



AGENDA
REGULAR MEETING
ROYALTON BOARD OF EDUCATION
ECC RM PK 15
120 SOUTH HAWTHORN STREET
ROYALTON, MN 56373
FEBRUARY 28, 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. Business Manager Report 4
 - b. American Indian Parent Advisory Committee Annual Compliance Report 12
 - c. Board Committee Report
 - d. Superintendent Report
 - e. Principal Report 14
 - f. Athletic Director
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 15
Regular Board Meeting Minutes 01.24.22
 - b. Claims, Accounts and Financial 19
Approve accounts payable and receivables, and employee reimbursements as attached and approve all other financial reports as presented.
 - c. Approval of Resignations 25
 - d. Approval of New Hires 26
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.
 - e. Approval of FMLA
 - f. Marco Copier Contract 27
 - g. Special Education Resolution addressing SPED Cross Subsidy 37
10. **Discussion/Information/Action Items**

| | |
|---|----|
| a. Approval of Donations by Resolution | 39 |
| b. BPA Request for Nationals | 40 |
| c. Network Administrator/Technology Specialist Contract | |
| d. Next Year School Calendar 2022-2023 | 41 |
| e. Curriculum Review | 51 |
| f. Strategic Planning Proposals | 57 |
| g. Policy Reading | |
| 1. First Policy Reading | 85 |
| #525 Violence Prevention | |
| 2. Second Policy Reading | 91 |

#412 EXPENSE REIMBURSEMENT

11. Upcoming Meeting Schedule

1. Tuesday, March 8th, 12:00 PM Finance Meeting
2. Wednesday, March 9th, 9:00 AM Policy Meeting
3. Monday, March 14th, 6:00 PM Work Session
4. Monday, March 28th, 6:00 PM Regular Board Meeting
12. Close meeting for Labor Negotiation Strategies as permitted by MN Statute Section 13D.03.

13. Adjournment

Recognition 02.28.22

Congratulations to Ashton Keith, the Royalton District Spelling Bee Champion! He correctly spelled the word “refectory” for the win. Ashton will represent the district in the Region 5 Spelling Bee on March 23, 2022.

Students of the Semester at the Middle/High School.

FY22 January Budget Update



A LOOK
at the
BUDGET

ENROLLMENT

- Original Adopted Budget: 920
- Enrollment as of: 12/08 – 922, 1/12 – 922, 2/14 – 922
- Using end of FY21 Data

REVENUES

ROYALTON | January 31, 2022

| REVENUE CATEGORIES | June 30, 2020 | June 30, 2021 | Adopted Budget | Projected End Of Year | Received YTD | Budget Remaining | % of Budget Received | January 31, 2022 | January 31, 2021 | January 31, 2020 | Current YTD vs. PYTD | January 31, 2021 | January 31, 2020 |
|--|-------------------|------------------|------------------|-----------------------|------------------|------------------|----------------------|-----------------------|-----------------------|-----------------------|----------------------|------------------|------------------|
| | | | | | | | | % of Actuals Received | % of Actuals Received | % of Actuals Received | | | |
| STATE | 8,931,669 | 8,485,614 | 8,494,665 | 8,999,545 | 4,327,931 | 4,166,734 | 50.95% | 44.23% | 44.47% | 575,055 | 3,752,876 | 3,972,213 | |
| FEDERAL | 139,409 | 562,863 | 564,138 | 601,014 | 253,501 | 310,637 | 44.94% | 64.30% | 24.65% | (108,409) | 361,910 | 34,361 | |
| PROPERTY TAXES | 572,195 | 707,849 | 676,668 | 182,532 | 1,643 | 675,025 | 0.24% | 93.18% | 89.35% | (657,908) | 659,551 | 511,249 | |
| LOCAL SALES, INS RECOVERY & JUDGEMENTS | 75,449 | 16,885 | 0 | 33,630 | 33,630 | (33,630) | 0.00% | 77.95% | 93.80% | 20,469 | 13,162 | 70,772 | |
| 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 | 291,017 | 231,813 | (74,965) | 147.79% | 58.56% | 67.52% | 118,326 | 113,487 | 208,254 | |
| TOTALS | 10,027,132 | 9,967,018 | 9,892,319 | 10,107,739 | 4,848,519 | 5,043,800 | 49.01% | 49.17% | 47.84% | (52,468) | 4,900,987 | 4,796,850 | |

REVENUES CONTINUED

- WE ARE \$52,468 BEHIND FY21 PACE IN REVENUES
- AS MENTIONED WE DID A LOT OF FEDERAL DRAWS IN JANUARY AND WOULD BE REFLECTED IN THE FEBRUARY BOARD UPDATE.
- WE WERE \$453,519 BEHIND AS THE END OF DECEMBER. NICE JUMP!
- FOR THE MOST PART WE ARE CAUGHT UP ON FEDERAL DRAWS WITH THE EXCEPTION OF SUMMER SCHOOL

EXPENDITURES

| EXPENDITURES (PROGRAM SERIES) | June 30, 2020 | June 30, 2021 | Adopted Budget | Projected End Of Year | Expended YTD | Budget Remaining | January 31, 2022 | January 31, 2021 | January 31, 2020 | Current YTD vs. PYTD | January 31, 2021 | January 31, 2020 |
|-------------------------------|------------------|------------------|-------------------|-----------------------|------------------|------------------|----------------------|-----------------------|-----------------------|----------------------|------------------|------------------|
| | | | | | | | % of Budget Expended | % of Actuals Expended | % of Actuals Expended | | | |
| SITE ADMINISTRATION | 356,308 | 361,675 | 339,825 | 372,826 | 209,180 | 130,645 | 61.56% | 52.00% | 52.14% | 21,095 | 188,085 | 185,781 |
| DISTRICT ADMINISTRATION | 197,705 | 232,642 | 246,441 | 267,691 | 152,340 | 94,101 | 61.82% | 51.95% | 59.94% | 31,475 | 120,865 | 118,501 |
| SUPPORT SERVICES | 333,936 | 347,394 | 356,241 | 395,221 | 242,105 | 114,136 | 67.96% | 60.22% | 62.04% | 32,895 | 209,210 | 207,167 |
| REGULAR INSTRUCTION | 4,094,925 | 4,252,393 | 4,442,781 | 4,498,315 | 2,060,633 | 2,382,148 | 46.38% | 43.47% | 41.84% | 212,257 | 1,848,376 | 1,713,514 |
| EXTRA-CURRICULAR ACTIVITES | 526,246 | 422,966 | 452,946 | 511,373 | 262,902 | 190,044 | 58.04% | 35.03% | 51.53% | 114,725 | 148,177 | 271,179 |
| VOCATIONAL INSTRUCTION | 76,779 | 86,044 | 137,808 | 161,632 | 84,588 | 53,220 | 61.38% | 39.32% | 49.35% | 50,753 | 33,834 | 37,887 |
| SPECIAL EDUCATION | 1,180,162 | 1,284,881 | 1,373,977 | 1,385,968 | 525,077 | 848,900 | 38.22% | 34.31% | 34.13% | 84,295 | 440,782 | 402,774 |
| 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 | 374,604 | 204,553 | 166,317 | 55.15% | 63.27% | 76.45% | (70,164) | 274,717 | 277,133 |
| PUPIL SUPPORT SERVICES | 881,217 | 669,017 | 899,951 | 831,687 | 483,875 | 416,076 | 53.77% | 44.05% | 54.58% | 189,179 | 294,696 | 480,956 |
| FACILITIES | 1,087,884 | 1,330,337 | 1,253,406 | 1,443,084 | 806,245 | 447,161 | 64.32% | 59.80% | 53.88% | 10,766 | 795,479 | 586,173 |
| OTHER FINANCING USES | 85,392 | 81,389 | 189,371 | 165,960 | 112,409 | 76,962 | 59.36% | 182.59% | 169.62% | (36,200) | 148,609 | 144,845 |
| TOTALS | 9,183,053 | 9,502,937 | 10,063,617 | 10,408,362 | 5,143,908 | 4,919,709 | 51.11% | 47.38% | 48.20% | 641,078 | 4,502,830 | 4,425,911 |

EXPENSES CONTINUED

- WE ARE \$641,078 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. INCREASE OF 110K FROM PRIOR COVID YEAR
- CARES FUNDING BEING SPENT FOR ONE-TIME EXPENDITURES THE BETTERMENT OF THE STUDENTS

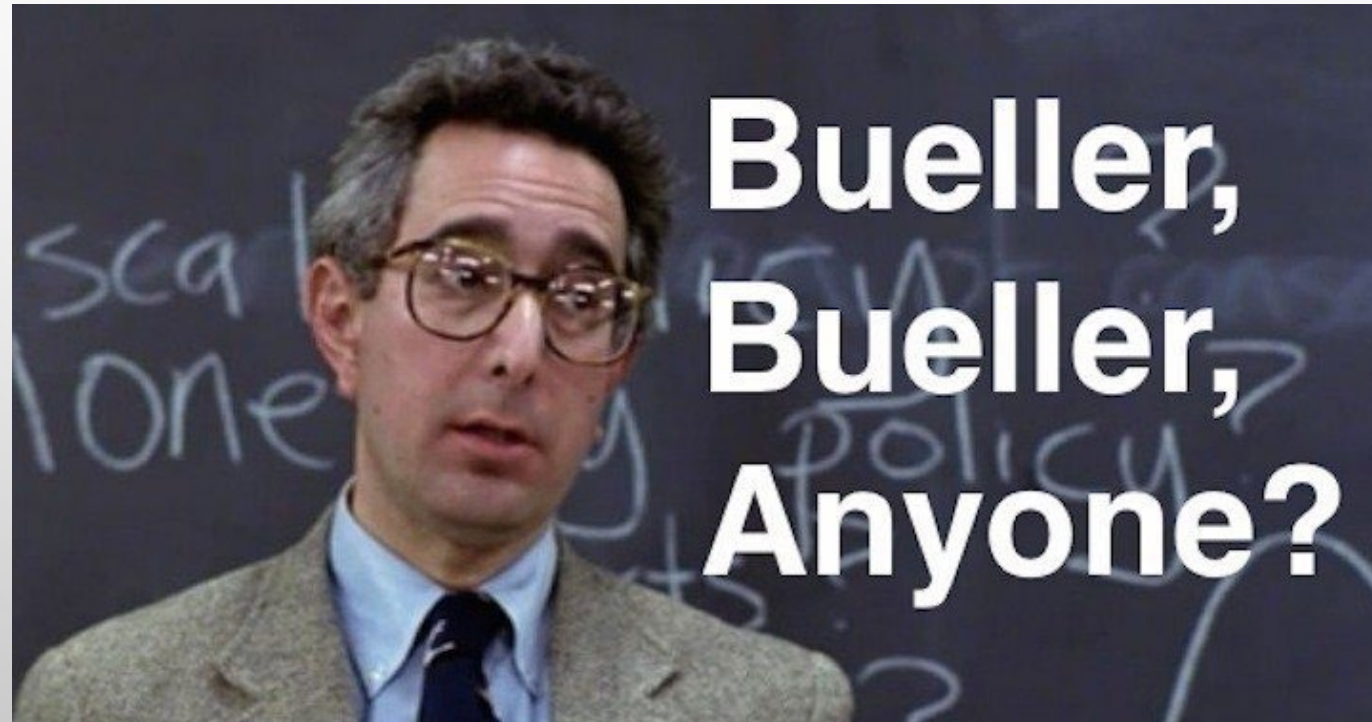
CARES UPDATE

- UPDATE AS OF 1/31/2022: [CLICK HERE](#)

NOTES:

- NOW THAT TITLE HAS BEEN CLEANED UP EFFORTS WILL BE SHIFTED TO CARES
- JOURNAL ENTRIES NEED TO BE DONE TO CAPTURE THE USE OF CARES FUNDS IN FINANCE CODES THEY BELONG
- STAFFING SHIFT FROM AN ACCOUNTING PERSPECTIVE (GET PEOPLE IN THE RIGHT CODES)

ANY QUESTIONS?



Annual Compliance/Vote of Concurrence or Nonconcurrence

District, Charter, or Tribal School Name: _____

The American Indian Parent Advisory Committee Vote

_____ *The AIPAC Issued a Vote of Concurrence*

Date of Concurrent Vote: _____

Date the AIPAC presented to the school board: _____

_____ *The AIPAC Issued a Vote of Nonconcurrence*

A vote of nonconcurrence requires the AIPAC to provide specific written recommendations for improvement to the school board. The school board is required to respond in writing to each recommendation within 60 days of the recommendations being put forth. The school board must provide this written response to both the AIPAC and to the Office of Indian Education.

Date of Nonconcurrent vote: _____

Date the AIPAC presented to the school board: _____

Date the written response from the school board is due: _____

_____ *The District/School Does Not Have an AIPAC*

The district has not yet formed an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes, section 124D.78. By signing below, the district/school leadership commits to working with the Office of American Indian Education on committee formation.

Required signatures

**Digital signatures are accepted*

School Board Chairperson

Date



Superintendent or Charter/Tribal School Director

Date

AIPAC Chairperson

Date

The American Indian Parent Advisory Committee Resolution

WHEREAS, the school board or district has an AIPAC composed of parents/guardians of American Indian children who are eligible for Indian education programs, American Indian language and culture teachers and paraprofessionals, American Indian teachers, American Indian counselors, American Indian adults enrolled in educational programming, and American Indian representatives from community;

WHEREAS, the school board or district affords the AIPAC the necessary information and the opportunity to effectively express their views concerning all aspects of American Indian education and the educational needs of the American Indian children enrolled in the school(s) and program(s); and,

WHEREAS, the AIPAC is directly involved with and advises the school board and district staff on Indian Education program planning; and,

WHEREAS, the AIPAC develops and submits recommendations to the school board and district staff pertaining to the needs of American Indian students.

THEREFORE BE IT RESOLVED, that the AIPAC concurs that the school board and district are compliant with Minnesota Statutes, section 124D.78, and that the school board and district are meeting the needs of American Indian students.

_____ **We, the American Indian Parent Advisory Committee**, issue a **Vote of Concurrence**. We attest that the school board and/or district are compliant with Minnesota Statutes and that the school board and/or district are meeting the needs of American Indian students; **or**,

_____ **We, the American Indian Parent Advisory Committee**, issue a **Vote of Nonconcurrence**. We attest that the school board and/or district are not compliant with Minnesota Statutes and that the school board and/or district are not meeting the needs of American Indian students. We have provided written recommendations for improvements to the school board, and we acknowledge that the school board has 60 days from the receipt of these recommendations in which to respond, in writing, to each recommendation.

AIPAC Chairperson Printed Name and Signature

Date

Royalton Elementary Good News
Dr. Phil Gurbada
February 2022

1. A RIF book distribution was held on February 17. It was a fun day and each student selected two reading books. RIF is an effective way to support reading in school and at home. Thank you to Merrin Lust and the RIF committee for organizing the day. ***Please view the link at the bottom of the page.
2. Preschool Information Night for next year's students will be held in March. We had scheduled it for March 14 but are considering moving it to the following week.
3. Kindergarten Information Night was held on February 7. All went well and thank you to the secretaries, teachers, and parents for participating. At this point, we have 50 students registered for Kindergarten next year.
4. At our February 28 Inservice the teachers will work at integrating English Language Arts standards with our new Benchmark reading program.
5. Parent-Teacher Conferences are scheduled for March 3 & 7 from 4:15pm-8:00pm on each evening.
6. The elementary PBIS Team will attend training at Resource Training and Solutions in Sartell on March 3.
7. Jump-Rope-for-Heart is scheduled for March 4. Thank you to Aaron Meier for organizing this event.

https://drive.google.com/file/d/1nblrAa5EZdy0GPlqqe4RW_vmg2kOPvPr/view?usp=drive_web

Regular Meeting
Monday, January 24, 2022 6:00 PM Central

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
Present: 6.

1. Call to Order

2. Pledge to Flag

3. Roll Call

4. Board Chair Comment

5. Approval of Agenda

Approve Agenda as Amended. This motion, made by Tyra Baumann and seconded by Randy Hackett, Passed.

Tyra Baumann: Yea, Russ Gerads: Yea, Randy Hackett: Yea, Rian Hofstad: Yea, Mary Lange: Yea, Angela Roering: Yea
Yea: 6, Nay: 0

6. Appreciation, Recognition and Presentations

7. Recognition of Citizens for Input Purposes

8. Reports/News

8.a. Board Committee Report

8.b. Superintendent Report

8.c. Business Manager Report

8.d. Principal Report

8.e. Athletic Director

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.**

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

Tyra Baumann: Yea, Russ Gerads: Yea, Randy Hackett: Yea, Rian Hofstad: Yea, Mary Lange: Yea, Angela Roering: Yea
Yea: 6, Nay: 0

9.a. Approval of Regular Board Meeting Minutes

9.b. Approval of Special Board Meeting Minutes

9.c. Approval of Organizational Board Meeting Minutes

9.d. Claims, Accounts and Financial

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

9.e. Approval of New Hires

9.f. Approval of FMLA Leaves

10. Discussion/Information/Action Items

10.a. Approval of Donations by Resolution

Motion to Approve the Donations by Resolution. This motion, made by Randy Hackett and seconded by Mary Lange, Passed.

Angela Roering: Abstain (With Conflict), Tyra Baumann: Yea, Russ Gerads: Yea, Randy Hackett: Yea, Rian Hofstad: Yea, Mary Lange: Yea

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

10.b. \$1000 Grant from Central MN Library Exchange

Motion to Approve the Grant from Central MN Library Exchange. This motion, made by Mary Lange and seconded by Angela Roering, Passed.

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

Yea: 6, Nay: 0

10.c. School Closing Makeup Day

Motion to Approve School Closing Makeup Day for Teachers on June 1st and Count December 17th as if it was a 1st snow day, so only one additional inclement weather day is necessary before we can call it an E-learning day. This motion, made by Angela Roering and seconded by Randy Hackett, Passed.

Tyra Baumann: Abstain (With Conflict), Mary Lange: Nay, Russ Gerads: Yea, Randy Hackett: Yea, Rian Hofstad: Yea, Angela Roering: Yea

Yea: 4, Nay: 1, Abstain (With Conflict): 1

Mary Lange: Nay

10.d. Strategic Planning Proposal from MSBA

Motion Tabled to Approve Strategic Planning Proposal from MSBA. This motion, made by Mary Lange and seconded by Randy Hackett, Passed.

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

Yea: 6, Nay: 0

10.e. Policy Reading

10.e.1. First Policy Reading

10.e.2. Approval of Second Policy Reading (final reading due to minor changes)

Motion to Approve the Second Policy Readings (final reading due to minor changes) and table Policy 506. This motion, made by Randy Hackett and seconded by Mary Lange, Passed.

Tyra Baumann: Yea, Russ Gerads: Yea, Randy Hackett: Yea, Rian Hofstad: Yea, Mary Lange: Yea, Angela Roering: Yea
Yea: 6, Nay: 0

10.e.3. Approval of Third Policy Reading

Motion to Approve the Third Policy Reading. This motion, made by Tyra Baumann and seconded by Rian Hofstad, Passed.

Tyra Baumann: Yea, Russ Gerads: Yea, Randy Hackett: Yea, Rian Hofstad: Yea, Mary Lange: Yea, Angela Roering: Yea
Yea: 6, Nay: 0

10.f. Pay Equity Report

Motion Amended to Approve Pay Equity Report. This motion, made by Randy Hackett and seconded by Tyra Baumann, Passed.

Tyra Baumann: Yea, Russ Gerads: Yea, Randy Hackett: Yea, Rian Hofstad: Yea, Mary Lange: Yea, Angela Roering: Yea
Yea: 6, Nay: 0

11. Upcoming Meeting Schedule

12. Motion for a Closed meeting for negotiation strategies as permitted by MN Statute Section 13D.03.

Motion for a Closed meeting for negotiation strategies as permitted by MN Statute Section 13D.03 and Amended Superintendent Formative Evaluation as permitted by Section 13D.05, Subdivision 3 (a). This motion, made by Mary Lange and seconded by Rian Hofstad, Passed.

Tyra Baumann: Yea, Russ Gerads: Yea, Randy Hackett: Yea, Rian Hofstad: Yea, Mary Lange: Yea, Angela Roering: Yea
Yea: 6, Nay: 0

Motion to close the open meeting at 7:27pm. This motion, made by Mary Lange and seconded by Rian Hofstad, Passed.

Tyra Baumann: Yea, Russ Gerads: Yea, Randy Hackett: Yea, Rian Hofstad: Yea, Mary Lange: Yea, Angela Roering: Yea
Yea: 6, Nay: 0

Motion to open the closed meeting at 7:37pm. This motion, made by Rian Hofstad and seconded by Mary Lange, Passed.

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

Yea: 6, Nay: 0

Motion to close the closed meeting at 8:36pm. This motion, made by Rian Hofstad and seconded by Mary Lange, Passed.

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

Yea: 6, Nay: 0

13. **Adjournment**

The meeting was adjourned at 8:36pm. This motion, made by Mary Lange and seconded by Tyra Baumann, Passed.

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

Yea: 6, Nay: 0

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

ROYALTON | January 31, 2022

| REVENUE CATEGORIES | | | | | | January 31, 2022 | January 31, 2021 | January 31, 2020 | | | | January 31, 2021 | January 31, 2020 |
|--|-------------------|------------------|------------------|-----------------------|------------------|------------------|----------------------|-----------------------|-----------------------|----------------------|------------------|------------------|------------------|
| | 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 | January 31, 2021 | January 31, 2020 | |
| STATE | 8,931,669 | 8,485,614 | 8,494,665 | 8,999,545 | 4,327,931 | 4,166,734 | 50.95% | 44.23% | 44.47% | 575,055 | 3,752,876 | 3,972,213 | |
| FEDERAL | 139,409 | 562,863 | 564,138 | 601,014 | 253,501 | 310,637 | 44.94% | 64.30% | 24.65% | (108,409) | 361,910 | 34,361 | |
| PROPERTY TAXES | 572,195 | 707,849 | 676,668 | 182,532 | 1,643 | 675,025 | 0.24% | 93.18% | 89.35% | (657,908) | 659,551 | 511,249 | |
| LOCAL SALES, INS RECOVERY & JUDGEMENTS | 75,449 | 16,885 | 0 | 33,630 | 33,630 | (33,630) | 0.00% | 77.95% | 93.80% | 20,469 | 13,162 | 70,772 | |
| 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 | 291,017 | 231,813 | (74,965) | 147.79% | 58.56% | 67.52% | 118,326 | 113,487 | 208,254 | |
| TOTALS | 10,027,132 | 9,967,018 | 9,892,319 | 10,107,739 | 4,848,519 | 5,043,800 | 49.01% | 49.17% | 47.84% | (52,468) | 4,900,987 | 4,796,850 | |

| EXPENDITURES (OBJECT SERIES) | | | | | | January 31, 2022 | January 31, 2021 | January 31, 2020 | | | | January 31, 2021 | January 31, 2020 |
|------------------------------|------------------|------------------|-------------------|-----------------------|------------------|------------------|----------------------|-----------------------|-----------------------|----------------------|------------------|------------------|------------------|
| | 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 | January 31, 2021 | January 31, 2020 | |
| SALARIES & WAGES | 5,653,547 | 5,756,121 | 6,131,782 | 6,083,435 | 2,743,714 | 3,388,068 | 44.75% | 44.96% | 45.76% | 155,726 | 2,587,988 | 2,586,964 | |
| EMPLOYEE BENEFITS | 1,516,481 | 1,609,710 | 1,723,999 | 1,757,912 | 824,949 | 899,050 | 47.85% | 45.76% | 45.59% | 88,326 | 736,623 | 691,386 | |
| PURCHASED SERVICES | 1,161,915 | 1,135,091 | 1,162,407 | 1,500,947 | 803,666 | 358,741 | 69.14% | 41.27% | 47.18% | 335,164 | 468,502 | 548,173 | |
| SUPPLIES | 536,284 | 476,459 | 572,436 | 671,624 | 425,111 | 147,325 | 74.26% | 51.74% | 61.47% | 178,586 | 246,525 | 329,650 | |
| EQUIPMENT | 246,957 | 449,049 | 385,860 | 315,751 | 310,838 | 75,022 | 80.56% | 94.65% | 94.92% | (114,185) | 425,023 | 234,415 | |
| 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 | 78,693 | 35,629 | 51,504 | 40.89% | 49.89% | 52.05% | (2,540) | 38,169 | 35,323 | |
| 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 | 10,408,362 | 5,143,908 | 4,919,709 | 51.11% | 47.38% | 48.20% | 641,078 | 4,502,830 | 4,425,911 | |

| EXPENDITURES (PROGRAM SERIES) | | | | | | January 31, 2022 | January 31, 2021 | January 31, 2020 | | | | January 31, 2021 | January 31, 2020 |
|-------------------------------|------------------|------------------|-------------------|-----------------------|------------------|------------------|----------------------|-----------------------|-----------------------|----------------------|------------------|------------------|------------------|
| | 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 | January 31, 2021 | January 31, 2020 | |
| SITE ADMINISTRATION | 356,308 | 361,675 | 339,825 | 372,826 | 209,180 | 130,645 | 61.56% | 52.00% | 52.14% | 21,095 | 188,085 | 185,781 | |
| DISTRICT ADMINISTRATION | 197,705 | 232,642 | 246,441 | 267,691 | 152,340 | 94,101 | 61.82% | 51.95% | 59.94% | 31,475 | 120,865 | 118,501 | |
| SUPPORT SERVICES | 333,936 | 347,394 | 356,241 | 395,221 | 242,105 | 114,136 | 67.96% | 60.22% | 62.04% | 32,895 | 209,210 | 207,167 | |
| REGULAR INSTRUCTION | 4,094,925 | 4,252,393 | 4,442,781 | 4,498,315 | 2,060,633 | 2,382,148 | 46.38% | 43.47% | 41.84% | 212,257 | 1,848,376 | 1,713,514 | |
| EXTRA-CURRICULAR ACTIVITIES | 526,246 | 422,966 | 452,946 | 511,373 | 262,902 | 190,044 | 58.04% | 35.03% | 51.53% | 114,725 | 148,177 | 271,179 | |
| VOCATIONAL INSTRUCTION | 76,779 | 86,044 | 137,808 | 161,632 | 84,588 | 53,220 | 61.38% | 39.32% | 49.35% | 50,753 | 33,834 | 37,887 | |
| SPECIAL EDUCATION | 1,180,162 | 1,284,881 | 1,373,977 | 1,385,968 | 525,077 | 848,900 | 38.22% | 34.31% | 34.13% | 84,295 | 440,782 | 402,774 | |
| 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 | 374,604 | 204,553 | 166,317 | 55.15% | 63.27% | 76.45% | (70,164) | 274,717 | 277,133 | |
| PUPIL SUPPORT SERVICES | 881,217 | 669,017 | 899,951 | 831,687 | 483,875 | 416,076 | 53.77% | 44.05% | 54.58% | 189,179 | 294,696 | 480,956 | |
| FACILITIES | 1,087,884 | 1,330,337 | 1,253,406 | 1,443,084 | 806,245 | 447,161 | 64.32% | 59.80% | 53.88% | 10,766 | 795,479 | 586,173 | |
| OTHER FINANCING USES | 85,392 | 81,389 | 189,371 | 165,960 | 112,409 | 76,962 | 59.36% | 182.59% | 169.62% | (36,200) | 148,609 | 144,845 | |
| TOTALS | 9,183,053 | 9,502,937 | 10,063,617 | 10,408,362 | 5,143,908 | 4,919,709 | 51.11% | 47.38% | 48.20% | 641,078 | 4,502,830 | 4,425,911 | |

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

ROYALTON | January 31, 2022

ACTIVITY - OTHER FUNDS

| | | | 2022 2021 2020 | | | | | | | | | Current YTD vs. PYTD | January 31, 2021 | January 31, 2020 |
|------------------------|------------------|------------------|------------------|-----------------------|------------------|------------------|----------------------|-----------------------|-----------------------|--------------------|------------------|----------------------|------------------|------------------|
| | 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 | | | | | |
| REVENUE | | | | | | | | | | | | | | |
| FOOD SERVICE | 498,300 | 428,281 | 508,499 | 538,204 | 182,870 | 325,629 | 35.96% | 39.75% | 52.13% | 12,610 | 170,260 | 259,775 | | |
| COMMUNITY EDUCATION | 320,351 | 273,184 | 359,105 | 380,970 | 257,269 | 101,836 | 71.64% | 56.57% | 78.19% | 102,739 | 154,530 | 250,488 | | |
| 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 | 1,095,557 | 685,905 | 1,400,597 | 32.87% | 95.77% | 95.59% | (1,251,907) | 1,937,812 | 1,951,421 | | |
| 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 | 2,014,730 | 1,126,044 | 1,828,062 | 38.12% | 83.04% | 86.07% | (1,136,558) | 2,262,602 | 2,461,684 | | |

| | | | 2022 2021 2020 | | | | | | | | | Current YTD vs. PYTD | January 31, 2021 | January 31, 2020 |
|------------------------|------------------|------------------|------------------|-----------------------|------------------|------------------|----------------------|-----------------------|-----------------------|----------------|------------------|----------------------|------------------|------------------|
| | 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 | | | | | |
| EXPENDITURES | | | | | | | | | | | | | | |
| FOOD SERVICE | 517,294 | 416,624 | 493,202 | 521,941 | 271,364 | 221,838 | 55.02% | 38.43% | 55.68% | 111,258 | 160,105 | 288,029 | | |
| COMMUNITY EDUCATION | 258,329 | 229,675 | 303,053 | 262,365 | 166,922 | 136,131 | 55.08% | 46.45% | 58.90% | 60,245 | 106,677 | 152,166 | | |
| 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 | 2,020,885 | 2,015,883 | 8,100 | 99.60% | 99.98% | 100.00% | (7,600) | 2,023,483 | 2,019,433 | | |
| 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 | 2,805,191 | 2,454,168 | 366,070 | 87.02% | 85.77% | 88.00% | 163,903 | 2,290,265 | 2,459,628 | | |

| | | | 2022 2021 2020 | | | | | | | | | Current YTD vs. PYTD | January 31, 2021 | January 31, 2020 |
|----------------------------|---------------|---------------|----------------|-----------------------|-------------|------------------|----------------------|-----------------------|-----------------------|-------------|-----------|----------------------|------------------|------------------|
| | June 30, 2020 | June 30, 2021 | Adopted Budget | Projected End Of Year | YTD | Budget Remaining | % of Budget Expended | % of Actuals Expended | % of Actuals Expended | | | | | |
| SUMMARY - ALL FUNDS | | | | | | | | | | | | | | |
| SUMMARY | | | | | | | | | | | | | | |
| REVENUE | 12,887,187 | 12,691,829 | 12,846,425 | 12,122,469 | 5,974,563 | 6,871,862 | 46.51% | 56.44% | 56.32% | (1,189,026) | 7,163,589 | 7,258,534 | | |
| EXPENDITURES | 11,978,109 | 12,173,218 | 12,883,855 | 13,213,553 | 7,598,076 | 5,285,779 | 58.97% | 55.80% | 57.48% | 804,981 | 6,793,095 | 6,885,539 | | |
| SPENDING VARIANCE | 909,078 | 518,611 | (37,430) | (1,091,084) | (1,623,513) | N/A | N/A | N/A | N/A | (1,994,007) | 370,494 | 372,995 | | |

GENERAL FUND - REVENUE SUMMARY

ROYALTON | January 31, 2022



| DESCRIPTION | Budget Management Analytics | | | | | January 31, 2022 | January 31, 2021 | January 31, 2020 | Current YTD vs. Prior YTD | January 31, 2021 | January 31, 2020 | |
|--|-----------------------------|------------------|------------------|-----------------------|------------------|------------------|----------------------|-----------------------|---------------------------|------------------|------------------|-----------------------|
| | June 30, 2020 | June 30, 2021 | Current Budget | Projected End Of Year | Revenue YTD | Budget Remaining | % of Budget Received | % of Actuals Received | | | | % of Actuals Received |
| LOCAL REVENUES | | | | | | | | | | | | |
| 001 PROPERTY TAX LEVY, GENERAL | 543,184 | 683,144 | 653,603 | 172,107 | 0 | 653,603 | 0.00% | 94.49% | 91.94% | (645,495) | 645,495 | 499,405 |
| 004 MUNICIPAL/TAX INCR FINANCE | 195 | 1,121 | 1,122 | 518 | 0 | 1,122 | 0.00% | 100.00% | 50.93% | (1,121) | 1,121 | 99 |
| 010 COUNTY APPORTIONMENT | 13,741 | 14,687 | 20,943 | 7,599 | 0 | 20,943 | 0.00% | 78.12% | 75.74% | (11,473) | 11,473 | 10,408 |
| 019 MISC TAX REV PAID BY COUNTY | 15,075 | 8,897 | 1,000 | 2,308 | 1,643 | (643) | 164.32% | 16.43% | 8.87% | 182 | 1,461 | 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% | 36.24% | 860 | 0 | 1,669 |
| 060 ADMISSIONS & STUDENT ACTIVITY REV | 136,361 | 57,453 | 65,800 | 89,509 | 73,098 | (7,298) | 111.09% | 49.91% | 81.65% | 44,424 | 28,674 | 111,338 |
| 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 | 1,507 | 1,048 | 4,952 | 17.47% | 106.18% | 107.89% | (1,779) | 2,827 | 42,538 |
| 096 GIFTS AND BEQUESTS | 24,210 | 12,829 | 1,700 | 35,642 | 34,902 | (33,202) | 2053.06% | 41.80% | 36.56% | 29,539 | 5,363 | 8,850 |
| 099 MISC REV FROM LOCAL SOURCES | 92,436 | 94,756 | 83,348 | 152,396 | 110,802 | (27,454) | 132.94% | 59.27% | 43.10% | 54,637 | 56,165 | 39,840 |
| Total LOCAL REVENUES | 880,606 | 901,656 | 833,516 | 473,549 | 233,456 | 600,060 | 28.01% | 85.74% | 81.71% | (539,582) | 773,038 | 719,504 |
| 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 | 8,028,455 | 3,550,998 | 3,998,013 | 47.04% | 40.38% | 40.48% | 470,663 | 3,080,335 | 3,145,911 |
| 212 LITERACY INCENTIVE AID | 46,491 | 49,322 | 49,322 | 14,625 | 156 | 49,166 | 0.32% | 0.00% | 87.28% | 156 | 0 | 40,576 |
| 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 | 73 | 56 | 108 | 34.19% | 90.00% | 90.01% | (91) | 147 | 87 |
| 229 DISPARITY REDUCTION AID | 10 | 20 | 20 | 21 | 19 | 1 | 92.90% | 90.02% | 90.01% | 1 | 18 | 9 |
| 234 AGRICULTURE MARKET VALUE CR | 1,829 | 3,425 | 3,425 | 3,212 | 2,877 | 548 | 84.00% | 90.00% | 90.41% | (205) | 3,082 | 1,653 |
| 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 | 11,777 | 12,596 | (2,093) | 119.93% | 61.25% | 98.18% | 4,854 | 7,742 | 40,105 |
| 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 | 93,967 | 94,147 | 5,041 | 94.92% | 86.58% | 85.61% | 6,684 | 87,464 | 80,651 |
| 360 STATE AID FOR SPECIAL EDUCATION | 901,323 | 613,046 | 736,000 | 800,491 | 643,340 | 92,660 | 87.41% | 89.09% | 71.30% | 97,186 | 546,154 | 642,610 |
| 370 OTHER, MN DEPT OF EDUCATION | 2,851 | 7,759 | 7,000 | 7,317 | 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 | 8,999,545 | 4,327,931 | 4,166,734 | 50.95% | 44.23% | 44.47% | 575,055 | 3,752,876 | 3,972,213 |
| FEDERAL REVENUES RECEIVED FROM STATE | | | | | | | | | | | | |
| 400 FEDERAL AID/MDE (REQUIRES FIN) | 139,409 | 522,818 | 564,138 | 601,014 | 253,501 | 310,637 | 44.94% | 65.17% | 26.54% | (87,239) | 340,740 | 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 | 601,014 | 253,501 | 310,637 | 44.94% | 64.30% | 24.65% | (108,409) | 361,910 | 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 | 33,630 | 33,630 | (33,630) | 0.00% | 78.71% | 94.82% | 21,049 | 12,582 | 61,944 |
| 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% | 78.70% | 0 | 0 | 9,238 |
| Total LOCAL SALES, INSURANCE RECOVERY, AND JUDGEMENTS | 75,449 | 16,885 | 0 | 33,630 | 33,630 | (33,630) | 0.00% | 77.95% | 93.80% | 20,469 | 13,162 | 70,772 |
| 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 | 21 | 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 | 10,107,739 | 4,848,519 | 5,043,800 | 49.01% | 49.17% | 47.84% | (52,468) | 4,900,987 | 4,796,850 |

| DESCRIPTION | June 30, 2020 | June 30, 2021 | Current Budget | Projected End Of Year | Revenue YTD | Budget Remaining | January 31, 2022 % of Budget Received | January 31, 2021 % of Actuals Received | January 31, 2020 % of Actuals Received | Current YTD vs. Prior YTD | January 31, 2021 | January 31, 2020 |
|-------------|---------------|---------------|----------------|-----------------------|-------------|------------------|--|---|---|---------------------------|------------------|------------------|
| | | | | | | | | | | | | |

GENERAL FUND - EXPENDITURES BY PROGRAM CODE

ROYALTON | January 31, 2022



| DESCRIPTION | June 30, 2020 | June 30, 2021 | Adopted Budget | Projected End Of Year | Expenses YTD | Budget Remaining | January 31, 2022 | January 31, 2021 | January 31, 2020 | Current YTD vs. Prior YTD | January 31, 2021 | January 31, 2020 |
|---|------------------|------------------|------------------|-----------------------|------------------|------------------|----------------------|-----------------------|-----------------------|---------------------------|------------------|------------------|
| | | | | | | | % of Budget Expended | % of Actuals Expended | % of Actuals Expended | | | |
| DISTRICT ADMINISTRATION | | | | | | | | | | | | |
| 010 BOARD OF EDUCATION | 17,051 | 23,050 | 22,379 | 60,325 | 51,068 | (28,689) | 228.20% | 38.70% | 66.77% | 42,147 | 8,921 | 11,385 |
| 020 OFFICE OF THE SUPERINTENDENT | 180,655 | 209,593 | 224,062 | 207,367 | 101,272 | 122,790 | 45.20% | 53.41% | 59.29% | (10,672) | 111,945 | 107,115 |
| TOTAL - DISTRICT ADMINISTRATION | 197,705 | 232,642 | 246,441 | 267,691 | 152,340 | 94,101 | 61.82% | 51.95% | 59.94% | 31,475 | 120,865 | 118,501 |
| SITE ADMINISTRATION | | | | | | | | | | | | |
| 050 SCHOOL ADMINISTRATION | 356,308 | 361,675 | 339,825 | 372,826 | 209,180 | 130,645 | 61.56% | 52.00% | 52.14% | 21,095 | 188,085 | 185,781 |
| TOTAL - SITE ADMINISTRATION | 356,308 | 361,675 | 339,825 | 372,826 | 209,180 | 130,645 | 61.56% | 52.00% | 52.14% | 21,095 | 188,085 | 185,781 |
| SUPPORT SERVICES | | | | | | | | | | | | |
| 105 GENERAL ADMINISTRATIVE SUPPORT | 57,086 | 61,974 | 69,379 | 79,406 | 44,894 | 24,485 | 64.71% | 52.85% | 58.71% | 12,138 | 32,756 | 33,515 |
| 110 BUSINESS SUPPORT SERVICES | 276,850 | 285,420 | 286,862 | 315,815 | 197,212 | 89,650 | 68.75% | 61.82% | 62.72% | 20,757 | 176,455 | 173,652 |
| TOTAL - SUPPORT SERVICES | 333,936 | 347,394 | 356,241 | 395,221 | 242,105 | 114,136 | 67.96% | 60.22% | 62.04% | 32,895 | 209,210 | 207,167 |
| REGULAR INSTRUCTION | | | | | | | | | | | | |
| 201 EDUCATION, KINDERGARTEN | 278,727 | 159,822 | 206,828 | 185,488 | 55,392 | 151,436 | 26.78% | 75.95% | 34.16% | (65,987) | 121,379 | 95,224 |
| 203 EDUCATION, ELEMENTARY GENERAL | 1,369,457 | 1,460,588 | 1,463,021 | 1,545,127 | 778,479 | 684,542 | 53.21% | 45.42% | 41.11% | 115,055 | 663,423 | 562,923 |
| 204 TITLE II, PART A TRAINING & RECRUITING | 19,770 | 17,419 | 19,766 | 16,390 | 4,947 | 14,819 | 25.03% | 43.34% | 50.24% | (2,603) | 7,550 | 9,933 |
| 211 EDUCATION, SECONDARY GENERAL | 405,993 | 354,522 | 396,424 | 455,791 | 268,229 | 128,195 | 67.66% | 43.33% | 44.75% | 114,624 | 153,605 | 181,691 |
| 212 VISUAL ART | 126,929 | 113,317 | 123,348 | 123,872 | 54,016 | 69,332 | 43.79% | 40.02% | 38.24% | 8,671 | 45,345 | 48,544 |
| 215 BUSINESS | 43,125 | 66,476 | 66,885 | 42,971 | 4,577 | 62,308 | 6.84% | 41.91% | 41.82% | (23,286) | 27,863 | 18,037 |
| 216 TITLE I, PART A IMPROVE ACHIEVE/DISADV | 116,091 | 106,748 | 109,302 | 109,447 | 53,070 | 56,232 | 48.55% | 42.79% | 44.84% | 7,395 | 45,676 | 52,053 |
| 218 GIFTED & TALENTED | 7,290 | 4,362 | 15,713 | 14,762 | 6,897 | 8,816 | 43.89% | 85.57% | 99.11% | 3,164 | 3,733 | 7,225 |
| 220 ENGLISH, LANGUAGE ARTS | 264,160 | 302,900 | 291,602 | 291,989 | 123,842 | 167,760 | 42.47% | 39.95% | 41.39% | 2,847 | 120,995 | 109,346 |
| 230 FOREIGN/NATIVE LANGUAGE | 108,812 | 121,809 | 131,955 | 130,575 | 54,808 | 77,147 | 41.54% | 42.00% | 42.06% | 3,649 | 51,159 | 45,771 |
| 240 HEALTH, PHYSICAL ED & RECREATION | 276,878 | 281,284 | 296,090 | 292,717 | 122,808 | 173,282 | 41.48% | 42.20% | 42.65% | 4,108 | 118,700 | 118,098 |
| 255 INDUSTRIAL EDUCATION | 81,419 | 56,080 | 74,116 | 52,927 | 11,981 | 62,135 | 16.17% | 56.09% | 42.54% | (19,475) | 31,457 | 34,636 |
| 256 MATHEMATICS | 292,998 | 308,549 | 318,456 | 317,249 | 133,807 | 184,649 | 42.02% | 41.99% | 41.95% | 4,251 | 129,556 | 122,906 |
| 258 MUSIC | 205,843 | 218,935 | 214,791 | 218,703 | 95,972 | 118,819 | 44.68% | 47.25% | 43.91% | (7,466) | 103,438 | 90,381 |
| 260 NATURAL SCIENCES | 235,715 | 256,928 | 262,129 | 253,556 | 104,852 | 157,277 | 40.00% | 40.67% | 45.67% | 363 | 104,489 | 107,647 |
| 270 SOCIAL SCIENCES/SOCIAL STUDIES | 261,719 | 277,389 | 298,838 | 295,815 | 123,630 | 175,208 | 41.37% | 43.26% | 41.69% | 3,622 | 120,009 | 109,098 |
| 275 KINDERGARTEN INDIVIDUALIZED INSTRUCTION | 0 | 145,262 | 153,517 | 150,938 | 63,327 | 90,190 | 41.25% | 0.00% | 0.00% | 63,327 | 0 | 0 |
| TOTAL - REGULAR INSTRUCTION | 4,094,925 | 4,252,393 | 4,442,781 | 4,498,315 | 2,060,633 | 2,382,148 | 46.38% | 43.47% | 41.84% | 212,257 | 1,848,376 | 1,713,514 |
| EXTRA-CURRICULAR | | | | | | | | | | | | |
| 292 BOYS/GIRLS ATHLETICS | 147,431 | 167,736 | 174,287 | 175,072 | 92,799 | 81,488 | 53.24% | 47.84% | 56.53% | 12,559 | 80,240 | 83,340 |
| 294 BOYS ATHLETICS | 146,577 | 114,370 | 134,789 | 142,837 | 64,510 | 70,279 | 47.86% | 26.12% | 45.05% | 34,632 | 29,878 | 66,040 |
| 296 GIRLS ATHLETICS | 78,242 | 74,404 | 81,243 | 93,117 | 43,629 | 37,614 | 53.70% | 34.54% | 40.34% | 17,927 | 25,702 | 31,565 |
| 298 EXTRA-CURRICULAR ACTIVITIES | 153,996 | 66,456 | 62,627 | 100,347 | 61,965 | 662 | 98.94% | 18.59% | 58.60% | 49,608 | 12,357 | 90,235 |
| TOTAL - EXTRA-CURRICULAR ACTIVITIES | 526,246 | 422,966 | 452,946 | 511,373 | 262,902 | 190,044 | 58.04% | 35.03% | 51.53% | 114,725 | 148,177 | 271,179 |
| VOCATIONAL INSTRUCTION | | | | | | | | | | | | |
| 301 AGRICULTURAL EDUCATION | 76,779 | 86,044 | 68,344 | 94,984 | 58,161 | 10,183 | 85.10% | 39.32% | 49.35% | 24,327 | 33,834 | 37,887 |
| 341 BUSINESS & OFFICE EDUCATION | 0 | 0 | 69,464 | 66,648 | 26,427 | 43,037 | 38.04% | 0.00% | 0.00% | 26,427 | 0 | 0 |
| TOTAL - VOCATIONAL INSTRUCTION | 76,779 | 86,044 | 137,808 | 161,632 | 84,588 | 53,220 | 61.38% | 39.32% | 49.35% | 50,753 | 33,834 | 37,887 |
| SPECIAL ED INSTRUCTION | | | | | | | | | | | | |
| 400 GENERAL SPECIAL EDUCATION | 108,998 | 109,967 | 66,113 | 66,111 | 13,360 | 52,753 | 20.21% | 1.29% | 1.04% | 11,940 | 1,419 | 1,136 |
| 401 SPEECH/LANGUAGE IMPAIRED | 99,049 | 113,226 | 114,702 | 149,016 | 45,962 | 68,740 | 40.07% | 27.65% | 20.95% | 14,658 | 31,304 | 20,749 |
| 402 MILD, MODERATE COGNITIVE DISAB | 82,386 | 57,830 | 70,703 | 74,839 | 36,223 | 34,480 | 51.23% | 51.93% | 43.83% | 6,193 | 30,030 | 36,114 |
| 403 SEVERE, PROFOUND COGNITIVE DISAB | 14,024 | 5,825 | 8,218 | 4,836 | 435 | 7,783 | 5.29% | 58.79% | 40.50% | (2,990) | 3,425 | 5,680 |
| 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 | 26,317 | 7,694 | 14,538 | 34.61% | 12.92% | 19.58% | 4,957 | 2,737 | 4,407 |
| 407 SPECIFIC LEARNING DISABILITY | 257,593 | 282,218 | 291,605 | 291,581 | 129,754 | 161,851 | 44.50% | 45.17% | 49.79% | 2,270 | 127,485 | 128,250 |
| 408 EMOTIONAL/BEHAVIORAL DISORDER | 195,738 | 219,273 | 248,706 | 258,347 | 117,567 | 131,139 | 47.27% | 42.72% | 38.93% | 23,699 | 93,868 | 76,197 |
| 410 OTHER HEALTH DISABILITIES | 125,144 | 112,635 | 121,430 | 115,245 | 46,757 | 74,673 | 38.51% | 45.05% | 33.44% | (3,987) | 50,745 | 41,848 |
| 411 AUTISTIC SPECTRUM DISORDERS | 144,814 | 139,598 | 164,768 | 154,836 | 67,657 | 97,111 | 41.06% | 46.54% | 53.00% | 2,683 | 64,974 | 76,757 |
| 412 DEVELOPMENTALLY DELAYED | 79,651 | 152,444 | 154,567 | 167,852 | 51,044 | 103,523 | 33.02% | 19.30% | 25.62% | 21,629 | 29,415 | 20,409 |
| 420 SPECIAL ED, AGGREGATE 3+ | 49,048 | 53,603 | 110,933 | 76,989 | 8,623 | 102,310 | 7.77% | 0.00% | -17.89% | 8,623 | 0 | (8,773) |
| 422 SPECIAL ED, STUDENTS W/O DISABILITIES | 1,206 | 16,627 | 0 | 0 | 0 | 0 | 0.00% | 32.35% | 0.00% | (5,380) | 5,380 | 0 |
| TOTAL - SPECIAL ED INSTRUCTION | 1,180,162 | 1,284,881 | 1,373,977 | 1,385,968 | 525,077 | 848,900 | 38.22% | 34.31% | 34.13% | 84,295 | 440,782 | 402,774 |
| COMMUNITY EDUCATION | | | | | | | | | | | | |

| DESCRIPTION | June 30, 2020 | June 30, 2021 | Adopted Budget | Projected End Of Year | Expenses YTD | Budget Remaining | January 31, 2022 | January 31, 2021 | January 31, 2020 | Current YTD vs. Prior YTD | January 31, 2021 | January 31, 2020 |
|---------------------------------------|------------------|------------------|-------------------|-----------------------|------------------|------------------|----------------------|-----------------------|-----------------------|---------------------------|------------------|------------------|
| | | | | | | | % of Budget Expended | % of Actuals Expended | % of Actuals Expended | | | |
| 505 GENERAL COMMUNITY EDUCATION | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 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 | 38,083 | 21,045 | 13,189 | 61.47% | 54.40% | 53.91% | 3,816 | 17,229 | 15,437 |
| 630 INSTRUCTION,RELATED TECHNOLOGY | 286,057 | 356,091 | 188,077 | 216,231 | 141,823 | 46,254 | 75.41% | 56.68% | 65.70% | (59,999) | 201,822 | 187,926 |
| 640 STAFF INSTRUCTIONAL | 47,805 | 46,440 | 148,559 | 120,290 | 41,685 | 106,874 | 28.06% | 119.87% | 154.32% | (13,981) | 55,666 | 73,770 |
| TOTAL - INSTRUCTIONAL SUPPORT | 362,497 | 434,199 | 370,870 | 374,604 | 204,553 | 166,317 | 55.15% | 63.27% | 76.45% | (70,164) | 274,717 | 277,133 |
| PUPIL SUPPORT SERVICES | | | | | | | | | | | | |
| 710 SECONDARY COUNSELING/GUIDANCE | 109,570 | 107,846 | 106,674 | 107,862 | 48,368 | 58,306 | 45.34% | 43.14% | 41.07% | 1,838 | 46,530 | 44,995 |
| 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 | 127,769 | 44,381 | 116,297 | 27.62% | 52.02% | 51.20% | 6,834 | 37,547 | 55,771 |
| 740 SOCIAL WORK SERVICES | 130,666 | 104,578 | 112,195 | 107,552 | 44,664 | 67,531 | 39.81% | 41.48% | 40.42% | 1,281 | 43,384 | 52,809 |
| 760 PUPIL TRANSPORTATION | 532,056 | 384,418 | 520,404 | 482,689 | 340,647 | 179,757 | 65.46% | 43.50% | 61.53% | 173,412 | 167,235 | 327,381 |
| 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 | 831,687 | 483,875 | 416,076 | 53.77% | 44.05% | 54.58% | 189,179 | 294,696 | 480,956 |
| FACILITIES | | | | | | | | | | | | |
| 810 OPERATIONS & MAINTENANCE | 996,511 | 1,225,490 | 1,196,886 | 1,326,196 | 720,618 | 476,268 | 60.21% | 57.30% | 52.75% | 18,381 | 702,238 | 525,625 |
| 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 | 116,888 | 85,627 | (29,107) | 151.50% | 88.93% | 66.26% | (7,615) | 93,242 | 60,548 |
| 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 | 1,443,084 | 806,245 | 447,161 | 64.32% | 59.80% | 53.88% | 10,766 | 795,479 | 586,173 |
| 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 | 79,382 | 46,670 | 48,330 | 49.13% | 0.00% | 0.00% | (40,748) | 87,418 | 76,918 |
| 940 INSURANCE | 72,042 | 67,739 | 77,371 | 76,518 | 58,789 | 18,582 | 75.98% | 76.53% | 75.76% | 6,948 | 51,841 | 54,577 |
| 960 OTHER NONRECURRING ITEMS | 13,350 | 13,650 | 17,000 | 10,060 | 6,950 | 10,050 | 40.88% | 68.50% | 100.00% | (2,400) | 9,350 | 13,350 |
| TOTAL - OTHER FINANCING USES | 85,392 | 81,389 | 189,371 | 165,960 | 112,409 | 76,962 | 59.36% | 182.59% | 169.62% | (36,200) | 148,609 | 144,845 |
| GENERAL FUND TOTAL | 9,183,053 | 9,502,937 | 10,063,617 | 10,408,362 | 5,143,908 | 4,919,709 | 51.11% | 47.38% | 48.20% | 641,078 | 4,502,830 | 4,425,911 |

Resignation 02.28.22

Ammie Torma - RESP

New Hire 02.28.22

Theresa Sims - ES Substitute Teacher

Bonnie Nelson - MS/HS Dishwasher/Kitchen Helper

Morgan Prom - Head Volleyball Coach

Xandra Stowman - Assistant Track and Field Coach

Melissa Poser - Assistant Track and Field Coach



ROYALTON

PUBLIC SCHOOLS

Creating a Collaborative and Caring Community

120 South Hawthorn Street, Royalton, MN 56373

Phone: (320) 584-4000

royaltonpublicschools.org

February 24, 2022

It is the recommendation of Scott Marine and David Lemm that Royalton Public Schools moves forward with the 2022 Proposed **Lease** Contract with Marco.

David Lemm

| LEASE CONTRACT | | | |
|---|------------------|------------------|----------------------|
| Current Marco Contract - Managed Account Program (MAP) | | | |
| Total Costs | per month | 12 months | 60 months |
| Copiers lease | \$ 1,070.10 | \$ 12,841.20 | \$ 64,206.00 |
| SERVICE AND SUPPLIES (Maintenance and supplies including staples) | \$ 943.24 | \$ 11,318.88 | \$ 56,594.40 |
| | | | |
| | | \$ 24,160.08 | \$ 120,800.40 |

| LEASE CONTRACT | | | |
|---|------------------|------------------|----------------------|
| 2022 Proposed: Marco Contract - Managed Account Program (MAP) | | | |
| Total Costs | per month | 12 months | 60 months |
| Copiers lease | \$ 1,053.90 | \$ 12,646.80 | \$ 63,234.00 |
| SERVICE AND SUPPLIES (Maintenance and supplies including staples) | \$ 715.50 | \$ 8,586.00 | \$ 42,930.00 |
| | | | |
| | | | \$ 106,164.00 |

| EQUIP PURCHASE CONTRACT | |
|---|--|
| 2022 Proposed: Marco Contract - Purchase Option | |
| Capital / Initial Set up Costs | one time - up front costs/credits |
| Purchase copiers | \$ 52,442.43 |
| Delivery, Installation, Initial Supplies, and Initial Training | \$ 1,681.00 |
| Buy back owned current MFP's | \$ (1,950.00) |
| | |
| | \$ 52,173.43 |

| Ongoing Costs | per month | 12 months | 60 months |
|---|------------------|------------------|------------------|
| SERVICE AND SUPPLIES (Maintenance and supplies including staples) | \$ 715.50 | \$ 8,586.00 | \$ 42,930.00 |

| | |
|--|---------------------|
| (Total Initial Purchase Price) + (Ongoing monthly Costs x 60 months) | \$ 95,103.43 |
|--|---------------------|



February 17, 2022

PROPOSAL FOR

ISD #485 ROYALTON

DAVID LEMM

Prepared by:

Brady Knettel

Technology Advisor

218.330.1708 (Cell)

320.529.1019 (Desk)

bradyk@marconet.com



MANAGED SERVICES



AUDIO VISUAL



COPIERS & PRINTERS



BUSINESS IT SERVICES



30

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taking technology further

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HOW MARCO TAKES YOUR TECHNOLOGY FURTHER

ONE VENDOR

Today's technology is integrated and needs to work together. All the more reason to choose a partner who can help you strategize a complete solution and make it all work.

CLIENT EXPERIENCE

We are committed to understanding the needs of our clients by proactively seeking input and providing a great experience, as well as strengthening relationships.

BREADTH OF EXPERTISE

In nearly every aspect of business IT, we have extensive expertise. We use that knowledge to design seamless and secure solutions that help you work smarter, safer and more efficiently.

STRONG PARTNERSHIPS

We develop lasting partnerships with quality vendors who keep us on the leading edge of technology and work with us to maximize your ROI.

GOLD STANDARD CULTURE

The best companies foster the best cultures. Ours is committed to engaging employees, satisfying customers, supporting our communities and creating strong vendor partnerships.

WE CAN PROVE OUR RESULTS

We don't just talk about offering great service. We prove it by validating our performance. The numbers speak for themselves.

95%

SERVICE ISSUES
RESOLVED REMOTELY

95%

LIVE-CALL
ANSWER RATE

96%

EMPLOYEES WHO HAVE
PRIDE IN WHAT THEY DO

95%

CLIENT RETENTION
RATE

90%

CLIENTS WHO WOULD
RECOMMEND MARCO

IT PROJECTS

- Data Center
- Security
- Voice
- Network Infrastructure
- Audio/Visual
- Software
- Document Management
- Cloud Migration Services

COPIERS & PRINTERS

- Managed Print Services
- Digital Printing Press
- Wide Format Printers
- Print Software Applications
- Copiers, Printers & Multi-function Devices
- Shredding Services

MANAGED SERVICES

MANAGED IT

- End-User Support Desk
- Network Management
- Desktop Management
- Software Subscriptions

CONNECTIVITY

- Managed SD-WAN
- Carrier Services

CLOUD VOICE

- VaaS
- UCaaS

CLOUD SOLUTIONS

- Multi Cloud

RECOMMENDED PRINT SOLUTION

| Qty | Description | |
|-----|--------------------|--|
| 4 | Konica Bizhub 650i | HS Copy Room Media Ctr #1 Media Ctr #2 HS Media |

Specifications

- 65 Black and White Pages Per Minute
- 300 Sheet Dual Scan Feeder
- 2 x 500 Sheet Paper Trays
- 1,500 Sheet Letter Only Tray
- 1,000 Sheet Letter Only Tray
- 150 Sheet Bypass Tray
- Network Scanning (email, folder, ftp)
- Network Printing
- Stapling Finisher
- 2/3 Hole Punch Kit
- Card Reader

| Qty | Description | |
|-----|--------------------|-------------|
| 1 | Konica Bizhub 450i | Elem Office |

Specifications

- 45 Black and White Pages Per Minute
- 300 Sheet Dual Scan Feeder
- 2 x 500 Sheet Paper Trays
- 2,500 Sheet Letter Only Tray
- 150 Sheet Bypass Tray
- Network Scanning (email, folder, ftp)
- Network Printing
- Stapling Inner Finisher
- Card Reader

| Qty | Description | |
|-----|--------------------|-----------------|
| 1 | Konica Bizhub 550i | Early Childhood |

Specifications

- 55 Black and White Pages Per Minute
- 300 Sheet Dual Scan Feeder
- 4 x 500 Sheet Paper Trays
- 150 Sheet Bypass Tray
- Network Scanning (email, folder, ftp)
- Network Printing
- Saddle Stitch Finisher
- 2/3 Hole Punch Kit
- Card Reader

| Qty | Description | |
|-----|---------------------|-----------------|
| 1 | Konica Bizhub C360i | District Office |

Specifications

- 36 Black and White Pages Per Minute
- 36 Color Pages Per Minute
- 300 Sheet Dual Scan Feeder
- 2 x 500 Sheet Paper Trays
- 2,500 Sheet Letter Only Tray
- 150 Sheet Bypass Tray
- Network Scanning (email, folder, ftp)
- Network Printing
- Inner Stapling Finisher
- Card Reader

| Qty | Description | |
|-----|----------------------|-------------------------|
| 2 | Konica Bizhub C3350i | HS Office Bus Garage |

Specifications

- 35 Black and White Pages Per Minute
- 35 Color Pages Per Minute
- 80 Sheet Dual Scan Feeder
- 2 x 500 Sheet Paper Trays
- 100 Sheet Bypass Tray
- Network Scanning (email, folder, ftp)
- Network Printing
- Cabinet
- (1) Card Reader for DO

CURRENT SITUATION

- Purchase price of current copiers\$64,912.33
- Monthly Maintenance Cost.....\$943.24/Month
- 2021 Color Overage.....\$760.03
- 2021 Usage Credit (\$3,202.63)

MANAGED ACCOUNT PROGRAM (MAP)

Marco’s Managed Account Program includes all equipment, service and supplies.

| Managed Account Program (MAP) | 60 Month MAP |
|---|-------------------------|
| (4) Konica Bizhub 650i’s | |
| (1) Konica Bizhub 550i | |
| (1) Konica Bizhub 450i’s | |
| (1) Konica Bizhub C360i | |
| (2) Konica Bizhub C3350i’s | |
| PaperCut 5 Year Renewal | |
| Trade-in of Existing (9) Konica MFP’s | |
| Total per Month (equipment only) | \$1,053.90/Month |

DELIVERY, INSTALLATION, INITIAL SUPPLIES AND INITIAL TRAINING

Delivery, Installation, Initial Supplies & Initial Training..... Included



PURCHASE

Marco’s Purchase Program includes all equipment; please see service and supply pricing listed below.

| Purchase Program | Purchase |
|---|--------------------|
| Konica Bizhub 650i (HS Copy Room) | \$7,303.22 |
| Konica Bizhub 650i (Media Center #1) | \$7,303.22 |
| Konica Bizhub 650i (Media Center #2) | \$7,303.22 |
| Konica Bizhub 650i (HS Media Center) | \$7,303.22 |
| Konica Bizhub 550i (Early Childhood) | \$6,356.02 |
| Konica Bizhub 450i (Elem Office) | \$4,163.03 |
| Konica Bizhub C360i (District Office) | \$5,104.21 |
| Konica Bizhub C3350i (HS Office) | \$1,744.19 |
| Konica Bizhub C3350i (Bus Garage) | \$1,572.10 |
| PaperCut 5 Year Support Renewal | \$4,290.00 |
| Trade-in of Existing (9) Konica MFP’s | (\$1,950.00) |
| Total for all 9 MFP’s + PaperCut Renewal | \$50,492.43 |

DELIVERY, INSTALLATION, INITIAL SUPPLIES AND INITIAL TRAINING

Delivery, Installation, Initial Supplies & Initial Training..... **\$1,681.00**

SERVICE AND SUPPLIES (MAP or Purchase)

Fixed Rates for 5 years

Staples Included

The service and supply contract includes all parts, labor, mileage, drums, toner and developer—including staples

- Konica: B/W Included 142,000/month
- Konica: Color Included 1,500/month
- B/W Overages: \$.004/Print
- Color Overages: \$.039/Print

- HP Printers: B/W Included 7,000/Month
- HP Printers: Color Included 100/Month
- B/W Overages: \$.01/Print
- Color Overages: \$.10/Print

Maintenance per Month = \$715.50/Month (Estimate)

*The above pricing does not include applicable sales tax.
Prices quoted are subject to change and should be verified before placing your order.*

Accepted by: _____ Date: _____

By signing this proposal, you are authorizing Marco Technologies LLC to order, install and invoice the above listed equipment.



ADVANCED SUPPORT DESK

Marco’s Advanced Support Desk is “optional” coverage for support outside of copier/print device related support and after initial installation.

| Advanced Support Desk | Monthly |
|------------------------------|-------------------|
| 1-5 Devices | \$10/Month |
| 6-15 Devices | \$20/Month |
| 16+ Devices | \$30/Month |

Marco Support Desk includes the following:

- Changes to your network such as: replaced or upgraded workstations and/or servers, IP address changes etc. that require reconfiguring your imager(s) on your network for printing or scanning. This would also include a best attempt to reconfigure scan to email for changes made by your Internet Service Provider.
- Reinstallation and configuration of Manufacturer Companion Software and drives on additional or upgraded workstations: Sharpdesk, PC Fax Drivers, EFI Command Workstation, EFI Remote Scan and Marco installed meter monitoring software.
- New or upgraded end user software that results in printing issues requiring updating print drivers of configurations; Additional training sessions for key operators and/or end users; other printing or scanning software related issues as it applies to the imager(s).

*The above pricing does not include applicable sales tax.
Prices quoted are subject to change and should be verified before placing your order.*

Accepted by: _____ Date: _____

By signing this proposal, you are authorizing Marco Technologies LLC to order, install and invoice the above listed equipment.

Resolution in Support of the Congressional IDEA Full Funding Act

Member _____ introduced the following resolution and moved its adoption:

WHEREAS, the Royalton School District recognizes the need for a strong investment in the Individuals with Disabilities Education Act (IDEA); and

WHEREAS, the Individuals with Disabilities Education Act was first enacted in 1975 to help ensure that all students with disabilities will have access to a free appropriate public education and IDEA's enactment more than 45 years ago, the current federal investment in IDEA is less than 14 percent; and

WHEREAS, with the enactment of IDEA, the United States Congress committed to fund up to 40 percent of the additional cost of special education, thereby promising to provide up to 40 percent of the national average per pupil expenditure, which is currently estimated at \$13,828 by the U.S. Department of Education; and

WHEREAS, our nation's school districts face an increased demand for greater resources to fulfill the needs of students under IDEA, including those for students affected by multiple disabilities whose individual education plans require more resources; and

WHEREAS, with each increase in the IDEA child count, Royalton Public Schools and others throughout the country continue to adjust their budgets to accommodate this increased need and ensure that each child educated through IDEA receives the appropriate supports, with some school districts dedicating forty percent or more of their general education budgets to special education services; and,

WHEREAS, Royalton school district has a **\$404,846.26** cross-subsidy for FY 20. ([Link to MDE Special Education Cross-Subsidy Report FY 2020](#)), which is a one part of the statewide cross-subsidy that was more than \$673 million in FY 20, and is expected to grow to \$806 million in FY 25.

BE IT RESOLVED, that the Royalton School Board supports the IDEA Full Funding Act that will help strengthen the federal investment in special education by authorizing a ten-year plan to fully fund the federal share of IDEA; and

BE IT RESOLVED, that the Royalton School Board urges Congress' strong bipartisan support for and passage of the IDEA Full Funding Act; and,

NOW, THEREFORE BE IT RESOLVED that the Royalton School Board remains committed to providing students with disabilities and their families the support they need.

The motion for support of the Congressional IDEA Full Funding Act 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 28th day of February, 2022.

_____ Board Chair, Russ Gerads

_____ Board Clerk, Rian Hofstad

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;

St. Cloud Area Golden Gloves Boxing has generously offered to donate \$1300 to help Mrs. Bishop's classroom wish list for the GTE Services.

The Blackbaud Giving Fund established by Medtronic has generously donated \$500 to support program needs at the elementary school.

WHEREAS the conditions on this gift are included in the packet.

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

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 28th day of February, 2022.

_____ Board Chair, Russ Gerads

_____ Board Clerk, Rian Hofstad

Request for approval to travel to Dallas, Texas with BPA students qualifying for BPA Nationals.

Business Professionals of America (BPA) students will be competing at the BPA State Leadership Conference March 10-12. Those who do well will qualify for the BPA National Leadership Conference in Dallas, Texas May 4-8

Royalton BPA students attended the National Conference in 2014 (Indianapolis), 2015 (Anaheim), 2017 (Orlando) and 2019 (Anaheim)

Costs:

Advisor (District expense, can use Perkins funds)

- Registration (\$125)
- Hotel (\$289.55)
- Transportation
 - Airfare: MSP - Dallas (Southwest \$230-450 round trip)
 - Airport Shuttle: Royalton to MSP (Groome \$134 round trip)
- Meals (\$40 per day x 5 days = \$200 max)

Advisor Total: \$980 - 1,200

Students (District, Student Activity Fund, Families)

- Covered by the district in previous years
 - Registration (\$125)
 - Hotel (\$289.55)
 - Meals (\$40 per day x 5 days = \$200 max)
- District total per student: \$615

- Covered by families
 - Airfare: MSP - Dallas (Southwest \$230-450 round trip)
 - Airport Shuttle: Royalton - MSP (Groome \$134 round trip)
 - Meals - excess of \$40
 - Additional entertainment and incidentals
- Student total: \$365 - 585

- Student Activity funds to be applied towards student total
 - Funds raised for the year to be shared (i.e. if \$1,400 is raised by 20 students, \$70 can be used per student for Nationals)
 - 2021-2022 - 21 BPA students raised an estimated \$900 working concessions
 - \$40 can be applied to Nationals trip per student

Chaperone: BPA Advisor, Stephanie Burg



ROYALTON
PUBLIC SCHOOLS


Creating a Collaborative and Caring Community


2022-23 Calendar Presentation

Calendar Development Process

- 1) Calendar proposal developed by administration. (December)
- 2) Calendar is presented to building and district level leadership teams for feedback. (December/January)
- 3) Calendar is presented to all staff for feedback in both buildings. (January)
- 4) Calendar returns to leadership teams to consider feedback from staff. (January)
- 5) Administration makes adjustments to calendar based on feedback from committees and develops final draft of calendar. (January/February)
- 6) Calendar is submitted to the school board for approval. (February)

Calendar Key

 Teacher Day - No School

 Comp Day - No School

 No School

Purple– Inservice/Workshop Day

Green– Conf. Adjustment Day-No
School Staff/Students

Orange– No School Staff/Students

Calendar at a Glance– July-December

JULY

| M | T | W | T | F |
|----|----|----|----|----|
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

AUGUST

| M | T | W | T | F |
|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

New Employee Workshop-Aug. 26

Open House MS/HS-Aug. 31 5:30-7:30

ES Parent/Teacher Conferences-Aug. 31
8:00 am-7:45 pm

SEPTEMBER

| M | T | W | T | F |
|----|----|----|----|----|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

1st Day of School Grades 6-8 Sept. 6

ES/Parent/Teacher Conferences Sept. 6 8:00-4:00 pm

1st Day of School Grades K-5 & 9-12-Sept. 7

OCTOBER

| M | T | W | T | F |
|----|----|----|----|----|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

NOVEMBER

| M | T | W | T | F |
|----|----|----|----|----|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

ES Conferences Nov. 3 & 7 4:15-8:00 pm

ES End of 1st Quarter-Nov. 4

MS/HS Conferences Nov. 17 & 21 5:00-8:30 pm

DECEMBER

| M | T | W | T | F |
|----|----|----|----|----|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

Calendar at a Glance– January-June

JANUARY

| M | T | W | T | F |
|----|----|----|----|----|
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

ES End of 2nd Quarter– Jan. 20

MS/HS End of Semester– Jan. 20

FEBRUARY

| M | T | W | T | F |
|----|----|----|----|----|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | | | |

MS/HS Conferences Feb. 23 5:00-8:30 pm

MS/HS Conferences Feb. 27 1:00-8:30 pm

MARCH

| M | T | W | T | F |
|----|----|----|----|----|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

ES Conferences March 2 & 6 4:15-8:00 pm

ES End of 3rd Quarter– March 24

APRIL

| M | T | W | T | F |
|----|----|----|----|----|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| | | | | |

MAY

| M | T | W | T | F |
|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

Graduation– May 26

JUNE

| M | T | W | T | F |
|----|----|----|----|----|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

Student's Last Day– June 1

Calendar at a Glance– July-December

| <u>Month</u> | <u>Date</u> | <u>Event</u> | <u>Student Days</u> |
|---------------------------|-------------|---|---------------------|
| August | 22-23 | MS/HS Teacher In-Service | |
| | 23-24 | ES Teacher In-Service | |
| | 29-31 | ES/MS/HS Teacher Workshop | |
| | 31 | ES Parent/Teacher Conferences | |
| September | 1 | Teacher Workshops | 19 |
| | 5 | No School-Labor Day | |
| | 6 | Classes Begin Grades 6-8 only/ES Parent/Teacher Conferences | |
| | 7 | Classes Begin Grades K-5 and 9-12 | |
| October | 20-21 | No School-Professional Meetings | 19 |
| November | 3, 7 | ES Parent/Teacher Conferences 4:15-8:00 pm | |
| | 4 | End of 1 st Quarter-ES | |
| | 14 | No School-District In-Service | 18 |
| | 17, 21 | MS/HS Conferences 5:00-8:30 pm | |
| | 23 | No School-Conference Adjustment (ES/MS/HS) | |
| | 24-25 | No School-Thanksgiving Break | |
| December 23 – December 30 | | Holiday Break | 16 |

Calendar at a Glance– January-June

| | | | |
|----------|------|---|-----------------------|
| January | 2 | No School-Holiday Break | |
| | 3 | School Resumes | 20 |
| | 16 | No School-District In-Service | |
| | 20 | End of 1 st Semester-MS/HS-End of 2 nd quarter for ES | |
| February | 17 | No School | |
| | 20 | No School-President's Day | 17 |
| | 23 | MS/HS Conferences 5:00-8:30 pm | |
| | 27 | No School-District In-Service/MS/HS Conferences 1:00-8:30 pm | |
| March | 2, 6 | ES Parent/Teacher Conferences 4:15-8:00 pm | |
| | 10 | No School | 20 |
| | 13 | No School-Conference Adjustment (ES/MS/HS) | |
| | 24 | No-School-District In-Service, End of 3 rd Quarter-ES | |
| April | 7 | No School-Easter Break | 18 |
| | 10 | No School-Easter Monday | |
| May | 26 | HS Graduation-7:00 pm | |
| | 29 | No School-Memorial Day | 22 |
| June | 1 | End of Semester MS/HS, End of 4 th Quarter ES & Last Student Day | 1 |
| | 2 | Teacher Workshop | |
| | | | Student Days: 170 |
| | | | Staff Days: <u>13</u> |
| | | | 183 |

If additional snow/emergency days are needed, they will be made up by adding days at the end of the school year. The graduation date will not change. Unlisted days are assumed to be in session.



Questions?

We are recommending board approval for the 2022-23 calendar as presented.

ROYALTON DISTRICT CALENDAR 2022-2023

JULY

| M | T | W | T | F |
|----|----|----|----|----|
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

AUGUST

| M | T | W | T | F |
|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

New Employee Workshop-Aug. 26

Open House MS/HS-Aug. 31 5:30-7:30

ES Parent/Teacher Conferences-Aug. 31
8:00 am-7:45 pm

SEPTEMBER

| M | T | W | T | F |
|----|----|----|----|----|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

1st Day of School Grades 6-8 Sept. 6

ES/Parent Teacher Conferences Sept. 6 8:00-4:00 pm

1st Day of School Grades K-5 & 9-12-Sept. 7

OCTOBER

| M | T | W | T | F |
|----|----|----|----|----|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

NOVEMBER

| M | T | W | T | F |
|----|----|----|----|----|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

ES Conferences Nov. 3 & 7 4:15-8:00 pm

ES End of 1st Quarter-Nov. 4

MS/HS Conferences Nov. 17 & 21 5:00-8:30 pm

DECEMBER

| M | T | W | T | F |
|----|----|----|----|----|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

JANUARY

| M | T | W | T | F |
|----|----|----|----|----|
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

ES End of 2nd Quarter-Jan. 20

MS/HS End of Semester- Jan. 20

FEBRUARY

| M | T | W | T | F |
|----|----|----|----|----|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | | | |

MS/HS Conferences Feb. 23 5:00-8:30 pm

MS/HS Conferences Feb. 27 1:00-8:30 pm

MARCH

| M | T | W | T | F |
|----|----|----|----|----|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

ES Conferences March 2 & 6 4:15-8:00 pm

ES End of 3rd Quarter-March 24

APRIL

| M | T | W | T | F |
|----|----|----|----|----|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| | | | | |

MAY

| M | T | W | T | F |
|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |


Graduation- May 26

JUNE

| M | T | W | T | F |
|----|----|----|----|----|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

Student's Last Day- June 1

 Teacher Day - No School

 Comp Day - No School

 No School

Semester Length:

1st Semester

September 6-January 20

2nd Semester

January 23-June 1

| School Days | STUD | TCHR |
|-------------|------|------|
| August | 0 | 5 |
| September | 19 | 21 |
| October | 19 | 19 |
| November | 18 | 20 |
| December | 16 | 16 |
| January | 20 | 21 |
| February | 17 | 18 |
| March | 20 | 22 |
| April | 18 | 18 |
| May | 22 | 22 |
| June | 1 | 1 |

170 183

INDEPENDENT SCHOOL DISTRICT #485
2022-23 School Calendar

| <u>Month</u> | <u>Date</u> | <u>Event</u> | <u>Student Days</u> |
|---------------------------|-------------|---|---------------------|
| August | 22-23 | MS/HS Teacher In-Service | |
| | 23-24 | ES Teacher In-Service | |
| | 29-31 | ES/MS/HS Teacher Workshop | |
| | 31 | ES Parent/Teacher Conferences | |
| September | 1 | Teacher Workshops | 19 |
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| | 14 | No School-District In-Service | 18 |
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| | 24-25 | No School-Thanksgiving Break | |
| December 23 – December 30 | | Holiday Break | 16 |
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| | 24 | No-School-District In-Service, End of 3 rd Quarter-ES | |
| April | 7 | No School-Easter Break | 18 |
| | 10 | No School-Easter Monday | |
| May | 26 | HS Graduation-7:00 pm | |
| | 29 | No School-Memorial Day | 22 |
| June | 1 | End of Semester MS/HS, End of 4 th Quarter ES & Last Student Day | 1 |
| | 2 | Teacher Workshop | |
| | | | Student Days: 170 |
| | | | Staff Days: 13 |
| | | | 183 |

If additional snow/emergency days are needed, they will be made up by adding days at the end of the school year. The graduation date will not change. Unlisted days are assumed to be in session.



ROYALTON
PUBLIC SCHOOLS

Creating a Collaborative and Caring Community

Curriculum Review Plan

Cycle for Curriculum Review

- 1) 2021-22 – OFF
- 2) 2022-23– Ag, Art, Business, Tech Ed, Early Education
- 3) 2023-24– Science
- 4) 2024-25– PE/Health, Spanish, Music
- 5) 2025-26– Math
- 6) 2026-27– Social Studies
- 7) 2027-28– English/Language Arts

This cycle was determined by administration taking into consideration: the current standards up for review, current state of need for curriculum materials in each area, and adequate spacing of core department curriculum on the cycle.

Process for Curriculum Review

- 1) During purchasing year, departments start looking at potential materials/curriculum and schedule demonstrations with possible vendors.
- 2) District curriculum committee, administration, staff, and students have the opportunity to review and provide feedback on curriculum options.
- 3) Curriculum is approved & purchased in the spring of the purchasing year and will then be available for use in the subsequent school year.
- 4) Departments begin the multi-year process of implementing the curriculum, connecting resources to state standards, developing lesson plans, unit plans, learning targets, and proficiency scales in the process.

Who is on the curriculum committee?

- ** Teachers (K-12)
- ** Administrators (Principals & Superintendent)
- ** Counselors
- ** Student Reps
- ** Board Reps
- ** Parent Reps
- ** Community Member Reps
- ** Local Business/Industry Leader Reps

Timeline for the Curriculum Cycle

- 1) Year 1- **Begin Review/Research of potential curriculum.**
- 2) Year 2- **Purchasing Year** (events on previous slide)
- 3) Year 3- **Implementation** (standards, targets, scales, unit & lesson planning)
- 4) Year 4- **Implementation** (standards, targets, scales, unit & lesson planning)
- 5) Year 5- **Implementation** (standards, targets, scales, unit & lesson planning)
- 6) Year 6- **Implementation** (standards, targets, scales, unit & lesson planning)
- 7) Year 7– **Assess & Evaluate use of curriculum.**



Questions?

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ROYALTON
PUBLIC SCHOOLS

Creating a Collaborative and Caring Community

Strategic Planning Options
2/28/2022

Information in this powerpoint was provided by the Organizations via email.⁵⁷

MSBA Recap

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

MSBA Recap

Timeline:

- Complete Strategic Plan over a **12 – 14 week** period (specific dates/times determined based on your school/community schedule)
- 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
- Start Time: Fall 2022

Cost: **\$10,300**

Innovative Solutions Proposal

- In strategic planning, the ultimate goal is to craft a vision of how to move your organization and the students it serves in a positive direction. The process does just that by creating a community-inclusive process that will be the beacon of light to guide your future.
- The first step is using a community sector tool to identify people in the community who can serve on the committee creating the strategic plan. Once that committee is finalized, members will be invited to participate in the two day process.
- Throughout the two days, committee participants will engage in a series of processing tools which will take the conversations from where the District was/is and how it can move forward. At the end of the process, the District will be able to institute a community-based strategic plan that will activate the future.

PROVIDER: Dr. Sheri A. Wilkins, president of Innovative Educational Solutions LLC, trained facilitator and coach.

Innovative Educational Solutions Proposal Continued...

OUTCOMES:

- Develop a common vision and action plan for the district.
- Build upon the established collaborative culture by developing an action plan focused on systems change efforts and improved student performance results.
- Increase buy-in and long-term commitment to implementation strategies as identified by the team.
- Implement a plan for sharing the vision and strategies with the larger organization and creating extended buy-in.

Innovative Solutions Proposal Continued...

ACTIVITIES:

- Half day facilitated conversation with district leadership to clarify outcomes and plans for the two-day large-group facilitated sessions.
- Two days of facilitated deep conversations and problem-solving by a core group of committed stakeholders around current identity, intentions, principles, tensions, and specific strategies for moving forward.
- Ongoing coaching conversations and support via Skype, phone conferences, webinars, and/or email.
- Development of a written document (colored tri-fold) outlining the work of the stakeholder group for use in communication efforts following the two-day action planning session.

Formal Work in September 2022

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Cost: \$7,000 - \$7,500

Lilypad Consulting Proposal

Preparation Options

- **Stakeholder Listening Sessions:** Conduct Listening Sessions (or interviews) to seek deeper insights from key stakeholders, including parents, employees, and other internal and external stakeholders (conduct in different sessions).
- **Environmental Scan:** Engage members of the Board and Staff to conduct an Environmental Scan of the current state and future trends. The Environmental Scan topics could focus on understanding trends in economic conditions, education topics, technology, demographics, legislative / regulatory, and so on.
- **SWOT:** Another way to engage Board and Staff in the planning process, is to ask mini-teams to conduct a SWOT analysis (in triads). They would complete a worksheet exploring the top 3-5 aspects of Strengths, Weaknesses, Opportunities, and Threats that could be used to create strategies.
- **Strategy Retreat Prep:** Ask people to read a thought-provoking article to stimulate thinking on visioning and strategy or watch a video clip.

Lilypad Consulting Proposal Continued...

Strategic Planning Retreat: Subcommittee of Board and team (1 day)

Draft Topics:

- o Welcome, context setting & outcomes
- o Opening activity, tied to the prep work and to get everyone connected
- o Review Environmental Scan report outs and Listening Sessions Summary to understand the current state and consider trends
- o Affirm Vision, Mission and Beliefs Statements
- o Finalize SWOT to solidify current state discussions
- o Brainstorm Strategic Goals / Priorities, Initiatives and metrics
- o Discuss necessary actions / behaviors to achieve Strategic Plan and prepare for the future (decision making, communication, leading change, positioning, and so on)
- o Next Steps

Lilypad Consulting Proposal Continued...

Provide Summary Report, including a one-page Strategic Plan, for the team to put together their respective Initiatives and work plans together.

Finalization Meeting: Subcommittee of Board and team (2-hour meeting)

Draft Topics:

- o Welcome & outcomes
- o Report outs on Initiatives and metrics to achieve Strategic Goals
- o Determine best approach for soliciting entire Board approval

Provide Summary Report

Lilypad Consulting Proposal Continued...

Strategic Planning

- Preparation: Listening Sessions & Summary Reports: \$500/session
- Preparation: Sub-team Environmental Scan Assignments: \$500
- Strategy Session: Design, Facilitation and Summary Report: \$5000
- Finalization: Strategic Plan Meeting: \$500

Minimum Cost: \$6,500 (if only 1 listening session, likely more would be needed)

Watson Consulting Proposal

Visioning and Strategic Planning

We undertake these visioning and planning matters to create an environment for thoughtful planning and as a means of identifying opportunities that will provide the longer-term results and solutions the District and the “school community” desires rather than only “feeding problems and starving opportunities.”

Watson Consulting Proposal Continued...

We suggest a multi-topic approach aligned with sound strategic management theory and practices, and provide a work program that mirrors the following outline:

Planning Phase – address the big three strategic planning questions-

- Where do we want to go?
 - Formulate the District “Strategic Profile”
 - How is the District “positioned” to be successful in the future
 - What critical decisions need to be made

- Where are we now?
 - Assess District needs and opportunities for its schools and programs
 - Analyze financial and educational “current situation” of the District
 - Assess “school community” support for change and investment

- How do we get there?
 - District Strategic Vision and Plan

Watson Consulting Proposal Continued...

Decision Phase

- District Decisions and Authorization
 - Obtain approvals of the Boards of Education to proceed with decisions to implement the new plan

Implementation Phase

- An effective strategic management and planning activity should have the following qualities:
 - Focuses on Internal and External Environment; Complexities and Challenges
 - Tailored to Fit the Organization and its Culture
 - Encourages Creativity, Innovation and Imagination
 - Integrates the principles of Quality Management
 - Serves as a Basis for Performance Measurement
 - Provides Opportunity for Active Participation of Key Communities and Persons

Minimum Cost: \$8,000 (approx.)

District Team Option

- District Leadership Team leads the strategic planning process by inviting stakeholders to participate on the Strategic Planning Committee.
- Strategic Planning Committee reviews the Mission, Vision and Belief Statements lead by the District Leadership Team using the World Cafe Model.
- Strategic Planning Committee sets 3-5 goals with strategies for achieving the goals and identifies metrics to measure outcomes.

District Team Option Continued...

Estimated Timeline:

- Four to five Strategic Planning Committee meetings in the evenings for 2 hours each (spring into summer).
- A draft of the Strategic Plan will be presented to the School Board at possibly two to three work sessions to gather input and make any edits or additions to the Strategic Plan (estimated late spring or early summer).
- Board approves the Strategic Plan at a Regular Board Meeting (estimated early fall).

Estimated Costs: Leadership time to plan for meetings, leadership time to review and synthesize information from meetings, leadership time to attend meetings

Summary

- Five different options were presented.
- Costs for external facilitators range from \$6,500 to over \$10,000.
- Internal facilitators run the risk of perceived bias by the community.

Discussion



Thank you!



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

Adopted: _____

Revised: _____

MSBA/MASA Model Policy 525

Orig. 1996

Rev. ~~2016~~ 2017

525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]

I. PURPOSE

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to strictly enforce its weapons policy (Policy 501).
- B. The policy of the school district is to act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the school board for review and adoption.
- D. The school district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

III. IMPLEMENTATION OF POLICY

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.
- B. The school board and administration will inform staff and students annually of

policies and procedures related to violence prevention and weapons.

- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506).
- G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. § 121A.05.
- I. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504). "Gang" as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A "pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

- J. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504).

IV. PREVENTION STRATEGIES

The school district has adopted and will implement the following prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

[Note: The school board can adopt any of the prevention strategies that it intends to implement in its schools, including some or all of the following sample strategies.]

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.
- C. Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students, and other youth service providers to advise on policy implementation.
- D. In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.
- E. In-service training for personnel and school board members by experts familiar with sexual abuse, domestic violence, and personal safety issues on the following: helping students identify violence in the family and the community so that students may learn to resolve conflicts in effective, nonviolent ways; responding to a disclosure of child sexual abuse in a supportive, appropriate manner; and/or complying with mandatory reporting requirements under the Maltreatment of Minors Reporting Act.
- EE. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- FG. Establish a curriculum committee that explores ways of teaching students violence prevention strategies, law-related education, and character/values education (universal values, e.g., honesty, personal responsibility, self-discipline, cooperation, and respect for others).
- GH. Establish clear school rules that prevent and deter violence.

- HI. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- IJ. Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.
- JK. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.
- KL. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy, and identify differences in behavior and values that conflict with their own.
- LM. Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.
- MN. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- NO. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- OP. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- PQ. Develop curriculum 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.
- R. Develop curriculum on child sexual abuse prevention for students, including age-appropriate instruction on recognizing sexual abuse and assault, boundary violations, and ways offenders groom or desensitize victims, as well as strategies to promote disclosure, reduce self-blame, and mobilize bystanders. The curriculum may be created in consultation with federal, state, and local agencies and community-based organizations, including the Child Information Gateway website maintained by the United States Department of Health and Human Services, to identify research-based tools, curricula, and programs to prevent child sexual abuse.
- S. Provide training to all school personnel on recognizing and preventing sexual abuse and sexual violence which may include training on mandatory reporting

[requirements provided on the Department of Education's website and reviewing the Code of Ethics for Minnesota Teachers.](#)

V. STUDENT SUPPORT

- A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. Students will be apprised of school board policies designed to protect their personal safety.
- C. Students will be provided with information as to school district and building rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

VI. PERSONNEL

- A. School district personnel shall comply with the school weapons policy (Policy 501) and the school hazing policy (Policy 526).
- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district personnel will be informed annually as to school district and building rules regarding weapons and violence prevention.
- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment (Policy 507).

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)
Minn. Stat. § 120B.22 (Violence Prevention Education)
Minn. Stat. § 120B.232 (Character Development Education)
[Minn. Stat. § 120B.234 \(Child Sexual Abuse Prevention Education\)](#)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.64 (Notification)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)

18 U.S.C. § 921 (Definition of Firearm)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
McIntire v. Bethel School, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)
Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

Cross References:

MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 504 (Student Dress and Appearance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

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: Royaltan School Board Policy 214 (Out-of-State Travel by School Board Members)