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, May 18, 2026
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. Public Comment

B. Superintendent Update (pages 9-41)

1. Technology Presentation (pages 10-31)
2. First Draft of Strategic Plan 2026-2031 (pages 32-41)

C. Commendations (page 42)

IV. CONSENT AGENDA

A. Routine Matters (pages 43-63)

1. Minutes of the Regular Meeting held May 4, 2026 (pages 44-53)
2. General Disbursements as of 5/13/26 in the Amount of $1,346,879.31 (pages 54-61)
3. Year-to-Date Finance Update (pages 62-63)

B. Personnel Items (pages 64-65)

V. OLD BUSINESS

A. School Board Meeting Dates for 2026-2027 (pages 66-68)

B. Policy 614: Animals in Schools and Classrooms & Administrative Guideline 614.1 (pages 69-84)

VI. NEW BUSINESS

A. Authorization to Proceed with RHS Stadium Storage Building Construction Project (pages 85-87)

B. 2027 LTFM Budget and Plan Reallocation Revision (pages 88-89)

C. Policy 616: School Sponsored Student Publications (pages 90-98)

D. Policy 742: Student Transportation Services & Administrative Guideline 742.1 (pages 99-156)

E. Donations (page 157)

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Suggested/Future Agenda Items

D. Future Meeting Dates

6-1-2026	7 p.m.	Regular Board Meeting
6-22-2026	7 p.m.	Regular Board Meeting – Public Comment

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, May 18, 2026

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
A&I:	Achievement & Integration
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
IPAC:	Indigenous Parent/Guardian Advisory Committee
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
ROAR:	Rapid Online Assessment of Reading
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
WIDA:	World-Class Instructional Design & Assessment
WIN:	What I Need
YTD:	Year-to-Date

RPS Student and Staff Demographic Data:

2025-2026 Student Data

3,986 Students Districtwide

- 3,835 Traditional Count
    - 1,707 Elementary (K-5) Average Class Size = 22.17
    - 748 Middle (6-8) Average Class Size = 23.07
    - 1,246 High (9-12) Average Class Size = 25.24
    - 103 Prekindergarten (16 ECSE VPK)
    - 31 Transition+
- 151 Voluntary Prekindergarten (VPK)

Student Diversity (based on state/federal categories*)

- BIPOC: 71.25%
    - American Indian or Alaska Native: 1.13%
    - Asian: 3.31%
    - Hispanic: 45.06%
    - Black or African American: 13.62%
    - Native Hawaiian or Other Pacific Islander: 0.05%
    - 2 or More Races: 8.08%
- White: 28.75%

*Understanding state/federal student race categories: The federal data collection of race/ethnic data requires a two-part question. The first part asks if the student is

Hispanic/Latino. The federal government considers Hispanic/Latino to be an ethnicity. The second part requests at least one of the following be selected: American Indian, Asian, Black or African American, Native Hawaiian or Pacific Islander, or White. The federal government considers these groups to be races. If a family selects Hispanic/Latino, a student is reported as Hispanic/Latino to the federal level. For example, if a student is indicated as Hispanic/Latino and White, they would be reported as Hispanic/Latino in the state and federal data. If a family selects more than one of the following: American Indian, Asian, Black or African American, Native Hawaiian/Pacific Islander, or White, the student is reported to the federal level as "two or more races." For example, if a student is indicated as both American Indian or Alaska Native and White, they would be reported as "two or more races" in the state and federal data. If families do not fill out the race information, districts are required to decide the federal race/ethnicity questions based on the best information they have and to submit the information to MDE.

English Learners

- ELL: 25.74%
- Non-ELL: 74.26%

Free/Reduced Eligible

- Eligible: 55.7%
- Not Eligible: 44.3%

2025-2026 Staff Data

672 Total Staff Districtwide (629.398 FTE)

- 343 Teachers/Licensed Staff (Non-administrators)
- 121 Paraprofessionals
- 78 Facilities & Transportation
- 44 Administration & Classified Management
- 39 Nutrition Services
- 25 Administrative Support Professionals
- 11 Outreach Workers
- 11 Other

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

Staff Diversity (based on self-reported categories)

- BIPOC: 27.97%
    - Hispanic/Latino: 15.03%
    - Black/African American: 5.8%
    - Asian: 3.27%
    - Multiracial: 2.53%
    - American Indian/Alaskan: 1.34%
- White: 72.02%

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 18, 2026

Subject: Ongoing Board Calendar

Upcoming Events to Attend:

Thursday, May 21: Cougar Carnival, 4 p.m. at Centennial Playground
Tuesday, May 26: RHS Choir Pops Concert, 7 p.m.
Wednesday, May 27: RMS Outdoor Band Concert, 6 p.m.
Thursday, May 28: RMS Choir Concert, 7 p.m.
Thursday, May 28: RCEP Graduation, 5:30 p.m.

Monday, June 1: School Board Meeting, 7 p.m.
Tuesday, June 2: RHS Graduation Ceremony, 7 p.m. at TCO Performance Center, 2685 Vikings Cir, Ste 050, Eagan, MN
Monday, June 22: School Board Meeting, 7 p.m.
Wednesday, June 24: Metro South Adult Education Graduation Ceremony, 6:15 p.m. at Kennedy High School, 9701 Nicollet Ave, Bloomington, MN

Upcoming Holidays, Heritage Months, and Appreciation Days:

May is Asian American and Pacific Islander Heritage Month.
May 25 is Memorial Day.

May 18 is National Speech Pathologist Day.
May 18-22 is National Educational Bosses' Week.
May 19 is National Accounting Day.

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 18, 2026

Subject: Superintendent Update

Director of Technology Justin Steele will present. Superintendent Unowsky will share the first draft of the 2026-2031 strategic plan.

Attachments:
Technology Presentation
Draft Strategic Plan 2026-2031


Enriching and accelerating learning
RICHFIELD
PUBLIC SCHOOLS
25-26 Technology Department Updates
Justin Steele
Enriqueciendo y aceleranado el aprendizaje

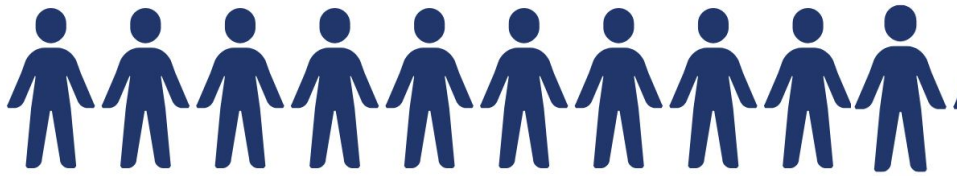
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AGENDA

- IT by the numbers
  - Staff
  - Devices
  - Ticketing
- Budget breakdown
- Survey results
  - Praise
  - Growth Opportunity
- 2026-2027 Priorities
  - eduCLIMBER
  - AI
  - Intentionality of use



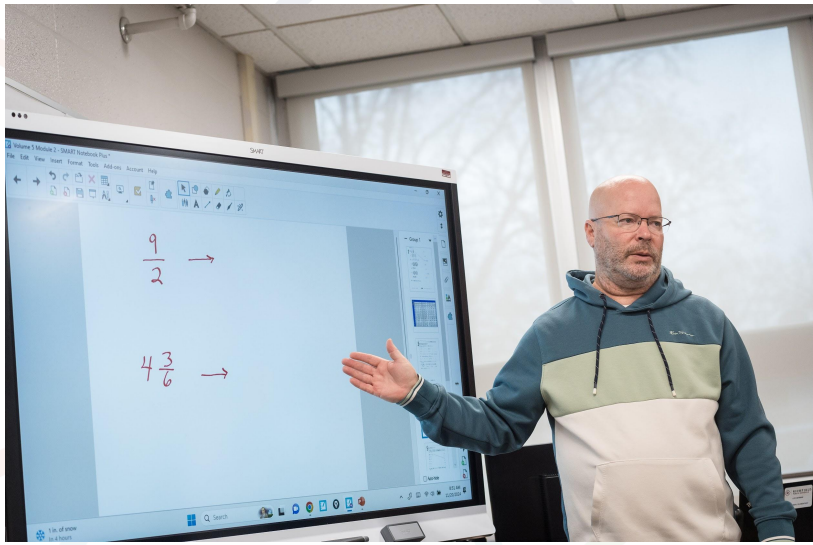
IT By the Numbers- Staff

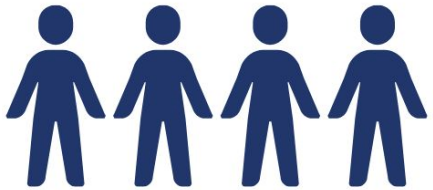


8 full time and 2 part time staff members



8 Site-Based Tech Reps, one site with a mid-year split





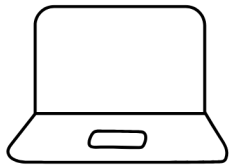
4 part-time Student Interns (Summer 2025)

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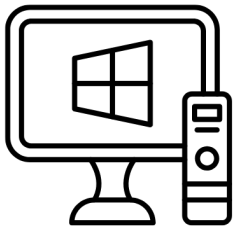


IT By the Numbers- Devices

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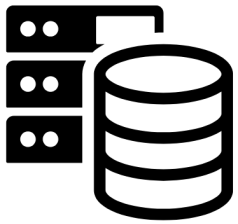
7064 Chrome devices



1783 Windows devices



630 Handsets



46 Servers



88 Switches; 709 Access Points

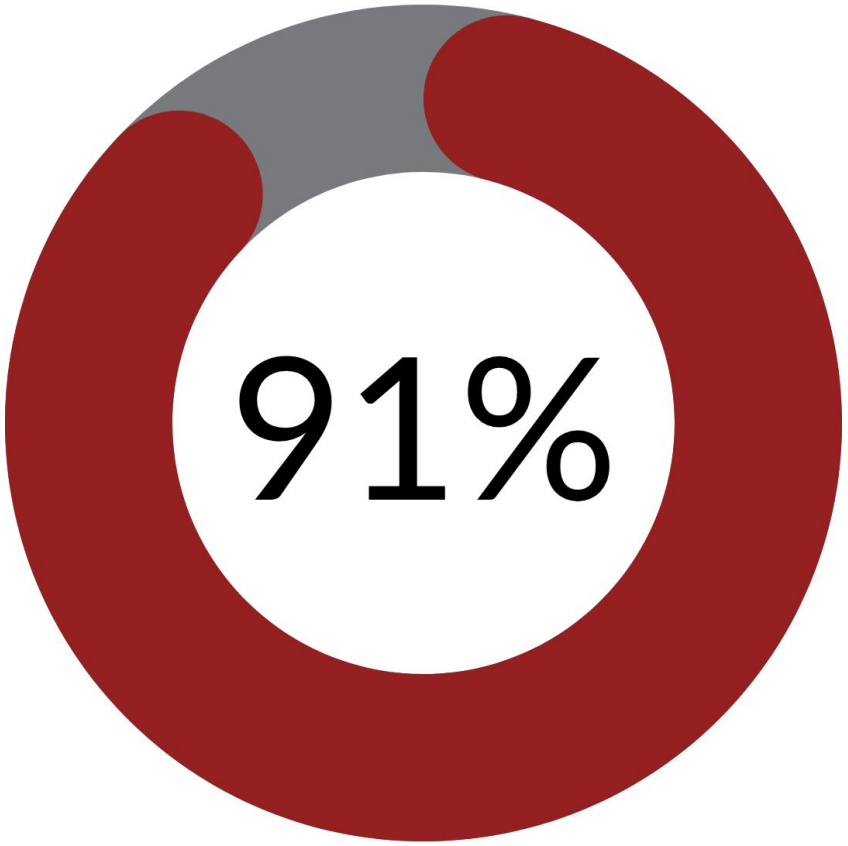


95 Approved Software



154 Interactive Flat Panels

IT By the Numbers - Ticket efficiency



2,464 existing or opened since September 2, 2025

2,258 closed or resolved

20 long term hold/parts on order

All remaining tickets marked as in progress or assigned at time of presentation creation

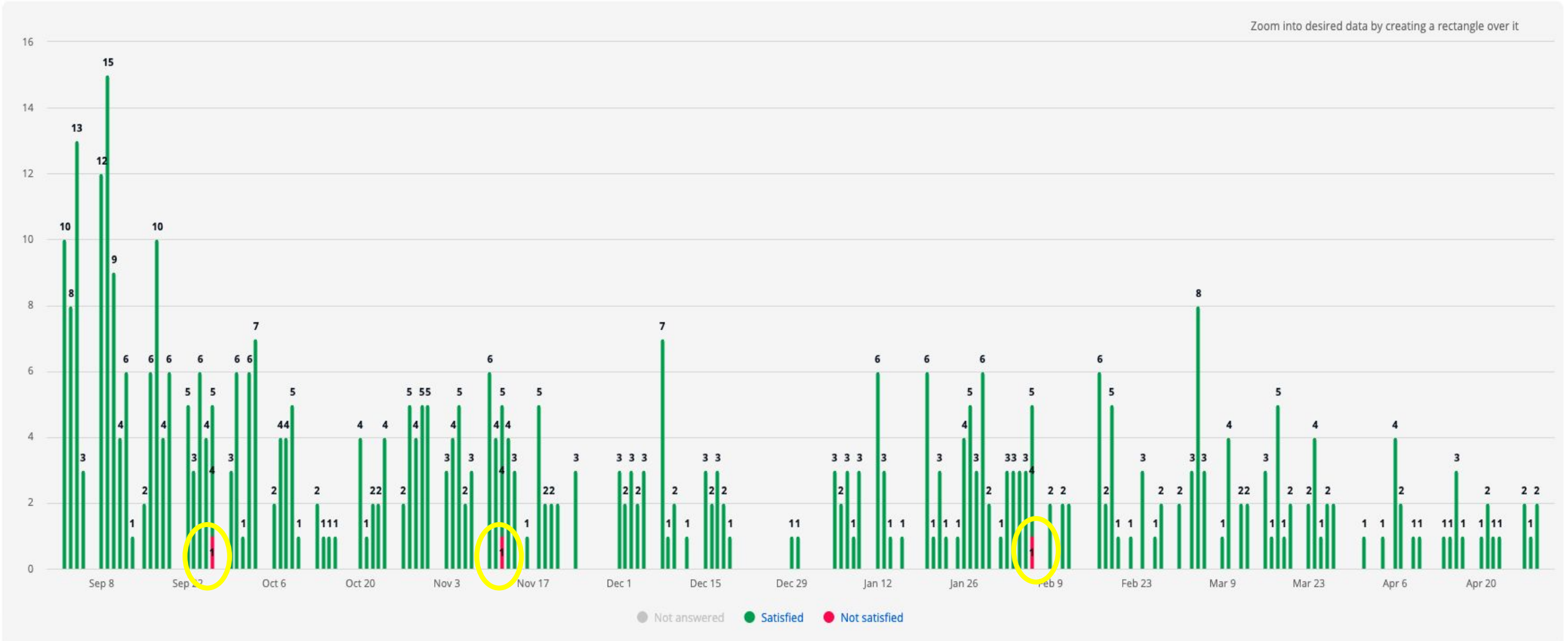
Industry average is 85% closure/ resolution rate

Staff Satisfaction

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Time Frame: Sep 2, 2025 To Apr 30, 2026 | Resolution: Day

FILTERED BY Assignee: Doug McMeekin +12 more



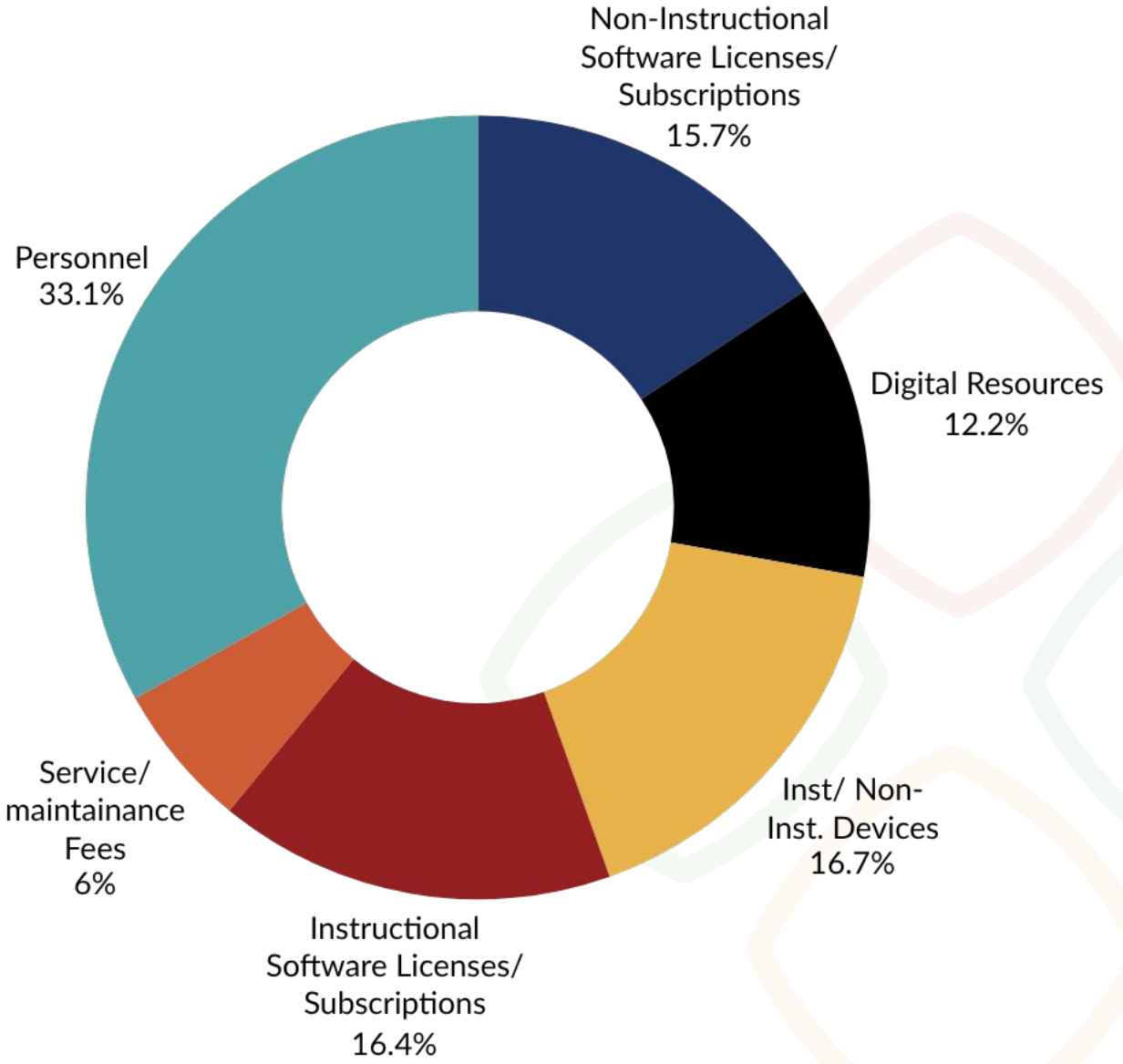
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Budget Breakdown

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Survey Results

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Praise

- “Ninguna ellos brindan un apoyo muy bueno y dedicado el tiempo para ayudarnos a cada uno de nosotros los papás” (They provide excellent support and dedicate their time to helping each and every one of us parents.)
- “I have been very happy with the responsiveness of the IT dept. They are helpful and kind.”
- “IT has been an absolute joy to work with. They have found creative solutions to every tech issue I have had.”
- “I feel very supported by IT”
- “Tech is great about acknowledging the complexity and fluid nature of tech in education. It is treated as an ongoing conversation and we’re all learning together. I appreciate the balance between leveraging technology to our students’ advantage and safeguarding ourselves against the detriments of it.”
- “They are the best department in the district. They do their job well efficiently, professionally, and competently.(...) All results.”
- “Our building IT support is the best I ever had.”

Survey Results

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Growth Opportunities

- Service to staff
  - "Better and more open communication from technology."
  - "I would appreciate some more conversation about replacement devices and what teachers actually need."
  - "I also feel like my classroom technology needs have not been met this year. Long wait times on tickets."
- Hardware
  - *"I think the district should invest on a better model of laptop for staff. This lenovo thinkPad has lots of problems."*
  - *"The student chromebooks are getting old."*
- Training
  - "Additional training to use technology more efficiently and effectively."
  - "Training related to SMART integration"
  - "We should have training in using everyday systems offered more often."

On the horizon

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Summer Projects:

- ❑ - Upgrading elementary staff laptops (as part of our renewal cycle)
- ❑ - Preparing new devices for students who are entering 1st, 5th, and 9th grade

26/27:

- ❑ Rollout of eduCLIMBER to district, beginning with Building Leadership Teams during Prepfest in June
- ❑ Under restructuring of cabinet at RPS, SIS will now be housed under IT
- ❑ Coordination of seasonally appropriate trainings during PD days
- ❑ Expansion of On-Demand video library of trainings
- ❑ Regular rhythm of tech updates (Tech Bytes) in staff newsletter
- ❑ AI best practices policy
- ❑ Intentionality of usage - recommendations and/or policy

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Hoonuit Updates

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We need a better place to get assessment data then Hoonuit.

The data system (Hoonuit) still does not meet the data needs for me in my role.

Hoonuit doesn't have updated info.

Hoonuit, for years, continues to disappoint and not have the data that I need.

Inaccurate data in Hoonuit has made it difficult to use data to drive decisions.

Hoonuit just isn't helpful.

Hoonuit barely works, yet we're asked to rely on it for data.

PreK data doesn't work with Hoonuit

eduCLIMBER

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The district will officially move to eduCLIMBER, our new data warehouse, July 1st.

Since February 1:

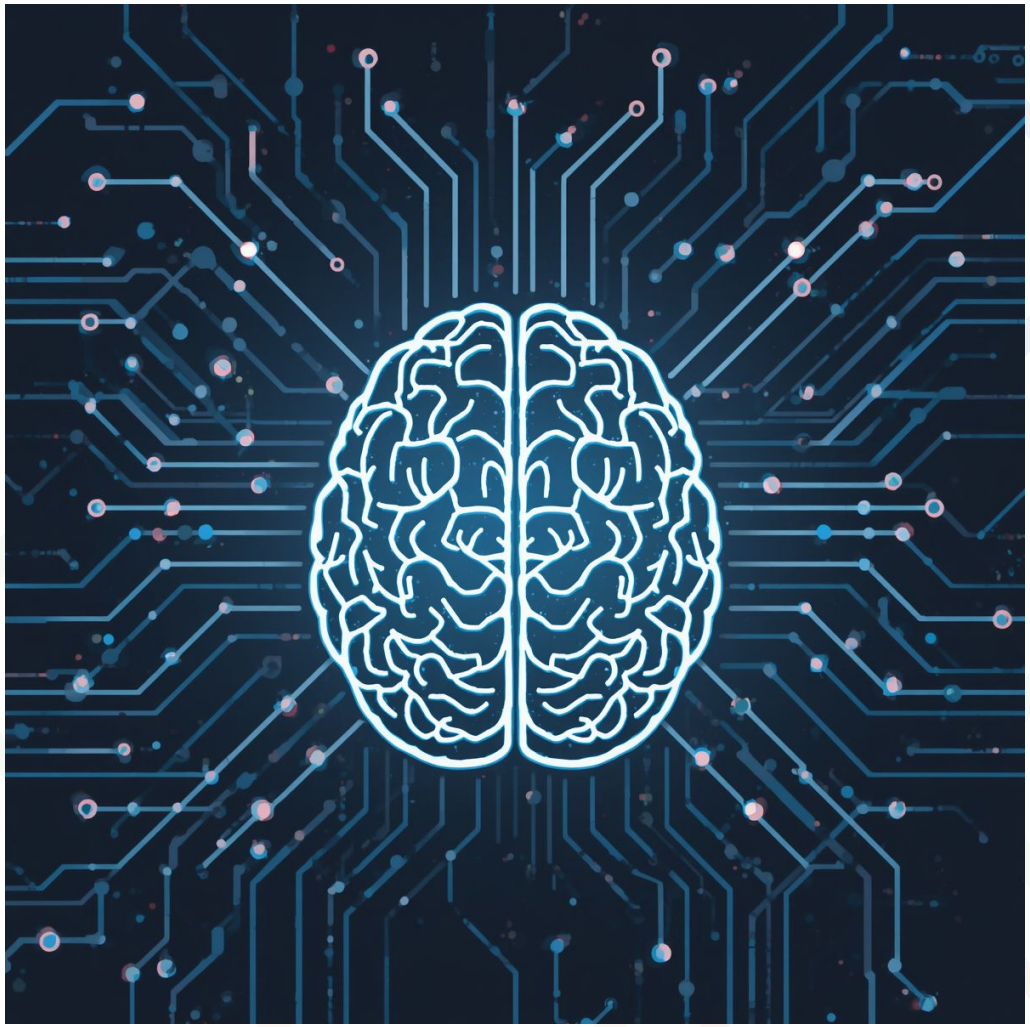
- ingested all required data
- fine tuned our reporting thresholds
- met with various stakeholders (instructional coaches, principals, ELL, and SPED) for feedback

First full district training for instructional leadership teams is June 9th

Artificial Intelligence

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- Current State
- Guidance for Teachers
- The Road Ahead



Artificial Intelligence

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Current State

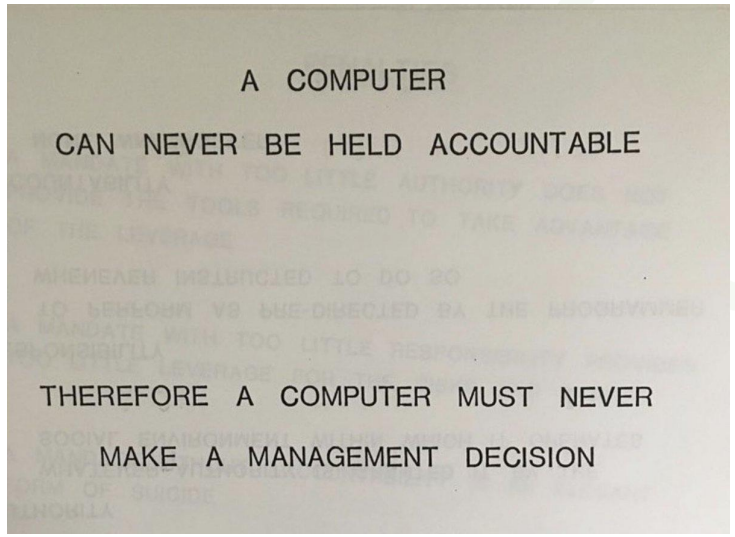
- The RPS Responsible Use policy students sign contains language explicitly tied to academic integrity
- Multiple PD sessions held last year on AI being a “creative collaborator”
- Beginning October 2025, IT had a presence at RHS’ AI Best Practices Committee, the general consensus amongst teachers for student use was “It’s a no until it’s a yes”
- In our current landscape, Google Gemini is available and the preferred GenAI Assistant for staff
- Students in grades 8-12 have access to NotebookLM to provide a “walled garden” for access

Artificial Intelligence

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Guidance for Teachers

- **Use AI as your students would**
  - If concerned with plagiarism, familiarize yourself with the types of output you could see
- **Be critical of AI results**
  - genAI content is created with both explicit and implicit biases
- **Use AI as a creative collaborator, not a thought leader**
  -



Artificial Intelligence

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The road ahead

- In 26-27, draft a policy to be brought to the board for approval
- There will be feedback gathering sessions based on meetings of the District Technology Advisory Committee, as well visitation and discussion with principals, school staff, and students
- In this policy, we will seek to address:
  - Teachers' concerns around plagiarism, equity, and environmental stewardship
  - User's right to privacy (not allowing LLMs to train off our data)
  - Language that is adaptable to the frequently changing landscape of AI tools, but is focused on RPS' priorities

Intentionality of technology use

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Digital Divide:

Access and cost became knowledge and use



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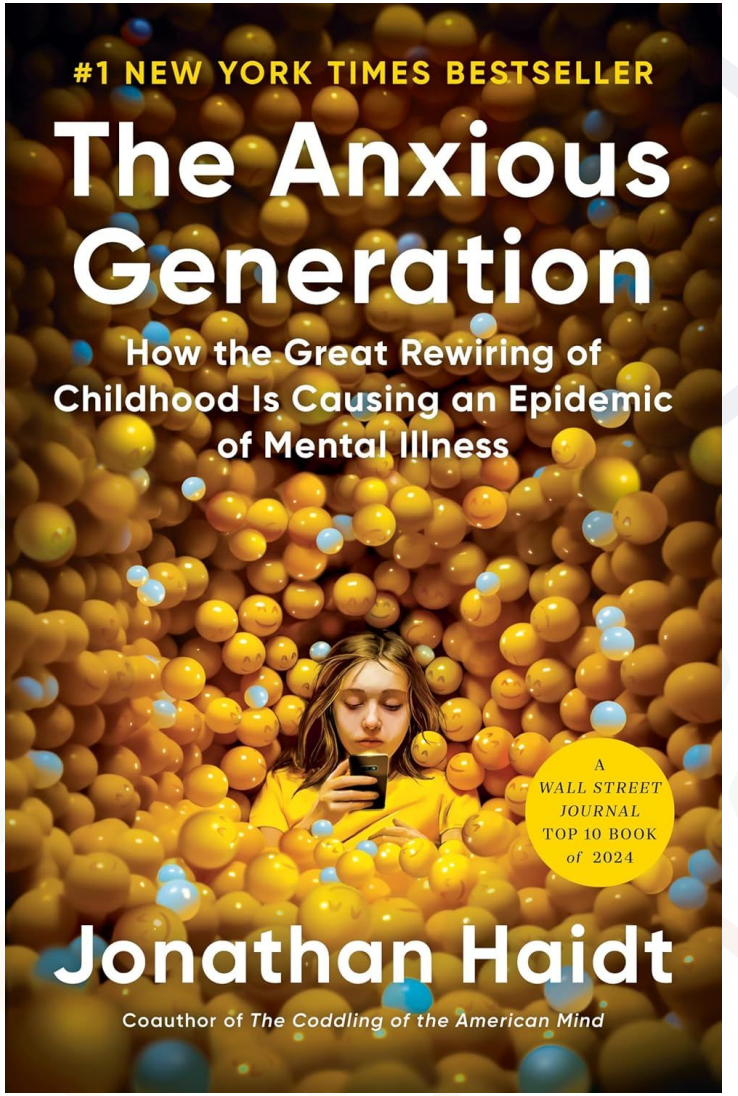
Intentionality of technology use

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Recent data is highlighting the potential effects of too much screen time on students

RPS is focused on responsible and intentionality of use:

- Class carts in K-5 environments
- Late night time restrictions in place at RMS (by request)
  - Why not other sites
- Linewize filtering works to remove distraction
  - Supplemental Parent tool Qustodio available to parents at no charge
- Subscriptions to student-facing platforms are done with with assurance to alignment to curricular goals and encourage engagement



Enriching and accelerating learning

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Questions?

Enriqueciendo y acelerando el aprendizaje

Enriching and accelerating learning

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Strategic Planning 2026 Process Update

5/18/26

Enriqueciendo y acelerando el aprendizaje

Strategic Planning Process Timeline

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- October 6: **School Board Study Session**
  - The board discussed revisions to the overall mission and belief statements.
- November 20 - December 7: **Phase 1 Community Survey**
  - We asked open-ended questions about vision and priorities for the District.
  - We received 68 responses from students, staff, parents/guardians, alumni, and community members.
- January 22 - March 27: **Phase 2 Community Survey & Meetings**
  - We met with 43 staff and community groups to discuss the specific goals of the strategic plan, as well as encouraging individuals to submit feedback.
  - Between individuals and groups, we received feedback from a total of 602 people.
- April - May: **Initial Drafting Process**
  - A first draft is available for board review today (May 18, 2026).
- May - June: **Phase 3 Community Survey**
  - We will share the first draft with the community for feedback in late May.
- August: **Final Draft for Board Approval**
  - We plan to present the final draft to the board on August 3.

Phased Feedback

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Phase 1: 68 responses to open-ended questions

Phase 2: 602 responses to group or individual feedback on current strategic plan language

Retitled Strategic Plan Areas (in Draft)

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- Academics
  - Goals for Academic Programming
  - Goals for Equitable Academic Outcomes
- Student Activities and Community Engagement
- Climate, Well-being and Inclusion
- Staff and Resource Management
- Communication, Community Trust and Enrollment

Next Steps

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1. We will share the first draft with the community for feedback in late May.
2. We plan to present the final draft to the board on August 3.
3. Once approved, the strategic plan will guide our work as a district for the next 5 years, and the board will receive regular updates through vision cards.

Richfield Rising: Strategic Plan 2026-2031

Mission & Belief Statements

Mission: Richfield Public Schools inspires and empowers each individual to learn, grow and excel.

We believe:

- all children have a right to a quality education characterized by high standards, rigorous curriculum and scientific, evidence-based instruction that supports all learners and addresses individualized needs.
- our responsibility is to help students grow into the best versions of themselves in Richfield Public Schools and to confidently explore their future possibilities.
- that valuing our diverse backgrounds, cultures, languages, experiences and perspectives fosters unity and empowers all.
- the collective and collaborative efforts of students, home, school and community form the foundation for excellence.
- that the core values of kindness and responsibility must be modeled, taught and nurtured to provide a safe, supportive and engaging environment for all.
- both staff and students do their best work when clear, high expectations are paired with meaningful support and relationships.

DRAFT

Because we believe in the above principles:

- We commit to taking action to prepare students for lifelong learning and self-determined, successful futures.

Academics

Vision: Every student will experience challenging, engaging and relevant learning that empowers them to reach their full potential and graduate prepared to excel in their future endeavors.

Belief Statement: We believe all students can succeed academically when supported through strong relationships, high expectations, responsive instruction and meaningful opportunities to apply their learning in real-world contexts.

Goals for Academic Programming:

Goal #1: We will support the multilingualism of our PreK-12+ students by delivering high-level academic language support.

Goal #2: We will provide broad access to career pathway opportunities by increasing student participation in meaningful career exploration experiences, work skills development, college-credit bearing courses, and post-secondary experiences.

Goal #3: We will consistently and effectively implement a curriculum rooted in evidence-based instructional practices and high-leverage teaching strategies.

Goal #4: We will differentiate instruction to support all learners and address individualized needs.

Goal #5: We will adapt instructional methods to meet the linguistic, social and cultural needs of our diverse student body.

DRAFT

Goal #6: We will implement equitable and anti-racist teaching practices to ensure that historically marginalized students thrive academically.

Goals for Equitable Academic Outcomes:

Goal #1: We will increase our 4-year and 7-year graduation rates and ensure the demographics of graduates align with the overall demographics of Richfield Public Schools.

Goal #2: We will improve student performance on state and national assessments while achieving demographic equity in proficiency outcomes.

Goal #3: We will improve student performance on local assessments while achieving demographic equity in proficiency outcomes.

Student Activities and Community Engagement

Vision: Students, staff, families, and community members will be connected to in-school and out-of-school experiences that build a strong sense of belonging, deepen relationships, and cultivate leadership and teamwork skills. Through inclusive, equitable opportunities, every student can explore interests, grow their strengths, and stay meaningfully connected to Richfield Public Schools.

Belief Statement: We believe that learning and engagement beyond the classroom, supported by strong school-family-community partnerships, are essential to developing the whole child and enriching the entire school community.

Goal #1: We will maintain and/or increase student participation and the variety of offerings in extracurricular and cocurricular activities, while ensuring demographically representative participation.

Goal #2: We will ensure that all students can achieve a sense of belonging, deepen relationships, and cultivate leadership and teamwork skills through activities.

Goal #3: We will maintain and/or increase community member participation in events and activities, while ensuring demographically representative participation.

DRAFT

Climate, Well-being and Inclusion

Vision: All students, families, staff, and community members will experience a strong sense of belonging and shared ownership in Richfield Public Schools. Our district will be a safe, inclusive, and welcoming environment where each individual is valued, supported, and affirmed, empowering all to learn, grow, and excel.

Belief Statement: We believe that by listening deeply and honoring diverse identities and lived experiences, we create safe, supportive environments where all voices shape decisions and everyone can belong, contribute, and thrive.

Goal #1: We will implement proactive, equity-centered support systems to ensure that positive social and emotional growth is the standard for all students.

Goal #2: We will provide students with comprehensive resources and supports that promote mental and physical wellbeing, ensuring they feel safe, supported, and ready to attend, engage, and succeed in their learning.

Goal #3: We will cultivate a collaborative, supportive, and safe work environment where staff feel valued and engaged.

Goal #4: We will empower family and community members to contribute to an inclusive school community.

Goal #5: We will cultivate a multicultural, inclusive community that values and elevates diversity.

Staff and Resource Management

DRAFT

Vision: Richfield Public Schools will have an equitable, efficient, and people-centered culture where staff and departments work collaboratively, adapt to evolving needs, and empower students and employees to thrive.

Belief Statement: We believe that by stewarding district resources, developing and supporting staff, and delivering effective, equitable and student-centered operations, we will empower each individual to grow, excel and discover their future.

Goal #1: We will attract, develop, support and retain a diverse, highly effective workforce through equitable hiring, sustainable working conditions, and meaningful professional learning.

Goal #2: We will maintain safe, welcoming, accessible and sustainable learning environments that reflect and support the Richfield community by responsibly stewarding facilities and enhancing security and inclusion.

Goal #3: We will provide every student access to nutritious food that reflects the multitude of cultural identities in the Richfield Public Schools community and supports student learning, overall health, and well-being.

Goal #4: We will steward our community's financial resources with transparency, accountability, and equity to support sustainable operations while providing high-quality staff, programs, and student opportunities.

Goal #5: We will provide equitable, secure and future-ready technology systems that enhance learning, strengthen communication, support responsible, age-appropriate and

innovative use of digital tools and AI.

Goal #6: We will provide safe, equitable and reliable transportation systems that remove barriers to learning and participation.

Communication, Community Trust and Enrollment

Vision: Our families, staff and community will view Richfield Public Schools as a trusted first source of school-related information and feel welcomed and informed through aligned, timely and high-quality communications.

Belief Statement: We believe that by communicating effectively and clearly with every member of our school community, we will strengthen trust to support sustained enrollment and engagement for all.

Goal #1: We will welcome, engage and inform staff of district and school happenings through aligned, timely and high-quality communications.

DRAFT

Goal #2: We will welcome, engage and inform families of district and school happenings through aligned, timely and high-quality communications.

Goal #3: We will have a positive reputation in the whole community as a highly effective and welcoming school system.

Goal #4: We will increase new student enrollment through district and school marketing, communication, and welcoming initiatives.

Goal #5: We will increase student enrollment retention through consistent district and school communication, positive student experiences and family engagement efforts.

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 18, 2026

Subject: Commendations

RPS would like to commend the RHS Adaptive Bowling Team in recognition of qualifying to compete at the State Adaptive Bowling Tournament. We congratulate Nancy Tollman, Henry Vuong, Louis Vuong, Phillip Toven, and Ava Weiderholt for representing Richfield High School with determination and Spartan pride! We would also like to extend special recognition to Henry Vuong and Louis Vuong for earning the Adaptive Bowling Doubles State Championship. These student-athletes have made our school and community proud through their hard work and success.

Employee Appreciation Days

May 18 is National Speech Pathologist Day. Our dedicated speech-language pathologists serve as the essential bridge connecting students to the world around them. Their professional skills ensure that every student has the tools they need to express their brilliance and build meaningful connections with their peers. Thank you, speech pathologists!

May 18-22 is National Educational Bosses' Week. We are grateful for the leadership and advocacy provided by our district cabinet and management team members. Their ability to navigate the complexities of modern education while keeping student outcomes at the heart of every strategic decision provides the steady, expert hand our entire community relies on.

May 19 is National Accounting Day. Behind every classroom success is a foundation of fiscal integrity built by our Finance Department. Their meticulous stewardship of our resources ensures that every dollar is maximized to support our educators, providing the stability and transparency necessary to keep our schools thriving. Thank you, finance staff members!

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 18, 2026

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 May 4, 2026
   - Disbursements from the May 4, 2026 Meeting
   - Checks & E-pay Register from the May 4, 2026 Meeting
   - Superintendent's Report and Agenda Meeting Minutes from May 4, 2026
2. General Disbursements as of 5/13/26 in the Amount of $1,346,879.31
   - Disbursements for the May 18, 2026 Meeting
   - Checks & E-pay Register for the May 18, 2026 Meeting
3. Year-to-Date Finance Update
   - Revenue & Expenditure Summary as of April 30, 2026

CHECKS, EPAYS & PCARDS
05/04/2026 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	4/16/2026	267,905.37
	4/23/2026	578,745.03
E-Pays	4/16/2026	373.70
	4/23/2026	537.22

CHECK REGISTER BANK 05 TOTAL =	**847,561.32**

BREAKDOWN	
01-206-00	614,269.87
02-206-00	112,516.64
03-206-00	9,943.93
04-206-00	8,372.06
06-206-00	
07-206-00	
18-206-00	
20-206-00	102,325.28
21-206-00	133.54
47-206-00	
BANK TOTAL =	**847,561.32**

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	318515	04/16/2026	T-MOBILE	R	2,151.30
01	318516	04/16/2026	AB STAFFING SOLUTIONS, LLC	R	6,280.00
01	318517	04/16/2026	ADVANCED COMMERCIAL KITCHENS	R	1,754.66
01	318518	04/16/2026	ALERUS RETIREMENT AND BENEFITS	R	834.60
01	318519	04/16/2026	ALL STATE COMMUNICATIONS LLC	R	2,000.00
01	318520	04/16/2026	AI TECHNOLOGIES LLC	R	240.00
01	318521	04/16/2026	BATTERIES R US	R	2,959.96
01	318522	04/16/2026	BERRY COFFEE COMPANY INC.	R	586.50
01	318523	04/16/2026	BCBS OF MINNESOTA & BLUE PLUS	R	8,142.00
01	318524	04/16/2026	BSI MECHANICAL, INC.	R	1,412.38
01	318525	04/16/2026	CATALYST BUYING GROUP LLC	R	753.33
01	318526	04/16/2026	CEDAR SMALL ENGINE	R	322.60
01	318527	04/16/2026	CEP ART & DESIGN	R	198.00
01	318528	04/16/2026	CHARACTER KIDS, LLC	R	972.00
01	318529	04/16/2026	CHRISTIAN NICHOLAS	R	28.43
01	318530	04/16/2026	CINTAS CORPORATION NO 2	R	67.99
01	318531	04/16/2026	COMCAST BUSINESS	R	569.32
01	318532	04/16/2026	DICKS SANITATION SERVICE, INC (DSI)	R	8,229.89
01	318533	04/16/2026	FAMILY TREE CLINIC	R	600.00
01	318534	04/16/2026	FINANGER PHILLIP J	R	42.10
01	318535	04/16/2026	GOPHER STAGE LIGHTING	R	4,396.06
01	318536	04/16/2026	GRAFTON SCHOOL, INC.	R	1,557.14
01	318537	04/16/2026	WW GRAINGER INC	R	209.09
01	318538	04/16/2026	GROUP MEDICAREBLUE RX	R	8,325.00
01	318539	04/16/2026	HAWKINS INC	R	5,455.62
01	318540	04/16/2026	SKOL MFG CO, DBA: HEARTSTATION	R	171.00
01	318541	04/16/2026	HILLYARD MINNEAPOLIS	R	4,428.27
01	318542	04/16/2026	HOPE CHURCH	R	15,910.11
01	318543	04/16/2026	HOYO, SBC	R	2,040.00
01	318544	04/16/2026	INNOVATIVE OFFICE SOLUTIONS LLC	R	25.00
01	318545	04/16/2026	JEROME A PLAGGE JR	R	28.43
01	318546	04/16/2026	KEMPS LLC	V	0.00
01	318547	04/16/2026	KEMPS LLC	R	5,390.67
01	318548	04/16/2026	KREMER SERVICES LLC	R	1,458.62
01	318549	04/16/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	7,079.15
01	318550	04/16/2026	LOFFLER	R	1,031.91
01	318551	04/16/2026	MACKIN BOOK COMPANY	R	1,087.28
01	318552	04/16/2026	MACMILLAN HOLDINGS	R	6,332.23
01	318553	04/16/2026	MAXORPLUS LTD, DBA: VYTLONE	R	46,182.97
01	318554	04/16/2026	MENDELBLATT SCOTT	R	28.43
01	318555	04/16/2026	METROPOLITAN MECHANICAL CONTRACTORS	R	13,174.50
01	318556	04/16/2026	MIDWEST BUS PARTS INC	R	207.00
01	318557	04/16/2026	MILES SARA	R	42.10
01	318558	04/16/2026	MINUTEMAN PRESS EDINA	R	799.97
01	318559	04/16/2026	MN DECA	R	2,003.78
01	318560	04/16/2026	NAPA AUTO PARTS	R	662.47
01	318561	04/16/2026	NORTH CENTRAL INTERNATIONAL, LLC	V	0.00
01	318562	04/16/2026	NORTH CENTRAL INTERNATIONAL, LLC	R	2,467.50

01	318563	04/16/2026	NOVAK JANICE SOPHIE	R	40.00
01	318564	04/16/2026	PAN O GOLD BAKING CO	R	902.82
01	318565	04/16/2026	PLUNKETT'S /VARMENT GUARD	R	1,111.09
01	318566	04/16/2026	POMPS TIRE SERVICE	R	1,577.40
01	318567	04/16/2026	PREMIUM WATERS INC	R	39.00
01	318568	04/16/2026	PROFESSIONAL WIRELESS COMMUNICATION	R	566.46
01	318569	04/16/2026	RED BALLOON BOOKSHOP	R	1,038.33
01	318570	04/16/2026	REED BEHAVIORAL HEALTH LLC	R	4,000.00
01	318571	04/16/2026	RO HEALTH, LLC	R	1,160.00
01	318572	04/16/2026	ROSA RUBIO ESCODA	R	1,332.50
01	318573	04/16/2026	RX VALET, LLC	R	424.88
01	318574	04/16/2026	SCHMITT MUSIC	R	543.00
01	318575	04/16/2026	SCHOOL SERVICE EMPLOYEES UNION	R	5,256.67
01	318576	04/16/2026	SHERWIN WILLIAMS CO	R	158.16
01	318577	04/16/2026	SMARTSENSE BY DIGI	R	479.57
01	318578	04/16/2026	SOURCEWELL	R	660.00
01	318579	04/16/2026	STARK MOLLY	R	72.60
01	318580	04/16/2026	STATE INDUSTRIAL PRODUCTS	R	3,583.26
01	318581	04/16/2026	TOLL COMPANY	R	13.64
01	318582	04/16/2026	TREVIPAY	R	99.99
01	318583	04/16/2026	TRIO SUPPLY COMPANY	R	408.50
01	318584	04/16/2026	TWIN CITY FILTER SERVICE INC	R	1,205.59
01	318585	04/16/2026	API GARAGE DOOR, INC.	R	1,886.00
01	318586	04/16/2026	U OF M - ACADEMIC SUPPT RESOURCES	R	20,155.00
01	318587	04/16/2026	UHL COMPANY INC	R	632.72
01	318588	04/16/2026	UNITED HEALTHCARE/AARP MEDICARE RX	R	119.10
01	318589	04/16/2026	UNITED HEARTHCARE /AARP MEDICARE RX	R	119.10
01	318590	04/16/2026	UNITEDHEALTHCARE	R	655.91
01	318591	04/16/2026	UPPER LAKES FOODS	V	0.00
01	318592	04/16/2026	UPPER LAKES FOODS	R	36,093.57
01	318593	04/16/2026	XCEL ENERGY	R	13,463.40
01	318594	04/16/2026	ZACHERIAH RED BEAR	R	1,000.00
01	318595	04/16/2026	ZAHL PETROLEUM MAINTENANCE CO	R	467.75
01	V2601001	04/16/2026	KAREN GAVILAN-TEPOZTECO	R	61.57
01	V2601002	04/16/2026	ERIN M HUBER	R	121.66
01	V2601003	04/16/2026	DANIELLE TSCHIDA	R	119.99
01	V2601004	04/16/2026	AUBREE M YUNKER	R	70.48
01	318596	04/23/2026	ADVANCED COMMERCIAL KITCHENS	R	931.00
01	318597	04/23/2026	BAUSCHELT PATRICK	R	95.00
01	318598	04/23/2026	BIX FRUIT COMPANY	R	243.34
01	318599	04/23/2026	HIRES LLC	R	3,350.00
01	318600	04/23/2026	BSI MECHANICAL, INC.	R	3,884.55
01	318601	04/23/2026	BSN SPORTS, LLC	R	525.94
01	318602	04/23/2026	CANON FINANCIAL SERVICES INC	R	4,747.36
01	318603	04/23/2026	CAPITAL ONE TRADE CREDIT	R	82.58
01	318604	04/23/2026	CHARLES EDRIAN A SAVZG	R	113.70
01	318605	04/23/2026	CINTAS CORPORATION NO 2	R	204.11
01	318606	04/23/2026	CITY OF RICHFIELD	R	300.00
01	318607	04/23/2026	COMCAST	R	447.83

01	318608	04/23/2026	CONTRERAS WILLIAM	R	31.58
01	318609	04/23/2026	DAVION NAZIR KENNEDY	R	12.10
01	318610	04/23/2026	ESX TECHNOLOGY SOLUTIONS, LLC	R	90.00
01	318611	04/23/2026	FASTENAL INDUSTRIAL	R	380.17
01	318612	04/23/2026	FINANGER PHILLIP J	R	126.30
01	318613	04/23/2026	GARTLAND GRANT F	R	107.00
01	318614	04/23/2026	WW GRAINGER INC	R	25.54
01	318615	04/23/2026	HENTGES, HENRY	R	107.00
01	318616	04/23/2026	HJELM, ADAM	R	10.00
01	318617	04/23/2026	INNOVATIVE OFFICE SOLUTIONS LLC	R	90.52
01	318618	04/23/2026	INTERMEDIATE DISTRICT 287	R	143,323.46
01	318619	04/23/2026	JACOBSON BRYCE	R	107.00
01	318620	04/23/2026	KARNAS MIKE	R	95.00
01	318621	04/23/2026	KEMPS LLC	V	0.00
01	318622	04/23/2026	KEMPS LLC	R	4,240.86
01	318623	04/23/2026	KOHLS, JEFF	R	107.00
01	318624	04/23/2026	LEROY'S GREAT BEAR	R	39.99
01	318625	04/23/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	7,441.00
01	318626	04/23/2026	MACADAMS CHRISTOPHER	R	37.90
01	318627	04/23/2026	MADISON NATIONAL LIFE INS CO INC	R	17,833.57
01	318628	04/23/2026	MAXORPLUS LTD, DBA: VYTLONE	R	47,258.04
01	318629	04/23/2026	MCDONOUGH'S SEWER SERVICES, INC.	R	2,884.47
01	318630	04/23/2026	MENDELBLATT SCOTT	R	161.08
01	318631	04/23/2026	MIELKE TYLER R	R	107.00
01	318632	04/23/2026	MILES SARA	R	210.51
01	318633	04/23/2026	MINNESOTA UI FUND	R	9,472.20
01	318634	04/23/2026	MI-ZI-WAY DESJARLAIT	R	400.00
01	318635	04/23/2026	MOBILE RADIO ENGINE	R	79.00
01	318636	04/23/2026	MULTILINGUAL WORD INC	R	8,029.16
01	318637	04/23/2026	NILFISK, INC.	R	735.00
01	318638	04/23/2026	NORTH CENTRAL BUS	R	32.06
01	318639	04/23/2026	NORTH CENTRAL INTERNATIONAL, LLC	R	280.88
01	318640	04/23/2026	ON SITE SANITATION	R	1,574.79
01	318641	04/23/2026	PAN O GOLD BAKING CO	R	831.55
01	318642	04/23/2026	PITNEY BOWES BANK PURCHASE POWER	R	79.89
01	318643	04/23/2026	PLAGGE, RONETTE	R	53.73
01	318644	04/23/2026	POWERSCHOOL GROUP LLC	R	843.50
01	318645	04/23/2026	QUALITY BUS & TRUCK PARTS	R	400.00
01	318646	04/23/2026	RED BALLOON BOOKSHOP	R	1,366.05
01	318647	04/23/2026	RINGCENTERAL, INC.	R	9,317.40
01	318648	04/23/2026	RX VALET, LLC	R	8,175.63
01	318649	04/23/2026	SCHOOL SERVICE EMPLOYEES UNION	R	5,269.95
01	318650	04/23/2026	SNA-SCHOOL NUTRITION	R	34.00
01	318651	04/23/2026	SOUTH SUBURBAN CONFERENCE	R	654.00
01	318652	04/23/2026	SQUIRES, WALDSPURGER & MACE, P.A.	R	27.20
01	318653	04/23/2026	STARK MOLLY	R	72.60
01	318654	04/23/2026	TRIO SUPPLY COMPANY	R	2,668.49
01	318655	04/23/2026	UNITED STATES TREASURER	R	200.00
01	318656	04/23/2026	UNIVERSITY LANGUAGE CENTER	R	409.40

01	318657	04/23/2026	UPPER LAKES FOODS	R	40,136.59
01	318658	04/23/2026	VERTIMAX LLC	R	5,308.93
01	318659	04/23/2026	VSP INSURANCE CO. (CT)	R	3,513.02
01	318660	04/23/2026	W.L. HALL CO	R	235,707.00
01	318661	04/23/2026	WORLD FUEL SERVICES, INC.	R	1,875.17
01	318662	04/23/2026	XCEL ENERGY	R	1,445.34
01	V2601005	04/23/2026	LANA HENDRICKS LEUNING	R	32.77
01	V2601006	04/23/2026	JESSICA M HOFFMAN	R	33.57
01	V2601007	04/23/2026	KATRINA L MORGAN	R	71.06
01	V2601008	04/23/2026	ERIN H NEILON	R	100.57
01	V2601009	04/23/2026	CASSI M O'MEARA	R	94.50
01	V2601010	04/23/2026	THOMAS SONG	R	91.72
01	V2601011	04/23/2026	KASYA L WILLHITE	R	113.03
			TOTAL CHECKS & E-PAYS REGISTER		**847,561.32**

SUPERINTENDENT'S REPORT AND AGENDA

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

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

Monday, May 4, 2026
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, May 4, 2026 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: Cole, Dennis, Liss, and Tompkins. Spencer was present virtually due to travel for work. Administrators present were Superintendent Unowsky, Senior Executive Officer Clarkson and Senior Executive Officer Holje.

II. REVIEW AND APPROVAL OF THE AGENDA

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

III. INFORMATION AND PROPOSALS - NON-ACTION ITEMS

A. Commendations
B. Superintendent Update
    1. Richfield College Experience Program Presentation
    2. Nutrition Services Presentation

IV. CONSENT AGENDA

A. Routine Matters
    1. Minutes of the Regular Meeting held April 20, 2026
    2. General Disbursements as of 4/23/26 in the Amount of $847,561.32
    3. Investment Holdings
B. Personnel Items

Management – New Hire						
Name	**Employee Group**	**Position**	**Building**	**FTE**	**Effective Date**	
Andrew Collins	Mgmt	Elementary Principal	Centennial Elementary	Full-Time	7/1/2026	

Management – Reassignment						
Name	**Employee Group**	**Position**	**Building**	**FTE**	**Effective Date**	
Alex Ward	Mgmt	Middle School Assistant Principal	Richfield Middle School	Full-Time	7/1/2026	
Certified – New Hire						
Name	**Employee Group**	**Position**	**Building**	**FTE**	**Effective Date**	
Carter Haaland	Certified	English Language Teacher	Richfield Dual Language	Full-Time	8/19/2026	
Diana Ortiz Morales	Certified	Elementary Education Teacher	Richfield Dual Language	Full-Time	8/19/2026	
Annie Schlaefer	Certified	Speech Language Pathologist	Multi-Building	Part-Time	8/19/2026	
Kyle Schleife	Certified	Choir Teacher	Richfield Middle School	Full-Time	8/19/2026	
Emilie Tobin	Certified	Elementary Education Teacher	Richfield Dual Language	Full-Time	8/19/2026	
Certified – Reassignment with Extended Probation						
Name	**Employee Group**	**Position**	**Building**	**FTE**	**Effective Date**	
Maria Toledo	Certified	Social Studies DLI Teacher	Richfield High School	Full-Time	8/24/2026	
Certified – Retirement per Agreement						
Name	**Employee Group**	**Position**	**Building**	**FTE**	**Effective Date**	**Years of Service**
Karah Holle	Certified	Language Arts	Richfield High School	Part-Time	6/30/2026	26
Certified – Resignation						
Name	**Employee Group**	**Position**	**Building**	**FTE**	**Effective Date**	**Years of Service**
Rebecca Arredondo	Certified	English Language	Richfield High School	Full-Time	6/5/2026	3

Nathan Giles	Certified	Special Education Teacher	Richfield High School	Full-Time	6/5/2026	
Andrew Jacobson	Certified	Phy. Ed./Health Teacher	Richfield Middle School	Full-Time	6/8/2026	3
Elizabeth Ledesma Fernandez	Certified	Elementary Education Teacher	Richfield Dual Language	Full-Time	6/8/2026	1
Karen Slaght	Certified	School Social Worker	Richfield Dual Language	Full-Time	6/8/2026	16
Certified – Permanent Change in FTE						
Name	**Employee Group**	**Position**	**Building**	**FTE**	**Effective Date**	**FTE**
Asimina Syrika	Certified	Speech Language Pathologist	Richfield Middle School	Part-Time	8/24/2026	1.0 to 0.7
Certified – Temporary Change in FTE						
Name	**Employee Group**	**Position**	**Building**	**FTE**	**Effective Date**	**FTE**
Laurie Sutton	Certified	English Language	Richfield STEM Elementary	Part-Time	8/24/2026	1.0 to 0.6
Suzanne Hiller	Certified	School Social Worker	South Education Center	Part-Time	8/24/2026	0.5 to 0.4
Classified – New Hire						
Name	**Employee Group**	**Position**	**Building**	**FTE**	**Effective Date**	
Christian Yepez	Facilities & Transp.	Building Cleaner	Richfield High School	Full-Time	4/27/2026	
Haley Begordis	Para	Instructional Paraprofessional	Richfield High School	Full-Time	8/31/2026	
Trentin Melichar-Pepin	Facilities & Transp.	Maintenance A	Richfield STEM Elementary	Full-Time	4/30/2026	

Motion by Tompkins, seconded by Cole, and unanimously carried, the board of education approved the consent agenda.

V. OLD BUSINESS

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

Motion by Spencer, seconded by Cole, and unanimously carried, the board of education approved the revised policy.

B. Policy 613: Religion in the Schools & Administrative Guideline 613.1 - third read

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

VI. NEW BUSINESS

A. Termination and Nonrenewal of Probationary Teaching Contracts

Motion by Cole, seconded by Liss, and unanimously carried, the board of education approved the resolution.

B. 2026-2027 Preliminary Budget & Advance Expenditure Authorization

Motion by Tompkins, seconded by Cole, and unanimously carried, the board of education approved the preliminary budget and authorization.

C. School Board Meeting Dates for 2026-2027 - first read
D. Policy 614: Animals in Schools and Classrooms & Administrative Guideline 614.1 - first read
E. Donations

Motion by Tompkins, seconded by Cole, 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

5-18-26	7 p.m.	Regular Board Meeting - Public Comment
6-1-26	7 p.m.	Regular Board Meeting

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

Motion by Cole, seconded by Tompkins, and unanimously carried, the board of education moved into closed session at 8:24 p.m. Attending the closed session were Carter, Cole, Dennis, Liss and Tompkins. Spencer was present virtually due to travel for work. Superintendent Unowsky, Senior Executive Officer Holje and Director of HR Axell were also present.

IX. REOPEN MEETING

Motion by Tompkins, seconded by Liss, and unanimously carried, the board of education moved into open session at 9:01 p.m. with the following board members present: Carter, Cole, Dennis, Liss and Tompkins. Spencer was present virtually due to travel for work. Superintendent Unowsky and Senior Executive Officer Holje were also present.

X. ADJOURN REGULAR MEETING

Chair Carter adjourned the meeting at 9:01 p.m.

Checks, E-Pays & Pcards
05/18/2026 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	4/29/2026	315,126.92
	5/1/2026	75,328.18
	5/6/2026	239,523.60
	5/13/2026	645,950.67
P-Cards April 2026	5/4/2026	65,970.23
E-Pays	4/29/2026	716.70
	5/7/2026	4,263.01

CHECK REGISTER BANK 05 TOTAL =	**1,346,879.31**

BREAKDOWN	
01-206-00	539,939.42
02-206-00	98,309.63
03-206-00	477,820.15
04-206-00	58,726.55
06-206-00	-
07-206-00	-
18-206-00	-
20-206-00	170,929.32
21-206-00	1,154.24
47-206-00	
BANK TOTAL =	**1,346,879.31**

FUND	CHECK	DATE	VENDOR	TYPE	TOTAL
01	318663	04/29/2026	ACCO BRANDS USA LLC	R	299.33
01	318664	04/29/2026	ANTHOLOGIE, LLC	R	1,251.00
01	318665	04/29/2026	BASSO, QUINN	R	24.20
01	318666	04/29/2026	BENCO EQUIPMENT-HOPKINS	R	135.00
01	318667	04/29/2026	BRICKMAN JACQUYLYN	R	75.00
01	318668	04/29/2026	BRINK'S INCORPORATED	R	2,969.21
01	318669	04/29/2026	CEDAR SMALL ENGINE	R	2,048.98
01	318670	04/29/2026	CHATWIN, GRACE	R	90.00
01	318671	04/29/2026	CHILD SAFETY SOLUTIONS	R	4,741.25
01	318672	04/29/2026	CHRISTIANSON, KARI	R	90.00
01	318673	04/29/2026	CINTAS CORPORATION NO 2	R	43.10
01	318674	04/29/2026	CITY OF RICHFIELD	R	2,720.84
01	318675	04/29/2026	DEMCO MEDIA	R	98.53
01	318676	04/29/2026	DIGITAL INSURANCE LLC	R	5,224.00
01	318677	04/29/2026	ECM PUBLISHERS INC	R	140.25
01	318678	04/29/2026	FASTENAL INDUSTRIAL	R	270.76
01	318679	04/29/2026	FINANGER PHILLIP J	R	42.10
01	318680	04/29/2026	GARTLAND GRANT F	R	53.50
01	318681	04/29/2026	WW GRAINGER INC	R	369.69
01	318682	04/29/2026	GROTH MUSIC COMPANY	R	2,010.86
01	318683	04/29/2026	GUST JESSICA	R	90.00
01	318684	04/29/2026	GUST LINDA A	R	90.00
01	318685	04/29/2026	HAAS MUSICAL INSTRUMENT REPAIR, INC	R	269.00
01	318686	04/29/2026	HAMMER SPORTS, LLC	R	1,380.00
01	318687	04/29/2026	HARVARD UNIVERSITY	R	690.00
01	318688	04/29/2026	HAWKINS INC	R	20.00
01	318689	04/29/2026	SKOL MFG CO, DBA: HEARTSTATION	R	170.00
01	318690	04/29/2026	HILLYARD MINNEAPOLIS	R	8,550.45
01	318691	04/29/2026	IDEAL ENERGIES SOLAR LEASE 2021,LLC	R	7,937.49
01	318692	04/29/2026	INSTITUTE FOR ENVIROMENTAL	R	2,524.00
01	318693	04/29/2026	JW PEPPER & SON INC	R	236.49
01	318694	04/29/2026	KENDALL HUNT PUBLISHING CO	R	26,180.00
01	318695	04/29/2026	KLEIN MORVA A	R	200.00
01	318696	04/29/2026	KOZIK BILL	R	53.50
01	318697	04/29/2026	KURPIERS REYNE	R	90.00
01	318698	04/29/2026	KURT ELYEA-WHEELER	R	46.00
01	318699	04/29/2026	LOFFLER COMPANIES	R	14,556.93
01	318700	04/29/2026	MAXORPLUS LTD, DBA: VYTLONE	R	36,176.41
01	318701	04/29/2026	MEARS CANDACE	R	90.00
01	318702	04/29/2026	MOBILE HEALTH SERVICES, LLC	R	825.00
01	318703	04/29/2026	MENDELBLATT SCOTT	R	37.90
01	318704	04/29/2026	METROPOLITAN MECHANICAL CONTRACTORS	R	504.00
01	318705	04/29/2026	MIDWEST MACHINERY CO	R	10,354.89
01	318706	04/29/2026	MILES SARA	R	42.10
01	318707	04/29/2026	MINUTEMAN PRESS	R	40.60
01	318708	04/29/2026	MN SYNCHRONIZED SWIM COACHES ASSOC	R	518.00
01	318709	04/29/2026	NAPA AUTO PARTS	R	72.56
01	318710	04/29/2026	NATALIE D RASMUSSEN	R	3,000.00
01	318711	04/29/2026	NORMANDALE COMMUNITY COLLEGE	R	118,253.13
01	318712	04/29/2026	NORTH CENTRAL INTERNATIONAL, LLC	R	455.59
01	318713	04/29/2026	OPTIMIST CLUB OF RICHFIELD	R	57.50

01	318714	04/29/2026	PARK TAVERN	R	162.50
01	318715	04/29/2026	PERMA-BOUND BOOKS	R	2,414.00
01	318716	04/29/2026	PLAINFIELD SCHOOL DISTRICT 202	R	650.00
01	318717	04/29/2026	POMPS TIRE SERVICE	R	1,195.12
01	318718	04/29/2026	PREMIER LIGHTING INC	R	13,550.00
01	318719	04/29/2026	QUALITY FLOW SYSTEMS, INC.	R	924.00
01	318720	04/29/2026	RICHFIELD BASKETBALL ASSOCIATION	R	1,950.00
01	318721	04/29/2026	RICHFIELD FASTPITCH ASSOCIATION	R	400.00
01	318722	04/29/2026	SITEONE LANDSCAPE SUPPLY LLC	R	716.30
01	318723	04/29/2026	SKATEVILLE INC	R	2,044.00
01	318724	04/29/2026	SMITH, ERYN	R	42.10
01	318725	04/29/2026	STARK MOLLY	R	72.60
01	318726	04/29/2026	STATE INDUSTRIAL PRODUCTS	R	2,573.84
01	318727	04/29/2026	SALIBENNE	R	245.00
01	318728	04/29/2026	API GARAGE DOOR, INC.	R	315.00
01	318729	04/29/2026	ULINE	R	262.08
01	318730	04/29/2026	ULSTAD, COLLIN	R	12.10
01	318731	04/29/2026	WESTERN SPECIALTY CONTRACTORS INC	R	765.00
01	318732	04/29/2026	WEVIDEO, INC.	R	412.34
01	318733	04/29/2026	WOODCRAFT	R	5,099.99
01	318734	04/29/2026	XCEL ENERGY	R	25,111.81
01	V2601012	04/29/2026	CALLMIE DENNIS	R	270.17
01	V2601013	04/29/2026	CASSANDRA QUAM	R	446.53
01	318735	05/01/2026	ACT INC	R	16,163.75
01	318736	05/01/2026	ADVANCED COMMERCIAL KITCHENS	R	1,340.77
01	318737	05/01/2026	KEMPS LLC	V	0.00
01	318738	05/01/2026	KEMPS LLC	V	0.00
01	318739	05/01/2026	KEMPS LLC	R	4,942.22
01	318740	05/01/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	6,849.51
01	318741	05/01/2026	PAN O GOLD BAKING CO	R	552.90
01	318742	05/01/2026	PEDIATRIC HOME SERVICE	R	2,137.50
01	318743	05/01/2026	PROPIO LS, LLC	R	2,207.08
01	318744	05/01/2026	TRIO SUPPLY COMPANY	R	1,348.21
01	318745	05/01/2026	UNIVERSITY LANGUAGE CENTER	R	820.08
01	318746	05/01/2026	UPPER LAKES FOODS	V	0.00
01	318747	05/01/2026	UPPER LAKES FOODS	R	33,858.35
01	318748	05/01/2026	XCEL ENERGY	R	5,107.81
01	V2601070	05/04/2026	P-CARD BAIRD LISA	R	8,084.81
01	V2601071	05/04/2026	P-CARD BARLOW ERICA	R	3,130.62
01	V2601072	05/04/2026	P-CARD BROWN MATTHEW	R	858.48
01	V2601073	05/04/2026	P-CARD BRUNNER PATTI	R	2,889.29
01	V2601074	05/04/2026	P-CARD CARUSO MATTHEW	R	170.19
01	V2601075	05/04/2026	P-CARD CRUZ ESTEVA JENNIFER	R	5,318.74
01	V2601076	05/04/2026	P-CARD EDWARDS NATHAN	R	1,940.44
01	V2601077	05/04/2026	P-CARD GARCIA YVETTE	R	288.61
01	V2601078	05/04/2026	P-CARD GEURINK AREND	R	1,444.31
01	V2601079	05/04/2026	P-CARD GONZALEZ CHRISTINA	R	873.79
01	V2601080	05/04/2026	P-CARD HOLJE CRAIG	R	383.15
01	V2601081	05/04/2026	P-CARD HUERTA-ANAYA ALICIA	R	904.48
01	V2601082	05/04/2026	P-CARD KRUEGER JENNIFER	R	524.73
01	V2601083	05/04/2026	P-CARD LEIKNES LISA	R	379.03
01	V2601084	05/04/2026	P-CARD LEWIS JENNIFER	R	1,543.26

01	V2601085	05/04/2026	P-CARD LUNDY MICHELLE	R	16,156.67
01	V2601086	05/04/2026	P-CARD MAHONEY COLLEEN	R	379.13
01	V2601087	05/04/2026	P-CARD MANNING MICHAEL	R	428.72
01	V2601088	05/04/2026	P-CARD MCCLENDON LAURA	R	387.94
01	V2601089	05/04/2026	P-CARD MCGINN DAN	R	478.48
01	V2601090	05/04/2026	P-CARD MORALES LIZETTE	R	6,350.64
01	V2601091	05/04/2026	P-CARD OLSON ROBERT	R	5,189.71
01	V2601092	05/04/2026	P-CARD OTTERNESS, LAURA	R	2,742.99
01	V2601093	05/04/2026	P-CARD PETERSON CHRIS	R	1,363.15
01	V2601094	05/04/2026	P-CARD SACHER GRACE	R	125.35
01	V2601095	05/04/2026	P-CARD SETZER ALEXIS	R	93.84
01	V2601096	05/04/2026	P-CARD SKARE-KLECKER AMY	R	1,780.74
01	V2601097	05/04/2026	P-CARD VENTURA PEREZ RAMIRO	R	412.93
01	V2601098	05/04/2026	P-CARD WOODS KELLY	R	1,346.01
01	318749	05/06/2026	AMERICAN ASSOC OF SCHOOL ADMINS	R	485.00
01	318750	05/06/2026	AMINO ADEN	R	60.50
01	318751	05/06/2026	ANDROS, KIMBERLY	R	398.94
01	318752	05/06/2026	AQUA LOGIC INC	R	879.22
01	318753	05/06/2026	ARMSTRONG, KAYLEIGH	R	63.15
01	318754	05/06/2026	ARVIG ENTERPRISES INC	R	1,207.90
01	318755	05/06/2026	ASMAHAN AMIN ABDELWAHED	R	30.25
01	318756	05/06/2026	AVIBEN	R	540.06
01	318757	05/06/2026	BEST PLUMBING SPECIALTIES, INC.	R	1,187.88
01	318758	05/06/2026	BIX FRUIT COMPANY	R	1,121.96
01	318759	05/06/2026	BRIGGS AMY	R	95.00
01	318760	05/06/2026	BROWN, MEGAN	R	63.15
01	318761	05/06/2026	CEDAR SMALL ENGINE	R	1,107.93
01	318762	05/06/2026	CESO FINANCE, LLC	R	5,000.00
01	318763	05/06/2026	CHARLES EDRIAN A SAVZG	R	75.80
01	318764	05/06/2026	CINTAS CORPORATION NO 2	R	196.58
01	318765	05/06/2026	CITY OF RICHFIELD	R	9,441.65
01	318766	05/06/2026	CONTRERAS WILLIAM	R	63.16
01	318767	05/06/2026	CRAWFORD, OCTAVIUS	R	67.05
01	318768	05/06/2026	DASH SPORTS, LLC	R	715.00
01	318769	05/06/2026	EMELY VALERO GALICIA	R	60.50
01	318770	05/06/2026	EVENSON SHAWN	R	92.00
01	318771	05/06/2026	EVENT LAB	R	2,323.00
01	318772	05/06/2026	FASTEST LABS OF BLOOMINGTON	R	793.50
01	318773	05/06/2026	FINANGER PHILLIP J	R	94.73
01	318774	05/06/2026	FOX ERIK	R	107.00
01	318775	05/06/2026	FULTON STEVE	R	107.00
01	318776	05/06/2026	GROTH MUSIC COMPANY	R	404.69
01	318777	05/06/2026	HAMMER SPORTS, LLC	R	500.00
01	318778	05/06/2026	HEALTHJOY LLC	R	12,200.50
01	318779	05/06/2026	HENNEPIN COUNTY ACCOUNTS RECEIVABLE	R	4,566.85
01	318780	05/06/2026	HILLYARD MINNEAPOLIS	R	6,101.35
01	318781	05/06/2026	IIX INSURANCE INFORMATION EXCHANGE	R	54.00
01	318782	05/06/2026	IMPROVE YOUR TOMORROW, INC.	R	2,000.00
01	318783	05/06/2026	INTERSTATE ALL BATTERY CENTER	R	73.90
01	318784	05/06/2026	JACOBSON BRYCE	R	107.00
01	318785	05/06/2026	JEROME A PLAGGE JR	R	56.85
01	318786	05/06/2026	JULIE ANDERSON FOLK ART	R	60.00

01	318787	05/06/2026	JUNCO, WILLIAM D	R	107.00
01	318788	05/06/2026	JUNDT JOHN W	R	92.00
01	318789	05/06/2026	JW PEPPER & SON INC	R	692.73
01	318790	05/06/2026	KEMPS LLC	V	0.00
01	318791	05/06/2026	KEMPS LLC	R	4,550.03
01	318792	05/06/2026	KIIHN, ROB	R	107.00
01	318793	05/06/2026	KINECT ENERGY INC	R	53,962.28
01	318794	05/06/2026	LAKESHORE LEARNING MATERIALS, LLC	R	57.47
01	318795	05/06/2026	RUSS DAVIS WHOLESALE/LIBERTY FRESH	R	6,620.42
01	318796	05/06/2026	MARX, CHANTEL	R	398.94
01	318797	05/06/2026	MAWADDA ABDELKARIN	R	60.50
01	318798	05/06/2026	MAXORPLUS LTD, DBA: VYTLONE	R	62,092.29
01	318799	05/06/2026	MCDONOUGH'S SEWER SERVICES, INC.	R	588.70
01	318800	05/06/2026	MCEA	R	138.00
01	318801	05/06/2026	MENDELBLATT SCOTT	R	132.65
01	318802	05/06/2026	MESSERLI & KRAMER	R	1,800.28
01	318803	05/06/2026	METRO TRANSIT	R	194.00
01	318804	05/06/2026	MIELKE TYLER R	R	107.00
01	318805	05/06/2026	MILES SARA	R	147.35
01	318806	05/06/2026	MINNESOTA STATE HIGH SCHOOL LEAGUE	R	60.00
01	318807	05/06/2026	MUSKA ELECTRIC CO.	R	4,823.91
01	318808	05/06/2026	MYERS JENNIFER	R	210.00
01	318809	05/06/2026	NAPA AUTO PARTS	R	289.29
01	318810	05/06/2026	NAULA JOCELYN I	R	60.50
01	318811	05/06/2026	NENA'S DESIGN LLC	R	320.00
01	318812	05/06/2026	NETWORK DESIGN, INC.	R	601.94
01	318813	05/06/2026	NICHOLS, ZACHARY	R	48.40
01	318814	05/06/2026	NORTHWOODS PROMOTIONS WEST	R	600.00
01	318815	05/06/2026	NUNEGNAW, DANIA	R	30.25
01	318816	05/06/2026	NUSS TRUCK & EQUIPMENT	R	2,950.00
01	318817	05/06/2026	OLSON CHAD	R	582.00
01	318818	05/06/2026	ON SITE SANITATION	R	75.00
01	318819	05/06/2026	PAN O GOLD BAKING CO	R	243.89
01	318820	05/06/2026	RYAN JEANNIE M	R	897.14
01	318821	05/06/2026	SANCHEZ, ANALI	R	60.50
01	318822	05/06/2026	SCHOOL SERVICE EMPLOYEES UNION	R	5,361.20
01	318823	05/06/2026	SHERWIN WILLIAMS CO	R	202.70
01	318824	05/06/2026	SMITH, DREVAUGHN	R	60.50
01	318825	05/06/2026	STARK MOLLY	R	48.40
01	318826	05/06/2026	TOLL COMPANY	R	13.20
01	318827	05/06/2026	TREVIPAY	R	130.64
01	318828	05/06/2026	TRIO SUPPLY COMPANY	R	1,341.17
01	318829	05/06/2026	TWIN CITY HARDWARE	R	1,754.56
01	318830	05/06/2026	TYLER TECHNOLOGIES, INC.	R	1,248.75
01	318831	05/06/2026	UPPER LAKES FOODS	R	32,485.83
01	318832	05/06/2026	VERIZON WIRELESS	R	360.09
01	318833	05/06/2026	WALTERS JOHN	R	95.00
01	318834	05/06/2026	WESSEL JON	R	126.30
01	318835	05/06/2026	WIAH, CRIS	R	60.50
01	318836	05/06/2026	WILLIAMS DENZIL	R	30.25
01	V2601014	05/07/2026	MATTHEW ARNOLD	R	70.00
01	V2601015	05/07/2026	MICHELLE L AXELL	R	70.00

01	V2601016	05/07/2026	ERICA T BARLOW	R	70.00
01	V2601017	05/07/2026	NIKOLAS BAUZA	R	40.00
01	V2601018	05/07/2026	PATTI L BRUNNER	R	7.18
01	V2601019	05/07/2026	JENELLE BULLEN	R	54.18
01	V2601020	05/07/2026	MARY L CLARKSON	R	70.00
01	V2601021	05/07/2026	KRISTI A DINGMAN	R	109.69
01	V2601022	05/07/2026	ANGELA M FISH	R	53.80
01	V2601023	05/07/2026	PETER J FITZPATRICK	R	40.00
01	V2601024	05/07/2026	YVETTE GARCIA	R	70.00
01	V2601025	05/07/2026	RACHEL GENS	R	70.00
01	V2601026	05/07/2026	AREND J GEURINK	R	70.00
01	V2601027	05/07/2026	CHRISTINA M GONZALEZ	R	70.00
01	V2601028	05/07/2026	AMY E HAGER	R	70.00
01	V2601029	05/07/2026	KEVIN D HARRIS	R	40.00
01	V2601030	05/07/2026	MICHAEL G HARRIS	R	70.00
01	V2601031	05/07/2026	LANA HENDRICKS LEUNING	R	40.00
01	V2601032	05/07/2026	JONATHAN W HEYER	R	70.00
01	V2601033	05/07/2026	JESSICA M HOFFMAN	R	40.00
01	V2601034	05/07/2026	CRAIG D HOLJE	R	70.00
01	V2601035	05/07/2026	MELISSA M ROCCHIO	R	6.00
01	V2601036	05/07/2026	JEFFREY KELLER	R	70.00
01	V2601037	05/07/2026	JENNIFER KRUEGER	R	70.00
01	V2601038	05/07/2026	ANOOP KUMAR	R	40.00
01	V2601039	05/07/2026	JOHN M LORENZINI	R	832.45
01	V2601040	05/07/2026	DAVANAND MAHADEO	R	40.00
01	V2601041	05/07/2026	COLLEEN M MAHONEY	R	70.00
01	V2601042	05/07/2026	MICHAEL A MANNING	R	70.00
01	V2601043	05/07/2026	DANIEL P MCGINN	R	40.00
01	V2601044	05/07/2026	DOUG R MCMEEKIN	R	70.00
01	V2601045	05/07/2026	KENT D MEYER	R	70.00
01	V2601046	05/07/2026	KATRINA L MORGAN	R	40.00
01	V2601047	05/07/2026	ERIN H NEILON	R	40.00
01	V2601048	05/07/2026	STEPHANIE NICHOLS	R	45.00
01	V2601049	05/07/2026	ROBERT G OLSON	R	70.00
01	V2601050	05/07/2026	LAURA B OTTERNESS	R	70.00
01	V2601051	05/07/2026	CHRISTOPHER A PETERSON	R	70.00
01	V2601052	05/07/2026	CASSANDRA QUAM	R	70.00
01	V2601053	05/07/2026	LAURA RAMSBORG	R	70.00
01	V2601054	05/07/2026	RENEE C REED-KARSTENS	R	40.00
01	V2601055	05/07/2026	AMANDA SAUER	R	44.71
01	V2601056	05/07/2026	HEIDI SAVATDY	R	70.00
01	V2601057	05/07/2026	CHRISTIAN SCHEMPP	R	40.00
01	V2601058	05/07/2026	AMY B SKARE-KLECKER	R	70.00
01	V2601059	05/07/2026	JUSTIN STEELE	R	70.00
01	V2601060	05/07/2026	STACY THEIEN-COLLINS	R	70.00
01	V2601061	05/07/2026	RICKY THOMPSON	R	40.00
01	V2601062	05/07/2026	VLADIMIR S TOLEDO	R	40.00
01	V2601063	05/07/2026	STEVEN P UNOWSKY	R	270.00
01	V2601064	05/07/2026	CARRIE A VALA	R	70.00
01	V2601065	05/07/2026	REBECCA S WALD	R	40.00
01	V2601066	05/07/2026	ALEXANDER WARD	R	70.00
01	V2601067	05/07/2026	MICHELLE R WHITESIDE	R	70.00

01	V2601068	05/07/2026	KASYA L WILLHITE	R	70.00
01	V2601069	05/07/2026	KELLY L WOODS	R	70.00
01	318837	05/13/2026	ANDREW J. PUTNAM	R	1,000.00
01	318838	05/13/2026	ANNIS, AARON	R	95.00
01	318839	05/13/2026	BCN TELECOM, INC TBS	R	951.04
01	318840	05/13/2026	BISSONETTE ROBERT	R	107.00
01	318841	05/13/2026	BOHNSACK CATHERINE	R	90.00
01	318842	05/13/2026	BSN SPORTS, LLC	R	2,930.32
01	318843	05/13/2026	CHRISTIAN NICHOLAS	R	42.10
01	318844	05/13/2026	CHRISTIANSON, KARI	R	90.00
01	318845	05/13/2026	COMCAST BUSINESS	R	569.32
01	318846	05/13/2026	CONTRERAS WILLIAM	R	31.58
01	318847	05/13/2026	DAVION NAZIR KENNEDY	R	18.15
01	318848	05/13/2026	DICKS SANITATION SERVICE, INC (DSI)	R	8,381.35
01	318849	05/13/2026	DIGITAL INSURANCE LLC	R	3,607.00
01	318850	05/13/2026	DOBLE MARK	R	95.00
01	318851	05/13/2026	ECM PUBLISHERS INC	R	141.12
01	318852	05/13/2026	FASTENAL INDUSTRIAL	R	463.16
01	318853	05/13/2026	FINANGER PHILLIP J	R	42.10
01	318854	05/13/2026	FRONTIER TRANSPORTATION SRVCS, LLC	R	194,976.00
01	318855	05/13/2026	FRONTLINE TECHNOLOGIES GROUP LLC	R	7,273.84
01	318856	05/13/2026	WW GRAINGER INC	R	490.72
01	318857	05/13/2026	GROTH MUSIC COMPANY	R	255.28
01	318858	05/13/2026	HAWKINS INC	R	4,237.70
01	318859	05/13/2026	HILLYARD MINNEAPOLIS	R	7,107.68
01	318860	05/13/2026	HOGAN ASSESSMENT SYSTEMS INC	R	1,230.00
01	318861	05/13/2026	HOME DEPOT CREDIT SERVICES	R	1,391.41
01	318862	05/13/2026	HOPE CHURCH	R	15,910.11
01	318863	05/13/2026	HIPPIE DOG	R	275.00
01	318864	05/13/2026	INNOVATIVE OFFICE SOLUTIONS LLC	R	364.38
01	318865	05/13/2026	JEROME A PLAGGE JR	R	37.90
01	318866	05/13/2026	JODI SCHAEFER MILLER	R	90.00
01	318867	05/13/2026	JW PEPPER & SON INC	R	1,213.28
01	318868	05/13/2026	KAHLER MIKE	R	95.00
01	318869	05/13/2026	KLEIN, SAM	R	92.00
01	318870	05/13/2026	KURPIERS REYNE	R	90.00
01	318871	05/13/2026	LAKESHORE LEARNING MATERIALS, LLC	R	2,659.95
01	318872	05/13/2026	LEINO, SAMUEL	R	31.08
01	318873	05/13/2026	LUND, SARAH	R	70.00
01	318874	05/13/2026	MACKIN BOOK COMPANY	R	725.71
01	318875	05/13/2026	MAXORPLUS LTD, DBA: VYTLONE	R	50,252.04
01	318876	05/13/2026	MCEA	R	42.00
01	318877	05/13/2026	MENDELBLATT SCOTT	R	66.33
01	318878	05/13/2026	MILES SARA	R	73.68
01	318879	05/13/2026	MINNESOTA ADAPTED ATHLETICS ASSOC	R	375.00
01	318880	05/13/2026	MINUTEMAN PRESS	R	46.97
01	318881	05/13/2026	MPCA	R	410.85
01	318882	05/13/2026	MRI SOFTWARE LLC	R	110.00
01	318883	05/13/2026	MYRA-MINNESOTA YOUTH	R	60.00
01	318884	05/13/2026	NILFISK, INC.	R	768.40
01	318885	05/13/2026	NOKOMIS SHOE SHOP	R	244.95
01	318886	05/13/2026	ON SITE SANITATION	R	425.00

01	318887	05/13/2026	PAUL H. BROOKES PUBLISHING CO., INC	R	29.00
01	318888	05/13/2026	PAYDHEALTH	R	2,243.63
01	318889	05/13/2026	PEDIATRIC HOME SERVICE	R	206.25
01	318890	05/13/2026	PERMA-BOUND BOOKS	R	4,304.25
01	318891	05/13/2026	PIONEER MANUFACTURING COMPANY	R	1,590.00
01	318892	05/13/2026	PLUNKETT'S /VARMENT GUARD	R	1,111.09
01	318893	05/13/2026	PREMIUM WATERS INC	R	39.00
01	318894	05/13/2026	RED BALLOON BOOKSHOP	R	1,756.19
01	318895	05/13/2026	REED BEHAVIORAL HEALTH LLC	R	4,000.00
01	318896	05/13/2026	RO HEALTH, LLC	R	578.40
01	318897	05/13/2026	RX VALET, LLC	R	3,894.69
01	318898	05/13/2026	RYAN, MICHAEL	R	95.00
01	318899	05/13/2026	SMS ADMINISTRATIVE SERVICES	R	2,400.00
01	318900	05/13/2026	SHERWIN WILLIAMS CO	R	247.52
01	318901	05/13/2026	SHIBLEY JEREMY	R	95.00
01	318902	05/13/2026	SHUPE DANIELLE	R	90.00
01	318903	05/13/2026	SKATEVILLE INC	R	2,050.00
01	318904	05/13/2026	SPIRIT OF THE WILDERNESS	R	15,310.00
01	318905	05/13/2026	SQUIRES, WALDSPURGER & MACE, P.A.	R	8,516.60
01	318906	05/13/2026	STUDENTREASURES, LLC	R	323.40
01	318907	05/13/2026	SULLIVAN THOMAS W	R	214.00
01	318908	05/13/2026	TRANSPORTATION PLUS, INC.	R	90.00
01	318909	05/13/2026	API GARAGE DOOR, INC.	R	5,675.00
01	318910	05/13/2026	TWIN CITY TRANSPORTATION	R	250,420.05
01	318911	05/13/2026	UNITED HEALTHCARE/AARP MEDICARE RX	R	119.10
01	318912	05/13/2026	UNITED HEARTHCARE /AARP MEDICARE RX	R	119.10
01	318913	05/13/2026	UNITEDHEALTHCARE	R	775.82
01	318914	05/13/2026	UNIVERSITY LANGUAGE CENTER	R	410.04
01	318915	05/13/2026	WARDELL AMY L	R	90.00
01	318916	05/13/2026	WORLD FUEL SERVICES, INC.	R	22,499.28
01	318917	05/13/2026	XCEL ENERGY	R	6,511.76
			Checks, EPays & PCard Register		**1,346,879.31**

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

RICHFIELD | April 30, 2026

REVENUE CATEGORIES	June 30, 2024	June 30, 2025	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	April 30, 2026 % of Budget Received	April 30, 2025 % of Actuals Received	April 30, 2024 % of Actuals Received	Current YTD vs. PYTD	April 30, 2025	April 30, 2024
STATE	55,361,384	60,229,625	61,880,869	60,875,681	44,297,063	17,583,806	71.58%	72.63%	75.40%	**549,424**	43,747,638	41,740,506
FEDERAL	5,360,512	2,517,153	2,681,601	2,622,608	934,477	1,747,124	34.85%	30.40%	42.48%	**169,281**	765,196	2,277,297
PROPERTY TAXES	18,257,792	22,312,647	23,397,158	21,890,077	21,604,923	1,792,235	92.34%	100.55%	99.42%	**(831,214)**	22,436,137	18,152,800
LOCAL SALES, INS RECOVERY & JUDGEMENTS	84,206	42,064	86,000	90,444	64,811	21,189	75.36%	68.38%	42.77%	**36,048**	28,763	36,016
SALE OF BONDS & LOANS	0	0	0	0	0	0	0.00%	0.00%	0.00%	**0**	0	0
INCOMING TRANSFERS FROM OTH FUNDS	0	1,680,183	0	0	0	0	0.00%	0.00%	0.00%	**0**	0	0
LOCAL (FEES, INTEREST, ETC.)	2,943,714	2,897,965	2,254,796	2,344,090	1,881,925	372,871	83.46%	76.73%	73.65%	**(341,595)**	2,223,520	2,168,129
TOTALS	**82,007,607**	**89,679,638**	90,300,424	**87,822,900**	**68,783,199**	**21,517,225**	**76.17%**	**77.16%**	**78.50%**	**(418,055)**	**69,201,254**	**64,374,748**

EXPENDITURES (OBJECT SERIES)	June 30, 2024	June 30, 2025	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	April 30, 2026 % of Budget Expended	April 30, 2025 % of Actuals Expended	April 30, 2024 % of Actuals Expended	Current YTD vs. PYTD	April 30, 2025	April 30, 2024
SALARIES & WAGES	44,519,026	46,720,673	49,598,809	48,730,136	34,104,679	15,494,130	68.76%	70.88%	71.38%	**991,148**	33,113,532	31,776,492
EMPLOYEE BENEFITS	15,376,730	16,241,292	17,675,169	17,611,012	13,438,121	4,237,048	76.03%	76.51%	73.15%	**1,011,680**	12,426,442	11,247,739
PURCHASED SERVICES	13,172,577	14,007,735	12,848,964	13,169,164	9,029,475	3,819,489	70.27%	75.25%	68.87%	**(1,510,787)**	10,540,261	9,071,470
SUPPLIES	3,838,248	3,973,434	4,830,035	3,866,137	2,954,124	1,875,911	61.16%	84.06%	79.51%	**(385,820)**	3,339,945	3,051,980
EQUIPMENT	3,488,077	2,853,546	2,977,905	2,400,528	2,083,147	894,758	69.95%	80.35%	95.38%	**(209,713)**	2,292,861	3,326,975
DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	**0**	0	0
OTHER EXPENDITURES	406,103	418,031	625,109	517,762	233,517	391,592	37.36%	40.84%	39.07%	**62,792**	170,725	158,660
OTHER FINANCING USES	0	1,694,847	0	0	0	0	0.00%	0.00%	0.00%	**0**	0	0
TOTALS	**80,800,761**	**85,909,557**	88,555,991	**86,294,739**	**61,843,064**	**26,712,927**	**69.83%**	**72.03%**	**72.57%**	**(40,701)**	**61,883,764**	**58,633,316**

EXPENDITURES (PROGRAM SERIES)	June 30, 2024	June 30, 2025	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	April 30, 2026 % of Budget Expended	April 30, 2025 % of Actuals Expended	April 30, 2024 % of Actuals Expended	Current YTD vs. PYTD	April 30, 2025	April 30, 2024
SITE ADMINISTRATION	2,063,549	2,407,433	2,375,180	2,410,959	1,910,535	464,645	80.44%	83.66%	83.45%	**(103,431)**	2,013,966	1,722,017
DISTRICT ADMINISTRATION	2,281,758	2,453,089	2,361,434	2,192,166	1,609,388	752,046	68.15%	64.81%	78.31%	**19,523**	1,589,865	1,786,899
SUPPORT SERVICES	3,265,363	3,281,017	3,417,289	3,807,970	3,167,325	249,964	92.69%	86.64%	87.01%	**324,541**	2,842,784	2,841,033
REGULAR INSTRUCTION	31,337,342	32,945,209	34,756,696	32,938,482	22,224,742	12,531,954	63.94%	65.13%	67.27%	**766,389**	21,458,352	21,081,888
EXTRA-CURRICULAR ACTIVITES	1,043,990	1,059,867	1,238,832	1,309,532	871,785	367,047	70.37%	78.34%	80.70%	**41,434**	830,351	842,522
VOCATIONAL INSTRUCTION	839,648	1,057,675	1,166,883	1,099,715	747,229	419,654	64.04%	71.12%	50.40%	**(4,997)**	752,225	423,219
SPECIAL EDUCATION	15,690,800	17,333,122	18,249,494	18,378,288	12,519,676	5,729,818	68.60%	66.53%	68.45%	**987,619**	11,532,057	10,740,467
COMMUNITY SERVICES	0	0	0	0	0	0	0.00%	0.00%	0.00%	**0**	0	0
INSTRUCTIONAL SUPPORT	5,557,740	5,175,348	5,324,980	5,078,705	4,115,891	1,209,089	77.29%	81.87%	88.76%	**(121,348)**	4,237,239	4,932,899
PUPIL SUPPORT SERVICES	11,410,630	12,507,735	11,657,396	10,597,234	7,891,847	3,765,549	67.70%	81.55%	72.16%	**(2,308,107)**	10,199,953	8,234,093
FACILITIES	6,795,129	7,093,003	7,385,647	7,832,437	6,129,596	1,256,051	82.99%	82.41%	81.15%	**283,965**	5,845,631	5,514,534
OTHER FINANCING USES	514,812	596,059	622,160	649,249	655,050	(32,890)	105.29%	97.53%	99.79%	**73,709**	581,341	513,745
TOTALS	**80,800,761**	**85,909,557**	88,555,991	**86,294,739**	**61,843,064**	**26,712,927**	**69.83%**	**72.03%**	**72.57%**	**(40,701)**	**61,883,764**	**58,633,316**

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

RICHFIELD | April 30, 2026

ACTIVITY - OTHER FUNDS

REVENUE	June 30, 2024	June 30, 2025	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	2026 % of Budget Received	2025 % of Actuals Received	2024 % of Actuals Received	Current YTD vs. PYTD	April 30, 2025	April 30, 2024
FOOD SERVICE	3,949,403	3,754,394	4,137,500	3,952,151	2,499,236	1,638,264	60.40%	75.03%	62.63%	**(317,665)**	2,816,901	2,473,447
COMMUNITY EDUCATION	2,322,904	2,083,163	2,235,465	2,249,992	2,020,229	215,236	90.37%	87.40%	91.87%	**199,529**	1,820,700	2,133,955
CONSTRUCTION	2,767,467	199,707	60,000	85,759	63,629	(3,629)	106.05%	76.17%	98.23%	**(88,482)**	152,111	2,718,355
DEBT SERVICE	8,086,343	7,638,767	7,747,676	7,841,928	7,665,284	82,393	98.94%	92.89%	101.28%	**569,374**	7,095,910	8,189,930
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	**0**	0	0
CUSTODIAL	30,570	7,826	22,000	12,341	10,431	11,569	47.41%	90.57%	97.07%	**3,342**	7,089	29,673
INTERNAL SERVICE	8,636,077	8,766,512	9,453,905	9,857,205	7,795,935	1,657,970	82.46%	82.96%	84.79%	**523,529**	7,272,406	7,322,411
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	**0**	0	0
OPEB IRREVOCABLE TRUST	364,778	330,000	200,000	130,801	59,279	140,721	29.64%	5.34%	40.37%	**41,669**	17,610	147,273
OPEB DEBT SERVICE	2,013,317	1,990,937	1,973,071	1,997,943	1,972,202	869	99.96%	94.87%	103.31%	**83,412**	1,888,790	2,080,031
TOTALS	**28,170,859**	**24,771,306**	25,829,617	**26,128,120**	**22,086,224**	**3,743,393**	**85.51%**	**85.06%**	**89.08%**	**1,014,708**	**21,071,516**	**25,095,076**

EXPENDITURES	June 30, 2024	June 30, 2025	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	2026 % of Budget Expended	2025 % of Actuals Expended	2024 % of Actuals Expended	Current YTD vs. PYTD	April 30, 2025	April 30, 2024
FOOD SERVICE	3,729,581	3,918,120	3,978,144	4,020,877	3,036,919	941,225	76.34%	76.76%	75.12%	29,358	3,007,560	2,801,655
COMMUNITY EDUCATION	2,258,815	2,046,680	2,529,277	2,384,315	1,814,887	714,390	71.76%	77.11%	78.61%	236,723	1,578,164	1,775,556
CONSTRUCTION	1,834,310	1,886,621	1,650,000	2,078,011	1,708,722	(58,722)	103.56%	62.01%	88.44%	538,825	1,169,897	1,622,234
DEBT SERVICE	7,949,447	7,779,254	7,992,688	7,396,350	7,991,263	1,426	99.98%	100.00%	100.00%	212,009	7,779,254	7,949,447
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
CUSTODIAL	9,075	10,537	22,000	9,062	9,048	12,952	41.13%	100.00%	100.00%	(1,489)	10,537	9,075
INTERNAL SERVICE	7,249,696	9,172,108	9,466,607	9,220,682	7,530,642	1,935,965	79.55%	83.87%	87.80%	(162,144)	7,692,786	6,364,957
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	476,577	463,966	490,000	490,000	0	490,000	0.00%	0.00%	0.00%	0	0	0
OPEB DEBT SERVICE	2,025,100	2,022,175	2,080,475	2,022,275	2,022,275	58,200	97.20%	100.00%	100.00%	100	2,022,175	2,025,100
TOTALS	**25,532,600**	**27,299,461**	28,209,191	**27,621,572**	**24,113,756**	**4,095,435**	**85.48%**	**85.20%**	**88.31%**	853,383	**23,260,373**	**22,548,024**

SUMMARY - ALL FUNDS

SUMMARY	June 30, 2024	June 30, 2025	Adopted Budget	Projected End Of Year	YTD	Budget Remaining	2026 % of Budget Expended	2025 % of Actuals Expended	2024 % of Actuals Expended	Current YTD vs. PYTD	April 30, 2025	April 30, 2024
REVENUE	110,178,467	114,450,944	116,130,041	113,951,020	90,869,423	25,260,618	78.25%	78.87%	81.20%	596,653	90,272,770	89,469,824
EXPENDITURES	106,333,361	113,209,018	116,765,182	113,916,310	85,956,820	30,808,362	73.62%	75.21%	76.35%	812,682	85,144,138	81,181,339
SPENDING VARIANCE	3,845,105	1,241,926	(635,141)	34,709	4,912,603	N/A	N/A	N/A	N/A	(216,029)	5,128,632	8,288,485

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

Board of Education

Independent School District 280, Richfield, MN

Regular Meeting

May 18, 2026

Certified – New Hire

Name	Employee Group	Position	Building	FTE	Effective Date
Gabrielle Heier	Certified	Special Education Teacher	Location to be Determined	Full-Time	8/18/2026
Eric Opsahl	Certified	CTE: Industrial Technology Teacher	Richfield High School	Full-Time	8/18/2026
Jamie Pineda Roldan	Certified	Elementary Education Teacher	Location to be Determined	Full-Time	8/18/2026
Veronica Vargas Estevez	Certified	Elementary Music Teacher	Richfield STEM Elementary	Full-Time	8/18/2026

Certified – Tier 2 Rehire

Name	Employee Group	Position	Building	FTE	Effective Date
Alain Perez Martinez	Certified	Spanish Teacher	Richfield High School	Full-Time	8/24/2026

Certified – Temporary Change in FTE

Name	Employee Group	Position	Building	FTE	Effective Date	FTE
Laura McClendon	Certified	STEM Teacher	Richfield Middle School	Part-Time	8/24/2026	1.0 to .81

Certified – Extended Probation

Name	Employee Group	Position	Building	FTE	Effective Date
David Butler	Certified	Ojibwe Language Teacher	Richfield High School	Full-Time	8/24/2026
Rebecca Reichel	Certified	School Social Worker	Sheridan Elementary School	Full-Time	8/24/2026
Mary Watkins	Certified	Special Education Lead Teacher	Richfield STEM Elementary	Full-Time	8/24/2026
Thomas Song	Certified	Adaptive Phy Ed Teacher	Sheridan Elementary School	Full-Time	8/24/2026

Certified – Recall to a Position

Name	Employee Group	Position	Building	FTE	Effective Date
Gatha Tara Howard-Felician	Certified	Special Education Teacher	Richfield Middle School	Full-Time	8/24/2026

Classified – New Hire

Name	Employee Group	Position	Building	FTE	Effective Date
Dorborwulu Cooper	Miscellaneous	Student Engagement Specialist	Sheridan Elementary School	Full-Time	5/4/2026
Erik Enerson	Facilities and Transportation	District Maintenance Mechanic	Garage	Full-Time	5/18/2026

Classified – Retirement

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
John Gorski	Facilities and Transportation	Facilities/Mail/Bus Driver	Garage	Full-Time	7/6/2026	14

Classified – Resignation

Name	Employee Group	Position	Building	FTE	Effective Date	Years of Service
Nicholas Rogness	Paraprofessional	Technology Paraprofessional	Richfield STEM Elementary	Full-Time	6/18/2026	1.5

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 18, 2026

Subject: 2026-2027 School Board Meeting Schedule

(Recommended by the superintendent)

Passage upon a second read of the proposed board meeting dates for the 2026-2027 school year.

Background:

All meetings are held at 7 p.m. in the District Office boardroom on the first and third Mondays of the month with noted exceptions.

- Each school will be invited to make a presentation to the board of education during the school year. These presentations will typically occur during the first meeting of the month.
- Public comment is available during the second meeting of the month.
- Study sessions will be added as needed.

Because the 2nd Monday in December falls on a no-school day (the first day of winter break), it is recommended to hold meetings on November 30 and December 14 for a total of 3 meetings in November and 1 meeting in December.

Attached:
2026-2027 RPS Proposed School Board Meeting Dates

RICHFIELD PUBLIC SCHOOLS

Enriching and accelerating learning

Enriqueciendo y acelerando el aprendizaje

2026-2027 RPS School Board Meeting Dates

All meetings are held at 7 p.m. in the District Office boardroom on the first and third Monday of the month with noted exceptions (*).

- Each school will be invited to make a presentation to the board of education during the school year.
- Public comment is available during the second meeting of the month.
- Study sessions will be added as needed.
- In the event that the regularly scheduled school board meeting is canceled due to unforeseen circumstances, it will be automatically rescheduled for 24 hours later unless a quorum of the board is not available.

August 2026

Monday, August 3	7 p.m. Regular Meeting
Monday, August 17	7 p.m. Regular Meeting (Public Comment)

September 2026

***Tuesday, September 8**	7 p.m. Regular Meeting
Monday, September 21	7 p.m. Regular Meeting (Public Comment)

October 2026

Monday, October 5	7 p.m. Regular Meeting
Monday, October 19	7 p.m. Regular Meeting (Public Comment)

November 2026

Monday, November 2	7 p.m. Regular Meeting
Monday, November 16	7 p.m. Regular Meeting (Public Comment)
***Monday, November 30**	7 p.m. Regular Meeting with Truth-in-Taxation

December 2026

***Monday, December 14**	7 p.m. Regular Meeting (Public Comment)

January 2027

Monday, January 4	7 p.m. Organizational Meeting
***Tuesday, January 19**	7 p.m. Regular Meeting (Public Comment)

February 2027

Monday, February 1	7 p.m. Regular Meeting
***Tuesday, February 16**	7 p.m. Regular Meeting (Public Comment)

March 2027

Monday, March 1	7 p.m. Regular Meeting
Monday, March 15	7 p.m. Regular Meeting (Public Comment)

RICHFIELD
PUBLIC SCHOOLS

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April 2027

Monday, April 5	7 p.m. Regular Meeting
Monday, April 19	7 p.m. Regular Meeting (Public Comment)

May 2027

Monday, May 3	7 p.m. Regular Meeting
Monday, May 17	7 p.m. Regular Meeting (Public Comment)

June 2027

Monday, June 7	7 p.m. Regular Meeting
Monday, June 21	7 p.m. Regular Meeting (Public Comment)

July 2027

***Monday, July 12**	7 p.m. Regular Meeting (Public Comment)

***School Board Meeting Exceptions:**

Meetings are held in the District Office boardroom on the first and third Monday at 7 p.m. except as noted below:

Tuesday, September 8, 2026	(due to Monday holiday)
Monday, November 30, 2026	(due to upcoming winter break)
Monday, December 14, 2026	(due to upcoming winter break)
Tuesday, January 19, 2027	(due to Monday holiday)
Tuesday, February 16, 2027	(due to Monday holiday)
Monday, July 12, 2027	(summer schedule)

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 18, 2026

Subject: Animals in Schools and Classrooms

(Recommended by the superintendent)

A second read of Policy 614: Animals in Schools and Classrooms & Administrative Guideline 614.1. This policy provides the requirements for service animals and other animals that may be present at schools, as well as the allowable purposes for bringing an animal into a school. The administrative guideline provides greater detail on how animals will be cared for and how students and staff may make a request to bring an animal to a school.

RPS does currently have a few classrooms with classroom pets, as well as a number of curricular and therapeutic programs (Read to a Dog, Raptor Center, etc.) that have brought animals into schools with the proper permissions and notifications. Building administrators have provided opt-out options for students who were not comfortable around the animals.

The policy and guideline have been reviewed by principals and by the Safe & Supportive Schools Committees (parent/guardian, RHS, RCEP, and RMS). Suggested changes are included.

Attachments:
Policy 614: Animals in Schools and Classrooms - redlined
Administrative Guideline 614.1 - redlined
MSBA Model Policy 535: Service Animals in Schools

RICHFIELD PUBLIC SCHOOLS

ANIMALS IN SCHOOLS AND CLASSROOMS

I. GENERAL STATEMENT OF POLICY

Under controlled conditions and for limited purposes, the Richfield Public Schools ~~Board~~ board of ~~Education~~ education sanctions the presence and use of animals in schools and classrooms. Richfield Public Schools acknowledges its responsibility to permit students, parents/guardians, family members, employees and visitors with disabilities to be accompanied by a "service animal" consistent with the Americans with Disabilities Act (ADA) on school property, on school buses or at school activities.

II. DEFINITIONS

A. *Handler*
A "handler" is an individual with a disability who uses a service animal. In the case of an individual who is unable to care for and supervise the service animal for reasons such as age or disability, "handler" means the person who cares for and supervises the animal on that individual's behalf. ~~School d~~District personnel are not responsible for the care, supervision, or handling responsibilities of a service animal.

B. *Individual with a Disability*
An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.

C. *Service Animal*
A "service animal" is a dog (regardless of breed or size) or miniature horse that is individually trained to perform "work or tasks" for the benefit of an individual with a disability, including an individual with a physical, sensory, psychiatric, intellectual, or mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are working animals that perform valuable functions; they are not pets. The work or tasks performed by the service animal must be directly related to the individual's disability. An animal accompanying an individual for the sole purpose of providing emotional support, therapy, comfort, or companionship is not a service animal.

D. *Trainer*
A "trainer" is a person who is training a service animal and is affiliated with a recognized training program for service animals.

E. *Work or Tasks*

1. "Work or tasks" are those functions performed by a service animal.

2. Examples of "work or tasks" include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

3. The ~~crime deterrent effects~~safety and security functions of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not "work or tasks" for the purposes of this policy.

III. CONDITIONS FOR PRESENCE OF ANIMALS

Animals that are not service animals may be present in schools and classrooms only when the following conditions have been met:

A. The responsible staff member has obtained the permission of the building principal or site administrator.

B. Provisions have been made for appropriate housing and humane care of the animal.

C. Precautions have been taken to protect the health and safety of students and staff.

D. Other staff members and parents of students in the affected classroom(s) have been notified and adjustments have been made to accommodate verified health-related or other concerns. ~~Except when an animal is used as an aid to a student or employee with disabilities, the presence of an animal shall be disallowed if the documented health concerns of a staff member or student cannot be accommodated.~~

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IV. PERMITTED PURPOSES

Animals may be used in schools and classrooms for the following purposes:

A. Curriculum-related projects ~~and~~, activities, and presentations

B. Therapeutic purposes, such as gentle reading companions, stress-relief sessions, emotional support groups, behavioral intervention programs, and trauma support

C. Service animal specifically trained to work or perform tasks for an individual with a disability

V. REQUIREMENTS FOR ALL SERVICE ANIMALS

A. The service animal must be required for the individual with a disability.

B. The service animal must be individually trained to do work or tasks for the benefit of the individual with a disability.

C. A service animal must have a harness, leash, or other tether, unless either the handler is unable, because of a disability, to use a harness, leash, or other ~~-~~tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case, the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

D. The service animal must be ~~housebroken~~housetrained.

E. The service animal must be under the control of its handler at all times. The handler is responsible for the care and supervision of a service animal, including walking the service animal, feeding the service animal, grooming the service animal, providing veterinary care to the service animal, and responding to the service animal's need to relieve itself, including the proper disposal of the service animal's waste.

F. The ~~school d~~District is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.

G. In the case of a student who is unable to care for and/or supervise their service animal, the student's parent/guardian is responsible for arranging for such care and supervision. In the case of an employee or other individual who is unable to care for and/or supervise their service animal, the employee or other individual's authorized representative is responsible for arranging for a service animal's care and supervision. Any non-staff handlers who accompany students at school will be required to complete a background check with the same requirements as school volunteers.

H. The service animal must be properly licensed and vaccinated in accordance with applicable state laws and local ordinances that apply to all dogs or miniature horses.

VI. ACCESS TO PROGRAMS AND ACTIVITIES; PERMITTED INQUIRIES

A. In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of ~~school d~~District properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right:

1. ~~-~~to be present on ~~school d~~District property or in ~~school d~~District facilities;

2. ~~-~~to attend or participate in a school- sponsored event, activity, or program; or

3. to be transported in a vehicle that is operated by or on behalf of the ~~school d~~District.

B. It is an unfair discriminatory practice to prohibit a person with a disability from taking a service animal into a public place or conveyance to aid persons with disabilities.

C. The District shall not require a person with a disability to make an extra payment or pay an additional charge when taking a service animal into any District building.

D. When an individual with a disability brings a service animal to a ~~school d~~District property, ~~school d~~District employees shall not ask about the nature or extent of a person's disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:

1. Is the service animal required because of a disability?; and

2. What work or tasks is the service animal trained to perform~~.~~ ?

~~C~~E. ~~School d~~District employees shall not make these inquiries of an individual with a disability bringing a service animal to ~~school d~~District property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. However, ~~school d~~District employees may inquire whether the individual with a disability has communicated with the school principal or building administrator regarding the work or tasks that the service animal is trained to perform~~. and provided evidence that the service animal has received all required vaccinations~~.

~~D~~F. An individual with a disability may not be required to provide documentation such as proof that the animal has been certified, trained, or licensed as a service animal.

VII. LIABILITY

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A. The owner of the service animal is responsible for any harm or injury to an individual and for any property damage caused by the service animal while on ~~school d~~District property.

B. An individual who, directly or indirectly through statements or conduct, intentionally misrepresents an animal in that person's possession as a service animal may be subject to criminal liability.

VIII. ADMINISTRATIVE GUIDELINES

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

IX. LIMITATIONS OF POLICY

This policy does not apply to the use of school facilities ~~for Community Education classes or for any other purpose approved~~ under a building use permit or lease.

Commented [CQ2]: Should this exception stay?

Legal references:
Section 504 of the Rehabilitation Act of 1973
28 C.F.R. § 35.104 (ADA Regulations)
~~,~~28 C.F.R. § 35.130(b)(7) (ADA Regulations)
~~, and~~ 28 C.F.R. § 35.136 (ADA Regulations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
Minn. Stat. § 256C.02 (Public Accommodations ~~for Persons with Disabilities~~)
Minn. Stat. § 363A.19 (Discrimination Against ~~Blind, Deaf, or Other Persons with Physical or Sensory~~ Disabilities Prohibited)
Minn. Stat. § 609.226 (Harm Caused by Dog)
Minn. Stat. § 609.833 (Misrepresentation of Service Animal)

Cross References:
Policy 403: Disability Nondiscrimination
Policy 505: Student Disability Nondiscrimination

RATIFIED BY THE BOARD OF EDUCATION~~: —~~: November 15, 1999

REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION:~~——~~ July 21, 2003

REVISED BY THE BOARD OF EDUCATION~~: —~~: August 12, 2013; August 2, 2021

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

ANIMALS IN SCHOOLS AND CLASSROOMS

Consistent with Board ~~of Education~~ Policy 614, the following administrative guidelines are established regarding the presence and use of animals in schools and classrooms.

I. ACTIONS PRIOR TO THE ANIMAL'S ARRIVAL

A. Any teacher who plans to have live animals that are not service animals in the classroom must first do the following:

1. Obtain prior permission from the principal or site administrator.

2. Provide advanced notification to parents of affected students and other staff members. ~~-~~(*Note:* ~~-~~If a number of teachers in a building plan to utilize animals in the classroom, notification may be accomplished by means of a general notice, e.g. as part of a back-to-school building newsletter. ~~-~~The notification may list activities that may occur from time to time throughout the year, such as an outside speaker who brings in an animal or a student who brings in a family pet for "show and tell".)

3. Notify the principal of any accommodation(s) requested to respond to expressed health or other concerns relating to a particular student or staff member, and work with the building principal and the parent/guardian or staff member to reach an acceptable accommodation.

4. ~~Prescribe~~ Define and carefully instruct ~~pupils~~ students regarding applicable health and safety precautions as well as appropriate behavior in interacting with the animal.

5. Make provisions for the housing and care of the animal.

B. Animals used for ~~therapy or to aid individuals with disabilities~~therapeutic purposes ~~-~~must be appropriately trained ~~and certified~~.

C. Dogs must be properly vaccinated in accordance with applicable state laws and local ordinances.~~vaccinated against rabies and distemper parvo.~~

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II. HOUSING AND CARE OF ANIMALS

A. Students shall not be allowed to touch animals in the classroom without specific permission and direction ~~of~~ from the teacher.

B. Animals should not be handled excessively, and are not to be subjected to any harmful, painful, or frightening experiences.

C. Thorough hand washing is required after handling animals, particularly those that could carry salmonella, such as turtles, ducklings, and chicks.

D. Owners of animals are responsible for feeding, watering, and cage cleaning. These functions may be delegated to a specified person who accepts responsibility. Cleaning and disposal of cage contents shall be done frequently and with gloves.

E. Owners of animals are responsible for ensuring that the animal's housing, diet, and environmental conditions align to professionally recognized veterinary or animal welfare standards.

~~D.~~F. Owners of animals that are housed at schools (e.g. classroom pets) are responsible for ensuring the animals are properly cared for on weekends and school breaks and for providing necessary information to substitutes about care for the animals and expectations of students related to the animals' care.

III. ANIMALS NOT ALLOWED IN SCHOOLS AND CLASSROOMS

The animals listed in Sections A-E below are not allowed in schools or classrooms. An employee who discovers such an animal in the school or classroom shall take steps to remove the animal, including notification of the building administrator and/or custodian, as deemed necessary.

A. Stray animals

B. Aggressive animals

C. Poisonous animals, including certain spiders, snakes, and venomous insects.

D. Cats, due to the frequency of allergic reactions.

E. If the presence of an animal causes a verified health concern for which a satisfactory accommodation cannot be reached, the animal will not be allowed to remain in the school or classroom. An exception may be made if the animal serves as an aid to a student or employee with disabilities.

~~E.~~ A student or staff member who intentionally brings an unallowable animal or a non-service animal that has not been pre-approved into a school or District building may be subject to disciplinary measures aligned to Policy 541: Student Behavior and applicable staff disciplinary procedures.

IV. REQUESTING THE USE OF A SERVICE ANIMAL AT SCHOOL

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A. Students with a disability seeking to be accompanied by a service animal are requested to inform the building principal of the school the student attends. The principal will notify the executive director of special programs to address such requests. ~~School d~~District employees seeking to be accompanied by a service animal are requested to notify the superintendent or the administrator designated with responsibility to address such requests.

B. Students or employees seeking to bring a service animal onto ~~district~~ District premises are requested to identify whether the need for the service animal is required because of a disability and to describe the work or tasks that the service animal is trained to perform.

~~C. The owner of the service animal shall provide written evidence that the service animal has received all vaccinations required by state law or local ordinance.~~

~~V. SERVICE ANIMAL CONSIDERATIONS~~

Commented [CQ1]: This section is no longer compliant with statute

~~The District's consideration of a request for the use of a service animal may require documentation, including, but not limited to:~~

~~A. Certification of proper vaccinations by a veterinarian~~

~~B. Proof the handler for the service animal is properly trained~~

~~C. Copy of adequate liability insurance~~

~~The District's review of a request for the use of a service animal may include consideration by a student's special education team and/or Section 504 team. The Executive Director of Special Programs may require a meeting with and/or additional information from the staff member or parent requesting the use of a service animal, including, but not limited to, documentation/consultation from the staff member's or student's health care provider.~~

~~Approval of the use of a service animal on District property is subject to periodic review, revision or revocation by Administration.~~

V~~I~~. REMOVAL OR EXCLUSION OF A SERVICE ANIMAL

A. A school official may require a handler to remove a service animal from ~~school d~~District property, a school building, or a school-sponsored program or activity, if:

1. Any of the requirements described in Policy 614 are not met.

2. The service animal is out of control and/or the handler does not effectively control the animal's behavior;

3. The presence of the service animal would fundamentally alter the nature of a service, program or activity; or

4. The service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a significant health or safety risk to others that cannot be eliminated by reasonable accommodations.

B. If the service animal is properly excluded, the ~~school d~~District shall give the individual with a disability the opportunity to participate in the service, program, or activity without the service animal, unless such individual has violated a law or school rule or regulation that would warrant the removal of the individual.

VI~~I~~. ALLERGIES; FEAR OF ANIMALS

If a student or employee notifies the ~~school d~~District that they are allergic to a service animal, the ~~school d~~District will balance the rights of the individuals involved. In general, allergies that are not ~~life~~ life-threatening are not a valid reason for prohibiting the presence of a service animal. ~~Fear of animals is generally not a valid reason for prohibiting the presence of a service animal.~~ Fear of animals and religious or cultural objections do not constitute valid reasons to prohibit the presence of a service animal. In these instances, school administration will provide reasonable accommodations to minimize contact and support the needs of all affected individuals.

VII~~I~~. NON-SERVICE ANIMALS FOR STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS (IEPS) OR SECTION 504 PLANS

If a special education student or a student with a Section 504 plan seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the student's IEP team or Section 504 team, as appropriate, to determine whether the animal is necessary for the student to receive a free appropriate public education (FAPE) or, in the case of a Section 504 student, to reasonably accommodate the student's access to the ~~school d~~District's programs and activities.

~~IX~~VIII. NON-SERVICE ANIMAL AS AN ACCOMMODATION FOR EMPLOYEES

If an employee seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the superintendent or the administrator designated to handle such requests. A ~~school d~~District employee who is a qualified individual with a disability will be allowed to bring such animal onto school property when it is determined that such use is required to enable the employee to perform the essential functions of their position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

Dated: 11-15-99
Reviewed: 8-12-13
Revised: 7-21-03; 8-2-21

Adopted: _____ *MSBA/MASA Model Policy 535*
Orig. 2019
Revised: _____ *Rev. 2024*

535 SERVICE ANIMALS IN SCHOOLS

I. PURPOSE

The purpose of this policy is to establish parameters for the use of service animals by students, employees, and visitors within school buildings and on school grounds.

II. GENERAL STATEMENT OF POLICY

Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to, this policy.

III. DEFINITIONS

A. Handler

A "handler" is an individual with a disability who uses a service animal. In the case of an individual who is unable to care for and supervise the service animal for reasons such as age or disability, "handler" means the person who cares for and supervises the animal on that individual's behalf. School district personnel are not responsible for the care, supervision, or handling responsibilities of a service animal.

B. Service Animal

A "service animal" is a dog (regardless of breed or size) or miniature horse that is individually trained to perform "work or tasks" for the benefit of an individual with a disability, including an individual with a physical, sensory, psychiatric, intellectual, or mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are working animals that perform valuable functions; they are not pets. The work or tasks performed by the service animal must be directly related to the individual's disability. An animal accompanying an individual for the sole purpose of providing emotional support, therapy, comfort, or companionship is not a service animal.

C. Trainer

A "trainer" is a person who is training a service animal and is affiliated with a recognized training program for service animals.

D. Work or Tasks

1. "Work or tasks" are those functions performed by a service animal.

2. Examples of "work or tasks" include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities,

and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

3. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not "work or tasks" for the purposes of this policy.

IV. ACCESS TO PROGRAMS AND ACTIVITIES; PERMITTED INQUIRIES

A. In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right: (a) to be present on school district property or in school district facilities; (b) to attend or participate in a school- sponsored event, activity, or program; or (c) to be transported in a vehicle that is operated by or on behalf of the school district.

B. It is an unfair discriminatory practice to prohibit ~~a~~ person with a disability from taking a service animal into the public place or conveyance to aid persons with disabilities, and if the service animal is properly harnessed or leashed so that the person with a disability may maintain control of the service animal.

C. The school district shall not require a person with a disability to make an extra payment or pay an additional charge when taking a service animal into any school district building.

[NOTE: The 2024 Minnesota legislature revised Minn. Stat. 3631.19, as reflected in Paragraphs B. and C.]

D. When an individual with a disability brings a service animal to a school district property, school district employees shall not ask about the nature or extent of a person's disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:

1. Is the service animal required because of a disability; and

2. What work or tasks is the service animal trained to perform.

E. School district employees shall not make these inquiries of an individual with a disability bringing a service animal to school district property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. However, school district employees may inquire whether the individual with a disability has completed and submitted the request form described in Part VI., below.

F. An individual with a disability may not be required to provide documentation such as proof that the animal has been certified, trained, or licensed as a service animal.

V. REQUIREMENTS FOR ALL SERVICE ANIMALS

A. The service animal must be required for the individual with a disability.

B. The service animal must be individually trained to do work or tasks for the benefit of the individual with a disability.

C. A service animal must have a harness, leash, or other tether, unless either the handler is unable, because of a disability, to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective

performance of work or tasks, in which case, the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

D. The service animal must be housebroken.

E. The service animal must be under the control of its handler at all times. The handler is responsible for the care and supervision of a service animal, including walking the service animal, feeding the service animal, grooming the service animal, providing veterinary care to the service animal, and responding to the service animal's need to relieve itself, including the proper disposal of the service animal's waste.

F. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.

G. In the case of a student who is unable to care for and/or supervise his or her service animal, the student's parent/guardian is responsible for arranging for such care and supervision. In the case of an employee or other individual who is unable to care for and/or supervise his or her service animal, the employee or other individual's authorized representative is responsible for arranging for a service animal's care and supervision.

H. The service animal must be properly licensed and vaccinated in accordance with applicable state laws and local ordinances.

VI. REQUESTING THE USE OF A SERVICE ANIMAL AT SCHOOL

A. Students with a disability seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the building principal of the school the student attends. The principal will notify the superintendent or the administrator designated with responsibility to address such requests. School district employees seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the superintendent or the administrator designated with responsibility to address such requests.

B. Students or employees seeking to bring a service animal onto district premises are requested to identify whether the need for the service animal is required because of a disability and to describe the work or tasks that the service animal is trained to perform.

C. The owner of the service animal shall provide written evidence that the service animal has received all vaccinations required by state law or local ordinance.

VII. REMOVAL OR EXCLUSION OF A SERVICE ANIMAL

A. A school official may require a handler to remove a service animal from school district property, a school building, or a school-sponsored program or activity, if:

1. Any of the requirements described in Part V., above, are not met.

2. The service animal is out of control and/or the handler does not effectively control the animal's behavior;

3. The presence of the service animal would fundamentally alter the nature of a service, program or activity; or

4. The service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a significant

health or safety risk to others that cannot be eliminated by reasonable accommodations.

B. If the service animal is properly excluded, the school district shall give the individual with a disability the opportunity to participate in the service, program, or activity without the service animal, unless such individual has violated a law or school rule or regulation that would warrant the removal of the individual.

VIII. ADDITIONAL LIMITATIONS FOR MINIATURE HORSES

In assessing whether a miniature horse may be permitted in a school building or on school grounds as a service animal, the following factors shall be considered:

A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;

B. Whether the handler has sufficient control of the miniature horse;

C. Whether the miniature horse is housebroken; and

D. Whether the miniature horse's presence in a specific building or on school grounds compromises legitimate health and safety requirements.

IX. ALLERGIES; FEAR OF ANIMALS

If a student or employee notifies the school district that he or she is allergic to a service animal, the school district will balance the rights of the individuals involved. In general, allergies that are not life threatening are not a valid reason for prohibiting the presence of a service animal. Fear of animals is generally not a valid reason for prohibiting the presence of a service animal.

X. NON-SERVICE ANIMALS FOR STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS (IEPS) OR SECTION 504 PLANS

If a special education student or a student with a Section 504 plan seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the student's IEP team or Section 504 team, as appropriate, to determine whether the animal is necessary for the student to receive a free appropriate public education (FAPE) or, in the case of a Section 504 student, to reasonably accommodate the student's access to the school district's programs and activities.

XI. NON-SERVICE ANIMAL AS AN ACCOMMODATION FOR EMPLOYEES

If an employee seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the superintendent or the administrator designated to handle such requests. A school district employee who is a qualified individual with a disability will be allowed to bring such animal onto school property when it is determined that such use is required to enable the employee to perform the essential functions of his or her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

XII. LIABILITY

A. The owner of the service animal or non-service animal is responsible for any harm or injury to an individual and for any property damage caused by the service animal while on school district property.

B. An individual who, directly or indirectly through statements or conduct, intentionally misrepresents an animal in that person's possession as a service animal may be subject to criminal liability.

Legal References: Section 504 of the Rehabilitation Act of 1973
28 C.F.R. § 35.104 (ADA Regulations)
28 C.F.R. § 35.130(b)(7) (ADA Regulations)
28 C.F.R. § 35.136 (ADA Regulations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
Minn. Stat. § 256C.02 (Public Accommodations)
Minn. Stat. § 363A.19 (Discrimination Against Disabilities Prohibited)
Minn. Stat. § 609.226 (Harm Caused by Dog)
Minn. Stat. § 609.833 (Misrepresentation of Service Animal)

Cross References: MSBA/MASA Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Policy 521 (Student Disability Nondiscrimination)

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 18, 2026

Subject: Authorization to Proceed with RHS Stadium Storage Building Project

Recommended by the superintendent that the board authorize the administration to proceed with planning, development, approvals, design, and implementation of a Richfield High School stadium storage building construction project and contract with Solid Rock Construction to provide these services for the sum of $398,000.00 (three hundred ninety-eight thousand & 00/100 dollars). The contract is being secured through a TIPS purchasing agreement.

Background Information

(Prepared by Craig Holje)

The administration has identified the need for additional storage space for facilities and athletic equipment.

The administration has met with the City of Richfield and Wold Architects and is finalizing plans to ensure that this new building will meet all requirements.

This action allows the district to secure Solid Rock Construction to support this design and construction coordination with additional information and authorization for the project to be provided at future meetings.

Solid Rock Construction Commercial
14665 Buchanan St NE #4
Ham Lake, MN 55304
Office: 763-270-5058
service@srcmn.com

Richfield HS Athletic Storage Building
7001 Harriet Ave, Richfield, MN 55423
05/04/2026

Dear Craig Holje,

Thank you for giving Solid Rock Construction the opportunity to provide a proposal for the specifications outlined below. Solid Rock Construction is committed to meeting and exceeding your expectations.

The TIPS contract number is Trades and Labor Non-JOC 26010401

Based on our meetings over the course of the last year or more discussing the district's needs for a new non-insulated storage building located just south of the existing stadium bleachers at the high school and based on the latest building cost estimate that we sent to you on April 17, 2026 we would like to propose a contract to build this new building for you based on the City of Richfield requirements and the drawings that Wold is solidifying for permit.

We propose to furnish all labor, materials, equipment and supervision, and coordination necessary to build a 40'-0" wide x 75'-0" long pole barn type structure with 12'-0" high side walls and clear span 3:12 roof pitch roof trusses with a metal standing seam roof. The exterior of the building will have a brick façade on the bottom 3'-0" of the wall with LP Smart Siding in a board and batten layout on the remaining portion of the walls. A series of windows will be installed higher on all exterior walls to allow daylight into the building and meet city requirements. 12'-0" wide x 10'-0" tall manual garage doors will be placed on the north and west elevations, with each garage door having a service door entrance. The building will also have a 5" thick reinforced concrete slab inside with 3'-0" wide aprons in front of each door.

There is power currently in an existing structure on the west side of the stadium that will be tapped into and extended to the new storage shed and terminated in a new 200-amp service panel. The district will be able to extend power from the panel throughout the building at a future date as needed.

Final grading of the construction area will be completed upon completion of the new building and the final asphalt being installed in the new drive areas, based on the final civil plan.

All work is to be performed during normal business hours, Monday through Friday, unless agreed upon previously. Below-grade existing conditions are unknown and are not included except as reasonably inferable from the information provided at time of bid. If concealed or unforeseen conditions are encountered, including but not limited to, underground obstructions, buried utilities, unknown piping, unsuitable soils, buried debris, etc. which prevent continuation of the

work as proposed or require revision to the scope, such work shall be considered extra and handled by change order.

This is a proposal for the district to contract with Solid Rock Construction to build this new non-insulated storage building on the south side of the existing stadium bleachers for the sum of $398,000.00, including TIPS fees (three hundred ninety-eight thousand & 00/100 dollars).

Thank you for the opportunity to provide you with this proposal. By signing this Proposal, you affirm your intent to enter a contract with Solid Rock Construction for the services identified in the above scope of work.

CUSTOMER SERVICE COMMITMENT: At Solid Rock Construction, our goal is to provide the best customer experience possible.

By signing this Proposal, you affirm your intent to enter a contract with Solid Rock Construction for the services identified in the above scope of work.

CUSTOMER SERVICE COMMITMENT: At Solid Rock Construction, our goal is to provide the best customer experience possible.

Signature: _____

Date: _____

Print Name: _____

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 18, 2026

SUBJECT: FY2027 LTFM BUDGET AND PLAN REALLOCATION REVISION FOR SHERIDAN HILLS ELEMENTARY ROOFING PROJECT EXPENDITURE AUTHORIZATION

That the board of education revise the fiscal year 2027 LTFM Plan and Budget to reallocate $700,000 from building envelope to roofing systems for final budget approval and adoption as attached.

Background Information

(Prepared by Craig Holje, Heidi Savatdy, Robert Olson)

Sheridan Hills Elementary Roofing Project was approved by the board for roofing improvements to address aging infrastructure that has exceeded its expected service life. The existing built-up roofing (BUR) systems have experienced ongoing deterioration, resulting in recurring leaks and increased maintenance demands.

This project will replace the existing BUR roofs with new BUR systems designed to provide long-term durability and reliable protection for the building. The work is intended to reduce the risk of interior damage and support a safe, dry learning environment for students and staff.

DEPARTMENT OF EDUCATION

Division of School Finance
400 NE Stinson Blvd
Minneapolis, MN 55413

Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only

ED - 02478-11

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2024, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	(REQUIRED) Enter Information	District Info.	(REQUIRED) Enter Information
District Name:	Richfield Public Schools ISD 280	Date:	5/11/2026
District Number:	401 70th Street West	Email:	robert.olson@rpsmn.org
District Contact Name:	Richfield, MN 55423		
Contact Phone #			

Expenditure Categories		Fiscal Year (FY) Ending June 30										
		2025 (base year)	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Health and Safety - this section excludes project costs in Category 2 of $100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.												
Finance Code	**Category (1)**											
347	Physical Hazards	$57,900	$37,900	$94,900	$62,900	$37,900	$37,900	$37,900	$37,900	$37,900	$37,900	$37,900
349	Other Hazardous Materials	$51,500	$25,000	$40,000	$45,000	$25,000	$83,000	$48,000	$48,000	$48,000	$48,000	$83,000
352	Environmental Health and Safety Management	$169,102	$128,840	$119,567	$131,490	$138,890	$133,590	$133,990	$134,390	$134,590	$134,990	$135,390
358	Asbestos Removal and Encapsulation	$24,000	$54,000	$19,000	$19,000	$19,000	$19,000	$19,000	$19,000	$19,000	$19,000	$19,000
363	Fire Safety	$121,000	$103,000	$120,000	$93,000	$93,000	$143,000	$122,000	$125,000	$122,000	$113,000	$143,000
366	Indoor Air Quality	$10,000	$10,000	$10,000	$20,000	$20,000	$170,000	$170,000	$170,000	$170,000	$170,000	$170,000
	Total Health and Safety Capital Projects - Category (1)	$433,502	$358,740	$403,467	$371,390	$333,790	$586,490	$530,890	$534,290	$531,490	$522,890	$588,290
Health and Safety - Projects Costing $100,000 or more per Project/Site/Year - Additional												
Finance Code	**Category (2)**											
358	Asbestos Removal and Encapsulation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
363	Fire Safety	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
366	Indoor Air Quality	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Health and Safety Capital Projects $100,000 or More - Categor	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151												
Finance Code	**Category 3 (a)**											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Remodeling for Approved Voluntary Pre-K Projects - Category	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Remodeling for Gender-Neutral Single-User Restrooms												
Finance/Course Codes	***Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025***											
Finance Code 384 and Course Code 684 MUST USE BOTH	Remodeling for gender-neutral single user restroom per site.	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Remodeling for Gender-Neutral Single User Projects - Category	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Accessibility												
Finance Code	**Category (4)**											
367	Accessibility	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Accessibility Projects - Category (4)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Deferred Capital Expenditures and Maintenance Projects												
Finance Code	**Category (5)**											
368	Building Envelope	$ 714,496.00	$ 808,000.00	$ -	$ 400,000.00	$ 400,000.00	$ 300,000.00	$ 300,000.00	$ 300,000.00	$ 300,000.00	$ 300,000.00	$ 300,000.00
369	Building Hardware and Equipment	$ 206,800.00	$ 105,000.00	$ 20,000.00	$ 30,000.00	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ 15,000.00
370	Electrical	$ 5,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00
379	Interior Surfaces	$ 55,000.00	$ 110,000.00	$ 20,000.00	$ 20,000.00	$ 40,000.00	$ 50,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00
380	Mechanical Systems	$ 30,000.00	$ 25,000.00	$ 35,000.00	$ 40,000.00	$ 40,000.00	$ 130,000.00	$ 130,000.00	$ 130,000.00	$ 130,000.00	$ 130,000.00	$ 130,000.00
381	Plumbing	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00
382	Professional Services and Salary	$ 89,555.00	$ 94,706.00	$ 94,706.00	$ 94,706.00	$ 94,706.00	$ 94,706.00	$ 94,706.00	$ 94,706.00	$ 94,706.00	$ 94,706.00	$ 94,706.00
383	Roof Systems (normally below $100,000 unless the school chooses not to receive additional revenue for $100K or more roofing project/site/year - pending 2025 Legislation)	$ 31,681.00	$ -	$ 730,000.00	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ 30,000.00	$ 30,000.00
384	Site Projects	$ 140,000.00	$ 150,000.00	$ 417,600.00	$ 230,000.00	$ 200,000.00	$ 230,000.00	$ 200,000.00	$ 230,000.00	$ 200,000.00	$ 200,000.00	$ 200,000.00
	Total Deferred Capital Expenditures and Maintenance Projects - Cate	$1,282,532	$1,312,706	$1,337,306	$864,706	$839,706	$869,706	$889,706	$919,706	$889,706	$889,706	$889,706
Deferred Capital Expenditures for Roofing Projects - Additional Revenue for $100,000 or more project/site/year												
Finance Code	**Category (6)**											
383	Roofing Systems -pending 2025 Legislation and if passed effective FY 2027	**PENDING CHANGES IN THE 2025 LEGISLATIVE SESSION**										
	Total Deferred Capital Expense and Maintenance - Category (6)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Annual 10-Year Plan Expenditures	$1,716,034	$1,671,446	$1,740,773	$1,236,096	$1,173,496	$1,456,196	$1,420,596	$1,453,996	$1,421,196	$1,412,596	$1,477,996
Fund Balance Section												
	Fund 01	**FY 25 and 26 Revenue Projection Model Revenue**		**FY 27 Revenue Projection Model Ten-Year Spreadsheet**								
	Beginning Fund Balance 01-467-XX	$1,003,466	$835,174	$782,353	$638,130	$998,585	$1,421,640	$1,561,995	$1,737,950	$1,880,505	$2,055,860	$2,239,815
	LTFM Fiscal Year Revenue - Levy	$1,603,368	$1,674,352	$1,697,302	$1,596,551	$1,596,551	$1,596,551	$1,596,551	$1,596,551	$1,596,551	$1,596,551	$1,596,551
	LTFM Fiscal Year Revenue - AID if Applicable	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Revenue Other	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
LEVY Page 10, Line 421	***LTFM Deduction for applicable Cooperative/Intermediate Member District Levy***	$55,626	$55,727	$100,751	**$0**	$0	$0	$0	$0	$0	$0	$0
	M Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT if applicable - Special Legislation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Estimated Fiscal Year Expenditures	$1,716,034	$1,671,446	$1,740,773	$1,236,096	$1,173,496	$1,456,196	$1,420,596	$1,453,996	$1,421,196	$1,412,596	$1,477,996
	Ending Fiscal Year Fund Balance 01-467-XX	$835,174	$782,353	$638,130	$998,585	$1,421,640	$1,561,995	$1,737,950	$1,880,505	$2,055,860	$2,239,815	$2,358,370
	Fund 06											
	Beginning Fund Balance 06-467-XX	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Bonded Revenue	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Revenue Other	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	FM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	M Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Other Transfers	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Estimated Fiscal Year Expenditures	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Ending Fiscal Year Fund Balance 06-467-XX	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

End of worksheet

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 18, 2026

Subject: School Sponsored Student Publications

(Recommended by the superintendent)

A first read of 616: School Sponsored Student Publications. This policy protects students' rights to free speech and establishes expectations that must be followed for student publications.

This policy is based in federal law and aligns closely to the MSBA model policy.

Attachments:
Policy 616: School Sponsored Student Publications
MSBA Model Policy 512: School-Sponsored Student Publications and Activities

RICHFIELD PUBLIC SCHOOLS

SCHOOL SPONSORED STUDENT PUBLICATIONS

I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of official school publications while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

II. GENERAL STATEMENT OF POLICY

A. Expression and representations made by students in school publications is not an expression of official school district policy. Official school publications are free from prior restraint by officials except as provided by law. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.

B. Students who believe their right to free expression has been unreasonably restricted in an official student publication may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.

1. Students producing official school publications shall be under the supervision of a faculty advisor and the school principal. Official publications shall be subject to the guidelines set forth below.

2. Official school publications may be distributed at reasonable times and locations.

III. DEFINITIONS

A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, or posting or displaying material in hard copy or electronically on a web-site.

B. "Official school publications" means school newspapers, yearbooks, webpages or other digital media and material produced in communication, journalism or other classes as a part of the curriculum.

C. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and

3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

D. "Minor" means any person under the age of eighteen (18).

E. "Substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption, which interferes with or impedes the implementation of that program.

2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

F. "School activities" means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, music concerts, school plays, and in-school lunch periods.

G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

A. Expression in an official school publication is prohibited when the material:

(1) is obscene to minors

(2) is libelous or slanderous

(3) advertises or promotes any product or service not permitted for minors by law

(4) encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities.

(5) expresses or advocates sexual, racial or religious harassment or violence or prejudice

(6) is distributed or displayed in violation of time, place and manner regulations

B. Time, Place and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

(1) Time

Distribution shall be limited to the hours before the school day begins, during the lunch hour, after school is dismissed and at other times with administrative approval.

(2) Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

(3) Manner

No one shall induce or coerce a student or staff member to accept a student publication.

Legal References:
U.S. Constitution, First Amendment
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)
Bystrom v. Fridley High School, I.D.S. No. 14, 822 F.2d 747 (8th Cir. 1987)

Cross References:
Board Policy 107 – Electronic Communications and Administrative Guidelines 107.1 – Electronic Use and Communications
Policy 541 - Student Behavior
Administrative Guidelines 541 - Student Behavior
Policy 561 - Distribution of Non-Curricular Literature to Students
Policy 563 - Advertising in the Schools

RATIFIED BY THE BOARD OF EDUCATION: June 15, 1998

REVIEWED BY THE BOARD OF EDUCATION: August 1, 2005

REVISED BY THE BOARD OF EDUCATION: January 6, 2003; August 2, 2021

REAFFIRMED BY THE BOARD OF EDUCATION: August 12, 2013

Adopted: _____ *MSBA/MASA Model Policy 512*
Orig. 1995
Revised: _____ *Rev. 2024*

512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES

I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of school-sponsored media and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

II. GENERAL STATEMENT OF POLICY

A. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.

B. Students who believe their right to free expression has been unreasonably restricted in school-sponsored media or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.

1. Students producing school-sponsored media and activities shall be under the supervision of a faculty advisor and the school principal. School-sponsored media and activities shall be subject to the guidelines set forth below.

2. School-sponsored media may be distributed at reasonable times and locations.

III. DEFINITIONS

A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting, or displaying material, or placing materials in internal staff or student mailboxes.

B. "Material and substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.

2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

C. "Minor" means any person under the age of eighteen (18).

D. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and

3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

E. "School activities" means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

F. "School-sponsored media" means material that is:

1. prepared, wholly or substantially written, published, broadcast, or otherwise disseminated by a student journalist enrolled in the school district;

2. distributed or generally made available to students in the school; and

3. prepared by a student journalist under the supervision of a student media adviser.

School-sponsored media does not include material prepared solely for distribution or transmission in the classroom in which the material is produced, or a yearbook.

G. "Student journalist" means a school district student in grades 6 through 12 who gathers, compiles, writes, edits, photographs, records, or otherwise prepares information for dissemination in school-sponsored media.

H. "Student media adviser" means a qualified teacher, as defined in Minnesota Statutes, section 122A.16, that the school district employs, appoints, or designates to supervise student journalists or provide instruction relating to school-sponsored media.

IV. GUIDELINES

A. Except as provided in paragraph B below, a student journalist has the right to exercise freedom of speech and freedom of the press in school-sponsored media regardless of whether the school-sponsored media receives financial support from the school or district, uses school equipment or facilities in its production, or is produced as part of a class or course in which the student journalist is enrolled. Freedom of speech includes freedom to express political viewpoints. Consistent with paragraph B below, a student journalist has the right to determine the news, opinion, feature, and advertising content of school-sponsored media. The school district must not discipline a student journalist for exercising rights or freedoms under this paragraph or the First Amendment of the United States Constitution.

B Student expression in school-sponsored media, a yearbook, or school-sponsored activity is prohibited when the material:

1. is obscene to minors;

2. is defamatory;

3. is profane, harassing, threatening, or intimidating;

4. constitutes an unwarranted invasion of privacy;

5. violates federal or state law;

6. causes a material and substantial disruption of school activities;

7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;

8. advertises or promotes any product or service not permitted for minors by law;

9. advocates sexual, racial, or religious harassment or violence or prejudice; or

10. is distributed or displayed in violation of time, place, and manner regulations.

C. The school district must not retaliate or take adverse employment action against a student media adviser for supporting a student journalist exercising rights or freedoms under paragraph A above or the First Amendment of the United States Constitution.

D. Notwithstanding the rights or freedoms of this Article or the First Amendment of the United States Constitution, nothing in this Article inhibits a student media adviser from teaching professional standards of English and journalism to student journalists.

These professional standards may include, but are not limited to, the following:

1. assuring that participants learn whatever lessons the activity is designed to teach;

2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;

3. assuring that the views of the individual speaker are not erroneously attributed to the school;

4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;

5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;

6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

E. Time, Place, and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time

Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed.

2. Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways, and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

V. POSTING

The school district must adopt a student journalist policy consistent with Minnesota Statutes, section 121A.80 and post it on the district website.

Legal References: U. S. Const., amend. I
Morse v. Frederick, 551 U.S. 393 (2007)
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)
Bystrom v. Fridley High School, I.S.D. No. 14, 822 F. 2d 747 (8th Cir. 1987)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.80 (Student Journalism; Student Expression)

Cross References: MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 18, 2026

Subject: Student Transportation Services

(Recommended by the superintendent)

A first read of Policy 742: Student Transportation Services and Administrative Guideline 742.1. This policy provides the determination for who is eligible for district transportation services. The guideline gives details about bus safety training, student behavior expectations on buses, parent/guardian involvement, bus driver responsibilities and emergency procedures.

Attachments:
Policy 742: Student Transportation Services
Administrative Guideline 742.1
MSBA Model Policy 707: Transportation of Public School Students
MSBA Model Policy 708: Transportation of Nonpublic School Students
MSBA Model Policy 709: Student Transportation Safety

RICHFIELD PUBLIC SCHOOLS

STUDENT TRANSPORTATION SERVICES

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

A. It is the policy of the school district to provide for the transportation of students in a manner which will protect their health, welfare and safety.

B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

A. "Student with a disability" includes every child who has a hearing impairment, visual disability, speech or language impairment, physical handicap, other health impairment, mental handicap, emotional/behavioral disorder, specific learning disability, autism, traumatic brain injury, multiple disabilities, or deaf/blind disability and needs special instruction and services, as determined by the standards of the Department of Education. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the standards of the Department of Education, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. (Minn. Stat. § 125A.02)

B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state if the facility, program, or residence is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)

C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstance. (42 U.S.C. § 11434a)

D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000a). (Minn. Stat. §123B.41, Subd. 9)

E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)

F. "Pupil support services" are health, counseling and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)

G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))

H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. § 120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)

I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a

resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

IV. ELIGIBILITY

A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school.

1. Transportation will be provided within the designated attendance areas for each school:

a. The attendance area for Richfield STEM School, Richfield Dual Language School, Richfield Middle School and Richfield High School is the entire school district.

b. The Centennial Elementary School attendance area extends from the east side of Nicollet Avenue to the eastern border of the district, and the Sheridan Hills Elementary attendance area extends from the west side of Nicollet Avenue to the western border of the district. Provided, however, that the area east of Nicollet Avenue, south of 77th Street and north of Highway 494 will be designated as a flexible attendance area based on enrollment, demographics and other factors as determined by administration.

2. Transportation services will not be provided to students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. (Minn.Stat. § 123B.88, Subd. 1)

B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

1. The school district shall be responsible for transporting to and from school resident public and nonpublic elementary school students (grades PreK-5) residing one mile or more from school and resident students (grades 6-12) residing two miles or more from school.

2. The Superintendent shall be responsible for identifying hazardous walking boundaries for students. Students residing in the attendance area who have to cross the streets listed below in order to walk to their schools shall also be transported.

CENTENNIAL ELEMENTARY SCHOOL
12th Avenue
Diagonal Blvd.
76th Street

SHERIDAN HILLS ELEMENTARY SCHOOL
Penn & Xerxes Avenues
Highway 62
66th Street

R-STEM & RDLS
66th Street
73rd Street to Diagonal Blvd.
Bloomington Avenue
Portland Avenue

RICHFIELD MIDDLE SCHOOL
Nicollet Avenue

C. At the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. This includes part-time secondary students, early childhood family education participants and area learning center students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payer, with the exception of early childhood family education participants and area-learning center students if the provision of such transportation services can be provided without an increase in the school district's expenditures. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)

V. TRANSPORTATION OF NONRESIDENT STUDENTS

A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. The school district may provide transportation to a nonresident student outside its borders only after written notice to the resident district. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3; Minn. Stat. § 123B.88, Subd. 6)

B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)

C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district

during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)

B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)

C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH DISABILITIES/STUDENTS WITH TEMPORARY DISABILITIES

A. Upon a request of a parent or guardian, a resident student with a disability who is not yet enrolled in kindergarten, who requires special education services in a location other than the student's home, shall be provided transportation consistent with Minn. Stat. § 123B.92, Subd. 1(b)(4) . Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs. (Minn. Stat. § 123B.88, Subd. 1)

B. Resident students with disabilities whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district. The school district shall determine the type of vehicle used to transport students with disabilities on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Rules Part 7470.1600)

C. Resident students with disabilities who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)

D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)

E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))

F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district.

Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))

G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)

H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

VIII. HOMELESS STUDENTS

A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))

B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:

1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))

2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))

3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))

4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92, Subd. 3(c)).

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the School Board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

XII. FEES

A. At its discretion, the school district may charge fees for transportation of students to and from extra curricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10). This is present in the district's offering of Co-curricular And Athletic Transportation (Policy #744) and in Field Trip Fees And Transportation (Policy #653).

B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. (Minn. Stat. § 123B.36, Subd. 1(11). This is present in the district's offering of Pay-To-Ride Service (Policy #743). The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05.

C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee (Minn. Stat. § 123B.36, Subd. 1(13).

D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

Legal References:

Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District)
Minn. Stat. Ch. 125A (Children With a Disability)
Minn. Stat. § 125A.02 (Children With a Disability, Defined)

Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (General Education Revenue - Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431, *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
42 U.S.C. § 12132 (Americans With Disabilities Act)

Cross References:
Board Policy 653 (Field Trips)
Board Policy 541 (Student Behavior)
Board Policy 744 (Co-curricular and Athletic Transportation)
Board Policy 743 (Pay-To-Ride Service)

RATIFIED BY THE BOARD OF EDUCATION: December 21, 1992

REVISED BY THE BOARD OF EDUCATION: November 7, 1994; May 15, 2006, April 21, 2008; August 17, 2020; August 16, 2021

REAFFIRMED BY THE BOARD OF EDUCATION: February 1, 1999

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

STUDENT TRANSPORTATION SERVICES

I. INTRODUCTION

The purpose of this administrative guideline is to assist in the implementation of Board Policy 742 pertaining to Student Transportation.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

During the first month of school, bus safety will be emphasized. The second or third week of school will be designated as school bus safety week and student training will be completed.

B. Student Training

The School District shall provide students enrolled in grades pre-kindergarten through 12 with school bus safety training. The training shall be results-oriented and shall consist of both classroom instruction and practical training using a school bus. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following concepts:

1. Transportation by school bus is a privilege not a right
2. District policies for student conduct and school bus safety
3. Appropriate conduct while on the bus
4. The danger zones surrounding a school bus
5. Procedures for safely boarding and leaving a school bus
6. Procedures for students' safe crossing of vehicle lanes
7. School bus evacuation and other emergency procedures

Student school bus safety training shall commence during school bus safety week. All students who are transported by school bus and are enrolled during the first week of school must demonstrate achievement of the school bus safety training competencies by the end of the third week of school. Students who enroll in a school after the first week of school and are transported by school bus shall undergo school bus safety training and demonstrate achievement of the school bus safety competencies within three weeks of the first day of attendance. The School District may deny transportation to a student who fails to demonstrate the competencies, unless the student is unable to achieve the competencies due to a disability.

The District will provide pre-kindergarten and kindergarten students with school bus safety training during the first weeks of school

The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.

Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.

The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.

The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.

The School District will also provide student safety education for bicycling and pedestrian safety.

The School District's curriculum for transportation is maintained and available for review in the District Office.

Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.

Consequences for school bus or bus stop misconduct will be imposed by the School Principal or designee. In addition, all school bus or bus stop misconduct will be reported to the District's Transportation Safety Director. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement. Any reports made to local law enforcement will be coordinated in collaboration with the Superintendent of Schools.

A. School Bus and Bus Stop Rules

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension or

termination of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School District's Transportation Office and or School Office.

B. Rules at the Bus Stop

Students are to be trained in proper behavior at the bus stop including the rules listed below. Supervision of the bus stop is not provided by the District.

1. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.
7. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
8. No fighting, harassment, intimidation or horseplay.
9. No use of alcohol, tobacco or drugs.

C. Rules on the Bus

1. Follow the directions of the driver.
2. Sit in your seat facing forward.
3. No swearing or rude gestures.
4. Keep your arms, legs and belongings to yourself and inside the bus.
5. No fighting, harassment or intimidation.
6. Do not throw any object.
7. No eating, drinking or use of tobacco or drugs.
8. Do not bring any weapons or dangerous objects on the school bus.
9. Do not damage the school bus.

D. Consequences

Consequences for school bus or bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be at the sole discretion of the School District. Parents or guardians will be notified if their student is experiencing behavior problems on the bus. Listed below in sequential order are the consequences that may result due to misbehavior incidents.

1. Elementary (K-5)

    a. Initially driver issues verbal warnings, confers with students and assigns seat as necessary.
    b. Driver completes Conduct Report. School official confers with students and parents.

c. One day suspension from riding the bus. School official confers with student and parents.
d. Three day suspension from riding the bus. (parental notification).
e. Five day suspension from riding the bus. (parental notification).
f. Ten day suspension from riding the bus. (parental notification).
g. Denial of bus privileges.

2. Secondary (6-12)

a. Driver issues verbal warnings, confers with students and assigns seats as necessary.
b. Driver completes Conduct Report. School official confers with students and parents.
c. Three day suspension from riding the bus. (parental notification).
d. Five day suspension from riding the bus. (parental notification).
e. Ten day suspension from riding the bus. (parental notification).
f. Denial of bus privileges

3. Other Discipline

Severe misbehavior includes such items as fighting, destroying property or bringing a weapon or drugs on the bus. In case of severe misbehavior, the building principal or designee will immediately complete a Minnesota School Bus Incident Report on the student(s) involved.

More serious consequences may be imposed based on the severity of a student's conduct. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus or bus stop misconduct.

4. Records

A Bus Conduct Report will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office.

5. Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or making arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

6. Notice

Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver.

7. Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

E. Special/Disabled Transportation Rules and Consequences

1. Misbehavior and consequences thereof for students requiring special transportation are described in the *Richfield Schools Special School Bus Transportation* brochure.

2. A student who is currently identified as having a disability under the Individuals with Disabilities Education Act (IDA) or section 504 of the Federal Rehabilitation Act is subject to the provisions of this policy and guideline unless the student's IEP or accommodation plan provides for modification to or accommodations related to the application of the District's behavior policy. In regard to disciplinary actions, removals, suspensions, exclusions or expulsions of students with disabilities, the District shall adhere to the requirements of state and federal law governing students with disabilities.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent/Guardian Responsibilities for Transportation Safety

1. To become familiar with District rules and policies, regulations and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the action of their students.
4. Support safe riding practices and reasonable discipline efforts.
5. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
6. Support procedures for emergency evacuation, and procedures in emergencies as set up by the School District.
7. Support and respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.
9. Monitor bus stops, if possible.
10. Support all efforts to improve school bus safety.
11. Report any misbehavior or safety concerns to the transportation office.

B. Parent and Guardian Notification

A copy of the School District school bus stop rules will be provided to each family at the beginning of the year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

C. Parent/Guardian Responsibilities for Transportation of Special Education/Students with Disabilities

The Parent/Guardian responsibilities are described in the *Richfield Schools Special School Bus Transportation* brochure.

1. Parent Responsibility At Pick-up Time
   a. Have your student fully clothed, toileted, and ready at the bus stop five (5) minutes before the pick-up time. Cost efficient routing does not allow time for buses to wait.
   b. Accompany your student to the bus.
   c. If your student will not be riding on any given day, call the transportation dispatch office at least one (1) hour before the pick-up time.

2. Parent Responsibility At Drop-off Time

   Be at the bus stop five (5) minutes before the scheduled return.

3. Missed Bus

   The driver cannot return to a bus stop because of scheduled commitments to other parents, students and schools.

4. Emergency Information Form

   The State Board of Education Rules require that the bus driver have emergency and health information in the bus for each student. Parents or guardians must provide this information. The form is mailed to each special transportation student's home and must be completed and returned before the student can ride the bus.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.

B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.

C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:

1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;

2. reckless driving;

3. improper or erratic traffic lane changes;

4. following the vehicle ahead too closely;

5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;

6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.

D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.

E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.

F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

All school bus drivers shall be adequately prepared physically and mentally each day to perform required duties. These shall include:

A. Operating the vehicle in a safe and efficient manner.

1. Safety

   The primary concern of each driver is safety. Drivers will exercise extreme caution during the loading and unloading process as well as when driving.

2. Defensive Driving

   All drivers are to drive defensively at all times. A definition of defensive driving is: driving in a manner to avoid accident involvement despite adverse conditions created by road, weather, traffic, or errors of other drivers or pedestrians.

3. Driving Adjustments

   Winter and wet weather driving may require adjusting speed and normal driving practices to compensate for road conditions.

4. Emergency Doors

   Emergency doors must be free and operable. Under no circumstances may the doors be obstructed to prevent easy access.

5. Service Door

   The service door of the bus must be closed at all times while the bus is in motion.

6. Overloads

   The registration card in all vehicles designates the maximum number of passengers allowed to be carried. This limit cannot be exceeded. A driver should call the designated individual for instructions should a vehicle become overloaded.

7. Railroad Crossings

   All vehicles used to transport must stop at railroad crossings, using required procedures, whether they are loaded or empty. School buses shall not activate the eight-way lights; four-way hazard lights are to be used before stopping and when crossing the tracks.

8. Speeding and Other Moving Violations

   No bus shall travel faster than road, traffic and weather conditions safely permit, regardless of the posted speed limit. Any driver convicted of a moving violation with a school bus will face disciplinary action. Other

reports or warnings regarding speeding will result in suspension and/or termination.

9. Smoking Prohibited

Smoking or use of tobacco products is prohibited on school property, including building facilities, grounds, or vehicles per Richfield School Board Policy.

B. Conducting thorough pre-trip and post-trip inspections of the vehicle and special equipment.

1. Bus Inspection.

Drivers are required to make a pre-trip inspection of the bus before each trip. Failure to do so is a violation of State law. Defects are to be reported in writing. Drivers are required to check their buses for students, vandalism and articles left on the bus after each route segment and the end of the day. Defects are to be reported in writing.

2. Safety Equipment.

Every bus will carry an emergency card on which is printed telephone numbers of appropriate personnel to contact in the case of an emergency. All drivers are responsible for ensuring that the necessary safety equipment is aboard the bus, including fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, reflector emergency warning device, and any additional items required by the District. Drivers of vehicles for disabled students will ensure all student health information cards are on the bus.

3. Bus Cleaning

Drivers are required to keep the interior of their buses swept and free of trash at all times and the windows cleaned both inside and out.

4. Fueling

The driver is responsible for ensuring that his or her assigned vehicle is adequately fueled before leaving the yard. Smoking is prohibited in the fueling area and on all school district property. The engine shall be turned off while fueling. Drivers should never fuel with passengers aboard.

C. Ensuring the safety, welfare and orderly conduct of passengers while on the bus.

D. Responding to emergency situations in accordance with operating procedures.

E. Communicating effectively with school staff, students, parents, law enforcement officials and the motoring public.

1. Relations with Students

Bus drivers will treat students with respect and will refrain from any conduct which is intended or could be perceived as demeaning, intimidating or harassing.

2. Relations with School Officials

School officials can and will be of considerable assistance to drivers. They are trained in the education of students and it is in their best interest that control and discipline be maintained on the bus. Therefore, it is very important drivers have good relationships with the school officials and give them full cooperation.

3. Relations with the Public

It is important to remember that to the general public, the driver represents the School. Buses are one of the most visible vehicles on the road. Drivers must deal with students, parents, and other motorists in a polite, professional and considerate manner.

4. Student Discipline

Although drivers are responsible for maintaining order on the bus, drivers must always remember that the types of actions they may use are limited. Drivers must never, under any circumstances, use corporal punishment. Drivers have no authority to deny a child the privilege of riding the bus, drop a student at other than the designated stop, or to return a bus full of students back to school. Any denial of bus-riding privileges can only come from the school principal or designee.

5. Route Changes

No driver is to make changes in the pick-up or drop-off schedule for his or her route without prior authorization. No stops are to be added, deleted, or moved without approval. No driver may deviate from the established route without prior permission except as required by an emergency or temporary road condition. The driver is subject to disciplinary action when making unauthorized route changes.

6. Route Problems

Any problems encountered by a driver on the routes or trips should be brought to the immediate attention of the transportation dispatcher.

7. Unauthorized Passengers

Only authorized passengers may be transported in a bus. Any other passenger must be specifically approved by the Transportation Supervisor. A special bus pass shall be issued by the transportation office to an unauthorized passenger, which must be shown the driver to access a bus ride.

8. Notices

It is the responsibility of the driver to check for notices each day and to check with his or her supervisor regularly.

F. Completing required reports

It is the responsibility of the driver to completely fill out and timely turn in all reports, discipline referrals, time cards, and mechanical defect slips as required. This includes all requirements pertaining to pre-trip inspections and stop-arm violation reports.

G. Completing required training programs.

H. Promoting safety for passengers during loading and unloading.

1. Standing

Standing on a moving bus is not allowed. Drivers must not move a bus from a stopped position until all passengers are seated. Students are to remain seated until the bus has stopped.

2. Dangerous Articles

Articles that may be considered dangerous, are not allowed on a school bus. This includes any and all weapons, gasoline cans, animals, and other dangerous or objectionable items. Possession of weapons on school property or the bus will not be tolerated. Companion dogs are allowed.

I. Wearing of driver's seat belt whenever the bus is in motion.

J. Additional driver duties and responsibilities may be found in the driver handbook. All bus driver dismissals will be reported to the Department of Public Safety pursuant to Department of Public Safety directions.

VI. OPERATING RULES AND PROCEDURES

A. General Operating Rules.

1. All routes shall be on file with the School District's Transportation Safety Director.

2. Only students assigned to the school bus by the District shall be transported. The number of students or other authorized passengers transported in or assigned to a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. Drivers are to enforce the provisions of the school bus and bus stop rules as appropriate. Students may be released from the bus at only two points, the designated bus stop or at school, except in case of an emergency or as otherwise authorized.

4. The parent/legal guardian may designate by a signed, written request a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.

5. Severe misbehavior may result in an immediate return of the bus filled with students to the school subsequent to driver's radio request to the dispatcher and approval of the school principal.

6. Safety evacuation drills for the student-passengers shall be conducted at least twice a year.

7. There shall be no students in the bus while the fuel tank is being filled. On leaving the vehicle when students are in the bus, the driver shall stop the bus, remove the ignition key, set the brakes and otherwise render the bus immobile.

8. Buses shall not be driven backwards on the school grounds or any other point if it can be avoided. If it is necessary, the driver shall have another responsible person act as a guard flagman in back of the bus to keep other persons out of the path and to issue warnings to the driver of approaching traffic.

9. When arriving or leaving the school grounds, the driver must not follow closer than 50 feet from the vehicle directly in front of the bus or closer than 500 feet when traveling on the highway.

10. No school bus shall pull any trailer when students are being transported on regular routes to or from school.

11. In case of an accident or breakdown of the bus, the driver shall contact the dispatcher or another bus using the two-way radio. If no radio contact is available, the driver shall not leave the bus but shall send two responsible students to the nearest house to summon help.

12. The District may adopt such additional operating rules as are deemed necessary to meet local conditions and needs, provided they do not conflict with the State laws and regulation.

B. Use of Signals, Loading or Unloading

1. The driver shall activate the flashing eight-light system of the bus at least 300 feet before stopping to load or unload students, in a speed zone of more than 35 miles per hour and 100 feet before stopping in a speed zone of 35 miles per hour or less (except as provided in item #2 below), and shall not extinguish such lights until loading or unloading is completed and persons who must cross the roadway or highway are safely across.

2. The driver shall activate the four way hazard lights only on four lane or one way streets as designated to avoid restricting traffic flow. Passengers shall be loaded and unloaded only from the right-hand side of the vehicle. Students are not to cross the following streets for the purpose of loading and unloading the school bus: Old Cedar, Portland, Nicollet, Lyndale, Penn, York, 66th, 76th, 77th and the 78th Street service road.

3. The driver shall bring the vehicle to a complete stop in the right hand lane of the roadway parallel to the center line.

4. The driver shall activate the red flashing lights, come to a complete stop, then extend the stop arm and discharge students only after all traffic (front and rear) has come to a complete stop.

5. The driver shall keep door open and eight-light system operating until all students have been loaded or unloaded safely.

6. The driver shall avoid loading and unloading students where the view is obstructed to other motorists for 200 feet in either direction.

7. The driver shall not permit students to stand or get on or off the bus while it is in motion. The driver will bring the bus to a full stop before loading or unloading students.

8. Driver's shall load and unload students only at designated locations.

C. Crossing Highways and Streets

1. The driver shall be responsible for safely delivering the students who must cross a highway or street by one of the following methods:

   a. Students shall pass approximately 10 feet in front of the school bus so as to be seen by the driver and cross the road only upon receiving a hand signal from the driver, or

   b. The driver shall visually ascertain that students getting off the bus who do not need to cross the road are a safe distance from the bus before moving the vehicle.

D. Type III Vehicles.

1. Students shall not be regularly transported in private vehicles. However, private vehicles may be used for convenience or in an emergency. The District has no system of inspection for private vehicles.

VII. SCHOOL BUS DRIVER TRAINING

A. Training.

All new bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction before transporting students and shall meet the competencies specified by the Department of Public Safety. All school bus drivers shall receive a minimum of eight hours of in-service training annually.

The following driver training standards represent the **minimum** areas of training which each driver must receive prior to entering service to the School District.

1. Pre-Trip Inspection

Both new and experienced drivers must be familiar with the elements of the mandatory pre-trip inspection required under Minnesota law including:

a. The engine compartment - belts, valves, fluid leaks
b. Engine start, warning lights, gauges, horn
c. Fuel level
d. Brakes - pedal reserve and air/vacuum gauges
e. Interior - seats, floor, lights
f. Electrical charging system
g. Emergency door
   - smooth latch operation
   - alarm buzzer
h. Entrance door operation
i. Lift door operation and alarm
j. Lift equipment for wheelchairs
k. Wheels, service brakes, emergency brake
l. Exterior lights - headlights, brake lights, market lights, turn signals
m. Exhaust system
n. Windows, windshield, and inspection sticker
o. Eight-light system and stop arm
p. Emergency equipment
   - first aid kit
   - bodily fluids clean-up kit
   - flashlight
   - reflectors
   - two-way radio

2. Fundamentals and Techniques of School Bus Driving

The driver training program must include:

a. Relevant laws
b. Rules of the road and School District safety policies
c. Defensive driving
d. Driving in inclement weather conditions
   - reduced visibility
   - rain
   - snow
   - fog
e. Dealing with pedestrians and students in traffic
f. Operation of the manual or automatic transmission
g. The use of the drive train for stopping the school bus
h. Situations where the hand brake will not stop a moving bus
i. Steering and turning techniques
j. Right and left turn maneuvers
k. Gauging the speed of other vehicles on cross streets
l. Use of mirrors
m. Merging into traffic
n. Visual perceptions
o. Safe following distances
p. Safe passing procedures
q. Safe backing procedures
r. Use of eight-light system and School District policy regarding its use
s. Loading and unloading procedures
t. Knowledge of the danger zone concept
u. Policies and Procedures for grade level railroad crossings
v. Emergency use of the public address system
w. Response to an approaching emergency vehicle while unloading
x. Leaving the bus unattended at school sites

3. Special Education/Disabled Transportation

Special education transportation requires skills and abilities that exceed those required to provide normal school bus service. Drivers shall be familiar with:

a. What to do in a medical emergency
b. Handling of wheelchairs
c. Operation of lift equipment
d. Proper use of wheelchair securing devices
e. School District policies on the use of seat belts on designated students
g. Handicapping conditions
h. Responsibilities of the bus driver and the bus aide
i. What to do when a responsible person is not available to receive a

student

4. Emergency Procedures

Drivers must be prepared to deal with emergency situations while operating on routes and field trips. Included in these emergency situations are mechanical breakdowns, fire, accident, or passenger injury. Drivers shall receive training in:

a. Identifying the degree of an emergency before beginning an evacuation
b Identifying a safe evacuation unloading area
c. Preplanning emergency evacuation for both conventional and lift buses
   - front, rear, and both door evacuation
   - evacuation of special education students
   - evacuation of physically disabled students and students using wheelchairs
   - placement of students in a safe location
d. Cooperation in emergency evacuation drills
e. Mechanical breakdowns
   - stop bus in safe location
   - keep passengers in bus if safe to do so
   - take steps to warn motorists
   - radio or call for assistance.
f. How to secure the school bus and place emergency triangles
g. Use of two-way communication system in an emergency
h. When it is appropriate to evacuate the school bus
i. How to supervise an emergency evacuation
j. Emergency evacuation of the disabled
k. Special considerations when evacuating a lift bus
l. Lifting techniques for handling disabled students in an emergency situation
m. Priorities when dealing with injured passengers
n. How to use the school bus first aid kit
o. Use and operation of the fire extinguisher
p. Dealing with other motorists and the police
q. Use of emergency reflectors and hazard lights
r. Control of exposure to blood borne pathogens
s. Use of body fluid clean-up kits
t. School District policy on medical emergencies
u. Recognition and handling of epileptic seizures
v. How to respond if a passenger has a weapon on the bus

5. First Aid / CPR

All drivers must demonstrate proficiency in first aid and CPR. This may be shown by current certification in CPR and first aid by the American Red Cross or American Heart Association or equivalent.

6. Private or Confidential Student Information

   All drivers shall understand the types of student data that are considered private or confidential under Minnesota Statutes

7. Student Discipline

   a. Creating a positive attitude on the school bus
   b. Oral and visual communications skills between the driver and the passengers
   c. Dealing confidently with a disruptive student
   d. District discipline policy
   e. Developing and enforcing workable rules
      Incident report forms
   f. District policy on possession of weapons by a student
   g. District policy on sexual, racial and religious harassment/violence
   h. District policy on smoking

8. Human Relations

   a. Appropriate driver behavior
   b. Sensitivity to a diverse student population
   c. Sensitivity to handicapping conditions
   d. Relations with parents and school staff
   e. Working with a special education bus aid

9. Chemical Abuse

   a. How alcohol and/or drugs can affect driving skills
   b. Drug-testing programs
   c. State and federal requirements

B. Evaluation.

All drivers shall be evaluated for the following competencies at least once annually:

1. The safe operation of the type of school bus the driver will be driving
2. Their understanding of student behavior, including issues relating to students with disabilities
3. Their ability to manage students on the bus and handle incidents of misconduct appropriately
4. Their understanding of relevant laws, rules of the road and local school bus safety policies
5. Their ability to handle emergency situations
6. Their ability to safely load and unload students, and;
7. Their ability to demonstrate proficiency in first aid and CPR procedures.

VIII. EMERGENCY PROCEDURES

A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.

B. School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.

D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:

1. the student’s name and address;

2. the nature of the student’s disabilities;

3. emergency health care information; and

4. the names and telephone numbers of the student’s physician, parents, guardians, or custodians, and some person other than the student’s parents or custodians who can be contacted in case of an emergency

E. Fire

In the event of a fire, the first priority is to evacuate the bus. Drivers shall make certain passengers are safe, before attempting to put out the fire.

F. Injuries / Medical Emergencies

Drivers shall be familiar with first aid and CPR procedures. Drivers should first contact the dispatcher to call 911 in the case of serious injuries. Drivers should administer proper first aid in accordance with their training and level of ability. In the event of an injured passenger is taken to the hospital, record the students' name and the name of the hospital where the student is sent.

G. Tornado

If there is likelihood that the tornado will hit a vehicle, and there is no escape route available or no time to drive to a safe location, the driver should evacuate the bus, taking the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (towards the storm) of the bus far enough away from the bus so that the bus will not roll over on them and instruct them to cover their heads with

their arms. If the students are wearing coats or jackets, these can be used to provide additional protection for their heads and bodies. Drivers should take only the first aid kit from the bus.

H. Evacuation

Drivers should evacuate buses only when there is a danger of fire, collision or other potential hazard. Drivers should inform passengers that there is an emergency, and in very calm and precise terms, tell them exactly what they are to do. When possible, drivers will keep all evacuees a minimum of 100 feet from the bus. They should be loaded back onto the bus only when the driver has determined it is safe to do so.

I. Accident

In case of an accident, the driver shall immediately assess students for injuries and begin emergency first aid procedures as necessary. The driver must also notify the Transportation Dispatcher who will contact the law enforcement officials for medical assistance.

After providing emergency first aid, notifying the Dispatcher, and upon the arrival of law enforcement officials the driver shall:

1. In cooperation with the police officer and/or ambulance service, assist with the care of the students.
2. See that all injured students receive proper care.
3. Determine facts pertaining to accident.
4. Call the dispatcher to give a list of names and circumstances. The dispatcher will contact the Transportation Office so they can begin calling parents.
5. Discuss the accident only with police and School District officials.
6. Record all students' names.
7. Not leave the scene of an accident until released by the proper authorities.

Before leaving for the day, the driver shall fill out an accident report and take it to the Transportation Office. All bus accidents shall be reported to the Department of Public Safety.

J. Cold Weather Stop

If a driver is stuck or stalled in cold weather, the driver should call for assistance and wait for help. The driver should avoid relying on the engine to provide heat for the driver and passengers as long as possible. If it is necessary to run the engine to provide heat, the driver will make sure the exhaust pipe is clear of snow, open windows for ventilation, and check passengers frequently for headaches or drowsiness.

K. Dangerous Weapons

If a driver observes or learns that a passenger may have a dangerous weapon on the bus, he or she should remain calm and call for assistance using a pre-determined code. The driver should give the location of the bus to the dispatcher, continue the route and wait for assistance. The driver should not inform the passenger suspected of having the weapon that he or she knows of the weapon.

L. Lights

In an emergency stop, the driver should turn on the four-way hazard warning lights, and running or clearance lights. If the bus is on a highway, the driver must set out warning flares or triangles at the distances specified by State Law.

M. Getting Assistance

Drivers should use the two-way radio communications system to get assistance, reporting the location and number of the bus, the nature of the problem, and the status of the passengers. If the driver cannot use a radio to contact the dispatcher, ask a passerby or motorist to do so from the nearest telephone. The driver should write out the number and location of the school bus, the nature of the emergency, and the status of the passengers.

IX. VEHICLE MAINTENANCE STANDARDS

A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the School District.

B. All school vehicles shall be inspected in accordance with legal requirements.

C. Daily pre-trip inspections shall be required and prompt reports submitted of defects to be immediately corrected.

D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The School Board has designated the Transportation Supervisor as the School Transportation Safety Director. The name, address and telephone number of the Director is on file with the Superintendent. Any questions regarding student transportation or this policy should be addressed to the School Transportation Safety Director.

XI. WALKING DISTANCE TO BUS STOPS

The number of bus stops in the School District impacts the length of time students are on the bus and the number of buses required to provide service. Bus routes are arranged according to geographic areas. This means that some students will walk further than others to bus stops.

A. Whenever possible, bus stops will be located at corners or intersections. Stopping at corners or intersections is generally safer due to the expectations of traffic. When a bus stops mid-block it can confuse motorists, whereas traffic anticipates the bus will stop or yield at an intersection. In addition, the bus driver has the best view of traffic and neighborhood students have the most direct route of access to their bus.

B. Elementary students shall be given priority when identifying the location of common bus stops that service the K-12 grade levels.

C. The bus routes can change every year based on the student population. Students may have to walk multiple blocks to the bus stop depending on the route structure and time schedule. At no time shall more than one stop be designated per block for regular to and from transportation.

D. Kindergarten stops will generally be closer to the home than regular route stops, however visibility from the home to the bus stop is not always possible nor is it part of our criteria for moving stops.

E. Students residing on dead end streets or cul-de-sacs are expected to walk the distance to the nearest intersection or further to access a bus.

XII. VIDEO SURVEILLANCE

Video surveillance may be used on a limited basis as part of our comprehensive approach to student management on school buses. The driver continues to have the responsibility for controlling the students through gaining rapport and interacting with students. The Business Manager in consultation with the superintendent may utilize video technology on selected vehicles to insure student safety and appropriate behaviors.

Legal References: Minn. Stat. 169.443-169.444: Safety of School Children
Minn. Rule: 7470.1000-1100: Operation of a Type A,B,C, or D school bus

Dated: November, 1994
Reviewed: April 21, 2008
Revised: February, 1999, May 15, 2006; August 17, 2020

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

[NOTE: The obligations stated in this policy are largely governed by statute. A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.

B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Education ("Commissioner"). A licensed physician, an advanced practice nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.

B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district.

C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances.

D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes, section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.

E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.

F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located.

G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled.

H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota Statutes, section 120A.22 by attendance at a nonpublic school.

I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

IV. ELIGIBILITY

A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.

B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

[NOTE: In this section, school districts may wish to outline those discretionary areas where they intend to provide transportation. For example, some school

districts may provide that transportation shall be provided for all resident elementary students who reside one mile or more from the school.]

C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation

D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students.

B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation.

C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district.

D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program.

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week (Minnesota Statutes, section 124D.03, subdivision 8).

B. Resident students shall be eligible for transportation to and from a nonresident school

district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.

C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion.

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES

A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes, section 123B.92, subdivision 1(b)(4), for a resident child with disabilities not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with disabilities not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.

B. Resident students with disabilities who are transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district.

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 123B.92 to remove the deleted language above.]

C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district.

D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary.

E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions

on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district.

F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation.

G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law.

H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minnesota Statutes, chapter 125A.

VIII. HOMELESS STUDENTS

A. Homeless students shall be provided with transportation services comparable to other students in the school district.

B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:

1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district.

2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation.

3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of

origin is located.

4. A homeless nonresident student enrolled under Minnesota Statutes, section 124D.08, subdivision 2a, must be provided transportation from the student's district of residence to and from the school of enrollment.

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days.

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means.

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 United States Code, section 1415 (Individuals with Disabilities Act), 29 United States Code, section 794 (the Rehabilitation Act), and 42 United States Code, section 12132, (Americans with Disabilities Act) are governed by these provisions.

XII. FEES

A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minnesota Statutes, section 190.05.

C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee

D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs.

Legal References:

Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.84 (Policy)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Options for Enrolling in Adjoining States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 125A.02 (Child with a Disability Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
20 U.S.C. § 1415 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
42 U.S.C. § 12132 *et seq.* (Americans with Disabilities Act)

Cross References:

MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Adopted: _____

Revised: _____

MSBA/MASA Model Policy 708
Orig. 1995
Rev. 2024

708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

[NOTE: The obligations stated in this policy are largely governed by statute. A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. ELIGIBILITY

A. The school district shall provide equal transportation within the district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minnesota Statutes, sections 123B.88 and 123B.92 when applicable.

B. Upon the request of a parent or guardian, the school district must provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation must be provided whether or not there is another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means.

C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school must~~shall~~ pay the cost of such transportation provided outside the school district boundaries.

D. The school district must provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school.

E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. A nonpublic or charter school student transported by the school district shall comply with

school district student bus conduct and student bus discipline policies.

F. The school board and a nonpublic school may mutually agree to a written plan for the board to provide nonpublic pupil transportation to nonpublic school students. The school district must report the number of nonpublic school students transported and the nonpublic pupil transportation expenditures incurred in the form and manner specified by the Minnesota Commissioner of Education.

G. If the school board provides pupil transportation through the school's employees, the school board may transport nonpublic school students according to the plan and retain the nonpublic pupil transportation aid attributable to that plan. A nonpublic school may make a payment to the school district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services not required under Minnesota Statutes, sections 123B.84 to 123B.87.

H. A school board that contracts for pupil transportation services may enter into a contractual arrangement with a school bus contractor according to the written plan adopted by the school board and the nonpublic school to transport nonpublic school students and retain the nonpublic pupil transportation aid attributable to that plan for the purposes of paying the school bus contractor. A nonpublic school may make a payment to the school district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services included in the contract that are not required under Minnesota Statutes, sections 123B.84 to 123B.87.

I. Additional transportation to and from a nonpublic school may be provided at the expense of the school district when such services are provided in the discretion of the school district.

IV. STUDENTS WITH DISABILITIES

A. If a resident student with a disability attends a nonpublic school located within the school district, the school district must provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district must~~shall~~ provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school ~~shall~~ must pay the cost of transportation provided outside the school district boundary. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law.

B. When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program, the student shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling conditions and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district.

C. Each driver and aide assigned to a vehicle transporting students with a disability must (1) be instructed in basic first aid and procedures for the students under their care: (2) within one month after the effective date of assignment, participate in a program of in-service training on the proper methods of dealing with the specific needs and problems of students with disabilities; (3) assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and (4) ensure that proper safety devices are in use and fastened properly.

D. Each driver and aide assigned to a vehicle transporting students with a disability shall have available to them the following information in hard copy or immediately accessible through a two-way communication system: (1) the student's name and address; (2) the nature of the student's disabilities; (3) emergency health care information; and (4) the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

E. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the due process procedures provided for in Minnesota Statutes chapter 125A.

V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students *[Model Policy 707]* shall apply to the transportation of nonpublic school students except as specifically provided herein.

Legal References:

Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.84 (Policy)
Minn. Stat. § 123B.86 (Equal Treatment)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.91, Subd. 1a (School District Bus Safety Requirements)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al., 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
Eldredge v. Independent Sch. Dist. No. 625, 422 N.W.2d 319 (Minn. Ct. App. 1988)
Healy v. Independent Sch. Dist. No. 625, 962 F.2d 1304 (8th Cir. 1992)
Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)
Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

Cross References:

MSBA/MASA Model Policy 707 (Transportation of Public School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

709 STUDENT TRANSPORTATION SAFETY POLICY

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

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student School Bus Safety Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:

   a. transportation by school bus is a privilege, not a right;

   b. school district policies for student conduct and school bus safety;

   c. appropriate conduct while on the bus;

   d. the danger zones surrounding a school bus;

   e. procedures for safely boarding and leaving a school bus;

   f. procedures for safe vehicle lane crossing; and

   g. school bus evacuation and other emergency procedures.

2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four (4) weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus

safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes, section 169.446, subdivision 2.

5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.

6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.

7. The school district may provide kindergarten students with school bus safety training before the first day of school.

8 The school district shall adopt and make available for public review a curriculum for transportation safety education.

9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

C. Active Transportation Safety Training

1. Training Required

a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.

b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:

(1) pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique;

(2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques; and

(3) electric-assisted bicycle safety, including that a person under the age of fifteen (15) is not allowed to operate an electric-assisted bicycle.

2. Instruction

a. The school district may provide active transportation safety training through distance learning.

b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.

B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop

a. Get to your bus stop five (5) minutes before your scheduled pick up time. The school bus driver will not wait for late students.

b. Respect the property of others while waiting at your bus stop.

c. Keep your arms, legs, and belongings to yourself.

d. Use appropriate language.

e. Stay away from the street, road, or highway when waiting for the bus.

f. Wait until the bus stops before approaching the bus.

g. After getting off the bus, move away from the bus.

h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

i. No fighting, harassment, intimidation, or horseplay.

j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

a. Immediately follow the directions of the driver.

b. Sit in your seat facing forward.

c. Talk quietly and use appropriate language.

d. Keep all parts of your body inside the bus.

e. Keep your arms, legs, and belongings to yourself.

f. No fighting, harassment, intimidation, or horseplay.

g. Do not throw any object.

h. No eating, drinking, or use of alcohol, tobacco, or drugs.

i. Do not bring any weapons or dangerous objects on the school bus.

j. Do not damage the bus.

4. Consequences

a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (grades K-6)

1st offense	warning
2nd offense	three (3) school-day suspension from riding the bus
3rd offense	five (5) school-day suspension from riding the bus
4th offense	ten (10) school-day suspension from riding the bus/meeting with parent
Further offenses	individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (grades 7-12)

1st offense	warning
2nd offense	five (5) school-day suspension from riding the bus
3rd offense	ten (10) school-day suspension from riding the bus
4th offense	twenty (20) school-day suspension from riding the bus/meeting with parent
5th offense	suspended from riding the bus for the remainder of the school year

[Note: When any student goes sixty (60) transportation days without a report, the student's consequences may start over at the first offense.]

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two (2) weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;

2. Support safe riding and walking practices, and recognize that students are responsible for their actions;

3. Communicate safety concerns to their school administrators;

4. Monitor bus stops, if possible;

5. Have their children to the bus stop five (5) minutes before the bus arrives;

6. Have their children properly dressed for the weather; and

7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Paragraphs VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Paragraph VII.D., below.

B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.

C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within thirty (30) days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:

1. excessive speeding, involving any single offense for any speed of fifteen (15) miles per hour or more above the posted speed limit;

2. reckless driving;

3. improper or erratic traffic lane changes;

4. following the vehicle ahead too closely;

5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;

6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession;

7. driving a commercial vehicle without the proper class of commercial driver's license

and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;

8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and

9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.

D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within thirty (30) days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.

E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.

F. A person who operates a type III vehicle and who sustains a conviction as described in Subparagraph VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within ten (10) days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety's *Minnesota Model School Bus Driver Training Program*. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the *Minnesota Model School Bus Driver Training Program*.

[NOTE: The *Minnesota Model School Bus Driver Training Program* is available online through the Minnesota Department of Public Safety State Patrol web page listed under Resources below.]

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Subparagraph VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;

2. Understand student behavior, including issues relating to students with disabilities;

3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;

4. Know and understand relevant laws, rules of the road, and local school bus safety policies;

5. Handle emergency situations; and

6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the *Minnesota Model School Bus Driver Training Program*.

[NOTE: The school district may use alternative assessments rather than those set forth in the *Minnesota Model School Bus Driver Training Program* for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least eight (8) hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the *Minnesota Model School Bus Driver Training Program*.

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.

4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.

5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

   [NOTE: A school district is not required to comply with Subparagraph VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minnesota Statutes, section 169.011, subdivision 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of ten (10) or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of ten (10) or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.

3. Type III vehicles shall be state inspected in accordance with legal requirements.

4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, 49 Code of Federal Regulations, Part 571.

5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.

6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.

7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.

8. Type III vehicles must be equipped with mirrors as required by law.

9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or

assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.

10. Any type III vehicle used to transport students must carry emergency equipment including:

    a. Fire extinguisher

       A minimum of one (1) 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.

    b. First aid kit and body fluids cleanup kit

       A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.

    c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.

11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of ten (10) or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.

12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:

   a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.

   b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:

(1) safe operation of a type III vehicle;

(2) understanding student behavior, including issues relating to students with disabilities;

(3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;

(4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;

(5) handling emergency situations;

(6) proper use of seat belts and child safety restraints;

(7) performance of pre-trip vehicle inspections;

(8) safe loading and unloading of students, including, but not limited to:

(a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;

(b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;

(c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;

(d) placing the type III vehicle in "park" during loading and unloading;

(e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and

(9) compliance with Paragraph V.F. concerning reporting convictions to the employer within ten (10) days of the date of conviction.

c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes, section 122A.18, subdivision 8, or Minnesota Statutes, section 123B.03 for school district employees; Minnesota Statutes, section 144.057 or Minnesota Statutes, chapter 245C for day care employees; or Minnesota Statutes, section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.

d. Operators shall submit to a physical examination as required by Minnesota

Statutes, section 171.321, subdivision 2.

e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes, section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.

f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes, section 171.321, subdivision 5.

g. A person who sustains a conviction, as defined under Minnesota Statutes, 609.02, of violating Minnesota Statutes, section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes, sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for five (5) years from the date of conviction.

h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes, section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.

i. A person who sustains a conviction, as defined under Minnesota Statutes, section 609.02, of a moving offense in violation of Minnesota Statutes, chapter 169 within three (3) years of the first of three (3) other moving offenses is precluded from operating a type III vehicle for one (1) year from the date of the last conviction.

j. Students riding the type III vehicle must have training required under Minnesota Statutes, section 123B.90, subdivision 2 (See Paragraph II.B., above).

k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.

2. The Type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes, section 169.451.

3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from Subparagraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:

   a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.

   b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.

   c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.

   d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.

   e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes, section 171.02, subdivisions 2a(h) - 2a(j).

   f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's *Guideline for the Safe Transportation of Pre-school Age Children in School Buses*, if child safety restraints are used by passengers, in addition to the training required in Article VI., above.

   g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport fifteen (15) or fewer passengers, including the driver.

2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.

3. A school bus operated under this section must bear a current certificate of inspection.

4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.

B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the *Minnesota Model School Bus Driver Training Program*. This includes procedures in the event of a crash (accident).

C. School bus drivers and bus assistants for special education students requiring special transportation service because of a disability shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program

of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.

D. Emergency health information shall be maintained on the school bus for students requiring special transportation service because of a disability. The information shall state:

1. the student's name and address;

2. the nature of the student's disabilities;

3. emergency health care information; and

4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.

B. All school vehicles shall be state inspected in accordance with legal requirements.

C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.

D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required Minnesota Statutes, section 171.321, subdivision 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References:
Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 123B.935 (Active Transportation Safety Training)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)
Minn. Stat. § 171.169 (Notice of Commercial License Suspension)
Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)
49 C.F.R. § 383.51 (Disqualification of Drivers)
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

Cross References:
MSBA/MASA Model Policy 416 (Drug, Alcohol, and Cannabis Testing)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 707 (Transportation of Public Students)
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)

MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Resources:

Minnesota Department of Public Safety: *School Bus Resources* (accessed 10/12/25)

National Highway Traffic Safety Administration: *Guideline for the Safe Transportation of Pre-school Age Children in School Buses* (Feb. 1999) (accessed 10/12/25)

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

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, May 18, 2026

Subject: Donations

(Recommended by the superintendent)

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

RPS Community Education received a donation of $200.00 from Michael & Suzanne Sandahl for the marching band program.

R-STEM Elementary School received a donation of $1,000.00 from the R-STEM PTO for field trips.