



AGENDA
REGULAR MEETING
ROYALTON BOARD OF EDUCATION
ECC RM PK 15
120 SOUTH HAWTHORN STREET
ROYALTON, MN 56373
JANUARY 24, 2022
6:00 PM

1. **Call to Order**
2. **Pledge to Flag**
3. **Roll Call**
4. **Board Chair Comment**
5. **Approval of Agenda**
6. **Appreciation, Recognition and Presentations** **3**
7. **Recognition of Citizens for Input Purposes**
8. **Reports/News**
 - a. Board Committee Report
 - b. Superintendent Report
 - c. Business Manager Report 4
 - d. Principal Report 18
 - e. Athletic Director 20
9. **Consent Agenda Approval**

***The Board is consenting to approve items listed below as presented, at one time. At any point a Director can pull an item off the consent agenda for further discussion.**

 - a. Approval of Regular Board Meeting Minutes 24
Regular Board Meeting Minutes 12.20.21
 - b. Approval of Special Board Meeting Minutes 32
Special Board Meeting Minutes 01.10.22
 - c. Approval of Organizational Board Meeting Minutes 34
Organizational Meeting Minutes 01.10.22
 - d. Claims, Accounts and Financial 40
Approve accounts payable and receivables, and employee reimbursements as attached and approve all other financial reports as presented.
 - e. Approval of New Hires 46
The Royalton School Board will approve the following hires based upon the findings of each individual's background check, licensure status, and discipline report from the MN Department of Education.
 - f. Approval of FMLA Leaves
10. **Discussion/Information/Action Items**
 - a. Approval of Donations by Resolution 47

b. \$1000 Grant from Central MN Library Exchange	49
c. School Closing Makeup Day	50
d. Strategic Planning Proposal from MSBA	56
e. Policy Reading	
1. First Policy Reading	66
412 - Expense Reimbursement	
2. Approval of Second Policy Reading (final reading due to minor changes)	72
414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse	
414 - Maltreatment Reporting Form	
415 - Mandated Reporting of Maltreatment of Vulnerable Adults	
506 - Student Discipline	
514 - Bullying Prohibition Policy	
3. Approval of Third Policy Reading	117
524 - Internet Acceptable Use and Safety Policy	
f. Pay Equity Report	
11. Upcoming Meeting Schedule	
1. Tuesday, February 8th, 12:00 PM Finance Meeting	
2. Wednesday, February 9th, 9:00 AM Policy Meeting	
3. Monday, February 28th, 6:00 PM Regular Board Meeting	
12. Motion for a Closed meeting for negotiation strategies as permitted by MN Statute Section 13D.03.	

13. Adjournment

Recognition 01.24.22

Congratulations to Kathy Brenny who was one of eight winners of the "Share The Joy" program sponsored by Spirit 92.9 radio. As a result, \$500 was donated to the Jerry Isder family.

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

ROYALTON | December 31, 2021

REVENUE CATEGORIES						December 31, 2021	December 31, 2020	December 31, 2019				
	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	Current YTD vs. PYTD	December 31, 2020	December 31, 2019
STATE	8,931,669	8,485,614	8,494,665	8,880,602	3,503,965	4,990,700	41.25%	36.46%	35.82%	410,000	3,093,964	3,198,929
FEDERAL	139,409	562,863	564,138	601,126	229,289	334,849	40.64%	56.00%	24.65%	(85,925)	315,214	34,361
PROPERTY TAXES	572,195	707,849	676,668	472,226	1,643	675,025	0.24%	0.55%	88.58%	(2,267)	3,911	506,872
LOCAL SALES, INS RECOVERY & JUDGEMENTS	75,449	16,885	0	23,669	23,669	(23,669)	0.00%	70.67%	70.52%	11,736	11,933	53,203
SALE OF BONDS & LOANS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INCOMING TRANSFERS FROM OTH FUNDS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
LOCAL (FEES, INTEREST, ETC.)	308,411	193,806	156,848	291,871	218,827	(61,979)	139.52%	51.01%	61.97%	119,975	98,852	191,112
TOTALS	10,027,132	9,967,018	9,892,319	10,269,495	3,977,393	5,914,926	40.21%	35.36%	39.74%	453,519	3,523,874	3,984,477

EXPENDITURES (OBJECT SERIES)						December 31, 2021	December 31, 2020	December 31, 2019				
	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	December 31, 2020	December 31, 2019
SALARIES & WAGES	5,653,547	5,756,121	6,131,782	6,084,297	2,206,335	3,925,447	35.98%	36.21%	36.81%	122,161	2,084,174	2,081,292
EMPLOYEE BENEFITS	1,516,481	1,609,710	1,723,999	1,765,767	670,402	1,053,597	38.89%	35.93%	36.09%	92,018	578,383	547,295
PURCHASED SERVICES	1,161,915	1,135,091	1,162,407	1,423,836	660,749	501,658	56.84%	36.86%	38.73%	242,371	418,378	450,030
SUPPLIES	536,284	476,459	572,436	672,805	378,111	194,325	66.05%	43.62%	52.53%	170,282	207,829	281,719
EQUIPMENT	246,957	449,049	385,860	315,248	306,976	78,884	79.56%	94.17%	94.48%	(115,894)	422,870	233,315
DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OTHER EXPENDITURES	67,869	76,507	87,133	84,010	28,604	58,529	32.83%	39.55%	33.78%	(1,656)	30,260	22,928
OTHER FINANCING USES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTALS	9,183,053	9,502,937	10,063,617	10,345,962	4,251,177	5,812,440	42.24%	39.38%	39.38%	509,283	3,741,895	3,616,579

EXPENDITURES (PROGRAM SERIES)						December 31, 2021	December 31, 2020	December 31, 2019				
	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	December 31, 2020	December 31, 2019
SITE ADMINISTRATION	356,308	361,675	339,825	368,448	174,481	165,344	51.34%	43.75%	43.83%	16,251	158,230	156,175
DISTRICT ADMINISTRATION	197,705	232,642	246,441	271,849	137,260	109,181	55.70%	43.36%	49.02%	36,382	100,879	96,923
SUPPORT SERVICES	333,936	347,394	356,241	400,111	215,997	140,244	60.63%	46.38%	53.93%	54,880	161,117	180,089
REGULAR INSTRUCTION	4,094,925	4,252,393	4,442,781	4,496,776	1,685,708	2,757,073	37.94%	34.90%	33.39%	201,638	1,484,070	1,367,483
EXTRA-CURRICULAR ACTIVITES	526,246	422,966	452,946	513,090	237,228	215,718	52.37%	31.28%	43.69%	104,925	132,303	229,904
VOCATIONAL INSTRUCTION	76,779	86,044	137,808	155,350	65,830	71,978	47.77%	26.50%	36.46%	43,030	22,801	27,994
SPECIAL EDUCATION	1,180,162	1,284,881	1,373,977	1,335,164	373,629	1,000,348	27.19%	27.19%	27.05%	24,218	349,411	319,180
COMMUNITY SERVICES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INSTRUCTIONAL SUPPORT	362,497	434,199	370,870	377,896	180,305	190,565	48.62%	57.84%	67.84%	(70,834)	251,139	245,902
PUPIL SUPPORT SERVICES	881,217	669,017	899,951	823,018	405,943	494,008	45.11%	35.74%	46.41%	166,848	239,095	408,941
FACILITIES	1,087,884	1,330,337	1,253,406	1,424,112	673,704	579,702	53.75%	53.29%	43.44%	(35,267)	708,971	472,588
OTHER FINANCING USES	85,392	81,389	189,371	180,148	101,092	88,279	53.38%	164.49%	130.45%	(32,788)	133,880	111,399
TOTALS	9,183,053	9,502,937	10,063,617	10,345,962	4,251,177	5,812,440	42.24%	39.38%	39.38%	509,283	3,741,895	3,616,579

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

ROYALTON | December 31, 2021

ACTIVITY - OTHER FUNDS						December	December	December				
	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	Received YTD	31, 2021	31, 2020	31, 2019	Current YTD vs. PYTD	December 31, 2020	December 31, 2019	
REVENUE	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	Current YTD vs. PYTD	December 31, 2020	December 31, 2019
FOOD SERVICE	498,300	428,281	508,499	568,308	179,693	328,806	35.34%	38.62%	42.17%	14,297	165,396	210,155
COMMUNITY EDUCATION	320,351	273,184	359,105	390,277	211,507	147,598	58.90%	32.89%	64.03%	121,658	89,848	205,109
CONSTRUCTION	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
DEBT SERVICE	2,041,405	2,023,346	2,086,502	1,727,927	685,905	1,400,597	32.87%	36.45%	95.54%	(51,609)	737,514	1,950,351
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
CUSTODIAL	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INTERNAL SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTALS	2,860,055	2,724,812	2,954,106	2,686,512	1,077,105	1,877,001	36.46%	36.43%	82.71%	84,346	992,758	2,365,614

EXPENDITURES						December	December	December				
	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	Expended YTD	31, 2021	31, 2020	31, 2019	Current YTD vs. PYTD	December 31, 2020	December 31, 2019	
EXPENDITURES	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	December 31, 2020	December 31, 2019
FOOD SERVICE	517,294	416,624	493,202	511,319	216,982	276,220	43.99%	32.60%	46.15%	81,175	135,807	238,706
COMMUNITY EDUCATION	258,329	229,675	303,053	264,044	135,359	167,694	44.67%	39.58%	51.32%	44,444	90,916	132,575
CONSTRUCTION	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
DEBT SERVICE	2,019,433	2,023,983	2,023,983	2,139,460	570,401	1,453,582	28.18%	22.58%	23.90%	113,423	456,979	482,704
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
CUSTODIAL	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INTERNAL SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTALS	2,795,056	2,670,281	2,820,238	2,914,823	922,742	1,897,496	32.72%	25.60%	30.55%	239,041	683,701	853,985

SUMMARY - ALL FUNDS						December	December	December				
	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	YTD	31, 2021	31, 2020	31, 2019	Current YTD vs. PYTD	December 31, 2020	December 31, 2019	
SUMMARY	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	December 31, 2020	December 31, 2019
REVENUE	12,887,187	12,691,829	12,846,425	12,956,007	5,054,498	7,791,927	39.35%	35.59%	49.27%	537,866	4,516,632	6,350,091
EXPENDITURES	11,978,109	12,173,218	12,883,855	13,260,785	5,173,920	7,709,936	40.16%	36.36%	37.32%	748,324	4,425,596	4,470,564
SPENDING VARIANCE	909,078	518,611	(37,430)	(304,779)	(119,422)	N/A	N/A	N/A	N/A	(210,458)	91,036	1,879,528

GENERAL FUND - REVENUE SUMMARY

ROYALTON | December 31, 2021

DESCRIPTION	June 30, 2020	June 30, 2021	Current Budget	Projected End Of Year	Revenue YTD	Budget Remaining	December	December	December	Current YTD vs. Prior YTD	December 31, 2020	December 31, 2019
							31, 2021	31, 2020	31, 2019			
							% of Budget Received	% of Actuals Received	% of Actuals Received			
LOCAL REVENUES												
001 PROPERTY TAX LEVY, GENERAL	543,184	683,144	653,603	452,473	0	653,603	0.00%	0.07%	91.86%	(447)	447	498,975
004 MUNICIPAL/TAX INCR FINANCE	195	1,121	1,122	1,117	0	1,122	0.00%	0.00%	50.93%	0	0	99
010 COUNTY APPORTIONMENT	13,741	14,687	20,943	16,197	0	20,943	0.00%	14.56%	47.02%	(2,139)	2,139	6,461
019 MISC TAX REV PAID BY COUNTY	15,075	8,897	1,000	2,440	1,643	(643)	164.32%	14.89%	8.87%	318	1,325	1,337
040 TUITION FROM PATRONS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
050 FEES FROM PATRONS	4,606	954	0	860	860	(860)	0.00%	0.00%	33.13%	860	0	1,526
060 ADMISSIONS & STUDENT ACTIVITY REV	136,361	57,453	65,800	86,769	63,930	1,870	97.16%	37.88%	74.90%	42,166	21,764	102,131
071 MA REV/DEPT OF HUMAN SVCS	11,370	25,151	0	11,103	11,103	(11,103)	0.00%	81.34%	35.35%	(9,356)	20,458	4,019
092 INTEREST EARNINGS	39,428	2,663	6,000	2,283	854	5,146	14.23%	95.07%	94.15%	(1,678)	2,531	37,122
096 GIFTS AND BEQUESTS	24,210	12,829	1,700	35,899	34,902	(33,202)	2053.06%	35.56%	34.49%	30,339	4,563	8,350
099 MISC REV FROM LOCAL SOURCES	92,436	94,756	83,348	154,957	107,179	(23,831)	128.59%	52.28%	41.07%	57,643	49,536	37,963
Total LOCAL REVENUES	880,606	901,656	833,516	764,097	220,470	613,046	26.45%	11.40%	79.26%	117,708	102,763	697,984
STATE REVENUES												
201 ENDOWMENT FUND APPORTIONMENT	42,702	40,032	40,032	39,607	19,288	20,744	48.18%	50.40%	48.27%	(887)	20,175	20,611
211 GENERAL EDUCATION AID	7,770,653	7,628,396	7,549,011	7,876,868	3,289,786	4,259,225	43.58%	37.74%	39.75%	411,211	2,878,576	3,089,116
212 LITERACY INCENTIVE AID	46,491	49,322	49,322	50,342	156	49,166	0.32%	-2.83%	-2.72%	1,550	(1,395)	(1,266)
213 SHARED TIME AID	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
227 ABATEMENT AID	97	164	164	91	47	117	28.75%	90.00%	90.01%	(100)	147	87
229 DISPARITY REDUCTION AID	10	20	20	20	0	20	0.00%	0.00%	0.00%	0	0	0
234 AGRICULTURE MARKET VALUE CR	1,829	3,425	3,425	3,425	0	3,425	0.00%	0.00%	0.00%	0	0	0
258 OTHER STATE CR/EXEMPT PROP REIMB	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
300 STATE AID (REQUIRES FIN CODE)	40,849	12,641	10,503	5,392	(315)	10,818	-3.00%	0.00%	78.94%	(315)	(0)	32,246
301 NONPUBLIC AID	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
309 DEBT SERVICE EQUALIZATION AID	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
317 LONG TERM FACILITY MAINT AID	94,205	101,015	99,188	98,239	(2,976)	102,164	-3.00%	-2.80%	-2.80%	(143)	(2,833)	(2,640)
360 STATE AID FOR SPECIAL EDUCATION	901,323	613,046	736,000	799,246	193,523	542,477	26.29%	31.24%	6.74%	1,989	191,535	60,775
370 OTHER, MN DEPT OF EDUCATION	2,851	7,759	7,000	7,373	4,455	2,545	63.64%	100.00%	0.00%	(3,304)	7,759	0
397 TRA & PERA SPEC SITUATIONS PENSION	30,659	29,793	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
Total STATE REVENUES	8,931,669	8,485,614	8,494,665	8,880,602	3,503,965	4,990,700	41.25%	36.46%	35.82%	410,000	3,093,964	3,198,929
FEDERAL REVENUES RECEIVED FROM STATE												
400 FEDERAL AID/MDE (REQUIRES FIN)	139,409	522,818	564,138	601,126	229,289	334,849	40.64%	56.24%	26.54%	(64,755)	294,044	36,993
405 FEDERAL AID THRU OTHER AGENCY	0	40,045	0	0	0	0	0.00%	52.87%	0.00%	(21,170)	21,170	(2,632)
471 SCHOOL LUNCH PROGRAM	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
472 SPECIAL ASSIST, NEEDY CHILD	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
473 COMMODITY CASH REBATE PROGRAM	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
474 COMMODITY DISTRIBUTION PROGRAM	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
476 SCHOOL BREAKFAST PROGRAM	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
479 SUMMER FOOD SERVICE PROGRAM	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
Total REVENUES RECEIVED FROM STATE	139,409	562,863	564,138	601,126	229,289	334,849	40.64%	56.00%	24.65%	(85,925)	315,214	34,361
LOCAL SALES, INSURANCE RECOVERY, AND JUDGEMENTS												
601 FOOD SERVICE SALES TO PUPILS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
606 FOOD SERVICE SALES TO ADULTS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
619 COST MATERIALS/REV PROD (CONTRA)	(3,377)	900	0	0	0	0	0.00%	64.44%	64.23%	(580)	580	(2,169)
620 SALES/REV PRODUCING ACTIVITIES	65,328	15,985	0	23,669	23,669	(23,669)	0.00%	71.02%	82.07%	12,316	11,353	53,613
622 SALES OF MATERIALS (NET OF TX)	1,759	0	0	0	0	0	0.00%	0.00%	100.00%	0	0	1,759
625 INSURANCE RECOVERY	11,738	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
Total LOCAL SALES, INSURANCE RECOVERY, AND JUDGEMENTS	75,449	16,885	0	23,669	23,669	(23,669)	0.00%	70.67%	70.52%	11,736	11,933	53,203
SALE OF BONDS AND LOANS												
631 SALE OF BONDS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
Total SALE OF BONDS AND LOANS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INCOMING TRANSFERS FROM OTHER FUNDS												
649 PERMANENT TRANSFERS/OTHER FUND	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
Total INCOMING TRANSFERS FROM OTHER FUNDS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
GENERAL FUND TOTAL	10,027,132	9,967,018	9,892,319	10,269,495	3,977,393	5,914,926	40.21%	35.36%	39.74%	453,519	3,523,874	3,984,477

DESCRIPTION	June 30, 2020	June 30, 2021	Current Budget	Projected End Of Year	Revenue YTD	Budget Remaining	December 31, 2021	December 31, 2020	December 31, 2019	Current YTD vs. Prior YTD	December 31, 2020	December 31, 2019
							% of Budget Received	% of Actuals Received	% of Actuals Received			

GENERAL FUND - EXPENDITURES BY PROGRAM CODE

ROYALTON | December 31, 2021

DESCRIPTION	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	Expenses YTD	Budget Remaining	December 31, 2021	December 31, 2020	December 31, 2019	Current YTD vs. Prior YTD	December 31, 2020	December 31, 2019
							% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
DISTRICT ADMINISTRATION												
010 BOARD OF EDUCATION	17,051	23,050	22,379	60,669	50,018	(27,639)	223.50%	35.95%	60.14%	41,731	8,287	10,255
020 OFFICE OF THE SUPERINTENDENT	180,655	209,593	224,062	211,180	87,242	136,820	38.94%	44.18%	47.97%	(5,349)	92,591	86,668
TOTAL - DISTRICT ADMINISTRATION	197,705	232,642	246,441	271,849	137,260	109,181	55.70%	43.36%	49.02%	36,382	100,879	96,923
SITE ADMINISTRATION												
050 SCHOOL ADMINISTRATION	356,308	361,675	339,825	368,448	174,481	165,344	51.34%	43.75%	43.83%	16,251	158,230	156,175
TOTAL - SITE ADMINISTRATION	356,308	361,675	339,825	368,448	174,481	165,344	51.34%	43.75%	43.83%	16,251	158,230	156,175
SUPPORT SERVICES												
105 GENERAL ADMINISTRATIVE SUPPORT	57,086	61,974	69,379	78,274	37,563	31,816	54.14%	43.30%	49.81%	10,728	26,835	28,435
110 BUSINESS SUPPORT SERVICES	276,850	285,420	286,862	321,837	178,433	108,429	62.20%	47.05%	54.78%	44,152	134,282	151,654
TOTAL - SUPPORT SERVICES	333,936	347,394	356,241	400,111	215,997	140,244	60.63%	46.38%	53.93%	54,880	161,117	180,089
REGULAR INSTRUCTION												
201 EDUCATION,KINDERGARTEN	278,727	159,822	206,828	187,109	40,810	166,018	19.73%	57.08%	25.86%	(50,415)	91,225	72,065
203 EDUCATION,ELEMENTARY GENERAL	1,369,457	1,460,588	1,463,021	1,534,414	643,079	819,942	43.96%	36.62%	32.68%	108,208	534,871	447,501
204 TITLE II, PART A TRAINING & RECRUITING	19,770	17,419	19,766	17,094	3,955	15,811	20.01%	34.70%	40.17%	(2,089)	6,044	7,941
211 EDUCATION,SECONDARY GENERAL	405,993	354,522	396,424	456,229	249,476	146,948	62.93%	40.73%	38.75%	105,094	144,382	157,340
212 VISUAL ART	126,929	113,317	123,348	122,400	41,208	82,140	33.41%	30.52%	30.08%	6,629	34,579	38,181
215 BUSINESS	43,125	66,476	66,885	48,597	4,536	62,349	6.78%	33.56%	33.49%	(17,777)	22,312	14,444
216 TITLE I, PART A IMPROVE ACHIEVE/DISADV	116,091	106,748	109,302	111,565	45,770	63,532	41.87%	31.44%	36.03%	12,211	33,559	41,824
218 GIFTED & TALENTED	7,290	4,362	15,713	15,003	5,966	9,747	37.97%	66.04%	79.23%	3,085	2,881	5,776
220 ENGLISH, LANGUAGE ARTS	264,160	302,900	291,602	290,170	96,137	195,465	32.97%	31.25%	32.53%	1,475	94,662	85,943
230 FOREIGN/NATIVE LANGUAGE	108,812	121,809	131,955	130,667	42,690	89,265	32.35%	33.46%	34.01%	1,933	40,757	37,010
240 HEALTH, PHYSICAL ED & RECREATION	276,878	281,284	296,090	290,717	93,796	202,294	31.68%	32.72%	33.55%	1,748	92,048	92,901
255 INDUSTRIAL EDUCATION	81,419	56,080	74,116	59,567	11,957	62,159	16.13%	45.43%	32.65%	(13,518)	25,475	26,583
256 MATHEMATICS	292,998	308,549	318,456	315,669	103,624	214,832	32.54%	32.63%	32.36%	2,957	100,666	94,814
258 MUSIC	205,843	218,935	214,791	216,222	75,109	139,682	34.97%	38.99%	35.80%	(10,262)	85,371	73,688
260 NATURAL SCIENCES	235,715	256,928	262,129	253,891	80,847	181,282	30.84%	31.67%	36.82%	(522)	81,369	86,801
270 SOCIAL SCIENCES/SOCIAL STUDIES	261,719	277,389	298,838	296,547	96,789	202,049	32.39%	33.84%	32.35%	2,921	93,868	84,671
275 KINDERGARTEN INDIVIDUALIZED INSTRUCTION	0	145,262	153,517	150,914	49,960	103,557	32.54%	0.00%	0.00%	49,960	0	0
TOTAL - REGULAR INSTRUCTION	4,094,925	4,252,393	4,442,781	4,496,776	1,685,708	2,757,073	37.94%	34.90%	33.39%	201,638	1,484,070	1,367,483
EXTRA-CURRICULAR												
292 BOYS/GIRLS ATHLETICS	147,431	167,736	174,287	182,575	87,528	86,759	50.22%	42.16%	50.63%	16,818	70,710	74,642
294 BOYS ATHLETICS	146,577	114,370	134,789	136,063	50,601	84,188	37.54%	23.74%	37.35%	23,447	27,154	54,740
296 GIRLS ATHLETICS	78,242	74,404	81,243	95,833	41,566	39,677	51.16%	30.73%	36.38%	18,702	22,863	28,467
298 EXTRA,CURRICULAR ACTIVITIES	153,996	66,456	62,627	98,620	57,534	5,093	91.87%	17.42%	46.79%	45,957	11,577	72,055
TOTAL - EXTRA-CURRICULAR ACTIVITIES	526,246	422,966	452,946	513,090	237,228	215,718	52.37%	31.28%	43.69%	104,925	132,303	229,904
VOCATIONAL INSTRUCTION												
301 AGRICULTURAL EDUCATION	76,779	86,044	68,344	88,668	45,313	23,031	66.30%	26.50%	36.46%	22,512	22,801	27,994
341 BUSINESS & OFFICE EDUCATION	0	0	69,464	66,682	20,518	48,946	29.54%	0.00%	0.00%	20,518	0	0
TOTAL - VOCATIONAL INSTRUCTION	76,779	86,044	137,808	155,350	65,830	71,978	47.77%	26.50%	36.46%	43,030	22,801	27,994
SPECIAL ED INSTRUCTION												
400 GENERAL SPECIAL EDUCATION	108,998	109,967	66,113	55,656	746	65,367	1.13%	1.29%	0.08%	(673)	1,419	88
401 SPEECH/LANGUAGE IMPAIRED	99,049	113,226	114,702	132,348	25,406	89,296	22.15%	22.52%	15.60%	(94)	25,500	15,451
402 MILD,MODERATE COGNITIVE DISAB	82,386	57,830	70,703	74,269	29,296	41,407	41.44%	43.79%	34.05%	3,970	25,326	28,055
403 SEVERE,PROFOUND COGNITIVE DISAB	14,024	5,825	8,218	5,334	351	7,867	4.27%	49.18%	37.07%	(2,514)	2,865	5,199
404 PHYSICALLY IMPAIRED	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
405 DEAF, HARD OF HEARING	22,511	21,184	22,232	22,277	2,414	19,818	10.86%	10.07%	15.68%	281	2,133	3,530
407 SPECIFIC LEARNING DISABILITY	257,593	282,218	291,605	292,924	105,023	186,582	36.02%	35.39%	40.37%	5,160	99,863	103,998
408 EMOTIONAL/BEHAVIORAL DISORDER	195,738	219,723	248,706	254,818	92,186	156,520	37.07%	33.35%	31.29%	18,906	73,281	61,248
410 OTHER HEALTH DISABILITIES	125,144	112,635	121,430	116,430	37,298	84,132	30.72%	36.23%	26.15%	(3,507)	40,804	32,731
411 AUTISTIC SPECTRUM DISORDERS	144,814	139,598	164,768	155,849	54,027	110,741	32.79%	36.40%	42.30%	3,218	50,808	61,250
412 DEVELOPMENTALLY DELAYED	79,651	152,444	154,567	153,955	26,883	127,684	17.39%	14.54%	20.59%	4,724	22,159	16,402
420 SPECIAL ED,AGGREGATE 3+	49,048	53,603	110,933	71,303	0	110,933	0.00%	0.00%	-17.89%	0	0	(8,773)
422 SPECIAL ED,STUDENTS W/O DISABILITES	1,206	16,627	0	0	0	0	0.00%	31.59%	0.00%	(5,253)	5,253	0
TOTAL - SPECIAL ED INSTRUCTION	1,180,162	1,284,881	1,373,977	1,335,164	373,629	1,000,348	27.19%	27.19%	27.05%	24,218	349,411	319,180
COMMUNITY EDUCATION												
505 GENERAL COMMUNITY EDUCATION	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0

DESCRIPTION	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	Expenses YTD	Budget Remaining	December 31, 2021	December 31, 2020	December 31, 2019	Current YTD vs. Prior YTD	December 31, 2020	December 31, 2019
							% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
570 SCHOOL AGE CARE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
580 EARLY CHILDHOOD & FAMILY ED	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
582 SCHOOL READINESS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
583 EARLY CHILDHOOD SCREENING	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
585 YOUTH DEV/AFTER SCHOOL ENRICH	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
590 OTHER COMMUNITY PROGRAMS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTAL - COMMUNITY EDUCATION	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INSTRUCTIONAL SUPPORT												
620 LIBRARY MEDIA CENTER	28,636	31,668	34,234	36,257	16,325	17,909	47.69%	44.23%	42.98%	2,318	14,007	12,308
630 INSTRUCTION,RELATED TECHNOLOGY	286,057	356,091	188,077	212,911	123,950	64,127	65.90%	52.96%	61.52%	(64,621)	188,571	175,979
640 STAFF DEVELOPMENT	47,805	46,440	148,559	128,728	40,029	108,530	26.95%	104.57%	120.52%	(8,532)	48,561	57,616
TOTAL - INSTRUCTIONAL SUPPORT	362,497	434,199	370,870	377,896	180,305	190,565	48.62%	57.84%	67.84%	(70,834)	251,139	245,902
PUPIL SUPPORT SERVICES												
710 SECONDARY COUNSELING/GUIDANCE	109,570	107,846	106,674	106,897	38,475	68,199	36.07%	34.66%	31.57%	1,092	37,383	34,588
715 SCHOOL SECURITY	0	0	0	5,815	5,815	(5,815)	0.00%	0.00%	0.00%	5,815	0	0
720 HEALTH SERVICES	108,926	72,175	160,678	133,717	35,541	125,137	22.12%	37.59%	46.61%	8,412	27,130	50,766
740 SOCIAL WORK SERVICES	130,666	104,578	112,195	109,394	35,723	76,472	31.84%	32.99%	32.25%	1,222	34,501	42,144
760 PUPIL TRANSPORTATION	532,056	384,418	520,404	467,195	290,389	230,016	55.80%	36.44%	52.90%	150,308	140,081	281,443
770 FOOD SERVICES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTAL - PUPIL SUPPORT SERVICES	881,217	669,017	899,951	823,018	405,943	494,008	45.11%	35.74%	46.41%	166,848	239,095	408,941
FACILITIES												
810 OPERATIONS & MAINTENANCE	996,511	1,225,490	1,196,886	1,305,021	588,372	608,514	49.16%	50.42%	42.07%	(29,568)	617,940	419,276
850 CAPITAL FACILITIES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
865 LTFM NOT PRO 866,867,868	91,373	104,847	56,520	119,091	85,332	(28,812)	150.98%	86.82%	58.35%	(5,699)	91,031	53,312
870 BUILDING CONSTRUCTION	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTAL - FACILITIES	1,087,884	1,330,337	1,253,406	1,424,112	673,704	579,702	53.75%	53.29%	43.44%	(35,267)	708,971	472,588
OTHER FINANCING USES												
910 RETIRE LONG TERM OBLIGATIONS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
930 EMPLOYEE BENEFITS, CLEARING	0	0	95,000	84,158	42,303	52,697	44.53%	0.00%	0.00%	(37,586)	79,889	64,663
940 INSURANCE	72,042	67,739	77,371	80,613	58,789	18,582	75.98%	76.53%	63.48%	6,948	51,841	45,736
960 OTHER NONRECURRING ITEMS	13,350	13,650	17,000	15,377	0	17,000	0.00%	15.75%	7.49%	(2,150)	2,150	1,000
TOTAL - OTHER FINANCING USES	85,392	81,389	189,371	180,148	101,092	88,279	53.38%	164.49%	130.45%	(32,788)	133,880	111,399
GENERAL FUND TOTAL	9,183,053	9,502,937	10,063,617	10,345,962	4,251,177	5,812,440	42.24%	39.38%	39.38%	509,283	3,741,895	3,616,579

FY22 December Budget Update



A LOOK *at the* **BUDGET**

ENROLLMENT

- Original Adopted Budget: 920
- Enrollment as of: 12/08 – 922, 1/12 - 922
- Using end of FY21 Data

REVENUES

ROYALTON | December 31, 2021

REVENUE CATEGORIES							December	December	December			
	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	Current YTD vs. PYTD	December 31, 2020	December 31, 2019
STATE	8,931,669	8,485,614	8,494,665	8,880,602	3,503,965	4,990,700	41.25%	36.46%	35.82%	410,000	3,093,964	3,198,929
FEDERAL	139,409	562,863	564,138	601,126	229,289	334,849	40.64%	56.00%	24.65%	(85,925)	315,214	34,361
PROPERTY TAXES	572,195	707,849	676,668	472,226	1,643	675,025	0.24%	0.55%	88.58%	(2,267)	3,911	506,872
LOCAL SALES, INS RECOVERY & JUDGEMENTS	75,449	16,885	0	23,669	23,669	(23,669)	0.00%	70.67%	70.52%	11,736	11,933	53,203
SALE OF BONDS & LOANS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INCOMING TRANSFERS FROM OTH FUNDS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
LOCAL (FEES, INTEREST, ETC.)	308,411	193,806	156,848	291,871	218,827	(61,979)	139.52%	51.01%	61.97%	119,975	98,852	191,112
TOTALS	10,027,132	9,967,018	9,892,319	10,269,495	3,977,393	5,914,926	40.21%	35.36%	39.74%	453,519	3,523,874	3,984,477

REVENUES CONTINUED

- CURRENTLY \$453,519 AHEAD OF REVENUE PACE FROM FY21
- THIS IS UP FROM NOVEMBER DUE TO FEDERAL DRAWS
- STILL BEHIND ON FEDERAL DRAWS AND DID ADDITIONAL DRAWS IN JANUARY AND THIS WILL BE REFLECTED IN THE JANUARY BUDGET UPDATE

EXPENDITURES

EXPENDITURES (PROGRAM SERIES)			December							Current YTD vs. PYTD	December 31, 2020	December 31, 2019
	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
SITE ADMINISTRATION	356,308	361,675	339,825	368,448	174,481	165,344	51.34%	43.75%	43.83%	16,251	158,230	156,175
DISTRICT ADMINISTRATION	197,705	232,642	246,441	271,849	137,260	109,181	55.70%	43.36%	49.02%	36,382	100,879	96,923
SUPPORT SERVICES	333,936	347,394	356,241	400,111	215,997	140,244	60.63%	46.38%	53.93%	54,880	161,117	180,089
REGULAR INSTRUCTION	4,094,925	4,252,393	4,442,781	4,496,776	1,685,708	2,757,073	37.94%	34.90%	33.39%	201,638	1,484,070	1,367,483
EXTRA-CURRICULAR ACTIVITES	526,246	422,966	452,946	513,090	237,228	215,718	52.37%	31.28%	43.69%	104,925	132,303	229,904
VOCATIONAL INSTRUCTION	76,779	86,044	137,808	155,350	65,830	71,978	47.77%	26.50%	36.46%	43,030	22,801	27,994
SPECIAL EDUCATION	1,180,162	1,284,881	1,373,977	1,335,164	373,629	1,000,348	27.19%	27.19%	27.05%	24,218	349,411	319,180
COMMUNITY SERVICES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INSTRUCTIONAL SUPPORT	362,497	434,199	370,870	377,896	180,305	190,565	48.62%	57.84%	67.84%	(70,834)	251,139	245,902
PUPIL SUPPORT SERVICES	881,217	669,017	899,951	823,018	405,943	494,008	45.11%	35.74%	46.41%	166,848	239,095	408,941
FACILITIES	1,087,884	1,330,337	1,253,406	1,424,112	673,704	579,702	53.75%	53.29%	43.44%	(35,267)	708,971	472,588
OTHER FINANCING USES	85,392	81,389	189,371	180,148	101,092	88,279	53.38%	164.49%	130.45%	(32,788)	133,880	111,399
TOTALS	9,183,053	9,502,937	10,063,617	10,345,962	4,251,177	5,812,440	42.24%	39.38%	39.38%	509,283	3,741,895	3,616,579

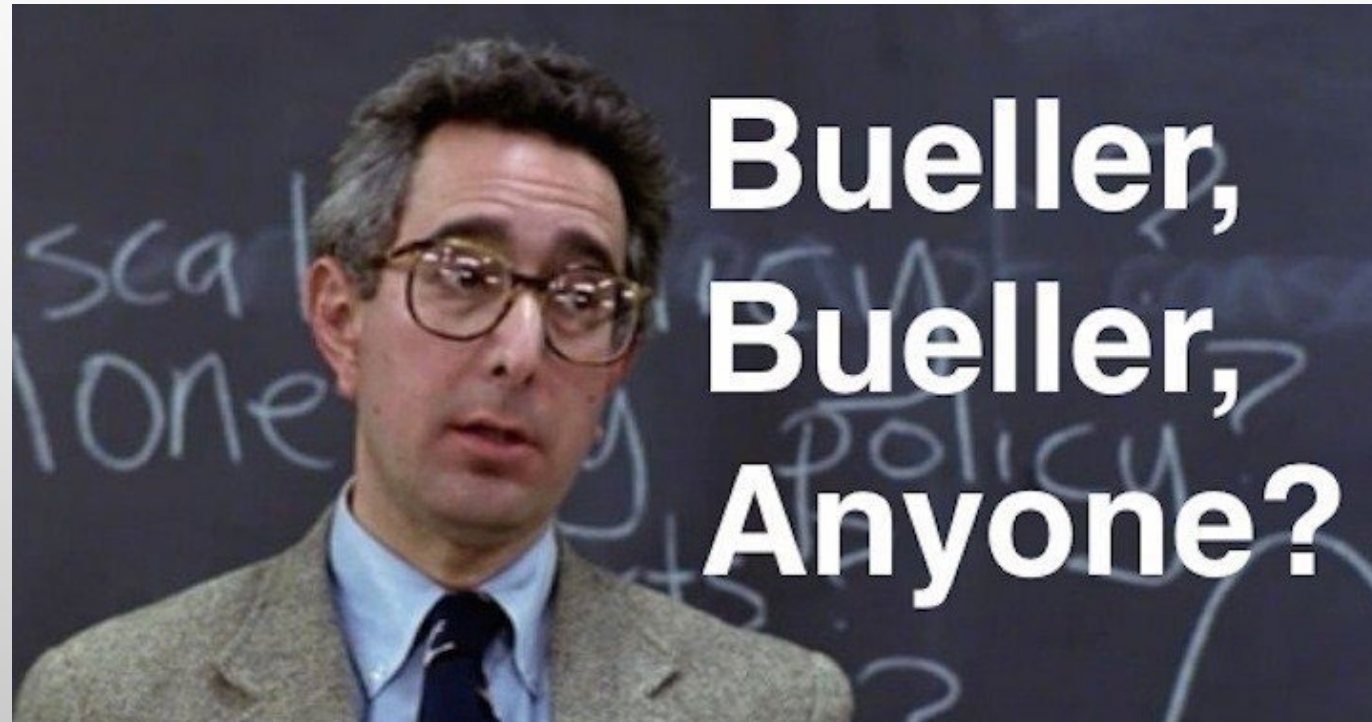
EXPENSES CONTINUED

- WE ARE \$509,283 AHEAD OF WHERE WE WERE THIS TIME LAST YEAR
- WHY?
- REGULAR EDUCATION COST UP DUE TO COVID
- EXTRA CURRICULAR ACTIVITIES BACK TO PRE-COVID LEVELS AND EVEN ABOVE A LITTLE
- CARES FUNDING BEING SPENT FOR ONE-TIME EXPENDITURES

PAY EQUITY REPORT

- PAY EQUITY IS REQUIRED BY SCHOOL DISTRICTS EVERY THREE YEARS
- PAY EQUITY REQUIRES APPROVAL BY THE BOARD AND POSTED FOR UNIONS AND STAFF TO SEE BEFORE JANUARY 31ST OF THE REPORTING YEAR
- ROYALTON PASSED ALL TESTS FOR COMPLIANCE
- IF THIS WASN'T ADDED TO THE CONSENT AGENDA AT THE START OF THE BOARD MEETING IT SHOULD BE ADDED
- BOARD CHAIR GERARDS WILL SIGN THE IMPLEMENTATION REPORT TO RIGHT OF THEIR NAME AND DATE TO THE RIGHT OF THEIR TITLE

ANY QUESTIONS?



Royalton Elementary Good News

Dr. Phil Gurbada

January 2022

1. Excellent work by Shari Bishop taking a group of 5th and 6th graders to the “Spark” science conference sponsored by Sourcewell and held at SCSU. Our G & T program is alive and well.
2. Congratulations to Kathy Brenny who was one of eight winners of the “Share The Joy” program sponsored by Spirit 92.9 radio. As a result, \$500 was donated to the Jerry Isder family. Kathy will be recognized at the January 24 school board meeting.
3. At the January 17 Inservice, the teachers participated in follow-up training on our new Benchmark Advance reading program.
4. The end of the 2nd Quarter is January 21. Report Cards will be posted on February 4.
5. Kindergarten Information Night will be held Monday, February 7 at 6:30 pm in the Cafetorium. Registration begins at 6:00pm. If you know of any interested families, please encourage them to attend the meeting.
6. A RIF book distribution will be held on Thursday, February 17.
7. Parent-Teacher Conferences will be held March 3 and 7.



Shot Clock Update

History and Timeline

- MSHSL has explored this for many years
 - Sought input throughout their exploration
- Gained steam this past fall with more input and introduction at AD Fall Area Meetings
 - Coaches, ADs, Superintendent input submitted to MSHSL
- Can be used in Non-Conference games IF both schools approve
- Stressed importance of Varsity Only if adopted
- Approved by the Executive Board in December 2021
- Date of implementation: 2023-2024 School Year
- Why: Many reasons, (speeds up game, can't hold the ball, aligns with surrounding states, etc)

Costs

- \$6311 per pair of shot clocks
 - This includes the shot clocks, hardware, and shot clock install
 - This DOES NOT include wiring to power the shot clocks
 - Shot clock, game time, LED around the backboard
 - Scoreboards must be compatible with shot clocks
 - AIM Electronics who installed our current scoreboards will do the work
 - We need two pair (Central and South Gyms) for our programs,
 - Total: \$12,622 for two gyms plus the electrician to wire the power
 - Would prefer to place the order and install this spring
- Additional Costs:
 - Pay a worker for running the shot clock for every home game (girls and boys)

Funding to Pay for Project

- PMA Funds could cover the project
- Ongoing staffing costs would come from yearly budget

Regular Meeting

Monday, December 20, 2021 6:00 PM

ECC RM PK 15, 120 South Hawthorn Street, Royalton, MN 56373

Tyra Baumann: Present
Russ Gerads: Present
Randy Hackett: Present
Rian Hofstad: Present
Mary Lange: Present
Angela Roering: Present

1. Call to Order

2. Pledge to Flag

3. Roll Call

4. Board Chair Comments

5. Approval of Agenda

Action(s):

Motion to Approve the Agenda. This motion, made by Rian Hofstad and seconded by Mary Lange, Passed.

Voting Detail:

Tyra Baumann: Yea
Russ Gerads: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Mary Lange: Yea
Angela Roering: Yea

Voting Summary: Yea: 6, Nay: 0

6. Appreciation, Recognition and Presentations

7. Recognition of Citizens for Input Purposes

8. Reports/News

a. Board Committee Report

b. Superintendent Report

c. Principal Report

9. Consent Agenda Approval

***The Board is consenting to approve items listed below as presented, at one time. At any point a Director can pull an item off the consent agenda for further discussion.**

Action(s):

Approval of All Items on Consent Agenda. This motion, made by Tyra Baumann and seconded by Angela Roering, Passed.

Voting Detail:

Tyra Baumann: Yea

Russ Gerads: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Mary Lange: Yea

Angela
Roering: Yea

Voting Summary: Yea: 6, Nay: 0

a. Approval of Regular Board Meeting Minutes

b. Approval of Truth in Taxation Minutes

c. Claims, Accounts and Financial
Approve accounts payable and receivables, and employee reimbursements as attached and approve all other financial reports as presented.

d. Approval of Resignations

e. Approval of New Hires

10. Discussion/Information/Action Items

a. Final Levy

Action(s):

Motion to Approve Final Levy. This motion, made by Rian Hofstad and seconded by Tyra Baumann, Passed.

Voting Detail:

Tyra Baumann: Yea

Russ Gerads: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Mary Lange: Yea

Angela
Roering: Yea

Voting Summary: Yea: 6, Nay: 0

b. ESSER Funds Update

Action(s):

Motion to Approve the ESSER Funds Updated Budget. This motion, made by Randy Hackett and seconded by Mary Lange, Passed.

Voting Detail:

Tyra Baumann: Yea

Russ Gerads: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Mary Lange: Yea

Angela
Roering: Yea

Voting Summary: Yea: 6, Nay: 0

c. Budget

d. Approval of Donations by Resolution

Action(s):

Motion to Approve Donations by Resolution. This motion, made by Rian Hofstad and seconded by Mary Lange, Passed.

Voting Detail:

Tyra Baumann: Yea

Russ Gerads: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Mary Lange: Yea

Angela
Roering: Yea

Voting Summary: Yea: 6, Nay: 0

e. David Lemm Conference in WI

Action(s):

Motion to Approve David Lemm to go to the Conference in WI. This motion, made by Mary Lange and seconded by Tyra Baumann, Passed.

Voting Detail:

Tyra Baumann: Yea

Russ Gerads: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Mary Lange: Yea

Angela
Roering: Yea

Voting Summary: Yea: 6, Nay: 0

f. Robotics Club

Action(s):

Motion to Approve Robotics Club. This motion, made by Rian Hofstad and seconded by Mary Lange, Passed.

Voting Detail:

Tyra Baumann: Yea

Russ Gerads: Yea

Randy Hackett: Yea

Rian Hofstad: Yea
Mary Lange: Yea
Angela
Roering: Abstain (With Conflict)
Voting Summary: Yea: 5, Nay: 0, Abstain (With Conflict): 1

g. \$1000.00 Grant from Central MN Library Exchange

Action(s):

Motion to Approve the Grant from Central MN Library Exchange. This motion, made by Russ Gerads and seconded by Tyra Baumann, Passed.

Voting Detail:

Tyra Baumann: Yea

Russ Gerads: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Mary Lange: Yea

Angela
Roering: Yea

Voting Summary: Yea: 6, Nay: 0

h. Transportation Director Contract

Action(s):

Motion to Approve Transportation Director Contract. This motion, made by Tyra Baumann and seconded by Russ Gerads, Passed.

Voting Detail:

Tyra Baumann: Yea

Russ Gerads: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Mary Lange: Yea

Angela
Roering: Yea

Voting Summary: Yea: 6, Nay: 0

i. Principal Contract

Action(s):

Motion to Approve Principal Contract. This motion, made by Randy Hackett and seconded by Rian Hofstad, Passed.

Voting Detail:

Tyra Baumann: Yea

Russ Gerads: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Mary Lange: Yea
Angela
Roering: Yea
Voting Summary: Yea: 6, Nay: 0

j. AFSCME Contract

Action(s):
Motion to Approve AFSCME Contract. This motion, made by Russ Gerads and seconded by Randy Hackett, Passed.

Voting Detail:
Tyra Baumann: Yea

Russ Gerads: Yea
Randy Hackett: Yea

Rian Hofstad: Abstain (With Conflict)

Mary Lange: Yea
Angela
Roering: Yea

Voting Summary: Yea: 5, Nay: 0, Abstain (With Conflict): 1

k. Superintendent Request for Change in Paid Holidays

Action(s):
Motion to Approve Superintendent Request for Change in Paid Holidays. This motion, made by Russ Gerads and seconded by Tyra Baumann, Passed.

Voting Detail:
Tyra Baumann: Yea

Russ Gerads: Yea
Randy Hackett: Yea

Rian Hofstad: Yea

Mary Lange: Yea
Angela
Roering: Yea

Voting Summary: Yea: 6, Nay: 0

l. Superintendent and Board Goals

Action(s):
Motion to Approve Superintendent and Board Goals. This motion, made by Tyra Baumann and seconded by Angela Roering, Passed.

Voting Detail:
Tyra Baumann: Yea

Russ Gerads: Yea
Randy Hackett: Yea

Rian Hofstad: Yea

Mary Lange: Yea
Angela
Roering: Yea

Voting Summary: Yea: 6, Nay: 0

m. Policy Reading

1. First Policy Reading

2. Second Policy Reading

3. Approval of Second Policy Reading (final reading due to minor changes)

Action(s):

Motion to approve the Second Policy Reading (final reading due to minor changes). This motion, made by Mary Lange and seconded by Rian Hofstad, Passed.

Voting Detail:

Tyra Baumann: Yea

Russ Gerads: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Mary Lange: Yea

Angela: Yea

Roering:

Voting Summary: Yea: 6, Nay: 0

4. Approval of Third Policy Reading

Action(s):

Approval of the Third Policy Readings. This motion, made by Mary Lange and seconded by Randy Hackett, Passed.

Voting Detail:

Tyra Baumann: Yea

Russ Gerads: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Mary Lange: Yea

Angela: Yea

Roering:

Voting Summary: Yea: 6, Nay: 0

11. **Upcoming Meeting Schedule**

12. **Motion for a Closed meeting for negotiation strategies as permitted by MN Statute Section 13D.05, Sub division 3(a)**

Action(s):

Motion to close the open meeting at 7:19pm. This motion, made by Mary Lange and seconded by Tyra Baumann, Passed.

Voting Detail:

Tyra Baumann: Yea
Russ Gerads: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Mary Lange: Yea
Angela
Roering: Yea

Voting Summary: Yea: 6, Nay: 0

Motion to open the closed meeting at 7:30pm. This motion, made by Mary Lange and seconded by Randy Hackett, Passed.

Voting Detail:

Tyra Baumann: Yea
Russ Gerads: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Mary Lange: Yea
Angela
Roering: Yea

Voting Summary: Yea: 6, Nay: 0

Motion to close the closed meeting at 8:19pm. This motion, made by Mary Lange and seconded by Randy Hackett, Passed.

Voting Detail:

Tyra Baumann: Yea
Russ Gerads: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Mary Lange: Yea
Angela
Roering: Yea

Voting Summary: Yea: 6, Nay: 0

13. **Adjournment**

Action(s):

The meeting was adjourned at 8:21pm. This motion, made by Mary Lange and seconded by Rian Hofstad, Passed.

Voting Detail:

Tyra Baumann: Yea
Russ Gerads: Yea
Randy Hackett: Yea
Rian Hofstad: Yea

Mary Lange: Yea
Angela Yea
Roering:
Voting Summary: Yea: 6, Nay: 0

Board Secretary

Special Meeting

Monday, January 10, 2022 6:00 PM

ECC RM PK 15, 120 South Hawthorn Street, Royalton, MN 56373

Tyra Baumann: Present
Russ Gerads: Present
Randy Hackett: Present
Rian Hofstad: Present
Mary Lange: Present
Angela Roering: Present

1. Call to Order

2. New Emergency Policy Adoption (Ref Policy 208 Section 4c)

- a. Vaccination, Testing, and Face Covering Policy. (Rupp, Anderson, Squires & Waldspurger, PA)
- b. Policy 491 - Mandatory Covid-19 Vaccination or Testing and Face Coverings. (MSBA)

Action(s):

Motion to Approve Vaccination, Testing, and Face Covering Policy 491 from Rupp, Anderson, Squires & Waldspurger. This motion, made by Randy Hackett and seconded by Rian Hofstad, Passed.

Voting Detail:

Tyra Baumann: Yea

Russ Gerads: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Mary Lange: Yea

Angela
Roering: Yea

Voting Summary: Yea: 6, Nay: 0

3. Adjournment

Action(s):

Motion to Adjourn the meeting at 6:27pm. This motion, made by Tyra Baumann and seconded by Russ Gerads, Passed.

Voting Detail:

Tyra Baumann: Yea

Russ Gerads: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Mary Lange: Yea

Angela
Roering: Yea

Voting Summary: Yea: 6, Nay: 0

Board Secretary

Organizational Meeting

Monday, January 10, 2022 6:05 PM

ECC RM PK 15, 120 South Hawthorn Street, Royalton, MN 56373

Tyra Baumann: Present
Russ Gerads: Present
Randy Hackett: Present
Rian Hofstad: Present
Mary Lange: Present
Angela Roering: Present

1. Call to Order

2. Pledge to Flag

3. Roll Call

4. Approval of Agenda

Action(s):

Approval of Agenda. This motion, made by Russ Gerads and seconded by Tyra Baumann, Passed.

Voting Detail:

Tyra Baumann: Yea

Russ Gerads: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Mary Lange: Yea

Angela
Roering: Yea

Voting Summary: Yea: 6, Nay: 0

5. Election of Officers

a. Chairperson - Russ Gerads, nominated by Mary Lange. Roll Call vote 6-0-0.

b. Vice-Chairperson - Tyra Baumann, nominated by Mary Lange. Roll Call vote 6-0-0.

c. Clerk - Rian Hofstad, nominated by Mary Lange, Roll Call vote 6-0-0.

d. Treasurer - Angela Roering, nominated by Rian Hofstad. Roll Call vote 6-0-0.

6. Organizational Action Items

a. Setting of Regular Meeting Time and Dates

Action(s):

The regular meeting time at 6:00 PM and 2022 dates for January 24th, February 28th, March 28th, April 25th, May 23rd, June 27th, July 25th, August 22nd, September 26th, October 24th, November 28th, December 12th. Motion to Approve Time and Dates for Regular Meetings. This motion,

made by Rian Hofstad and seconded by Randy Hackett, Passed.

Voting Detail:

Tyra Baumann: Yea

Russ Gerads: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Mary Lange: Yea

Angela
Roering: Yea

Voting Summary: Yea: 6, Nay: 0

b. Setting of Compensation for Directors

Action(s):

The year 2022 at \$2500 a year per board member. The chairperson receives a \$500 year stipend. Half the amount will be given in June, 2022 and December, 2022. Motion to Approve Compensation for Meetings. This motion, made by Randy Hackett and seconded by Rian Hofstad, Passed.

Voting Detail:

Tyra Baumann: Yea

Russ Gerads: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Mary Lange: Nay

Angela
Roering: Yea

Voting Summary: Yea: 5, Nay: 1

c. Naming of Official Depositories for District Funds

Action(s):

Motion to Approve Scott Marine to be Official Depositories for District Funds. This motion, made by Randy Hackett and seconded by Mary Lange, Passed.

Voting Detail:

Tyra Baumann: Yea

Russ Gerads: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Mary Lange: Yea

Angela
Roering: Yea

Voting Summary: Yea: 6, Nay: 0

d. Investment for Funds

Action(s):

Motion to Approve Scott Marine, Business Manager, investment funds. This motion, made by Tyra Baumann and seconded by Mary Lange, Passed.

Voting Detail:

Tyra Baumann: Yea
Russ Gerads: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Mary Lange: Yea
Angela Roering: Yea

Voting Summary: Yea: 6, Nay: 0

e. Annual Delegation of Authority to Make Electronic Fund Transfers

Action(s):

Motion to Approve Scott Marine, Business Manager to make Electronic Fund Transfer. This motion, made by Randy Hackett and seconded by Tyra Baumann, Passed.

Voting Detail:

Tyra Baumann: Yea
Russ Gerads: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Mary Lange: Yea
Angela Roering: Yea

Voting Summary: Yea: 6, Nay: 0

f. Naming of Official Newspaper

Action(s):

Motion to Approve Morrison County Record as the Official Newspaper. This motion, made by Tyra Baumann and seconded by Randy Hackett, Passed.

Voting Detail:

Tyra Baumann: Yea
Russ Gerads: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Mary Lange: Yea
Angela Roering: Yea

Voting Summary: Yea: 6, Nay: 0

g. Naming of Legal Counsel

Action(s):

Motion to Approve Rupp, Anderson, Squires & Waldspurger, P.A. as the Official Law Firm for the District. This motion, made by Rian Hofstad and seconded by Russ Gerads, Passed.

Voting Detail:

Tyra Baumann: Yea

Russ Gerads: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Mary Lange: Yea

Angela
Roering: Yea

Voting Summary: Yea: 6, Nay: 0

h. Naming of Representatives and Committee Members

Action(s):

Motion to Approve the same Naming of Representatives and Committee Members as 2021-2022. This motion, made by Randy Hackett and seconded by Rian Hofstad, Passed.

Voting Detail:

Tyra Baumann: Yea

Russ Gerads: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Mary Lange: Yea

Angela
Roering: Yea

Voting Summary: Yea: 6, Nay: 0

1. Naming of Royalton City Council Meeting Representative

2. Naming of Bowlus City Council Meeting Representative

3. Naming of Policy Committee Representatives

4. Naming of Strategic Planning/Curriculum Advisory, and World's Best Workforce Advisory Committee Representatives

5. Naming of Facilities Committee Representatives

6. Naming of Legislative Liaison Representative

7. Naming of Finance Committee Representatives

8. Naming of Mid-State Education District Board

9. Naming of Minnesota State High School League Representative

10. Naming of Representatives to Schools for Equity in Education

11. Naming of Labor Management/Meet and Confer Representative

12. Naming of Staff Development Committee Representative

13. Naming of Health and Safety Committee Representative

14. Naming of Sourcewell Representative

15. Naming of Non-Union Negotiation Committee Representatives

16. Naming of Teacher (REM) Negotiation Committee Representatives

17. Naming of Para (RESP) Negotiation Committee Representatives

18. Naming of Secretaries (AFCME) Negotiation Committee Representatives

19. Naming of Principal Negotiation Committee Representatives

20. Naming of Superintendent Negotiation Committee Representatives

7. Other Organizational Action Items

Action(s) :

Schedule work sessions as needed. The work session meeting time at 6:00 PM and 2022 date for March 14th. Motion to Approve Time and Date for Work Session. This motion, made by Russ Gerads and seconded by Tyra Baumann, Passed.

Voting Detail:

Tyra Baumann: Yea

Russ Gerads: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Mary Lange: Yea

Angela Roering: Yea

Voting Summary: Yea: 6, Nay: 0

8. Adjournment

Action(s) :

The meeting was adjourned at 7:07pm. This motion, made by Randy Hackett and seconded by Tyra Baumann, Passed.

Voting Detail:

Tyra Baumann: Yea

Russ Gerads: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Mary Lange: Yea

Angela
Roering: Yea
Voting Summary: Yea: 6, Nay: 0

Board Secretary

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

ROYALTON | December 31, 2021

REVENUE CATEGORIES						December 31, 2021	December 31, 2020	December 31, 2019				
	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	Current YTD vs. PYTD	December 31, 2020	December 31, 2019
STATE	8,931,669	8,485,614	8,494,665	8,880,602	3,503,965	4,990,700	41.25%	36.46%	35.82%	410,000	3,093,964	3,198,929
FEDERAL	139,409	562,863	564,138	601,126	229,289	334,849	40.64%	56.00%	24.65%	(85,925)	315,214	34,361
PROPERTY TAXES	572,195	707,849	676,668	472,226	1,643	675,025	0.24%	0.55%	88.58%	(2,267)	3,911	506,872
LOCAL SALES, INS RECOVERY & JUDGEMENTS	75,449	16,885	0	23,669	23,669	(23,669)	0.00%	70.67%	70.52%	11,736	11,933	53,203
SALE OF BONDS & LOANS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INCOMING TRANSFERS FROM OTH FUNDS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
LOCAL (FEES, INTEREST, ETC.)	308,411	193,806	156,848	291,871	218,827	(61,979)	139.52%	51.01%	61.97%	119,975	98,852	191,112
TOTALS	10,027,132	9,967,018	9,892,319	10,269,495	3,977,393	5,914,926	40.21%	35.36%	39.74%	453,519	3,523,874	3,984,477

EXPENDITURES (OBJECT SERIES)						December 31, 2021	December 31, 2020	December 31, 2019				
	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	December 31, 2020	December 31, 2019
SALARIES & WAGES	5,653,547	5,756,121	6,131,782	6,084,297	2,206,335	3,925,447	35.98%	36.21%	36.81%	122,161	2,084,174	2,081,292
EMPLOYEE BENEFITS	1,516,481	1,609,710	1,723,999	1,765,767	670,402	1,053,597	38.89%	35.93%	36.09%	92,018	578,383	547,295
PURCHASED SERVICES	1,161,915	1,135,091	1,162,407	1,423,836	660,749	501,658	56.84%	36.86%	38.73%	242,371	418,378	450,030
SUPPLIES	536,284	476,459	572,436	672,805	378,111	194,325	66.05%	43.62%	52.53%	170,282	207,829	281,719
EQUIPMENT	246,957	449,049	385,860	315,248	306,976	78,884	79.56%	94.17%	94.48%	(115,894)	422,870	233,315
DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OTHER EXPENDITURES	67,869	76,507	87,133	84,010	28,604	58,529	32.83%	39.55%	33.78%	(1,656)	30,260	22,928
OTHER FINANCING USES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTALS	9,183,053	9,502,937	10,063,617	10,345,962	4,251,177	5,812,440	42.24%	39.38%	39.38%	509,283	3,741,895	3,616,579

EXPENDITURES (PROGRAM SERIES)						December 31, 2021	December 31, 2020	December 31, 2019				
	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	December 31, 2020	December 31, 2019
SITE ADMINISTRATION	356,308	361,675	339,825	368,448	174,481	165,344	51.34%	43.75%	43.83%	16,251	158,230	156,175
DISTRICT ADMINISTRATION	197,705	232,642	246,441	271,849	137,260	109,181	55.70%	43.36%	49.02%	36,382	100,879	96,923
SUPPORT SERVICES	333,936	347,394	356,241	400,111	215,997	140,244	60.63%	46.38%	53.93%	54,880	161,117	180,089
REGULAR INSTRUCTION	4,094,925	4,252,393	4,442,781	4,496,776	1,685,708	2,757,073	37.94%	34.90%	33.39%	201,638	1,484,070	1,367,483
EXTRA-CURRICULAR ACTIVITES	526,246	422,966	452,946	513,090	237,228	215,718	52.37%	31.28%	43.69%	104,925	132,303	229,904
VOCATIONAL INSTRUCTION	76,779	86,044	137,808	155,350	65,830	71,978	47.77%	26.50%	36.46%	43,030	22,801	27,994
SPECIAL EDUCATION	1,180,162	1,284,881	1,373,977	1,335,164	373,629	1,000,348	27.19%	27.19%	27.05%	24,218	349,411	319,180
COMMUNITY SERVICES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INSTRUCTIONAL SUPPORT	362,497	434,199	370,870	377,896	180,305	190,565	48.62%	57.84%	67.84%	(70,834)	251,139	245,902
PUPIL SUPPORT SERVICES	881,217	669,017	899,951	823,018	405,943	494,008	45.11%	35.74%	46.41%	166,848	239,095	408,941
FACILITIES	1,087,884	1,330,337	1,253,406	1,424,112	673,704	579,702	53.75%	53.29%	43.44%	(35,267)	708,971	472,588
OTHER FINANCING USES	85,392	81,389	189,371	180,148	101,092	88,279	53.38%	164.49%	130.45%	(32,788)	133,880	111,399
TOTALS	9,183,053	9,502,937	10,063,617	10,345,962	4,251,177	5,812,440	42.24%	39.38%	39.38%	509,283	3,741,895	3,616,579

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

ROYALTON | December 31, 2021

ACTIVITY - OTHER FUNDS						December 31, 2021	December 31, 2020	December 31, 2019				
	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	Current YTD vs. PYTD	December 31, 2020	December 31, 2019
REVENUE												
FOOD SERVICE	498,300	428,281	508,499	568,308	179,693	328,806	35.34%	38.62%	42.17%	14,297	165,396	210,155
COMMUNITY EDUCATION	320,351	273,184	359,105	390,277	211,507	147,598	58.90%	32.89%	64.03%	121,658	89,848	205,109
CONSTRUCTION	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
DEBT SERVICE	2,041,405	2,023,346	2,086,502	1,727,927	685,905	1,400,597	32.87%	36.45%	95.54%	(51,609)	737,514	1,950,351
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
CUSTODIAL	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INTERNAL SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTALS	2,860,055	2,724,812	2,954,106	2,686,512	1,077,105	1,877,001	36.46%	36.43%	82.71%	84,346	992,758	2,365,614
EXPENDITURES						December 31, 2021	December 31, 2020	December 31, 2019				
	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	December 31, 2020	December 31, 2019
FOOD SERVICE	517,294	416,624	493,202	511,319	216,982	276,220	43.99%	32.60%	46.15%	81,175	135,807	238,706
COMMUNITY EDUCATION	258,329	229,675	303,053	264,044	135,359	167,694	44.67%	39.58%	51.32%	44,444	90,916	132,575
CONSTRUCTION	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
DEBT SERVICE	2,019,433	2,023,983	2,023,983	2,139,460	570,401	1,453,582	28.18%	22.58%	23.90%	113,423	456,979	482,704
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
CUSTODIAL	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INTERNAL SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTALS	2,795,056	2,670,281	2,820,238	2,914,823	922,742	1,897,496	32.72%	25.60%	30.55%	239,041	683,701	853,985
SUMMARY - ALL FUNDS						December 31, 2021	December 31, 2020	December 31, 2019				
	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	December 31, 2020	December 31, 2019
REVENUE	12,887,187	12,691,829	12,846,425	12,956,007	5,054,498	7,791,927	39.35%	35.59%	49.27%	537,866	4,516,632	6,350,091
EXPENDITURES	11,978,109	12,173,218	12,883,855	13,260,785	5,173,920	7,709,936	40.16%	36.36%	37.32%	748,324	4,425,596	4,470,564
SPENDING VARIANCE	909,078	518,611	(37,430)	(304,779)	(119,422)	N/A	N/A	N/A	N/A	(210,458)	91,036	1,879,528

GENERAL FUND - REVENUE SUMMARY

ROYALTON | December 31, 2021

DESCRIPTION	June 30, 2020	June 30, 2021	Current Budget	Projected End Of Year	Revenue YTD	Budget Remaining	December 31, 2021	December 31, 2020	December 31, 2019	Current YTD vs. Prior YTD	December 31, 2020	December 31, 2019
							% of Budget Received	% of Actuals Received	% of Actuals Received			
LOCAL REVENUES												
001 PROPERTY TAX LEVY, GENERAL	543,184	683,144	653,603	452,473	0	653,603	0.00%	0.07%	91.86%	(447)	447	498,975
004 MUNICIPAL/TAX INCR FINANCE	195	1,121	1,122	1,117	0	1,122	0.00%	0.00%	50.93%	0	0	99
010 COUNTY APPORTIONMENT	13,741	14,687	20,943	16,197	0	20,943	0.00%	14.56%	47.02%	(2,139)	2,139	6,461
019 MISC TAX REV PAID BY COUNTY	15,075	8,897	1,000	2,440	1,643	(643)	164.32%	14.89%	8.87%	318	1,325	1,337
040 TUITION FROM PATRONS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
050 FEES FROM PATRONS	4,606	954	0	860	860	(860)	0.00%	0.00%	33.13%	860	0	1,526
060 ADMISSIONS & STUDENT ACTIVITY REV	136,361	57,453	65,800	86,769	63,930	1,870	97.16%	37.88%	74.90%	42,166	21,764	102,131
071 MA REV/DEPT OF HUMAN SVCS	11,370	25,151	0	11,103	11,103	(11,103)	0.00%	81.34%	35.35%	(9,356)	20,458	4,019
092 INTEREST EARNINGS	39,428	2,663	6,000	2,283	854	5,146	14.23%	95.07%	94.15%	(1,678)	2,531	37,122
096 GIFTS AND BEQUESTS	24,210	12,829	1,700	35,899	34,902	(33,202)	2053.06%	35.56%	34.49%	30,339	4,563	8,350
099 MISC REV FROM LOCAL SOURCES	92,436	94,756	83,348	154,957	107,179	(23,831)	128.59%	52.28%	41.07%	57,643	49,536	37,963
Total LOCAL REVENUES	880,606	901,656	833,516	764,097	220,470	613,046	26.45%	11.40%	79.26%	117,708	102,763	697,984
STATE REVENUES												
201 ENDOWMENT FUND APPORTIONMENT	42,702	40,032	40,032	39,607	19,288	20,744	48.18%	50.40%	48.27%	(887)	20,175	20,611
211 GENERAL EDUCATION AID	7,770,653	7,628,396	7,549,011	7,876,868	3,289,786	4,259,225	43.58%	37.74%	39.75%	411,211	2,878,576	3,089,116
212 LITERACY INCENTIVE AID	46,491	49,322	49,322	50,342	156	49,166	0.32%	-2.83%	-2.72%	1,550	(1,395)	(1,266)
213 SHARED TIME AID	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
227 ABATEMENT AID	97	164	164	91	47	117	28.75%	90.00%	90.01%	(100)	147	87
229 DISPARITY REDUCTION AID	10	20	20	20	0	20	0.00%	0.00%	0.00%	0	0	0
234 AGRICULTURE MARKET VALUE CR	1,829	3,425	3,425	3,425	0	3,425	0.00%	0.00%	0.00%	0	0	0
258 OTHER STATE CR/EXEMPT PROP REIMB	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
300 STATE AID (REQUIRES FIN CODE)	40,849	12,641	10,503	5,392	(315)	10,818	-3.00%	0.00%	78.94%	(315)	(0)	32,246
301 NONPUBLIC AID	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
309 DEBT SERVICE EQUALIZATION AID	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
317 LONG TERM FACILITY MAINT AID	94,205	101,015	99,188	98,239	(2,976)	102,164	-3.00%	-2.80%	-2.80%	(143)	(2,833)	(2,640)
360 STATE AID FOR SPECIAL EDUCATION	901,323	613,046	736,000	799,246	193,523	542,477	26.29%	31.24%	6.74%	1,989	191,535	60,775
370 OTHER, MN DEPT OF EDUCATION	2,851	7,759	7,000	7,373	4,455	2,545	63.64%	100.00%	0.00%	(3,304)	7,759	0
397 TRA & PERA SPEC SITUATIONS PENSION	30,659	29,793	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
Total STATE REVENUES	8,931,669	8,485,614	8,494,665	8,880,602	3,503,965	4,990,700	41.25%	36.46%	35.82%	410,000	3,093,964	3,198,929
FEDERAL REVENUES RECEIVED FROM STATE												
400 FEDERAL AID/MDE (REQUIRES FIN)	139,409	522,818	564,138	601,126	229,289	334,849	40.64%	56.24%	26.54%	(64,755)	294,044	36,993
405 FEDERAL AID THRU OTHER AGENCY	0	40,045	0	0	0	0	0.00%	52.87%	0.00%	(21,170)	21,170	(2,632)
471 SCHOOL LUNCH PROGRAM	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
472 SPECIAL ASSIST, NEEDY CHILD	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
473 COMMODITY CASH REBATE PROGRAM	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
474 COMMODITY DISTRIBUTION PROGRAM	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
476 SCHOOL BREAKFAST PROGRAM	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
479 SUMMER FOOD SERVICE PROGRAM	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
Total REVENUES RECEIVED FROM STATE	139,409	562,863	564,138	601,126	229,289	334,849	40.64%	56.00%	24.65%	(85,925)	315,214	34,361
LOCAL SALES, INSURANCE RECOVERY, AND JUDGEMENTS												
601 FOOD SERVICE SALES TO PUPILS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
606 FOOD SERVICE SALES TO ADULTS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
619 COST MATERIALS/REV PROD (CONTRA)	(3,377)	900	0	0	0	0	0.00%	64.44%	64.23%	(580)	580	(2,169)
620 SALES/REV PRODUCING ACTIVITIES	65,328	15,985	0	23,669	23,669	(23,669)	0.00%	71.02%	82.07%	12,316	11,353	53,613
622 SALES OF MATERIALS (NET OF TX)	1,759	0	0	0	0	0	0.00%	0.00%	100.00%	0	0	1,759
625 INSURANCE RECOVERY	11,738	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
Total LOCAL SALES, INSURANCE RECOVERY, AND JUDGEMENTS	75,449	16,885	0	23,669	23,669	(23,669)	0.00%	70.67%	70.52%	11,736	11,933	53,203
SALE OF BONDS AND LOANS												
631 SALE OF BONDS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
Total SALE OF BONDS AND LOANS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INCOMING TRANSFERS FROM OTHER FUNDS												
649 PERMANENT TRANSFERS/OTHER FUND	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
Total INCOMING TRANSFERS FROM OTHER FUNDS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
GENERAL FUND TOTAL	10,027,132	9,967,018	9,892,319	10,269,495	3,977,393	5,914,926	40.21%	35.36%	39.74%	453,519	3,523,874	3,984,477

DESCRIPTION	June 30, 2020	June 30, 2021	Current Budget	Projected End Of Year	Revenue YTD	Budget Remaining	December 31, 2021	December 31, 2020	December 31, 2019	Current YTD vs. Prior YTD	December 31, 2020	December 31, 2019
							% of Budget Received	% of Actuals Received	% of Actuals Received			

GENERAL FUND - EXPENDITURES BY PROGRAM CODE

ROYALTON | December 31, 2021

DESCRIPTION	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	Expenses YTD	Budget Remaining	December 31, 2021	December 31, 2020	December 31, 2019	Current YTD vs. Prior YTD	December 31, 2020	December 31, 2019
							% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
DISTRICT ADMINISTRATION												
010 BOARD OF EDUCATION	17,051	23,050	22,379	60,669	50,018	(27,639)	223.50%	35.95%	60.14%	41,731	8,287	10,255
020 OFFICE OF THE SUPERINTENDENT	180,655	209,593	224,062	211,180	87,242	136,820	38.94%	44.18%	47.97%	(5,349)	92,591	86,668
TOTAL - DISTRICT ADMINISTRATION	197,705	232,642	246,441	271,849	137,260	109,181	55.70%	43.36%	49.02%	36,382	100,879	96,923
SITE ADMINISTRATION												
050 SCHOOL ADMINISTRATION	356,308	361,675	339,825	368,448	174,481	165,344	51.34%	43.75%	43.83%	16,251	158,230	156,175
TOTAL - SITE ADMINISTRATION	356,308	361,675	339,825	368,448	174,481	165,344	51.34%	43.75%	43.83%	16,251	158,230	156,175
SUPPORT SERVICES												
105 GENERAL ADMINISTRATIVE SUPPORT	57,086	61,974	69,379	78,274	37,563	31,816	54.14%	43.30%	49.81%	10,728	26,835	28,435
110 BUSINESS SUPPORT SERVICES	276,850	285,420	286,862	321,837	178,433	108,429	62.20%	47.05%	54.78%	44,152	134,282	151,654
TOTAL - SUPPORT SERVICES	333,936	347,394	356,241	400,111	215,997	140,244	60.63%	46.38%	53.93%	54,880	161,117	180,089
REGULAR INSTRUCTION												
201 EDUCATION,KINDERGARTEN	278,727	159,822	206,828	187,109	40,810	166,018	19.73%	57.08%	25.86%	(50,415)	91,225	72,065
203 EDUCATION,ELEMENTARY GENERAL	1,369,457	1,460,588	1,463,021	1,534,414	643,079	819,942	43.96%	36.62%	32.68%	108,208	534,871	447,501
204 TITLE II, PART A TRAINING & RECRUITING	19,770	17,419	19,766	17,094	3,955	15,811	20.01%	34.70%	40.17%	(2,089)	6,044	7,941
211 EDUCATION,SECONDARY GENERAL	405,993	354,522	396,424	456,229	249,476	146,948	62.93%	40.73%	38.75%	105,094	144,382	157,340
212 VISUAL ART	126,929	113,317	123,348	122,400	41,208	82,140	33.41%	30.52%	30.08%	6,629	34,579	38,181
215 BUSINESS	43,125	66,476	66,885	48,597	4,536	62,349	6.78%	33.56%	33.49%	(17,777)	22,312	14,444
216 TITLE I, PART A IMPROVE ACHIEVE/DISADV	116,091	106,748	109,302	111,565	45,770	63,532	41.87%	31.44%	36.03%	12,211	33,559	41,824
218 GIFTED & TALENTED	7,290	4,362	15,713	15,003	5,966	9,747	37.97%	66.04%	79.23%	3,085	2,881	5,776
220 ENGLISH, LANGUAGE ARTS	264,160	302,900	291,602	290,170	96,137	195,465	32.97%	31.25%	32.53%	1,475	94,662	85,943
230 FOREIGN/NATIVE LANGUAGE	108,812	121,809	131,955	130,667	42,690	89,265	32.35%	33.46%	34.01%	1,933	40,757	37,010
240 HEALTH, PHYSICAL ED & RECREATION	276,878	281,284	296,090	290,717	93,796	202,294	31.68%	32.72%	33.55%	1,748	92,048	92,901
255 INDUSTRIAL EDUCATION	81,419	56,080	74,116	59,567	11,957	62,159	16.13%	45.43%	32.65%	(13,518)	25,475	26,583
256 MATHEMATICS	292,998	308,549	318,456	315,669	103,624	214,832	32.54%	32.63%	32.36%	2,957	100,666	94,814
258 MUSIC	205,843	218,935	214,791	216,222	75,109	139,682	34.97%	38.99%	35.80%	(10,262)	85,371	73,688
260 NATURAL SCIENCES	235,715	256,928	262,129	253,891	80,847	181,282	30.84%	31.67%	36.82%	(522)	81,369	86,801
270 SOCIAL SCIENCES/SOCIAL STUDIES	261,719	277,389	298,838	296,547	96,789	202,049	32.39%	33.84%	32.35%	2,921	93,868	84,671
275 KINDERGARTEN INDIVIDUALIZED INSTRUCTION	0	145,262	153,517	150,914	49,960	103,557	32.54%	0.00%	0.00%	49,960	0	0
TOTAL - REGULAR INSTRUCTION	4,094,925	4,252,393	4,442,781	4,496,776	1,685,708	2,757,073	37.94%	34.90%	33.39%	201,638	1,484,070	1,367,483
EXTRA-CURRICULAR												
292 BOYS/GIRLS ATHLETICS	147,431	167,736	174,287	182,575	87,528	86,759	50.22%	42.16%	50.63%	16,818	70,710	74,642
294 BOYS ATHLETICS	146,577	114,370	134,789	136,063	50,601	84,188	37.54%	23.74%	37.35%	23,447	27,154	54,740
296 GIRLS ATHLETICS	78,242	74,404	81,243	95,833	41,566	39,677	51.16%	30.73%	36.38%	18,702	22,863	28,467
298 EXTRA,CURRICULAR ACTIVITIES	153,996	66,456	62,627	98,620	57,534	5,093	91.87%	17.42%	46.79%	45,957	11,577	72,055
TOTAL - EXTRA-CURRICULAR ACTIVITIES	526,246	422,966	452,946	513,090	237,228	215,718	52.37%	31.28%	43.69%	104,925	132,303	229,904
VOCATIONAL INSTRUCTION												
301 AGRICULTURAL EDUCATION	76,779	86,044	68,344	88,668	45,313	23,031	66.30%	26.50%	36.46%	22,512	22,801	27,994
341 BUSINESS & OFFICE EDUCATION	0	0	69,464	66,682	20,518	48,946	29.54%	0.00%	0.00%	20,518	0	0
TOTAL - VOCATIONAL INSTRUCTION	76,779	86,044	137,808	155,350	65,830	71,978	47.77%	26.50%	36.46%	43,030	22,801	27,994
SPECIAL ED INSTRUCTION												
400 GENERAL SPECIAL EDUCATION	108,998	109,967	66,113	55,656	746	65,367	1.13%	1.29%	0.08%	(673)	1,419	88
401 SPEECH/LANGUAGE IMPAIRED	99,049	113,226	114,702	132,348	25,406	89,296	22.15%	22.52%	15.60%	(94)	25,500	15,451
402 MILD,MODERATE COGNITIVE DISAB	82,386	57,830	70,703	74,269	29,296	41,407	41.44%	43.79%	34.05%	3,970	25,326	28,055
403 SEVERE,PROFOUND COGNITIVE DISAB	14,024	5,825	8,218	5,334	351	7,867	4.27%	49.18%	37.07%	(2,514)	2,865	5,199
404 PHYSICALLY IMPAIRED	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
405 DEAF, HARD OF HEARING	22,511	21,184	22,232	22,277	2,414	19,818	10.86%	10.07%	15.68%	281	2,133	3,530
407 SPECIFIC LEARNING DISABILITY	257,593	282,218	291,605	292,924	105,023	186,582	36.02%	35.39%	40.37%	5,160	99,863	103,998
408 EMOTIONAL/BEHAVIORAL DISORDER	195,738	219,723	248,706	254,818	92,186	156,520	37.07%	33.35%	31.29%	18,906	73,281	61,248
410 OTHER HEALTH DISABILITIES	125,144	112,635	121,430	116,430	37,298	84,132	30.72%	36.23%	26.15%	(3,507)	40,804	32,731
411 AUTISTIC SPECTRUM DISORDERS	144,814	139,598	164,768	155,849	54,027	110,741	32.79%	36.40%	42.30%	3,218	50,808	61,250
412 DEVELOPMENTALLY DELAYED	79,651	152,444	154,567	153,955	26,883	127,684	17.39%	14.54%	20.59%	4,724	22,159	16,402
420 SPECIAL ED,AGGREGATE 3+	49,048	53,603	110,933	71,303	0	110,933	0.00%	0.00%	-17.89%	0	0	(8,773)
422 SPECIAL ED,STUDENTS W/O DISABILITES	1,206	16,627	0	0	0	0	0.00%	31.59%	0.00%	(5,253)	5,253	0
TOTAL - SPECIAL ED INSTRUCTION	1,180,162	1,284,881	1,373,977	1,335,164	373,629	1,000,348	27.19%	27.19%	27.05%	24,218	349,411	319,180
COMMUNITY EDUCATION												
505 GENERAL COMMUNITY EDUCATION	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0

DESCRIPTION	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	Expenses YTD	Budget Remaining	December 31, 2021	December 31, 2020	December 31, 2019	Current YTD vs. Prior YTD	December 31, 2020	December 31, 2019
							% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
570 SCHOOL AGE CARE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
580 EARLY CHILDHOOD & FAMILY ED	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
582 SCHOOL READINESS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
583 EARLY CHILDHOOD SCREENING	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
585 YOUTH DEV/AFTER SCHOOL ENRICH	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
590 OTHER COMMUNITY PROGRAMS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTAL - COMMUNITY EDUCATION	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INSTRUCTIONAL SUPPORT												
620 LIBRARY MEDIA CENTER	28,636	31,668	34,234	36,257	16,325	17,909	47.69%	44.23%	42.98%	2,318	14,007	12,308
630 INSTRUCTION,RELATED TECHNOLOGY	286,057	356,091	188,077	212,911	123,950	64,127	65.90%	52.96%	61.52%	(64,621)	188,571	175,979
640 STAFF DEVELOPMENT	47,805	46,440	148,559	128,728	40,029	108,530	26.95%	104.57%	120.52%	(8,532)	48,561	57,616
TOTAL - INSTRUCTIONAL SUPPORT	362,497	434,199	370,870	377,896	180,305	190,565	48.62%	57.84%	67.84%	(70,834)	251,139	245,902
PUPIL SUPPORT SERVICES												
710 SECONDARY COUNSELING/GUIDANCE	109,570	107,846	106,674	106,897	38,475	68,199	36.07%	34.66%	31.57%	1,092	37,383	34,588
715 SCHOOL SECURITY	0	0	0	5,815	5,815	(5,815)	0.00%	0.00%	0.00%	5,815	0	0
720 HEALTH SERVICES	108,926	72,175	160,678	133,717	35,541	125,137	22.12%	37.59%	46.61%	8,412	27,130	50,766
740 SOCIAL WORK SERVICES	130,666	104,578	112,195	109,394	35,723	76,472	31.84%	32.99%	32.25%	1,222	34,501	42,144
760 PUPIL TRANSPORTATION	532,056	384,418	520,404	467,195	290,389	230,016	55.80%	36.44%	52.90%	150,308	140,081	281,443
770 FOOD SERVICES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTAL - PUPIL SUPPORT SERVICES	881,217	669,017	899,951	823,018	405,943	494,008	45.11%	35.74%	46.41%	166,848	239,095	408,941
FACILITIES												
810 OPERATIONS & MAINTENANCE	996,511	1,225,490	1,196,886	1,305,021	588,372	608,514	49.16%	50.42%	42.07%	(29,568)	617,940	419,276
850 CAPITAL FACILITIES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
865 LTFM NOT PRO 866,867,868	91,373	104,847	56,520	119,091	85,332	(28,812)	150.98%	86.82%	58.35%	(5,699)	91,031	53,312
870 BUILDING CONSTRUCTION	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTAL - FACILITIES	1,087,884	1,330,337	1,253,406	1,424,112	673,704	579,702	53.75%	53.29%	43.44%	(35,267)	708,971	472,588
OTHER FINANCING USES												
910 RETIRE LONG TERM OBLIGATIONS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
930 EMPLOYEE BENEFITS, CLEARING	0	0	95,000	84,158	42,303	52,697	44.53%	0.00%	0.00%	(37,586)	79,889	64,663
940 INSURANCE	72,042	67,739	77,371	80,613	58,789	18,582	75.98%	76.53%	63.48%	6,948	51,841	45,736
960 OTHER NONRECURRING ITEMS	13,350	13,650	17,000	15,377	0	17,000	0.00%	15.75%	7.49%	(2,150)	2,150	1,000
TOTAL - OTHER FINANCING USES	85,392	81,389	189,371	180,148	101,092	88,279	53.38%	164.49%	130.45%	(32,788)	133,880	111,399
GENERAL FUND TOTAL	9,183,053	9,502,937	10,063,617	10,345,962	4,251,177	5,812,440	42.24%	39.38%	39.38%	509,283	3,741,895	3,616,579

New Hires 01.24.22

Shawna Puchalla - Food Service

Resolution for Acceptance of Gifts to the Royalton School District

Member _____ introduced the following resolution and moved its adoption:

WHEREAS all information is included in your packet;

Mary Hemmesch has generously offered to donate \$500 to the Royalton School District.

St. Cloud Area Golden Gloves Boxing Inc has generously donated \$2000 to Royalton Community Education Robotics.

The Royalton Fire Department Relief Association generously donated \$4000. \$2000 will go towards the Royalton Community Education Robotics and \$2000 will go to Royalton Middle School/High School Robotics team.

Rice Area Sportsmen's Club generously donated \$1500 to the Trap Shooting Team.

WHEREAS the conditions on these gifts are included in the packet.

THEREFORE, BE IT RESOLVED by the Royalton School Board to gratefully accept the gifts.

The motion for adoption of the foregoing resolution was duly seconded by Member

_____ and upon a roll call vote being taken thereon, the

following voted

in favor thereof:

following voted against:

and the following abstained:

The foregoing resolution was approved this ___ day of _____, 2022.

_____ Board Chair, Russ Gerads

_____ Board Clerk, Rian Hofstad

Central Minnesota Libraries Exchange
Mary Jordan, Executive Director
570 1st Street SE
St. Cloud, MN 56304
mary@cml.org

December 14, 2021

Andrew Hagman
Royalton Middle/High School Media Center
andrew.hagman@isd485.org

Congratulations!

Our grant review committee has approved your Extended Mini Grant application, and awarded you up to \$1000 to use to buy books for your library.

We are funding your request of \$800 for the books your teachers have requested; and an additional \$200 (to our \$1,000 maximum) so you can buy some other current, interesting books for your students to enjoy. Please feel free to reach out to us any time to talk about sources for new books that will be interesting to your students.

You will buy the materials, and submit your receipts to us for reimbursement.

After you buy the books, we will also need a final report from you to send you the reimbursement check. Write up at least 300 words to tell us about the impact of this grant. This will go onto our website, and in the newsletter. (You don't need to be a perfect writer! We just want to share your good news with our community.)

If you have any questions, please let me know. Or you can contact Angie at ajordan@cml.org. And again: congratulations! We are so happy to be able to help you in your library work!

--

Dr. Mary Wilkins Jordan
Executive Director
Central Minnesota Library Exchange (CMLE)
cml.org
Twitter: @CMLELibs



School Closing Make-up Day Recommendations



Situation

Due to a potential threat to the school, we closed school on December 17, 2021 out of an abundance of caution.

Required Attendance and # of Days in the Current Calendar

There are 183 work days required in the teacher contract.

There are 165 mandatory days for student attendance per state statute [MN State Statute 120A.41](#).

The current calendar has 170 student contact days, and 183 teacher work days.

Five E-learning days have been approved with the caveat of the first 2 days of inclement weather as snow days.

Options for make-up day

Bring teachers AND students back on April 18, 2022

Bring teachers back on April 18, 2022

Bring teachers back on June 1, 2022

Recommendations

Recommendation #1: Bring only teachers back on June 1, 2022;

and

Recommendation #2: Count December 17th as if it was a 1st snow day, so only one additional inclement weather day is necessary before can call an E-learning day.



Discussion



Strategic Planning Proposal

MSBA

Strategic Planning Process

Strategic Planning services offered through MSBA include a significant amount of internal and external stakeholder engagement in the process to ensure all voices are heard, recognized, and valued. Thus, our process reflects the values and voices of the school community.

[MSBA Brochure](#)

During the Strategic Planning Process

MSBA will:

- Develop the Foundational Elements: the Belief Statements, the Mission Statement, and the Vision Statement
- Identify Focus Areas specific to your School District needs
- Create goals and objectives related to each Focus Area

Timeline

- Complete Strategic Plan over a **12 – 14 week** period (specific dates/times determined based on your school/community schedule)
- Able to condense or expand the timeline
- Conduct a **2-3 hour in-service** for the Board Team (superintendent and elected board members) on implementing the Strategic Plan from a Governance (Board) and Management (Superintendent) perspective

[MSBA Timeline Example](#)

Cost and Services Provided

The cost and services to conduct strategic planning and Board in-service is **\$10,300**

MSBA will provide:

- Toolkit of resources for the school district to implement the process, including templates for news releases, invitations, website postings, board meeting postings, internal and external surveys, resolution to adopt strategic plan, etc.;
- MSBA staff facilitation for all activities;
- MSBA staff recording of all work and developing all reports;
- Assistance from MSBA Team (Communications, Board Development, Technology, Admin Support, as needed)

Strategic Planning Services Provided Cont...

- Development of a Strategic Plan on a Page;
- Support and work with the Administrative Team in development of an Implementation Document to assist in scheduling out next steps and related tasks;
- Development of a Strategic Governance Framework in aligning the district goals of the Strategic Plan with the Superintendent and Board Team goals;
- A one-year follow-up, if needed;
- Ongoing support as needed before, during and following the process as requested.

Board In-service

MSBA will:

- Review the Strategic Planning process; Introduce the Plan on a Page; Suggest Next Steps with the Strategic Plan
- Discuss the Stages of Board Development
- Review the Board Governance Model
- Discuss the Development of a Strategic Governance Framework

Board In-service Cont...

- Review the Standards of School Board Leadership
- Review the School Board Self-Evaluation (SBSE) Full Report
- Assist in Identifying Board Team Goals
- Reference the Board's role in working with the Superintendent in setting Superintendent Goals
- Discuss alignment of District Goals from the Strategic Plan with Board and Superintendent Goals

**MSBA is providing its Strategic Planning services via virtual platform.

Recommendation

Utilize MSBA for Strategic Planning



Discussion

412 EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee, and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

- A. The supervising administrator must approve any travel involving school district business expenses in advance. Such expenses may include transportation, meals, lodging, registration fees, required materials, parking fees and other reasonable and necessary school district business-related expenses. Evidence of authorization must be attached to the expense report to obtain reimbursement.
- B. An employee cannot approve his or her own travel expenses. If the traveler is a department head, it is necessary for approval to be granted by the next supervisory level.
- C. All reimbursements must be submitted within 30 days of the expenditure or cost.

III. REIMBURSABLE EXPENSES

Reimbursable travel expenditures are expenses authorized and incurred while transacting official business away from the school. It is the responsibility of the traveler and his/her supervisor to ensure that all travel charges to be paid by the school district are incurred for the benefit of the district and that the travel is completed at the most economical and reasonable cost.

- A. **Transportation:** The most economical and reasonable form of available transportation should be used to satisfactorily accomplish school business.
 - 1. Employees should always first check the availability of a district owned van for transportation purposes. Use will be approved or not approved by the transportation director and a verifying signature will be required.
 - 2. Employees may use their own vehicles for school district business travel, with mileage to be reimbursed by the district at the approved IRS rate, if prior approval is received. Mileage will be paid on the shortest route, either from home or the school. The reimbursable rate will be the rate allowed by the IRS if a school vehicle is not available. If an employee chooses to use their personal vehicle when a school vehicle is available, mileage will be reimbursed at one-half the IRS rate.

3. Alternative transportation arrangements may be approved in special circumstances.
4. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

B. Lodging: Lodging arrangements are to be made by the employee requesting travel for distances over 50 miles from both the employee's home and school with the approval of department supervisor. Employees are expected to seek out and utilize reasonably priced accommodations. Conference lodging is considered "reasonably priced accommodations". Employee should inquire about government rates for school district employees.

C. Meals: Reimbursement for meals, including tips, may not exceed the reasonable and actual meal cost for the traveling employee. Reasonable expenses shall not exceed the following:

1. \$10 for breakfast. (Employees may not claim reimbursement for breakfast unless they are required to leave home for a travel assignment before 7:00a.m. or are away from home overnight the previous night.)
2. \$15 for lunch. (Employees may not claim reimbursement for lunch unless they are in travel status, are performing required work that extends over the normal noon meal period.)
3. \$20 for dinner. (Employees may not claim reimbursement for dinner unless they are in travel status and school business caused them to return home after 7:00 p.m. or to be away from home overnight.)
4. Reimbursement rates for out of area and greater than 10 hours will be determined by the US General Service Administration Calculator: <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>
5. These maximums do not apply to meals served as an integral part of a conference program registration or participation (ex: you are required to pay for a meal provided during the conference and the lunch is a "working" lunch). Separate reimbursement may not be requested if a meal is included in a conference registration. Alcoholic beverages are not reimbursable with public or state funds and will not be approved as a meal expense. **Exception:** An employee is not expected to go out of his/her way to find a meal within the stated price ranges if location/schedule/condition does not allow this.
6. Employees who meet the eligibility requirements for two or more meals can choose to combine the reimbursement allotment and divide among the meals in any way the employee chooses.

D. Other Expenses: The following expenses are normally reimbursable if incurred through authorized travel:

1. Taxi (including reasonable tip), shuttle, subway or bus fares
2. Parking fees and tolls
3. Freeway/highway tolls
4. Telephone calls, fax and internet charges (made to conduct school district business)

E. Out-of-State Travel: Out of state travel must have the advance approval of the employee's immediate supervisor, the superintendent and the board of education.

A detailed description and estimate of all costs must be provided. Reimbursement decisions will be made by the board of education. Travel to communities that border the state of Minnesota (i.e., Fargo, Hudson, etc.) do not require out-of-state approval. Travel to border communities is treated as in-state travel and expenses are reimbursed in accordance with that policy.

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
 - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.

- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.

- D. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. METHOD OF REIMBURSEMENT

Approved expenses will be reimbursed through school district funds to the traveling employee after completion of the travel and submission of an approved expense report and supporting receipts including the following:

- 1. Private vehicle mileage must be provided. Route taken should be the most direct route, beginning at the school or employee's home, whichever is closest to destination as determined by Google MAPS.
- 2. Receipts for meals.
- 3. Receipts for tolls, parking, shuttle, taxi etc.
- 4. Receipts for registration.
- 5. Receipts for lodging.

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

Minn. Op. Atty. Gen. No. 161B-12 (January 24, 1989) (Operating Expenses of Car)

Cross References: Royalton School Board Policy 214 (Out-of-State Travel by School Board Members)

Adopted: _____

MSBA/MASA Model Policy 412

Revised: _____

Orig. 1995
Rev. 2006 2008

412 EXPENSE REIMBURSEMENT

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

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
 - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.

- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

IV V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members).

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

[Note: This policy reflects the mandatory law regarding reporting of maltreatment of minors and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.

- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical care, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
 5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
 6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 6, Clause (5);
 7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
 8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the normal range for the child’s age and stage of development, with due regard to the child’s culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child’s care in good faith has selected and

depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- F. "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- G. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- H. “Report” means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.
- I. “School personnel” means professional employee or professional’s delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- J. “Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a current or recent position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- K. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- L. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- M. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may

result in discipline. The court may also award attorney's fees.

[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]

V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.

- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)

Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Confidential Student Maltreatment Reporting Form

Date submitted: _____

MDE File # _____ (MDE staff use only)

REPORTER (name of person completing form) Reporter is confidential under Minnesota Statutes, section 626.556.

Name: _____ Title: _____ Phone: _____ Mandated Reporter: Yes No

Address: _____ City: _____ State: _____ Zip: _____

SCHOOL INFORMATION

ISD#: _____ School District: _____ Program Name: _____

School Name: _____ Address: _____ City: _____ Zip: _____

Principal/Director: _____ Phone: _____ (Ext): _____

Transportation Company (if necessary): Contact: _____ Phone: _____

ALLEGED VICTIM (Complete one reporting form for each alleged victim)

Name: _____ Address: _____ City: _____ State: _____ Zip: _____

Parent/Guardian: _____ Phone: _____ Alternate Phone: _____

Gender: Male Female ___ DOB: _____ Grade: _____ Ethnicity: _____

Special Education: Yes No Disability Description: _____ State Student ID: _____

ALLEGED OFFENDER

Name: _____ Position: _____ DOB: _____ Gender: Male ___ Female ___

Address: _____ City: _____ State: _____ Zip: _____

Ethnicity: _____ Phone: _____ Alternate Phone: _____

Licensed: Yes ___ No ___ If Licensed, name of licensing board: _____ Folder # _____

INCIDENT

Date: _____ Time: _____ Location (i.e. - bus, classroom): _____

Address (if different than school): _____ County: _____

Witness Contact Information: _____

Police Notified: Yes ___ No ___ Police Department: _____

Police Contact: _____ Phone: _____ Case No.: _____

Alleged Maltreatment: Physical Abuse ___ Sexual Abuse ___ Neglect ___ Unknown ___ **Injury:** Yes ___ No ___ Unknown ___

Description of Incident and Injury: (please attach additional page if needed).

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

[Note: This policy reflects the mandatory law regarding reporting maltreatment of vulnerable adults and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

- A. “Mandated Reporters” means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- B. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.

- D. “Abuse” means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult’s will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 2.
- E. “Financial Exploitation” means a breach of a fiduciary duty by an actor’s unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor’s failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult’s funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult’s will for the profit or advantage of another.
- F. “Vulnerable Adult” means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or

emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

- G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data* as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.

- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with employees where appropriate.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.234 (Crimes Against the Person)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. -The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. -Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. -The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. -The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. -The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. -All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. -All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. -Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. -A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for

the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. ~~For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;~~ F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- B. To attend school daily, except when excused or exempt, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. ~~To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;~~
- FG. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- GH. To be aware of and comply with federal, state, and local laws;
- HI. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;

- ~~IJ.~~ To respect and maintain the school's property and the property of others;
- ~~JK.~~ To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- ~~KL.~~ To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- ~~LM.~~ To conduct themselves in an appropriate physical or verbal manner; and
- ~~MN.~~ To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. -This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district's Hazing Prohibition Policy;

5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, ~~506-5~~ electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; ~~Policy;9.~~
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;

18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating ~~including, but not limited to, pagers, radios, and phones, including picture phones;~~
23. Violation of school bus or transportation rules;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise

derogatory to a protected minority group or which connotes gang membership;

31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;

44. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;

- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. -"Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

- 1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;

2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

- B. If a student is removed from class more than five (5) times in a school year, the school district shall notify the parent or guardian of the student's fifth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. **Procedures for Removal of a Student From a Class.**

If any student is removed from class, that student shall be sent to the pPrincipal or designee for determination of appropriate consequences as per policy.

When a teacher decides to remove a student from a class for a class activity or class period, the teacher shall:

1. Direct the student to go directly to the main office.
2. Contact the main office by telephone or intercom system in order to alert office staff and the Principal. The name of the student and a brief description of why the student is being sent to the office will be given to the main office staff.
3. If necessary, the teacher can call the main office and ask for assistance in the removal of a student, or ask that an adult escort the student to the main office.
4. Upon arrival at the main office the student will be seated in the main office.
5. The student will meet with the Principal or designee for determination of appropriate consequences as per school/district policy.
6. At the high school the teacher who removes a student from class will complete a student discipline referral and forward it to the pPrincipal for review. -The report must be completed within 1 school day of the removal from class. -At the elementary school the teacher may be asked by the

elementary principal for a written or an oral report. -The parent/guardian will be contacted at this time by the principal or referring teacher.

7. The referring teacher may be asked by the pPrincipal to contact the parent of the student removed from class.

D. Responsibility for and Custody of a Student Removed From Class.

1. Any student removed from class shall report to the office immediately.
2. The teacher removing the student from class will, before sending the student to the office, notify the office by telephone that the student is coming to the office.
3. An adult escort may be required to bring the student to the office.
4. Temporary custody will be determined by the pPrincipal or designee.
5. After evaluation of the reasons for being removed from class, the principal may:
 - a. Place the student in an in-school suspension room.
 - b. Designate another adult in the building to supervise the student.
 - c. Contact the student's parent.
6. If possible the student removed from class will bring class work to the office with him/her on which s/he can work

E. Procedures for Return of a Student to a Class From Which the Student Was Removed.

1. When a student returns to class after removal for part of one class session:
 - a. The student will have a pass from the principal or his/her designee.
 - b. The teacher will be notified that the student is returning to class.
2. When a student returns to class after being removed from a class for more than one class session:
 - a. The student will meet with the principal or his/her designee prior to returning to class for readmission to that class.
 - b. A parent may be required to attend the readmission meeting.
 - c. The teacher(s) to whom the student will return may be required to participate in the readmission meeting.
 - d. A readmission plan may be developed and required for readmission to the class.

F. Procedures for Notification.

1. If determined necessary by the principal or designee the teacher and the parent will receive oral or written notification of the consequence.
2. The student and parent/guardian will be notified of rule violation(s) and consequences orally, by telephone or in writing.
3. The pPrincipal or designee may require that a teacher notify the parent either orally or in written communication of the consequence.

G. Disabled Students; Special Provisions.

1. If deemed necessary by the principal or his/her designee a manifest determination hearing may be held. At that hearing it may be determined that:
 - a. No further action occur.
 - b. Consequences or disciplinary action may or may not be taken.
 - c. Further assessment may be required.
2. The principal and/or his/her designee will consult with the case manager of a disabled student removed from class to determine if there is a need to review the student's individual education plan (IEP) for adequacy.
3. The IEP team will be the team that determines if any referral for other services is necessary.
4. Teachers may refer students for evaluation for special education services by using the Royalton Schools Child Study Referral Form. Parents my request that their child be evaluated for special education services by using the Royalton Schools Child Study Referral Form or in writing.

H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students. While on School Premises.

Pre-Assessment Team

1. A pre-assessment team consisting of the high school principal, chemical health counselor (if available), guidance counselor, school social worker, school nurse and one teacher has been established. -The pre-assessment team shall be responsible for addressing reports of chemical abuse among students. The team will assess, gather information and make recommendations for appropriate response to the individual reported using regular school communications.
2. In the event that a school district employee knows that a student is -abusing, possessing, transferring, distributing or selling chemicals in a school location:
 - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation

- and continue to observe the student until the administrator arrives.
- b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
- c. The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.
- d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
- e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.

I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

- 1. All violations of the student code of conduct as found in the District Student Discipline Policy will be forwarded to the building principal;
 - a. In writing using a discipline referral form.
 - b. Reported in electronic format using email or the student data management program.
 - c. Verbally in person or by telephone.

J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.

- 1. Parents/guardians may be contacted to request assistance in the improvement of their child's behavior. That contact may be made:
 - a. By the building principal or his/her designee orally or in writing.
 - b. By the classroom teacher orally or in writing.
- 2. The school may request that parents/guardians attend conferences, IEP staffing, or general meetings to discuss the improvement of the student's behavior.

K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

- 1. Teachers and support staff should report in writing using the Royalton Schools Child Study Referral Form any student who they think may benefit from early intervention for behavior problems.

2. After receipt of the form, the Child Study Team will make recommendations and/or referrals in reference to the student's behavior.



3. Parents may submit in writing or verbally to the principal, guidance counselor, social worker or the chemical health counselor (if available) any concerns or questions regarding the investigation and/or possible evaluation of a student in order to detect any possible behavioral problems.

IX. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. –Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

- C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. –This definition does not apply to

dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.

2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. -The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. -A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. -The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. -When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. -That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. ~~Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.~~
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. ~~The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.~~
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourages a parent or guardian of the student to attend school with the student for one day;
 - b. assigns the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petitions the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. ~~(See attached sample Notice of Suspension.)~~
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as

possible following suspension.

10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's

parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. -The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. -The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. -The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological

or educational testimony.

15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. –The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. –The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the [Individuals with Disabilities Act \(IDEA\)](#) or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. –If the team determines that the behavior subject

to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)

Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References:

MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

514 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. -Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. -The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. -However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. -This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is

prohibited.

- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). –The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.



III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. **A**n actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. **M**aterially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. -School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. -While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. -A person may report bullying anonymously. -However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. -Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. -If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. -The building

report taker or a third party designated by the school district shall be responsible for the investigation. -The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. -Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. -The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to

the imposition of discipline or other remedial responses.

- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. —Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. —Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. —School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child’s individualized education program (IEP) team or Section 504 team, allow the child’s IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child’s disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. -Newly employed school personnel must receive the training within the first year of their employment with the school district. -The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. -This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. -Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying

and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy ~~(See MSBA/MASA Model Policy 515)~~ in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy ~~(See MSBA/MASA Model Policy 506)~~ distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. ~~The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law.~~ ~~Revisions shall be made in consultation with students, parents, and community organizations.~~

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal)

of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

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

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. -Electronic information research skills are now fundamental to preparation of citizens and future employees. -Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. -The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. -The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. -Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one

or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. **While not an exhaustive list,** the following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. ~~*[Note: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]*~~
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” “TikTok,” and “Reddit,” and similar websites or applications.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy ~~(MSBA/MASA Model Policy 514)~~. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. [The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others.](#) A student or employee engaging in the foregoing unacceptable

uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, ~~situations serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices.~~ where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. ~~In the case of a school district employee, the immediate disclosure shall be to the employee’s immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.~~

VI. FILTER

~~[Note: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts which seeking technology revenue pursuant to Minnesota. Statutes. §section 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children’s Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]~~

¶

ALTERNATIVE NO. 1

¶

~~[Note: For a school district which that does not seek either state or federal funding in connection with its computer system, the following language should be adopted. It reflects a mandatory requirement under state law, Minnesota. Statutes. §section 125B.15.]~~

¶

~~All computers equipped with Internet access and available for student use at each school site will~~

~~be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.~~

~~¶~~

~~[Note: The purchase of filtering technology is not required by state law if the school site would incur more than incidental expense in making the purchase. In the absence of filtering technology, school sites still are required to use “other effective methods” to restrict student access to such materials.]~~

~~¶~~

~~¶~~

ALTERNATIVE NO. 2

~~¶~~

~~[Note: Technology revenue is available to school districts that meet the additional condition of also restricting adult access to inappropriate materials. School districts that seek such state technology revenue may adopt or retain the following language. However, the school district is not required to do so.]~~

~~¶~~

~~A. All school district computers with Internet access and available for student use will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.~~

~~¶~~

~~B. All school district computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.~~

~~¶~~

~~C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.~~

~~¶~~

ALTERNATIVE NO. 3

~~¶~~

~~[Note: School districts which that receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children’s Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy whichthat contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.]~~

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.



~~*[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]*~~

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents **may** have the right at any time to investigate or review the contents of their child's files and e-mail files **in accordance with the school district's Protection and Privacy of Pupil Records Policy**. ~~Parents~~ have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. ~~In~~ addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under ~~Minnesota Statutes Chapter 13 (the~~ Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement

signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.

5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by ~~Policy 406,~~ Public and Private Personnel Data Policy, and ~~Policy 515,~~ Protection and Privacy of Pupil Records Policy.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. -Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: [Minn. Stat. Ch. 13 \(Minnesota Government Data Practices Act\)](#)
15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
[20 U.S.C. § 1232g \(Family Educational Rights and Privacy Act\)](#)
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
[Mahanoy Area Sch. Dist. v. B.L., 594 U.S. ___, 141 S. Ct. 2038 \(2021\)](#)
~~[Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 \(1969\)](#)~~
~~[United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 \(2003\)](#)~~
~~[Doninger v. Niehoff, 527 F.3d 41 \(2nd Cir. 2008\)](#)~~
[Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 \(D. Minn. 2015\)](#)
~~[R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868- 894 F.Supp.2d 1128 \(D. Minn. 2012\)](#)~~
[Tatro v. Univ. of Minnesota, 800 N.W.2d 811 \(Minn. App. 2011\), aff’d on other grounds 816 N.W.2d 509 \(Minn. 2012\)](#)
[S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 \(8th Cir. 2012\)](#)
~~[Kowalski v. Berkeley County Sch., 652 F.3d 565 \(4th Cir. 2011\)](#)~~
~~[Layshock v. Hermitage Sch. Dist., 650 F.3d 205 \(3rd Cir. 2011\)](#)~~
[Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 \(W.D. Mo. 2012\)](#)
[M.T. v. Cent. York Sch. Dist., 937 A.2d 538 \(Pa. Commw. Ct. 2007\)](#)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 ([Title IX Sex Nondiscrimination Grievance Procedures and Process](#) ~~Student Sex Nondiscrimination~~)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)