01	315677	07/01/2025	COMCAST	R	446.67
01	315678	07/01/2025	DARK KNIGHT SOLUTIONS, LLC	R	4,200.00
01	315679	07/01/2025	DISCOVERY EDUCATION, INC.	R	35,000.00
01	315680	07/01/2025	ACTIVE INTERNET TECHNOLOGIES, LLC	R	16,430.00
01	315681	07/01/2025	HOPE CHURCH	R	15,910.11
01	315682	07/01/2025	IDEAL ENERGIES SOLAR LEASE 2021,LLC	R	7,724.41
01	315683	07/01/2025	LINKEDIN CORPORATION	R	4,100.00
01	315684	07/01/2025	MASSP-MN ASSOCIATION	R	984.00
01	315685	07/01/2025	MCGRAW-HILL EDUCATION, INC.	R	182,878.55
01	315686	07/01/2025	MINNESOTA DEPARTMENT OF HEALTH	R	180.00
01	315687	07/01/2025	MSOPA	R	100.00
01	315688	07/01/2025	NWEA	R	3,650.00
01	315689	07/01/2025	POWERSCHOOL GROUP LLC	R	130,486.99
01	315690	07/01/2025	PREMIER LIGHTING INC	R	2,432.89
01	315691	07/01/2025	REGION 1 INFORMATION MGMT SERVICE	R	65,561.56
01	315692	07/01/2025	TEXAS INSTRUMENTS INCORPORATED	R	350.00
01	315693	07/01/2025	VSP INSURANCE CO. (CT)	R	3,390.43
01	V2600000	07/03/2025	MATTHEW ARNOLD	R	70.00
01	V2600001	07/03/2025	MICHELLE L AXELL	R	70.00
01	V2600002	07/03/2025	BRADLEY BADOUR	R	40.00
01	V2600003	07/03/2025	ERICA T BARLOW	R	70.00
01	V2600004	07/03/2025	MARY L CLARKSON	R	70.00
01	V2600005	07/03/2025	PETER J FITZPATRICK	R	40.00
01	V2600006	07/03/2025	YVETTE GARCIA	R	70.00
01	V2600007	07/03/2025	RACHEL GENS	R	70.00
01	V2600008	07/03/2025	AREND J GEURINK	R	70.00
01	V2600009	07/03/2025	JAMES A GILLIGAN	R	11.30
01	V2600010	07/03/2025	CHRISTINA M GONZALEZ	R	70.00
01	V2600011	07/03/2025	AMY E HAGER	R	70.00
01	V2600012	07/03/2025	KEVIN D HARRIS	R	40.00
01	V2600013	07/03/2025	MICHAEL G HARRIS	R	70.00
01	V2600014	07/03/2025	JONATHAN W HEYER	R	70.00
01	V2600015	07/03/2025	JAMES L HILL	R	40.00
01	V2600016	07/03/2025	JESSICA M HOFFMAN	R	40.00
01	V2600017	07/03/2025	CRAIG D HOLJE	R	70.00
01	V2600018	07/03/2025	DANIEL E KRETSINGER	R	70.00
01	V2600019	07/03/2025	JENNIFER KRUEGER	R	70.00
01	V2600020	07/03/2025	ANOOP KUMAR	R	40.00
01	V2600021	07/03/2025	JEANNE L LAWLESS	R	20.00
01	V2600022	07/03/2025	JOHN M LORENZINI	R	70.00
01	V2600023	07/03/2025	COLLEEN M MAHONEY	R	70.00
01	V2600024	07/03/2025	MICHAEL A MANNING	R	70.00
01	V2600025	07/03/2025	DANIEL P MCGINN	R	40.00
01	V2600026	07/03/2025	DOUG R MCMEEKIN	R	70.00
01	V2600027	07/03/2025	KENT D MEYER	R	70.00
01	V2600028	07/03/2025	KATRINA L MORGAN	R	40.00
01	V2600029	07/03/2025	ERIN H NEILON	R	40.00
01	V2600030	07/03/2025	STEPHANIE NICHOLS	R	45.00
01	V2600031	07/03/2025	ROBERT G OLSON	R	40.00
01	V2600032	07/03/2025	CHRISTOPHER A PETERSON	R	70.00
01	V2600033	07/03/2025	CASSANDRA QUAM	R	70.00
01	V2600034	07/03/2025	ASHLEY SCHAEFER	R	70.00
01	V2600035	07/03/2025	CHRISTIAN SCHEMPP	R	40.00
01	V2600036	07/03/2025	AMY B SKARE-KLECKER	R	70.00
01	V2600037	07/03/2025	NANCY J STACHEL	R	36.16
01	V2600038	07/03/2025	JUSTIN STEELE	R	70.00

01	V2600039	07/03/2025	STACY THEIEN-COLLINS	R	70.00
01	V2600040	07/03/2025	VLADIMIR S TOLEDO	R	40.00
01	V2600041	07/03/2025	STEVEN P UNOWSKY	R	270.00
01	V2600042	07/03/2025	CARRIE A VALA	R	70.00
01	V2600043	07/03/2025	JENNIFER K SMITH	R	70.00
01	V2600044	07/03/2025	REBECCA S WALD	R	40.00
01	V2600045	07/03/2025	ALEXANDER WARD	R	70.00
01	V2600046	07/03/2025	MICHELLE R WHITESIDE	R	70.00
01	V2600047	07/03/2025	KASYA L WILLHITE	R	70.00
01	V2600048	07/03/2025	KELLY L WOODS	R	70.00
01	315694	07/08/2025	BIX FRUIT COMPANY	R	109.00
01	315695	07/08/2025	CAPITAL ONE TRADE CREDIT	R	109.69
01	315696	07/08/2025	CDW GOVERNMENT INC	R	3,982.76
01	315697	07/08/2025	CEDAR SMALL ENGINE	R	146.90
01	315698	07/08/2025	CINTAS CORPORATION NO 2	R	149.06
01	315699	07/08/2025	ECM PUBLISHERS INC	R	137.50
01	315700	07/08/2025	WW GRAINGER INC	R	145.27
01	315701	07/08/2025	HAAS MUSICAL INSTRUMENT REPAIR, INC	R	236.40
01	315702	07/08/2025	HILLYARD MINNEAPOLIS	R	2,781.74
01	315703	07/08/2025	HOME DEPOT U.S.A.	R	798.73
01	315704	07/08/2025	ICS CONSULTING, LLC - 138006	R	575,000.00
01	315705	07/08/2025	IIX INSURANCE INFORMATION EXCHANGE	R	41.95
01	315706	07/08/2025	INGINA LLC	R	1,323.00
01	315707	07/08/2025	INSTITUTE FOR ENVIROMENTAL	R	750.00
01	315708	07/08/2025	INTERSTATE ALL BATTERY CENTER	R	19.07
01	315709	07/08/2025	MATRIX COMMUNICATIONS, INC	R	26,666.58
01	315710	07/08/2025	MCEA	R	50.00
01	315711	07/08/2025	MCGRAW-HILL EDUCATION, INC.	R	26.80
01	315712	07/08/2025	MIDWEST BUS PARTS INC	R	484.00
01	315713	07/08/2025	MRI SOFTWARE LLC	R	29.00
01	315714	07/08/2025	NEI ELECTRIC, INC.	R	2,018.00
01	315715	07/08/2025	PATRICK HAUS	R	362.30
01	315716	07/08/2025	PITNEY BOWES BANK PURCHASE POWER	R	2,400.00
01	315717	07/08/2025	RIGHT BRAIN GRAPHICS	R	1,008.00
01	315718	07/08/2025	ROSA RUBIO ESCODA	R	1,231.75
01	315719	07/08/2025	SHERWIN WILLIAMS CO	R	408.50
01	315720	07/08/2025	TOLL COMPANY	R	13.20
01	315721	07/08/2025	TRISTATE BOBCAT INC	R	27.88
01	315722	07/08/2025	UNITED STATES TREASURY	R	17,918.55
01	315723	07/08/2025	WOLD ARCHITECTS AND ENGINEERS	R	24,125.72
			TOTAL CHECKS & EPAYS		**1,959,259.38**

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 14, 2025
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 14, 2025 in the boardroom at the Richfield Public Schools District Office. Chair Carter called the regular board meeting to order at 7:01 p.m. with the following school board members in attendance: Banks Kupcho, Liss and Pollis. Cole and Spencer were not able to attend.

Administrators present were Superintendent Unowsky, Senior Executive Officer Clarkson and Senior Executive Officer Holje. Student representative Vanessa Rosas Miguel was also present.

II. REVIEW AND APPROVAL OF THE AGENDA

Motion by Banks Kupcho, 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. Delegation to China Presentation

IV. CONSENT AGENDA

A. Routine Matters
    1. Minutes of the Regular Meeting held June 23, 2025
    2. General Disbursements as of 7/8/25 in the Amount of $1,959,259.38
    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

12. Designation of the Identified Official with Authority

B. Personnel Items

Full Time Management Retirement

James Gilligan – Director of Finance – District Office
Effective: 9/1/2025
Years of Service: 8
Change in effective date from June 23, 2025 board approved personnel items.

Full Time Certified Rehire – No break in service

Kevin Hall – Language Arts – Richfield Middle School
Effective: 08/22/2025
Change in effective date from June 23, 2025 board approved personnel items.

Full Time Certified Probationary Year 1 of 1

Zachery Richards - Elementary Education Teacher - R-STEM Elementary
Effective: 8/19/2025
Arnel Rosales - Special Education Teacher - Centennial Elementary
Effective: 8/19/2025
Grace Tatley - Special Education Teacher - Richfield High School
Effective: 8/19/2025
Naomi Ward - School Social Worker - RHS/RCEP
Effective: 8/19/2025

Full Time Certified Probationary Year 1 of 3

Jose Sanchez Castillo - Physical Education Teacher - Richfield Dual Language
Effective: 8/19/2025
Maya West - Elementary Education Teacher - R-STEM Elementary
Effective: 8/19/2025
Claire Yamamoto - Elementary Music Teacher - Sheridan Hills Elementary
Effective: 8/19/2025

Certified TIER 2 Teacher Contract

Alain Perez - Global Language Arts Teacher - Richfield Middle School
Effective: 8/22/2025

Full Time Certified Resignation

Shanyn Hill – ECFE Teacher – Central Education Center
Effective: 6/6/2025
Years of Service: 4
Daniel Gieski – Special Education Teacher – Transition Plus/South Education Center
Effective: 7/9/2025
Years of Service: 0
Jennifer Roll – Occupational Therapist – Central Education Center
Effective: 7/10/2025
Years of Service: 0

Full Time Certified Leave of Absence

Jill Carlton – School Social Worker – RHS/RCEP

Effective: 2025-2026 School Year

Certified Assignment FTE Change
Angela Zielinski – Prekindergarten/Preschool Teacher - Central Education Center
FTE change from 1.0 FTE to 0.80 FTE
Effective: 2025-2026 School Year

Classified Full Time Facilities and Transportation Resignation
Krystal Pistner – **Building Cleaner** – Richfield High School
Effective: 7/25/2025
Years of Service: 0.5

Classified Full Time Food & Nutrition Resignation
Daniel Herrera Jimenez – **Kitchen Assistant** – Richfield Middle School
Effective: 6/5/2025
Years of Service: 2

Classified Part Time Leave of Absence – reduction in FTE
Carlos Balbuena Rendon – Outreach Worker – Central Education Center
Temporary reduction in FTE from 1.0 FTE to 0.50 FTE
Effective: 9/8/25-6/5/25

Full Time Head Coach Resignation
Laurie Seibert – Head Cheerleading Coach – Richfield High School
Effective: 6/26/2025

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

V. OLD BUSINESS

A. Policy 411: Local and Out-of-State Travel - third read

Motion by Pollis, seconded by Liss, and unanimously carried, the board of education approved the revised policy.

B. Policy 710: Petty Cash & Administrative Guideline 710.1 - second read

VI. NEW BUSINESS

A. Policy 712: Credit Card Usage & Administrative Guideline 712.1 - first read
B. Donations

Motion by Banks Kupcho, 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
C. Suggested/Future Agenda Items
D. Future Meeting Dates

8-4-2025	7 p.m.	Regular Board Meeting
8-18-2025	7 p.m.	Regular Board Meeting - Public Comment

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

Motion by Pollis, seconded by Liss, and unanimously carried, the board of education moved into closed session at 7:52 p.m. Attending the closed session were Banks Kupcho, Carter, Liss and Pollis. Superintendent Unowsky, Senior Executive Officer Holje, Director of HR Axell, and Intern Ongie were also present.

IX. REOPEN MEETING

Motion by Pollis, seconded by Liss, and unanimously carried, the board of education moved into open session at 8:34 p.m. with the following board members present: Banks Kupcho, Carter, Liss and Pollis. Superintendent Unowsky and Senior Executive Officer Holje were also present.

XII. ADJOURN REGULAR MEETING

Chair Carter adjourned the meeting at 8:35 p.m.

P-Cards, Checks, E-Pays & Wires
08/04/2025 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks		
FY25-Period 13	7/10/2025	377,137.21
FY25-Period 13	7/16/2025	18,074.73
FY25-Period 13	7/23/2025	25,110.38
FY26-Period 1	7/9/2025	116,888.75
FY26-Period 1	7/16/2025	70,912.91
FY26-Period 1	7/23/2025	465,690.44
FY25-Period 13	7/28/2025	42,837.51
P-Cards June 25 (Period 13)	7/3/2025	68,289.94
E-Pays	7/11/2025	1,272.73
Wires	7/14/2025	50,372.04
Wires	7/29/2025	2,336,093.75
CHECK REGISTER BANK 05 TOTAL =		**3,572,680.39**

BREAKDOWN	
01-206-00	795,688.73
02-206-00	41,465.15
03-206-00	105,659.88
04-206-00	4,330.34
06-206-00	114,326.65
07-206-00	2,269,118.75
18-206-00	-
20-206-00	171,661.55
21-206-00	1,554.34
47-206-00	68,875.00
BANK TOTAL =	**3,572,680.39**

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	V2600049	07/03/2025	P-CARD BAIRD LISA	R	1,427.90
01	V2600050	07/03/2025	P-CARD BARLOW ERICA	R	3,116.88
01	V2600051	07/03/2025	P-CARD BROWN MATTHEW	R	3,264.57
01	V2600052	07/03/2025	P-CARD BRUNNER PATTI	R	7,423.23
01	V2600053	07/03/2025	P-CARD CARUSO MATTHEW	R	398.30
01	V2600054	07/03/2025	P-CARD CRUZ ESTEVA JENNIFER	R	2,855.77
01	V2600055	07/03/2025	P-CARD GEURINK AREND	R	822.22
01	V2600056	07/03/2025	P-CARD GONZALEZ CHRISTINA	R	1,745.21
01	V2600057	07/03/2025	P-CARD HUERTA-ANAYA ALICIA	R	1,351.02
01	V2600058	07/03/2025	P-CARD KRETSINGER DAN	R	1,931.65
01	V2600059	07/03/2025	P-CARD LEWIS JENNIFER	R	883.82
01	V2600060	07/03/2025	P-CARD LUNDY MICHELLE	V	0.00
01	V2600061	07/03/2025	P-CARD LUNDY MICHELLE	R	14,600.92
01	V2600062	07/03/2025	P-CARD MAHONEY COLLEEN	R	122.91
01	V2600063	07/03/2025	P-CARD MANNING MICHAEL	R	108.44
01	V2600064	07/03/2025	P-CARD MCCLENDON LAURA	R	63.65
01	V2600065	07/03/2025	P-CARD MCGINN DAN	R	69.18
01	V2600066	07/03/2025	P-CARD MORALES LIZETTE	R	17,500.48
01	V2600067	07/03/2025	P-CARD PETERSON CHRIS	R	4,719.68
01	V2600068	07/03/2025	P-CARD SETZER ALEXIS	R	20.89
01	V2600069	07/03/2025	P-CARD SKARE-KLECKER AMY	R	1,042.98
01	V2600070	07/03/2025	P-CARD SMITH JENNIFER	R	978.34
01	V2600071	07/03/2025	P-CARD STACHEL NANCY	R	1,374.92
01	V2600072	07/03/2025	P-CARD VENTURA PEREZ RAMIRO	R	406.20
01	V2600073	07/03/2025	P-CARD WILLHITE KASYA	R	471.58
01	V2600074	07/03/2025	P-CARD WOODS KELLY	R	871.09
01	V2600075	07/03/2025	P-CARD YUNKER AUBREE	R	718.11
01	315724	07/09/2025	ADVANCED COMMERCIAL KITCHENS	R	1,878.49
01	315725	07/09/2025	ANOKA-HENNEPIN SCHOOLS, ISD #11	R	650.00
01	315726	07/09/2025	ARBITERSPORTS LLC	R	108.10
01	315727	07/09/2025	ARVIG ENTERPRISES INC	R	3,707.90
01	315728	07/09/2025	BCN TELECOM, INC TBS	R	928.24
01	315729	07/09/2025	BOND TRUST SERVICES CORP	R	1,900.00
01	315730	07/09/2025	CENTURYLINK	R	120.80
01	315731	07/09/2025	CINTAS CORPORATION NO 2	R	149.06
01	315732	07/09/2025	CMC NEPTUNE LLC	R	2,800.00
01	315733	07/09/2025	COMCAST BUSINESS	R	426.05
01	315734	07/09/2025	D.E.L.O.R.E.S WORKS, INC.	R	5,550.00
01	315735	07/09/2025	DIGITAL INSURANCE LLC	R	5,206.00
01	315736	07/09/2025	DOOR SERVICE MIDWEST	R	362.50
01	315737	07/09/2025	EDUCATORS BENEFIT CONSULTANTS LLC	R	524.33
01	315738	07/09/2025	WW GRAINGER INC	R	86.44
01	315739	07/09/2025	HAWKINS INC	R	861.47
01	315740	07/09/2025	HILLYARD MINNEAPOLIS	R	2,015.25
01	315741	07/09/2025	ISD #271	R	6,389.00
01	315742	07/09/2025	KINECT ENERGY INC	R	558.00
01	315743	07/09/2025	LIMBLE SOLUTIONS, INC.	R	23,700.00
01	315744	07/09/2025	MATH LEARNING CENTER	R	2,052.00
01	315745	07/09/2025	ONEBRIDGE BENEFITS INC.	R	5,207.00
01	315746	07/09/2025	RACKCOACH	R	1,000.00
01	315747	07/09/2025	REALLY GOOD STUFF	R	321.91
01	315748	07/09/2025	RENAISSANCE	R	37,598.25
01	315749	07/09/2025	SCHOOL SERVICE EMPLOYEES UNION	R	1,284.74
01	315750	07/09/2025	SHERWIN WILLIAMS CO	R	394.08
01	315751	07/09/2025	SMARTSENSE BY DIGI	R	1,620.00

01	315752	07/09/2025	TRACY D BULLOCK	R	525.00
01	315753	07/09/2025	TRIO SUPPLY COMPANY	R	1,426.14
01	315754	07/09/2025	UPPER LAKES FOODS	R	7,177.89
01	315755	07/09/2025	VERIZON WIRELESS	R	360.11
01	315756	07/10/2025	ADVANCED COMMERCIAL KITCHENS	R	1,460.20
01	315757	07/10/2025	BIX FRUIT COMPANY	R	1,216.94
01	315758	07/10/2025	BRAUN INTERTEC CORP	R	8,300.00
01	315759	07/10/2025	BRENNAN CONSTRUCTION OF MN, INC.	R	106,026.65
01	315760	07/10/2025	CATALYST BUYING GROUP LLC	R	2,300.21
01	315761	07/10/2025	CEDAR SMALL ENGINE	R	272.24
01	315762	07/10/2025	CITY OF RICHFIELD	R	1,856.88
01	315763	07/10/2025	CUB FOODS	R	203.58
01	315764	07/10/2025	D.E.L.O.R.E.S WORKS, INC.	R	9,250.00
01	315765	07/10/2025	DICKS SANITATION SERVICE, INC (DSI)	R	8,233.54
01	315766	07/10/2025	DS ERICKSON & ASSOC	R	1,656.39
01	315767	07/10/2025	KEMPS LLC	R	515.13
01	315768	07/10/2025	KREMER SERVICES LLC	R	18,279.36
01	315769	07/10/2025	LOFFLER COMPANIES	R	3,028.73
01	315770	07/10/2025	MAXORPLUS, LTD	R	75,499.85
01	315771	07/10/2025	METROPOLITAN MECHANICAL CONTRACTORS	R	12,804.82
01	315772	07/10/2025	MUSKA ELECTRIC CO.	R	632.12
01	315773	07/10/2025	NEW DOMINION SCHOOL	R	4,782.44
01	315774	07/10/2025	PAYDHEALTH	R	1,023.09
01	315775	07/10/2025	PITNEY BOWES INC	R	111.00
01	315776	07/10/2025	PLUNKETT'S /VARMENT GUARD	R	1,164.72
01	315777	07/10/2025	SOURCEWELL	R	14,918.75
01	315778	07/10/2025	SQUIRES, WALDSPURGER & MACE, P.A.	R	11,674.69
01	315779	07/10/2025	TWIN CITY TRANSPORTATION	R	79,051.11
01	315780	07/10/2025	XCEL ENERGY	R	12,874.77
01	V2600076	07/11/2025	MATTHEW S CARUSO	R	990.99
01	V2600077	07/11/2025	RACHEL GENS	R	137.20
01	V2600078	07/11/2025	THERESA L HALPERN	R	20.00
01	V2600079	07/11/2025	BAILEY HOLLIS	R	50.00
01	V2600080	07/11/2025	JENNIFER KRUEGER	R	74.54
01	V2600081	07/14/2025	GOVERNMENT LEASING	R	50,372.04
01	315781	07/16/2025	ALERUS RETIREMENT AND BENEFITS	R	900.60
01	315782	07/16/2025	BACHMANS INC	R	524.99
01	315783	07/16/2025	CITY OF RICHFIELD	R	3,812.27
01	315784	07/16/2025	JARED R NELSON	R	300.00
01	315785	07/16/2025	LOFFLER COMPANIES	R	10,558.63
01	315786	07/16/2025	PROPIO LS, LLC	R	11.85
01	315787	07/16/2025	ST THOMAS ACADEMY	R	470.00
01	315788	07/16/2025	VISITATION SCHOOL	R	338.39
01	315789	07/16/2025	WOODCRAFT	R	1,158.00
01	315790	07/16/2025	ADVANCED COMMERCIAL KITCHENS	R	1,466.73
01	315791	07/16/2025	AI TECHNOLOGIES LLC	R	240.00
01	315792	07/16/2025	BIX FRUIT COMPANY	R	611.71
01	315793	07/16/2025	BCBS OF MINNESOTA & BLUE PLUS	R	9,384.00
01	315794	07/16/2025	CDW GOVERNMENT INC	R	375.72
01	315795	07/16/2025	COMCAST BUSINESS	R	561.05
01	315796	07/16/2025	D.E.L.O.R.E.S WORKS, INC.	R	7,400.00
01	315797	07/16/2025	HOPE CHURCH	R	15,910.11
01	315798	07/16/2025	IMPROVE YOUR TOMORROW, INC.	R	5,000.00
01	315799	07/16/2025	KEMPS LLC	R	424.20
01	315800	07/16/2025	MASSP-MN ASSOCIATION	R	984.00
01	315801	07/16/2025	MAXORPLUS, LTD	R	23,097.22

01	315802	07/16/2025	PAN O GOLD BAKING CO	R	63.00
01	315803	07/16/2025	PREMIUM WATERS INC	R	39.00
01	315804	07/16/2025	PROFESSIONAL WIRELESS COMMUNICATION	R	4,416.00
01	315805	07/16/2025	UNITED HEALTHCARE/AARP MEDICARE RX	R	92.20
01	315806	07/16/2025	UNITED HEARTHCARE /AARP MEDICARE RX	R	92.20
01	315807	07/16/2025	UNITEDHEALTHCARE	R	655.91
01	315808	07/16/2025	XCEL ENERGY	R	99.86
01	315809	07/23/2025	AMSD-ASSOC OF METRO SCHOOL DIST	R	9,184.00
01	315810	07/23/2025	AQUA NORTH SOLUTIONS LLP	R	3,537.00
01	315811	07/23/2025	BENCHMARK EDUCATION COMPANY, LLC.	R	5,841.00
01	315812	07/23/2025	BIX FRUIT COMPANY	R	2,899.85
01	315813	07/23/2025	BLUUM OF MINNESOTA, LLC	R	16,605.00
01	315814	07/23/2025	BUSINESS ESSENTIALS	R	24,763.20
01	315815	07/23/2025	CDW GOVERNMENT INC	R	72,485.64
01	315816	07/23/2025	CESO FINANCE, LLC	R	10,000.00
01	315817	07/23/2025	CINTAS CORPORATION NO 2	R	298.12
01	315818	07/23/2025	COMCAST	R	446.39
01	315819	07/23/2025	CONSOLIDATED COMMUNICATIONS	R	3,482.30
01	315820	07/23/2025	CONTINENTAL RESEARCH CORP	R	2,127.67
01	315821	07/23/2025	D.E.L.O.R.E.S WORKS, INC.	R	7,400.00
01	315822	07/23/2025	DARRYL WALETZKO LLC	R	11,100.00
01	315823	07/23/2025	ECM PUBLISHERS INC	R	107.50
01	315824	07/23/2025	FOLLETT SOFTWARE, LLC	R	13,946.28
01	315825	07/23/2025	FREEWAY FORD	R	15.56
01	315826	07/23/2025	FRONTLINE TECHNOLOGIES GROUP LLC	R	47,227.06
01	315827	07/23/2025	WW GRAINGER INC	R	340.49
01	315828	07/23/2025	GROUP MEDICAREBLUE RX	R	8,325.00
01	315829	07/23/2025	HILLYARD MINNEAPOLIS	R	2,893.70
01	315830	07/23/2025	IDEAL ENERGIES SOLAR LEASE 2021,LLC	R	7,759.09
01	315831	07/23/2025	KEMPS LLC	R	1,097.20
01	315832	07/23/2025	LOFFLER	R	1,031.91
01	315833	07/23/2025	MADISON NATIONAL LIFE INS CO INC	R	8,502.31
01	315834	07/23/2025	MAXORPLUS, LTD	R	67,139.43
01	315835	07/23/2025	MIDWEST BUS PARTS INC	R	500.50
01	315836	07/23/2025	MINUTEMAN PRESS EDINA	R	520.00
01	315837	07/23/2025	NAPA AUTO PARTS	R	64.86
01	315838	07/23/2025	POWERSCHOOL GROUP LLC	R	31,350.00
01	315839	07/23/2025	QUALTRICS, LLC	R	20,837.29
01	315840	07/23/2025	RYAN JEANNIE M	R	971.28
01	315841	07/23/2025	SCHOOL SERVICE EMPLOYEES UNION	R	1,509.74
01	315842	07/23/2025	SCHOOLMINT INC.	R	6,000.00
01	315843	07/23/2025	SHERWIN WILLIAMS CO	R	361.80
01	315844	07/23/2025	SOLARWINDS	R	21,804.00
01	315845	07/23/2025	STONE ARCH STUDIO LLC	R	140.00
01	315846	07/23/2025	SYSTEM IMPACT CONSULTING	R	10,000.00
01	315847	07/23/2025	UPPER LAKES FOODS	R	3,989.55
01	315848	07/23/2025	VITAMINK12, LLC	R	900.00
01	315849	07/23/2025	WENGER CORPORATION	R	16,258.55
01	315850	07/23/2025	WISEIDENTITY LLC	R	7,189.20
01	315851	07/23/2025	XCEL ENERGY	R	14,737.97
01	315852	07/23/2025	ADVANCED COMMERCIAL KITCHENS	R	1,190.19
01	315853	07/23/2025	AQUA ENGINEERING INC	R	723.15
01	315854	07/23/2025	BIX FRUIT COMPANY	R	261.50
01	315855	07/23/2025	CAPITAL ONE TRADE CREDIT	R	6.11
01	315856	07/23/2025	MARIA SPERL	R	1,677.50
01	315857	07/23/2025	CONTEMPORARY TRANSPORTATION LLC	R	1,815.00

01	315858	07/23/2025	KREMER SERVICES LLC	R	1,000.00
01	315859	07/23/2025	METROPOLITAN MECHANICAL CONTRACTORS	R	16,057.45
01	315860	07/23/2025	PROPIO LS, LLC	R	97.65
01	315861	07/23/2025	TRIO SUPPLY COMPANY	R	298.08
01	315862	07/23/2025	UNIVERSITY LANGUAGE CENTER	R	208.00
01	315863	07/23/2025	WI CENTER FOR EDUCATION RESEARCH	R	1,378.50
01	315864	07/23/2025	ZONEONE LOCATING	R	397.25
01	315865	07/28/2025	BUILDING CONTROLS & SOLUTIONS	R	396.34
01	315866	07/28/2025	HARVEST TECHNOLOGY GROUP, INC.	R	42,441.17
01	V2600082	07/29/2025	BOND TRUST SERVICES CORP	R	2,336,093.75
			Total Pcard, Checks, Epays & Wire Register		**3,572,680.39**

Consent Agenda – For Action **Agenda Item IV.B.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting August 4, 2025

Subject: PERSONNEL ITEMS

(Recommended by superintendent)

That the board of education approve the following personnel items:

Full-Time Certified Probationary Year 1 of 1
Kyle Gallagher - Special Education Teacher - Richfield High School
Effective: 8/19/2025
Chloe Imhoff – Early Childhood Family Education - Central Education Center
Effective: 8/19/2025
David Johnston - Special Education Teacher - Richfield Middle School
Effective: 8/19/2025
Christine Manteufel – Work-Based Learning Teacher - Transition Plus/SEC
Effective: 8/19/2025
Rebecca Reichel – School Social Worker – Sheridan Hills
Effective: 8/19/2025
Andrea Winkler - Special Education Teacher - Transition Plus/SEC
Effective: 8/19/2025

Full-Time Certified Probationary Year 1 of 3
Tyler Thrash - Physical Education Teacher - R-STEM Elementary
Effective: 8/19/2025

Certified TIER 2 Teacher Contract
Kaylee Anderson – Special Education Teacher - Richfield High School
Effective: 8/22/2025

Certified TIER 1 Teacher Contract
Justin Fogel – Business and Computer Science Teacher - Richfield High School
Effective: 8/22/2025

Classified Full-Time Administrative Assistant for Employment
Greta Odden - Administrative Assistant 3 – Centennial Elementary School
Effective: 08/01/2025

Classified Full-Time Paraprofessional for Employment
Brizaida Saavedra - Special Education Paraprofessional – RDLS
Effective: 09/03/2025
Kathryn Jones - Campus Supervisor – Richfield Middle School

Effective: 09/02/2025
Kyle Hughes - Campus Supervisor – Richfield Middle School
Effective: 09/02/2025
Grace Jackson - Career and College Instructional Paraprofessional – RMS
Effective: 09/02/2025
Demetrius Edwards - Special Education Paraprofessional – Richfield High School
Effective: 09/02/2025
Melanie Pichardo Terrones - Clerical Paraprofessional – Richfield High School
Effective: 09/02/2025

Classified Full-Time Facilities & Transportation Reclassification
Vladimir Toledo - Lead Custodian – Central Education Center
Effective: 07/18/2025

Classified Full-Time Paraprofessional Resignation
Colleen Nollenberger - Instructional Paraprofessional – Richfield High School
Effective: 06/05/2025
Years of Service: 6

Classified Part-Time Paraprofessional Resignation
Terry Hinton - Managerial Paraprofessional – Centennial Elementary School
Effective: 06/05/2025
Years of Service: 1.5

Classified Full-Time Paraprofessional Position Elimination
Brizaida Saavedra - Instructional Paraprofessional – RDLS
Effective: 06/05/2025

Classified Full-Time Student Engagement Specialist Position Elimination
Kathryn Jones - Student Engagement Specialist – Richfield Middle School
Effective: 06/05/2025

CONSENT AGENDA – FOR ACTION **Agenda Item IV.C.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 4, 2025

SUBJECT: BID AWARD - PRODUCE VENDOR
BID AWARD - LOCAL APPLE VENDOR

Recommendation:
It is recommended that the board of education approve the following bid awards for the 2025–2026 school year:

- **Produce Contract:** Liberty Fresh Produce
- **Local Apple Contract:** Brand Farms

Background Information:

(Prepared by Craig Holje and Michael Manning)

This year, bids were solicited through Catalyst Sourcing to ensure competitive pricing. Of the vendors contacted:

- Two of three submitted bids for the produce contract
- One of three submitted bids for the local apple contract

Michael Manning, Director of Food and Nutrition Services, recommends awarding the produce contract to **Liberty Fresh Produce** and the local apple contract to **Brand Farms**, as both are the lowest responsible bidders. Selection was based on price, vendor experience, references, and their ability to meet the district's service and equipment requirements.

Both vendors have passed the **SAM.gov exclusion check** and **disbarment verification process**. The contracts are in compliance with federal and state procurement standards.

The contract term is for one (1) year, with an option to renew for up to three (3) additional one-year periods by mutual agreement. The pricing is within the approved FY25 food service budget.

Fresh Produce - Sourcing Summary

Overview

Client:	ISD #280 Richfield Public Schools	**Date:**	5/27/2025
Category:	Fresh Produce Products	**Sourcing Process:**	Advertised Sealed Bid
Participating Vendors:	• **Feshpoint - Bix Produce (Submitted)** • **Liberty Fresh (Submitted)** • The Good Acre (Did not Submit) • United Foods (Did not Submit)		

Company Information

Data Point	Freshpoint - Bix Produce	Liberty Fresh
Address	3060 Centerville Road	653 Rice Street
City, State, Zip	Little Canada, 55117	St. Paul, 55103
Contact Name	Steve Pagel	Ryan Tonoli
Email	spagel@bixproduce.com	rtonolli@libertyfresh.com
Phone	651-487-8000	651-308-0090

References

Organization	District/Organization	Contact Name	Contact Email
Freshpoint - Bix Produce	St. Paul Public Schools	Josh Turner	Joshua.turner@spps.org
	North St. Paul Schools	Marie Neisen	mneisen@isd622.org
Liberty Fresh	Minneapolis Public Schools	Aaron Krulc	Aaron.krulc@mpls.k12.mn.us
	Fridley Public Schools	Renee Arbogast	arbogast@isd14.org

Qualifications Checklist

Question/Data Point	Freshpoint - Bix Produce	Liberty Fresh
Have you reviewed and agreed to all Terms and Conditions stated in this agreement?	Y	Y
Can your company meet all specifications as described in this document?	Y	Y

CATALYST Sourcing Solutions

Questions and Points of Interest

Food Safety/Vendor Facility

Question/Data Point	Freshpoint - Bix Produce	Liberty Fresh
What is your procedure for notifying customers of product recalls due to food borne illness?	We will contract our customers via third-party automated system within three hours of the determination that bix produce is involved.	Liberty Fresh Notifies customers that have received recalled product within 24 hours of an official vendor recall notification. Upon account set-up, an email is established with a customer for recall notifications. This email notification is followed up by a phone notification.
Is your facility's warehouse and docks climate-controlled?	Yes. We would appreciate the chance to show you our new facility	Yes
Please explain in detail the processes your organization utilizes to assure facility cleanliness and food safety	Bix Produce employs a full janitorial staff with cleaning a full activity janitorial is staff validated with cleaning through internal schedules. Facility audits and environmental monitoring	GFSI Audits are performed annually in all of our facilities. In addition, we have a robust environmental monitoring program as well supplier approval program.

Products, Preparation, and Packaging

Question/Data Point	Freshpoint - Bix Produce	Liberty Fresh
Can your organization identify, access, and distribute local produce?	Yes! Samples of our weekly updates are enclosed	Yes
How many local (Farm-to-School) products did you offer in 24-25? Are they offered all year?	Please see the attached outline referenced above. Some are offered all year as they are local "hydro" farmers	15 Local Farms including 32 products. Products are not offered all year.
Will the number of local (Farm-to-School) products offered increase, decrease, or remain the same in 25-26?	Likely to increase as we are constantly looking for new farmers that offer items we do not currently have. BIPOC farmers are also of interest to us to add to our partners	It will remain the same.
Describe your packaging used to assure product freshness – *notably apples, melons, bananas, tomatoes, cucumbers*	Packaging varies for these items. Moisture-absorbing gel trays, vacuum packaging, as well as several commonly used antioxidants are employed for product freshness.	Processed products are packaged in trays or bags to ensure maximum shelf life. Commodity products are kept in original packaging from the grower to minimize damage.
Describe your return and credit policy procedure?	Products can be returned for credit at the time of delivery for any reason. If it is determined tat a product is missing or does not meet the expectations of the school's culinary team post-delivery a call to Bix Customer Service will trigger either a credit for missing product or a return of product for review and subsequent credit. These requests should be made within 48 hours of delivery.	Returns at the time of delivery is preferred. Otherwise, notification of product returns or credit requests need to be made within 24 hours of delivery. Arrangements for picking up unacceptable product will be made when possible.

Questions and Points of Interest (Cont'd)

Ordering, Invoicing and Reporting

Question/Data Point	Freshpoint - Bix Produce	Liberty Fresh
Do you offer a secure online ordering platform for the district to submit orders?	Yes	Yes
Describe the capabilities of your ordering platform including ability to maintain a core list and reporting features.	The user can start with a default order guide then create personalized guides to place orders from if desired. The system will note commonly ordered items omitted from an order as a reminder. Pictures and recipes are available. Like items are also offered to enhance menus. Users can request usage reports and invoices on demand. Both consolidated and by location "master" reports can be generated for the district by Bix. Orders can be edited up until 6:00PM the evening before delivery. PO numbers can be entered and confirmations of the orders can be e-mailed to the user(s) once they reach Bix. Full catalog item searches can be done if allowed by the district Nutrition Services leaders.	The ordering platform can be accessed using a mobile phone or desktop computer. Custom ordering lists can be maintained. Confirmation of orders and order history are accessible
What is your back up for the web based online order entry?	Our phones are answered between 7:00AM – 5:00PM Monday thru Friday. Orders may also be left on voice mail between 5:00 – 6:00PM seven days per week. Orders may be e-mailed to orders@bixproduce.com until 6:00PM the evening before delivery.	We have a customer service department that is available for phone or email orders
What is your order submission cut-off time for next business-day delivery?	6:00PM Central	4:00 PM for regular items (processed FFVP items 2-day lead)
Do you provide a physical invoice including descriptions, quantities, and pricing at the point of delivery?	Yes. These can also be delivered to a central location via email if desired.	Yes
Do you offer any Prompt Pay Discount, if so, please describe	No	No
Do you accept payment via Purchasing Card (Credit Card) at no additional fee?	We offer card payment with a fee	No
Describe the weekly reporting available for the school district?	Reports can be generated for the district and/or individual schools for any date range and set of items upon request. This includes local product and country or origin recaps.	Purchase summary and updated price lists. Full custom reporting is also available. (delivery times, fill rates)
Can you provide weekly produce market updates (via email)?	Yes. Examples of these weekly communications are attached. It is preferred that we e-mail them to conserve paper.	Yes

Questions and Points of Interest (Cont'd)

Delivery

Question/Data Point	Freshpoint - Bix Produce	Liberty Fresh
Will all district orders be delivered in a climate-controlled vehicle?	Yes. We own our delivery vehicles and they are climate controlled.	Yes
Do you agree to the delivery guarantee described in this document?	Yes. As long as it is not discovered that product was temperature abused after delivery for some reason. Honor system	Yes
Can you meet the uniform requirements as described in this document?	Yes	Yes
Proposed Delivery Day:	Monday thru Saturday delivery is available and will be determined prior to the start of the school year with Richfield Sr. Staff.	Monday
Proposed Delivery Time:	Prior to 11:00AM	6:00AM to 9:00AM

Core List Pricing Questions

Question/Data Point	Freshpoint - Bix Produce	Liberty Fresh
Were there any unique marketplace factors that significantly impacted your proposed pricing of a certain item?	No	Yes
If YES, share the circumstance that impacted pricing and the items that were impacted.	N/A	Possible tariff on produce items that are procured from a foreign country.
Are your fixed prices guaranteed regardless of marketplace conditions?	No	No
If NO, please describe the circumstances in which the price would be changed AND provide an example from the past twelve months (fixed price, condition that caused increase, price temporarily charged as a result, term until product was returned to fixed price.	"Act of God" circumstances arise that may impact fixed pricing. The duration of these events varies depending on the commodity and cause. They typically do not last more than two weeks and most often occur due to very poor weather conditions at various times of the growing cycle for an item from early growth stages to final harvest. These conditions will be communicated in advance to the Richfield Staff to allow for menu pivots to meet food cost and nutrition goals.	Acts of God/Disaster resulting in extreme market fluctuation of the price of the product. (exceeding 10% market increase) A government-imposed tariff affecting the products that are sourced from that country. (This tariff amount would be reflected in the price of the product)

Pricings Summary

Description	Freshpoint - Bix Produce	Liberty Fresh
Estimated Annual Spend	**$165,283.50**	**$152,671.36**

Value Added Services

Freshpoint - Bix Produce	Liberty Fresh
See "More about Bix" attachment	Liberty Fresh is approved to handle certified organic produce as well as the approval to process certified organic produce. We ship out of an SQF certified facility. We also have a robust process to approve local farms to supply produce to our facility for distribution. This process included a letter of guarantee, certificate of insurance, 3rd party audit and water test results.

Pricing Model Explanation

Please Explain the Basis of Your Pricing and how the district can audit invoices for accuracy

Freshpoint - Bix Produce	Liberty Fresh
There is a combination of fixed pricing for the school year as noted and market driven pricing that may change weekly with the present conditions and product availability. Market driven pricing is based on a "Cost plus" formula for case items and a split case formula for those items broken into smaller quantities such as one dozen apples or five pounds of cucumbers. Please see the enclosures including our pricing definitions outline.	Pricing is based upon a cost plus mark up amount for each product

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Core List Pricing (Cont'd)

Product Description	Packaging	Qty	Product Description	Case Description	Proposed Price	Price fixed for 2025-26 (Y/N)	Product Description	Case Description	Proposed Price	Price fixed for 2025-26 (Y/N)
Apple, Fuji	1/100-113C	50	Same	1/100-113C	$33.51	N	Same	1/100-113C	$41.67	N
Apple, Gala	1/100-113C	60	Same	1/100-113C	$33.51	N	Same	1/100-113C	$26.95	N
Apple, Golden	1/125-138C	40	Same	1/125-138C	$32.51	N	Same	1/125-138C	$35.95	N
Apple, Granny Smith	1/125-138C	80	Same	1/125-138C	$35.35	N	Same	1/125-138C	$33.70	N
Apple, Honeycrisp	1/113 CT	35	Same	1/113 CT	$55.51	N	Same	1/113 CT	$31.95	N
Apple, Minnieska	1/113-125C	5	Same	1/113-125C	N/A	N	Same	1/113-125C	$31.95	N
Apple, Pazazz	1/100-125C	10	Same	1/100-125C	$35.35	N	Same	1/100-125C	$31.95	N
Apple, Pink Lady	1/100-113C	40	Same	1/100-113C	$35.51	N	Same	1/100-113C	$24.95	N
Apple, Red	1/138 CT	20	Same	1/138 CT	$31.51	N	Same	113 CT	$38.75	N
Apples, Sliced Red P. Farms	100/2 OZ	290	Same	100/2 OZ	$30.75	N	Same	100/2 OZ	$28.00	N
Banana, Case Green Tip Stage 4-5	1/40 LB	195	Same	1/40 LB	$28.40	Y	Same	1/40 LB	$28.25	Y
Banana, Petite	1/40 LB	203	Same	1/40 LB	$27.75	Y	Same	1/40 LB	$28.55	Y
Beets, Red	1/25 LB	10	Same	1/25 LB	$20.40	N	Same	1/25 LB	$21.53	N
Berry, Blackberries	12/6 OZ	25	Same	12/6 OZ	$32.43	N	Same	12/6 OZ	$30.56	N
Berry, Blueberries	12/6 OZ	195	Same	12/6 OZ	$37.03	N	Same	12/6 OZ	$26.39	N
Berry, Raspberries	12/6 OZ	55	Same	12/6 OZ	$31.88	N	Same	12/6 OZ	$48.55	N
Berry, Strawberries	8/1 LB	95	Same	8/1 LB	$25.59	N	Same	8/1 LB	$22.02	N
Broccoli Slaw Rbo	1/5 LB	7	Same	1/5 LB	$17.15	N	Same	1/5 LB	$14.95	N
Broccoli, Florettes	4/3 LB	55	Same	4/3 LB	$26.72	Y	Same	4/3 LB	$26.25	Y
Broccoli, Mini Florettes	4/3 LB	30	Same	4/3 LB	$28.50	N	Same	4/3 LB	$26.25	N
Brussel Sprout, Halved Special	4/5 LB	25	Same	4/5 LB	$45.41	N	Same	4/5 LB	$20.35	N
Brussel Sprouts	1/25 LB	5	Same	1/25 LB	$62.68	N	Same	1/25 LB	$73.62	N
Cantaloupe Chunk 1"	1/5 LB	215	Same	1/5 LB	$16.45	Y	Same	1/5 LB	$16.20	Y
Carrot Coin Kk 1/4"	1/5 LB	15	Same	1/5 LB	$11.15	N	Same	1/5 LB	$7.90	N
Carrot Shred 1/8"	1/5 LB	40	Same	1/5 LB	$9.85	N	Same	1/5 LB	$10.70	N
Carrot, Mini Peeled	4/5 LB	35	Same	4/5 LB	$23.30	Y	Same	4/5 LB	$22.30	Y
Carrot, Slims/Petite	4/5 LB	60	Same	4/5 LB	$24.90	Y	Same	4/5 LB	$23.90	Y
Carrot, Snax	100/2.6 OZ	140	Same	100/2.6 OZ	$26.65	N	Same	100/2.6 OZ	$29.77	N
Cauliflower Florettes	4/3 LB	25	Same	4/3 LB	$30.55	Y	Same	4/3 LB	$31.95	Y
Cauliflower, Carnival	1/6 CT	5	Same	1/6 CT	$31.50	N	Same	1/6 CT	$23.87	N
Celery Stick 4"	1/5 LB	95	Same	1/5 LB	$9.35	Y	Same	1/5 LB	$8.85	Y
Cilantro Chop 1/4"	1/5 LB	30	Same	1/5 LB	$10.00	N	Same	1/5 LB	$16.20	N
Clementine	4/5 LB	165	Same	4/5 LB	$39.40	N	Same	10/3 LB	$31.00	N
Cucumber Skon Sliced 1/4"	1/5 LB	25	Same	1/5 LB	$14.00	N	Same	1/5 LB	$9.75	N
Cucumbers, Hydro	1/12-14 CT	50	Same	1/12-14 CT	$16.40	N	Same	1/12-14 CT	$11.67	N
Cucumbers, Select	1/40-45 LB	85	Same	1/40-45 LB	$25.15	N	Same	80-90 ct	$28.48	N
Fruit Mix W/Grp Chunk 1"	1/5 LB	45	Same	1/5 LB	$17.05	Y	Same	1/5 LB	$16.30	Y
Grapefruit, Red	1/36-48 CT	10	Same	1/36-48 CT	$31.55	N	Same	1/36-48 CT	$30.70	N
Grapes, Green 18#	1/18 LB	45	Same	1/18 LB	$60.87	N	Same	1/18 LB	$33.50	N
Grapes, Red Lunch Bunch	1/21 LB	230	Same	1/21 LB	$45.67	N	Same	1/21 LB	$44.00	N
Green Beans	1/5 LB	20	Same	1/5 LB	$7.93	N	Same	1/5 LB	$27.15	N
Herb Cilantro	1/30 CT	10	Same	1/30 CT	$25.50	N	Same	1/30 CT	$20.34	N
Honeydew Chunk 1"	1/5 LB	105	Same	1/5 LB	$16.45	Y	Same	1/5 LB	$16.20	Y
Jicama Stick 3/8"X3"	1/5 LB	195	Same	1/5 LB	$19.15	Y	Same	1/5 LB	$19.45	Y
Kiwi Fruit, Volume Filled	1/117 CT	70	Same	1/117 CT	$40.35	N	Same	73-81 ct	$31.50	N
Lettuce 50% Rom Shred	4/5 LB	20	Same	4/5 LB	$22.55	Y	Same	4/5 LB	$25.20	N
Limes,200 Ct	1/200 CT	10	Same	1/200 CT	$55.79	N	Same	1/200 CT	$59.35	N

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Core List Pricing (Cont'd)

Product Description	Packaging	Qty	Product Description	Case Description	Proposed Price	Price fixed for 2025-26 (Y/N)	Product Description	Case Description	Proposed Price	Price fixed for 2025-26 (Y/N)
Mango Pld Dcd 1/2"	1/5 LB	50	Same	1/5 LB	$24.95	N	Same	1/5 LB	$33.34	N
Melons, Cantaloupe	1/12-15 CT	40	Same	1/12-15 CT	$26.77	N	Same	**9 ct**	**$19.95**	N
Melons, Honeydew	1/6-8 CT	35	Same	1/6-8 CT	$22.89	N	Same	1/6-8 CT	$18.95	N
Melons, Watermelon Seedless	1/10 LB	125	Same	1/10 LB	$13.80	N	Same	45 ct	$14.10	N
Mesclun, Arcadian Blend	4/3 LB	25	Same	4/3 LB	$37.23	N	Same	4/3 LB	$33.17	N
Minneola Tangelo	1/125 CT	20	Same	1/125 CT	**N/A**	N	Same	1/125 CT	**N/A**	N
Mushrooms, Salad Bar Sliced	1/5 LB	25	Same	1/5 LB	$15.89	N	Same	1/5 LB	$26.29	N
Onion Yellow Dcd 1/8"	1/5 LB	25	Same	1/5 LB	$8.50	**Y**	Same	1/5 LB	$8.40	**Y**
Onions, Red Jumbo	1/5 LB	20	Same	1/5 LB	$7.93	N	Same	1/5 LB	$7.30	N
Oranges	1/138CT	100	Same	1/138CT	$37.55	N	Same	1/138CT	$28.00	N
Oranges, Cara	1/54-56 CT	10	Same	1/54-56 CT	$24.15	N	Same	1/54-56 CT	$41.60	N
Pea Pods, Sugar Snap	1/2 LB	200	Same	1/2 LB	$9.42	N	Same	**5 LB**	**$31.80**	N
Peaches, Vf	1/75-80CT	20	Same	1/75-80CT	$34.40	N	Same	**42 ct**	**$36.50**	N
Pears, Bartlett	1/110-120C	40	Same	1/110-120C	$33.35	N	Same	**70-90 ct**	**$33.27**	N
Pears, Red 35-40Ct	1/35-40 CT	5	Same	1/35-40 CT	$34.35	N	Same	1/35-40 CT	$33.30	N
Pepper Mix Juln	1/5 LB	25	Same	1/5 LB	$27.95	N	Same	1/5 LB	$21.10	N
Peppers, Mixed Rd, Yellow, Green	1/5 LB	150	Same	1/5 LB	$18.40	N	Same	1/5 LB	$20.30	N
Pico De Gallo 1/4"	1/5 LB	225	Same	1/5 LB	$16.40	**Y**	Same	1/5 LB	$19.55	**Y**
Pineapple Gold Chunk 1"	1/5 LB	50	Same	1/5 LB	$16.55	**Y**	Same	1/5 LB	$16.30	**Y**
Pineapple Gold Chunk 1/2"	1/5 LB	90	Same	1/5 LB	$16.55	**Y**	Same	1/5 LB	$16.30	**Y**
Pineapple, Gold Crownless	1/8-11 CT	25	Same	1/8-11 CT	$26.79	N	Same	1/8-11 CT	$25.39	N
Plums, 50-60'S Vfill	1/25 LB	50	Same	1/25 LB	$39.40	N	Same	70-80 ct	$36.40	N
Plums, Lemon 58Ct 2-Layer	1/58 CT	10	Same	1/58 CT	**N/A**	N	Same	1/58 CT	**N/A**	N
Radish Trim	1/5 LB	15	Same	1/5 LB	$16.50	N	Same	1/5 LB	$28.40	N
Radishes, Watermelon Whole	1/10 LB	10	Same	1/10 LB	$37.35	N	Same	1/10 LB	$38.75	N
Romaine Shred 1/4"	6/2 LB	80	Same	6/2 LB	$21.69	**Y**	Same	6/2 LB	$23.10	**Y**
Romaine Torn	6/2 LB	170	Same	6/2 LB	$21.69	**Y**	Same	6/2 LB	$21.55	**Y**
Salsa Mango	1/2.5 LB	10	Same	1/2.5 LB	$19.10	N	Same	5 LB	$18.95	N
Slaw Power W/Kale	4/2 LB	15	Same	4/2 LB	$21.35	N	Same	**2/3 LB**	**$12.95**	N
Spice, Pepper Chipotle	1/1 LB	20	Same	1/1 LB	$26.54	N	Same	1/1 LB	**N/A**	N
Spinach, Clip Cello	4/2.5 LB	15	Same	4/2.5 LB	$19.75	**Y**	Same	4/2.5 LB	$19.37	**Y**
Snack Pack Broccoli Buds	50/2 OZ	50	Same	50/2 OZ	$45.00	N	Same	50/2 OZ	$19.50	N
Snack Pack Cantaloupe	50/.5 CP	10	Same	50/.5 CP	$43.08	N	Same	1.5 oz	$13.95	N
Snack Pack Cara Ornge Wedge	50/.5 CP	20	Same	50/.5 CP	$36.92	N	Same	3.5 oz	$13.25	N
Snack Pack Carrot Celery CMB	50/2 OZ	15	Same	50/2 OZ	$30.93	N	Same	2 oz	$13.90	N
Snack Pack Carrots	50/2 OZ	10	Same	50/2 OZ	$26.54	N	Same	**2.6 oz**	**$25.25**	N
Snack Pack Celery Sticks	50/2 OZ	35	Same	50/2 OZ	$31.77	N	Same	50/2 OZ	$17.30	N
Snack Pack Grapefruit Wedge	50/4 OZ	30	Same	50/4 OZ	$48.31	N	Same	50/4 OZ	$17.97	N
Snack Pack Grapes Red Destm	50/2 OZ	30	Same	50/2 OZ	$55.39	N	Same	50/2 OZ	$21.49	N
Snack Pack Honeydew	50/.5 CP	20	Same	50/.5 CP	$49.24	N	Same	3.5 oz	$39.81	N
Snack Pack Jicama Snacks	50/2 OZ	20	Same	50/2 OZ	$46.93	N	Same	50/2 OZ	$26.85	N
Snack Pack Kiwi Wedge Skin-On	50/2 OZ	25	Same	50/2 OZ	$49.47	N	Same	50/2 OZ	$29.67	N
Snack Pack Kohlrabi Sticks	30/1.5 OZ	10	Same	30/1.5 OZ	$35.62	N	Same	30/1.5 OZ	$17.85	N
Snack Pack Mango Chunks	50/2 OZ	20	Same	50/2 OZ	$68.77	N	Same	50/2 OZ	$31.27	N
Snack Pack Orange Wedge	50/4 OZ	20	Same	50/4 OZ	$45.31	N	Same	3/5 oz	$24.01	N
Snack Pack Parsnip Coins	50/.5 CP	10	Same	50/.5 CP	$63.08	N	Same	3.5 oz	$36.29	N

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Core List Pricing (Cont'd)

Product Description	Packaging	Qty	Product Description	Case Description	Proposed Price	Price fixed for 2025-26 (Y/N)	Product Description	Case Description	Proposed Price	Price fixed for 2025-26 (Y/N)
Snack Pack Pea Pods Sgr Snap	50/2 OZ	55	Same	50/2 OZ	$7.24	N	Same	50/2 OZ	$36.05	N
Snack Pack Pineapple	50/.5 CP	35	Same	50/.5 CP	$41.54	N	Same	3.5 oz	$37.17	N
Snack Pack Radish Sliced	50/2 OZ	15	Same	50/2 OZ	$49.39	N	Same	50/2 OZ	$22.57	N
Snack Pack Sea Beans	30/1.5 OZ	10	Same	30/1.5 OZ	$82.08	N	Same	30/1.5 OZ	$42.30	N
Snack Pack Strawberries, Whole	50/2 OZ	50	Same	50/2 OZ	$88.93	N	Same	50/2 OZ	$33.09	N
Snack Pack Tomato Grape	50/2 OZ	30	Same	50/2 OZ	$47.85	N	Same	50/2 OZ	$18.14	N
Snack Pack Watermelon Chunks	50/2 OZ	20	Same	50/2 OZ	$48.47	N	Same	50/2 OZ	$22.82	N
Snack Pack Watermelon Slice	30/1.5 OZ	40	Same	30/1.5 OZ	$31.47	N	Same	30/1.5 OZ	$22.20	N
Snack Pack Yellow Squash	50/2 OZ	30	Same	50/2 OZ	$30.93	N	Same	50/2 OZ	$20.92	N
Squash Butternut Pld Dcd 1/2"	1/5 LB	35	Same	1/5 LB	$19.00	N	Same	1/5 LB	$18.70	N
Star Fruit 12-15Ct	1/5 LB	50	Same	1/5 LB	**N/A**	N	Same	1/5 LB	**N/A**	N
Tomato Dcd 3/8"	1/5 LB	90	Same	1/5 LB	$14.75	**Y**	Same	1/5 LB	$15.25	**Y**
Tomato Sliced 1/4"	1/5 LB	75	Same	1/5 LB	$20.65	N	Same	**3 LB**	**$11.20**	N
Tomatoes, Cherry 12Ct	1/12 CT	20	Same	1/12 CT	$26.40	N	Same	1 pt	$20.34	N
Tomatoes, Grape Red 12Pk	1/12 CT	45	Same	1/12 CT	$21.35	N	Same	**1 pt**	**$13.20**	N
Watermelon Chunk 1"	1/5 LB	190	Same	1/5 LB	$20.10	N	Same	1/5 LB	$16.95	**Y**
Zucchini Chunk 1"	1/5 LB	25	Same	1/5 LB	$16.90	N	Same	1/5 LB	$13.70	N

Local Apples - Sourcing Summary

Overview

Client:	ISD #280 Richfield Public Schools	**Date:**	6/19/2025
Category:	Local Apples	**Sourcing Process:**	RFQ
Participating Vendors:	• **Brand Farms (Submitted)** • Bayfield Fruit (Did not Submit) • The Good Acre (Did not Submit) • Fall Harvest Orchard (Did not Submit) • MN Harvest Venue (Did not Submit)		

Company Information

Data Point	Brand Farms
Address	18605 Biscayne Ave
City, State, Zip	Farmington, MN 55024
Contact Name	Aaron Brand
Email	brandfarms@gmail.com
Phone	651-206-9457

Qualifications Checklist

Question/Data Point	Brand Farms
Is your organization eligible do business with government entities in the state of Minnesota (Y/N)?	Y
Do you agree to all district terms and conditions on page two (Y/N)?	Y
Do you accept Purchasing Card (Credit Card) Payment at NO additional fee (Y/N)?	Y
Is your proposed price FIXED for the 2025-2026 School Year (Y/N)?	Y
Does your quote require a minimum order size (Y/N - describe if YES)?	Y

Proposed Pricing

Description	Estimated QTY	Description	UM	
Red Apples (variety)	750	Sweet Tango, Honeycrisp, Ludacrisp, First Kiss, Snow Sweet, Chestnut Crabs	40 Lb. Bushel	$58.00 / Bushel
MISC	3	3 School Visits	Farmer Aaron to read the Apple that fell far from the tree; Talk about how apples are raised, packed and provided to the lunch program	Included

Request for Proposal/Quote:

Opportunity Overview

ISD #280 – Richfield Public Schools ("District") is requesting quotes for **LOCALLY GROWN APPLES** for the 2025-2026 school year from qualified vendors ("Vendor")

See the purchase information below and provide your quote. Your quoted price should be DELIVERED PRICE (includes shipping).

Submission Process

- Review the Terms and Conditions section to confirm eligibility
- Questions can be submitted via email to ktrites@catalystsourcing.com
  - **The deadline for question submission will be 5/9/2025**
- Submit your proposal via email to ktrites@cataystsourcing.com **no later than 5/16/2025 by 4:00 PM (CDT).**
  - Required items:
    - Completed RFQ Submission worksheet (included in this packet)

Process Timeline

Item Description	Date
Request documentation released	**4/30/2025**
Deadline to submit questions or complete onsite visits	**5/9/2025**
Proposals/Quotes Due	**5/16/2025**
Contract Selection	**6/1/2025**

Selection Criteria

Criteria	Weight %
Pricing Program Proposed (lowest cost)	**51%**
Successful Meeting of Operational Specifications / Terms and Conditions described	**29%**
References / Reputation	**20%**

Products Purchased

- Red Apples (Variety)
- Apple Case Count of 130-150 (bushel)
- Projected Purchase for 2025-2026 is approximately 750 bushels (30 / Week)
  - Quantity estimates impacted by potential changes to school operations
  - Projection is based on Purchases from September to April of 2024-2025
- Price quote should be per case including delivery

School Locations

Location	Address
Centennial Elementary	7315 Bloomington Avenue South, Richfield, MN 55423
Richfield Dual Language School	7001 Elliot Avenue South, Richfield, MN 55423
Richfield STEM School	7020 12th Avenue South, Richfield, MN 55423
Sheridan Hills Elementary	6400 Sheridan Avenue South, Richfield, MN 55423
Richfield Middle School	7461 Oliver Avenue South, Richfield, MN 55423
Richfield High School	7001 Harriet Avenue South, Richfield, MN 55423

Terms and Conditions

A. Eligibility & Compliance with Federal and State Law - RFP must assure Independent School District 280 that they have complied with all applicable Federal and State laws, regulations, and rules. All projects are subject to compliance with the prevailing wage schedule issued by the Minnesota Department of Labor and Industry."

B. Invitation: The invitation to RFP, which is attached hereto, and everything contained therein is adopted by reference and made part of these specifications and conditions.

C. Term and Options: The RFP is requested for fresh produce requirements of the district for the period of August 16th, 2025 through August 15th, 2023 with two (2) one-year renewal options for August 16th, 2023 – August 15th, 2024 and August 16th, 2024 – August 15th, 2025.

D. General Criteria for Award: After taking into consideration conformity with the specifications, terms of delivery and other conditions imposed in the call for RFPs, an award shall be made based on the RFP criteria.

E. Writing: Within ten days of the award, persons having authority to contract for the parties shall duly execute a formal contract covering the subject matter of the RFP.

F. Form of RFPs: The RFP must be submitted on the form prescribed by the district, a sample of which is contained in these specifications, and copies of which are available from the school district.

G. RFP Qualifications: The district reserves the right to refuse to consider the RFP of a supplier who is not known to be reliable, skilled, and regularly engaged in providing the service and goods for which the RFPs were invited. In addition, the district may require of any supplier's evidence satisfactory to the district, of the supplier's financial responsibility, and ability to efficiently, economically, and satisfactorily perform the services and deliver the goods required by the district. The district may consider the foregoing factors in determining the lowest responsible supplier.

H. Preparation and Submission of RFP:

1) Submit RFP in duplicate, including attachments, on the prescribed forms, which are furnished with the specifications, one of which MUST be an original, with full name and address of supplier.
2) Do not stipulate any other conditions or alternates of qualifications.
3) Owner will not accept any condition not contained in specifications or other documents.
4) A response may be rejected if it is conditional or incomplete.
5) Responses that contain conflicting false or misleading statements or that provide references that contradict or do not support an attribute or condition stated by the supplier may be rejected.
6) RFP prices must include prepaid freight, F.O.B. Destination.
7) No facsimile copies will be accepted.
8) Completely fill in all blank spaces on the RFP Form, in ink in words and/or figures.
9) On the Call for RFP Form, the "Total Amount of RFP", shall be stated both in writing and in figures. In all cases, written and numerical figures must agree; otherwise at Owner's option, it may be cause for rejection of RFP. Complete Call for RFP Form without interlineations, alteration, and erasure.
10) Sign in longhand, executed by a principal duly authorized to enter into an agreement. If a supplier is a co-partnership, then signatures on the RFP shall be by an authorized member of the firm, with names and addresses of each member of partnership.
11) Completely fill in all blank spaces on the RFP Form, in ink in words and/or figures.

I. Quantities: Supplier's attention is called to the fact that the estimate of quantities of each item shown in the RFP is approximate and is given only as a basis of calculating the award to be made. The right is reserved by Independent School District 280 to increase or decrease the number of units ordered.

J. Rejection of RFPs: In addition to grounds for rejection stated elsewhere in law, or in these specifications and conditions, the district may reject an RFP if:

1) The supplier fails to provide reasonable evidence reasonably requested pursuant to H.
2) The supplier misstates or conceals any material fact in the RFP, **OR**
3) The RFP is conditional. An RFP properly made subject to an escalator clause shall not be deemed conditional.

K. Alterations and Erasures: An RFP containing an alteration or erasure of any price contained in the RFP, which is used in determining the lowest responsible RFP shall be rejected unless the alteration or erasure is corrected as herein provided. An alteration or erasure may be crossed out and the correction thereof printed in ink or typewritten adjacent thereto an initialed in ink by the person signing the RFP.

L. Withdrawal and Award Deadlines: No supplier may withdraw his/her RFP within 30 days after the date of opening of RFPs. The district may elect to take up to 60 days to decide which supplier is to receive the award.

M. RFP and Award Options: Owner reserves the right to

1) Award this contract in part or whole to a single supplier
2) Reject any or all RFPs
3) Award contract based on the investigation of supplier, as well as acceptance of alternates, including the bond alternate, all of which the Owner deems to be in his best interest
4) Waive informalities or minor irregularities in RFPs and waive minor irregularities or discrepancies in supplier's procedure
5) Cancel a contract entered into with the successful supplier at any time, upon 30 days' written notice, to the contract vendor if the District's standards are not met
6) the District is solely responsible for rendering the decision in matters of interpretation of all terms and conditions.
7) The Owner, in determining the lowest responsible vendor, will consider in addition to the RFP process, the quality, suitability and adaptability of the item(s) to be purchased for the use for which it is intended.
8) Trade-in policy and allowances will be considered where appropriate.

N. Collusion: Conspiracy between suppliers is cause for rejection of all RFPs of suppliers thus involved.

O. Requirements for onsite service providers: Vendor employees and contractors who will be providing services district premises (including delivery driver) must have been subject to a state and federal criminal background check and drug/chemical screening.

Terms and Conditions (Cont'd)

P. Insurance Requirements: You will be required to provide proof of insurance as requested by district. Coverage levels described below should be considered MINIMUM requirements.

Insurance	Description	Coverage	Aggregate
Worker's Compensation	State Statutory Employer's Liability	$500,000	n/a
Comprehensive General Liability (including Premises-Operations; Independent Contractor's Protective; Products and Completed Operations; Broad-Form Property Damage)	Bodily Injury; Property Damage; Combined Single Limit	$1,000,000 each occurrence	$2,000,000 aggregate
Blanket Contractual Liability	Bodily Injury; Property Damage; Combined Single Limit	$1,000,000 each occurrence	$2,000,000 aggregate
	Personal Injury, with Employment Exclusion Deleted	$1,000,000 each occurrence	$2,000,000 aggregate
Comprehensive Automobile Liability	Bodily Injury; Property Damage; Combined Single Limit	$1,000,000 each occurrence	$2,000,000 aggregate

Q. Guarantee: The successful supplier shall agree to unconditionally guarantee all goods supplied against inferiority as to specifications and conditions. All products delivered to the district shall be packaged under applicable federal, state and local requirements and shall be delivered fresh and before any freshness coding dates inscribed on the individual packages. Any items, which are rejected by the district because of damage, defect, or spoilage shall be removed and replaced without cost to the district.

R. Delivery: Costs of delivery shall be included in the RFP price.

S. Non-Waiver of Specifications and Conditions: Failure or neglect of the district to require compliance with any term, condition, or specification of the supplier shall not be deemed a waiver of the same.

T. Terms of Payment: Payments will be according to Minnesota Statute 471.425, currently providing for payment within 35 days after receipt of the merchandise or the invoice, whichever comes latest. Nothing in the supplier RFP, contract, or invoice will override this provision.

U. Buy America Clause: The William F. Goodling Child Nutrition Reauthorization Act of 1998 required schools and institutions participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the contiguous United States to purchase, to maximum extent practicable, domestic commodities or products for use in meals served under the NSLP and SBP. ***For purposes of this section, the determination of "practicable" shall be made by the District Child Nutrition Program (CNP).***

V. Minnesota Clauses: Instrumentalities of the State of Minnesota are not subject to the State of Minnesota Sales Tax pursuant to Minnesota Laws of 1967, Extra Session, Chapter 32, Article XIII, Section 25, Sub 1, Para. (J).

W. HACCP Plan: The District requires that the Distributor and Manufacturer have a HACCP plan in place prior to awarding this RFP. The District will require documentation from the Distributor verifying that a written HACCP plan is in place.

X. Fuel Surcharge: Due to the significant fluctuation of the cost of diesel fuel, the District will consider a fuel surcharge using a sliding scale that addresses both a declining and an increasing market based on the Average On Highway Diesel Cost in the Midwest furnished by the Federal Energy Information Administration which can be viewed at www.eia.doe.gov, on the last Monday of each calendar month. Please include what you would invoice as a fuel surcharge in your RFP.

Submission Worksheet

Your Company Information

Distributor Name		**Contact Name**	
Address		**City**	
State		**Zip**	
Contact Phone		**Contact Email**	

Qualifications Checklist

Question/Data Point	Your Response
Is your organization eligible do business with government entities in the state of Minnesota (Y/N)?	
Do you agree to all district terms and conditions on page two (Y/N)?	
Do you accept Purchasing Card (Credit Card) Payment at NO additional fee (Y/N)?	
Is your proposed price FIXED for the 2025-2026 School Year (Y/N)?	
Does your quote require a minimum order size (Y/N - describe if YES)?	

Your Proposed Pricing

General Description	Estimated Quantity	Proposed Desc	Proposed U/M	Proposed Price per U/M ($)
Red Apples (variety)	750 bushels (Est. 30 / week)			
Placeholder for Misc Costs				
Placeholder for Misc Costs				

- Price should include delivery

Request for Proposal/Quote:

Opportunity Overview

ISD #280 – Richfield Public Schools ("District") is requesting quotes for **LOCALLY GROWN APPLES** for the 2025-2026 school year from qualified vendors ("Vendor")

See the purchase information below and provide your quote. Your quoted price should be DELIVERED PRICE (includes shipping).

Submission Process

- Review the Terms and Conditions section to confirm eligibility
- Questions can be submitted via email to ktrites@catalystsourcing.com
  - **The deadline for question submission will be 5/9/2025**
- Submit your proposal via email to ktrites@cataystsourcing.com **no later than 5/16/2025 by 4:00 PM (CDT).**
  - Required items:
    - Completed RFQ Submission worksheet (included in this packet)

Process Timeline

Item Description	Date
Request documentation released	**4/30/2025**
Deadline to submit questions or complete onsite visits	**5/9/2025**
Proposals/Quotes Due	**5/16/2025**
Contract Selection	**6/1/2025**

Selection Criteria

Criteria	Weight %
Pricing Program Proposed (lowest cost)	**51%**
Successful Meeting of Operational Specifications / Terms and Conditions described	**29%**
References / Reputation	**20%**

Products Purchased

- Red Apples (Variety)
- Apple Case Count of 130-150 (bushel)
- Projected Purchase for 2025-2026 is approximately 750 bushels (30 / Week)
  - Quantity estimates impacted by potential changes to school operations
  - Projection is based on Purchases from September to April of 2024-2025
- Price quote should be per case including delivery

School Locations

Location	Address
Centennial Elementary	7315 Bloomington Avenue South, Richfield, MN 55423
Richfield Dual Language School	7001 Elliot Avenue South, Richfield, MN 55423
Richfield STEM School	7020 12th Avenue South, Richfield, MN 55423
Sheridan Hills Elementary	6400 Sheridan Avenue South, Richfield, MN 55423
Richfield Middle School	7461 Oliver Avenue South, Richfield, MN 55423
Richfield High School	7001 Harriet Avenue South, Richfield, MN 55423

Terms and Conditions

A. Eligibility & Compliance with Federal and State Law - RFP must assure Independent School District 280 that they have complied with all applicable Federal and State laws, regulations, and rules. All projects are subject to compliance with the prevailing wage schedule issued by the Minnesota Department of Labor and Industry."

B. Invitation: The invitation to RFP, which is attached hereto, and everything contained therein is adopted by reference and made part of these specifications and conditions.

C. Term and Options: The RFP is requested for fresh produce requirements of the district for the period of August 16th, 2025 through August 15th, 2023 with two (2) one-year renewal options for August 16th, 2023 – August 15th, 2024 and August 16th, 2024 – August 15th, 2025.

D. General Criteria for Award: After taking into consideration conformity with the specifications, terms of delivery and other conditions imposed in the call for RFPs, an award shall be made based on the RFP criteria.

E. Writing: Within ten days of the award, persons having authority to contract for the parties shall duly execute a formal contract covering the subject matter of the RFP.

F. Form of RFPs: The RFP must be submitted on the form prescribed by the district, a sample of which is contained in these specifications, and copies of which are available from the school district.

G. RFP Qualifications: The district reserves the right to refuse to consider the RFP of a supplier who is not known to be reliable, skilled, and regularly engaged in providing the service and goods for which the RFPs were invited. In addition, the district may require of any supplier's evidence satisfactory to the district, of the supplier's financial responsibility, and ability to efficiently, economically, and satisfactorily perform the services and deliver the goods required by the district. The district may consider the foregoing factors in determining the lowest responsible supplier.

H. Preparation and Submission of RFP:
   1) Submit RFP in duplicate, including attachments, on the prescribed forms, which are furnished with the specifications, one of which MUST be an original, with full name and address of supplier.
   2) Do not stipulate any other conditions or alternates of qualifications.
   3) Owner will not accept any condition not contained in specifications or other documents.
   4) A response may be rejected if it is conditional or incomplete.
   5) Responses that contain conflicting false or misleading statements or that provide references that contradict or do not support an attribute or condition stated by the supplier may be rejected.
   6) RFP prices must include prepaid freight, F.O.B. Destination.
   7) No facsimile copies will be accepted.
   8) Completely fill in all blank spaces on the RFP Form, in ink in words and/or figures.
   9) On the Call for RFP Form, the "Total Amount of RFP", shall be stated both in writing and in figures. In all cases, written and numerical figures must agree; otherwise at Owner's option, it may be cause for rejection of RFP. Complete Call for RFP Form without interlineations, alteration, and erasure.
   10) Sign in longhand, executed by a principal duly authorized to enter into an agreement. If a supplier is a co-partnership, then signatures on the RFP shall be by an authorized member of the firm, with names and addresses of each member of partnership.
   11) Completely fill in all blank spaces on the RFP Form, in ink in words and/or figures.

I. Quantities: Supplier's attention is called to the fact that the estimate of quantities of each item shown in the RFP is approximate and is given only as a basis of calculating the award to be made. The right is reserved by Independent School District 280 to increase or decrease the number of units ordered.

J. Rejection of RFPs: In addition to grounds for rejection stated elsewhere in law, or in these specifications and conditions, the district may reject an RFP if:
   1) The supplier fails to provide reasonable evidence reasonably requested pursuant to H.
   2) The supplier misstates or conceals any material fact in the RFP, **OR**
   3) The RFP is conditional. An RFP properly made subject to an escalator clause shall not be deemed conditional.

K. Alterations and Erasures: An RFP containing an alteration or erasure of any price contained in the RFP, which is used in determining the lowest responsible RFP shall be rejected unless the alteration or erasure is corrected as herein provided. An alteration or erasure may be crossed out and the correction thereof printed in ink or typewritten adjacent thereto an initialed in ink by the person signing the RFP.

L. Withdrawal and Award Deadlines: No supplier may withdraw his/her RFP within 30 days after the date of opening of RFPs. The district may elect to take up to 60 days to decide which supplier is to receive the award.

M. RFP and Award Options: Owner reserves the right to
   1) Award this contract in part or whole to a single supplier
   2) Reject any or all RFPs
   3) Award contract based on the investigation of supplier, as well as acceptance of alternates, including the bond alternate, all of which the Owner deems to be in his best interest
   4) Waive informalities or minor irregularities in RFPs and waive minor irregularities or discrepancies in supplier's procedure
   5) Cancel a contract entered into with the successful supplier at any time, upon 30 days' written notice, to the contract vendor if the District's standards are not met
   6) the District is solely responsible for rendering the decision in matters of interpretation of all terms and conditions.
   7) The Owner, in determining the lowest responsible vendor, will consider in addition to the RFP process, the quality, suitability and adaptability of the item(s) to be purchased for the use for which it is intended.
   8) Trade-in policy and allowances will be considered where appropriate.

N. Collusion: Conspiracy between suppliers is cause for rejection of all RFPs of suppliers thus involved.

O. Requirements for onsite service providers: Vendor employees and contractors who will be providing services district premises (including delivery driver) must have been subject to a state and federal criminal background check and drug/chemical screening.

Terms and Conditions (Cont'd)

P. Insurance Requirements: You will be required to provide proof of insurance as requested by district. Coverage levels described below should be considered MINIMUM requirements.

Insurance	Description	Coverage	Aggregate
Worker's Compensation	State Statutory Employer's Liability	$500,000	n/a
Comprehensive General Liability (including Premises-Operations; Independent Contractor's Protective; Products and Completed Operations; Broad-Form Property Damage)	Bodily Injury; Property Damage; Combined Single Limit	$1,000,000 each occurrence	$2,000,000 aggregate

Blanket Contractual Liability	Bodily Injury; Property Damage; Combined Single Limit	$1,000,000 each occurrence	$2,000,000 aggregate
	Personal Injury, with Employment Exclusion Deleted	$1,000,000 each occurrence	$2,000,000 aggregate
Comprehensive Automobile Liability	Bodily Injury; Property Damage: Combined Single Limit	$1,000,000 each occurrence	$2,000,000 aggregate

Q. Guarantee: The successful supplier shall agree to unconditionally guarantee all goods supplied against inferiority as to specifications and conditions. All products delivered to the district shall be packaged under applicable federal, state and local requirements and shall be delivered fresh and before any freshness coding dates inscribed on the individual packages. Any items, which are rejected by the district because of damage, defect, or spoilage shall be removed and replaced without cost to the district.

R. Delivery: Costs of delivery shall be included in the RFP price.

S. Non-Waiver of Specifications and Conditions: Failure or neglect of the district to require compliance with any term, condition, or specification of the supplier shall not be deemed a waiver of the same.

T. Terms of Payment: Payments will be according to Minnesota Statute 471.425, currently providing for payment within 35 days after receipt of the merchandise or the invoice, whichever comes latest. Nothing in the supplier RFP, contract, or invoice will override this provision.

U. Buy America Clause: The William F. Goodling Child Nutrition Reauthorization Act of 1998 required schools and institutions participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the contiguous United States to purchase, to maximum extent practicable, domestic commodities or products for use in meals served under the NSLP and SBP. ***For purposes of this section, the determination of "practicable" shall be made by the District Child Nutrition Program (CNP).***

V. Minnesota Clauses: Instrumentalities of the State of Minnesota are not subject to the State of Minnesota Sales Tax pursuant to Minnesota Laws of 1967, Extra Session, Chapter 32, Article XIII, Section 25, Sub 1, Para. (J).

W. HACCP Plan: The District requires that the Distributor and Manufacturer have a HACCP plan in place prior to awarding this RFP. The District will require documentation from the Distributor verifying that a written HACCP plan is in place.

X. Fuel Surcharge: Due to the significant fluctuation of the cost of diesel fuel, the District will consider a fuel surcharge using a sliding scale that addresses both a declining and an increasing market based on the Average On Highway Diesel Cost in the Midwest furnished by the Federal Energy Information Administration which can be viewed at www.eia.doe.gov, on the last Monday of each calendar month. Please include what you would invoice as a fuel surcharge in your RFP.

Submission Worksheet

Your Company Information

Distributor Name	Brand Farms	Contact Name	Aaron Brand
Address	18605 Biscayne Ave	City	Farmington
State	MN	Zip	55024
Contact Phone	651-206-9457	Contact Email	BrandFarms@gmail.com

Qualifications Checklist

Question/Data Point	Your Response
Is your organization eligible do business with government entities in the state of Minnesota (Y/N)?	Y
Do you agree to all district terms and conditions on page two (Y/N)?	Y
Do you accept Purchasing Card (Credit Card) Payment at NO additional fee (Y/N)?	Y
Is your proposed price FIXED for the 2025-2026 School Year (Y/N)?	Y
Does your quote require a minimum order size (Y/N - describe if YES)?	N

Your Proposed Pricing

General Description	Estimated Quantity	Proposed Desc	Proposed U/M	Proposed Price per U/M ($)
Red Apples (variety)	750 bushels (Est. 30 / week)	Sweetango, honeycrisp, Ludacrisp, first kiss, Snow Sweets, Chestnut Crabs	40 lb Bushel	$58/bushel
Placeholder for Misc Costs				
Placeholder for Misc Costs	3 School visits By	Farmer Aaron to Read The Apple That Fell Far From The Tree & talk about how apples are raised, packed & provided to the lunch program. No charge for visits		

- Price should include delivery

OLD BUSINESS – FOR ACTION **Agenda Item V.A.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 4, 2025

Subject: Petty Cash

(Recommended by the superintendent)

Passage upon a third read of Policy 710: Petty Cash Fund & Administrative Guideline 710.1. This policy governs the use of petty cash funds in order to reduce the volume of check requests for transactions under $100.00.

Suggested changes are included to adhere to District branding and style guidelines. The cash amounts in the RPS locations that use petty cash have also been updated.

Attachments:
Policy 710: Petty Cash Fund - redlined
Administrative Guideline 710.1 - redlined

RICHFIELD PUBLIC SCHOOLS

PETTY CASH FUND

I. PURPOSE

The purpose of this policy is to provide direction for Richfield Public Schools on the use of petty cash funds in order to expedite reimbursements to staff for out of pocketout-of-pocket expenses and reduce the volume of check requests processed between School school Board board meetings.

II. GENERAL STATEMENT OF POLICY

Petty cash reimbursements shall be authorized for purchases less than $100.00 and includes such expenditures as student refunds, postage, classroom supplies, emergency purchases, and meeting expenses. The funds shall not be used for check cashing, loans, payments to individuals for services, mileage, purchases in violation of district District policies and guidelines or not authorized by Minnesota laws such as sales tax reimbursements.

The Superintendent superintendent is directed to develop administrative guidelines to facilitate implementation of this policy.

Legal References:
M.S. 123B.11, subd, 1, Imprest Cash Funds

ADOPTED RATIFIED BY THE BOARD OF EDUCATION: April 3, 2006
REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: February 17, 2009
REVISED BY THE BOARD OF EDUCATION: August 17, 2020

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RICHFIELD PUBLIC SCHOOLS

PETTY CASH FUND

I. INTRODUCTION

The purpose of this administrative guideline is to provide assistance~~t~~ for Richfield Public Schools on the appropriate use of petty cash funds to expedite reimbursements to staff for out~~ of~~-of-pocket expenses and reduce the volume of check requests processed between ~~School~~ school ~~Board~~ board meetings.

II. ELIGIBLE EXPENSES

A. Acceptable petty cash fund expenditures must be less than $100.00 and include~~s~~ such activity as student refunds, postage, reimbursement for employee classroom supply and emergency purchases, and meeting expenses excluding mileage reimbursement.

B. Unacceptable petty cash fund expenditures include transactions in excess of $100.00; check cashing, loans, payments to individuals for services, mileage, purchases in violation of ~~district~~ District policies and guidelines, or not authorized by Minnesota laws and regulations such as the reimbursement of sales tax.

IV. USE OF PETTY CASH ENVELOPES

The school principal or department supervisor is responsible for the custody of their petty cash fund~~-~~(s) and for the legality and propriety of the petty cash expenditures pursuant to policy and administrative guidelines and applicable state laws and regulations.~~-~~ The custodian of the funds should obtain approval from the ~~Business Office~~Finance Department if there is any doubt as to the legality, propriety or eligibility of an expenditure.

A. Every petty cash expense must be charged to a budget account ~~which~~ that is only controlled by the custodian of the funds.

B. Every petty cash expense must be substantiated by an invoice, detailed receipt or cash register tape and use the form "~~CLAIM FOR REIMBURSEMENT OF EXPENDITURES~~Claim for Reimbursement of Expenditures" for a cash reimbursement.

C. Petty cash funds are not to be intermingled or deposited with any other receipts, funds or cash-on-hand.

D. Petty cash funds will be replenished by the ~~Business Office~~Finance Department upon the receipt of all invoices, receipts or cash register tapes and the appropriate completed petty cash envelope itemizing all disbursements made since the last ~~replenished~~replenishment. ~~-~~The replenishment is limited to the amount of expenses incurred.

E. No replenishment of the petty cash fund will be made for an amount in excess of the established fund amount.

F. An incomplete submission by the custodian of the funds will be returned to the school or department for proper completion before a check is generated to replenish the fund.

G. Internal audits of the petty cash funds will be conducted throughout the year by the ~~Business Office~~Finance Department.

H. A final replenishment request and all petty cash will be reconciled to the established fund amount and returned to the ~~Business Office~~Finance Department by the end of each fiscal year. ~~-~~The Community Education office may maintain a petty cash balance at their location for use during the non-student contact months.

V. FUND LOCATION & AMOUNT

~~A. Food Services $100.00~~
~~B. High School administrative office $400.00~~
~~C~~A. High ~~School~~ school ~~Athletic~~athletic office $~~800.00~~1,050.00
~~D~~B. Community ~~Education~~ education office $~~250~~200.00

LEGAL REFERENCES:
M.S. 123B.11, subd, 1, Imprest Cash Funds

Dated: ~~—~~ April 3, 2006
Revised: ~~–~~ February 17, 2009; August 17, 2020

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OLD BUSINESS – FOR REVIEW **Agenda Item V.B.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 4, 2025

Subject: Credit Card Usage

(Recommended by the superintendent)

A second read of Policy 712: Credit Card Usage and Administrative Guideline 712.1. This policy guides the use of credit cards by authorized school employees.

Suggested changes have been included to align to current practices and District branding and style guidelines.

Attachments:
Policy 712: Credit Card Usage - redlined
Administrative Guideline 712.1 - redlined

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RICHFIELD PUBLIC SCHOOLS

CREDIT CARD USAGE

I. PURPOSE

The purpose of this policy is to establish criteria on the use of credit cards issued on behalf of the ~~school district~~Richfield Public Schools.

II. GENERAL STATEMENT OF POLICY

A. Credit cards should only be used by authorized school officials and employees in accordance with Administrative Guidelines 712.1, Credit Card Usage and the Procurement Card Program Procedures Manual. Such cards shall not be used for purchasing goods for personal use or for non-district related matters.

B. Credit card purchases must comply with all statutes, rules, ~~or~~ and ~~district~~ District policy applicable to ~~school d~~District purchases. ~~-~~Unauthorized or inappropriate use may result in disciplinary action assessed based on the type of violation.

Legal References:
Minn. Stat. § 123B.02, Subd. 23 (Credit Cards)

~~ADOPTED~~ RATIFIED BY THE BOARD OF EDUCATION: February 17, 2009
REVIEWED BY THE BOARD OF EDUCATION: August 17, 2020

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RICHFIELD PUBLIC SCHOOLS

CREDIT CARD USAGE

I. INTRODUCTION

~~I.~~

The purchasing card program is designed to assist ~~the organization~~Richfield Public Schoos in reducing its reliance on petty cash funds, employee advances, paper checks, and the use of personal funds for business purposes. ~~-~~The program should help increase ~~your turn around~~turnaround time in the fulfillment of orders, provide greater flexibility, and reduce paperwork. ~~-~~The ~~Business Office~~Finance Department is responsible for the implementation, maintenance, program compliance, auditing, processing payment, and issuance of ~~the~~ P-Cards. ~~-~~Only employees of the organization are allowed to participate in the program. ~~-~~Each cardholder has the responsibility to review, reconcile, and submit their monthly account statement with the appropriate receipts and signatures for processing and payment by the due date.

II. AUTHORIZATION

~~II.~~

District employees are authorized to use credit cards for approved expenditures which must comply with school board policy, be approved by the supervising administrator, and be considered reasonable to the local taxpayer. ~~-~~Please refer to the Procurement Card Program Procedures Manual for further information.

III. GENERAL INFORMATION

A. Guidelines

~~A.~~

1. The P-Card is issued in each cardholder's name, and it will be assumed that any purchases made with the P-Card will have been made by them. The cardholder is responsible for the security of their card and any transactions made with the card.
2. The P-Card may be used in person, by mail, ~~tele~~phone, and on-line purchases.
3. The P-Card may be used at any merchant that accepts MasterCard.
4. The P-Card may be used for approved travel and related expenses. ~~-~~The cardholder must adhere to ~~Travel~~ Policy 411: Local and Out-of-State Travel.
5. The P-Card is not to be used for personal purchases.
6. The cardholder will not be charged a fee for the card.
7. Inappropriate use of the P-Card will result in revocation of the card, and in the event of gross misuse or fraud involving District funds, disciplinary actions may be taken.
8. The cardholder and their ~~Principal~~principal~~/~~ or ~~Department~~ department ~~Supervisor~~ supervisor are responsible for ensuring all receipts and statements are submitted to the Finance Department before the ~~7~~th 5th of

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the following month of ~~your~~ the statement. ~~—~~The cardholder's ~~Department~~ department budget is charged for each transaction and reflected monthly on the finance system.

9. The cardholder's credit rating is not affected by having a P-Card issued in their name.

B. Travel Expenses

~~B.~~

A cardholder may use the P-Card for approved travel. ~~-~~Appropriate documentation must be attached to each account statement submitted to the Finance Department for payment. ~~–~~The cardholder must adhere to the guidelines and procedures of ~~Travel~~ Policy 411: Local and Out-of-State Travel. ~~-~~All travel and entertainment must be for business purposes only, and any personal use is strictly prohibited.

C. Periodic Audits

~~C.~~

All cardholder accounts are subject to periodic audits to ensure compliance with the organization's overall policies and the policies outlined in this manual.~~-~~ The P-Card ~~Administrator~~ administrator and the ~~Business Office~~ Finance Department review daily, monthly, and annual transaction activity reports as deemed necessary to ensure adherence to the P-Card ~~policies~~guidelines. ~~-~~If an audit reveals a policy violation, the cardholder and their manager will be contacted and disciplinary action assessed based on the type of violation.

IV. PURCHASES

A. Allowable Purchases

~~A.~~

1. Subscriptions
2. Approved conference registrations
3. Approved travel
4. Repairs and maintenance
5. Field trip admissions
6. Allowable food for meetings
7. Classroom supplies
8. General office supplies

B. Unallowable Purchases

~~B.~~

1. Minnesota sales tax on most purchases
2. Alcoholic beverages/tobacco
3. Lottery tickets
4. Gift cards/gift certificates
5. Personal purchases

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6. Donations
7. Purchases made with Federal Grant award funds without prior written approval by a cabinet member~~an Executive Director or the Superintendent~~.

Legal References:
Minn. Stat. § 123B.02 Subd. 23 (Credit Cards)

Dated: February 17, 2009
~~Reviewed:~~
Revised: August 17, 2020

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NEW BUSINESS – FOR ACTION **Agenda Item VI.A.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting August 4, 2025

Subject: Polling Places for 2025

(Recommended by the superintendent)

That the board of education approve the amended resolution designating polling places for 2025.

The board approved the polling places for 2025 on December 16, 2024. However, changes to 2025 polling locations can be made by board resolution at least 90 days before the election if needed. The polling location for precinct 8 needed to be relocated, and the polling locations for all of the Edina precincts were able to be consolidated to vote at Richfield City Hall. The City of Richfield approved these changes at their city council meeting on July 22, 2025. All affected residents will receive postcards from Hennepin County notifying them of the change in polling place for the November 4, 2025 election.

Attachments:
Amended Resolution Designating Polling Places for 2025
Signed City Council Resolution Designating Polling Places for 2025

AMENDED RESOLUTION DESIGNATING POLLING PLACES FOR 2025

WHEREAS, Minnesota Statute 204B.16, subd.1 requires Richfield Public Schools, by ordinance or resolution, to designate polling places for the upcoming year; and

WHEREAS, changes to the polling place locations may be made at least 90 days before the next election if one or more of the authorized polling places becomes unavailable for use; and

WHEREAS, changes to the polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting; and

NOW, THEREFORE, BE IT RESOLVED, Richfield Public Schools hereby designates the following polling places for elections conducted in the city as well as residents in non-Richfield precincts in 2025;

Precinct No. 1	Church of Peace 6345 Xerxes Ave.
Precinct No. 2	St. Richard's Catholic Church 7540 Penn Ave.
Precinct No. 3	Woodlake Lutheran Church 2120 W. 76th St.
Precinct No. 4	St. Peter's Catholic Church 6730 Nicollet Ave.
Precinct No. 5	Richfield Community Center 7000 Nicollet Ave.
Precinct No. 6	Bethel's Rock Church 7601 Girard Ave.
Precinct No. 7 Fort Snelling Precinct 1	Mt. Calvary Education Building 6541 16th Ave.
Precinct No. 8	Veteran's Park Indoor Shelter 6335 Portland Ave.
Precinct No. 9	Church of the Assumption 305 E. 77th St.
Edina Precincts 8, 9, 14, 15, 16	Richfield City Hall 6700 Portland Ave. S.

NOW, THEREFORE, BE IT RESOLVED by Richfield Public Schools that the ten locations listed above are the designated 2025 polling locations in Richfield.

Approved by Richfield Public Schools this 4th day of August, 2025.

ATTEST:

_____ _____

Rachel Banks Kupcho, Board Clerk Eric Carter, Board Chair

City of Richfield
County of Hennepin
State of Minnesota

July 22, 2025

RESOLUTION NO. 12329

Motion by: Coleman-Woods
Seconded by: Christensen

RESOLUTION UPDATING RICHFIELD PRECINCT 8 (WARD 3) AND EDINA PRECINCTS 8, 9, 14, 15, AND 16 POLLING PLACE LOCATIONS FOR THE RICHFIELD PUBLIC SCHOOL DISTRICT SCHOOL BOARD ELECTIONS FOR THE GENERAL ELECTION ON NOVEMBER 4, 2025

WHEREAS, Minnesota Statute 204B.16, subd. 1 requires the City Council, by ordinance or resolution, to designate polling place locations for the upcoming year; and

WHEREAS, changes to the polling place locations may be made at least 90 days before the next election if one or more of the authorized polling places becomes unavailable for use; and

WHEREAS, changes to the polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting; and

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Richfield hereby designates the UPDATED polling place locations for the Richfield Public School District for the School Board General Election in 2025, and includes polling place locations for residents in non-Richfield precincts that are included within the Richfield Public School District boundaries:

Precinct No. 1 Ward 1 ~~Edina Precincts 8, 9, 15, 16~~	Church of Peace 6345 Xerxes Avenue
Precinct No. 2 Ward 1 ~~Edina Precinct 14~~	St. Richard's Catholic Church 7540 Penn Avenue
Precinct No. 3 Ward 1	Woodlake Lutheran Church 2120 West 76th Street
Precinct No. 4 Ward 2	St. Peter's Catholic Church 6730 Nicollet Avenue
Precinct No. 5 Ward 2	Richfield Community Center 7000 Nicollet Avenue
Precinct No. 6 Ward 2	Bethel's Rock Church 7601 Girard Avenue
Precinct No. 7 Ward 3 Fort Snelling Precinct 1	Mt. Calvary Education Building 6541 16th Avenue
Precinct No. 8 Ward 3	~~Hope Presbyterian Education Facility~~ ~~7132 Portland Avenue~~ UPDATED: Veteran's Park Indoor Shelter 6335 Portland Avenue

City of Richfield
County of Hennepin
State of Minnesota

July 22, 2025

RESOLUTION NO. 12329

Precinct No. 9 Ward 3	Church of Assumption 305 E 77th Street
Edina Precincts 8, 9, 14, 15, 16	UPDATED: 6700 Portland Avenue South

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richfield that the ~~nine~~ ten locations listed above are the designated 2025 polling locations in Richfield for the Richfield Public School District School Board Election on November 4, 2025.

VOTING AYE	**VOTING NAY**
☒ **Supple, Mary**	☐ **Supple, Mary**
☒ **Burk, Walter**	☐ **Burk, Walter**
☒ **Christensen, Sharon**	☐ **Christensen, Sharon**
☒ **Coleman-Woods, Rori**	☐ **Coleman-Woods, Rori**
☒ **Hayford Oleary, Sean**	☐ **Hayford Oleary, Sean**

Mary B. Supple
Mary B. Supple, Mayor

ATTEST:

Michelle R. Friedrich
Michelle Friedrich, City Clerk

NEW BUSINESS **Agenda Item VI.B.**
- FOR ACTION

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 4, 2025

Subject: Miscellaneous Pay Rates for Year 2025-2026

(Recommended by superintendent)

That the board of education approve the pay rates for ISD #280 positions that are not covered by existing contracts, effective July 1, 2025.

Background Information

(Prepared by Michelle Axell and Craig Holje)

The miscellaneous pay rate schedule covers a variety of positions that are either casual employment or not represented by a collective bargaining agreement. This schedule is generally reviewed to look at internal and external market conditions in addition to alignment with other District positions.

The miscellaneous pay rate schedule is approved on an annual basis. The attached miscellaneous pay rates are recommended for 2025-2026. Highlights of the recommended changes include the following:

- Increase the hourly rate for all positions—except Community Education positions unless otherwise noted. Community Education position ranges were updated in the prior year.
- Increase the top end of the hourly range for the Community Education Instructor to align with instructional program needs.
- Rename the position previously titled *Community Education Program Assistant – Student* to *Community Education Program Assistant – Youth* for clarity and consistency.
- Increase the hourly range for Community Education Program Assistant – Adult position.
- Addition of new positions address evolving operational and programmatic needs: Returning Substitute, Technology Intern, Technology Assistant, Communication Support.

RICHFIELD PUBLIC SCHOOLS
Miscellaneous Pay Rates 2025-2026

Miscellaneous Positions	Rate for 7/1/24	Rate for 7/1/25
School RN	Hourly Pay	Hourly Pay
Year 1	$33.60	$34.30
Returning Employee	$34.00	$34.75
Homebound Teachers	Hourly Pay	Hourly Pay
Base	As identified in Teacher Master Contract	As identified in Teacher Master Contract
Specialized Student Support	Hourly Pay	Hourly Pay
Student Engagement Specialist	$25.35	$26. 80
Lead Student Engagement Specialist		$30.00
Native American/Indigenous Coordinator	$34.00	$35.20
Safe Routes to Schools Coordinator	$33.40	$34.55
Health Resource Center	Hourly Pay	Hourly Pay
Health Resource Coordinator	$27.85	$28.85

Community Education Positions	Rate for 7/1/24	Rate for 7/1/25
Community Education Roles		
Community Ed Instructor	$21.25 – $38.75	$21.25 – $40.00
Community Ed Program Assistant - Youth	$12.00 – $13.20	$12.00 – $13.20
Community Ed Program Assistant - Adult	$18.00 – $19.50	$18.50– $20.00
Community Ed Site Lead		$24.51 – $27.30
Aquatics	Hourly Pay	Hourly Pay
Aquatic Lead	$24.51 – $27.30**	$24.51 – $27.30
Water Safety Instructor (WSI)	$16.07 – $19.28**	$16.07 – $19.28
Lifeguard	$16.26 – $18.80**	$16.26 – $18.80
Water Safety Assistant	$12.02 – $13.23**	$12.00 – $13.23
Pool Manager	$18.00**	$18.00
	***Approved by the Board 4/15/24*	

Activities & Athletics	Rate for 7/1/24	Rate for 7/1/25
Event Roles	Hourly Pay	Hourly Pay
Event Manager	$27.80	$28.40
Facilities Supervisor	$20.60	$21.05
Ticket Sales	Hourly Pay	Hourly Pay
Tickets	$23.70	$24.20
Clock/Announcer/Scorer	Hourly Pay	Hourly Pay
Clock/Announcer/Scorer	$20.60	$21.05
Track Meet	Pay Per Event	Pay Per Event
Timing System Operator	$285	$291
Camera Operator	$285	$291
Event Workers	Hourly Pay	Hourly Pay
Event Worker 1	$11.85	$12.10
Event Worker 2	$18.55	$18.95
Event Security	Hourly Pay	Hourly Pay
Security Worker	$20.60	$21.05
Sound, Light & Video Production	Hourly Pay	Hourly Pay
Sound & Light for Theatre	$25.75	$26.30
Asst. Sound & Light for Theatre	$11.85	$12.10
Video Production – Board/Theatre	$26.80	$27.40

Substitute Employees	Rate for 7/1/24	Rate for 7/1/25
School RN – Hourly Position	Hourly Pay	Hourly Pay
	$27.80	$28.40
Food Service		
Year 1	Step 1 of Contract for Position Subbing	Step 1 of Contract for Position Subbing
Returning Substitute		Step 2 of Contract for Position Subbing
Paraprofessional		
	Step 1 of Contract for Position Subbing	Step 1 of Contract for Position Subbing
Facilities, Grounds & Transportation		
	Step 1 of Contract for Position Subbing	Step 1 of Contract for Position Subbing

Casual or Seasonal Employees	Rate for 7/1/24	Rate for 7/1/25
Technology		
Technology Intern		$16.07 – $19.28
Technology Assistant		Step 1 of Contract for position
External Summer School Para		
	Step 1 of Contract for position subbing	Step 1 of Contract for summer position
Facilities, Grounds & Transportation		
Facilities		Step 1 of Contract for position
Other Casual		
Communications Support		$25

NEW BUSINESS – FOR ACTION **Agenda Item VI.C.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 4, 2025

SUBJECT: AUTHORIZATION TO AWARD SUPPLEMENTARY STUDENT TRANSPORTATION SERVICES AGREEMENT

Recommended by the superintendent that the board of education authorize the administration to enter into agreements with Frontier Transportation Services LLC.

Background

(Prepared by Dr. Mary Clarkson and Dan Kretsinger)

At the conclusion of the 2024–25 school year, the District's contract with **Metropolitan Transportation Network (MTN)**—originally awarded in 2021—reached its expiration. The District's agreement with its other major provider of contracted student transportation services, **Twin City Transportation (TCT)**, remains active, as the two contracts did not expire concurrently.

This natural sunset of the MTN agreement created an opportunity for the District's transportation department to re-evaluate:

- The performance and capacity of contracted providers
- The allocation strategy of routes among contracted providers

To ensure continuity of service and mitigate risks associated with relying on a single provider, the District remains committed to a **multi-provider transportation model**.

In accordance with **Minnesota Statute 123b.52, subd. 3**, the District issued a **Request for Quote (RFQ)** to identify qualified providers for direct contract negotiation. A total of **16 proposals** were received, including a submission from the incumbent, MTN.

Following a detailed evaluation of **capacity, capabilities, technology, experience, and cost**, three providers advanced to a final vetting round:

- **American Transportation Services**
- **Frontier Transportation Services**
- **Quality Transportation Services**

This final phase included onsite visits, interviews, and reference checks. Upon completion of due diligence and direct negotiations, **the administration recommends awarding the new contract to Frontier Transportation Services**.

Rationale

Frontier Transportation Services LLC [STUDENT TRANSPORTATION CONTRACTOR] is the recommended award based on:

- Proven experience in efficiently routing multi-tier Type III vehicle routes to support the District's goals of reducing per-student transportation costs.
- The provider offers real-time GPS route tracking for route visibility by District personnel, saving significant time versus the current method of direct calls to the service provider.
- Their utilization of reliable, late-model vehicles, featuring modern safety features and appearance consistent with the District's standards for its internal fleet.
- Experience supporting larger districts (Anoka-Hennepin, Minneapolis) at significant levels of volume (70+ routes)
- Positive reference feedback regarding Frontier's service quality, technology, and collaboration.
- Frontier's unique ability to supply CDL-qualified drivers to supplement the District's driver team when necessary.

CATALYST Sourcing Solutions

Sourcing Summary

Overview

Client:	Richfield Schools	**Date:**	2025
Category:	Supplementary Transportation	**Incumbent:**	MTN/TCT
Process:	RFQ		

Qualifications

Provider	Approve of District Terms?	Full Service or Subcontractor	Terminated in Past 5 Years?	Termination Circumstances
American Transportation Service	Yes	Direct Service Provider	No	
A-Way Transportation	Unknown	NO RESPONSE	Unknown	
CST	Yes	Subcontractor	No	
Dynamic Transportation	Yes	NO RESPONSE	No	
Frontier (FTS)	Yes	Direct Service Provider	No	
Lake City	Yes	Direct Service Provider	No	
Loyal Transit	Yes	Direct Service Provider	No	
MTN	Yes	Direct Service Provider	YES	Terminated by mutual decision regarding performance at Stillwater
One Call Transportation	No	Direct Service Provider	No	
Twin City Mobility	Yes	Direct Service Provider	No	
Quality Care Transportation	Yes	Direct Service Provider	No	
TDI Net	Yes	Direct Service Provider	No	
First Student	Yes	Subcontractor	No	
Transportation Plus	No	Subcontractor	YES	ISD #11 for refusing to meet insurance requirements
EverDriven	No	Subcontractor	YES	No minimum, district used other service providers
United Transportation	Yes	Direct Service Provider	No	

CATALYST Sourcing Solutions

References

Provider	Reference #1	MN District?	Reference #2	MN District?
American Transportation Service	Minneapolis Public Schools	Yes	Anoka Schools	Yes
A-Way Transportation	AFSA K-12	Yes	CST	No
CST	Osseo Area Schools	Yes	South Washington County Schools	Yes
Dynamic Transportation	Minneapolis Public Schools	Yes	CST	No
Frontier (FTS)	Minneapolis Public Schools	Yes	Anoka Hennepin Schools	Yes
Lake City	Brooklyn Center Schools	Yes	Wayzata Public Schools	Yes
Loyal Transit	CST	No	Hennepin County	Yes
MTN	Minneapolis Public Schools	Yes	Mounds View Public Schools	Yes
One Call Transportation	CST	No	Twin City Mobility	No
Twin City Mobility	CST	No	Orono Schools via CST	Yes
Quality Care Transportation	Stonebridge World School	No	Excell Academy for Higher Learning	No
TDI Net	Unknown		Unknown	
First Student	Eden Prairie Schools	Yes	Rochester Public Schools	Yes
Transportation Plus	Minneapolis Public Schools	Yes	Osseo Area Schools	Yes
EverDriven	School District of Waukesha	No	Appleton Area School District	No
United Transportation	Bloomington Area Schools	Yes	Saint Paul Public Schools	Yes

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Fleet Availability

Provider	Type III	Type III w/ Lift	Specialty	Type A	Type A w/ Lift	Type C	Para	Two-Way Comm?	Camera System?	Fleet GPS
American Transportation Service	20	2	0	0	0	7	5	Y	Y	Zonar
A-Way Transportation	15	1	1	0	0	0	2	Y	Y	Samsara
CST	652	61	48	0	0	0	377	Y	Y	Various
Dynamic Transportation	40	3	5	2	0	5	9	Y	Y	Azuga
Frontier (FTS)	40	7	4	0	0	0	17	Y	Y	Linxup
Lake City	90	6	4	0	0	0	20	Y	Y	Spireon
Loyal Transit	40	2	0	0	0	0	8	Y	Y	FleetLocate
MTN	40	6	0	20	12	35	216	Y	Y	Linxup
One Call Transportation	46	7	0	0	**0**	**0**	19	Y	Y	Samsara
Twin City Mobility	75	5	2	5	1	0	10	Y	Y	Samsara/ Azuga
Quality Care Transportation	60	3	0	2	0	20	5	Y	Y	OneStep
TDI Net	12	4	3	6	2	5	7	Y	Y	Samsara
First Student	Unknown	30+	Unknown	Unknown	Unknown	Unknown	Unknown	Y	Y	Halo
Transportation Plus	232	8	0	0	0	0	5	Y	Y	MTI/eRide
EverDriven	19	2	0	0	0	0	0	0	Y	Proprietary
United Transportation	20	1	3	0	0	10	20	Y	Y	Unknown

CATALYST
Sourcing Solutions

Routing/Dispatch

Provider	Dispatch Hours	Route to Dispatcher Ratio	Time to ADD NEW Rider/Route	Time to TERMINATE Route Services/Invoicing
American Transportation Service	5:30 - 18:00	15:1	24 hours	1 hour
A-Way Transportation	5:00 - 19:00	10:1	24-48 hours	12-24 hours
CST	5:00 - 19:00	54:1	48-72 hours (average)	2 hours
Dynamic Transportation	4:00 - 19:00	28:1	24 hours	2 hours
Frontier (FTS)	5:30 - 19:00	30:1	24 hours	Immediately
Lake City	6:00 – 17:00	22:1	48 hours	2 hours
Loyal Transit	6:00 - 18:30	10:1	48 hours	48 hours
MTN	5:00 - 18:00	38:1	24-72 hours	24-72 hours
One Call Transportation	6:00 - 21:00	Unknown	Unknown	Unknown
Twin City Mobility	5:30 - 18:30	17:1	48-72 hours	48 hours
Quality Care Transportation	6:00 - 18:00	15:1	24-48 hours	4 hours (day)/24 hours (total)
TDI Net	5:30 - 18:30	10:1	24-48 hours (minimum)	12 hours
First Student	6:00 - 18:00	Unknown	48-72 hours	2 hours by district or app
Transportation Plus	6:00 - 18:00	Unknown	Immediate	1 hour prior
EverDriven	6:00 - 18:00	Unknown	24 hours	2 hours prior
United Transportation	6:00 - 18:00	23:1	24 hours	Immediately

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Price Quote Comparisons

Provider	Billing Model	U/M Note	Type III	Type III w/ WC	Type A w/ WC	Type C
American Transportation Service	Live Time [Daily Block]	**5.5 hours per day (2.5 AM/2.5 PM)**	$268.00	$330.00	$350.00	$350.00
A-Way Transportation	Live Time [Daily Block]	4 hours per day (2 AM/2 PM)	$295.50	$315.50	No Quote	No Quote
CST	Live Time [Daily Block]	4 hours per day (2 AM/2 PM)	$295.00	$330.00	$330.00	$350.00
Dynamic Transportation	Live Time [Daily Block]	**5 hours per day (2.5 AM/2.5 PM)**	$289.00	$320.00	No Quote	No Quote
	Live Time [Hourly]	Per hour	No Quote	No Quote	No Quote	$125.00
Frontier (FTS)	Live Time [Daily Block]	**5 hours per day (2.5 AM/2.5 PM)**	$270.00	No Quote	No Quote	No Quote
Lake City	Live Time [Daily Block]	4 hours per day (2 AM/2 PM)	$305.00	No Quote	No Quote	No Quote
Loyal Transit	Live Time [Daily Block]	4 hours per day (2 AM/2 PM)	$310.00	No Quote	No Quote	No Quote
MTN	Live Time [Daily Block]	4 hours per day (2 AM/2 PM)	$311.51	$399.00	$576.00	$576.00
One Call Transportation	Live Time [Daily Block]	4 hours per day (2 AM/2 PM)	$280.00	$280.00	No Quote	No Quote
Twin City Mobility	Live Time [Daily Block]	4 hours per day (2 AM/2 PM)	$310.00	$330.00	$440.00	No Quote
Quality Care Transportation	Actual Time [Hourly]	Tiered hour / Un-tiered hour + mileage outside of 15-mile radius	$50.00 / $60.00 [2-hour minimum]	$320.00	$320.00	$320.00
TDI Net	Live Time [Hourly] + Mileage	Hourly + mileage over 25 miles	$60.00	$70.00	$90.00	$100.00
First Student	Live Time + Mileage	Total Time + Mileage after 12 miles	N/A	$111.50 + $2.65	No Quote	No Quote
Transportation Plus	Mileage + STOP Fee	$2.75 per mile + $10.00 per stop	$10.00 + $2.75	No Quote	No Quote	No Quote
EverDriven	Mileage + TRIP Fee	Trip Fee + Mileage	$62.00 + $2.50	No Quote	No Quote	No Quote
United Transportation	Per Segment/Tier	Segment/Tier	$160.13	No Quote	No Quote	$275.00

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Fees

Provider	Aide (Para)	Management Fee	Specialty Care Vehicle Fee	Child Seat Fee	Non-Standard Fee (before 6am or after 6pm & weekends)	Late Route Change Fee	Fuel Surcharge
American Transportation Service	$29.00/hour	n/a	n/a	n/a	n/a	n/a	n/a
A-Way Transportation	$25.00/hour	n/a	n/a	n/a	n/a	n/a	n/a
CST	$25.00/hour	n/a	$35.00	n/a	n/a	n/a	50% over $3.75 base
Dynamic Transportation	$29.00/hour	n/a	$30.00	n/a	n/a	n/a	n/a
Frontier (FTS)	$80.00/segment	n/a	n/a	n/a	n/a	n/a	n/a
Lake City	$29/hour	n/a	n/a	n/a	n/a	n/a	n/a
Loyal Transit	No quote	n/a	n/a	n/a	n/a	n/a	15% when $4.50+ diesel
MTN	$48.00/hour	n/a	n/a	n/a	n/a	n/a	n/a
One Call Transportation	$33.00/hour	n/a	n/a	n/a	n/a	n/a	n/a
Twin City Mobility	$30.00/hour	$0.00	$50.00	$5.00	$30.00 per trip	$25.00 per trip	3%
Quality Care Transportation	$30.00/hour	n/a	n/a	n/a	n/a	n/a	n/a
TDI Net	$25.00/hour	$50.00/month	$25.00	$5.00	n/a	n/a	n/a
First Student	$30.00/hour	n/a	$40.00	$5.00	n/a	n/a	n/a
Transportation Plus	$50.00/segment	n/a	n/a	n/a	n/a	n/a	n/a
EverDriven	$27.50/hour	n/a	n/a	$5.00	n/a	n/a	unknown
United Transportation	$35.00/hour	n/a	n/a	n/a	n/a	n/a	n/a

CATALYST Sourcing Solutions

Annual Rate Increase

Provider	Year 2	Year 3	Year 4
American Transportation Service	2.00%	2.00%	2.00%
A-Way Transportation	2.00%	2.00%	2.00%
CST	4.00%	4.00%	4.00%
Dynamic Transportation	2.50%	2.50%	3.00%
Frontier (FTS)	1.50%	1.50%	1.50%
Lake City	2.00%	2.00%	3.00%
Loyal Transit	Lower of the CPI for the MSP Area	Lower of the CPI for the MSP Area	Lower of the CPI for the MSP Area
MTN	4.00%	4.00%	4.00%
One Call Transportation	3.00%	4.00%	7.00%
Twin City Mobility	3.00%	3.00%	2.50%
Quality Care Transportation	2.00%	3.00%	4.00%
TDI Net	3.00%	3.00%	3.00%
First Student	3.00%	3.00%	3.00%
Transportation Plus	$0.05 per mile increase	$0.05 per mile increase	$0.05 per mile increase
EverDriven	3.00%	3.00%	3.00%
United Transportation	2.50%	3.00%	3.00%

Comparison Evaluation Notes (Pros/Cons)

Provider	Pros	Cons
American Transportation Service	• Lowest proposed route rate • Proposed 5.5 hours included in Live Time blocks (highest) ○ Reduces potential for overage charges (easier budgeting) • Billing model clearly defined • Ability to provide Type A and Type C services • Direct Service Provider operating model (Not subcontractor) • District access to live vehicle tracking	• Inexperience supporting large district needs
A-Way Transportation	• Lowest Dispatcher-to-Driver ratio • Billing model clearly defined • District access to live vehicle tracking	• Inexperience supporting large district needs • Failure to disclose operating model • Failure to agree to required terms • Failure to disclose if any prior contracts were terminated early
CST	• Billing model clearly defined • Ability to provide Type A and Type C • District access to live vehicle tracking • Largest fleet size • Experience supporting large district needs	• Subcontractor/Agency operating model
Dynamic Transportation	• Billing model clearly defined • Proposed 5 hours included in Live Time blocks (highest) ○ Reduces potential for overage charges (easier budgeting) • District access to live vehicle tracking • Ability to provide Type A and Type C	• Failure to disclose operating model • Higher Type III Rate
Frontier (FTS)	• Billing model clearly defined • Proposed route rates based on 5-hours ○ Reduces potential for overage charges (easier budgeting) • Direct Service Provider (Not subcontractor) • District-access to live vehicle tracking • Large fleet size • Experience supporting large district needs	• No Type A or C services offered • Recent negative publicity
Lake City	• Billing model clearly defined • Direct Service Provider (Not subcontractor) • District-access to live vehicle tracking • Experience supporting large district needs	• Higher Type III Rates • No Type A or C services offered
Loyal Transit	• Billing model clearly defined • District access to live vehicle tracking • Direct Service Provider operating model (Not subcontractor)	• Inexperience supporting large district needs • Higher Type III Rates • No Type A or C services offered

Comparison Evaluation Notes (Pros/Cons) *[cont'd]*

Provider	Pros	Cons
MTN	• Direct Service Provider operating model (Not subcontractor) • District-access to live vehicle tracking • Familiar to district (incumbent) • Ability to provide Type A and Type C	• Past performance issues • Past invoicing issues • Past use of contractors (despite being Direct Service Provider) • Higher Type III route rates
One Call Transportation	• Direct Service Provider operating model (Not subcontractor) • District-access to live vehicle tracking	• Did NOT agree to district's standard terms • No Type A or C services offered • Higher Type III route rates • Inexperience supporting large district needs
Twin City Mobility	• Large fleet size • Offers Type A services • Direct Service Provider operating model (Not subcontractor) • District-access to live vehicle tracking	• Slowest to fulfill route changes (add/drops) • Inexperience supporting large district needs • Higher Type III rates • Does NOT offer Type C services
Quality Care Transportation	• Direct Service Provider operating model (Not subcontractor) • District-access to live vehicle tracking • Ability to provide Type III, Type A, and Type C services	• Inexperience supporting large district needs
TDI Net	• Direct Service Provider operating model (Not subcontractor) • District-access to live vehicle tracking	• No references provided • Small fleet size (12 total available Type III vehicles) • No Type A or C services offered
First Student	• Experience working with large districts • Largest access to Wheel Chair Lift Type III vehicles • District-access to live vehicle tracking	• Subcontractor/Agency operating model • Multi-variable billing model • No standard Type III, Type A or C services offered
Transportation Plus	• Large fleet size • Potential savings in certain route-types • Direct Service Provider operating model (Not subcontractor) • District-access to live vehicle tracking • Experience working with large districts	• Can **NOT** meet district insurance requirements • Multi-variable billing model • Type III fleet includes sedans
EverDriven	• District-access to live vehicle tracking • Experience supporting large district needs (in other markets)	• Subcontractor/Agency operating model • New to Minnesota • Multi-variable billing model • No Type A or C services offered
United Transportation	• Direct Service Provider operating model (Not subcontractor) • Billing model clearly defined • District-access to live vehicle tracking • Experience working with large districts	• Limited available Type III fleet (20 vehicles) • No Type A or C services offered • Higher Type III route rates

Sourcing Summary (FINALIST)

Finalists

Provider	Considerations
American Transportation Service	• Projects at 2nd lowest total cost • Billing model clearly defined • Proposed route rates based on 5.5-hours ○ Reduces potential for overage charges (easier budgeting) • Ability to provide all vehicle types (Type A, Type C, Type III) • Direct Service Provider operating model (Not subcontractor) • District access to live vehicle tracking
Frontier (FTS)	• Projects at 3rd lowest total cost • Billing model clearly defined • Proposed route rates based on 5-hours ○ Reduces potential for overage charges (easier budgeting) • Direct Service Provider (Not subcontractor) • District-access to live vehicle tracking • Large fleet size • Experience supporting large district needs
Quality Care Transportation	• Projects at lowest Type III route cost IF all routes remain under 4-hours of live time • Direct Service Provider operating model (Not subcontractor) • District-access to live vehicle tracking • Ability to provide Type III, Type A, and Type C services

Rate Comparison (including incumbent under contract)

Here is how the finalists compare based on example route specs based on routes the district has conducted in 24-25. "Outside miles" are miles outside of the 15-mile radius of the school.

Vehicle Type	Type	Tiers	"Live" Minutes	"Live" Mileage	Outside Miles	Twin City (TCT)	American (ATS)	Frontier (FTS)	Quality Care (QCT)
Type III (Minivan)	Full	3	150	60	0	$721.56	$268.00	$270.00	$265.00
Type III (Minivan)	Full	2	175	41	0	$481.04	$268.00	$270.00	$265.00
Type III (Minivan)	Full	1	180	80	50	$396.86	$268.00	$270.00	$375.00
Type III (Minivan)	Half	1	75	41	10	$156.00	$134.00	$135.00	$152.00
Type III (Minivan)	Half	2	90	55	0	$240.52	$134.00	$135.00	$130.00
Type III (Minivan)	Midday (Half)	1	31	14	0	$120.26	$60.30	$80.00	$130.00
Type III (Large Van)	Half	1	70	30	0	$155.60	$80.00	No quote	$150.00
Type III w/ Wheelchair	Full	1	45	12	0	$327.33	$330.00	$290.00	$300.00
Type III w/ Wheelchair	Full	1	120	70	20	$349.38	$330.00	$290.00	$344.00
Type III w/Aide	Full	2	105	40	0	$384.40	$374.00	$430.00	$380.00
Type A	Full	2	80	38	0	No Quote	$350.00	No Quote (see notes)	$340.00
Type C	Full	3	300	70	0	No Quote	$350.00	No Quote (see notes)	$625.00

CATALYST Sourcing Solutions

Reference Interviews

Provider	Reference	# of Routes	How do they fit your transportation model/strategy?	How would you rate performance/ reliability?	Notes/Quotes
American	Anoka Public Schools Holly Koshiol	10	**Type A** Sped & Early Childhood	"Great, very professional. Billing is top notch"	• "Big central office, always available via phone" • "Personable people that are great" • "They are part of our department" • Utilize live GPS in district
Frontier	Anoka Public Schools Holly Koshiol	50+	Primary Type III service provider	"Amazing"	• "Always answer the phone" • "They can always find a solution" • Easiest to use GPS in district
Quality	Stone Bridge World School Barbara Novy	8-12	Primary provider of Special Ed & McKinney-Vento	"Very reliable"	• "Has directly participated in helping solutions to issues for specific families" • "Carefully grown" • "Wonderful customer service"

Finalist Phone Interview Notes

Provider	Topic	Notes
American	**Confirmation of Capacity**	• Prefer minimum of 10, up to 25-30 Type III vehicles, Type C up to 10 vehicles

	Confirmation of Pricing (PEAK TIME)	• Type III
		  ○ Two Segment (AM/PM), three tier (Elem, MS, HS), 3 hours of live time = $268.00
		• Type C
		  ○ Two Segment (AM/PM), three tier (Elem, MS, HS), 6 hours of live time = $386.00

	Route Visibility App	• Passtime
		  ○ www.passtimegps.com
		  ○ Switching to Zonar

Frontier	**Confirmation of Capacity**	• Ready to assume any Type III Routes required if provided estimate by August 15th, 2025

	Confirmation of Pricing (PEAK TIME)	• Type III
		  ○ Two Segment (AM/PM), three tier (Elem, MS, HS), 3 hours of live time = $270.00
		• Type C
		  ○ Two Segment (AM/PM), three tier (Elem, MS, HS), 6 hours of live time = NO QUOTE BUT can staff internal

	Route Visibility App	• Linxup ○ www.linxup.com
Quality	**Confirmation of Capacity**	• Prepared to provide up to twenty (20) Type III and seven (7) Type C buses, can provide additional if given a number in early August.

	Confirmation of Pricing (PEAK TIME)	• Pricing model had to be clarified (they used different definition of 'live time' (sent over updated/clarified pricing)
		  ○ Fees associated with miles beyond 15 miles radius of school
		  ○ Type III
		  ▪ Two Segment (AM/PM), three tier (Elem, MS, HS), 3 hours of live time = $260.00
		  ○ Type C
		  ▪ Two Segment (AM/PM), three tier (Elem, MS, HS), 6 hours of live time = $510.00

	Route Visibility App	• OneStep ○ www.onestepgps.com

Finalist Site Visit Notes

Provider	Area of Interest	Notes

American	**Operations / Management**	• Operating base model is confusing and disorganized
		  ○ Routing managed in small office located within church in Minneapolis
		  ○ Type A and Type C vehicles to be stored at a site in Brooklyn Center
		  ▪ Type III vehicles are stored in church parking lot in Minneapolis
		  ▪ Some vehicles are stored by driver.
		  ○ Vehicles are repaired/maintained/inspected offsite
		• It is not clear where drivers are trained
		• Vehicles are split between operating centers
		• All vehicles subject to regular maintenance and inspections (every 30-60 days)

	Fleet	• Fleet was staged in standard parking spaces (organized)
		• No Type A or Type C vehicles present
		  ○ Contractor noted they were still at the dealership (they noted the buses were used [NOT TAKING DELIVERY ON NEW])
		• Vehicles branded with contractor name and vehicle number
		• Type III vehicles onsite ranged in age and condition.
		  ○ Fleet includes both Type III 10-Passenger Vans, 7-8 Passenger Vans/SUVs, several smaller SUVs listed in file.
		  ▪ Average age of vehicles is 4.4 years old with oldest vehicle being 8 years old.
		  • Average age of Type III 7-8 passenger van is 5.2 years old
		  ▪ No vehicle lifecycle process/strategy in place
		  • Type III Vehicles used as long as they pass State-required inspection

	General Takeaways	• Age and condition of fleet onsite appeared to range on age and condition • The provider's confusing response to the location of their operations base for the site visit was alarming (and confusing) • The lack of vehicles present at either location suggests potential capacity issues • Based on observation, the operations appear to be potentially understaffed • We have concerns about contractor's ability to meet district requirements immediately (versus proposed capabilities that appear contingent on the award of this contract for future asset purchases) • We have hesitations about this provider's ability to offer consistent service based on the perceived disorganization of operation

Finalist Site Visit Notes *(cont'd)*

Provider	Area of Interest	Notes
Frontier	**Operations / Management**	• Operations including routing, training, driver management is based out of professional, multi-office suite in Roseville • Service/Maintenance/Inspection of vehicles is offsite • Impressive knowledge of industry by management team, thoughtful responses and clarifying questions • Extensive experience and capabilities to collaborate with the district on multi-tier routing for Type III vehicles (thus lowering cost-per-student vs. single/direct segment routing) • Familiarity with necessary billing and report data requirements from current invoicing/reporting processes for Anoka-Hennepin • Willing to provide qualified drivers from a staffing services model to account for Type C routes they do NOT currently offer, at a rate of $250.00 per day. ○ Agreed to allow district to formally train drivers within district driver training program to assure consistency and compliance • Open to adding potential Type C and Type A transportation services after opportunity to work with district and recognition of fit

	Fleet	• Fleet was well organized, most units appeared to be less than 5-years-old and in clean, professional condition
		  ○ Fleet was predominately late model Chrysler Pacifica mini-vans
		• Vehicles were clearly marked with contractor name, vehicle number in multiple panels of vehicles
		• Average fleet age is 3 years old, oldest vehicle in fleet is 5 years old.
		• Most of fleet is stored at operations center
		  ○ Frontier allows some drivers to store vehicle at residence after successfully completing an approval process
		  ▪ This process considers the storage area's safety, security, and the location's proximity to assigned routes PRIOR to allowing vehicle to be stored at driver's residence
		• All vehicles must be brought in for inspection, maintenance, and/or repair every 30-60 days

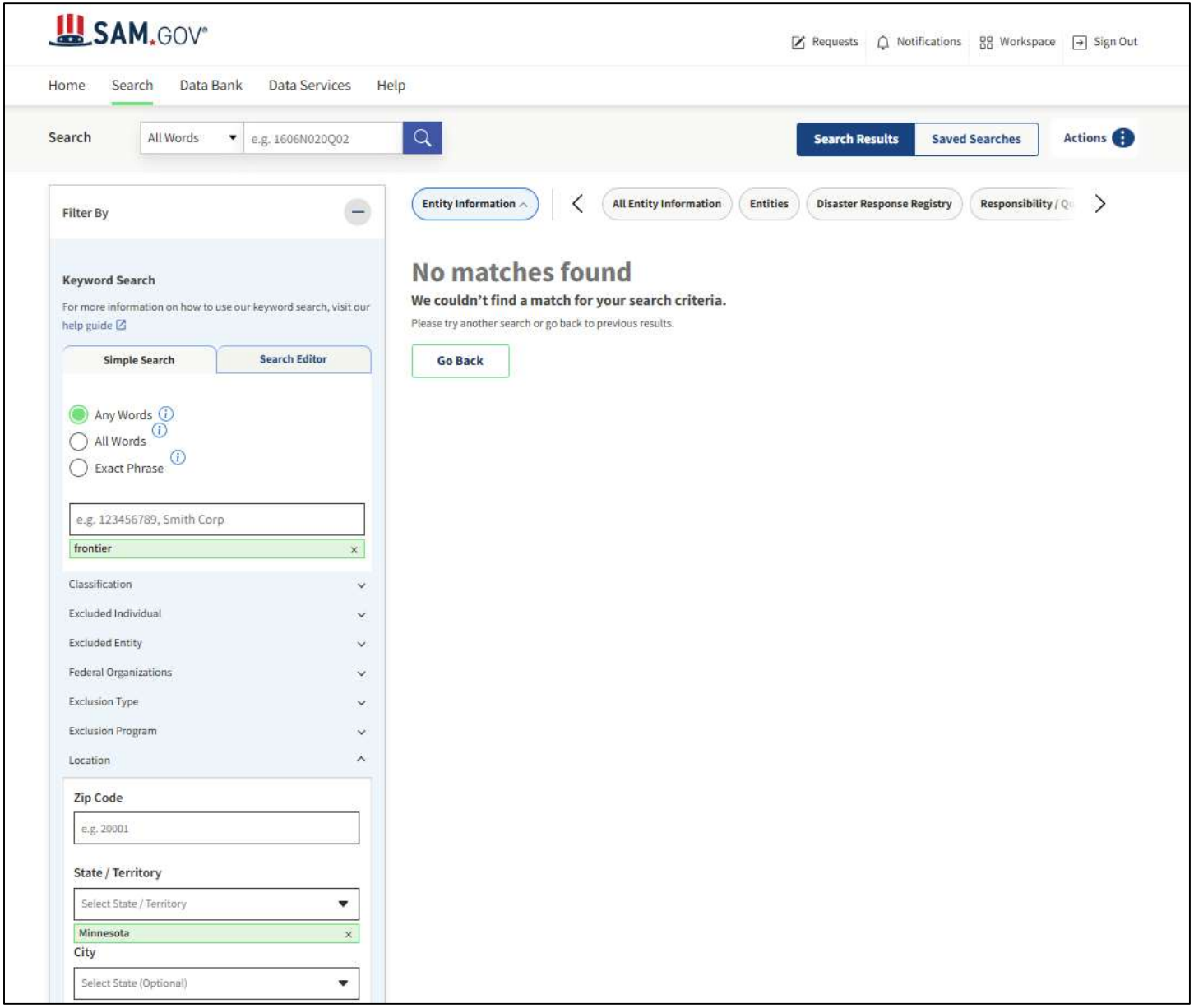
	General Takeaways	• Most professionally run of finalists visited • Fleet condition/size appears fit to support needs of role needed by District • Well experienced staff, notably regarding servicing the needs of larger districts (both at Frontier and in prior career roles) • Appear to be the best candidate for award

Finalist Site Visit Notes *(cont'd)*

Provider	Area of Interest	Notes
Quality	**Operations / Management**	• Operations based in single building in Plymouth featuring operations office, service bay, and part of fleet • Operations are supported/managed from virtual employees (Philippines) • Service/Maintenance/Inspection is conducted onsite • Driver training is virtual and in-person • Station additional driver in area to fill-in at quick/immediate response (for delays, etc.) • Most vehicles are kept at driver's residence • All vehicles subject to regular maintenance and safety checks (every 30-60 days)
	Fleet	• Part of fleet present which including all vehicle types • Fleet staging was disorganized throughout parking area ○ Reported average age of fleet is 5 years with oldest vehicle being 5 years old (?) • Multiple vehicles in disrepair (awaiting repair/reconditioning) • Vehicles branded with contractor name and vehicle number (door side graphics) • Quality would be willing to add 10 new Type III vehicles and allow the district to select which units within their fleet would be assigned to Richfield Schools.

	General Takeaways	• We have hesitations about the fleet condition and appearance
		  ○ Many vehicles in disrepair still are requiring collision repair
		  ○ Many vehicles appear to be 5 years (or older?) and showing signs of deterioration
		• We are concerned if the provider will have the ability to handle route volume requirements by the district based on appearance of fleet and operations model utilized
		• Provider's confusion as to definitions of service billing definitions is a concern
		  ○ This was clarified and updated in the negotiation process to confirm agreement on definitions of live-time and routes
		• We are hesitant about being Quality's first large district client

SAM.GOV Disbarment Search of Recommended Service Provider



RICHFIELD

Request for Quote:

Supplementary Student Transportation Services

Opportunity Overview

Richfield Public Schools (ISD #280) "DISTRICT" is requesting proposals (including pricing quotes) for Supplementary Student Transportation Services from qualified providers "CONTRACTOR" to provide student transportation services to supplement the district's internal student transportation operations.

The district would like to partner secure primary relationships with a vendor for Type C, Type A, and Type III buses – or all three if possible.

Routes required will/could include daily transportation, Special Services, Out-of-District students, as well as activity and charter routes.

Following the evaluation of proposals, the district reserves the right to negotiate with any contractor which submits a qualifying proposal pursuant to M.S.123.37 subd.1b.

The ability and experience of the contractor in working with the students with disabilities is always of paramount importance.

Contract Terms

The awarded contract will be for school years of 2025-2026, 2026-2027, with two (2) additional one-year district options for the 2027-2028, and 2028-2029 school years.

Submission Process

- Review the Terms and Conditions section to confirm eligibility
- Review all data provided within this document
    - System data and specifications
    - Process/service expectations and requirements
- Contractors are NOT required to submit quotes on ALL services requested
    - Partial quotes WILL be accepted and considered
- Questions can be submitted via email to ktrites@catalystsourcing.com
- Submit your proposal via email to ktrites@catalystsourcing.com **no later than 5/30/2025 by 5:00 PM (CDT).**
    - Required items:
        - Completed RFQ Submission worksheet (included in this packet)

Process Timeline

Action Item	Date
Request documentation released	**5/15/2025**
Proposals/Quotes Due	**5/30/2025**
Contract Selection (no later than)	**7/1/2025**

Evaluation Criteria

Criteria	Weight (%)
Total Service Cost	**40%**
Service capabilities (vehicle types, coverage, reporting, fleet technology)	**20%**
Reporting capabilities	**15%**
Reputation/References	**25%**

RICHFIELD

Process/Contract Terms and Conditions

1. **Invitation**
   - The invitation to participate in this RFQ process, which is attached hereto, and everything contained therein is adopted by reference and made part of these specifications and conditions.
2. **Eligibility & Compliance with Federal and State Law**
   - Contractor assures the district that they have complied with all applicable Federal and State laws, regulations, and rules. All projects are subject to compliance with the prevailing wage schedule issued by the Minnesota Department of Labor and Industry."
3. **Term and Options**
   - The agreement awarded will have an initial term of two (2) years with two (2) additional one-year renewal options.
4. **Specifications**
   - Specifications provided are based on recent years. Due to the nature of transportation services, the service specifications as it relates to route quantities, rider density, vehicle type requirements, and route designs can vary during contract term based on the district's present needs.
5. **Acceptance/Rejection**
   - The district reserves the right to reject any or all proposals or portions thereof, or to waive any irregularities or informalities therein.
   - The district reserves the right to refuse to consider the RFQ of a supplier who is not known to be reliable, skilled, and regularly engaged in providing the service and goods for which the RFQs were invited. In addition, the district may require of any supplier's evidence satisfactory to the district, of the supplier's financial responsibility, and ability to perform the services efficiently, economically, and satisfactorily and ability to perform the services and deliver the goods required by the district efficiently, economically, and satisfactorily. The district may consider the foregoing factors in determining the lowest responsible supplier.
6. **RFQ and Award Options**
   - The district reserves the right to:
     - Award this contract in part or whole to a single contractor
     - Reject any or all qualifying proposals
     - Negotiate with any contractor which submits a qualifying proposal pursuant to M.S.123.37 subd.1b.
     - Waive informalities or minor irregularities in RFQs and waive minor irregularities or discrepancies in contractor's procedure
     - Cancel a contract entered with the successful contractor at any time, upon 30 days' written notice, to the contract Contractor if the district's standards are not met
     - The district is solely responsible for rendering the decision in matters of interpretation of all terms and conditions.
     - The district, in determining the lowest responsible contractor, will consider in addition to the RFQ process, the quality, suitability and adaptability of the item(s) to be purchased for the use for which it is intended.
7. **Pricing, Fees, and Surcharges**
   - Contractor must provide detailed pricing including all additional fees or surcharges that the contractor may assess during the life of the agreement
     - Any fee or surcharge not disclosed in the contractor's proposal can NOT implemented invoiced to the district without the written approval from the district.
8. **Fuel Surcharges**
   - Due to the significant fluctuation of fuel/energy, the District will consider a fuel surcharge using a sliding scale that addresses both a declining and an increasing market based on the Average on Highway Diesel Cost in the Midwest furnished by the Federal Energy Information Administration which can be viewed at www.eia.doe.gov, on the last Monday of each calendar month. Please include what you would invoice as a fuel surcharge in your RFQ.

RICHFIELD

Process/Contract Terms and Conditions *(cont'd)*

9. **Collusion and Antitrust**
    - By signing and submitting your proposal, you are under penalty of perjury, that the pricing contained herein has been arrived at independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other contractor of materials, supplies, equipment, or services, described in the invitation to quote, designed to limit independent quoting or competition.
        - In addition, the contractor hereby assigns the district and all claims for overcharges as to goods and materials purchased in connection with this project resulting from antitrust violations which arise under the antitrust laws of the United States and the antitrust laws of the State of Minnesota. This clause also applies to subcontractors and first-tier supplies under this contract.

General Terms and Conditions

1. **Contract**
    - A district purchase order or signed agreement constitutes a binding contract.
        - No substitutions or cancellations permitted without approval of district.
        - Failure to meet specifications in the proposal and/or agreement authorizes the district to cancel the contract or any portion of it and purchase services elsewhere and charge the full increase (if any), in the cost and handling to the defaulting contractor.
            - Initial term = 8/25/2025 – 8/24/2027
            - First renewal term = 8/25/2027 – 8/24/2028
            - Second renewal term = 8/25/2028 – 8/25/2029
2. **Governing Law**
    - This quote and any ensuing contract or purchase order shall be governed by the Laws of the State of Minnesota
3. **State Audit**
    - The books, records, documents, and accounting procedures of the Contractor relevant to this Agreement shall be subject to examination by the contraction department and either the legislative auditor or state auditor.
4. **Terms of Payment**
    - Payments will be according to Minnesota Statute 471.425, currently providing for payment within 35 days after receipt of the merchandise or the invoice, whichever comes latest. Nothing in the supplier RFQ, contract, or invoice will override this provision.
5. **Sales Tax**
    - Minnesota Clauses: Instrumentalities of the State of Minnesota are not subject to the State of Minnesota Sales Tax pursuant to Minnesota Laws of 1967, Extra Session, Chapter 32, Article XIII, Section 25, Sub 1, Para. Default
6. **Requirements for service providers**
    - Contractor employees, sub-contractors, and volunteers, and all other forms of personnel who will be providing services to the district must have been subject to a state and federal criminal background check and drug/chemical screening within the last twelve months.
7. **Insurance Requirements**
    - You will be required to provide proof of insurance as requested by district. Coverage levels described below should be considered MINIMUM requirements.

Coverage Description	Minimum Coverage
Worker's Compensation - State Statutory Employer's Liability	$500,000
Bodily Injury and Liability	$1,000,000 per individual
Property Damage Liability	$1,000,000 per accident
Medical Payments	$5,000 per person
Uninsured Motorist Coverage	$10,000/$20,000
Excess Liability Coverage	$5,000,000
Sexual Abuse/Molestation	$1,000,000 per occurrence

RICHFIELD

General Terms and Conditions *(cont'd)*

8. **Nondiscrimination**
    - Contractor will not engage in any discriminatory employment practice

9. **Performance and Liquid Damages**
    - To assure service quality, timeliness, and compliance, the district reserves the right to assess liquidated damages in the amount specified for each of the following performance deficiencies (all damages will be deducted monthly)

Description	Liquidated Damage	U/M
1-10 minutes late arrival within contractor control	*$50.00*	*per deficiency*
11-19 minutes late arrival within contractor control	*$75.00*	*per deficiency*
20 minutes late arrival within contractor control	*$150.00*	*per deficiency*
District personnel placed on hold for more than 15 minutes when contacting customer support	*$50.00*	*per deficiency*
Illegal use of equipment (un-inspected equipment, unlicensed driver, uninsured equipment)	*$5,000.00*	*per deficiency*
Unattended child left on bus	*$5,000.00*	*per deficiency*
Unreported accident with students on bus	*$5,000.00*	*per deficiency*
Missed route - Route not run or combined ("doubled-up") with another route	*$1,000.00*	*per deficiency*
Unauthorized subcontracting of a route	*$1,000.00*	*per deficiency*
Unreported accident with students on bus	*$5,000.00*	*per deficiency*
Staffing not at 95% of contracted levels OR monthly staffing reports not provided to school district	*$1,000.00*	*per month*
Running out of fuel while on route	*$500.00*	*per deficiency*
Inability to provide video within 1 business day of each request	*$500.00*	*per deficiency*
Driver operating without the use of a seat belt	*$500.00*	*per deficiency*
Inoperable radio on bus (Damaged prior to dispatch or turned off by driver)	*$500.00*	*per deficiency*
Intentional operation of an overloaded bus (overload calculated by district measures above	*$500.00*	*per deficiency*
Unauthorized deviations from route	*$500.00*	*per deficiency*
Unauthorized stop	*$500.00*	*per deficiency*
Inoperable video recording system on the bus	*$500.00*	*per deficiency*
Timely data exchange (routes, stops)	*$250.00*	*per deficiency*

RICHFIELD

Vehicle Specifications

Specifications apply to all vehicles unless otherwise noted

1. **Condition, Maintenance, and Compliance**
    - Vehicles must meet or exceed the current "National Standards for School Buses and Operations" as adopted by the National Conference on School Transportation
    - Vehicles will comply with all Federal and State of Minnesota regulations, laws, and rules for school bus operations
    - District requires Type III vehicles utilized to be 10 years old or less for execution of routes.
    - District reserves the right to review maintenance and/or inspection records at any time during the agreement term
        - The contractor shall notify the Transportation Office of all scheduled inspections of vehicles by the Minnesota State Patrol. Upon inspection of vehicles, the contractor shall forward a copy of each "Driver/vehicle examination report" for any vehicle that fails inspection to the Transportation Office by the second (2) working day
            - Any vehicle failing to pass a State of Minnesota Motor Vehicle inspection shall not be used by the contractor until such time said vehicle has re-inspected and approved for service
        - Seven days prior to the first day of each school year under this contract, the contractor shall provide Richfield Public Schools with the following information on all vehicles used to transport district students:
            - Make, model year and VIN number of each vehicle
            - State license number and safety inspection sticker number
            - Capacity of vehicle
            - Specialized equipment on vehicle
            - Ownership of vehicle
            - Current odometer reading
            - Vehicle maintenance history and past safety inspections shall
    - All vehicles must be subject to a pre-trip review for safe operation prior to any route
    - Contractor must provide an adequate number of vehicles for the exclusive use of district during the regular morning pick-up time before school and the regular afternoon drop-off time after school for dedicated routes.
        - In addition, standby vehicles and trained drivers knowledgeable of routes and location of student's homes must be available for students who are both ambulatory and use wheelchairs at any time of the day to any metro area location.
            - Contractor agrees that sufficient extra buses shall be provided and available in order to meet normal and emergency breakdowns, accommodate shuttles, field and athletic trips, mechanical failures, emergency situations and any supplementary services that may be required by district.
                - All spare/activity buses shall be equipped and maintained in the same manner as regular route buses.

2. **Fleet Appearance/Sanitization**
    - Vehicles shall be kept clean and sanitized
    - District requests that any Type C buses utilized for schedule daily routes feature "Richfield Public Schools" on the side.
    - School buses should have company logo or Richfield District clearly labeled on vehicles.

3. **Seatbelts and Restraints**
    - Contractor will provide booster seats and other necessary student securement/restraint systems (safety vests and cam straps) that are needed under the terms of the Agreement and the laws pertaining to special education.
    - Company shall maintain all School District-owned safety seats, booster seats, and necessary securement/restraint systems as needed. The Company will be required to inventory, clean, and maintain all School District securement systems on behalf of School District annually.
    - Company shall use wheelchair securement systems (ratchet type tie-downs) as approved by School District and the driver will follow School District prescribed tie-down procedure.

Vehicle Specifications *(cont'd)*

Specifications apply to all vehicles unless otherwise noted

4. **Wheelchair Lift Equipment**
    - When required to meet School District's routing needs, contractor will provide vehicle equipped with wheelchair lift equipment that meets or exceed rules, laws, and requirements set by:
        - ADA
        - Federal
        - State of Minnesota

5. **GPS**
    - Each vehicle in the company fleet shall be equipped with a GPS system that conforms to the needs and specifications of district.
    - The district requires immediate (or near immediate) access to GPS data of vehicles utilized. It is the preference of the district to have direct access to this data but a consistent communication protocol is acceptable.

6. **Two-way communication**
    - All vehicles shall feature two-way communication in working condition
        - Type C buses should have direct link with Richfield Office

7. **Audio/Video Recording Systems**
    - School District requires that all vehicles be equipped with digital video & audio recording systems.
    - If the School District requests a copy of a video from a camera, contractor must upload it to a secure FTP site or electronic means of transferring video that the district can access or deliver the requested video before 11:00 AM the following day. Company shallensure that the video camera systems are properly installed and operational in all buses. The Company shall ensure that each video system is a "locked system" that may be accessed only by authorized personnel (staff designated by the School District and manager and supervisor level Personnel of Company). Company is responsible, at its expense, for maintenance, repair and replacement of such video systems. Company shall inspect video systems during regularly scheduled maintenance and inspections to ensure that the system is functioning as intended, including during times of extreme weather conditions. Company will ensure that all recorded video and audio will be archived for a minimum of fifteen (15) school days.

8. **Child Check Electronic Alarm System**
    - All Type C or larger buses must be equipped with a child check electronic alarm system in the rear of the bus

9. **Changes in Laws or Requirements**
    - If the School District or any governmental agency imposes additional equipment requirements other than those set forth in this Agreement, which are specific requirements for the operation of this Agreement or immediate installation is required for continuing operation of the Vehicles, Company and the School District shall negotiate in good faith concerning price increases applicable to such equipment installation and any associated increase in Vehicle maintenance costs.

Contractor Personnel Specifications

1. **Licensing and Regulatory**
    - All drivers must meet pertinent state and federal qualifications for transporting students and the vehicle type they will be driving.
    - The district may request evidence of such qualifications at any time.

2. **Fitness for Duty**
    - CONTRACTOR shall screen all personnel carefully as to ability, reliability, integrity, general fitness, compassion, and understanding for students.
        - Driver's accident record will also be considered.
    - All personnel must have been subject to a complete background check prior to service and no less than once every 24-months moving forward.

Contractor Personnel Specifications *(cont'd)*

3. Training

- It is required that all drivers employed by the successful contractor either have taken a recognized defensive driving course or be enrolled in the next available course.
- Drivers must be trained in basic first aid, cardiopulmonary resuscitation techniques and be knowledgeable of Hennepin County Child Protection Guidelines.
- Aides and drivers shall be trained in the proper use of seatbelts and car seats utilized for safe transportation.

4. Special Education

- Drivers and Aides must be capable to assist a student requiring to be physically lifted on to or out of the vehicle.
- In-service training should be provided by the contractor relating to the needs of the students with disabilities being transported including transfer methods such as Eye-to-Eye (E2E), Hand-to-Hand (H2H), and/or independent transfer.
- Contractor will be responsible to assure assigned Aides are trained to understand student behavioral plans

5. Appearance and Behavior

- Personnel shall conduct themselves in a professional manner, maintaining a good physical appearance, and demonstrating both character and conduct which are exemplary for the students.
    - Should personnel fail to maintain these standards, the District shall have the right to request replacement of the driver or such additional training as is necessary to elevate the driver's performance to an acceptable standard.

Operating/Service Specifications

1. Route Development

- Contractor is responsible to develop the routes based on data provided or made available by the district
- Routes shall be developed in a manner designed to afford the most efficient but expeditious service to the students of the district
    - It is understood that the pick-up and drop-off locations of each student are designated only by the Director of Special Education
    - It is understood that students of other districts may not be transported concurrently with district students without approval of the Director of Special Education
    - Any route changes must be approved by the District Transportation Supervisor
        - Special Education route changes also require approval for Director of Special Education

In the event of any controversy as to the efficacy of a specific route, the District will have the final decision on any modification.

2. Routing Rules

- Pick-up or drop-off time shall not vary more than 10 minutes from the schedule given to the parent
- Routes can be combined with Students of other districts with approval from District Transportation Supervisor
    - Special Education routes also require approval for Director of Special Education
- No student with a disability should face a bus ride that exceeds 45 minutes one-way.
    - No **early childhood** special education student should face a bus ride that exceeds 35 minutes one-way
- Students shall not be scheduled to transfer from one vehicle to another, except with the specific approval of the District.
- Routes can NOT be sub-contracted without approval from district Transportation Supervisor.

Operating/Service Specifications *(cont'd)*

3. **Temporary Route Changes**
   - It shall not be the responsibility of the contractor to transport students who, for one reason or another, are excused early or are not able to abide by their regular schedule.

4. **Driver Assignments**
   - Whenever possible, the contractor shall use the same driver for the same specific routes
     - Any changes of a permanent nature must be reported to the Director of Special Education
   - Substitute drivers shall be trained in advance of being needed to drive a specific route to assure students arrive at their destination on time
     - Training must include familiarity with all the contractor's routes in the district

5. **Assignment of Aides**
   - When it is the judgment of the Director of Special Education or the contractor's manager that the general discipline of the students on the bus/van is not satisfactory, the contractor shall be obligated to add an aide to assist the driver

6. **Rider Boarding**
   - Contractor personnel shall assist physically lifting a student in or out of the vehicle when required.
   - Contractor personnel are required to properly buckle the students into the car seats and physically confirm security of each student's seat belt when necessary.

7. **Rider Management**
   - Drivers shall be responsible for the maintenance of discipline on buses
   - CONTRACTOR will follow district guidelines regarding disciplinary procedures
     - Serious and/or continuous disciplinary problems shall be reported to the principal of the school in which the student is enrolled.
   - District may discontinue the right of service for any student for any period of time.
     - Under no circumstances shall transportation be denied to any passenger if such transportation is requested by the district
   - Aides shall learn and support student behavioral plans and/or transportation modifications of specific students

8. **Tobacco Use**
   - Tobacco use of any kind is strictly forbidden during the execution of district routes

9. **Unauthorized Stops**
   - No personal stops or deviations in the route are permitted unless for emergency purposes

10. **Unauthorized Riders**
    - Unauthorized persons shall not be allowed to ride with students who are being transported unless approved by district.
      - Unauthorized persons are defined as siblings, parents, teachers, and students of other districts

11. **Communications**
    - Contractor shall notify parents of time of pick-up and drop-off at least five days in advance of the beginning of school year
    - When a new or substitute driver is to be assigned to a route for more than five (5) school days in succession, contractor shall notify parents by telephone or written or electronic note regarding the driver change.
    - Contractor must notify families/parents/assigned contacts if the vehicle will be more than 10 minutes late
      - If a vehicle is late to school three days consecutively, the Director of Special Education must be notified by the contractor

Operating/Service Specifications *(cont'd)*

12. **Accident Reporting**
    - The Contractor shall submit an immediate verbal report of any accident to the District Transportation Office and the particular school the route is servicing.
    - A detailed written report of any accident involving the transportation of district students under this contract shall be submitted within twenty-four (24) hours of the accident.
        - A copy of the police report shall be submitted within seventy-two (72) hours after the accident.
        - The contractor shall also submit to District Transportation Office a report on any accident involving a school vehicle, with the absence of children in transport while in the performance of this contract within 24 hours of the accident.

13. **Customer Service**
    - Contractor is responsible to have a dispatcher available every school day 6:30 a.m. and more than one telephone line shall be able to be accessed by parents.
        - The Dispatcher should be knowledgeable of when all vehicles have departed from the garage.
    - Contractor shall provide district phone support during operating times
        - District requests shall be handled in a timely, expedited fashion.
            - District staff calls will be returned within 15 minutes of initial call
            - District staff shall NOT be put on hold for longer than 15 minutes

Failure on the part of the contractor to fully comply with any of the above specifications in this section will be noted by the Director of Special Education and an adjustment to the monthly billing could result.

Financial Specifications

1. **Payment terms and methods**
    - Payments will be according to Minnesota Statute 471.425, currently providing for payment within 35 days after receipt of the merchandise or the invoice, whichever comes latest.

2. **Billing**
    - Contractor is responsible to provide invoice data in summarized and detailed formats monthly including the following data points:
        - **Monthly Summary**
            - # of Days in the month the route was completed
            - Route Identification/Name
            - Average number of students included on that route (daily)
            - The identity of the school/program that services were provided for
            - Per day route cost
            - Total for period (month)
        - **Detail**
            - Date
            - Route Identification/Name
            - Student Name(s)
            - School
            - Charge per Student (Route divided by # of riders)
            - Aide charge
            - Finance Code

3. **Route Cancellations**
    - There shall be no charge by the contractor for transportation which is terminated due to unplanned school-closings with greater than two (2) hours of warning prior. Should this occur more than six (6) school days, the contractor will be compensated 80% of any additional missed route due to school closing

4. **Rate Increases**
    - Maximum rate increases must be presented within their proposal for each year of the contract.

RICHFIELD

Sample Daily Routes

In respect to the privacy of the district families, we are providing summary data only.

Scheduled Special Education

Most riders require two-way transportation originated and returning within the district

Route Prefix	Segment	Route Type	Scheduled Days	Vehicle Type	Start Time	Completion Time	Total Live Time (Minutes)	Wheelchair Required?	Aide Required?	# of Stops	# of Riders
AVA	PM	Scheduled	TTH	Type III	3:45 PM	3:55 PM	11.56	NO	NO	1	1
CEC	AM	Scheduled	M-F	Type III	12:23 PM	12:30 PM	6.39	YES	NO	1	1
CEC	PM	Scheduled	M-F	Type III	3:00 PM	3:05 PM	6.28	YES	NO	1	1
CEC	AM	Scheduled	M-F	Type III	12:27 PM	12:30 PM	2.34	YES	NO	1	1
CEC	PM	Scheduled	M-F	Type III	3:00 PM	3:02 PM	2.2	YES	NO	1	1
CEC	AM	Scheduled	M, W, F	Type III	8:26 AM	8:30 AM	3.03	NO	NO	2	2
CEC	PM	Scheduled	M, W, F	Type III	11:00 AM	11:02 AM	2.57	NO	NO	2	2
CENT	PM	Scheduled	M-F	Type III	2:40 PM	2:49 PM	9.05	NO	NO	2	2
CENT	AM	Scheduled	M-F	Type III	7:58 AM	8:10 AM	10.58	NO	NO	2	2
CENT	AM	Scheduled	M-F	Type III	7:26 AM	8:10 AM	43.13	NO	NO	1	1
CENT	PM	Scheduled	F	Type III	2:40 PM	3:05 PM	35	NO	NO	TBD	TBD
CENT	PM	Scheduled	M-TH	Type III	5:00 PM	5:25 PM	35.34	NO	NO	1	1
CENT	AM	Scheduled	M-F	Type III	7:32 AM	8:00 AM	27.04	NO	NO	1	1
CENT	PM	Scheduled	M-F	Type III	2:40 PM	3:06 PM	29.59	NO	NO	1	1
CENT	AM	Scheduled	M-F	Type III	7:58 AM	8:10 AM	11.36	NO	NO	4	4
CENT	PM	Scheduled	M-F	Type III	2:40 PM	2:49 PM	9.09	NO	NO	4	4
CENT	AM	Scheduled	M-F	Type III	7:40 AM	8:10 AM	29.05	NO	NO	3	3
CENT	PM	Scheduled	F	Type III	2:40 PM	2:57 PM	23.27	NO	NO	3	3
CENT	PM	Scheduled	M-TH	Type III	5:40 PM	5:19 PM	19.42	NO	NO	3	3
CENT	AM	Scheduled	M-F	Type III	7:57 AM	8:10 AM	12.2	NO	NO	3	3
CENT	PM	Scheduled	M-F	Type III	2:40 PM	2:55 PM	15.35	NO	NO	3	3
CENT	PM	Scheduled	M-F	Type III	2:40 PM	2:50 PM	9	NO	NO	4	4
CENT	AM	Scheduled	M-F	Type III	7;56 AM	8:10 AM	13.45	NO	NO	4	4
CENT	AM	Scheduled	M-F	Type III	7:47 AM	8:10 AM	22.25	NO	NO	1	1
CENT	PM	Scheduled	M-F	Type III	2:40 PM	2:52 PM	19.23	NO	NO	1	1
FRASER	AM	Scheduled	M, W, F	Type III	8:16 AM	8:30 AM	28.32	YES	NO	1	1
FRASER	PM	Scheduled	M, W, F	Type III	11:00 AM	11:13 AM	27.57	YES	NO	1	1

RICHFIELD

Sample Daily Routes

In respect to the privacy of the district families, we are providing summary data only.

Route Prefix	Segment	Route Type	Scheduled Days	Vehicle Type	Start Time	Completion Time	Total Live Time (Minutes)	Wheelchair Required?	Aide Required?	# of Stops	# of Riders
Holy	AM	Scheduled	M-F	Type III	7:09 AM	7:15 AM	5.18	YES	NO	1	1
Holy	PM	Scheduled	M-F	Type III	2:30 PM	2:33 PM	4.59	YES	NO	1	1
HTC	AM	Scheduled	M-F	Type III	10:01 AM	10:20 AM	18.05	NO	NO	2	2
HTC	PM	Scheduled	M-F	Type III	12:16 PM	12:23 PM	18.2	NO	NO	2	2
NEC	PM	Scheduled	M-F	Type III	2:58 PM	3:32 PM	27.42	NO	NO	1	1
NEC	AM	Scheduled	M-F	Type III	1:00 PM	1:27 PM	26.21	NO	NO	1	1
NEC	AM	Scheduled	M-F	Type III	8:12 AM	8:45 AM	32.4	NO	NO	1	1
NEC	PM	Scheduled	M-F	Type III	3;20 PM	3:48 PM	32.15	NO	NO	1	1
PA	AM	Scheduled	M-F	Type III	8:43 AM	8:51 AM	11.01	NO	NO	2	2
PA	PM	Scheduled	M-F	Type III	4:00 PM	4:12 PM	13.05	NO	NO	2	2
PCBP	AM	Scheduled	M-F	Type III	8:15 AM	8:45 AM	29.41	NO	NO	1	1
PCBP	PM	Scheduled	M-F	Type III	3:35 PM	4:14 PM	30.05	NO	NO	1	1
RCEP	AM	Scheduled	M-F	Type III	8:19 AM	8:30 AM	10.04	NO	NO	1	1
RCEP	PM	Scheduled	M-F	Type III	5:30 PM	5:40 PM	13.44	NO	NO	1	1
RDLS	AM	Scheduled	M-F	Type III	6:57 AM	7:10 AM	12.17	NO	NO	1	1
RDLS	PM	Scheduled	M-F	Type III	2:00 PM	2:09 PM	11.28	NO	NO	1	1
RDLS	AM	Scheduled	M-F	Type III	7:02 AM	7:10 AM	7.59	NO	NO	1	1
RDLS	PM	Scheduled	M-F	Type III	1:55 PM	2:01 PM	8.11	NO	NO	1	1
RDLS	AM	Scheduled	M-F	Type III	6:55 AM	7:10 AM	14.1	NO	NO	1	1
RDLS	PM	Scheduled	M-F	Type III	1:55 PM	2:05 PM	17.16	NO	NO	1	1
RHS	AM	Scheduled	M-F	Type III	8:19 AM	8:30 AM	10.37	NO	YES	3	3
RHS	PM	Scheduled	M-F	Type III	3:30 PM	3:41 PM	12.56	NO	YES	4	4
RHS	AM	Scheduled	M-F	Type III	12:38 PM	12:45 PM	6.15	YES	YES	1	1
RHS	PM	Scheduled	M-F	Type III	3:30 PM	3:35 PM	6.57	YES	YES	1	1
RHS	AM	Scheduled	M-F	Type III	8:17 AM	8:30 AM	12.3	NO	NO	4	4
RHS	PM	Scheduled	M-F	Type III	3:30 PM	3:41 PM	12.28	NO	NO	4	4
RHS	AM	Scheduled	M-F	Type III	8:19 AM	8:30 AM	10.56	NO	NO	5	5

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Sample Daily Routes

In respect to the privacy of the district families, we are providing summary data only.

Route Prefix	Segment	Route Type	Scheduled Days	Vehicle Type	Start Time	Completion Time	Total Live Time (Minutes)	Wheelchair Required?	Aide Required?	# of Stops	# of Riders
RHS	PM	Scheduled	M-F	Type III	3:30 PM	3:40 PM	11.28	NO	NO	5	5
RHS	AM	Scheduled	M-F	Type III	8:18 AM	8:30 AM	11.11	NO	NO	4	4
RHS	PM	Scheduled	M-F	Type III	3:30 PM	3:41 PM	12.49	NO	NO	4	4
RHS	PM	Scheduled	M-F	Type III	3:30 PM	3:48 PM	19.21	NO	NO	2	2
RHS	AM	Scheduled	M-F	Type III	8:06 AM	8:30 AM	23.59	NO	NO	2	2
RHS	AM	Scheduled	M-F	Type III	8:12 AM	8:30 AM	17.45	NO	NO	1	1
RHS	PM	Scheduled	M-F	Type III	6:25 PM	6:35 PM	11.15	NO	NO	1	1
RHS	AM	Scheduled	M-F	Type III	7:53 AM	8:30 AM	36.1	NO	NO	1	1
RHS	PM	Scheduled	M-F	Type III	3:30 PM	3:53 PM	33.5	NO	NO	1	1
RHS	AM	Scheduled	M-F	Type III	8:21 AM	8:30 AM	8.23	NO	NO	2	2
RHS	PM	Scheduled	M-F	Type III	3:30 PM	3:39 PM	11.01	NO	NO	3	3
RMS	AM	Scheduled	M-F	Type III	8:07 AM	8:20 AM	12.48	NO	NO	4	4
RMS	PM	Scheduled	M-F	Type III	3:20 PM	3:30 PM	14.19	NO	NO	4	4
RMS	AM	Scheduled	M-F	Type III	758 AM	8:20 AM	21.26	NO	NO	1	1
RMS	PM	Scheduled	M-F	Type III	5:15 PM	5:33 PM	20.01	NO	NO	1	1
RMS	AM	Scheduled	M-F	Type III	7:59 AM	8:04 AM	18.43	NO	NO	2	2
RMS	PM	Scheduled	M-F	Type III	3:20 PM	3:37 PM	15.44	NO	NO	2	2
RMS	AM	Scheduled	M-F	Type III	7:49 AM	8:20 AM	34.34	NO	NO	1	1
RMS	PM	Scheduled	M-F	Type III	3:20 PM	3:44 PM	29.1	NO	NO	1	1
RMS	AM	Scheduled	M-F	Type III	8:13 AM	8:20 AM	6.32	NO	NO	1	1
RMS	PM	Scheduled	M-F	Type III	3:20 PM	3:23 PM	4.2	NO	NO	1	1
RMS	AM	Scheduled	M-F	Type III	9:24 AM	9:30 AM	5.16	NO	NO	1	1
RMS	AM	Scheduled	M-F	Type III	8:16 AM	8:20 AM	3.31	NO	NO	1	1
RMS	PM	Scheduled	M-F	Type III	3:20 PM	3:22 PM	3.35	NO	NO	1	1
RMS	AM	Scheduled	M-F	Type III	7:44 AM	8:20 AM	35.26	NO	NO	1	1
RMS	PM	Scheduled	M-F	Type III	3:20 PM	3:44 PM	34.58	NO	NO	1	1
RMS	PM	Scheduled	M-F	Type III	5:15 PM	5:52 PM	54.28	NO	NO	1	1

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Sample Daily Routes

In respect to the privacy of the district families, we are providing summary data only.

Route Prefix	Segment	Route Type	Scheduled Days	Vehicle Type	Start Time	Completion Time	Total Live Time (Minutes)	Wheelchair Required?	Aide Required?	# of Stops	# of Riders
RMS	AM	Scheduled	M-F	Type III	7:30 AM	8:20 AM	49.39	NO	NO	1	1
RMS	AM	Scheduled	M-F	Type III	8:08 AM	8:20 AM	11.49	NO	NO	3	3
RMS	PM	Scheduled	M-F	Type III	3:20 PM	3:32 PM	13.11	NO	NO	3	3
RMS	AM	Scheduled	M-F	Type III	1:38 PM	1:45 PM	6.06	NO	NO	1	1
RMS	PM	Scheduled	M-F	Type III	2:40 PM	2:42 PM	14.19	NO	NO	1	1
RMS	AM	Scheduled	M-F	Type III	8:11 AM	8:20 AM	8.59	NO	NO	1	1
RMS	PM	Scheduled	M-F	Type III	3:20 PM	3:23 PM	5.19	NO	NO	1	1
RMS	AM	Scheduled	M-F	Type III	8:07 AM	8:20 AM	14.07	NO	NO	4	4
RMS	PM	Scheduled	M-F	Type III	3:20 PM	3:37 PM	18.17	NO	NO	4	4
RMS	AFTER	After School	M-F	Type III	5:15 PM	5:26 PM	11.41	NO	NO	1	1
RMS	AM	Scheduled	M-F	Type III	8:06 AM	8:20 AM	13.41	NO	NO	2	2
RMS	PM	Scheduled	M-F	Type III	3:20 PM	3:30 PM	12.53	NO	NO	2	2
RMS	AFTER	Scheduled	MT	Type III	5:15 PM	5:21 PM	26.21	NO	NO	1	1
RMS	AM	Scheduled	M-F	Type III	8:06 AM	8:20 AM	10.32	NO	NO	2	2
RMS	PM	Scheduled	M-F	Type III	3:20 PM	3:34 PM	12.1	NO	NO	3	3
RMS	AM	Scheduled	M-F	Type III	8:16 AM	8:20 AM	5.47	NO	NO	2	2
RMS	PM	Scheduled	M-F	Type III	3:20 PM	3:21 PM	7.43	NO	NO	2	2
RMS	AM	Scheduled	M-F	Type III	8:14 AM	8:20 AM	5.53	NO	NO	1	1
RMS	PM	Scheduled	M-F	Type III	3:20 PM	3:24 PM	5.45	NO	NO	1	1
RMS	AM	Scheduled	M-F	Type III	7:41 AM	8:20 AM	38.53	NO	NO	2	2
RMS	PM	Scheduled	M-F	Type III	3:20 PM	3:43 PM	38.2	NO	NO	2	2
RMS	AM	Scheduled	M-F	Type III	8:11 AM	8:20 AM	9	NO	NO	2	2
RMS	PM	Scheduled	M-F	Type III	3:30 PM	3:32 PM	3.3	NO	NO	1	1
RMS	AM	Scheduled	M-F	Type III	12:39 AM	12:45 AM	5.53	NO	NO	1	1
RMS	PM	Scheduled	M-F	Type III	1:50 PM	1:55 PM	6.52	NO	NO	1	1
RMS	AM	Scheduled	M-F	Type III	8:09 AM	8:20 AM	10.1	NO	NO	1	1
RMS	PM	Scheduled	M-F	Type III	3:30 PM	3:39 PM	10.23	NO	NO	1	1

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Sample Daily Routes

In respect to the privacy of the district families, we are providing summary data only.

Route Prefix	Segment	Route Type	Scheduled Days	Vehicle Type	Start Time	Completion Time	Total Live Time (Minutes)	Wheelchair Required?	Aide Required?	# of Stops	# of Riders
SHER	PM	Scheduled	M-F	Type III	2:40 PM	2:52 PM	13.56	NO	NO	4	4
SHER	AM	Scheduled	M-F	Type III	7:45 AM	8:00 AM	14.24	NO	NO	4	4
SHER	AM	Scheduled	M-F	Type III	TBD	TBD	TBD	NO	NO	TBD	TBD
SHER	AM	Scheduled	M-F	Type III	7:41 AM	8:00 AM	18.08	NO	NO	1	1
SHER	PM	Scheduled	M-F	Type III	2:40 PM	2:54 PM	16.26	NO	NO	1	1
SHER	AM	Scheduled	M-F	Type III	7:35 AM	7:50 AM	24.38	NO	NO	1	1
SHER	PM	Scheduled	M-F	Type III	2:40 PM	2:57 PM	24.06	NO	NO	1	1
SHER	PM	Scheduled	TTHF	Type III	2:40 PM	3:01 PM	22.49	NO	NO	2	2
SHER	AFTER	Scheduled	MW	Type III	4:40 PM	5:01 PM	22	NO	NO	2	2
SHER	AM	Scheduled	M-F	Type III	7:35 AM	8:00 AM	24.22	NO	NO	2	2
SHER	AM	Scheduled	M-F	Type III	7:47 AM	8:00 AM	12.07	NO	NO	5	5
SHER	PM	Scheduled	M-F	Type III	2:40 PM	2:49 PM	10.22	NO	NO	4	4
SHER	AM	Scheduled	M-F	Type III	7:52 AM	8:00 AM	7.42	NO	NO	3	3
SHER	PM	Scheduled	M-F	Type III	2:40 PM	2:47 PM	8.29	NO	NO	3	3
SHER	AM	Scheduled	M-F	Type III	7:42 AM	8:00 AM	17.52	NO	NO	4	4
SHER	PM	Scheduled	M-F	Type III	2:40 PM	2:52 PM	14.28	NO	NO	3	3
SHER	AM	Scheduled	M-F	Type III	7:32 AM	8:00 AM	27.15	NO	NO	2	2
SHER	PM	Scheduled	TThF	Type III	2:40 PM	3:01 PM	26.38	NO	NO	2	2
SHER	AFTER	After School	MW	Type III	4:40 PM	5:01 PM	26	NO	NO	1	1
SHER	AFTER	Scheduled	MW	Type III	4:40 PM	4:49 PM	11.9	NO	NO	2	2
SOED	AM	Scheduled	M-F	Type III	8:38 AM	8:45 AM	6.56	NO	NO	2	2
SOED	PM	Scheduled	M-F	Type III	3:20 PM	3:24 PM	4.25	NO	NO	1	1
SOED	PM	Scheduled	M-TH	Type III	12:15 PM	12:18 PM	3.02	NO	NO	1	1
SOED	AM	Scheduled	M-F	Type III	8:40 AM	8:45 AM	4.16	NO	NO	1	1
SOED	PM	Scheduled	M-F	Type III	3:20 PM	3:22 PM	3.43	NO	NO	1	1
SOED	AM	Scheduled	M-F	Type III	8:37 AM	8:45 AM	7.24	NO	NO	1	1
SOED	PM	Scheduled	M-F	Type III	3:20 PM	3:26 PM	7.46	NO	NO	1	1

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Sample Daily Routes

In respect to the privacy of the district families, we are providing summary data only.

Route Prefix	Segment	Route Type	Scheduled Days	Vehicle Type	Start Time	Completion Time	Total Live Time (Minutes)	Wheelchair Required?	Aide Required?	# of Stops	# of Riders
SOED	AM	Scheduled	M-F	Type III	8:39 AM	8:45 PM	5.12	NO	NO	1	1
SOED	PM	Scheduled	M-F	Type III	3:20 PM	3:24 PM	5.13	NO	NO	1	1
SOED	AM	Scheduled	M-F	Type III	7:54 AM	8:00 AM	5.19	NO	YES	1	1
SOED	PM	Scheduled	M-F	Type III	2:30 PM	2:34 PM	5.21	NO	YES	1	1
SOED	AM	Scheduled	M-F	Type III	7:42 AM	7:50 AM	7.54	NO	YES	1	1
SOED	PM	Scheduled	M-F	Type III	2:30 PM	2:36 PM	8.04	NO	YES	1	1
SOED	AM	Scheduled	M-F	Type III	8:33 AM	8:40 AM	6.33	NO	NO	1	1
SOED	PM	Scheduled	M-F	Type III	3:20 PM	3:26 PM	6.48	NO	NO	1	1
SOED	AM	Scheduled	M-F	Type III	8:39 AM	8:45 AM	5.5	YES	NO	1	1
SOED	PM	Scheduled	M-F	Type III	12:45 PM	12:49 PM	6.26	YES	NO	1	1
STEM	AM	Scheduled	M-F	Type III	6:57 AM	7:10 AM	12.33	NO	NO	3	3
STEM	PM	Scheduled	M-F	Type III	2:00 PM	2:13 PM	14.12	NO	NO	3	3
STEM	AM	Scheduled	M-F	Type III	7:02 AM	7:06 AM	7.48	NO	NO	2	2
STEM	PM	Scheduled	M-F	Type III	2:00 PM	2:07 PM	7.45	NO	NO	3	3
STEM	AM	Scheduled	M-F	Type III	6:57 AM	7:10 AM	12.06	NO	NO	2	2
STEM	PM	Scheduled	M-F	Type III	2:00 PM	2:06 PM	8.18	NO	NO	1	1
STEM	AM	Scheduled	M-F	Type III	6:56 AM	7:05 AM	13.06	NO	NO	2	2
STEM	PM	Scheduled	M-F	Type III	1:55 PM	2:04 PM	10.23	NO	NO	2	2
STEM	AM	Scheduled	M-F	Type III	6:52 AM	7:10 AM	17.22	NO	NO	2	2
STEM	PM	Scheduled	M-F	Type III	1:55 PM	2:07 PM	15.49	NO	NO	2	2
WEC	AM	Scheduled	M-F	Type III	7:56 AM	8:20 AM	23.07	NO	NO	2	2
WEC	PM	Scheduled	M-F	Type III	3:00 PM	3:17 PM	18.28	NO	NO	2	2
WEC	PM	Scheduled	M-F	Type III	3:00 PM	3:14 PM	17.38	NO	YES	1	1
WEC	AM	Scheduled	M-F	Type III	10:26 AM	10:45 AM	18.3	NO	YES	1	1

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Submission Worksheet

Your Company Information

Company Name		**Address**	
City		**State**	
Zip		**Contact Name**	
Contact Email		**Contact Phone #**	
Full-Service Provider (routes completed by employees in company vehicles) or do you sub-contract routes?			

References

	School District	Contact Name	Contact Email
#1			
#2			

Qualifications Checklist

Question	Your Response
Are you eligible to provide Student Transportation Services to public school districts in the State of Minnesota (Y/N)?	
Have you reviewed and agree to all Terms and Conditions stated in this agreement (Y/N)?	
Has any district or charter school terminated a contract with your organization BEFORE end of maximum term in past five years?	
If **YES**, please share the circumstances for which your contract was terminated.	

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Your Capacity

Description	Total Quantity	Available to Richfield	Average Age of Vehicle	Oldest Vehicle's Age
Type III Vehicle				
Type III Vehicle w/ wheelchair lift				
Specialty Care Vehicle				
Type A Bus				
Type A Bus w/ wheelchair lift				
Type C Bus				
Drivers w/CDL				
Drivers (Total)				
Paraprofessional (Bus Aide)				

Questions and Points-of-Interest

Question/POI	Your Response
What are your dispatch hours?	
What is your vehicle/route to dispatch ratio? **[X:X]**	
Please share how much time you require to add a scheduled route.	
Please share how quickly a scheduled route can be cancelled and route charges will be terminated.	
Please describe how students, district staff, and families can identify your vehicles (branding, signage, consistent color/model, etc.)	

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Questions and Points-of-Interest (cont'd)

Question/POI	Your Response
Please describe how you communicate with your drivers during routes.	
Please describe if/how the district can communicate with your drivers?	
Please describe how route delays are communicated to district.	
Please describe how and when 'no loads' are communicated to the district.	

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Questions and Points-of-Interest

Question/POI	Your Response
What GPS System is utilized in your fleet?	
Can the district access this application to track routes assigned to you?	
What is the camera system/configuration in your Type III vehicles?	
What is the camera system/configuration in your Type A vehicles?	
What is the camera system/configuration in your Type C vehicles?	
How long does your organization store video footage files?	
How quickly would you be able to send the district requested video footage?	
Are you able to provide invoices featuring the data points in the formats described in the RFQ?	

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Active Time-based Quotes

Peak Time

- *Pricing applies to all routes starting* ***between the hours of 06:30-09:30 OR 14:00-16:30 during school year.***
- ***Please define what is included in your unit of measure (U/M)***
  - ***Examples***
    - ***Per route = 2 segments***
    - ***Per day = all segments assigned to that vehicle (overages for mileage and live time should be noted)***
    - ***Per hour = live time hour w/ minimum applied per segment***
- *For any vehicles or services, you will NOT be quoting, simply type "No quote" near that vehicle or service type.*

Vehicle Type	Quote for Live Time ($)	U/M	U/M Definition	Minimum Segment Charge*	Mileage included	Mileage Overage (per mile)	Live Time Included	Live Time Overage (per 15 min)
Type III Vehicle (7-8 passenger)								
Type III Vehicle w/ wheelchair lift								
Type III Vehicle (10 passenger)								
Type A Bus								
Type A Bus w/ wheelchair lift								
Type C Bus								
Aide								

***Segment defined as single leg (to or from) of route**

NON-Peak Time

Pricing applies to all routes starting **runs starting during the NON-peak times described above (field trips, etc.) during school year and *ALL summer routes.***

For any vehicles or services, you will NOT be quoting, simply type "No quote" near that vehicle or service type.

Vehicle Type	Quote for Live Time ($)	U/M	U/M Definition	Minimum Segment Charge*	Mileage included	Mileage Overage (per mile)	Live Time Included	Live Time Overage (per 15 min)
Type III Vehicle (7-8 passenger)								
Type III Vehicle w/ wheelchair lift								
Type III Vehicle (10 passenger)								
Type A Bus								
Type A Bus w/ wheelchair lift								
Type C Bus								
Aide								

***Segment defined as one tier (to or from) of route**

RICHFIELD

Proposed Pricing – Other Fees

Please share any other fees the district may be assessed during the life of the agreement. Any fee NOT disclosed in this section below can NOT be charged to the district without written approval from the district administration.

You may use the additional open "Fee Type" spaces below to propose any other potential additional fees.

Fee Type	Fee ($ or %)	Unit of Measure
Administrative/Management Fee		
Specialty Care Vehicle Fee		
Child Seat Fee		
Fuel Surcharge		

Maximum Annual Rate Increases

Vehicle Type	Proposed Rate Increase
Year 2 (%)	
Year 3 (%)	
Year 4 (%)	

RICHFIELD

STUDENT TRANSPORTATION - PARTICIPANT SUBMITTED QUESTIONS/RESPONSES

Question/Request	District Response
Is the District willing to share what the current rates are that each vendor is charging?	The District prefers not to disclose the current and previous rates. You can request copies of the current agreements by submitting a request via the Freedom of Information Act (FOIA)
Are you able to add who the current vendors are?	MTN and TCT Primary are Supplementary providers
Does the district expect to negotiate contract and terms post award, or should bidders submit redlines as a portion of their bid?	Yes, the District will want to negotiate the terms and conditions post award, but rates should be your best and final.
Are there addendums and where will they be posted	They will be sent via email to all bidders invited or whom requested the bid.

Ad Proof
Not Actual Size

EAST CENTRAL MINNESOTA

-Public Notice Ad Proof-

This is the proof of your ad scheduled to run on the dates indicated below. Please proof read carefully. If changes are needed, please contact us prior to deadline at
Cambridge (763) 691-6000 or email at publicnotice@apgecm.com

Date: 05/07/25

Account #: 412498
Customer: SCHOOL DIST #280

Address: 401 70TH STREET W (door 26)
ATTN: ACCOUNTS PAYABLE
RICHFIELD

Telephone: (612) 798-6000
Fax:

Ad ID: 1469257
Copy LIne: Student Transportation BIDS

PO Number:
Start: 05/15/25
Stop: 05/22/2025
Total Cost: $150.00
# of Lines: 25
Total Depth: 2.9
# of Inserts: 2
Ad Class: 160
Phone # (763) 691-6000
Email: publicnotice@apgecm.com
Rep No: SE700

Publications:
SC Bloomington Richfield

Not Actual Size

RICHFIELD PUBLIC SCHOOLS (MN ISD# 280)
ADVERTISEMENT FOR BIDS

Richfield Public Schools (MN ISD# 280) is actively seeking proposals from qualified companies interested in providing Student Transportation Services to supplement the district's internal student transportation operations. These routes can include standard, special services, out-of-district, and activity routes as well as field trips and charters utilizing Type C, Type A, and Type III vehicles:

To obtain a copy of the specifications and submission worksheet, please contact:

Kyle Trites at ktrites@catalystsourcing.com **or 651-461-2900**.

RFQs will be accepted electronically up until the due date of **May 30th, 2025 at 10:30 AM CDT** at: ktrites@catalystsourcing.com

Richfield Public Schools (MN ISD# 280) reserves the right to reject any submission received after the deadline of 5/30/2025 at 10:30 AM CDT.

Published in the
Sun Current
May 15, 22, 2025
1469257

Ad: 1

$150.00

RICHFIELD PUBLIC SCHOOLS (MN ISD# 280)
ADVERTISEMENT FOR BIDS

Richfield Public Schools (MN ISD# 280) is actively seeking proposals from qualified companies interested in providing Student Transportation Services to supplement the district's internal student transportation operations. These routes can include standard, special services, out-of-district, and activity routes as well as field trips and charters utilizing Type C, Type A, and Type III vehicles:

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Published in the
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1469257

NEW BUSINESS – FOR ACTION **Agenda Item VI.D.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 4, 2025

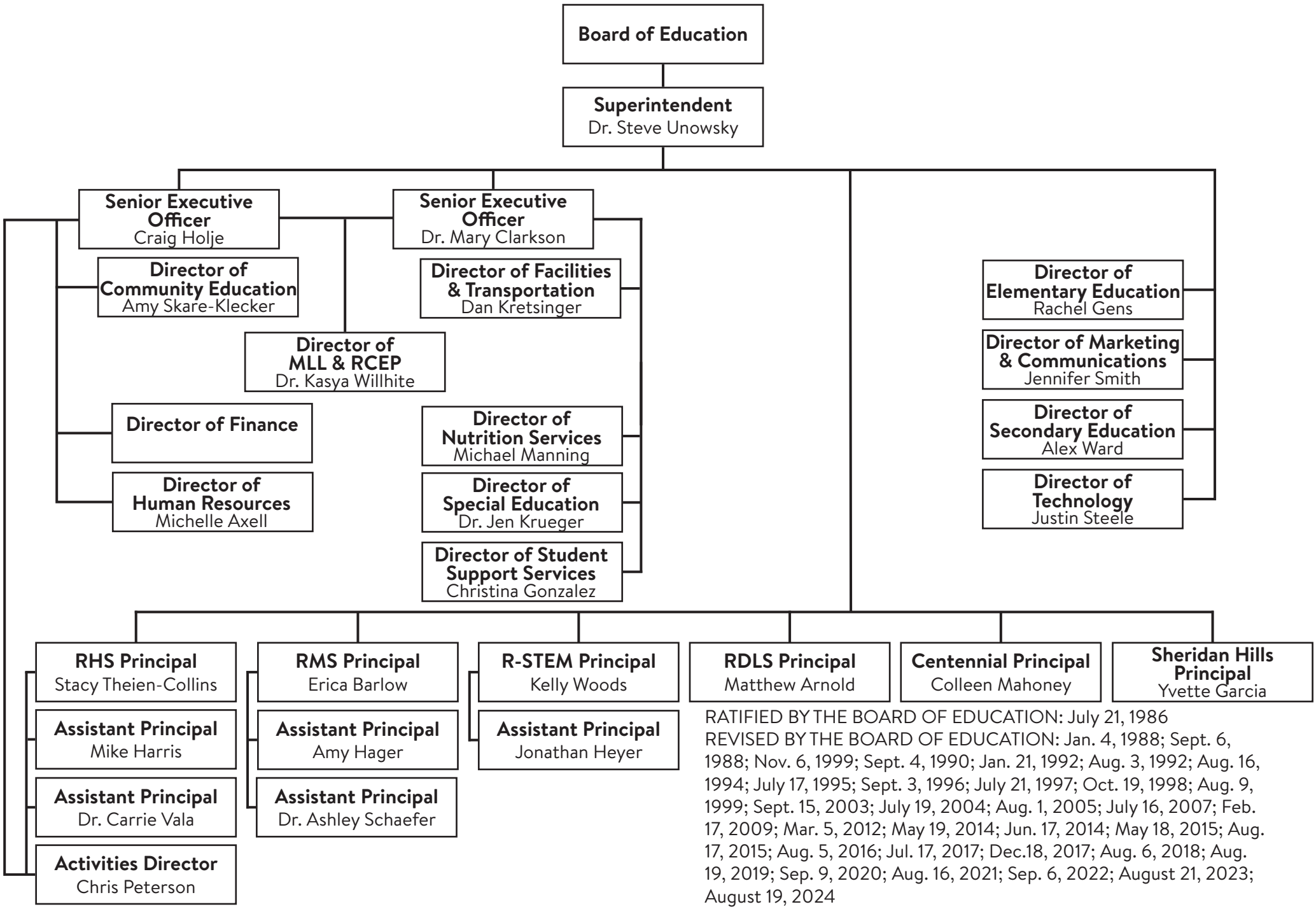
Subject: Organizational Chart & Position Assignments

(Recommended by the superintendent)

Passage upon a single read of Policy 301: Organizational Chart and Policy 302: Position Assignments. These policies are updated on an annual basis.

Attachments:
Policy 301: Organizational Chart - replaced
Policy 302: Position Assignments - redlined

Organizational Chart



RATIFIED BY THE BOARD OF EDUCATION: July 21, 1986
REVISED BY THE BOARD OF EDUCATION: Jan. 4, 1988; Sept. 6, 1988; Nov. 6, 1999; Sept. 4, 1990; Jan. 21, 1992; Aug. 3, 1992; Aug. 16, 1994; July 17, 1995; Sept. 3, 1996; July 21, 1997; Oct. 19, 1998; Aug. 9, 1999; Sept. 15, 2003; July 19, 2004; Aug. 1, 2005; July 16, 2007; Feb. 17, 2009; Mar. 5, 2012; May 19, 2014; Jun. 17, 2014; May 18, 2015; Aug. 17, 2015; Aug. 5, 2016; Jul. 17, 2017; Dec.18, 2017; Aug. 6, 2018; Aug. 19, 2019; Sep. 9, 2020; Aug. 16, 2021; Sep. 6, 2022; August 21, 2023; August 19, 2024

RICHFIELD PUBLIC SCHOOLS

POSITION ASSIGNMENTS

BOARD OF EDUCATION

~~Paula Cole~~Eric Carter, Chair	~~Ken Liss~~Paula Cole, Director
~~Eric Carter~~Kirk Spencer, Vice Chair	~~Tim Pollis, Clerk~~ Ken Liss, Treasurer
Rachel Banks Kupcho, ~~Director~~Clerk	~~Kirk Spencer, Treasurer~~Tim Pollis, Director

DISTRICT ADMINISTRATION

Superintendent of Schools	Steven Unowsky
~~Assistant Superintendent of Schools~~	~~Latanya Daniels~~
Director of Elementary Education	Rachel Gens
~~Director of Extended Learning~~	~~Jonathan Heyer~~
Director of Marketing & Communications	Jennifer ~~Valley~~Smith
Director of Secondary Education	Alex Ward
Director of Technology	Justin Steele
~~Chief Human Resources & Administrative~~Senior Executive Officer	Craig Holje
Director of Community Education	Amy Skare-Klecker
Director of Finance	~~Jim Gilligan~~
Director of Human Resources	Michelle Axell
Director of Multilingual Learning & RCEP	Kasya Willhite
~~Executive Director of Special Programs~~Senior Executive Officer	Mary Clarkson
Director of Facilities & Transportation	Dan Kretsinger
Director of Nutrition Services	Michael Manning
Director of Special Education	Jen Krueger
~~Special Education Supervisor~~	~~Angela Taylor~~
Director of Student Support Services	Christina Gonzalez

BUILDING ADMINISTRATION

Richfield High School Principal	Stacy Theien-Collins
Assistant Principal	Mike Harris
Assistant Principal	Carrie Vala
Activities Director	Chris Peterson
Richfield Middle School Principal	Erica Barlow
Assistant Principal	Amy Hager
Assistant Principal	Ashley Schaefer
Centennial Elementary School Principal	Colleen Mahoney
Richfield Dual Language School Principal	Matthew Arnold

Richfield STEM Elementary School Principal	Kelly Woods
Assistant Principal	Jonathan Heyer
Sheridan Hills Elementary School Principal	~~Nancy Stachel~~Yvette Garcia

RATIFIED BY THE BOARD OF EDUCATION: July 21, 1986

REVISED BY THE BOARD OF EDUCATION: January 4, 1988; September 6, 1988; November 6, 1989; September 4, 1990; January 21, 1992; August 3, 1992; August 16, 1993; August 1, 1994; July 17, 1995; September 3, 1996; July 21, 1997; October 19, 1998; August 9, 1999; August 21, 2000; October 1, 2001; January 21, 2003; September 15, 2003; January 20, 2004; July 19, 2004; January 18, 2005; August 1, 2005; January 23, 2006; July 17, 2006; January 22, 2007; July 16, 2007; February 4, 2008; July 14, 2008; February 2, 2009; August 17, 2009; August 16, 2010; August 15, 2011; March 5, 2012; August 18, 2014; May 18, 2015; August 17, 2015; August 5, 2016; December 18, 2017; August 6, 2018; August 19, 2019; September 9, 2020; August 16, 2021; September 6, 2022; August 21, 2023; August 19, 2024; August 4, 2025

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NEW BUSINESS – FOR REVIEW **Agenda Item VI.E.**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, August 4, 2025

Subject: Disability Nondiscrimination

(Recommended by the superintendent)

A first read of Policy 403: Disability Nondiscrimination. This policy affirms the District's commitment to fair hiring and employment practices, as well as reasonable accommodations for disabilities.

Attachments:
Policy 403: Disability Nondiscrimination
MSBA Model Policy 402: Disability Nondiscrimination

RICHFIELD PUBLIC SCHOOLS

DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.

B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.

C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.

D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact Craig Holje, Chief Human Resources & Administrative Officer, at 7001 Harriet Ave South, Richfield, MN 55423, at 612-798-6031, or by email at craig.holje@rpsmn.org. This individual is the school district's appointed ADA/Section 504 coordinator.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act) 29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504) 42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act) 29 C.F.R. Part 32 34 C.F.R. Part 35 34 C.F.R. Part 104

Cross Reference: Board Policy 402 Equal Employment Opportunity

RATIFIED BY THE BOARD OF EDUCATION: 10/5/20

Adopted: _____ *MSBA/MASA Model Policy 402*
Orig. 1995
Revised: _____ *Rev. 2022*

402 DISABILITY NONDISCRIMINATION POLICY

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

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.

B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.

C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee unless the accommodation would impose undue hardship on the operation of the business of the school district.

D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact _____ *(list the name, title, office address, telephone number, and e-mail address)*. This individual is the school district's appointed ADA/Section 504 coordinator.

Legal References:
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 794 *et seq.* (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101 (Americans with Disabilities Act)
29 C.F.R. Part 32 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)
34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

Cross References:
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)