



AGENDA
REGULAR MEETING
ROYALTON BOARD OF EDUCATION
EARLY CHILDHOOD ENTRANCE FOYER, ENTER DOOR #1
120 SOUTH HAWTHORN STREET
ROYALTON, MN 56373
DECEMBER 20, 2022
6:35 PM

PER MINNESOTA STATUTES 13D.02 SUBD.4, SCHOOL BOARD CHAIR RUSS GERADS
WILL BE JOINING THROUGH INTERACTIVE TECHNOLOGY AT THE FOLLOWING
LOCATION:

HOMEWOOD SUITES BY HILTON WILMINGTON/MAYFAIRE, NC
BUSINESS CENTER
6732 SWAN MILL RD
WILMINGTON, NC 28405

1. **Call to Order**
2. **Roll Call**
3. **Board Chair Comments**
4. **Approval of Agenda**
5. **Appreciation, Recognition and Presentations**
6. **Recognition of Citizens for Input Purposes**
7. **Reports/News**
 - a. Board Committee Report
 - b. Superintendent Report
 - c. Business Manager Report 3
 - d. Principal Report
8. **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 11.28.22 12
 - 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 15
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.
9. **Discussion/Information/Action Items**
 - a. Strategic Plan Update 16
 - b. Approval of Final Levy 26
 - c. As Amended to add the Resolution Establishing Combined Polling Places for Multiple Precincts and designating hours during which the 29

polling places will remain open for voting for school district elections not held on the day of a statewide election.

d. As Amended to Recognize Outgoing Board Members

10. Upcoming Meeting Schedule

1. Wednesday, December 14th, 2:00 PM Policy Meeting
2. Tuesday, December 20th, Noon Finance Meeting
3. Organizational Meeting - January 2023
11. Closed Meeting for Superintendent Evaluation as permitted by MN Statute Section 13D.05

12. Adjournment



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Phone (320) 584-4000
royaltonpublicschools.org

FY23 DECEMBER – BUDGET UPDATES



ENROLLMENT

- FY23 Adopted Budget: 920 ADM
- As of 11-17-2022:
 - Enrollment: 955 ADM

REVENUES

ROYALTON | November 30, 2022

REVENUE CATEGORIES	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	November	November	November	Current YTD vs. PYTD	November 30, 2021	November 30, 2020
							30, 2022	30, 2021	30, 2020			
							% of Budget Received	% of Actuals Received	% of Actuals Received			
STATE	8,485,614	8,706,214	9,070,610	8,946,202	2,479,162	6,591,448	27.33%	27.53%	28.11%	82,055	2,397,107	2,385,592
FEDERAL	562,863	740,079	498,000	508,591	108,473	389,527	21.78%	6.68%	43.47%	59,028	49,445	244,686
PROPERTY TAXES	707,849	921,774	710,609	590,291	0	710,609	0.00%	0.18%	0.55%	(1,643)	1,643	3,911
LOCAL SALES, INS RECOVERY & JUDGEMENTS	16,885	41,182	38,400	60,178	48,207	(9,807)	125.54%	44.30%	49.23%	29,962	18,245	8,313
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.)	193,806	331,672	258,010	338,277	211,264	46,746	81.88%	63.29%	36.07%	1,348	209,916	69,916
TOTALS	9,967,018	10,740,921	10,575,629	10,443,539	2,847,105	7,728,524	26.92%	24.92%	27.21%	170,749	2,676,356	2,712,417

EXPENDITURES

ROYALTON | November 30, 2022

EXPENDITURES (OBJECT SERIES)	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	November	November	November	Current YTD vs. PYTD	November 30, 2021	November 30, 2020
							30, 2022	30, 2021	30, 2020			
SALARIES & WAGES	5,756,121	6,082,205	6,159,525	5,692,657	1,279,848	4,879,677	20.78%	27.54%	27.61%	(395,149)	1,674,998	1,589,297
EMPLOYEE BENEFITS	1,609,710	1,683,469	1,766,055	1,635,258	381,711	1,384,344	21.61%	31.42%	28.18%	(147,287)	528,998	453,606
PURCHASED SERVICES	1,135,091	1,620,551	1,277,078	1,561,700	678,884	598,195	53.16%	31.80%	29.22%	163,587	515,296	331,655
SUPPLIES	476,459	867,155	613,108	781,961	401,223	211,885	65.44%	32.08%	36.79%	123,006	278,217	175,283
EQUIPMENT	449,049	527,519	512,700	599,745	491,593	21,107	95.88%	53.74%	90.43%	208,100	283,493	406,096
DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OTHER EXPENDITURES	76,507	43,014	72,203	70,333	21,815	50,388	30.21%	62.90%	30.74%	(5,239)	27,054	23,516
OTHER FINANCING USES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTALS	9,502,937	10,823,914	10,400,670	10,341,653	3,255,074	7,145,595	31.30%	30.56%	31.35%	(52,982)	3,308,056	2,979,454

FY23 OPS CAPITAL (AUDITED FINANCIALS)

Operating Capital

- FY22 Ops Capital Beginning Balance \$472,767
- FY22 - Revenues (FIN 302) \$214,136
- FY22 - Expenses (FIN 302) \$215,727

APPROVED Expenses – FY23 Ops Capital = \$163,858.21

Carryover to FY23 Beginning Balance = **\$307,317**

FY23 LTFM (AUDITED FINANCIALS)

LTFM

- FY22 Beginning Balance \$160,961
- FY22 - Revenues \$187,681
- FY22 - Expenses \$281,133

Carryover to FY23 Beginning Balance = **\$67,509**

FY23 FOOD SERVICES (AUDITED FINANCIALS)

Food Services (Fund 2)

- FY22 Fund 2 Beginning Balance \$60,717
- FY22 - Revenues \$740,391
- FY22 - Expenses \$628,949

*FY23 Expenses – Kitchen remodel \$43,108

Carryover to FY23 Beginning Balance = **\$129,051**

HVAC PROJECT

As of 12-2-2022

Funding Source	Amount Budgeted for HVAC project	Expenses Paid to date	Balance remaining
LTFM / Ops Capital Funds	\$ 274,300.00	\$246,201.33	\$ 28,098.67
Esser FIN 160	\$ 305,101.00	\$305,101.00	-
	\$ 579,401.00	\$551,302.33	28,098.67



Thank you!

Regular Meeting

Monday, November 28, 2022 6:00 PM

Early Childhood Entrance Foyer, Enter Door #1, 120 South Hawthorn Street,
Royalton, MN 56373

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

1. Call to Order

2. Pledge to Flag

3. Roll Call

4. Board Chair Comments

5. Approval of Agenda

Approval of Agenda. This motion, made by Rian Hofstad and seconded by Angela Roering, Passed.

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

Yea: 5, Nay: 0, Absent: 1

6. Appreciation, Recognition and Presentations

7. Recognition of Citizens for Input Purposes

8. Reports/News

8.a. Board Committee Report

8.b. Superintendent Report

8.c. Business Manager Report

8.d. Principal Report

8.e. Athletic Director

9. Consent Agenda Approval

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

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

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

Yea: 5, Nay: 0, Absent: 1

9.a. Approval of Regular Board Meeting Minutes from 10.24.22

9.b. Approval of Special Meeting Minutes from 11.10.22

9.c. Approval of Special Meeting Minutes from 11.15.22

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

9.e. Approval of Resignations

9.f. Brainstorm Conference

10. Discussion/Information/Action Items

11. Fastbridge Update

12. Preliminary Audit Report

13. Enrollment Presentation

14. Approve Renewal of SMS Contract

Motion to Approve the Renewal of SMS Contract. This motion, made by Tyra Baumann and seconded by Angela Roering, Passed.

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

Yea: 5, Nay: 0, Absent: 1

15. Upcoming Meeting Schedule

16. Adjournment

The meeting was adjourned at 7:24pm. This motion, made by Tyra Baumann and seconded by Mary Lange, Passed.

Tyra Baumann: Yea
Russ Gerads: Yea
Randy Hackett: Absent

Rian Hofstad: Yea
Mary Lange: Yea
Angela Roering: Yea
Yea: 5, Nay: 0, Absent: 1

Board Secretary

New Hire 12.13.22

Janessa Gangl - Elementary SPED Para



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Strategic Plan Update

12/20/2022

Strategic Planning Update

- Strategic Planning Committee met 11/30/2022
- Around eight to ten people attended
- Conducted an After Action Review

After Action Review

What went well?

- Committee's expectations were met
- Members were able to pick up on things quickly even if missed prior meeting(s)
- Created a "Living" document
- World Cafe Model engaged all attendees

After Action Review

What went well?

- Survey engaged non members in the work
- Student voice
- Consolidation of ideas save time and made things easier
- School staff involved in all facets of the work

After Action Review Cont...

What could have been improved and how?

- More consistent involvement from community committee members
- Unsure of how to improve attendance

Strategic Planning Committee Involvement

Committee Role:

- Provide support
- Provide oversight
- Make adjustments
- Stakeholder
- Analyze information
- Provide feedback

Strategic Planning Committee Involvement Cont...

Frequency of Meetings to Review the Plan:

- Committee meets two times per year
- Superintendent reports to the Board quarterly
- District Leadership reviews plan monthly

Strategic Planning Committee Involvement Cont...

Communication with the Committee and the Public:

- Plan lives on the website
- Communicate at Board Meetings quarterly
- Royal Review with link to the document
- E-mail document to committee members quarterly (follow the Board meeting update)
- Principals communicate with staff²³ after the quarterly report to the Board

Discussion



Thank you!

**EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 0485
(ROYALTON PUBLIC SCHOOLS)
STATE OF MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 0485, State of Minnesota, was duly held in said school district on December 20, 2022, for the Truth in Taxation hearing.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION ESTABLISHING FINAL PROPERTY TAX LEVY 2022 PAYABLE 2023

WHEREAS, pursuant to Minnesota statutes, the School Board of Independent School District No. 0485, (Royalton Public Schools), State of Minnesota, is authorized to make the following proposed tax levies for 2022 Payable 2023 general purposes:

Maintenance (General Fund)	\$740,460.16
Community Service	\$46,123.87
Debt Service	<u>\$1,571,586.72</u>
Total Proposed Tax Levy	\$2,358,170.75

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 0485 (Royalton Public Schools), State of Minnesota, that the proposed tax levy to be levied in 2022 and collected in 2023 is set at \$2,358,170.75. The clerk of the Royalton Public Schools School Board is authorized to certify the proposed levy to the County Auditor of Morrison County, Minnesota, and to the Minnesota Department of Education.

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

Member _____ and upon vote being taken thereon, the following voted in favor thereof: _____

and the following voted against the same: _____

whereupon said resolution was declared duly passed and adopted.

Dated: December 20, 2022

BY ORDER OF THE SCHOOL BOARD

/s/ _____

School District Clerk

Independent School District No. 0485

(Royalton Public Schools)

State of Minnesota

STATE OF MINNESOTA)
)ss
COUNTY OF MORRISON

I, the undersigned, being duly qualified and acting Clerk of Independent School District No. 0485 (Royalton Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to establishing final property tax levy 2022 payable 2023, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as Clerk of said School District this 20th day of December 2022.

School District Clerk

RESOLUTION ESTABLISHING COMBINED POLLING PLACES
FOR MULTIPLE PRECINCTS AND
DESIGNATING HOURS DURING WHICH THE POLLING
PLACES WILL REMAIN OPEN FOR VOTING
FOR SCHOOL DISTRICT ELECTIONS NOT HELD
ON THE DAY OF A STATEWIDE ELECTION

BE IT RESOLVED by the School Board of Independent School District No.485, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. Each combined polling place must be a polling place that has been designated for use as a polling place by a county or municipality. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election in the calendar year following the adoption of this resolution:

Combined Polling Place:

Royalton City Center, 12 Birch Street North, Royalton, MN 56373

This combined polling place serves all territory in Independent School District No.485 located in Bellevue Township; Buckman Township; Morrill Township; Swan River Township; Two Rivers Township; Morrison County, Minnesota; Graham Township; Langola Township; Benton County, Minnesota; Brockway Township; Stearns County, Minnesota; City of Royalton and the City of Bowlus; Morrison County, Minnesota.

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

(If a combined polling place is changed, the change must be adopted at least ninety (90) days prior to the first election where it will be used unless that polling place has become unavailable for use.)

Note: A resolution similar to this model resolution must be adopted by December 31 of each year, and the combined polling places specified shall be the combined polling places for the following calendar year.

AFFIDAVIT OF POSTING
NOTICE OF COMBINED POLLING PLACE LOCATION

STATE OF MINNESOTA)
)
COUNTY OF Benton)

AFFIDAVIT OF POSTING OF NOTICE OF
COMBINED OF POLLING PLACE LOCATION

Member Baumann introduced the following resolution and moved its adoption:

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

in favor thereof:
 6-0-0

following voted against:

and the following abstained:

The foregoing resolution was approved this 20th day of December, 2022.

Buss Gerads Board Chair, Russ Gerads

Rian Hofstad Board Clerk, Rian Hofstad

AFFIDAVIT OF POSTING
NOTICE OF COMBINED POLLING PLACE LOCATION

STATE OF MINNESOTA)
)
COUNTY OF Morrison)

AFFIDAVIT OF POSTING OF NOTICE OF
COMBINED OF POLLING PLACE LOCATION

Member Baumann introduced the following resolution and moved its adoption:

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

following voted

in favor thereof:

6-0-0

following voted against:

and the following abstained:

The foregoing resolution was approved this 20th day of December, 2022.

Russ Gerads Board Chair, Russ Gerads

Rian Hofstad Board Clerk, Rian Hofstad

AFFIDAVIT OF POSTING
NOTICE OF COMBINED POLLING PLACE LOCATION

STATE OF MINNESOTA)
)
COUNTY OF Stearns)

AFFIDAVIT OF POSTING OF NOTICE OF
COMBINED OF POLLING PLACE LOCATION

Member Baumann introduced the following resolution and moved its adoption:

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

following voted

in favor thereof: 6-0-0

following voted against:

and the following abstained:

The foregoing resolution was approved this 20th day of December, 2022.

Russ Gerads Board Chair, Russ Gerads

R. Hofstad Board Clerk, Rian Hofstad