



AGENDA
REGULAR MEETING
ROYALTON BOARD OF EDUCATION
EARLY CHILDHOOD ENTRANCE FOYER, ENTER DOOR #1
120 SOUTH HAWTHORN STREET
ROYALTON, MN 56373
JANUARY 23, 2023
6:00 PM

1. **Call to Order**
2. **Pledge to Flag**
3. **Roll Call**
4. **Board Chair Comments**
5. **Approval of Agenda**
6. **Appreciation, Recognition and Presentations**
7. **Recognition of Citizens for Input Purposes**
8. **Reports/News**
 - a. Board Committee Report
 - b. Superintendent Report
 - c. Business Manager Report 3
 - 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 Truth in Taxation Meeting Minutes 12.20.22 8
 - b. Approval of Regular Board Meeting Minutes 12.20.22 9
 - c. Approval of Organizational Meeting Minutes 01.09.23 13
 - d. Claims, Accounts and Financial 23
Approve accounts payable and receivables, and employee reimbursements as attached and approve all other financial reports as presented.
 - e. Approval of Resignations 29
 - f. Approval of New Hires 30
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.
 - g. \$494 Grant Award from Minnesota State High School League Foundation 31
10. **Discussion/Information/Action Items**
 - a. Sign MOU Golf 32
 - b. Approval of Donations by Resolution 33

c. IRS Mileage Reimbursement	35
d. Changing from MetLife/Carrier change	37
e. Nutrition Services Options	43
f. Building Safety Update	54
g. Track and Field Options	62
h. 1.0 Additional High School FTE Presentation	72
i. Deep Portage Approval	77
j. Spanish Trip Approval	82
k. School Closing Makeup Days	86

l. Policy Readings

First Reading

Second Reading

Third Reading

1. First Policy Reading	90
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401 - Equal Employment Opportunity

412 - Expense Reimbursement

502 - Search of Student Lockers, Desks, Personal Possessions, and Student's Person

620 - Credit for Learning

722 - Public Data Request

2. Approval of Second Policy Reading (final reading due to minor changes)	130
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721 - Uniform Grant

m. As Amended to Add MOU Non-Union Agreement

11. Upcoming Meeting Schedule

1. Wednesday, February 8th, 2:00 PM Policy Meeting

2. Tuesday, February 21st, Noon Finance Meeting

3. Monday, February 27th, 6:00 PM Regular Board Meeting

12. Adjournment



ROYALTON PUBLIC SCHOOLS

Home of the Royals

120 Hawthorn Street, Royalton, MN 56373
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RESPECT · HONESTY · INTEGRITY · LEADERSHIP · ACCOUNTABILITY · SERVICE

FY23 JANUARY – BUDGET UPDATES



ENROLLMENT

FY23 Adopted Budget: 920 ADM

As of January 17, 2023:

Enrollment: 951 ADM

REVENUES

ROYALTON | December 31, 2022

REVENUE CATEGORIES	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	December 31, 2022	December 31, 2021	December 31, 2020	Current YTD vs. PYTD	December 31, 2021	December 31, 2020
							% of Budget Received	% of Actuals Received	% of Actuals Received			
STATE	8,485,614	8,706,214	9,070,610	8,654,703	3,005,005	6,065,605	33.13%	40.25%	36.46%	(498,960)	3,503,965	3,093,964
FEDERAL	562,863	740,079	498,000	358,013	47,203	450,797	9.48%	30.98%	56.00%	(182,086)	229,289	315,214
PROPERTY TAXES	707,849	921,774	710,609	461,495	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	57,703	49,528	(11,128)	128.98%	58.92%	70.67%	25,264	24,264	11,933
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	506,629	396,977	(138,967)	153.86%	67.58%	51.01%	172,820	224,157	98,852
TOTALS	9,967,018	10,740,921	10,575,629	10,038,543	3,498,713	7,076,916	33.08%	37.09%	35.36%	(484,604)	3,983,318	3,523,874

EXPENDITURES

ROYALTON | December 31, 2022

EXPENDITURES (OBJECT SERIES)	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	December	December	December	Current YTD vs. PYTD	December 31, 2021	December 31, 2020
							31, 2022	31, 2021	31, 2020			
							% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
SALARIES & WAGES	5,756,121	6,082,205	6,159,525	6,268,356	2,387,747	3,771,778	38.77%	36.28%	36.21%	181,412	2,206,335	2,084,174
EMPLOYEE BENEFITS	1,609,710	1,683,469	1,766,055	1,805,271	698,389	1,067,666	39.55%	39.82%	35.93%	27,988	670,402	578,383
PURCHASED SERVICES	1,135,091	1,620,551	1,277,078	1,790,976	1,004,025	273,053	78.62%	41.02%	36.86%	339,232	664,793	418,378
SUPPLIES	476,459	867,155	613,108	839,976	521,545	91,563	85.07%	43.16%	43.62%	147,273	374,272	207,829
EQUIPMENT	449,049	527,519	512,700	661,803	569,953	(57,253)	111.17%	58.19%	94.17%	262,976	306,976	422,870
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	71,010	24,657	47,546	34.15%	66.50%	39.55%	(3,947)	28,604	30,260
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	11,437,392	5,206,316	5,194,354	50.06%	39.28%	39.38%	954,934	4,251,382	3,741,895



Thank you!

Truth in Taxation Public Hearing

Tuesday, December 20, 2022 6:05 PM

Early Childhood Entrance Foyer, Enter Door #1, 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. Truth in Taxation Public Hearing

5. Adjournment

Action(s):

The meeting was adjourned at 6:33pm. This motion,
made by Mary Lange and seconded by Randy Hackett,
Passed.

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0

Board Secretary

Regular Meeting

Tuesday, December 20, 2022 6:35 PM

Early Childhood Entrance Foyer, Enter Door #1, 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. Roll Call

3. Board Chair Comments

4. Approval of Agenda

Action(s):

Approve Agenda as Amended adding 9c. Resolution
Establishing Combined Polling Places and 9d.
Outgoing Board Members. This motion, made by Tyra
Baumann and seconded by Rian Hofstad, Passed.

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0

5. Appreciation, Recognition and Presentations

Discussion: Recognized the office secretaries at
the Elementary and High School.

6. Recognition of Citizens for Input Purposes

7. Reports/News

7.a. Board Committee Report

7.b. Superintendent Report

7.c. Business Manager Report

7.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.**

Action(s) :

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

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0

8.a. Approval of Regular Board Meeting Minutes
11.28.22

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

8.c. Approval of New Hires

9. Discussion/Information/Action Items

9.a. Strategic Plan Update

9.b. Approval of Final Levy

Action(s) :

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

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0

9.c. As Amended to add the 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.

Action(s) :

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

Voting Detail:

Tyra Baumann: Yea

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

Voting Summary: Yea: 6, Nay: 0

9.d. As Amended to Recognize Outgoing Board Members

10. Upcoming Meeting Schedule

Discussion: Organization meeting on January 9, 2023 at 6pm

11. Closed Meeting for Superintendent Evaluation as permitted by MN Statute Section 13D.05

Action(s):

Motion to close the regular meeting at 7:33pm. This motion, made by Mary Lange and seconded by Tyra Baumann, Passed.

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0

Motion to open the closed meeting at 7:41pm. This motion, made by Rian Hofstad and seconded by Mary Lange, Passed.

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0

Motion to close the closed meeting at 8:16pm. This motion, made by Mary Lange and seconded by Tyra Baumann, Passed.

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0

Motion to open the regular meeting at 8:17pm. This motion, made by Randy Hackett and seconded by Mary Lange, Passed.

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0

12. **Adjournment**

Action(s):

The meeting was adjourned at 8:17pm. This motion, made by Mary Lange and seconded by Rian Hofstad, Passed.

Voting Detail:

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

Voting Summary: Yea: 6, Nay: 0

Board Secretary

Organizational Meeting

Monday, January 9, 2023 6:00 PM

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

Tyra Baumann: Present
Lucas Boyd: Present
Randy Hackett: Present
Rian Hofstad: Present
Angela Roering: Present
Maria Traut: Present

1. Call to Order

2. Pledge to Flag

3. Swearing in of New Members

4. Roll Call

Rian Hofstad attended virtually.

5. Approval of Agenda

Approval of Agenda. This motion, made by Randy Hackett and seconded by Angela Roering, Passed.

Tyra Baumann: Yea
Lucas Boyd: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Angela Roering: Yea
Maria Traut: Yea

Yea: 6, Nay: 0

6. Election of Officers

6.a. Chairperson - Rian Hofstad, nominated by Angela Roering. Roll call vote 6-0-0.

6.b. Vice-Chairperson - Tyra Baumann, nominated by Randy Hackett. Roll call vote 6-0-0.

6.c. Clerk - Angela Roering, nominated by Lucas Byod. Roll call vote 6-0-0.

6.d. Treasurer - Maria Traut, nominated by Angela Roering. Roll call vote 6-0-0.

7. Organizational Action Items

7.a. Setting of Regular Meeting Time and Dates
Motion to Approve Regular Meeting Time and Dates. This motion, made by Tyra Baumann and seconded by Randy Hackett, Passed.

Tyra Baumann: Yea
Lucas Boyd: Yea
Randy Hackett: Yea

Rian Hofstad: Yea
Angela Roering: Yea
Maria Traut: Yea

Yea: 6, Nay: 0

The boards regular meetings will meet on the fourth Monday of the month at 6pm except December for Truth in Taxation. The board has routinely scheduled special meetings for board self-evaluation, superintendent evaluation, contract negotiations, and other occasions as needed. Work sessions are scheduled as needed.

Agendas have been sent out on Wednesday or before, prior to the regular meetings.

The regular meeting time at 6:00 PM and 2023 dates are January 23, February 27, March 27, April 24, May 22, June 26, July 24, August 28, September 25, October 23, November 27, December 11.

- 7.b. Setting of Compensation for Directors
Motion to Approve keeping the Compensation the same as 2022. This motion, made by Randy Hackett and seconded by Angela Roering, Passed.

Tyra Baumann: Yea
Lucas Boyd: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Angela Roering: Yea
Maria Traut: Yea

Yea: 6, Nay: 0

Keep the compensation the same as 2022. Each board member will receive \$2500 a year and the chairperson receives an additional \$500. Half the amount will be given in June, 2023 and January, 2024.

- 7.c. Naming of Official Depositories for District Funds
Motion to Approve Scott Marine, Pine Country Bank, Minnesota School District Liquid Asset Fund, and MN Trust (PMA) as official depositories for Royalton School District Funds. Update authorized signers on the District's Official Depository Accounts, and all certificates of deposit removing Russ Gerads, prior School Board Chair, Angela Roering, prior School Board Treasurer, and Rian Hofstad, prior School Board Clerk effective January 9, 2023, and adding Rian Hofstad, School Board Chair, Maria Traut, School Board Treasurer, and

Angela Roering, School Board Clerk as authorized signers on behalf of the District effective January 9, 2023. Scott Marine, Business Manager, shall continue to be authorized signers on behalf of the District. This motion, made by Randy Hackett and seconded by Maria Traut, Passed.

Tyra Baumann: Yea
Lucas Boyd: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Angela Roering: Yea
Maria Traut: Yea
Yea: 6, Nay: 0

7.d. Investment for Funds

Motion to Approve Scott Marine, Business Manager, investment of funds. This motion, made by Angela Roering and seconded by Randy Hackett, Passed.

Tyra Baumann: Yea
Lucas Boyd: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Angela Roering: Yea
Maria Traut: Yea
Yea: 6, Nay: 0

7.e. Annual Delegation of Authority to Make Electronic Fund Transfers

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

Tyra Baumann: Yea
Lucas Boyd: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Angela Roering: Yea
Maria Traut: Yea
Yea: 6, Nay: 0

Delegate the authority to make electronic fund transfers to Scott Marine, Business Manager.

7.f. Naming of Official Newspaper

Motion to Approve Morrison County Record as the Official Newspaper. This motion, made by Angela Roering and seconded by Maria Traut, Passed.

Tyra Baumann: Yea
Lucas Boyd: Yea
Randy Hackett: Yea

Rian Hofstad: Yea
Angela Roering: Yea
Maria Traut: Yea
Yea: 6, Nay: 0

7.g. Naming of Legal Counsel

Motion to Approve Rupp, Anderson, Squires & Waldspurger, P.A. as the Official Law Firm for the District. This motion, made by Angela Roering and seconded by Lucas Boyd, Passed.

Tyra Baumann: Yea
Lucas Boyd: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Angela Roering: Yea
Maria Traut: Yea
Yea: 6, Nay: 0

7.h. Naming of Representatives and Committee Members

7.h.1. Naming of Royalton City Council

Meeting Representative

Motion to Approve Tyra Baumann and Angela Roering as an alternate to represent the Royalton School District at Royalton City Council meetings. This motion, made by Randy Hackett and seconded by Lucas Boyd, Passed.

Tyra Baumann: Yea
Lucas Boyd: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Angela Roering: Yea
Maria Traut: Yea
Yea: 6, Nay: 0

Tyra Baumann also Representative Angela Roering as an alternate to represent the Royalton School District at Royalton City Council meetings once per month.

7.h.2. Naming of Bowlus City

Council Meeting Representative

Motion to Approve Lucas Boyd and Tyra Baumann as an alternate to represent the Royalton School District at Bowlus City Council meetings. This motion, made by Tyra Baumann and seconded by Lucas Boyd, Passed.

Tyra Baumann: Yea
Lucas Boyd: Yea
Randy Hackett: Yea
Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

Lucas Boyd also Representative Angela Roering as an alternate to represent the Royalton School District at Bowlus City Council Meeting once per month.

7.h.3. Naming of Policy Committee

Representatives

Motion to Approve Randy Hackett, Rian Hofstad, and Maria Traut as Policy Committee Representatives. This motion, made by Tyra Baumann and seconded by Angela Roering, Passed.

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

7.h.4. Naming of Strategic

Planning/Curriculum Advisory, and World's Best Workforce Advisory Committee Representatives.

Motion to Approve Angela Roering and Maria Traut to the Strategic Planning/Curriculum/World's best Workforce Advisory Committee Representatives. This motion, made by Lucas Boyd and seconded by Randy Hackett, Passed.

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

7.h.5. Naming of Facilities Committee

Representatives

Motion to Approve Tyra Baumann and Randy Hackett as Facilities Committee Representatives. This motion, made by Tyra Baumann and seconded by Angela Roering, Passed.

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

7.h.6. Naming of Legislative Liaison Representative

Motion to Approve Randy Hackett and Lucas Boyd as an alternate Legislative Liaison Representative. This motion, made by Angela Roering and seconded by Maria Traut, Passed.

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

7.h.7. Naming of Finance Committee Representatives

Motion to Approve Angela Roering, Maria Traut and Tyra Baumann as Finance Committee Representatives. This motion, made by Angela Roering and seconded by Randy Hackett, Passed.

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

7.h.8. Naming of Mid-State Education District Board

Motion to Approve Rian Hofstad and Maria Traut as an alternate as Mid-State Education District Representative. This motion, made by Tyra Baumann and seconded by Lucas Boyd, Passed.

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

7.h.9. Naming of Minnesota State High School League Representative

Motion to Approve Lucas Boyd and Tyra Baumann as an alternate Minnesota State High School League Representative. This motion, made by Angela Roering and

seconded by Randy Hackett, Passed.

Tyra Baumann: Yea
Lucas Boyd: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Angela Roering: Yea
Maria Traut: Yea

Yea: 6, Nay: 0

7.h.10. Naming of Representatives to Schools for Equity in Education
Motion to Approve Randy Hackett and Lucas Boyd Representatives to School for Equity in Education (SEE). This motion, made by Tyra Baumann and seconded by Angela Roering, Passed.

Tyra Baumann: Yea
Lucas Boyd: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Angela Roering: Yea
Maria Traut: Yea

Yea: 6, Nay: 0

7.h.11. Naming of Labor Management/Meet and Confer Representative
Motion to Approve Randy Hackett and Angela Roering as an alternate Meet and Confer Representative. This motion, made by Tyra Baumann and seconded by Lucas Boyd, Passed.

Tyra Baumann: Yea
Lucas Boyd: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Angela Roering: Yea
Maria Traut: Yea

Yea: 6, Nay: 0

7.h.12. Naming of Staff Development Committee Representative
Motion to Approve Rian Hofstad and Angela Roering as Staff Development Committee Representatives. This motion, made by Lucas Boyd and seconded by Randy Hackett, Passed.

Tyra Baumann: Yea
Lucas Boyd: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Angela Roering: Yea
Maria Traut: Yea

Yea: 6, Nay: 0

7.h.13. Naming of Health and Safety

Committee Representative

Motion to Approve Tyra Baumann and Lucas Boyd as an alternate Health and Safety Committee Representative. This motion, made by Angela Roering and seconded by Randy Hackett, Passed.

Tyra Baumann: Yea
Lucas Boyd: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Angela Roering: Yea
Maria Traut: Yea

Yea: 6, Nay: 0

7.h.14. Naming of Sourcewell Representative

Motion to Approve Maria Traut and Tyra Baumann as an alternate Sourcewell Representative. This motion, made by Lucas Boyd and seconded by Angela Roering, Passed.

Tyra Baumann: Yea
Lucas Boyd: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Angela Roering: Yea
Maria Traut: Yea

Yea: 6, Nay: 0

7.h.15. Naming of Non-Union Negotiation Representatives

Motion to Approve Rian Hofstad, Lucas Boyd and Maria Traut as an alternate Non-Union Negotiation Representatives. This motion, made by Tyra Baumann and seconded by Randy Hackett, Passed.

Tyra Baumann: Yea
Lucas Boyd: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Angela Roering: Yea
Maria Traut: Yea

Yea: 6, Nay: 0

7.h.16. Naming of Teacher (REM) Negotiation

Committee Representatives

Motion to Approve Randy Hackett and Angela Roering as Teacher Negotiation Representatives. This motion, made by Lucas Boyd and seconded by Maria Traut, Passed.

Tyra Baumann: Abstain (With Conflict)
Lucas Boyd: Yea
Randy Hackett: Yea

Rian Hofstad: Yea
Angela Roering: Yea
Maria Traut: Yea
Yea: 5, Nay: 0, Abstain (With Conflict): 1

7.h.17. Naming of Para (RESP) Negotiation
Representatives
Motion to Approve Tyra Baumann and
Randy Hackett as Para (RESP)
Negotiation Representatives. This
motion, made by Lucas Boyd and seconded
by Angela Roering, Passed.

Tyra Baumann: Yea
Lucas Boyd: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Angela Roering: Yea
Maria Traut: Yea
Yea: 6, Nay: 0

7.h.18. Naming of Secretaries (AFSCME)
Negotiation Representatives
Motion to Approve Randy Hackett and Tyra
Baumann as Secretaries Negotiation
Representatives. This motion, made by
Angela Roering and seconded by Lucas Boyd,
Passed.

Tyra Baumann: Yea
Lucas Boyd: Yea
Randy Hackett: Yea
Rian Hofstad: Abstain (With Conflict)
Angela Roering: Yea
Maria Traut: Yea
Yea: 5, Nay: 0, Abstain (With Conflict): 1

7.h.19. Naming of Principal Negotiation
Representatives
Motion to Approve Angela Roering and
Rian Hofstad as Principal Negotiation
Representatives. This motion, made by
Tyra Baumann and seconded by Randy
Hackett, Passed.

Tyra Baumann: Yea
Lucas Boyd: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Angela Roering: Yea
Maria Traut: Yea
Yea: 6, Nay: 0

7.h.20. Naming of Superintendent
Negotiation Representatives
Motion to Approve Tyra Baumann and
Randy Hackett as Superintendent
Negotiation Representatives. This

motion, made by Angela Roering and seconded by Maria Traut, Passed.

Tyra Baumann: Yea
Lucas Boyd: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Angela Roering: Yea
Maria Traut: Yea
Yea: 6, Nay: 0

8. Other Organizational Action Items

9. E-Learning Plan

Motion to Approve new wording of the E-Learning Day Plan. This motion, made by Tyra Baumann and seconded by Randy Hackett, Passed.

Tyra Baumann: Yea
Lucas Boyd: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Angela Roering: Yea
Maria Traut: Yea

Yea: 6, Nay: 0

Remove wording from the E-Learning Day Plan. Take off "8am" in response with "end of the school day". Take out the wording "The official announcement of the e-Learning day will occur by 9pm the night prior to the e-Learning day". Take the 2 bullet point descriptions out as well.

10. Adjournment

The meeting was adjourned at 7:30pm. This motion, made by Angela Roering and seconded by Randy Hackett, Passed.

Tyra Baumann: Yea
Lucas Boyd: Yea
Randy Hackett: Yea
Rian Hofstad: Yea
Angela Roering: Yea
Maria Traut: Yea

Yea: 6, Nay: 0

Board Secretary

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

ROYALTON | December 31, 2022

REVENUE CATEGORIES						December 31, 2022	December 31, 2021	December 31, 2020				
	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	Current YTD vs. PYTD	December 31, 2021	December 31, 2020
STATE	8,485,614	8,706,214	9,070,610	8,654,703	3,005,005	6,065,605	33.13%	40.25%	36.46%	(498,960)	3,503,965	3,093,964
FEDERAL	562,863	740,079	498,000	358,013	47,203	450,797	9.48%	30.98%	56.00%	(182,086)	229,289	315,214
PROPERTY TAXES	707,849	921,774	710,609	461,495	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	57,703	49,528	(11,128)	128.98%	58.92%	70.67%	25,264	24,264	11,933
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	506,629	396,977	(138,967)	153.86%	67.58%	51.01%	172,820	224,157	98,852
TOTALS	9,967,018	10,740,921	10,575,629	10,038,543	3,498,713	7,076,916	33.08%	37.09%	35.36%	(484,604)	3,983,318	3,523,874

EXPENDITURES (OBJECT SERIES)						December 31, 2022	December 31, 2021	December 31, 2020				
	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	December 31, 2021	December 31, 2020
SALARIES & WAGES	5,756,121	6,082,205	6,159,525	6,268,356	2,387,747	3,771,778	38.77%	36.28%	36.21%	181,412	2,206,335	2,084,174
EMPLOYEE BENEFITS	1,609,710	1,683,469	1,766,055	1,805,271	698,389	1,067,666	39.55%	39.82%	35.93%	27,988	670,402	578,383
PURCHASED SERVICES	1,135,091	1,620,551	1,277,078	1,790,976	1,004,025	273,053	78.62%	41.02%	36.86%	339,232	664,793	418,378
SUPPLIES	476,459	867,155	613,108	839,976	521,545	91,563	85.07%	43.16%	43.62%	147,273	374,272	207,829
EQUIPMENT	449,049	527,519	512,700	661,803	569,953	(57,253)	111.17%	58.19%	94.17%	262,976	306,976	422,870
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	71,010	24,657	47,546	34.15%	66.50%	39.55%	(3,947)	28,604	30,260
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	11,437,392	5,206,316	5,194,354	50.06%	39.28%	39.38%	954,934	4,251,382	3,741,895

EXPENDITURES (PROGRAM SERIES)						December 31, 2022	December 31, 2021	December 31, 2020				
	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	December 31, 2021	December 31, 2020
SITE ADMINISTRATION	361,675	397,922	417,692	439,461	207,623	210,069	49.71%	43.85%	43.75%	33,142	174,481	158,230
DISTRICT ADMINISTRATION	232,642	263,764	207,062	263,694	156,705	50,357	75.68%	52.11%	43.36%	19,265	137,440	100,879
SUPPORT SERVICES	347,394	395,362	488,157	505,915	248,860	239,296	50.98%	55.05%	46.38%	31,225	217,636	161,117
REGULAR INSTRUCTION	4,252,393	4,435,760	4,527,835	4,599,834	1,709,919	2,817,916	37.76%	38.00%	34.90%	24,211	1,685,708	1,484,070
EXTRA-CURRICULAR ACTIVITES	422,966	537,657	387,345	499,320	288,592	98,753	74.51%	43.82%	31.28%	52,977	235,615	132,303
VOCATIONAL INSTRUCTION	86,044	204,454	149,583	194,088	98,459	51,125	65.82%	32.20%	26.50%	32,628	65,830	22,801
SPECIAL EDUCATION	1,284,881	1,367,343	1,300,451	1,400,019	466,908	833,543	35.90%	27.33%	27.19%	93,279	373,629	349,411
COMMUNITY SERVICES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INSTRUCTIONAL SUPPORT	434,199	559,543	454,327	514,479	297,727	156,600	65.53%	32.22%	57.84%	117,422	180,305	251,139
PUPIL SUPPORT SERVICES	669,017	994,887	650,270	932,989	535,014	115,256	82.28%	40.80%	35.74%	129,071	405,943	239,095
FACILITIES	1,330,337	1,576,339	1,722,947	1,994,607	1,137,376	585,571	66.01%	42.74%	53.29%	463,672	673,704	708,971
OTHER FINANCING USES	81,389	90,882	95,000	146,885	113,031	(18,031)	118.98%	111.23%	164.49%	11,939	101,092	133,880
TOTALS	9,502,937	10,823,914	10,400,670	11,491,290	5,260,214	5,140,456	50.58%	39.28%	39.38%	1,008,832	4,251,382	3,741,895

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

ROYALTON | December 31, 2022

ACTIVITY - OTHER FUNDS					31, 2022	31, 2021	31, 2020					
	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	Current YTD vs. PYTD	December 31, 2021	December 31, 2020
REVENUE												
FOOD SERVICE	428,281	740,391	400,800	474,142	257,371	143,429	64.21%	24.30%	38.62%	77,463	179,908	165,396
COMMUNITY EDUCATION	273,184	455,861	398,649	401,378	201,816	196,833	50.63%	46.72%	32.89%	(11,177)	212,994	89,848
CONSTRUCTION	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
DEBT SERVICE	2,023,346	1,971,085	2,011,466	1,568,780	623,118	1,388,348	30.98%	34.80%	36.45%	(62,787)	685,905	737,514
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
CUSTODIAL	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INTERNAL SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTALS	2,724,812	3,167,337	2,810,915	2,444,300	1,082,305	1,728,610	38.50%	34.06%	36.43%	3,499	1,078,807	992,758
EXPENDITURES					31, 2022	31, 2021	31, 2020					
	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	December 31, 2021	December 31, 2020
FOOD SERVICE	416,624	576,854	540,888	580,270	273,141	267,747	50.50%	37.61%	32.60%	56,159	216,982	135,807
COMMUNITY EDUCATION	229,675	370,907	311,788	377,540	177,127	134,661	56.81%	36.49%	39.58%	41,768	135,359	90,916
CONSTRUCTION	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
DEBT SERVICE	2,023,983	2,015,883	2,004,883	2,117,553	545,976	1,458,907	27.23%	28.30%	22.58%	(24,425)	570,401	456,979
TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
CUSTODIAL	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INTERNAL SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTALS	2,670,281	2,963,643	2,857,559	3,075,363	996,245	1,861,315	34.86%	31.14%	25.60%	73,502	922,742	683,701
SUMMARY - ALL FUNDS					31, 2022	31, 2021	31, 2020					
	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	December 31, 2021	December 31, 2020
REVENUE	12,691,829	13,908,258	13,386,544	12,482,844	4,581,018	8,805,526	34.22%	36.40%	35.59%	(481,106)	5,062,124	4,516,632
EXPENDITURES	12,173,218	13,787,557	13,258,229	14,512,755	6,202,561	7,055,668	46.78%	37.53%	36.36%	1,028,436	5,174,124	4,425,596
SPENDING VARIANCE	518,611	120,700	128,315	(2,029,911)	(1,621,542)	N/A	N/A	N/A	N/A	(1,509,542)	(112,000)	91,036

GENERAL FUND - REVENUE SUMMARY

ROYALTON | December 31, 2022



DESCRIPTION	June 30,		Adopted Budget	Projected End Of Year	Revenue YTD	Budget Remaining	December	December	December	Current YTD vs. Prior YTD	December 31, 2021	December 31, 2020
	2021	2022					31, 2022	31, 2021	31, 2020			
							% of Budget Received	% of Actuals Received	% of Actuals Received			
LOCAL REVENUES												
001 PROPERTY TAX LEVY, GENERAL	683,144	909,943	685,609	442,609	0	685,609	0.00%	0.00%	0.07%	0	0	447
004 MUNICIPAL/TAX INCR FINANCE	1,121	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
010 COUNTY APPORTIONMENT	14,687	13,607	15,000	12,000	0	15,000	0.00%	0.00%	14.56%	0	0	2,139
019 MISC TAX REV PAID BY COUNTY	8,897	(1,777)	10,000	6,887	0	10,000	0.00%	-92.49%	14.89%	(1,643)	1,643	1,325
040 TUITION FROM PATRONS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
050 FEES FROM PATRONS	954	3,183	0	910	910	(910)	0.00%	27.02%	0.00%	50	860	0
060 ADMISSIONS & STUDENT ACTIVITY REV	57,453	102,135	84,650	121,014	92,344	(7,694)	109.09%	62.74%	37.88%	28,265	64,080	21,764
071 MA REV/DEPT OF HUMAN SVCS	25,151	11,103	7,500	10,686	6,308	1,192	84.11%	100.00%	81.34%	(4,794)	11,103	20,458
092 INTEREST EARNINGS	2,663	4,828	1,500	35,412	34,718	(33,218)	2314.51%	20.46%	95.07%	33,730	988	2,531
096 GIFTS AND BEQUESTS	12,829	51,565	28,450	17,090	3,613	24,837	12.70%	67.69%	35.56%	(31,289)	34,902	4,563
099 MISC REV FROM LOCAL SOURCES	94,756	158,859	135,910	321,517	259,084	(123,174)	190.63%	70.64%	52.28%	146,860	112,224	49,536
Total LOCAL REVENUES	901,656	1,253,446	968,619	968,124	396,977	571,642	40.98%	18.01%	11.40%	171,177	225,800	102,763
STATE REVENUES												
201 ENDOWMENT FUND APPORTIONMENT	40,032	38,256	38,576	40,310	20,807	17,769	53.94%	50.42%	50.40%	1,519	19,288	20,175
211 GENERAL EDUCATION AID	7,628,396	7,614,525	8,028,126	7,456,267	2,618,612	5,409,514	32.62%	43.20%	37.74%	(671,175)	3,289,786	2,878,576
212 LITERACY INCENTIVE AID	49,322	43,678	49,322	48,880	(1,306)	50,628	-2.65%	0.36%	0.00%	(1,461)	156	(1,395)
213 SHARED TIME AID	0	0	0	4,239	4,239	(4,239)	0.00%	0.00%	0.00%	4,239	0	0
227 ABATEMENT AID	164	599	13	198	193	(180)	1485.77%	7.87%	90.00%	146	47	147
229 DISPARITY REDUCTION AID	20	21	21	116	112	(91)	533.05%	0.00%	0.00%	112	0	0
234 AGRICULTURE MARKET VALUE CR	3,425	3,197	3,200	18,002	17,370	(14,170)	542.81%	0.00%	0.00%	17,370	0	0
258 OTHER STATE CR/EXEMPT PROP REIMB	0	0	0	74,296	74,296	(74,296)	0.00%	0.00%	0.00%	74,296	0	0
300 STATE AID (REQUIRES FIN CODE)	12,641	13,984	13,883	7,504	(417)	14,300	-3.00%	-2.25%	0.00%	(101)	(315)	(0)
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	101,015	132,747	133,673	182,915	98,565	35,108	73.74%	-2.24%	-2.80%	101,541	(2,976)	(2,833)
360 STATE AID FOR SPECIAL EDUCATION	613,046	854,209	768,796	789,643	172,533	596,263	22.44%	22.66%	31.24%	(20,990)	193,523	191,535
370 OTHER, MN DEPT OF EDUCATION	7,759	4,998	5,000	2,333	0	5,000	0.00%	89.14%	100.00%	(4,455)	4,455	7,759
397 TRA & PERA SPEC SITUATIONS PENSION	29,793	0	30,000	30,000	0	30,000	0.00%	0.00%	0.00%	0	0	0
Total STATE REVENUES	8,485,614	8,706,214	9,070,610	8,654,703	3,005,005	6,065,605	33.13%	40.25%	36.46%	(498,960)	3,503,965	3,093,964
FEDERAL REVENUES RECEIVED FROM STATE												
400 FEDERAL AID/MDE (REQUIRES FIN)	522,818	629,401	498,000	357,385	46,575	451,425	9.35%	36.43%	56.24%	(182,714)	229,289	294,044
405 FEDERAL AID THRU OTHER AGENCY	40,045	0	0	628	628	(628)	0.00%	0.00%	52.87%	628	0	21,170
471 SCHOOL LUNCH PROGRAM	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
472 SPECIAL ASSIST, NEEDY CHILD	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
473 COMMODITY CASH REBATE PROGRAM	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
474 COMMODITY DISTRIBUTION PROGRAM	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
476 SCHOOL BREAKFAST PROGRAM	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
479 SUMMER FOOD SERVICE PROGRAM	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
Total REVENUES RECEIVED FROM STATE	562,863	629,401	498,000	358,013	47,203	450,797	9.48%	36.43%	56.00%	(182,086)	229,289	315,214
FEDERAL REVENUES RECEIVED FROM FED SOURCES												
500 DIRECT FEDERAL AID (REQUIRES FIN)	0	110,678	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
Total FEDERAL REVENUES RECEIVED FROM FED SOURCES	0	110,678	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
LOCAL SALES, INSURANCE RECOVERY, AND JUDGEMENTS												
601 FOOD SERVICE SALES TO PUPILS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
606 FOOD SERVICE SALES TO ADULTS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
619 COST MATERIALS/REV PROD (CONTRA)	900	(3,579)	0	1,120	1,120	(1,120)	0.00%	107.27%	64.44%	4,959	(3,839)	580
620 SALES/REV PRODUCING ACTIVITIES	15,985	44,761	38,400	55,583	47,408	(9,008)	123.46%	62.78%	71.02%	19,305	28,103	11,353
622 SALES OF MATERIALS (NET OF TX)	0	0	0	1,000	1,000	(1,000)	0.00%	0.00%	0.00%	1,000	0	0
624 SALE OF EQUIPMENT	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
625 INSURANCE RECOVERY	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
Total LOCAL SALES, INSURANCE RECOVERY, AND JUDGEMENTS	16,885	41,182	38,400	57,703	49,528	(11,128)	128.98%	58.92%	70.67%	25,264	24,264	11,933
GENERAL FUND TOTAL	9,967,018	10,740,921	10,575,629	10,038,543	3,498,713	7,076,916	33.08%	37.09%	35.36%	(484,604)	3,983,318	3,523,874

GENERAL FUND - EXPENDITURES BY ORG CODE

ROYALTON | December 31, 2022



DESCRIPTION	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Expenses YTD	Budget Remaining	December 31, 2022	December 31, 2021	December 31, 2020	Current YTD vs. Prior YTD	December 31, 2021	December 31, 2020
							% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
005 DISTRICT WIDE	2,322,751	2,883,142	2,587,875	3,341,184	2,027,959	559,916	78.36%	41.39%	51.08%	834681.88	1,193,278	1,186,436
010 BUDGETED LEARNING SITE	3,332,799	3,529,049	3,449,479	3,600,050	1,365,835	2,083,644	39.60%	38.03%	35.35%	23,835	1,342,001	1,178,073
020 BUDGETED LEARNING SITE	2,830,935	3,381,377	3,294,866	3,459,735	1,470,412	1,824,455	44.63%	40.28%	35.65%	108,433	1,361,979	1,009,233
050 BUDGETED LEARNING SITE	1,016,300	1,028,461	1,066,449	1,086,494	394,078	672,371	36.95%	34.25%	36.21%	41,838	352,241	368,001
080 BUDGETED LEARNING SITE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
799 HOME SCHOOL SITE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
998 TUITION BILLING SITE	152	1,885	2,000	3,827	1,929	71	96.46%	100.00%	100.00%	45	1,885	152
GENERAL FUND TOTAL - ALL SITES	9,502,937	10,823,914	10,400,670	11,491,290	5,260,214	5,140,456	50.58%	39.28%	39.38%	1,008,832	4,251,382	3,741,895

GENERAL FUND - EXPENDITURES BY OBJECT CODE

ROYALTON | December 31, 2022



DESCRIPTION	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Expenses YTD	Budget Remaining	December 31, 2022	December 31, 2021	December 31, 2020	Current YTD vs. Prior YTD	December 31, 2021	December 31, 2020
							% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
110 ADMINISTRATION/SUPERVISION	494,579	453,804	479,767	469,808	222,687	257,080	46.42%	51.46%	49.01%	(10,835)	233,523	242,408
140 LICENSED CLASSROOM TEACHER	3,168,745	3,216,179	3,430,896	3,383,855	1,099,981	2,330,915	32.06%	34.04%	33.50%	5,297	1,094,684	1,061,375
141 NON,LIC CLASSROOM PERSONNEL	167,260	191,628	139,790	167,190	83,900	55,891	60.02%	31.67%	41.70%	23,212	60,688	69,743
143 LICENSED INSTRUCTIONAL SUPPORT	0	37,098	0	12,486	12,486	(12,486)	0.00%	0.00%	0.00%	12,486	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	83,345	137,572	116,390	126,843	53,232	63,158	45.74%	32.36%	23.02%	8,711	44,521	19,184
146 SUBSTITUTE NON,LIC CLASSROOM	4,881	13,983	7,725	14,508	8,877	(1,152)	114.91%	19.93%	28.06%	6,090	2,787	1,369
154 SCHOOL NURSE	6,290	67,272	47,820	52,911	26,341	21,480	55.08%	37.36%	100.00%	1,207	25,134	6,290
155 LICENSED NURSING SERVICES	48,731	1,490	718	1,402	945	(227)	131.65%	82.78%	31.07%	(288)	1,233	15,142
156 SOCIAL WORKER	83,847	87,199	88,097	88,533	31,292	56,805	35.52%	33.06%	33.33%	2,462	28,830	27,949
161 CERTIFIED PARA/PCA	241,451	213,709	211,305	224,038	99,154	112,151	46.92%	39.57%	36.16%	14,587	84,567	87,306
162 CERTIFIED ONE ON ONE PARA	17,773	76,950	42,825	55,334	32,228	10,597	75.26%	35.77%	64.48%	4,701	27,527	11,460
165 SCHOOL COUNSELOR	70,270	72,636	71,845	72,407	24,369	47,476	33.92%	32.78%	33.33%	557	23,812	23,423
170 NON,INSTRUCTIONAL SUPPORT	1,015,964	1,111,723	1,130,088	1,179,226	534,458	595,630	47.29%	40.98%	44.39%	78,884	455,573	450,990
185 OTHER LICENSED/CERTIFIED SALARY	151,445	152,888	163,938	193,852	90,301	73,637	55.08%	29.07%	20.37%	45,861	44,440	30,850
186 OTHER NON LICENSED SALARY	104,996	168,469	151,016	153,318	67,497	83,519	44.70%	43.78%	32.40%	(6,261)	73,758	34,017
191 SEVERANCE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
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	96,544	79,606	77,305	72,646	0	77,305	0.00%	6.61%	2.76%	(5,261)	5,261	2,667
TOTAL SALARIES AND WAGES	5,756,121	6,082,205	6,159,525	6,268,356	2,387,747	3,771,778	38.77%	36.28%	36.21%	181,412	2,206,335	2,084,174
EMPLOYEE BENEFITS												
210 FICA/MEDICARE	418,893	438,318	465,299	466,579	175,516	289,783	37.72%	36.87%	35.37%	13,902	161,614	148,150
214 PERA	120,209	131,655	127,093	134,383	63,065	64,027	49.62%	40.67%	43.15%	9,528	53,538	51,875
218 TRA	305,379	329,502	338,156	341,968	120,950	217,206	35.77%	34.40%	34.07%	7,590	113,360	104,047
220 HEALTH INSURANCE	517,198	552,020	558,050	611,568	243,275	314,775	43.59%	40.05%	30.02%	22,180	221,095	155,250
230 LIFE INSURANCE	11,686	24,839	14,505	11,826	4,595	9,910	31.68%	71.92%	34.41%	(13,269)	17,864	4,021
240 LONG TERM DISABILITY INSURANCE	20,364	19,101	19,904	20,919	8,810	11,094	44.26%	36.75%	32.14%	1,790	7,019	6,546
250 TSA/DEFERRED COMP	61,598	77,836	69,667	72,723	29,936	39,731	42.97%	34.04%	37.08%	3,441	26,495	22,840
251 TAX ADVANTAGE EMPLOYER HLTH AF	30,094	35,406	33,916	38,594	10,536	23,380	31.07%	16.13%	19.16%	4,825	5,711	5,766
270 WORKERS COMPENSATION	91,981	49,865	95,790	72,385	41,684	54,106	43.52%	84.84%	86.85%	(619)	42,303	79,889
280 UNEMPLOYMENT COMPENSATION	0	3,527	8,240	7,283	21	8,219	0.25%	0.00%	0.00%	21	0	0
295 INTERDEPART BENEFITS (CHGBK)	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
299 OTHER EMPLOYEE BENEFITS	32,306	21,403	35,435	27,044	0	35,435	0.00%	100.00%	0.00%	(21,403)	21,403	0
TOTAL EMPLOYEE BENEFITS	1,609,710	1,683,469	1,766,055	1,805,271	698,389	1,067,666	39.55%	39.82%	35.93%	27,988	670,402	578,383
PURCHASED SERVICES												
305 CONSULTING FEES/FEES FOR SERVIC	221,039	370,018	300,351	351,074	225,352	74,999	75.03%	55.52%	55.71%	19,926	205,426	123,141
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	12,884	6,265	10,000	4,595	0	10,000	0.00%	92.82%	37.28%	(5,815)	5,815	4,804
320 COMMUNICATION SERVICES	24,633	23,527	21,200	19,981	9,246	11,954	43.61%	56.43%	51.12%	(4,032)	13,277	12,593
329 POSTAGE & PARCEL SERVICES	2,848	3,845	2,800	3,042	1,314	1,486	46.92%	35.23%	6.83%	(41)	1,354	195
330 UTILITY SERVICES	150,181	202,030	191,000	262,332	144,748	46,252	75.78%	36.28%	41.24%	71,452	73,296	61,941
340 INSURANCE	83,935	94,727	103,000	115,999	85,465	17,535	82.98%	75.82%	76.24%	13,640	71,825	63,989
350 REPAIRS & MAINTENANCE	138,068	380,679	336,600	514,496	343,082	(6,482)	101.93%	53.27%	58.29%	140,300	202,783	80,480
360 TRANSPORT CONTR <=\$25,000	3,209	1,700	2,350	7,400	6,376	(4,026)	271.30%	0.00%	8.54%	6,376	0	274
362 MENTAL HLTH PRACTITIONER <=\$2501	0	859	0	8,688	8,688	(8,688)	0.00%	0.00%	0.00%	8,688	0	0
365 INTERDEPART TRANSPORT (CHGBK)	(317)	0	(161,428)	(80,714)	0	(161,428)	0.00%	0.00%	0.00%	0	0	0
366 TRAVEL CONVENTIONS/CONFERENCE	14,572	20,517	12,300	12,086	5,412	6,888	44.00%	30.76%	57.61%	(899)	6,311	8,395
369 ENTRY FEES/STUDENT TRAVEL ALLO	5,824	23,880	4,605	33,383	31,771	(27,166)	689.92%	78.11%	24.64%	13,118	18,653	1,435
370 OPERATING LEASE/RENTAL	12,841	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
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 DIST	48,386	40,737	2,000	(35,025)	(36,923)	38,923	-1846.14%	4.63%	0.31%	(38,808)	1,885	152
391 PYMT TO MN SCHOOL (COST SHARE)	93,915	111,523	140,000	172,656	82,030	57,970	58.59%	36.93%	37.78%	40,849	41,181	35,480
394 PYMT FOR ED TO OTHER AGENCY	120,073	120,346	120,000	141,469	40,103	79,897	33.42%	19.10%	21.24%	17,115	22,988	25,500
396 SPEC ED SALARY/OTHER DISTRICT	165,874	176,222	162,800	219,562	48,573	114,227	29.84%	0.00%	0.00%	48,573	0	0
397 SPEC ED BENEFITS/OTHER DISTRICT	37,126	43,677	29,500	39,953	8,790	20,710	29.80%	0.00%	0.00%	8,790	0	0
TOTAL PURCHASED SERVICES	1,135,091	1,620,551	1,277,078	1,790,976	1,004,025	273,053	78.62%	41.02%	36.86%	339,232	664,793	418,378

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DESCRIPTION			Adopted Budget	Projected End Of Year	Expenses YTD	Budget Remaining	December 31, 2022	December 31, 2021	December 31, 2020	Current YTD vs. Prior YTD	December 31, 2021	December 31, 2020
	June 30, 2021	June 30, 2022					% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
SUPPLIES												
401 SUPPLIES, NON INSTRUCTIONAL	220,744	321,904	194,866	370,816	270,621	(75,755)	138.88%	50.20%	39.55%	109,015	161,606	87,297
405 NON, INSTRUCTIONAL SOFTWARE LIC	12,333	6,954	5,100	16,932	12,618	(7,518)	247.42%	81.70%	0.00%	6,937	5,681	0
406 INSTRUCTIONAL SOFTWARE LICENSE	46,309	64,440	46,867	58,414	53,294	(6,427)	113.71%	90.73%	89.97%	(5,174)	58,468	41,666
430 SUPPLIES & MATERIALS NON INDIV IN	75,702	96,878	80,350	123,905	92,129	(11,779)	114.66%	57.36%	60.17%	36,557	55,572	45,547
433 SUPPLIES & MATERIALS INDIV INSTRU	27,698	18,235	19,225	24,875	15,352	3,873	79.85%	75.76%	27.27%	1,537	13,815	7,553
440 FUELS	88,494	192,325	220,000	221,038	70,002	149,998	31.82%	22.89%	23.50%	25,983	44,019	20,794
460 TEXTBOOKS	1,141	53,663	43,000	17,701	2,500	40,500	5.81%	60.25%	175.95%	(29,834)	32,334	2,007
461 STANDARDIZED TESTS	644	672	150	46	0	150	0.00%	0.00%	0.00%	0	0	0
465 NONINSTRUCTIONAL TECH DEVICES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
466 INSTRUCTIONAL TECH DEVICES	0	107,502	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
470 MEDIA RESOURCES	3,395	4,581	3,550	3,736	2,515	1,035	70.85%	60.62%	87.33%	(262)	2,777	2,965
490 FOOD	0	0	0	2,513	2,513	(2,513)	0.00%	0.00%	0.00%	2,513	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
TOTAL SUPPLIES	476,459	867,155	613,108	839,976	521,545	91,563	85.07%	43.16%	43.62%	147,273	374,272	207,829
SUPPLIES & EQUIPMENT												
520 BUILDING ACQ OR CONSTRUCTION	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
530 OTHER EQUIPMENT PURCHASE	303,237	156,358	325,200	367,805	308,572	16,628	94.89%	27.04%	97.04%	266,295	42,277	294,253
533 EQUIP SP ED DIRECT INSTRUCTION	0	0	0	86	86	(86)	0.00%	0.00%	0.00%	86	0	0
548 PUPIL TRANSPORT VEHICLES	0	89,346	0	108,690	108,690	(108,690)	0.00%	100.00%	0.00%	19,344	89,346	0
555 CAPITAL NONINSTR TECH HARDWARE	145,812	268,974	173,000	179,213	152,605	20,395	88.21%	62.41%	83.07%	(15,258)	167,863	121,127
560 PRIN ON LONG TERM TECH	0	12,519	14,000	5,914	0	14,000	0.00%	57.76%	0.00%	(7,231)	7,231	0
561 INT ON LONG TERM TECH	0	322	500	96	0	500	0.00%	80.76%	0.00%	(260)	260	0
580 PRINCIPAL ON CAPITAL LEASE	714	0	0	0	0	0	0.00%	0.00%	872.20%	0	0	6,225
581 INTEREST ON CAPITAL LEASE	(714)	0	0	0	0	0	0.00%	0.00%	-177.27%	0	0	1,265
OTH R VEHICLES PURCHASED	0	0	0	53,898	53,898	(53,898)	0.00%	0.00%	0.00%	53,898	0	0
TOTAL SUPPLIES & EQUIPMENT	449,049	527,519	512,700	715,701	623,851	(111,151)	121.68%	58.19%	94.17%	316,874	306,976	422,870
DEBT SERVICE												
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
TOTAL DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OTHER EXPENDITURES												
820 DUES, MEMBERSHIP, LICENSE, FEES	31,222	28,693	27,903	27,473	23,583	4,320	84.52%	96.32%	86.71%	(4,055)	27,638	27,074
891 TRA & PERA SPEC SITUATION PENSIO	29,793	0	32,000	32,000	0	32,000	0.00%	0.00%	0.00%	0	0	0
895 FED/NONPUBLIC INDIRECT (CHGBK)	(4)	0	500	250	0	500	0.00%	0.00%	0.00%	0	0	0
898 SCHOLARSHIPS	15,497	14,321	11,800	11,287	1,074	10,726	9.10%	6.75%	20.56%	108	966	3,186
TOTAL OTHER EXPENDITURES	76,507	43,014	72,203	71,010	24,657	47,546	34.15%	66.50%	39.55%	(3,947)	28,604	30,260
GENERAL FUND TOTAL	9,502,937	10,823,914	10,400,670	11,491,290	5,260,214	5,140,456	50.58%	39.28%	39.38%	1,008,832	4,251,382	3,741,895

Resignation 01.23.23

Jennifer Schneider - Pre-K Para

Julie Kloss - Finance Asst/Pre-K Secretary

New Hires 01.23.23

James Gottwalt - Van Driver

Audrey Barton - SPED Para

Minnesota State High School League Foundation

TO: Royalton High School
FROM: Executive Director, MSHSL Foundation
RE: Fall 2022 Grant Award
DATE: November 30, 2022

Enclosed please find a check from the MSHSL Foundation in the amount of \$494. This check responds to the request you made and submitted by the appropriate deadline.

Please affirm the following and return this memo to the MSHSL Foundation no later than December 31, 2022.

On behalf of Royalton High School I affirm that the check from the MSHSL Foundation will be deposited into our school account and that the money granted to Royalton High School will be used for the purpose identified in our Fall 2022 grant request.

Name: ANTHONY NEUMAN
Please Print

School: ROYALTON HIGH SCHOOL
Full Name of School

Signature: [Handwritten Signature]
Person Responsible

Date: 12/5/2022

Please keep a copy of this memo and return the original to:

MSHSL Foundation
2100 Freeway Boulevard
Brooklyn Center, MN 55430

Memorandum of Understanding

This Agreement is entered into between Royalton Education Minnesota and Independent School District No. 485.

WHEREAS, the Union and the District are parties to a collective bargaining agreement governing the terms and conditions of employment for teachers employed by the District, pursuant to the Public Employment Labor Relations Act (“PELRA”), Minn. Stat. 179A.01.

WHEREAS, Independent School District No. 485, Royalton, and Royalton Education Minnesota (REM) agree to the following terms and conditions:

The following positions will be added to Schedule C of the 2021-2023 Master Agreement

Golf:

- 2 Head Coaches @ 10.8%
- 2 JH Coaches @ 4.4%

Trap Shooting

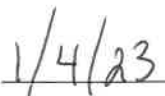
- 1 Head Coach @ 7.0%
- 3 Assistant Coaches @ 4.4%

Musical

- 1 Director @ 4%
- 1 Musical Support @ 2%



Royalton Education Minnesota President



Date

Independent School District No. 485 Representative

Date

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;

Russell, Carla, Wyatt and Nolan Gerads have generously donated \$350 to the Royalton Boys Basketball Program to be used at their discretion.

The Rice Sportsman Club has generously donated \$2000 to the High School Trap Team to use towards Clay Targets.

The St. Cloud Area Golden Gloves Boxing has generously donated \$3000 to Royalton Community Education Robotics to be used for registration, supplies, and/or tournament fees.

The St. Cloud Morning Optimist Club has generously donated \$2000 to the Royalton Middle School/High School Robotics team to be used for registration, supplies, and/or tournament fees.

Marco has generously donated 4 computers and bags to the Royalton Robotics 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 on the 23 day of January, 2023.

_____ Board Chair, Rian Hofstad

_____ Board Clerk, Tyra Baumann

IRS Increase Mileage Rate

IR-2022-234, December 29, 2022

WASHINGTON — The Internal Revenue Service today issued the 2023 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on January 1, 2023, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 65.5 cents per mile driven for business use, up 3 cents from the midyear increase setting the rate for the second half of 2022.
- 22 cents per mile driven for medical or moving purposes for qualified active-duty members of the Armed Forces, consistent with the increased midyear rate set for the second half of 2022.
- 14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2022.

These rates apply to electric and hybrid-electric automobiles, as well as gasoline and diesel-powered vehicles.

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, unless they are members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see [Moving Expenses for Members of the Armed Forces](#).

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

Taxpayers can use the standard mileage rate but generally must opt to use it in the first year the car is available for business use. Then, in later years, they can choose either the standard mileage rate or actual expenses. Leased vehicles must use the standard mileage rate method for the entire lease period (including renewals) if the standard mileage rate is chosen.

[Notice 2023-03PDF](#) contains the optional 2023 standard mileage rates, as well as the maximum automobile cost used to calculate the allowance under a fixed and variable rate (FAVR) plan. In addition, the notice provides the maximum fair market value of employer-provided automobiles first made available to employees for personal use in calendar year 2023 for which employers may use the fleet-average valuation rule in or the vehicle cents-per-mile valuation rule.



ROYALTON
PUBLIC SCHOOLS

Benefit Carrier Change

Current Benefit Carrier Offerings

- District Paid Basic Life/AD&D
- District Paid Long Term Disability
- Voluntary Short Term Disability
- Supplemental Life/AD&D

Reasons for Desire to Change Carriers

- Customer Service Concerns dating back to 2019
 - Plan Changes
 - Billing Concerns
 - Communication
 - Handling of Employee Situations
- Wanted bid to see if current carrier was still competitive
 - Find better rates

Bid Proposals

- Four carriers bid on these services
 - MetLife
 - Hartford
 - Sun Life
 - Unum
- Goal to make services similar or better than what we currently have
- Goal to keep costs inline or less expensive than current services
- Narrowed down to two carriers

Bid Premium Comparison

	Service (Current Enrollment)	MetLife Monthly Premiums Yearly Premiums	Hartford Monthly Premiums Yearly Premiums
Employer Paid	Basic Life/AD&D (149 Employees)	\$984.87 \$11,818.44	\$762.48 \$9,149.76
	Long Term Disability (144 Employees)	\$1711.05 \$20,532.56	\$1240.51 \$14,866.12
	Total Costs Annually	\$32,351.00	\$24,015.88
Employee Paid	Supplemental Life/AD&D (16 Employees, 6 Dependents)	\$260.10 \$3,121.20	\$263.50 \$3,162.00
	Short Term Disability (33 Employees)	\$328.97 \$3,947.64	\$175.25 \$2,103.00
	Total Costs Annually	⁴¹ \$7068.84	\$5265.00

Questions?



ROYALTON
PUBLIC SCHOOLS
Creating a Collaborative and Caring Community

Nutrition Services Options

January 23, 2023

Royalton's Current Lunch Offerings

- Students at both schools get two choices for the main dish
- HS/MS students have the option of the salad bar
- Average number of meals served:
 - HS/MS: 575 per day
 - Elementary: 280 per day
- Students with negative meal balances are served a regular meal like all students

Other Area Districts Offerings

- Foley
 - One meal choice
 - After school healthy snack program from 2:50 - 3:10
- Pierz
 - One choice is the regular lunch line
 - Second line -
 - Offers a different daily salad option

Other Area Districts Offerings

- Upsala
 - One meal choice
- Little Falls
 - Regular line is one choice
 - Monday, Wednesday, and Friday: pizza line
 - Tuesday and Thursday: soup and salad line
- Swanville
 - One line, one choice
 - Veggie bar

Other Area Districts Offerings

- Long Prairie/Grey Eagle
 - One line, one choice
- Holdingford
 - One choice
- Sauk Rapids
 - Regular line - one choice, but can also purchase pre-made, pre-packaged items
 - Hamburger line
 - Pizza line
 - Salad bar is included with all meals

Student Survey Results (HS/MS)

- Very appreciative of Nutrition Services staff
- Orange Chicken is very popular, along with the salad bar
- Gym time is very popular
- Want all sides to be optional
- Want larger sizes
- Pizza as a daily choice
- Add more variety

Options for Changes to Current Setup(HS/MS)

- Offer pizza as a daily option
 - Requires staffing, so may slow down line
 - Students would only get two of the three options
- Cold Sandwich as a daily option
 - Requires staffing, so may slow down line
 - Students would only get two of the three options
- Combination of the above options

Requirements for New Option

- Communicate changes with families
- Food Orders will need to change
- Review Financial Implications as option is tested

Recommendation

- Test the option of a 3rd choice (#3) from March through end of year
 - Pizza: M, W, F
 - Cold Sandwich: T, Th
- Report back to Board in June regarding:
 - Popularity of the third option
 - Students
 - Parents
 - Impacts to the overall lunch flow
 - Financial considerations

Discussion



Thank you!



ROYALTON
PUBLIC SCHOOLS
Creating a Collaborative and Caring Community

Building Security

January 23, 2023

Background

- Elementary School building door security is good; need additional cameras both inside and outside
- High School/Middle School needs door access and door alarm upgrades, need additional cameras and replacement of some current cameras
- Reviewed Building Access

Background Cont...

Current Vendor for Fob System

- GB Technologies

Potential Vendors for New Fob System

- UHL Company
- Systematic Technologies Inc

Current Camera Server Support by TechCheck

Current Alarm System Monitored by Central MN Alarms

Security Upgrade Option 1

- Door Access Server Upgrade - **\$25,000-55,000**
- Rekey outside doors (40 doors) - **\$12,000-15,000**
- Fob the HS/MS building (22 doors) - **\$100,000-130,000**
- Add additional **103** cameras - **\$200,000-300,000**
- Door alarms for HS/MS - **\$20,000-30,000**
- No fitness center use during school day - Community Impact
 - (Current Avg 15 people per week)
- No hallway walkers during the school day - Community Impact
 - (No walkers this year, but have had them in the past; some inquiries about walking at the E.S., currently limited to high school)

Estimated Total Cost: \$357-000-530,000⁵⁷

Security Upgrade Option 2

- Door Access Server Upgrade - **\$25,000-55,000**
- Rekey outside doors - **\$12,000-15,000**
- Fob fewer doors - [See Map](#)
- Door alarms for HS/MS - **\$20,000-30,000**
- Additional cameras - [See List](#)
- No fitness center use during lunch period
- No hallway walkers during the school day

Estimated Total Cost: \$57,000-100,000 + additional fobbed doors and cameras

Security Upgrade Option 3

- Door Access Server Upgrade - **\$25,000-55,000**
- Rekey outside doors - **\$12,000-15,000**
- No additional fobs
- Door Alarms - **\$20,000-30,000**
- Additional cameras - [See List](#)
- Leave the Fitness Center in current status
- No hallway walkers during the school day

Estimated Total Cost: \$57,000-100,000 + and cameras

Discussion



Thank you!



ROYALTON
PUBLIC SCHOOLS
Creating a Collaborative and Caring Community

Track & Field Upgrade Options

January 23, 2023

Background

- Current track is not regulation and cannot accommodate home track meets
- The School Board requested a review of updating our current track to a competition track
- Operations Director reached out to Bradbury Stamm Construction for options

Option 1

- Surface the existing ag-lime track, using current layout
- Allows for better practice experience
- Does not allow for home track meets
- Approximate Cost: **\$600,000-\$700,000**

Option 2

- Redo existing track/football field, includes:
 - earthwork, site demo, seeding, irrigation;
 - new lights, relocate goal posts;
 - track surface/field.
- Full practice experience
- Allows for track meets to be held
- Approximate Cost: **\$1,900,000-\$2,100,000**

**ROYALTON SCHOOLS
RE-DO EXISTING
FOOTBALL FIELD &
NEW TRACK SURFACE**

Royalton High School

Option 3

- New track/football field complex at the NE corner of school property, includes:
 - Earthwork, site demo, utility extensions, seeding, irrigation;
 - Track surface/field events, lighting, bleachers (cap. 1000);
 - Press box (8'x18'), fencing;
 - Basic scoreboard, concession stand/restroom building, sidewalks
- Approximate Cost: **\$3,800,000-\$4,200,000**

**ROYALTON SCHOOLS
NEW FOOTBALL &
TRACK COMPLEX**

Royalton High School



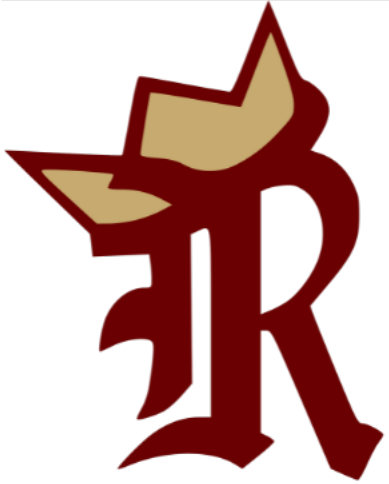
Finance Options

- Borrow against Operating Capital (Option 1)
- Lease Levy (All 3 Options, but high interest rate, so prefer minimal number of years)
- Bonding Referendum (All 3 Options)

Discussion



Thank you!



ROYALTON
PUBLIC SCHOOLS

Home of the Royals

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120 Hawthorn Street, Royalton, MN 56373
Phone (320) 584-4000
royaltonpublicschools.org

Agriculture Teacher Proposal for 2023-2024 school year

January 23, 2023

Proposal: 1.0 FTE for Additional Agriculture Teacher

- Allows for the expansion of hands-on, vocational classes for students in grades 9-12
- Incorporates life skills
- Utilizes the North Kitchen for a life skills lab
- Taps into CTE funding to help offset some costs of additional FTE
- Allows new electives that align to our strategic plan

Future Ag Department Offerings

Skwira

Goldade

New Teacher

Small Engines I & II

***Food Prep for Your Future I & II**

7th FANS

Welding I & II

Work Based Learning

Greenhouse Management I & II

Woods I & II

***Food Science I & II**

Small Animal Care

Get Wired

***Life Skills After HS**

***Ag, Pizza, & You (Intro to Ag)**

Automotive

Wildlife

Ag Leadership

Fix It 101

Forestry

Floral Design

**Ag Building & Construction
& Life Skills**

Large Animal Care

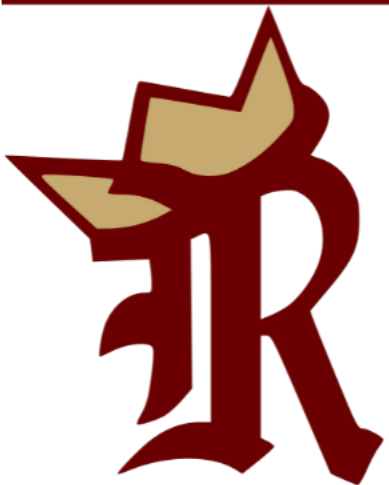
***8th Tech**

Alignment to the Strategic Plan

- **Strategic Priority #1.8– Graduation Rates**
 - The more students have access to high interest, high quality elective opportunities, the better the chance they stay in school and succeed.
- **Strategic Priority #2.1– Elective offerings that teach life skills**
- **Strategic Priority #2.2– Increase electives for vocational schools/workforce**
- **Strategic Priority #2.4– Career Pathways**
 - Students having access to an enhanced menu of elective offerings helps to provide them insight, experience, and information in their own career pathway search.



Thank you!



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Deep Portage 7th Grade Trip

January 23, 2023

Deep Portage 2023

- Who: 7th Grade Class
- Where: Deep Portage, Hackensack MN
- When: March 13-15, 2023
- Why: COVID-19 prevented the 2021 5th Grade Class from taking their Deep Portage trip.

Deep Portage 2023

- Cost: \$119 per person, paid by families.
 - Working on getting financial support from outside groups for families who may need assistance
- School personnel who serve as chaperones attend at no cost.

Request: Approval for the 2023 7th Grade Deep Portage Trip



Thank you!



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2024 Costa Rica Trip Proposal

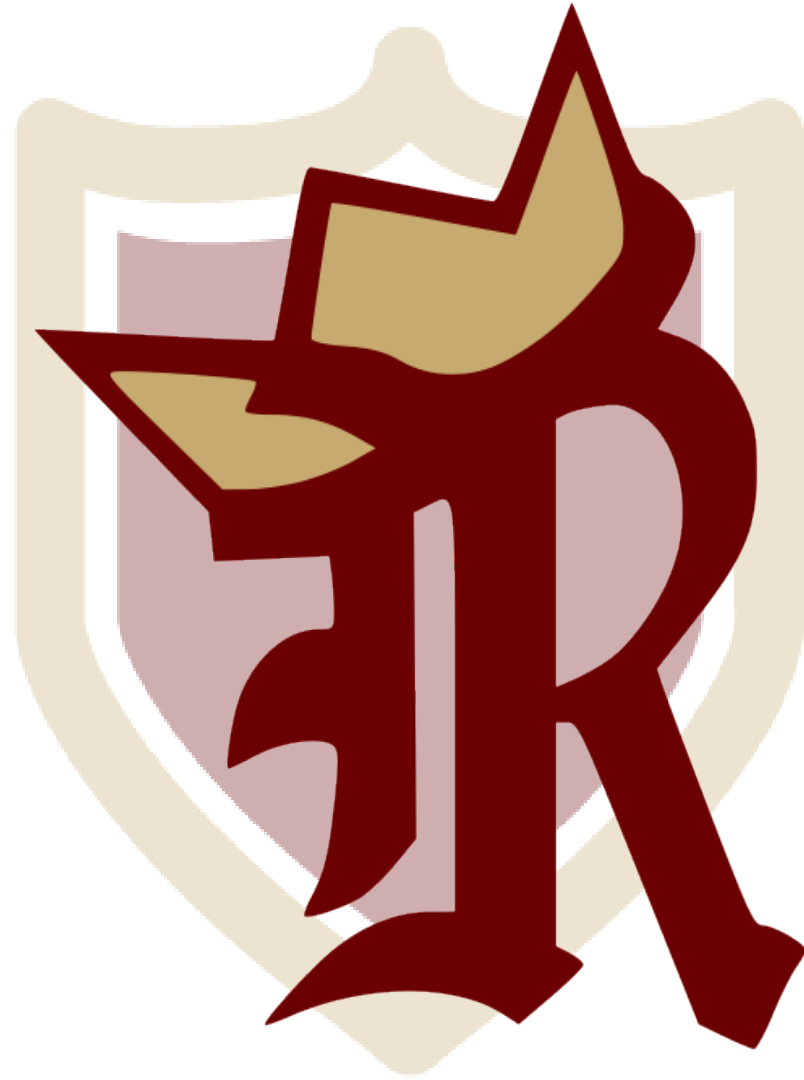
January 23, 2023

2024 Costa Rica Trip Proposal

- Who: High School students taking Spanish II, III, and IV classes during the 2023-24 school year.
 - The trip is organized and headed by Lake Mathison, RHS Spanish Teacher.
- Where: Costa Rica
- Why: To immerse students in Spanish culture and language, allowing them to use and further develop their Spanish communication skills and get firsthand experience of life in Costa Rica.
- When: June 14-24, 2024

Request:

Request: Approval for the 2024 Spanish Costa Rica
Trip



Thank you!



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School Closing Make-up Days Recommendation

January 23, 2023

Required Attendance and # of Calendar Days

- 183 work days required in the teacher contract
- 165 mandatory days for student attendance per state statute [MN State Statute 120A.41](#)
- The current calendar has 170 student contact days and 183 teacher work days
- Five E-learning days have been approved with the caveat of the first day of inclement weather as a snow day.

Recommendation

- Add June 5th and 6th as teacher work days
- Allow teachers to utilize available comp time, personal time or a flex day



Thank you!

401 EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status or veteran status. The school district also makes reasonable accommodations for disabled employees.

[Note: The Minnesota Human Rights Act defines “sexual orientation” to include “having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness.” Minn. Stat. § 363A.03, Subd. 44.]

B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district’s internal procedures for addressing complaints of harassment, please refer to the school district’s policy on harassment and violence.

C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.

D. Every school district employee shall be responsible for following this policy.

E. Any person having any questions regarding this policy should discuss it with the superintendent.

Legal References: Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
29 U.S.C. § 621 et. seq. (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4301 et seq. (Vietnam Era Veterans’ Readjustment Assistance Act)
38 U.S.C. § 4211 et. seq. (Veterans’ Reemployment Rights Act)
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 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 405 (Veteran's Preference)
MSBA/MASA Model Policy 413 (Harassment and Violence)

Adopted: _____

MSBA/MASA Model Policy 401

Orig. 1995

Revised: _____

Rev. 202217

401 EQUAL EMPLOYMENT OPPORTUNITY

[Note: School districts are not required by statute to have a policy addressing these issues. However, the Equal Employment Opportunity Commission strongly encourages the adoption of a policy and will look for such a policy during accreditation visits, audits, or investigations.]

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and for all school district employees.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.

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C. This policy applies to all areas of employment, including hiring, discharge, promotion, compensation, facilities, or privileges of employment.

D. Every school district employee shall be responsible for following this policy.

E. Any person having a question regarding this policy should discuss it with _____ (specify, e.g., the Personnel Manager).

Legal References:

- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
- 29 U.S.C. § 2615 (Family and Medical Leave Act)
- 38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
- 38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
- 42 U.S.C. § 2000e *et seq.* (Equal Employment Opportunities; Title VII of the Civil Rights Act)
- 42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Cross References:

MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

MSBA/MASA Model Policy 405 (Veteran's Preference)
MSBA/MASA Model Policy 413 (Harassment and Violence)

412 EXPENSE REIMBURSEMENT

I. PURPOSE

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

II. AUTHORIZATION

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

III. REIMBURSEMENT

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

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
 - 1. To the extent and 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.

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).

Adopted: _____

MSBA/MASA Model Policy 412

Orig. 1995

Revised: _____

Rev. 2008

412 EXPENSE REIMBURSEMENT

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

I. PURPOSE

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

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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)

Adopted: April 13, 2004

Royalton School District Policy 502

Revised: July 16th, 2018

Review August 24, 2020

502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

III. DEFINITIONS

- A. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.
- B. “Personal possessions” includes but is not limited to purses, backpacks, bookbags, packages, and clothing.
- C. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student’s person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student’s person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district’s Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Legal References: U. S. Const., amend. IV
 Minn. Const., art. I, § 10
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)
 Minn. Stat. § 121A.72 (School Locker Policy)
G.C. v. Owensboro Public Schools, 711 F.3d 623(6th Cir. 2013)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
 MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
 MSBA/MASA Model Policy 501 (School Weapons)
 MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: _____

MSBA/MASA Model Policy 502

Orig. 1995

Revised: _____

Rev. 1999

502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

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

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- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

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Legal References: U. S. Const., amend. IV
Minn. Const., art. I, § 10
Minn. Stat. § 121A.72 (School Locker Policy)
New Jersey v. T.L.O., 469 U.S. 325 (1985)
G.C. v. Owensboro Public Schools, 711 F.3d 623 (6th Cir. 2013)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 506 (Student Discipline)

620 CREDIT FOR LEARNING

I. PURPOSE

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs. The purpose of this policy also is to recognize student achievement which occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. “Accredited school” means a school that is accredited by an accrediting agency, recognized according to Minn. Stat. § 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (MDE).
- B. “Blended learning” is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- C. “Commissioner” means the Commissioner of MDE.
- D. “Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- E. “Eligible institution” means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.

- F. “Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- G. “Online learning” is a form of digital learning delivered by an approved online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. “Weighted grade” is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools

- 1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
- 2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least *[insert number]* credits from the school district.

B. Transfer of Academic Requirements from Other Schools

- 1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least XX credits from the school district.
 - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the

content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.

- d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
 - a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
 - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
 - c. In the event the content of a course taken at an non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
 - d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
 - e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

V. POST-SECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a post-secondary enrollment options course or program under Minn. Stat. § 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific

rigorous course of study.

- B. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
 - 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 - 2. Seven quarter or four semester post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.
 - 3. When a determination is made that the content of the post-secondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 - 4. In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 - 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 - 6. When secondary credit is granted for post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

VI. CREDIT FROM ONLINE LEARNING COURSES

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to

the student.

- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.

VII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VIII. WEIGHTED GRADES

- A. Royalton School District does not offer weighted grades.

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request

of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.

- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 616 (School District System Accountability)

MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

MSBA/MASA Model Policy 624 (Online Learning Options)

Adopted: _____

MSBA/MASA Model Policy 620

Orig. 1998

Revised: _____

Rev. 202219

620 CREDIT FOR LEARNING

[Note: School districts statutorily are required to provide students with credit for approved post-secondary courses, as set forth in Section V.; online learning courses, as set forth in Section VI.; and accelerated or advanced academic courses offered by a higher education institution or nonprofit public agency, as set forth in Section VII. Additionally, school districts are required by statute to identify whether the school district offers weighted grades and, if it does, identify the courses for which a student may earn a weighted grade (Section VIII). Optional provisions related to awarding credit to students transferring from out-of-state, private, or home schools and the issuance of student grades for purposes of awarding certain honors, as set forth in Section IV., are not required by statute. Therefore, the language contained in Section IV. is suggested language, and a school district may or may not include this section or may modify this section at its discretion.]

I. PURPOSE

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs. The purpose of this policy also is to recognize student achievement which occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. "Accredited school" means a school that is accredited by an accrediting agency, recognized according to [Minnesota Statutes section Minn. Stat. § 123B.445](#) or recognized by the Commissioner of the Minnesota Department of Education ([Commissioner MDE](#)).
- B. "Blended learning" is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- C. "Commissioner" means the Commissioner of MDE.
- D. "Digital learning" is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- E. "Eligible institution" means a Minnesota public post-secondary institution, a private,

nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.

- F. "Nonpublic school" is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- G. "Online learning" is a form of digital learning delivered by an approved online learning provider.
- H. "Online learning provider" is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. "Weighted grade" is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools

- 1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
- 2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least ***[insert number]*** credits from the school district.

B. Transfer of Academic Requirements from Other Schools

- 1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least ***[insert number]*** credits from the school district.
 - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.
 - d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided

to the student.

2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
 - a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
 - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
 - c. In the event the content of a course taken at a non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
 - d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
 - e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

V. POST-SECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a post-secondary enrollment options course or program under [Minnesota Statutes section Minn. Stat. § 124D.09](#) that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 2. Seven quarter or four semester post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.
 3. When a determination is made that the content of the post-secondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 4. In the event the content of the post-secondary course does not fully align with

the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.

5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 6. When secondary credit is granted for post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

VI. CREDIT FROM ONLINE LEARNING COURSES

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.
- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.

VII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a

student.

VIII. WEIGHTED GRADES

[Note: School districts must identify in policy whether they offer courses with weighted grades. Therefore, school districts must include one of the following options in their policies.]

A. The school district does not offer weighted grades.

[or]

A. The school district offers weighted grades for courses that are identified as more rigorous or academically challenging as follows:

[List the types of courses that will be awarded weighted grades and the multiplier, similar to the following examples.]

1. A grade awarded in an Advanced Placement course will be multiplied by a factor of ____ (i.e., 1.07).
 2. A grade awarded in an Honors course will be multiplied by a factor of ____.
 3. A grade awarded in a College In the Schools course will be multiplied by a factor of ____.
 4. A grade awarded in a course taken through a Post-Secondary Enrollment Options program will be multiplied by a factor of ____.
 5. A grade awarded in a course in a dual enrollment course will be multiplied by a factor of ____.
- B. The school district will update its website prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade.

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation

requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota’s Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World’s Best Workforce)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post~~s~~-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.08~~2000-3501.0815~~ (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.09~~6055~~ (Academic Standards in Science)
~~Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)~~
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 624 (Online Learning Options)

Adopted: _____

MSBA/MASA Model Policy 722

Orig. 2017

Revised: _____

Rev. 2022

722 PUBLIC DATA AND DATA SUBJECT REQUESTS

[Note: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests and data subject requests.]

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

D. Government Data

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

E. Individual

"Individual" means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

F. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03.

N. Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

IV. REQUESTS FOR PUBLIC DATA

- A. All requests for public data must be made in writing directed to the responsible authority.
1. A request for public data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact the requestor (such as phone number, address, or email address).
 2. ~~Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data. A requestor is not required to explain the reason for the data request.~~
 3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
 4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.

2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 1. The estimated costs of preparing the summary data, if any; and
 2. The summary data requested; or
 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.

- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.
- A.J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
 - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
 - 2. Date the request is made;
 - 3. A clear description of the data requested;
 - 4. Proof that the individual is the data subject or the data subject's parent or guardian;
 - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

VIII. COSTS

- A. Public Data
 - 1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
 - 2. All charges must be paid for [in cash or by check] in advance of receiving the copies.

[Note: the district should identify the payment methods that it will accept.]

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IXVII. Annual Review and Posting

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

Data Practices Contacts

Responsible Authority:

[Name]

[Location]

[Phone number; email address]

Data Practices Compliance Official:

[Name]

[Location]

[Phone number; email address]

Data Practices Designee(s):

[Name]

[Location]

[Phone number; email address]

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

[Minn. Stat. § 13.01 \(Government Data\)](#)

[Minn. Stat. § 13.02 \(Definitions\)](#)

Minn. Stat. § 13.025 (Government Entity Obligation)

[Minn. Stat. § 13.03 \(Access to Government Data\)](#)

[Minn. Stat. § 13.04 \(Rights of Subjects to Data\)](#)

[Minn. Stat. § 13.05 \(Duties of Responsible Authority\)](#)

[Minn. Stat. § 13.32 \(Educational Data\)](#)

[Minn. Rules Part 1205.0300 \(Access to Public Data\)](#)

[Minn. Rules Part 1205.0400 \(Access to Private Data\)](#)

Cross References:

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

722 PUBLIC DATA REQUESTS

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Government Data

“Government data” means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

B. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

C. Public Data

“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

D. Responsible Authority

“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

E. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

IV. REQUESTS FOR PUBLIC DATA

- A. All requests for public data must be made in writing directed to the responsible authority.
 - 1. A request for public data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact the requestor (such as phone number, address, or email address).
 - 2. A requestor is not required to explain the reason for the data request.
 - 3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
 - 4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
 - 1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
 - 2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
 - 3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.

4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 1. The estimated costs of preparing the summary data, if any; and
 2. The summary data requested; or
 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. COSTS

- A. Public Data
 1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.

- (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
- (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.

2. All charges must be paid for in cash in advance of receiving the copies.

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

VII: Annual Review and Posting

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

Data Practices Contacts

Responsible Authority:

Kristine J. Wehrkamp
120 South Hawthorn St
320.584.4250
kristine.wehrkamp@isd485.org

Data Practices Compliance Official:

Amy Krueger
Human Resources Director
320.584.4248
amy.krueger@isd485.org

Data Practices Designee(s):

Amy Krueger
Human Resources Director
320.584.4248
amy.krueger@isd485.org

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. 13.025 (Government Entity Obligation)

Cross References:

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Adopted: ~~September 19, 2016~~
Revised: ~~November 25, 2019~~

Royalton School District Policy 721
Reviewed:

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

A. Grants

1. "State-administered grants" are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. "Direct grants" are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

B. "Non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

C. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:

1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 [Code of Federal Regulations section 200.101](#) (Applicability); or
- b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 [Code of Federal Regulations section 200.101](#) (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 [Code of Federal Regulations section 200.40](#) (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
3. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.

D. "Contract" means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 [Code of Federal Regulations](#), Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.

E. Procurement Methods

1. "Procurement by micro-purchase" is the acquisition of supplies or services, the

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[Note: All of the requirements outlined in this policy apply to both direct grants and state-administered grants.] ¶

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aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 [Code of Federal Regulations](#), Subpart 2.1 or as periodically adjusted for inflation).

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2. "Procurement by small purchase procedures" are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$250,000 (periodically adjusted for inflation).
 3. "Procurement by sealed bids (formal advertising)" is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
 4. "Procurement by competitive proposals" is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
 5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.
- F. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 [Code of Federal Regulations section 200.431](#) (Compensation - Fringe Benefits).
- H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 [Code of Federal Regulations section 200.431\(g\)](#) for retirees and their spouses, dependents, and survivors.
- I. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

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Deleted: **[Note: Minnesota school districts may choose to increase their federal micro-purchase threshold to \$25,000, which would align with the Minnesota limit. School districts choosing to adopt this increase must annually certify the higher threshold and the justification for using the higher threshold. Acceptable reasons for justification must meet one of the following criteria: (1) a qualification as a low-risk auditee, in accordance with the criteria established in 2 Code of Federal Regulations section 200.520; (2) an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or (3) a higher threshold consistent with state law.]**

III. CONFLICT OF INTEREST

- A. **Employee Conflict of Interest.** No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties

indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
 - 1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.

2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
 3. Procurement by sealed bids (formal advertising).
 4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
 5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
 - a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
 - d. After solicitation of a number of sources, competition is determined inadequate.
- I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or

equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 [Code of Federal Regulations section 180.215](#).

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V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

- A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 [Code of Federal Regulations sections 200.311, 200.314, and 200.315](#).

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- B. Equipment

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Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

VI. FINANCIAL MANAGEMENT REQUIREMENTS

A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States, or the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district's compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

B. Definitions

1. "Allowable cost" means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.

2. "Education Department General Administrative Regulations (EDGAR)" means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal

education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

3. "Omni Circular" or "2 [Code of Federal Regulations](#) Part 200s" or "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
4. "Advance payment" means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

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C. Allowable Costs. The following items are costs that may be allowable under the 2 [Code of Federal Regulations](#) Part 200s under specific conditions:

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1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and

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22. Travel costs.

D. Costs Forbidden by Federal Law. 2 [Code of Federal Regulations](#), Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 [Code of Federal Regulations](#), Part 200s; thus, the following list is not exhaustive:

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1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 [Code of Federal Regulations section 200.441](#) as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

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E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.

3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.
 - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
 - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
 - d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
 - e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local

- laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
 - 4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.
- H. Approved Plans, Budgets, and Special Conditions
- 1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
 - 2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.
- I. Training
- 1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
 - 2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.
- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

- 1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
- 2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entity-wide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

- 1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the

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following criteria are met:

- a. They are provided under established written leave policies;
 - b. The costs are equitably allocated to all related activities, including federal awards; and
 - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 [Code of Federal Regulations section 200.447\(d\)](#)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.
 3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
 4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
 5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
 6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
1. Critical and necessary for the conduct of the project;
 2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
 3. Consistent with the school district's cost accounting practices and school district policy; and
 4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or

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mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

Legal References:

- 2 C.F.R. § 200.14 (Definitions: Capital Assets)
- 2 C.F.R. § 200.112 (Conflict of Interest)
- 2 C.F.R. § 200.113 (Mandatory Disclosures)
- 2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
- 2 C.F.R. § 200.214 (Suspension and Debarment)
- 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
- 2 C.F.R. § 200.302 (Financial Management)
- 2 C.F.R. § 200.303 (Internal Controls)
- 2 C.F.R. § 200.305(b)(1) (Federal Payment)
- 2 C.F.R. § 200.310 (Insurance Coverage)
- 2 C.F.R. § 200.311 (Federally-owned and Exempt Property)
- 2 C.F.R. § 200.313(d) (Equipment)
- 2 C.F.R. § 200.314 (Supplies)
- 2 C.F.R. § 200.315 (Intangible Property)
- 2 C.F.R. § 200.318 (General Procurement Standards)
- 2 C.F.R. § 200.319(c) (Competition)
- 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
- 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
- 2 C.F.R. § 200.328 (Financial Reporting)
- 2 C.F.R. § 200.339 ()
- 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
- 2 C.F.R. § 200.430 (Compensation – Personal Services)
- 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
- 2 C.F.R. § 200.447 (Insurance and Indemnification)
- 2 C.F.R. § 200.463 (Recruiting Costs)
- 2 C.F.R. § 200.464 (Relocation Costs of Employees)
- 2 C.F.R. § 200.474 (Transportation Costs)

Deleted: [Note: → Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 Code of Federal Regulations section C.F.R. § 200.2087 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 Code of Federal Regulations C.F.R. Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]¶

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2 C.F.R. § 200.475 (Travel Costs)

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Cross References:

MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)