



AGENDA  
REGULAR MEETING  
ROYALTON BOARD OF EDUCATION  
ECC RM PK 15  
120 SOUTH HAWTHORN STREET  
ROYALTON, MN 56373  
APRIL 25, 2022  
6:00 PM

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

  - a. Approval of Regular Board Meeting Minutes for March 28, 2022 20
  - b. Claims, Accounts and Financial  
Approve accounts payable and receivables, and employee reimbursements as attached and approve all other financial reports as presented.
  - c. Approval of New Hires 29  
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.
  - d. Approval of Resignations 30
  - e. Approval of FMLA
  - f. Approval of Retirement 31
  - g. Approve St. Cloud Orthopedics Advertisement in South and Central Gyms 32
10. **Discussion/Information/Action Items**
  - a. Approval of Donations by Resolution 33
  - b. Girls Basketball Fundraiser 35
  - c. Choir Trip to New York City, June 2023 36

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| d. Hudl Focus  | 37 |
| e. Request for Amendment to the Superintendent Contract                      | 39 |
| f. Policy Readings   |    |
| 1. Second Policy Reading   | 40 |
| 506 - Student Discipline   |    |
| 2. Approval of Second Policy Reading (final reading due to minor changes)    | 62 |
| 413 - Harassment and Violence  |    |
| 3. Approval of Third Policy Reading  | 73 |
| 412 - Expense Reimbursement  |    |
| 522 - Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process |    |
| 525 - Violence Prevention  |    |

**11. Upcoming Meeting Schedule**

1. Tuesday, April 26, 6:00-7:30 PM Strategic Planning Meeting
2. Wednesday, May 11, 9:00 AM Policy Meeting
3. Tuesday, May 17, 12:00 PM Finance Meeting
4. Monday, May 23, 6:00 PM Regular Board Meeting
5. Thursday, May 26, 6:00-7:30 PM Strategic Planning Meeting
12. Close meeting for Labor Negotiation Strategies as permitted by MN Statute Section 13D.03
13. **Adjournment**

Recognition 04.25.22

Sourcewell sponsored honoring Students of Character. Zachary Ellerbusch and Kaylee Rudolph were chosen to represent Royalton High School on April 20, 2022.

Congratulations to Tami Shaughnessy and Boyd Snyder on being selected for the 2022 Sourcewell Teacher of Excellence Award! The Award Banquet will be held on April 27.

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

ROYALTON | March 31, 2022

| REVENUE CATEGORIES                     |                   |                  |                   |                       |                  | March 31,        | March 31,            | March 31,             |                       |                      |      | March 31, | March 31, |                  |                  |
|--|-------------------|------------------|-------------------|-----------------------|------------------|------------------|----------------------|-----------------------|-----------------------|----------------------|------|-----------|-----------|------------------|------------------|
|  | June 30, 2020     | June 30, 2021    | Revised Budget    | Projected End Of Year | Received YTD     | Budget Remaining | % of Budget Received | % of Actuals Received | % of Actuals Received | Current YTD vs. PYTD | 2022 | 2021      | 2020      | 2021             | 2020             |
| STATE                                  | 8,931,669         | 8,485,614        | 8,785,179         | 9,468,107             | 6,298,887        | 2,486,292        | 71.70%               | 64.70%                | 64.02%                | 808,557              |      |           |           | 5,490,330        | 5,717,843        |
| FEDERAL                                | 139,409           | 562,863          | 1,041,984         | 857,337               | 331,795          | 710,189          | 31.84%               | 69.55%                | 68.13%                | (59,666)             |      |           |           | 391,462          | 94,974           |
| PROPERTY TAXES                         | 572,195           | 707,849          | 684,800           | 55,269                | 1,643            | 683,157          | 0.24%                | 91.58%                | 89.03%                | (646,611)            |      |           |           | 648,255          | 509,453          |
| LOCAL SALES, INS RECOVERY & JUDGEMENTS | 75,449            | 16,885           | 40,400            | 39,633                | 47,285           | (6,885)          | 117.04%              | 79.85%                | 112.88%               | 33,804               |      |           |           | 13,482           | 85,170           |
| 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          | 296,079           | 337,500               | 277,896          | 18,183           | 93.86%               | 80.48%                | 92.36%                | 121,927              |      |           |           | 155,969          | 284,850          |
| <b>TOTALS</b>                          | <b>10,027,132</b> | <b>9,967,018</b> | <b>10,848,442</b> | <b>10,757,845</b>     | <b>6,957,506</b> | <b>3,890,936</b> | <b>64.13%</b>        | <b>67.22%</b>         | <b>66.74%</b>         | <b>258,009</b>       |      |           |           | <b>6,699,497</b> | <b>6,692,288</b> |

| EXPENDITURES (OBJECT SERIES) |                  |                  |                   |                       |                  | March 31,        | March 31,            | March 31,             |                       |                      |      | March 31, | March 31, |                  |                  |
|------------------------------|------------------|------------------|-------------------|-----------------------|------------------|------------------|----------------------|-----------------------|-----------------------|----------------------|------|-----------|-----------|------------------|------------------|
|                              | June 30, 2020    | June 30, 2021    | Revised Budget    | Projected End Of Year | Expended YTD     | Budget Remaining | % of Budget Expended | % of Actuals Expended | % of Actuals Expended | Current YTD vs. PYTD | 2022 | 2021      | 2020      | 2021             | 2020             |
| SALARIES & WAGES             | 5,653,547        | 5,756,121        | 6,145,271         | 6,073,015             | 3,798,383        | 2,346,889        | 61.81%               | 61.69%                | 64.00%                | 247,654              |      |           |           | 3,550,729        | 3,618,175        |
| EMPLOYEE BENEFITS            | 1,516,481        | 1,609,710        | 1,852,863         | 1,791,190             | 1,103,974        | 748,889          | 59.58%               | 63.16%                | 63.60%                | 87,329               |      |           |           | 1,016,644        | 964,508          |
| PURCHASED SERVICES           | 1,161,915        | 1,135,091        | 1,521,625         | 1,749,575             | 1,083,526        | 438,099          | 71.21%               | 60.94%                | 62.60%                | 391,780              |      |           |           | 691,746          | 727,316          |
| SUPPLIES                     | 536,284          | 476,459          | 650,773           | 708,057               | 542,028          | 108,745          | 83.29%               | 69.50%                | 80.12%                | 210,900              |      |           |           | 331,129          | 429,681          |
| EQUIPMENT                    | 246,957          | 449,049          | 960,689           | 437,711               | 430,543          | 530,146          | 44.82%               | 102.54%               | 94.92%                | (29,915)             |      |           |           | 460,458          | 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           | 77,259            | 77,241                | 40,906           | 36,354           | 52.95%               | 57.97%                | 52.72%                | (3,445)              |      |           |           | 44,351           | 35,782           |
| OTHER FINANCING USES         | 0                | 0                | 0                 | 0                     | 0                | 0                | 0.00%                | 0.00%                 | 0.00%                 | 0                    |      |           |           | 0                | 0                |
| <b>TOTALS</b>                | <b>9,183,053</b> | <b>9,502,937</b> | <b>11,208,481</b> | <b>10,836,789</b>     | <b>6,999,360</b> | <b>4,209,121</b> | <b>62.45%</b>        | <b>64.14%</b>         | <b>65.45%</b>         | <b>904,303</b>       |      |           |           | <b>6,095,057</b> | <b>6,009,877</b> |

| EXPENDITURES (PROGRAM SERIES) |                  |                  |                   |                       |                  | March 31,        | March 31,            | March 31,             |                       |                      |      | March 31, | March 31, |                  |                  |
|-------------------------------|------------------|------------------|-------------------|-----------------------|------------------|------------------|----------------------|-----------------------|-----------------------|----------------------|------|-----------|-----------|------------------|------------------|
|                               | June 30, 2020    | June 30, 2021    | Revised Budget    | Projected End Of Year | Expended YTD     | Budget Remaining | % of Budget Expended | % of Actuals Expended | % of Actuals Expended | Current YTD vs. PYTD | 2022 | 2021      | 2020      | 2021             | 2020             |
| SITE ADMINISTRATION           | 356,308          | 361,675          | 410,235           | 419,133               | 289,136          | 121,100          | 70.48%               | 67.54%                | 68.29%                | 44,866               |      |           |           | 244,270          | 243,313          |
| DISTRICT ADMINISTRATION       | 197,705          | 232,642          | 228,212           | 247,652               | 179,022          | 49,190           | 78.45%               | 64.41%                | 75.17%                | 29,185               |      |           |           | 149,837          | 148,619          |
| SUPPORT SERVICES              | 333,936          | 347,394          | 461,939           | 465,408               | 303,158          | 158,781          | 65.63%               | 75.07%                | 77.57%                | 42,366               |      |           |           | 260,791          | 259,018          |
| REGULAR INSTRUCTION           | 4,094,925        | 4,252,393        | 4,690,414         | 4,576,164             | 2,795,620        | 1,894,794        | 59.60%               | 59.65%                | 58.49%                | 259,253              |      |           |           | 2,536,367        | 2,395,288        |
| EXTRA-CURRICULAR ACTIVITES    | 526,246          | 422,966          | 460,170           | 484,029               | 317,074          | 143,096          | 68.90%               | 47.87%                | 70.05%                | 114,603              |      |           |           | 202,471          | 368,639          |
| VOCATIONAL INSTRUCTION        | 76,779           | 86,044           | 161,360           | 184,227               | 121,575          | 39,785           | 75.34%               | 65.14%                | 64.92%                | 65,527               |      |           |           | 56,048           | 49,849           |
| SPECIAL EDUCATION             | 1,180,162        | 1,284,881        | 1,427,680         | 1,452,633             | 817,316          | 610,364          | 57.25%               | 52.79%                | 49.38%                | 138,970              |      |           |           | 678,346          | 582,766          |
| COMMUNITY SERVICES            | 0                | 0                | 0                 | 0                     | 0                | 0                | 0.00%                | 0.00%                 | 0.00%                 | 0                    |      |           |           | 0                | 0                |
| INSTRUCTIONAL SUPPORT         | 362,497          | 434,199          | 454,891           | 394,636               | 277,365          | 177,526          | 60.97%               | 80.12%                | 89.25%                | (70,528)             |      |           |           | 347,893          | 323,511          |
| PUPIL SUPPORT SERVICES        | 881,217          | 669,017          | 1,093,284         | 945,277               | 699,098          | 394,186          | 63.94%               | 67.61%                | 75.01%                | 246,752              |      |           |           | 452,345          | 661,025          |
| FACILITIES                    | 1,087,884        | 1,330,337        | 1,733,737         | 1,515,136             | 1,055,628        | 678,109          | 60.89%               | 73.94%                | 72.69%                | 72,005               |      |           |           | 983,623          | 790,813          |
| OTHER FINANCING USES          | 85,392           | 81,389           | 86,560            | 152,495               | 144,370          | (57,810)         | 166.79%              | 224.93%               | 219.03%               | (38,695)             |      |           |           | 183,065          | 187,038          |
| <b>TOTALS</b>                 | <b>9,183,053</b> | <b>9,502,937</b> | <b>11,208,481</b> | <b>10,836,789</b>     | <b>6,999,360</b> | <b>4,209,121</b> | <b>62.45%</b>        | <b>64.14%</b>         | <b>65.45%</b>         | <b>904,303</b>       |      |           |           | <b>6,095,057</b> | <b>6,009,877</b> |

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

ROYALTON | March 31, 2022

| ACTIVITY - OTHER FUNDS |                  |                  |                  |                       |                  |                  | 2022                 | 2021                  | 2020                  |                             |                       |                       |
|------------------------|------------------|------------------|------------------|-----------------------|------------------|------------------|----------------------|-----------------------|-----------------------|-----------------------------|-----------------------|-----------------------|
|                        | June 30, 2020    | June 30, 2021    | Revised Budget   | Projected End Of Year | Received YTD     | Budget Remaining | % of Budget Received | % of Actuals Received | % of Actuals Received |                             |                       |                       |
| <b>REVENUE</b>         |                  |                  |                  |                       |                  |                  |                      |                       |                       | <b>Current YTD vs. PYTD</b> | <b>March 31, 2021</b> | <b>March 31, 2020</b> |
| FOOD SERVICE           | 498,300          | 428,281          | 468,350          | 646,912               | 456,691          | 11,659           | 97.51%               | 57.28%                | 71.68%                | 211,356                     | 245,335               | 357,204               |
| COMMUNITY EDUCATION    | 320,351          | 273,184          | 406,084          | 392,476               | 312,526          | 93,558           | 76.96%               | 70.13%                | 97.60%                | 120,935                     | 191,591               | 312,660               |
| CONSTRUCTION           | 0                | 0                | 0                | 0                     | 0                | 0                | 0.00%                | 0.00%                 | 0.00%                 | 0                           | 0                     | 0                     |
| DEBT SERVICE           | 2,041,405        | 2,023,346        | 1,999,826        | 799,760               | 685,905          | 1,313,921        | 34.30%               | 95.41%                | 94.91%                | (1,244,581)                 | 1,930,486             | 1,937,456             |
| 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                     |
| <b>TOTALS</b>          | <b>2,860,055</b> | <b>2,724,812</b> | <b>2,874,260</b> | <b>1,839,148</b>      | <b>1,455,122</b> | <b>1,419,138</b> | <b>50.63%</b>        | <b>86.88%</b>         | <b>91.16%</b>         | <b>(912,290)</b>            | <b>2,367,412</b>      | <b>2,607,320</b>      |

|                        |                  |                  |                  |                       |                  |                  | 2022                 | 2021                  | 2020                  |                             |                       |                       |
|------------------------|------------------|------------------|------------------|-----------------------|------------------|------------------|----------------------|-----------------------|-----------------------|-----------------------------|-----------------------|-----------------------|
|                        | June 30, 2020    | June 30, 2021    | Revised Budget   | Projected End Of Year | Expended YTD     | Budget Remaining | % of Budget Expended | % of Actuals Expended | % of Actuals Expended |                             |                       |                       |
| <b>EXPENDITURES</b>    |                  |                  |                  |                       |                  |                  |                      |                       |                       | <b>Current YTD vs. PYTD</b> | <b>March 31, 2021</b> | <b>March 31, 2020</b> |
| FOOD SERVICE           | 517,294          | 416,624          | 528,415          | 553,839               | 382,089          | 146,326          | 72.31%               | 57.82%                | 72.48%                | 141,188                     | 240,901               | 374,927               |
| COMMUNITY EDUCATION    | 258,329          | 229,675          | 310,868          | 293,341               | 230,823          | 80,045           | 74.25%               | 66.61%                | 80.76%                | 77,841                      | 152,982               | 208,638               |
| CONSTRUCTION           | 0                | 0                | 0                | 0                     | 0                | 0                | 0.00%                | 0.00%                 | 0.00%                 | 0                           | 0                     | 0                     |
| DEBT SERVICE           | 2,019,433        | 2,023,983        | 2,020,885        | 2,020,519             | 2,015,883        | 5,002            | 99.75%               | 100.00%               | 100.00%               | (8,100)                     | 2,023,983             | 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                     |
| <b>TOTALS</b>          | <b>2,795,056</b> | <b>2,670,281</b> | <b>2,860,168</b> | <b>2,867,698</b>      | <b>2,628,794</b> | <b>231,374</b>   | <b>91.91%</b>        | <b>90.55%</b>         | <b>93.13%</b>         | <b>210,929</b>              | <b>2,417,866</b>      | <b>2,602,997</b>      |

| SUMMARY - ALL FUNDS |               |               |                |                       |             |                  | 2022                 | 2021                  | 2020                  |                             |                       |                       |
|---------------------|---------------|---------------|----------------|-----------------------|-------------|------------------|----------------------|-----------------------|-----------------------|-----------------------------|-----------------------|-----------------------|
|                     | June 30, 2020 | June 30, 2021 | Revised Budget | Projected End Of Year | YTD         | Budget Remaining | % of Budget Expended | % of Actuals Expended | % of Actuals Expended |                             |                       |                       |
| <b>SUMMARY</b>      |               |               |                |                       |             |                  |                      |                       |                       | <b>Current YTD vs. PYTD</b> | <b>March 31, 2021</b> | <b>March 31, 2020</b> |
| REVENUE             | 12,887,187    | 12,691,829    | 13,722,702     | 12,596,993            | 8,412,628   | 5,310,075        | 61.30%               | 71.44%                | 72.16%                | (654,281)                   | 9,066,908             | 9,299,609             |
| EXPENDITURES        | 11,978,109    | 12,173,218    | 14,068,649     | 13,704,487            | 9,628,155   | 4,440,495        | 68.44%               | 69.93%                | 71.91%                | 1,115,232                   | 8,512,923             | 8,612,875             |
| SPENDING VARIANCE   | 909,078       | 518,611       | (345,947)      | (1,107,494)           | (1,215,527) | N/A              | N/A                  | N/A                   | N/A                   | (1,769,513)                 | 553,986               | 686,734               |

# GENERAL FUND - REVENUE SUMMARY

ROYALTON | March 31, 2022



| DESCRIPTION  | June 30, 2020     | June 30, 2021    | Revised Budget    | Projected End Of Year | Revenue YTD      | Budget Remaining | March 31, 2022       | March 31, 2021        | March 31, 2020        | Current YTD vs. Prior YTD | March 31, 2021   | March 31, 2020   |
|--|-------------------|------------------|-------------------|-----------------------|------------------|------------------|----------------------|-----------------------|-----------------------|---------------------------|------------------|------------------|
|  |                   |                  |                   |                       |                  |                  | % of Budget Received | % of Actuals Received | % of Actuals Received |                           |                  |                  |
| <b>LOCAL REVENUES</b>  |                   |                  |                   |                       |                  |                  |                      |                       |                       |                           |                  |                  |
| 001 PROPERTY TAX LEVY, GENERAL                               | 543,184           | 683,144          | 667,300           | 48,483                | 0                | 667,300          | 0.00%                | 92.84%                | 91.61%                | (634,198)                 | 634,198          | 497,609          |
| 004 MUNICIPAL/TAX INCR FINANCE                               | 195               | 1,121            | 0                 | 0                     | 0                | 0                | 0.00%                | 100.00%               | 50.93%                | (1,121)                   | 1,121            | 99               |
| 010 COUNTY APPORTIONMENT                                     | 13,741            | 14,687           | 15,000            | 3,501                 | 0                | 15,000           | 0.00%                | 78.12%                | 75.74%                | (11,474)                  | 11,474           | 10,408           |
| 019 MISC TAX REV PAID BY COUNTY                              | 15,075            | 8,897            | 2,500             | 3,284                 | 1,643            | 857              | 65.73%               | 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              | 1,814             | 2,248                 | 860              | 954              | 47.41%               | 0.00%                 | 36.24%                | 860                       | 0                | 1,669            |
| 060 ADMISSIONS & STUDENT ACTIVITY REV                        | 136,361           | 57,453           | 85,655            | 99,500                | 93,233           | (7,578)          | 108.85%              | 90.06%                | 94.82%                | 41,491                    | 51,742           | 129,303          |
| 071 MA REV/DEPT OF HUMAN SVCS                                | 11,370            | 25,151           | 15,000            | 15,630                | 11,103           | 3,897            | 74.02%               | 90.47%                | 68.93%                | (11,651)                  | 22,754           | 7,838            |
| 092 INTEREST EARNINGS  | 39,428            | 2,663            | 1,100             | 1,588                 | 1,681            | (581)            | 152.83%              | 118.36%               | 126.88%               | (1,470)                   | 3,151            | 50,025           |
| 096 GIFTS AND BEQUESTS                                       | 24,210            | 12,829           | 37,850            | 55,420                | 46,207           | (8,357)          | 122.08%              | 76.88%                | 85.54%                | 36,345                    | 9,863            | 20,710           |
| 099 MISC REV FROM LOCAL SOURCES                              | 92,436            | 94,756           | 154,660           | 163,114               | 124,811          | 29,849           | 80.70%               | 72.25%                | 81.47%                | 56,352                    | 68,459           | 75,304           |
| <b>Total LOCAL REVENUES</b>                                  | <b>880,606</b>    | <b>901,656</b>   | <b>980,879</b>    | <b>392,768</b>        | <b>279,539</b>   | <b>701,340</b>   | <b>28.50%</b>        | <b>89.19%</b>         | <b>90.20%</b>         | <b>(524,685)</b>          | <b>804,224</b>   | <b>794,303</b>   |
| <b>STATE REVENUES</b>  |                   |                  |                   |                       |                  |                  |                      |                       |                       |                           |                  |                  |
| 201 ENDOWMENT FUND APPORTIONMENT                             | 42,702            | 40,032           | 38,576            | 38,327                | 38,256           | 320              | 99.17%               | 100.00%               | 99.18%                | (1,777)                   | 40,032           | 42,350           |
| 211 GENERAL EDUCATION AID                                    | 7,770,653         | 7,628,396        | 7,712,031         | 8,467,196             | 5,499,156        | 2,212,875        | 71.31%               | 62.81%                | 62.59%                | 707,906                   | 4,791,250        | 4,863,483        |
| 212 LITERACY INCENTIVE AID                                   | 46,491            | 49,322           | 48,000            | 13,670                | 156              | 47,844           | 0.32%                | 0.00%                 | 90.00%                | 156                       | 0                | 41,842           |
| 213 SHARED TIME AID  | 0                 | 0                | 0                 | 0                     | 0                | 0                | 0.00%                | 0.00%                 | 0.00%                 | 0                         | 0                | 0                |
| 227 ABATEMENT AID  | 97                | 164              | 13                | 57                    | 56               | (43)             | 431.31%              | 90.00%                | 90.01%                | (91)                      | 147              | 87               |
| 229 DISPARITY REDUCTION AID                                  | 10                | 20               | 21                | 21                    | 19               | 2                | 88.48%               | 90.02%                | 90.01%                | 1                         | 18               | 9                |
| 234 AGRICULTURE MARKET VALUE CR                              | 1,829             | 3,425            | 3,197             | 3,190                 | 2,877            | 320              | 90.00%               | 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           | 13,883            | 12,622                | 12,596           | 1,287            | 90.73%               | 77.23%                | 97.65%                | 2,833                     | 9,763            | 39,888           |
| 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          | 132,458           | 94,962                | 97,434           | 35,024           | 73.56%               | 91.20%                | 88.18%                | 5,311                     | 92,123           | 83,069           |
| 360 STATE AID FOR SPECIAL EDUCATION                          | 901,323           | 613,046          | 800,000           | 800,714               | 643,340          | 156,660          | 80.42%               | 89.09%                | 71.30%                | 97,186                    | 546,154          | 642,610          |
| 370 OTHER, MN DEPT OF EDUCATION                              | 2,851             | 7,759            | 7,000             | 7,350                 | 4,998            | 2,002            | 71.40%               | 100.00%               | 100.00%               | (2,762)                   | 7,759            | 2,851            |
| 397 TRA & PERA SPEC SITUATIONS PENSION                       | 30,659            | 29,793           | 30,000            | 30,000                | 0                | 30,000           | 0.00%                | 0.00%                 | 0.00%                 | 0                         | 0                | 0                |
| <b>Total STATE REVENUES</b>                                  | <b>8,931,669</b>  | <b>8,485,614</b> | <b>8,785,179</b>  | <b>9,468,107</b>      | <b>6,298,887</b> | <b>2,486,292</b> | <b>71.70%</b>        | <b>64.70%</b>         | <b>64.02%</b>         | <b>808,557</b>            | <b>5,490,330</b> | <b>5,717,843</b> |
| <b>FEDERAL REVENUES RECEIVED FROM STATE</b>                  |                   |                  |                   |                       |                  |                  |                      |                       |                       |                           |                  |                  |
| 400 FEDERAL AID/MDE (REQUIRES FIN)                           | 139,409           | 522,818          | 1,041,984         | 857,337               | 331,795          | 710,189          | 31.84%               | 70.40%                | 68.13%                | (36,248)                  | 368,044          | 94,974           |
| 405 FEDERAL AID THRU OTHER AGENCY                            | 0                 | 40,045           | 0                 | 0                     | 0                | 0                | 0.00%                | 58.48%                | 0.00%                 | (23,418)                  | 23,418           | 0                |
| 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                |
| <b>Total EVENUES RECEIVED FROM STATE</b>                     | <b>139,409</b>    | <b>562,863</b>   | <b>1,041,984</b>  | <b>857,337</b>        | <b>331,795</b>   | <b>710,189</b>   | <b>31.84%</b>        | <b>69.55%</b>         | <b>68.13%</b>         | <b>(59,666)</b>           | <b>391,462</b>   | <b>94,974</b>    |
| <b>LOCAL SALES, INSURANCE RECOVERY, AND JUDGEMENTS</b>       |                   |                  |                   |                       |                  |                  |                      |                       |                       |                           |                  |                  |
| 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%                | 100.00%               | 100.00%               | (900)                     | 900              | (3,377)          |
| 620 SALES/REV PRODUCING ACTIVITIES                           | 65,328            | 15,985           | 40,400            | 39,633                | 47,285           | (6,885)          | 117.04%              | 78.71%                | 118.71%               | 34,704                    | 12,582           | 77,549           |
| 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            |
| <b>Total LOCAL SALES, INSURANCE RECOVERY, AND JUDGEMENTS</b> | <b>75,449</b>     | <b>16,885</b>    | <b>40,400</b>     | <b>39,633</b>         | <b>47,285</b>    | <b>(6,885)</b>   | <b>117.04%</b>       | <b>79.85%</b>         | <b>112.88%</b>        | <b>33,804</b>             | <b>13,482</b>    | <b>85,170</b>    |
| <b>SALE OF BONDS AND LOANS</b>                               |                   |                  |                   |                       |                  |                  |                      |                       |                       |                           |                  |                  |
| 631 SALE OF BONDS  | 0                 | 0                | 0                 | 0                     | 0                | 0                | 0.00%                | 0.00%                 | 0.00%                 | 0                         | 0                | 0                |
| <b>Total SALE OF BONDS AND LOANS</b>                         | <b>0</b>          | <b>0</b>         | <b>0</b>          | <b>0</b>              | <b>0</b>         | <b>0</b>         | <b>0.00%</b>         | <b>0.00%</b>          | <b>0.00%</b>          | <b>0</b>                  | <b>0</b>         | <b>0</b>         |
| <b>INCOMING TRANSFERS FROM OTHER FUNDS</b>                   |                   |                  |                   |                       |                  |                  |                      |                       |                       |                           |                  |                  |
| 649 PERMANENT TRANSFERS/OTHER FUND                           | 0                 | 0                | 0                 | 6                     | 0                | 0                | 0.00%                | 0.00%                 | 0.00%                 | 0                         | 0                | 0                |
| <b>Total INCOMING TRANSFERS FROM OTHER FUNDS</b>             | <b>0</b>          | <b>0</b>         | <b>0</b>          | <b>6</b>              | <b>0</b>         | <b>0</b>         | <b>0.00%</b>         | <b>0.00%</b>          | <b>0.00%</b>          | <b>0</b>                  | <b>0</b>         | <b>0</b>         |
| <b>GENERAL FUND TOTAL</b>                                    | <b>10,027,132</b> | <b>9,967,018</b> | <b>10,848,442</b> | <b>10,757,845</b>     | <b>6,957,506</b> | <b>3,890,936</b> | <b>64.13%</b>        | <b>67.22%</b>         | <b>66.74%</b>         | <b>258,009</b>            | <b>6,699,497</b> | <b>6,692,288</b> |

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

# GENERAL FUND - EXPENDITURES BY PROGRAM CODE

ROYALTON | March 31, 2022



| DESCRIPTION                                 | June 30, 2020    | June 30, 2021    | Revised Budget   | Projected End Of Year | Expenses YTD     | Budget Remaining | March 31, 2022       | March 31, 2021        | March 31, 2020        | Current YTD vs. Prior YTD | March 31, 2021   | March 31, 2020   |
|---|------------------|------------------|------------------|-----------------------|------------------|------------------|----------------------|-----------------------|-----------------------|---------------------------|------------------|------------------|
|   |                  |                  |                  |                       |                  |                  | % of Budget Expended | % of Actuals Expended | % of Actuals Expended |                           |                  |                  |
| <b>DISTRICT ADMINISTRATION</b>              |                  |                  |                  |                       |                  |                  |                      |                       |                       |                           |                  |                  |
| 010 BOARD OF EDUCATION                      | 17,051           | 23,050           | 18,030           | 56,581                | 52,168           | (34,138)         | 289.35%              | 48.31%                | 83.46%                | 41,033                    | 11,135           | 14,231           |
| 020 OFFICE OF THE SUPERINTENDENT            | 180,655          | 209,593          | 210,182          | 191,071               | 126,854          | 83,328           | 60.35%               | 66.18%                | 74.39%                | (11,848)                  | 138,703          | 134,388          |
| <b>TOTAL - DISTRICT ADMINISTRATION</b>      | <b>197,705</b>   | <b>232,642</b>   | <b>228,212</b>   | <b>247,652</b>        | <b>179,022</b>   | <b>49,190</b>    | <b>78.45%</b>        | <b>64.41%</b>         | <b>75.17%</b>         | <b>29,185</b>             | <b>149,837</b>   | <b>148,619</b>   |
| <b>SITE ADMINISTRATION</b>                  |                  |                  |                  |                       |                  |                  |                      |                       |                       |                           |                  |                  |
| 050 SCHOOL ADMINISTRATION                   | 356,308          | 361,675          | 410,235          | 419,133               | 289,136          | 121,100          | 70.48%               | 67.54%                | 68.29%                | 44,866                    | 244,270          | 243,313          |
| <b>TOTAL - SITE ADMINISTRATION</b>          | <b>356,308</b>   | <b>361,675</b>   | <b>410,235</b>   | <b>419,133</b>        | <b>289,136</b>   | <b>121,100</b>   | <b>70.48%</b>        | <b>67.54%</b>         | <b>68.29%</b>         | <b>44,866</b>             | <b>244,270</b>   | <b>243,313</b>   |
| <b>SUPPORT SERVICES</b>                     |                  |                  |                  |                       |                  |                  |                      |                       |                       |                           |                  |                  |
| 105 GENERAL ADMINISTRATIVE SUPPORT          | 57,086           | 61,974           | 79,406           | 84,410                | 59,555           | 19,851           | 75.00%               | 72.60%                | 75.98%                | 14,559                    | 44,996           | 43,373           |
| 110 BUSINESS SUPPORT SERVICES               | 276,850          | 285,420          | 382,533          | 380,999               | 243,603          | 138,930          | 63.68%               | 75.61%                | 77.89%                | 27,807                    | 215,796          | 215,645          |
| <b>TOTAL - SUPPORT SERVICES</b>             | <b>333,936</b>   | <b>347,394</b>   | <b>461,939</b>   | <b>465,408</b>        | <b>303,158</b>   | <b>158,781</b>   | <b>65.63%</b>        | <b>75.07%</b>         | <b>77.57%</b>         | <b>42,366</b>             | <b>260,791</b>   | <b>259,018</b>   |
| <b>REGULAR INSTRUCTION</b>                  |                  |                  |                  |                       |                  |                  |                      |                       |                       |                           |                  |                  |
| 201 EDUCATION, KINDERGARTEN                 | 278,727          | 159,822          | 154,203          | 156,249               | 78,431           | 75,771           | 50.86%               | 104.02%               | 55.30%                | (87,823)                  | 166,254          | 154,145          |
| 203 EDUCATION, ELEMENTARY GENERAL           | 1,369,457        | 1,460,588        | 1,712,794        | 1,663,532             | 1,042,989        | 669,805          | 60.89%               | 60.02%                | 55.74%                | 166,321                   | 876,668          | 763,362          |
| 204 TITLE II, PART A TRAINING & RECRUITING  | 19,770           | 17,419           | 14,414           | 12,818                | 6,931            | 7,483            | 48.08%               | 60.74%                | 71.52%                | (3,649)                   | 10,580           | 14,139           |
| 211 EDUCATION, SECONDARY GENERAL            | 405,993          | 354,522          | 537,920          | 531,620               | 362,947          | 174,973          | 67.47%               | 62.06%                | 57.21%                | 142,932                   | 220,014          | 232,257          |
| 212 VISUAL ART                              | 126,929          | 113,317          | 124,960          | 122,506               | 72,481           | 52,479           | 58.00%               | 56.29%                | 57.23%                | 8,692                     | 63,790           | 72,646           |
| 215 BUSINESS                                | 43,125           | 66,476           | 42,971           | 23,256                | 6,068            | 36,902           | 14.12%               | 59.37%                | 58.58%                | (33,398)                  | 39,466           | 25,263           |
| 216 TITLE I, PART A IMPROVE ACHIEVE/DISADV  | 116,091          | 106,748          | 88,816           | 95,788                | 68,484           | 20,332           | 77.11%               | 65.45%                | 80.94%                | (1,381)                   | 69,865           | 93,965           |
| 218 GIFTED & TALENTED                       | 7,290            | 4,362            | 14,250           | 14,639                | 9,473            | 4,777            | 66.48%               | 107.55%               | 104.53%               | 4,782                     | 4,692            | 7,620            |
| 220 ENGLISH, LANGUAGE ARTS                  | 264,160          | 302,900          | 291,989          | 294,159               | 174,618          | 117,370          | 59.80%               | 56.06%                | 58.96%                | 4,810                     | 169,809          | 155,761          |
| 230 FOREIGN/NATIVE LANGUAGE                 | 108,812          | 121,809          | 130,575          | 129,807               | 76,353           | 54,222           | 58.47%               | 58.37%                | 59.18%                | 5,258                     | 71,094           | 64,391           |
| 240 HEALTH, PHYSICAL ED & RECREATION        | 276,878          | 281,284          | 292,717          | 287,482               | 168,301          | 124,415          | 57.50%               | 59.01%                | 59.29%                | 2,316                     | 165,985          | 164,150          |
| 255 INDUSTRIAL EDUCATION                    | 81,419           | 56,080           | 51,827           | 26,482                | 8,481            | 43,345           | 16.36%               | 78.89%                | 60.29%                | (35,760)                  | 44,241           | 49,086           |
| 256 MATHEMATICS                             | 292,998          | 308,549          | 317,249          | 314,061               | 184,465          | 132,784          | 58.15%               | 58.53%                | 58.58%                | 3,880                     | 180,585          | 171,645          |
| 258 MUSIC                                   | 205,843          | 218,935          | 217,565          | 213,791               | 129,103          | 88,462           | 59.34%               | 62.39%                | 60.45%                | (7,494)                   | 136,597          | 124,431          |
| 260 NATURAL SCIENCES                        | 235,715          | 256,928          | 254,746          | 247,985               | 144,007          | 110,739          | 56.53%               | 55.78%                | 62.64%                | 691                       | 143,315          | 147,647          |
| 270 SOCIAL SCIENCES/SOCIAL STUDIES          | 261,719          | 277,389          | 295,815          | 293,431               | 172,327          | 123,488          | 58.26%               | 60.21%                | 59.14%                | 5,304                     | 167,023          | 154,780          |
| 275 KINDERGARTEN INDIVIDUALIZED INSTRUCTION | 0                | 145,262          | 147,605          | 148,558               | 90,160           | 57,446           | 61.08%               | 4.40%                 | 0.00%                 | 83,772                    | 6,388            | 0                |
| <b>TOTAL - REGULAR INSTRUCTION</b>          | <b>4,094,925</b> | <b>4,252,393</b> | <b>4,690,414</b> | <b>4,576,164</b>      | <b>2,795,620</b> | <b>1,894,794</b> | <b>59.60%</b>        | <b>59.65%</b>         | <b>58.49%</b>         | <b>259,253</b>            | <b>2,536,367</b> | <b>2,395,288</b> |
| <b>EXTRA-CURRICULAR</b>                     |                  |                  |                  |                       |                  |                  |                      |                       |                       |                           |                  |                  |
| 292 BOYS/GIRLS ATHLETICS                    | 147,431          | 167,736          | 137,851          | 120,214               | 70,558           | 67,293           | 51.18%               | 64.64%                | 73.61%                | (37,873)                  | 108,432          | 108,530          |
| 294 BOYS ATHLETICS                          | 146,577          | 114,370          | 138,846          | 158,096               | 104,104          | 34,743           | 74.98%               | 38.50%                | 69.46%                | 60,070                    | 44,034           | 101,816          |
| 296 GIRLS ATHLETICS                         | 78,242           | 74,404           | 91,231           | 100,552               | 64,573           | 26,658           | 70.78%               | 42.81%                | 68.62%                | 32,722                    | 31,851           | 53,688           |
| 298 EXTRA-CURRICULAR ACTIVITIES             | 153,996          | 66,456           | 92,242           | 105,167               | 77,839           | 14,404           | 84.39%               | 27.32%                | 67.93%                | 59,684                    | 18,154           | 104,604          |
| <b>TOTAL - EXTRA-CURRICULAR ACTIVITIES</b>  | <b>526,246</b>   | <b>422,966</b>   | <b>460,170</b>   | <b>484,029</b>        | <b>317,074</b>   | <b>143,096</b>   | <b>68.90%</b>        | <b>47.87%</b>         | <b>70.05%</b>         | <b>114,603</b>            | <b>202,471</b>   | <b>368,639</b>   |
| <b>VOCATIONAL INSTRUCTION</b>               |                  |                  |                  |                       |                  |                  |                      |                       |                       |                           |                  |                  |
| 301 AGRICULTURAL EDUCATION                  | 76,779           | 86,044           | 94,095           | 118,735               | 83,142           | 10,954           | 88.36%               | 65.14%                | 64.92%                | 27,093                    | 56,048           | 49,849           |
| 341 BUSINESS & OFFICE EDUCATION             | 0                | 0                | 67,265           | 65,492                | 38,434           | 28,831           | 57.14%               | 0.00%                 | 0.00%                 | 38,434                    | 0                | 0                |
| <b>TOTAL - VOCATIONAL INSTRUCTION</b>       | <b>76,779</b>    | <b>86,044</b>    | <b>161,360</b>   | <b>184,227</b>        | <b>121,575</b>   | <b>39,785</b>    | <b>75.34%</b>        | <b>65.14%</b>         | <b>64.92%</b>         | <b>65,527</b>             | <b>56,048</b>    | <b>49,849</b>    |
| <b>SPECIAL ED INSTRUCTION</b>               |                  |                  |                  |                       |                  |                  |                      |                       |                       |                           |                  |                  |
| 400 GENERAL SPECIAL EDUCATION               | 108,998          | 109,967          | 108,739          | 113,122               | 39,370           | 69,370           | 36.21%               | 12.84%                | 9.22%                 | 25,255                    | 14,115           | 10,053           |
| 401 SPEECH/LANGUAGE IMPAIRED                | 99,049           | 113,226          | 150,274          | 166,330               | 79,603           | 70,671           | 52.97%               | 46.12%                | 28.05%                | 27,380                    | 52,223           | 27,787           |
| 402 MILD, MODERATE COGNITIVE DISAB          | 82,386           | 57,830           | 74,449           | 76,140                | 49,905           | 24,544           | 67.03%               | 67.30%                | 63.54%                | 10,988                    | 38,917           | 52,348           |
| 403 SEVERE, PROFOUND COGNITIVE DISAB        | 14,024           | 5,825            | 4,836            | 2,218                 | 605              | 4,231            | 12.51%               | 75.39%                | 74.51%                | (3,787)                   | 4,392            | 10,450           |
| 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           | 26,317           | 32,982                | 18,255           | 8,062            | 69.37%               | 32.19%                | 43.32%                | 11,436                    | 6,819            | 9,752            |
| 407 SPECIFIC LEARNING DISABILITY            | 257,593          | 282,218          | 292,337          | 285,546               | 178,849          | 113,488          | 61.18%               | 63.32%                | 60.68%                | 162                       | 178,687          | 156,315          |
| 408 EMOTIONAL/BEHAVIORAL DISORDER           | 195,738          | 219,723          | 258,350          | 262,785               | 165,429          | 92,921           | 64.03%               | 60.90%                | 60.35%                | 31,625                    | 133,804          | 118,126          |
| 410 OTHER HEALTH DISABILITIES               | 125,144          | 112,635          | 114,260          | 110,215               | 65,656           | 48,604           | 57.46%               | 62.61%                | 60.35%                | (4,862)                   | 70,519           | 75,528           |
| 411 AUTISTIC SPECTRUM DISORDERS             | 144,814          | 139,598          | 153,343          | 147,340               | 95,895           | 57,448           | 62.54%               | 65.45%                | 69.60%                | 4,533                     | 91,361           | 100,786          |
| 412 DEVELOPMENTALLY DELAYED                 | 79,651           | 152,444          | 167,787          | 182,503               | 97,772           | 70,015           | 58.27%               | 37.71%                | 27.86%                | 40,285                    | 57,487           | 22,190           |
| 420 SPECIAL ED, AGGREGATE 3+                | 49,048           | 53,603           | 76,989           | 73,343                | 25,870           | 51,119           | 33.60%               | 25.03%                | -1.16%                | 12,452                    | 13,418           | (569)            |
| 422 SPECIAL ED, STUDENTS W/O DISABILITIES   | 1,206            | 16,627           | 0                | 108                   | 108              | (108)            | 0.00%                | 99.87%                | 0.00%                 | (16,497)                  | 16,605           | 0                |
| <b>TOTAL - SPECIAL ED INSTRUCTION</b>       | <b>1,180,162</b> | <b>1,284,881</b> | <b>1,427,680</b> | <b>1,452,633</b>      | <b>817,316</b>   | <b>610,364</b>   | <b>57.25%</b>        | <b>52.79%</b>         | <b>49.38%</b>         | <b>138,970</b>            | <b>678,346</b>   | <b>582,766</b>   |
| <b>COMMUNITY EDUCATION</b>                  |                  |                  |                  |                       |                  |                  |                      |                       |                       |                           |                  |                  |

| DESCRIPTION                           | June 30, 2020    | June 30, 2021    | Revised Budget    | Projected End Of  |                  | Budget Remaining | March 31, 2022       | March 31, 2021        | March 31, 2020        | Current YTD vs. Prior YTD | March 31, 2021   | March 31, 2020   |
|---------------------------------------|------------------|------------------|-------------------|-------------------|------------------|------------------|----------------------|-----------------------|-----------------------|---------------------------|------------------|------------------|
|                                       |                  |                  |                   | Year              | Expenses YTD     |                  | % 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                |
| <b>TOTAL - COMMUNITY EDUCATION</b>    | <b>0</b>         | <b>0</b>         | <b>0</b>          | <b>0</b>          | <b>0</b>         | <b>0</b>         | <b>0.00%</b>         | <b>0.00%</b>          | <b>0.00%</b>          | <b>0</b>                  | <b>0</b>         | <b>0</b>         |
| <b>INSTRUCTIONAL SUPPORT</b>          |                  |                  |                   |                   |                  |                  |                      |                       |                       |                           |                  |                  |
| 620 LIBRARY MEDIA CENTER              | 28,636           | 31,668           | 28,824            | 40,546            | 30,893           | (2,069)          | 107.18%              | 72.28%                | 73.89%                | 8,003                     | 22,891           | 21,160           |
| 630 INSTRUCTION,RELATED TECHNOLOGY    | 286,057          | 356,091          | 302,906           | 255,862           | 198,041          | 104,865          | 65.38%               | 71.33%                | 73.78%                | (55,952)                  | 253,994          | 211,066          |
| 640 STAFF DEVELOPMENT                 | 47,805           | 46,440           | 123,160           | 98,229            | 48,431           | 74,730           | 39.32%               | 152.91%               | 190.95%               | (22,579)                  | 71,009           | 91,284           |
| <b>TOTAL - INSTRUCTIONAL SUPPORT</b>  | <b>362,497</b>   | <b>434,199</b>   | <b>454,891</b>    | <b>394,636</b>    | <b>277,365</b>   | <b>177,526</b>   | <b>60.97%</b>        | <b>80.12%</b>         | <b>89.25%</b>         | <b>(70,528)</b>           | <b>347,893</b>   | <b>323,511</b>   |
| <b>PUPIL SUPPORT SERVICES</b>         |                  |                  |                   |                   |                  |                  |                      |                       |                       |                           |                  |                  |
| 710 SECONDARY COUNSELING/GUIDANCE     | 109,570          | 107,846          | 107,969           | 110,387           | 68,335           | 39,634           | 63.29%               | 60.58%                | 60.37%                | 3,006                     | 65,329           | 66,146           |
| 715 SCHOOL SECURITY                   | 0                | 0                | 5,815             | 7,162             | 5,815            | 0                | 100.00%              | 0.00%                 | 0.00%                 | 5,815                     | 0                | 0                |
| 720 HEALTH SERVICES                   | 108,926          | 72,175           | 109,855           | 139,094           | 103,155          | 6,700            | 93.90%               | 76.70%                | 68.63%                | 47,800                    | 55,355           | 74,757           |
| 740 SOCIAL WORK SERVICES              | 130,666          | 104,578          | 108,243           | 105,870           | 62,684           | 45,559           | 57.91%               | 58.25%                | 58.01%                | 1,771                     | 60,912           | 75,796           |
| 760 PUPIL TRANSPORTATION              | 532,056          | 384,418          | 761,402           | 582,765           | 459,109          | 302,293          | 60.30%               | 70.43%                | 83.51%                | 188,360                   | 270,749          | 444,326          |
| 770 FOOD SERVICES                     | 0                | 0                | 0                 | 0                 | 0                | 0                | 0.00%                | 0.00%                 | 0.00%                 | 0                         | 0                | 0                |
| <b>TOTAL - PUPIL SUPPORT SERVICES</b> | <b>881,217</b>   | <b>669,017</b>   | <b>1,093,284</b>  | <b>945,277</b>    | <b>699,098</b>   | <b>394,186</b>   | <b>63.94%</b>        | <b>67.61%</b>         | <b>75.01%</b>         | <b>246,752</b>            | <b>452,345</b>   | <b>661,025</b>   |
| <b>FACILITIES</b>                     |                  |                  |                   |                   |                  |                  |                      |                       |                       |                           |                  |                  |
| 810 OPERATIONS & MAINTENANCE          | 996,511          | 1,225,490        | 1,528,560         | 1,228,053         | 867,621          | 660,939          | 56.76%               | 72.10%                | 72.24%                | (15,991)                  | 883,612          | 719,857          |
| 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          | 205,177           | 287,083           | 188,007          | 17,170           | 91.63%               | 95.39%                | 77.66%                | 87,996                    | 100,011          | 70,957           |
| 870 BUILDING CONSTRUCTION             | 0                | 0                | 0                 | 0                 | 0                | 0                | 0.00%                | 0.00%                 | 0.00%                 | 0                         | 0                | 0                |
| <b>TOTAL - FACILITIES</b>             | <b>1,087,884</b> | <b>1,330,337</b> | <b>1,733,737</b>  | <b>1,515,136</b>  | <b>1,055,628</b> | <b>678,109</b>   | <b>60.89%</b>        | <b>73.94%</b>         | <b>72.69%</b>         | <b>72,005</b>             | <b>983,623</b>   | <b>790,813</b>   |
| <b>OTHER FINANCING USES</b>           |                  |                  |                   |                   |                  |                  |                      |                       |                       |                           |                  |                  |
| 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                | 0                 | 55,404            | 55,404           | (55,404)         | 0.00%                | 0.00%                 | 0.00%                 | (47,072)                  | 102,476          | 101,429          |
| 940 INSURANCE                         | 72,042           | 67,739           | 76,500            | 84,920            | 77,016           | (516)            | 100.67%              | 100.00%               | 100.30%               | 9,277                     | 67,739           | 72,259           |
| 960 OTHER NONRECURRING ITEMS          | 13,350           | 13,650           | 10,060            | 12,171            | 11,950           | (1,890)          | 118.79%              | 94.14%                | 100.00%               | (900)                     | 12,850           | 13,350           |
| <b>TOTAL - OTHER FINANCING USES</b>   | <b>85,392</b>    | <b>81,389</b>    | <b>86,560</b>     | <b>152,495</b>    | <b>144,370</b>   | <b>(57,810)</b>  | <b>166.79%</b>       | <b>224.93%</b>        | <b>219.03%</b>        | <b>(38,695)</b>           | <b>183,065</b>   | <b>187,038</b>   |
| <b>GENERAL FUND TOTAL</b>             | <b>9,183,053</b> | <b>9,502,937</b> | <b>11,208,481</b> | <b>10,836,789</b> | <b>6,999,360</b> | <b>4,209,121</b> | <b>62.45%</b>        | <b>64.14%</b>         | <b>65.45%</b>         | <b>904,303</b>            | <b>6,095,057</b> | <b>6,009,877</b> |

# GENERAL FUND - EXPENDITURES BY OBJECT CODE

ROYALTON | March 31, 2022



| DESCRIPTION                           | June 30, 2020    | June 30, 2021    | Revised Budget   | Projected End Of Year | Expenses YTD     | Budget Remaining | March 31, 2022       | March 31, 2021        | March 31, 2020        | Current YTD vs. Prior YTD | March 31, 2021   | March 31, 2020   |
|---------------------------------------|------------------|------------------|------------------|-----------------------|------------------|------------------|----------------------|-----------------------|-----------------------|---------------------------|------------------|------------------|
|                                       |                  |                  |                  |                       |                  |                  | % of Budget Expended | % of Actuals Expended | % of Actuals Expended |                           |                  |                  |
| 110 ADMINISTRATION/SUPERVISION        | 502,365          | 494,579          | 473,993          | 485,910               | 344,226          | 129,768          | 72.62%               | 73.05%                | 71.60%                | (17,058)                  | 361,284          | 359,697          |
| 140 LICENSED CLASSROOM TEACHER        | 2,989,177        | 3,168,745        | 3,387,463        | 3,286,273             | 1,879,433        | 1,508,030        | 55.48%               | 58.64%                | 58.13%                | 21,409                    | 1,858,024        | 1,737,625        |
| 141 NON,LIC CLASSROOM PERSONNEL       | 124,270          | 167,260          | 164,919          | 166,572               | 114,421          | 50,498           | 69.38%               | 69.73%                | 59.65%                | (2,202)                   | 116,623          | 74,126           |
| 143 LICENSED INSTRUCTIONAL SUPPORT    | 0                | 0                | 27,000           | 28,051                | 21,301           | 5,699            | 78.89%               | 0.00%                 | 0.00%                 | 21,301                    | 0                | 0                |
| 144 NON,LIC INSTRUCTIONAL SUPPORT     | 0                | 0                | 0                | 0                     | 0                | 0                | 0.00%                | 0.00%                 | 0.00%                 | 0                         | 0                | 0                |
| 145 SUBSTITUTE TEACHER,LICENSED       | 96,732           | 83,345           | 113,000          | 117,244               | 82,743           | 30,257           | 73.22%               | 51.78%                | 77.07%                | 39,583                    | 43,160           | 74,553           |
| 146 SUBSTITUTE NON,LIC CLASSROOM      | 19,175           | 4,881            | 7,500            | 10,376                | 7,942            | (442)            | 105.90%              | 88.89%                | 73.66%                | 3,604                     | 4,338            | 14,125           |
| 154 SCHOOL NURSE                      | 36,218           | 6,290            | 56,498           | 62,111                | 45,146           | 11,352           | 79.91%               | 100.00%               | 62.44%                | 38,855                    | 6,290            | 22,614           |
| 155 LICENSED NURSING SERVICES         | 40,450           | 48,731           | 697              | 1,431                 | 1,233            | (537)            | 177.00%              | 72.83%                | 76.16%                | (34,255)                  | 35,488           | 30,806           |
| 156 SOCIAL WORKER                     | 97,709           | 83,847           | 85,531           | 84,814                | 50,570           | 34,961           | 59.12%               | 58.33%                | 58.14%                | 1,659                     | 48,911           | 56,809           |
| 161 CERTIFIED PARA/PCA                | 265,327          | 241,451          | 201,353          | 208,554               | 149,587          | 51,766           | 74.29%               | 70.55%                | 72.71%                | (20,765)                  | 170,352          | 192,911          |
| 162 CERTIFIED ONE ON ONE PARA         | 22,081           | 17,773           | 40,786           | 54,690                | 48,506           | (7,720)          | 118.93%              | 70.41%                | 88.94%                | 35,993                    | 12,513           | 19,640           |
| 165 SCHOOL COUNSELOR                  | 69,056           | 70,270           | 69,752           | 71,334                | 42,271           | 27,482           | 60.60%               | 58.33%                | 58.33%                | 1,280                     | 40,991           | 40,283           |
| 170 NON,INSTRUCTIONAL SUPPORT         | 1,053,870        | 1,015,964        | 1,086,425        | 1,076,971             | 764,475          | 321,950          | 70.37%               | 71.09%                | 72.92%                | 42,194                    | 722,281          | 768,483          |
| 185 OTHER LICENSED/CERTIFIED SALARY   | 124,596          | 151,445          | 183,514          | 168,846               | 95,365           | 88,149           | 51.97%               | 27.21%                | 69.07%                | 54,153                    | 41,212           | 86,062           |
| 186 OTHER NON LICENSED SALARY         | 90,191           | 104,996          | 154,779          | 165,402               | 110,983          | 43,796           | 71.70%               | 40.95%                | 82.34%                | 67,990                    | 42,993           | 74,262           |
| 191 SEVERANCE                         | 27,330           | 0                | 6,296            | 2,858                 | 0                | 6,296            | 0.00%                | 0.00%                 | 68.35%                | 0                         | 0                | 18,680           |
| 195 INTERDEPART SALARIES (CHGBK)      | 0                | 0                | 0                | 0                     | 0                | 0                | 0.00%                | 0.00%                 | 0.00%                 | 0                         | 0                | 0                |
| 199 SALARY ADJ CAFETERIA PLAN/IN LIEU | 95,001           | 96,544           | 85,765           | 81,577                | 40,182           | 45,583           | 46.85%               | 47.93%                | 50.00%                | (6,087)                   | 46,269           | 47,501           |
| <b>TOTAL SALARIES AND WAGES</b>       | <b>5,653,547</b> | <b>5,756,121</b> | <b>6,145,271</b> | <b>6,073,015</b>      | <b>3,798,383</b> | <b>2,346,889</b> | <b>61.81%</b>        | <b>61.69%</b>         | <b>64.00%</b>         | <b>247,654</b>            | <b>3,550,729</b> | <b>3,618,175</b> |
| <b>EMPLOYEE BENEFITS</b>              |                  |                  |                  |                       |                  |                  |                      |                       |                       |                           |                  |                  |
| 210 FICA/MEDICARE                     | 406,497          | 418,893          | 460,777          | 444,947               | 274,938          | 185,839          | 59.67%               | 60.33%                | 63.41%                | 22,224                    | 252,714          | 257,770          |
| 214 PERA                              | 118,050          | 120,209          | 126,745          | 123,604               | 89,252           | 37,493           | 70.42%               | 70.54%                | 72.99%                | 4,451                     | 84,802           | 86,160           |
| 218 TRA                               | 299,645          | 305,379          | 339,881          | 332,745               | 196,174          | 143,707          | 57.72%               | 58.51%                | 60.31%                | 17,493                    | 178,681          | 180,723          |
| 220 HEALTH INSURANCE                  | 404,139          | 517,198          | 651,685          | 621,753               | 357,855          | 293,830          | 54.91%               | 61.12%                | 60.30%                | 41,733                    | 316,122          | 243,681          |
| 230 LIFE INSURANCE                    | 10,187           | 11,686           | 14,242           | 25,630                | 20,850           | (6,608)          | 146.40%              | 60.13%                | 61.48%                | 13,823                    | 7,027            | 6,263            |
| 240 LONG TERM DISABILITY INSURANCE    | 17,053           | 20,364           | 19,653           | 19,052                | 12,054           | 7,599            | 61.33%               | 58.14%                | 62.41%                | 215                       | 11,839           | 10,643           |
| 250 TSA/DEFERRED COMP                 | 62,877           | 61,598           | 70,060           | 69,510                | 52,722           | 17,337           | 75.25%               | 74.41%                | 73.66%                | 6,887                     | 45,835           | 46,317           |
| 251 TAX ADVANTAGE EMPLOYER HLTH AF    | 35,630           | 30,094           | 34,417           | 34,175                | 19,988           | 14,430           | 58.07%               | 56.98%                | 59.26%                | 2,839                     | 17,148           | 21,114           |
| 270 WORKERS COMPENSATION              | 113,041          | 91,981           | 93,000           | 54,936                | 55,404           | 37,596           | 59.57%               | 111.41%               | 89.73%                | (47,072)                  | 102,476          | 101,429          |
| 280 UNEMPLOYMENT COMPENSATION         | 35,245           | 0                | 8,000            | 9,032                 | 3,333            | 4,667            | 41.67%               | 0.00%                 | 29.53%                | 3,333                     | 0                | 10,409           |
| 295 INTERDEPART BENEFITS (CHGBK)      | 0                | 0                | 0                | 0                     | 0                | 0                | 0.00%                | 0.00%                 | 0.00%                 | 0                         | 0                | 0                |
| 299 OTHER EMPLOYEE BENEFITS           | 14,116           | 32,306           | 34,403           | 55,806                | 21,403           | 13,000           | 62.21%               | 0.00%                 | 0.00%                 | 21,403                    | 0                | 0                |
| <b>TOTAL EMPLOYEE BENEFITS</b>        | <b>1,516,481</b> | <b>1,609,710</b> | <b>1,852,863</b> | <b>1,791,190</b>      | <b>1,103,974</b> | <b>748,889</b>   | <b>59.58%</b>        | <b>63.16%</b>         | <b>63.60%</b>         | <b>87,329</b>             | <b>1,016,644</b> | <b>964,508</b>   |
| <b>PURCHASED SERVICES</b>             |                  |                  |                  |                       |                  |                  |                      |                       |                       |                           |                  |                  |
| 305 CONSULTING FEES/FEES FOR SERVIC   | 196,303          | 221,039          | 300,738          | 375,759               | 254,395          | 46,344           | 84.59%               | 78.47%                | 90.92%                | 80,946                    | 173,449          | 178,486          |
| 316 SVC PURCH FROM MN JOINT POWER     | 0                | 0                | 0                | 0                     | 0                | 0                | 0.00%                | 0.00%                 | 0.00%                 | 0                         | 0                | 0                |
| 319 COMPUTER & TECHNOLOGY SVCS        | 17,190           | 12,884           | 13,815           | 9,015                 | 5,815            | 8,000            | 42.09%               | 74.09%                | 88.14%                | (3,731)                   | 9,546            | 15,151           |
| 320 COMMUNICATION SERVICES            | 24,344           | 24,633           | 25,618           | 23,645                | 18,454           | 7,164            | 72.04%               | 80.06%                | 72.60%                | (1,268)                   | 19,722           | 17,673           |
| 329 POSTAGE & PARCEL SERVICES         | 2,319            | 2,848            | 2,800            | 2,971                 | 1,505            | 1,295            | 53.74%               | 8.01%                 | 52.58%                | 1,277                     | 228              | 1,220            |
| 330 UTILITY SERVICES                  | 150,026          | 150,181          | 207,263          | 211,714               | 145,015          | 62,248           | 69.97%               | 69.10%                | 78.72%                | 41,238                    | 103,777          | 118,105          |
| 340 INSURANCE                         | 89,941           | 83,935           | 94,164           | 104,457               | 94,727           | (563)            | 100.60%              | 100.00%               | 80.34%                | 10,792                    | 83,935           | 72,259           |
| 350 REPAIRS & MAINTENANCE             | 163,763          | 138,068          | 289,354          | 406,587               | 268,164          | 21,190           | 92.68%               | 84.50%                | 79.55%                | 151,496                   | 116,668          | 130,281          |
| 360 TRANSPORT CONTR <=\$25,000        | 2,260            | 3,209            | 1,741            | 1,000                 | 850              | 891              | 48.81%               | 73.52%                | 100.00%               | (1,509)                   | 2,359            | 2,260            |
| 365 INTERDEPART TRANSPORT (CHGBK)     | (1,335)          | (317)            | (327)            | (312)                 | 0                | (327)            | 0.00%                | 0.00%                 | 0.00%                 | 0                         | 0                | 0                |
| 366 TRAVEL CONVENTIONS/CONFERENCE     | 13,460           | 14,572           | 12,050           | 13,976                | 11,015           | 1,035            | 91.41%               | 78.82%                | 88.45%                | (471)                     | 11,486           | 11,904           |
| 369 ENTRY FEES/STUDENT TRAVEL ALLOI   | 52,578           | 5,824            | 25,160           | 24,211                | 20,511           | 4,649            | 81.52%               | 43.35%                | 96.54%                | 17,986                    | 2,525            | 50,759           |
| 370 OPERATING LEASE/RENTAL            | 9,631            | 12,841           | 0                | 0                     | 0                | 0                | 0.00%                | 0.00%                 | 77.78%                | 0                         | 0                | 7,491            |
| 373 SPEECH SERVICES <=\$25000         | 0                | 0                | 0                | 0                     | 0                | 0                | 0.00%                | 0.00%                 | 0.00%                 | 0                         | 0                | 0                |
| 390 PYMT FOR ED PURPOSE TO MN DISTF   | 52,641           | 48,386           | 48,404           | 43,985                | 1,885            | 46,520           | 3.89%                | 0.31%                 | 3.66%                 | 1,733                     | 152              | 1,928            |
| 391 PYMT TO MN SCHOOL (COST SHARE)    | 113,951          | 93,915           | 106,313          | 94,389                | 57,555           | 48,758           | 54.14%               | 75.46%                | 60.73%                | (13,309)                  | 70,864           | 69,203           |
| 392 PYMT FOR ED PURP OUT OF STATE/O   | 0                | 0                | 0                | 0                     | 0                | 0                | 0.00%                | 0.00%                 | 0.00%                 | 0                         | 0                | 0                |
| 394 PYMT FOR ED TO OTHER AGENCY       | 88,515           | 120,073          | 143,861          | 162,353               | 82,312           | 61,549           | 57.22%               | 44.75%                | 37.31%                | 28,584                    | 53,727           | 33,022           |
| 396 SPEC ED SALARY/OTHER DISTRICT     | 150,377          | 165,874          | 205,703          | 224,392               | 96,289           | 109,414          | 46.81%               | 21.04%                | 9.24%                 | 61,383                    | 34,905           | 13,890           |

| DESCRIPTION                           | June 30, 2020    | June 30, 2021    | Revised Budget    | Projected End Of Year | Expenses YTD     | Budget Remaining | March 31, 2022       | March 31, 2021        | March 31, 2020        | Current YTD vs. Prior YTD | March 31, 2021   | March 31, 2020   |
|---------------------------------------|------------------|------------------|-------------------|-----------------------|------------------|------------------|----------------------|-----------------------|-----------------------|---------------------------|------------------|------------------|
|                                       |                  |                  |                   |                       |                  |                  | % of Budget Expended | % of Actuals Expended | % of Actuals Expended |                           |                  |                  |
| 397 SPEC ED BENEFITS/OTHER DISTRICT   | 35,952           | 37,126           | 44,969            | 51,432                | 25,036           | 19,932           | 55.67%               | 22.63%                | 10.25%                | 16,633                    | 8,403            | 3,683            |
| <b>TOTAL PURCHASED SERVICES</b>       | <b>1,161,915</b> | <b>1,135,091</b> | <b>1,521,625</b>  | <b>1,749,575</b>      | <b>1,083,526</b> | <b>438,099</b>   | <b>71.21%</b>        | <b>60.94%</b>         | <b>62.60%</b>         | <b>391,780</b>            | <b>691,746</b>   | <b>727,316</b>   |
| <b>SUPPLIES</b>                       |                  |                  |                   |                       |                  |                  |                      |                       |                       |                           |                  |                  |
| 401 SUPPLIES, NON INSTRUCTIONAL       | 253,146          | 220,744          | 265,875           | 302,731               | 211,009          | 54,866           | 79.36%               | 57.95%                | 79.30%                | 83,084                    | 127,925          | 200,756          |
| 405 NON, INSTRUCTIONAL SOFTWARE LIC   | 17,369           | 12,333           | 13,608            | 17,436                | 5,681            | 7,926            | 41.75%               | 31.02%                | 0.00%                 | 1,856                     | 3,825            | 0                |
| 406 INSTRUCTIONAL SOFTWARE LICENSE    | 46,087           | 46,309           | 62,541            | 62,388                | 58,468           | 4,073            | 93.49%               | 98.90%                | 87.10%                | 12,667                    | 45,800           | 40,144           |
| 430 SUPPLIES & MATERIALS NON INDIV IN | 94,390           | 75,702           | 79,175            | 80,427                | 62,412           | 16,763           | 78.83%               | 78.38%                | 79.83%                | 3,077                     | 59,335           | 75,353           |
| 433 SUPPLIES & MATERIALS INDIV INSTRU | 12,603           | 27,698           | 24,663            | 18,874                | 16,521           | 8,141            | 66.99%               | 89.64%                | 108.90%               | (8,307)                   | 24,828           | 13,725           |
| 440 FUELS                             | 106,916          | 88,494           | 154,391           | 176,585               | 140,135          | 14,257           | 90.77%               | 72.50%                | 88.17%                | 75,978                    | 64,157           | 94,272           |
| 460 TEXTBOOKS                         | 2,347            | 1,141            | 46,000            | 44,851                | 44,872           | 1,128            | 97.55%               | 175.95%               | 100.00%               | 42,865                    | 2,007            | 2,347            |
| 461 STANDARDIZED TESTS                | 2,170            | 644              | 178               | 30                    | 0                | 178              | 0.00%                | 0.00%                 | 84.33%                | 0                         | 0                | 1,830            |
| 465 NONINSTRUCTIONAL TECH DEVICES     | 51               | 0                | 90                | 0                     | 0                | 90               | 0.00%                | 0.00%                 | 100.00%               | 0                         | 0                | 51               |
| 470 MEDIA RESOURCES                   | 1,206            | 3,395            | 4,253             | 4,736                 | 2,931            | 1,323            | 68.90%               | 95.77%                | 99.83%                | (321)                     | 3,252            | 1,204            |
| 490 FOOD                              | 0                | 0                | 0                 | 0                     | 0                | 0                | 0.00%                | 0.00%                 | 0.00%                 | 0                         | 0                | 0                |
| 491 COMMODITIES                       | 0                | 0                | 0                 | 0                     | 0                | 0                | 0.00%                | 0.00%                 | 0.00%                 | 0                         | 0                | 0                |
| 495 MILK                              | 0                | 0                | 0                 | 0                     | 0                | 0                | 0.00%                | 0.00%                 | 0.00%                 | 0                         | 0                | 0                |
| <b>TOTAL SUPPLIES</b>                 | <b>536,284</b>   | <b>476,459</b>   | <b>650,773</b>    | <b>708,057</b>        | <b>542,028</b>   | <b>108,745</b>   | <b>83.29%</b>        | <b>69.50%</b>         | <b>80.12%</b>         | <b>210,900</b>            | <b>331,129</b>   | <b>429,681</b>   |
| <b>SUPPLIES &amp; EQUIPMENT</b>       |                  |                  |                   |                       |                  |                  |                      |                       |                       |                           |                  |                  |
| 520 BUILDING ACQ OR CONSTRUCTION      | 0                | 0                | 0                 | 0                     | 0                | 0                | 0.00%                | 0.00%                 | 0.00%                 | 0                         | 0                | 0                |
| 530 OTHER EQUIPMENT PURCHASE          | 65,039           | 303,237          | 398,901           | 80,627                | 77,803           | 321,098          | 19.50%               | 100.00%               | 59.75%                | (225,435)                 | 303,237          | 38,859           |
| 548 PUPIL TRANSPORT VEHICLES          | 88,158           | 0                | 273,146           | 89,346                | 89,346           | 183,800          | 32.71%               | 0.00%                 | 100.00%               | 89,346                    | 0                | 88,158           |
| 555 CAPITAL NONINSTR TECH HARDWARE    | 93,760           | 145,812          | 273,932           | 253,360               | 252,694          | 21,237           | 92.25%               | 100.49%               | 114.55%               | 106,174                   | 146,520          | 107,398          |
| 560 PRIN ON LONG TERM TECH            | 0                | 0                | 14,111            | 13,919                | 10,391           | 3,720            | 73.64%               | 0.00%                 | 0.00%                 | 10,391                    | 0                | 0                |
| 561 INT ON LONG TERM TECH             | 0                | 0                | 600               | 460                   | 310              | 290              | 51.71%               | 0.00%                 | 0.00%                 | 310                       | 0                | 0                |
| 580 PRINCIPAL ON CAPITAL LEASE        | 0                | 714              | 0                 | 0                     | 0                | 0                | 0.00%                | 1296.52%              | 0.00%                 | (9,254)                   | 9,254            | 0                |
| 581 INTEREST ON CAPITAL LEASE         | 0                | (714)            | 0                 | 0                     | 0                | 0                | 0.00%                | -202.72%              | 0.00%                 | (1,447)                   | 1,447            | 0                |
| <b>TOTAL SUPPLIES &amp; EQUIPMENT</b> | <b>246,957</b>   | <b>449,049</b>   | <b>960,689</b>    | <b>437,711</b>        | <b>430,543</b>   | <b>530,146</b>   | <b>44.82%</b>        | <b>102.54%</b>        | <b>94.92%</b>         | <b>(29,915)</b>           | <b>460,458</b>   | <b>234,415</b>   |
| <b>DEBT SERVICE</b>                   |                  |                  |                   |                       |                  |                  |                      |                       |                       |                           |                  |                  |
| 710 BOND, REDEMPTION OF PRINCIPAL     | 0                | 0                | 0                 | 0                     | 0                | 0                | 0.00%                | 0.00%                 | 0.00%                 | 0                         | 0                | 0                |
| 720 BOND, INTEREST                    | 0                | 0                | 0                 | 0                     | 0                | 0                | 0.00%                | 0.00%                 | 0.00%                 | 0                         | 0                | 0                |
| 790 OTHER DEBT SVC EXPENDITURES       | 0                | 0                | 0                 | 0                     | 0                | 0                | 0.00%                | 0.00%                 | 0.00%                 | 0                         | 0                | 0                |
| <b>TOTAL DEBT SERVICE</b>             | <b>0</b>         | <b>0</b>         | <b>0</b>          | <b>0</b>              | <b>0</b>         | <b>0</b>         | <b>0.00%</b>         | <b>0.00%</b>          | <b>0.00%</b>          | <b>0</b>                  | <b>0</b>         | <b>0</b>         |
| <b>OTHER EXPENDITURES</b>             |                  |                  |                   |                       |                  |                  |                      |                       |                       |                           |                  |                  |
| 820 DUES, MEMBERSHIP, LICENSE, FEES   | 22,355           | 31,222           | 32,576            | 30,396                | 27,904           | 4,672            | 85.66%               | 97.31%                | 96.18%                | (2,478)                   | 30,382           | 21,502           |
| 891 TRA & PERA SPEC SITUATION PENSIO  | 30,659           | 29,793           | 32,659            | 32,659                | 0                | 32,659           | 0.00%                | 0.00%                 | 0.00%                 | 0                         | 0                | 0                |
| 895 FED/NONPUBLIC INDIRECT (CHGBK)    | (4)              | (4)              | 500               | 500                   | 0                | 500              | 0.00%                | 0.00%                 | 0.00%                 | 0                         | 0                | 0                |
| 896 TAXES & SPECIAL ASSESSMENTS       | 0                | 0                | 0                 | 0                     | 0                | 0                | 0.00%                | 0.00%                 | 0.00%                 | 0                         | 0                | 0                |
| 898 SCHOLARSHIPS                      | 14,859           | 15,497           | 11,524            | 13,686                | 13,002           | (1,477)          | 112.82%              | 90.14%                | 96.10%                | (967)                     | 13,969           | 14,280           |
| <b>TOTAL OTHER EXPENDITURES</b>       | <b>67,869</b>    | <b>76,507</b>    | <b>77,259</b>     | <b>77,241</b>         | <b>40,906</b>    | <b>36,354</b>    | <b>52.95%</b>        | <b>57.97%</b>         | <b>52.72%</b>         | <b>(3,445)</b>            | <b>44,351</b>    | <b>35,782</b>    |
| <b>OTHER FINANCING USES</b>           |                  |                  |                   |                       |                  |                  |                      |                       |                       |                           |                  |                  |
| 910 PERMANENT TRANSFER/OTHER FUNG     | 0                | 0                | 0                 | 0                     | 0                | 0                | 0.00%                | 0.00%                 | 0.00%                 | 0                         | 0                | 0                |
| <b>TOTAL OTHER FINANCING USES</b>     | <b>0</b>         | <b>0</b>         | <b>0</b>          | <b>0</b>              | <b>0</b>         | <b>0</b>         | <b>0.00%</b>         | <b>0.00%</b>          | <b>0.00%</b>          | <b>0</b>                  | <b>0</b>         | <b>0</b>         |
| <b>GENERAL FUND TOTAL</b>             | <b>9,183,053</b> | <b>9,502,937</b> | <b>11,208,481</b> | <b>10,836,789</b>     | <b>6,999,360</b> | <b>4,209,121</b> | <b>62.45%</b>        | <b>64.14%</b>         | <b>65.45%</b>         | <b>904,303</b>            | <b>6,095,057</b> | <b>6,009,877</b> |

# FY22 March Budget Update



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**A LOOK**  
*at the*  
**BUDGET**

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# ENROLLMENT

- Original Adopted Budget: 920
- Revised Budget: 916
- Enrollment as of April 11, 2022: 922

# REVENUES

## ROYALTON - THRU MARCH 2022

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

ROYALTON | March 31, 2022

| REVENUE CATEGORIES                     | June 30, 2020     | June 30, 2021    | Revised Budget    | Projected End Of Year | Received YTD     | Budget Remaining | March 31, 2022       | March 31, 2021        | March 31, 2020        | Current YTD vs. PYTD | March 31, 2021   | March 31, 2020   |
|--|-------------------|------------------|-------------------|-----------------------|------------------|------------------|----------------------|-----------------------|-----------------------|----------------------|------------------|------------------|
|  |                   |                  |                   |                       |                  |                  | % of Budget Received | % of Actuals Received | % of Actuals Received |                      |                  |                  |
| STATE                                  | 8,931,669         | 8,485,614        | 8,785,179         | 9,468,107             | 6,298,887        | 2,486,292        | 71.70%               | 64.70%                | 64.02%                | 808,557              | 5,490,330        | 5,717,843        |
| FEDERAL                                | 139,409           | 562,863          | 1,041,984         | 857,337               | 331,795          | 710,189          | 31.84%               | 69.55%                | 68.13%                | (59,666)             | 391,462          | 94,974           |
| PROPERTY TAXES                         | 572,195           | 707,849          | 684,800           | 55,269                | 1,643            | 683,157          | 0.24%                | 91.58%                | 89.03%                | (646,611)            | 648,255          | 509,453          |
| LOCAL SALES, INS RECOVERY & JUDGEMENTS | 75,449            | 16,885           | 40,400            | 39,633                | 47,285           | (6,885)          | 117.04%              | 79.85%                | 112.88%               | 33,804               | 13,482           | 85,170           |
| 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          | 296,079           | 337,500               | 277,896          | 18,183           | 93.86%               | 80.48%                | 92.36%                | 121,927              | 155,969          | 284,850          |
| <b>TOTALS</b>                          | <b>10,027,132</b> | <b>9,967,018</b> | <b>10,848,442</b> | <b>10,757,845</b>     | <b>6,957,506</b> | <b>3,890,936</b> | <b>64.13%</b>        | <b>67.22%</b>         | <b>66.74%</b>         | <b>258,009</b>       | <b>6,699,497</b> | <b>6,692,288</b> |

# REVENUES CONTINUED

- WE ARE \$258,009 AHEAD OF FY21 REVENUES
- FOR THE MOST PART WE ARE CAUGHT UP ON FEDERAL DRAWS WITH THE EXCEPTION OF SUMMER SCHOOL. CURRENTLY 60K BEHIND FY21 PACE.
- REMINDER THAT THE PROPERTY TAXES ARE DIRECTLY CODED TO THE BALANCE SHEET. THOUGH THE BUDGET REPORT SHOWS WE ARE BEHIND PACE BY QUITE A BIT, THE REVENUES ARE RECEIVED SITTING IN THE BALANCE SHEET. THIS WILL BE CLEANED UP AND TIED OUT DURING THE AUDIT.

# EXPENDITURES

| EXPENDITURES (PROGRAM SERIES) | June 30, 2020    | June 30, 2021    | Revised Budget    | Projected End Of Year | Expended YTD     | Budget Remaining | March 31, 2022       | March 31, 2021        | March 31, 2020        | Current YTD vs. PYTD | March 31, 2021   | March 31, 2020   |
|-------------------------------|------------------|------------------|-------------------|-----------------------|------------------|------------------|----------------------|-----------------------|-----------------------|----------------------|------------------|------------------|
|                               |                  |                  |                   |                       |                  |                  | % of Budget Expended | % of Actuals Expended | % of Actuals Expended |                      |                  |                  |
| SITE ADMINISTRATION           | 356,308          | 361,675          | 410,235           | 419,133               | 289,136          | 121,100          | 70.48%               | 67.54%                | 68.29%                | 44,866               | 244,270          | 243,313          |
| DISTRICT ADMINISTRATION       | 197,705          | 232,642          | 228,212           | 247,652               | 179,022          | 49,190           | 78.45%               | 64.41%                | 75.17%                | 29,185               | 149,837          | 148,619          |
| SUPPORT SERVICES              | 333,936          | 347,394          | 461,939           | 465,408               | 303,158          | 158,781          | 65.63%               | 75.07%                | 77.57%                | 42,366               | 260,791          | 259,018          |
| REGULAR INSTRUCTION           | 4,094,925        | 4,252,393        | 4,690,414         | 4,576,164             | 2,795,620        | 1,894,794        | 59.60%               | 59.65%                | 58.49%                | 259,253              | 2,536,367        | 2,395,288        |
| EXTRA-CURRICULAR ACTIVITES    | 526,246          | 422,966          | 460,170           | 484,029               | 317,074          | 143,096          | 68.90%               | 47.87%                | 70.05%                | 114,603              | 202,471          | 368,639          |
| VOCATIONAL INSTRUCTION        | 76,779           | 86,044           | 161,360           | 184,227               | 121,575          | 39,785           | 75.34%               | 65.14%                | 64.92%                | 65,527               | 56,048           | 49,849           |
| SPECIAL EDUCATION             | 1,180,162        | 1,284,881        | 1,427,680         | 1,452,633             | 817,316          | 610,364          | 57.25%               | 52.79%                | 49.38%                | 138,970              | 678,346          | 582,766          |
| COMMUNITY SERVICES            | 0                | 0                | 0                 | 0                     | 0                | 0                | 0.00%                | 0.00%                 | 0.00%                 | 0                    | 0                | 0                |
| INSTRUCTIONAL SUPPORT         | 362,497          | 434,199          | 454,891           | 394,636               | 277,365          | 177,526          | 60.97%               | 80.12%                | 89.25%                | (70,528)             | 347,893          | 323,511          |
| PUPIL SUPPORT SERVICES        | 881,217          | 669,017          | 1,093,284         | 945,277               | 699,098          | 394,186          | 63.94%               | 67.61%                | 75.01%                | 246,752              | 452,345          | 661,025          |
| FACILITIES                    | 1,087,884        | 1,330,337        | 1,733,737         | 1,515,136             | 1,055,628        | 678,109          | 60.89%               | 73.94%                | 72.69%                | 72,005               | 983,623          | 790,813          |
| OTHER FINANCING USES          | 85,392           | 81,389           | 86,560            | 152,495               | 144,370          | (57,810)         | 166.79%              | 224.93%               | 219.03%               | (38,695)             | 183,065          | 187,038          |
| <b>TOTALS</b>                 | <b>9,183,053</b> | <b>9,502,937</b> | <b>11,208,481</b> | <b>10,836,789</b>     | <b>6,999,360</b> | <b>4,209,121</b> | <b>62.45%</b>        | <b>64.14%</b>         | <b>65.45%</b>         | <b>904,303</b>       | <b>6,095,057</b> | <b>6,009,877</b> |

# EXPENSES CONTINUED

**WE ARE \$904,303 AHEAD OF WHERE WE WERE THIS TIME LAST YEAR**

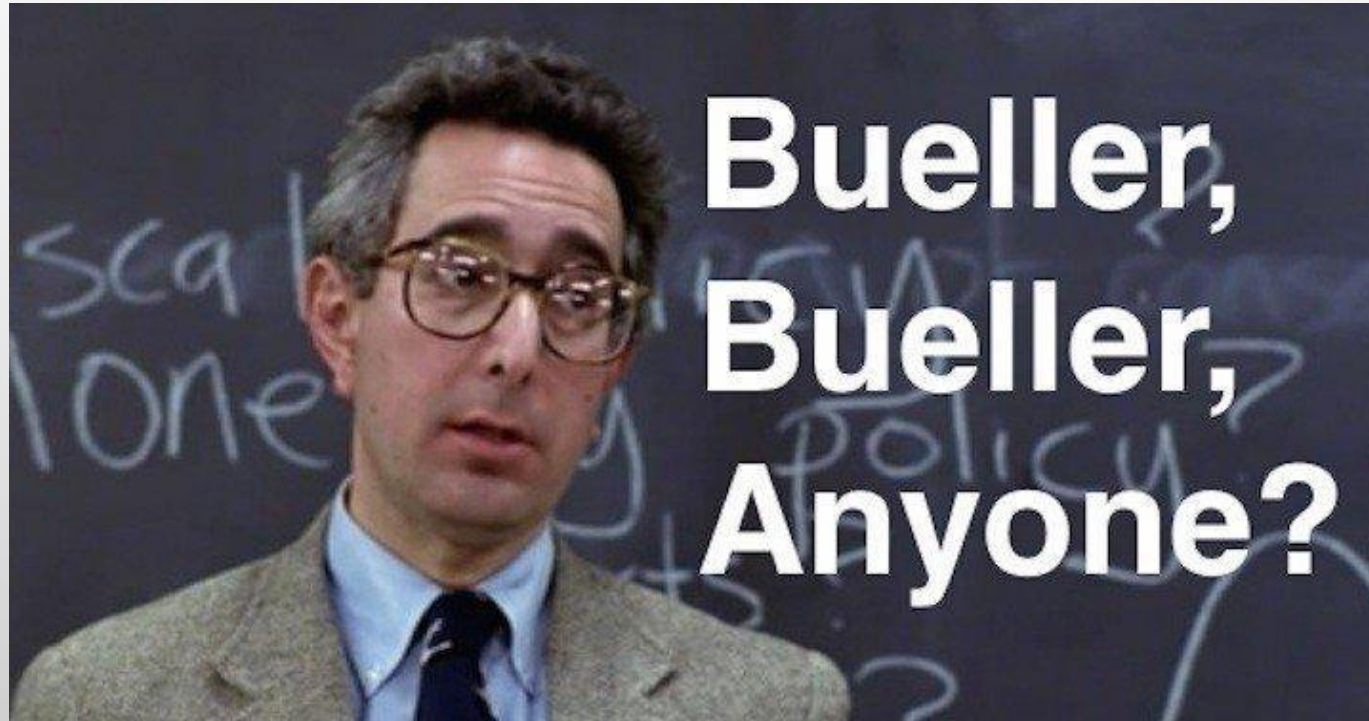
- **WHY?**
  - REGULAR EDUCATION COST UP DUE TO COVID
  - EXTRA CURRICULAR ACTIVITIES BACK TO PRE-COVID LEVELS. INCREASE OF 114K FROM PRIOR COVID YEAR
  - CARES FUNDING BEING SPENT FOR ONE-TIME EXPENDITURES THE BETTERMENT OF THE STUDENTS
  - AGAIN LEFTOVER CONSTRUCTION FUNDS BEING USED FOR VARYING PROJECTS

# PMA FUNDS

**\$125,428.39 - Balance**

| <u>Who</u>                      | <u>What</u>                             | <u>Expense</u> | <b>\$125,428.39</b> |
|---------------------------------|---|----------------|---------------------|
| Tony Neumann                    | Shot clocks x2                          | \$12,292.00    | \$113,136.39        |
| Phil Gurbada                    | Concrete work: 2170 SF Total            | \$10,307.50    | \$102,828.89        |
| Tony Duevel                     | Wall - High School                      | \$18,925.00    | \$83,903.89         |
| David Lemm                      | Updating Fiber cables                   | \$9,137.33     | \$74,766.56         |
| Tony Duevel                     | Elem Curtain                            | \$3,025.00     | \$71,741.56         |
| Tony Neumann                    | Beefing up the Scoreboard               | \$18,040.00    | \$53,701.56         |
| Tony Duevel / Working with Phil | Playground material update              | \$8,000.00     | \$45,701.56         |
| Tony Nuemann                    | Hudl - Wiring/Fiber cable building prep | \$2,000.00     | <b>\$43,701.56</b>  |

ANY QUESTIONS?



## Regular Meeting

Monday, March 28, 2022 6:00 PM

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

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

### 1. Call to Order

### 2. Pledge to Flag

### 3. Roll Call

### 4. Board Chair Comment

### 5. Approval of Agenda

Motion to Approve the Amended Agenda and add RESP Contract for Approval on 10j. 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

### 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

### 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 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

9.a. Approval of Regular Board Meeting Minutes for February 28, 2022

9.b. Approval of Work Session Meeting Minutes for March 14, 2022

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

9.d. Approval of Resignations

9.e. Approval of New Hires

#### **10. Discussion/Information/Action Items**

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

Tyra  
Baumann: Abstain (With Conflict)

Russ  
Gerads: Yea

Randy  
Hackett: Yea

Rian  
Hofstad: Yea

Mary  
Lange: Yea  
Angela  
Roering: Abstain (With Conflict)

Yea: 4, Nay: 0, Abstain (With Conflict): 2

10.b. Authorize Signers for Pine Country Bank  
Motion to Approve the Update authorized  
signers on the District's Official  
Depository Accounts, and all certificates  
of deposit removing Randy Hackett, prior  
School Board Chair, and Tyra Baumann, prior  
School Board Treasurer effective March 28,  
2022, and adding Russ Gerads, School Board  
Chair, and Angela Roering, School Board  
Treasurer, as authorized signers on behalf  
of the District effective March 28, 2022.  
Rian Hofstad, School Board Clerk, and Scott  
Marine, Business Manager, shall continue to  
be authorized signers on behalf of the  
District. Authorize Signers for Pine Country  
Bank. 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        Yea  
Lange:  
Angela  
Roering: Yea

Yea: 6, Nay: 0

10.c. Senior Class Trip

Motion to Approve the Senior Class Trip.  
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        Yea  
Lange:  
Angela  
Roering: Yea

Yea: 6, Nay: 0

10.d. Non Union Contract

Motion to Approve the Non Union Contract.

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.e. Revised Budget

Motion to Approve the Revised Budget. 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

10.f. Make-up Day for Teachers

Motion to Approve the Make up Day for

Teachers on June 2, 2022. This motion, made

by Mary Lange and seconded by Angela

Roering, Passed.

Tyra

Baumann: Yea

Russ

Yea

Gerads:

Randy  
Hackett: Yea

Rian  
Hofstad: Yea

Mary        Yea  
Lange:  
Angela  
Roering: Yea

Yea: 6, Nay: 0

10.g. Strategic Planning

Motion to Approve the Strategic Planning process with an internal process lead by the District Leadership Team. This motion, made by Rian Hofstad and seconded by Randy Hackett, Passed.

Tyra  
Baumann: Yea

Russ  
Gerads: Yea

Randy  
Hackett: Yea

Rian  
Hofstad: Yea

Mary        Yea  
Lange:  
Angela  
Roering: Yea

Yea: 6, Nay: 0

10.h. Ask to move Truth-and-Taxation hearing and Regular Board Meeting from Monday, December 12, 2022 to Tuesday, December 13, 2022.

Motion to move Truth-and-Taxation hearing and Regular Board Meeting from Monday, December 12, 2022 to Tuesday, December 13, 2022. 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.i. Policy Reading

##### 10.i.1. First Policy Reading

##### 10.i.2. Second Policy Reading

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

Motion to Approve the Second Policy Reading, 806 Crisis Management due to minor changes. This motion, made by Rian Hofstad and seconded by Randy Hackett, Passed.

Tyra  
Baumann: Yea

Russ  
Gards: Yea

Randy  
Hackett: Yea

Rian  
Hofstad: Yea

Mary  
Lange: Yea  
Angela  
Roering: Yea

Yea: 6, Nay: 0

#### 10.j. Amended to add RESP Contract

Motion to Approve the RESP Contract. This motion, made by Tyra Baumann 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

#### 11. Upcoming Meeting Schedule

12. Close meeting for Labor Negotiation Strategies as permitted by MN Statute Section 13D.03  
Motion to close the regular meeting at 7:32pm.  
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

- Motion to open the closed meeting at 7:39pm.  
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

Motion to close the closed meeting at 8:17pm.  
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

Motion to open the regular meeting at 8:20pm.  
This motion, made by Tyra Baumann 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 8:21pm. 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

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Board Secretary

New Hires 04.25.22

Kari Meek - JV Softball Coach

Nicole Bueckers - JH Softball Coach

Andrew Hagman - JH Baseball Coach

Jeremy Albright - Secondary Social Studies Teacher

Jacqueline Borash - Secondary Math Teacher

Resignations 04.25.22

Kaelyn Szymanski - ES SPED Teacher  
Jami Fremstad - MS/HS SPED Teacher  
Greta Bergman - Math Teacher  
Jesse Youngren - MS/HS Custodial  
Carly Wieczorek - ES SPED RESP

Retirement 04.25.22

Boyd Snyder - Social Studies Teacher

## St Cloud Orthopedics Advertisement Banners

Per School Policy 905, advertisements that are posted on school property must be approved.

St. Cloud Orthopedics is our athletics training partner. They have covered our varsity sports this past year in the Fall and Winter seasons and look to continue working with them.

One point of agreement was the lack of a training table on site at Royalton. St. Cloud Orthopedics was willing to donate a collapsible training table to Royalton to stay on site that can be used inside and outside for injury taping and assessment by the individual providing services.

In exchange for a training table donation, St Cloud Orthopedics would like us to hang two banners in our gym (one in the south gym and one in the central gym) beneath the East scoreboards. The banners are at no cost to the School District.

Future compensation beyond a three year commitment (like our outdoor hanging signs) can be discussed at a later time between the Athletic Director and St. Cloud Orthopedics.

## 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;

**Royalton Lions Club has generously donated \$1000 to FFA for the landscape project around the school and city sign.**

**Royalton Community Improvement group has generously donated \$4000 to Royalton Middle/High School to be used for an upgrade to the scoreboards (stat panels) in the Central and South Gym.**

**Tammi Leibold has generously donated a camera to the Middle/High School for use by the yearbook/photography/digital art students.**

**Clinton and Karen Coppicus have generously donated \$4000 to the Royalton Middle and High School Band Program to purchase instruments.**

**The Lange Klisch Family has generously donated \$1000. \$500 will be given to the Robotics Program, \$250 will be given to Nursing Scholarships and \$250 will be given to Education Scholarships.**

**The Minnesota Association of Future Farmers has generously donated \$137.15 to the Royalton High School FFA program.**

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

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

The motion for adoption of the foregoing resolution was duly seconded by Member  
\_\_\_\_\_ and upon a roll call vote being taken thereon, the

following voted

in favor thereof:

following voted against:

and the following abstained:

The foregoing resolution was approved this 25th day of April, 2022.

\_\_\_\_\_ Board Chair, Russ Gerads

\_\_\_\_\_ Board Clerk, Rian Hofstad

The Royalton Royals Girls Basketball program would like to hold their 2nd Annual Free Throw Shoot-A-Thon fundraiser during the week of June 6th. During one of our morning practices that week, the girls basketball players grades 9-12 for the 2022-23 school year, will shoot 100 free throws.

Prior to shooting their FTs, players would go out and ask people to pledge per free throw made or a fixed/flat pledge. All money collected by each player would go to the Royalton Girls Basketball Program.

## Choir/Drama Trip Proposal, June 2023

Date: Early June 2023 (Finalized Dates TBD on Travel Agency and approval from School Board)

Location: New York City

### Itinerary:

- Will perform at several locations
  - In 2019, performed at Central Park and Paramus Veterans Memorial Home
- Metropolitan Museum of Art, Museum of Natural History, Ellis Island, Statue of Liberty, Empire State Building, Coney Island, Broadway Show tickets (Phantom of the Opera and Wicked were seen in 2019), 9/11 Memorial, Broadway Studio class
  - Other places and sightseeing
- Travel Agency will facilitate the booking of these events

### Cost:

- Up to the individual to finance their trip, no cost to the district
- Fundraising will happen to raise funds for students going on the trip

Chaperones are mostly parents wanting to go along, but also some staff members.

## Hudl Focus Contract 2022-2023 to 2024-2025

- What is Hudl
  - Video program that allows athletes and coaches to watch video of their games
  - Used for game film sharing (required for football and postseason basketball)
- What is Hudl Assist
  - Breaks down gamefilm to include made shots, passes, hits, etc
  - Valuable tool in helping athletes improve their game and coaches with strategy and points of emphasis
- What is Hudl Sideline (football only)
  - In game replay system to help correct mistakes, show progress, and make adjustments by athletes and coaches during the game
- What is Hudl Focus
  - Mounted camera that records practices and games
  - Follows the game/practice action automatically without human interaction
  - Uploads automatically to the software
  - Leased camera from Hudl
    - If anything goes wrong or they get new, updated equipment we get new equipment for free
- What we currently pay Hudl:
  - \$4549 per year
    - Football
      - Hudl Silver, Hudl Sideline, Hudl play tools,
    - Girls Basketball
      - Hudl Silver
    - Boys Basketball
      - Hudl Silver, Hudl Assist
    - Volleyball
      - Hudl Silver
- Cost:
  - \$11,000
    - 3 Year Contact with HUDL
- What we get with Hudl Focus Package
  - All programs get a subscription
    - Could include Junior High, Baseball, Softball, Wrestling
  - All programs get ALL additional add ons for 'free'
    - Assist, Sideline, Play Tools, etc.
  - 3 Mounted Cameras
    - South Gym, Central Gym, Football Field
    - Each camera costs \$3,000
    - Cameras livestream the event to any place that is able to livestream
  - Concerts, Graduations, Other events can be broadcast and recorded for free
- How are we going to pay for this?

- Programs will be budgeted for their normal cost of what they have paid in the past PLUS Hudl Assist
  - Football pays their normal amount of \$2599
  - Volleyball pays \$1250
  - Basketball pays \$1350
  - Total of \$6549
- Leaves a balance of \$4451
  - Not budgeting to pay someone to run the camera for the 40 regular season home events will cancel out \$1400
    - \$3051 left to pay
  - Advertising
    - Local Area Businesses
    - National Guard
    - Advertising would scroll on the bottom of the broadcast using our existing computer system and equipment we currently own
  - Region disbursement check for overages and income from section tournaments
    - Unreliable on the amount from year to year but around \$1,000 per year
- Other costs:
  - We have to run power to the mounted camera in the 3 gyms. Tony Duevel and I looked and he estimated about \$2,000 for the 3 locations (can use PMA funds)
  - We have to move up Ethernet cables to the camera (these are already existing near the camera location)
  - Royalton Facilities Personnel installs the mounts and cameras



April 19 , 2022

Dear School Board Members,

I respectfully request the Royalton School Board approve the carryover of unused vacation days. Currently, I have 11.5 days left for this current fiscal year. I am requesting any unused days be carried over to the next fiscal year.

In addition, I am requesting the language relating to my health insurance benefit mirror that of the principals' contract. The added language would read, "Any remaining dollars after full payment of premiums shall be paid into the superintendent's health savings account." This would begin the first pay period following Board approval with no retroactive benefit.

Respectfully,

Dr. Kristine J. Wehrkamp  
Superintendent  
Royalton Public Schools

Adopted: December 11, 2006  
Last Revised: October 26, 2020~~September 23, 2019~~  
~~October 26, 2020~~

Royalton School District Policy 506  
Reviewed: -

## **506 STUDENT DISCIPLINE**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

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

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

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

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

students of the school district.

### III. AREAS OF RESPONSIBILITY

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

- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

#### IV. STUDENT RIGHTS

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

#### V. STUDENT RESPONSIBILITIES

All students have the responsibility:

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

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

## **VI. CODE OF STUDENT CONDUCT**

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

4. Violation of the school district's Hazing Prohibition Policy #526;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy #503;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, ~~506-5~~ electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; ~~Policy;9:~~
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy #501;
14. Violation of the school district's Violence Prevention Policy #525;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;

18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy #524;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating ~~including, but not limited to, pagers, radios, and phones, including picture phones;~~
23. Violation of school bus or transportation rules;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy #502;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy #527;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy #514;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or

pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy #525;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of school rules, regulations, policies, or procedures, including,

but not limited to, those policies specifically enumerated in this policy;

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

## **VII. DISCIPLINARY ACTION OPTIONS**

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

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

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

### **VIII. REMOVAL OF STUDENTS FROM CLASS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**F. Procedures for Notification.**

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

**G. Disabled Students; Special Provisions.**

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

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

Pre-Assessment Team

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

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

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

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

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

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

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

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

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



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

## **IX. DISMISSAL**

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

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

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

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

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

- C. Suspension Procedures

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

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

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

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

possible following suspension.

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

D. Expulsion and Exclusion Procedures

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

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

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

or educational testimony.

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

**X. ADMISSION OR READMISSION PLAN**

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

## **XI. NOTIFICATION OF POLICY VIOLATIONS**

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

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

## **XII. STUDENT DISCIPLINE RECORDS**

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

## **XIII. DISABLED STUDENTS**

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

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

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

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

#### **XIV. OPEN ENROLLED STUDENTS**

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

#### **XV. DISTRIBUTION OF POLICY**

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

#### **XVI. REVIEW OF POLICY**

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

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

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

***Cross References:***

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

## 413 HARASSMENT AND VIOLENCE

~~[Note: State law (Minnesota Statutes, section 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minnesota Statutes, section 363A (MHR A). This policy complies with that statutory requirement and addresses the other classifications protected by the MHR A and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minnesota Statutes, section 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minnesota Statutes, section 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]~~

### I. PURPOSE

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class).

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

### III. DEFINITIONS

- A. "Assault" is:
  - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
  - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:
  - 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  - 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
  - 1. "Disability" means, with respect to an individual who
    - a. a physical sensory or mental impairment that materially limits one

- or more major life activities of such individual;
- b. has a record of such an impairment; or
  - c. is regarded as having such an impairment.
2. “Familial status” means the condition of one or more minors being domiciled with:
- a. their parent or parents or the minor’s legal guardian; or
  - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment; Definition

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
  - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
  - a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat

thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts
  - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

#### H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

### IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or

filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates ~~HR Director~~ as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.<sup>1</sup>
- H. The school district shall conspicuously post the name of the human rights

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<sup>1</sup> In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

officer(s), including mailing addresses and telephone numbers.

- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

## **V. INVESTIGATION**

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited

by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or

personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

## **VII. RETALIATION OR REPRISAL**

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

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

## **IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes Chapter. 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

## **X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

***Legal References:*** Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)  
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)  
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

***Cross References:*** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)  
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect  
or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment  
of Vulnerable Adults)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil  
Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination,  
Grievance Procedures and Process)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety  
Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital  
Status Nondiscrimination)

**522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS**

~~*[Note: On May 6, 2020, the U.S. Department of Education, Office for Civil Rights (OCR), released the long-awaited final rule amending Title IX regulations at 34 C.F.R. Part 106. These regulations, which go into effect on August 14, 2020, are the first Title IX regulations applicable to sexual harassment and are applicable to complaints by both school district students and employees. The extensive regulations will require districts to revise their policies and procedures with respect to sexual harassment and ensure that administration and staff are trained on the new requirements.]*~~

~~*The final rule requires school districts to provide notice of its nondiscrimination policy and grievance procedures, including how to file or report sexual harassment and how the school district will respond to the following groups: applicants for admission and employment; students; parents or legal guardians; and unions or professional organizations holding agreements with the school district. 34 C.F.R. § 106.8(b). The provisions of this policy generally conform to the requirements of the new regulations.]*~~

**I. GENERAL STATEMENT OF POLICY**

- A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school

district's education programs or activities.

- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is/are:  
~~\_\_\_\_\_HR Director, Amy Krueger~~

~~120 South Hawthorn Street, Royalton MN 56373~~

~~amy.krueger@isd485.org~~

~~320-584-4248~~

~~**[INSERT: NAME(S) TITLE(S) PHONE NUMBER(S) OFFICE ADDRESS(ES) EMAIL ADDRESS(ES)]**~~

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

- E. The effective date of this policy is August 14, 2020 and applies to alleged violations of this policy occurring on or after August 14, 2020.

## II. DEFINITIONS

- A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the school district's Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.
- B. "Complainant" means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).

~~A.~~ D. "Deliberately indifferent" means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

~~B.~~ E. "Education program or activity" means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district

education programs or activities that occur on or off of school district property.

C.F. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.

1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant’s physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.

D.G. “Informal resolution” means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.

E.H. “Relevant questions” and “relevant evidence” are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.

F.I. “Remedies” means actions designed to restore or preserve the complainant’s equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.

G.J. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.

H.K. “Sexual harassment” means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:

1. *Quid pro quo* harassment by a school district employee (conditioning the

provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);

2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
3. Any instance of sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 U.S.C. §12291).

L. “Supportive measures” means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minn. Stat. § 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.

M. “Title IX Personnel” means any person who addresses, works on, or assists with the school district’s response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:

1. “Title IX Coordinator” means an employee of the school district that coordinates the school district’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administering the grievance process.
2. “Investigator” means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.
3. “Decision-maker” means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker

cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.

4. “Appellate Decision-maker” means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.
5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

*~~[NOTE: It is recommended that school districts designate a primary Title IX Coordinator and at least one alternate Title IX Coordinator so that the alternate can undertake Title IX Coordinator responsibilities in the event the primary Title IX Coordinator is a party to a complaint, or is otherwise not qualified under this policy to serve in that role in a particular case.]~~*

### III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

#### A. Equitable Treatment

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

#### B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator,

Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.

2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.
- C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- D. Confidentiality

The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, or FERPA's regulations, and State law under Minn. Stat. § 13.32 34 C.F.R. Part 99, or as required by law, or to carry out the purposes of 34 C.F.R. Part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

- E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance

process.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

~~*[NOTE: The Title IX regulations require reasonably prompt timeframes for conclusion of the grievance process, but do not specify any particular timeframes. The time periods below are suggested. School districts may establish their own district-specific timeline, although it is recommended that legal counsel be consulted before adjusting time periods.]*~~

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the School District.
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the School District.
5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s)

and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

#### **IV. REPORTING PROHIBITED CONDUCT**

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator’s contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report.
- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

#### **V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR**

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district’s ability to provide the supportive measures. The Title IX

Coordinator is responsible for coordinating the effective implementation of supportive measures.

- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
  - 1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
  - 2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
  - 3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
  - 4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
  - 5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
  - 6. A copy of this policy.

## **VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT**

### **A. Emergency Removal of a Student**

- 1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
  - a. The school district undertakes an individualized safety and risk analysis;
  - b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising

from the allegations of sexual harassment justifies removal of the student-respondent; and

- c. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

~~*[NOTE: The interrelationship between the Title IX regulations authorizing the emergency removal of student and the Minnesota Pupil Fair Dismissal Act (MPFDA) is unclear at this time. School districts should consult with legal counsel regarding the emergency removal of a student. At a minimum, it is recommended that school districts provide alternative educational services, as defined in the MPFDA, to any student so removed under the Title IX regulations.]*~~

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

## VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a school

district employee sexually harassed a student.

- D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

### **VIII. DISMISSAL OF A FORMAL COMPLAINT**

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
  - 1. Would not meet the definition of sexual harassment, even if proven;
  - 2. Did not occur in the school district's education program or activity; or
  - 3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
  - 1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
  - 2. The respondent is no longer enrolled or employed by the school district; or
  - 3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
- D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

*~~[NOTE: For example, school districts are reminded of the obligation under~~*

~~*Minn. Stat. § 122A.20, subd. 2, to make a mandatory report to PELSB concerning any teacher who resigns during the course of an investigation of misconduct.*~~

## **IX. INVESTIGATION OF A FORMAL COMPLAINT**

- A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

## **X. DETERMINATION REGARDING RESPONSIBILITY**

~~*[NOTE: The Title IX regulations do not require school districts to conduct live hearings as part of the decision-making phase of the grievance process. Accordingly, this Policy does not include procedures for a live hearing. If a school district desires to create such procedures, legal counsel should be consulted.]*~~

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.
- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
  - 1. Identification of the allegations potentially constituting sexual harassment;
  - 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
  - 3. Findings of fact supporting the determination;
  - 4. Conclusions regarding the application of the school district's code of conduct to the facts;
  - 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
  - 6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
- F. The written determination of responsibility must be provided to the parties

simultaneously.

- G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
- H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

## **XI. APPEALS**

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
  - 1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
  - 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
  - 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

## **XII. RETALIATION PROHIBITED**

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or

discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

### **XIII. TRAINING**

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
  - 1. The Title IX definition of sexual harassment;
  - 2. The scope of the school district's education program or activity;
  - 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
  - 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
  - 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
  - 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.

- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

#### **XIV. DISSEMINATION OF POLICY**

- A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:
  - 1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
  - 2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
  - 3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
  - 4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

#### **XV. RECORDKEEPING**

*~~[NOTE: School districts should consider amending their respective retention schedules to reflect the recordkeeping requirements discussed below].~~*

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
  2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
  3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
  4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.
- B. The school district must also maintain for a period of seven calendar years records of:
1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
  2. Any appeal and the result therefrom;
  3. Any informal resolution and the result therefrom; and
  4. All materials used to train Title IX Personnel.

**Legal References:** Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)  
Minn. Stat. § 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
34 C.F.R. Part 106 (Implementing Regulations of Title IX)  
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)  
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act of 1990, as

amended)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)

20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (“Clery Act”))

***Cross References:*** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: April 25, 2022 — MSBA/MASA Model Royalton School District Policy 525

Revised: 25, 2022, 2016 2017 — Reviewed: April -Orig. 1996

## **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 School Weapons).
- 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 [School Weapons](#)) 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 [Hazing Prohibition](#)) 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 [Harassment and Violence](#)) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504 [Student Dress and Appearance](#)). "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 [Student Dress and Appearance](#)).

#### 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 School Weapons) and the school hazing policy (Policy 526 Hazing Prohibition).
- 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 Corporal Punishment).

**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 (8<sup>th</sup> 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**

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

**I. PURPOSE**

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

**II. AUTHORIZATION**

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

**III. REIMBURSEMENT**

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

**IV. AIRLINE TRAVEL CREDIT**

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

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

#### **IV V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

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

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

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