School Board Regular Business Meeting

Monday, June 22, 2026 6:00 PM
District Office Board Room, Teleconference, URL:, Shakopee, MN 55379

1.	**CALL TO ORDER SCHOOL BOARD BUSINESS MEETING AND ROLL CALL - CHAIR PETERSON**	
2.	**PLEDGE OF ALLEGIANCE**	
3.	**SABER PRIDE**	
3.1.	Ex-Officio Student School Board Member Welcome - Clara Stauff	**Presenter:** Kristi Peterson
3.2.	Spring Athletics & Activities	**Presenter:** Matt Hanson, Athletics Director and Andy Brown, Activities Director
4.	**CONSIDERATION OF AGENDA AS PRESENTED**	
5.	**PUBLIC COMMENT**	
6.	**CONSENT ITEMS**	
6.1.	Personnel Items	
6.2.	Approval of School Board Meeting Minutes	
6.3.	Consideration of Bills and Authorization to Pay Same	
6.4.	Approval of Wires Report	
7.	**DONATIONS**	**Presenter:** Kristi Peterson
8.	**INFORMATION**	
8.1.	Legislative Update - Brad Tabke	**Presenter:** Rep. Brad Tabke (DFL) District: 54A
8.2.	National Safety Month - District Update	**Presenter:** Jim Miklausich, Assistant Superintendent and Canon Christianson, Crisis & Safety Coordinator
8.3.	Monthly Budget Update	**Presenter:** David Draskovich, Director of Finance & Operations
9.	**ACTION**	
9.1.	Head Start Program Contract	**Presenter:** Lisa Rahn, Director of Community Education
9.2.	Approval of Fresh Produce Contract	**Presenter:** David Draskovich, Director of Finance &

	Operations and Molly Allison, Supervisor of Food & Nutrition Services
9.3. Approval of Primary Foods Bid	**Presenter:** David Draskovich, Director of Finance & Operations and Molly Allison, Supervisor of Food & Nutrition Services
9.4. Approval of FY27 Proposed Budget	**Presenter:** David Draskovich, Director of Finance & Operations
9.5. Combined Approval of LTFM Ten-Year Plan, Abatement Bonds (Parking Lots), LTFM Bonds (Roofs), and Refunding of 2020A Capital Facility Bonds	**Presenter:** David Draskovich, Director of Finance & Operations
9.6. LTFM Resolution - SW Metro	**Presenter:** David Draskovich, Director of Finance & Operations
9.7. Safe Schools Levy Resolution - SW Metro	**Presenter:** David Draskovich, Director of Finance & Operations
9.8. Eden Prairie Online Contract	**Presenter:** Jim Miklausich, Assistant Superintendent
9.9. MSHSL Membership	**Presenter:** Mike Redmond
9.10. Resolution for Approving Mike Redmond as IOwA	**Presenter:** Kristi Peterson
9.11. Call School Board Election - Resolution	**Presenter:** Tiffany Olson, Director of Communications & Strategic Development
10. **INFORMATION**	
10.1. 2026 Community Conversation Summary	**Presenter:** Tiffany Olson
11. **CLOSED SESSION**	**Presenter:** Kristi Peterson
12. **ACTION**	
12.1. Actions Based on Discussion of Closed Session	**Presenter:** Kristi Peterson
13. **COMMITTEE REPORTS & OTHER INFORMATION**	
14. **UPCOMING MEETINGS & IMPORTANT DATES**	
15. **ADJOURNMENT**	



School Board Work Session
1200 Shakopee Town Square, Shakopee, MN 55379
Monday, June 8, 2026 6:00PM

A School Board Work Session of the Shakopee Public Schools was held Monday, June 8, 2026 beginning at 6:00PM.

Present: Brophy, Peterson, Zitek, Valdez, Smith, Aldrich, Johnson
Not present: Shaunya*, Bryan*
*student members

1. CALL TO ORDER SCHOOL BOARD WORK SESSION AND ROLL CALL - CHAIR PETERSON

2. PLEDGE OF ALLEGIANCE

3. SABER PRIDE
3.1. Class of 2026

4. CONSIDERATION OF AGENDA AS PRESENTED
Motion to approve agenda as presented by Brophy, seconded by Aldrich
All present in favor, none opposed

5. PUBLIC COMMENT
One (1) individual - Janet Johnson
Subject - IntraDistrict Transfer Process

6. INFORMATION
6.1. Roof, Parking Lots (exits), Bonds (abatement and LTFM)
6.2. School Age & Preschool Care - Saber Connection Update

7. ACTION
7.1. Community Education Census - Resolution
Motion to approve resolution as presented by Aldrich, seconded by Johnson
Roll call: All present in favor, none opposed

8. INFORMATION
8.1. Proposed FY27 Budget
8.2. Superintendent Evaluation Summary

9. ACTION
9.1. Superintendent Contract
Motion to approve contract as presented by Smith, seconded by Brophy
Roll call:
In Favor - Peterson, Brophy, Smith, Valdez, Johnson, Aldrich
Opposed - Zitek
Motion carried

10. INFORMATION
10.1. School Board Election Timeline

10.2. School Board Self Assessment via ThoughtExchange
10.3. Minnesota Kids Rise Information
10.4. District Update
11. Proposed Minnesota Constitutional Amendment - Ballot Item on November 3, 2026 Statewide Election

12. COMMITTEE REPORTS & OTHER INFORMATION

13. UPCOMING MEETINGS & IMPORTANT DATES

14. ADJOURNMENT
Motion to adjourn presented by Aldrich, seconded by Brophy
All present in favor, none opposed
Meeting adjourned at 9:03PM

School Board Business Meeting
1200 Shakopee Town Square, Shakopee, MN 55379
Monday, May 11, 2026 6:00PM

A School Board Meeting of the Shakopee Public Schools was held Monday, May 11, 2026 beginning at 6:00PM.

Present: Brophy, Peterson, Zitek, Valdez, Shaunya*, Smith, Aldrich, Johnson, Bryan*
**student members*

1. CALL TO ORDER SCHOOL BOARD MEETING AND ROLL CALL - CHAIR PETERSON

2. PLEDGE OF ALLEGIANCE

3. SABER PRIDE
3.1. 20250-26 Staff Awards, Grow Your Own Grant Honorees and Retirees
3.2. ASBO International's Certificate of Excellence in Financial Reporting (COE) Award

4. CONSIDERATION OF AGENDA AS PRESENTED
Motion to approve agenda as presented by Brophy, seconded by Smith
All those present in favor, none opposed

5. PUBLIC COMMENT
None

6. CONSENT ITEMS
Motion to approve consent items presented by Aldrich, seconded by Zitek
All those present in favor, none opposed

7. DONATIONS
Motion to approve donation resolution as presented by Brophy, seconded by Smith
Roll call: All those present in favor, none opposed

8. ACTION
8.1. Student School Board Candidate Approval & Introduction
Motion to approve student candidate presented by Brophy, seconded by Peterson
All those present in favor, none opposed

9. INFORMATION
9.1. Roofs, Parking Lots (exits) Bonds (abatement and LTFM)

10. ACTION
10.1. Regular Transportation Bus Contract
Motion to approve contract presented by Peterson, seconded by Aldrich
All those present in favor, none opposed

11. INFORMATION
11.1. Comprehensive Literacy Framework Update
11.2. Summer Programming

12. ACTION

12.1. Non-renewals

Motion to approve non-renewals presented by Valdez, seconded by Brophy
All those present in favor, none opposed

12.2. Response to NAPAC

Motion to approve response presented by Aldrich, seconded by Johnson
All those present in favor, none opposed

13. COMMITTEE REPORTS & OTHER INFORMATION

14. UPCOMING MEETINGS & IMPORTANT DATES

15. ADJOURNMENT

Motion to adjourn presented by Brophy, seconded by Smith
All those present in favor, none opposed
Meeting adjourned at 7:49PM

AP Check Register

AP Run: WKLY040226 — Post Date: 2026-04-02 — AP Run Type: R **Shakopee Public Schools ISD #720**

Check Date	Check Number	Payment Type	Name	Check Amount
04/02/2026	776398	Check	City Of Shakopee	2,817.50
04/02/2026	776399	Check	Cub Foods	145.62
04/02/2026	776400	Check	Cummins Inc.	1,334.78
04/02/2026	776401	Check	Decory, Travis	500.00
04/02/2026	776402	Check	Discount Steel, Inc	77.59
04/02/2026	776403	Check	H&b Specialized Products	2,703.00
04/02/2026	776404	Check	Horizon Commercial Pool Supply	1,359.15
04/02/2026	776405	Check	Innovative Office Solutions	872.00
04/02/2026	776406	Check	Mackin Educational Resources	1,830.08
04/02/2026	776407	Check	Mason, Teagan Caileen	640.00
04/02/2026	776408	Check	Merry, Vanessa	180.00
04/02/2026	776409	Check	Minnesota Valley Transit Authority	572.00
04/02/2026	776410	Check	Minuteman Press	925.81
04/02/2026	776411	Check	Msba	420.00
04/02/2026	776412	Check	Northern Air Corporation	48,919.67
04/02/2026	776413	Check	Perusich, Sandra	10.00
04/02/2026	776414	Check	Prior Lake/Savage Rental Center	801.90
04/02/2026	776415	Check	Quench USA Inc	181.77
04/02/2026	776416	Check	Ryan Mechanical Inc	19,556.72
04/02/2026	776417	Check	Schwickert'S, Inc	1,450.78
04/02/2026	776418	Check	Shakopee Public Utility Commis	125,371.57
04/02/2026	776419	Check	Twin City Hardware	940.82
04/02/2026	776420	Check	WordMatter LLC	30.36
			Total:	**211,641.12**

WKLY040226 Summary

Type	Count	Amount
Regular Checks:	23	211,641.12
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**23**	**211,641.12**

AP Check Register

AP Run: WKLY040926 — Post Date: 2026-04-09 — AP Run Type: R **Shakopee Public Schools ISD #720**

Check Date	Check Number	Payment Type	Name	Check Amount
04/09/2026	776453	Check	AB Staffing Solutions, LLC	3,920.00
04/09/2026	776454	Check	Advanced Imaging Solutions	15,100.50
04/09/2026	776455	Check	Allison, Patricia	75.00
04/09/2026	776456	Check	Anchor Paper	6,839.45
04/09/2026	776457	Check	AnthroMed Education, LLC	4,116.93
04/09/2026	776458	Check	API Garage Door Inc	6,690.50
04/09/2026	776459	Check	Apple Inc	499.00
04/09/2026	776460	Check	Bang-Skogrand, Joey	75.00
04/09/2026	776461	Check	Belle Plaine Pizza Plus Inc	3,575.00
04/09/2026	776462	Check	Bix Produce Company	3,560.73
04/09/2026	776463	Check	Blake, Jason	110.00
04/09/2026	776464	Check	Broholm, Susan Marie	3,355.46
04/09/2026	776465	Check	Bruce, Joseph W	1,200.00
04/09/2026	776466	Check	Capella University LLC	3,060.00
04/09/2026	776467	Check	Central McGowan, Inc.	301.95
04/09/2026	776468	Check	Centurylink	503.04
04/09/2026	776469	Check	CESO Transportation, LLC	1,802.25
04/09/2026	776470	Check	Chess & Strategy Game Association	764.40
04/09/2026	776471	Check	Choice Electric, Inc	14,173.60
04/09/2026	776472	Check	Compass Group NAD	297.00
04/09/2026	776473	Check	Cub Foods	230.39
04/09/2026	776474	Check	Culligan Bottled Water	175.95
04/09/2026	776475	Check	Dorglass Inc	2,050.00
04/09/2026	776476	Check	Dose, Benjamin Edward	214.00
04/09/2026	776477	Check	Durand Manufacturing	6,450.00
04/09/2026	776478	Check	Edina High School	220.00
04/09/2026	776479	Check	Educators Benefit Consultants	583.87
04/09/2026	776480	Check	Finken Water Inc	10.00
04/09/2026	776481	Check	FULCRUM MANAGEMENT SOLUTIONS INC	14,280.00
04/09/2026	776482	Check	Geraghty, Patrick J	6,000.00
04/09/2026	776483	Check	Groth Music	180.00
04/09/2026	776484	Check	Hennen's Auto Service, Inc.	183.32
04/09/2026	776485	Check	Herold, Kimberly	75.00

AP Check Register

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Check Date	Check Number	Payment Type	Name	Check Amount
04/09/2026	776486	Check	Hillyard / Hutchinson	1,556.01
04/09/2026	776487	Check	Horizon Commercial Pool Supply	7,895.13
04/09/2026	776488	Check	INNOVATIONAL WATER SOLUTIONS, INC.	1,995.73
04/09/2026	776489	Check	Innovative Office Solutions	14,444.41
04/09/2026	776490	Check	Institute For Environ Assess	7,428.08
04/09/2026	776491	Check	Intermediate District 287	8,446.06
04/09/2026	776492	Check	John Anderson Communications	1,000.00
04/09/2026	776493	Check	John's Sewer & Drain	190.00
04/09/2026	776494	Check	Johnson Controls	15,850.00
04/09/2026	776495	Check	Jostens Inc	522.69
04/09/2026	776496	Check	Kemps LLC	7,226.91
04/09/2026	776497	Check	Kings III of America, LLC	427.71
04/09/2026	776498	Check	Kral, Melissa	32.00
04/09/2026	776499	Check	Lano Equipment Inc	2,010.09
04/09/2026	776500	Check	Lusardi, Mark J	2,186.00
04/09/2026	776501	Check	Mackin Educational Resources	769.94
04/09/2026	776502	Check	MARBIGAIL THERAPY SERVICES LLC	3,725.00
04/09/2026	776503	Check	Master Technology Group	1,157.50
04/09/2026	776504	Check	Mei Total Elevator Solutions	1,103.57
04/09/2026	776505	Check	Minnesota State Colleges and Universities	4,835.71
04/09/2026	776506	Check	Minnesota State University Mankato	25.00
04/09/2026	776507	Check	Minnesota State University Mankato	1,788.57
04/09/2026	776508	Check	MRI INTERMEDIATE HOLDINGS, LLC	537.00
04/09/2026	776509	Check	Mti Distributing Co	28,399.18
04/09/2026	776510	Check	Northern Air Corporation	15,154.21
04/09/2026	776511	Check	Palmer Bus Services	1,929.84
04/09/2026	776512	Check	Pan O Gold Baking	900.46
04/09/2026	776513	Check	Performance Food Group	1,407.50
04/09/2026	776514	Check	Perma Bound	803.00
04/09/2026	776515	Check	Phoenix School Counseling LLC	9,357.40
04/09/2026	776516	Check	Plansource	3,173.81
04/09/2026	776517	Check	Prehn, Dan R	46.00
04/09/2026	776518	Check	Premium Water Co	54.00

AP Check Register

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Check Date	Check Number	Payment Type	Name	Check Amount
04/09/2026	776519	Check	Project Lead The Way, Inc	4,755.00
04/09/2026	776520	Check	Propio LS LLC	3,742.90
04/09/2026	776521	Check	Quadient, Inc.	39.00
04/09/2026	776522	Check	Raptor Technologies, LLC	775.00
04/09/2026	776523	Check	Rockey, Susan	41.60
04/09/2026	776524	Check	SafetyFirst Specialty Contracting, Inc.	5,535.60
04/09/2026	776525	Check	Schwickert'S, Inc	6,836.40
04/09/2026	776526	Check	Shred-N-Go, Inc	771.00
04/09/2026	776527	Check	Soliant Health, LLC	8,736.00
04/09/2026	776528	Check	Southwest Metro Intermediate District #288	23,259.34
04/09/2026	776529	Check	Speech Therapy Express LLC	14,359.88
04/09/2026	776530	Check	T-Mobile USA Inc.	892.80
04/09/2026	776531	Check	Tran, Kaleb Preston	32.00
04/09/2026	776532	Check	Trio Supply Company	3,283.55
04/09/2026	776533	Check	Twin City Hardware	3,264.55
04/09/2026	776534	Check	Uhl Co., Inc	2,382.89
04/09/2026	776535	Check	Upper Lakes Foods	49,476.64
04/09/2026	776536	Check	Us Bank	1,700.00
04/09/2026	776537	Check	Verizon Wireless	1,061.39
04/09/2026	776538	Check	Vestis Group	359.73
04/09/2026	776539	Check	Video Services Inc	245.00
04/09/2026	776540	Check	Vistar	3,479.70
04/09/2026	776541	Check	WELLNESS FOR LIVING LLC	975.00
04/09/2026	776542	Check	Wold Architects & Engineers	1,124.34
			Total:	**384,180.16**

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount

WKLY040926 Summary

Type	Count	Amount
Regular Checks:	90	384,180.16
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**90**	**384,180.16**

AP Check Register

AP Run: WKLY041626 — Post Date: 2026-04-16 — AP Run Type: R **Shakopee Public Schools ISD #720**

Check Date	Check Number	Payment Type	Name	Check Amount
04/16/2026	776543	Check	Anoka-Hennepin School District	300.00
04/16/2026	776544	Check	AnthroMed Education, LLC	1,258.68
04/16/2026	776545	Check	Apple Ford Shakopee	3.58
04/16/2026	776546	Check	Apple Valley High School	300.00
04/16/2026	776547	Check	Arvig Enterprises Inc	922.16
04/16/2026	776548	Check	Belle Plaine Pizza Plus Inc	3,835.00
04/16/2026	776549	Check	Berry Coffee Company	949.52
04/16/2026	776550	Check	Bix Produce Company	2,296.73
04/16/2026	776551	Check	BLUUM of Minnesota LLC	5,688.00
04/16/2026	776552	Check	Borchers, William	62.00
04/16/2026	776553	Check	Bsn Sports	11,147.32
04/16/2026	776554	Check	Burnsville School District	580.00
04/16/2026	776555	Check	Casey, Bryan Richard	26.87
04/16/2026	776556	Check	Catalyst Sourcing Solutions	1,167.72
04/16/2026	776557	Check	Central Lakes College	833.13
04/16/2026	776558	Check	Centurylink	978.50
04/16/2026	776559	Check	Childrens Theatre Company	691.00
04/16/2026	776560	Check	Chong, Kristin Lynne	156.00
04/16/2026	776561	Check	Churchill, Lee	136.00
04/16/2026	776562	Check	Consortium for School Networking	1,050.00
04/16/2026	776563	Check	Cub Foods	16.00
04/16/2026	776564	Check	Eagan High School	400.00
04/16/2026	776565	Check	Eastview High School	325.00
04/16/2026	776566	Check	Eden Prairie High School	275.00
04/16/2026	776567	Check	Electro Watchman, INC.	7,855.98
04/16/2026	776568	Check	Farmington High School	400.00
04/16/2026	776569	Check	Finken Water Inc	38.95
04/16/2026	776570	Check	Fritz, Kathleen	95.00
04/16/2026	776571	Check	Fuder, Kristine	87.50
04/16/2026	776572	Check	Garfield, Ronald	156.00
04/16/2026	776573	Check	General Parts , Inc	878.87
04/16/2026	776574	Check	Groth Music	426.93
04/16/2026	776575	Check	Hastings High School	450.00

AP Check Register

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Check Date	Check Number	Payment Type	Name	Check Amount
04/16/2026	776576	Check	Herold, Kimberly	87.50
04/16/2026	776577	Check	Hillyard / Hutchinson	607.09
04/16/2026	776578	Check	Holy Family Catholic High School	300.00
04/16/2026	776579	Check	Ind School District 624	112.00
04/16/2026	776580	Check	Innovative Graphics	1,900.00
04/16/2026	776581	Check	Innovative Office Solutions	698.68
04/16/2026	776582	Check	Jessen, Chris	156.00
04/16/2026	776583	Check	Kek, Brandon R	32.00
04/16/2026	776584	Check	Kemps LLC	6,635.97
04/16/2026	776585	Check	Lach, Theavy	60.00
04/16/2026	776586	Check	Lakeville High School North	225.00
04/16/2026	776587	Check	Lakeville High School South	715.00
04/16/2026	776588	Check	Laursen Piano Service	300.00
04/16/2026	776589	Check	Manasra, Sined	183.55
04/16/2026	776590	Check	Mankato East High School	200.00
04/16/2026	776591	Check	McCoy, Quinten	92.00
04/16/2026	776592	Check	Merry, Vanessa	270.00
04/16/2026	776593	Check	Minnesota State Colleges and Universities	80.00
04/16/2026	776594	Check	Minnesota State University Mankato	1,202.97
04/16/2026	776595	Check	Minnetonka Public Schools	300.00
04/16/2026	776596	Check	MN DECA	2,356.00
04/16/2026	776597	Check	MN Umpire Association Ltd	2,813.00
04/16/2026	776598	Check	New Dominion School/austin	7,220.41
04/16/2026	776599	Check	New Prague Public Schools	150.00
04/16/2026	776600	Check	Northland Forest Products Inc	434.49
04/16/2026	776601	Check	Palmer Bus Services	451,706.20
04/16/2026	776602	Check	Pan O Gold Baking	898.26
04/16/2026	776603	Check	Performance Food Group	1,342.54
04/16/2026	776604	Check	Plaman, Brad J	95.00
04/16/2026	776605	Check	Prior Lake High School	565.00
04/16/2026	776606	Check	Prior Lake High School	250.00
04/16/2026	776607	Check	Propio LS LLC	792.92
04/16/2026	776608	Check	Quadient Finance USA, Inc.	2,039.00

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
04/16/2026	776609	Check	Reed, Scott	94.00
04/16/2026	776610	Check	Riddell	7,153.80
04/16/2026	776611	Check	Ries, Robert	196.00
04/16/2026	776612	Check	Rosemount High School	705.00
04/16/2026	776613	Check	Roseville Area Schools	301.00
04/16/2026	776614	Check	Rux, Kelly	82.00
04/16/2026	776615	Check	Schwalbach, Matthew James	196.00
04/16/2026	776616	Check	Sonova Usa Inc	73.98
04/16/2026	776617	Check	Speechwire Tournament Services	510.00
04/16/2026	776618	Check	Spring Lake Park Schools Ind. District #16	250.00
04/16/2026	776619	Check	Squires Waldspurger & Mace PA	4,116.00
04/16/2026	776620	Check	Strive Inc.	400.00
04/16/2026	776621	Check	Thayer, Chuck	218.00
04/16/2026	776622	Check	Trio Supply Company	5,519.94
04/16/2026	776623	Check	Upper Lakes Foods	32,775.41
04/16/2026	776624	Check	Vinkemeier, Jeffrey A	92.00
04/16/2026	776625	Check	Virgen, Kirsten Yumalay Colindres	339.95
04/16/2026	776626	Check	Vistar	2,685.96
04/16/2026	776627	Check	Wanke, Sandra	87.50
04/16/2026	776628	Check	WESTRUM, JOHN LEON	92.00
			Total:	**584,496.56**

WKLY041626 Summary

Type	Count	Amount
Regular Checks:	86	584,496.56
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**86**	**584,496.56**

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
04/20/2026	776650	Check	Horor, Halimo	1,008.84
04/20/2026	776651	Check	Kluess, Denise	273.95
04/20/2026	776652	Check	McMillan, Lindsay A	100.85
04/20/2026	776653	Check	Sindelar, Jeffrey D	6.67
04/20/2026	776654	Check	Wilson, Jessica L	19.87
04/20/2026	9000195862	ACH	Abdo, Houda K	81.85
04/20/2026	9000195863	ACH	Arterbury, Debra R	23.93
04/20/2026	9000195864	ACH	Ausman, Beth	32.84
04/20/2026	9000195865	ACH	Bade, Denise A	138.84
04/20/2026	9000195866	ACH	Baumbach, Heather M	311.03
04/20/2026	9000195867	ACH	Berthiaume, Kendra G	93.31
04/20/2026	9000195868	ACH	Blad, Stephanie R	104.84
04/20/2026	9000195869	ACH	Bleser, Claire S	138.91
04/20/2026	9000195870	ACH	Brophy, Jennifer L	48.14
04/20/2026	9000195871	ACH	Bruzda, Emily Hs	36.62
04/20/2026	9000195872	ACH	Cole, Robert	27.41
04/20/2026	9000195873	ACH	Daly, Kathryn M	34.87
04/20/2026	9000195874	ACH	Diaz-Slipka, Maya	34.15
04/20/2026	9000195875	ACH	Edberg, Sarah M	84.97
04/20/2026	9000195876	ACH	Ellis, Krysten	38.00
04/20/2026	9000195877	ACH	Fales, Sally	119.96
04/20/2026	9000195878	ACH	Faucette, Angela A	92.01
04/20/2026	9000195879	ACH	Fish, Suzette Pierce	78.08
04/20/2026	9000195880	ACH	Groen, Sophia N	24.95
04/20/2026	9000195881	ACH	Grubbs, Tammy D	548.88
04/20/2026	9000195882	ACH	Hendrickson, Thomas J	901.34
04/20/2026	9000195883	ACH	Hileman-Tabios, Jennifer A	175.00
04/20/2026	9000195884	ACH	Hughes, Sarah K	31.92
04/20/2026	9000195885	ACH	Ibrahim, Sado M	18.34
04/20/2026	9000195886	ACH	Iverson, Matthew A	14.67
04/20/2026	9000195887	ACH	Johnson, Kathryn A	36.83
04/20/2026	9000195888	ACH	Kalaus, Lance Patrick	69.17
04/20/2026	9000195889	ACH	Kaste, Stephanie	29.29

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
04/20/2026	9000195890	ACH	Kress, Carla R	45.00
04/20/2026	9000195891	ACH	Lechleitner, Katherine R	48.93
04/20/2026	9000195892	ACH	Lewy, Maya C	51.69
04/20/2026	9000195893	ACH	Ley, Kelly R	339.19
04/20/2026	9000195894	ACH	Ludzack, Janelle C	347.30
04/20/2026	9000195895	ACH	Manjarrez, Ignacio	34.37
04/20/2026	9000195896	ACH	Masloski, Stephanie A	35.95
04/20/2026	9000195897	ACH	White, Jacqueline R	123.90
04/20/2026	9000195898	ACH	Meredith, Luke Hs	9.14
04/20/2026	9000195899	ACH	Miller, Monica A	51.40
04/20/2026	9000195900	ACH	Mohamud, Ahmed	18.56
04/20/2026	9000195901	ACH	Mulwee, Jillian L	3.63
04/20/2026	9000195902	ACH	Nordtvedt, Janelle	250.00
04/20/2026	9000195903	ACH	Olson, Daniel B	17.74
04/20/2026	9000195904	ACH	Parizek, Amy E	55.32
04/20/2026	9000195905	ACH	Peer, Malik L	90.03
04/20/2026	9000195906	ACH	Phillips, Julie M	59.81
04/20/2026	9000195907	ACH	Rice, Jennifer	237.92
04/20/2026	9000195908	ACH	Sacco, Amy Jo	332.19
04/20/2026	9000195909	ACH	Schenck, Myrlene R	11.94
04/20/2026	9000195910	ACH	Schuman, Kayla R	59.82
04/20/2026	9000195911	ACH	Shaner, Jeanette M	35.98
04/20/2026	9000195912	ACH	Shoble, Sadia M	155.00
04/20/2026	9000195913	ACH	Sonday, Mara K	38.43
04/20/2026	9000195914	ACH	Swenson, Denise L	154.95
04/20/2026	9000195915	ACH	Teich, Mariah Mae	88.89
04/20/2026	9000195916	ACH	Tiegs, Sarah A	27.84
04/20/2026	9000195917	ACH	Trang, Kristine	25.01
04/20/2026	9000195918	ACH	Tschaekofske, Carol M	16.24
04/20/2026	9000195919	ACH	Vogel, Justyne	153.33
04/20/2026	9000195920	ACH	Vold, Rebecca A	57.06
04/20/2026	9000195921	ACH	Wolf, Melanie R	99.33
04/20/2026	9000195922	ACH	Wood, John El	65.83

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
			Total:	**7,922.05**

EER042026 Summary

Type	Count	Amount
Regular Checks:	5	1,410.18
ACH Checks:	61	6,511.87
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**66**	**7,922.05**

AP Check Register

AP Run: WKLY042326 — Post Date: 2026-04-23 — AP Run Type: R **Shakopee Public Schools ISD #720**

Check Date	Check Number	Payment Type	Name	Check Amount
04/23/2026	776655	Check	Academic Therapy Publications	403.20
04/23/2026	776656	Check	Accountable Medical Equipment & Supply Inc	517.50
04/23/2026	776657	Check	Advanced Imaging Solutions	359.76
04/23/2026	776658	Check	Advanced Imaging Solutions	631.00
04/23/2026	776659	Check	Aim Electronics	383.90
04/23/2026	776660	Check	Allison, Patricia	87.50
04/23/2026	776661	Check	Anchor Paper	2,186.24
04/23/2026	776662	Check	Annis, Aaron Jeffrey	177.00
04/23/2026	776663	Check	AnthroMed Education, LLC	2,097.80
04/23/2026	776664	Check	API Garage Door Inc	267.50
04/23/2026	776665	Check	AVI Systems, Inc.	2,239.33
04/23/2026	776666	Check	Bang-Skogrand, Joey	87.50
04/23/2026	776667	Check	Batteries R Us	2,599.96
04/23/2026	776668	Check	Belle Plaine Pizza Plus Inc	3,900.00
04/23/2026	776669	Check	Big Top Tent Rental Inc	617.85
04/23/2026	776670	Check	Bix Produce Company	3,316.83
04/23/2026	776671	Check	Borchers, William	62.00
04/23/2026	776672	Check	Brower, Ross	166.00
04/23/2026	776673	Check	Bsn Sports	6,529.99
04/23/2026	776674	Check	Buccek, Amy	75.00
04/23/2026	776675	Check	Carkhuff, Braden	75.00
04/23/2026	776676	Check	Cdw Government	60,332.46
04/23/2026	776677	Check	Center for the Collaborative Classroom	234.36
04/23/2026	776678	Check	Central McGowan, Inc.	551.05
04/23/2026	776679	Check	Cintas Corporation No. 2	252.59
04/23/2026	776680	Check	City Of Shakopee	361.43
04/23/2026	776681	Check	Clearsoft Water Condtioning	440.51
04/23/2026	776682	Check	Cub Foods	623.20
04/23/2026	776683	Check	Demorest, Connor	107.00
04/23/2026	776684	Check	Dickman, Katherine	262.50
04/23/2026	776685	Check	Eckroth Music	77.97
04/23/2026	776686	Check	Educators Benefit Consultants	1,176.50
04/23/2026	776687	Check	Electro Watchman, INC.	1,038.75

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
04/23/2026	776688	Check	Festival of Nations	1,400.00
04/23/2026	776689	Check	First Student, Inc.	4,369.20
04/23/2026	776690	Check	First Technologies Inc	4,194.00
04/23/2026	776691	Check	Follett Software, LLC	45.12
04/23/2026	776692	Check	Gagnon, Danny	98.00
04/23/2026	776693	Check	General Parts , Inc	479.40
04/23/2026	776694	Check	Georgakopoulos, Tess	90.00
04/23/2026	776695	Check	Gregus, Daniel J	166.00
04/23/2026	776696	Check	Groth Music	182.47
04/23/2026	776697	Check	Hennen, Denise	87.50
04/23/2026	776698	Check	Hennen's Auto Service, Inc.	456.60
04/23/2026	776699	Check	Hessler, Robert J	94.00
04/23/2026	776700	Check	Hillyard / Hutchinson	1,488.07
04/23/2026	776701	Check	Honey Do Solutions, LLC	340.00
04/23/2026	776702	Check	Hyvee Inc	168.80
04/23/2026	776703	Check	INAMPUDI, ABHAY	75.00
04/23/2026	776704	Check	Innovative Graphics	2,754.00
04/23/2026	776705	Check	Innovative Office Solutions	5,168.97
04/23/2026	776706	Check	Institute For Environ Assess	14,084.88
04/23/2026	776707	Check	John's Sewer & Drain	765.00
04/23/2026	776708	Check	Johnson Controls	4,772.25
04/23/2026	776709	Check	Jostens Inc	3,040.75
04/23/2026	776710	Check	Jw Pepper	96.00
04/23/2026	776711	Check	Kahmeyer, Troy	62.00
04/23/2026	776712	Check	Kek, Brandon R	18.00
04/23/2026	776713	Check	Kemps LLC	5,871.78
04/23/2026	776714	Check	Kiwanis Youth Programs Inc	313.50
04/23/2026	776715	Check	Korba, Jerry	164.00
04/23/2026	776716	Check	Laursen Piano Service	155.00
04/23/2026	776717	Check	Loecken, Joel	92.00
04/23/2026	776718	Check	Loskota, David M	92.00
04/23/2026	776719	Check	Lowes	2,022.13
04/23/2026	776720	Check	Luhman, Scott	177.00

AP Check Register

AP Run: WKLY042326 — Post Date: 2026-04-23 — AP Run Type: R **Shakopee Public Schools ISD #720**

Check Date	Check Number	Payment Type	Name	Check Amount
04/23/2026	776721	Check	M5 Built LLC	36,350.48
04/23/2026	776722	Check	Mackin Educational Resources	67.51
04/23/2026	776723	Check	Metronet Holdings LLC	2,948.85
04/23/2026	776724	Check	Metropolitan Life Insurance Company	81,061.25
04/23/2026	776725	Check	Minnesota State Colleges & Universities	4,048.86
04/23/2026	776726	Check	Minuteman Press	3,802.67
04/23/2026	776727	Check	Mishra, Archit	75.00
04/23/2026	776728	Check	Mti Distributing Co	3,494.11
04/23/2026	776729	Check	Nair, Karthika	75.00
04/23/2026	776730	Check	Nair, Kavya	75.00
04/23/2026	776731	Check	NCS Pearson, Inc	97.50
04/23/2026	776732	Check	Nelson, Janell	200.00
04/23/2026	776733	Check	Normandale Community College	1,220.64
04/23/2026	776734	Check	Northern Air Corporation	22,220.64
04/23/2026	776735	Check	Novak, Heather	323.95
04/23/2026	776736	Check	Novak, Heather Supplies	143.20
04/23/2026	776737	Check	Office Of Mn It Services	3,866.72
04/23/2026	776738	Check	Outdoor Images Inc.	23,733.00
04/23/2026	776739	Check	Pan O Gold Baking	848.20
04/23/2026	776740	Check	Performance Food Group	1,764.07
04/23/2026	776741	Check	PlayCore Wisconsin, Inc	43.84
04/23/2026	776742	Check	Priyadarshi, Anuj	75.00
04/23/2026	776743	Check	Propio LS LLC	212.77
04/23/2026	776744	Check	Prudent Man Advisors, LLC	2,737.61
04/23/2026	776745	Check	Raptor Technologies, LLC	10,000.00
04/23/2026	776746	Check	Richards, Caleb M	75.00
04/23/2026	776747	Check	Riederer, Jean	75.00
04/23/2026	776748	Check	Riederer, Sarah	75.00
04/23/2026	776749	Check	RITTER, DAVID	62.00
04/23/2026	776750	Check	Rooney, Phil	1,795.00
04/23/2026	776751	Check	Runge, Phil	190.00
04/23/2026	776752	Check	Ryan Mechanical Inc	36,224.13
04/23/2026	776753	Check	Schmitt Music Company	113.00

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
04/23/2026	776754	Check	Scholastic, Inc	173.31
04/23/2026	776755	Check	Seven Hills Transportation Service, Inc	6,240.64
04/23/2026	776756	Check	Skoy, Neal	150.00
04/23/2026	776757	Check	Soliant Health, LLC	3,360.00
04/23/2026	776758	Check	South Suburban Conference	1,886.30
04/23/2026	776759	Check	Southwest Metro Intermediate District #288	15,383.43
04/23/2026	776760	Check	Squires Waldspurger & Mace PA	1,596.00
04/23/2026	776761	Check	Success Beyond The Classroom	270.00
04/23/2026	776762	Check	Sullivan, Thomas W	107.00
04/23/2026	776763	Check	Symmetry Energy Solutions, LLC	33,228.69
04/23/2026	776764	Check	Thayer, Chuck	62.00
04/23/2026	776765	Check	The Fake Fighting Company	565.00
04/23/2026	776766	Check	Third Party Integrity	6,000.00
04/23/2026	776767	Check	Tischendorf, Michael	280.00
04/23/2026	776768	Check	Tobii Dynavox, LLC	384.65
04/23/2026	776769	Check	Tonies US Inc	140.00
04/23/2026	776770	Check	Trio Supply Company	2,545.88
04/23/2026	776771	Check	Twin City Hardware	34.39
04/23/2026	776772	Check	Uhl Co., Inc	41,235.69
04/23/2026	776773	Check	Upper Lakes Foods	42,159.24
04/23/2026	776774	Check	Vinkemeier, Jeffrey A	92.00
04/23/2026	776775	Check	Vistar	3,226.97
04/23/2026	776776	Check	Walters, John	95.00
04/23/2026	776777	Check	Waste Management	10,533.63
04/23/2026	776778	Check	Wente, Brandon	75.00
04/23/2026	776779	Check	Wyldwolf Games	252.00
04/23/2026	776780	Check	Zeigler, Kaia C	84.43
			Total:	**553,878.85**

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount

WKLY042326 Summary

Type	Count	Amount
Regular Checks:	126	553,878.85
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**126**	**553,878.85**

AP Check Register

AP Run: WKLY042826 — Post Date: 2026-04-28 — AP Run Type: R **Shakopee Public Schools ISD #720**

Check Date	Check Number	Payment Type	Name	Check Amount
04/28/2026	776782	Check	Advanced Imaging Solutions	2,965.01
04/28/2026	776783	Check	AVI Systems, Inc.	10,951.22
04/28/2026	776784	Check	Belle Plaine Pizza Plus Inc	3,770.00
04/28/2026	776785	Check	Benjamin Bus, Inc	175.00
04/28/2026	776786	Check	Bix Produce Company	1,934.41
04/28/2026	776787	Check	Centurylink	415.14
04/28/2026	776788	Check	CenturyLink Communications LLC	1.59
04/28/2026	776789	Check	Childrens Theatre Company	273.00
04/28/2026	776790	Check	Cintas Corporation No. 2	235.32
04/28/2026	776791	Check	Cub Foods	11.97
04/28/2026	776792	Check	Data Recognition Corporation	670.44
04/28/2026	776793	Check	DBT Enterprises LLC	646.60
04/28/2026	776794	Check	Gartland, Grant F	107.00
04/28/2026	776795	Check	General Parts , Inc	2,495.30
04/28/2026	776796	Check	Groth Music	318.26
04/28/2026	776797	Check	Heipel, Jamie	92.00
04/28/2026	776798	Check	Hunt, Russ	166.00
04/28/2026	776799	Check	Innovative Graphics	889.00
04/28/2026	776800	Check	Innovative Office Solutions	17,550.16
04/28/2026	776801	Check	Kemps LLC	8,220.15
04/28/2026	776802	Check	Kings III of America, LLC	78.34
04/28/2026	776803	Check	LEGO Brand Retail, Inc.	5,295.00
04/28/2026	776804	Check	Mark My Words Llc	1,500.00
04/28/2026	776805	Check	Metropolitan Life Insurance Company	211,564.04
04/28/2026	776806	Check	MORAVIA Education Inc	2,464.97
04/28/2026	776807	Check	Palmer Bus Services	312,072.73
04/28/2026	776808	Check	Pan O Gold Baking	1,298.34
04/28/2026	776809	Check	Performance Food Group	2,286.98
04/28/2026	776810	Check	Perkinson, Pat	95.00
04/28/2026	776811	Check	Rooney, Phil	147.50
04/28/2026	776812	Check	Ruben, Siguentes Amparo J	436.00
04/28/2026	776813	Check	Runing, Kelly	95.00
04/28/2026	776814	Check	Rux, Kelly	164.00

AP Check Register

AP Run: WKLY042826 — Post Date: 2026-04-28 — AP Run Type: R **Shakopee Public Schools ISD #720**

Check Date	Check Number	Payment Type	Name	Check Amount
04/28/2026	776815	Check	Ryan, Michael	95.00
04/28/2026	776816	Check	Shakopee Chamber Of Commerce	350.00
04/28/2026	776817	Check	Simon Jr, Melvin J	82.00
04/28/2026	776818	Check	STEM Education Works LLC	8,950.00
04/28/2026	776819	Check	Thomas, Ryan	82.00
04/28/2026	776820	Check	T-Mobile USA Inc.	758.50
04/28/2026	776821	Check	Trio Supply Company	4,941.55
04/28/2026	776822	Check	Upper Lakes Foods	52,689.98
04/28/2026	776823	Check	Vistar	2,808.18
04/28/2026	776824	Check	Walters, John	95.00
04/28/2026	776825	Check	Worm, Mark	199.00
			Total:	**660,436.68**

WKLY042826 Summary

Type	Count	Amount
Regular Checks:	44	660,436.68
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**44**	**660,436.68**

Fund	Total
01 - GENERAL FUND	1,109,580.08
02 - FOOD SERVICE FUND	284,304.33
03 - TRANSPORTATION FUND	744,364.49
04 - COMMUNITY SERVICE FUND	41,754.26
05 - CAPITAL OUTLAY FUND	215,226.03
07 - DEBT SERVICE FUND	1,700.00
20 - HEALTH INSURANCE FUND	98.92
45 - POST-EMPLOYMENT BENEFITS IRREVOCABLE TRUST FUND	2,737.61
50 - STUDENT ACTIVITY FUNDS	2,789.70
	2,402,555.42

Check Number	Check Date	Net Check Amount	Payroll Run Description
746881	05/22/2020	621.23	5.22.20 Bi-Weekly Payroll
746880	05/22/2020	772.35	5.22.20 Bi-Weekly Payroll
746879	05/22/2020	664.71	5.22.20 Bi-Weekly Payroll
746878	05/22/2020	576.58	5.22.20 Bi-Weekly Payroll
746877	05/22/2020	866.95	5.22.20 Bi-Weekly Payroll
746876	05/22/2020	745.32	5.22.20 Bi-Weekly Payroll
746875	05/22/2020	943.93	5.22.20 Bi-Weekly Payroll
746874	05/22/2020	1,060.69	5.22.20 Bi-Weekly Payroll
746873	05/22/2020	995.85	5.22.20 Bi-Weekly Payroll
746872	05/22/2020	1,227.71	5.22.20 Bi-Weekly Payroll
746871	05/22/2020	1,022.20	5.22.20 Bi-Weekly Payroll
746668	05/08/2020	227.64	5.8.20 Bi-Weekly Payroll
746667	05/08/2020	736.41	5.8.20 Bi-Weekly Payroll
746666	05/08/2020	35.03	5.8.20 Bi-Weekly Payroll
746665	05/08/2020	664.71	5.8.20 Bi-Weekly Payroll
746664	05/08/2020	563.28	5.8.20 Bi-Weekly Payroll
746663	05/08/2020	221.10	5.8.20 Bi-Weekly Payroll
746661	05/08/2020	745.32	5.8.20 Bi-Weekly Payroll
746660	05/08/2020	943.93	5.8.20 Bi-Weekly Payroll
746659	05/08/2020	231.05	5.8.20 Bi-Weekly Payroll
746658	05/08/2020	1,060.69	5.8.20 Bi-Weekly Payroll
746657	05/08/2020	909.79	5.8.20 Bi-Weekly Payroll
746656	05/08/2020	1,227.71	5.8.20 Bi-Weekly Payroll
746655	05/08/2020	1,022.20	5.8.20 Bi-Weekly Payroll
746654	05/08/2020	0.00	5.8.20 Bi-Weekly Payroll
746653	05/08/2020	171.91	5.8.20 Bi-Weekly Payroll
746652	05/08/2020	1,108.20	5.8.20 Bi-Weekly Payroll

AP Check Register

AP Run: WKLY050726 — Post Date: 2026-05-07 — AP Run Type: R **Shakopee Public Schools ISD #720**

Check Date	Check Number	Payment Type	Name	Check Amount
05/07/2026	776854	Check	A Schommer Glass Inc	1,724.48
05/07/2026	776855	Check	AB Staffing Solutions, LLC	8,240.00
05/07/2026	776856	Check	Abrakadoodle	2,035.00
05/07/2026	776857	Check	Act	30,184.00
05/07/2026	776858	Check	Advanced Imaging Solutions	8,076.08
05/07/2026	776859	Check	Advanced Imaging Solutions	15,100.50
05/07/2026	776860	Check	Allison, Patricia	362.50
05/07/2026	776861	Check	Anchor Paper	4,951.04
05/07/2026	776862	Check	Anderson Weierke, Amy Susan	39.00
05/07/2026	776863	Check	Annis, Aaron Jeffrey	95.00
05/07/2026	776864	Check	AnthroMed Education, LLC	4,326.72
05/07/2026	776865	Check	Apple Inc	1,900.00
05/07/2026	776866	Check	Arriola, Mark	98.00
05/07/2026	776867	Check	AVI Systems, Inc.	199.40
05/07/2026	776868	Check	Bang-Skogrand, Joey	87.50
05/07/2026	776869	Check	Banyai, Kelly	166.00
05/07/2026	776870	Check	Batteries R Us	6,515.52
05/07/2026	776871	Check	Belle Plaine Pizza Plus Inc	3,770.00
05/07/2026	776872	Check	Berg, David	326.00
05/07/2026	776873	Check	Berry Coffee Company	221.10
05/07/2026	776874	Check	Bieniek, Todd	32.00
05/07/2026	776875	Check	Bissonette, Robert	107.00
05/07/2026	776876	Check	Bix Produce Company	5,226.68
05/07/2026	776877	Check	Braaten, Karl	417.00
05/07/2026	776878	Check	Broholm, Susan Marie	3,355.46
05/07/2026	776879	Check	Bsn Sports	1,228.48
05/07/2026	776880	Check	Capernaum Pediatric Therapy, Inc.	10,616.85
05/07/2026	776881	Check	Carkhuff, Braden	150.00
05/07/2026	776882	Check	Centerpoint Energy Minnegasco	9,897.67
05/07/2026	776883	Check	Centurylink	80.63
05/07/2026	776884	Check	Constantine Dance Classes, Inc.	616.00
05/07/2026	776885	Check	Cub Foods	888.27
05/07/2026	776886	Check	Doren LLC	999.98

AP Check Register

AP Run: WKLY050726 — Post Date: 2026-05-07 — AP Run Type: R **Shakopee Public Schools ISD #720**

Check Date	Check Number	Payment Type	Name	Check Amount
05/07/2026	776887	Check	Eggleston, Erin	39.00
05/07/2026	776888	Check	Electro Watchman, INC.	45,067.42
05/07/2026	776889	Check	Ellis, Cynthia	800.00
05/07/2026	776890	Check	Ertl, Robert	2,500.00
05/07/2026	776891	Check	Finishing Touch Plus	4,700.00
05/07/2026	776892	Check	First Technologies Inc	1,363.91
05/07/2026	776893	Check	Franta, Thomas J	227.00
05/07/2026	776894	Check	Fuder, Kristine	287.50
05/07/2026	776895	Check	Garcia, Joseph M	98.00
05/07/2026	776896	Check	General Parts , Inc	1,877.18
05/07/2026	776897	Check	Geraghty, Patrick J	6,000.00
05/07/2026	776898	Check	Gjersvig, Michael	166.00
05/07/2026	776899	Check	Gothmann, Adam	156.00
05/07/2026	776900	Check	Grafton School, Incorporated	2,398.19
05/07/2026	776901	Check	Grimmius, Will	378.00
05/07/2026	776902	Check	Groth Music	17.80
05/07/2026	776903	Check	Hennepin Technical College	2,579.97
05/07/2026	776904	Check	Herold, Kimberly	75.00
05/07/2026	776905	Check	Horizon Commercial Pool Supply	1,911.46
05/07/2026	776906	Check	Independent School District 112	17,557.26
05/07/2026	776907	Check	INNOVATIONAL WATER SOLUTIONS, INC.	1,786.00
05/07/2026	776908	Check	Innovative Graphics	768.00
05/07/2026	776909	Check	Innovative Office Solutions	15,966.84
05/07/2026	776910	Check	Instructure, Inc	9,600.00
05/07/2026	776911	Check	Jacobson, Bryce	107.00
05/07/2026	776912	Check	Johnson Controls	920.84
05/07/2026	776913	Check	Johnston, Jack	500.00
05/07/2026	776914	Check	Jostens Inc	4,071.75
05/07/2026	776915	Check	Justin DeAngelo Yoga	300.30
05/07/2026	776916	Check	Jw Pepper	38.00
05/07/2026	776917	Check	Kempkes, David T	500.00
05/07/2026	776918	Check	Kemps LLC	9,117.92
05/07/2026	776919	Check	Kim, In-Jae	156.00

AP Check Register

AP Run: WKLY050726 — Post Date: 2026-05-07 — AP Run Type: R **Shakopee Public Schools ISD #720**

Check Date	Check Number	Payment Type	Name	Check Amount
05/07/2026	776920	Check	Kings III of America, LLC	549.01
05/07/2026	776921	Check	KKC Tae Kwon Do	882.00
05/07/2026	776922	Check	Klinger, Zachary	107.00
05/07/2026	776923	Check	Knoss, Holly	186.00
05/07/2026	776924	Check	Krenner, Charles	417.00
05/07/2026	776925	Check	Laker Athletic Booster Club, Inc	300.00
05/07/2026	776926	Check	Lamberty, Ryan	14,620.00
05/07/2026	776927	Check	Liebl, Michelle	75.00
05/07/2026	776928	Check	Loudon, Claire	417.00
05/07/2026	776929	Check	Loudon, Diane M.	417.00
05/07/2026	776930	Check	Loudon, Elizabeth	417.00
05/07/2026	776931	Check	Mackin Educational Resources	1,729.87
05/07/2026	776932	Check	MARBIGAIL THERAPY SERVICES LLC	2,375.00
05/07/2026	776933	Check	Masberg, John	107.00
05/07/2026	776934	Check	MASSP	984.00
05/07/2026	776935	Check	MCEA	14.00
05/07/2026	776936	Check	Mielke, Tyler	107.00
05/07/2026	776937	Check	Minnesota State Colleges and Universities	512.00
05/07/2026	776938	Check	Minnesota State Colleges and Universities	1,757.28
05/07/2026	776939	Check	Minnesota State University Mankato	9,143.44
05/07/2026	776940	Check	Mti Distributing Co	683.58
05/07/2026	776941	Check	Northern Air Corporation	23,747.43
05/07/2026	776942	Check	Noymany, Bounthong	110.00
05/07/2026	776943	Check	Old Soul Young Spirit LLC	1,000.00
05/07/2026	776944	Check	Paintsil, Sydney	35.00
05/07/2026	776945	Check	Palmer Bus Services	430,933.36
05/07/2026	776946	Check	Pan O Gold Baking	1,085.80
05/07/2026	776947	Check	Performance Food Group	3,019.58
05/07/2026	776948	Check	Peterson Companies, Inc.	2,037.98
05/07/2026	776949	Check	Picka, Sandi	360.00
05/07/2026	776950	Check	Playlearn USA Inc	396.00
05/07/2026	776951	Check	Prior Lake High School	175.00
05/07/2026	776952	Check	Propio LS LLC	1,340.26

AP Check Register

AP Run: WKLY050726 — Post Date: 2026-05-07 — AP Run Type: R **Shakopee Public Schools ISD #720**

Check Date	Check Number	Payment Type	Name	Check Amount
05/07/2026	776953	Check	Quiroz-Cruz, Leslie	35.00
05/07/2026	776954	Check	Rashid, Manal N	110.00
05/07/2026	776955	Check	Rux, Kelly	82.00
05/07/2026	776956	Check	Ryan Mechanical Inc	1,607.31
05/07/2026	776957	Check	Ryan, William F	107.00
05/07/2026	776958	Check	Savereide, Barbara Ruth	417.00
05/07/2026	776959	Check	Schmitt Music Company	1.00
05/07/2026	776960	Check	Schwalbach, Matthew James	166.00
05/07/2026	776961	Check	Schwickert'S, Inc	10,486.00
05/07/2026	776962	Check	Severson, Laurel	150.00
05/07/2026	776963	Check	Shakopee Public Utility Commis	118,752.76
05/07/2026	776964	Check	Shibley, Jeremy	95.00
05/07/2026	776965	Check	Shoemaker, David Curtis	107.00
05/07/2026	776966	Check	Simon Jr, Melvin J	164.00
05/07/2026	776967	Check	SiteOne Landscape Supply LLC	1,494.40
05/07/2026	776968	Check	Soliant Health, LLC	6,510.00
05/07/2026	776969	Check	Souers, Randy	107.00
05/07/2026	776970	Check	Southwest Metro Intermediate District #288	13,729.20
05/07/2026	776971	Check	Stone, Chimakwa Nibowe	400.00
05/07/2026	776972	Check	Swartz, Brenna A	35.00
05/07/2026	776973	Check	T-Mobile USA Inc.	135.80
05/07/2026	776974	Check	Tran, Kaleb Preston	64.00
05/07/2026	776975	Check	Trio Supply Company	6,738.95
05/07/2026	776976	Check	Tufte, Julie	39.00
05/07/2026	776977	Check	Twin City Hardware	798.25
05/07/2026	776978	Check	Uhl Co., Inc	835.24
05/07/2026	776979	Check	Upper Lakes Foods	37,085.96
05/07/2026	776980	Check	Verizon Wireless	1,060.84
05/07/2026	776981	Check	Virco Inc	2,327.36
05/07/2026	776982	Check	Vistar	2,870.27
05/07/2026	776983	Check	Wanke, Sandra	275.00
05/07/2026	776984	Check	Webster, Kylene	80.00
05/07/2026	776985	Check	Wiltjer, Brenden	199.00

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
05/07/2026	776986	Check	Wold Architects & Engineers	859.95
05/07/2026	776987	Check	Woolley, Kantarose	375.00
05/07/2026	776988	Check	Young Rembrandts	336.00
			Total:	**962,743.08**

WKLY050726 Summary

Type	Count	Amount
Regular Checks:	135	962,743.08
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**135**	**962,743.08**

AP Check Register

AP Run: WKLY051426 — Post Date: 2026-05-14 — AP Run Type: R **Shakopee Public Schools ISD #720**

Check Date	Check Number	Payment Type	Name	Check Amount
05/14/2026	776989	Check	A&D Solutions LLC	290.00
05/14/2026	776990	Check	AB Staffing Solutions, LLC	2,800.00
05/14/2026	776991	Check	Advanced Imaging Solutions	480.00
05/14/2026	776992	Check	AGiRepair, Inc.	646.00
05/14/2026	776993	Check	Anchor Paper	3,468.40
05/14/2026	776994	Check	Arvig Enterprises Inc	922.16
05/14/2026	776995	Check	Belle Plaine Pizza Plus Inc	3,705.00
05/14/2026	776996	Check	Biedermann, Roxane	24.00
05/14/2026	776997	Check	Bix Produce Company	4,198.55
05/14/2026	776998	Check	Bsn Sports	192.57
05/14/2026	776999	Check	Carlson, Jack	82.00
05/14/2026	777000	Check	Central McGowan, Inc.	199.08
05/14/2026	777001	Check	Centurylink	978.50
05/14/2026	777002	Check	Chong, Kristin Lynne	62.00
05/14/2026	777003	Check	Cub Foods	306.08
05/14/2026	777004	Check	DAMA METAL PRODUCTS INC	2,155.00
05/14/2026	777005	Check	Demco Inc	83.16
05/14/2026	777006	Check	Demoulin Bros & Co	44.60
05/14/2026	777007	Check	E Weinberg Supply & Equipment	381.75
05/14/2026	777008	Check	Electro Watchman, INC.	34,489.54
05/14/2026	777009	Check	Fonder, Corey	82.00
05/14/2026	777010	Check	Fuder, Kristine	87.50
05/14/2026	777011	Check	General Parts , Inc	2,784.44
05/14/2026	777012	Check	Heifort, Michael	95.00
05/14/2026	777013	Check	Hennen, Denise	87.50
05/14/2026	777014	Check	Hennen's Auto Service, Inc.	2,681.08
05/14/2026	777015	Check	Herold, Kimberly	75.00
05/14/2026	777016	Check	Hinchee, Jeffrey A	3,000.00
05/14/2026	777017	Check	Howard, Karen	2,350.00
05/14/2026	777018	Check	INNOVATIONAL WATER SOLUTIONS, INC.	930.00
05/14/2026	777019	Check	Innovative Graphics	2,236.00
05/14/2026	777020	Check	Innovative Office Solutions	2,384.06
05/14/2026	777021	Check	Jensen, Randal	82.00

AP Check Register

AP Run: WKLY051426 — Post Date: 2026-05-14 — AP Run Type: R **Shakopee Public Schools ISD #720**

Check Date	Check Number	Payment Type	Name	Check Amount
05/14/2026	777022	Check	Jones, Kylie Sam	241.00
05/14/2026	777023	Check	Jw Pepper	101.49
05/14/2026	777024	Check	Kahmeyer, Troy	241.00
05/14/2026	777025	Check	Kek, Brandon R	32.00
05/14/2026	777026	Check	Kemps LLC	7,341.67
05/14/2026	777027	Check	Korba, Jerry	82.00
05/14/2026	777028	Check	Landy, Joshua Edward John	107.00
05/14/2026	777029	Check	Lehner, Kenneth	107.00
05/14/2026	777030	Check	Liebl, Michelle	250.00
05/14/2026	777031	Check	Litfin, Nick	107.00
05/14/2026	777032	Check	Mackin Educational Resources	155.12
05/14/2026	777033	Check	Mauck, Douglas	166.00
05/14/2026	777034	Check	McCoy, Quinten	92.00
05/14/2026	777035	Check	Menden, Tracy	44.00
05/14/2026	777036	Check	Merry, Vanessa	280.00
05/14/2026	777037	Check	Metro Volleyball Official Association, LLC	3,370.00
05/14/2026	777038	Check	Midwest Band Instrument Service	10,947.00
05/14/2026	777039	Check	Minnesota State Colleges and Universities	456.00
05/14/2026	777040	Check	Minuteman Press	16,583.49
05/14/2026	777041	Check	MN HOSA	1,700.00
05/14/2026	777042	Check	Mn State University, Mankato	4,571.69
05/14/2026	777043	Check	MRI INTERMEDIATE HOLDINGS, LLC	289.00
05/14/2026	777044	Check	Mti Distributing Co	1,823.95
05/14/2026	777045	Check	Music Mart	335.20
05/14/2026	777046	Check	New Dominion School/austin	8,919.33
05/14/2026	777047	Check	Norcostco	75.15
05/14/2026	777048	Check	Normandale Community College	331,843.23
05/14/2026	777049	Check	Northern Air Corporation	3,442.00
05/14/2026	777050	Check	Northland Forest Products Inc	420.11
05/14/2026	777051	Check	Novak, Heather	87.75
05/14/2026	777052	Check	Novak, Janice	20.00
05/14/2026	777053	Check	Padfield, Susie	35.00
05/14/2026	777054	Check	Palmer Bus Services	13,228.42

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
05/14/2026	777055	Check	Palo, Jason M	95.00
05/14/2026	777056	Check	Pan O Gold Baking	1,016.56
05/14/2026	777057	Check	Performance Food Group	3,256.47
05/14/2026	777058	Check	Peterson Companies, Inc.	5,393.98
05/14/2026	777059	Check	Plaman, Brad J	285.00
05/14/2026	777060	Check	Premium Water Co	201.70
05/14/2026	777061	Check	Prior Lake High School	2,135.56
05/14/2026	777062	Check	Propio LS LLC	2,303.12
05/14/2026	777063	Check	Pump And Meter Services Inc	238.92
05/14/2026	777064	Check	Ries, Robert	98.00
05/14/2026	777065	Check	Schmidtbauer, William Donald	166.00
05/14/2026	777066	Check	Scott County	3,922.00
05/14/2026	777067	Check	Shred-N-Go, Inc	771.00
05/14/2026	777068	Check	Simon Jr, Melvin J	82.00
05/14/2026	777069	Check	Soliant Health, LLC	3,150.00
05/14/2026	777070	Check	Sonova Usa Inc	4,230.65
05/14/2026	777071	Check	South Suburban Conference	6,294.00
05/14/2026	777072	Check	Sperr, Michael	95.00
05/14/2026	777073	Check	Sphero	3,562.05
05/14/2026	777074	Check	Squires Waldspurger & Mace PA	5,445.00
05/14/2026	777075	Check	Staples Oil Company Inc	1,204.08
05/14/2026	777076	Check	Stonebrooke Golf Course	3,024.00
05/14/2026	777077	Check	TELUS Health Ltd	230.00
05/14/2026	777078	Check	Trio Supply Company	1,636.75
05/14/2026	777079	Check	Twin Cities Chess Club	7,125.00
05/14/2026	777080	Check	Twin City Hardware	1,444.01
05/14/2026	777081	Check	Uhl Co., Inc	3,822.45
05/14/2026	777082	Check	University Of Minnesota	39,440.00
05/14/2026	777083	Check	Upper Lakes Foods	44,017.86
05/14/2026	777084	Check	Vinkemeier, Jeffrey A	92.00
05/14/2026	777085	Check	Vistar	2,671.80
05/14/2026	777086	Check	Wagner, Adrian	95.00
05/14/2026	777087	Check	Waste Management	8,927.68

AP Check Register

AP Run: WKLY051426 — Post Date: 2026-05-14 — AP Run Type: R **Shakopee Public Schools ISD #720**

Check Date	Check Number	Payment Type	Name	Check Amount
05/14/2026	777088	Check	WELLNESS FOR LIVING LLC	1,450.00
05/14/2026	777089	Check	West, Don	82.00
05/14/2026	777090	Check	YMCA of the North	40,300.00
			Total:	**678,182.21**

WKLY051426 Summary

Type	Count	Amount
Regular Checks:	102	678,182.21
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**102**	**678,182.21**

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
05/21/2026	777114	Check	A Schommer Glass Inc	495.00
05/21/2026	777115	Check	AB Staffing Solutions, LLC	2,060.00
05/21/2026	777116	Check	Advanced Imaging Solutions	754.01
05/21/2026	777117	Check	Affinitech Inc	2,335.79
05/21/2026	777118	Check	Anchor Paper	4,290.98
05/21/2026	777119	Check	AnthroMed Education, LLC	2,097.80
05/21/2026	777120	Check	Apple Ford Shakopee	159.10
05/21/2026	777121	Check	AVI Systems, Inc.	339.40
05/21/2026	777122	Check	Bedor, Michele	1,050.00
05/21/2026	777123	Check	Bix Produce Company	2,995.36
05/21/2026	777124	Check	BLUUM of Minnesota LLC	3,549.00
05/21/2026	777125	Check	Centerpoint Energy Minnegasco	17,136.12
05/21/2026	777126	Check	Character Kid LLC	5,253.00
05/21/2026	777127	Check	Choice Electric, Inc	385.00
05/21/2026	777128	Check	Cintas Corporation No. 2	264.61
05/21/2026	777129	Check	Creative Sewing Centers Inc	3,304.89
05/21/2026	777130	Check	Cub Foods	437.69
05/21/2026	777131	Check	Demco Inc	202.81
05/21/2026	777132	Check	First Student, Inc.	5,311.80
05/21/2026	777133	Check	First Technologies Inc	518.00
05/21/2026	777134	Check	General Parts , Inc	5,376.52
05/21/2026	777135	Check	Groth Music	11.99
05/21/2026	777136	Check	H&b Specialized Products	1,099.00
05/21/2026	777137	Check	Hammer Sports	1,000.00
05/21/2026	777138	Check	Heilman, Ruth	1,555.00
05/21/2026	777139	Check	Hennen's Auto Service, Inc.	253.45
05/21/2026	777140	Check	Hillyard / Hutchinson	639.94
05/21/2026	777141	Check	Horizon Commercial Pool Supply	2,841.97
05/21/2026	777142	Check	Innovative Office Solutions	19,069.85
05/21/2026	777143	Check	Johnson Controls	4,247.09
05/21/2026	777144	Check	Jostens Inc	139.31
05/21/2026	777145	Check	Kelly, Anjali	179.00
05/21/2026	777146	Check	Kemps LLC	8,443.52

AP Check Register

AP Run: WKLY052126 — Post Date: 2026-05-21 — AP Run Type: R **Shakopee Public Schools ISD #720**

Check Date	Check Number	Payment Type	Name	Check Amount
05/21/2026	777147	Check	M5 Built LLC	51,531.59
05/21/2026	777148	Check	McCabe, Brittany	107.00
05/21/2026	777149	Check	McNulty, Barbara J	680.00
05/21/2026	777150	Check	Metropolitan Life Insurance Company	40,567.83
05/21/2026	777151	Check	Midwest Minds Assessment & Therapy, PLLC	3,150.00
05/21/2026	777152	Check	Mn State High School League	160.00
05/21/2026	777153	Check	Msba	650.00
05/21/2026	777154	Check	Mti Distributing Co	916.60
05/21/2026	777155	Check	NCS Pearson, Inc	97.50
05/21/2026	777156	Check	Northern Air Corporation	3,143.96
05/21/2026	777157	Check	Palmer Bus Services	31,793.58
05/21/2026	777158	Check	Pan O Gold Baking	281.12
05/21/2026	777159	Check	Performance Food Group	888.56
05/21/2026	777160	Check	Peterson Companies, Inc.	1,401.94
05/21/2026	777161	Check	Premium Water Co	72.39
05/21/2026	777162	Check	Professional Turf & Renovation Inc	7,750.00
05/21/2026	777163	Check	Propio LS LLC	221.89
05/21/2026	777164	Check	Prudent Man Advisors, LLC	2,809.80
05/21/2026	777165	Check	River Bottom Productions	250.00
05/21/2026	777166	Check	Roberts, Teca	175.00
05/21/2026	777167	Check	Root River Hardwoods	4,777.32
05/21/2026	777168	Check	SafetyFirst Specialty Contracting, Inc.	315.00
05/21/2026	777169	Check	Shakopee Mdewakanton Sioux Community of Minnesota	3,678.00
05/21/2026	777170	Check	Shakopee Mdewakanton Sioux Community of Minnesota	270.00
05/21/2026	777171	Check	Soliant Health, LLC	1,260.00
05/21/2026	777172	Check	Speech Therapy Express LLC	13,089.79
05/21/2026	777173	Check	STEM Smart, LLC	1,120.00
05/21/2026	777174	Check	Stratasys INC.	426.74
05/21/2026	777175	Check	Symmetry Energy Solutions, LLC	21,725.64
05/21/2026	777176	Check	Trio Supply Company	5,254.61
05/21/2026	777177	Check	Uhl Co., Inc	3,982.14
05/21/2026	777178	Check	Upper Lakes Foods	49,741.90
05/21/2026	777179	Check	Us Awards Inc	832.38

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
05/21/2026	777180	Check	Vestis Group	236.94
05/21/2026	777181	Check	Virgen, Kirsten Yumalay Colindres	300.49
05/21/2026	777182	Check	Vistar	2,106.83
05/21/2026	777183	Check	Waugh, Erica	500.00
05/21/2026	777184	Check	Woolley, Kantarose	250.00
			Total:	**354,313.54**

WKLY052126 Summary

Type	Count	Amount
Regular Checks:	71	354,313.54
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**71**	**354,313.54**

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
05/21/2026	777185	Check	Bruss, Ann B	112.49
05/21/2026	777186	Check	Disher, Samuel J	70.45
05/21/2026	777187	Check	Mainhardt, Robert	192.09
05/21/2026	777188	Check	Matzke, Sheila Sw	84.01
05/21/2026	777189	Check	McMillan, Lindsay A	93.38
05/21/2026	777190	Check	Muenchow, Kurt Sp	227.98
05/21/2026	777191	Check	Sindelar, Jeffrey D	1.67
05/21/2026	777192	Check	Walterman, Jack M	65.28
05/21/2026	777193	Check	Wilson, Jessica L	19.36
05/21/2026	9000198420	ACH	Abdo, Houda K	96.06
05/21/2026	9000198421	ACH	Aeikens, Charise J	89.68
05/21/2026	9000198422	ACH	Arterbury, Debra R	40.96
05/21/2026	9000198423	ACH	Ausman, Beth	90.97
05/21/2026	9000198424	ACH	Bade, Denise A	37.12
05/21/2026	9000198425	ACH	Baumbach, Heather M	177.42
05/21/2026	9000198426	ACH	Blad, Stephanie R	104.84
05/21/2026	9000198427	ACH	Brophy, Jennifer L	25.28
05/21/2026	9000198428	ACH	Brutger, Piper S	88.89
05/21/2026	9000198429	ACH	Ciaccio, Brianna R	131.88
05/21/2026	9000198430	ACH	Daly, Kathryn M	26.83
05/21/2026	9000198431	ACH	Day, Julie M	272.45
05/21/2026	9000198432	ACH	Diaz-Slipka, Maya	34.65
05/21/2026	9000198433	ACH	Dolan, Lisa	65.61
05/21/2026	9000198434	ACH	Faucette, Angela A	22.77
05/21/2026	9000198435	ACH	Fish, Suzette Pierce	86.71
05/21/2026	9000198436	ACH	Garvin, Rebecca A	16.00
05/21/2026	9000198437	ACH	Gaugler, Miranda	183.57
05/21/2026	9000198438	ACH	Goembel, Danielle	47.50
05/21/2026	9000198439	ACH	Gregor, Joshua	31.99
05/21/2026	9000198440	ACH	Gregory, Loretta	33.78
05/21/2026	9000198441	ACH	Grillo, Michelle	227.48
05/21/2026	9000198442	ACH	Haller, Julie	34.95
05/21/2026	9000198443	ACH	Hayes, Mara M	10.15

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
05/21/2026	9000198444	ACH	Hendrickson, Thomas J	173.84
05/21/2026	9000198445	ACH	Hillman, Angela N	368.36
05/21/2026	9000198446	ACH	Hills, Eric T	54.01
05/21/2026	9000198447	ACH	Holzhueter, Elisa	76.12
05/21/2026	9000198448	ACH	Ibrahim, Sado M	8.99
05/21/2026	9000198449	ACH	Jahangir, Quazi	34.95
05/21/2026	9000198450	ACH	Johnson, Kathryn A	69.53
05/21/2026	9000198451	ACH	Johnson, Melissa E	33.79
05/21/2026	9000198452	ACH	Kalaus, Lance Patrick	84.54
05/21/2026	9000198453	ACH	Kaste, Stephanie	68.66
05/21/2026	9000198454	ACH	Kent, Christopher P	9.32
05/21/2026	9000198455	ACH	Klick, Hillary A	321.48
05/21/2026	9000198456	ACH	Kriegl, Deven D	8.27
05/21/2026	9000198457	ACH	Krupnick, Benjamin S	32.80
05/21/2026	9000198458	ACH	Lewy, Maya C	133.10
05/21/2026	9000198459	ACH	Limberg, Kristy R	154.29
05/21/2026	9000198460	ACH	Link, Cora Rose	22.48
05/21/2026	9000198461	ACH	Liu, Hannah R	49.40
05/21/2026	9000198462	ACH	Ludzack, Janelle C	38.28
05/21/2026	9000198463	ACH	Manjarrez, Ignacio	103.10
05/21/2026	9000198464	ACH	Markovich, Diane J	1.89
05/21/2026	9000198465	ACH	Meredith, Luke Hs	311.83
05/21/2026	9000198466	ACH	Miller, Monica A	81.64
05/21/2026	9000198467	ACH	Mohamud, Ahmed	9.28
05/21/2026	9000198468	ACH	O'Brien, Debbie-Jo	65.46
05/21/2026	9000198469	ACH	Olson, Daniel B	39.64
05/21/2026	9000198470	ACH	Parizek, Amy E	32.05
05/21/2026	9000198471	ACH	Paul, Suzanne M	72.99
05/21/2026	9000198472	ACH	Peterson, Sarah Jean	167.84
05/21/2026	9000198473	ACH	Phillips, Julie M	287.83
05/21/2026	9000198474	ACH	Reed, Mackenzie	147.10
05/21/2026	9000198475	ACH	Rehberger, Jennifer L	47.50
05/21/2026	9000198476	ACH	Rice, Jennifer	28.13

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
05/21/2026	9000198477	ACH	Rients, Andrea	42.85
05/21/2026	9000198478	ACH	Schenck, Myrlene R	85.17
05/21/2026	9000198479	ACH	Schlueter, Julie	59.59
05/21/2026	9000198480	ACH	Schuman, Kayla R	64.45
05/21/2026	9000198481	ACH	Scott, Lauren M	44.41
05/21/2026	9000198482	ACH	Severson, Julie Ann	17.50
05/21/2026	9000198483	ACH	Shoquist, Elece A	94.01
05/21/2026	9000198484	ACH	Sibinski, Melissa	242.22
05/21/2026	9000198485	ACH	Simmons, Roy D	80.01
05/21/2026	9000198486	ACH	Simmons, Spencer James	136.89
05/21/2026	9000198487	ACH	Sonday, Mara K	20.81
05/21/2026	9000198488	ACH	Sturm, Tanya	106.86
05/21/2026	9000198489	ACH	Teich, Mariah Mae	79.17
05/21/2026	9000198490	ACH	Tran, Toan D	43.69
05/21/2026	9000198491	ACH	Trang, Kristine	14.86
05/21/2026	9000198492	ACH	Trojanek, Trask B	32.19
05/21/2026	9000198493	ACH	Tschaekofske, Carol M	25.38
05/21/2026	9000198494	ACH	Vogel, Justyne	442.10
05/21/2026	9000198495	ACH	Vold, Rebecca A	63.95
05/21/2026	9000198496	ACH	Weierke, Nicholas J	39.88
05/21/2026	9000198497	ACH	White, Jacqueline R	129.99
05/21/2026	9000198498	ACH	Wilson, Shawna	929.46
05/21/2026	9000198499	ACH	Wimberger, Jill M	142.39
05/21/2026	9000198500	ACH	Wood, John El	51.62
05/21/2026	9000198501	ACH	Zoss, Stefanie Rae	50.46
05/21/2026	9000198502	ACH	Zuerlein, John M	116.05
05/21/2026	9000198503	ACH	Zvanovec, Leah T	125.00
			Total:	**9,263.70**

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount

EER052126 Summary

Type	Count	Amount
Regular Checks:	9	866.71
ACH Checks:	84	8,396.99
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**93**	**9,263.70**

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
05/21/2026	777194	Check	Allison, Patricia	250.00
05/21/2026	777195	Check	Anandkumar, Sivaani	75.00
05/21/2026	777196	Check	Anderson, James Carl	75.00
05/21/2026	777197	Check	Bieniek, Carly	64.00
05/21/2026	777198	Check	Black, David W	75.00
05/21/2026	777199	Check	Bohn, David	150.00
05/21/2026	777200	Check	Brower, Ross	166.00
05/21/2026	777201	Check	Burger, Braden	75.00
05/21/2026	777202	Check	Carlson, Katherine E	600.00
05/21/2026	777203	Check	Chong, Kristin Lynne	156.00
05/21/2026	777204	Check	Dropps, Chelsea	150.00
05/21/2026	777205	Check	Dvorak, John	75.00
05/21/2026	777206	Check	Elyea-Wheeler, Kurt	92.00
05/21/2026	777207	Check	Fossen, Steven Michael	150.00
05/21/2026	777208	Check	Fuder, Kristine	162.50
05/21/2026	777209	Check	Garvey, Staci	75.00
05/21/2026	777210	Check	Jarvis, Dennis	150.00
05/21/2026	777211	Check	Kek, Brandon R	32.00
05/21/2026	777212	Check	Keltgen, Sonja	75.00
05/21/2026	777213	Check	Kim, In-Jae	94.00
05/21/2026	777214	Check	Kimball, Joshua	225.00
05/21/2026	777215	Check	Koppi, William Paul	107.00
05/21/2026	777216	Check	Kvam, Shari	75.00
05/21/2026	777217	Check	Lamon, Jason	75.00
05/21/2026	777218	Check	Loonan, John	150.00
05/21/2026	777219	Check	Malone, Michael	225.00
05/21/2026	777220	Check	Martineau, Patrice	75.00
05/21/2026	777221	Check	Reed, Scott	218.00
05/21/2026	777222	Check	Richards, Michael	150.00
05/21/2026	777223	Check	Simon Jr, Melvin J	164.00
05/21/2026	777224	Check	Steffen, Fred	75.00
05/21/2026	777225	Check	Stolp, Richard J	200.00
05/21/2026	777226	Check	Timp, James Edward	225.00

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
05/21/2026	777227	Check	Tran, Kaleb Preston	64.00
05/21/2026	777228	Check	Vike, Brook	94.00
05/21/2026	777229	Check	Wanke, Sandra	162.50
05/21/2026	777230	Check	Webster, Kylene	40.00
05/21/2026	777231	Check	Wiltjer, Brenden	107.00
			Total:	**5,173.00**

WKLY052126.2 Summary

Type	Count	Amount
Regular Checks:	38	5,173.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**38**	**5,173.00**

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
05/21/2026	777232	Check	South Suburban Conference	629.40
			Total:	**629.40**

WKLY052126.3 Summary

Type	Count	Amount
Regular Checks:	1	629.40
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**1**	**629.40**

AP Check Register

AP Run: WKLY052826 — Post Date: 2026-05-28 — AP Run Type: R **Shakopee Public Schools ISD #720**

Check Date	Check Number	Payment Type	Name	Check Amount
05/28/2026	777233	Check	Advanced Imaging Solutions	631.00
05/28/2026	777234	Check	Advanced Imaging Solutions	7,457.57
05/28/2026	777235	Check	Allison, Patricia	75.00
05/28/2026	777236	Check	Anchor Paper	2,688.98
05/28/2026	777237	Check	Bailey, Nora	100.00
05/28/2026	777238	Check	Belle Plaine Pizza Plus Inc	7,800.00
05/28/2026	777239	Check	Benjamin Bus, Inc	3,230.00
05/28/2026	777240	Check	Bix Produce Company	3,133.92
05/28/2026	777241	Check	Bjorrlund, Patti Jean	200.00
05/28/2026	777242	Check	BLUUM of Minnesota LLC	329.00
05/28/2026	777243	Check	Broholm, Alexander	92.00
05/28/2026	777244	Check	Catalyst Sourcing Solutions	2,075.93
05/28/2026	777245	Check	Centurylink	415.14
05/28/2026	777246	Check	CenturyLink Communications LLC	0.43
05/28/2026	777247	Check	City Of Shakopee	907.15
05/28/2026	777248	Check	Cub Foods	278.94
05/28/2026	777249	Check	Danaher, Rebecca	195.00
05/28/2026	777250	Check	Data Recognition Corporation	1,342.00
05/28/2026	777251	Check	DBT Enterprises LLC	2,326.20
05/28/2026	777252	Check	DERING PIERSON GROUP	5,690.34
05/28/2026	777253	Check	Dropps, Chelsea	150.00
05/28/2026	777254	Check	Ellenz, Michael Joseph	164.00
05/28/2026	777255	Check	Follett Corporation	17.55
05/28/2026	777256	Check	Follett Software, LLC	120.00
05/28/2026	777257	Check	Fuder, Kristine	75.00
05/28/2026	777258	Check	Gagstetter, Mark	250.00
05/28/2026	777259	Check	General Parts , Inc	1,444.15
05/28/2026	777260	Check	Gothman, Tom	94.00
05/28/2026	777261	Check	Gothmann, Aaron	156.00
05/28/2026	777262	Check	Great Minds PBC	3,588.00
05/28/2026	777263	Check	Groth Music	17.80
05/28/2026	777264	Check	Hamann, Ronald	82.00
05/28/2026	777265	Check	Hennen, Denise	150.00

AP Check Register

AP Run: WKLY052826 — Post Date: 2026-05-28 — AP Run Type: R **Shakopee Public Schools ISD #720**

Check Date	Check Number	Payment Type	Name	Check Amount
05/28/2026	777266	Check	Herold, Kimberly	200.00
05/28/2026	777267	Check	High Country Technology Consultants LLC	1,881.91
05/28/2026	777268	Check	Hyvee Inc	177.29
05/28/2026	777269	Check	Imagine Learning LLC	1,460.80
05/28/2026	777270	Check	Indigo Signworks, Inc.	3,311.81
05/28/2026	777271	Check	Infinite Health Collaborative PA	2,450.00
05/28/2026	777272	Check	Innovative Graphics	750.00
05/28/2026	777273	Check	Innovative Office Solutions	5,536.88
05/28/2026	777274	Check	Insight Public Sector, Inc	11,907.48
05/28/2026	777275	Check	John's Sewer & Drain	280.00
05/28/2026	777276	Check	Johnson Controls	1,338.11
05/28/2026	777277	Check	Jostens Inc	518.01
05/28/2026	777278	Check	Kemps LLC	7,654.32
05/28/2026	777279	Check	Kings III of America, LLC	627.35
05/28/2026	777280	Check	Lakeville South Cougar Booster Club	225.00
05/28/2026	777281	Check	Lamon, Kristin	450.00
05/28/2026	777282	Check	Lange, Jenna	1,614.00
05/28/2026	777283	Check	Lavonne Wagener Music	24.00
05/28/2026	777284	Check	Liberty Mutual Insurance	150,447.50
05/28/2026	777285	Check	Liebl, Michelle	175.00
05/28/2026	777286	Check	Losey, Jenna Elizabeth	100.00
05/28/2026	777287	Check	Lowes	2,190.88
05/28/2026	777288	Check	Lutz, Dalton	98.00
05/28/2026	777289	Check	Masbo	119.00
05/28/2026	777290	Check	MASSP	885.00
05/28/2026	777291	Check	Master Moon TKD	440.00
05/28/2026	777292	Check	Metronet Holdings LLC	2,948.85
05/28/2026	777293	Check	Metropolitan Life Insurance Company	96,378.32
05/28/2026	777294	Check	Minnesota State Colleges and Universities	6,379.63
05/28/2026	777295	Check	Minnesota State Colleges and Universities	500.00
05/28/2026	777296	Check	Minnesota State University Mankato	4,811.88
05/28/2026	777297	Check	Minuteman Press	1,040.68
05/28/2026	777298	Check	MULDER, JOEL	339.00

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
05/28/2026	777299	Check	Music Mart	5,532.85
05/28/2026	777300	Check	Novak, Heather	119.05
05/28/2026	777301	Check	Novak, Heather Supplies	102.92
05/28/2026	777302	Check	Office Of Mn It Services	3,866.72
05/28/2026	777303	Check	Palmer Bus Services	6,342.17
05/28/2026	777304	Check	Pan O Gold Baking	2,327.60
05/28/2026	777305	Check	Performance Food Group	1,703.20
05/28/2026	777306	Check	Prior Lake High School	840.00
05/28/2026	777307	Check	Quadient Leasing USA, Inc.	1,014.21
05/28/2026	777308	Check	Rivest, Jessica Marie	450.00
05/28/2026	777309	Check	Rooney, Phil	750.00
05/28/2026	777310	Check	SafetyFirst Specialty Contracting, Inc.	1,731.47
05/28/2026	777311	Check	Seven Hills Transportation Service, Inc	6,257.71
05/28/2026	777312	Check	Shakopee Mdewakanton Sioux Community	205.00
05/28/2026	777313	Check	Shakopee Public Utility Commis	145,313.33
05/28/2026	777314	Check	Staples Oil Company Inc	935.51
05/28/2026	777315	Check	Teaching Strategies	3,237.50
05/28/2026	777316	Check	The Fake Fighting Company	150.00
05/28/2026	777317	Check	Trio Supply Company	2,487.30
05/28/2026	777318	Check	Twin Cities Chess Club	1,625.00
05/28/2026	777319	Check	Uhl Co., Inc	796.63
05/28/2026	777320	Check	Uline	1,799.64
05/28/2026	777321	Check	Upper Lakes Foods	33,638.17
05/28/2026	777322	Check	Vistar	2,733.68
05/28/2026	777323	Check	Wagener, Alexandra	15,000.00
05/28/2026	777324	Check	Wagman, Marilyn	4,515.00
05/28/2026	777325	Check	Wanke, Sandra	150.00
05/28/2026	777326	Check	Webster, Kylene	40.00
05/28/2026	777327	Check	White, Terrence	166.00
05/28/2026	777328	Check	Winona State University	1,400.80
05/28/2026	777329	Check	Wright, Alan	300.00

AP Check Register

AP Run: WKLY052826 — Post Date: 2026-05-28 — AP Run Type: R **Shakopee Public Schools ISD #720**

Check Date	Check Number	Payment Type	Name	Check Amount
05/28/2026	9000198504	ACH	Johnson, Alison	530.60
			Total:	**598,599.86**

WKLY052826 Summary

Type	Count	Amount
Regular Checks:	97	598,069.26
ACH Checks:	1	530.60
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**98**	**598,599.86**

Fund	Total
01 - GENERAL FUND	1,602,678.44
02 - FOOD SERVICE FUND	285,157.92
03 - TRANSPORTATION FUND	414,298.02
04 - COMMUNITY SERVICE FUND	107,268.04
05 - CAPITAL OUTLAY FUND	196,659.41
20 - HEALTH INSURANCE FUND	33.16
45 - POST-EMPLOYMENT BENEFITS IRREVOCABLE TRUST FUND	2,809.80
	2,608,904.79

AP Check Register

AP Run: STUD050726 — Post Date: 2026-05-07 — AP Run Type: R **Shakopee Public Schools ISD #720**

Check Date	Check Number	Payment Type	Name	Check Amount
05/07/2026	301015	Check	Castaneda, Carol	42.03
05/07/2026	301016	Check	Cub Foods	114.40
05/07/2026	301017	Check	H2O for Life	1,540.19
05/07/2026	301018	Check	Innovative Graphics	465.00
05/07/2026	301019	Check	Pierson Pizza Inc	743.95
			Total:	**2,905.57**

STUD050726 Summary

Type	Count	Amount
Regular Checks:	5	2,905.57
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**5**	**2,905.57**

AP Check Register

AP Run: STUD051426 — Post Date: 2026-05-14 — AP Run Type: R **Shakopee Public Schools ISD #720**

Check Date	Check Number	Payment Type	Name	Check Amount
05/14/2026	301020	Check	Giesen, Megan	142.10
05/14/2026	301021	Check	Minnesota FCCLA	450.00
05/14/2026	301022	Check	Murphy, Chase	280.06
05/14/2026	301023	Check	Pierson Pizza Inc	868.74
			Total:	**1,740.90**

STUD051426 Summary

Type	Count	Amount
Regular Checks:	4	1,740.90
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**4**	**1,740.90**

AP Check Register

AP Run: EURO051426 — Post Date: 2026-05-14 — AP Run Type: R **Shakopee Public Schools ISD #720**

Check Date	Check Number	Payment Type	Name	Check Amount
05/14/2026	400442	Check	Palmer Bus Services	135.28
05/14/2026	9000000005	ACH	Brown, Andrew	72.00
05/14/2026	9000000006	ACH	Johnson, Melissa E	72.00
			Total:	**279.28**

EURO051426 Summary

Type	Count	Amount
Regular Checks:	1	135.28
ACH Checks:	2	144.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**3**	**279.28**

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
05/21/2026	301024	Check	Vakati, Kishore	30.99
05/21/2026	9000000157	ACH	Holzhueter, Elisa	185.11
			Total:	**216.10**

STUD052126 Summary

Type	Count	Amount
Regular Checks:	1	30.99
ACH Checks:	1	185.11
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**2**	**216.10**

AP Check Register

AP Run: STUD052826 — Post Date: 2026-05-28 — AP Run Type: R **Shakopee Public Schools ISD #720**

Check Date	Check Number	Payment Type	Name	Check Amount
05/28/2026	301025	Check	1st Line Group	369.25
05/28/2026	301026	Check	Chanthalinh, Alexzandrea	157.88
05/28/2026	301027	Check	Distributive Education Clubs of America, Inc.	125.00
05/28/2026	301028	Check	Mann, Alyssa NP	113.81
05/28/2026	301029	Check	Siebenahler, Callon	427.26
05/28/2026	301030	Check	Square 369 Hotels TRS, LLC	4,563.80
05/28/2026	9000000158	ACH	Bertram, Justin	689.65
05/28/2026	9000000159	ACH	Holzhueter, Elisa	43.50
05/28/2026	9000000160	ACH	Schroeder, Heather	59.91
			Total:	**6,550.06**

STUD052826 Summary

Type	Count	Amount
Regular Checks:	6	5,757.00
ACH Checks:	3	793.06
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**9**	**6,550.06**

Fund	Total
50 - STUDENT ACTIVITY FUNDS	11,691.91
	11,691.91

Check Number	Check Date	Net Check Amount	Payroll Run Description
746198	03/27/2020	216.34	3.27.20 Bi-Weekly Payroll
746197	03/27/2020	40.02	3.27.20 Bi-Weekly Payroll
746196	03/27/2020	1.17	3.27.20 Bi-Weekly Payroll
746195	03/27/2020	78.50	3.27.20 Bi-Weekly Payroll
746194	03/27/2020	283.30	3.27.20 Bi-Weekly Payroll
746193	03/27/2020	301.38	3.27.20 Bi-Weekly Payroll
746192	03/27/2020	86.30	3.27.20 Bi-Weekly Payroll
746191	03/27/2020	138.51	3.27.20 Bi-Weekly Payroll
746190	03/27/2020	198.63	3.27.20 Bi-Weekly Payroll
746189	03/27/2020	769.60	3.27.20 Bi-Weekly Payroll
746188	03/27/2020	554.85	3.27.20 Bi-Weekly Payroll
746187	03/27/2020	111.60	3.27.20 Bi-Weekly Payroll
746186	03/27/2020	101.82	3.27.20 Bi-Weekly Payroll
746185	03/27/2020	177.75	3.27.20 Bi-Weekly Payroll
746184	03/27/2020	80.14	3.27.20 Bi-Weekly Payroll
746183	03/27/2020	55.41	3.27.20 Bi-Weekly Payroll
746182	03/27/2020	41.56	3.27.20 Bi-Weekly Payroll
746181	03/27/2020	685.94	3.27.20 Bi-Weekly Payroll
746180	03/27/2020	463.65	3.27.20 Bi-Weekly Payroll
746179	03/27/2020	190.45	3.27.20 Bi-Weekly Payroll
746178	03/27/2020	745.32	3.27.20 Bi-Weekly Payroll
746177	03/27/2020	1,113.85	3.27.20 Bi-Weekly Payroll
746176	03/27/2020	37.17	3.27.20 Bi-Weekly Payroll
746175	03/27/2020	385.89	3.27.20 Bi-Weekly Payroll
746174	03/27/2020	1,091.27	3.27.20 Bi-Weekly Payroll
746173	03/27/2020	876.53	3.27.20 Bi-Weekly Payroll
746172	03/27/2020	1,227.71	3.27.20 Bi-Weekly Payroll
746171	03/27/2020	1,022.20	3.27.20 Bi-Weekly Payroll
746170	03/27/2020	61.55	3.27.20 Bi-Weekly Payroll
746169	03/27/2020	46.17	3.27.20 Bi-Weekly Payroll
746168	03/27/2020	174.79	3.27.20 Bi-Weekly Payroll
746167	03/27/2020	64.64	3.27.20 Bi-Weekly Payroll
745947	03/13/2020	40.02	3.13.20 Bi-Weekly Payroll
745946	03/13/2020	149.38	3.13.20 Bi-Weekly Payroll
745945	03/13/2020	0.00	3.13.20 Bi-Weekly Payroll
745944	03/13/2020	166.23	3.13.20 Bi-Weekly Payroll
745943	03/13/2020	124.67	3.13.20 Bi-Weekly Payroll
745942	03/13/2020	148.09	3.13.20 Bi-Weekly Payroll
745941	03/13/2020	1,326.96	3.13.20 Bi-Weekly Payroll
776781	04/27/2026	584.70	4.27.26 QP F. Hebert
776643	04/17/2026	738.80	4.17.26 BW Payroll
776642	04/17/2026	642.78	4.17.26 BW Payroll
776641	04/17/2026	1,587.05	4.17.26 BW Payroll
776640	04/17/2026	1,114.32	4.17.26 BW Payroll
776639	04/17/2026	123.18	4.17.26 BW Payroll
776638	04/17/2026	1,322.87	4.17.26 BW Payroll
776636	04/17/2026	919.33	4.17.26 BW Payroll
776635	04/17/2026	79.03	4.17.26 BW Payroll

Check Number	Check Date	Net Check Amount	Payroll Run Description
776634	04/17/2026	311.24	4.17.26 BW Payroll
776632	04/17/2026	980.45	4.17.26 BW Payroll
776630	04/17/2026	1,212.55	4.17.26 BW Payroll
776629	04/17/2026	579.56	4.17.26 BW Payroll
776452	04/08/2026	2,412.24	4.8.26 QP O. Sackor
776445	04/03/2026	260.42	4.3.26 BW Payroll
776444	04/03/2026	738.80	4.3.26 BW Payroll
776443	04/03/2026	820.54	4.3.26 BW Payroll
776442	04/03/2026	1,587.05	4.3.26 BW Payroll
776441	04/03/2026	1,114.32	4.3.26 BW Payroll
776439	04/03/2026	1,322.87	4.3.26 BW Payroll
776438	04/03/2026	919.33	4.3.26 BW Payroll
776436	04/03/2026	497.97	4.3.26 BW Payroll
776433	04/03/2026	161.47	4.3.26 BW Payroll
776432	04/03/2026	738.80	4.3.26 BW Payroll
776431	04/03/2026	980.45	4.3.26 BW Payroll
776426	04/03/2026	92.20	4.3.26 BW Payroll
776425	04/03/2026	2,379.02	4.3.26 BW Payroll
776424	04/03/2026	1,212.55	4.3.26 BW Payroll
776423	04/03/2026	579.56	4.3.26 BW Payroll

Check Date	Check Number	Name	Check Amount
05/05/2026	776847	Aflac	155.85
	AFLA.05012026.D	80.46	
	01 L 215 65		
	AFLC.05012026.D	75.39	
	01 L 215 65		
	02 L 215 65		
05/05/2026	776848	Gurstel Law Firm P.C	117.02
	GARN8.05012026.D	117.02	
	01 L 215 87		
05/05/2026	776849	MN Child Support Payment Center	1,598.95
	GARN1.05012026.D	1,598.95	
	01 L 215 87		
	04 L 215 87		
	05 L 215 87		
05/05/2026	776850	Msea Union	3,345.06
	UCSA-%.05012026.D	427.44	
	01 L 215 60		
	04 L 215 60		
	UPSA-%.05012026.D	2,899.62	
	01 L 215 60		
	04 L 215 60		
	05 L 215 60		
	UPSA-A.05012026.D	18.00	
	01 L 215 60		
	05 L 215 60		
05/05/2026	776851	NCPERS Group Life Ins.	8.00
	PLFE.05012026.D	8.00	
	01 L 215 14		
	02 L 215 14		
05/05/2026	776852	School Services Employees	1,858.40
	UCUS%.05012026.D	491.36	
	01 L 215 60		
	UCUS.05012026.D	450.00	
	01 L 215 60		
	02 L 215 60		
	UCUS-A.05012026.D	10.00	
	01 L 215 60		

Check Date	Check Number	Name	Check Amount
	UFSD%.05012026.D	642.04	
	02 L 215 60		
	UFSD.05012026.D	262.50	
	02 L 215 60		
	UFSD-A.05012026.D	2.50	
	02 L 215 60		
05/05/2026	8000001115	Alaska Child Support Services Division	253.90
	GARN12.05012026.D	253.90	
	01 L 215 87		
05/05/2026	8000001116	Minnesota Dept Of Revenue	839.64
	GARN11.05012026.D	839.64	
	01 L 215 87		
05/05/2026	9000197163	Shakopee Education Association	29,758.50
	UHLT.05012026.D	170.02	
	01 L 215 60		
	USEA.05012026.D	29,588.48	
	01 L 215 60		
	04 L 215 60		
	05 L 215 60		
05/18/2026	777108	Aflac	155.85
	AFLA.05152026.D	80.46	
	01 L 215 65		
	AFLC.05152026.D	75.39	
	01 L 215 65		
	02 L 215 65		
05/18/2026	777109	Gurstel Law Firm P.C	50.00
	GARN8.05152026.D	50.00	
	01 L 215 87		
05/18/2026	777110	MN Child Support Payment Center	1,614.64
	GARN1.05152026.D	1,614.64	
	01 L 215 87		
	04 L 215 87		
	05 L 215 87		
05/18/2026	777111	Msea Union	2,923.67
	UCSA-%.05152026.D	305.72	
	01 L 215 60		
	04 L 215 60		

Check Date	Check Number	Name		Check Amount
	UPSA-%.05152026.D		2,545.95	
	01 L 215 60			
	04 L 215 60			
	05 L 215 60			
	UPSA-A.05152026.D		72.00	
	01 L 215 60			
	05 L 215 60			
05/18/2026	777112	NCPERS Group Life Ins.		8.00
	PLFE.05152026.D		8.00	
	01 L 215 14			
	02 L 215 14			
05/18/2026	777113	School Services Employees		1,868.53
	UCUS%.05152026.D		547.38	
	01 L 215 60			
	UCUS.05152026.D		445.00	
	01 L 215 60			
	02 L 215 60			
	UCUS-A.05152026.D		10.00	
	01 L 215 60			
	UFSD%.05152026.D		601.15	
	02 L 215 60			
	UFSD.05152026.D		262.50	
	02 L 215 60			
	UFSD-A.05152026.D		2.50	
	02 L 215 60			
05/18/2026	8000001117	Alaska Child Support Services Division		253.90
	GARN12.05152026.D		253.90	
	01 L 215 87			
05/18/2026	8000001118	Minnesota Dept Of Revenue		597.22
	GARN11.05152026.D		597.22	
	01 L 215 87			
05/18/2026	9000198419	Shakopee Education Association		29,637.36
	UHLT.05152026.D		170.02	
	01 L 215 60			
	USEA.05152026.D		29,467.34	
	01 L 215 60			
	04 L 215 60			

Check Date	Check Number	Name	Check Amount
	05 L 215 60		

Check Date	Check Number	Name		Check Amount
04/06/2026	776446	Aflac		155.85
	AFLA.04032026.D		80.46	
	01 L 215 65			
	AFLC.04032026.D		75.39	
	01 L 215 65			
	02 L 215 65			
04/06/2026	776447	Gurstel Law Firm P.C		303.18
	GARN8.04032026.D		303.18	
	01 L 215 87			
04/06/2026	776448	MN Child Support Payment Center		1,582.89
	GARN1.04032026.D		1,582.89	
	01 L 215 87			
	04 L 215 87			
	05 L 215 87			
04/06/2026	776449	Msea Union		2,971.85
	UCSA-%.04032026.D		297.28	
	01 L 215 60			
	04 L 215 60			
	UPSA-%.04032026.D		2,638.57	
	01 L 215 60			
	04 L 215 60			
	05 L 215 60			
	UPSA-A.04032026.D		36.00	
	01 L 215 60			
	05 L 215 60			
04/06/2026	776450	NCPERS Group Life Ins.		8.00
	PLFE.04032026.D		8.00	
	01 L 215 14			
	02 L 215 14			
04/06/2026	776451	School Services Employees		1,725.86
	UCUS%.04032026.D		467.00	
	01 L 215 60			
	UCUS.04032026.D		450.00	
	01 L 215 60			
	02 L 215 60			
	UCUS-A.04032026.D		10.00	
	01 L 215 60			
	UFSD%.04032026.D		533.86	
	02 L 215 60			
	UFSD.04032026.D		262.50	
	02 L 215 60			
	UFSD-A.04032026.D		2.50	
	02 L 215 60			
04/06/2026	8000001106	Alaska Child Support Services Division		253.90
	GARN12.04032026.D		253.90	
	01 L 215 87			

Check Date	Check Number	Name		Check Amount
04/06/2026	8000001107	Minnesota Dept Of Revenue		840.12
	GARN11.04032026.D		840.12	
	01 L 215 87			
04/06/2026	9000194646	Shakopee Education Association		29,428.65
	UHLT.04032026.D		170.02	
	01 L 215 60			
	USEA.04032026.D		29,258.63	
	01 L 215 60			
	04 L 215 60			
	05 L 215 60			
04/20/2026	776644	Aflac		155.85
	AFLA.04172026.D		80.46	
	01 L 215 65			
	AFLC.04172026.D		75.39	
	01 L 215 65			
	02 L 215 65			
04/20/2026	776645	Gurstel Law Firm P.C		265.06
	GARN8.04172026.D		265.06	
	01 L 215 87			
04/20/2026	776646	MN Child Support Payment Center		1,598.95
	GARN1.04172026.D		1,598.95	
	01 L 215 87			
	04 L 215 87			
	05 L 215 87			
04/20/2026	776647	Msea Union		2,131.73
	UCSA-%.04172026.D		234.60	
	01 L 215 60			
	04 L 215 60			
	UPSA-%.04172026.D		1,897.13	
	01 L 215 60			
	04 L 215 60			
	05 L 215 60			
04/20/2026	776648	NCPERS Group Life Ins.		8.00
	PLFE.04172026.D		8.00	
	01 L 215 14			
	02 L 215 14			
04/20/2026	776649	School Services Employees		1,530.69
	UCUS%.04172026.D		467.46	
	01 L 215 60			
	UCUS.04172026.D		450.00	
	01 L 215 60			
	02 L 215 60			
	UCUS-A.04172026.D		10.00	
	01 L 215 60			
	UFSD%.04172026.D		338.23	
	02 L 215 60			

Check Date	Check Number	Name		Check Amount
	UFSD.04172026.D		262.50	
	02 L 215 60			
	UFSD-A.04172026.D		2.50	
	02 L 215 60			
04/20/2026	8000001113	Alaska Child Support Services Division		253.90
	GARN12.04172026.D		253.90	
	01 L 215 87			
04/20/2026	8000001114	Minnesota Dept Of Revenue		838.67
	GARN11.04172026.D		838.67	
	01 L 215 87			
04/20/2026	9000195861	Shakopee Education Association		29,355.87
	USEA.04172026.D		29,355.87	
	01 L 215 60			
	04 L 215 60			
	05 L 215 60			

AP Check Register

AP Run: STUD041626 — Post Date: 2026-04-16 — AP Run Type: R **Shakopee Public Schools ISD #720**

Check Date	Check Number	Payment Type	Name	Check Amount
04/16/2026	301000	Check	Dave's Valley Sports	1,327.91
04/16/2026	301001	Check	gurramkonda, Surendra Naidu	38.98
04/16/2026	301002	Check	Hodgkins, Netta	440.00
04/16/2026	301003	Check	Hyvee Inc	1,893.00
04/16/2026	301004	Check	MinnesotaNICE Water, LLC	2,677.20
04/16/2026	301005	Check	MN DECA	9,500.00
04/16/2026	301006	Check	Nordgaard, Kayla R	102.77
04/16/2026	301007	Check	Pierson Pizza Inc	104.58
04/16/2026	9000000149	ACH	Bertram, Justin	1,314.51
04/16/2026	9000000150	ACH	Essendrup, Eric W	306.73
04/16/2026	9000000151	ACH	Holzhueter, Elisa	195.31
04/16/2026	9000000152	ACH	Schroeder, Heather	40.08
04/16/2026	9000000153	ACH	Teut, Adam M	3,140.43
04/16/2026	9000000154	ACH	Zoss, Stefanie Rae	355.66
			Total:	**21,437.16**

STUD041626 Summary

Type	Count	Amount
Regular Checks:	8	16,084.44
ACH Checks:	6	5,352.72
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**14**	**21,437.16**

AP Check Register

AP Run: STUD042326 — Post Date: 2026-04-23 — AP Run Type: R **Shakopee Public Schools ISD #720**

Check Date	Check Number	Payment Type	Name	Check Amount
04/23/2026	301008	Check	Arepa, Teque	104.85
04/23/2026	301009	Check	Benjamin Bus, Inc	740.00
04/23/2026	301010	Check	Canterbury Park	20,041.01
04/23/2026	301011	Check	Cub Foods	28.13
04/23/2026	301012	Check	Pierson Pizza Inc	129.58
04/23/2026	301013	Check	Tomei, April	300.00
04/23/2026	301014	Check	World's Finest Chocolate, Inc.	2,040.00
04/23/2026	9000000155	ACH	Schroeder, Heather	47.06
04/23/2026	9000000156	ACH	Teut, Adam M	1,557.44
			Total:	**24,988.07**

STUD042326 Summary

Type	Count	Amount
Regular Checks:	7	23,383.57
ACH Checks:	2	1,604.50
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	**9**	**24,988.07**

Fund	Total
50 - STUDENT ACTIVITY FUNDS	46,425.23
	46,425.23

Bank Account - Wires Out

Date	Description	Amount
04/01/2026	HealthPartners Insurance Premium	4,071.75
04/02/2026	HSA contributions	29,474.79
04/02/2026	Payroll direct deposit	1,991,371.28
04/03/2026	Flex medical/dependent Administrative Fees	2,328.00
04/03/2026	Flex medical/dependent care claims	5,158.58
04/03/2026	Flex medical/dependent care claims	3,771.97
04/03/2026	Payroll deduction	500.00
04/03/2026	Payroll deduction	340.12
04/03/2026	Work Comp Insurance Premium	19,947.00
04/06/2026	IRS Federal tax ACH	694,678.90
04/06/2026	Payroll deduction	253.90
04/07/2026	Flex medical/dependent care claims	265.89
04/07/2026	State of MN taxes ACH	113,288.22
04/09/2026	403(b) contributions	209,153.34
04/09/2026	Community Ed credit card processing fee	1,163.38
04/09/2026	Unemployment	10,129.39
04/09/2026	VEBA contributions	25,712.81
04/10/2026	Flex medical/dependent care claims	3,079.99
04/10/2026	Flex medical/dependent care claims	191.14
04/10/2026	PERA ACH	92,954.59
04/10/2026	TRA ACH	424,568.63
04/13/2026	IRS Federal tax ACH	1,016.94
04/13/2026	TRA ACH	42,234.72
04/14/2026	Flex medical/dependent care claims	1,907.45
04/16/2026	Flex medical/dependent care claims	3,335.51
04/16/2026	HSA contributions	30,973.00
04/16/2026	HSA contributions	30,554.61
04/16/2026	Payroll direct deposit	1,917,913.88
04/17/2026	Bank service charge	1,394.12
04/17/2026	HSA contributions	9,126.01
04/17/2026	Payroll deduction	500.00
04/17/2026	Payroll deduction	338.67
04/17/2026	VEBA contributions	26,104.47
04/20/2026	Flex medical/dependent care claims	(2,401.97)
04/20/2026	IRS Federal tax ACH	681,514.05
04/20/2026	Payroll deduction	253.90
04/21/2026	Flex medical/dependent care claims	(500.00)
04/21/2026	Flex medical/dependent care claims	1,129.82

Bank Account - Wires Out

Date	Description	Amount
04/21/2026	State of MN taxes ACH	112,426.28
04/22/2026	403(b) contributions	207,454.41
04/23/2026	PERA ACH	75,194.68
04/23/2026	TRA ACH	420,562.54
04/24/2026	Flex medical/dependent care claims	1,693.65
04/24/2026	Flex medical/dependent care claims	517.00
04/27/2026	Flex medical/dependent care claims	62.50
04/28/2026	Flex medical/dependent care claims	2,824.01
04/30/2026	Payroll direct deposit	2,081,111.66
		5,173,616.10

Bank Account - Wires Out

Date	Description	Amount
05/01/2026	Payroll deduction	500.00
05/01/2026	Payroll deduction	339.64
05/01/2026	HealthPartners insurance premium	4,183.00
05/01/2026	Flex medical/dependent care claims	2,800.00
05/04/2026	Payroll direct deposit	500.08
05/04/2026	IRS Federal tax ACH	727,331.84
05/04/2026	403(b) contributions	212,645.61
05/04/2026	Payroll deduction	253.90
05/05/2026	State of MN taxes ACH	119,413.29
05/05/2026	Work Comp Insurance Premium	19,947.00
05/05/2026	Flex medical/dependent Administrative Fees	2,346.00
05/05/2026	Flex medical/dependent care claims	44.86
05/08/2026	TRA ACH	435,148.65
05/08/2026	Community Ed credit card processing fee	25.06
05/08/2026	Flex medical/dependent care claims	4,585.15
05/11/2026	PERA ACH	316.65
05/11/2026	PERA ACH	103,681.77
05/11/2026	VEBA contributions	26,289.19
05/12/2026	Flex medical/dependent care claims	1,298.72
05/12/2026	HSA contributions	31,227.16
05/12/2026	HSA contributions	30,577.77
05/12/2026	PlanSource Cobra - Incoming	(624.52)
05/12/2026	PlanSource Cobra - Incoming	(7,478.30)
05/14/2026	Payroll direct deposit	2,065,722.24
05/14/2026	Payroll direct deposit	52,135.84
05/15/2026	Payroll deduction	338.66
05/15/2026	Payroll deduction	258.56
05/15/2026	Flex medical/dependent care claims	3,781.49
05/15/2026	Flex medical/dependent care claims	930.00
05/15/2026	Bank Service Charge	1,433.37
05/18/2026	IRS Federal tax ACH	740,020.52
05/18/2026	Payroll deduction	253.90
05/19/2026	State of MN taxes ACH	122,171.89
05/19/2026	Flex medical/dependent care claims	822.86
05/20/2026	403(b) contributions	5,206.97
05/20/2026	403(b) contributions	212,464.83
05/21/2026	PERA ACH	100,324.09
05/21/2026	TRA ACH	443,685.63

Bank Account - Wires Out

Date	Description	Amount
05/22/2026	Flex medical/dependent care claims	783.82
05/22/2026	Flex medical/dependent care claims	274.40
05/27/2026	VEBA contributions	26,130.86
05/27/2026	Flex medical/dependent care claims	6.92
05/27/2026	HSA contributions	31,310.49
05/27/2026	HSA contributions	30,602.77
05/27/2026	HSA contributions	83.33
05/27/2026	HSA contributions	5.00
05/28/2026	Payroll direct deposit	2,057,457.30
05/29/2026	Payroll direct deposit	1,395.21
05/29/2026	Payroll deduction	338.66
05/29/2026	403(b) contributions	212,145.19
05/29/2026	Flex medical/dependent care claims	4,130.38
05/29/2026	Flex medical/dependent care claims	1,926.52
		7,831,494.22

June 22, 2026
(Reporting Period: Donations Reported May 8, 2026 - June 18, 2026)
Please note, some delayed donations have been posted in this report and are noted accordingly in the Additional Details section.

Donation Reporting
1200 Shakopee Town Square
Shakopee, MN 55379

Notes

Donations that are reported through the District's donation reporting form are tracked and included in this file each month and may not be comprehensive to all donations received. Reporting exceptions are individual one–time donations under $50, generally provided by a parent/guardian/community member for a specific teacher, classroom or activity (e.g. snacks, general supplies).

Donations generally include in-kind donations or monetary donations for specific purposes/intent and are noted accordingly. Note that funds raised and managed by separate non-profits, PTOs and Booster Clubs are not included in this donation list unless a specific donation for the district was made on their behalf.

Funds related to agreements such as the Academies of Shakopee Champion agreements are also separate and not included in this file nor are Scholarships provided by organizations or higher education institutions; such items are tracked by the secondary school counselor team.

Organization	Donation Amount	School	Additional Details
Shakopee Police Department - Picnic with the Police	$300.00 In-Kind	District-wide	Personal hygiene and self care items for student Saber Nation stations
Shakopee Brewhall & Coffee House	$30.00 In-Kind	District Leadership Retreat	Two (2) canteens of coffee
CUB Foods - Shakopee	$50.00 In-Kind	District Leadership Retreat	Case of pastries/donuts
GN ReSound	$800.00 In-Kind	District Leadership Retreat	$0 room rental with AV, lunch (water, pasta and salad bar)
HEART	$855.00 In-Kind	District-wide	15 Boxes of Amazon Basics Multipurpose Copy Printer paper to support Central Dup
MN DNR	$4,800.00 Grant	TLC	Outdoor learning - money will be used to acquire a set of very warm winter bibs and jackets as well as snowshoes for use during TLC school day experiences.
Sun Path PTO	$1,135.15	Sun Path Elementary	Playground balls, 5th grade graduation/end of year "clap out" items (Dilly bars, pom poms, sunglasses, gift bags, lanyards, keychains, cardstock, decorations)
National Society of the Daughters of the American Revolution	$1,500.00	Sun Path Elementary	Field trip for 4th Grade classrooms to go to the U of M Landscape Arboretum for maple syrup demonstration to support curriculum.
Office Depot	$1,721.86	Red Oak Elementary	eGift card to be used for classroom supplies - teachers
Waffle Bar	$1,880.00	Red Oak Elementary	Staff shirts (26/27)
Donors Choose	$250.00 In-Kind	Eagle Creek Elementary	Fidgets 3 in 1 cube chairs Games and puzzles

Mikayla McCarvel Foundation	$2,500.00	Elementary Schools/Shakopee High Schools	4th Grade Environmental Learning Day at the High School
Susan Marsh	$50.00	Shakopee High School	Saber Nation Station
Blackbaud Giving Fund	$150.00	Shakopee High School	Saber Nation Station
Arby's	$1,600.00 In-Kind	Shakopee High School	800 coupons for Free Slider for 2026 Graduates

General Fund - May 31, 2026

REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES

REVENUE

REVENUE CATEGORIES	2023-24 Actual	2024-25 Actual	2025-26 Revised Budget	2025-26 Received YTD	Budget Remaining	6/30/2026 % Budget Received	6/30/2025 % Actuals Received	6/30/2024 % Actuals Received
STATE	91,139,706	95,715,058	99,846,932	84,301,177	15,545,755	**84.43%**	82.27%	84.24%
FEDERAL	5,664,196	3,462,567	2,650,916	1,050,191	1,600,725	**39.62%**	38.22%	30.08%
PROPERTY TAXES	25,735,790	27,905,569	27,269,018	33,249,079	(5,980,061)	**121.93%**	121.87%	123.69%
LOCAL (FEES, INTEREST, ETC.)	6,500,223	5,382,292	4,546,947	3,592,930	954,017	**79.02%**	96.61%	93.19%
TOTALS	**129,039,915**	**132,465,486**	**134,313,813**	**122,193,377**	**12,120,436**	**90.98%**	90.04%	90.18%

EXPENDITURES

OBJECT SERIES	2023-24 Actual	2024-25 Actual	2025-26 Revised Budget	2025-26 Expended YTD	Budget Remaining	% Budget Spent	% Actuals Spent	% Actuals Spent
SALARIES & WAGES	70,667,952	74,933,766	78,580,915	66,107,004	12,473,911	**84.13%**	84.94%	82.85%
EMPLOYEE BENEFITS	21,153,508	22,992,893	25,195,720	21,081,063	4,114,657	**83.67%**	84.38%	82.73%
PURCHASED SERVICES	17,357,200	18,947,323	17,943,438	15,037,065	2,906,373	**83.80%**	82.43%	79.98%
SUPPLIES	3,643,277	4,463,824	4,268,496	4,005,052	263,444	**93.83%**	90.71%	89.65%
EQUIPMENT	6,977,978	5,912,783	8,849,621	7,795,622	1,053,999	**88.09%**	95.44%	93.36%
OTHER EXPENDITURES	680,796	1,736,136	2,142,882	452,634	1,690,248	**21.12%**	29.30%	46.42%
TOTALS	**120,480,711**	**128,986,725**	**136,981,072**	**114,478,440**	**22,502,632**	**83.57%**	84.40%	83.03%

***P-Card posted through April 2026**

THIS AGREEMENT, made June 22, 2026 by and between the **Shakopee School District**, herein called the Landlord, and the **Scott-Carver-Dakota CAP Agency, Inc., Head Start Program** hereinafter called Tenant.

Section 1. **Premises.** Subject to and in accordance with all the terms, conditions and provisions contained in this lease, the area used by the Tenant shall include the following facilities located at the Pearson Early Learning Center, 917 Dakota St. S.,Shakopee, MN 55379

1. One (1) Classroom, minimum of 850 sq. ft. with a sink, for exclusive program use with access to additional office space for 1-2 staff. Lunchroom and kitchen use as scheduled with other building agencies.
2. Gymnasium use as scheduled with other building agencies. Outdoor play area and playground use as appropriate for preschool children, scheduled with other building agencies.
3. The men's and women's restrooms located in the lobby area.
4. Access to internet connections. Access to use district's central duplication services on a fee basis of .07/side black and white and .10/side color cost.
5. Appropriate access to district copier, fax, and postage service on a fee basis. (Head Start will be charged back directly by ISD #720 business office for phone, copying, and postage expenses.)
6. Access to appropriate building storage space in assigned area with other building early childhood program users. The storage space will be used and kept orderly and not block any stairwell, doors, or cause any safety or health concerns.

Section 2. **Use of Leased Space.** The Tenant shall use the leased space for the sole purpose of the Head Start Program and activities related to the program and for no other purpose throughout the entire term of the lease without the prior written consent of the Landlord. The classroom program space (Room 100) can be used Monday-Friday from 7:00 AM to 9:00 PM during the school year and if needed, Monday-Friday from 7:00AM to 4:00PM during the summer months.

Section 3. **Term of Lease.** The lease is for a term of 12 months (**1 year**) beginning on August 1, 2026 and ending on July 31, 2027.

Section 4. **Amount of Rent.** The Tenant shall pay the Landlord as rental for the leased space, the sum of $1350 per month for use of the classroom, office space, and facilities. Payment will be made for the twelve (12) month period of August 2026 through July 2027. The total amount due with this 12-month lease to the Shakopee School District is $16,200.

Section 5. **Maintenance.** The Landlord shall be responsible for basic janitorial and maintenance services of the leased space. The Tenant will provide for all necessary supplies and equipment necessary to conduct their program and services.

Section 6. **Alterations.** The Tenant shall not make any material alterations in or on the leased space without the prior written consent of the Landlord.

Section 7. **Subleasing and Assignment.** The Tenant shall not sublease any portion of the leased area or assign this lease without the written consent of the Landlord.

Section 8. **Compliance with Laws & Regulations.** The Tenant shall not commit or permit any act to be performed in the leased space or omission to occur which will be in violation of any statute, regulation, rule, or ordinance/policy of any governmental body, or which will be in violation of any insurance policy carried by the Landlord. Tobacco products, intoxicating beverages, or

liquors are not allowed on school property. The Pearson Early Learning Center Administrator will serve as the school district liaison to the Head Start Program.

Section 9. **Insurance.** The Tenant will maintain in full force and effect during the term of the Lease a policy of public liability insurance under which Landlord and Tenant are named as insurers. The minimum limits of liability of such insurance shall be $1,000,000 for injury or death to any one person; $1,000,000 for injury or death to more than one person; and $2,000,000 for property damage. Tenant shall deliver a duplicate copy of said policy to the Landlord. Such policy shall contain a provision requiring thirty (30) days written notice to the Landlord before cancellation of the policy can be affected.

Section 10. **Indemnification.** The Tenant agrees to protect, indemnify, and save the Landlord harmless from any and all liability to Tenant's employees, students, guests, invitees or family members for any loss, damage, or injury to their property or person sustained by reason of any act or occurrence whatsoever due directly to the use of the premises or any part thereof.

Section 11. **Termination.** Notwithstanding the term contained in Section 3 of this Lease, either party may terminate this ease for any reason whatsoever upon sixty (60) days written notice to the other party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the day and year written above.

Landlord **Independent School District #720**	**Tenant** **Scott-Carver-Dakota CAP Agency, Inc.**
BY: _____	**BY: _____**
TITLE: _____	**TITLE: Executive Director**
DATE: _____	**DATE: _____**

TO: Shakopee School Board
FROM: David Draskovich, Director of Finance & Operations
DATE: June 10, 2026
RE: Fresh Produce Vendor Recommendation

Our current Fresh Produce contract expires at the end of this fiscal year. Administration conducted a request for proposals (RFP) for fresh produce distribution services commencing July 1, 2026. Below is a summary of our process and recommendation for a new fresh produce vendor.

Process

Shakopee Public Schools published a Request for Proposals (RFP) for fresh produce products in spring 2026 and distributed the solicitation to prospective vendors. Two qualified vendors submitted proposals. Administration reviewed each proposal based on pricing, product quality, food safety standards, local sourcing capabilities, ordering systems, reporting functionality, delivery performance, references, and overall service capabilities.

Quotations Received

Liberty Fresh and Bix Produce were the two vendors who provided a response to our RFP to be awarded the fresh produce vendor for Shakopee Schools.

Food Distributions Program Model Overview

- Both vendors demonstrated the ability to meet District requirements for:
- Climate-controlled warehousing and transportation
- Food safety and product recall procedures
- Farm-to-School and local produce sourcing initiatives
- Online ordering and reporting capabilities
- Weekly market updates and customer support
- School nutrition program support services

Cost Analysis

Vendor	2026-27 (Base Year) Estimated Spend
Liberty Fresh	$115,357.60
Bix Produce	$121,645.68

Summary

- While Liberty Fresh submitted the lower-cost proposal, the difference in annual cost is relatively modest within the overall Nutrition Services budget. Bix Produce has served as the

District's incumbent produce provider and has consistently demonstrated the ability to meet the District's expectations.

- Feedback received through the reference process was more favorable for Bix Produce, providing greater confidence in their ability to continue delivering high-quality service to the District.
- There were several factors within the Questions and Points of Interest section of the RFP that favored Bix Produce, particularly in the areas of Food Safety and Vendor Facilities, Product Quality, Preparation and Packaging, Ordering, Invoicing and Reporting, Delivery Services, and Value-Added Services.

Recommendation

After reviewing pricing, food safety programs, local sourcing capabilities, delivery services, references, and overall service model, Administration recommends awarding the Fresh Produce contract to Bix Produce.

Request for Bid – Fresh Produce (2026)

Opportunity Overview

Shakopee Public Schools ISD #720 is seeking of Quotes for fresh produce for Shakopee's School Nutrition Program.

The annual value of these purchases is estimated approximately $131,000 based on historic usage/purchase data.

Contract Terms

The contract will be for school years of 2026-2028, with two (2) additional one-year district options for 2028-2029, and 2029-30 school years.

Unless stated otherwise elsewhere in the specifications, no renewal or extension can be made by the District unless the original terms of the contract remain the same during the renewal or extension period. The District will contact the vendor in April prior to the contract termination date or extension. Agreement to renew the contract must be reached and agreed upon by April 30 in each renewal year (2028 and 2029). When the contract is not renewed, the District shall not be liable for products pre-ordered by the vendor.

Bid Submission Process

- **Proposal Forms**
  - Vendors shall submit their quotes based on the specifications and requirements found in this document.
  - Bids must be submitted, at a minimum, on the bid worksheet provided in this document
- **Review all data provided within this document**
  - System data and specifications
  - Process/service expectations and requirements
- **Questions** can be submitted via email to ktrites@catalystsourcing.com
  - All questions will be consolidated, reviewed with district, and feedback will be provided to all participants via email.
    - **The deadline for question submission will be 4/30/2026**
- **Quotes** can be submitted via email to ktrites@catalystsourcing.com
    - **The deadline for proposals will be 5/14/2026 @ 12:00PM CST**

Process Timelines

Process Step	Date
Bid Documentation Available	**4/20/2026**
Deadline to Submit Questions	**4/30/2026**
Feedback (questions from suppliers) returned to Participants	**5/5/2026**
Proposals Due	**5/14/2026 @ 12:00 PM CST**
Selection presented to School Board	**TBD**

Selection Criteria

Criteria	Weight %
Lowest total cost	**20%**
Quality of References / Reputation	**19%**
Quality of food safety protocol for communication and process/certifications for facility cleanliness	**19%**
Ability to meet delivery specifications	**18%**
Ability to meet ordering and inventory specifications	**12%**
Ability to meet product, preparation and packaging specifications	**12%**

Terms and Conditions

A. Eligibility & Compliance with Federal and State Law - RFP must assure Independent School District 720 that they have complied with all applicable Federal and State laws, regulations, and rules. All projects are subject to compliance with the prevailing wage schedule issued by the Minnesota Department of Labor and Industry."

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

C. Term and Options: The RFP is requested for fresh produce requirements of the district for the period of July, 2026 through June 2028 with two (2) one-year renewal options for the 2029 & 2030 School Years.

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

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

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

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

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

I. Quantities: Supplier's attention is called to the fact that the estimate of quantities of each item shown in the RFP is approximate and is given only as a basis of calculating the award to be made. The right is reserved by Independent School District 720 to increase or decrease the number of units ordered.

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

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

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

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

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

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

Terms and Conditions (cont'd)

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

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

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

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

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

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

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

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

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

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

Specifications

Food Safety/Vendor Facility Specifications

Specification	Description
Food Safety Communication Protocol	Vendor is to have a clear, timely communication protocol to alert district to food safety/contamination concerns.
Climate Control	Vendor facility must be climate controlled – including warehouse AND docks.
Facility Cleanliness	Vendor is to have processes in place to assure clean environment and food safety. Explain in detail these processes and include any certifications that are held by the vendor in these regards

Specifications (Cont'd)

Ordering and Invoicing Specifications

Specification	Description
Order Submission	Secure online ordering placement/changes/additions
Order Submission Cutoff	Ability to change/add orders up to 4:00 PM on the business day before delivery
Invoicing Process	Physical invoice to be provided at the time of delivery and include quantities and pricing
Usage Reporting	Usage reports reflecting orders including order numbers, order dates, cost, descriptions, and sku numbers to be available in a .CSV format upon request ***AUDIT CLAUSE:*** *The books, records, documents, and accounting procedures and practices of the successful supplier, relevant to the contract, are subject to examination by Independent School District 280 or its designated representative and the State Auditor or Legislative Auditor as deemed appropriate (per Minnesota Statute 16C.05.)*
Product/Order Consultation	Weekly communication to inform district of information impacting product quality, availability, and pricing.
Account Representation	Vendor must provide the District with a designated account representative.
Product Pricing	The district prefers fixed pricing on key items when viable (stable markets) to aid budget planning.

Product, Preparation, and Packing Specifications

Specification	Description
Local (Farm-to-School) Products	Vendor should be able to identify, source, and provide local products.
Product preparation	Pre-cut produce should be cut in-house to assure maximum freshness.
Product packaging	Produce should be packaged to avoid damage/bruising within the case (example – trays).
Buy American Requirements	Vendor will comply with the Buy American provision for the purchase of food products with federal fund. Vendor will purchase, to the maximum extent possible, domestic commodities or products that are either (1) an agricultural commodity produced in the United States (U.S.) or (2) a food product processed in the U.S. substantially using agricultural commodities produced in the U.S.

Specifications (cont'd)

Delivery Specifications

Specification	Description
Climate Controls	District orders must be delivered on climate-controlled delivery vehicles.
Delivery Guarantee	The Distributor must guarantee at least a 98% fill rate for all orders. If the Distributor fails to deliver any item as listed on the District Order Guide within the prescribed timelines, the District reserves the right to cancel the order and purchase the item(s) on the open market and request payment for the difference between the contract price and the price the District pays on the open market. A substitution approval process must be determined between the District and the Distributor before the contract will be implemented.
Delivery Routing	The District will work directly with the Distributor to develop the most efficient and least interruptive delivery route to all sites.
Delivery Personnel	All personnel delivering merchandise to the District sites must wear uniforms identifying the name of the vendor OR the name of the common carrier.

Delivery Addresses*

Location	Address	Preferred Delivery Day	Delivery Time Window
Shakopee High School	100 17th Ave W, Shakopee, MN 55379	Monday	6:00 AM – 9:00 AM
West Junior High	200 10TH Ave E, Shakopee, MN 55379	Monday	6:00 AM – 9:00 AM
East Junior High	1137 Marschall RD S, Shakopee, MN 55379	Monday	6:00 AM – 9:00 AM
Sweeney Elementary	1001 Adams, Shakopee, MN 55379	Monday	6:00 AM – 9:00 AM
Sun Path Elementary	2250 17TH Ave E, Shakopee, MN 55379	Monday	6:00 AM – 9:00 AM
Pearson Early Learning Center	917 Dakota ST S, Shakopee, MN 55379	Monday	6:00 AM – 9:00 AM
Red Oak Elementary	7700 Old Carriage CT, Shakopee, MN 55379	Monday	6:00 AM – 9:00 AM
Eagle Creek Elementary	6855 Woodward Ave, Shakopee, MN 55379	Monday	6:00 AM – 9:00 AM
Jackson Elementary	1601 Lusitano, Shakopee, MN 55379	Monday	6:00 AM – 9:00 AM

The number of sites may increase or decrease during the term of the contract.

Core List - Estimated Annual Usage

Product Description	Packaging	Qty
Apple Red	1/138 CS	73.00
Apple Red Sliced P.farms	100/2 OZ	117.00
Apples Evercrisp	1/110-125C	1.00
Apples Fuji	1-113-125C	6.00
Apples Gala	1/125-138C	21.00
Apples Gala	1/100-113C	6.00
Apples Golden	1/125-138C	12.00
Apples Granny Smith	1/125-138C	30.00
Apples Granny Smith	1/100-113C	16.00
Banana Green Tip Stage 4-5	1/40 LB	486.00
Banana Green Tip Stage 4-5	1/10 LB	2.00
Broccoli Bud	1/5 LB	19.00
Broccoli Floret	1/3 LB	21.00
Broccoli Fresh	1/3 CS	5.00
Broccoli Slaw W/ Carrot	1/5 LB	17.00
Broccoli SPK Buds(.5 Cup)	50/2.5 OZ	16.00
Cabbage Chp 1/4 W/cr	4/5 LB	8.00
Cabbage Shred W/ Carrot	1/5 LB	32.00
Cabbage Shred W/car	4/5 LB	28.00
Cantaloupe	1/12-15CT	78.00
Cantaloupe Chnk 1	1/5 LB	18.00
Carrot Coin Kk 1/4	1/5 LB	13.00
Carrot Pld Slims Petit	1/5 LB	7.00
Carrot Shred 1/8	1/5 LB	11.00
Carrot Slims Petit	4/5 LB	26.00
Carrot Snacks	100/2 OZ	1,054.00
Carrot Snacks	100/2.6 OZ	24.00
Apple Red	1/138 CS	73.00

Product Description	Packaging	Qty
Cauliflower Bud SPK(.5cp)	50/2.5 OZ	4.00
Cauliflower Floret	1/3 LB	13.00
Cauliflower Floret	4/3 LB	1.25
Cauliflower Fresh	1/3 CS	14.00
Celery Stick 4	1/5 LB	59.00
Celery Stick SPK(.5cp)	50/2.5 OZ	18.00
Clementine	4/5 LB	99.00
Cucumber	1/5 LB	307.00
Cucumber Super Select	1/24 CT	10.00
Fruit Cup Watermelon SPK Chunk	50/2 OZ	12.00
Fruit Melon Honeydew Chunk 1	1/5 LB	16.00
Grape Green	1/18 LB	4.00
GRAPE RED SPK DESTEM(.5 CUP)	50/2.5 OZ	7.00
Grapefruit Red	1-48-56 CT	20.00
Grapefruit SPK Wedge(.5 Cup)	50/4 OZ	7.00
Grapes Red	1/19 LB	2.00
Grapes Red Lunch Bunch	1/21 LB	152.00
Honeydew	1/6-8CT	54.00
Jicama Stick 3/8 X3	1/5 LB	64.00
Kiwi Fresh Vol Fill	1/117 CS	25.00
Kiwi SPK Wedg Skon .5 Cp	50/2 OZ	17.00
Lettuce 50% Rom Shred	4/5 LB	1.00
Lettuce Romain 50% Rom	4/5 LB	95.00
Lettuce Romaine Lcr	4/5 LB	95.50
Lettuce Romaine Lcr	1/5 LB	32.00
Lettuce Romaine Shred 1/4	6/2 LB	125.00
Lettuce Shred 1/4 Taco	1/5 LB	1.00
MANGO CHNK SPK(.5CP)	50/2.5 OZ	12.00

Core List - Estimated Annual Usage (cont'd)

Product Description	Packaging	Qty	Product Description	Packaging	Qty
Melon Watermelon Seedless	1/10 LB	38.00	Plums	CASE	10.00
Mesclun Spring Mix	4/3 LB	7.00	Radish Cello	1/1 LB	67.00
Milk 2%	4/1 GAL	1.00	Romaine Shred	3/2 LB	41.00
Milk 2%	1/1 GL	2.00	Romaine Torn	6/2 LB	205.00
Milk Chocolate Kemp	50/8 OZ	30.00	Romaine Torn	3/2 LB	31.00
Onion Yellow Diced 3/8	1/5 LB	2.00	Salad Mix Oriental Mix	1/5 LB	41.00
Onion Yellow Jumbo	1/10 LB	3.00	Salsa Pico De Gallo Bucket	2/5 LB	2.00
Onion Ylw Slcd 1/4	1/5 LB	1.00	Spinach Baby	2/2 LB	7.00
ORANGE WEDGE SPK(.5CP)	50/4 OZ	24.00	Spinach Clipped Cello	1/2.5 LB	72.00
Oranges	1/138CT	78.00	Spinach Clipped Cello	4/2.5 LB	2.00
Oranges	1/113 CT	6.00	SPK Cantaloupe	50/2.5 OZ	12.00
Oranges	1/72-88 CT	3.00	SPK Carrot SPK Celery Combo	50/2.5 OZ	18.00
Pea Pod Clnd	1/5 LB	25.00	SPK HONEYDEW	50/2.5 OZ	15.00
Pea Pod Sugar Snap	1/2 LB	49.00	SPK PINEAPPLE	50/2.5 OZ	16.00
Pea Pod Sugar Snap Cleaned	1/5 LB	8.00	Squash Yellow SPK Coin(.5 Cup)	50/2.5 OZ	10.00
PEA POD SUGAR SNAP CLND	1/2 LB	61.00	Strawberry	8/1 LB	2.00
Pea Sugar SPK Pods Snap(.5cp)	50/2.5 OZ	9.00	Strawberry Capped	1/5 LB	7.00
Pear Anjou	1/120 CS	22.00	Strawberry Driscoll	8/1 LB	0.00
Pear Red (1/2 Carton)	1/35 CS	6.00	Strawberry SPK Whole(.5 Cup)	50/2.5 OZ	11.00
Pepper Green Med	1/5 LB	47.00	Tomato Diced 3/8	1/5 LB	66.00
Pepper Red	1/5 LB	119.00	Tomato Grape	1/10 LB	6.00
Peppers Yellow	1/5 LB	1.00	Tomato Grape Red	1/3 CS	136.00
Pico De Gallo 1/4	1/5 LB	128.00	Tomato Grape Red	1/12 CT	17.00
Pineapple Chnk Hc	1/5 LB	8.00	Tomato Slcd 1/4	1/5 LB	8.00
Pineapple Gold Ripe	1-6/7 CT	29.00	Watermelon Chnk 1/2	1/5 LB	6.00
Plumcot Fresh Single Layer	1/42 CS	3.00	Watermelon Chunk 1	1/5 LB	33.00

Submission Worksheet

Your Company Information

Distributor Name	Freshpoint Bix Produce	**Contact Name**	Jeff Svenddal
Address	3060 Centerville Road	**City**	Little Canada
State	Minnesota	**Zip**	55117

References

	Organization	Contact Name	Contact Email
#1	North St. Paul Schools	Marie Niesen	mneisen@isd622.org
#2	St. Paul Public Schools	Josh Turner	joshua.turner@spps.org

Qualifications Checklist

Question/Data Point	Your Response
Have you reviewed and agreed to all Terms and Conditions stated in this agreement?	Yes
Can your company meet all specifications as described in this document?	Yes

Questions and Points-of-Interest

Food Safety/Vendor Facility

Question/Data Point	Your Response
What is your procedure for notifying customers of product recalls due to food borne illness?	See Questions & Points of Interest Insert Food Safety/Vendor Facility Page One – Part One
Is your facility's warehouse and docks climate-controlled?	Yes
Please explain in detail the processes your organization utilizes to assure facility cleanliness and food safety	See Questions & Points of Interest Insert Food Safety/Vendor Facility Page One – Part Two

Ordering, Invoicing, and Reporting

Question/Data Point	Your Response
Do you offer a secure online ordering platform for the district to submit orders?	Yes
Describe the capabilities of your ordering platform including ability to maintain a core list and reporting features.	See Questions & Points of Interest Insert Ordering, Invoicing & Reporting Page One – Part Three
What is your back up for the web based online order entry?	See Questions & Points of Interest Insert Ordering, Invoicing & Reporting Page One – Part Four
What is your order submission cut-off time for next business-day delivery?	5:00PM CST
Do you provide a physical invoice including descriptions, quantities, and pricing at the point of delivery?	Yes
Do you offer any Prompt Pay Discount, if so, please describe	No
Do you accept payment via Purchasing Card (Credit Card) at no additional fee?	No – We offer at 2.5%
Describe the weekly reporting available for the school district?	See Questions & Points of Interest Insert Ordering, Invoicing & Reporting Page One – Part Five
Can you provide weekly produce market updates (via email)?	Yes

Products, Preparation, and Packaging

Question/Data Point	Your Response
Can your organization identify, access, and distribute local produce?	Yes
How many local (Farm-to-School) products did you offer in 24-25? Are they offered all year?	See Questions & Points of Interest Insert Products, Preparation & Packaging Page Two – Part Six
Will the number of local (Farm-to-School) products offered increase, decrease, or remain the same in 25-26?	Likely the same. It is substantial today. Current examples are contained in our response.

Describe your packaging used to assure product freshness – *notably apples, melons, bananas, tomatoes, cucumbers*	See Questions & Points of Interest Insert Products, Preparation & Packaging Page Two – Part Seven
Describe your return and credit policy procedure?	See Questions & Points of Interest Insert Products, Preparation & Packaging Page Two – Part Eight

Delivery

Question/Data Point	Your Response
Will all district orders be delivered in a climate-controlled vehicle?	Yes
Do you agree to the delivery guarantee described in this document?	Yes
Can you meet the uniform requirements as described in this document?	Yes
Proposed Delivery Day:	Monday (This can change upon request.)
Proposed Delivery Time:	5:00-8:00AM

Value Added Services

Please share any additional information on any other services that you can provide.

Your Response
See Questions & Points of Interest Insert Value Added Services Page Two

Pricing Model Explanation

Please explain the basis of your pricing and how the district can audit invoices for accuracy.

Your Response
See Questions & Points of Interest Insert Pricing Model Explanation Page 3 In addition, see the Bix Pricing Definitions page.

Fees

Pricing submitted should be DELIVERED price, please describe any other applicable fees that could be charged.

Your Response
See Questions & Points of Interest Insert Fees Page Three

Pricing Worksheet

Core List Pricing

Product Description	Packaging	Qty	Product Description	Case Description	Proposed Price	Price fixed for 2026-27 (Y/N)
Apple Red	1/138 CS	73.00	01450 Apple Red	1/138cs	$38.19	No
Apple Red Sliced P. Farms	100/2 OZ	117.00	09539 Apple Red Sliced Peterson Farms	100/2oz	$39.40	No
Apples Evercrisp	1/110-125C	1.00	01324 Apples Evercrisp	1/110-125ct	Not Active?	No
Apples Fuji	1-113-125C	6.00	01305 Apples Fuji	1/113-125ct	$38.54	No
Apples Gala	1/125-138C	21.00	01069 Apple Gala	1/125-138ct	$50.84	No
Apples Gala	1/100-113C	6.00	01070 Apple Gala	1/100-113ct	$50.84	No
Apples Golden	1/125-138C	12.00	01100 Apple Golden	1/125-138ct	$45.35	No
Apples Granny Smith	1/125-138C	30.00	01160 Apple Granny Smith	1/125-138ct	$40.70	No
Apples Granny Smith	1/100-113C	16.00	01140 App Granny Smith	1/100-113ct	$40.69	No
Banana Green Tip Stage 4-5	1/40 LB	486.00	02180 Banana Green Tip Stage 4-5	1/40 LB	$28.65	Yes
Banana Green Tip Stage 4-5	1/10 LB	2.00	02192 Banana Green Tip Stage 4-5	1/10 LB	$16.97	No
Broccoli Bud	1/5 LB	19.00	10350 Broccoli Bud	1/5 LB	$19.30	No
Broccoli Floret	1/3 LB	21.00	04453 Broccoli Floret	1/3 LB	$7.56	Yes
Broccoli Fresh	1/3 Ct	5.00	04493 Broccoli Fresh	1/3 Ct	$14.74	No
Broccoli Slaw W/ Carrot	1/5 LB	17.00	10430 Broccoli Slaw W/ Carrot	1/5 LB	$16.75	No
Broccoli SPK Buds(.5 Cup)	50/2.5 OZ	16.00	20502 Broccoli SPK Buds (.5 Cup)	50/2.5 OZ	$40.39	No
Cabbage Chp 1/4 W/cr	4/5 LB	8.00	10560 Cabbage Chp 1/4 W/cr	4/5 LB	$19.75	No
Cabbage Shred W/ Carrot	1/5 LB	32.00	10810 Cabbage Shred W/ Carrot	1/5 LB	$5.80	Yes
Cabbage Shred W/car	4/5 LB	28.00	10800 Cabbage Shred W/Carrot	4/5 LB	$17.75	Yes
Cantaloupe	1/12-15CT	78.00	03140 Cantaloupe	1/12-15CT	$29.20	No
Cantaloupe Chnk 1	1/5 LB	18.00	12090 Cantaloupe Chunk 1”	1/5 LB	$16.60	Yes
Carrot Coin Kk 1/4	1/5 LB	13.00	10920 Carrot Coin Kk ¼”	1/5 LB	$11.25	No
Carrot Pld Slims Petit	1/5 LB	7.00	04653 Carrot Pld Slims Petit	1/5 LB	$7.83	Yes
Carrot Shred 1/8	1/5 LB	11.00	11310 Carrot Shred 1/8	1/5 LB	$9.95	No
Carrot Slims Petit	4/5 LB	26.00	04650 Carrot Slims Petit	4/5 LB	$24.90	Yes
Carrot Snacks	100/2 OZ	1,054.00	04690 Carrot Snacks	100/2 OZ	$22.45	Yes
Carrot Snacks	100/2.6 OZ	24.00	04715 Carrot Snacks	100/2.6 OZ	$26.65	No
Cauliflower Bud SPK(.5cp)	50/2.5 OZ	4.00	20532 Cauliflower Bud SPK(.5cp)	50/2.5 OZ	$48.47	No

Core List Pricing (Cont'd)

Product Description	Packaging	Qty	Product Description	Case Description	Proposed Price	Price fixed for 2026-27 (Y/N)
Cauliflower Floret	1/3 LB	13.00	04781 Cauliflower Floret	1/3 LB	$9.10	Yes
Cauliflower Floret	4/3 LB	1.25	04782 Cauliflower Floret	4/3 LB	$30.90	Yes
Cauliflower Fresh	1/3 CS	14.00	04823 Cauliflower Fresh	1/3 CS	$23.46	No
Celery Stick 4	1/5 LB	59.00	11795 Celery Stick 4	1/5 LB	$9.35	Yes
Celery Stick SPK(.5cp)	50/2.5 OZ	18.00	20666 Celery Stick SPK(.5cp)	50/2.5 OZ	$31.77	No
Clementine	4/5 LB	99.00	02499 Clementine	4/5 LB	$26.15	No
Cucumber	1/5 LB	307.00	05023 Cucumber	1/5 LB	$14.38	No
Cucumber Super Select	1/24 CT	10.00	05022 Cucumber Super Select	1/24 CT	$27.15	No
Fruit Cup Watermelon SPK Chunk	50/2 OZ	12.00	20605 Fruit Cup Watermelon SPK Chunk	50/2 OZ	$48.47	No
Fruit Melon Honeydew Chunk 1	1/5 LB	16.00	12150 Fruit Melon Honeydew Chunk 1	1/5 LB	$16.60	Yes
Grape Green	1/18 LB	4.00	02720 Grape Green	1/18 LB	$51.90	No
GRAPE RED SPK DESTEM(.5 CUP)	50/2.5 OZ	7.00	20570 GRAPE RED SPK DESTEM (.5 CUP)	50/2.5 OZ	$55.39	No
Grapefruit Red	1-48-56 CT	20.00	02660 Grapefruit Red	1-48-56 CT	$43.35	No
Grapefruit SPK Wedge(.5 Cup)	50/4 OZ	7.00	20587 Grapefruit SPK Wedge (.5 Cup)	50/4 OZ	$48.31	No
Grapes Red	1/19 LB	2.00	02760 Grapes Red	1/19 LB	$40.40	No
Grapes Red Lunch Bunch	1/21 LB	152.00	02740 Grapes Red Lunch Bunch	1/21 LB	$46.15	No
Honeydew	1/6-8CT	54.00	03280 Honeydew	1/6-8CT	$36.22	No
Jicama Stick 3/8 X3	1/5 LB	64.00	12510 Jicama Stick 3/8 X3	1/5 LB	$19.35	Yes
Kiwi Fresh Vol Fill	1/117 CS	25.00	02800 Kiwi Fresh Vol Fill	1/117 CS	$51.20	No
Kiwi SPK Wedg Skon .5 Cp	50/2 OZ	17.00	20574 Kiwi SPK Wedge Skon .5 Cp	50/2 OZ	$49.47	No
Lettuce 50% Rom Shred	4/5 LB	1.00	13017 Lettuce 50% Rom Shred	4/5 LB	$26.00	No
Lettuce Romain 50% Rom	4/5 LB	95.00	13216 Lettuce Romain 50% Rom	4/5 LB	$22.70	Yes
Lettuce Romaine Lcr	4/5 LB	95.50	12830 Lettuce Romaine LCR	4/5 LB	$22.70	Yes
Lettuce Romaine Lcr	1/5 LB	32.00	12832 Lettuce Romaine LCR	1/5 LB	$7.40	No
Lettuce Romaine Shred 1/4	6/2 LB	125.00	15688 Lettuce Romaine Shred ¼”	6/2 LB	$21.85	Yes
Lettuce Shred 1/4 Taco	1/5 LB	1.00	13170 Lettuce Shred ¼”	1/5 LB	$6.55	Yes
MANGO CHNK SPK(.5CP)	50/2.5 OZ	12.00	20675 MANGO CHNK SPK(.5Cup)	50/2.5 OZ	$68.77	No
Melon Watermelon Seedless	1/10 LB	38.00	03340 Melon Watermelon Seedless	1/10 LB	$15.75	No

Core List Pricing (Cont'd)

Product Description	Packaging	Qty	Product Description	Case Description	Proposed Price	Price fixed for 2026-27 (Y/N)
Mesclun Spring Mix	4/3 LB	7.00	05673 Mesclun Spring Mix	4/3 LB	$37.13	No
Milk 2%	4/1 GAL	1.00	96600 Milk 2%	4/1 GAL	$35.65	No
Milk 2%	1/1 GL	2.00	96610 Milk 2%	1/1 GL	$8.97	No
Milk Chocolate Kemp	50/8 OZ	30.00	94960 Milk Chocolate Kemp	50/8 OZ	$28.80	No
Onion Yellow Diced 3/8	1/5 LB	2.00	13840 Onion Yellow Diced 3/8	1/5 LB	$8.65	Yes
Onion Yellow Jumbo	1/10 LB	3.00	06453 Onion Yellow Jumbo	1/10 LB	$7.33	No
Onion Ylw Slcd 1/4	1/5 LB	1.00	14000 Onion Yellow Slcd 1/4	1/5 LB	$13.40	No
ORANGE WEDGE SPK(.5CP)	50/4 OZ	24.00	20777 ORANGE WEDGE SPK(.5CP)	50/4 OZ	$45.31	No
Oranges	1/138CT	78.00	03520 Oranges	1/138CT	$49.60	No
Oranges	1/113 CT	6.00	03490 Oranges	1/113 CT	$49.60	No
Oranges	1/72-88 CT	3.00	03440 Oranges	1/72-88 CT	$43.60	No
Pea Pod Clnd	1/5 LB	25.00	14270 Pea Pod Cleaned	1/5 LB	$40.95	No
Pea Pod Sugar Snap	1/2 LB	49.00	06573 Pea Pod Sugar Snap	1/2 LB	$11.63	No
Pea Pod Sugar Snap Cleaned	1/5 LB	8.00	14290 Pea Pod Sugar Snap Cleaned	1/5 LB	$34.65	No
PEA POD SUGAR SNAP CLND	1/2 LB	61.00	14291 PEA POD SUGAR SNAP CLND	1/2 LB	$24.06	No
Pea Sugar SPK Pods Snap(.5cp)	50/2.5 OZ	9.00	20625 Pea Sugar SPK Pods Snap(.5cp)	50/2.5 OZ	$47.24	No
Pear Anjou	1/120 CS	22.00	03655 Pear Anjou	1/120 CS	$36.35	No
Pear Red (1/2 Carton)	1/35 CS	6.00	03700 Pear Red (1/2 Carton)	1/35 CS	$26.90	No
Pepper Green Med	1/5 LB	47.00	06703 Pepper Green Med	1/5 LB	$13.04	No
Pepper Red	1/5 LB	119.00	06923 Pepper Red	1/5 LB	$16.27	No
Peppers Yellow	1/5 LB	1.00	07003 Peppers Yellow	1/5 LB	$13.60	No
Pico De Gallo 1/4	1/5 LB	128.00	14980 Pico De Gallo 1/4	1/5 LB	$16.40	Yes
Pineapple Chnk Hc	1/5 LB	8.00	12300 Pineapple Chunk 1”	1/5 LB	$16.70	Yes
Pineapple Gold Ripe	1-6/7 CT	29.00	03770 Pineapple Gold Ripe	1-6/7 CT	$20.75	No
Plumcot Fresh Single Layer	1/42 CS	3.00	03840 Plumcot Fresh Single Layer	1/42 CS	$31.40	No
Plums	CASE	10.00	03850 Plums	CASE	$39.40	No
Radish Cello	1/1 LB	67.00	07743 Radish Cello	1/1 LB	$3.57	No

Core List Pricing (Cont'd)

Product Description	Packaging	Qty	Product Description	Case Description	Proposed Price	Price fixed for 2025-26 (Y/N)
Romaine Torn	6/2 LB	205.00	15711 Romaine Torn	6/2 LB	$21.85	Yes
Romaine Torn	3/2 LB	31.00	15715 Romaine Torn	3/2 LB	$12.20	Yes
Salad Mix Oriental Mix	1/5 LB	41.00	15886 Salad Mix Oriental Mix	1/5 LB	$41.40	No
Salsa Pico De Gallo Bucket	2/5 LB	2.00	14983 Salsa Pico De Gallo Bucket	2/5 LB	$43.90	No
Spinach Baby	2/2 LB	7.00	04230 Spinach Baby	2/2 LB	$15.40	No
Spinach Clipped Cello	1/2.5 LB	72.00	07953 Spinach Clipped Cello	1/2.5 LB	$6.35	Yes
Spinach Clipped Cello	4/2.5 LB	2.00	07950 Spinach Clipped Cello	4/2.5 LB	$19.95	Yes
SPK Cantaloupe	50/2.5 OZ	12.00	20791 SPK Cantaloupe	50/2.5 OZ	$43.08	No
SPK Carrot SPK Celery Combo	50/2.5 OZ	18.00	20525 SPK Carrot SPK Celery Combo	50/2.5 OZ	$30.93	No
SPK HONEYDEW	50/2.5 OZ	15.00	20792 SPK HONEYDEW	50/2.5 OZ	$49.24	No
SPK PINEAPPLE	50/2.5 OZ	16.00	20790 SPK PINEAPPLE	50/2.5 OZ	$41.54	No
Squash Yellow SPK Coin(.5 Cup)	50/2.5 OZ	10.00	20651 Squash Yellow SPK Coin (.5 Cup)	50/2.5 OZ	$30.93	No
Strawberry	8/1 LB	2.00	02430 Strawberry	8/1 LB	$26.17	No
Strawberry Capped	1/5 LB	7.00	10280 Strawberry Capped	1/5 LB	$44.80	No
Strawberry Driscoll	8/1 LB	0.00	02440 Strawberry Driscoll	8/1 LB	$22.17	No
Strawberry SPK Whole (.5 Cup)	50/2.5 OZ	11.00	20594 Strawberry SPK Whole (.5 Cup)	50/2.5 OZ	$88.93	No
Tomato Diced 3/8	1/5 LB	66.00	17180 Tomato Diced 3/8	1/5 LB	$14.75	Yes
Tomato Grape	1/10 LB	6.00	08410 Tomato Grape	1/10 LB	$39.90	No
Tomato Grape Red	1/3 CS	136.00	08687 Tomato Grape Red	1/3 CS	$14.44	No
Tomato Grape Red	1/12 CT	17.00	08685 Tomato Grape Red	1/12 CT	$42.40	No
Tomato Slcd 1/4	1/5 LB	8.00	17245 Tomato Slcd ¼”	1/5 LB	$27.45	No
Watermelon Chnk 1/2	1/5 LB	6.00	12320 Watermelon Chunk ½”	1/5 LB	$20.10	No
Watermelon Chunk 1	1/5 LB	33.00	12340 Watermelon Chunk 1”	1/5 LB	$20.60	No

Submission Worksheet

Core List Pricing Questions

Question/Data Point	Your Response
Were there any unique marketplace factors that significantly impacted your proposed pricing of a certain item?	Yes. For the non-fixed items we are under heavy product shortages that are affecting current pricing for items such as lettuce, tomatoes and carrots that are listed on the bid response spreadsheet.
If YES, share the circumstance that impacted pricing and the items that were impacted.	Terrible weather conditions out West that have prolonged a very difficult transition from the Yuma, AZ growing regions. We hope to see normalized conditions by the end of May.
Are your fixed prices guaranteed regardless of marketplace conditions?	No.
If NO, please describe the circumstances in which the price would be changed AND provide an example from the past twelve months (fixed price, condition that caused increase, price temporarily charged as a result, term until product was returned to fixed price.	We reserve the right to increase them should severe market conditions arise and/or Acts of God be called by the impacted growers. We will inform you should these take place.

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UPPER LAKES FOODS

EST 1967

June 1, 2026

Re: Request for Bid - 2026 Primary Vendor - Food Products

Molly Allison
Shakopee Public Schoos, ISD #720
1200 Shakopee Town Square
Shakopee, MN 55379

Dear Molly,

Upper Lakes Foods appreciates the opportunity to earn your business supplying Shakopee Public Schools, ISD #720 for the upcoming 2026-2027 school year. We are excited about the opportunity of working with you and are confident in our ability to meet your program's nutritional needs.

We look forward to your review of our proposal and discussing a successful partnership together.

Respectfully Submitted,

Renee Parks

Renee Parks
Bid Department Manager
Upper Lakes Foods, Inc.

801 INDUSTRY AVENUE
CLOQUET, MINNESOTA 55720

T. 800.879.1265
F. 218.879.1940

INFO@ULFOODS.COM
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UPPER LAKES FOODS

EST 1967

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Shakopee Public Schools
Education Forward

Request for Bid – 2026 Primary Vendor - Food Products

Bid Submission Worksheet

Your Company Information

Distributor Name	Upper Lakes Foods, Inc.	**Contact Name**	Renee Parks
Address	801 Industry Avenue	**City**	Cloquet
State	MN	**Zip**	55720

References

	Organization	Contact Name	Contact Phone	Contact Email
Reference #1	School District 622	Paula Pohlkamp	651-748-7531	ppohlkamp@isd622.org
Reference #2	Eden Prairie High School	Brenda Boehm	952-975-8051	bboehm@edenpr.org

Qualifications Checklist

Have you reviewed and agreed to all Terms and Conditions stated in this agreement?	Yes
Have you included your signed/notarized Affidavit of Non-Collusion?	Yes

Proposal Submission Information

Company Name:	Upper Lakes Foods, Inc.
Contact Name:	Renee Parks
Company Address:	801 Industry Avenue, Cloquet, MN 55720
Authorized Agent Name:	Renee Parks
Authorized Agent Title:	Bid Department Manager
Authorize Agent Phone:	218-879-1265 Ext. 4208

Authorized Signature: Renee Parks **Date:** June 1, 2026

Acknowledge Addenda: 3

Enclosures

Bid Security: NA

Bid Submission Worksheet

Questions and Points-of-Interest

Food Safety/Vendor Facility

What is your procedure for notifying customers of product recalls due to food borne illness?	Please refer to Quality Systems Procedures (HACCP) Policy included in response.
Is your facility's warehouse and docks climate-controlled?	Yes
Please explain in detail the processes your organization utilizes to assure facility cleanliness and food safety	Please refer to Quality Systems Procedures (HACCP) Policy included in response.
What certifications do you hold for facilities?	• GFSI-Recognized Certification • FDA and/or USDA Registered Facility • HACCP Certification – Certified team and active HACCP Plans • PCQI – Preventive Controls Qualified Individuals oversee food safety plans. • Food Defense Plan – Compliant with FSMA international adulteration rule • Allergen Control Program – Labeling, separation, and sanitation protocols • GMP Compliance – Verified through internal and third-party audits • Comprehensive Pest Control and Sanitation Programs • Preventative Maintenance and Calibration Programs Certificates and supporting documentation are available upon request.

Ordering, Invoicing, and Reporting

Do you offer a secure online ordering platform for the District to submit orders?	Yes - MegaBite
Describe the capabilities of your ordering platform including ability to maintain a core list and reporting features.	Please see attached supplemental information – E-Commerce and MegaBite
What is your back up for the web based online order entry?	Call-in Ordering and Email Orders
What is your order submission cut-off time for next business-day delivery?	Skip Day Ordering. For example: Order Monday by 4:00 pm can add on until 10:00 am on Tuesday for Wednesday delivery.
Do you provide a physical invoice including descriptions, quantities, and pricing at the point of delivery?	Yes

Do you offer any Prompt Pay Discount, if so, please describe	0.03 per case prompt pay discount if payment is made within 7 days ACH
Do you accept payment via Purchasing Card (Credit Card) at no additional fee?	We do not accept payment via Purchasing Card or Credit Card
Describe reporting that is available for the school District and how often it is supplied to the District.	Please see additional documentation included.

Bid Submission Worksheet

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

Products, Preparation, and Packaging

Describe your return and credit policy procedure?	Please see attached documentation included.

Delivery

Will all District orders be delivered in a climate-controlled vehicle?	Yes
Do you agree to the delivery guarantee described in this document?	We will strive to maintain a product fill rate of 95% (with approved substitutions) subject to constraint to the supply chain.
Can you meet the uniform requirements as described in this document?	Yes

Bid Submission Worksheet

Value Added Services

Please share any additional information on any other services that you can provide.

Please see additional information provided.

Pricing Model Explanation

Please explain the basis of your pricing and how the District can audit invoices for accuracy.

Invoice cost from supplier plus inbound freight minus customer allowances and any other "off" invoice allowance plus fixed fee.

In order to validate costs and ensure compliance with the terms and conditions of the Agreement, the District may conduct an annual audit related to the Request for Bid. The District will provide the Distributor with thirty (30) days' prior written notice to allow adequate time to prepare the necessary documentation. The audit will be limited to a review of ten (10) items and will be conducted at the Distributor's office.

The Distributor agrees to correct any audit findings immediately or within thirty (30) days of receiving written notification of such findings. All expenses incurred in connection with the audit process shall be the responsibility of the District.

Fees

Pricing submitted is to be DELIVERED price and is to include the fixed fee. Please describe any other applicable fees that could be charged.

Per Delivery Charge of $8.95 and subject to change based upon diesel changes.

Bid Submission Worksheet

Current Usage						Proposed Product				
Product Description	Purchase Pack Size	Product Label	Manufacturer Product #	Est. Annual District Usage	MFG Number	Purchase Pack Size	Product Label	Manufacturer Product #	Price Per Case 10 Delivery Sites	Guaranteed Price Date
CHIC FILLET SAVORY BRD WG FC	4/5#	PROVIEW	670314	655	60715	4/5#	PROVIEW	60715	$ 85.10	6/30/2026
CHIC BRST CHUNK BRD WG FC	4/5#	PROVIEW	670316	758	64630	4/5#	PROVIEW	64630	$ 81.10	6/30/2026
BREADSTICK CHEESE BITES 1OZ	240/1OZ	WILD MIKE'S	572152	715	11003	240/1OZ	WILD MIKE'S	11003	$ 69.28	6/30/2026
CHIC MANDARIN ORANGE JR FC	6/5#-36OZ	YANG'S	775670	313	15555-5	6/5#-36OZ	YANG'S	15555-5	$ 160.21	6/30/2027
PIZZA FR BREAD GARLIC WG 6"	60/4.29OZ	TONY'S	571932	862	78359	60/4.29OZ	TONY'S	78359	$ 51.66	6/30/2027
UNCRUSTABLE PB & GRAPE WG	72/5.3OZ	SMUCKERS	742628	447	5150021027	72/5.3OZ	SMUCKERS	5150021027	$ 90.13	6/30/2027
FRENCH TOAST STICK WG BULK	2/5#	BAKE CRAFTERS	730081	1328	442	2/5#	BAKE CRAFTERS	442	$ 24.30	6/30/2027
COOKIE CHOC CHIP BKD ZTF	240/1OZ	BEST MAID	737902	397	10253432	240/1OZ	BEST MAID	10253432	$ 58.25	$0.25 allow 6/30/27
UNCRUSTABLE PB & STRAWB WG	72/5.3OZ	SMUCKERS	742629	293	5150021028	72/5.3OZ	SMUCKERS	5150021028	$ 94.43	6/30/2027
CHIC TENDER FRTR BRD WG NAE FC	4/5#	PROVIEW	670319	365	63250	4/5#	PROVIEW	63250	$ 91.10	6/30/2026
CHICKEN SLICED FRESH 1OZ	6/2#	Natural Choice	558728	310	68982	6/2#	Natural Choice	68982	$ 74.82	6/30/2026
CALZONE CHIC ENCH EMPANADA WG	48/5OZ	ALBIE'S	765770	449	860	48/5OZ	ALBIE'S	860	$ 42.38	6/30/2027
TURKEY ALL NAT SLI .75OZ FRZ	6/2#	JENNIE-O	689888	499	231812	6/2#	JENNIE-O	231812	$ 69.92	6/30/2027
MACARONI & CHEESE RF FC	6/5#	LAND O'LAKES	768517	326	43284	6/5#	LAND O'LAKES	43284	$ 78.21	6/30/2027
TURKEY BACON SLI FC	12/50CT	JENNIE-O	692251	235	271106	12/50CT	JENNIE-O	271106	$ 103.38	6/30/2027
WAFFLE BUTTERY MPL SNACK'N I	96/2.4OZ	SNACK'N WAFFLES	739727	421	00110	96/2.4OZ	SNACK'N WAFFLES	00110	$ 45.68	6/30/2027
POTATO FF 3/8" CRNK CUT OR	6/5#	MCCAIN	690039	398	MCF03761	6/5#	MCCAIN	MCF03761	$ 45.63	6/30/2027
BEEF SHREDDED FC	2/5#	CLOVERDALE	553549	249	131783	2/5#	CLOVERDALE	131783	$ 74.90	$3.00 allow 6/30/27
ROLL KNOT GARLIC WG 2OZ	4/40CT	BAKE CRAFTERS	762088	306	1786	4/40CT	BAKE CRAFTERS	1786	$ 65.20	6/30/2027
SAUCE MARINARA PORTION CUP	168/2.5OZ	RED GOLD	448474	326	7294016801	168/2.5OZ	RED GOLD	7294016801	$ 55.70	6/30/2027
CORN DOG CHICKEN WG OR	72/4OZ	FOSTER FARMS	582464	545	95157	72/4OZ	FOSTER FARMS	95157	$ 43.66	6/30/2027
TACO TOTALLY MAX SNACK WG	96/4.09OZ 3PC	GILARDI	573761	247	7738712714	96/4.09OZ 3PC	GILARDI	7738712714	$ 73.67	6/30/2027
CHIC SAUSAGE LINK GF FC .75OZ	1/10#	JONES	581450	424	018657	1/10#	JONES	018657	$ 40.49	12/31/2026
PIZZA CHEESE QUESADILLA WG	96/4.83OZ	THE MAX	573305	282	7738712699	96/4.83OZ	THE MAX	7738712699	$ 66.44	6/30/2027
SANDW GRILLED CHEESE BULK WG	72/4.19OZ	HOTOFFTHEGRILL	583606	325	703003	72/4.19OZ	HOTOFFTHEGRILL	703003	$ 70.42	6/30/2027
CHIP TACO IN A BAG	72/1.75OZ	BARREL O'FUN	202567	454	11062	72/1.75OZ	BARREL O'FUN	11062	$ 34.38	6/30/2026
CROISSANT MED SQUARE WG	72/2.15OZ	BAKER BOY	724654	346	32640	72/2.15OZ	BAKER BOY	32640	$ 42.86	6/30/2027
WAFFLE DUTCH WG 51% ZTF	6/8 CT 5"	FUNNEL CAKE	741855	588	4521	6/8 CT 5"	FUNNEL CAKE	4521	$ 27.36	6/30/2027
SAUCE ALFREDO RTU POUCH 34500	6/64 OZ	LAND O'LAKES	293308	202	39453	6/64 OZ	LAND O'LAKES	39453	$ 73.02	6/30/2026
BEEF CRUMBLE CKD CN	8/5#	ADVANCEPIERRE	591160	76	10000009739	8/5#	ADVANCEPIERRE	10000009739	$ 202.03	6/30/2027
PASTA CAVATAPPI COOKED	6/3#	MARZETTI PASTA	763005	456	41308 26008	6/3#	MARZETTI PASTA	41308 26008	$ 28.10	6/30/2027
JUICE APPLE 100% FUN 40CT	40/4.23OZ	JUICY JUICE	223892	1372	00055	40/4.23OZ	JUICY JUICE	00055	$ 9.31	6/30/2027
JUICE ORAN/TANG 100% FUN 40C	40/4.23OZ	JUICY JUICE	223891	1348	00058	40/4.23OZ	JUICY JUICE	00058	$ 9.31	6/30/2027
KIT LUNCH TURKEY & CHEESE WG	48/4.21OZ	TASTY BRANDS	761935	168	10202	48/4.21OZ	TASTY BRANDS	10202	$ 80.87	6/30/2027
RICE FRIED VEGETABLE WG	6/5.16#	MINH	787954	246	69074	6/5.16#	MINH	69074	$ 44.67	6/30/2027
PIZZA STUFFED CRUST CHEESE WG	72/4.84OZ	THE MAX	573680	259	7738712671	72/4.84OZ	THE MAX	7738712671	$ 52.72	6/30/2027
BEANS VEGETARIAN BAKED	6/117OZ	BUSH'S BEST	182019	236	1637	6/117OZ	BUSH'S BEST	1637	$ 49.58	$2.15 allow 6/30/27
PIZZA CHEESE DEEP DISH 5"	80/5.49OZ	WILD MIKE'S	572164	177	80550	80/5.49OZ	WILD MIKE'S	80550	$ 80.79	6/30/2026
PIZZA BREAKFAST TRKY SAUS WG	128/3.31OZ	TONY'S	571692	253	63912	128/3.31OZ	TONY'S	63912	$ 48.84	6/30/2027
APPLESAUCE UNSWEETENED CUP	96/4.5OZ	NATIONAL FOOD	171048	308	A3500	96/4.5OZ	NATIONAL FOOD	A3500	$ 33.34	6/30/2026
SOUR CREAM TUBE PC	100/1OZ	KEMPS	213985	449	38084	100/1OZ	KEMPS	38084	$ 22.72	6/30/2026
SYRUP PANCAKE CUP PC	100/1.5OZ	SAUER BRANDS	354319	485	06383	100/1.5OZ	SAUER BRANDS	06383	$ 16.98	$1.00 allow 6/30/27

Product Description	Purchase Pack Size	Product Label	Manufacturer Product #	Est. Annual District Usage	MFG Number	Purchase Pack Size	Product Label	Manufacturer Product #	Price Per Case 10 Delivery Sites	Guaranteed Price Date
CORN WHOLE KERNEL YLW FRZ	1/30#	SUNSOURCE MERI	759607	275	18687-00237	1/30#	SUNSOURCE MERI	18687-00237	$ 35.02	6/30/2026
SALSA DIPPING CUPS	168/3OZ	RED GOLD	448469	152	7294016800	168/3OZ	RED GOLD	7294016800	$ 65.55	6/30/2027
CHICKEN DRUMSTICK OVEN RST FC	6/5#	PROVIEW	670323	160	34009	6/5#	PROVIEW	34009	$ 102.40	6/30/2026
KETCHUP NATURAL LS POUCH	2/1.5GAL	RED GOLD	448345	392	7294011550	2/1.5GAL	RED GOLD	7294011550	$ 26.33	6/30/2027
DRESSING RANCH ORIG CUP GF	160/1.25OZ	HIDDEN VALLEY	463378	239	13907HVR	96/1.25 OZ	HIDDEN VALLEY	24404HVR	$ 25.52	$2.00 allow 6/30/27
CHICKEN STRIP BRD WG FC 1.5OZ	6/5.15#	TYSON	682419	84	17033220928	6/5.15#	TYSON	17033220928	$ 121.54	6/30/2027
PEACH DICED LS	6/#10CAN	WORLD HORIZON	178466	160	38934WH	6/#10CAN	WORLD HORIZON	38934WH	$ 51.42	6/30/2026
ROLL CINNIS MINI PREBAKED IW	72/2.29 OZ	PILLSBURY	734776	250	18000-33686	72/2.29 OZ	PILLSBURY	18000-33686	$ 37.76	6/30/2027
JUICE BOX DRAGON PUNCH 100%	44/4.23OZ	VBLEND	224100	688	62009	44/4.23OZ	VBLEND	62009	$ 12.26	6/30/2027
COOKIE CHOC CHIP MINI WG	80/1.22OZ	GRANDMAS	409887	229	66154	80/1.22OZ	GRANDMAS	66154	$ 37.59	$2.40 allow 6/30/27
POTATO MASHED BUTTERY HMSTYL	8/32OZ	IDAHOAN	200341	136	2970000341	8/32OZ	IDAHOAN	2970000341	$ 56.90	6/30/2026
PANCAKE CHIC SAUS WRP WG ON ST	1/56CT	FOSTER FARMS	582471	290	95193	1/56CT	FOSTER FARMS	95193	$ 29.85	6/30/2027
POTATO FRY SEAS LS OR 1/2"	6/5#	MCCAIN	701203	169	MCX04717	6/5#	MCCAIN	MCX04717	$ 47.81	6/30/2027
WIENER TURKEY 8-1 CN	1/20#	JENNIE-O	693318	177	612869	1/20#	JENNIE-O	612869	$ 45.00	6/30/2026
DRESSING ORIGINAL RANCH GF	4/1 GAL	HIDDEN VALLEY	271951	129	85505HVR	4/1 GAL	HIDDEN VALLEY	85505HVR	$ 57.13	$3.00 allow 6/30/27
POTATO PATTY TRI TATOR OR	6/5#	ORE-IDA	702761	154	OIF00049A	6/5#	ORE-IDA	OIF00049A	$ 40.78	6/30/2027
BEEF STEAK BURGER FLAMEBROILED	53/3OZ	ADVANCEPIERRE	765902	143	10000015030	53/3OZ	ADVANCEPIERRE	10000015030	$ 53.84	6/30/2027
JUICE FRT PUNCH 100% FUN 40C	40/4.23OZ	JUICY JUICE	223898	837	00059	40/4.23OZ	JUICY JUICE	00059	$ 9.31	6/30/2027
JUICE APPLE 100% CALCIUM	96/4OZ	CITRUS SUN	747102	405	610037	96/4OZ	CITRUS SUN	610037	$ 17.26	6/30/2026
PINEAPPLE TIDBIT JC	6/#10CAN	WORLD HORIZON	178459	119	38192WH	6/#10CAN	WORLD HORIZON	38192WH	$ 45.58	6/30/2026
HASHBROWNS CHEESY BAKE RS	6/34OZ	BASIC AMERICAN	200345	98	33787	6/34OZ	BASIC AMERICAN	33787	$ 76.75	6/30/2026
BEAN GREEN CUT FROZEN	1/30#	SUNSOURCE MERI	759260	198	18687-00195	1/30#	SUNSOURCE MERI	18687-00195	$ 33.82	6/30/2026
PORK STEAK BRD WG FC	85/3.85OZ	ADVANCEPIERRE	583052	82	10000019256	85/3.85OZ	ADVANCEPIERRE	10000019256	$ 91.94	6/30/2027
JUICE BERRY 100% FUN 40CT	40/4.23OZ	JUICY JUICE	223894	773	00056	40/4.23OZ	JUICY JUICE	00056	$ 9.31	6/30/2027
MUFFIN DOUBLE CHOC IW WG	48/2OZ	CHEF PIERRE	729674	327	08862	48/2OZ	CHEF PIERRE	08862	$ 22.09	6/30/2027
TURKEY GROUND CHILI SEAS FC	4/7#	JENNIE-O	692259	130	285428	4/7#	JENNIE-O	285428	$ 90.64	6/30/2027
EGG HARD COOKED DRY PACK	12/12CT	PAPETTI	763394	198	46025-85018-00	12/12CT	PAPETTI	46025-85018-00	$ 35.61	6/30/2027
DONUT CHOC COVD MINI WG IW	72/3.3OZ-6CT	SUPER BAKERY	719719	105	7786	72/3.3OZ-6CT	SUPER BAKERY	7786	$ 67.55	6/30/2027
CHICKEN CARNITAS FC	2/5#	CAFE H	553575	141	54188	2/5#	CAFE H	54188	$ 44.38	6/30/2027
DONUT RING GLAZED IW	48/2.7OZ	BAKER BOY	717992	237	41011	48/2.7OZ	BAKER BOY	41011	$ 26.92	6/30/2026
JUICE GRAPE 100% FUN 40CT	40/4.23OZ	JUICY JUICE	223896	735	00057	40/4.23OZ	JUICY JUICE	00057	$ 9.31	6/30/2027
D ROLL KNOT GARLIC NY STYL 51%	162/2OZ	TASTY BRANDS	762073	111	81002	162/2OZ	TASTY BRANDS	81002	$ 63.22	6/30/2027
CRACKER GOLDFISH CHEDDAR WG	300/.75OZ	PEPPERIDGE FARM	406851	104	140018105	300/.75OZ	PEPPERIDGE FARM	140018105	$ 62.95	$0.60 allow 6/30/27
SAUCE CHEESE CHEDDAR GF CN	6/5#	JTM	787044	82	5705	6/5#	JTM	5705	$ 83.81	6/30/2026
POTATO HASHBROWN PATTY OVAL OR	6/5#	CAVENDISH	702782	119	56210345001	6/5#	CAVENDISH	56210345001	$ 38.31	6/30/2027
PASTA PENNE RIGATA CKD	6/3#	MARZETTI PASTA	761676	223	41308 26015	6/3#	MARZETTI PASTA	41308 26015	$ 27.25	6/30/2027
KIT LUNCH PIZZA CHEESE WG	48/5.25OZ	TASTY BRANDS	761934	104	10101	48/5.25OZ	TASTY BRANDS	10101	$ 75.93	6/30/2027
D SMOKIES LIL' BEEF UNCURED GF	1/10#	CLOVERDALE	556549	132	131830	Disc by Mfg	Disc by Mfg	Disc by Mfg	$ -	
CHIP DORITO NACHO RF WG	72/1OZ	DORITOS	204151	210	31748	72/1OZ	DORITOS	31748	$ 29.92	$2.16 allow 6/30/27
BROCCOLI CUTS IQF	1/30#	SUNSOURCE MERIT	759271	129	1868700216	1/30#	SUNSOURCE MERIT	1868700216	$ 46.74	6/30/2026
CHICKEN BRST CHUNK BRD WG FC	6/5#	GOLD KIST	681181	61	7518	6/5#	GOLD KIST	7518	$ 103.30	6/30/2027
WAFFLE MAPLE MINI EGGO 2.64O	72/2.64OZ	EGGO	739419	173	3800092315	72/2.64OZ	EGGO	3800092315	$ 31.80	6/30/2027
YOGURT TRIX STRAW BANANA BASH	48/4OZ	TRIX	152737	381	70470-17726	48/4OZ	TRIX	70470-17726	$ 14.94	6/30/2027
S/O CHIC NUG STAR WG FC .75	2/5#	SMART FOODS	681056	120	5904	2/5#	SMART FOODS	63357	$ 49.15	6/30/2026
S/O CHIC NUG REPTILE WG FC .75	2/5#	SMART FOODS	681059	120	5904	2/5#	SMART FOODS	63367	$ 49.15	6/30/2026

Product Description	Purchase Pack Size	Product Label	Manufacturer Product #	Est. Annual District Usage	MFG Number	Purchase Pack Size	Product Label	Manufacturer Product #	Price Per Case 10 Delivery Sites	Guaranteed Price Date
CHIP TORTILLA CRISPY RNDS WG	8/16OZ	TOSTITOS	203268	235	47753	8/16OZ	TOSTITOS	47753	$ 23.94	$0.01 allow 6/30/27
COOKIE CHOC CHIP WG NF IW	126/1.55OZ	RICH'S	711117	109	19402	126/1.55OZ	RICH'S	19402	$ 51.06	6/30/2027
BAR FRUIT STRAWBERRY BANANA	96/45ML	JONNYPOPS	748460	143	1190150	96/45ML	JONNYPOPS	1190150	$ 39.49	6/30/2026
POTATO KID SMILES OR MASHED	6/4#	MCCAIN	702720	110	OIF03456	6/4#	MCCAIN	OIF03456	$ 48.52	6/30/2027
CHIC DRUMSTICK GLZD FC	4/7.5#	TYSON	682413	55	10264350928	4/7.5#	TYSON	10264350928	$ 89.41	6/30/2027
SAUCE BBQ CUP PC	100/1OZ	SAUER BRANDS	290404	228	06368	100/1OZ	SAUER BRANDS	06368	$ 15.78	$1.50 allow 6/30/27
CHURRO CINN 51% WG ZTF	100/1.48OZ	TIO PEPE	741297	179	41114	100/1.48OZ	TIO PEPE	41114	$ 32.12	6/30/2027
PEAR DICED CHOICE IN JUICE	6/#10CAN	SUNSOURCE MERIT	195312	87	F001868700120	6/#10CAN	SUNSOURCE MERIT	F001868700120	$ 50.56	6/30/2026
CEREAL FRUIT LOOPS RS BOWL	96/1OZ	KELLOGGS	396902	120	3800078788	96/1OZ	KELLOGGS	3800078788	$ 32.26	6/30/2027
SAUCE SPAGHETTI TRAD GF	6/67OZ	PREGO	290388	172	03907	6/67OZ	PREGO	03907	$ 29.67	$1.00 allow 6/30/27
MUFFIN BLUEBERRY WG IW	72/2OZ	OTIS SPUNKMEYE	729119	118	10143	72/2OZ	OTIS SPUNKMEYE	10143	$ 27.35	6/30/2027
POTATO TATER TOTS OR	6/5#	ORE-IDA	702763	107	OIF00215A	6/5#	ORE-IDA	OIF00215A	$ 45.18	6/30/2027
CHICKEN BRST STRIP GF FC	145/1.1 OZ	BRAKEBUSH	682672	136	5810	145/1.1 OZ	BRAKEBUSH	5810	$ 37.27	6/30/2027
RICE BROWN CILANTRO LIME	8/5#BAG	COMIDA VIDA	758055	41	490025	8/5#BAG	COMIDA VIDA	490025	$ 108.55	6/30/2027
CHICKEN TENDER WG CRISPY FC	6/5#	TYSON	682393	57	10703340928	6/5#	TYSON	10703340928	$ 80.34	6/30/2027
POTATO SEASON TWISTER FF OR	6/4#	MCCAIN	689043	108	MCL03622	6/4#	MCCAIN	MCL03622	$ 42.94	6/30/2027
FRUIT COCKTAIL CH ELS	6/#10CAN	SUNSOURCE MERIT	198476	77	18687 00104	6/#10CAN	SUNSOURCE MERIT	18687 00104	$ 55.78	6/30/2026
CROUTON GARLIC BUTTER LRG CUT	4/40 OZ	MARZETTI	408065	135	130070	4/40 OZ	MARZETTI	130070	$ 33.68	6/30/2027
CHEESE STICK MARBLE JACK	168/1OZ	BONGARDS	211306	107	40293-1	168/1OZ	BONGARDS	40293-1	$ 44.52	6/30/2027
S/O APPLESAUCE UNSWEETENED	96/4.5OZ	INDIAN SUMMER	171116	180	41760-09116	96/4.5OZ	INDIAN SUMMER	41760-09116	$ 28.50	6/30/2026
CEREAL CINN TOAST LOW SUGAR	96/1OZ	GENERAL MILLS	390684	180	16000-29444	96/1OZ	GENERAL MILLS	16000-29444	$ 28.38	6/30/2027
BREAD SNACK CHOC CHCHIP WW IW	80/2OZ	GREAT NORTHERN	757001	177	SW023-W	80/2OZ	GREAT NORTHERN	SW023-W	$ 25.29	6/30/2026
COOKIE TRPL CHOC FILLED WG I	120/1.7OZ	RICH'S	711118	82	03593	120/1.7OZ	RICH'S	03593	$ 60.22	6/30/2027
ORANGE MAND WHL-LS	6/#10CAN	WORLD HORIZON	174359	92	38021WH	6/#10CAN	WORLD HORIZON	38021WH	$ 43.70	6/30/2026
CHICKEN TERIYAKI BBQ CN	6/5#-32OZ	YANG'S	755651	35	#N/A	6/5#-32OZ	YANG'S	155548	$ 166.76	6/30/2027
JUICE ORANGE CALCIUM 100%	96/4OZ	CITRUS SUN	747124	153	610039	96/4OZ	CITRUS SUN	610039	$ 29.24	6/30/2026
TURKEY SHRED W/GRAVY IN BAG	4/7#	JENNIE-O	691023	69	284728	4/7#	JENNIE-O	284728	$ 104.76	6/30/2027
MAYONNAISE EXTRA HEAVY DUTY	4/1GAL	HIGHLAND MARKET	463339	94	77021HMT	4/1GAL	HIGHLAND MARKET	77021HMT	$ 46.95	6/30/2026
CHEETOS BAKED CRUNCHY WG GF	104/.875OZ	CHEETOS	204158	104	62933	104/.875OZ	CHEETOS	62933	$ 40.36	$3.12 allow 6/30/27
CHIP SUNCHIP HARVEST CHED	104/1OZ	SUNCHIPS	204214	97	11152	104/1OZ	SUNCHIPS	11152	$ 40.36	$3.12 allow 6/30/27
BAR FRUIT TRIPLE BERRY	96/45ML	JONNYPOPS	748461	109	1190240	96/45ML	JONNYPOPS	1190240	$ 39.49	6/30/2026
BEEF CUBE STEAK PATTY 4OZ	40/4 OZ	RANCHERS LEGACY	518529	83	80158	40/4 OZ	RANCHERS LEGACY	80158	$ 57.02	6/30/2026
CHIP BAKED LAYS ORIGINAL GF	60/.875OZ	LAYS	203221	166	33625	60/.875OZ	LAYS	33625	$ 24.09	$1.80 allow 6/30/27
		Total							$ 6,340.12	

Six Thousand Three Hundred Forty and Twelve Cents.

Proposal for Distribution of USDA Commodities

TO

Shakopee Schools

The undersigned hereby certifies that it has an approved agreement with the Minnesota Department of Education offers to deliver USDA commodities from the State-designated warehouse to Shakopee Schools for School Year 2026-2027, with options to renew, as described in this proposal and in compliance with the Food Distribution Program Master Agreement for the school year.

I understand that the school reserves the right to reject any or all proposals, and that this proposal may not be withdrawn during a period of sixty (60) days from the time of opening of the bid.

Are these proposed prices contingent upon a concurrent prime vendor contract with the school?

____NO __X__YES

Commodity Dry Delivery Fee $ 4.25 per case

(Fee per case charged in addition to warehouse fee from State-designated warehouse)

Commodity Frozen/Refrigerated Delivery Fee $ 4.25 per case

(Fee per case charged in addition to warehouse fee from State-designated warehouse)

Fee for Accepting and Re-Delivery of Processed Product $ 4.25 per case

Additional Storage Available: __X____YES If Yes, how long? Fee?

To be determined. Based upon length of time, number of cases, and warehouse zone.

Minimum delivery requirements: __X__NO ____YES

If yes, please describe:

Order/Delivery options:	(Check One)
Weekly Delivery	_____
Bi-monthly	___X___
Monthly	_____

Bid Submission Worksheet

AFFIDAVIT OF NON-COLLUSION FORM

I hereby swear (or affirm) under the penalty of perjury:

1. That I am the responder (if responder is an individual), partner in the responder (if the responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the responder is a corporation).

2. That the attached response or responses have been arrived at by the responder independently, and have been submitted without collusion with, and without any agreement, understanding, or planned common source of action with, any other vendor of materials, supplies, equipment, or services described in the invitation to respond designed to limit independent response or competition.

3. That the contents of the response or responses have not been communicated by the responder or its employees or agents to any person not an employee or agent of the responder of its surety on any bond furnished with the response or responses and will not be communicated to any such person prior to the official review of the response or responses.

4. That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

SUBMITTED BY:

Firm Name:	Upper Lakes Foods, Inc.
Signature:	Renee Parks
Title:	Bid Department Manager
Address:	801 Industry Avenue, Cloquet, MN 55720
Telephone:	800-879-1265 Ext. 4208
Date:	June 1, 2026

•FAMILY-OWNED AND OPERATED•

UPPER LAKES FOODS

EST 1967

Your premier foodservice distributor in the Upper Midwest

Family-owned and operated since 1967

Local company focused on supporting the communities we serve

Member of UniPro Foodservice with collective sales volume of over $142 billion

Committed to providing you with the best brands, freshest products, and innovative ideas to drive your business forward

UPPERLAKESFOODS.COM



UPPER LAKES FOODS

has a long and rich history of being a quality, family-owned business where customers come first. We were founded in Duluth, Minnesota, by Lawrence (Larry) R. Sorensen in 1967. In 1981 we moved from Duluth to our current headquarters in Cloquet, Minnesota. Today we have grown to over 380 employees and have additional facilities in Northfield, MN, and Janesville, WI. Despite our consistent growth, we remain committed to being a family-owned and operated company.

Welcome to our family!



MARKETING?

That's right! From menu planning and design to kitchen and dining room layout, we bring years of experience to our strategic marketing and design services.

Let's get creative!

JUST THE BEGINNING

And that is just the beginning of what we offer. At Upper Lakes Foods, we work with you every step to ensure you have access to the best brands, freshest products, and innovative ideas to drive your business forward.

At Upper Lakes Foods, you are more than a customer. You are family.



LOCAL & FRESH

We are proud to be part of the communities where we live and do business. Being a local, family-owned company means we can be flexible and responsive. We can meet your needs quickly while keeping prices competitive and offering premium products.

From fresh to frozen foods; canned to dry edibles; paper to chemical products; beverage and dispensing equipment; we are your expert partner in supplying and marketing your restaurant or food service business.

UNIPRO MEMBER

ULF is a member of UniPro, the nation's #1 foodservice distribution network for the industry's leading national brands. This superior buying leverage is passed on to you.

We buy better so you buy better!

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Mission Statement

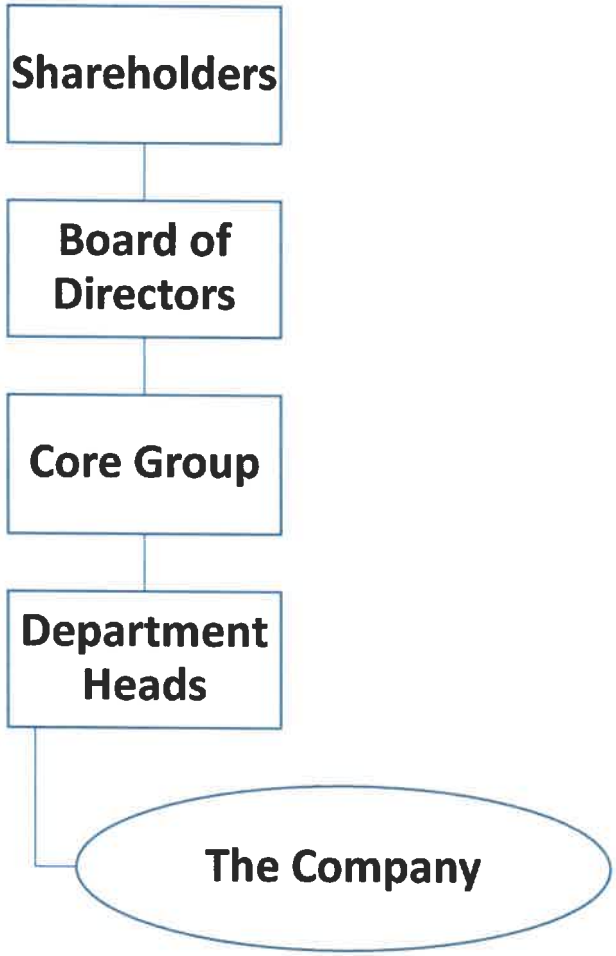
The mission of ULF is to build value for each customer, employee, supplier and community we serve by bringing the best; the best products and the best ideas.

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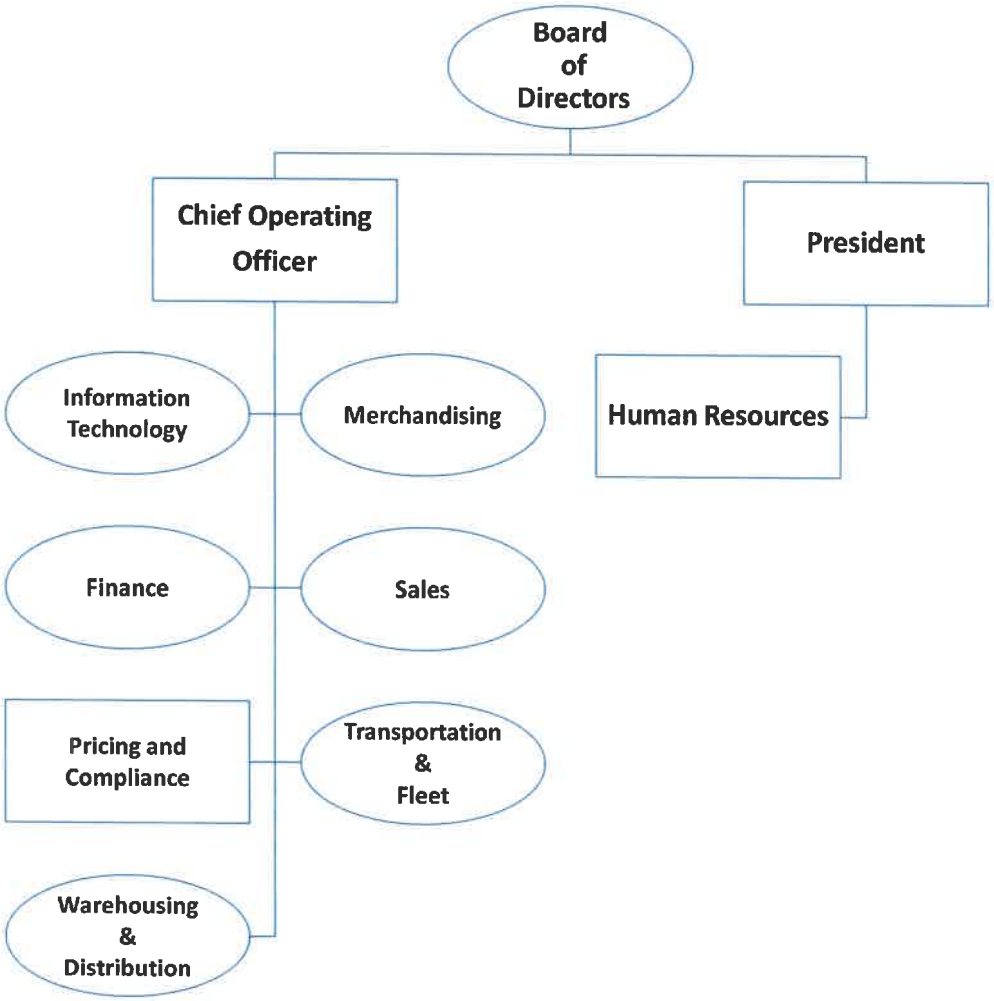
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Governance Structure



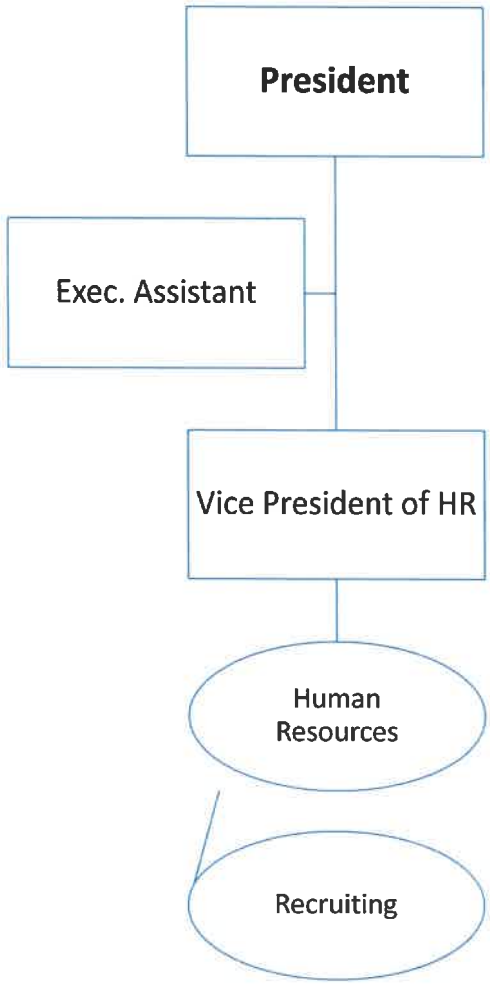
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CELEBRATING 50 YEARS

Department Structure



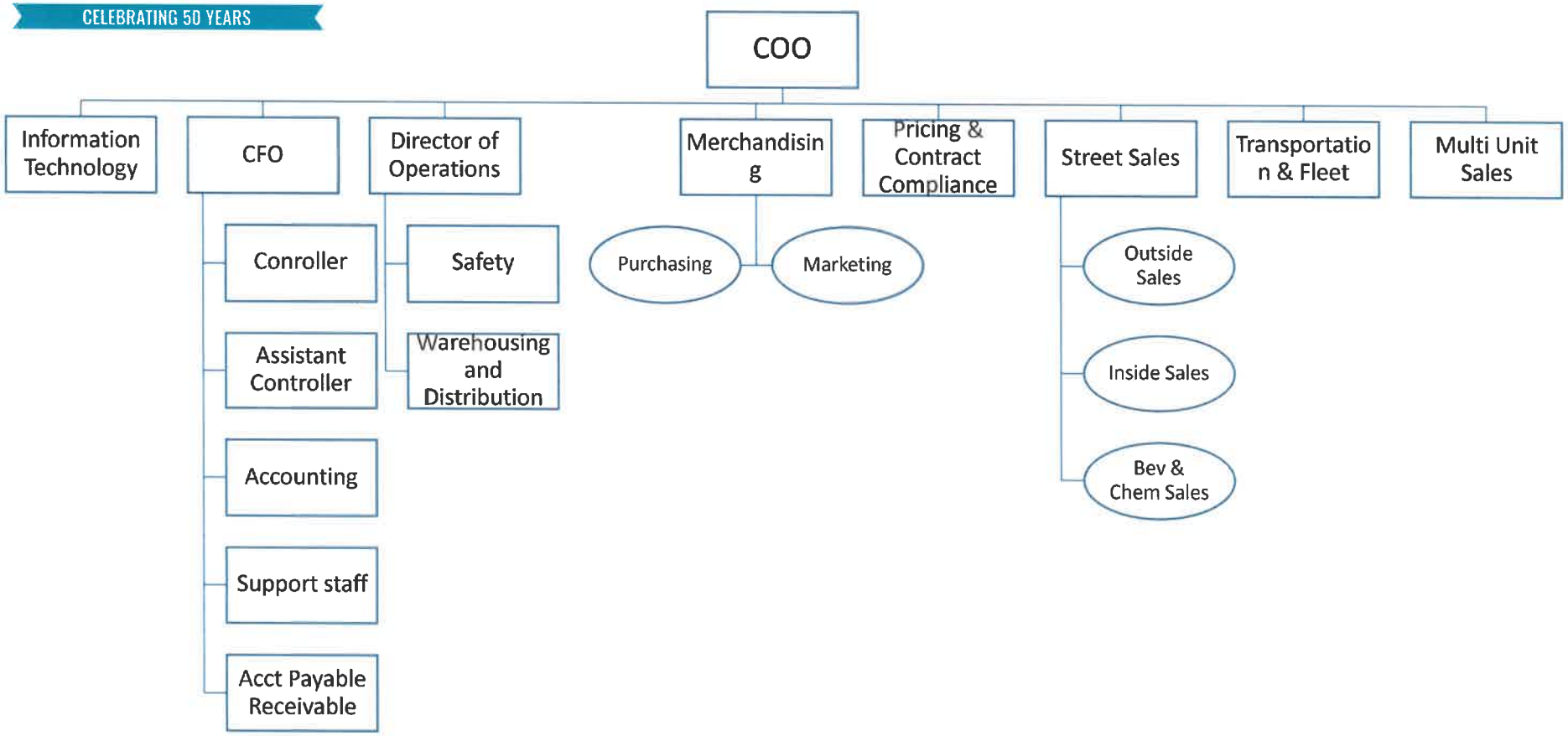
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President, & Human Resources



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COO & Operations



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STAFF RESPONSIBLE FOR CONTRACT DUTIES AND POSITION DESCRIPTIONS

	Name	Phone
K-12 Specialist:	Bekah DeJarlais	1-612-743-0103

Bekah works with schools at a consultant level. This includes menu development, K-12 news & updates, school staff training, educational meetings, and site visits. Bekah also works to develop Upper Lakes Foods', Inc. school program on a larger basis by putting together annual school bookings, the K-12 Connection, Commodity Show, coordinating the MN School Food Buying Group and MN Department of Education Rebate program, and introducing Farm to School products and options. Bekah has served as a committee member on the Nutrition Conference, served as both committee member and Chair on the SNIP Conference, and currently is a committee member on the Industry Advisory Board for MSNA.

Commodity Contact:	Denise Sorenson	1-800-879-1265 ext. 4359

For over 20+ years, Denise has served as our USDA Commodities Specialist. She oversees and coordinates the daily operations of the School Commodity Department. Her primary responsibility is providing commodity inventory reports to school foodservice directors and staff, as well as arranging delivery of both brown box and further processed commodities to school accounts.

In addition, she acts as a liaison between Upper Lakes Foods, Inc. and the MDE-FNS, ensuring that important information is communicated clearly and efficiently to foodservice directors.

Customer Service:	Erin Washenesky	1-800-879-1265 ext. 4217

Erin ensures that quality standards are exceeded by customer requirements and expectations within our inside sales department. She works closely with Management to monitor inventory levels, and the transportation needs of our clients. She works with a team of inside sales representatives taking orders and growing our business. Erin is detail-orientated and has an understanding of the steps needed to properly get the product to its final destination.

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Purchasing: Erin Bradshaw 1-800-879-1265 ext. 4385

Erin holds the position of Sr. Director of Merchandising and has 20+ years of experience. Her background includes sales, marketing, purchasing, and working directly with K12 school customers. Her primary responsibilities today are the merchandising team (comprised of marketing and purchasing) to ensure we have the right products in stock to support our customers at competitive prices; achieving service level goals; high quality products with utmost attention placed on perishables and date-sensitive items; and coordinate activities between sales, purchasing, and broker/vendor community.

Operations: Steve Mullennex 507-206- 7624

Steve holds the position of Director of Operations and has had 20+ years of warehouse related experience. Steve has a BS in Business Management in the Minnesota education system. His primary responsibility is oversight of our Janesville & Northfield Operations, Warehouse Operations at Cloquet, and our new cold storage facility in Edgerton WI. He has had experience outside of ULF in 3PL Management, network analysis, and production management.

Transportation: Luke Olin 1-800-879-1265 ext. 7764

Luke Olin serves as Director of Transportation, bringing extensive experience across the transportation and logistics industry. He holds a background in Transportation & Logistics Management from the University of Wisconsin system. Prior to joining ULF, Luke gained broad experience in fleet management with large over-the-road trucking companies, freight brokerage operations, Class I railroad transportation, intermodal logistics, and bulk transportation with Purina Animal Nutrition.

Technology Support: Tim Nelson 1-800-879-1265 ext. 4186

Tim specializes in applying logical analytical thought to a business issue, being apt at communicating with all levels of stakeholders, understanding the capabilities and limitations that technology presents within the context of a business process, and being able to assemble, analyze and evaluate data. Tim makes appropriate and well-reasoned recommendations and decisions to support the business. He enjoys working with people and finding solutions together.

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Accounts Receivable: Sara Lamb 1-800-879-1265 ext. 4210

Upper Lakes Foods accounts receivable team receives payment from the school district via check or ACH. Once payment is received the check is scanned electronically and prepared for payment application. After application, statements are sent via electronic email, scanned or faxed depending on customer's preference. Electronic invoicing is also an option, in addition to the driver copy at the time of delivery.

Dietetic Development Specialist: Taylor Heitzinger RD, LD, CD 1-651-955-8764

University of Wisconsin- Stout / Bachelor's Degree in Dietetics: Taylor Heitzinger RD, LD, CD is a highly trained professional with a proven record of helping others succeed through education, strong leadership, and proficient management. Taylor has extensive experience in foodservice across a variety of settings including healthcare, camps, and restaurants.

Taylor is a Certified Food Protection Manager (CFPM) in the state of Minnesota as well as being a ServSafe instructor and proctor since 2021. She holds certificates in Child and Adolescent Weight Management, Adult Malnutrition, Food Allergies, Retail Nutrition, Culinary Nutrition, and Nutrition Counseling. She is also a proud member of the Academy of Nutrition and Dietetics.

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Credit References

Company Information

Upper Lakes Foods, Inc.
801 Industry Avenue
Cloquet, MN 55720

Phone: 218-879-1265
Fax: 218-879-1940

Full-Line Wholesale Food Distributor
Minnesota Corporation - Incorporated 1967

FEIN: 41-0915145 MN Resale Tax: 9736431

Officers:

Susan R. Ryan	CEO/President
Jim Bradshaw	Chief Operating Officer
Scott Sorensen	Secretary/V.P. Operation
Tom Lyons	Chairman of the Board
Jesse James	Chief Financial Officer
Shawn Sorensen	Treasurer/V.P. Of Logistics & Transportation

Bank Reference:
PNC Business Credit
One North Franklin, Suite 2500
Chicago, IL 60606
Phone: 847-997-6940
Contact: Diane M. Marshall, Senior Vice President, Portfolio Team Leader
Email: Diane.Marshall@pnc.com

Trade References:

Unipro Foodservice, Inc.
2500 Cumberland Parkway
Atlanta, GA 30339
Phone: 770-952-0871 Ext. 7528
Contact: Joseph Braun
Email: AR@uniprofoodservice.com

Cloverdale Foods Company
2017 34th St. NW
Mandan, ND 58554
Phone: 701-663-9511 Ext. 414
Contact: Miranda Bergquist
Email: mirandab@cloverdalefoods.com

General Mills
1 General Mills Blvd.
Minneapolis, MN 55426
Phone: 763-764-812
Contact: Jody Mackner
Email: credit.references@genmills.com

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School Requirements that cannot be met

Upper Lakes Foods acknowledges all school requirements specified in RFP.

Ancillary Services

Upper Lakes Food operates on a simple philosophy: our success depends on your success. We invite you to carefully review the following response to gain a full understanding of the Upper Lakes Foods customer experience.

All procedures, services, and programs outlined in our response have been thoughtfully developed to support our customers' success—at no additional cost to you.

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SCHOOL SNAPSHOT

WE'RE *DEDICATED* TO ENRICHING THE LIVES OF YOUR STUDENTS, STAFF, AND COMMUNITY BY *SERVING GOOD FOOD*

PROFESSIONAL STANDARDS SEMINARS

- ServSafe
- Knife Skills
- K12 Connection Events
- USDA Commodity Training
- ULF Food Shows
- Menu Ideas
- Staff Development

MSNA INDUSTRY PARTNER OF THE YEAR – Bekah DeJarlais

PROUD MEMBERS

- MSNA Elite Partner
- MN Industry Advisory Board
- MSNA Executive Board
- MSNA SNIP Committee Chair
- MSNA Nutrition Conference Committee

PRODUCT OFFERINGS

- Buy American
- Fresh Produce
- Smart Snacks
- Whole Grains
- MSFBG
- Themed Holiday Bookings
- Special Diets
- Farm to School
- Lower Sodium & Less Sugar
- Milk Alternative Options

ONLINE ORDERING

- Nutritional, Smart Snack, Gluten Free, Whole Grains, and MORE
- CN + PFS

REPORTING

- Processor Link
- K-12 Foodservice
- FFS
- Cool School

FOR MORE INFO CONTACT

Bekah DeJarlais at bdejarlais@ulfoods.com
or at 612- 743-0103

Description of Procedures

Upper Lakes Foods, Inc. is supported by a talented team of customer experience professionals dedicated to achieving the highest levels of customer satisfaction. We strive to meet a service level goal of 100% for every account we serve.

Each District is assigned a dedicated team of highly trained specialists who work collaboratively with your staff to develop a customized food service support program designed to maximize cost savings and operational efficiency. Our support includes, but is not limited to:

- Monitoring and maintaining service levels.
- Order placement and confirmation.
- Uploading purchasing data to the Minnesota Department of Education.
- NOI and FFS upload and tracking through K12 Foodservice and/or Processor Link.
- Menu planning assistance.
- Product sampling.
- Guidance related to the Minnesota School Nutrition Association.
- Ongoing account support and consultation.

The following sections outline a comprehensive overview of Upper Lakes Foods' food service support program options:

- Delivery Timelines
- Minimum Delivery Quantities
- Payment Terms
- Change Orders
- Credits
- Pick-Ups
- Special Orders
- Communication Services and Sales Support
- Delivery Capabilities (see Transportation section)
- HACCP Compliance

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Delivery Timelines

Upper Lakes Foods acknowledges delivery requirements. We further reserve the right to modify the delivery schedule as a response to changes in the market, subject to mutual agreement.

Business Reviews

Upper Lakes Foods believes that regular business reviews provide measurable benefits for both our customers and our organization. These reviews offer an opportunity to analyze performance data, share insights, and identify opportunities to improve or refine business practices.

We conduct two (2) formal business reviews annually, with additional reviews available upon request.

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Customer Service

The Upper Lakes Foods sales team is comprised of both District Sales Representatives (DSRs) and Customer Service Representatives (CSRs) who are experienced, knowledgeable, and committed to working collaboratively. The DSR and CSR assigned to your account will manage the day-to-day logistics and serve as your primary points of contact.

Together, they will oversee all ordering functions, including menu item support, product sampling, rebate tracking, NOI and FFS uploads, and ongoing account reviews to ensure optimal performance.

In addition, our sales team is supported by on-staff executive chefs and category specialists in meat, produce, chemicals, smallwares, and equipment. These experts address technical inquiries within their respective fields and work closely with the assigned DSR and CSR to provide comprehensive support for each account.

Performance Commitment

Upper Lakes Foods' commitment to customer satisfaction drives us to set a service level goal of 100%. Service performance is measured by product fill rates, on-time deliveries, and perfect order rates.

We strive to maintain a 99% product fill rate (including approved substitutions), subject to supply chain conditions. Your service level is supported by proven technology, time-tested processes, and clear communication between our organizations.

With decades of experience, Upper Lakes Foods has consistently demonstrated the capability to meet and exceed these service level expectations.

Product Integrity

Upper Lakes Foods is committed to maintaining product integrity while products are in the care, custody, and control of our organization. We have developed quality assurance programs and procedures to make this a reality. Included are programs for pest control, sanitation, facility and equipment maintenance, product protection and quality systems. In addition, Upper Lakes Foods is inspected by governmental agencies and outside consultants. Attached is a copy of our quality assurance program, the HACCP Plan, for your review.

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Buy American

Upper Lakes Foods is focused on helping School Food Authorities follow USDA guidelines under the Buy American Clause by working with manufacturers to offer products that are domestically grown and working towards listing the Country of Origin where applicable. We will work with our School Food Authorities on a case-by-case scenario to help where we can during the review process.

Confidentiality

It is understood that all information contained within this agreement will be held confidential.

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Change Order/Order Entry

Upper Lakes Foods provides procedural flexibility to meet the unique needs of our customers. We will work closely with you to customize an ordering process—or combination of processes—that best fits your organization.

Available ordering options include:

- **ULF Online Ordering System** – a web-based ordering platform
- **Call-in ordering**
- **Email orders**
- **Customized order guides**

An Upper Lakes Foods representative will oversee the placement of your orders, including monitoring order status and inventory levels to identify potential shortages in advance. When established lead times are met, we will communicate any approved substitutions prior to shipment.

Upper Lakes Foods defines E-Commerce as the electronic exchange of business information between trading partners. This exchange enables both parties to utilize their preferred software and internal systems, regardless of platform differences. Transactions are typically conducted through predefined file formats transmitted electronically via secure methods such as FTP or email.

In addition to the ULF Online Ordering System, we offer the capability to generate electronic invoice files, sales reports, and to process payments via wire transfer or ACH.

Our commitment to E-Commerce ensures that you can fully leverage current technology while remaining well-positioned to benefit from future technological advancements.

Special Order Policy

Upper Lakes Foods understands the importance of accommodating special and unique product requests. Our Sales and Purchasing Departments work collaboratively to coordinate customer requirements for new and/or proprietary items.

Our approach to special items includes:

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- **One-time or themed products:** Items for special events or promotions will be sourced and brought in advance to ensure availability for your occasion.
- **Seasonal themed products:** Seasonal items will be stocked, assigned unique product numbers, and tracked to support accurate usage planning and event coverage.
- **Ongoing special products:** Items required year-round will be added to our inventory and managed as regular stock items.

For individual special order requests, your Customer Service Representative (CSR) will complete a Special Order Form in coordination with you. After you review and sign the form to confirm accuracy, the item will be ordered and delivered with your next scheduled delivery once it arrives.

Please note that special order items are subject to an additional fee and are non-returnable for credit. Refer to the Special Order/New Item Request Forms included in this quote for additional details.

Minimum Order Requirements

Upper Lakes Foods does have a minimum dollar and/or case requirement of 25 cases or $500.00 per order.

Proprietary Items

Upper Lakes Foods offers over 12,000 products to fully support and service all customer needs. In the unlikely event that we do not currently stock contracted items, we are committed to maintaining the flexibility to purchase and inventory proprietary item(s) specific to each school group.

In such cases, it is the responsibility of each school to ensure that all proprietary items stocked on their behalf are purchased in full by the end of the school year.

Substitutions

Upper Lakes Foods will work closely with you to monitor required inventory levels and ensure adequate supply to support your operations. Our comprehensive system—encompassing warehousing, order entry, and sales analysis—enables us to accurately track products, manage inventory levels, and properly rotate date-sensitive items.

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While out-of-stock situations are rare, they may occasionally occur and require prompt attention. In such instances, we will communicate proactively and collaborate with you to identify a suitable substitution.

Our buyers utilize the P4 purchasing program, which enhances our ability to forecast demand and maintain appropriate inventory levels.

Payment Terms

Payment terms are net 35 days from the date of invoice receipt. Accepted methods of payment include ACH, check, or cash. Please note that we are unable to accept credit or debit card payments.

Pricing Schedule

Our weekly pricing schedule runs from Saturday through Friday.

Distributor agrees to negotiate pricing on all items on the District's behalf for the 2026 – 2027 school year.

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NEW ITEM REQUEST

Date Requested: _____

ACCOUNT INFORMATION

Chain Number: _____

Only use the chain number if the new item applies to all the customers in the chain

Account Number: _____ Account Name: _____

Re: chain business --- if the item is for a specific account within a chain you must fill in the account number in addition to the chain number.

Weekly Commitment: _____

ULF Sales Person: _____ District Manager: _____

MANUFACTURE INFORMATION

MFG Name: _____ MFG Number: _____

Description: _____

Pack Size: _____

ULF INFORMATION

Replacing ULF Number: _____

Weekly Usage on the Old Number: _____

Notes: _____

_____

_____

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SPECIAL ORDER FORM

Meat (Mark Box) - Order by 9:30 for Next Day Delivery		**All Other Items (Mark Box)**		**Expected ship date:**
Meat SO Procedure: Email form to Tammy Schoen, Randy Stocker, and Inside		All Other Items Procedure: Email form to Inside		**PO ETA date:**

Today's Date: 5/28/26

Customer Name: _____ DSR: _____

Customer Number/Chain Code: _____ DM: _____

Delivery Day/Days: _____

Buyer: _____

Brand: _____

Inside Salesperson: _____

	ULF#	Quantity	Description	Temp	DOT # or Mfg# (circle one)	Price
1.						
2.						
3.						
4.						
5.						
6.						

Customer Signature: _____

Buyers Return to Inside Sales

*Special orders are **not** returnable

Special orders will take a minimum of 3 to 4 weeks to ship.

Product Delivery

Upper Lakes Foods understands that dependable, on-time delivery is critical to our customers' success. We will establish a delivery schedule tailored to your days of operation and staffing requirements, committing the necessary drivers and equipment to meet those needs.

We maintain the highest standards in product handling, storage, and distribution to ensure customer satisfaction. Throughout Upper Lakes Foods, we hold ourselves accountable for achieving quality benchmarks and consistently meeting customer expectations. Product integrity is upheld through rigorous testing and qualification processes to ensure compliance with all applicable state and federal regulations.

Upper Lakes Foods, Inc. collaborates with customers to plan and schedule deliveries using our advanced routing software, Roadnet. This system evaluates multiple factors to optimize service, including:

- Customer hours and days of operation based on staffing and activity.
- Estimated drop size for each delivery.
- Number of stops and required delivery days.
- Dock space and/or delivery entrance availability
- Required delivery frequency per week.
- Route mileage considerations

Emergency deliveries and product shortages require proactive communication and coordination. We work closely with our customers to address each situation as it arises, including arranging additional deliveries, adjusting delivery days, or scheduling special deliveries to meet operational needs.

Upper Lakes Foods' Hazard Analysis and Critical Control Points (HACCP) plan is a foundational component of our daily operations. Integrated within this plan are our Sanitation Standard Operating Procedures and Product Recall Procedures. Additionally, we undergo regular inspections conducted by Merieux NutriSciences.

From order placement through final delivery, every step of our process is managed with precision and care—ensuring prompt delivery, fresh products, and exceptional customer service without compromise.

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Transportation

Upper Lakes Foods, Inc. drivers are highly trained and knowledgeable in customer service. They deliver and offload all products directly into their designated temperature zones, ensuring accuracy and care at every stop. Orders may be hand-stacked or palletized to meet each facility's operational needs. All delivery units are equipped with two-wheel handcarts and, when necessary, hand pallet jacks to facilitate efficient and safe delivery.

Our delivery fleet includes 105 tractors (model years 2020–2026) and 160 trailers in 28', 36', and 48' configurations. Upper Lakes Foods' delivery units utilize mechanical refrigeration along with thermostatically controlled heaters and blowers to maintain multiple temperature zones as required. Compartments are heated and cooled as needed to preserve product integrity and ensure compliance with FSMA 204 regulations.

For enhanced outbound safety and visibility, our entire fleet is equipped with Samsara, a transportation technology platform that manages telematics, real-time visibility, compliance monitoring, and event-triggered in-cab and forward-facing cameras. We also utilize Roadnet Technologies to manage outbound customer routing and coordinate inbound logistics, optimizing efficiency throughout our supply chain.

Upper Lakes Foods, Inc. operates a 24-hour service maintenance facility capable of performing all vehicle repairs. All personnel are DOT certified. This in-house operation allows for rapid response to repair needs while supporting a comprehensive preventive maintenance program. Electronic maintenance records are maintained for each unit using TMT Trimble MGT and are regularly analyzed to proactively schedule service, minimizing vehicle downtime.

All Upper Lakes Foods, Inc. delivery vehicles are cleaned and inspected regularly. Our maintenance team works daily to clean and review each unit. Power units are externally washed, cabs are cleaned, and windows are washed routinely. Trailers are cleaned inside and out on a weekly basis—or more frequently as needed—to ensure compliance with FSMA regulations and uphold the highest sanitation standards.

Please review Upper Lakes Foods' HACCP Plan and Merieux NutriSciences Certificates, which are included in this bid.

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UPPER LAKES FOODS, INC.
Warehouse Specifications

CLOQUET FACILITY

Dry Storage	85,000 sq ft
Cooler	8,000 sq ft
Refrigerated Loading	14,000 sq ft
Freezer	44,000 sq ft
Office Space	21,600 sq ft

NORTHFIELD FACILITY

Dry Storage	40,000 sq ft
Cooler	20,000 sq ft
Refrigerated Loading	4,775 sq ft
Freezer	11,927 sq ft
Office Space	12,000 sq ft

JANESVILLE FACILITY

Tomato Room	850 sq ft
Potato Room	750 sq ft
Dry Storage	44,450 sq ft
Cooler	12,800 sq ft
Refrigerated Loading	15,900 sq ft
Freezer	20,350 sq ft
Office Space	4,000 sq ft

Cloquet, Northfield, and Janesville facilities are equipped with climate controlled shipping and receiving docks

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Delivery Vehicle Specifications

TRUCKS:

- 105 trucks combined between Cloquet, Northfield and Janesville facilities.
- All trucks range from model year 2020-2026.

TRAILERS:

- 160 trailers combined between Cloquet and Northfield facilities
- All are multi-temperature compartment trailers.
- Trailers are either 28, 36, 48 or 53 feet in length.

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Reporting Options / Order Guides

Upper Lakes Foods can customize reports currently required or create reports you would like to implement and utilize by customizing the program to give the information required. The following are a *few* of the most commonly requested reports available:

- *Rebate Tracking (Including NOI &FFS)* - Rebate information will be submitted on your behalf.
- *Consolidated Usage Report* - Consolidated product sales of multiple locations. This report prints summary sales (how many total were purchased by all locations) or detail sales (location "A" purchased 2; location "B" purchased 3...).
- *Fill Rate Report* - Tracks and reports the number of shortages and "outs".
- *Invoice Categorizing Report* - Assigned products by the customer are defined to specific categories to facilitate subtotaling by category on invoices.
- *Descending Sales Report*- Reporting sales in descending dollars or quantity, either consolidated or by facility.
- *Nutritional Information* – Nutritional information, including CN Label and Product Formulations Statements, are available through our on-line ordering system.
- *MN Department of Education* - Purchase records will be uploaded electronically in a timely manner for the state-administered rebate system.

Upper Lakes Foods currently has a number of order guides available in a variety of formats. Also the capability exists to provide custom programming to duplicate most current order guides; therefore, simplifying transition. The ordering of products (sort order) is defined by the customer or may default to product number order. Various pieces of information may be added to print on the customized order guide.

Credits & Returns

Drivers and your facility representative will verify invoices on delivery. Shorts, exceptions, and damaged or refused product will be annotated on the delivery invoice by the driver and verified by your facility representative before the driver leaves the delivery site. Credits for product pickup will be handled through your Customer Service Representative. Product pickups will take place on the next scheduled delivery. Actual credit will be processed upon receipt of the original delivery/pick-up documentation by the accounting department, normally within 48 hours.

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Credit & Returns Guidelines

Credits and returns are important to Upper Lakes Foods, Inc. The following guidelines are in place to ensure product quality and food safety.

After delivery, our credit and return policy is limited.

- If a product is short on delivery, your delivery associate will make an immediate adjustment on the invoice.
- If a product is damaged, your delivery associate will make an immediate adjustment on your invoice.

Your signature or payment of delivery confirms wholesome product has been received.

- No further returns for credit will be authorized for freezer, refrigerated or produce items due to product quality and food safety guidelines.

Packaging:
Products are returnable for full credit only when they are in the original package, free of markings or damage, and within the specified return time frame.

Special order items:
Non-stock order items have been purchased especially for you. These items cannot be resold, so they are not returnable, except when damaged or of questionable quality at time of delivery.

Category	Items	Time Frame
Dairy	Fluid Milk, Yogurt, Shell Eggs, All other Products	Non-Return
Meat	Fresh Beef, Fresh Pork, Fresh Veal, Fresh Lamb	Non-Return
Seafood	Fresh Fin-Fish, Fresh Shellfish, Fresh other	Non-Return
Poultry	Fresh Poultry, All other Products	Non-return
Produce	All Products	Non-return
Frozen	All Products	Non-return
Canned & Dry	All Products	7 Days
Disposables	All Products	7 Days
Chemicals	All Products	7 Days
Supplies & Equipment	All Products	7 Days
Beverage	All Products	7 Days

Customer Over Ordered and Customer Ordered Wrong Product: Any product that is overordered or ordered incorrectly and returned will be subject to a 15% restocking fee.

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Key Drop Delivery: Customers receiving key drops will have a maximum of four hours after arrival to site to report any delivery issue regarding shortages, damage, or spoiled products.

Customer Service Programs

As an innovator in food service distribution, we are constantly looking for ways to support our customers beyond the normal distribution process. Over time we have developed programs and concepts that have proven to be successful for our customers.

Upper Lakes Foods prides itself on being able to meet all of the needs of your product specifications because of our distinct working relationship with major manufacturers. In addition, we handle the delivery and installation of equipment with our own staff, ensuring proper start-up and reliability.

We will make available to you our support programs:

- **Rebate Tracking** – Rebate information will be submitted on behalf of the school.
- **Rebate Products (schools)** – The utilization report includes product names, brands and quantities purchased. We are able to send an electronic upload of commodity pilot items purchased on a monthly basis to the Clics program administered by MN Department of Education. Along with uploads and rebates to K12 Foodservice and Processor Link.
- **USDA Commodity Information Link**. We offer training for NOI (Net Off Invoice), Fee-for-Service, and Regular USDA products. Customers can schedule a meeting prior to the selection of USDA items in the Fall and Spring stores. We can customize the training to the level of knowledge within your team. This includes an overview of how USDA works, menu planning for ways to incorporate items, and sharing what other districts are doing. Our team will source NOI calculators, manufacturer USDA product catalogs, and SEPDS forms. We will include which items are set up with a ULF item code and highlight our stocked NOI options. We include our current FFS ULF item codes and can easily setup new codes to utilize for this program. We work closely with MDE to determine if there are any new USDA products for the upcoming school year. Once we have the information completed from our manufacturer partners and MDE, we create a one stop shop with all the information you'll need regarding USDA commodity selection.
- **Equipment & Design Support** – Upper Lakes Foods offers all of your equipment, supplies, and smallware needs for your commercial kitchen. Drawing from over 25 years of commercial kitchen contract experience, we are prepared to aid you in all your kitchen needs.

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- **Beverage & Equipment Support –** If your organization is looking for a unique or tried and true plan in the beverage department, Upper Lakes Foods can help you obtain the necessary equipment needs. Examples of the types of equipment available are coffee, juice, hot chocolate, cappuccino, smoothies and soft serve machines.
- **Chemical & Equipment Program** – An extensive Sunburst program is available to suit your chemical needs and environmental concerns as well as a chemical specialist to match product descriptions from your current chemical supplier to suit your needs. Our environmentally responsible cleaning solutions protect the health of our planet. CleanGredients, an environmentally friendly product, uses less energy to transport and recyclable packaging for warewash and laundry applications.
- **Equipment Support** – Upper Lakes Foods also maintains a full service department available, from our regularly scheduled monthly visits to 24 hours a day for emergencies.
- **Graphic Arts Support** – Upper Lakes Foods has a graphic arts department that can assist in designing and creating menus, table tents, and posters for your operation.
- **Menu Planning** – On-staff chefs are available to demonstrate new and different menu ideas.
- **Staff Training** – Upper Lakes Foods will offer wait staff and kitchen training and incentive programs for your personnel.
- **Test Kitchen** – This is located at our main office facility in Cloquet, MN.
- **Diesel Diner** – Demonstrations and food service ideas done at your site on our converted bus.
- **Special Function Support** – Upper Lakes Foods may provide equipment and personnel for your special functions.
- **Nutritional Information Database** – Nutritional information is available through our on-line ordering system.
- **Wellness Program** – Upper Lakes Foods supports the wellness program by offering Product Specification Sheets, Ingredient Listing Sheets, CN Label Sheets, and Nutrient Data upon request.

Additional Service(s) Available

- Forward Buy Opportunities – Upper Lakes Foods takes advantage of forward buy opportunities typically available when vendors wish to move excess warehouse inventories as quickly as possible. When these opportunities arise, we will consider shelf-life restrictions and balance potential savings against the additional cost of inventory. When shelf-life considerations are favorable, and there are

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demonstrable cost savings to the customer, we will make the forward buy and pass the savings on to the customer through reduced unit pricing.

- Product Characteristics – In addition, our customers are kept abreast of product characteristics such as shelf life, nutritional information, portion size, and cost. Upper Lakes Foods works with its suppliers, brokers and manufacturing representatives to answer any questions regarding the product and its preparation.

- K12 Connection and USDA Commodity Show – We offer both an educational event called the K12 Connection, and we bring our districts together to learn about topics that are trending. We also offer prior to the Spring USDA store selection a USDA Commodity food show. We invite NOI and Fee-for-Service manufacturers and brokers to show items available through ULF. Customers have the opportunity to network with other schools, taste products, connect with the vendors, and sit in an educational presentation. We offer CEU's for the attendees and typically there are many samples available to bring back and test with your staff.

- Food Shows – There are a variety of Food Shows throughout the year. The following are a few of the regular Food Shows for Upper Lakes Foods:

    - Upper Lakes Foods Spring Show
    - School Show
    - Upper Lakes Foods Fall Show

- Training – Upper Lakes Foods offers training in such areas as how to "sell" product in various food service arenas and to work with you, the customer, in other beverage related areas. We can provide training in cleaning procedures of equipment using correct handling of products, both liquid and ground, and training on proper sanitation of the equipment.

- Performance Reporting and Measurement
    - Price List
    - Price Change Report
    - Month to Date Usage
    - Year to Date Usage
    - Beverage Service Report
    - Chemical Service Report
    - We have written a wide variety of custom reports for our customers. If our Bid is accepted, we will discuss your reporting needs and supply you with acceptable reports. Current reports

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show price changes, usages, combined usages (multiple ship-tos or chains) and/or service levels.

Theme Menus/Shows

This may be one of the most effective tools we have developed. These themes create excitement for our customers and their staff. Menus, cost & methods, and new ideas are highlights in these specialty shows/menus. Some theme ideas include, but are not limited to: Seafood Extravaganza, Summer Salads, and Oktoberfest. These menus direct sales and generate profits that you can rely on to increase sales.

Sanitation & Food Safety Program

Our full-service chemical program is tailored to our customers' needs and designed to deliver the highest level of cleanliness and customer satisfaction. We offer ware washing, laundry, housekeeping, maintenance and infection control dispensing equipment and services at *no charge* to our customers. We supply the most reliable state-of-the-art dispensing equipment available in the industry, which is installed and serviced by our own team of technicians who have over 40 years of combined experience. In-service training is provided to ensure proper use and comfort of our product and labeling systems. This language-free, coordinated system will help reduce the chance of cross contamination and improper product usage.

Our preventative maintenance program is designed to keep breakdowns and emergency service calls to a minimum. The service frequency is set with each department head to cover individual needs. In the event an emergency service is required, we are there for you with our toll-free service number which is answered live 24 hours a day.

Distributor Out Clause – Right to Cancel

In the event of unseen circumstances, any contract entered into as a result of this Bid may be cancelled, for cause, by either party upon 60 calendar day's written notice prior to the effective date of cancellation. If the Contract Distributor is unable to perform for any reason under the terms of the contract, the Distributor reserves the right to cancel with proper notice as stated above.

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Act of God Clause

In any event of unanticipated and sudden market changes, Upper Lakes Foods, Inc. reserves the right to adjust the pricing of the items on this bid quote.

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SUNBURST

Cleanliness is critical to your school's reputation.



Better results for

Education

Sunburst provides advanced cleaning solutions to help maintain healthy and successful learning environments.

Sunburst programs have been constructed with environmentally friendlier products that are Safer Choice certified, making them safer for students and employees. Our education program provides advanced cleaning solutions and training for janitorial, food service and laundry needs while focusing on overall cost savings.

Together, we can help you achieve a cleaner and safer facility... so teachers can teach and students can learn.

Challenges We Tackle

- Protection of reputation and enhanced staff and student experience
- Prevention of the spread of harmful bacteria and germs that cause illness
- Reduction of cross-contamination between classrooms
- Increased safety for staff and students
- Space conservation
- Better results

What Customers Value in Sunburst

- One-Touch Cleaning® — better results the first time
- Easy-to-use system means less intensive training for employees
- Space-saving solid products
- Cost reduction
- Safety, easy to use products and dispensers
- Environmentally friendlier options
- Responsive, friendly service

Together, we can make your job easier and your results better.

JANITORIAL | LAUNDRY | FOOD SERVICE

Ready to get better results? We're ready to help.

800-899-7627 Better results together.™ www.sunburstresults.com

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SUNBURST™

Make the most of your time, labor, and money with solutions that work the first time.



Education

One-Touch Cleaning®

Sunburst can help increase efficiency, make the most of your resources and achieve the results you require.

Sunburst's One-Touch Cleaning® programs can significantly reduce your cleaning expenses and labor hours while delivering the best results the first time around.

Products / Dispensers	+	Service	=	Better Results



- Training
- Support employee risk reduction
- Troubleshooting
- Coordination of new installation
- Managing overall costs
- Managing product inventory
- 24/7 Service Call Center

Sunburst industry-leading solid products are formulated to:

- Get surfaces clean the first time
- Require 10x less space
- Be safer for staff and students
- Reduce bacteria and germs that cause illness
- Meet regulatory requirements

Together, we can make your job easier and your results better.

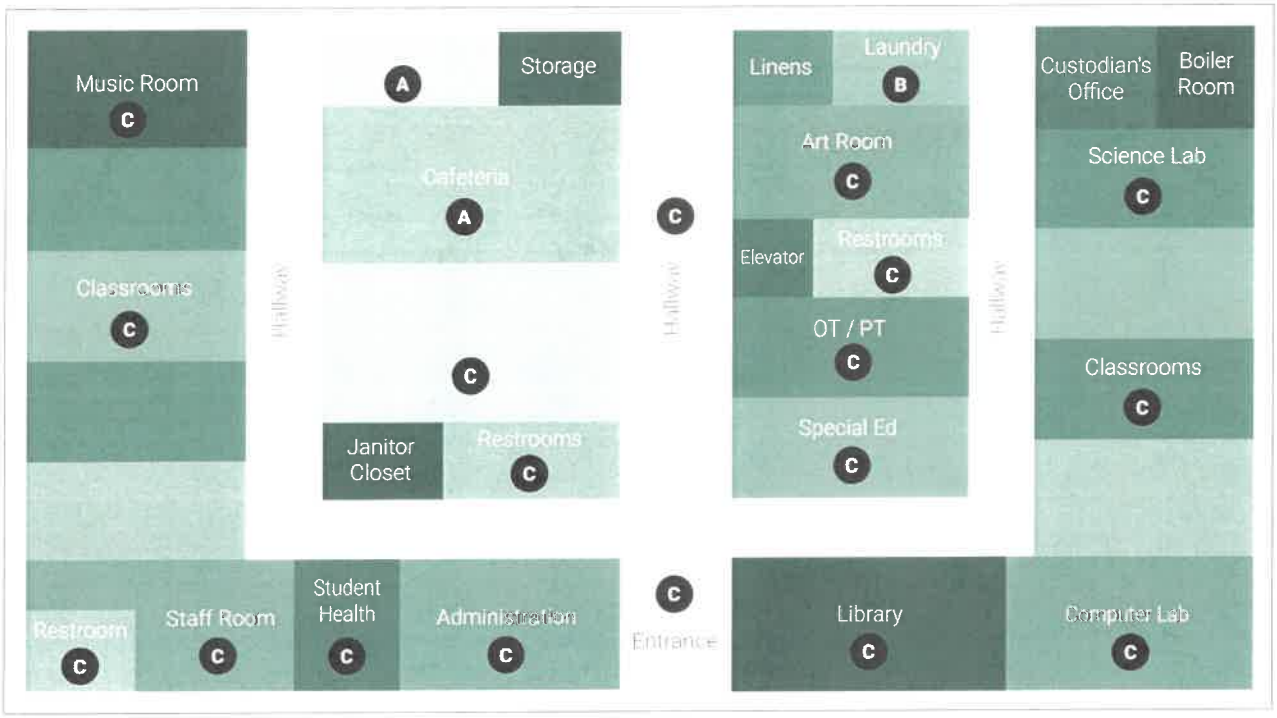
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Ready to get better results? We're ready to help.

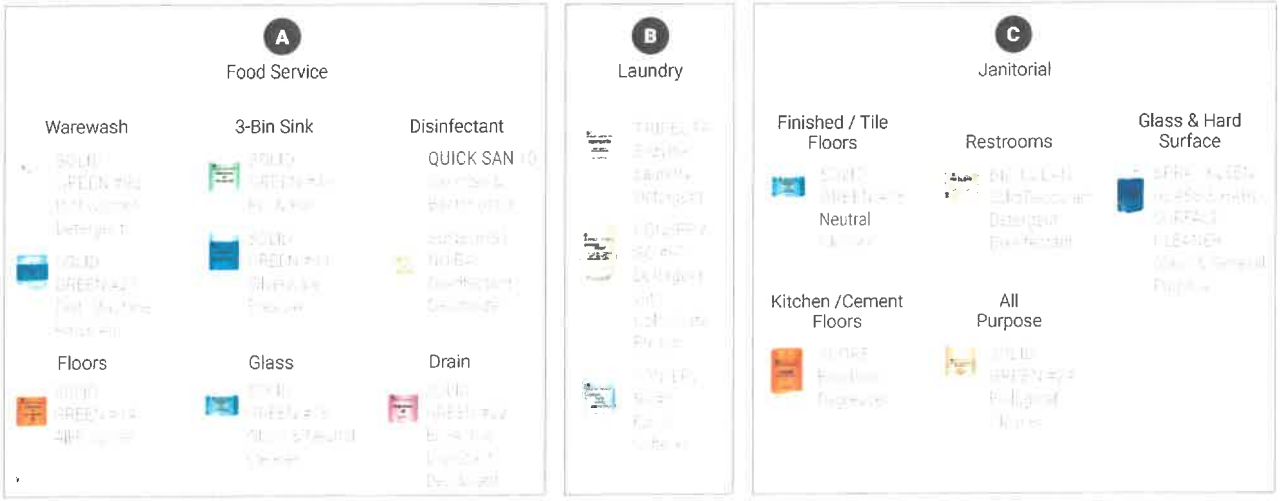
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SUNBURST™



Program Essentials



Together, we can make your job easier and your results better.

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Ready to get better results? We're ready to help.



$12 Billion
Collective Purchasing Volume

BUYING POWER



850 MEMBER LOCATIONS

MEMBER-**OWNED**



MEMBER-**DRIVEN**


UniPro
Foodservice
US Foods
Sysco

NATURAL MARKETPLACE

Upper Lakes Foods has the largest selection of natural and organic products at your fingertips.

Offers the largest selection of gluten-free and other fast growing natural food items to your customers.



- #1 Profit growth category
- No minimums
- Delivery with your regular order

ORGANIC VALLEY

One easy step and we will do the rest.
http://upperlakes.logisticaforce.com
username: Your Upper Lakes account #
Password: register

Sign on to receive your free catalog! Get information about the top 100 natural food products available from Upper Lakes Foods.

Bob's Red Mill

Our Planet to Plate Journey

Farm to School Program

Upper Lakes Foods, Inc. is a proud participant in the Farm to School Program. This program brings together food distributors and schools by way of local farms. The goal is to provide and educate students on the importance of embracing the resources around them and eating healthy, fresh and local foods.

We work diligently to be a provider of information and products to make our schools Farm to School program a huge success!



Upper Lakes Foods, Inc. Environmental Stewardship Mission:

Upper Lakes Foods, Inc. is committed to sustaining our planet's natural resources by continually improving the efficiency of our operations, working with our suppliers to provide environmentally superior products and supporting and assisting our customers in reaching their sustainability goals. Upper Lakes Foods, Inc. is dedicated to providing a culture of care for our employees, customers and suppliers that promotes health and wellness; economically, environmentally and socially. Through philanthropic efforts, including donation and employee volunteerism, Upper Lakes Foods, Inc. is devoted to supporting our company's core values at all times; Work Ethic, Attitude, Integrity, Teamwork, Appearance and Respectful Interaction.

For more information on the Farm to School Program contact Bekah DeJarlais at 612.743.0103.



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UPPER LAKES FOODS

EST 1967

WELCOME TO OUR TABLE...

We are your full-line, full-service, local food distributor. The mission of ULF is to build value for each customer, employee, supplier, and community we serve by bringing the best; the best products, best people, and best ideas.

Local. Independent. Minnesotan.

UPPER LAKES FOODS

has a long and rich history of being a quality, family owned business where customers come first. We were founded in Duluth, Minnesota by Lawrence (Larry) R. Sorensen in 1967. In 1981 we moved from Duluth to our current headquarters in Cloquet, Minnesota. Today we have grown to over 250 employees and have an additional facility in Northfield, Minnesota. Despite our consistent growth, we remain committed to being a family-owned and operated company.

Welcome to our family!

LOCAL & FRESH

We are proud to be part of the communities in which we live and do business. Being a local, family-owned company means we can be flexible and responsive. We are able to meet your needs quickly while keeping prices competitive and offering premium products.

From fresh to frozen foods; canned to dry edibles; paper to chemical products; beverage and dispensing equipment; we are your expert partner in supplying and marketing your restaurant or food service business.

MARKETING?

That's right! From menu planning and design, to kitchen and dining room layout, we bring years of experience to our strategic marketing and design services.

Let's get creative together!

UNIPRO MEMBER

ULF is a member of UniPro, the nation's #1 foodservice distribution network for the industry's leading national brands. This superior buying leverage is passed on to you.

JUST THE BEGINNING

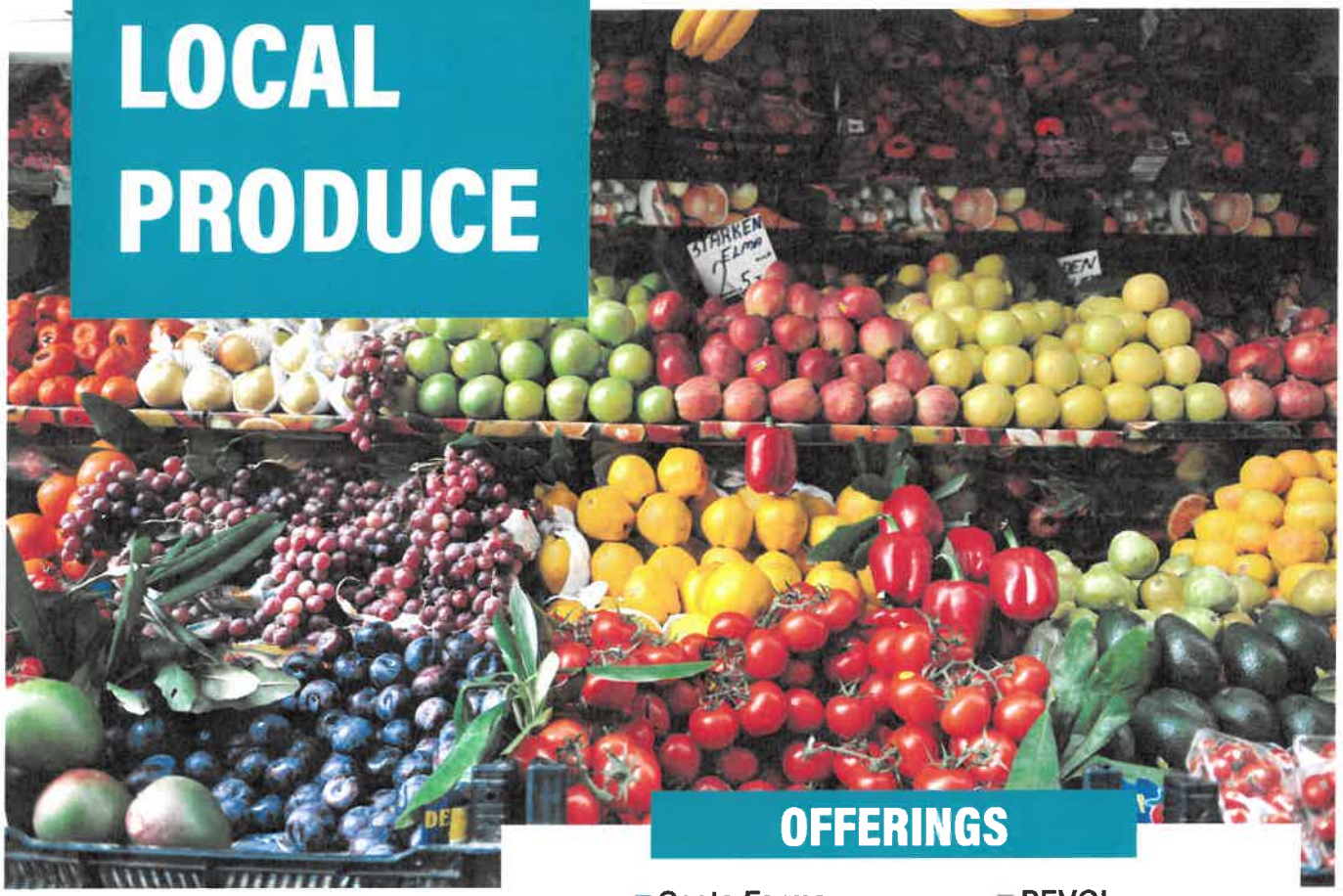
And that is just the beginning of what we offer. At Upper Lakes Foods we work with you every step of the way to ensure you have access to the best brands, freshest products, and innovative ideas to drive your business forward.

At Upper Lakes Foods, you are more than just a customer ordering food. You are family.

2026

LOCAL PRODUCE

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OFFERINGS

Costa Farms
Collards
Swiss Chard
Kale (Curly & Tuscan)
Cucumbers
Jalapeño Pepper
Green Pepper
Red Pepper
Round Tomato
Sweet Corn

REVOL
Spring Mix
Romaine Crunch Mix
Green Leaf Crunch

Riverside Farm
Acorn Squash
Butternut Squash
(Whole and Diced)
Pumpkins

Wescott Orchards
Honeycrisp Apple
Apple Cider



PARTICIPATING FARMS

- Costa Farms (June - Sept./Oct.)
- REVOL (Year-round)
- Wescott Orchards (Sept. - Dec.)
- Riverside Farm (Sept. - Nov./Dec.)



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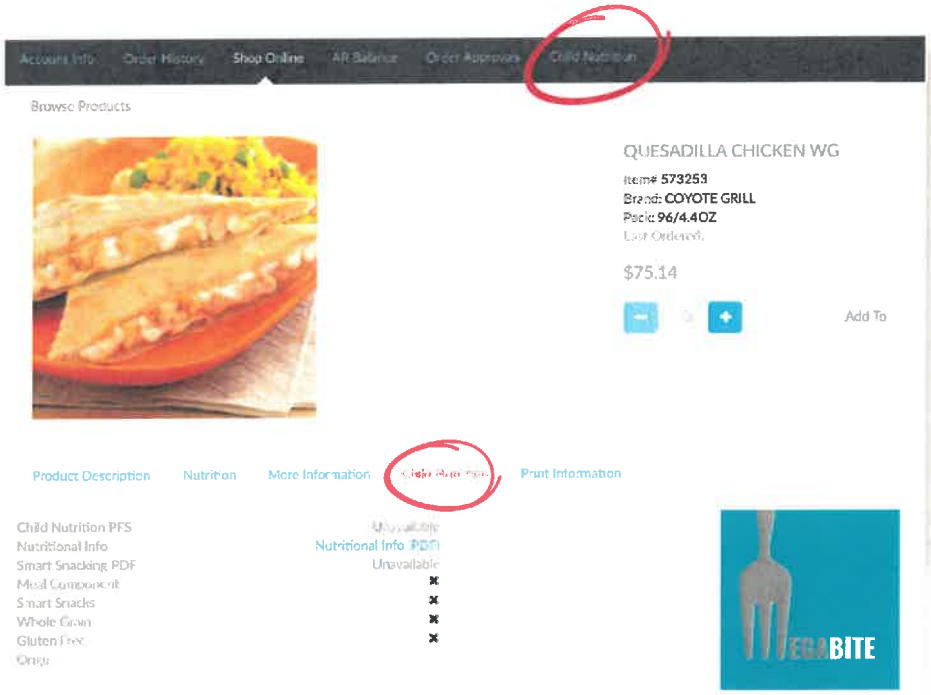


EVERYTHING YOU NEED TO KNOW ABOUT YOUR MENU IS RIGHT AT YOUR FINGERTIPS.

You work hard to make sure your menu is wholesome and balanced.
That's why we want to provide you with the resources to support a healthy generation.

All K-12 items in MegaBite have a Child Nutrition tab. In this section, you will find documents from the manufacturers on:

- ☑ CN Labels/Product Formulation Statements
- ☑ Nutritional Information
- ☑ Gluten Free Information
- ☑ Smart Snacks
- ☑ 51% Whole-Grain Rich Products
- ☑ Country of Origin
- ☑ ...and so much more!



HERE TO HELP:

Bekah DeJarlais
K-12 School Specialist
612-743-0103
bdejarlais@ulfoods.com

E-Commerce

Technology is an integral part of today's business environment. Upper Lakes Foods, Inc.'s investment in technology has significantly improved and streamlined not only our internal operations but also our ability to communicate, collaborate, and share information with our customers. We leverage four key technologies to enhance the customer experience. These technologies work together to provide users with relevant, readily available, and secure information—ultimately adding value to the services we offer.

- **Electronic Invoicing -** Upper Lakes Foods, Inc. has the ability to send invoices and relevant sales data for rebating purposes electronically. We can send one file, with all relevant invoices, daily, weekly or monthly, through FTP or via E-mail.

- **ULF Online Order Entry -** This internet-based order entry system allows for multi-featured order entry, corporate review and release, personal order guides, full operator reporting, multi-function inventory, market-specific specials, and accounts payable statements. It is a business enhancing management system that has cost and time saving benefits and is available to our customers 24/7.

  The ULF Online ordering system has been crafted by our developers with the desires of our current online ordering customers.

- **Microsoft Exchange\Outlook -** Email has developed into an important part of today's business environment. Upper Lakes Foods, Inc. utilizes Microsoft Exchange for communication and collaboration. This allows Upper Lakes Foods, Inc. to manage and deliver information to stakeholders, both internally and externally. Microsoft Exchange allows us to respond to customer requests in a timely and efficient manner.

- **Fleet Intelligence/Routing -** Upper Lakes Foods, Inc. has invested in fleet intelligence and routing software. This provides us with the ability to quickly and easily collect, analyze and utilize fleet intelligence to assist in operational and financial business making decisions. It also provides relevant and reliable information on fuel economy, route efficiency, route accuracy, driver load/unload times, and many other important factors. The system increases customer service and productivity. Upper Lakes Foods can collect real time data on truck locations, delivery times, and the reasons for delays or errors. We then share this information with our customers to improve communication on route performance and ensure accurate and timely deliveries.

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Your Complete Online Experience

Feature Overview

Full Operator Reporting
- Free Form Entry
- Start-Stop-Resume Orders
- Order Status
- Multiple Standing Orders
- Free Form Entry
- Start-Stop-Resume Orders
- Order Status
- Multiple Standing Orders
- Nutritional

Accounts Payable
- Invoice Detail
- Account History
- Calculate Payment Due

Public and Password Areas
- Online Message Posting

Multi-Featured Order Entry
- Multiple Order Guides
- Free Form Entry
- Start-Stop-Resume Orders
- Order Status
- Multiple Standing Orders
- Multiple Group Access

Help Section
- Step-by-Step Instructions

Multi-Function Inventory
- Multiple Inventory Guides
- Free Form Entry
- Store Inventories on Web
- Multiple Par Levels with Build to and Recorder Point

Market Specific Specials and Featured Vendors
- Add to Order
- New Brand Awareness

Suggestion Areas
- Online Feedback Form

Web & Mobile Access
- Mobile APP access

Product Search
- Additional Product Details
- Add to Order
- Stock Level

Distributor Contact Information
- Email Address Links
- Company Information Page

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Additional Features

- **Mobile Capability**- Orders can be placed anywhere. Download ULF Ordering app right to your mobile device and place your order on the go.
- **Nutritional Information Database:** ULF Online Ordering system will allow online nutritional access.
- **Opt-in, Multiple E-mail addresses** – Request up to three e-mail addresses to receive distributor and web site e-mails, such as order confirmations.
- **Archived Descriptions** – View saved item descriptions when deleted or discontinued items are displayed on order guides, reports and inventories.
- **Print Order Guide** – Select multiple print order guide criteria with ease.
- **Order Guide Editor** – Create and edit multiple order guides with a simple process.
- **Exportable Order Guides** – Export any order guide in Excel file format.
- **Order Cut-off Time Warning** – Be informed of the time when an order must be placed for next day delivery.
- **Manual Entry** – Enter item numbers with auto-generated descriptions and subsequent item number fields.
- **Active Calendar** – Select your dates with an interactive calendar.
- **Active Order Totaling** – Calculate the estimated total dollar amount for your order as you add items.
- **Fixed Paging** – Display an order guide with all items or with a specified number of items per page.
- **Last Order Guide Selection Remembered** – Save time when your last order guide selection is remembered and chosen by default when you return to a particular section.
- **Navigation Bar** – Expandable sub menus for quick access to available features
- **Duplicate Past Orders** – Start a new order with the same items or re-create a past order from the Order Status page.
- **Recently Ordered Items** – List of items recently ordered not on the displayed Order Guide to within the past 60 days for manual entry.
- **Average Use Quantity** – Order guide link displays a small pop-up, including up to the last five times an item was ordered.
- **Tool Section** – Shortcuts organized for easy access to new and existing feature.

Multiple Unit Features

- **Release Orders Button** – Release unit orders only when logged in as chain customer.

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- **Opt-in, Multiple E-mail Addresses for Chain Order Guide Notification** (Included item changes with order guide file uploads) – Request up to three e-mail addresses to receive chain order guide notifications for one or more specified units.
- **Multiple Chain Order Guides with Restriction and Viewing Capabilities** – Assign chain order guides to all units or on an individual unit basis.
- **Personal Order Guides for Units on a Restricted Order Guide** – Items which are no longer approved but on Personal Order Guides will be grayed out and not orderable.
- **Chain Administrator Order on Behalf of Unit** – Place an order for one or more units with the same order when logged in as the chain administrator.
- **Item Place Holders** – Keep order guides uniform for multiple account with spaces intentionally left blank for print and download.
- **Accounts Payable May Include Units** – View the accounts payable information of enabled unit(s) in the chain administrator's accounts payable section.
- **Product Search Results for Units on a Restricted Order Guide** – Display a filtered list that includes approved items only in both the Products section and Item Search Boxes
- **Units Included in Order Status and Inventory** – View order status and saved inventories of unit accounts when logged in as the chain administrator.
- **Exceptions Report** – Create accurate exceptions reports against the chain order guide.
- **Sales History Date Range Dynamically Includes Units for Chain Reports** – View the date range of available sales history which adapts according to the unit(s) selected for chain reporting.
- **Chain Messages** – Send messages to selected units to be displayed along with any notifications of changes to the Chain Order Guide

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Online Login & Password for Order Entry System for Evaluation

- Website https://ulfweb.com
- Email demo
- Password demoULF

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Current Prime Vendor Schools in Minnesota

ISD 100 WRENSHALL SCHOOLS
ISD 12 CENTENNIAL SCHOOLS
ISD 14 FRIDLEY SCHOOLS
ISD 182 CROSBY SCHOOLS
ISD 191 BURNSVILLE SCHOOLS
ISD 196 ROSEMOUNT-APPLE VALLEY-EAGAN SCHOOLS
ISD 197 MENDOTA HEIGHTS SCHOOLS
ISD 2 HILL CITY PUBLIC SCHOOLS
ISD 200 HASTINGS SCHOOLS
ISD 280 RICHFIELD PUBLIC SCHOOLS
ISD 2142 ST LOUIS CTY SCHOOL
ISD 2144 CHISAGO LAKES SCHOOLS
ISD 2155 WADENA SCHOOLS
ISD 2165 HINCKLEY-FINLAYSON SCHOOLS
ISD 2170 STAPLES SCHOOLS
ISD 2687 HOWARD LAKE WAVERLY WINSTED PUBLIC SCHOOLS
ISD 271 BLOOMINGTON SCHOOLS
ISD 272 EDEN PRAIRIE SCHOOLS
ISD 281 ROBBINSDALE SCHOOLS
ISD 309 PARK RAPIDS SCHOOLS
ISD 316 GREENWAY PUBLIC SCHOOLS
ISD 317 DEER RIVER SCHOOLS
ISD 318 GRAND RAPIDS SCHOOLS
ISD 381 LAKE SUPERIOR SCHOOLS
ISD 4 MCGREGOR SCHOOLS
ISD 477 PRINCETON SCOOLS
ISD 480 ONAMIA SCHOOLS
ISD 51 FOLEY SCHOOLS
ISD 535 ROCHESTER SCHOOLS
ISD 577 WILLOW RIVER SCHOOLS
ISD 578 PINE CITY SCHOOLS
ISD 622 NORTH ST PAUL SCHOOLS
ISD 698 FLOODWOOD SCHOOLS
ISD 700 HERMANTOWN SCHOOLS
ISD 709 DULUTH SCHOOLS
ISD 720 SHAKOPEE
ISD 761 OWATONNA SCHOOLS
ISD 786 BERTHA HEWITT SCHOOLS

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ISD 877 BUFFALO SCHOOLS
ISD 879 DELANO SCHOOLS
ISD 91 BARNUM SCHOOLS
ISD 93 CARLTON SCHOOLS
ISD 94 CLOQUET SCHOOLS
ISD 95 CROMWELL SCHOOLS
ISD 97 MOOSE LAKE SCHOOLS
ISD 99 ESKO SCHOOLS
SACRED HEART CATHOLIC SCHOOL
ST. CROIX CATHOLIC SCHOOL
ST. CROIX PREP ACADEMY
ST. JAMES CATHOLIC SCHOOL
ST. JOHNS AREA SCHOOL

Current MSFBG Prime Vendor Schools

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ISD 12 CENTENNIAL SCHOOLS
ISD 14 FRIDLEY SCHOOLS
ISD 182 CROSBY SCHOOLS
ISD 191 BURNSVILLE SCHOOLS
ISD 196 ROSEMOUNT-APPLE VALLEY-EAGAN SCHOOLS
ISD 197 MENDOTA HEIGHTS SCHOOLS
ISD 200 HASTINGS SCHOOLS
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Version 2
Supersede 1

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Quality Systems Procedures

HACCP

"Upper Lakes Foods, Inc. takes great pride in assuring the products shipped to and from our facility are of the best quality. We know the importance and integrity of the services we provide to our customers. The safe handling of food products is our #1 priority and having been trained to know what it takes to keep food products safe, is an assurance we can pass onto our customers"

This policy has been reviewed by:

Sue Ryan President

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Quality Systems

Good Distribution Practices

- All employees shall always practice good personal hygiene habits.
- All employees shall wash their hands after using the restrooms, lunchrooms, and smoking.
- The use of tobacco is forbidden in the warehouse. Tobacco use is restricted to outdoor designated areas.
- Eating food, chewing gum, or drinking beverages is restricted to designated non-food storage areas only. Employee lunches and private property shall not be stored in the warehouse.
- Any person in the warehouse for business purposes, or as a visitor, shall follow the GDP's listed.
- At no time shall any product be used as a stepping device. Stepping on any product is forbidden.
- Rubbish, trash, or waste shall be removed from the work area and placed into trash receptacles routinely. These trash receptacles shall be emptied daily.
- Any damaged product shall be routinely cleaned up and moved to a recoup area each day. Any product that is damaged, with product exposed, shall be immediately moved to a recoup area.
- Material handling equipment should be maintained in a clean condition. Any product spillage onto any material handling equipment shall be immediately cleaned.

Record Retention

Upper lakes foods retain records for 1 year, all records will be purged.

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Natural Disaster/Emergency Procedures

Upper Lakes Foods, Inc. is a privately owned broad-line distributor in Cloquet, Minnesota, near the Twin Ports of Lake Superior (Duluth, MN/Superior, WI).

ULF is a member of Unipro and the Multi Unit Group (MUG). Together, we work with distribution centers in forty-six locations.

In the event of a catastrophic event in any of our national distribution coverage areas, we will coordinate with the appropriate emergency agencies and/or National Guard to determine the best course of action. Immediate aid (in fulfillment and distribution of product) will be available from all Unipro distribution centers. Manufacturers and agencies will be utilized to maintain the integrity of our customer fulfillment.

Distribution from ULF in Cloquet, MN covers all of Minnesota, Wisconsin, parts of Michigan; North Dakota; Iowa and Nebraska. ULF maintains a fleet of 40 plus tractors and trailers. All trailers are equipped with temperature monitoring devices for each of the three compartments. ULF will provide our trailers for food storage in the event of an emergency. ULF also uses a combination of routing programs, XATA and Roadnet to route and track all our vehicles for enhanced customer service.

In the event of total power failure, ULF operates two facilities that both are fully supportable by backup diesel generators that can power the entire facility. Each facility has a diesel storage tank of more than 10,000 gallons.

ULF sales representatives are equipped with laptops that provide current customer order information and e-mail to notify them of an emergency. Alternate product sources and distribution are available in the event of a natural disaster or emergency.

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EMERGENCY RESPONSE LIST

Sue Ryan (Board Member, President)	Cell (218) 340-1569
Scott Sorensen (Board Member, Sales Manager)	Cell (218) 341-3764
Shawn Sorensen (Board Member VP Operations)	Cell (218) 343-4877
Mike Kovar GM Janesville	Cell (218) 343-0327
James Bradshaw (Chief Operating Officer)	Cell (218)-343-7735
Phil Sorensen (Safety Manager)	Cell (218) 428-7445
Brian Sorensen (Operations Manager)	Cell (218) 590-9185
Rob Fitzgerald (Maintenance Supervisor)	Cell (218) 340-6453
Shane Martin (Recall Coordinator)	Office 218-879-1265
Julie McGraw (Warehouse Supervisor)	Cell 218-348-4127
Mark Potocnik (Night warehouse manager)	Work 218-879-1265
ULF Security Guard	(800) 879-1265 x 4386
UniPro Emergency Contact Paula Cook	1-800-366-7723 ex7559 (Direct Line) 1-770-799-7599 (Cell)1-404-308-1210

This emergency list must be updated annually.

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Product Recovery Program

In the event of a product(s) recall, the people listed below will be notified via e-mail from UniPro Mug, Food Track, or the manufacturer with details. The buyer responsible for the product will also be notified by the manufacturer and by one of the recall recipients listed below. The Safety Department will direct and oversee all recall actions and protocol from start to finish and must reply to all other recall recipients as they are handling the problem. UniPro Mug procedures require a response to the recall notice within 4 hours of receiving the notice. Recall information is documented and recorded by the party responsible and communicated to all department supervisors.

Internal recalls notify FDA using preferred method (RFR) Reportable Food Registry.

The following information must be obtained for recalled product(s):

- Product description and ULF stock number
- Lot numbers
- Expiration dates
- Production dates
- ULF receive dates.
- Quantity being recalled.
- MFG and or GTIN
- Temperature zone
- **Recall Number** (Federal or State regulatory authorities usually assign a recall number to every recall)

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Department supervisors who must be notified upon recalled product(s):

CLOQUET Main Office (218)879-1265

Recall Coordinator	(M-F 5:00am-2:00pm)
Operation Manager	(M-F 8:00am-5.00pm)
Safety Manager	(M-F 8:00am-5:00pm)

NORTHFIELD Main Office (507)645-9914

General Manager	(M-F 8:00am –5:00pm)
Warehouse Manager	(M-F 8:00am –5:00pm)
Recall Coordinator	(M-F 8:00am- 5:00pm)

JANESVILLE Main office (608) 208-9165

General Manager	(M-F 8:00am-5:00pm)
Warehouse Manager	(M-F 8:00am-5:00pm)
Recall Coordinator	(M-F 8:00am-5:00pm)

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Recall Procedure

The following steps will be taken to handle recalled product(s). Upon notification of a recall, the supervisor overseeing the situation **must notify the Recall Group** via e-mail ULF_Recalls@ulfoods.com to notify necessary parties of details related to the specific recall; specifying what the product is, how serious (actual recall or quality issue), next steps to be taken, and by whom. If customers need to be notified, the person handling the recall will let sales know.

Step 1

- Verify receipt of product
- Count and physically pull products from inventory.
- Log into target systems follow steps accordingly.
    - Menu option 8 bin tracking.
    - Menu option 1 display item/bin.
    - Enter stock number or.
    - 9 inventory control menus.
    - 1 item maintenance.
    - Enter stock number.
- Recalled product are to be put in quarantine trailer or segregated bin location.
- Pallets must be tagged "recall on hold" and a date must be visible.
- Determine the quantity shipped to customers.
- Recall number.

Step 2

In the event recalled product(s) were shipped to customers, the supervisor handling the recall will have the following reports generated by either the computer room or sales staff:

- The sales report is run for current day deliveries; printed by route followed by customer. This report is used to inform drivers of recalled products being currently delivered.
    - 9 inventory control menus
    - 1 item maintenance
    - Enter stock number.
    - History by customer or have the computer room print this report.
- Receiving report is run to show when the recalled product(s) was received, and the quantity received to current delivery day. The report shows how much has been shipped since then to customers. Sales staff will use this report to communicate with customers about recalled product(s) shipped to customers other than invoicing procedures (i.e., donation, samples)

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Step 3

Sales will receive the following information from the supervisor overseeing the recall to notify customers of recalled product(s) (every effort will be made to contact all customers the same day ULF becomes aware of the recall):

- Contact name and number.
- Customer purchase dates
- Quantity involved.

Inside sales staff will be responsible for providing affected customers with credit for all customers who have received recalled product(s). A copy of all credit slips will be given to sales; she will give copies to the supervisor handling the recall:

- When entering pick-ups in Target, comments should list recall.
- The reason for return will be listed under "4 vendor spoiled."
- Copies of all credit slips are with individual customer information and with all recall documents. The reason for this is to be sure we are well documented and not searching through every customer's folder to find recall information.

Step 4

Depending on recall severity of the recalled product(s) the following procedures will take affect:

- Class 1 recall- this is the most serious class of recalls. It is an emergency. The use of or exposure to any products under a class 1 recall will cause serious adverse health conditions or death.
    - Immediate pick up: in severe recall situations, ULF sales staff, warehouse employees, or delivery drivers will be utilized to pick up all recalled products(s)
    - Destruction: upon approval from the manufacturer, customers will be allowed to destroy all recalled product(s)
- Class 2 recall- this is less serious than a class 1 recall in that the use of or exposure to any products may cause temporary or medically reversible adverse health conditions, or the probability of serious adverse health consequences is remote.
- Class 3 recall- this is a situation in which the use of or exposure to products is not likely to cause adverse health conditions.
    - Next delivery: a pickup slip will be written or entered by inside sales for delivery drivers to pick up the product at next regular delivery to customer.
    - Same day: all drivers will be notified by ULF transportation supervisors not to deliver remaining recalled products. All products that have been delivered will be picked up by driver that same day

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Step 5

Return verification:

- Customers are to sign the pick-up slip confirming all recalled product(s) were picked up and handled properly by a ULF driver, salesperson, or other approved ULF employee.

Step 6

Receiving recalled product to ULF: daily updates must be communicated to UniPro Mug until the recall is complete (see UniPro Mug procedures)

- All recalled product(s) returning to ULF must be verified against the return documentation in person.
- Product must be stored in a quarantine trailer or segregated bin location; documentation is on record and readily available.
- All return documentation must be turned in to Recall coordinator; documentation is on record and readily available
- Periodic physical counts will be performed of the returned product(s) to compare against return documents.

Step 7

Customer Credits

- Customer credits and related charges to the supplier are calculated and processed within 5 business days of the last product returning.

Step 8

Disposition of product

- Disposition of the product will be done according to the demands of the manufacturer.
- Product(s) will not be released without written authorization given to ULF by the manufacturer.

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Step 9

Product destruction

- Per manufacturer, all products will be destroyed by ULF
- ULF will contract for the disposal of the recalled product(s)
- Cloquet sanitation has contracted with ULF on the destruction and documentation of recalled products.
- Documentation will be attached to the recall and filed away in a readily accessible location.

Step 10

Reverse Purchase Order (RPO)

- Category Manager will enter RPO for recalled products.
- include cost of goods and freight cost.
- Administration cost summary worksheet.
- RPO, recall summary, cost worksheet and supporting documents to accounts payable.
- Recalled product is listed under 19: Vendor spoiled damage.

Recall credit codes.

AR1650- Recall fee & Inventory cost

AR1340- Disposal fee

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Produce Repacking Policy

ULF products are inspected daily to ensure all dates on perishable products have not expired and are of good quality for consumer consumption.

ULF takes extraordinary pride in assuring our customers are receiving the best quality produce products available. Our re-packaging policy and procedures follow strict guidelines to guarantee customers do not receive any products that are rotten, mushy, discolored, foul smelling, or wilted. All employees re-packing products know the importance of being in good health and avoid food items if ill with cold and flu symptoms, coughing, or sneezing to prevent cross-contamination. Listed below are the procedures employees follow when re-packing produce.

Re-packing requirements

Location: Produce Repack Area

- Pre & Post sanitation with food safe EPA (Environmental Protection Agency) disinfectant
- Hairnets or caps must be always worn
- Beard nets (If needed)
- Vinyl gloves must be always worn
- Wash hands before and after using the restroom
- Wearing jewelry is prohibited
- No food, drinks, gum, or tobacco are allowed

Re-packing procedure

- Remove produce from original box. Inspect product for correct color, firmness, and quality
- Place excellent quality produce in a bag, clean box, and label appropriately
- Bad produce is dumped in appropriate trash bin
- Clean work area with food safe EPA disinfectant

Repacked produce tracking/recall procedure

- Product labels are placed on all repack boxes showing product description, stock # and bin location
- Follow same recall procedure shown in pages 10-13

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Inventory Control Systems

ULF utilizes Target as our inventory control system which can provide documentation for all items including item code dates and case count totals.

Product on HOLD Procedure:

Products suspected of not meeting ULF food and safety/HAACP requirements due to sanitation, damage, contamination, temperature abuse, or insufficient dates are placed in a quarantined or segregated D1, FM (Family Member) & CW areas until further notice. All products on hold are logged and kept on record.

All products on hold are tagged with the following sign:

PRODUCT ON HOLD

IMPORTANT!!!

PRODUCT HOLD AREA

DO NOT TOUCH THIS PRODUCT!!!

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Product Returns:

Ulf has established written procedures concerning product returns for safety and security reasons. Reasons for product returns can be multiple things, including spoiled product; damaged product; wrong product on truck; wrong product on invoice; customer over ordered; extra product on truck customer not here, could not deliver; pick-up slip/credit memo; and customer could not pay. Listed below are the procedures to be followed when handling product returns for drivers, receiving office and AR:

The driver is to pick up products from customers and fill out a return sheet. Return sheets are with all driver packets before their truck is to leave the yard

Return sheet must include the following information

- Customer name and number
- Product stock number
- Quantity being returned
- Description
- Reason for return

All products are to be returned to the ULF warehouse

All truck drivers unload returned products for the receiving office to sort through. Receiving office reviews all return sheets and pick-up slips and enters the following descriptions on return handling:

- **R=return** product to inventory: product dates are good and there is no damage
    - The pick bin and stock number are to be written clearly on the return product for warehouse personnel to put away
- **D=dump** product is damaged or spoiled and cannot be returned to stock
    - Dented cans can be donated if the seal has not been broken and contents is not leaking
- **S/B=supervisor/buyer** must inspect the product to determine what is to be done with it
    - Supervisor and buyer receive a copy of the pick-up slip with reason for return
    - Product is to be tagged and put on hold in the freezer, cooler, dry or quarantine trailer until inspection and determination are made
- PIR products are adjusted out only after a bin sheet is printed and product is counted in the bin before adjustment
- Completed driver packets, including return sheets are signed pick-up slips are sent to credit

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- ULF issues a credit to the customer if return handling column has the following descriptions:
  - R=returned product to inventory
  - D=dump damaged product or donated product
- ULF will not issue a credit if the following descriptions are in the return handling column:
  - s/b = supervisor/buyer must inspect product and determine what is to be done with the product
  - The supervisor or buyer will notify Jenna once a decision is made on the s/b product. Only then will credit be issued
  - Supervisor or buyer will notify credit what return code to write on return sheet to complete driver packet
- Credit gives to transportation dept and files away driver return sheets by driver's name (alphabetically and numerically) and files pick-up slips and credit memos in customer file

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Temperature Control

Maintenance

ULF has established written procedures for maintaining proper temperature control throughout the facility. The maintenance department is responsible for all warehouse thermometers calibration, reading and recording. All thermometers positioned throughout the loading docks, coolers, freezers, Banana, and tomato rooms are recorded **once daily Sunday-Friday** to assure proper storage temperatures are kept. **Saturday** is monitored by Saint Cloud Refiguration with an alarm system.

In addition to the maintenance department manually checking and monitoring temperature sensitive areas in this facility, ULF has a back-up electronic temperature control security system through Saint Cloud Refiguration place. An alarm will sound and notify the security company if temperatures rise above 40°F or below 32°F in the coolers and rise above 0°F in the freezers.

All temperature records are up to date and readily available.

Recommended Temperatures

- **Coolers:**
  - <35°F
- **Freezers:**
  - <0°F
- **Produce:**
  - ≤43°F
- **Loading Docks (cool docks):**
  - 35°F
- **Tomato Room:**
  - 50°-72°F
- **Banana Room:**
  - 55-57 F
- **Potato Room:**
  - 40-50F

Corrective actions must be taken and documented for deviations in the center's temperature controls.

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Thermometer Calibration

Maintenance

All the thermometers are calibrated. All records are maintained and readily available. – **Weekly**

- Place finely crushed ice into container. Add water to create a slush mix
- Place thermometer approximately 1" into the slush mix. Be sure the probe does not touch the bottom or sides of the container
- To avoid re-calibration, the thermometer must register within 23°-41°F to recalibrate instrument
- Press and hold the ON/OFF button for 8 seconds to enter the calibration mode
- "CAL" will be displayed in the upper right-hand corner of the LCD screen
- When the display stabilizes, press the "CAL" button until the display reads 32°F
- The unit is now calibrated and ready for use
- Record the temperature reading from each thermometer in the "Thermometer Calibration Log"
- Exchange the thermometer to its numbered location
- Initial and date each entry in the thermometer calibration log

Non-Calibration Thermometers (drivers) - Monthly

- Place finely crushed ice into container. Add water to create a slush mix
- Place thermometer approximately 1" into the slush mix. Be sure the probe does not touch the bottom or sides of the container
- Verify thermometer does not read plus or minus 2°F from standard 32°F

Corrective Action

If the temperature is plus or minus 2° F from 32° F remove the thermometer from service and replace with a thermometer of known accuracy. This must be documented on the Corrective Action Record and turned in with your Monthly Thermometer Verification Report.

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Preventative Maintenance

ULF uses a computer based preventative maintenance program supported Though UPKEEP records are maintained and available upon request.

Customer Complaints

Customer complaints are recorded and maintained. Complaints related to food safety or food quality are summarized and analyzed over a period to look for similar trends. When trends are noted or other significant issues are discovered, corrective action is taken to resolve the problem. Depending on the severity of the complaint/trend, supervisors are notified, and a plan is formulated and put into action right away. ULF employees are always looking for improvement opportunities to help in maintaining great customer service.

Self-Audits

ULF conducts Monthly audits on the facility interior and monthly audits on the exterior grounds of the facility. Corrective actions from the audits must be identified and addressed to include what is to be done, completion date, and by whom.

Will Call Procedures

All customers are permitted to receive will call orders. Upon entering a will call order, the order is pick-listed for a warehouse employee to pick. If the customer is on ULF premises within a few minutes of placing the order, the order will be picked and placed on the will call shelf just outside the order desk door. If the customer is not on the premises within 15 minutes, all products will be picked and staged in the appropriate area of the cooler and freezer until the customer is on ULF property. All dry products are placed on the will call shelf. These steps will ensure product integrity. When the order has been picked, any changes to the order will be made and invoiced. A cooler and freezer item (if ordered) will be tempted by a ULF warehouse employee to ensure all products are up to temperature when the customer receives the order. All temperatures are recorded in the customer's invoice copy and ULF's copy. When the customer arrives, they will sign all invoices and a warehouse employee will load all products into the customer's vehicle to ensure all products are received and in good condition.

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Distribution Center Training

ULF trains its employees annually on GDP's, distribution workplace safety, food safety, and food defense. Additional driver training must be included for drivers and helpers (if helpers are used)

Additional Driver Training

- **Handling Dry Ice:**
  - DO NOT handle dry ice without wearing protective gloves.
  - DO NOT let dry ice encounter any BARE skin-IT WILL BURN THE SKIN
  - Use tongs when available.
  - Watch gloves for holes.
- **Grit Bucket:** be sure grit buckets are always full. The re-fill bucket should be by the guard shack. Fill it before leaving ULF grounds.
- **Small/Narrow Ramps:** be sure all ramps are returned to the rack every day, unless trailer is outfitted with a small ramp carrier.
- **Boots/gloves:** wear appropriate ULF approved boots and gloves for the job, which should be supportive, protective, and good grippers.
- **Two wheelers/hand-jacks/load bars, reflective vest/jacket and reflective triangles should be always used.**

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Product Protection

Put-away for dry/frozen/cooler

All products are stored in the designated areas of the warehouse (i.e., Frozen products are stored in the freezer; refrigerated products are stored in the cooler; dry products are stored in the dry area)

- Scan product to be put away
- Go to correct aisle and place product in an overstock bin
- Scan the bin where product is placed so it is recorded in the computer system
- Place new product behind existing product in the pick bin to assure proper rotation (FIFO method and FEFO method)
- **Fresh proteins (fresh poultry, fresh meat of any kind, and seafood and shell eggs) are kept segregated. Only protein products may be stacked above each other.**

Put-away for PIR

- Scan product to be put away
- Go to correct aisle and place product in an overstock bin
- Scan the bin where product was placed so it is recorded in the computer system
- Place PIR product in a bin large enough to fit all product, but not too big where valuable space is being wasted

Restocking for dry/frozen/cooler

- Get restocking or drop report from supervisor
- Look at every pick bin on the restocking report to check for products that need restocking
- The oldest product bins are listed left to right on the drop sheet
- Be sure products being dropped are identical to the product being restocked
- Grab the product and scan it
- Look for manufacture and use-by dates for expiration. Contact supervisor if expired or close too expired products are found
- Fill up the bin until full (type in the amount placed in the pick bin). The remaining product is put back in the original overstock bin. Be sure to punch in the remaining amount into the computer for tracking purposes
- Older products are placed on top of new products if the bin is in a 1st level bin. Older product is placed in front of new product if bin is a 2nd or 3rd level bin

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Chemical Storage Procedures

- All chemicals are received using **caution**
- All chemicals are stored in the dry storage area of the warehouse
- Chemicals must **not** be over, behind or next to any food items or packaging materials unless there is a 4-foot distance or wall between chemicals and food products
- Chemicals can be stored beneath any food items
- Sodium Hypochlorite (Bleach) must **not** be stored over, next to, or behind corrosive materials
- Notify supervisor if any chemicals are damaged or leaking

Glass/brittle plastic containment policy
Receiving & storage

- CAUTION: all glass and or brittle plastic products are to be handled with care. Be sure all products are packaged in protective cardboard boxes
- Glass or brittle plastic products are stored on pallets at floor level. Glass products are not to be stored above any food products

Broken glass/brittle plastic procedures

- Any broken or leaking glass products must be reported to a supervisor
- Wearing protective gloves, pick up large pieces of glass and place in appropriate trash can
- Use a broom or vacuum to pick up any remaining pieces of glass or liquid. Be sure to check the surrounding area
- If a case of product is partially damaged, clean and wash the intact product and return to inventory

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Receiving Office Procedures

Step 1

Review paperwork

- Review and initial receiving records where applicable
- Be sure the receiver has signed, dated, and recorded all temperatures for freezer and cooler products on the PO and BOL
- If any pallets were exchanged, be sure the receiver has indicated so
- If there are any shortages from ULF hired carriers, make a second copy, and give to planning
- Be sure all non-stock items have a bin location on the PO
- Find the handwritten (mail slots in the receiving office) for all non-stock items to determine when and where they will be shipped
- Write the bin location on the hand-written and mark it has been received.
- If any products are to be shipped to the Northfield office, a ULF receiving record must be copied and accompany the PO
- Use net weights on bills (do not need to add up; computer does this)
- Make sure the receiver has signed the PO, BOL, and shortage sheets. Be sure delivery driver signs all paperwork before leaving

Step 2

Data entry

- Compare the PO and BOL to be sure quantities, vendor number, product number and description match
- Be sure the total number of cases matches the PO and BOL totals
- Be sure catch weights are correct and enter the computer
- If everything is correct, close out the PO in the computer

Step 3

Last step

- When all PO's have been reviewed, signed, entered the computer, and closed at the day's end, bundle all non-stock paperwork together with a post-it notes saying "non-stock." Bundle all other paperwork together
- Samples of non-stock sheets must be given to buyer
- Bring all completed PO's to accounts payable's file cabinet

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Daily Receiving Procedures

Step 1

Secure trailer to loading dock

- Open loading dock door by depressing button
- Opener is located on the left side of the door (separate panel from Power Hook Control panel)

Step 2

- On the Power Hook Panel, push the lock button. This will engage the trailer bumper restraint
- Hook will move out from loading dock and secure itself to the ICC bumper of the trailer
- Visually make sure the restraint grabs bumper of trailer
- A green light will blink when secure
- Contact supervisor if the trailer is not secure

Step 3

- Standing clear of the dock plate, depress the raise button
- The dock plate will raise, and front section will extend forward
- Visually make sure the plate extends into the trailer wells
- Release the depress button. The dock plate will slowly move downward until it rests on the trailer floor (CAUTION: be careful not to slip on dock plates and ramps as they may be damp from moisture, rain, or snow)
- A red light will flash outside the dock door when the dock restraint is engaged. This allows drivers to know not to pull away from the door
- BEWARE: IT IS STILL POSSIBLE FOR A TRUCK TO PULL AWAY EVEN IF THE DOCK RESTRAINT IS ENGAGED. BE AWARE OF YOUR SURROUNDINGS!

Step 4

Remove plate from trailer

- Standing clear, push the raise button on the wall panel. This will raise the dock plate
- When the front of the plate drops down, release the raise button. The plate will slowly move downward to a level position with dock floor

Step 5

- Depress the unlock button on the panel. This will engage the trailer restraint
- Make sure it pulls away from the ICC bumper
- A red light will flash on the panel when this step is accomplished

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Step 6

- Close the loading dock door by depressing and holding down the button
- Button must be held until the door meets the floor
- Be sure there are no air gaps between the door and floor
- Contact supervisor if there are any problems

Other Precautions

- **Do not** attempt to load or unload a trailer if any dock equipment is not working properly
- **Do not, at any time** use the bypass on the dock plate restraint panel. If the bypass is turned on, notify supervisor immediately. Do not use this door until repairs have been made
- Contact supervisor if there are any problems

Receiving

Step 1

- Trailers are inspected for cleanliness, odor, and pest activity
- Trailer temperatures are recorded
- Products are inspected for contamination
- Products are inspected for damage
- Product manufacture and use-by dates are checked
- All information is recorded on the BOL/receiving record if product integrity is affected

Step 2

Gather required paperwork

- Purchase Order be sure the PO is the correct PO for the carrier/vendor you will be receiving
- ULF receiving record
- Be sure to note all temperatures on the receiving record. Take 3 temperature recording for a full load; 2 recording for a half load; and 1 recording for a small load
- **Freezer** should be 10°F or below (check for thawed or re-frozen product)
- **Cooler/Dairy** should be 32°-40°F
- **Produce** should be 34°-46°F
- **Dry** products should not appear frozen
- If temperatures do not meet the above guidelines; notify supervisor

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Step 3

Unload product

- Frozen and cooler products are placed in the cooler temporarily for breakdown or until the product can be placed into a bin (freezer products do not sit in the dock for more than 1hour)
- Dry products are placed in the dry storage area temporarily for breakdown or until product can be placed into a bin
- Leave adequate space around the product if break down is required
- Cut away plastic and put in the appropriate recycle bin after labels and tags have been removed; **do not leave it on the floor**

Step 4

Breakdown

- Check the PO to see what the bin type is. The PO tells you what height the bin is or if it is a split bin
- The pallet size is 42"x48". Products must stay within the pallet size

Step 5

Receiving

- Compare product quantities against the PO and Bill of Lading (BOL) for accuracy
- Do not receive any product or product overages that are not on the PO. Notify supervisor, who will contact the buyer to determine if extra product is accepted or rejected
- All produce items are checked for quality and temperature by buyer or assistant. They will determine if product is accepted or rejected
- Manufacture or use-by dates must be written on the PO and entered the computer
- Check all products for damage and shortages. If products are heavily damaged, photos must be taken and given to the supervisor who will contact the buyer
- Be sure to note all damages and shortages on the PO and BOL
- Fill out a shortage sheet including the following criteria:
- product number(s)
- quantities that are damaged or shorted
- Give a copy of the shortage sheet to the supervisor
- Record the number of pallets exchanged. Be sure to note if the load was chep pallets (blue pallets) because we *do not accept* blue pallets
- Be sure you initial all paperwork where applicable before returning to receiving office
- Bring all paperwork to the receiving office personnel

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Step 6

How to use RF2 receiving gun

- To get to RF2 Main Menu
- Push power button on receiving gun
- Push "enter"
- Type in login code
- Type in password

To print PO (f/RF2 main menu)

- Push "1" (receiving menu); enter
- Push "9" (receiving copy); enter
- Enter PO#; enter, enter, enter

To print Receiving labels (f/RF2 main menu)

- Punch "8" (receiving label)
- Enter PO#; enter, enter, enter

To receive Product (f/RF2 main menu)

- Push "1" (receive)
- Temporary product (make sure it is inacceptable temperature range)
- Find sticker for 1st product to receive-place on lower right-hand corner of pallet/box
- Scan pallet label; enter
- Scan barcode on box; enter
- Enter quantity to receive; enter
- Enter weight (if needed)-only need total weight off the bills, not individual; enter
- Enter expiration/pack date (if needed); enter
- Push "enter"

Repeat this process until entire PO is received

- **To print a drivers copy**
- Push "1" (receiving menu)
- Push "5" (drivers copy)
- Enter PO#; enter, enter, enter

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Picking Procedures

Step 1

- Acquire a picking ticket on the counter next to computers outside the order/shipping office
- Type in the following information into the computer
- Employee number
- Type in 6: Picking

Step 2

- Proceed to first pick-bin listed on the ticket
- Be sure to compare the bin number on the ticket to the one you are at. Make sure the product name on the ticket matches what is in the bin
- Any **miscellaneous** or PIR products; place product in a new box and label it with the product name, number, customer number, code number, and stop
- Picking **"EACH"** from Master Case:
- Open master case
- Remove the amount of product needed for the customer; place in a new box and attach shipping sticker on the box
- Leave remaining master case product in the bin until the last product is gone
- Recycle empty box in the cardboard bin
- Pick products in the order of the ticket; this is how products will be unloaded by the driver
- **Chemicals and fresh raw protein items are always stacked on the bottom of the pallet. RTE items are not beneath chemical products or protein products.**
- Ice cream is blue bagged
- When products are stacked on a pallet, be sure to put the customer's name and stop on products
- Check for manufacture dates and expiration dates to be sure no expired products are in any bins
- Clean up and remove any damaged product in bins and notify supervisor to adjust product out of inventory
- Pick up any garbage, cardboard, plastic, and wood pieces in the warehouse and place in appropriate trash bin

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Loading Procedures

ULF has established product loading procedures designed to protect all products from damage, contamination, and temperature abuse. Trailer reefers are turned on prior to loading to assure temperature sensitive products are safely stored. Trailer temperatures are recorded by all truck jockeys and checked for cleanliness.

Secure trailer to loading dock

Step 1

- Open loading dock door by depressing button
- Opener is located on the left side of the door (separate panel from Power Hook Control panel)

Step 2

- On the Power Hook Panel, push the lock button. This will engage the trailer bumper restraint
- Hook will move out from loading dock and secure itself to the ICC bumper of the trailer
- Visually make sure the restraint grabs bumper of trailer
- A green light will blink when secure
- Contact supervisor if the trailer is not secure

Step 3

- Standing clear of the dock plate, depress the raise button
- The dock plate will raise, and front section will extend forward
- Visually make sure the plate extends into the trailer wells
- Release the depress button. The dock plate will slowly move downward until it rests on the trailer floor (CAUTION: be careful not to slip on dock plates and ramps as they may be damp from moisture, rain, or snow)
- A red light will flash outside the dock door when the dock restraint is engaged. This allows drivers to know not to pull away from the door
- BEWARE: IT IS STILL POSSIBLE FOR A TRUCK TO PULL AWAY EVEN IF THE DOCK RESTRAINT IS ENGAGED. BE AWARE OF YOUR SURROUNDINGS!

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Step 4

Remove plate from trailer

- Standing clear, push the raise button on the wall panel. This will raise the dock plate
- When the front of the plate drops down, release the raise button. The plate will slowly move downward to a level position with dock floor

Step 5

- Depress the unlock button on the panel. This will engage the trailer restraint
- Make sure it pulls away from the ICC bumper
- A red light will flash on the panel when this step is accomplished
- Contact supervisor if there are any problems

Step 6

- Close the loading dock door by depressing and holding down the button
- Button must be held until the door meets the floor
- Be sure there are no air gaps between the door and floor
- Contact supervisor if there are any problems

Other Precautions

- **Do not** attempt to load or unload a trailer if any dock equipment is not working properly
- If the dock plate will not hook, notify the truck jockey; he will chuck the wheels using the bypass button
- Contact supervisor if there are any problems

Loading

Step 1

- Trailers are inspected for cleanliness, odor, and pest activity
- Trailer temperatures are precooled
- Complete loading checklist

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Step 2

Check order/front of board

- Match trailer size to the load
- Assure stops are loaded in order so they are unloaded in the correct order (reverse loading)
- Be sure trailer number, driver notes, overages, outs, and subs are listed on the front of each board

Step 3

- Be sure no produce products are placed on the floor
- Use pallets or cardboard when starting out against the bulkhead or walls
- All chemicals are placed on the floor
- All ice cream is blue bagged
- Do not place heavy products atop light products (i.e., watermelon atop chips, etc.)
- Provide a hand jack if necessary
- Be sure load lock is in the trailer
- Load map is followed to ensure proper stop sequence

Step 4

Final steps

- If additional or miss-pick items are added/caught, please write the customer's name on the box so the driver knows which customer to deliver it to
- Close trailer doors when all products have been loaded
- Close dock doors (follow instructions in step 1 above)
- Notify truck jockey when completed
- Notify supervisor if there are any questions or concerns
- Turn in completed loading checklist to supervisor

Corrective actions must be taken and documented for deviations in the loading procedures.

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Equipment & Facility

Facility exterior grounds

- All roads, yards, grounds, and parking lots are maintained in neat and good condition; free of any trash/litter
- All weeds/ ground cover is controlled within 20 feet of the facility to prevent harborage areas
- Ornamental landscaping does not provide potential harborage areas next to the facility
- Facility grounds have adequate drainage to prevent the pooling of water to avoid contamination by seepage; foot borne filth or breeding place for pests
- All equipment stored on the facilities grounds are at least 20 feet away from the building
- All equipment stored within 20 feet of the building is 6 inches above ground and organized to prevent breeding/harborage areas for pests
- All pipes within 20 feet of the building have closed ends
- All bumpers, levelers and shelters are in good repair and dock pits are clean
- All drains protruding from outer building walls are screened
- All doors and windows are closed or screened with no gaps greater than one-fourth inch
- All cracks and crevices have been sealed to prevent entrance or harborage areas for pests
- All dock shelters, bumpers, and levelers are in good repair

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Facility interior

- Floors, walls, and ceilings are constructed of materials that can and are cleaned adequately and maintained in good repair. TEMPORARY REPAIR MATERIALS **ARE NOT** USED
- All dock doors are immediately closed upon trailer leaving the dock. Door levers are adjusted when the dock doors are closed to prevent any gaps
- All lights and other breakable materials are shielded and protected from breakage to prevent potential contamination over any products in shipping, receiving and storage areas
- A written glass and brittle plastic program have been established and in place
- All glass is to be shielded within the facility, handling of glass and brittle plastic packages being sold
- All storage, receiving, shipping, locker rooms, restrooms and break rooms have adequate lighting
- All items are on either a rack or pallet
- No items are stored on the floor in this facility (slip sheet storage acceptable)
- All pallets are in good repair for facility use. Pallets are clean and do not contain aged debris
- All the salts of pallets are intact. Pallets stored on the interior of the facility are stacked in straight stacks and well organized
- All break areas, locker rooms, rest rooms, and hand wash stations are maintained, clean, sanitary and in an orderly manner. Hand wash signs are posted in all employee break rooms and locker rooms
- All forklifts/floor scrubbers/vacuums are in good working condition, clean and safely stored. All idle equipment and spare parts are thoroughly cleaned and stored
- All battery storage areas are clean and separate from food storage areas

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Pest Control

Guardian Pest Control operators have been designated to inspect ULF 2 times per month and maintain the following documentation in Safety Managers office

Types of pesticides include:

- Glue boards
- Insect light traps
- Tin cats
- Mechanical traps

A current map of the facility shows all pest control devices inside and outside the facility that is updated annually

Service records show

- All chemicals used and the method of application
- Signs of any pest activity and the corrective action due to activity noted
- Description of service rendered
- And signature of the pest control operator

Pest control file includes

- Copies of all business licenses
- Proof of indemnity
- Insurance and certification for all PCO's in accordance with state requirements
- All records are accurate, up to date and complete
- All pesticides, chemicals and compounds used at this facility are approved by the appropriate regulatory agency for use in an industrial food distribution center
- All sample labels and MSDS sheets are readily available

Service reports

- Are up to date and readily available
- Service reports show the services performed, types, and amounts of chemicals used, method of application, signs of activity, targeted pests, and applicable follow up actions
- Live catch devices and glue boards are maintained, clean and checked twice monthly
- Exterior bait stations are maintained, clean and checked monthly

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- Service labels are kept on the interior of all pest control devices. These labels contain the date of service and initials of the PCO who performed the service. **There are no pesticides stored at this facility**

Interior pest control devices are

- Spaced approximately 25 feet apart on the interior perimeter of the facility, including:
- Locker rooms/Break rooms
- Dry storage, or cooler areas that share an outside wall
- Placed within 6 feet of each exterior door, including dock doors
- Not located near products, packaging materials or equipment so as not to contaminate something. Toxic bait is not used in the facilities interior
- Functioning properly and in good working condition
- Free of any decomposed rodents or pest activity and are checked by a PCO at least twice monthly

Exterior pest control devices are

- Spaced approximately 50 feet apart on the exterior perimeter of the facility
- Secured in place at the ground/building junction by a patio block, chained to the building or anchored to the ground
- Tamper resistant; a key or tool is required to open all devices
- Functioning properly and in good working condition
- Free of any decomposed rodents or pest activity and are checked by a PCO monthly
- Baited appropriately. Bait is secured properly so as not to be removed by a rodent or float away in heavy rain fall. Bait has a fresh appearance

There is no pest activity on the exterior perimeter of the building, including

- Bird nests
- Heavy insect activity in proximity of the facility
- Burrowing
- Excessive pellets in stations
- Heavily chewed or missing bait

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Insect control devices are

- 10 feet from any covered, protected, or packaged products
- 30 feet from any exposed product, packaging, or equipment
- Cleaned and maintained twice monthly by a PCO
- Located in areas to prevent the attraction of insects from outside into the facility
- Low voltage insect lights (with glue boards) when used are not over any products
- All annual bulb changes are recorded and readily available
- There are no insects, flies, rodents, or birds on or in any food products

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Sanitation

Warehouse

ULF's sanitation program for daily, weekly, and monthly and all other scheduled sanitation activities are in place for all areas and equipment of this facility. This includes all buildings, grounds, offices, and trailers. All tasks are initialed by the assigned person and verified by a supervisor to be sure their completed tasks meet satisfactory requirements. All tasks that require chemicals and/or water are specifically written out for certain tasks being performed.

ULF has written cleaning and Sanitation Standard Operating Procedure (SSOPs) specifically developed for refrigerated raw product storage areas. There are written procedures for the cleaning and sanitizing of raw and allergenic product spills or damages. There are designated cleaning and sanitation materials in the building's back-battery room when spills occur. There is also a warehouse pallet cleaning procedure outlined for those who are responsible for cleaning all isles.

ULF has an ongoing training program for cleaning and sanitation procedures and safe handling of chemicals for those who are involved. Training is documented on the date it was held; topics covered; the attendees; and is recorded on employees' records.

All chemicals and sanitizers are appropriately labeled when not in their original container. All cleaning tools and chemicals used in this facility are stored in the janitor's room or back battery room when not in use. The chemical storage area is labeled, organized, and segregated from food and foodstuffs and properly secured.

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Handling raw meat procedure

- Pick up spilled or damaged product and place in garbage can
- Mop the area with the designated **"Raw Product"** bucket and mop with:
- 4 gallons' water mixed with ***8oz of cleaner***
- Dump out the water and rinse the bucket and mop with clean water. Hang mop up to dry in designated area
- Wash hands before returning to work

Handling allergenic products

Peanuts, soybeans, milk, eggs, fish, crustacean, tree nuts and wheat

- Pick up spilled or damaged product and place in trash can
- Mop the area with designated **"Raw Product"** bucket and mop with:
- 4 gallons' water mixed with ***8oz cleaner***
- Dump out the water and rinse the bucket and mop with clean water. Hang mop up to dry in designated area
- Wash hands before returning to work

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Floor scrubber procedures

- Apply with pressure washer, sponge, brush, steel wool or auto scrubber to areas where cleaning is needed
- Dilute ***TOTAL*** with water as follows:
  - Shower rooms: [OBJ] 5:1
  - White wall tires: [OBJ] 5:1
  - Wax stripping: 7:1
  - Bath & tile: 10:1
  - Kitchen Areas: [OBJ] 10:1
  - Concrete floors: [OBJ] 20:1
  - General purpose: [OBJ] 20:1
  - Metal furniture: [OBJ] 25:1
- Rinse thoroughly with water; let air dry or wipe down smooth surfaces dry

Blood procedures

Use the mop with a red handle and bucket labeled "blood use" and follow the directions below. Mop and bucket are in the back battery room in the white closet against the back wall

- Use 1oz of **Cleaner** per 5-6 ¼ gallons of water
- Use the appropriately labeled mop and bucket to clean the area thoroughly
- When finished, dump out solution and rinse the mop and bucket. Put back in designated area

Grease/oil spill procedures

Use a Heavy-Duty Degreaser for grease and oil spills. Mop and bucket are in the back battery room in the white closet along the back wall. Follow directions below

- Mix 3.78 L/gal of Heavy ***Duty Degreaser*** and 3.78 L/1gal of water into the designated mop and bucket
- Use mop to apply solution to all oily areas; let sit for at least an hour for best results
- Use clean water to mop up the area
- Rinse out mop and bucket when finished and put back in designated area

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Warehouse pallet cleaning procedures

Step 1

Get the following materials first:

- Hand/electric pallet jack
- Broom
- Dustpan
- Garbage can

Step 2

- Go to the designated isle and pull-out pallet(s) using hand/electric pallet jack

Step 3

- Sweep and mop the area free of debris
- Remove dust from all racking
- Sweep all debris to the front of the previously cleaned pallet, but make sure you do not sweep anything to the middle of the isle. When area is cleaned, put pallet(s) back

Step 4

- When isle is cleaned, pick up any large debris by hand and throw into the garbage

Step 5

- Use the sweeper to finish cleaning the isle

Step 6

- On weekly sanitation schedule, initial the isles cleaned

Step 7

- When all isles in the warehouse have been cleaned, start over

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Daily cleaning procedures

Sunday-Friday

- Sweep floors throughout the warehouse (dry, cooler, freezer)
- Dust off all racking with a brush/rag as needed
- Mop up any spills in the warehouse with designated mop and bucket
- Pull pallets from the perimeter and clean white lines (done monthly; see procedures for pallet cleaning)
- Pull pallets out of each pick bin to sweep and mop
- Empty full garbage cans and replace with liners as needed
- Run the floor scrubber throughout the warehouse
- Clean/pick up anything in need of cleaning

Trailers

- All inbound and outbound trailers are checked for cleanliness, sanitary satisfaction, and show no signs of infestation or product contamination from built-up debris. All trailers are in good repair; all seals are in good condition where light cannot be seen around doorframes
- Daily sanitation inspections of all inbound and outbound trailers are documented and readily available. Inspection of trailers include evaluation of sanitation; off odors; and pest activity

Dumpster/compactor

- Area is clean with no debris/residue build-up
- All exterior trash receptacles are covered to prevent the attraction of pests and picked up daily by the city of Cloquet
- A bait station is located within 20 feet of dumpster/compactor if it is located less than 20 feet away from the facility

Dry storage racking/area

- Is clean with no signs of dust build-up
- All pipes, overhead structures, electrical boxes, conduits, and fans are free from dust
- Is maintained in a clean and sanitary manner; all spills are immediately cleaned up
- All racks, floors, walls, and ceilings are not dirty; there is no evidence of spills, trash, or litter
- Palletized products, office supplies and excess storage items in dry warehouse are clean, organized and show minimal dust.

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- The 18" inspection perimeter is clean; no spills trash or litter is apparent. The perimeter is not used for equipment storage

Coolers/freezer racking/area

- All floors, racks, walls, ceilings of coolers, freezers and cool docks are in good repair and maintained in a clean and sanitary condition
- Is clean with no signs of dust build-up
- Is free from any evidence of spills, trash, and litter
- All racks and pallets of product are in good condition; not dirty or damaged
- Coolers and freezers show no signs of condensation. Freezers show no signs of ice build-up
- All products in coolers/freezers are free from condensation, ice, and snow
- All areas under the racks and rack footings are clean with no signs of debris
- Floors are kept dry

Product holding areas

- Clean with no aged product spills, residue, or leaking product apparent

Dock levers and wells

- Clean with no wood pieces, product, or packaging present upon inspection
- All brushes and gaskets are in place

Loading dock area

- Is clear of debris or spilled product
- All equipment or items stored on the docks are clean and organized

Small ware area

- Is clean; racking is free from dust build-up
- All items are stored properly

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Food Defense

ULF's food defense team consists of those in the safety committee. This team meets annually to assess all phases of operations to determine deliberate contamination risks and to mitigate a strategy to reduce any identified risks.

ULF has outlined procedures for:

- Employee security
- Grounds and facility security
- Product security
- Visitor security

A course of action to respond to a criminal act, medical emergency, fire, and severe weather is outlined in ULF's Emergency Action Plan. During a potential evacuation, all personnel records are secured in an easily accessible location for management to retrieve and be used as a headcount of their employees. Emergency action plans for the warehouse and garage are posted on bulletin boards in prominent places for employees to review in an emergency. The 24-hour emergency response list of names and numbers is also posted on prominent bulletin boards throughout the warehouse and garage.

ULF annually evaluates, reviews, trains, and tests the effectiveness of the plans/procedures outlined in this book by conducting mock trials. Revisions are made accordingly using in-house security teams and guidelines provided by security publications, FDA (Food and Drug Administration) (Food and Drug Administration) (Food and Drug Administration) (Food and Drug Administration), and OSHA (Occupational Safety and Health Administration) A internet sites. Routine food security inspections are performed to verify all departments are doing an adequate job.

Additional security steps have also been put in place to protect the wellbeing of ULF's employees, assets, and all areas of the facility. Below is a list of additional emergency response listings:

- **Emergency Command Center (USFDA)**
  Minneapolis District Office
  212 3rd Avenue
  Minneapolis, MN 55401
  612-334-4100

- **Emergency Point of Contact**
  US (United States) Food and Drug Administration
  5600 Fishers Lane
  Rockville, MD 20857

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In addition to notifying local law enforcement, the FDA requests that if any food establishment operator suspects any of their products that are regulated by the FDA to have been subjected to tampering, criminal or terrorist action, to notify the FDA 24-hour hotline:

- FDA 24-hour Emergency Number
  301-443-1240

  Or call
- FDA District Office of MN
  612-758-7221

- FDA website is www.fda.gov

Employee screening

ULF employees are screened, including reference checks to verify all information obtained is accurate for security and documentation purposes. Criminal background checks are performed for all Drivers and future supervisor hires. Immigration status with the U.S (United States) (United States). Immigration and Naturalization Service is checked when appropriate.

Supervision

It is the responsibility of management and supervisors to provide an appropriate level of supervision to all employees; including, new employees, warehouse workers, cleaning and maintenance staff, contract workers, mechanics, administrative, data entry and computer support staff. Supervisors are responsible for daily work assignments; knowing who is and should be on the premises, what work they are doing, and where they are always located.

Id system

All employees must wear a positive ID photo badge while on the premises. Employees are trained to know where they can and cannot enter the building due to restrictions based on their specific job duties. When an employee retires or is terminated, their badge is collected and deactivated immediately. Reassessment as to where employees are granted access or are restricted to is an ongoing process. Personal items, such as lunch containers and purses are not allowed in food storage areas of the warehouse. Employees understand the policy of regular inspections of lockers, bags, and vehicles when deemed necessary.

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Training

Emergency and security training is conducted on hire and annually for all employees. They are trained to report immediately to their supervisor if they suspect or observe any signs of violence, tampering with or disabling equipment, or any unusual behavior. Upon notification of suspicious activity, supervisors call the Safety and Food Defense team immediately to determine the course of action. If necessary, local law enforcement will be informed.
Incoming mail and packages are received and handled by trained personnel to assure safe receipt.

Facility

ULF is surrounded with chain link fencing and deterrent securing gates to keep those who are not permitted on the premises away. All doors, loading docks, windows, roof openings, vent openings, storage trailers, and bulk storage tank for fuel are always secured. Security guards, locks, alarms, and video surveillance monitors are utilized as well. Keys for all doors, locks, and openings are accounted for and kept in a secured area for management use only, unless determined otherwise.

Chemical security

Access to janitor's chemical storage areas is restricted to employees not permitted in these areas. Only trained personnel have a key to unlock doors and closets containing chemical supplies. The sanitation department personnel are trained and responsible to use only food safe EPA chemicals for cleaning. Chemicals used are recorded and an MSDS label is attached. Any irregularities outside of normal cleaning schedules will be investigated immediately.

Computer system security

Access is restricted to computer process control systems and critical data systems to those with appropriate clearance; using passwords and firewalls. Past employees cannot access computer systems as their passwords are turned off immediately upon retirement or termination. Traceability of computer transactions has been established. Procedures for backing up critical computer-based data systems in place and reviewed for adequacy.

Air, water, and utilities security

Accesses to air intake points are secured using fences, guards, and video surveillance cameras. Intake points are also inspected routinely for physical damage or tampering.
Contact with City of Cloquet Water Company and Minnesota Energy are maintained should ULF employees be alerted of problems. Portable drinking water is supplied from an approved source.

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Inbound product security

The integrity of all incoming products is controlled by ULF. Manufacturers and brokers certify requirements by the federal and state government agencies are met for food security; including storage facility and transport vehicles for HACCP, manufacturing and labeling of all products provided to ULF. Requests for locked and sealed trailers (and seal numbers) are made to ULF when necessary.

Products being delivered to ULF are verified before being admitted onto the premises. Vendor name, delivery driver identification and expected shipment information are confirmed by the warehouse receiving supervisor. Only then will the security guard give the driver permission to enter the facility grounds.

All full in-bound loads are required to have intact seals; this is verified and recorded by the guard shack. LTL (Less Than Truckload) loads and other shipments are locked and inspected for load integrity; seals are removed by the guard shack as well. Receiving records document the review of matching seal numbers and product integrity. Inspection of incoming packaging, labels, and products is performed for signs of tampering or counterfeiting (inappropriate product identity, labeling, product lot coding or specifications) when deemed necessary.

Outbound product security

ULF assures the requirements stated by the federal and state government agencies are met for food security; HACCP; manufacturing and labeling of all products, to ensure all products are protected from deliberate contamination. All ULF drivers document their inspection of tractors, trailers, and load before leaving ULF. ULF drivers are responsible and held accountable for the control of tractor, trailer, and load upon leaving ULF grounds. Tractors and trailers will be secured while on ULF premises and locked when on the road when they are left unattended.

ULF's outside salesperson frequently visits their customers, making it possible to alert management if any problems with products are detected.

Bio-terrorism Registration

Upper Lakes Foods has registered with the US FDA bioterrorism regulation.

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Trailer Storage Procedure

Filled out by warehouse supervisor

If perishable (frozen/refrigerated) product must be stored inside of a refrigerated trailer on company grounds, the following procedure must be adhered to:

1. The trailer is clean, free of odors and debris.
2. Trailer is pre-cooled to products Specifications (cooler 35®F) (freezer -10®F)
3. Trailer doors are locked with approved Master locks.
4. Trailer temperature must be monitored every 5 hours.
5. Monitor fuel levels.
6. Turn in sheet to supervisor at end of shift and file.

In the event the trailer refer fails to maintain adequate temperature, the product must be pulled off the trailer immediately. It must then be placed in a working trailer or offloaded into proper storage area inside the warehouse.

Trailer storage checklist

Filled out by Truck Jockey or warehouse personal every 5 hours

1. The supervisor will have filled out the check list.
2. Write down temperature on reefer unit every 5 hours.
3. Ensure ALL trailer doors are closed and locked.
4. Monitor fuel levels on trailer.
5. Turn in sheet to supervisor and end of shit.

Corrective actions must be taken and documented for deviations in trailer storage and check list procedures.

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Visitor Security

ULF restricts the number of entrances to a minimum for security purposes. All visitors, including contractors, supplier representatives, delivery drivers, customers, couriers, third-party auditors, regulators, reporters coming to the facility are permitted on the premises only after receiving clearance from the person they are here to see. All visitors receive a visitor's pass from the guard shack. Visitor's passes are identified with a number. The guard shack records all visitor information, including:

- Name
- Arrival time
- Person they are here to see
- Reason for visit
- Pass number
- What they are carrying
- Departure time

Upon receiving the above information, the guard shack will call the person the visitor(s) are here to see and must be given the OK to enter. Visitors are instructed on where to park, enter the building and who will meet them once inside the facility. The time of entry and exit are logged.

Security guards are trained to check incoming and outgoing vehicles for suspicious activity and, if advised by a supervisor, to restrict access or exit to anyone. Guards are also given a daily appointment calendar to confirm entry is expected for those who have a previously made an appointment.

Once visitors are inside the building, access is restricted to food storage areas and locker rooms. All visitors are escorted and accompanied by a ULF employee. Visitor signs are posted at the main entrance and visitors are asked to review ULF's policies.

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Reefer Failure Procedure

Safety & Transportation

ULF has established written procedures for responding to refer failure with refrigerated/frozen products. The Safety and Transportation departments are responsible for refer failure procedure and records. The Safety department will determine if the product is deemed unsafe for attended delivery, ULF guidelines have been created using USDA (United States Department of Agriculture) & NSF HACCP guidelines.

Reefer Failure procedure

- Delivery associate notifies direct supervisor.
- Delivery associate calls Lawrence afterhours number and connect driver with Rihm Leasing
    - Cloquet- 218-451-0576
    - Northfield 507-450-0469
    - Janesville 608-215-2630
- Supervisor emails Sales, Transportation and Safety department
- Lawrence lease will troubleshoot codes with driver
- Lawrence lease will conduct a service call and repair trailer is possible
- If not repairable the driver will do the following
    - Continue to deliver product following reefer failure procedure
    - Drive to nearest DC and Swap out trailer following reefer failure procedure
        - Cloquet, MN
        - Northfield, MN
        - Janesville, WI
- The facility's food safety associate will determine if the product is not safe for delivery, the driver will return to the DC and the food will be disposed in proper trash bins.
    - Cloquet-
    - Northfield-
    - Janesville-
- The facility's safety associate will collect records and turn into Safety Director

Corrective actions must be taken and documented for deviations in refer failure procedures.

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New Vendor Procedures

Letter to manufacturers/brokers

ULF understands the importance of providing a properly manufactured, labeled and safe food supply for our customers. Our goal is to minimize potential health hazards to all end users. An integral part of this process is our product recall procedure, which is immediate and comprehensive.

Brokers and manufacturers must comply with the following criteria to continue business with ULF:

- The manufacturer certifies the requirements by federal and state government agencies have been met for food security; proper manufacturing and labeling of products provided to ULF, including products under ULF label or other labels. Manufacturers must verify good manufacturing practices and HACCP Plans are followed.
- In the event of a product recall, the manufacturer/broker must provide the following information:
  - Product(s) involved.
  - Brand(s) involved.
  - Product shipping dates
  - Purchase order numbers
  - Seriousness of the recall
  - Product disposition
- Call the following in the event of a product recall:
  - Recall coordinator.
    Monday-Friday
    7:00a.m.-5:00p.m.
    1-800-879-1265 ext. 4277
  - If Recall coordinator cannot be reached, please contact:

Main Office:218-879-1265

- After 6:00p.m. call 1-800-879-1265
  Ask for the night supervisor.
- After hours (Friday 5:00p.m. to Sunday 11:00a.m.) call 218-722-3799

ULF requests all manufacturers provide a certificate of insurance with limits of at least $1 million dollars to be kept with our records and updated annually.

Acknowledgement and certification

Manufacturer/broker agrees to the terms and conditions of the requirements listed above

Manufacturer/broker_____

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Version 2
Supersede 1

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By: _____ Date: _____

Please indicate acceptance by signing and returning a copy of this letter to Upper Lakes Foods, along with your certificate of insurance.

New vendor information

Vendor Name_____

Address_____

City_____ State_____ Zip_____

Phone_____ Fax_____

Terms_____

Unipro Approved_____ Kosher Approved_____

Broker Name_____

Minimum for Delivery_____

P/U Allowance_____

Product Type(s): cooler_____ Dry_____ Frozen_____

Paper_____ Supply & Equipment_____

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Temperature monitoring -Transportation

Safety & Transportation

ULF has established written procedures for TCS (Temperature Controlled for Safety) foods during transport. The Safety and Transportation departments are responsible for temperature monitoring procedures and records. ULF guidelines have been created using USDA & NSF HACCP guidelines.

All temperature monitoring records are up to date and readily available from Compliance personnel.

Temperature monitoring procedure- Transportation

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Temperature Monitoring

Route_____ **Date**_____ **Driver**_____

Driver: write down stop # time, freezer temperature and cooler temperature after delivery.

- Follow reefer failure procedures if not maintaining temperature.

Stop	Time AM/PM	Freezer Temp	Cooler Temp

Supervisor Signature _____ **Date**_____

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Attention all Visitors!

For your protection and that of all ULF employees, we ask you to pay attention to the signs posted for restricted areas around our facility. You MUST be accompanied by a ULF employee, unless authorized otherwise. We request you use good sanitation practices and adhere to instructions given to you.

Thank you for your cooperation and enjoy your visit

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Mérieux NutriSciences

Better Food.
Better Health.
Better World.

Certificate of Completion

Upper Lakes Foods: Cloquet, MN
801 Industry Ave.
Cloquet, MN 55720

Completed a

Distribution Center Food Safety Audit

Date of Audit: June 10, 2025
Valid through: July 10, 2026

With a score of

99.26%

Audit Order No. AO-46142

Issuing Officer

Martin R. Fawcett

Director of Audit Services

Mérieux NutriSciences

Mérieux NutriSciences

Better Food.
Better Health.
Better World.

Certificate of Completion

Upper Lakes Foods, Inc: Northfield, MN
1720 Cannon Rd.
Northfield, MN 55057

Completed a

Distribution Center Food Safety Audit

Date of Audit: June 11, 2025
Valid through: July 11, 2026

With a score of

99.81%

Audit Order No. AO-46141

Issuing Officer

Martin R. Farnell

Director of Audit Services

Mérieux NutriSciences
[illegible]

TO: Shakopee School Board
FROM: David Draskovich, Director of Finance & Operations
DATE: June 10, 2026
RE: Primary Foods Vendor Recommendation

Our current Primary Food Vendor contract expires at the end of this fiscal year. Administration conducted a sealed advertised bid process to secure a new primary food distribution contract for Nutrition Services. Below is a summary of the process and recommendation for the District's primary food vendor beginning July 1, 2026.

Process

Shakopee Public Schools published and advertised a request for bids in May 2026 for primary food distribution services. The District received responses from three qualified vendors and evaluated each proposal based on pricing, service capabilities, food safety standards, ordering systems, delivery performance, reporting capabilities, and value-added services.

Bids Received

Upper Lakes Foods, IFD Foods, and Sysco all provided bids to be awarded the primary food vendor agreement for Shakopee Schools.

Food Distributions Program Model Overview

All three vendors proposed a cost-plus-fixed-fee pricing model and demonstrated the ability to meet District requirements for:

- Climate-controlled warehousing and transportation
- Online ordering platforms with core list management
- Product recall notification procedures
- Food safety and HACCP compliance programs
- Comprehensive reporting and inventory management tools
- School nutrition support and value-added services

Cost Analysis

Vendor	2026-27 (Base Year) Estimated Spend
Upper Lakes Foods	**$1,450,386.13**
IFD Foods	**$1,457,093.56**
Sysco	**$1,454,330.03**

Summary

- After careful review of all proposals, the recommendation for the award the primary food vendor contract to Upper Lakes Foods commencing July 1, 2026.

- Authorize Administration to finalize contract terms consistent with the bid specifications.

Recommendation

After reviewing pricing, operational capabilities, food safety programs, customer service offerings, reporting functionality, and value-added services, Administration recommends awarding the contract to Upper Lakes Foods.

SWMetro Intermediate District #288
2026 Pay 2027 for 2028
(For Fiscal School Year 2028)

Pay 27 Levy Amounts

District	School #	Usage	LTFM Levy	Lease Levy	Safe Schools Levy	Total
Norwood Young America	108	3.50%	$ 7,079.44	$ 15,974.59	$ 7,861.96	$ 30,915.99
Waconia	110	6.89%	$ 13,915.38	$ 31,399.75	$ 15,453.50	$ 60,768.64
Watertown-Mayer	111	3.86%	$ 7,805.89	$ 17,613.82	$ 8,668.71	$ 34,088.42
Eastern Carver County	112	16.62%	$ 33,591.48	$ 75,798.41	$ 37,304.47	$ 146,694.36
Burnsville (associate)	191	1.74%	$ 3,517.09	$ 7,936.24	$ 3,905.85	$ 15,359.19
Bloomington (associate)	271	4.16%	$ 8,407.85	$ 18,972.13	$ 9,337.21	$ 36,717.19
Belle Plaine	716	3.42%	$ 6,909.67	$ 15,591.50	$ 7,673.42	$ 30,174.59
Jordan	717	5.14%	$ 10,387.07	$ 23,438.18	$ 11,535.19	$ 45,360.43
Prior Lake-Savage	719	7.74%	$ 15,632.61	$ 35,274.64	$ 17,360.55	$ 68,267.80
Shakopee	720	23.74%	$ 47,977.11	$ 108,259.25	$ 53,280.20	$ 209,516.56
New Prague	721	4.73%	$ 9,563.56	$ 21,579.97	$ 10,620.66	$ 41,764.19
Buffalo-Hanover-Montrose	877	9.70%	$ 19,598.04	$ 44,222.54	$ 21,764.29	$ 85,584.87
Tri City United	2905	8.75%	$ 17,679.79	$ 39,894.04	$ 19,634.00	$ 77,207.83
Total		***100.00%***	***$ 202,065.00***	***$ 455,955.05***	***$ 224,400.00***	***$ 882,420.05***
			$ *202,065.00*	$ *455,955.05*	$ *224,400.00*	$ *882,420.05*
Pay 26 Amounts			***$ 177,065.00***	***$ 464,054.40***	***$ 224,400.00***	***$ 865,519.40***

Usage Calculation

SWMetro Usage	School #	FY26 SpEd Gen Ed Cost	FY26 CTE Tuition	Total	Usage %
Norwood Young America	108	$ 233,324.01	$ 3,920.00	$ 237,244.01	3.504%
Waconia	110	$ 385,548.12	$ 80,780.00	$ 466,328.12	6.887%
Watertown-Mayer	111	$ 261,588.67	$ -	$ 261,588.67	3.863%
Eastern Carver County	112	$ 897,489.93	$ 228,217.50	$ 1,125,707.43	16.624%
Burnsville (associate)	191	$ 117,863.81	$ -	$ 117,863.81	1.741%
Bloomington (associate)	271	$ 278,348.93	$ 3,412.50	$ 281,761.43	4.161%
Belle Plaine	716	$ 186,457.13	$ 45,097.50	$ 231,554.63	3.420%
Jordan	717	$ 259,835.67	$ 88,252.50	$ 348,088.17	5.140%
Prior Lake-Savage	719	$ 518,835.41	$ 5,040.00	$ 523,875.41	7.736%
Shakopee	720	$ 1,325,011.70	$ 282,782.50	$ 1,607,794.20	23.743%
New Prague	721	$ 302,588.76	$ 17,902.50	$ 320,491.26	4.733%
Buffalo-Hanover-Montrose	877	$ 656,763.62	$ -	$ 656,763.62	9.699%
Tri City United	2905	$ 592,479.70	$ -	$ 592,479.70	8.750%
Total		***$ 6,016,135.46***	***$ 755,405.00***	***$ 6,771,540.46***	***100.00%***

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:	Southwest Metro Intermediate District	Date:	5.11.2026
District Number:	0288-06	Email:	nschmidt@swmetro288.org
District Contact Name:	Nichole Schmidt		
Contact Phone #	952.567.8103		

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	$37,208	$0	$0	$0	$0	$0	$0	$5,000	$5,000	$5,000	$5,000
349	Other Hazardous Materials	$125	$0	$0	$0	$0	$0	$0	$5,000	$5,000	$5,000	$5,000
352	Environmental Health and Safety Management	$8,951	$5,000	$5,000	$6,000	$8,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000
358	Asbestos Removal and Encapsulation	$0	$5,000	$5,000	$2,500	$8,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000
363	Fire Safety	$23,568	$10,000	$5,000	$2,500	$8,000	$10,000	$10,000	$10,000	$25,000	$25,000	$30,000
366	Indoor Air Quality	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Health and Safety Capital Projects - Category (1)	$69,852	$20,000	$15,000	$11,000	$24,000	$30,000	$30,000	$40,000	$55,000	$55,000	$60,000
Health and Safety - Projects Costing $100,000 or more per Project/Site/Year - Additional Revenue												
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 - Category (2)	$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 3(a)	$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 3(b)	$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	$0	$15,000	$10,000	$10,000	$10,000	$10,000	$5,000	$25,000	$25,000	$40,000	$40,000
369	Building Hardware and Equipment	$0	$5,000	$5,000	$10,000	$15,000	$10,000	$5,000	$25,000	$25,000	$50,000	$50,000
370	Electrical	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
379	Interior Surfaces	$8,668	$10,000	$10,000	$6,000	$10,000	$15,000	$5,000	$5,000	$5,000	$10,000	$10,000
380	Mechanical Systems	$101,009	$5,000	$5,000	$5,000	$5,000	$15,000	$5,000	$5,000	$49,000	$20,000	$50,000
381	Plumbing	$6,873	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
382	Professional Services and Salary	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
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)	$4,740	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
384	Site Projects	$35,253	$90,000	$45,000	$50,000	$40,000	$80,000	$30,000	$90,000	$90,000	$35,000	$50,000
	Total Deferred Capital Expenditures and Maintenance Projects - Category (5)	$156,543	$125,000	$75,000	$81,000	$80,000	$130,000	$50,000	$150,000	$194,000	$155,000	$200,000
Deferred Capital Expenditures for Roofing Projects - Additional Revenue for $100,000 or more project/site/year												
Finance Code	**Category (6)**			EFFECTIVE FY 2027								
383	Roofing Systems -pending 2025 Legislation and if passed effective FY 2027	$0	$110,000	$100,000	$100,000	$100,000	$125,000	$200,000	$100,000	$100,000	$200,000	$150,000
	Total Deferred Capital Expense and Maintenance - Category (6)	$0	$110,000	$100,000	$100,000	$100,000	$125,000	$200,000	$100,000	$100,000	$200,000	$150,000
	Total Annual 10-Year Plan Expenditures	$226,395	$255,000	$190,000	$192,000	$204,000	$285,000	$280,000	$290,000	$349,000	$410,000	$410,000
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	$220,796	$121,466	$18,531	$5,596	$15,661	$38,726	$5,791	$2,856	$14,921	$17,986	$10,051
	LTFM Fiscal Year Revenue - Levy	$127,065	$152,065	$177,065	$202,065	$227,065	$252,065	$277,065	$302,065	$352,065	$402,065	$402,065
	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*	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM 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	$226,395	$255,000	$190,000	$192,000	$204,000	$285,000	$280,000	$290,000	$349,000	$410,000	$410,000
	Ending Fiscal Year Fund Balance 01-467-XX	$121,466	$18,531	$5,596	$15,661	$38,726	$5,791	$2,856	$14,921	$17,986	$10,051	$2,116
	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
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM 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

TUITION AGREEMENT

This Tuition Agreement ("Agreement") is entered into by and between Independent School District No. 720, Shakopee Public Schools ("Shakopee"), and Independent School District No. 272, Eden Prairie Schools ("Eden Prairie").

WHEREAS, Eden Prairie currently operates an online school ("EP Online"); and

WHEREAS, Shakopee has an interest in providing online learning opportunities for students who reside in Shakopee; and

WHEREAS, Minnesota Statutes section 124D.094, subdivision 2, states that districts "may establish agreements to provide digital instruction, including blended instruction and online instruction, to students enrolled in the cooperating schools"; and

WHEREAS, Minnesota Statutes section 123B.88, subdivision 4, and Minnesota Statutes section 123A.488, subdivisions 2 and 3, authorize school districts to enter into tuition agreements; and

WHEREAS, Shakopee and Eden Prairie are entering into this Agreement as cooperating school districts to establish the terms and conditions under which Eden Prairie will provide online instruction to Shakopee students who take supplemental online courses through EP Online during the 2025-2026 school year.

NOW, THEREFORE, IN CONSIDERATION OF the promises contained in this Agreement and other valuable consideration, the sufficiency of which is acknowledged, the Shakopee and Eden Prairie agree as follows:

1. **Term and Termination.** This Agreement will take effect on July 1, 2026; and will expire on June 30, 2028. This Agreement will not automatically renew. In the event of a material breach of this Agreement by one party and that party's failure to cure the breach with thirty (30) days of receipt of written notice of the breach, the other party may terminate this Agreement immediately by providing written notice of termination. If this Agreement is terminated during its term or pursuant to Section 6 (Reopener), Eden Prairie reserves the right to seek the per pupil state aid for Shakopee students attending EP Online as the enrolling district.

2. **Definitions.** The following terms will have the following meanings:

    a. "Eden Prairie student" means a student who is a resident of the Eden Prairie School District.

    b. "Shakopee student" means a student who is a resident of the Shakopee School District and takes supplemental online courses through EP Online.

    c. "Enrolling district" means the Shakopee School District for all purposes, regardless of the number of credits that a Shakopee student takes through EP Online.

    d. "Supplemental online course" means an online course that a Shakopee student takes through EP Online in place of an in-person course provided by

Shakopee. A Shakopee student will receive one credit for each supplemental online course. the student completes through EP Online.

3. **Scope and Coverage.** This Agreement applies to Shakopee students in kindergarten through grade twelve who take supplemental online courses through EP Online.

4. **Waiver of Fifty Percent Course Limit.** By entering into this Agreement, Shakopee waives the fifty percent course enrollment limit established in Minnesota Statutes section 124D.094, subdivision 3(b)(2).

5. **Billing.** Shakopee students may take up to four supplemental online courses per quarter through EP Online and, thus, receive up to four credits per quarter through EP Online. Shakopee students may take up to sixteen supplemental online courses per year through EP Online and, thus, may receive up to sixteen credits per year through EP online. Shakopee will pay Eden Prairie five hundred and sixty dollars and zero cents ($560.00) for each credit that a Shakopee student takes through EP Online. Eden Prairie will bill Shakopee at the end of each semester, and payment is due to Eden Prairie within 35 days of the date of the invoice. If a student withdraws from a course within the first fifteen (15) instructional days of a quarter no tuition shall be charged for that course.

6. **Reopener.** If the Minnesota Department of Education ("MDE") asserts that Shakopee is not entitled to receive the full amount of pupil aid for Shakopee students who take supplemental online courses through EP Online or there are any other legal or practical impediments to this Agreement, the parties agree to reopen this Agreement in order to negotiate their respective financial obligations or other necessary terms. If the parties are unable to reach agreement within 14 days, either party may terminate this Agreement by providing written notice to the other party at least (30) calendar days before the effective date of termination.

7. **Eden Prairie's Duties.** When a Shakopee student enrolls in EP Online to take supplemental online courses, Eden Prairie must comply with the requirements that are stated in this Agreement.

a. **State standards.** Eden Prairie must provide an online education program that meets all applicable state standards for online learning and graduation. Eden Prairie is solely responsible for ensuring that the online curriculum meets state standards.

b. **Equal programming.** Eden Prairie must provide Shakopee students who enroll at EP Online with access to the same online learning opportunities that Eden Prairie provides to Eden Prairie students.

c. **Appropriately licensed staff.** Eden Prairie must use appropriately licensed online teachers to deliver online instruction through EP Online.

d. **Online course syllabus.** Upon request, Eden Prairie must provide a Shakopee with a course syllabus that enable Shakopee to determine whether the academic standards in the online course meet or exceed the academic standards in the course it would replace at Shakopee,

e. **Attendance and progress.** Eden Prairie must track student attendance and monitor academic progress and communicate with the student, the student's guardian if they are age 17 or younger, and Shakopee's designated online learning liaison. Eden Prairie must send attendance reports to Shakopee.

f. **Grades and transcripts.** Edén Prairie must issue grade reports-and transcripts for Shakopee students who enroll in EP Online to take supplemental online courses. Eden Prairie must send the grade reports and transcripts to. Shakopee.

g. **Mandatory testing.** Eden Prairie must coordinate and administer all mandatory state-wide and district-wide testing to Shakopee students who take supplemental online courses for more than fifty percent of their scheduled course load.

h. **Equal access.** Eden Prairie must provide instruction that is accessible to students with disabilities under Sections 504 and 508 of the Rehabilitation Act and Title IT of the Americans with Disabilities Act.

8. **Shakopee Duties.** Shakopee has the following responsibilities under this Agreement:

a. **Online learning liaison.** Shakopee will appoint an online learning liaison who: (1) provides information to Shakopee students and families about supplemental online courses offered through EP Online; (2) provides academic support information to EP Online, including IEPs, EL support plans, and Section 504 plans; (3) monitors attendance and academic progress reports that are sent by Eden Prairie; (4) communicates with EP Online; and (5) communicates with Shakopee students attending EP Online and with the parents of students are under the age of eighteen.

b. **Reduction in course schedule.** When a Shakopee student enrolls in EP Online to take supplemental online courses, Shakopee may reduce the student's course schedule in proportion to the number of supplemental courses the student takes at EP Online.

c. **Academic credit.** Shakopee will grant academic credit to Shakopee students for supplemental online courses that are completed through EP Online, provided. that the academic standards in the online course meet or exceed the academic standards in the course it replaces at Shakopee.

d. **Support services.** Shakopee must continue to provide the same support services to Shakopee students taking supplemental online courses through EP Online that Shakopee would provide to any other enrolled student, including

support for English learners, case management of an IEP, and meal and nutrition services for eligible students.

e. **Graduation planning.** Shakopee will provide graduation planning support, including assistance with reviewing transcripts and credits, tracking progress toward graduation, and selecting courses to help Shakopee students meet Shakopee's graduation requirements. Shakopee will apply the same graduation requirements to all students, including students taking supplemental online courses through EP Online.

f. **Postsecondary guidance.** Shakopee will provide Shakopee students with postsecondary and career guidance, such as college application support, general assistance in applying for financial aid, and-access to Shakopee's college and career planning resources.

g. **Extracurricular activities.** As the enrolling district, Shakopee will provide Shakopee students access to extracurricular activities for students taking supplemental online courses on the same basis as any other enrolled student.

h. **Discipline.** Shakopee students who take supplemental online courses through EP Online are subject to Shakopee's policies and procedures related to student conduct and discipline. Eden Prairie will investigate allegations of misconduct that occur in the EP Online learning environment and will notify Shakopee of the outcome. To the extent permitted by law and Shakopee's policies, Shakopee may prohibit Shakopee students from taking supplemental online courses through EP Online if they engage in misconduct in the EP Online learning environment. Also, Eden Prairie may exclude students from EP Online, in which case Shakopee, as the enrolling district, will have the responsibilities and authority under the Compulsory Instruction Law and the Pupil Fair Dismissal Act.

i. **Senior year activities.** Shakopee will provide graduating Shakopee students with equal access to senior year activities.

j. **Shakopee diploma.** Shakopee will issue a Shakopee diploma to Shakopee students who enroll in EP Online to take supplemental online courses and meet the requirements for a diploma. Shakopee will allow such students to participate in Shakopee's graduation ceremony on the same basis as other Shakopee students. Shakopee retains full responsibility for verifying that students meet all graduation requirements.

k. **Promotional Efforts.** Shakopee agrees to actively promote and market EP Online in collaboration with Eden Prairie Schools. During the term of this Agreement, Shakopee agrees to support promotional efforts, such as: public testimonials, case studies, social media mentions, active lead generation through facilitating introductions with other school districts, serving as a positive program reference, and other efforts as reasonably requested.

9. **Special Education Services.** The delivery of specialized instruction and related services is at the core of the special education experience. Special education teachers and related service providers use data to differentiate instruction based on the student's unique need. Differentiation of curriculum as outlined in an IEP for students with disabilities is necessary. When a Shakopee student has an IEP, the IEP team is responsible for determining the student's placement. If the parent of a Shakopee student with an IEP requests that the student be placed at EP Online; the student's IEP team will meet to determine whether an online placement at EP Online would be appropriate and the least restrictive environment ("LRE") for the student, If the [EP team determines that an online placement at EP Online is appropriate and the LRE, Shakopee and Eden Prairie will collaborate to provide special education and related services to the student through EP Online in compliance with the student's IEP. Shakopee will bear any excess costs associated with providing special education services through EP Online.

10. **Data Sharing.** Shakopee and Eden Prairie agree that in order to implement this Agreement they must be able to access and share educational data on Shakopee students who enroll at EP Online to take supplemental online courses on a full-time basis. Eden Prairie, and specifically EP Online, will be performing an institutional function for which the District would otherwise use its own employees. As a result, the teachers and administrators who operate EP Online are considered to be "school officials" as that term is used in FERPA's implementing regulations at 34 C.F.R. § 99.31(a)(1). Shakopee and Eden Prairie also agree that school officials in both districts have a legitimate educational interest in accessing and exchanging educational data on Shakopee students who enroll 'at EP Online to take supplemental online courses. The parties recognize that educational data are classified as "private" under the Minnesota Government Data Practices Act ("MGDPA"™), Minnesota Statutes section 13.32, and education records are classified as "confidential" under the Family 'Educational Rights Privacy Act ("FERPA"), 20 U.S.C. § 1232g. Shakopee and Eden Prairie agree to safeguard all educational data and education records in compliance with the MGDPA and FERPA. Additionally, Eden Prairie agrees that the application for enrollment at EP Online will require the parent or guardian, or student if 18 or older, to provide written consent for Shakopee and Eden Prairie to share educational data on the student.

11. **Notice of Complaints.** If a Shakopee student, or the parent or guardian of a Shakopee, makes a complaint about the services the student is receiving through EP Online, the school district that receives the complaint will notify the other school district about the complaint. Shakopee and Eden Prairie will then collaborate to determine which district's policies apply and the response, if any, that is required under the circumstances.

12. **Relationship of the Parties.** Nothing in this Agreement may be construed to create a partnership or joint venture between the parties. The parties have no authority or power to take any action that could legally bind the other party, except as explicitly stated in this Agreement.

13. **Employment Status.** The parties recognize that Eden Prairie maintains full control over all Eden Prairie employees, agents, and representatives, and those

individuals have no contractual relationship with Shakopee and must not be considered to be employees, agents, or representatives of Shakopee for any reason, including, but not limited to, supervision and evaluation, labor disputes or grievances, employment disputes, earned sick and safe time, payroll taxes and deductions, or maintenance of required insurance; including, but not limited to, workers' compensation insurance, unemployment insurance, medical insurance, and liability insurance. Likewise, Shakopee maintains full control over all Shakopee employees, agents, and representatives, and those individuals have no contractual relationship with Eden Prairie and must not be considered to be employees, agents, or representatives of Eden Prairie for any reason, including, but not limited to, supervision and evaluation, labor disputes or grievances, employment disputes, earned sick and safe time, payroll taxes and deductions, or maintenance of required insurance, including, but not limited to, workers' compensation insurance, unemployment insurance, medical insurance, and liability insurance.

14. **Liability for Own Acts and Omissions.** Each party is responsible for the acts and omissions of its own officers, agents, and employees while they are acting within the scope of their employment.

15. **Notices.** Any notice or demand under this Agreement must be sent by email, U.S. Mail, or personal delivery to the other party at the address listed below. Notice that is sent by U.S. Mail is effective upon mailing, as evidenced by the official U.S. Post Mark. Notice that is sent by email or personal delivery is effective upon receipt.

To Shakopee
Mike Redmond, Ed.D.
Superintendent
School District No. 720
Shakopee Public Schools
1200 Shakopee Town Square
Shakopee, MN 55379
E: mredmond@shakopee.k12.mn.us

To Eden Prairie
Dr. Josh Swanson, Ed.D.
Superintendent
Independent School District No. 272
Eden Prairie Schools
8100 School Road
Eden Prairie, MN 55344
E: JSwanson@edenpr.org

16. **Equal Employment Opportunity.** Shakopee and Eden Prairie each agree to provide equal opportunities to all employees and applicants for employment in accordance with all applicable federal, state, and local laws. No person may be excluded

from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program, service, or activity on the grounds of race, ‘color, religion, age, sex, disability, marital status, sexual orientation, HIV status, public assistance status, creed, or national origin.

17. **Choice of Law and Forum.** This Agreement is governed by the laws of the State of Minnesota. Any legal proceedings arising out of this Agreement, including any alleged breach of this Agreement, must be brought in Minnesota state or federal court.

18. **Severability.** If any provision of this Agreement is held unenforceable by a court of law, the remaining provisions of the Agreement will remain in full force and effect unless the remaining provisions would not serve the original purpose of the Agreement, as determined by Shakopee or Eden Prairie.

19. **Equal Drafting and Copies.** In the event either party asserts that a provision of this Agreement is ambiguous, this Agreement must be construed to have been drafted equally by the parties. A signed copy of this Agreement will have the same legal effect as the original.

20. **Entire Agreement.** This Agreement reflects the entire agreement between Shakopee and Eden Prairie regarding online instruction for Shakopee students. This Agreement supersedes any and all prior statements and agreements between Eden Prairie and Shakopee regarding online services for Shakopee students. No modification or waiver of any provision of this Agreement will be valid unless both parties agree to the change in writing as evidenced by a signed addendum to this Agreement.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the dates recorded by their signatures.

Independent School District No. 720

_____

School Board Chair

Date: _____

_____

School Board Clerk

Date: _____

Docusign Envelope ID: BEEE4604-204A-835A-8239-6253FAABC2C7

2026-2027 RESOLUTION FOR MEMBERSHIP IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE
Membership Renewal Form

This form must be completed once for each school in the district.

Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2026. Retain one copy for the school files.

RESOLVED, that the Governing Board or Entity of Shakopee High School (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives
At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives
At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee
Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

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Shakopee High School

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Chad Johnson

(Designated School Board Member – please print)

Matt Hanson

(Designated School Representative – please print)

Email Address

Email Address

208.02 ACTIVITY REPRESENTATIVES

Matt Hanson

(Boys Sports – please print)

Matt Hanson

(Girls Sports – please print)

Andy Brown

(Speech – please print)

Andy Brown

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Caroline Valdez

(Board Member—please print)

Clara Stauff

(Student—please print)

Chad Johnson

(Parent—please print)

Andy Brown

(Faculty Member—please print)

Matt Hanson

(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

To Be Completed Electronically:

Print Name: _____
(Clerk/Secretary - Local Governing Board)

Print Name: _____
(Superintendent or Head of School)

Signed: _____
(Clerk/Secretary - Local Governing Board)

Signed: _____
(Superintendent or Head of School)

Date: _____

Date: _____

NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 720
SHAKOPEE PUBLIC SCHOOLS
STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 720 shall begin on July 14, 2026 and shall close at 5:00 o'clock p.m. on July 28, 2026.

The general election shall be held on Tuesday, November 3, 2026. At that election, four (4) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district clerk, Shakopee Public Schools District Office, 1200 Shakopee Town Square, Shakopee, MN 55379. The filing fee for this office is $2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on July 28, 2026.

Dated: BY ORDER OF THE SCHOOL BOARD

School District Clerk

RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No.720, State of Minnesota as follows:

(a) 1. It is necessary for the school district to hold its general election for the purpose of electing four (4) school board members for terms of four (4) years each.

(b) The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 3rd day of November, 2026.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the posted at the administrative offices of the School District, for public inspection, at least ten (10) days before the date of the general election; and published as an official notice of the School District on the school district website and the Minnesota Newspaper Association website for at least two consecutive weeks, with the last published date being at least one week before the date of the general election

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on Election Day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

[The remainder of this page is intentionally left blank]

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

Issuer: Independent School District No. 720 (Shakopee Public Schools), Minnesota Governing Body: School Board Kind, date, time and place of meeting: A regular meeting held on June 22, 2026 at 6:00 p.m. in the District Office Board Room - 1200 Shakopee Town Square, Shakopee, Minnesota, 55372.

Members present:

Members absent:

Documents attached: Minutes of said meeting (including): RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION THEREON I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on June 22, 2026.

_____ School District Clerk