



AGENDA
REGULAR MEETING
ROYALTON BOARD OF EDUCATION
EARLY CHILDHOOD ENTRANCE FOYER, ENTER DOOR #1
120 SOUTH HAWTHORN STREET
ROYALTON, MN 56373
JUNE 26, 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 Regular Board Meeting Minutes from 05.22.23 13
 - b. Approval of Special Board Meeting Minutes from 06.05.23 22
 - c. Claims, Accounts and Financial 24
Approve accounts payable and receivables, and employee reimbursements as attached and approve all other financial reports as presented.
 - d. Approval of Resignations 73
 - e. Approval of New Hires 74
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.
10. **Discussion/Information/Action Items**
 - a. Nutrition Services Update 75
 - b. Approval of New Budget 2023-2024 90
 - c. Approval of LTFM Budget Plan 94
 - d. Approval of Auditing Proposal from Brady Martz & Associates 98
 - e. Approval of IOwa Renewal 1 131

f. Approval of MSHSL Resolution	
g. Approval of Donations by Resolution	132
h. Approval of Band Cruise	134
i. Approval of REM Contract	140
j. Approval of 2023-2024 Activities Director/Dean of Students Contract	169
k. E Learning Survey Update	177
l. Policy Readings	
1. First Reading	217
413 - Harassment and Violence	
2. Second Policy Reading	240
524 - Internet Acceptable Use and Safety Policy	
904 - Distribution of Material on School District Property by Nonschool Persons	
3. Approval of Second Policy Reading (final reading due to minor changes)	255
522 - Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process	
4. Approval of Third Policy Readings	269
505 - Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees	
533 - Wellness	

11. **Upcoming Meeting Schedule**

1. Wednesday, July 12, 2:00 PM Policy Meeting
2. Tuesday, July 18, Noon Finance Meeting
3. Monday, July 24, 6:00 PM Regular Board Meeting

12. **Adjournment**



ROYALTON PUBLIC SCHOOLS

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royaltonpublicschools.org

FY23 JUNE – BUDGET UPDATES



**A LOOK
at the
BUDGET**

ENROLLMENT

FY23 Adopted Budget: 920 ADM

Revised FY23 Budget: 938 ADM

As of May 11, 2023:

Enrollment: 945 ADM

10 YEAR ENROLLMENT HISTORY

FY23 Estimate: 947
FY22 Ending: 912
FY21 Ending: 921
FY20 Ending: 950
FY19 Ending: 948
FY18 Ending: 937
FY17 Ending: 923
FY16 Ending: 952
FY15 Ending: 931
FY14 Ending: 901
FY13 Ending: 875

REVENUES

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

ROYALTON | May 31, 2023

REVENUE CATEGORIES							May 31, 2023	May 31, 2022	May 31, 2021			
	June 30, 2021	June 30, 2022	Revised Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	Current YTD vs. PYTD	May 31, 2022	May 31, 2021
STATE	8,485,614	8,706,214	9,107,832	9,460,728	8,258,079	849,753	90.67%	95.45%	85.35%	(51,642)	8,309,721	7,242,432
FEDERAL	562,863	740,079	645,072	832,961	692,715	(47,642)	107.39%	75.96%	92.55%	130,553	562,162	520,940
PROPERTY TAXES	707,849	921,774	670,365	170,080	0	670,365	0.00%	0.18%	92.01%	(1,643)	1,643	651,309
LOCAL SALES, INS RECOVERY & JUDGEMENTS	16,885	41,182	90,384	76,281	90,303	81	99.91%	126.43%	93.13%	38,236	52,067	15,725
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	703,005	1,042,822	998,038	(295,033)	141.97%	95.42%	98.75%	681,553	316,486	191,383
TOTALS	9,967,018	10,740,921	11,216,658	11,582,872	10,039,134	1,177,523	89.50%	86.05%	86.50%	797,055	9,242,079	8,621,789

EXPENDITURES

EXPENDITURES (PROGRAM SERIES)							May 31,	May 31,	May 31,			
	June 30, 2021	June 30, 2022	Revised Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	May 31, 2022	May 31, 2021
SITE ADMINISTRATION	361,675	397,922	450,318	450,843	394,404	55,914	87.58%	90.59%	82.60%	33,907	360,496	298,741
DISTRICT ADMINISTRATION	232,642	263,764	310,022	289,175	253,368	56,654	81.73%	94.97%	87.39%	2,884	250,484	203,298
SUPPORT SERVICES	347,394	395,362	375,073	413,182	373,781	1,292	99.66%	90.34%	87.15%	16,608	357,173	302,758
REGULAR INSTRUCTION	4,252,393	4,435,760	3,943,013	4,368,767	3,549,101	393,912	90.01%	79.71%	76.16%	13,210	3,535,891	3,238,743
EXTRA-CURRICULAR ACTIVITES	422,966	537,657	348,683	646,570	597,405	(248,722)	171.33%	88.24%	71.98%	122,984	474,420	304,449
VOCATIONAL INSTRUCTION	86,044	204,454	201,862	231,210	189,644	12,218	93.95%	76.46%	79.40%	33,320	156,324	68,319
SPECIAL EDUCATION	1,284,881	1,367,343	1,324,774	1,504,470	1,236,219	88,555	93.32%	83.04%	79.11%	100,765	1,135,454	1,016,481
COMMUNITY SERVICES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INSTRUCTIONAL SUPPORT	434,199	559,543	654,376	633,227	632,257	22,119	96.62%	81.52%	98.32%	176,095	456,162	426,912
PUPIL SUPPORT SERVICES	669,017	994,887	1,053,374	1,097,664	971,509	81,866	92.23%	88.51%	87.68%	90,958	880,550	586,610
FACILITIES	1,330,337	1,576,339	1,907,513	1,961,095	1,723,098	184,415	90.33%	78.63%	85.86%	483,689	1,239,409	1,142,162
OTHER FINANCING USES	81,389	90,882	164,052	141,869	141,471	22,581	86.24%	159.51%	224.93%	(3,499)	144,970	183,065
TOTALS	9,502,937	10,823,914	10,733,060	11,738,072	10,062,255	670,805	93.75%	83.07%	81.78%	1,070,922	8,991,333	7,771,537

REVENUES & EXPENDITURES

Revenues are 797K ahead of where we were in FY22

- Primarily from biennium increase
- Additional ADM's
- This is less the 10% holdback

Expenditures are 1.07M ahead of FY22 Pace

- Primarily due to early purchases of Capital Equipment & Salary and Benefit increases.
- Purchased services are up due to staff coverage

JUNE FINANCIAL HIGHLIGHT: COMPENSATORY FUNDING

- Compensatory Revenue is a State funded program to support the school district in educating students who do not meet performance standards appropriate for their age.
- Compensatory revenue is derived from:
 - 1 - The number of students qualifying for free or reduced price lunch
 - 2 - The concentrations of the qualifying students at a school site
- Calculations of compensatory education revenue do not reflect districts' current student counts. Further, determining student eligibility for free or reduced price lunch requires school districts to collect income forms from families, but not all families submit the forms. This results in an undercount of student who could potentially generate compensatory revenue.

JUNE FINANCIAL HIGHLIGHT: COMPENSATORY FUNDING

- The only determining factor we have control over when it comes to Compensatory Revenue we receive is Supplemental Nutrition Assistance program otherwise referred to as “Free and Reduced Applications.”
- Thus the importance of collecting free and reduced forms from all students regardless of economic status to ensure we receive the correct amount of funding to serve Royalton students

JUNE FINANCIAL HIGHLIGHT: COMPENSATORY FUNDING

Royalton Historical Compensatory Data last 10 Years

<u>Year</u>	<u>Percentage F/R</u>	
2022-23	30.4%	\$133,673(Est.)
2021-22	20.28%	\$126,908
2020-21	21.66%	\$145,262
2019-20	22.48%	\$190,997
2018-19	28.09%	\$175,027
2017-18	26.94%	\$165,261
2016-17	26.17%	\$209,852
2015-16	29.83%	\$250,227
2014-15	29.81%	\$236,733
2013-14	31.7 %	\$270,984



Thank you!

Regular Meeting

Monday, May 22, 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

Meeting called to order at 6:09pm

2. Pledge to Flag

3. Roll Call

4. Board Chair Comments

5. Approval of Agenda

Motion to Approve 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. Appreciation, Recognition and Presentations

Many people were recognized: Students of the
Month - Joseph Achen, Ava Schoenrock, Connor
Carlson, Ashley Knettel, Connor Carlson, Ava
Schoenrock, Mya Yourczek, James Vannurden,
Morgan Duevel and Nola Blais. Sourcewell
Students of Character - Cylie Brezinka and
Ashton Oldakowski. Spelling Bee first place
honors - William Rausch. Speech to State -
Brooke Wenner and Nate Moga. Math Masters -
Caleb Schneider, Blake Roering, Amelie Nelson,
Jackson Kasella, Emmitt Paulson, Will
Marschel, Gabriel Zimmerman, Ronin Jace
Walker, Teddy Ruley and Ewan Larson.
Retirements: Phil Gurbada, Randy Thielges,

Cheri Ploof and Pat Sobania. Valedictorian - Connor Carlson, Co-Salutatorians - Ava Schoenrock and Sofia Conrad. Sourcewell Educator of Excellence Award - Aaron Meier and Shari Menden.

7. Recognition of Citizens for Input Purposes

8. Reports/News

8.a. Board Committee Report

8.b. Superintendent Report

8.c. Business Manager Report

8.d. Principal Report

8.e. Athletic Director

9. Consent Agenda Approval

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

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

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

9.a. Approval of Regular Board Meeting Minutes 04.24.23

9.b. Approval of Work Session Meeting Minutes 5.11.23

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

9.d. Approval of Resignations

9.e. Approval of New Hires

10. Discussion/Information/Action Items

10.a. FY24 Budget Review

10.b. Track and Field/Building Updates

10.c. Band Cruise Discussion

10.d. Approval of Security Updates

Motion to Approve Security Updates shown in slide #14 with the option of #1. Rekey outside doors (40 doors) for \$15,000 and option #2. Door Access Server and Software - ICT System for \$73,372.21 using General Fund dollars. 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

There was a first and second motion to use Safe School Fund dollars on slide #14 with the option of #1. Rekey outside doors (40 doors) for \$15,000 and option #2. Door Access Server and Software - ICT System for \$73,372.21. This was amended and after more discussion, the motion was changed to use the General Fund dollars on slide #14 with the option of #1. Rekey outside doors (40 doors) for \$15,000 and option #2. Door Access Server and Software - ICT System for \$73,372.21.

10.e. Approval of Sale of Aging Equipment

Motion to Approve the Sale of Aging Equipment. This motion, made by Tyra Baumann and seconded by Maria Traut, Passed.

Tyra
Baumann: Yea

Lucas
Boyd: Yea

Randy
Hackett: Yea

Rian
Hofstad: Yea

Angela
Roering: Yea

Maria Yea
Traut:
Yea: 6, Nay: 0

10.f. Approval of Graduation Calendar Date
Change

Motion to Approve Graduation Date Change
from Friday, May 24, 2024 to Thursday, May
23, 2024 and move a No School day from May
10, 2024 to May 24, 2024. This motion, made
by Tyra Baumann and seconded by Angela
Roering, Passed.

Tyra
Baumann: Yea

Lucas Yea
Boyd:

Randy
Hackett: Yea

Rian
Hofstad: Yea

Angela
Roering: Yea

Maria Yea
Traut:
Yea: 6, Nay: 0

10.g. Approval of Donations by Resolution

Motion to Approve Donations by Resolution.
This motion, made by Maria Traut and
seconded by Randy Hackett, Passed.

Tyra
Baumann: Abstain (With Conflict)

Lucas Yea
Boyd:

Randy
Hackett: Yea

Rian
Hofstad: Yea

Angela
Roering: Yea

Maria
Traut: Yea

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

10.h. Policy Reading

10.h.1. First Policy Reading

10.h.2. Second Policy Reading

10.h.3. Approval of Second Policy Reading

(final reading due to minor changes)

Motion to Approve Second Policy
Readings due to minor changes, 601 -
School District and Curriculum and
Instructional Goals, 806 - Crisis
Management Policy. This motion, made by
Maria Traut and seconded by Tyra
Baumann, Passed.

Tyra
Baum
ann: Yea

Luca
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Boyd Yea
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Rand
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Hack Yea
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Rian
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tad: Yea

Ange
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Roer Yea
ing:

Mari
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Trau Yea
t:

Yea: 6, Nay: 0

10.h.4. Approval of Third Policy Readings

Motion to Approve the Third Policy
Readings, 514 - Bullying Prohibition
Policy, 515 - Protection and Privacy of
Pupil Records, 521 - Student Disability
Nondiscrimination, 531 - The Pledge of

Allegiance. This motion, made by Tyra Baumann and seconded by Maria Traut, Passed.

Tyra
Baumann: Yea

Luca
s
Boyd: Yea
:

Randy
Hackett: Yea

Rian
Hofstad: Yea

Angela
Roering: Yea

Maria
Traut: Yea

Yea: 6, Nay: 0

11. Upcoming Meeting Schedule

12. Closed session pursuant to Minnesota Statutes section 13D.05, subdivision 3(b).

Motion to close the regular meeting at 8:32pm. This motion, made by Randy Hackett and seconded by Rian Hofstad, Passed.

Tyra
Baumann: Yea

Lucas Boyd: Yea

Randy
Hackett: Yea

Rian
Hofstad: Yea

Angela
Roering: Yea

Maria
Traut: Yea

Yea: 6, Nay: 0

Motion to open the closed meeting at 8:40pm. This motion, made by Tyra Baumann 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

Motion to close the closed meeting at 9:02pm.
This motion, made by Randy Hackett and
seconded by Tyra Baumann, Passed.

Tyra
Baumann: Yea
Lucas Boyd: Yea

Randy
Hackett: Yea

Rian
Hofstad: Yea

Angela
Roering: Yea

Maria
Traut: Yea

Yea: 6, Nay: 0

Motion to open the regular meeting at 9:03pm.
This motion, made by Tyra Baumann 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

People present: Rian Hofstad, Angela Roering,
Maria Traut, Lucas Boyd, Tyra Baumann, Randy
Hackett, Zach Cronin, Amy Krueger, Michelle
Brezinka, and Kristine Wehrkamp Herman.

13. Official action following closed session, if any.

14. Closed Meeting for Negotiation Strategies as permitted by MN Statute Section 13D.03
Motion to close the regular meeting at 9:06pm.
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

Motion to open the closed meeting at 9:06pm.
This motion, made by Tyra Baumann 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

Motion to close the closed meeting at 9:46pm.
This motion, made by Rian Hofstad and seconded by Tyra Baumann, Passed.

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

Motion to open the regular meeting at 9:47pm.
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

People present: Rian Hofstad, Angela Roering,
Maria Traut, Lucas Boyd, Tyra Baumann, Randy
Hackett, Amy Krueger, Michelle Brezinka, and
Kristine Wehrkamp Herman.

15. **Adjournment**

The meeting was adjourned at 9:47pm. 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

Special Meeting

Monday, June 5, 2023 5:00 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. Roll Call

4. Approval of Agenda

Approval of Agenda. 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

5. Consideration of approving Juneteenth as a paid holiday for those employees regularly scheduled to work on that date in light of the recent amendment to State statute recognizing Juneteenth as a state holiday

Motion to Approve Juneteenth as a paid holiday for those employees regularly scheduled to work on that date in light of the recent amendment to State statute recognizing Juneteenth as a state holiday. This motion, made by Rian Hofstad and seconded by Tyra Baumann, Passed.

Tyra Baumann: Yea

Lucas Boyd: Yea

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

6. **Adjournment**

The meeting was adjourned at 5:05pm. 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

Board Secretary

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

ROYALTON | May 31, 2023

REVENUE CATEGORIES			Revised Budget	Projected End Of Year	Received YTD	Budget Remaining	May 31, 2023	May 31, 2022	May 31, 2021	Current YTD vs. PYTD	May 31, 2022	May 31, 2021
	June 30, 2021	June 30, 2022					% of Budget Received	% of Actuals Received	% of Actuals Received			
STATE	8,485,614	8,706,214	9,107,832	9,460,728	8,258,079	849,753	90.67%	95.45%	85.35%	(51,642)	8,309,721	7,242,432
FEDERAL	562,863	740,079	645,072	832,961	692,715	(47,642)	107.39%	75.96%	92.55%	130,553	562,162	520,940
PROPERTY TAXES	707,849	921,774	670,365	170,080	0	670,365	0.00%	0.18%	92.01%	(1,643)	1,643	651,309
LOCAL SALES, INS RECOVERY & JUDGEMENTS	16,885	41,182	90,384	76,281	90,303	81	99.91%	126.43%	93.13%	38,236	52,067	15,725
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	703,005	1,042,822	998,038	(295,033)	141.97%	95.42%	98.75%	681,553	316,486	191,383
TOTALS	9,967,018	10,740,921	11,216,658	11,582,872	10,039,134	1,177,523	89.50%	86.05%	86.50%	797,055	9,242,079	8,621,789

EXPENDITURES (OBJECT SERIES)			Revised Budget	Projected End Of Year	Expended YTD	Budget Remaining	May 31, 2023	May 31, 2022	May 31, 2021	Current YTD vs. PYTD	May 31, 2022	May 31, 2021
	June 30, 2021	June 30, 2022					% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
SALARIES & WAGES	5,756,121	6,082,205	5,832,316	6,182,897	5,144,832	687,484	88.21%	80.68%	80.27%	237,610	4,907,222	4,620,379
EMPLOYEE BENEFITS	1,609,710	1,683,469	1,608,662	1,748,000	1,457,090	151,571	90.58%	82.10%	80.25%	74,946	1,382,144	1,291,832
PURCHASED SERVICES	1,135,091	1,620,551	1,634,416	2,015,650	1,743,082	(108,666)	106.65%	85.35%	82.36%	359,881	1,383,201	934,897
SUPPLIES	476,459	867,155	847,316	935,767	845,645	1,671	99.80%	80.84%	86.30%	144,661	700,984	411,161
EQUIPMENT	449,049	527,519	798,667	825,243	840,409	(41,742)	105.23%	109.08%	104.29%	264,991	575,417	468,328
DEBT SERVICE	0	0	734	61	0	734	0.00%	0.00%	0.00%	0	0	0
OTHER EXPENDITURES	76,507	43,014	10,950	30,454	31,198	(20,248)	284.91%	98.49%	58.74%	(11,166)	42,364	44,939
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	10,733,060	11,738,072	10,062,255	670,805	93.75%	83.07%	81.78%	1,070,922	8,991,333	7,771,537

EXPENDITURES (PROGRAM SERIES)			Revised Budget	Projected End Of Year	Expended YTD	Budget Remaining	May 31, 2023	May 31, 2022	May 31, 2021	Current YTD vs. PYTD	May 31, 2022	May 31, 2021
	June 30, 2021	June 30, 2022					% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
SITE ADMINISTRATION	361,675	397,922	450,318	450,843	394,404	55,914	87.58%	90.59%	82.60%	33,907	360,496	298,741
DISTRICT ADMINISTRATION	232,642	263,764	310,022	289,175	253,368	56,654	81.73%	94.97%	87.39%	2,884	250,484	203,298
SUPPORT SERVICES	347,394	395,362	375,073	413,182	373,781	1,292	99.66%	90.34%	87.15%	16,608	357,173	302,758
REGULAR INSTRUCTION	4,252,393	4,435,760	3,943,013	4,368,767	3,549,101	393,912	90.01%	79.71%	76.16%	13,210	3,535,891	3,238,743
EXTRA-CURRICULAR ACTIVITES	422,966	537,657	348,683	646,570	597,405	(248,722)	171.33%	88.24%	71.98%	122,984	474,420	304,449
VOCATIONAL INSTRUCTION	86,044	204,454	201,862	231,210	189,644	12,218	93.95%	76.46%	79.40%	33,320	156,324	68,319
SPECIAL EDUCATION	1,284,881	1,367,343	1,324,774	1,504,470	1,236,219	88,555	93.32%	83.04%	79.11%	100,765	1,135,454	1,016,481
COMMUNITY SERVICES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INSTRUCTIONAL SUPPORT	434,199	559,543	654,376	633,227	632,257	22,119	96.62%	81.52%	98.32%	176,095	456,162	426,912
PUPIL SUPPORT SERVICES	669,017	994,887	1,053,374	1,097,664	971,509	81,866	92.23%	88.51%	87.68%	90,958	880,550	586,610
FACILITIES	1,330,337	1,576,339	1,907,513	1,961,095	1,723,098	184,415	90.33%	78.63%	85.86%	483,689	1,239,409	1,142,162
OTHER FINANCING USES	81,389	90,882	164,052	141,869	141,471	22,581	86.24%	159.51%	224.93%	(3,499)	144,970	183,065
TOTALS	9,502,937	10,823,914	10,733,060	11,738,072	10,062,255	670,805	93.75%	83.07%	81.78%	1,070,922	8,991,333	7,771,537

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

ROYALTON | May 31, 2023

ACTIVITY - OTHER FUNDS			2023 2022 2021							Current YTD vs. PYTD	May 31, 2022	May 31, 2021
	June 30, 2021	June 30, 2022	Revised Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received			
REVENUE												
FOOD SERVICE	428,281	740,391	528,185	623,318	578,508	(50,323)	109.53%	87.42%	82.57%	(68,756)	647,264	353,623
COMMUNITY EDUCATION	273,184	455,861	404,179	436,225	407,038	(2,859)	100.71%	80.61%	87.42%	39,560	367,478	238,829
CONSTRUCTION	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
DEBT SERVICE	2,023,346	1,971,085	2,010,909	1,817,764	1,425,802	585,107	70.90%	34.80%	95.66%	739,897	685,905	1,935,532
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	2,943,274	2,877,306	2,411,348	531,926	81.93%	53.69%	92.78%	710,700	1,700,648	2,527,984
EXPENDITURES			2023 2022 2021							Current YTD vs. PYTD	May 31, 2022	May 31, 2021
	June 30, 2021	June 30, 2022	Revised Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
FOOD SERVICE	416,624	576,854	558,930	623,556	575,662	(16,732)	102.99%	88.48%	86.29%	65,257	510,404	359,515
COMMUNITY EDUCATION	229,675	370,907	380,606	434,448	365,643	14,963	96.07%	85.89%	92.15%	47,055	318,587	211,648
CONSTRUCTION	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
DEBT SERVICE	2,023,983	2,015,883	2,020,608	2,020,583	2,020,583	25	100.00%	100.00%	100.00%	4,700	2,015,883	2,023,983
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	2,960,144	3,078,586	2,961,887	(1,743)	100.06%	95.99%	97.19%	117,013	2,844,874	2,595,145
SUMMARY - ALL FUNDS			2023 2022 2021							Current YTD vs. PYTD	May 31, 2022	May 31, 2021
	June 30, 2021	June 30, 2022	Revised Budget	Projected End Of Year	YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
SUMMARY												
REVENUE	12,691,829	13,908,258	14,159,931	14,460,178	12,450,482	1,709,449	87.93%	78.68%	87.85%	1,507,756	10,942,726	11,149,774
EXPENDITURES	12,173,218	13,787,557	13,693,204	14,816,657	13,024,142	669,062	95.11%	85.85%	85.16%	1,187,935	11,836,207	10,366,683
SPENDING VARIANCE	518,611	120,700	466,727	(356,480)	(573,660)	N/A	N/A	N/A	N/A	319,821	(893,481)	783,091

GENERAL FUND - REVENUE SUMMARY

ROYALTON | May 31, 2023



DESCRIPTION	June 30,	June 30,	Revised Budget	Projected End Of Year	Revenue YTD	Budget Remaining	May 31,	May 31,	May 31,	Current YTD vs. Prior YTD	May 31, 2022	May 31, 2021
	2021	2022					2023	2022	2021			
LOCAL REVENUES												
001 PROPERTY TAX LEVY, GENERAL	683,144	909,943	644,245	160,547	0	644,245	0.00%	0.00%	93.28%	0	0	637,252
004 MUNICIPAL/TAX INCR FINANCE	1,121	0	0	0	0	0	0.00%	0.00%	100.00%	0	0	1,121
010 COUNTY APPORTIONMENT	14,687	13,607	26,120	9,532	0	26,120	0.00%	0.00%	78.13%	0	0	11,475
019 MISC TAX REV PAID BY COUNTY	8,897	(1,777)	0	0	0	0	0.00%	-92.49%	16.43%	(1,643)	1,643	1,461
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	910	2,865	2,819	(1,909)	309.79%	89.79%	100.00%	(38)	2,858	954
060 ADMISSIONS & STUDENT ACTIVITY REV	57,453	102,135	148,867	237,195	232,690	(83,823)	156.31%	99.09%	104.31%	131,480	101,210	59,930
071 MA REV/DEPT OF HUMAN SVCS	25,151	11,103	15,000	18,018	17,031	(2,031)	113.54%	100.00%	100.00%	5,928	11,103	25,151
092 INTEREST EARNINGS	2,663	4,828	90,080	131,876	122,884	(32,804)	136.42%	116.98%	131.83%	117,237	5,647	3,510
096 GIFTS AND BEQUESTS	12,829	51,565	17,963	24,046	23,650	(5,687)	131.66%	101.70%	102.14%	(28,790)	52,441	13,103
099 MISC REV FROM LOCAL SOURCES	94,756	158,859	430,185	628,823	598,963	(168,778)	139.23%	90.16%	93.64%	455,736	143,228	88,735
Total LOCAL REVENUES	901,656	1,253,446	1,373,370	1,212,902	998,038	375,332	72.67%	25.38%	93.46%	679,909	318,129	842,692
TUITION AND REIMBURSEMENTS FROM MINNESOTA SCHOOL DIST												
021 TUITION AND REIMBURSEMENTS FROM MINNESOTA SCHOOL DIST	0	0	0	154,826	154,826	(154,826)	0.00%	0.00%	0.00%	154,826	0	0
Total TUITION AND REIMBURSEMENTS FROM MINNESOTA SCHOOL	0	0	0	154,826	154,826	(154,826)	0.00%	0.00%	0.00%	154,826	0	0
STATE REVENUES												
201 ENDOWMENT FUND APPORTIONMENT	40,032	38,256	41,614	43,794	43,794	(2,180)	105.24%	100.00%	100.00%	5,538	38,256	40,032
211 GENERAL EDUCATION AID	7,628,396	7,614,525	8,033,291	8,147,993	7,144,175	889,116	88.93%	98.43%	85.78%	(351,147)	7,495,322	6,543,352
212 LITERACY INCENTIVE AID	49,322	43,678	49,267	65,414	43,034	6,232	87.35%	0.36%	0.00%	42,879	156	0
213 SHARED TIME AID	0	0	4,239	4,592	4,239	0	100.00%	0.00%	0.00%	4,239	0	0
227 ABATEMENT AID	164	599	259	319	219	40	84.49%	9.35%	90.00%	163	56	147
229 DISPARITY REDUCTION AID	20	21	28	140	137	(109)	490.20%	90.02%	90.02%	119	19	18
234 AGRICULTURE MARKET VALUE CR	3,425	3,197	4,343	21,712	21,278	(16,936)	489.98%	90.00%	90.00%	18,401	2,877	3,082
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	23,690	28,626	28,387	(4,697)	119.83%	90.07%	77.23%	15,791	12,596	9,763
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	123,619	220,200	209,822	(86,203)	169.73%	73.40%	91.20%	112,388	97,434	92,123
360 STATE AID FOR SPECIAL EDUCATION	613,046	854,209	820,333	844,190	681,547	138,786	83.08%	77.03%	89.09%	23,539	658,008	546,154
370 OTHER, MN DEPT OF EDUCATION	7,759	4,998	7,150	9,453	7,150	0	100.00%	100.00%	100.00%	2,152	4,998	7,759
397 TRA & PERA SPEC SITUATIONS PENSION	29,793	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
Total STATE REVENUES	8,485,614	8,706,214	9,107,832	9,460,728	8,258,079	849,753	90.67%	95.45%	85.35%	(51,642)	8,309,721	7,242,432
FEDERAL REVENUES RECEIVED FROM STATE												
400 FEDERAL AID/MDE (REQUIRES FIN)	522,818	629,401	644,444	729,620	588,087	56,358	91.25%	71.73%	95.16%	136,603	451,484	497,522
405 FEDERAL AID THRU OTHER AGENCY	40,045	0	628	(660)	628	0	100.00%	0.00%	58.48%	628	0	23,418
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	645,072	728,961	588,715	56,358	91.26%	71.73%	92.55%	137,231	451,484	520,940
FEDERAL REVENUES RECEIVED FROM FED SOURCES												
500 DIRECT FEDERAL AID (REQUIRES FIN)	0	110,678	0	104,000	104,000	(104,000)	0.00%	100.00%	0.00%	(6,678)	110,678	0
Total FEDERAL REVENUES RECEIVED FROM FED SOURCES	0	110,678	0	104,000	104,000	(104,000)	0.00%	100.00%	0.00%	(6,678)	110,678	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)	1,120	1,536	1,536	(416)	137.14%	100.00%	100.00%	5,115	(3,579)	900
620 SALES/REV PRODUCING ACTIVITIES	15,985	44,761	86,264	73,745	87,767	(1,503)	101.74%	124.32%	92.74%	32,121	55,646	14,825
622 SALES OF MATERIALS (NET OF TX)	0	0	3,000	1,000	1,000	2,000	33.33%	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	26	0	0	0.00%	0.00%	0.00%	0	0	0
Total LOCAL SALES, INSURANCE RECOVERY, AND JUDGEMENTS	16,885	41,182	90,384	76,281	90,303	81	99.91%	126.43%	93.13%	38,236	52,067	15,725
GENERAL FUND TOTAL	9,967,018	10,740,921	11,216,658	11,737,698	10,193,960	1,022,697	90.88%	86.05%	86.50%	951,882	9,242,079	8,621,789

GENERAL FUND - EXPENDITURES BY ORG CODE

ROYALTON | May 31, 2023



DESCRIPTION	June 30, 2021	June 30, 2022	Revised Budget	Projected End Of Year	Expenses YTD	Budget Remaining	May 31, 2023	May 31, 2022	May 31, 2021	Current YTD vs. Prior YTD	May 31, 2022	May 31, 2021
							% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
005 DISTRICT WIDE	2,322,751	2,883,142	3,670,741	3,722,604	3,356,761	313,980	91.45%	85.69%	92.25%	886289.69	2,470,471	2,142,851
010 BUDGETED LEARNING SITE	3,332,799	3,529,049	3,249,609	3,471,544	2,850,282	399,327	87.71%	82.12%	78.70%	(47,621)	2,897,903	2,622,857
020 BUDGETED LEARNING SITE	2,830,935	3,381,377	2,849,028	3,458,634	2,968,872	(119,844)	104.21%	83.35%	77.93%	150,624	2,818,248	2,206,265
050 BUDGETED LEARNING SITE	1,016,300	1,028,461	961,107	1,081,612	883,845	77,262	91.96%	78.06%	78.66%	81,018	802,826	799,412
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	2,575	3,678	2,496	79	96.94%	100.00%	100.00%	612	1,885	152
GENERAL FUND TOTAL - ALL SITES	9,502,937	10,823,914	10,733,060	11,738,072	10,062,255	670,805	93.75%	83.07%	81.78%	1,070,922	8,991,333	7,771,537

GENERAL FUND - EXPENDITURES BY OBJECT CODE

ROYALTON | May 31, 2023



DESCRIPTION	June 30, 2021	June 30, 2022	Revised Budget	Projected End Of Year	Expenses YTD	Budget Remaining	May 31, 2023	May 31, 2022	May 31, 2021	Current YTD vs. Prior YTD	May 31, 2022	May 31, 2021
							% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
110 ADMINISTRATION/SUPERVISION	494,579	453,804	488,194	458,373	409,552	78,642	83.89%	91.95%	87.14%	(7,726)	417,278	430,983
140 LICENSED CLASSROOM TEACHER	3,168,745	3,216,179	2,788,522	3,175,090	2,483,627	304,895	89.07%	74.88%	75.28%	75,404	2,408,223	2,385,439
141 NON,LIC CLASSROOM PERSONNEL	167,260	191,628	215,347	210,432	191,339	24,008	88.85%	87.84%	92.94%	23,017	168,322	155,449
143 LICENSED INSTRUCTIONAL SUPPORT	0	37,098	42,000	39,696	28,694	13,306	68.32%	73.80%	0.00%	1,314	27,380	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	162,594	144,357	125,984	36,610	77.48%	76.25%	86.51%	21,084	104,900	72,098
146 SUBSTITUTE NON,LIC CLASSROOM	4,881	13,983	26,180	30,186	27,964	(1,784)	106.82%	92.75%	98.52%	14,995	12,969	4,808
154 SCHOOL NURSE	6,290	67,272	69,755	63,762	59,435	10,319	85.21%	93.45%	100.00%	(3,428)	62,863	6,290
155 LICENSED NURSING SERVICES	48,731	1,490	1,590	1,831	1,748	(158)	109.96%	100.00%	96.00%	258	1,490	46,782
156 SOCIAL WORKER	83,847	87,199	82,147	92,830	72,926	9,221	88.78%	74.80%	75.00%	7,704	65,222	62,885
161 CERTIFIED PARA/PCA	241,451	213,709	234,170	240,938	229,021	5,149	97.80%	99.78%	93.49%	15,793	213,228	225,739
162 CERTIFIED ONE ON ONE PARA	17,773	76,950	75,181	76,245	72,187	2,994	96.02%	94.28%	93.37%	(365)	72,552	16,594
165 SCHOOL COUNSELOR	70,270	72,636	60,301	70,559	55,431	4,870	91.92%	74.59%	75.00%	1,254	54,177	52,702
170 NON,INSTRUCTIONAL SUPPORT	1,015,964	1,111,723	1,243,466	1,184,265	1,067,703	175,763	85.87%	89.31%	89.98%	74,829	992,874	914,134
185 OTHER LICENSED/CERTIFIED SALARY	151,445	152,888	157,636	184,696	153,887	3,749	97.62%	79.28%	78.32%	32,678	121,210	118,616
186 OTHER NON LICENSED SALARY	104,996	168,469	136,419	155,121	132,792	3,627	97.34%	84.91%	69.33%	(10,254)	143,046	72,795
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	48,815	54,515	32,542	16,273	66.66%	52.12%	57.03%	(8,948)	41,490	55,063
TOTAL SALARIES AND WAGES	5,756,121	6,082,205	5,832,316	6,182,897	5,144,832	687,484	88.21%	80.68%	80.27%	237,610	4,907,222	4,620,379
EMPLOYEE BENEFITS												
210 FICA/MEDICARE	418,893	438,318	407,537	447,207	371,047	36,491	91.05%	80.84%	79.02%	16,703	354,343	331,012
214 PERA	120,209	131,655	141,590	140,049	129,341	12,249	91.35%	90.62%	89.43%	10,031	119,310	107,504
218 TRA	305,379	329,502	286,752	331,233	264,287	22,465	92.17%	76.01%	76.73%	13,831	250,455	234,316
220 HEALTH INSURANCE	517,198	552,020	558,556	628,560	512,352	46,204	91.73%	81.00%	76.66%	65,213	447,139	396,488
230 LIFE INSURANCE	11,686	24,839	10,858	11,523	9,806	1,051	90.32%	92.29%	77.69%	(13,118)	22,924	9,079
240 LONG TERM DISABILITY INSURANCE	20,364	19,101	20,472	21,614	17,426	3,045	85.12%	80.96%	75.19%	1,962	15,464	15,312
250 TSA/DEFERRED COMP	61,598	77,836	73,896	78,416	76,359	(2,463)	103.33%	89.96%	99.51%	6,342	70,018	61,298
251 TAX ADVANTAGE EMPLOYER HLTH AF	30,094	35,406	36,750	41,208	28,306	8,444	77.02%	62.58%	62.49%	6,150	22,156	18,805
270 WORKERS COMPENSATION	91,981	49,865	72,218	48,145	48,145	24,073	66.67%	111.11%	111.41%	(7,259)	55,404	102,476
280 UNEMPLOYMENT COMPENSATION	0	3,527	33	45	21	12	63.00%	100.00%	0.00%	(3,506)	3,527	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	0	0	0	0	0.00%	100.00%	48.11%	(21,403)	21,403	15,541
TOTAL EMPLOYEE BENEFITS	1,609,710	1,683,469	1,608,662	1,748,000	1,457,090	151,571	90.58%	82.10%	80.25%	74,946	1,382,144	1,291,832
PURCHASED SERVICES												
303 FEDERAL SUBAWARD <=\$25,000	0	0	25,000	2,083	0	25,000	0.00%	0.00%	0.00%	0	0	0
304 FEDERAL SUBAWARD >\$25,000	0	0	5,000	417	0	5,000	0.00%	0.00%	0.00%	0	0	0
305 CONSULTING FEES/FEES FOR SERVIC	221,039	370,018	341,783	365,994	329,958	11,825	96.54%	89.81%	90.02%	(2,336)	332,295	198,978
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	1,500	1,979	1,838	(338)	122.50%	100.00%	84.70%	(4,428)	6,265	10,913
320 COMMUNICATION SERVICES	24,633	23,527	20,000	19,096	17,262	2,738	86.31%	92.66%	96.40%	(4,537)	21,799	23,745
329 POSTAGE & PARCEL SERVICES	2,848	3,845	3,150	5,339	4,493	(1,343)	142.64%	73.99%	27.28%	1,648	2,845	777
330 UTILITY SERVICES	150,181	202,030	224,000	265,337	236,384	(12,384)	105.53%	83.08%	80.52%	68,534	167,850	120,927
340 INSURANCE	83,935	94,727	94,954	110,798	110,798	(15,844)	116.69%	100.00%	100.00%	16,071	94,727	83,935
350 REPAIRS & MAINTENANCE	138,068	380,679	425,708	488,235	403,777	21,931	94.85%	75.60%	89.89%	115,968	287,810	124,109
360 TRANSPORT CONTR <=\$25,000	3,209	1,700	4,155	7,890	7,226	(3,071)	173.90%	50.00%	73.52%	6,376	850	2,359
362 MENTAL HLTH PRACTITIONER <=\$2500	0	859	0	16,234	16,234	(16,234)	0.00%	0.00%	0.00%	16,234	0	0
365 INTERDEPART TRANSPORT (CHGBK)	(317)	0	(13,249)	291	1,395	(14,644)	-10.53%	0.00%	0.00%	1,395	0	0
366 TRAVEL CONVENTIONS/CONFERENCE	14,572	20,517	11,322	23,219	22,255	(10,933)	196.56%	93.78%	91.62%	3,014	19,241	13,351
369 ENTRY FEES/STUDENT TRAVEL ALLO	5,824	23,880	4,790	105,084	104,902	(100,112)	2190.03%	95.07%	59.23%	82,200	22,702	3,450
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 DISTF	48,386	40,737	40,500	25,150	2,184	38,316	5.39%	4.63%	0.31%	299	1,885	152
391 PYMT TO MN SCHOOL (COST SHARE)	93,915	111,523	141,000	194,359	178,456	(37,456)	126.56%	93.60%	88.25%	74,075	104,381	82,881
392 PAYMENTS FOR EDUCATIONAL PURP	0	0	575	615	567	8	98.61%	0.00%	0.00%	567	0	0
394 PYMT FOR ED TO OTHER AGENCY	120,073	120,346	132,136	130,912	104,583	27,553	79.15%	98.34%	85.30%	(13,761)	118,344	102,427
396 SPEC ED SALARY/OTHER DISTRICT	165,874	176,222	145,721	215,218	170,006	(24,285)	116.67%	91.07%	80.91%	9,525	160,481	134,211
397 SPEC ED BENEFITS/OTHER DISTRICT	37,126	43,677	26,371	37,401	30,763	(4,392)	116.66%	95.54%	88.03%	(10,964)	41,727	32,683

DESCRIPTION			Revised Budget	Projected End Of Year	Expenses YTD	Budget Remaining	May 31, 2023	May 31, 2022	May 31, 2021	Current YTD vs. Prior YTD	May 31, 2022	May 31, 2021
	June 30, 2021	June 30, 2022					% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
TOTAL PURCHASED SERVICES	1,135,091	1,620,551	1,634,416	2,015,650	1,743,082	(108,666)	106.65%	85.35%	82.36%	359,881	1,383,201	934,897
SUPPLIES												
401 SUPPLIES, NON INSTRUCTIONAL	220,744	321,904	432,850	483,940	427,134	5,716	98.68%	88.23%	76.44%	143,121	284,013	168,732
405 NON, INSTRUCTIONAL SOFTWARE LIC	12,333	6,954	21,875	20,512	12,650	9,225	57.83%	96.08%	63.45%	5,969	6,681	7,825
406 INSTRUCTIONAL SOFTWARE LICENSE	46,309	64,440	56,500	65,270	60,664	(4,164)	107.37%	100.00%	93.52%	(3,776)	64,440	43,309
430 SUPPLIES & MATERIALS NON INDIV IN	75,702	96,878	122,987	130,667	119,056	3,932	96.80%	97.54%	98.97%	24,561	94,494	74,925
433 SUPPLIES & MATERIALS INDIV INSTRU	27,698	18,235	18,004	18,905	18,795	(791)	104.39%	99.68%	95.95%	617	18,177	26,576
440 FUELS	88,494	192,325	185,000	203,383	195,079	(10,079)	105.45%	94.84%	96.37%	12,686	182,394	85,285
460 TEXTBOOKS	1,141	53,663	5,000	5,210	5,000	0	100.00%	87.35%	100.00%	(41,872)	46,872	1,141
461 STANDARDIZED TESTS	644	672	100	61	54	46	54.00%	100.00%	0.00%	(618)	672	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	4,500	5,279	4,700	(200)	104.45%	70.76%	99.21%	1,459	3,241	3,368
490 FOOD	0	0	500	2,539	2,513	(2,013)	502.58%	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	847,316	935,767	845,645	1,671	99.80%	80.84%	86.30%	144,661	700,984	411,161
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	311,692	355,984	330,067	(18,375)	105.90%	62.45%	100.00%	232,413	97,654	303,237
533 EQUIP SP ED DIRECT INSTRUCTION	0	0	129	97	86	43	66.50%	0.00%	0.00%	86	0	0
548 PUPIL TRANSPORT VEHICLES	0	89,346	108,725	108,690	108,690	36	99.97%	100.00%	0.00%	19,344	89,346	0
550 OTHER VEHICLES PURCHASED	0	0	54,000	58,398	53,898	102	99.81%	0.00%	0.00%	53,898	0	0
555 CAPITAL NONINSTR TECH HARDWARE	145,812	268,974	324,120	302,075	347,669	(23,548)	107.27%	139.63%	105.15%	(27,909)	375,577	153,319
560 PRIN ON LONG TERM TECH	0	12,519	0	0	0	0	0.00%	100.00%	0.00%	(12,519)	12,519	0
561 INT ON LONG TERM TECH	0	322	0	0	0	0	0.00%	100.00%	0.00%	(322)	322	0
580 PRINCIPAL ON CAPITAL LEASE	714	0	0	0	0	0	0.00%	0.00%	1439.00%	0	0	10,271
581 INTEREST ON CAPITAL LEASE	(714)	0	0	0	0	0	0.00%	0.00%	-210.17%	0	0	1,500
TOTAL SUPPLIES & EQUIPMENT	449,049	527,519	798,667	825,243	840,409	(41,742)	105.23%	109.08%	104.29%	264,991	575,417	468,328
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
740 LOANS, INTEREST	0	0	734	61	0	734	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	734	61	0	734	0.00%	0.00%	0.00%	0	0	0
OTHER EXPENDITURES												
820 DUES, MEMBERSHIP, LICENSE, FEES	31,222	28,693	24,550	29,464	28,216	(3,666)	114.93%	99.30%	98.45%	(277)	28,493	30,739
891 TRA & PERA SPEC SITUATION PENSIO	29,793	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
895 FED/NONPUBLIC INDIRECT (CHGBK)	(4)	0	(28,500)	(2,375)	0	(28,500)	0.00%	0.00%	0.00%	0	0	0
898 SCHOLARSHIPS	15,497	14,321	14,900	3,365	2,982	11,918	20.01%	96.86%	91.63%	(10,889)	13,871	14,200
TOTAL OTHER EXPENDITURES	76,507	43,014	10,950	30,454	31,198	(20,248)	284.91%	98.49%	58.74%	(11,166)	42,364	44,939
GENERAL FUND TOTAL	9,502,937	10,823,914	10,733,060	11,738,072	10,062,255	670,805	93.75%	83.07%	81.78%	1,070,922	8,991,333	7,771,537

ROYALTON
Budget / Fund Balance Overview (BUDGET)

Revised Budget

General Fund - 01	Beginning Fund Balance	Revenues	Expenditures	Transfers	End of Year Proj. Balance	Net Increase or Decrease
422 Unassigned Fund Balance	1,901,870 <i>17.57%</i>	9,954,893	9,593,582	-	2,263,181 <i>21.09%</i>	361,311
Restricted						
401 Student Activities	194,638	182,418	-	-	377,056	182,418
402 Scholarships	33,053	-	13,100	-	19,953	(13,100)
403 Staff Development	121,768	142,394	47,966	-	216,196	94,428
405 Deferred Maintenance	-	-	-	-	-	-
406 Health & Safety	-	-	-	-	-	-
407 Capital Projects Levy	-	-	-	-	-	-
408 Cooperative Programs	-	-	-	-	-	-
413 Building Projects Funded by COP/LP	-	-	-	-	-	-
414 Operating Debt	-	-	-	-	-	-
416 Levy Reduction	-	-	-	-	-	-
417 Excess Taconite Building Maint Funds	-	-	-	-	-	-
424 Operating Capital	472,767	227,795	412,212	-	288,350	(184,417)
426 \$25 Taconite	-	-	-	-	-	-
427 Disabled Accessibility	-	-	-	-	-	-
428 Learning and Development	-	204,530	231,611	-	(27,081)	(27,081)
434 Area Learning Center	-	-	-	-	-	-
435 Contracted Alternative Programs	-	-	-	-	-	-
436 State-Approved Alt. Programs	-	-	-	-	-	-
438 Gifted and Talented	20,413	13,486	18,073	-	15,826	(4,587)
440 Teacher Development and Evaluation	-	-	-	-	-	-
441 Basic Skills Programs	-	133,673	142,064	-	(8,391)	(8,391)
448 Achievement and Integration Revenue	-	-	-	-	-	-
449 Safe Schools Levy	74,831	37,257	32,677	-	79,411	4,580
451 QZAB and QSCB Payments	-	-	-	-	-	-
452 Funded OPEB Liabilities not Held in Trust	-	-	-	-	-	-
453 Unfunded Severance and Retirement	-	-	-	-	-	-
459 Basic Skills Extended Time	16,134	-	-	-	16,134	-
464 Restricted	-	-	-	-	-	-
467 Long-Term Facilities Maint	67,509	305,212	241,725	-	130,996	63,487
472 Medical Assistance	108,568	15,000	50	-	123,518	14,950
475 Title VII - Impact Aid Funds	-	-	-	-	-	-
476 Payments in Lieu of Taxes	-	-	-	-	-	-
Subtotal Restricted	1,109,681	1,261,765	1,139,478	-	1,231,968	122,287
460 Nonspendable	83,000	-	-	-	83,000	-
Committed Funds						
418 Separation/Retirement Benefits	-	-	-	-	-	-
461 Committed	-	-	-	-	-	-
Committed - "detail"	-	-	-	-	-	-
Subtotal Committed - 418 & 461 & District Defined	-	-	-	-	-	-
Assigned Funds						
462 Assigned	270,000	-	-	-	270,000	-
Assigned - "detail"	-	-	-	-	-	-
Subtotal Assigned - 462	270,000	-	-	-	270,000	-
Total General Fund	3,364,551	11,216,658	10,733,060	-	3,848,149	483,598
Food Service Fund - 02						
460 Nonspendable	6,938	-	-	-	6,938	-
464 Restricted	167,544	528,185	558,930	-	136,799	(30,745)
463 Unassigned	-	-	-	-	-	-
Total Food Service	174,482	528,185	558,930	-	143,737	(30,745)
Community Services - 04						
460 Nonspendable	-	-	-	-	-	-
464 Restricted	31,122	2,295	-	-	33,417	2,295
Restricted / Reserved						
426 \$25 Taconite	-	-	-	-	-	-
431 Community Education	208,435	195,080	122,163	-	281,352	72,917
432 Early Childhood	42,208	33,977	17,600	-	58,585	16,377
440 Teacher Development	-	-	-	-	-	-
444 School Readiness	59,290	172,827	240,843	-	(8,726)	(68,016)
447 Adult Basic Education	-	-	-	-	-	-
452 Funded OPEB Liabilities	-	-	-	-	-	-
Restricted/Reserved - Subtotal	309,933	401,884	380,606	-	331,211	21,278
463 Unassigned	-	-	-	-	-	-

ROYALTON
Budget / Fund Balance Overview (BUDGET)

Revised Budget

	341,055	404,179	380,606	-	364,628	23,573
Total Community Education						
Construction - 06						
460 Nonspendable	-	-	-	-	-	-
Restricted/Reserved						
407 Capital Projects Levy	-	-	-	-	-	-
413 Building Projects	-	-	-	-	-	-
467 Long-Term Facilities Maint	-	-	-	-	-	-
475 Title VII - Impact Aid Funds	-	-	-	-	-	-
Restricted/Reserved - Subtotal	-	-	-	-	-	-
464 Restricted	-	-	-	-	-	-
463 Unassigned	-	-	-	-	-	-
Total Construction Fund	-	-	-	-	-	-
Debt Service - 07						
460 Nonspendable	-	-	-	-	-	-
Restricted/Reserved						
425 Bond Refunding	-	-	-	-	-	-
433 Maximum Effort Loan Aid	-	-	-	-	-	-
451 QZAB and QSCB Payments	-	-	-	-	-	-
Restricted/Reserved - Subtotal	-	-	-	-	-	-
464 Restricted	439,975	2,010,909	2,020,608	-	430,276	(9,699)
463 Unassigned	-	-	-	-	-	-
Total Debt Service Fund	439,975	2,010,909	2,020,608	-	430,276	(9,699)
Trust - 08	-	-	-	-	-	-
Custodial - 18						
Restricted/Reserved						
402 Scholarships	-	-	-	-	-	-
448 Achievement & Integration	-	-	-	-	-	-
401 Student Activities	-	-	-	-	-	-
Restricted/Reserved - Subtotal	-	-	-	-	-	-
464 Restricted	-	-	-	-	-	-
Total Custodial Fund	-	-	-	-	-	-
Internal Service Fund - 20	-	-	-	-	-	-
OPEB Revocable Trust - 25	-	-	-	-	-	-
OPEB Irrevocable Trust - 45	-	-	-	-	-	-
OPEB Debt Service - 47						
460 Non Spendable	-	-	-	-	-	-
Restricted/Reserved						
425 Bond Refundings	-	-	-	-	-	-
Restricted/Reserved - Subtotal	-	-	-	-	-	-
464 Restricted	-	-	-	-	-	-
463 Unassigned	-	-	-	-	-	-
Total OPEB Debt Service Fund	-	-	-	-	-	-
Total All Funds:	4,320,063	14,159,931	13,693,204	-	4,786,790	466,727

ROYALTON
Budget / Fund Balance Overview (Actuals + Projections)

Projected End of Year Results

General Fund - 01	Beginning				End of Year	Net Increase
	Fund Balance	Revenues	Expenditures	Transfers	Proj. Balance	or Decrease
422 Unassigned Fund Balance	1,901,870	10,908,226	10,290,269	-	2,519,828	617,958
	17.57%				21.47%	
Restricted						
401 Student Activities	194,638	248,592	220,925	-	222,305	27,667
402 Scholarships	33,053	2,250	2,137	-	33,166	113
403 Staff Development	121,768	17,793	52,846	-	86,715	(35,053)
405 Deferred Maintenance	-	-	-	-	-	-
406 Health & Safety	-	-	-	-	-	-
407 Capital Projects Levy	-	-	-	-	-	-
408 Cooperative Programs	-	-	-	-	-	-
413 Building Projects Funded by COP/LP	-	-	-	-	-	-
414 Operating Debt	-	-	-	-	-	-
416 Levy Reduction	-	-	-	-	-	-
417 Excess Taconite Building Maint Funds	-	-	-	-	-	-
424 Operating Capital	472,767	34,741	388,673	-	118,835	(353,932)
426 \$25 Taconite	-	-	-	-	-	-
427 Disabled Accessibility	-	-	-	-	-	-
428 Learning and Development	-	25,558	268,939	-	(243,382)	(243,382)
434 Area Learning Center	-	-	-	-	-	-
435 Contracted Alternative Programs	-	-	-	-	-	-
436 State-Approved Alt. Programs	-	-	-	-	-	-
438 Gifted and Talented	20,413	1,685	28,046	-	(5,947)	(26,360)
440 Teacher Development and Evaluation	-	-	-	-	-	-
441 Basic Skills Programs	-	16,703	159,631	-	(142,927)	(142,927)
448 Achievement and Integration Revenue	-	-	-	-	-	-
449 Safe Schools Levy	74,831	9,285	38,053	-	46,063	(28,768)
451 QZAB and QSCB Payments	-	-	-	-	-	-
452 Funded OPEB Liabilities not Held in Trust	-	-	-	-	-	-
453 Unfunded Severance and Retirement	-	-	-	-	-	-
459 Basic Skills Extended Time	16,134	-	-	-	16,134	-
464 Restricted	-	-	-	-	-	-
467 Long-Term Facilities Maint	67,509	454,847	288,506	-	233,850	166,341
472 Medical Assistance	108,568	18,018	48	-	126,537	17,969
475 Title VII - Impact Aid Funds	-	-	-	-	-	-
476 Payments in Lieu of Taxes	-	-	-	-	-	-
Subtotal Restricted	1,109,681	829,471	1,447,803	-	491,349	(618,332)
460 Nonspendable	83,000	-	-	-	83,000	-
Committed Funds						
418 Separation/Retirement Benefits	-	-	-	-	-	-
461 Committed	-	-	-	-	-	-
Committed - "detail"	-	-	-	-	-	-
Subtotal Committed - 418 & 461 & District Defined	-	-	-	-	-	-
Assigned Funds						
462 Assigned	270,000	-	-	-	270,000	-
Assigned - "detail"	-	-	-	-	-	-
Subtotal Assigned - 462	270,000	-	-	-	270,000	-
Total General Fund	3,364,551	11,737,698	11,738,072	-	3,364,177	(374)
Food Service Fund - 02						
460 Nonspendable	6,938	-	-	-	6,938	-
464 Restricted	167,544	623,318	623,556	-	167,306	(238)
463 Unassigned	-	-	-	-	-	-
Total Food Service	174,482	623,318	623,556	-	174,244	(238)
Community Services - 04						
460 Nonspendable	-	-	-	-	-	-
464 Restricted	31,122	1,996	-	-	33,118	1,996
Restricted / Reserved						
426 \$25 Taconite	-	-	-	-	-	-
431 Community Education	208,435	211,000	126,629	-	292,806	84,371
432 Early Childhood	42,208	21,234	30,502	-	32,940	(9,268)
440 Teacher Development	-	-	-	-	-	-
444 School Readiness	59,290	201,995	277,317	-	(16,032)	(75,322)
447 Adult Basic Education	-	-	-	-	-	-
452 Funded OPEB Liabilities	-	-	-	-	-	-
Restricted/Reserved - Subtotal	309,933	434,229	434,448	-	309,715	(218)
463 Unassigned	-	-	-	-	-	-

ROYALTON
Budget / Fund Balance Overview (Actuals + Projections)

Projected End of Year Results

	341,055	436,225	434,448	-	342,832	1,777
Total Community Education						
Construction - 06						
460 Nonspendable	-	-	-	-	-	-
Restricted/Reserved						
407 Capital Projects Levy	-	-	-	-	-	-
413 Building Projects	-	-	-	-	-	-
467 Long-Term Facilities Maint	-	-	-	-	-	-
475 Title VII - Impact Aid Funds	-	-	-	-	-	-
Restricted/Reserved - Subtotal	-	-	-	-	-	-
464 Restricted	-	-	-	-	-	-
463 Unassigned	-	-	-	-	-	-
Total Construction Fund	-	-	-	-	-	-
Debt Service - 07						
460 Nonspendable	-	-	-	-	-	-
Restricted/Reserved						
425 Bond Refunding	-	-	-	-	-	-
433 Maximum Effort Loan Aid	-	-	-	-	-	-
451 QZAB and QSCB Payments	-	-	-	-	-	-
Restricted/Reserved - Subtotal	-	-	-	-	-	-
464 Restricted	439,975	1,817,764	2,020,583	-	237,156	(202,819)
463 Unassigned	-	-	-	-	-	-
Total Debt Service Fund	439,975	1,817,764	2,020,583	-	237,156	(202,819)
Trust - 08	-	-	-	-	-	-
Custodial - 18						
Restricted/Reserved						
402 Scholarships	-	-	-	-	-	-
448 Achievement & Integration	-	-	-	-	-	-
401 Student Activities	-	-	-	-	-	-
Restricted/Reserved - Subtotal	-	-	-	-	-	-
464 Restricted	-	-	-	-	-	-
Total Custodial Fund	-	-	-	-	-	-
Internal Service Fund - 20	-	-	-	-	-	-
OPEB Revocable Trust - 25	-	-	-	-	-	-
OPEB Irrevocable Trust - 45	-	-	-	-	-	-
OPEB Debt Service - 47						
460 Non Spendable	-	-	-	-	-	-
Restricted/Reserved						
425 Bond Refundings	-	-	-	-	-	-
Restricted/Reserved - Subtotal	-	-	-	-	-	-
464 Restricted	-	-	-	-	-	-
463 Unassigned	-	-	-	-	-	-
Total OPEB Debt Service Fund	-	-	-	-	-	-
Total All Funds:	4,320,063	14,615,004	14,816,657	-	4,118,410	(201,653)

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	ACT	19456	3347		CHRIS COPPICUS		Check		
				E 12	020 298 039 301 401	Food Jazz Concert		\$44.88	
	PO#:	Voucher #:	38251	Invoice	Invoice No: 4.18.23	5/3/2023	Paid Amt:	\$44.88	
				E 12	020 296 042 301 401	Portable Music Player Softball.. Tax not reimbu		\$129.00	
	PO#:	Voucher #:	38252	Invoice	Invoice No: 4.17.23	5/3/2023	Paid Amt:	\$129.00	
							Check Amount:	\$173.88	
0485	ACT	19457	4688		GLENDA PROM		Check		
				E 12	020 296 045 301 401	VB Bags w/balls		\$450.00	
	PO#:	Voucher #:	38253	Invoice	Invoice No: 1221	5/3/2023	Paid Amt:	\$450.00	
							Check Amount:	\$450.00	
0485	ACT	19458	4611		MINNESOTA FFA ASSOCIATION		Check		
				E 12	020 298 030 301 820	State Dues		\$17.00	
	PO#:	Voucher #:	38254	Invoice	Invoice No: 4654	5/3/2023	Paid Amt:	\$17.00	
							Check Amount:	\$17.00	
0485	ACT	19459	4355		NATHAN GOLDADE		Check		
				E 12	020 298 030 301 401	Apr Meeting		\$177.84	
	PO#:	Voucher #:	38255	Invoice	Invoice No: 4.17.23	5/3/2023	Paid Amt:	\$177.84	
				E 12	020 298 030 301 401	Lunch for FMSC		\$172.28	
	PO#:	Voucher #:	38256	Invoice	Invoice No: 4.27.23	5/3/2023	Paid Amt:	\$172.28	
							Check Amount:	\$350.12	
0485	ACT	19460	2185		SHERI MENDEN		Check		
				E 12	020 298 043 301 401	Reimb Speech Fuel		\$15.00	
	PO#:	Voucher #:	38233	Invoice	Invoice No: 4.20.23	5/3/2023	Paid Amt:	\$15.00	
				E 12	020 298 043 301 401	Reimb Speech Food		\$57.93	
	PO#:	Voucher #:	38257	Invoice	Invoice No: 4.20.23	5/3/2023	Paid Amt:	\$57.93	
							Check Amount:	\$72.93	
0485	ACT	19461	4689		SYDNEY FISHER		Check		
				R 12	020 298 017 301 060	Refund NYC Pmt		\$524.25	
	PO#:	Voucher #:	38258	Invoice	Invoice No: 4.21.23	5/3/2023	Paid Amt:	\$524.25	
							Check Amount:	\$524.25	
0485	ACT	19462	3203		TRACY MOGA		Check		
				R 12	020 298 017 301 060	Refund NYC Pmt		\$800.00	
	PO#:	Voucher #:	38259	Invoice	Invoice No: 4.26.23	5/3/2023	Paid Amt:	\$800.00	
							Check Amount:	\$800.00	
0485	ACT	19463	2300		TROBECS BUS SERVICE INC		Check		
				E 12	020 298 017 301 401	Choir Trip		\$875.00	
	PO#:	Voucher #:	38260	Invoice	Invoice No: 15054	5/3/2023	Paid Amt:	\$875.00	
							Check Amount:	\$875.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	ACT	19464	4605		UNIVERSAL ATHLETIC LLC		Check		
				E 12	020 296 042 301 401	Easton Catchers gear		\$259.99	
				E 12	020 296 042 301 401	Schutt Travel batting tee		\$74.99	
				E 12	020 296 042 301 401	Freight		\$45.64	
	PO#: 5306	Voucher #:	38314	Invoice	Invoice No: 302-0036798-02	5/3/2023	Paid Amt:	\$380.62	
							Check Amount:	\$380.62	
0485	ACT	19465	2279		VEX ROBOTICS, INC		Check		
				E 12	020 298 053 301 401	#276-3023 Robotic Engineering Notebook		\$10.99	
				E 12	020 298 053 301 401	Shipping		\$17.94	
	PO#: 5184	Voucher #:	37293	Invoice	Invoice No: 634395	5/3/2023	Paid Amt:	\$28.93	
							Check Amount:	\$28.93	
0485	ACT	19466	4694		ANDREA MATHISON-VALLEY		Check		
				R 12	020 298 021 301 060	Reimb National BPA Dep		\$400.00	
	PO#:	Voucher #:	38369	Invoice	Invoice No: 5.1.23	5/10/2023	Paid Amt:	\$400.00	
							Check Amount:	\$400.00	
0485	ACT	19467	1100		CRAGUNS		Check		
				E 12	020 298 029 301 401	Senior Trip Ref # 1343		\$4,690.14	
	PO#:	Voucher #:	38365	Invoice	Invoice No: 1343	5/10/2023	Paid Amt:	\$4,690.14	
							Check Amount:	\$4,690.14	
0485	ACT	19468	2878		KAREN ZIMMERMAN		Check		
				R 12	020 298 021 301 060	Reimb National BPA Dep		\$400.00	
	PO#:	Voucher #:	38367	Invoice	Invoice No: 5.1.23	5/10/2023	Paid Amt:	\$400.00	
							Check Amount:	\$400.00	
0485	ACT	19469	4695		NANCY MILLER		Check		
				R 12	020 298 021 301 060	Reimb National BPA Dep		\$400.00	
	PO#:	Voucher #:	38370	Invoice	Invoice No: 5.1.23	5/10/2023	Paid Amt:	\$400.00	
							Check Amount:	\$400.00	
0485	ACT	19470	2185		SHERI MENDEN		Check		
				E 12	020 298 043 301 401	Reimb Speech Supplies		\$98.13	
	PO#:	Voucher #:	38362	Invoice	Invoice No: 5.1.23	5/10/2023	Paid Amt:	\$98.13	
				E 12	020 298 043 301 401	Reimb Speech Meals		\$99.96	
	PO#:	Voucher #:	38363	Invoice	Invoice No: 5.2.23	5/10/2023	Paid Amt:	\$99.96	
				E 12	020 298 043 301 401	Reimb State Meet Rooms		\$558.33	
	PO#:	Voucher #:	38364	Invoice	Invoice No: 5.3.23	5/10/2023	Paid Amt:	\$558.33	
				E 12	020 298 043 301 401	Reimb Speech Supplies Less Tax		\$55.77	
	PO#:	Voucher #:	38366	Invoice	Invoice No: 5.1.23	5/10/2023	Paid Amt:	\$55.77	
						35	Check Amount:	\$812.19	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	ACT	19471	4693		SUSAN BLOCK		Check
				R 12	020 298 021 301 060	Reimb National BPA Dep	\$184.83
	PO#:	Voucher #:	38368	Invoice	Invoice No: 5.1.23	5/10/2023	Paid Amt: \$184.83
							Check Amount: \$184.83
0485	ACT	19472	4295		AMAZON CAPITAL SERVICES		Check
				E 12	020 298 048 301 401	Frugle Citrus Gummies	\$4.49
	PO#: 5321	Voucher #:	38445	Invoice	Invoice No: 164J-7FLH-64MK	5/17/2023	Paid Amt: \$4.49
							Check Amount: \$4.49
0485	ACT	19473	3595		LIZ MERTEN PHOTOGRAPHY		Check
				E 12	020 294 040 301 401	Posters for Softball, BB and Track	\$130.00
				E 12	020 296 042 301 401	Posters for Softball, BB and Track	\$130.00
				E 12	020 292 044 301 401	Posters for Softball, BB and Track	\$130.00
	PO#:	Voucher #:	38397	Invoice	Invoice No: 0126	5/17/2023	Paid Amt: \$390.00
							Check Amount: \$390.00
0485	ACT	19474	2929		MASC		Check
				E 12	020 298 041 301 401	MASC Membership Swenson HS	\$85.00
	PO#:	Voucher #:	38463	Invoice	Invoice No: 3043	5/17/2023	Paid Amt: \$85.00
							Check Amount: \$85.00
0485	ACT	19475	2185		SHERI MENDEN		Check
				E 12	020 298 043 301 401	Reimb State Meet Food	\$242.54
	PO#:	Voucher #:	38398	Invoice	Invoice No: 5.1.23	5/17/2023	Paid Amt: \$242.54
							Check Amount: \$242.54
0485	ACT	19476	2154		Sunshine Travel		Check
				E 12	020 298 017 301 369	Broadway Workshop AB 12822	\$900.00
	PO#:	Voucher #:	38399	Invoice	Invoice No: AB12822	5/17/2023	Paid Amt: \$900.00
				E 12	020 298 017 301 369	Broadway Workshop AB 12821	\$855.00
	PO#:	Voucher #:	38400	Invoice	Invoice No: AB12821	5/17/2023	Paid Amt: \$855.00
							Check Amount: \$1,755.00
0485	ACT	19477	3486		UNIVERSAL ATHLETIC		Check
				E 12	020 296 042 301 401	Catchers Set	\$380.62
	PO#: 5306	Voucher #:	38437	Invoice	Invoice No: 302-0036798-02	5/17/2023	Paid Amt: \$380.62
				E 12	020 296 042 301 401	Bownet big mouth x net	\$444.19
	PO#: 5306	Voucher #:	38438	Invoice	Invoice No: 302-0036798-04	5/17/2023	Paid Amt: \$444.19
				E 12	020 296 042 301 401	TAG Playmaker	\$187.28
	PO#:	Voucher #:	38439	Invoice	Invoice No: 302-0036798-03	5/17/2023	Paid Amt: \$187.28
							Check Amount: \$1,012.09
0485	ACT	19478	1012		AMAZON / SYNCB		Check
				E 12	020 298 048 301 401	Doblon Cookies	\$10.75

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	ACT	19478	1012		AMAZON / SYNCB		Check
				E 12	020 298 048 301 401	Tuareg Cookies	\$4.95
				E 12	020 298 048 301 401	Tuareg Cookies	\$3.95
				E 12	020 298 048 301 401	Frugela Gummies	\$4.25
				E 12	020 298 048 301 401	Arbolito candies	\$9.95
	PO#: 5321	Voucher #: 38496	Invoice	Invoice No: 1NKP-TP1Q-C47R	5/23/2023	Paid Amt: \$33.85	Check Amount: \$33.85
0485	ACT	19479	1262		JOSTENS INC.		Check
				E 12	020 298 038 301 401	Yearbook	\$2,057.04
	PO#:	Voucher #: 38503	Invoice	Invoice No: 1332784	5/31/2023	Paid Amt: \$2,057.04	Check Amount: \$2,057.04
0485	ACT	19480	2878		KAREN ZIMMERMAN		Check
				R 12	020 298 021 301 060	Reimb National BPA Meals	\$137.48
	PO#:	Voucher #: 38524	Invoice	Invoice No: 5.15.23	5/31/2023	Paid Amt: \$137.48	Check Amount: \$137.48
0485	ACT	19481	4375		MAIMOUNA TOURE		Check
				R 12	020 298 021 301 060	Reimb National BPA Meals	\$153.90
	PO#:	Voucher #: 38525	Invoice	Invoice No: 5.15.23	5/31/2023	Paid Amt: \$153.90	Check Amount: \$153.90
0485	LAF	1766			BMO HARRIS BANK		Wire
				E 12	020 298 051 301 369	Sci Museum	\$624.00
				E 12	020 298 030 301 401	Noodles FFA	\$263.87
				E 01	020 298 062 000 401	Airfare/hotels	\$7,363.19
				E 01	005 105 000 000 329	DO Mailing	\$28.75
				E 01	005 105 000 000 329	MN Brd School Admin	\$408.60
	PO#:	Voucher #: 38786	Invoice	Invoice No: MAY 2023	5/31/2023	Paid Amt: \$8,688.41	Check Amount: \$8,688.41
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire
				B 01	215 013	State Tax	\$8,228.10
				B 02	215 013	State Tax	\$381.50
				B 04	215 013	State Tax	\$358.44
	PO#:	Voucher #: 38381	Invoice	Invoice No: S2023210	5/15/2023	Paid Amt: \$8,968.04	Check Amount: \$8,968.04
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire
				B 01	215 005	Tax Ann	\$200.00
	PO#:	Voucher #: 38384	Invoice	Invoice No: S2023210	5/15/2023	Paid Amt: \$200.00	
				B 01	215 005	Tax Ann	\$50.00
	PO#:	Voucher #: 38385	Invoice	Invoice No: S2023210	5/15/2023	Paid Amt: \$50.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire		
				B 01	215 005	Tax Ann	\$880.02		
				B 04	215 005	Payroll Deductions	\$2.50		
PO#:	Voucher #:	38386	Invoice	Invoice No:	S2023210	5/15/2023	Paid Amt:	\$882.52	
				B 01	215 005	Tax Ann	\$4,966.58		
				B 04	215 005	Payroll Deductions	\$33.59		
PO#:	Voucher #:	38387	Invoice	Invoice No:	S2023210	5/15/2023	Paid Amt:	\$5,000.17	
				B 01	215 005	Tax Ann	\$104.17		
PO#:	Voucher #:	38388	Invoice	Invoice No:	S2023210	5/15/2023	Paid Amt:	\$104.17	
				B 01	215 005	Tax Ann	\$25.00		
PO#:	Voucher #:	38389	Invoice	Invoice No:	S2023210	5/15/2023	Paid Amt:	\$25.00	
							Check Amount:	\$6,261.86	
0485	PCB	1415			PERA		Wire		
				B 01	215 017	PERA	\$12,260.31		
				B 01	215 017	Adj for CM 169342	(\$449.63)		
				B 02	215 017	PERA	\$2,048.10		
				B 04	215 017	PERA	\$1,496.44		
PO#:	Voucher #:	38380	Invoice	Invoice No:	S2023210	5/15/2023	Paid Amt:	\$15,355.22	
							Check Amount:	\$15,355.22	
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
				B 01	215 018	TRA	\$26,628.52		
				B 04	215 018	TRA	\$387.83		
PO#:	Voucher #:	38383	Invoice	Invoice No:	S2023210	5/15/2023	Paid Amt:	\$27,016.35	
							Check Amount:	\$27,016.35	
0485	PCB	1852			MINNESOTA DEPT OF REV		Wire		
				B 01	215 079	Garnish	\$50.00		
PO#:	Voucher #:	38379	Invoice	Invoice No:	S2023210	5/15/2023	Paid Amt:	\$50.00	
							Check Amount:	\$50.00	
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire		
				B 01	215 010	FICA	\$37,593.46		
				B 02	215 010	FICA	\$2,190.66		
				B 04	215 010	FICA	\$2,040.78		
				B 01	215 011	Federal Tax	\$14,901.90		
				B 02	215 011	Federal Tax	\$627.04		
				B 04	215 011	Federal Tax	\$577.29		
PO#:	Voucher #:	38390	Invoice	Invoice No:	S2023210	5/15/2023	Paid Amt:	\$57,931.13	
							Check Amount:	\$57,931.13	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	4614			WEX		Wire		
				B 01	215 084	HSA		\$7,540.73	
				B 02	215 084	HSA		\$60.00	
				B 04	215 084	Payroll Deductions		\$64.23	
PO#:	Voucher #:	38376	Invoice	Invoice No:	S2023210	5/15/2023	Paid Amt:	\$7,664.96	
							Check Amount:	\$7,664.96	
0485	PCB	4408			School Management Services		Wire		
				E 01	005 010 000 000 305	FY23 PR thru Jun		\$3,333.33	
				B 01	131 000	FY24 Bus. Mgmt/FY23 PR thru Jun		\$35,875.00	
PO#:	Voucher #:	38332	Invoice	Invoice No:	101652	5/23/2023	Paid Amt:	\$39,208.33	
							Check Amount:	\$39,208.33	
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire		
				B 01	215 013	State Tax		\$10.17	
PO#:	Voucher #:	38528	Invoice	Invoice No:	S202321S0	5/30/2023	Paid Amt:	\$10.17	
							Check Amount:	\$10.17	
0485	PCB	1415			PERA		Wire		
				B 01	215 017	PERA		\$24.41	
PO#:	Voucher #:	38527	Invoice	Invoice No:	S202321S0	5/30/2023	Paid Amt:	\$24.41	
							Check Amount:	\$24.41	
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire		
				B 01	215 010	FICA		\$140.22	
PO#:	Voucher #:	38529	Invoice	Invoice No:	S202321S0	5/30/2023	Paid Amt:	\$140.22	
							Check Amount:	\$140.22	
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire		
				B 01	215 013	State Tax		\$10,144.77	
				B 02	215 013	State Tax		\$358.30	
				B 04	215 013	State Tax		\$420.91	
PO#:	Voucher #:	38556	Invoice	Invoice No:	S2023220	5/31/2023	Paid Amt:	\$10,923.98	
							Check Amount:	\$10,923.98	
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire		
				B 01	215 005	Tax Ann		\$550.00	
PO#:	Voucher #:	38559	Invoice	Invoice No:	S2023220	5/31/2023	Paid Amt:	\$550.00	
				B 01	215 005	Tax Ann		\$200.00	
PO#:	Voucher #:	38560	Invoice	Invoice No:	S2023220	5/31/2023	Paid Amt:	\$200.00	
				B 01	215 005	Tax Ann		\$2,315.65	
				B 04	215 005	Payroll Deductions		\$2.50	
PO#:	Voucher #:	38561	Invoice	Invoice No:	S2023220	5/31/2023	Paid Amt:	\$2,318.15	
				B 01	215 005	Tax Ann		\$11,512.69	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire		
				B 04	215 005	Payroll Deductions		\$113.84	
PO#:	Voucher #:	38562	Invoice		Invoice No: S2023220		5/31/2023	Paid Amt:	\$11,626.53
				B 01	215 005	Tax Ann		\$229.17	
PO#:	Voucher #:	38563	Invoice		Invoice No: S2023220		5/31/2023	Paid Amt:	\$229.17
				B 01	215 005	Tax Ann		\$25.00	
PO#:	Voucher #:	38564	Invoice		Invoice No: S2023220		5/31/2023	Paid Amt:	\$25.00
								Check Amount:	\$14,948.85
0485	PCB	1415			PERA		Wire		
				B 01	215 017	PERA		\$14,078.45	
				B 02	215 017	PERA		\$1,997.84	
				B 04	215 017	PERA		\$1,690.15	
PO#:	Voucher #:	38555	Invoice		Invoice No: S2023220		5/31/2023	Paid Amt:	\$17,766.44
								Check Amount:	\$17,766.44
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
				B 01	215 018	TRA		\$30,268.48	
				B 04	215 018	TRA		\$419.12	
PO#:	Voucher #:	38558	Invoice		Invoice No: S2023220		5/31/2023	Paid Amt:	\$30,687.60
								Check Amount:	\$30,687.60
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire		
				B 01	215 010	FICA		\$43,458.12	
				B 02	215 010	FICA		\$2,135.68	
				B 04	215 010	FICA		\$2,353.20	
				B 01	215 011	Federal Tax		\$19,511.62	
				B 02	215 011	Federal Tax		\$553.91	
				B 04	215 011	Federal Tax		\$664.38	
PO#:	Voucher #:	38565	Invoice		Invoice No: S2023220		5/31/2023	Paid Amt:	\$68,676.91
								Check Amount:	\$68,676.91
0485	PCB	4614			WEX		Wire		
				B 01	215 084	HSA		\$7,540.73	
				B 02	215 084	HSA		\$60.00	
				B 04	215 084	Payroll Deductions		\$64.23	
PO#:	Voucher #:	38551	Invoice		Invoice No: S2023220		5/31/2023	Paid Amt:	\$7,664.96
								Check Amount:	\$7,664.96
0485	PCB	4614			WEX		Wire		
				B 01	215 082	FSA May 2023		\$25.63	
				B 01	215 082	FSA May 2023	40	\$208.34	
				B 01	215 082	FSA May 2023		\$5.40	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	4614			WEX		Wire
				B 01	215 082	FSA May 2023	\$24.39
				B 01	215 082	FSA May 2023	\$115.76
				B 01	215 082	FSA May 2023	\$254.42
				B 01	215 082	FSA May 2023	\$92.10
				B 01	215 082	FSA May 2023	\$88.00
				B 01	215 082	FSA May 2023	\$5.59
				B 01	215 082	FSA May 2023	\$34.53
				B 01	215 082	FSA May 2023	\$55.00
				B 01	215 082	FSA May 2023	\$208.34
				B 01	215 082	FSA May 2023	\$79.45
				B 01	215 082	FSA May 2023	\$195.00
PO#:	Voucher #:	38788	Invoice	Invoice No:	May 2023	5/31/2023	Paid Amt: \$1,391.95
							Check Amount: \$1,391.95
0485	PCB	4614			WEX		Wire
				B 01	215 082	FSA May 15 2023	\$176.93
PO#:	Voucher #:	38789	Invoice	Invoice No:	5.15.23	5/31/2023	Paid Amt: \$176.93
							Check Amount: \$176.93
0485	PCB	4518			POSTALIA		Wire
				E 01	005 105 000 000 329	May 2023 Postage	\$200.00
PO#:	Voucher #:	38790	Invoice	Invoice No:	May 2023	5/31/2023	Paid Amt: \$200.00
							Check Amount: \$200.00
0485	PCB	74937	2724		AFSCME COUNCIL 65		Check
				B 01	215 040	MFT	\$270.41
PO#:	Voucher #:	38201	Invoice	Invoice No:	S2023200	5/1/2023	Paid Amt: \$270.41
							Check Amount: \$270.41
0485	PCB	74938	4438		ALLSTATE BENEFITS		Check
				B 01	215 070	Allstate	\$621.50
				B 04	215 070	Payroll Deductions	\$26.64
PO#:	Voucher #:	38135	Invoice	Invoice No:	S2023190	5/1/2023	Paid Amt: \$648.14
				B 01	215 070	Allstate	\$612.01
				B 01	215 070	ADj	(\$87.63)
				B 04	215 070	Payroll Deductions	\$17.96
PO#:	Voucher #:	38196	Invoice	Invoice No:	S2023200	5/1/2023	Paid Amt: \$542.34
							Check Amount: \$1,190.48
0485	PCB	74939	4620		HealthPartners Inc		Check
				B 01	215 035	Dental	\$1,872.40
				B 02	215 035	Payroll Deductions	\$22.70

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	74939	4620		HealthPartners Inc		Check		
				B 04	215 035	Payroll Deductions		\$74.11	
PO#:	Voucher #:	38137	Invoice	Invoice No:	S2023190	5/1/2023	Paid Amt:	\$1,969.21	
				B 01	215 030	Hospital		\$37,102.01	
				B 02	215 030	Hospital		\$1,284.44	
				B 04	215 030	Hospital		\$1,136.95	
PO#:	Voucher #:	38138	Invoice	Invoice No:	S2023190	5/1/2023	Paid Amt:	\$39,523.40	
				B 01	215 035	Dental		\$1,872.40	
				B 02	215 035	Payroll Deductions		\$22.70	
				B 04	215 035	Payroll Deductions		\$74.11	
PO#:	Voucher #:	38198	Invoice	Invoice No:	S2023200	5/1/2023	Paid Amt:	\$1,969.21	
							Check Amount:	\$43,461.82	
0485	PCB	74940	1473		ROYALTON EA/SRP		Check		
				B 01	215 040	MFT		\$772.92	
				B 02	215 040	MFT		\$52.72	
				B 04	215 040	MFT		\$52.72	
PO#:	Voucher #:	38200	Invoice	Invoice No:	S2023200	5/1/2023	Paid Amt:	\$878.36	
							Check Amount:	\$878.36	
0485	PCB	74941	1474		ROYALTON FED TEACHERS		Check		
				B 01	215 040	MFT		\$4,713.56	
				B 04	215 040	MFT		\$12.75	
PO#:	Voucher #:	38199	Invoice	Invoice No:	S2023200	5/1/2023	Paid Amt:	\$4,726.31	
							Check Amount:	\$4,726.31	
0485	PCB	74942	3930		ALEXANDRIA TECH & COMM COLLEGE		Check		
				E 01	020 211 390 000 391	PSEO Spring 2023		\$4,079.16	
PO#:	Voucher #:	38262	Invoice	Invoice No:	Spring 2023	5/3/2023	Paid Amt:	\$4,079.16	
							Check Amount:	\$4,079.16	
0485	PCB	74943	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	020 255 000 000 430	Briggs Piston Rings and Jet Band Saw Table Ir		\$99.03	
PO#: 5266	Voucher #:	38333	Invoice	Invoice No:	1Y4Y-VDNR-T3GJ	5/3/2023	Paid Amt:	\$99.03	
				E 01	020 211 690 000 401	MD826AM/A Apple Lightning to Digital AV Adap		\$44.96	
PO#: 5280	Voucher #:	38334	Invoice	Invoice No:	1RHF-FTMT-1W6K	5/3/2023	Paid Amt:	\$44.96	
				E 01	010 203 000 000 430	Butterfly Mini Garden Gift Set with Live Cup of		\$77.97	
PO#: 5277	Voucher #:	38335	Invoice	Invoice No:	1TGJ-WVRT-7J44	5/3/2023	Paid Amt:	\$77.97	
				E 01	005 010 000 000 401	Post-it Mini Note Pads, 1.5x2 in		\$11.29	
				E 01	005 010 000 000 401	Highland Pop-up Sticky Notes, 3 x 3 Inches, 1:		\$6.90	
				E 01	005 010 000 000 401	Staple Remover Puller 3 Pack		\$5.99	
				E 01	005 010 000 000 401	Command Small Wire Toggle Hooks, Damage		\$16.38	
PO#: 5282	Voucher #:	38336	Invoice	Invoice No:	1VKY-9WNN-417J	5/3/2023	Paid Amt:	\$40.56	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	74943	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	010 203 690 000 401	MJ1L2AM/A USB-C VGA Multiport Adapter		\$74.97	
				E 01	010 203 690 000 401	ST-SCMA2M Satechi USB C Hub Slim Multipo		\$596.70	
	PO#: 5307	Voucher #: 38337		Invoice	Invoice No: 1W3N-CTPM-4T43	5/3/2023	Paid Amt:	\$671.67	
				E 01	020 301 000 830 433	Misc. Kitchen aid mixer, pasta attachment, me:		\$582.95	
	PO#: 5271	Voucher #: 38338		Invoice	Invoice No: 1967-34J6-JPGV	5/3/2023	Paid Amt:	\$582.95	
				E 01	020 301 000 830 433	Misc. Kitchen aid mixer, pasta attachment, me:		\$89.95	
	PO#:	Voucher #: 38339		Invoice	Invoice No: 1YJG-WWLG-1VT6	5/3/2023	Paid Amt:	\$89.95	
							Check Amount:	\$1,607.09	
0485	PCB	74944	1859		BARRY BAYERL		Check		
				E 01	020 296 059 000 420	Softball Official 4.25.23		\$100.00	
	PO#:	Voucher #: 38292		Invoice	Invoice No: 4.25.23	5/3/2023	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	74945	1903		BECKER SCREENPRINTING		Check		
				E 04	005 505 000 321 401	Track Camp		\$644.00	
	PO#:	Voucher #: 38240		Invoice	Invoice No: 5785	5/3/2023	Paid Amt:	\$644.00	
				R 04	000 505 000 321 096	BB Shirts		\$423.35	
	PO#:	Voucher #: 38241		Invoice	Invoice No: 5674	5/3/2023	Paid Amt:	\$423.35	
							Check Amount:	\$1,067.35	
0485	PCB	74946	1844		BILL LAMMER		Check		
				E 01	020 296 059 000 420	Softball Official 4.24.23		\$100.00	
	PO#:	Voucher #: 38293		Invoice	Invoice No: 4.24.23	5/3/2023	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	74947	4370		CAPITAL ONE		Check		
				E 01	020 260 000 000 430	Classroom Supplies / Science		\$653.07	
	PO#:	Voucher #: 38226		Invoice	Invoice No: 4.19.23	5/3/2023	Paid Amt:	\$653.07	
							Check Amount:	\$653.07	
0485	PCB	74948	4690		CARL MORRILL		Check		
				E 01	020 296 059 000 420	Softball Official 4.18.23		\$120.00	
	PO#:	Voucher #: 38294		Invoice	Invoice No: 4.18.23	5/3/2023	Paid Amt:	\$120.00	
							Check Amount:	\$120.00	
0485	PCB	74949	1074		CENTRA SOTA COOPERATIVE		Check		
				E 01	005 760 000 720 442	DIESEL		\$3,059.20	
				E 01	005 760 000 720 442	UNLEADED		\$1,457.26	
				E 01	005 760 000 720 442	Discount		(\$121.47)	
	PO#:	Voucher #: 38264		Invoice	Invoice No: 5442172	43 5/3/2023	Paid Amt:	\$4,394.99	
							Check Amount:	\$4,394.99	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	74950	4396		CHRIS VOSEN AUTO REPAIR		Check		
				E 01	005 760 000 720 350	Van 26 Oil Cooler, Tranny Lines		\$1,020.26	
	PO#:	Voucher #:	38263	Invoice	Invoice No: 7031	5/3/2023	Paid Amt:	\$1,020.26	
							Check Amount:	\$1,020.26	
0485	PCB	74951	1092		COLE PAPERS, INC.		Check		
				E 01	005 810 000 000 401	Drip Catch Tray		\$32.00	
				E 01	005 810 000 000 401	Processing Fee		\$7.00	
	PO#:	Voucher #:	38249	Invoice	Invoice No: 10270533	5/3/2023	Paid Amt:	\$39.00	
							Check Amount:	\$39.00	
0485	PCB	74952	3738		CULINEX		Check		
				E 02	005 770 000 701 401	Hold & Proof Cabinet		\$4,865.63	
	PO#:	Voucher #:	38246	Invoice	Invoice No: INV880452	5/3/2023	Paid Amt:	\$4,865.63	
							Check Amount:	\$4,865.63	
0485	PCB	74953	1104		CUSTOM PRINTING		Check		
				E 01	020 211 936 000 401	Postcards		\$200.00	
	PO#:	Voucher #:	38227	Invoice	Invoice No: 25784	5/3/2023	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
0485	PCB	74954	3866		DARRYL EIYNEK		Check		
				E 01	020 296 059 000 420	Softball Official 4.25.23		\$100.00	
	PO#:	Voucher #:	38295	Invoice	Invoice No: 4.25.23	5/3/2023	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	74955	3960		DRIVER AND VEHICLE SERVICE		Check		
				E 01	020 258 000 000 430	Obtain Driver's Records		\$171.00	
	PO#:	Voucher #:	38239	Invoice	Invoice No: 4.24.23	5/3/2023	Paid Amt:	\$171.00	
							Check Amount:	\$171.00	
0485	PCB	74956	1133		ECM PUBLISHERS INC		Check		
				E 01	005 110 000 000 380	Apr 17 Agenda		\$31.68	
	PO#:	Voucher #:	38266	Invoice	Invoice No: 942788	5/3/2023	Paid Amt:	\$31.68	
				E 01	005 110 000 000 380	Apr 24 Agenda		\$58.56	
	PO#:	Voucher #:	38267	Invoice	Invoice No: 943721	5/3/2023	Paid Amt:	\$58.56	
							Check Amount:	\$90.24	
0485	PCB	74957	4485		EDMENTUM, INC.		Check		
				B 01	131 000	Subscrip FY24 01-020-211-x-x-406		\$6,750.00	
	PO#:	Voucher #:	38236	Invoice	Invoice No: INV304602	5/3/2023	Paid Amt:	\$6,750.00	
							Check Amount:	\$6,750.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	74958	2967		EL-JAY PLUMBING & HEATING INC		Check		
				E 01	005 810 000 000 401	T&P Relief / Labor		\$405.00	
	PO#:	Voucher #:	38265	Invoice	Invoice No: 25980-1	5/3/2023	Paid Amt:	\$405.00	
							Check Amount:	\$405.00	
0485	PCB	74959	1165		FLINN SCIENTIFIC INC		Check		
				E 01	020 260 255 000 430	Simulated Blood Typing Kit Refill		\$224.00	
				E 01	020 260 255 000 430	Shipping		\$22.40	
	PO#: 5178	Voucher #:	38268	Invoice	Invoice No: 2844656	5/3/2023	Paid Amt:	\$246.40	
							Check Amount:	\$246.40	
0485	PCB	74960	4673		FROG STREET PRESS, LLC		Check		
				B 01	131 000	FS31001 PreK English Kit		\$11,099.97	
				B 01	131 000	FSPK0004070Frog Street Threes (English)		\$2,399.99	
				B 01	131 000	FREIGHT Shipping and Handling		\$2,024.99	
	PO#: 5290	Voucher #:	38248	Invoice	Invoice No: 0241678-IN	5/3/2023	Paid Amt:	\$15,524.95	
				B 01	131 000	FSPK0004230 AIM Birth to Five Observational		\$1,259.10	
	PO#: 5290	Voucher #:	38269	Invoice	Invoice No: 0241892-IN	5/3/2023	Paid Amt:	\$1,259.10	
							Check Amount:	\$16,784.05	
0485	PCB	74961	1960		GARY TRIPP		Check		
				E 01	020 296 059 000 420	Softball Official -Maple Lake		\$100.00	
	PO#:	Voucher #:	38296	Invoice	Invoice No: 4.24.23	5/3/2023	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	74962	1773		GRAHAM HENDRICKSON		Check		
				E 01	020 296 059 000 420	Softball Official 4.25.23		\$100.00	
	PO#:	Voucher #:	38297	Invoice	Invoice No: 4.25.23	5/3/2023	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	74963	2295		GRANITE PEST CONTROL, LLC		Check		
				E 01	005 810 000 000 350	PEST CONTROL SERVICE		\$393.00	
	PO#:	Voucher #:	38270	Invoice	Invoice No: 124815	5/3/2023	Paid Amt:	\$393.00	
							Check Amount:	\$393.00	
0485	PCB	74964	1215		HILLYARD INC		Check		
				E 01	005 810 000 000 401	Detergents, Liners		\$2,234.36	
	PO#:	Voucher #:	38271	Invoice	Invoice No: 605088390	5/3/2023	Paid Amt:	\$2,234.36	
				E 01	005 810 000 000 401	Seat Midblack in Mount		\$208.06	
	PO#:	Voucher #:	38272	Invoice	Invoice No: 700542487	5/3/2023	Paid Amt:	\$208.06	
							Check Amount:	\$2,442.42	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	74965	2980		INTERMEDIATE DISTRICT 287		Check		
				E 01	020 218 000 388 430	Care/Treatment		\$8,390.40	
	PO#:	Voucher #:	38273	Invoice	Invoice No: 0002300362	5/3/2023	Paid Amt:	\$8,390.40	
							Check Amount:	\$8,390.40	
0485	PCB	74966	1241		ISCORP		Check		
				E 01	005 110 000 000 305	Subscrip Fee Jun 2023		\$157.50	
	PO#:	Voucher #:	38224	Invoice	Invoice No: 0731481	5/3/2023	Paid Amt:	\$157.50	
							Check Amount:	\$157.50	
0485	PCB	74967	1423		ISD #484		Check		
				E 01	020 292 057 000 425	Track and Field Entry Fee		\$100.00	
	PO#:	Voucher #:	38228	Invoice	Invoice No: 4.26.23	5/3/2023	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	74968	1247		J W PEPPER & SON INC		Check		
				E 01	020 258 000 000 430	Spring Music		\$30.00	
	PO#:	Voucher #:	38274	Invoice	Invoice No: 365078046	5/3/2023	Paid Amt:	\$30.00	
				E 01	020 259 000 000 430	Choir octavos(music)		\$113.89	
	PO#: 5286	Voucher #:	38275	Invoice	Invoice No: 365265482	5/3/2023	Paid Amt:	\$113.89	
				E 01	020 259 000 000 430	Choir octavos(music)		\$29.50	
	PO#:	Voucher #:	38276	Invoice	Invoice No: 365265732	5/3/2023	Paid Amt:	\$29.50	
							Check Amount:	\$173.39	
0485	PCB	74969	4439		JACKI BRICKMAN, INC.		Check		
				E 01	010 640 000 316 305	Catalyst Support/Professional Development		\$6,300.00	
	PO#:	Voucher #:	38244	Invoice	Invoice No: INV-4280	5/3/2023	Paid Amt:	\$6,300.00	
							Check Amount:	\$6,300.00	
0485	PCB	74970	3638		JEFFREY KELLERMAN		Check		
				E 01	020 296 059 000 420	Softball Official - Maple Lake		\$100.00	
	PO#:	Voucher #:	38298	Invoice	Invoice No: 4.24.23	5/3/2023	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	74971	4686		JEREMY ALBRIGHT		Check		
				E 01	020 294 103 000 401	Golf Equip Reimb		\$104.99	
	PO#:	Voucher #:	38229	Invoice	Invoice No: 4.27.23	5/3/2023	Paid Amt:	\$104.99	
							Check Amount:	\$104.99	
0485	PCB	74972	1267		KEMPS, LLC		Check		
				E 02	005 770 000 701 495	MILK		\$382.90	
	PO#:	Voucher #:	38277	Invoice	Invoice No: 4557901	5/3/2023	Paid Amt:	\$382.90	
				E 02	005 770 000 701 495	MILK		\$353.60	
	PO#:	Voucher #:	38278	Invoice	Invoice No: 4556054	5/3/2023	Paid Amt:	\$353.60	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	74972	1267		KEMPS, LLC		Check		
				E 02	005 770 000 701 495 MILK			\$206.10	
	PO#:	Voucher #:	38279	Invoice	Invoice No: 4550599	5/3/2023	Paid Amt:		\$206.10
				E 02	005 770 000 701 495 MILK			\$324.00	
	PO#:	Voucher #:	38280	Invoice	Invoice No: 4562042	5/3/2023	Paid Amt:		\$324.00
				E 02	005 770 000 701 495 MILK			\$235.80	
	PO#:	Voucher #:	38281	Invoice	Invoice No: 4561053	5/3/2023	Paid Amt:		\$235.80
				E 02	005 770 000 701 495 MILK			\$259.05	
	PO#:	Voucher #:	38261	Invoice	Invoice No: 4437598	5/3/2023	Paid Amt:		\$259.05
				E 02	005 770 000 701 495 MILK			\$397.65	
	PO#:	Voucher #:	38319	Invoice	Invoice No: 4565744	5/3/2023	Paid Amt:		\$397.65
				E 02	005 770 000 701 495 MILK			\$265.10	
	PO#:	Voucher #:	38320	Invoice	Invoice No: 4573826	5/3/2023	Paid Amt:		\$265.10
							Check Amount:		\$2,424.20
0485	PCB	74973	3982		LAKES GAS CO.		Check		
				E 01	020 301 096 830 330 Propane			\$617.46	
	PO#:	Voucher #:	38250	Invoice	Invoice No: 1992230	5/3/2023	Paid Amt:		\$617.46
							Check Amount:		\$617.46
0485	PCB	74974	4687		LPGE HS		Check		
				E 01	020 296 088 000 305 GIRLS HOCKEY EXPENSES			\$2,793.11	
	PO#:	Voucher #:	38231	Invoice	Invoice No: 4.24.23	5/3/2023	Paid Amt:		\$2,793.11
							Check Amount:		\$2,793.11
0485	PCB	74975	1899		MARCO TECHNOLOGIES, LLC		Check		
				E 01	005 690 690 000 305 Software Solutions Coverage			\$1,920.00	
	PO#:	Voucher #:	38283	Invoice	Invoice No: INV11113704	5/3/2023	Paid Amt:		\$1,920.00
							Check Amount:		\$1,920.00
0485	PCB	74976	1783		MELANIE CIMENSKI		Check		
				E 01	020 220 000 000 430 Reimb Drama Supplies			\$161.59	
	PO#:	Voucher #:	38230	Invoice	Invoice No: 4.3.23	5/3/2023	Paid Amt:		\$161.59
							Check Amount:		\$161.59
0485	PCB	74977	1326		MENARDS		Check		
				E 01	020 255 000 000 430 Shop Supplies			\$307.05	
	PO#:	Voucher #:	38289	Invoice	Invoice No: 07925	5/3/2023	Paid Amt:		\$307.05
							Check Amount:		\$307.05
0485	PCB	74978	1346		MINNESOTA POWER		Check		
				E 01	020 810 000 000 331 Acct 0191115490			\$466.49	
	PO#:	Voucher #:	38284	Invoice	Invoice No: 4.9.23	5/3/2023	Paid Amt:		\$466.49

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	74978	1346		MINNESOTA POWER		Check		
				E 01	010 810 000 000 331 ES			\$3,707.76	
	PO#:	Voucher #:	38285	Invoice	Invoice No: 4.19.23	5/3/2023		Paid Amt:	\$3,707.76
				E 01	020 810 000 000 331 Acct 811180000 Elect			\$47.98	
	PO#:	Voucher #:	38286	Invoice	Invoice No: 4.9.23	5/3/2023		Paid Amt:	\$47.98
				E 01	020 810 000 000 331 ATHLETICS			\$3.46	
	PO#:	Voucher #:	38287	Invoice	Invoice No: 4.17.23	5/3/2023		Paid Amt:	\$3.46
								Check Amount:	\$4,225.69
0485	PCB	74979	1346		MINNESOTA POWER		Check		
				E 01	020 810 000 000 331 Acct 5091115490 MS/HS			\$11,905.57	
	PO#:	Voucher #:	38288	Invoice	Invoice No: 4.17.23	5/3/2023		Paid Amt:	\$11,905.57
								Check Amount:	\$11,905.57
0485	PCB	74980	4458		MOSYLE CORPORATION		Check		
				E 01	005 690 690 000 405 Addt'l Licenses Apr 1 2023			\$9.15	
	PO#:	Voucher #:	38237	Invoice	Invoice No: 2358545	5/3/2023		Paid Amt:	\$9.15
								Check Amount:	\$9.15
0485	PCB	74981	3965		MRI SOFTWARE LLC		Check		
				E 01	005 110 000 000 305 Staff Screen			\$125.00	
	PO#:	Voucher #:	38245	Invoice	Invoice No: MRIUS1374013	5/3/2023		Paid Amt:	\$125.00
								Check Amount:	\$125.00
0485	PCB	74982	4350		MSHSL		Check		
				E 01	020 292 000 000 401 State Entry Fee Speech			\$40.00	
	PO#:	Voucher #:	38282	Invoice	Invoice No: 040961	5/3/2023		Paid Amt:	\$40.00
								Check Amount:	\$40.00
0485	PCB	74983	1375		NAPA AUTO PARTS		Check		
				E 01	005 760 000 720 401 KIts, Pins			\$24.80	
	PO#:	Voucher #:	38242	Invoice	Invoice No: 548412	5/3/2023		Paid Amt:	\$24.80
				E 01	005 760 000 720 401 Supplies			\$15.29	
	PO#:	Voucher #:	38225	Invoice	Invoice No: 549396	5/3/2023		Paid Amt:	\$15.29
				E 01	005 760 000 720 401 Filters, Oil			\$163.00	
	PO#:	Voucher #:	38238	Invoice	Invoice No: 549221	5/3/2023		Paid Amt:	\$163.00
								Check Amount:	\$203.09
0485	PCB	74984	1915		NORTH CENTRAL BUS & EQUIPMENT, INC.		Check		
				E 01	005 760 000 720 401 Oil change , light issue			\$220.51	
	PO#:	Voucher #:	38290	Invoice	Invoice No: 800508	5/3/2023		Paid Amt:	\$220.51
								Check Amount:	\$220.51

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	74985	1406		PAN-O-GOLD BAKING CO		Check		
				E 02	005 770 000 701 490 BREAD			\$62.65	
	PO#:	Voucher #:	38291	Invoice	Invoice No: 10000623114008	5/3/2023		Paid Amt:	\$62.65
				E 02	005 770 000 701 490 BREAD			\$164.15	
	PO#:	Voucher #:	38317	Invoice	Invoice No: 10000623107004	5/3/2023		Paid Amt:	\$164.15
				E 02	005 770 000 701 490 BREAD			\$116.00	
	PO#:	Voucher #:	38318	Invoice	Invoice No: 1000623114009	5/3/2023		Paid Amt:	\$116.00
								Check Amount:	\$342.80
0485	PCB	74986	2688		RANDY WIENER		Check		
				E 01	020 296 059 000 420 Softball Official - LPGE			\$120.00	
	PO#:	Voucher #:	38299	Invoice	Invoice No: 4.18.23	5/3/2023		Paid Amt:	\$120.00
								Check Amount:	\$120.00
0485	PCB	74987	4642		RICKS TOWING & AUTO PARTS		Check		
				E 01	005 760 000 720 350 Winch			\$200.00	
	PO#:	Voucher #:	38304	Invoice	Invoice No: 15768	5/3/2023		Paid Amt:	\$200.00
								Check Amount:	\$200.00
0485	PCB	74988	3896		RIVERSIDE INSIGHTS		Check		
				E 01	010 420 000 619 433 WJIV Assessments			\$866.36	
				E 01	020 420 000 619 433 WJIV Assessments			\$866.36	
	PO#: 5305	Voucher #:	38303	Invoice	Invoice No: INV162891	5/3/2023		Paid Amt:	\$1,732.72
								Check Amount:	\$1,732.72
0485	PCB	74989	4591		ROBERT PLOMBON		Check		
				E 01	005 010 000 000 305 Robert Plombon AP			\$787.50	
				E 04	005 570 000 000 305 Robert Plombon AP			\$131.25	
				E 04	005 582 000 344 305 Robert Plombon AP			\$131.25	
	PO#:	Voucher #:	38302	Invoice	Invoice No: APR AP 1-15	5/3/2023		Paid Amt:	\$1,050.00
								Check Amount:	\$1,050.00
0485	PCB	74990	3136		SARTELL HIGH SCHOOL		Check		
				E 01	020 292 057 000 412 TRACK ENTRY FEES			\$150.00	
	PO#:	Voucher #:	38232	Invoice	Invoice No: 4.17.23	5/3/2023		Paid Amt:	\$150.00
								Check Amount:	\$150.00
0485	PCB	74991	3710		SPEECH PARTNERS, LLC		Check		
				E 01	010 401 000 740 394 SPEECH SERVICE			\$2,368.73	
	PO#:	Voucher #:	38247	Invoice	Invoice No: 4.16.23	5/3/2023		Paid Amt:	\$2,368.73
				E 01	010 401 000 740 394 SPEECH SERVICE			\$2,907.38	
	PO#:	Voucher #:	38331	Invoice	Invoice No: 4.30.23	5/3/2023		Paid Amt:	\$2,907.38
								Check Amount:	\$5,276.11

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	74992	3270		STAPLES MOTLEY ISD #2170		Check		
				E 01	020 294 103 000 401	Boys Golf Entry Fee		\$150.00	
	PO#:	Voucher #:	38235	Invoice	Invoice No: 4.27.23	5/3/2023	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	74993	2381		STEPHANIE BURG		Check		
				E 01	020 215 000 000 430	Classroom Supplies Reimb		\$64.00	
	PO#:	Voucher #:	38234	Invoice	Invoice No: 4.4.23	5/3/2023	Paid Amt:	\$64.00	
							Check Amount:	\$64.00	
0485	PCB	74994	3309		SUNRAY PRINTING SOLUTIONS, INC		Check		
				E 01	010 203 000 000 305	24%		\$778.86	
				E 01	020 211 000 000 305	24%		\$778.86	
				E 01	020 292 000 000 305	6%		\$194.72	
				E 02	005 770 000 701 305	6%		\$194.72	
				E 04	005 505 000 321 305	40%		\$1,298.10	
	PO#:	Voucher #:	38305	Invoice	Invoice No: 22110	5/3/2023	Paid Amt:	\$3,245.26	
							Check Amount:	\$3,245.26	
0485	PCB	74995	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 705 490	Breakfast		\$740.86	
				E 02	005 770 000 701 490	Lunch		\$1,580.95	
	PO#:	Voucher #:	38306	Invoice	Invoice No: 253373387	5/3/2023	Paid Amt:	\$2,321.81	
				E 02	005 770 000 701 491	Commodity		\$115.05	
	PO#:	Voucher #:	38307	Invoice	Invoice No: 253373388	5/3/2023	Paid Amt:	\$115.05	
				E 02	005 770 000 701 491	Commodity		\$95.16	
	PO#:	Voucher #:	38308	Invoice	Invoice No: 253373389	5/3/2023	Paid Amt:	\$95.16	
				E 02	005 770 000 705 490	Breakfast		\$476.37	
				E 02	005 770 000 701 490	Lunch		\$2,330.97	
	PO#:	Voucher #:	38309	Invoice	Invoice No: 253378065	5/3/2023	Paid Amt:	\$2,807.34	
				E 02	005 770 000 701 491	Commodity		\$25.09	
	PO#:	Voucher #:	38310	Invoice	Invoice No: 253378066	5/3/2023	Paid Amt:	\$25.09	
				E 02	005 770 000 701 490	Lunch		\$131.27	
	PO#:	Voucher #:	38311	Invoice	Invoice No: 253379396	5/3/2023	Paid Amt:	\$131.27	
				E 02	005 770 000 705 490	Breakfast		\$606.56	
	PO#:	Voucher #:	38321	Invoice	Invoice No: 253373390	5/3/2023	Paid Amt:	\$606.56	
				E 02	005 770 000 701 490	Lunch		\$1,675.44	
	PO#:	Voucher #:	38322	Invoice	Invoice No: 253373391	5/3/2023	Paid Amt:	\$1,675.44	
				E 02	005 770 000 701 490	Lunch		\$406.96	
	PO#:	Voucher #:	38323	Invoice	Invoice No: 253373392	5/3/2023	Paid Amt:	\$406.96	
				E 02	005 770 000 701 490	Lunch		\$22.74	
	PO#:	Voucher #:	38324	Invoice	Invoice No: 253373395	5/3/2023	Paid Amt:	\$22.74	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	74995	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 701 491	Commodity		\$127.77	
	PO#:	Voucher #:	38325	Invoice	Invoice No: 253373393	5/3/2023	Paid Amt:	\$127.77	
				E 02	005 770 000 701 491	Commodity		\$102.45	
	PO#:	Voucher #:	38326	Invoice	Invoice No: 253373394	5/3/2023	Paid Amt:	\$102.45	
				E 02	005 770 000 705 490	Breakfast		\$692.57	
	PO#:	Voucher #:	38327	Invoice	Invoice No: 253378060	5/3/2023	Paid Amt:	\$692.57	
				E 02	005 770 000 701 490	Lunch		\$3,377.30	
	PO#:	Voucher #:	38328	Invoice	Invoice No: 253378061	5/3/2023	Paid Amt:	\$3,377.30	
				E 02	005 770 000 701 491	Commodity		\$38.11	
	PO#:	Voucher #:	38329	Invoice	Invoice No: 253378062	5/3/2023	Paid Amt:	\$38.11	
				E 02	005 770 000 701 490	Lunch		\$449.86	
	PO#:	Voucher #:	38330	Invoice	Invoice No: 253378063	5/3/2023	Paid Amt:	\$449.86	
							Check Amount:	\$12,995.48	
0485	PCB	74996	4691		TED SCHMIDT		Check		
				E 01	020 296 059 000 420	Softball Official - LPGE		\$120.00	
	PO#:	Voucher #:	38300	Invoice	Invoice No: 4.18.23	5/3/2023	Paid Amt:	\$120.00	
							Check Amount:	\$120.00	
0485	PCB	74997	2635		TONY'S CAT & BACKHOE		Check		
				E 01	005 810 000 000 410	Snow Removal		\$18,449.50	
	PO#:	Voucher #:	38312	Invoice	Invoice No: 1987	5/3/2023	Paid Amt:	\$18,449.50	
							Check Amount:	\$18,449.50	
0485	PCB	74998	3203		TRACY MOGA		Check		
				E 01	020 298 069 000 305	Speech Official 4.15.23		\$60.00	
	PO#:	Voucher #:	38301	Invoice	Invoice No: 4.15.23	5/3/2023	Paid Amt:	\$60.00	
							Check Amount:	\$60.00	
0485	PCB	74999	3486		UNIVERSAL ATHLETIC		Check		
				E 12	020 296 042 301 401	Augusta Bionic Jacket Medium		\$192.00	
				E 12	020 296 042 301 401	Augusta Bionic Jacket Large		\$192.00	
				E 12	020 296 042 301 401	Freight		\$42.68	
	PO#: 5204	Voucher #:	38313	Invoice	Invoice No: 302-0036563-01	5/3/2023	Paid Amt:	\$426.68	
							Check Amount:	\$426.68	
0485	PCB	75000	1592		VERIZON WIRELESS		Check		
				E 01	005 810 000 000 320	PHONE SERVICE		\$334.73	
	PO#:	Voucher #:	38315	Invoice	Invoice No: 9932301503	5/3/2023	Paid Amt:	\$334.73	
							Check Amount:	\$334.73	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75001	1611		XCEL ENERGY		Check
				E 01	005 810 000 000 440	Acct 51-4433400-5	\$11,513.63
PO#:	Voucher #:	38316	Invoice	Invoice No:	823409583	5/3/2023	Paid Amt: \$11,513.63
							Check Amount: \$11,513.63
0485	PCB	75002	4684		BLACKBERRY GOLF COURSE		Check
				E 01	020 296 103 000 401	Boys 6AA Pre-Section Meet	\$126.00
PO#:	Voucher #:	38356	Invoice	Invoice No:	5.1.23	5/10/2023	Paid Amt: \$126.00
							Check Amount: \$126.00
0485	PCB	75003	2576		DOUG LUEPKE TROPHIES		Check
				E 01	020 292 057 000 430	Track Ribbons	\$166.69
PO#:	Voucher #:	38357	Invoice	Invoice No:	791297	5/10/2023	Paid Amt: \$166.69
							Check Amount: \$166.69
0485	PCB	75004	1247		J W PEPPER & SON INC		Check
				E 01	020 258 000 000 430	Funkytown by Ralph Ford	\$58.00
				E 01	020 258 000 000 430	Some Nights arr. Scott	\$65.00
				E 01	020 258 000 000 430	Rock Lobster arr. Brown	\$55.00
				E 01	020 258 000 000 430	Counting Stars arr. Conaway	\$65.00
				E 01	020 258 000 000 430	Shake it Off arr. Wallace	\$70.00
				E 01	020 258 000 000 430	Fireball arr. Lopez	\$55.00
				E 01	020 258 000 000 430	Cupid Shuffle arr. Waters	\$65.00
				E 01	020 258 000 000 430	Industry Baby arr. Bocook	\$60.00
				E 01	020 258 000 000 430	Shipping	\$22.99
PO#: 5316	Voucher #:	38340	Invoice	Invoice No:	365331888	5/10/2023	Paid Amt: \$515.99
							Check Amount: \$515.99
0485	PCB	75005	4692		JEFFREY LINDBLOOM		Check
				E 01	020 294 053 000 420	Baseball Official - Holdingford	\$110.00
PO#:	Voucher #:	38350	Invoice	Invoice No:	5.2.23	5/10/2023	Paid Amt: \$110.00
							Check Amount: \$110.00
0485	PCB	75006	1292		LONG PRAIRIE GREY EAGLE SCHOOLS		Check
				E 01	020 292 057 000 425	Track and Field Entry Fees	\$115.00
PO#:	Voucher #:	38358	Invoice	Invoice No:	5.1.23	5/10/2023	Paid Amt: \$115.00
							Check Amount: \$115.00
0485	PCB	75007	1325		MELROSE PUBLIC SCHOOLS		Check
				E 01	020 298 069 000 401	Speech Meet Registration	\$36.00
PO#:	Voucher #:	38359	Invoice	Invoice No:	5.7.23	5/10/2023	Paid Amt: \$36.00
							Check Amount: \$36.00

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor				Pmt/Void Date	Pmt Type		
0485	PCB	75008	1338		MICHAEL BUKOWSKI					Check		
				E 01	020	294	053	000	420	Baseball Official - Paynsville	\$110.00	
PO#:		Voucher #:	38352	Invoice	Invoice No: 5.2.23				5/10/2023	Paid Amt: \$110.00	Check Amount: \$110.00	
0485	PCB	75009	2496		MICHAEL MARSCHEL					Check		
				E 04	005	505	000	321	401	SNACK/FOOD FOR ELEMENTARY TRACK C	\$63.38	
PO#:		Voucher #:	38360	Invoice	Invoice No: 5.3.23				5/10/2023	Paid Amt: \$63.38	Check Amount: \$63.38	
0485	PCB	75010	1331		MID-STATE EDUCATION DIST					Check		
				E 01	005	400	000	000	394	ADMIN	\$0.00	
				E 01	010	412	450	740	396	ECSE	\$6,122.73	
				E 01	010	412	450	740	397	ECSE	\$1,238.98	
				E 01	005	400	000	000	394	OTHER COST	\$0.00	
				E 01	005	405	450	740	396	HEAR IMPAIRED	\$1,669.89	
				E 01	005	405	450	740	397	HEAR IMPAIRED	\$342.02	
				E 01	005	420	450	740	396	THERAPY	\$4,510.12	
				E 01	005	420	450	740	397	THERAPY	\$950.07	
				E 01	005	420	450	740	396	APE	\$1,563.72	
				E 01	005	420	450	740	397	APE	\$320.28	
				E 04	005	580	450	325	390	ECFE	\$2,931.69	
				E 04	005	582	450	344	390	PRESCHOOL SCREENING	\$546.43	
				E 01	020	211	390	000	391	TELECOMMUNICATION ACCESS	\$5,926.68	
				E 01	010	401	450	740	396	SPEECH/LANGUAGE	\$6,857.83	
				E 01	010	401	450	740	397	SPEECH/LANGUAGE	\$1,074.88	
				E 04	005	582	450	344	390	Readiness	\$0.00	
				E 01	005	420	450	740	396	Psych Service	\$3,562.22	
				E 01	005	420	450	740	397	Psych Service	\$468.55	
PO#:		Voucher #:	38345	Invoice	Invoice No: 3804				5/10/2023	Paid Amt: \$38,086.09		
				E 01	005	400	000	000	394	ADMIN	\$6,688.43	
				E 01	010	412	450	740	396	ECSE	\$6,122.73	
				E 01	010	412	450	740	397	ECSE	\$1,238.98	
				E 01	005	400	000	000	394	OTHER COST	\$2,548.38	
				E 01	005	405	450	740	396	HEAR IMPAIRED	\$1,669.89	
				E 01	005	405	450	740	397	HEAR IMPAIRED	\$342.02	
				E 01	005	420	450	740	396	THERAPY	\$4,510.12	
				E 01	005	420	450	740	397	THERAPY	\$950.07	
				E 01	005	420	450	740	396	APE	\$1,563.72	
				E 01	005	420	450	740	397	APE	\$320.28	
				E 04	005	580	450	325	390	ECFE	\$2,931.69	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75010	1331		MID-STATE EDUCATION DIST		Check
				E 04	005 582 450 344 390	PRESCHOOL SCREENING	\$546.43
				E 01	020 211 390 000 391	TELECOMMUNICATION ACCESS	\$5,926.68
				E 01	010 401 450 740 396	SPEECH/LANGUAGE	\$6,857.83
				E 01	010 401 450 740 397	SPEECH/LANGUAGE	\$1,074.88
				E 04	005 582 450 344 390	Readiness	\$0.00
				E 01	005 420 450 740 396	Psych Service	\$3,562.22
				E 01	005 420 450 740 397	Psych Service	\$468.55
PO#:	Voucher #:	38346	Invoice	Invoice No:	3784	5/10/2023	Paid Amt: \$47,322.90
			E 01	005 400 000 000 390	BUILDING LEASE LEVY	\$39,106.91	
PO#:	Voucher #:	38347	Invoice	Invoice No:	3798	5/10/2023	Paid Amt: \$39,106.91
			E 04	005 582 450 344 390	Readiness	\$1,049.98	
PO#:	Voucher #:	38348	Invoice	Invoice No:	3794	5/10/2023	Paid Amt: \$1,049.98
			E 01	005 400 000 000 394	ADMIN	\$0.00	
			E 01	010 412 450 740 396	ECSE	\$6,122.73	
			E 01	010 412 450 740 397	ECSE	\$1,238.98	
			E 01	005 400 000 000 394	OTHER COST	\$0.00	
			E 01	005 405 450 740 396	HEAR IMPAIRED	\$1,669.89	
			E 01	005 405 450 740 397	HEAR IMPAIRED	\$342.02	
			E 01	005 420 450 740 396	THERAPY	\$4,510.12	
			E 01	005 420 450 740 397	THERAPY	\$950.07	
			E 01	005 420 450 740 396	APE	\$1,563.72	
			E 01	005 420 450 740 397	APE	\$320.28	
			E 04	005 580 450 325 390	ECFE	\$2,931.69	
			E 04	005 582 450 344 390	PRESCHOOL SCREENING	\$546.43	
			E 01	020 211 390 000 391	TELECOMMUNICATION ACCESS	\$5,926.68	
			E 01	010 401 450 740 396	SPEECH/LANGUAGE	\$6,857.83	
			E 01	010 401 450 740 397	SPEECH/LANGUAGE	\$1,074.88	
			E 04	005 582 450 344 390	Readiness	\$0.00	
			E 01	005 420 450 740 396	Psych Service	\$3,562.22	
			E 01	005 420 450 740 397	Psych Service	\$468.55	
PO#:	Voucher #:	38349	Invoice	Invoice No:	3810	5/10/2023	Paid Amt: \$38,086.09
							Check Amount: \$163,651.97
0485	PCB	75011	3820		MIKE GIAMBRUNO		Check
				E 01	020 294 053 000 420	Baseball Official - Paynsville	\$110.00
PO#:	Voucher #:	38353	Invoice	Invoice No:	4.27.23	5/10/2023	Paid Amt: \$110.00
			E 01	020 294 053 000 420	Baseball Official - Kidball	\$110.00	
PO#:	Voucher #:	38354	Invoice	Invoice No:	5.1.23	5/10/2023	Paid Amt: \$110.00
							Check Amount: \$220.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75012	4294		MIKE LYNCH		Check		
				E 01	020 294 053 000 420	Baseball Official - Holdingford		\$110.00	
PO#:	Voucher #:	38351	Invoice	Invoice No:	5.2.23	5/10/2023	Paid Amt:	\$110.00	
							Check Amount:	\$110.00	
0485	PCB	75013	1788		MNIAAA		Check		
				E 01	005 640 000 316 366	MEMBERSHIP DUES		\$390.00	
PO#:	Voucher #:	38361	Invoice	Invoice No:	5.5.23	5/10/2023	Paid Amt:	\$390.00	
							Check Amount:	\$390.00	
0485	PCB	75014	4591		ROBERT PLOMBON		Check		
				E 01	005 010 000 000 305	Robert Plombon AP		\$318.75	
				E 04	005 570 000 000 305	Robert Plombon AP		\$53.13	
				E 04	005 582 000 344 305	Robert Plombon AP		\$53.12	
PO#:	Voucher #:	38344	Invoice	Invoice No:	Apr 16-30 2023	5/10/2023	Paid Amt:	\$425.00	
							Check Amount:	\$425.00	
0485	PCB	75015	1849		TRENT M HERMAN		Check		
				E 01	020 294 053 000 420	Baseball Official - Kimball		\$110.00	
PO#:	Voucher #:	38355	Invoice	Invoice No:	5.1.23	5/10/2023	Paid Amt:	\$110.00	
							Check Amount:	\$110.00	
0485	PCB	75016	4696		LYNX NATIONAL GOLF COURSE		Check		
				E 01	020 294 103 000 401	Boys/Girls Golf		\$96.00	
				E 01	020 296 103 000 401	Girls		\$72.00	
PO#:	Voucher #:	38371	Invoice	Invoice No:	5.11.23	5/11/2023	Paid Amt:	\$168.00	
							Check Amount:	\$168.00	
0485	PCB	75017	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	020 294 103 000 401	Boys Golf Balls		\$149.94	
				E 01	020 296 103 000 401	Girls Golf Balls		\$74.97	
PO#: 5327	Voucher #:	38441	Invoice	Invoice No:	1NCQ-3QM9-FMV1	5/17/2023	Paid Amt:	\$224.91	
				E 01	020 255 000 000 430	Band Saw Table Insert		\$19.99	
PO#:	Voucher #:	38442	Invoice	Invoice No:	1FQY-JW7Q-7HT3	5/17/2023	Paid Amt:	\$19.99	
				E 01	005 010 000 000 401	Amazon Basics 150-Sheet Autofeed Micro-Cut		\$328.67	
PO#: 5319	Voucher #:	38443	Invoice	Invoice No:	1WRV-H7K1-NLDD	5/17/2023	Paid Amt:	\$328.67	
				E 01	005 010 000 000 401	Drinking glasses		\$30.94	
				E 01	005 010 000 000 401	Coffee Mugs		\$29.91	
				E 01	005 010 000 000 401	Candy Dish		\$8.99	
				E 01	005 010 000 000 401	11 x 17 Picture Frames		\$27.49	
				E 01	005 010 000 000 401	16 x 20 Picture Frames		\$49.49	
				E 01	005 010 000 000 401	8 x 10 Picture Frames		\$29.50	
				E 01	005 010 000 000 401	Tissue Box		\$47.98	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75017	4295		AMAZON CAPITAL SERVICES		Check
				E 01	005 010 000 000 401	Mini Fridge	\$99.99
				E 01	005 010 000 000 401	Shelving Rack	\$229.97
				E 01	005 010 000 000 401	Door/Coat Hooks	\$15.99
				E 01	005 010 000 000 401	Freight	\$19.99
	PO#: 5323	Voucher #: 38444	Invoice	Invoice No: 11RH-KYQM-6T6Q	5/17/2023		Paid Amt: \$590.24
							Check Amount: \$1,163.81
0485	PCB	75018	4698		AMAZON SERVICES		Check
				E 01	005 110 000 000 820	DUES MEMBERSHIP LI	\$349.00
	PO#:	Voucher #: 38446	Invoice	Invoice No: 5490325686273	5/17/2023		Paid Amt: \$349.00
							Check Amount: \$349.00
0485	PCB	75019	1021		ANOKA HENNEPIN SCHOOLS		Check
				B 02	131 000	23-24 MSFBG Admin Fee FY24	\$350.00
	PO#:	Voucher #: 38462	Invoice	Invoice No: MSFBG 23/24-110	5/17/2023		Paid Amt: \$350.00
							Check Amount: \$350.00
0485	PCB	75020	1903		BECKER SCREENPRINTING		Check
				E 04	005 505 000 321 401	Lions Den Garment	\$32.00
	PO#:	Voucher #: 38448	Invoice	Invoice No: 5805	5/17/2023		Paid Amt: \$32.00
							Check Amount: \$32.00
0485	PCB	75021	1074		CENTRA SOTA COOPERATIVE		Check
				E 01	005 760 000 720 442	DIESEL	\$2,072.37
				E 01	005 760 000 720 442	UNLEADED	\$1,187.05
				E 01	005 760 000 720 442	Discount	(\$90.26)
	PO#:	Voucher #: 38403	Invoice	Invoice No: 5442230	5/17/2023		Paid Amt: \$3,169.16
							Check Amount: \$3,169.16
0485	PCB	75022	1076		CENTRAL LAKES COLLEGE		Check
				E 01	020 211 390 000 391	PSEO Spring 2023	\$53,714.00
	PO#:	Voucher #: 38405	Invoice	Invoice No: 4.28.23	5/17/2023		Paid Amt: \$53,714.00
							Check Amount: \$53,714.00
0485	PCB	75023	4396		CHRIS VOSEN AUTO REPAIR		Check
				E 01	005 760 000 720 350	Van 27 Oil, Filter	\$90.88
	PO#:	Voucher #: 38404	Invoice	Invoice No: 7070	5/17/2023		Paid Amt: \$90.88
							Check Amount: \$90.88
0485	PCB	75024	1086		CITY OF ROYALTON		Check
				E 01	005 810 000 000 332	Acct 01-00002863-00-6 Water/Sewer	\$648.48
	PO#:	Voucher #: 38401	Invoice	Invoice No: 4.30.23	5/17/2023		Paid Amt: \$648.48

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75024	1086		CITY OF ROYALTON		Check		
				E 01	005 810 000 000 332	Acct 01-00003550-00-8 Water/Sewer		\$1,250.17	
	PO#:	Voucher #:	38402	Invoice	Invoice No: 4.30.23	5/17/2023	Paid Amt:	\$1,250.17	
							Check Amount:	\$1,898.65	
0485	PCB	75025	2602		CLIMATE AIR INC		Check		
				E 01	005 810 000 000 350	Elem Repair Refrigerant, Coil Leak		\$1,430.68	
	PO#:	Voucher #:	38467	Invoice	Invoice No: 55158	5/17/2023	Paid Amt:	\$1,430.68	
							Check Amount:	\$1,430.68	
0485	PCB	75026	1090		CMERDC		Check		
				E 01	005 110 000 000 401	Chk Stock		\$47.60	
	PO#:	Voucher #:	38392	Invoice	Invoice No: 191522	5/17/2023	Paid Amt:	\$47.60	
				E 01	005 110 000 000 305	ACCOUNTING FEE		\$525.00	
				E 01	005 110 000 000 305	SMART SYSYEM		\$3,000.00	
				E 01	005 110 000 000 305	HOSTED		\$525.00	
	PO#:	Voucher #:	38393	Invoice	Invoice No: 191389	5/17/2023	Paid Amt:	\$4,050.00	
							Check Amount:	\$4,097.60	
0485	PCB	75027	1133		ECM PUBLISHERS INC		Check		
				E 01	005 110 000 000 380	Apr 17 Work Session Minutes		\$39.36	
	PO#:	Voucher #:	38406	Invoice	Invoice No: 944928	5/17/2023	Paid Amt:	\$39.36	
				E 01	005 110 000 000 380	Mar 27 Regular Minutes		\$95.04	
	PO#:	Voucher #:	38407	Invoice	Invoice No: 944929	5/17/2023	Paid Amt:	\$95.04	
							Check Amount:	\$134.40	
0485	PCB	75028	1163		FIEDLERS PUMPING SPEC		Check		
				E 01	005 810 000 000 305	Holding tank Pumping & Cleaning		\$425.00	
	PO#:	Voucher #:	38408	Invoice	Invoice No: 53204	5/17/2023	Paid Amt:	\$425.00	
							Check Amount:	\$425.00	
0485	PCB	75029	4673		FROG STREET PRESS, LLC		Check		
				B 04	131 000	FSPLOD20 Prof Dev Fund 04		\$1,499.00	
	PO#: 5290	Voucher #:	38394	Invoice	Invoice No: 0241876-IN	5/17/2023	Paid Amt:	\$1,499.00	
							Check Amount:	\$1,499.00	
0485	PCB	75030	2017		FRONTLINE TECHNOLOGIES		Check		
				B 01	131 000	Asset Mgmt Solution 01-005-110-xxx-305		\$4,994.03	
	PO#:	Voucher #:	38451	Invoice	Invoice No: INVUS178811	5/17/2023	Paid Amt:	\$4,994.03	
							Check Amount:	\$4,994.03	
0485	PCB	75031	4336		GB TECHNOLOGIES		Check		
				E 01	005 715 000 342 319	HS Security System 57		\$375.00	
	PO#:	Voucher #:	38409	Invoice	Invoice No: 10006	5/17/2023	Paid Amt:	\$375.00	
							Check Amount:	\$375.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75032	4237		GRANITE ELECTRONICS, INC.		Check		
				E 01	005 760 000 720 401			Radio Repair	\$220.50
	PO#:	Voucher #:	38410	Invoice	Invoice No: 253000396-1	5/17/2023	Paid Amt:	\$220.50	
							Check Amount:	\$220.50	
0485	PCB	75033	1206		HELENA AGRI-ENTERPRISES, LLC		Check		
				E 01	005 810 000 000 401			Fertilizer Bags	\$2,400.00
	PO#:	Voucher #:	38411	Invoice	Invoice No: 42824825	5/17/2023	Paid Amt:	\$2,400.00	
							Check Amount:	\$2,400.00	
0485	PCB	75034	1215		HILLYARD INC		Check		
				E 01	005 810 000 000 401			Cap Strainer	\$18.30
	PO#:	Voucher #:	38412	Invoice	Invoice No: 605095603	5/17/2023	Paid Amt:	\$18.30	
							Check Amount:	\$18.30	
0485	PCB	75035	3687		HOLDINGFORD HARDWARE		Check		
				E 01	020 255 000 000 430			Supplies Rob	\$59.70
	PO#:	Voucher #:	38413	Invoice	Invoice No: 20031	5/17/2023	Paid Amt:	\$59.70	
							Check Amount:	\$59.70	
0485	PCB	75036	1267		KEMPS, LLC		Check		
				E 02	005 770 000 701 495			MILK	\$441.90
	PO#:	Voucher #:	38414	Invoice	Invoice No: 4569137	5/17/2023	Paid Amt:	\$441.90	
				E 02	005 770 000 701 495			MILK	\$388.00
	PO#:	Voucher #:	38415	Invoice	Invoice No: 4580287	5/17/2023	Paid Amt:	\$388.00	
				E 02	005 770 000 701 495			MILK	\$179.20
	PO#:	Voucher #:	38416	Invoice	Invoice No: 4580349	5/17/2023	Paid Amt:	\$179.20	
							Check Amount:	\$1,009.10	
0485	PCB	75037	1713		MAAE		Check		
				E 01	020 640 000 316 366			Misc. Professional Development	\$522.00
	PO#: 5258	Voucher #:	38422	Invoice	Invoice No: 1847	5/17/2023	Paid Amt:	\$522.00	
							Check Amount:	\$522.00	
0485	PCB	75038	1700		MACKIN EDUCATIONAL RESOURCES		Check		
				E 01	020 620 000 000 470			Library Books	\$550.00
	PO#: 5251	Voucher #:	38423	Invoice	Invoice No: 800523	5/17/2023	Paid Amt:	\$550.00	
							Check Amount:	\$550.00	
0485	PCB	75039	1300		MACNEIL ENVIRONMENTAL, INC		Check		
				E 01	005 865 000 352 305			HEALTH & SAFETY	\$1,500.00
	PO#:	Voucher #:	38421	Invoice	Invoice No: 9314	5/17/2023	Paid Amt:	\$1,500.00	
							Check Amount:	\$1,500.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75048	4515		Northern Pines Mental Health Center		Check		
				E 01	005 730 012 161 362	Interventionist Contract Apr 2023		\$1,406.25	
	PO#:	Voucher #:	38440	Invoice	Invoice No: Apr 23 Royalton	5/17/2023	Paid Amt:	\$1,406.25	
							Check Amount:	\$1,406.25	
0485	PCB	75049	1406		PAN-O-GOLD BAKING CO		Check		
				E 02	005 770 000 701 490	BREAD		\$70.95	
	PO#:	Voucher #:	38417	Invoice	Invoice No: 10000623121003	5/17/2023	Paid Amt:	\$70.95	
				E 02	005 770 000 701 490	BREAD		\$44.75	
	PO#:	Voucher #:	38424	Invoice	Invoice No: 10000623128001	5/17/2023	Paid Amt:	\$44.75	
							Check Amount:	\$115.70	
0485	PCB	75050	3644		POWERHOUSE OUTDOOR EQUIPMENT INC		Check		
				E 01	005 810 000 000 401	Oil		\$87.60	
	PO#:	Voucher #:	38425	Invoice	Invoice No: 668713	5/17/2023	Paid Amt:	\$87.60	
							Check Amount:	\$87.60	
0485	PCB	75051	3113		REPUBLIC SERVICES #891		Check		
				E 01	005 810 000 000 330	WASTE MANAGEMENT SERVICE		\$1,019.71	
	PO#:	Voucher #:	38429	Invoice	Invoice No: 0891-001261194	5/17/2023	Paid Amt:	\$1,019.71	
				E 01	005 810 000 000 330	WASTE MANAGEMENT SERVICE		\$836.33	
	PO#:	Voucher #:	38430	Invoice	Invoice No: 0891-001261195	5/17/2023	Paid Amt:	\$836.33	
							Check Amount:	\$1,856.04	
0485	PCB	75052	1460		RESOURCE TRAINING & SOL		Check		
				E 01	010 218 000 388 430	Young Authors Young Artists Student Registrat		\$1,800.00	
	PO#: 5221	Voucher #:	38447	Invoice	Invoice No: 38081	5/17/2023	Paid Amt:	\$1,800.00	
							Check Amount:	\$1,800.00	
0485	PCB	75053	3228		ROLLERBLADE USA		Check		
				E 01	020 240 000 000 430	SUPPLIES AND MATERIA		\$88.00	
				E 01	020 240 000 000 430	Misc. shipping and handling		\$10.00	
	PO#:	Voucher #:	38428	Invoice	Invoice No: 248203	5/17/2023	Paid Amt:	\$98.00	
							Check Amount:	\$98.00	
0485	PCB	75054	1477		ROYALTON LUMBER COMPANY		Check		
				E 01	005 810 000 000 401	Misc Supplies		\$533.94	
	PO#:	Voucher #:	38427	Invoice	Invoice No: 857953	5/17/2023	Paid Amt:	\$533.94	
							Check Amount:	\$533.94	
0485	PCB	75055	2087		RUPP, ANDERSON, SQUIRES & WALDSPURGER, PA		Check		
				E 01	005 110 000 000 313	Legal Fees		\$954.00	
	PO#:	Voucher #:	38426	Invoice	Invoice No: 17426	60 5/17/2023	Paid Amt:	\$954.00	
							Check Amount:	\$954.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75056	3710		SPEECH PARTNERS, LLC		Check		
				E 01	010 401 000 740 394	SPEECH SERVICE		\$623.77	
	PO#:	Voucher #:	38466	Invoice	Invoice No: 5.14.23		5/17/2023	Paid Amt:	\$623.77
								Check Amount:	\$623.77
0485	PCB	75057	2577		SYSKO WESTERN MN, INC.		Check		
				E 02	005 770 000 705 490	Breakfast		\$482.17	
				E 02	005 770 000 701 490	Lunch		\$1,563.12	
	PO#:	Voucher #:	38431	Invoice	Invoice No: 253388993		5/17/2023	Paid Amt:	\$2,045.29
				E 02	005 770 000 701 491	Commodity		\$125.94	
	PO#:	Voucher #:	38432	Invoice	Invoice No: 253388994		5/17/2023	Paid Amt:	\$125.94
				E 02	005 770 000 701 491	Commodity		\$45.40	
	PO#:	Voucher #:	38433	Invoice	Invoice No: 253382813		5/17/2023	Paid Amt:	\$45.40
				E 02	005 770 000 705 490	Breakfast		\$1,234.31	
				E 02	005 770 000 701 490	Lunch		\$2,769.01	
	PO#:	Voucher #:	38434	Invoice	Invoice No: 253382814		5/17/2023	Paid Amt:	\$4,003.32
				E 02	005 770 000 701 490	Lunch		\$80.08	
	PO#:	Voucher #:	38452	Invoice	Invoice No: 253388112		5/17/2023	Paid Amt:	\$80.08
				E 02	005 770 000 701 491	Commodity		\$94.62	
	PO#:	Voucher #:	38453	Invoice	Invoice No: 253382816		5/17/2023	Paid Amt:	\$94.62
				E 02	005 770 000 705 490	Breakfast		\$570.77	
	PO#:	Voucher #:	38454	Invoice	Invoice No: 253382815		5/17/2023	Paid Amt:	\$570.77
				E 02	005 770 000 701 490	Lunch		\$3,644.53	
	PO#:	Voucher #:	38455	Invoice	Invoice No: 253382817		5/17/2023	Paid Amt:	\$3,644.53
				E 02	005 770 000 701 490	Lunch		(\$74.78)	
	PO#:	Voucher #:	38457	Invoice	Invoice No: 253374037		5/17/2023	Paid Amt:	(\$74.78)
				E 02	005 770 000 701 491	Commodity		\$91.21	
	PO#:	Voucher #:	38458	Invoice	Invoice No: 253393869		5/17/2023	Paid Amt:	\$91.21
				E 02	005 770 000 701 491	Commodity		\$110.12	
	PO#:	Voucher #:	38459	Invoice	Invoice No: 253393871		5/17/2023	Paid Amt:	\$110.12
				E 02	005 770 000 701 490	Lunch		\$171.03	
	PO#:	Voucher #:	38460	Invoice	Invoice No: 253393873		5/17/2023	Paid Amt:	\$171.03
				E 02	005 770 000 705 490	Breakfast		\$586.41	
	PO#:	Voucher #:	38461	Invoice	Invoice No: 253393872		5/17/2023	Paid Amt:	\$586.41
								Check Amount:	\$11,493.94
0485	PCB	75058	4206		T-MOBILE		Check		
				E 01	005 810 000 000 320	Mobile Internet Acct 971799683		\$100.00	
	PO#:	Voucher #:	38435	Invoice	Invoice No: 4.21.23		61 5/17/2023	Paid Amt:	\$100.00
								Check Amount:	\$100.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75059	3486		UNIVERSAL ATHLETIC		Check		
				E 01	020 294 053 000 430	Adult MVP Baseball Belt; Item # A062		\$95.76	
				E 01	020 294 053 000 430	Freight		\$17.82	
	PO#: 5203	Voucher #: 38436		Invoice	Invoice No: 104-0142787-01	5/17/2023	Paid Amt:	\$113.58	
							Check Amount:	\$113.58	
0485	PCB	75060	4152		MASMS		Check		
				E 01	005 810 000 000 820	Membership Tony Duevel		\$125.00	
	PO#:	Voucher #: 38468		Invoice	Invoice No: May 2023	5/17/2023	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	PCB	75061	1879		MINNESOTA DEPARTMENT OF HEALTH		Check		
				E 02	005 770 000 701 305	Food Serv Fee Lic # 7211		\$40.00	
	PO#:	Voucher #: 38420		Invoice	Invoice No: 998528	5/17/2023	Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
0485	PCB	75062	1010		ALL STAR TROPHY & AWARDS		Check		
				E 01	005 010 000 000 401	PLAQUE FOR RETIREE		\$105.00	
	PO#:	Voucher #: 38495		Invoice	Invoice No: 5998	5/23/2023	Paid Amt:	\$105.00	
							Check Amount:	\$105.00	
0485	PCB	75063	1012		AMAZON / SYNCB		Check		
				E 01	020 211 000 302 530	18" Hoki seats for classroom		\$465.45	
				E 01	020 211 000 302 530	20" Hoki seats for classroom		\$450.90	
	PO#: 5324	Voucher #: 38493		Invoice	Invoice No: 1CMK-1R16-336T	5/23/2023	Paid Amt:	\$916.35	
							Check Amount:	\$916.35	
0485	PCB	75064	4295		AMAZON CAPITAL SERVICES		Check		
				E 11	010 203 902 000 430	USB C PD 60W Charging Station with QC 3.0,		\$269.97	
				E 11	010 203 902 000 430	1ft iPhone Charge Cable Short, 5Pack USB to		\$28.17	
				E 11	010 203 902 000 430	1ft 2Pack USB C to Lightning Cable		\$17.98	
	PO#: 5331	Voucher #: 38492		Invoice	Invoice No: 1W7C-PG3C-TV6R	5/23/2023	Paid Amt:	\$316.12	
				E 01	005 010 000 000 401	Door/Coat Hooks		\$23.98	
	PO#:	Voucher #: 38494		Invoice	Invoice No: 173C-NNC3-T1RW	5/23/2023	Paid Amt:	\$23.98	
							Check Amount:	\$340.10	
0485	PCB	75065	1903		BECKER SCREENPRINTING		Check		
				E 04	005 505 000 321 305	T-Shirts		\$760.00	
	PO#:	Voucher #: 38490		Invoice	Invoice No: 5815	5/23/2023	Paid Amt:	\$760.00	
							Check Amount:	\$760.00	
0485	PCB	75066	3867		BOB LATTERELL		Check		
				E 01	020 296 059 000 420	Softball BBE 5.4.23 62		\$200.00	
	PO#:	Voucher #: 38472		Invoice	Invoice No: 5.4.23	5/23/2023	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75067	3950		BRAD EISENBEIS		Check		
				E 01	020 296 059 000 420	Softball Official Holdingford 5.9.23		\$100.00	
	PO#:	Voucher #:	38473	Invoice	Invoice No: 5.9.23	5/23/2023	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	75068	1832		BRIAN OLMSCHIED		Check		
				E 01	020 296 059 000 420	Softball Official 5.18.23		\$200.00	
	PO#:	Voucher #:	38474	Invoice	Invoice No: 5.18.23	5/23/2023	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
0485	PCB	75069	1873		CHAD MCGRAW		Check		
				E 01	020 294 053 000 420	Baseball Official Foley 5.12.23		\$110.00	
	PO#:	Voucher #:	38475	Invoice	Invoice No: 5.12.23	5/23/2023	Paid Amt:	\$110.00	
				E 01	020 294 053 000 420	Baseball Official EVW 5.11.23		\$220.00	
	PO#:	Voucher #:	38476	Invoice	Invoice No: 5.11.23	5/23/2023	Paid Amt:	\$220.00	
							Check Amount:	\$330.00	
0485	PCB	75070	2602		CLIMATE AIR INC		Check		
				E 01	005 810 000 000 350	Elem Repair Refrigerant, Coil Leak		\$4,055.05	
	PO#:	Voucher #:	38491	Invoice	Invoice No: 55186	5/23/2023	Paid Amt:	\$4,055.05	
							Check Amount:	\$4,055.05	
0485	PCB	75071	2017		FRONTLINE TECHNOLOGIES		Check		
				B 01	131 000	Absence/Time Solution FY24 xxx-211/203...30		\$11,347.47	
	PO#:	Voucher #:	38488	Invoice	Invoice No: INVUS184721	5/23/2023	Paid Amt:	\$11,347.47	
				B 01	131 000	BUDGET MANAGEMENT		\$3,007.70	
				B 01	131 000	FINANCIAL PLANNING		\$9,984.84	
	PO#:	Voucher #:	38489	Invoice	Invoice No: INVUS184717	5/23/2023	Paid Amt:	\$12,992.54	
							Check Amount:	\$24,340.01	
0485	PCB	75072	1960		GARY TRIPP		Check		
				E 01	020 296 059 000 420	Softball Official -ALGL -DH & Pierz		\$300.00	
	PO#:	Voucher #:	38477	Invoice	Invoice No: 5.18.23	5/23/2023	Paid Amt:	\$300.00	
							Check Amount:	\$300.00	
0485	PCB	75073	3638		JEFFREY KELLERMAN		Check		
				E 01	020 296 059 000 420	Softball Official - 5.18.23		\$200.00	
	PO#:	Voucher #:	38478	Invoice	Invoice No: 5.18.23	5/23/2023	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
0485	PCB	75074	3081		LARRY MIDAS		Check		
				E 01	020 294 053 000 420	Baseball Official EVW 5.11.23		\$220.00	
	PO#:	Voucher #:	38479	Invoice	Invoice No: 5.11.23	63 5/23/2023	Paid Amt:	\$220.00	
							Check Amount:	\$220.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75075	4699		MAHS		Check		
				E 01	020 050 000 000 820	Membership MAHS HS		\$60.00	
	PO#:	Voucher #:	38465	Invoice	Invoice No: 5040	5/23/2023	Paid Amt:	\$60.00	
							Check Amount:	\$60.00	
0485	PCB	75076	4700		MARK REDEMSKE		Check		
				E 01	020 296 059 000 420	Softball Official Holdingford - 5.09.23		\$100.00	
	PO#:	Voucher #:	38480	Invoice	Invoice No: 5.9.23	5/23/2023	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	75077	1889		METRO ECSU - REGION 11 ISD 920		Check		
				E 01	010 401 000 619 366	Regist Virtual PBIS Summit		\$75.00	
	PO#:	Voucher #:	38470	Invoice	Invoice No: INV0001768	5/23/2023	Paid Amt:	\$75.00	
							Check Amount:	\$75.00	
0485	PCB	75078	1338		MICHAEL BUKOWSKI		Check		
				E 01	020 294 053 000 420	Baseball Official - Foley		\$110.00	
	PO#:	Voucher #:	38481	Invoice	Invoice No: 5.12.23	5/23/2023	Paid Amt:	\$110.00	
				E 01	020 294 053 000 420	Baseball Official -Paynseville DH		\$220.00	
	PO#:	Voucher #:	38483	Invoice	Invoice No: 5.17.23	5/23/2023	Paid Amt:	\$220.00	
							Check Amount:	\$330.00	
0485	PCB	75079	4294		MIKE LYNCH		Check		
				E 01	020 294 053 000 420	Baseball Official - Maple Lake		\$110.00	
	PO#:	Voucher #:	38482	Invoice	Invoice No: 5.16.23	5/23/2023	Paid Amt:	\$110.00	
							Check Amount:	\$110.00	
0485	PCB	75080	1375		NAPA AUTO PARTS		Check		
				E 01	005 760 000 720 401	Oil Filters		\$4.90	
	PO#:	Voucher #:	38501	Invoice	Invoice No: 552681	5/23/2023	Paid Amt:	\$4.90	
							Check Amount:	\$4.90	
0485	PCB	75081	1833		NICK BERSCHIED		Check		
				E 01	020 294 053 000 420	Baseball Official Paynesville DH		\$220.00	
	PO#:	Voucher #:	38484	Invoice	Invoice No: 5.17.232	5/23/2023	Paid Amt:	\$220.00	
							Check Amount:	\$220.00	
0485	PCB	75082	4591		ROBERT PLOMBON		Check		
				E 01	005 010 000 000 305	Robert Plombon AP		\$1,068.75	
				E 04	005 570 000 000 305	Robert Plombon AP		\$178.13	
				E 04	005 582 000 344 305	Robert Plombon AP		\$178.12	
	PO#:	Voucher #:	38471	Invoice	Invoice No: 5/01-5/15/2023	5/23/2023	Paid Amt:	\$1,425.00	
							Check Amount:	\$1,425.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75083	1857		RON SEIBRING		Check		
				E 01	020 296 059 000 420	Softball Official BBE DH		\$200.00	
	PO#:	Voucher #:	38485	Invoice	Invoice No: 5.4.23			5/23/2023	
							Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
0485	PCB	75084	3086		ST. CLOUD FASTPITCH		Check		
				E 04	005 505 000 321 305	JO Softball Registration		\$200.00	
	PO#:	Voucher #:	38469	Invoice	Invoice No: 5/16/2023			5/23/2023	
							Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
0485	PCB	75085	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 701 490	Credit - Items Damaged		(\$90.65)	
	PO#:	Voucher #:	38497	Invoice	Invoice No: 253390450			5/23/2023	
							Paid Amt:	\$90.65	
				E 02	005 770 000 701 491	Commodity Credit		(\$6.69)	
	PO#:	Voucher #:	38498	Invoice	Invoice No: 253390451			5/23/2023	
							Paid Amt:	\$6.69	
				E 02	005 770 000 701 491	Commodity		\$77.29	
	PO#:	Voucher #:	38499	Invoice	Invoice No: 253398671			5/23/2023	
							Paid Amt:	\$77.29	
				E 02	005 770 000 701 491	Commodity		\$74.21	
	PO#:	Voucher #:	38500	Invoice	Invoice No: 253398674			5/23/2023	
							Paid Amt:	\$74.21	
							Check Amount:	\$248.84	
0485	PCB	75086	4701		TERRY LEE		Check		
				E 01	020 294 053 000 420	Baseball Official - Maple Lake		\$110.00	
	PO#:	Voucher #:	38486	Invoice	Invoice No: 5.12.23			5/23/2023	
							Paid Amt:	\$110.00	
				E 01	020 294 053 000 420	Baseball Official - Foley		\$110.00	
	PO#:	Voucher #:	38487	Invoice	Invoice No: 5.12.23			5/23/2023	
							Paid Amt:	\$110.00	
							Check Amount:	\$220.00	
0485	PCB	75087	4706		ADON RIPPLE		Check		
				E 01	020 298 073 000 401	BPA NATIONALS ADVISOR LODGING		\$175.91	
	PO#:	Voucher #:	38521	Invoice	Invoice No: 5.15.23			5/31/2023	
							Paid Amt:	\$175.91	
							Check Amount:	\$175.91	
0485	PCB	75088	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	005 810 000 000 401	Receiver hitch for our John Deere X730 tractor		\$159.37	
				E 01	005 810 000 000 401	Freight		\$13.69	
	PO#: 5352	Voucher #:	38511	Invoice	Invoice No: 1MVC-3PKW-7GRL			5/31/2023	
							Paid Amt:	\$173.06	
				E 01	005 010 000 000 401	CM Returned Items		(\$2.99)	
	PO#:	Voucher #:	38513	Invoice	Invoice No: 1NYY-GYW4-1W6R			5/31/2023	
							Paid Amt:	(\$2.99)	
				E 01	005 010 000 000 401	Door/Coat Hooks		(\$5.99)	
	PO#:	Voucher #:	38514	Invoice	Invoice No: 1NYY-GYW4-1VX7			5/31/2023	
							Paid Amt:	(\$5.99)	
							Check Amount:	\$164.08	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75089	3344		CDW-GOVERNMENT		Check		
				E 01	020 211 690 000 401	BE50T-H Samsung BE50T-H BET-H Pro TV S		\$465.00	
	PO#: 5322	Voucher #:	38532	Invoice	Invoice No: JM09891	5/31/2023	Paid Amt:	\$465.00	
				E 01	005 110 690 000 401	BND300-0007 Owl Labs Conference Room Ca		\$1,126.12	
				E 01	005 110 690 000 401	ACCMTW300-0002 Owl Labs 16' USB Extensi		\$24.65	
	PO#: 5312	Voucher #:	38533	Invoice	Invoice No: JM12980	5/31/2023	Paid Amt:	\$1,150.77	
							Check Amount:	\$1,615.77	
0485	PCB	75090	1074		CENTRA SOTA COOPERATIVE		Check		
				E 01	005 760 000 720 442	DIESEL		\$1,385.60	
				E 01	005 760 000 720 442	UNLEADED		\$1,044.65	
				E 01	005 760 000 720 442	Discount		(\$73.59)	
	PO#:	Voucher #:	38530	Invoice	Invoice No: 140116	5/31/2023	Paid Amt:	\$2,356.66	
				E 01	005 760 000 720 442	DIESEL		\$2,253.30	
				E 01	005 760 000 720 442	UNLEADED		\$1,438.71	
				E 01	005 760 000 720 442	Discount		(\$115.03)	
	PO#:	Voucher #:	38531	Invoice	Invoice No: 140039	5/31/2023	Paid Amt:	\$3,576.98	
							Check Amount:	\$5,933.64	
0485	PCB	75091	4596		CENTRAL MCGOWAN, INC		Check		
				E 01	020 298 062 000 401	Supplies		\$22.43	
	PO#:	Voucher #:	38510	Invoice	Invoice No: 0000713930	5/31/2023	Paid Amt:	\$22.43	
							Check Amount:	\$22.43	
0485	PCB	75092	4707		CRAGUNS		Check		
				E 01	020 294 103 000 401	Golf Registration		\$200.00	
	PO#:	Voucher #:	38522	Invoice	Invoice No: 5.18.23	5/31/2023	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
0485	PCB	75093	1777		DAVID GUNDERSON		Check		
				E 01	020 294 053 000 420	Baseball Official 5.19.23		\$110.00	
	PO#:	Voucher #:	38517	Invoice	Invoice No: 5.19.23	5/31/2023	Paid Amt:	\$110.00	
							Check Amount:	\$110.00	
0485	PCB	75094	2576		DOUG LUEPKE TROPHIES		Check		
				E 01	020 292 000 000 430	Athletic Awards		\$49.50	
	PO#:	Voucher #:	38523	Invoice	Invoice No: 417663	5/31/2023	Paid Amt:	\$49.50	
							Check Amount:	\$49.50	
0485	PCB	75095	1133		ECM PUBLISHERS INC		Check		
				E 01	005 110 000 000 380	May 22 Agenda		\$72.00	
	PO#:	Voucher #:	38535	Invoice	Invoice No: 948057	5/31/2023	Paid Amt:	\$72.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75095	1133		ECM PUBLISHERS INC		Check
				E 01	005 110 000 000 380	May 11 Agenda	\$28.80
	PO#:	Voucher #:	38536	Invoice	Invoice No: 945977	5/31/2023	Paid Amt: \$28.80
							Check Amount: \$100.80
0485	PCB	75096	1152		EVERGREEN LAWN IRRIGATION		Check
				E 01	005 811 000 000 305	Irrigation on properties	\$808.00
	PO#:	Voucher #:	38534	Invoice	Invoice No: 6344	5/31/2023	Paid Amt: \$808.00
							Check Amount: \$808.00
0485	PCB	75097	1212		HILDI INC.		Check
				E 01	005 110 000 000 305	Participant File Valuation	\$100.00
	PO#:	Voucher #:	38512	Invoice	Invoice No: 14525	5/31/2023	Paid Amt: \$100.00
							Check Amount: \$100.00
0485	PCB	75098	1215		HILLYARD INC		Check
				E 01	005 810 000 000 401	Pad Driver	\$133.00
	PO#:	Voucher #:	38537	Invoice	Invoice No: 700545622	5/31/2023	Paid Amt: \$133.00
				E 01	005 810 000 000 401	Skirt	\$234.48
	PO#:	Voucher #:	38538	Invoice	Invoice No: 700545621	5/31/2023	Paid Amt: \$234.48
							Check Amount: \$367.48
0485	PCB	75099	1241		ISCORP		Check
				B 01	131 000	Fee Jul 2023 005-110-xxxxxxx-305	\$157.50
	PO#:	Voucher #:	38516	Invoice	Invoice No: 0732073	5/31/2023	Paid Amt: \$157.50
							Check Amount: \$157.50
0485	PCB	75100	2609		MACGILL		Check
				E 01	005 720 000 000 401	10301 Leukoplast Flexible Spot Dressing 7/8" l	\$12.98
				E 01	005 720 000 000 401	10303 Leukoplast Flexible Spot Dressing 1-1/4	\$12.98
				E 01	005 720 000 000 401	1893 Puritan Wooden Cotton Tipped Applicato	\$10.14
				E 01	005 720 000 000 401	18131 4" x 6" Reusable Hot/Cold pack (24 pac	\$33.00
				E 01	005 720 000 000 401	4738 Tooth Necklace	\$31.90
				E 01	005 720 000 000 401	20653 Cavicide CaviWipes Towelettes	\$124.90
				E 01	005 720 000 000 401	12471 CareBag Vomit Bags	\$119.40
				E 01	005 720 000 000 401	15603 Halyard Powder Free Nitrile Exam Glov	\$270.00
				E 01	005 720 000 000 401	75134 Refresh Plus- Sterile Solution	\$89.70
				E 01	005 720 000 000 401	18140 SureTemp@ Probe Covers, 1000 per C	\$45.00
				E 01	005 720 000 000 401	8629 4" x 4" Economy Non-Woven Gauze Spo	\$33.54
				E 01	005 720 000 000 401	23099P	\$0.00
				E 01	005 720 000 000 401	23092	\$0.00
				E 01	005 720 000 000 401	23093	\$0.00

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75100	2609		MACGILL		Check		
				E 01	005 720 000 000 401 23091			\$0.00	
	PO#: 5311	Voucher #:	38508	Invoice	Invoice No: IN0834957	5/31/2023		Paid Amt:	\$783.54
								Check Amount:	\$783.54
0485	PCB	75101	1700		MACKIN EDUCATIONAL RESOURCES		Check		
				E 01	010 620 000 000 470 128 books to be added to Elementary Library			\$955.25	
	PO#: 5276	Voucher #:	38515	Invoice	Invoice No: 804918	5/31/2023		Paid Amt:	\$955.25
								Check Amount:	\$955.25
0485	PCB	75102	1338		MICHAEL BUKOWSKI		Check		
				E 01	020 294 053 000 420 Baseball Official 5.19.23			\$110.00	
	PO#:	Voucher #:	38518	Invoice	Invoice No: 5.19.23	5/31/2023		Paid Amt:	\$110.00
								Check Amount:	\$110.00
0485	PCB	75103	1346		MINNESOTA POWER		Check		
				E 01	010 810 000 000 331 ES			\$3,595.25	
	PO#:	Voucher #:	38504	Invoice	Invoice No: 5.19.23	5/31/2023		Paid Amt:	\$3,595.25
				E 01	020 810 000 000 331 Acct 811180000 Elect			\$185.60	
	PO#:	Voucher #:	38505	Invoice	Invoice No: 5.9.23	5/31/2023		Paid Amt:	\$185.60
				E 01	020 810 000 000 331 ATHLETICS			\$39.86	
	PO#:	Voucher #:	38506	Invoice	Invoice No: 5.17.23	5/31/2023		Paid Amt:	\$39.86
								Check Amount:	\$3,820.71
0485	PCB	75104	1375		NAPA AUTO PARTS		Check		
				E 01	005 760 000 720 401 50/50			\$32.97	
	PO#:	Voucher #:	38502	Invoice	Invoice No: 552972	5/31/2023		Paid Amt:	\$32.97
								Check Amount:	\$32.97
0485	PCB	75105	3763		PETE CHEELEY		Check		
				E 01	020 296 059 000 420 Softball Official Pierz 5.19.23			\$100.00	
	PO#:	Voucher #:	38519	Invoice	Invoice No: 5.19.23	5/31/2023		Paid Amt:	\$100.00
								Check Amount:	\$100.00
0485	PCB	75106	1574		TODD NORMAN		Check		
				E 01	020 296 059 000 420 Softball Official Pierz 5.19.23			\$100.00	
	PO#:	Voucher #:	38520	Invoice	Invoice No: 5.19.23	5/31/2023		Paid Amt:	\$100.00
								Check Amount:	\$100.00
0485	PCB	75107	1592		VERIZON WIRELESS		Check		
				E 01	005 810 000 000 320 PHONE SERVICE			\$350.80	
	PO#:	Voucher #:	38507	Invoice	Invoice No: 9934686699	5/31/2023		Paid Amt:	\$350.80
								Check Amount:	\$350.80

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75108	1611		XCEL ENERGY		Check
				E 01	005 810 000 000 440	Acct 51-4433400-5	\$4,439.84
	PO#:	Voucher #:	38509	Invoice	Invoice No: 827926564	5/31/2023	Paid Amt: \$4,439.84
							Check Amount: \$4,439.84
							Report Total: \$860,213.86

Royalton Public Schools
Timecard Archive Detail

	Calendar	Type/ Option	Pay/Ded Code	Units	ACA Unit Override	Conversion Unit	Rate	Amount	Account Code	Earn Sch	ACA Month	Pay Type	Check Description	Created By
Id: 418	Blomme , Victoria													
	05/31/2023	S202322-0	P	EBENONW2	0.00		20.63	\$20.63		1	05/15/2023	02	Mileage	413
	Units Subtotal:			0.00	EBENONW2 Total:			\$20.63						
	Units:			0.00	Emp Pay:			\$20.63						
Id: 419	Burg , Stephanie													
	05/31/2023	S202322-0	P	EBENONW2	0.00		986.08	\$986.08	01-020-640-000-316-185	1	05/15/2023	02	WBL License	413
	Units Subtotal:			0.00	EBENONW2 Total:			\$986.08						
	Units:			0.00	Emp Pay:			\$986.08						
Id: 724	Crenna , Michelle													
	05/31/2023	S202322-0	P	EBENONW2	0.00		475.00	\$475.00	01-020-211-000-000-401	1	05/15/2023	02	Broken Glas	413
	Units Subtotal:			0.00	EBENONW2 Total:			\$475.00						
	Units:			0.00	Emp Pay:			\$475.00						
Id: 440	Dubbin , Micah													
	05/31/2023	S202322-0	P	EBENONW2	0.00		105.48	\$105.48		1	05/15/2023		Uniform Allo	413
	Units Subtotal:			0.00	EBENONW2 Total:			\$105.48						
	Units:			0.00	Emp Pay:			\$105.48						
Id: 178	Heinen , Karen													
	05/15/2023	S202321-0	P	EBENONW2	0.00		7.08	\$7.08	01-005-810-000-000-412	1	04/30/2023		Uniform Allo	413
	Units Subtotal:			0.00	EBENONW2 Total:			\$7.08						
	Units:			0.00	Emp Pay:			\$7.08						
Id: 802	Henry , Sandra													
	05/15/2023	S202321-0	P	EBENONW2	0.00		85.31	\$85.31	02-005-770-000-701-412	1	04/30/2023		Uniform Allo	413
	Units Subtotal:			0.00	EBENONW2 Total:			\$85.31						
	Units:			0.00	Emp Pay:			\$85.31						
Id: 693	Kloss , Winter													
	05/15/2023	S202321-0	P	EBENONW2	0.00		85.31	\$85.31	02-005-770-000-701-412	1	04/30/2023		Uniform Allo	413
	Units Subtotal:			0.00	EBENONW2 Total:			\$85.31						
	Units:			0.00	Emp Pay:			\$85.31						

Royalton Public Schools
Timecard Archive Detail

	Calendar	Type/ Option	Pay/Ded Code	Units	ACA Unit Override	Conversion Unit	Rate	Amount	Account Code	Earn Sch	ACA Month	Pay Type	Check Description	Created By
Id: 240	Meier , Aaron													
	05/15/2023	S202321-0	P EBENONW2	0.00			7.79	\$7.79		1	04/30/2023			413
	Units Subtotal:			0.00				\$7.79						
	Units:			0.00				\$7.79						
Id: 263	Petron , Cynthia													
	05/31/2023	S202322-0	P EBENONW2	0.00			6.42	\$6.42	01-010-203-000-000-366	1	05/15/2023		Mileage	413
	Units Subtotal:			0.00				\$6.42						
	Units:			0.00				\$6.42						
Id: 657	Popp , Thomas													
	05/15/2023	S202321-0	P EBENONW2	0.00			10.00	\$10.00		1	04/30/2023		Driver Meal	413
	Units Subtotal:			0.00				\$10.00						
	Units:			0.00				\$10.00						
Id: 973	Puchalla , Shawna													
	05/31/2023	S202322-0	P EBENONW2	0.00			91.87	\$91.87		1	05/15/2023	02	Uniform Allo	413
	Units Subtotal:			0.00				\$91.87						
	Units:			0.00				\$91.87						
Id: 407	Schreifels , Sara													
	05/31/2023	S202322-0	P EBENONW2	0.00			100.00	\$100.00	01-020-220-000-000-430	1	05/15/2023	02	Student Awa	413
	Units Subtotal:			0.00				\$100.00						
	Units:			0.00				\$100.00						
Id: 602	Skroch , Wendy													
	05/31/2023	S202322-0	P EBENONW2	0.00			64.99	\$64.99	01-005-810-000-000-412	1	05/15/2023		Uniform Allo	413
	Units Subtotal:			0.00				\$64.99						
	Units:			0.00				\$64.99						
Id: 881	Wieczorek , Shelley													
	05/31/2023	S202322-0	P EBENONW2	0.00			48.07	\$48.07	- - - - -	1	05/15/2023		Uniform Allo	413
	Units Subtotal:			0.00				\$48.07						
	Units:			0.00				\$48.07						

Royalton Public Schools
Timecard Archive Detail

Calendar	Type/ Option	Pay/Ded Code	Units	ACA Unit Override	Conversion Unit	Rate	Amount	Account Code	Earn Sch	ACA Month	Pay Type	Check Description	Created By
Id: 767 Yourczek , Loreli													
05/31/2023	S202322-0	P	EBENONW2	0.00		648.08	\$648.08		1	05/15/2023	02	Library Book	413
			Units Subtotal:	0.00	EBENONW2 Total:		\$648.08						
			Units:	0.00	Emp Pay:		\$648.08						
Employee Count	15	Totals:		0.00			\$2,742.11						

Resignation 06.26.23

Victoria Blomme	MS/HS/Elem SPED Teacher
Becky Bzdok	ES Paraprofessional
Katrina Boughton	ES Paraprofessional
Aaron Meier	MS/HS Head Baseball Coach
Brad Baumann	MS/HS Assistant Baseball Coach

New Hire 06.26.23

Kaitlyn Frenchick	AD/Dean
Kim Holman	Kindergarten Paraprofessional
Anne Krystosek	Van Driver
Hannah Krych	Paraprofessional
Brandy Sutton	Night Custodian
Annaleise Erdrich	MAP Assistant



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



ROYALTON
PUBLIC SCHOOLS
Creating a Collaborative and Caring Community

Nutrition Services Options

June 26, 2023

Update on Third Lunch Option

- Meal count increased from an avg. of 575 to an avg. of 630 per day
- Positive feedback from students
- Several students take two options
- FY 24 students will receive free lunch and breakfast
- A second serving will have a cost, just like it is currently

For 2023-2024 SY

Continue to offer the third option for 2023-2024 SY

Questions/Discussion



Thank you!

ROYALTON
Budget / Fund Balance Overview (BUDGET)
FY24 Adopted Budget 4% 44% CS

General Fund - 01	Estimated Beginning				End of Year	Net Increase
	Fund Balance	Revenues	Expenditures	Transfers	Proj. Balance	or Decrease
422 Unassigned Fund Balance	2,576,137 24.03%	10,523,214	10,158,142	-	2,941,209 27.08%	365,072
Restricted						
401 Student Activities	194,638	182,418	-	-	377,056	182,418
402 Scholarships	19,953	-	13,100	-	6,853	(13,100)
403 Staff Development	216,196	153,128	49,054	-	320,270	104,074
405 Deferred Maintenance	-	-	-	-	-	-
406 Health & Safety	-	-	-	-	-	-
407 Capital Projects Levy	-	-	-	-	-	-
408 Cooperative Programs	-	-	-	-	-	-
413 Building Projects Funded by COP/LP	-	-	-	-	-	-
414 Operating Debt	-	-	-	-	-	-
416 Levy Reduction	-	-	-	-	-	-
417 Excess Taconite Building Maint Funds	-	-	-	-	-	-
424 Operating Capital	288,350	227,795	328,648	-	187,497	(100,853)
426 \$25 Taconite	-	-	-	-	-	-
427 Disabled Accessibility	-	-	-	-	-	-
428 Learning and Development	-	-	-	-	-	-
434 Area Learning Center	-	-	-	-	-	-
435 Contracted Alternative Programs	-	-	-	-	-	-
436 State-Approved Alt. Programs	-	-	-	-	-	-
438 Gifted and Talented	15,826	13,486	18,302	-	11,010	(4,816)
440 Teacher Development and Evaluation	-	-	-	-	-	-
441 Basic Skills Programs	-	-	-	-	-	-
448 Achievement and Integration Revenue	-	-	-	-	-	-
449 Safe Schools Levy	79,411	37,257	62,254	-	54,414	(24,997)
451 QZAB and QSCB Payments	-	-	-	-	-	-
452 Funded OPEB Liabilities not Held in Trust	-	-	-	-	-	-
453 Unfunded Severance and Retirement	-	-	-	-	-	-
459 Basic Skills Extended Time	-	-	-	-	-	-
464 Restricted	-	-	-	-	-	-
467 Long-Term Facilities Maint	7,378	181,594	186,806	-	2,166	(5,212)
472 Medical Assistance	123,518	15,000	44,000	-	94,518	(29,000)
475 Title VII - Impact Aid Funds	-	-	-	-	-	-
476 Payments in Lieu of Taxes	-	-	-	-	-	-
Subtotal Restricted	945,270	810,678	702,164	-	1,053,784	108,514
460 Nonspendable	83,000	-	-	-	83,000	-

Committed Funds						
418 Separation/Retirement Benefits	-	-	-	-	-	-
461 Committed	-	-	-	-	-	-
Committed - "detail"	-	-	-	-	-	-
Subtotal Committed - 418 & 461 & District Defined	-	-	-	-	-	-
Assigned Funds						
462 Assigned	270,000	-	-	-	270,000	-
Assigned - "detail"	-	-	-	-	-	-
Subtotal Assigned - 462	270,000	-	-	-	270,000	-
Total General Fund	3,874,407	11,333,892	10,860,306	-	4,347,993	473,586
Food Service Fund - 02						
460 Nonspendable	6,938	-	-	-	6,938	-
464 Restricted	136,799	569,685	568,645	-	137,839	1,040
463 Unassigned	-	-	-	-	-	-
Total Food Service	143,737	569,685	568,645	-	144,777	1,040
Community Services - 04						
460 Nonspendable	-	-	-	-	-	-
464 Restricted	33,417	2,295	-	-	35,712	2,295
Restricted / Reserved						
426 \$25 Taconite	-	-	-	-	-	-
431 Community Education	281,352	206,060	122,163	-	365,249	83,897
432 Early Childhood	42,396	33,977	17,600	-	58,773	16,377
440 Teacher Development	-	-	-	-	-	-
444 School Readiness	(8,726)	183,177	248,725	-	(74,274)	(65,548)
447 Adult Basic Education	-	-	-	-	-	-
452 Funded OPEB Liabilities	-	-	-	-	-	-
Restricted/Reserved - Subtotal	315,022	423,214	388,488	-	349,748	34,726
463 Unassigned	-	-	-	-	-	-
Total Community Education	348,439	425,509	388,488	-	385,460	37,021
Construction - 06						

460 Nonspendable	-	-	-	-	-	-
Restricted/Reserved						
407 Capital Projects Levy	-	-	-	-	-	-
413 Building Projects	-	-	-	-	-	-
467 Long-Term Facilities Maint	-	-	-	-	-	-
475 Title VII - Impact Aid Funds	-	-	-	-	-	-
Restricted/Reserved - Subtotal	-	-	-	-	-	-
464 Restricted	-	-	-	-	-	-
463 Unassigned	-	-	-	-	-	-
Total Construction Fund	-	-	-	-	-	-
Debt Service - 07						
460 Nonspendable	-	-	-	-	-	-
Restricted/Reserved						
425 Bond Refunding	-	-	-	-	-	-
433 Maximum Effort Loan Aid	-	-	-	-	-	-
451 QZAB and QSCB Payments	-	-	-	-	-	-
Restricted/Reserved - Subtotal	-	-	-	-	-	-
464 Restricted	430,276	2,010,909	2,020,608	-	420,577	(9,699)
463 Unassigned	-	-	-	-	-	-
Total Debt Service Fund	<u>430,276</u>	<u>2,010,909</u>	<u>2,020,608</u>	<u>-</u>	<u>420,577</u>	<u>(9,699)</u>
Trust - 08	-	-	-	-	-	-
Custodial - 18						
Restricted/Reserved						
402 Scholarships	-	-	-	-	-	-
448 Achievement & Integration	-	-	-	-	-	-
401 Student Activities	-	-	-	-	-	-
Restricted/Reserved - Subtotal	-	-	-	-	-	-
464 Restricted	-	-	-	-	-	-
Total Custodial Fund	-	-	-	-	-	-

Internal Service Fund - 20	-	-	-	-	-	-
OPEB Revocable Trust - 25	-	-	-	-	-	-
OPEB Irrevocable Trust - 45	-	-	-	-	-	-
OPEB Debt Service - 47						
460 Non Spendable	-	-	-	-	-	-
Restricted/Reserved						
425 Bond Refundings	-	-	-	-	-	-
Restricted/Reserved - Subtotal	-	-	-	-	-	-
464 Restricted	-	-	-	-	-	-
463 Unassigned	-	-	-	-	-	-
Total OPEB Debt Service Fund	-	-	-	-	-	-
<u>Total All Funds:</u>	4,796,859	14,339,995	13,838,047	-	5,298,807	501,948



Fiscal Year (FY) 2025 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

General Information: Minnesota school districts, intermediate school districts, cooperative districts, joint powers applying for Long-Term Facilities Maintenance revenue (LTFM) under Minnesota Statutes 2022, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2023. Submit to [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

Identification Information


Name of District, Intermediate/Cooperative/Joint Powers	District Number and Type:	Date Submitted:
---	---------------------------	-----------------


Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes 2022, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2022, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes 2022, section 123B.595, subd. 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes 2022, section 123B.595, subd. 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes 2022, section 123B.595, subd. 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2025 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes 2022, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2022, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2022, section 123B.595, subd. 11.
4. All actual expenditures to be reported in UFARS for FY 2025 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes 2022, section 123B.595, subd. 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2022, section 123B.595, subd. 11.
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. 127A.41, subd. 3[2022]).
6. The district’s plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. 121A.335 [2022]). ***The district’s ten-year plan does not include a request for a second-time project cost for: (1) replacement of an existing mechanical ventilation system to the current Minnesota State Mechanical Code/American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidelines; or, (2) to provide a level of approximately 15 Cubic Feet per Minute (CFM) per person.***

Certification of Statement of Assurances

Signature – Must be signed by Superintendent or Cooperative Unit Director:	Name – Superintendent or Cooperative Director (Please print)	Date:
94		

 Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413		Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund							
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2021, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in									
District Info.	Enter Information			District Info.	Enter Information				
District Name:	Royalton Public Schools			Date:	6/2/2023				
District Number:	0485			Email:	businessmanager@isd485.org				
District Contact Name:	Scott Marine								
Contact Phone #	507-951-5959								
Fiscal Year (FY) Ending June 30									
Expenditure Categories		2023 (base year)	2024	2025	2026	2027	2028	2029	2030
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.									
Finance Code	Category (1)								
347	Physical Hazards	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
349	Other Hazardous Materials	\$25	\$100	\$400	\$500	\$500	\$500	\$500	\$500
352	Environmental Health and Safety Management	\$8,174	\$7,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$4,340	\$11,500	\$11,500	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects		\$12,539	\$19,100	\$18,400	\$19,000	\$19,000	\$19,000	\$19,000	\$19,000
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year									
Finance Code	Category (2)								
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151									
Finance Code	Category 3 (a)								
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Gender-Neutral Single-User Restrooms									
Finance Code	Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025								
UFARS Coding Pending	Remodeling for gender-neutral single user restroom per site.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Remodeling for Gender-Neutral Single User Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility									
Finance Code	Category (4)								
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Accessibility Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects									
Finance Code	Category (5)								
368	Building Envelope	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
369	Building Hardware and Equipment	\$0	\$3,000	\$300	\$330	\$350	\$350	\$350	\$350
370	Electrical	\$0	\$2,400	\$12,200	\$13,000	\$15,000	\$16,000	\$16,000	\$16,000
379	Interior Surfaces	\$0	\$1,500	\$25,000	\$25,000	\$25,000	\$25,000	\$9,500	\$9,500
380	Mechanical Systems	\$227,316	\$140,000	\$9,000	\$12,000	\$12,500	\$15,000	\$15,000	\$15,000
381	Plumbing	\$1,766	\$4,100	\$7,450	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
382	Professional Services and Salary	\$0	\$0	\$0	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
383	Roof Systems	\$0	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$33,000
384	Site Projects	\$0	\$8,000	\$106,000	\$105,000	\$100,000	\$100,000	\$110,000	\$80,000
Total Deferred Capital Expense and Maintenance		\$229,082	\$161,500	\$162,450	\$166,530	\$164,050	\$167,550	\$162,050	\$162,550
Total Annual 10-Year Plan Expenditures		\$241,621	\$180,600	\$180,850	\$185,530	\$183,050	\$186,550	\$181,050	\$181,550

	Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413		06 Projects Only	ED - 02478-09
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota cells provided.				
District Info.	Enter Information			
District Name:	Royalton Public Schools			
District Number:	0485			
District Contact Name:	Scott Marine			
Contact Phone #	507-951-5959			
Expenditure Categories				
		2031	2032	2033
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.				
Finance Code	Category (1)			
347	Physical Hazards	\$0	\$0	\$0
349	Other Hazardous Materials	\$500	\$500	\$500
352	Environmental Health and Safety Management	\$6,600	\$6,650	\$6,700
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0
363	Fire Safety	\$12,500	\$12,500	\$12,700
366	Indoor Air Quality	\$0	\$0	\$0
Total Health and Safety Capital Projects		\$19,600	\$19,650	\$19,900
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year				
Finance Code	Category (2)			
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151				
Finance Code	Category 3 (a)			
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0
Remodeling for Gender-Neutral Single-User Restrooms				
Finance Code	Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025			
UFARS Coding Pending	Remodeling for gender-neutral single user restroom per site.	\$0	\$0	\$0
Total Remodeling for Gender-Neutral Single User Projects		\$0	\$0	\$0
Accessibility				
Finance Code	Category (4)			
367	Accessibility	\$0	\$0	\$0
Total Accessibility Projects		\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects				
Finance Code	Category (5)			
368	Building Envelope	\$0	\$0	\$0
369	Building Hardware and Equipment	\$350	\$350	\$350
370	Electrical	\$17,000	\$17,000	\$17,000
379	Interior Surfaces	\$9,500	\$9,500	\$10,000
380	Mechanical Systems	\$15,000	\$15,000	\$15,000
381	Plumbing	\$7,500	\$8,200	\$8,200
382	Professional Services and Salary	\$1,200	\$1,200	\$1,200
383	Roof Systems	\$66,000	\$33,000	\$33,000
384	Site Projects	\$80,000	\$80,000	\$110,000
Total Deferred Capital Expense and Maintenance		\$196,550	\$164,250	\$194,750
Total Annual 10-Year Plan Expenditures		\$216,150	\$183,900	\$214,650

**SCHOOL BOARD RESOLUTION
INDEPENDENT SCHOOL DISTRICT NO. 0485
ADOPTING THE SCHOOL DISTRICT’S FISCAL YEAR (FY) 25
LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN**

WHEREAS, to qualify for Long-Term Facilities Maintenance revenue, Minnesota Statutes 2021, subd. 4 states a school district or intermediate district must annually adopt and approve a ten-year facilities plan by July 31 for commissioner approval.

WHEREAS, the school district has developed a ten-year Long-Term Facilities Maintenance plan consistent with this law.

School Board Member _____ moved for the resolution adoption and the motion was duly seconded by School Board Member

_____ and, upon vote being thereon, the following voted in favor of the motion:

And the following voted against _____.

THEREFORE, BE IT RESOLVED THAT, the School Board of Independent School District No. 0485 approves and adopts the attached ten-year Long-Term Facilities Maintenance plan for FY 25 on the

26th of June, 2023.

SCHOOL BOARD CLERK SIGNATURE

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

ROYALTON PUBLIC SCHOOL
DISTRICT 485

MAY 22, 2023



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COVER LETTER

Mr. Scott Marine, Business Manager
Royalton Public School District 485
PO Box 249
Sebeka, MN 56477

Dear Mr. Marine:

Brady Martz appreciates the opportunity to present our proposal for professional auditing services to Royalton Public School District 485.

RESOURCES YOU CAN DEPEND ON

Our objective is to provide quality and timely services that exceed your expectations. Following are some of the factors that we believe make Brady Martz qualified to provide the quality and scope of services that the school district needs:

We offer extensive experience. Brady Martz has been providing accounting and assurance services to more than 200 governmental units in our community for more than 95 years. We work with over 30 Minnesota school districts annually. Specially, the Grand Forks location audits 16 Minnesota School Districts and our Thief River Falls location audits 18 Minnesota School Districts. We will get to know your organization's operations, internal controls, and financial reporting systems – allowing us to work efficiently and provide significant value-added guidance.

We work with you to make your audit painless. The audit fieldwork will be scheduled to occur during a time period that is convenient to you and that will meet your financial statement filing deadlines. We plan to use the work of your staff, to the extent possible, to assist us with this engagement and reduce costs.

Our resources are vast. Brady Martz is a member of the RSM US Alliance, which gives our firm access to the entire array of resources of RSM. RSM is a powerful network of audit, tax, and consulting experts with offices all over the world. RSM US Alliance firms share insights and resources. RSM US Alliance is a premier affiliation of independent accounting and consulting firms in the United States, with more than 75 members in 38 states, the Cayman Islands and Puerto Rico.

We are passionate about what we do. We love that the work we do helps your organization achieve their objectives! We are eager to support the work you do in providing a quality education to the children in our community that help every learner to thrive.

BradyMartz

CLOSING COMMENTS

We want to use all of our resources to help you succeed. We believe our commitment to quality and timely service; our locally available range of services and our depth of governmental experience will serve your school district well. Most importantly, we will be your resource throughout the year.

The person authorized to make representations for Brady Martz concerning this proposal is:

Tracee Bruggeman, CPA, Shareholder
100 3rd Street East
Thief River Falls, MN 56701
Telephone: (218) 681-6265
E-mail: tracee.bruggemann@bradymartz.com

If selected to perform the audit, Brady Martz will execute a formal contract incorporating our proposal.

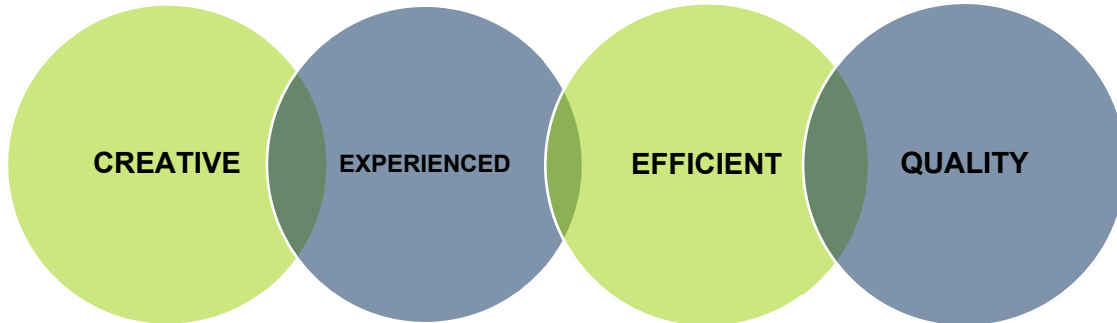
Sincerely,



Tracee Bruggeman, CPA, Shareholder
BRADY MARTZ

EXPERIENCE AND QUALIFICATIONS

FIRM PROFILE



We pride ourselves in our knowledge and understanding of our clients and their organizations. When we work with the School District, our service approach consistently produces high-quality results in an efficient manner. It is our goal to be a valued partner and resource to your organization.

CREATIVITY. At Brady Martz, we believe in a forward-thinking approach that encourages flexibility according to the needs of your organization. We innovate and prepare effective and efficient approaches specific to your organization. As a result, our assignments, and their outcomes, become more interesting, enjoyable, and valuable for all involved.

OUR EXPERIENCE. Our experience in the governmental industry spans over 95 years, with more than 200 governmental entities utilizing our independent professional services. Our extensive experience allows us to understand the challenges facing these entities in a world of ever-changing regulations and responsibilities for compliance. We also recognize that not every entity's needs are the same. That's why we treat each client's needs with individualized attention.

EFFICIENT AND EFFECTIVE. We pride ourselves on our knowledge and understanding of our clients. Based on our experience working with similar school districts, we already have a service approach in place to consistently produce high quality results in an efficient manner. We recognize that timing is an important aspect of quality service and will carefully coordinate our work and delivery timelines with you to ensure your expectations are met.

QUALITY. We differentiate by providing high quality services in areas that matter most to our clients. When asked if there is a difference in the work product we provide to our clients, we can unequivocally say "yes". Not only do we focus on doing your work to the highest quality possible, we also identify opportunities that benefit your organization. We continue to offer the assurance that our firm's partners actively lead our teams. Therefore, you have the highest level of attention throughout your engagement with us.

ACCOLADES. Others have noted the superior service of Brady Martz, including:



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INDEPENDENCE AND LICENSE

Brady Martz meets the independence requirements of the *Government Auditing Standards* issued by the Comptroller General of the United States. We also meet the independence requirements under the AICPA Standards, including Ethics Interpretation 101-10. In addition, Brady Martz and all CPAs listed on this engagement are properly licensed to practice in the State of Minnesota.

We at Brady Martz are very conscious of the duty we have to maintain a professional relationship with a client and not to become comfortable in that relationship. That is why we continually make adjustments to our approach towards the annual engagement to not only bring a fresh perspective to each engagement, but to also maintain our high professional standards. This is accomplished by rotating personnel within segments of the audit, updating and modifying procedures, and focusing attention on different risk areas each year. We address and assess risk on an annual basis and adjust our approach accordingly.

We confirm that we are independent of Royalton Public School District 485.

GOVERNMENTAL INDUSTRY KNOWLEDGE AND EXPERIENCE

Brady Martz is a regional certified public accounting firm currently employing over 300 people, including approximately 255 professionals. Offices are maintained in Bismarck, Dickinson, Grand Forks, Fargo and Minot, North Dakota and Crookston and Thief River Falls, Minnesota. The firm was founded with the objective of performing the highest quality professional services as timely and efficiently as possible. The core of our firm is service and expertise. Our major strength is our people.

Our firm performs audits for approximately 200 governmental units and provides other professional services to approximately 70 governmental units. We have more than 60 professional partners and associates who provide audit services for our governmental clients across our seven locations. These individuals maintain their expertise by obtaining continuing education. They also stay on trend of emerging issues by serving on various governmental auditing committees and task forces for the North Dakota Certified Public Accountants Society.

To demonstrate our commitment to achieving the highest quality audits possible, we are a member of the AICPA's Governmental Audit Quality Center (GAQC). Mindy Piatz is our firm's designated partner in charge of ensuring the quality of our Governmental audit services, particularly our services performed under *Government Auditing Standards* and the Uniform Guidance. As part of this membership, we participate in the GAQC's continuing education webinars.

Our highly qualified staff keeps up-to-date on governmental pronouncements and are available to meet with your personnel to discuss any new pronouncements. Support staff is also available to assist with specialized consultations as needed.

Any employee conducting a substantial portion of governmental audits is required to take a minimum of 80 continuing education hours, with 24 specifically related to governmental audits, every two years. In addition to in-house education, we participate in continuing education courses offered by the AICPA and other organizations. Personnel involved in governmental engagements receive a major portion of their continuing education in the governmental area. All staff listed in our proposal meet the continuing professional education requirements of *Government Auditing Standards*.

In addition to our audit services for governmental entities, we also provide a variety of management advisory services that include consultations on bond financing, IT installation and software evaluations, employee benefit plan consulting, and various seminars on accounting-related topics.

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SINGLE AUDIT EXPERIENCE

Brady Martz has a broad base of governmental clients subject to the provisions and requirements contained in *Government Auditing Standards*, the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our firm performs over 100 single audits annually accounting for \$800 million of federal expenditures.

In addition, we have six individuals throughout the firm who have completed the certification process through the AICPA's Single Audit Certificate Program that demonstrates their skills, knowledge and expertise performing single audits.

CONSULTING AND IT SERVICES

We recognize the challenges that rapid economic and technological changes place on any organization. As a full service firm, we are able to provide our clients with a wide array of consulting services. Our consulting services include, but are not limited to strategic planning, policy review, compensation planning, business valuations, and business restructuring. Payroll services include quarterly and annual payroll reporting along with W-2 preparation. We can assist with filing 1099 forms. If we are not maintaining independence for the audit, our firm can also provide bookkeeping services, reconciliation of bank accounts and controller services.

We have also conducted IT examinations. These examinations include a review of an organization's policies and procedures, review of internal controls, as well as an evaluation of the computerized systems. The objectives of these procedures are to locate internal control weaknesses and to identify any inefficiency over the data processing system. Brady Martz employs individuals with specific training in auditing and reviewing information systems.

MN SCHOOL DISTRICT AUDITS

Following is a list is a list of our firm's current engagements with MN School Districts:

- ISD 564 Thief River Falls
- ISD 2906 Red Lake County Central
- ISD 441 Marshall County Central
- ISD 682 Roseau
- ISD 818 Verndale
- ISD 2358 Tri County
- ISD 2170 Staples
- ISD 593 Crookston
- ISD 712 Mountain Iron-Buhl
- ISD 676 Badger
- ISD 32 Blackduck
- ISD 447 Grygla
- ISD 36 Kelliher
- ISD 2171 Kittson Central
- ISD 356 Lancaster
- ISD 363 South Koochiching
- ISD 38 Red Lake
- ISD 2856 Stephen Argyle
- ISD 432 Mahnomen
- ISD 2609 Win-E-Mac
- ISD 2176 Warren Alvarado Oslo
- ISD 162 Bagley
- ISD 306 Laporte
- ISD 630 Red Lake Falls
- ISD 2910 Ada-Borup-West
- ISD 599 Fertile
- ISD 601 Fosston
- ISD 2910 Ada-Borup-West
- ISD 308 Nevis
- ISD 115 Cass Lake – Bena
- ISD 480 Onamia

REFERENCES

Following is a list is a list of some of our firm's current engagements in which our proposed team members for your audit participated in the engagement. We encourage you to contact these individuals to learn about our firm's experience providing high quality and timely services.

Jordan Anderson, Business Manager
ISD #818 Verndale
(218) 445-5184 ext. 316

Josh Ziegler, Business Manager
ISD #32 Blackduck
(218) 835-5203

Jeff Lund, Superintendent
ISD #441 Marshall County Central
(218) 874-8530 ext. 305

COMMITMENT TO QUALITY

Our objective is to provide the most professional service we can and maintain our high quality control over our work. To obtain these objectives, all services performed by Brady Martz are under the direct supervision and review of one of the shareholders. Our firm has also developed a quality control document, which sets out our policies for quality services, which are applied to all services we perform.

We are a member of the Government Audit Quality Center (GAQC) of the American Institute of Certified Public Accountants. As a condition of membership in the GAQC, we have undergone a peer review of our quality control procedures by an independent firm of CPA's. A peer review results in the issuance of three different types of opinions:

- 1) Pass
- 2) Pass with deficiencies
- 3) Fail

Brady, Martz & Associates, P.C. has received the highest opinion, a pass, which is included on the following pages.

The firm is properly licensed and registered to practice in the State of Minnesota.

The firm has had no disciplinary action taken or pending against the firm in the past three years.



Report on the Firm's System of Quality Control

To the Shareholders
Brady Martz & Associates, P.C.
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Brady Martz & Associates, P.C. (the Firm) in effect for the year ended March 31, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (the Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans, and an audit performed under FDICIA.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.



Jackson Thornton Certified Public Accountants & Consultants
200 Commerce Street, Montgomery, Alabama 36104-2591 P.O. Box 96, Montgomery, Alabama 36101-0096
334 834 7660 jacksonthornton.com A PROFESSIONAL CORPORATION

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Opinion

In our opinion, the system of quality control for the accounting and auditing practice of the Firm in effect for the year ended March 31, 2021, has been suitably designed, and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. The Firm. has received a peer review rating of *pass*.

Jackson Thornton & Co., P.C.



Montgomery, Alabama
September 9, 2021

SCOPE OF WORK STRATEGY

OUR APPROACH

Our audit approach is based on our thorough understanding of your organization and its operations. Based on this understanding, we can adequately plan and execute your engagement to ensure the upmost efficiency of the services we provide you.

Building on our understanding of your organization, we will serve your needs through the following key components.

Thoughtful planning creates efficiency. There is a large amount of time and effort that goes into the planning stage of an audit due to professional standards. This additional time in the planning process leads to a more effective and efficient audit.

Communication. Successful engagements have one common factor: ongoing communication. We will work collaboratively with the school district to establish a method of communication that fits your needs which will include an entrance conference, daily updates with your staff while onsite and an exit conference. As a Brady Martz client, communication is highly encouraged throughout the engagement.

Planning meeting. At the outset of our engagement, we schedule a planning meeting with your management team. We also schedule meetings as needed to review our recommendations.

Scheduling and committed staff. We strive to balance our staff development with the efficiencies gained by allowing our staff to work on an engagement for years. Consequently, we believe you will see a lower level of staff turnover on your engagement when compared to other firms in the area. This results in a more efficient audit, minimizes the risk of engagement problems, and causes less frustration for you.

Respecting your time. We will interact with your staff in a professional manner that respects their time and recognizes that they have additional tasks in addition to helping with our audit.

Strictly-kept deadlines. We realize that there are deadlines with respect to presenting the school district's financial statements to management and to the Board of Directors. We take pride in our ability to honor our deadlines. Absent events beyond our control, we will honor all deadlines established with you in the planning stage of our audit.

Areas of emphasis. As required by our profession, our approach is governed by our assessment of risk for various financial statement assertions. Our work will include gaining an understanding of and testing the internal control process, substantive tests, and extensive analytic procedures. Our emphasis may change as we assess risk associated with each area and gain more knowledge of the school district.

Technology. The engagements will be performed using paperless software created called ProSystem Engagement. In addition, we also utilize IDEA and Data Snipper, which is data extraction software for selecting samples, reconciling data and exception reporting and recalculation.

AUDIT OBJECTIVE

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. We will report on required supplementary information in accordance with current guidance from the AICPA and GASB. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion.

The objective of the single audit is to express an opinion about the school district's compliance with direct and material compliance requirements of each major federal program. The single audit will be conducted in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The audit will cover the entire operations of the school district. The objectives also include an examination of the school district's compliance with relevant laws and regulations. Throughout our audit process we will examine for ways to assist the school district with improving its internal controls in order to provide its services in a more efficient and effective manner.

AUDIT TECHNIQUES

Our approach for this audit will include an emphasis on continuous and timely communication and coordination with the school district's personnel, especially in the planning phases of the audit. We believe that coordinating tasks prior to performing significant audit fieldwork will result in an efficient use of personnel. The specific techniques to be used will depend on the current internal accounting control system in place.

During the planning stage of our audit, we will obtain an understanding of the current accounting internal controls through documentation of the activity cycles including, but not limited to revenues/receipts, general disbursements and payroll disbursements. In evaluating internal controls, we carefully assess the management control environment. Management controls are the most effective of the internal control environment. We will also evaluate the school district's IT operations and its ability to generate timely and accurate financial information. We will audit through the computer system, not around it. At the specific financial statements account level, we will evaluate the detail controls for authorization and processing of transactions, as well as controls related to safeguarding and reporting functions.

AUDIT RISKS

Based upon our experience with the school districts, we believe the following areas are the risk areas that we will focus our audit procedures on. These areas and our audit procedures may change after our actual planning process is performed including our review of the internal accounting controls.

- Cash and Investments
- Grants Receivable and Related Revenue
- Taxes Receivable and Related Revenue
- Capital Assets
- Net Pension Liability
- Long-term Debt
- Salaries and Benefits Expense
- Federal Financial Assistance Programs

CONSIDERATION OF IT SECURITY & CONTROL

The scope of our procedures often includes documenting and testing information technology related to financial audit where transactions are electronically initiated, recorded, processed and reported. Evidential matter on the effectiveness of design and operations of controls is accumulated to support the assessment of risk. This entails us gathering an understanding of the benefits and risks of IT in financial reporting. The understanding and findings gathered have allowed us to better assess risk and properly plan our auditing procedures for the school district. In addition, it has provided our clients with opportunities to better utilize technology and its related security.

Specialized skills may be required such as those of IT auditors and information security professionals. Our firm employs individuals with specific training in systems and IT auditing including members of the Information Systems Auditing and Control Association.

PROJECT MANAGEMENT PLAN

We maintain an open line of communication with management of the school district throughout the entire audit process from planning to completion to ensure all parties involved are aware of the status of the audits and the timelines. Based upon our proposed timeline for fieldwork and staff assigned to the audits, we are confident we have resources and technical ability to complete the audits in a timely and cost effective manner.

DELIVERY SCHEDULE

We propose the following delivery schedule for the audit of the school district:

Conduct an initial audit planning conference	Any time after award
Entrance conference	First day of fieldwork
Commencement of fieldwork*	September/October
Exit conference	Last day or near end of audit fieldwork
Delivery of preliminary report	November
Delivery of final report	December
Presentation to Board of Directors	December

* Commencement of fieldwork (and pre-audit fieldwork) will be discussed with the management of the school district.

MANAGEMENT PLAN FOR THE AUDIT

AUDIT TEAM MEMBERS

To provide the school district with the most professional and qualified services, we will utilize the following members of Brady Martz from our Thief River Falls location.

Tracee Bruggemann: Tracee will have overall client service responsibility and serve in the position of shareholder in charge of the audit and will be responsible for the overall supervision of the audit including audit program scope and objectives, review of audit reports and conferences with management. She will also be responsible for audit supervision, audit coordination with the school district, review of the school district's accounting and internal controls, review of audit work papers and reports and conferences with management.

Sara Niemela: Sara will serve as the in-charge of the audit. She will be responsible for day to day work and supervision of the staff assigned to the engagement. Sara will be responsible for audit coordination with the school district, audit supervision and review responsibility. She will also coordinate the evaluation and testing of internal control.

Others: Other qualified professionals from our firm will be assigned audit work appropriate to their current level of government experience. They will work under the supervision of the audit in charge, manager and engagement partner. Brady Martz commits to staffing the engagements with those professionals noted above. Any changes to the staffing will be communicated to the school district and will be replaced by a team member whose level of experience and education is at least equal to that of the engagement team member being replaced.



TRACEE BRUGGEMAN, CPA, SHAREHOLDER

Business Experience

Tracee is a shareholder (partner) located in the Thief River Falls office of Brady Martz. She has more than 26 years experience in public accounting with an emphasis in the governmental audit area.

She devotes approximately 65% of her total time to audits of governmental units and nonprofit organizations. She has considerable experience with Single Audits and Government Auditing Standards.

Specifically, Tracee has served on the following audits involving governments:

- ISD 2358 Tri-County
- ISD 32 Blackduck
- ISD 356 Lancaster
- ISD 441 Marshall County Central
- ISD 564 Thief River Falls
- ISD 593 Crookston
- ISD 2906 Red Lake County Central
- ISD 682 Roseau
- ISD 712 Mountain Iron-Buhl
- ISD 36 Kelliher
- ISD 818 Verndale
- ISD 2856 Stephen Argyle
- ISD 2170 Staples

Education

Bachelor of Accountancy, University of North Dakota, Grand Forks, North Dakota

Continuing Education

- Accounting and Auditing Update 2020, 2021, 2022
- Annual Governmental GAAP Update 2020, 2021, 2022
- MNCPA Audits of School Districts Conference 2020, 2021, 2022
- Uniform Guidance Audit Requirement 2020, 2021, 2022

Professional Associations and Credentials

- American Institute of Certified Public Accountants
- Minnesota Society of Certified Public Accountants
- Government Finance Officers Association of the United States and Canada



SARA NIEMELA, MANAGER

Business Experience

Sara is a manager located in the Thief River Falls office of Brady Martz with 12 years of experience in audit. Ms. Niemela primarily works in the governmental and not-for-profit industries.

Ms. Niemela's emphasis is in the area of governmental audits. She devotes approximately 100 percent of her total time to audits of governmental entities. Included in governmental audits are Cities, School Districts and Counties, many of which are subject to single audits.

Specifically, Sara has served on following audits involving governmental entities:

- ISD 818 Verndale
- ISD 2170 Staples
- ISD 593 Crookston
- ISD 2171 Kittson Central
- ISD 712 Mountain Iron-Buhl
- ISD 36 Kelliher
- ISD 38 Red Lake
- ISD 32 Blackduck
- ISD 441 Marshall County Central

Education

Bachelor of Accountancy- North Dakota State University, Fargo, North Dakota

Continuing Education

- Accounting and Auditing Update 2020, 2021, 2022
- Annual Governmental GAAP Update 2020, 2021, 2022
- MNCPA Audits of School Districts Conference 2020, 2021, 2022

METHODOLOGY

PLANNING

Meetings and discussion with personnel from the school district to discuss audit concerns and significant laws and regulations.

Final identification of the applicable laws and regulations and the assessment of the risk of material non-compliance with those identified.

Based upon the above assessment and materiality, we will design audit procedures to test compliance with those applicable laws and regulations.

Obtain an understanding and documentation of the internal control system (including controls surrounding information systems). Evaluate the internal controls for each transaction type and cycle, which will be relied upon.

Design internal control tests based upon a 90% confidence level and our assessment of inherent risk and control risk.

Gather information through inquiries of management and other operating personnel to determine specific risks due to fraud. Respond to these risks and design audit procedures based upon risk.

Perform preliminary analytical procedures including a comparison to prior years' activity and budgeted activity in addition to predictive testing.

Review of all significant school board minutes.

Update our permanent files for significant agreements, contracts, ordinances and legal documents.

Preparation of confirmations for those accounts to be confirmed.

Obtain or assist in preparation of the schedule of expenditures of federal awards including current and cumulative grant expenditures, if applicable.

Based upon results and findings of our initial planning, we will develop an audit plan that contains procedures, which will effectively and efficiently reduce risk to an appropriately low level necessary for issuing an opinion. We will conduct both substantive and control tests.

AUDIT FIELDWORK FOR FINANCIAL STATEMENTS

Test material account balances through substantive audit procedures.

Confirm and reconcile cash balances.

Confirm and reconcile investment balances.

Agree depreciation schedule for capital assets to trial balance. Additional tests for capital assets may include review of supporting documentation for large new purchases, review for proper accounting treatment of capital assets disposed of and review repair and maintenance accounts for any additional items that should be capitalized.

Agree material receivables to subsequent collections and review supporting documentation.

Reconcile grant revenues and expenses.

Confirm tax revenue.

Perform analytical procedures for food service revenue by comparing meals served times rate of the meal to the amount recorded on the trial balance.

Perform analytical procedures / review of payroll and payroll related expenses by predicting expected payroll and payroll related expenses (payroll taxes, retirement, etc.) and comparing to actual.

Perform census testing for PERA and TRA participants.

Test subsequent disbursement to ensure all payable are properly recorded.

Confirm revenue amounts with the remitting entities such as the county or Minnesota Department of Education.

Test a sample of the school's expenditures for proper support and approval.

Preparation of draft financial statements, which would be subject to management's approval.

AUDIT FIELDWORK FOR FEDERAL AWARDS (IF APPLICABLE)

Use a risk-based approach to determine major federal programs in accordance with *Government Auditing Standards*, Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Determine Type A programs based upon 3% of total federal awards expended by the school district during the fiscal year.

Identify Type A programs which are low-risk based upon such factors as, whether the program has been audited as a major program in at least one of the two most recent audit periods, whether those audits reported any program findings, weaknesses in internal controls, subrecipient involvement in the program, change in personnel and / or systems, oversight exercised by the Federal Agencies, identification by the Federal Agency as a high risk program, and the inherent risk of the program.

Identify Type B programs that are high-risk. In accordance with Uniform Guidance, one high-risk Type B program will be audited as a major program for each Type A program that has been identified as low-risk. We will select those high-risk Type B programs that have not been audited as a major program in the past.

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For the testing of each major federal program, we will obtain from the school district a database of all expenditures charged to that program, whenever feasible. Through the use of the IDEA software, we will use that database to determine the sample for expenditure, eligibility and allowability testing. We will also use IDEA software to analytically review the database for unusual or significant transactions that will specifically be tested and examined.

Compliance with federal requirements of the drawdown of federal funds will be tested by selecting a sample of the drawdowns and agreeing the amounts to the school district's financial records. This testing will include an examination of the clearing dates of the checks disbursed by the school district and calculation of the estimated amounts clearing each day.

For major programs tested, we will determine the applicable compliance requirements by reviewing OMB's Compliance Supplement, AL website, grant award and any other notification received from the grantor.



COST PROPOSAL

FINANCIAL STATEMENT AUDIT FEE

These fees are based on the anticipated time required to complete the audit with cooperation of your staff. Should we encounter unusual or unexpected problems which would cause us to be unable to continue the audit; we will promptly notify you of such and obtain your approval prior to performing any additional services which will result in fees exceeding the estimated amounts below. We estimate our maximum fee (not to exceed amount listed) as follows:

Proposed Audit Engagement Fees:

2022-2023 Audit	<u>\$27,000</u>
2023-2024 Audit	<u>\$28,500</u>
2024-2025 Audit	<u>\$30,000</u>
2025-2026 Audit	<u>\$31,500</u>

Additional Services Hourly Rate:

2022-2023	<u>\$90-275</u>
2023-2024	<u>\$90-275</u>
2024-2025	<u>\$90-275</u>
2025-2026	<u>\$90-275</u>

If a single audit is required, the fee will be \$4,000 per major program audited.

CONSULTING FEE

We welcome phone calls to resolve minor questions and do not charge for that time. Any consultation or special services that requires additional research and / or time provided by our firm would be billed out at our standard hourly rates, which vary from \$90 to \$375 per hour depending on the experience of the personnel utilized.

RESPONSE FORM

1. Name of Firm Brady Martz
Address 100 Third Street East Thief River Falls, MN 56701
Telephone No. 218-681-6265
Fax No. 218-681-1789
Contact Person Tracee Bruggeman
Contact's E-mail tracee.bruggeman@bradymartz.com

2. How many years has the firm been providing audit services to public school districts in Minnesota?
Brady Martz has provided audit services to MN school districts for over 35 years

3. What is the experience of owners and officers in the company?
Tracee Bruggeman has been with the firm and auditing school districts for 26 years

4. How many audit professionals does your firm employ?
Brady Martz is a regional certified public accounting firm currently employing over 300 people, including approximately 255 professionals

5. What is the minimum number of years of auditing experience of the in-charge auditor that would be on location if your firm is chosen?
Tracee Bruggeman has been with the firm and auditing school districts for 26 years
Sara Niemela has been with the firm and auditing school districts for 12 years

6. List, by position, the number of staff anticipated to be assigned to this audit.
Shareholder - 1
Manager - 1
Associate/Senior Associate – 2 to 3

7. Please attach a current list of the Minnesota school districts you have audited.
See page 6

8. Please list three Minnesota School District References.
See page 7

9. Please submit the firm's most recent copy of the external quality control Peer Review Report.
See page 9

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10. The undersigned, having carefully examined the specifications for Annual Audit Services, do hereby propose to enter into contract with Royalton Public Schools #485 in compliance with the information, requests, and timelines contained in this quotation.

Name of Firm: Brady Martz

Authorized By: Tracee Bruggeman

Signature: 

Date: 5/22/23

INDEPENDENT AUDITOR'S REPORT

To the Board of Education
Independent School District No. XXX
Sample, Minnesota

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Independent School District No. XXX, as of and for the year ended June 30, 20XX, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Independent School District No. XXX, as of June 30, 20XX, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibility

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, schedule of changes in the District's total OPEB liability and related ratios, schedule of District contributions, schedule of District's share of net pension liability, and notes to required supplementary information as listed in the table of contents as required supplementary information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial

statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The accompanying combining statements, schedule of changes in fund balances and compliance table as listed in the table of contents as supplementary information are presented for purposes of additional analysis and are not a required part of the basic financial statements. The accompanying schedule of expenditures of federal awards, as required by Title 2 *U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is also not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining statements, schedule of changes in fund balances, compliance table, and schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the official directory but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated Date XX, 20XX on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

BRADY, MARTZ & ASSOCIATES, P.C.
Thief River Falls, Minnesota

Date XX, 20XX

DRAFT

INDEPENDENT AUDITOR'S REPORT ON MINNESOTA LEGAL COMPLIANCE

To the Board of Education
Independent School District No. XXX
Sample, Minnesota

We have audited in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Independent School District No. XXX as of and for the year ended June 30, 20XX, and the related notes to the financial statements, and have issued our report thereon dated Date XX, 20XX.

Legal Compliance

In connection with our audit, nothing came to our attention that caused us to believe that Independent School District No. XXX failed to comply with the provisions of the contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and uniform financial accounting and reporting standards sections of the *Minnesota Legal Compliance Audit Guide for School Districts*, promulgated by the State Auditor pursuant to Minn. Stat. § 6.65, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the District's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

Purpose of the Report

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. Accordingly, this communication is not suitable for any other purpose.

BRADY, MARTZ & ASSOCIATES, P.C.
Thief River Falls, Minnesota

Date XX, 20XX

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Education
Independent School District No. XXX
Sample, Minnesota

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and aggregate remaining fund information of Independent School District No. XXX, as of and for the year ended June 30, 20XX, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated Date XX, 20XX.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings as items 20XX-001 and 20XX-002 that we consider to be significant deficiencies.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The District's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the District's responses to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The District's responses were not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the responses.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

BRADY, MARTZ & ASSOCIATES, P.C.
Thief River Falls, Minnesota

Date XX, 20XX

MANAGEMENT LETTER

Date XX, 20XX

Board of Education
Independent School District No. XXX
Sample, Minnesota

In planning and performing our audit of the financial statements of Independent School District No. XXX as of and for the year ended June 30, 20XX, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, we considered Independent School District No. XXX's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

However, during our audit we became aware of deficiencies in internal control other than significant deficiencies and material weaknesses and matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters. A separate letter dated Date XX, 20XX, contains our communication of material weaknesses in the District's internal control. This letter does not affect our report dated Date XX, 20XX, on the basic financial statements of Independent School District No. XXX.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various District personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

This communication is intended solely for the information and use of management, the Board of Education, and others within the District, and is not intended to be, and should not be, used by anyone other than those specified parties.

Sincerely,

BRADY, MARTZ & ASSOCIATES, P.C.
Thief River Falls, Minnesota

Independent School District No. XXX
Comments to Management to Improve Internal Accounting Controls and Procedures
June 30, 20XX

1. Student Activity Coding

During our review of student activity accounts, it was noted the beginning balances in eight funds did not tie to the prior year ending balance.

Recommendation: The District should review the procedures in place to ensure proper balances roll forward each year.

2. Student Activity Receipts

Because significant amounts of activity fund cash receipts are collected as currency, not checks, internal control procedures designed to safeguard monies collected should be especially emphasized. Essential to this process are internal accounting controls over the activity fund cash collections. Adequate procedures should be established for completing an audit trail that creates sufficient documentary (physical) evidence for each step in the flow of transactions within the activity fund. These procedures include using pre-numbered forms and receipts and maintaining a perpetual inventory of the pre-numbered cash receipts; depositing receipts intact; and making timely deposits.

Recommendation: We recommend that all source documentation is retained by an advisor and or submitted to the business office. If the source documentation is retained by the advisor, we would recommend the business manager perform an internal audit periodically. In addition, we recommend that the student activity advisors write out receipts to students to record cash/checks collected, and those receipts be reconciled to the receipts received by student activity advisors upon turning over the cash/checks to the business office.

3. Bank Reconciliations

During our review of the bank reconciliation it was noted there were several old outstanding checks on the bank reconciliation.

Recommendation: We recommend that the District review outstanding items and old items should be reviewed, voided, reissued, or sent to the state of Minnesota as unclaimed property.

4. Renewal of Contracts for Ancillary Staff

During testing of employee payroll, it was noted that there was inconsistency with hourly staff and renewal of contracts. Per the Hourly Wage Schedules provided, it seems most wage rates tested line up with the approved schedule. The wage is established by position and step level. However, there is no documentation to verify that an agreement between the school board and the staff member on the staff member's approved wage.

Recommendation: We recommend contracts are renewed each year for ancillary staff and that they are signed by the Superintendent and the Board Chair.

Resolution for IOwA/EDIAM

Member _____ introduced the following resolution and moved its adoption:

WHEREAS Superintendent Kristine Wehrkamp to be the Identified Official with Authority (IOwA)/Education Identity and Access Management (EDIAM) Security System for the Royalton School District.

THEREFORE, BE IT RESOLVED by the Royalton School Board to approve Superintendent Kristine Wehrkamp to be the IOwA/EDIAM.

WHEREAS Business Manager (School Management Services) Scott Marine to be the Identified Official with Authority Proxy (IOwA Proxy) for the Royalton School District.

THEREFORE, BE IT RESOLVED by the Royalton School Board to approve Business Manager (School Management Services) Scott Marine to be the IOwA Proxy.

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 _____ approved this 26 day of June, 2023.

_____ Board Chair, Rian Hofstad

_____ Board Clerk, Angela Roering

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;

The Royalton American Legion has generously donated \$305.80 to the Royalton School District to help replace the United States Flags.

An anonymous donation of \$173.80 has been generously given to the Royalton School District to help replace the State Flags.

Sunrise Ag and CoBank generously donated \$2000 to the Royalton FFA and YES/Tech Club. The Charitable Contribution is part of their Sharing Success Matching Grant program and will be used in the Agriculture Department Classes and FFA/YES Tech Clubs.

East Central Energy has generously donated \$1500 to the Royalton High School Class of 2023 towards a scholarship.

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

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

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

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

following voted

in favor thereof:

following voted against:

and the following abstained:

The foregoing resolution was approved this 26th day of June, 2023.

_____ Board Chair, Rian Hofstad

_____ Board Clerk, Angela Roering

Proposed Royals Band Trip, March 2024

- 1) Music alone holds a unique aesthetic value that cannot be found in any other content. This aesthetic significance defines what it is to truly be human. When one looks at a sunset there is a level of enjoyment that takes place beyond the tangible need for light, it is this same gratification, or aesthetic value, that is only found in music. Music speaks to our souls through helping an individual be an individual by means of expression unlike any other form. There are no specific kinds of music that solely hold aesthetic value; whether it is listening to a rock band or writing an opera the individual is studying through participation. To teach these aesthetics to our students is to teach humanity and improve their quality of life.
- 2) **BEING IN BAND WILL MAKE OUR STUDENTS MORE SUCCESSFUL:** Education is a key element to the fulfillment of life. Education is the discipline of the intellect and not only expands the mind but prepares individuals to contribute to society and make good choices. The better rounded an education is the more that person experiences what it truly means to be human. Humans are the only species that have music not just as an application or creation but also for the sole purpose of enjoyment. Studies have shown that musicians constantly adjust decisions on tempo, tone, style, rhythm, phrasing, and feeling. Training the brain to become incredibly good at organizing and conducting numerous activities at once.
- 3) **A GREAT BAND CONCERT IS THE PRODUCT NOT THE PURPOSE; MUSIC EDUCATION IS THE PURPOSE:** It is my incredibly biased opinion that the more students that are involved in band in ISD 485 the more well rounded and successful our students will be. Attrition is the greatest threat to any band program; especially in our instant 'get-it-fication'/gratification society. I aim to improve the retention of Royals Band from elementary band through Senior High in three ways.
 - I. Establish a comprehensive instrumentation plan for all Elementary-Junior High students that feed the senior high band program. Taking into account instrumentation issues caused by previously unbalanced groups.
 - II. Establish a comprehensive vision of what the Band program will look like at the high school level. Starting to develop the Elementary and Junior students in that vision.
 - III. A major trip reoccurring for senior high band students every three years. This trip must expose students to a high level of clinics, concerts and other musical as well as social experiences.
- 4) **MY EXPERIENCE IN TWO HIGH SCHOOLS HAS SHOWN THE FRUIT BEARED FROM SUCH A REOCCURING TRIP:** After the BBE trip to the Bahamas in 2014 band numbers more than doubled as a result of a high quality band trip. Here in Royalton our trip in 2017 caused a band explosion with our program growing from 150 students to 280 students. With our last trip in 2020 getting cancelled due to Covid our numbers have come back to 204 students. I believe this trip will renew the excitement in our band program and begin the re-growth of stronger numbers.

Proposed Royals Band Trip, March 2024

THE MISSION IS RECRUITMENT, and RETENTION

-Students need to not only have a reward for doing exceptional work but also must be able to experience the exceptional work of other musicians.

-This cruise is jammed-packed with professional musicians in various ensembles almost around the clock. Also, there could be other high school bands performing and being critiqued by esteemed clinicians. Our band will not only perform for college faculty but also observe the other high school clinics and professional musicians.

Liberty of the Seas, Royal Caribbean

From Fort Lauderdale, Florida To CocoCay, Bahamas and Nassau, Bahamas

5 Days, 4 Nights

Leaving: Monday (March 25, 2024) boarding at 11AM

Returning: Friday (March 29, 2024) in port by 7AM

Overall Trip Plan:

Take a flight on either Late Sunday Night (March 24) or Early Monday Morning (March 25) to Florida. Airport depends on cost and transportation to port.

Board Cruise Ship Monday (March 25) Morning around 11 am

Arrive in Perfect Day at CocoCay, Bahamas on Tuesday (March 26)

Cruise all day on Wednesday (March 27)

Arrive in Nassau, Bahamas on Thursday (March 28)

Arrive back in Port on Friday (March 29) Morning

Arrive back in Royalton Friday (March 29) Evening

***** Cruise \$719(includes everything-port charges, taxes, gratuities, food, drink, entertainment, excursions, clinics etc.)**

Airfare, between \$400-600 **Still choosing an airline with travel agency**

Transportation: \$100 – From Airport to Port and Port to Airport

Hotel: \$100 – If we stay the night before in Florida

Travel Insurance: \$100 – Looking to find a good option for all students

Estimated total: approximately \$1,700, includes all taxes, gratuities, port fees, clinician fees, food (5 course dinners), drink, and entertainment (world class performers from Vegas and Broadway)

Tentative Payment schedule (a more conclusive schedule finalized by the fall)

1) \$300 down payment made at booking (mid May)

2) \$500 payment End of September

3) \$400 payment End of October

4) \$300 payment End of November

5) Remaining balance the first week back from Holiday Break

(for cancellation refunds refer to the CANCELLATION POLICY attached sheet)

Proposed Royals Band Trip, March 2024

On Your Own Costs:

- 1) Passport – Recommended (Passport Card works as well)
- 2) 5 dollars in ones to tip luggage clerks at airport and ship
- 3) Extra spending money for ‘extra beverages’, souvenirs etc. (only if desired all food, drink and tips are included...however students may wish to snack in airport, etc.)

Chaperones:

There will be 1 chaperone for every 8-10 students. Each chaperone will have plenty of opportunities to establish relationships with trip students through planning and registration meetings. Will have equal Male and Female chaperons.

Director: Chris Coppicus

Chaperons: TBD

It is a public cruise:

I think it would be a great idea for a ‘tag along group’. There are two options for this kind of a group.

Option 1: Have a parent take charge and contact Royal Caribbean and book a group package for parents-the incentive for all the work would be a comp ticket offered for group packages.

Option 2: Have Community Ed take charge and contact Royal Caribbean. This option allows us to bring more than just parents. We can bring Community Members, School Board Members, and of course parents.

PLAN OF ATTACK

- 1) Register at Meeting in May 2023
- 2) Final numbers due Wednesday, May 31st (We have to know exact numbers) so cabins, flight seats, etc. can be figured out in order to get exact costs.
- 3) Mr. Coppicus gives Dennis Rhodes (Owner of Music Festivals and Cruises) permission to book the cruise
- 4) Dennis gets several air quotes with or without insurance and then watches through the year in case other airlines have cheaper prices that can be rolled over-Mr. Coppicus gives permission to book flights
- 5) 1st payment due on May 31st (\$150 for cruise and \$150 for air)
- 6) Get a summer job and make some money (students)
- 7) Fundraise
- 8) 2nd payment due September 22nd (\$500)

Proposed Royals Band Trip, March 2024

- 9) 3rd payment approximately \$400 due October 27th
- 10) 4th payment due November 30th, \$300
- 11) Depending on numbers and flight cost 5th payment will vary, due January
- 12) "sail away, sail away, sail away"!!!

MR. COPPICUS'S STUDENT REQUIREMENT & CANCELLATION POLICY:

1) Student must be an active band participant

A) Student must have an average grade of an B in band during 23/24 school year

B) Student must participate in pep games in excess beyond the required amount

C) Student must be in good standing regarding previous trip behavior
**note- students who break school policy during events such as solo contest, large group contest, etc. or fail the first two requirements will lose their trip eligibility and will only received their money back as stated in the cancellation policy below:*

D) Student must have no academic or chemical violations from the initial deposit through the leaving date of the trip.

E) Students must be on track to graduate

Music Festival Cancellation Policy:

- Name changes on the rooming list within 60 days of departure are assessed \$50
- cancellations received 120-91 days prior to departure will be charged \$50
- cancellations received 90-75 days prior to departure will be charged \$200
- cancellations received 74-31 days prior to departure will be charged 50%
- cancellations received 30 days or less prior to departure will receive no refund



Royal Caribbean's
Liberty of the Seas
March 25-29, 2024



4 Night Bahamas Cruise
From Fort Lauderdale, FL



ROYALTON HIGH SCHOOL

DAY/DATE	PORT	ARRIVE	DEPART
Monday, March 25	Fort Lauderdale, FL		4:30 PM
Tuesday, March 26	Perfect Day at CocoCay	7:00 AM	5:00 PM
Wednesday, March 27	Cruising-Day at Sea		
Thursday, March 28	Nassau, Bahamas	8:00 AM	5:00 PM
Friday, March 29	Fort Lauderdale, FL	6:00 AM	

PACKAGE INCLUDES:

- * 4 night cruise aboard the Royal Caribbean Cruise Line's *Liberty of the Seas*
- * Complimentary package for staff/chaperones in double occupancy based on 1 free per every 16 paid travelers (17th pax free)
 - * All meals are included on the ship along with all of the entertainment and activities
- * A visit to Perfect Day CocoCay, RCCL's private island with swimming, sun bathing, water park, zip lining and a beach bar-b-que
 - * A full-size swimming pool, mini-golf, basketball court, fitness center, sauna, spas, a walking track & rock climbing wall
 - * Package includes the cruise fare, port charges, taxes and pre-paid gratuities
 - * Accommodations in double, quad or triple occupancy for students and double occupancy for adults
- * Director's gifts include a specially engraved photo plaque with a photo of the ship for each staff person
 - * Public performances can be arranged on the ship or you can select the Festival Adjudication
 - * Adjudication - Rating and Comments (conditions apply)
- * Clinic/Workshop by Nationally recognized Music Educators * Awards Ceremony * Trophies & Awards
 - * Director's Gift *Cruise Festivals Lanyard for each participant
- * CRUISE FESTIVALS staff on cruise to coordinate all aspects of the cruise and performances
 - * Baggage tags and lanyard for each person.

CABIN CATEGORY	DOUBLE/TWIN
INSIDE	\$719 per person



MASTER AGREEMENT

between

ROYALTON SCHOOL DISTRICT #485

AND

ROYALTON EDUCATION MINNESOTA

July 1, 2023 through June 30, 2025

Royalton School District 485 appreciates the diversity of human beings and does not discriminate on the basis of race, color, national origin, marital status, age, sex, religion or disability. The district also makes reasonable accommodation to the known disabilities of qualified disabled individuals. This policy applies to all areas of education, employment, and programs and services operated by the school district.

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ARTICLE I

PURPOSE

Section 1. Parties. This Agreement, entered into between Independent School District No. 485, Royalton, Minnesota, hereinafter referred to as the School District or School Board, and Royalton Education Minnesota (REM), hereinafter referred to as the Union or Exclusive Representative pursuant to and in compliance with the Minnesota Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the "PELRA," to provide the terms and conditions of employment for teachers during the duration of this Agreement.

ARTICLE II

RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition. In accordance with PELRA, the School Board/District recognizes the Royalton Education Minnesota as the Exclusive Representative of teachers employed by Independent School District No. 485 which Exclusive Representative shall have those rights and duties as prescribed by PELRA and as described in the provisions of this Agreement.

Section 2. Appropriate Unit. The Exclusive Representative shall represent all employees of the District as defined in this Agreement and in PELRA.

ARTICLE III

DEFINITIONS

Section 1. Terms and Conditions of Employment. According to M.S. 179A.03, Subd. 19, "terms and conditions of employment" means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits other than School District payment of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the School District's personnel policies affecting the working conditions of the employees. In the case of teachers the term does not mean educational policies of a School District. "Terms and conditions of employment" is subject to M.S. 179A.07.

Section 2. Union. Means the Royalton Education Minnesota.

Section 3. School District. For purposes of administering this Agreement, the term "School District" shall mean the School Board or its designated representative(s).

Section 4. Teacher. The term "teacher" means all persons in the appropriate unit employed by the School District in a position for which that person must be licensed as a teacher by the State Board of Teaching; provided, however, that the term "teacher" shall not include the superintendent, assistant superintendent, nor principals, nor assistant principals who devote more than 50% of their time to administrative or supervisory duties, nor to confidential employees, supervisory employees, essential employees, or such other employees excluded by law.

Section 5. Part Time Teacher. A part time teacher is an employee hired by the school district for a teaching position whose employment is for less than eight hours per day or five days per week. Employees included as "teachers" pursuant to section Article III, Section 5 shall be entitled to a prorated portion of preparation time and the following leave benefits subject to all provisions of those sections:

Article X

Section 1-Health & Hospitalization Insurance
Section 3-Life Insurance

Article XII

Section 1-Sick Leave
Section 3-Bereavement Leave
Section 4-Family & Medical Leave
Section 5-Personal Leave
Section 6-Flex-Personal Leave
Section 7-Professional Leave
Section 11-General Leave

Article XIII

Section 1-Deferred Match

However, they shall not be entitled to sabbatical leave, nor to the benefits of unrequested leave of absence (except as provided hereafter), nor be entitled to the benefits of early retirement. Seniority shall accrue only for those part-time teachers who work 50% or more of a school year and 50% or more of a school day in employment as a teacher. Insurance benefits, where applicable, shall be prorated and shall be subject to provisions of the policies as provided by the insurance companies.

Section 6. Substitute Teacher. A substitute teacher is an employee hired by the school district to replace an absent teacher who at the time of their absence is a "public employee" not within the exclusions of this article where the replacement employee is employed more than 30 consecutive working days as a replacement for that teacher. Employees included as "teachers" pursuant to section Article III, Section 6 shall be entitled to a pro rata portion of following leave benefits subject to all provisions of those sections:

Article XII

Section 1-Sick Leave	Section 5-Personal Leave	Section 9-Military Leave
Section 3-Bereavement Leave	Section 6-Flex-Personal Leave	Section 11-General Leave
Section 4-Family & Medical Leave	Section 8-Jury Leave	

However, they shall not be entitled to sabbatical leave nor to the benefits of unrequested leave of absence, nor shall they accrue seniority or be entitled to benefits of early retirement nor shall they be entitled to insurance benefits.

Section 7. Building Substitute Teacher. Substitute teachers whose employment pursuant to Section 6 is for the duration of the school term shall be entitled to insurance benefits for time employed but shall be subject to provisions of the policies as provided by the insurance companies. Employees employed pursuant to Article 3, Section 7 and who subsequently are permanently employed in the same position shall accrue seniority from the date of first employment as a substitute teacher in that position.

Section 8. Other Terms. Terms not defined in this Agreement shall have those meanings as defined by PELRA.

ARTICLE IV

SCHOOL BOARD RIGHTS

Section 1. Inherent Managerial Rights. The Union recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy as defined in M.S. 179A.07, Subd.1 which include, but are not limited to; such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Managerial Rights. The Union recognizes the School Board, on behalf of the public, has the responsibility and authority to manage, direct, and take charge of all operations and business of the school district to the full extent authorized by law, and with its primary function and obligation to provide educational opportunities for the students of the district. The Union also recognizes the right, obligation, and duty of the School District and its duly designated officials to promulgate rules, regulations, directives, and orders from time to time as deemed necessary by the School District insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement.

Section 3. Managerial Responsibilities. The discharge of said responsibilities and the exercise of said authority by the school district and its properly designated officials, and the adoption of necessary and reasonable policies, rules, directives and practices in furtherance thereof shall not be limited in any way except by the specific and express terms of this contract. All provisions of this Agreement shall be subject to the laws, rules and constitution of this state and federal government.

ARTICLE V

TEACHER RIGHTS

Section 1. Right to Join Organizations. Pursuant to PELRA, Teachers have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations.

Section 2. Payroll Deductions. Upon written notification by the Teacher, the School District shall deduct from the Teacher's salary: organizational dues, credit union payments, savings bond or tax sheltered annuities.

Section 3. Organizational Meetings. The School District shall recognize one meeting period each month immediately after student dismissal as a time reserved for Teacher organizational meetings.

Section 4. Personnel Files. Pursuant to Minnesota Statutes section 122A.40, subdivision 19, Teachers shall have the right to examine their personnel files subject to the following conditions: (A) A teacher, upon written request to the superintendent, may examine the contents of his or her file, which will be made available by the conclusion of the next working day. (B) No material shall be filed in a teacher's personnel folder unless the teacher has been sent a dated copy at the time of filing. The teacher shall have the right to submit a response to any report or evaluation; such a response shall be attached to and become a part of the teacher's personnel file. (C) A teacher may be permitted to reproduce at his/her expense any contents of his/her personnel file. (D) The school district may destroy such files as provided by law. (E) Official grievances filed by any teacher under the grievance procedure shall not be placed in the personnel file of the teacher; nor shall such a grievance be utilized in personnel assignments.

Section 5. Vacancies. When a vacancy occurs, the District shall post a notice thereof and inform employees by email, no later than when notice is given to any placement agency and at least 5 days before a vacancy is filled. Seniority shall be a factor considered by the Board should two or more employees apply for the same vacancy. However, the District may consider a new applicant for a vacant position even if current employees apply for the same vacancy.

ARTICLE VI

UNION RIGHTS

Section 1. Information. The School District will provide the Union at its request information and data per Minnesota Statutes section 179A.13. Further, the School District shall provide the Union with a complete set of Board rules and regulations and seniority lists.

Section 2. Union Materials and Information. At least half of a bulletin board space will be assigned in each building for exclusive use of the Union. The Union can distribute material in the mailbox of each Teacher.

Section 3. Union Release Time. At the beginning of each school year the School District shall provide a total of thirtytwo (32) hours for the conduct of Union business. Sixteen (16) hours shall be with full pay and sixteen (16) hours shall be available to the Union provided the Union reimburses the district the cost of substitute teachers. The Union president shall inform the superintendent at least forty-eight (48) hours in advance of the personnel who shall be attending union conferences, conventions, workshops, meetings, etc. The Union and the School District shall maintain records of the hours used.

Section 4. Use of District Equipment. The Union can use district owned office machines to make and reproduce material if such use does not interfere with school business. The Union shall reimburse the district for costs of materials used.

ARTICLE VII

CONDITIONS OF EMPLOYMENT

Section 1. Contract Year. The contract year shall be 183 days. Staff input regarding the School Calendar will be provided through a committee of both the elementary and secondary principals and teachers.

Section 2. Work Day. The work day shall be no more than eight (8) hours including thirty (30) minutes duty free lunch period.

- 7:30-3:30
- 7:45-3:45
- 8:00-4:00

Section 3. School Year Professional Development Days. The four inservice days scheduled during the school year will have one hour per day, set aside as workshop time, with the exception of two hours granted on the first inservice day following winter break. Workshop time is defined as time used by a teacher for grading, lesson planning, and general classroom preparation. No required meetings and/or training may occur during workshop time. The scheduling of the workshop time is at the discretion of the building Principal.

Section 4. All Licensed Teachers employed as Teachers Preparation Time. Within the student day for every 25 minutes of classroom instructional time, a minimum of 5 additional minutes of preparation time shall be provided to each licensed teacher. Preparation time shall be in one or two uninterrupted blocks during the student day. Exceptions to this may be made by mutual agreement between the School District and the exclusive representation of the teachers.

Section 5. Class Load. The Board of Education will adhere to State law regarding class size.

Section 6. Combination Elementary Classes. Where an employee is assigned a multiple grade level class, six hundred dollars (\$600) will be added to the basic salary per year.

Section 7. Substitute Coverage. Substitute coverage time by one district teacher for another during their prep time will either be compensated for at the rate of \$25.00 per hour or may be used as comp time.

Section 8. Compensatory Time. Compensatory time may be earned by substituting for another teacher during his/her prep time, programmed parent conferences scheduled after the work day and when required by the principal or superintendent to attend faculty meetings beyond the work day. Up to two (2) days of comp time may be used each school year for time off, including instructional times. Comp time off during instructional times must be taken in increments of full or half days (8 or 4 hours). Comp time during non-instructional time may be taken in any time increments. Comp time off may not be used during opening or closing of school workshop days, nor on an advanced scheduled conference and in-service/staff development day. Comp time off must be requested and approved by the principal forty-eight (48) hours in advance for instructional time. Comp time exceeding 16 hours at the end of any school year will be paid out to the employee at the rate of \$25.00 per hour.

Section 9. Meetings and Conferences. Compensatory time shall be granted when required faculty meetings extend beyond the work day as well as time worked during programmed parent conferences scheduled after the work day.

Section 10. Lounge. Each building shall have a room for the exclusive use of employees. These rooms, separate from student traveled areas, may be used by employees to congregate, eat, relax, etc.

Section 11. Travel Time for Cooperative Programs. Travel time shall be provided for teachers assigned to other district(s) if required in a cooperative educational program. Such time shall be separate from and in addition to the normal preparation period.

Section 12. Uniforms/Protective Clothing. Teachers and coaches who wear uniforms or protective clothing as a condition of employment shall have such uniforms or protective clothing provided by the School District. Laundry of such uniforms or protective clothing will be provided by the School District. Articles of protective nature as described above shall remain the property of the School District and shall not be removed from the school except in express performance of teaching duties. Teachers and coaches shall exercise reasonable care of such apparel and any loss or damage resulting from misuse or abuse shall be the liability of the teacher.

Section 13. Modification of School Days. In the event of an energy shortage, severe weather, or other exigency, requiring the closing of school during what would otherwise be a regular school day, the School District reserves the right to modify the school calendar and/or the length of the school days, provided the total number of hours per week is no more than the total hours for a regular five day week.

Section 14. Meet and Confer. Before modifying the length of the school days under the conditions set out in this section, the School District shall afford the Union the opportunity to meet and confer on the matter.

ARTICLE VIII

BASIC SCHEDULES AND METHOD OF PAY

Section 1. Salary Schedules. Attached as Schedule A is the salary schedule for 2023-2024 and as Schedule B is the salary schedule for 2024-2025. The daily rate shall be 1/183 of the annual salary.

Section 2. Salary Schedule/Withholding Increment. Schedules A and B shall be a part of the continuing contract of each employee, except:

Subd. 1. Withholding Due to Board Action. When the increment is withheld by due process through Board action. An individual teacher's advancement is subject to the right of the School District to withhold increments, lane changes, or other salary increases for just cause. An action withholding a salary increase shall be subject to the grievance procedure.

Subd. 2. Withholding Due to Incomplete Negotiations. When negotiations are not completed at the beginning of a new fiscal year the advancement on the schedule will be delayed until negotiations are completed for the new contract upon ratification and signed by both parties. Retroactive pay will include all increases associated with steps and lanes covered by the negotiated contract.

Section 3. Salary Lane Eligibility Conditions.

Subd. 1. Application. All credits, including on-line classes, earned for application to the salary schedule shall be graduate credits or credits required to maintain certification or undergraduate credits with prior approval of the Superintendent. To apply on the salary schedule all credits must carry a grade equivalent of "B" or higher or a "pass" in a pass/fail course. All credits in an approved graduate program are not subject to prior approval. Industrial school seminars or manufacturers institutes may be applied for lane advancement upon prior approval of the Superintendent and under stipulated conditions. Evidence of satisfactory completion of the course must be submitted (certificate of completion or grade sheet). One (1) credit may be earned for each 10 hours attended to a maximum of three (3) credits for any one class. A maximum of three (3) credits may be applied to any one lane change. Credits earned shall be in the teaching major or minor assignment or education courses to improve employee teaching skills or techniques.

Subd. 2. Salary Lanes. (One semester credit shall equal 1 1/2 quarter hours.) There shall be eight salary lanes. New employees hired after February 1, 1996 shall advance beyond the B.A./B.S.+45 lane only with an M.A./M.S. degree.

1. B.A./B.S. Satisfactory completion of a four year course of study leading to the granting of a B.A. or B.S. degree.
2. B.A./B.S.+15 Fifteen graduate or approved credits earned after the granting of the B.A./B.S. degree.
3. B.A./B.S.+30 Thirty graduate or approved credits earned after the granting of the B.A./B.S. degree.
4. B.A./B.S.+45 Forty-five graduate or approved credits earned after the granting of the B.A./B.S. degree.
5. M.A./M.S. or B.A./B.S.+60 A master degree or sixty graduate or approved credits earned after the granting of the B.A./B.S. degree.

For teachers hired after February 1, 1996: A master's degree earned after the granting of the B.A./B.S. degree.

6. M.A./M.S.+15 or B.A./B.S.+75 Fifteen graduate or approved credits after the granting of the M.A./M.S. degree or seventy-five graduate or approved credits earned after the granting of the B.A./B.S. degree.

For teachers hired after February 1, 1996: Fifteen graduate or approved credits after the granting of the M.A./M.S. degree.

7. M.A./M.S.+30 or B.A./B.S.+90 Thirty graduate or approved credits earned after the granting of M.A./M.S. degree or ninety graduate or approved credits earned after the granting of the B.A./B.S. degree.

For teachers hired after February 1, 1996: Thirty graduate or approved credits earned after the granting of M.A./M.S. degree.

8. M.A./M.S.+45 Forty-five graduate or approved credits earned after the granting of the M.A./M.S. degree.

Section 4. Placement on the Salary Schedule. The following shall be used to place an employee on the salary schedule.

Subd. 1. Lane Change. By September 1st and March 1st and upon receipt of an official transcript, individual contracts will be modified to reflect lane changes. The first lane change (September 1st) will be retroactive to the beginning of the school year and paid on the last paycheck in September. The second lane change (March 1st) is prorated for the remainder of the school year based on duty day count. Failure to submit an official transcript will result in forfeiture of the lane change until the next applicable time. The lane change will be reflected on the March 31st paycheck.

Subd. 2. New Employees. Any teacher beginning employment on or after July 1, 2022, who has had experience in other public school systems will be placed on the salary schedule as agreed between the Royalton School District Administration and the teacher.

Subd. 3. Step Advancement. A teacher must be employed and receive pay for 50% or more of the school calendar year to qualify for a salary step advancement.

Subd. 4. Payment of Present Salary. Nothing contained in this article relating to the application of postgraduate work or experience to the salary schedule shall deprive an employee of any salary schedule placement already recognized and being paid for the 2021-22 and 2022-23 school years.

Section 5. Method of Salary Payment. All employees shall be paid by direct deposit on the fifteenth and last day of each month (except the first pay period of the school year shall be September 15). Should these dates fall on a Saturday or Sunday, or a banking holiday, salary shall be paid on the last working day closest to the 15th or the last day of the month.

Section 6. Extended Employment. All employees contracted to work more than 183 days per school year shall be paid on a daily prorated basis of their salary. The daily rate is based on an eight hour day. Employees working less than eight hours daily of extended employment shall have their daily rate prorated accordingly.

ARTICLE IX

EXTRA COMPENSATION

Section 1. Extra Curricular Schedule. The wages and salaries reflected in the Schedule C, attached hereto, shall be part of this agreement and such wages will be paid at the conclusion of the activity.

Section 2. Occasional Work Assignment. The wage rates reflected in Schedule D, attached hereto, shall be a part of this agreement and such wages earned shall be paid no later than the pay period following the close of the activity in which the service was performed.

Section 3. Longevity Pay. Employees hired before the 2023-2024 school year do not qualify for longevity pay unless they have completed at least 8 years of service in the district. Those who have reached their seventeenth (17th) year on the salary scale will receive a stipend of \$1200.00 each year. Once they have reached their twenty-first (21st) year on the salary scale, they will receive a stipend of \$1500.00 each year.

Longevity pay will be paid at the completion of the indicated school year (June 15th check).

Beginning with employees hired for the the 2023-2024 school year and beyond who complete their sixteenth (16th) year of teacher employment with Royalton Public Schools, a longevity stipend of \$1200 per year to the employee. When an employee completes their twentieth (20th) year of teaching employment with Royalton Public Schools, the longevity stipend will be increased to \$1500 per year to the employee. Longevity Pay is intended to be calculated on years of teaching service to Royalton Public Schools, not tied to the step placement.

Longevity Pay Grid:

Years 16-19: \$1200 per year added to salary

Years 20+: \$1500 per year added to salary

Longevity pay will be paid at the completion of the indicated school year (June 15th check).

Section 4. Field Trip Chaperone Stipend. Teachers who chaperone class field trips (not to include Schedule C Activities) beyond the school day will be compensated \$25/hour up to a maximum of \$100/day.

ARTICLE X

GROUP INSURANCE

Section 1. Health and Hospitalization Insurance District Contribution. The School District shall contribute toward employee hospital medical coverage for all full time teachers employed by the School District who qualify for and are enrolled in the School District's health and hospital plan according to the schedule set forth:

2023-2024	Single, not to exceed \$6500 Family not to exceed \$13000
2024-2025	Single, not to exceed \$6500 Family not to exceed \$13000

Any premium costs in addition to the School District's contribution shall be paid by the employee through payroll deduction. If the School District's contribution exceeds the premium cost, the School District shall deposit the remainder of the contributions into the teachers' Health Savings Account. Any employee hired after July 1, 2022 is eligible for a \$250.00 matching contribution into their Health Savings Account each year, which needs to be elected during the open enrollment period.

Subd. 1. Selection of Carrier. The selection of the insurance carrier shall be by the School District. Agreement with the Union is necessary before any changes of coverage may be made.

Subd. 2. Retiree Group Health and Hospitalization Plan. Retired teachers shall be eligible to remain in the existing group health and hospitalization insurance program, at their own expense, subject to insurance policy provisions. Retired teachers shall pay in advance to the School District the current monthly premium.

Section 2. Cash-in-Lieu. Employees hired prior to July 1, 2022 have the option of taking hospital-medical insurance or receiving a payment equal to 50% of the single contribution. These employees are entitled to the cash-in-lieu until the time in which they elect to take hospital-medical insurance. Once an employee has elected to not receive cash-in-lieu, they are no longer eligible for cash-in-lieu in the future.

Subd. 1. Cash-in-Lieu Election. Electing cash-in-lieu must be made by the employee by the flex open enrollment deadline or the employee forfeits cash-in-lieu payments for the calendar year. Employees who do not elect to take hospital-medical insurance may have their cash-in-lieu placed in a Health Savings Account if the employee has an outside Health Savings Account and will not exceed the annual contribution limit.

Subd. 2. Cash-in-Lieu Affordable Care Requirements. The cash-in-lieu requirements on the Affordable Care Act states that ACA does not allow an employer to offer employees cash to reimburse the purchase of insurance, or condition the payment of cash on the purchase of outside health coverage. Unconditional opt-out payments are payments that are conditioned solely on an employee declining coverage under an employer's health plan and not on an employee satisfying any other meaningful requirement related to the provision of health care to employees.

Section 3. Life Insurance. The School District shall provide each full time teacher covered by this agreement group life insurance coverage in the amount of \$50,000.00, the premiums to be paid by the School District. Employees may elect to purchase an equal amount of life insurance with premiums paid by the employees.

Section 4. Income Protection Plan. The School District shall provide each member of the appropriate unit and pay premiums for an income protection policy beginning after sixty (60) days of continuous absence due to disability. Such policy shall provide for benefits equal to at least 2/3 of the employee's salary. An employee must work 6.56 hours/day or 1,200 hours a year to be eligible.

Section 5. Claims Against the School District. It is understood that the school district's only obligation is to purchase various insurance policies and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

ARTICLE XI

UNREQUESTED LEAVES OF ABSENCE & SENIORITY AGREEMENT

Section 1. Unrequested Leave. The School District may place on unrequested leave of absence without pay or fringe benefits, as many teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations or merger of classes caused by consolidations of districts. The unrequested leave of absence shall be effective at the close of the school year.

Subd. 1. Order. Teachers shall be placed on unrequested leave in inverse order of seniority, the lowest in seniority being the first to go on leave and the last to be recalled.

Section 2. Seniority. "Seniority" means continuing contract, qualified teachers commencing with the first day of actual service in the School District and shall exclude probationary teachers, those teachers who are substituting for teachers on leaves of absence, and part-time teachers who spend less than 50% of a school year and 50% of a school day in employment as a teacher. Seniority accrues in the field or subject matter designated on the Teacher's certification issued by the Minnesota Department of Education. A limited certification is inferior to a regular certification and a teacher with a limited certificate, despite length of service, shall be placed on leave before a regular certified teacher.

Subd. 1. Part-Time Teachers. Part-time teachers who work 50% of a school year and 50% of a school day shall earn seniority commencing with the first day of work that year, and will continue to earn seniority from that date provided they work at least 50% of the school year regardless of the number of hours worked per day.

Subd. 2. Seniority List. The school board shall annually cause a seniority list (by name, date of employment, qualification and subject matter or field) to be prepared from its records, and shall provide the exclusive representative with a copy of the list by February 1st. Seniority is applicable on a districtwide basis. Teachers on approved leaves of absence continue to earn seniority.

Section 3. Equal Seniority. In the event of a staff reduction involving teachers with equal seniority, the selection of the Teacher(s) for purposes of reduction shall be at the discretion of the School District based on criteria including performance, training, experience, skills in special assignments, and other relevant factors.

Section 4. Appropriate Unit. Seniority accrues only while the employee is a member of the appropriate unit. Only such seniority will be indicated on the seniority list.

Section 5. Recall. When a position is reopened, the teacher on unrequested leave with the most seniority certified for that position shall have the first option to return to that position or any open position for which that teacher is certified and holds seniority.

Subd. 1. Recall List. The School District shall maintain a recall list and annually shall provide a copy to the exclusive representative by February 1st. When placed on unrequested leave, a teacher shall file their name and address with the School District personnel office to which any notice of reinstatement or availability of position shall be mailed. Proof of service by the person in the School District depositing such notice to the teacher at the last known address shall be sufficient, and it shall be the responsibility of any teacher on unrequested leave to provide for forwarding of mail or for address changes. Failure of a notice to reach a teacher shall not be the responsibility of the School District if any notice has been mailed as provided herein.

Subd. 2. Position Notification. If a position becomes available for a qualified teacher on unrequested leave, the School District shall mail the notice to such teacher who shall have ten (10) working days from the date of such notice to accept the reemployment. Failure to accept in writing within such ten (10) day period shall constitute waiver on the part of any teacher to any further rights of employment or reinstatement and shall constitute forfeiture of any future reinstatement or employment rights.

Subd. 3. Teacher Rights. A teacher remains on this list for five years from the date the unrequested leave commences (unless the teacher requests removal sooner) and thereafter the teacher's right to recall terminates. The teacher's right to reinstatement shall also terminate if the teacher fails to file with the School District by April 1 of any year a written statement requesting reinstatement.

Section 6. Continuing Contract Law. This procedure does not waive any rights provided under the Continuing Contract Law, Minnesota Statutes section 122A.40.

ARTICLE XII

LEAVES OF ABSENCE

Section 1. Sick Leave. Sick leave without loss of pay shall be allowed by the School District whenever a teacher's absence is found to have been due to illness or injury which prevented attendance at the school and performance of duties.

Subd. 1. Rate Sick Leave is Earned. All full time teachers shall earn sick leave at the rate of fourteen (14) days for each year of service while employed by this School District. The fourteen (14) days shall be made available to the teacher at the beginning of the school year but shall be earned at the rate of $1 \frac{2}{5}$ days per month from August through May. There shall be deducted from salary due a teacher when the teacher terminates their services for that year the pay for any days of sick leave used but not earned. All part time teachers in the appropriate unit (i.e., teachers working less than full time whose services exceed 14 hours a week) shall earn sick leave the same as for full time teachers except days shall be earned on a pro rata basis, that is, the number of days or fractions thereof, shall be in the proportion that their part time work is to full time work.

Subd. 2. Serious Illness. A leave of absence without loss of pay, not to exceed five (5) days, for each occurrence, shall be granted for the serious illness of a teacher's spouse or domestic partner, child/stepchild or parent/stepparent, and, in the case of a teacher's parent-in-law, not to exceed three (3) days. The leave days taken shall be deducted from the teacher's accumulated sick leave.

Up to five (5) additional days shall be granted, per occurrence, with a deduction for substitute teacher pay, for the serious illness of a teacher's spouse or domestic partner, child/stepchild or parent/stepparent and up to three (3) additional days, per occurrence, shall be granted, with deduction for substitute teacher pay, for the serious illness of a parent-in-law. Serious illness shall mean illness requiring medical attention at a clinic or hospitalization. The School District may require doctor's certification of illness.

Subd. 3. Accumulated Sick Days. A teacher shall be allowed to accumulate sick leave up to and including 120 days. The teacher shall submit the yearly unused sick leave days (up to 14 days) in excess of the accumulated amount for reimbursement at the rate of \$75.00 per day. Teachers who have less than 120 accumulated sick days may receive \$200 for not using any sick days in a school year.

Subd. 4. Medical Note. Application for sick leave shall be made on the form provided by the school district. The School District may require the teacher to furnish a medical certificate from the school health officer or from a qualified physician in support of the application. Allowed sick leave shall be deducted from the accrued sick leave days earned by the teacher.

Section 2. Workers' Compensation. Pursuant to Minnesota Statutes Chapter 176, a teacher injured on the job in the service of the School District and collecting workers' compensation insurance, may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 3. Bereavement Leave and Illness in the Immediate Family.

Subd. 1. Application. A leave of absence without loss of pay, not to exceed five (5) days, for each occurrence, shall be granted for the death of a teacher's spouse or domestic partner, child/stepchild or parent/step parent, and, in the case of a teacher's parent-in-law, not to exceed three (3) days.

Up to five (5) additional days shall be granted, per occurrence, with a deduction for substitute teacher pay, for the death of a teacher's spouse or domestic partner, child/stepchild, or parent/step parent and up to three (3) additional days, per occurrence, shall be granted, with deduction for substitute teacher pay, for the death of a parent-in-law.

A leave of absence without loss of pay, not to exceed two (2) days for each occurrence, shall be granted for death of a teacher's brother or sister, brother-in-law, sister-in-law, grandparents, son or daughter-in-law, grandparent-in-law, or grandchild, or member of immediate household, this includes those of the aforementioned roles in that of a domestic partner. Up to two (2) additional days of bereavement leave shall be granted, per occurrence, with a deduction for substitute teacher pay.

Subd. 2. Deduction With Substitute Pay. For the death of other relatives and friends, a teacher shall be granted up to one day of bereavement leave, for each occurrence, with deduction for substitute teacher pay. Deduction for substitute teacher pay shall include salary, TRA, FICA/Medicare.

Subd. 3. Bereavement Day Use. Bereavement days must be used consecutively at one time. Deduction for substitute pay shall occur whether or not a substitute teacher is employed for the absent teacher.

Section 4. Family and Medical Leave. Pursuant to the Family and Medical Leave Act, 29 U.S.C. 2601 et. Seq., an eligible staff shall be granted, upon written request, up to a total of 12 weeks of unpaid leave per year in connection with:

- a. The birth of a child;
- b. The adoption or foster placement of a child;
- c. The serious health condition of a teacher's spouse, child, or parent, and
- d. The teacher's own serious health condition.

Subd. 1. Salary and Fringe Benefits. Such leave shall be unpaid, except an eligible staff, during such leave, shall be eligible for regular School District group health insurance contributions as provided in the Agreement of the leave, but not to exceed twelve (12) weeks per year, notwithstanding any other provisions of this Agreement.

Subd. 2. Paid Leave Under Contract. While FMLA leaves, except for eligible insurance contributions as provided in Section 4., are unpaid, nothing herein shall preclude a teacher from utilizing paid leave otherwise provided in this Agreement, provided the teacher qualifies for the paid leave, i.e. sick leave or personal leave pursuant to the provisions of this Agreement governing such leaves. Moreover, nothing herein, or any other provisions of this Agreement, shall be construed to require the School District to combine leaves for a period of time that exceeds the leave provided by this section or the period of time for leaves provided in other sections of the Agreement.

Subd. 3. Request. A staff member requesting child care leave shall inform the Superintendent in writing of the intention to take the leave at least three (3) calendar months prior to the commencement of the intended leave.

Subd. 4. Date of Leave. The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year, e.g. winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like.

Subd. 5. Duration. In making a determination concerning the commencement and duration of a child care leave, the school board shall not, in any event, be required to:

1. Grant any leave for more than twelve (12) months in duration.
2. Permit the staff member to return to employment prior to the date designated in the request for the child care leave.

Section 5. Personal Leave.

Subd. 1. Definition. Each full time teacher shall be entitled to two (2) days of personal leave per year, all others will be prorated based on hired full time equivalent (FTE). Personal leave is leave without loss of pay. Except in extreme emergencies, personal leave may not be used during opening of school workshop days, nor on an advanced scheduled conference, inservice/staff development day. Except in extreme emergencies, personal leave shall be requested on the School District’s personal leave form at least forty-eight (48) hours in advance. Up to three (3) teachers from each building, but no more than five (5) district-wide may be on personal leave or personal-flex leave on any given day.

Subd. 2. Accrual/Annual Roll Over/Banked Maximum. Starting with the fifteenth (15th) year in the district, a teacher may accumulate up to two (2) days of personal leave by banking two (2) days per year. Use of any combination of yearly earned personal leave and banked personal leave shall not exceed four (4) days at any given time. Starting with the twenty-first (21st) year in the district, a teacher may accumulate up to three (3) days of personal leave by banking two (2) days per year. Use of any combination of yearly earned personal leave and banked personal leave shall not exceed five (5) days at any given time.

Years of Service	Accrual	Annual Rollover	Maximum Banked/Earned Maximum
0-14	2 days	1 day	3 days
15-20	2 days	2 days	4 days
21+	2 days	3 days	5 days

Subd. 3. Personal Leave Use Provisions. Banked days can only be used after the regular, allocated two (2) days provided in this section are used. Teacher's may not use more than two (2) days at any one time during the first thirty (30) and the last thirty (30) calendar days of the school year. Thirty (30) days shall begin with the first day of the duty year and will end with the last day of the duty year and shall include snow days, etc. The use of personal leave is at the discretion of the teacher, but shall not be used to perform work for pay.

Subd. 4. Personal Leave Payout. A teacher may elect to be paid at a rate of \$135 per day for unused personal leave in excess of the Banked/Earned Maximum.

Subd. 5. Granting of Additional Personal Leave. Additional personal leave days may be granted a teacher at the discretion of the superintendent. The teacher will be deducted their daily rate for all unpaid days.

Section 6. Personal-Flex Day. Teachers may elect to convert three (3) sick leave days per year to one (1) personal-flex day that may be used in the same manner as a personal day. Unused personal-flex days will be paid out at the teacher's daily rate of pay. Personal-Flex day payments will be deposited into either the teacher's 403B account or their Health Savings Account. Up to three (3) teachers from each building, but no more than five (5) district-wide may be on personal leave or personal-flex leave on any given day.

Section 7. Professional Leave. A full time teacher shall be entitled to one day of professional leave each school year, at his or her choosing, to attend seminars, workshops, or other qualified educational meetings for the purpose of improving the teacher's proficiency. No more than 5% of the teaching staff or more than one teacher in a department may be on such discretionary leave at any one time. This leave is without loss of pay. A teacher upon return from professional leave shall make available information obtained to the school system through written report, faculty meetings or workshops as requested by the administration. A head coach may use his/her professional leave to attend a tournament, seminar or workshop in his/her sport or activity.

Subd. 1. Superintendent Discretion. The Superintendent, in their sole discretion may allow more teachers to be on professional leave at any one time and may also grant additional days of professional leave in those instances he feels justified.

Subd. 2. Requests. Forms notifying or requesting professional leave must be made and submitted to the Superintendent at least one week in advance on the district's general leave form.

Section 8. Jury Leave. A teacher called for jury service shall be granted a jury leave without loss of pay, but any sum paid to the teacher for jury duty (exclusive of mileage and other expenses) shall be assigned by the teacher to the School District.

Section 9. Military Leave. A teacher called for military service shall be granted a leave of absence, with pay if it falls under M.S. 192.26 or is without pay if it falls under M.S. 192.261, for such times as may be required to fulfill the obligation. Upon termination of Military leave the teacher shall receive credit for experience on the pay schedule the same as if the teacher had remained in the school system.

Section 10. Sabbatical Leave. Sabbatical leave for accredited advance study or professional improvement may be granted by the School District for teachers who have completed six consecutive full years of satisfactory service in this school district.

Subd. 1. Duration. Sabbatical leave shall be for one school year, for which the teacher shall be paid one-half his or her annual salary for the year in which the leave is granted. Fringe benefits shall remain in force during the leave.

Subd. 2. Requests. An application for a sabbatical leave shall be submitted to the School District for its approval by March 15 of the calendar year in which the leave is to be taken; the application shall set out a summary of the plan of study or professional improvement.

Subd. 3. Requirements. The maximum number of sabbatical leaves granted at any time shall not exceed 3% of the professional staff of the district. Sabbatical leave is granted upon the condition the teacher agrees to return to this School District for a period of at least two school years and if the teacher does not return or leaves during the two year period (if any reason other than incapacity to teach), the teacher agrees to reimburse the school district the half salary received or the appropriate pro rata portion.

Section 11. General Leave. General leave of absence for one (1) year may be granted to teachers for any reason not included above and at the discretion of the School District. Teachers requesting leave under the provisions of this Section shall submit a written request. Such requests shall be submitted no later than March 31 of the school year proceeding the year of the requested leave.

Subd. 1. District Notification. Teachers who are granted leave of absence under the provision of this Section shall notify the Superintendent no later than March 31 of the leave year, in writing, of their intention to return to their teaching position. The School District is not obligated to reinstate a Teacher who fails to notify the Superintendent as required.

Subd. 2. Credit. Teachers who return from General leave within the provisions of this Section, shall retain all previous experience credit and any unused leave time accumulated but shall receive no accumulation for the leave year.

Subd. 3. Insurance Benefits. Teachers granted leave within the provisions of this section may retain all insurance benefits at their own expense subject to insurance policy coverages and provisions.

ARTICLE XIII

DEFERRED MATCHING COMPENSATION

Section 1. Eligibility. Any full-time or part-time teacher shall be eligible for a matching deferred compensation plan in accordance with M.S. 356.24 and the terms set out below. The district shall contribute annually an amount equal to the amount contributed by the employee subject to the limits listed below.

Subd. 1. Participation in the plan shall be based on years of continuous service in the School District. The School District matching contribution to such a plan will not exceed a lifetime contribution cap per teacher of \$30,000. There will be no guaranteed payout at the conclusion of a teacher's service with the district.

Section 2. Part-Time and Temporary Teachers. Part-time teachers shall have their matching contribution pro-rated. Temporary teachers are not eligible to participate in this plan.

Section 3. Teacher on Authorized Unpaid Leave. If a teacher is on an authorized unpaid leave for an entire school year and receives no portion of his/her annual salary, he/she does not have the right to participate. A teacher on a short-term unpaid leave of absence shall have their matching contribution prorated.

Section 4. Teacher Match. The School District matching contribution to teachers participating in the matching plan shall be as follows:

Years of Continuous Service	District Matching Contribution
0-3	\$300
4-8	\$600
9-12	\$1200
13-15	\$1800
16+	\$2000

The School District will make the foregoing matching contribution to only those teachers choosing to participate in an approved teacher's match account offered by the School District. The School District's matching contribution will be dollar-for-dollar as required under Minnesota Statutes section 356.24 up to the annual maximum match set forth above, subject to the maximum career School District contribution as set out above. Teachers may contribute any dollar amount up to or in excess of the maximum yearly district match, but the annual limit on the amount individual teachers may contribute to his/her match account shall be governed by the applicable sections of the Internal Revenue Code and the regulations promulgated thereunder. If a teacher chooses not to match the School District annual contribution, the unmatched portion is forfeited for that year. If the employee contributes less than the maximum yearly allowed contribution, the School District portion will be equally reduced. The reduced amount is forfeited for that year.

Section 5. Approved Plans. The School District will make matching contributions only to deferred compensation plans offered by vendors selected by the School District, after consultation with the Union.

Section 6. Intent to Participate/Enrollment Period. Employees eligible to enroll in the School District 403b match must declare their intent to participate by submitting a one-time signed Intent to Participate form to the payroll office by September 30th, or if the date falls on a weekend, the Friday preceding. This form is valid until the employee notifies the office in writing that they are no longer going to participate in the program. The plan year shall be from September 1 to the following August 31. The employee is solely responsible for filing the Intent to Participate form.

Subd. 1. Failure to participate in any given year shall result in the loss of benefit for that year, which cannot be made up in subsequent years. If the employee stops his/her contribution at any time during the year, it cannot be restarted until the following year. The employee will be permitted one change in contribution a year.

Section 7. Discontinuance of Service. Individuals who, for whatever reason, leave the service of the School District prior to eligibility for the balance of the payout shall retain ownership of School District contributions and personal contributions made on their behalf to the date of discontinuance of service. The School District shall retain no current or future liabilities for said investment programs as a result of the severing of service.

Section 8. Portfolio Management. The management of both the individual and School District contributions shall be solely the responsibility of the employee in whose name the contributions have been made. The School District assumes no current or future liability of contributions made to these plans or for investment earnings (losses) which may accrue to these portfolios as a result of investment decision which are made by the employee.

Section 9. Hold Harmless Provisions. Employees are not to construe the Plan or the School District contributions to the Plan or the opportunity of the employee to match such contributions as legal, tax, or investment advice by the School District. The School District has neither reviewed nor approved any investment programs which the employee may obtain by way of contributions under the Matching Plan. The employee agrees to indemnify and hold harmless the Royalton School District from any adverse investment experience arising from or connected with contributions to the Matching Plan.

ARTICLE XIV

GRIEVANCE PROCEDURE AND ARBITRATION

Section 1. Definitions.

Subd. 1. Grievance. A grievance means a dispute or disagreement as to the interpretation or application of any term of this Agreement.

Subd. 2. Days. Days means calendar days excluding Saturdays, Sundays, holidays designated by state law, and vacation days within the school year as defined by the School District's calendar.

Subd. 3. Grievant. A grievant is an individual employee or a small group of employees (five or less) who has a grievance. The grievant may be represented at any time in the grievance or arbitration procedure by a representative of the Union or any other person.

Subd. 4. Grievance. The grievance procedure consists of two levels, plus an arbitration level, any grievance will be presented as herein set out.

Subd. 5. Answer. An answer means a concise written response outlining the position and action taken by the principal, immediate supervisor, or superintendent.

Section 2. Level I. Within fifteen (15) days of the time a grievance arises, the employee will present the grievance to his principal or immediate supervisor on an informal basis in an attempt to resolve the grievance. Within six (6) days after presentation of the grievance, the principal or supervisor shall give his written answer to the grievant.

Section 3. Level II. If the grievance is not settled at Level I, the grievant may, within seven (7) days of receipt of the principal's answer, submit to the Superintendent a written "Statement of Grievance" signed by the grievant. The statement of grievance shall set out:

- (1) Name of employee(s) involved.
- (2) The facts giving rise to the grievance.
- (3) All provisions of this Agreement alleged to be violated.
- (4) The contention of the employee and the Union.
- (5) The relief requested.

Subd. 1. Process. Within a reasonable time after receipt of the Statement of Grievance, but not to exceed ten (10) days, the Superintendent or other representative designated by the School Board, shall meet with the grievant to discuss the grievance. Within five (5) days after the meeting the Superintendent or other Board representative shall give his decision on the grievance in writing. The decision shall be a concise statement outlining the Board's position and the action taken.

Subd. 2. Denial of Grievance. Failure by the School Board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the Teacher may appeal it to the next level.

Section 4. Arbitration. If the grievance has not been resolved at Level II, either the School District or the grievant shall have the right to appeal the dispute to an impartial arbitrator. The appeal must be taken within ten (10) days from the date the Superintendent's written decision is given to the grievant.

Section 5. Arbitration Procedures.

Subd. 1. Selection. The School District and the grievant shall endeavor to agree upon an arbitrator. If the parties are unable to do so, either may request from the Bureau of Mediation Service a list of five names.

The parties shall alternately strike names from the list until one name remains and that person shall be the arbitrator. (If the parties are unable to agree on who strikes first, a flip of a coin shall decide.)

Subd. 2. Hearing. The arbitrator shall schedule a hearing at which each party shall have the right to representation and the opportunity to submit evidence and make written or oral arguments.

Subd. 3. Jurisdiction of Arbitrator. It shall be the function of the arbitrator, and they shall be empowered, except as their powers are limited below, after a hearing, to make a decision in cases of alleged violation of the specific articles and sections of this Agreement. They shall have no power to establish salary structures. They shall have no power to rule on termination of teacher's individual continuing contracts under M.S. 122A.40 or the failure to reemploy any probationary teacher.

Subd. 4. Decision. The decision of the arbitrator shall be made within thirty (30) days after the close of the hearing. There shall be no appeal from an arbitrator's decision if within the scope of his authority as herein set out, and such decision shall be final and binding on the parties.

Subd. 5. Expenses. The fees and expenses of the arbitrator shall be shared equally by the parties. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other. The cost of the transcript or recording of the hearing, if requested, shall be paid by the requesting party.

Subd. 6. NonWaiver of Jurisdictional Objections and Processing. The fact that a grievance has been considered by the parties at preceding levels shall not constitute a waiver of jurisdictional limitations upon the arbitrator.

Section 6. Miscellaneous Provisions.

Subd. 1. Computation of Time. In computing any period of time prescribed or allowed by this Article, the day of the act or event or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included. Correspondence sent by certified or registered mail with a postmark date within the time limit shall meet the requirement.

Subd. 2. Time Limits and Level Waiver. Any grievance which is either not submitted or not advanced to the next level by the grievant within the time limit specified, shall be deemed abandoned. The parties, by mutual agreement, may waive any step and extend any time limits.

Subd. 3. Processing of Grievance. The processing of grievances shall be after the normal work day, whenever possible; if, however, a grievance at the arbitration level occurs during the normal work day, the employee(s) shall not be deprived of compensation for time spent at the arbitration proceeding.

ARTICLE XV

MEET AND CONFER

Section 1. Purpose. The School District recognizes that professional employees possess knowledge, experience, and dedication which is helpful and necessary to the operation of the school and the quality of education services. It shall be the policy of the School District to meet and confer with four representatives of the Union as hereinafter provided.

Section 2. Meeting Frequency. Such meetings shall be held between Union representatives and representative(s) of the School District. Such meetings shall be held five times each year as follows: during the months of September, November, January, March and May.

Section 3. Scope. The scope of these meetings is limited to the discussion of policies and other matters relating to employment which are not terms and conditions of employment.

ARTICLE XVI

DURATION

Section 1. Terms and Reopening of Negotiations. This Agreement shall remain in full force and effect for a period commencing July 1, 2023 through June 30, 2025 and thereafter until modifications are made pursuant to PELRA. If either party desires to modify or amend this Agreement, it shall give written notice of such intent no later than May 1, 2025 nor earlier than January 15, 2025.

Section 2. Effect. This Agreement constitutes the full and complete agreement between the School District and the Exclusive Representative. The provisions herein supersede any and all prior Agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment including fringe benefits and personnel policies inconsistent with these provisions.

Section 3. Finality. Any matters relating to the current contract term, whether or not referred to in this Agreement, shall not be open for negotiations during the term of this Agreement.

Section 4. Severability. The provisions of this Agreement shall be severable, and if any provisions thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provisions thereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

FOR: The DISTRICT Signed this _____ day of _____

School Board Chair

School Board Clerk

FOR: The EXCLUSIVE REPRESENTATIVE Signed this _____ day of _____

Employee Representative

Employee Representative

SCHEDULE A

SALARY SCHEDULE 2023-2024

STEP	BA	BA+15	BA+30	BA+45	BA+60/MA	MA+15	MA+30	MA+45
-	\$41,430	\$42,925	\$44,537	\$46,263	\$48,105	\$49,602	\$51,098	\$52,595
1	\$42,579	\$44,075	\$45,687	\$47,413	\$49,256	\$50,751	\$52,248	\$53,744
2	\$43,731	\$45,228	\$46,839	\$48,566	\$50,407	\$51,903	\$53,400	\$54,896
3	\$44,883	\$46,380	\$47,992	\$49,718	\$51,560	\$53,056	\$54,552	\$56,048
4	\$46,037	\$47,533	\$49,144	\$50,872	\$52,713	\$54,209	\$55,705	\$57,202
5	\$47,187	\$48,683	\$50,295	\$52,021	\$53,863	\$55,359	\$56,855	\$58,353
6	\$48,421	\$49,919	\$51,529	\$53,256	\$55,098	\$56,593	\$58,091	\$59,587
7	\$49,658	\$51,154	\$52,766	\$54,492	\$56,334	\$57,830	\$59,326	\$60,824
8	\$50,892	\$52,390	\$54,001	\$55,728	\$57,569	\$59,065	\$60,562	\$62,058
9	\$52,127	\$53,623	\$55,235	\$56,961	\$58,804	\$60,299	\$61,795	\$63,292
10	\$53,361	\$54,859	\$56,470	\$58,197	\$60,038	\$61,535	\$63,031	\$64,526
11	\$54,596	\$56,092	\$57,704	\$59,430	\$61,273	\$62,768	\$64,264	\$65,761
12	\$55,831	\$57,328	\$58,939	\$60,666	\$62,507	\$64,004	\$65,500	\$66,995
13	\$57,121	\$58,618	\$60,229	\$61,956	\$63,797	\$65,294	\$66,790	\$68,286
14	\$58,440	\$59,937	\$61,548	\$63,275	\$65,117	\$66,613	\$68,109	\$69,605
15	\$61,731	\$63,228	\$64,839	\$66,617	\$68,407	\$69,903	\$71,400	\$72,896

SCHEDULE B

SALARY SCHEDULE 2024-2025

STEP	BA	BA+15	BA+30	BA+45	BA+60/MA	MA+15	MA+30	MA+45
-	\$42,673	\$44,213	\$45,873	\$47,651	\$49,548	\$51,090	\$52,631	\$54,173
1	\$43,857	\$45,397	\$47,057	\$48,835	\$50,733	\$52,274	\$53,815	\$55,357
2	\$45,043	\$46,585	\$48,244	\$50,022	\$51,919	\$53,460	\$55,002	\$56,543
3	\$46,230	\$47,771	\$49,432	\$51,210	\$53,107	\$54,648	\$56,188	\$57,730
4	\$47,418	\$48,959	\$50,619	\$52,398	\$54,295	\$55,835	\$57,377	\$58,918
5	\$48,603	\$50,143	\$51,804	\$53,582	\$55,479	\$57,020	\$58,561	\$60,103
6	\$49,874	\$51,417	\$53,075	\$54,854	\$56,751	\$58,291	\$59,834	\$61,374
7	\$51,148	\$52,689	\$54,349	\$56,127	\$58,024	\$59,565	\$61,106	\$62,648
8	\$52,419	\$53,962	\$55,621	\$57,400	\$59,296	\$60,837	\$62,379	\$63,919
9	\$53,691	\$55,232	\$56,892	\$58,670	\$60,568	\$62,108	\$63,649	\$65,191
10	\$54,962	\$56,505	\$58,164	\$59,943	\$61,839	\$63,381	\$64,922	\$66,462
11	\$56,234	\$57,774	\$59,435	\$61,213	\$63,111	\$64,651	\$66,192	\$67,734
12	\$57,506	\$59,048	\$60,707	\$62,486	\$64,382	\$65,924	\$67,465	\$69,005
13	\$58,834	\$60,377	\$62,036	\$63,814	\$65,711	\$67,253	\$68,794	\$70,334
14	\$60,193	\$61,735	\$63,394	\$65,173	\$67,070	\$68,612	\$70,152	\$71,694
15	\$63,583	\$65,124	\$66,784	\$68,616	\$70,460	\$72,000	\$73,542	\$75,083

SCHEDULE C

EXTRA CURRICULAR SCHEDULE

POSITION	%
Baseball	
Head	10.8
Assistant (2)	7.0
Jr. High (2)	4.4
Basketball-Boys	
Head	12.2
Assistant	7.3
9th Grade	7.3
Jr. High (2)	5.0
Basketball-Girls	
Head	12.2
Assistant	7.3
9th Grade	7.3
Jr. High (2)	5.0
Cross Country	
Head	10.8
Assistant	7.0
Football	
Head	10.8
Assistant	7.0
9th Grade	7.0
Jr. High (2)	4.4

Assignments paid at the indicated percent of B.A. lane, steps 0-10 with experience credit for that particular activity.

POSITION	%
Golf-Boys	
Head	10.8
Assistant	4.4
Golf-Girls	
Head	10.8
Assistant	4.4
Softball	
Head	10.8
Assistant (2)	7.0
Jr. High (2)	4.4
Track	
Head (2)	10.8
Assistant (2)	7.0
Trap Shooting	
Head	7.0
Assistant (3)	4.4
Wrestling	
Head	12.2
Assistant (2)	7.3
Jr. High	6.15
Volleyball	
Head	10.8
Assistant	7.0
9th Grade	7.0
Jr. High (2)	4.4

POSITION	%
BPA	5.0
Concessions Mgr	6.0
FFA	9.0
Knowledge Bowl	
Sr. High	2.0
Jr. High	1.0
Jazz Band	
	2.0
MN Honor Society	
	2.0
Musical	
Director	4.0
Support	2.0
Plays	
3 Act Play	4.0
1 Act Play	3.0
Prom Advisor	
	4.0
Speech	
Head	4.0
Assistant	3.0
Student Council	
High School	3.0
Middle School	3.0
Elementary	2.0
Tech Club	
	9.0
Yearbook-Elem	
	2.0

SCHEDULE D

OCCASIONAL WORK ASSIGNMENT

FALL SPORTS

CROSS COUNTRY

Scorers \$35 per meet

FOOTBALL

Announcer-Varsity \$30 per game (play by play)
Clock-Varsity \$30 per game
Clock-JV/C Squad \$25 per game
Clock-JH \$20 per game
Chain Crew-Varsity \$30 per game
Officials-Varsity/JV/C-Squad Set By Associations
Officials-JH \$30 per game
Supervision-Varsity \$35 per game
Ticket Takers-Varsity \$30 per game

VOLLEYBALL

Announcer-Varsity N/A
Clock \$25 per match
Clock-Varsity/JV \$40 per night
Clock-Varsity/JV/C-Squad \$60 per night
Clock-JH \$20 per match (3 sets); \$30 for 6 sets
Libero Tracker -JV/V only \$17 per match
Line Judges-JV/V only \$35 per match
Officials-Varsity/JV/C-Squad Set By Associations
Officials-JH \$25 per match (3 sets); \$40 for 6 sets
Official Scorebook-Varsity only \$20 per match
Supervision-Varsity/JV \$35 per event
Supervision-Varsity/JV/C-Squad \$55 per event
Supervision-JH \$20 for 1 match; \$35 for double header
Ticket Takers-Varsity/JV \$27 per night
Ticket Takers-Varsity/JV/C-Squad \$35 per night

WINTER SPORTS

BASKETBALL

Announcer-Varsity \$25 per night (play by play)
Clock-Varsity/JV \$40 per night
Clock-Varsity/JV/C-Squad \$60 per night
Clock-C-Squad \$25 per game
Clock-JH \$0 per game
Officials-Varsity/JV/CSquad Set By Associations
Officials-JH \$30 per game
Official Scorebook-Varsity only \$20 per game
Supervision-Varsity/JV \$35 per event
Supervision-Varsity/JV/C-Squad \$55 per event
Supervision-JH \$20 for 1 game; \$35 for double header
Ticket Takers-Varsity/JV \$27 per night
Ticket Takers-Varsity/JV/C-Squad \$35 per night

SCHEDULE D

OCCASIONAL WORK ASSIGNMENT CONT'D

WRESTLING

Announcer-Tri/Quad/Tourney	\$40 per event
Clock-Varsity/JV	\$35 per night
Clock-Tri	\$40 per event
Clock-Quad	\$60 per event
Official Book/Announcer-Varsity	\$20 per event
Official Book/Announcer-Tri	\$30 per event
Official Book/Announcer-Quad	\$40 per event
Officials-Varsity/JV	Set By Associations
Officials-JH	\$25 per match
Supervision-Varsity/JV	\$35 per night
Supervision-Tri/Quad/Tourney	\$35 per night
Ticket Takers-Varsity/JV	\$27 per night
Ticket Takers-Tri/Quad	\$35 per event
Ticket Takers-Tournament	\$40 per event

SPRING SPORTS

BASEBALL

Umpire-Varsity/JV	Set By Associations
Umpire-JV Double Header	\$60 per night
Umpire-JH	\$30 per game
Umpire-JH Double Header	\$55 per night

SOFTBALL

Umpire-Varsity/JV	Set By Associations
Umpire-JV Double Header	\$60 per night
Umpire-JH	\$30 per game
Umpire-JH Double Header	\$55 per night

TRACK

Official Starter-Varsity
Official Starter-JH

ACTIVITY & EVENT DUTIES

Concert Direction-After School	\$50 per event	(Number of events TBD by Administration)
Chaperone-Dance		
Ticket Taker-Play	\$15 per event	(45 minutes)
Supervisor-Concert	\$40 per event	
Supervisor-Play	\$25 per event	
Elem. Program	\$30 per program	
Homebound Instruction	\$31 per hour	
Summer Program Teacher	\$31 per hour	
Adult Education	\$31 per hour	
Behind Wheel Driver's Education	\$31 per hour	
Accompanist	\$68 per event	
Pep Band	\$50 per event	

2023-2024 ACTIVITIES DIRECTOR/DEAN OF STUDENTS

ARTICLE I

PURPOSE

Section 1. Parties. Independent School District No. 485, Royalton, Minnesota (hereafter “School District”) enters into this agreement with Kaitlyn Frenchick (hereafter “Employee”) as Activities Director/Dean of Students, who agrees to perform the duties assigned by the School District.

ARTICLE II

DURATION

Section 1. Effective Time Period. This Agreement shall remain in full force and effect for a period commencing July 1, 2023, through June 30, 2024, unless modified by the mutual written consent of the School Board and the Employee, or unless terminated by law or as provided in Sections 13.1 or 13.02 of this Agreement. For purposes of this Agreement, the term “year,” “duty year,” “school year,” or “contract year” shall refer to the period of time from July 1 through June 30.

ARTICLE III

BASIC SERVICES

Section 1. Provision of Services. The Employee shall faithfully perform the services prescribed by the School Board or Superintendent whether or not such services are specifically described in this contract or in a general job description, abide by the rules, regulations, and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated below.

ARTICLE IV

DUTY YEAR

Section 1. Section 2. Basic Work Year. The Employee’s duty year shall consist of 210 work days inclusive of sick days. The Employee shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board or Superintendent so determines.

Section 2. Determination of Days Worked. At the beginning of the year, the Employee shall provide the Superintendent with a suggested calendar setting forth the 210 days on which the Employee proposes to work throughout the duty year. The Superintendent will ultimately establish the yearly schedule and determine the days on which the Employee will work during the year. The Superintendent may change the work schedule at any time to meet the needs of the District, so long as the total number of work days does not exceed 210 for the year.

ARTICLE V

RATES OF PAY

Section 1. Rates of Pay.

Subd. 1. Pay Schedule. The Employee shall be paid over 24 pay periods for the year.

Subd. 2. Salary.

2023-2024 \$76,445.81

Section 2. Attendance at Conferences/Workshops. The School District shall pay all reasonable and legally valid expenses and fees for the Employee's attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed or preapproved by the Superintendent.

Section 3. Professional Membership Dues. The Employee is encouraged to belong to appropriate professional and educational organizations where such membership will enhance the Employee's and School District's role in the educational field and the community. Accordingly, the School District will pay such membership dues for MSHSL and other organizations as are required, directed, or permitted by the School Board.

Section 4. Mileage Reimbursement. The School District shall reimburse the Employee for business use of their private vehicle. The reimbursement will be on a per mile basis, at the rate established and published by the IRS pursuant to M.S. 471.665, Subd. 1. The Employee must provide written documentation on the mileage reimbursement requested.

Section 5. Cell Phone. The School District will provide the Activities Director with a cell phone for business purposes, or in the alternative will provide a \$50 monthly stipend for the use of the Superintendent's cell phone for School District Business

ARTICLE VI

LEAVES OF ABSENCE

Section 1. Sick Leave. Sick leave without loss of pay shall be allowed by the School District whenever the Employee's absence is found to have been due to illness or injury which prevented attendance at work and performance of duties. Application for sick leave shall be made on the form provided by the School District. The School District may require the Employee to furnish a medical certificate from a qualified physician in support of the application. Allowed sick leave shall be deducted from the accrued sick leave days earned by the Employee. The School District retains the right to ultimately decide if the Employee is entitled to use sick leave.

Subd. 1. Rate Sick Leave is Earned. The Employee shall earn sick leave at the rate of fifteen (15) days per year (1.25 days per month), which may be accumulated to a maximum of one hundred and twenty (120) days.

Subd. 2. Sick Leave Payout. The Employee shall not be entitled to the payout of any unused sick leave days upon resignation or termination of employment with the School District.

Section 2. Personal Leave.

Subd. 1. Amount of Days. Each full-time employee shall annually be entitled to two days of personal leave per school year. Personal leave shall be non-cumulative.

Subd. 2. Additional Personal Leave Days. Additional personal leave days may be granted a principal at the discretion of the Superintendent.

Section 2. Personal-Flex Day. Employees may elect to convert three (3) sick leave days per year to one (1) flex day that may be used in the same manner as a personal day. Unused flex days will be paid out at the employee's daily rate of pay. Flex day payments will be deposited into either the employee's 403B account or their Health Savings Account.

Section 3. Bereavement Leave and Illness in the Immediate Family.

Subd 1. A leave of absence without loss of pay, not to exceed five (5) days for each occurrence, shall be granted for death of the Employee's spouse, child, or parent. Up to three (3) days shall be granted in the case of the death or serious illness of the Employee's parent-in-law.

Subd 2. A leave of absence without loss of pay, not to exceed two (2) days for each occurrence, shall be granted for the death of the Employee's brother or sister, brother-in-law, sister-in-law, grandparents, son-in-law or daughter-in-law and grandparent-in-law or member of the immediate household. .

Subd 3. For the death of other relatives and friends, the Employee shall be granted up to one (1) day of bereavement leave, for each occurrence, with deduction of one-half day's pay from the Employee's accumulated sick leave.

Section 4. Family and Medical Leave. Pursuant to the Family and Medical Leave Act, 29 U.S.C. 2601 et. Seq., an eligible staff shall be granted, upon written request, up to a total of 12 weeks of unpaid leave per year in connection with:

- a. The birth of a child;
- b. The adoption or foster placement of a child;
- c. The serious health condition of a teacher's spouse, child, or parent, and
- d. The teacher's own serious health condition.

Subd. 1. Salary and Fringe Benefits. Such leave shall be unpaid, except an eligible staff, during such leave, shall be eligible for regular School District group health insurance contributions as provided in the Agreement of the leave, but not to exceed twelve (12) weeks per year, notwithstanding any other provisions of this Agreement.

Subd. 2. Paid Leave Under Contract. While FMLA leaves, except for eligible insurance contributions as provided in 9.70., are unpaid, nothing herein shall preclude a teacher from utilizing paid leave otherwise provided in this Agreement, provided the teacher qualifies for the paid leave, i.e. sick leave or personal leave pursuant to the provisions of this Agreement governing such leaves. Moreover, nothing herein, or any other provisions of this Agreement, shall be construed to require the School District to combine leaves for a period of time that exceeds the leave provided by this section or the period of time for leaves provided in other sections of the Agreement.

Subd. 3. Request. A staff member requesting child care leave shall inform the Superintendent in writing of the intention to take the leave at least three (3) calendar months prior to the commencement of the intended leave.

Subd. 4. Date of Leave. The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year, e.g. winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like.

Subd. 5. Duration. In making a determination concerning the commencement and duration of a child care leave, the school board shall not, in any event, be required to:

1. Grant any leave for more than twelve (12) months in duration.
2. Permit the staff member to return to employment prior to the date designated in the request for the child care leave.

Section 5. Emergency Medical Leave. An employee who has completed the initial probationary period, who is unable to perform duties because of illness or injury and who has exhausted all sick leave credit available, or has become eligible for long-term disability compensation, may, upon request, be granted an emergency leave of absence, without pay, up to six (6) months. The employee shall be responsible for payment of any insurance benefits during the period of the emergency leave. This leave may be renewed at the discretion of the School District. A request for leave of absence, or renewal thereof, under this Section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities. The School District will adhere to the Family Medical Leave laws.

Subd. 1. Elective Surgery. Elective Surgeries will be allowed during non-student contact days only.

Section 6. Jury Leave. An employee called for jury service shall be granted a jury leave without loss of pay, but any sum paid to the employee for jury duty (exclusive of mileage and other expenses) shall be assigned by the employee to the School District.

Section 7. Military Leave. An employee called for military service shall be granted a leave of absence, with pay if it falls under M.S. 192.26, or without pay if it falls under M.S. 192.261, for such times as may be required to fulfill the obligation.

Section 8. General Leave. At its discretion, the School District may grant a leave of absence for one (1) year to employees who have completed five (5) consecutive full years of service in the School District. Employees requesting leave under the provisions of this Section shall submit a written request no later than March 31 of the school year preceding the year of the requested leave.

Subd 1. District Notification. Employees who are granted leave of absence under the provision of this Section shall notify the School District no later than March 31 of the leave year, in writing, of their intention to return to their position.

Section 9. All Other Leave. The School District will adhere to all applicable federal and state laws governing the provision of a leave of absence for specific purposes outlined in law or statute other than those specified in this manual.

Section 10. Workers' Compensation. Pursuant to M.S. Chapter 176, an employee injured on the job in the service of the School District and collecting worker's compensation insurance, may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Subd 1. Insurance Application-Unpaid Leave. An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave, and shall pay to the School District the monthly premium in advance.

Subd 1. Insurance Application-Paid Leave. In the event the employee is on paid leave from the School District under Section 1, Sick Leave, or supplemented by sick leave pursuant to Section 11, Workers' Compensation, the School District will continue insurance contributions as provided herein until sick leave is exhausted. Thereafter, the employee must pay the entire premium for any insurance retained after the exhaustion of sick leave.

Subd 2. Credit. An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits that had accrued at the time leave commenced. No credit shall accrue for the period of time that an employee was on unpaid leave.

Subd 3. Eligibility. Employees shall be eligible for leave benefits proportional to the extent of their employment.

Subd 4. Subbing While on Leave. School District employees on a general leave of absence who return to sub will be paid their regular rate of pay when subbing in their regular job classification and the 0 step of the group in which they are subbing for all other jobs.

ARTICLE VII

GROUP INSURANCE

Section 1. Selection of Carrier. The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Section 2. Health and Hospitalization Insurance. The School District shall contribute toward employee hospital-medical coverage for all employees employed by the School District who work 40 hours a week for 12 months, qualify for, and are enrolled in the School District's health and hospitalization plan according to the schedule determined by the School District. The School District expressly reserves the right to revise or modify these amounts at any time that it determines such modification is desirable. The current amounts contributed by the School District are as follows:

Single, not to exceed \$7,000
Family not to exceed \$13,000

Subd. 1. District Contribution. The School District contribution is based on a 210 days contract.

Subd 2. Claims Against the School District. It is understood that the School District's only obligation is to purchase various insurance policies and pay such premium amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 3. Life Insurance. The School District shall provide the Employee with group life insurance coverage in the amount of \$50,000.00, the premiums to be paid by the School District. The Employee may elect to purchase an equal amount of life insurance under the group plan with premiums paid in full by the Employee.

Section 4. Long-Term Disability Insurance. The School District shall contribute 100% of the premium for the income protection policy. Such policy shall provide for benefits equal to at least 2/3 of the employee's salary, beginning after sixty (60) days of continuous absence due to disability.

ARTICLE IX

403B MATCHING CONTRIBUTION PLAN

Section 1. Eligibility: The Employee will be eligible to participate in a tax-sheltered annuity plan established by the School District and receive a District matching contribution as follows:

Years of Continuous Service	District Matching Contribution
0-3	\$300
4-8	\$600
9-12	\$1200
13-15	\$1800
16+	\$2000

Section 2. Approved Plans: The School District will make matching contributions only deferred compensation plans offered by vendors selected by the School District.

ARTICLE X

DISCHARGE AND RESIGNATION FROM EMPLOYMENT

Section 1. Discharge From Employment. The School District may terminate this Agreement, for no reason or any reason at all, by giving the Employee written notice of its intent to terminate the Employee's services at least thirty (30) days prior to the effective date of the termination.

Section 1. Resignation From Employment. The Employee may terminate this Agreement, for no reason or any reason at all, by giving written notice of resignation to the Superintendent thirty (30) calendar days prior to the effective day of resignation. If a thirty (30) calendar day notice is not given, the Employee shall forfeit all accrued benefits at the time of termination, except those prohibited by law.

It is expected that you will have secured a K-12 Principal's license on or before the expiration date of this contract. Upon receiving the K-12 Principal license, you will be moved into the Principal Contract. If a K-12 Principal license is not earned by the expiration of this contract, and there are 12 credits or less to complete, the district would consider extending the AD/Dean contract.

By signing below, each party represents that it has read, understands, and agrees to be bound by the terms of this Agreement.

FOR: The DISTRICT Signed this _____ day of _____

School Board Chair

School Board Clerk

FOR: The EXCLUSIVE REPRESENTATIVE Signed this 31 day of May 2023

Kathy M. Fran

Activities Director/Dean of Students



ROYALTON
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120 Hawthorn Street, Royalton, MN 56373
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royaltonpublicschools.org

E-Learning Days Survey Results Presentation

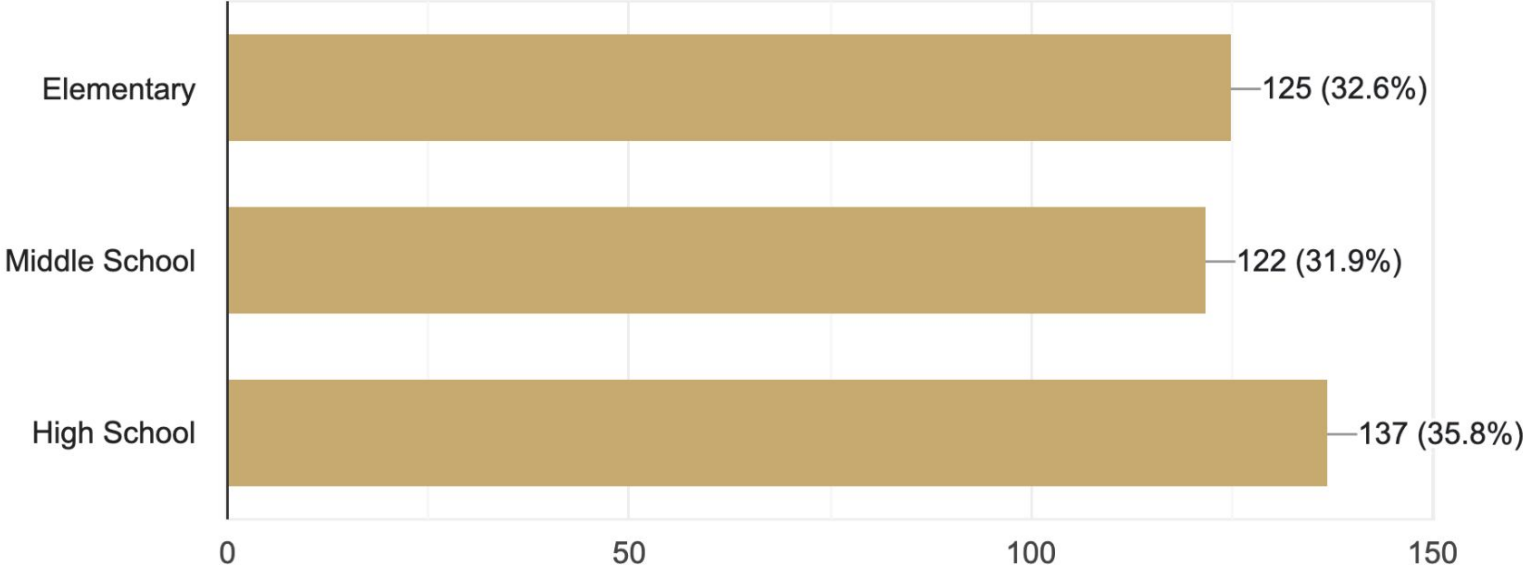
June 26, 2023

Student Responses

178

Please indicate your grade level.

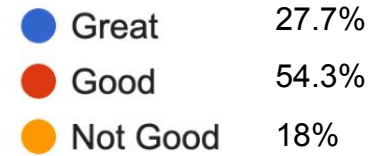
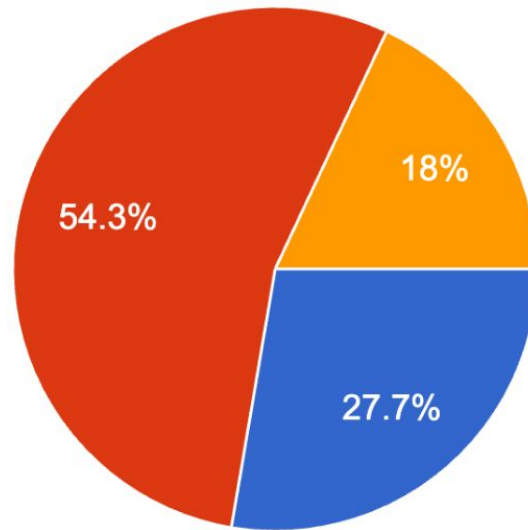
383 responses



179

How would you rate E-learning days?

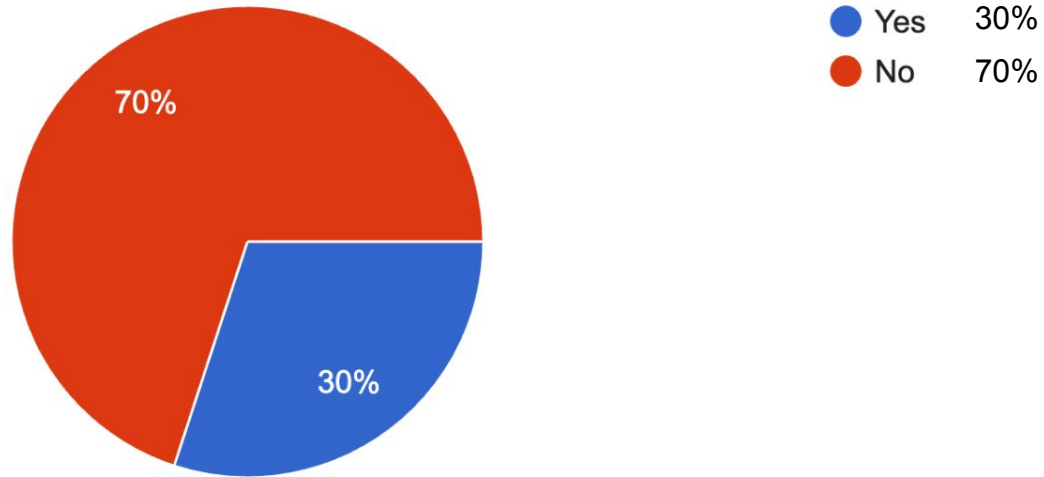
383 responses



180

Would you prefer snow days to E-learning days even if you had to make them up at the end of the school year?

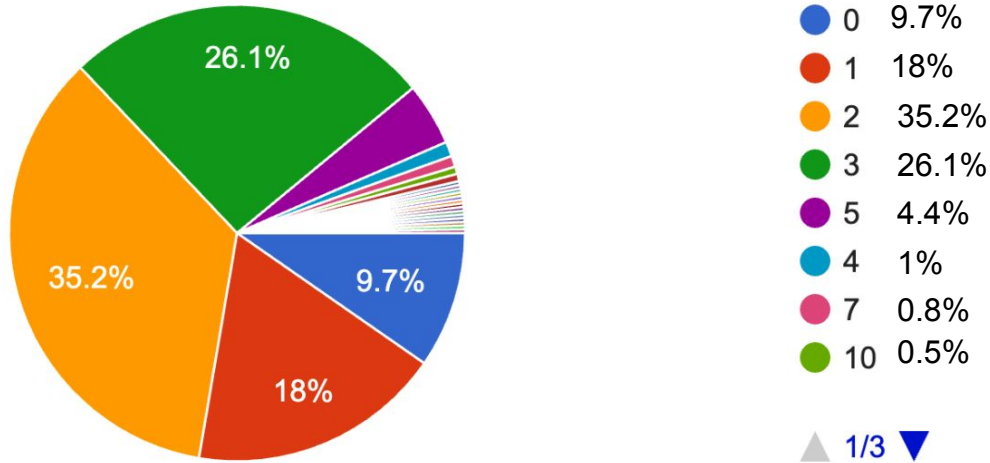
383 responses



181

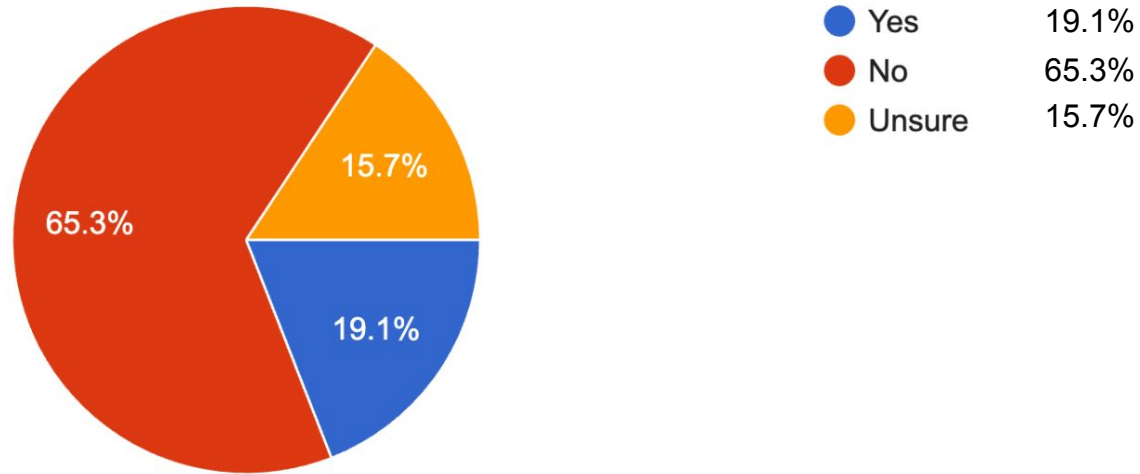
Currently, the first day of bad weather is a “snow day” with the ability to call E-learning days for future weather situations. What number of “snow days” would you want called before E-learning days are used? (pick one):

383 responses



During an E-learning day, would you like to have the whole class meet live online at a scheduled time with your teacher(s) for part of the day?

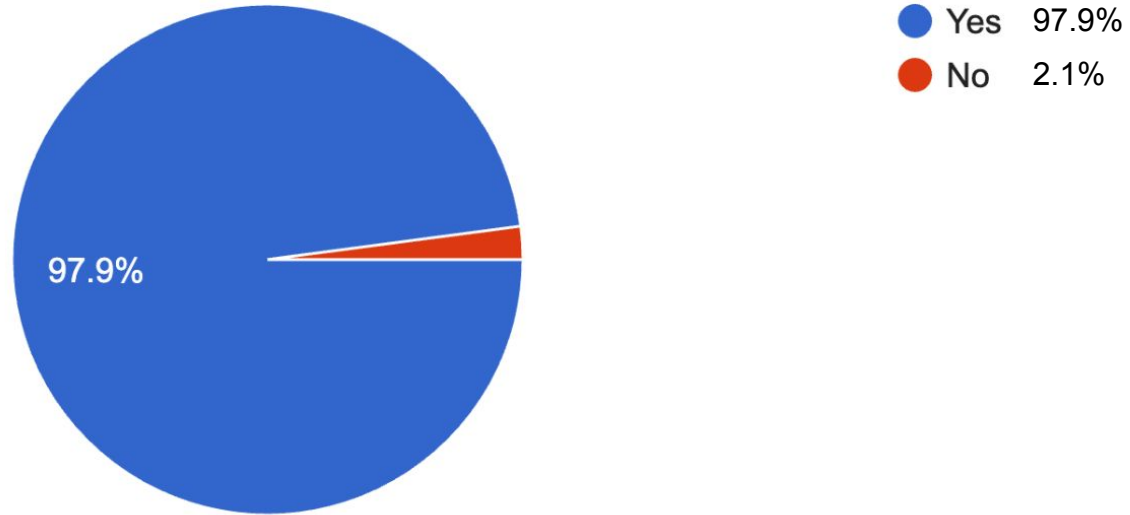
383 responses



183

Do you have internet at home?

383 responses



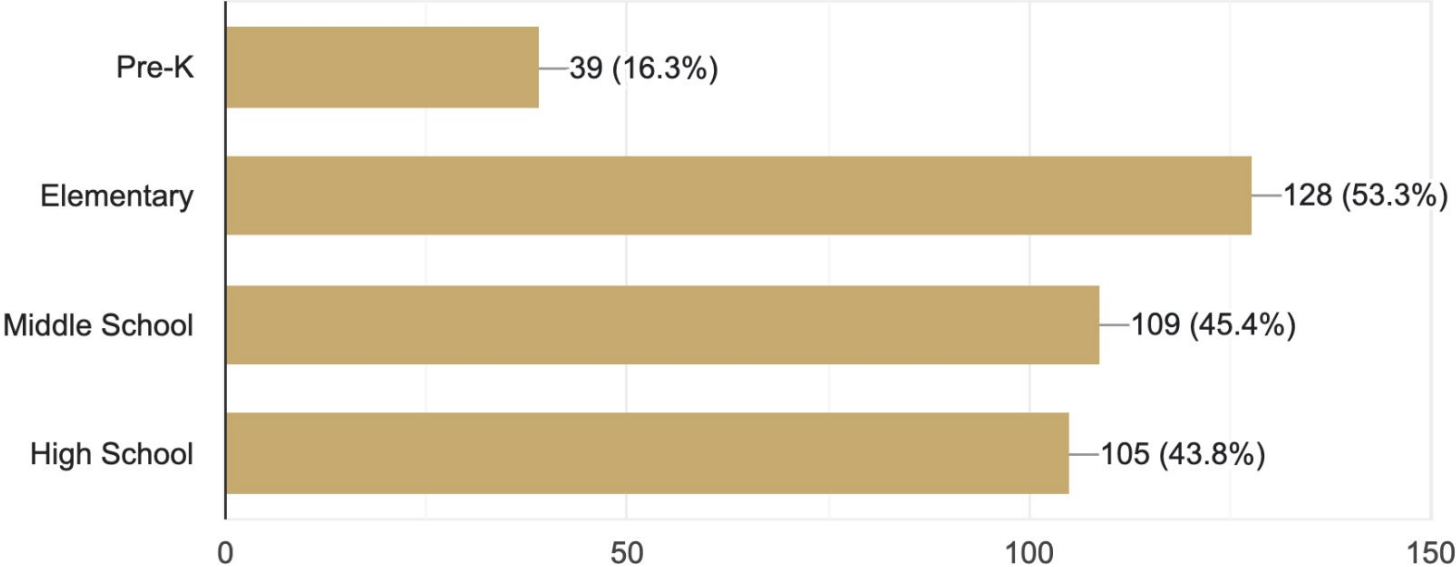
184

Parent/Guardian Responses

185

Please indicate the grade of your child(ren). Select all that apply

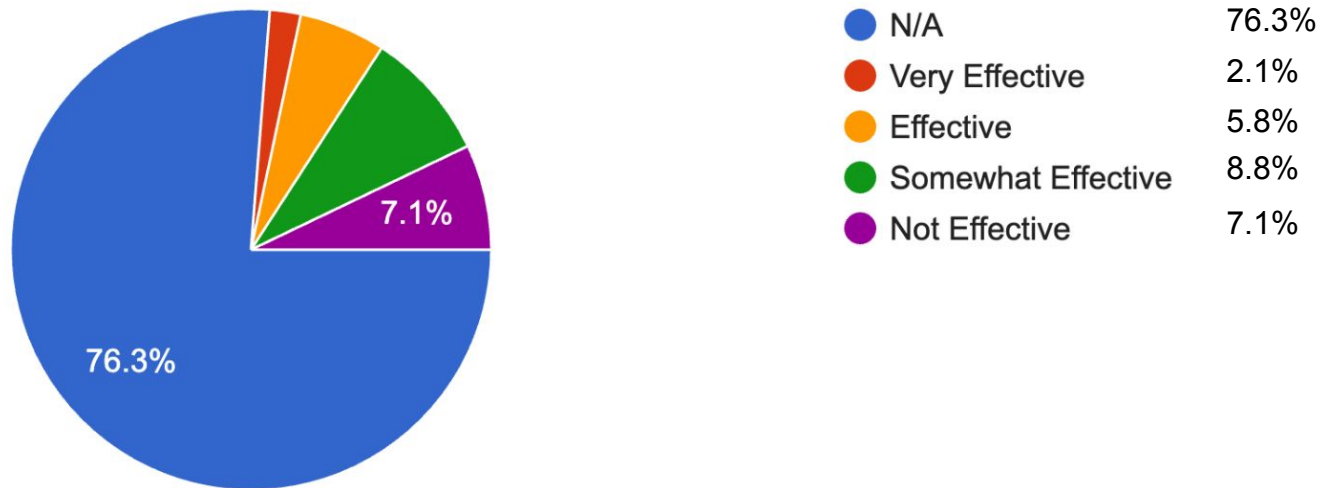
240 responses



186

How would you rate the effectiveness of E-learning for your Pre-K child(ren)?

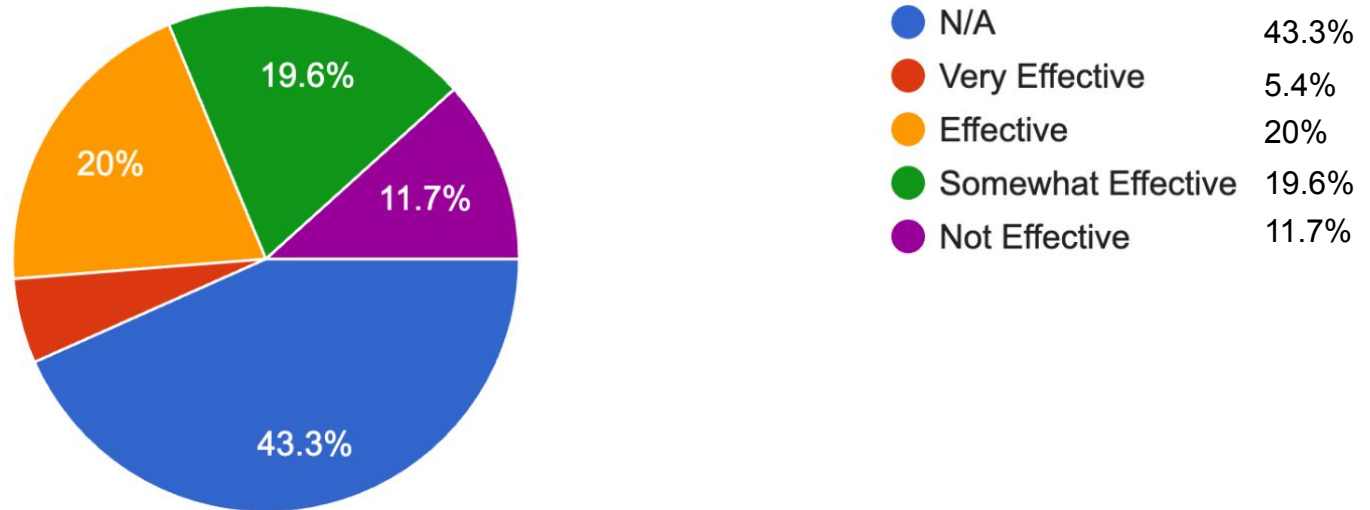
240 responses



187

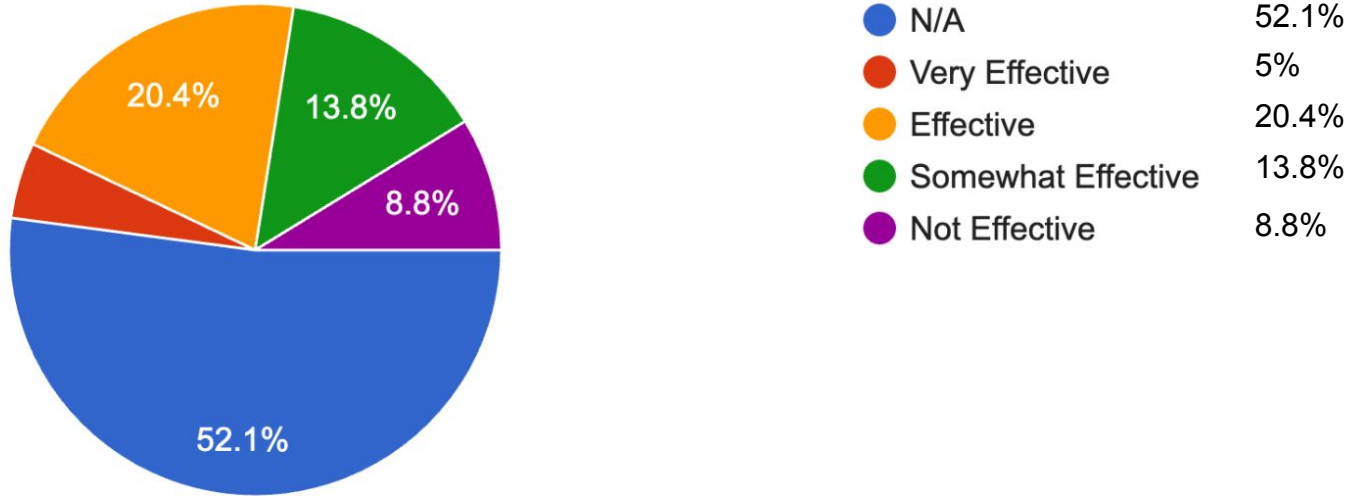
How would you rate the effectiveness of E-learning for your Elementary child(ren)?

240 responses



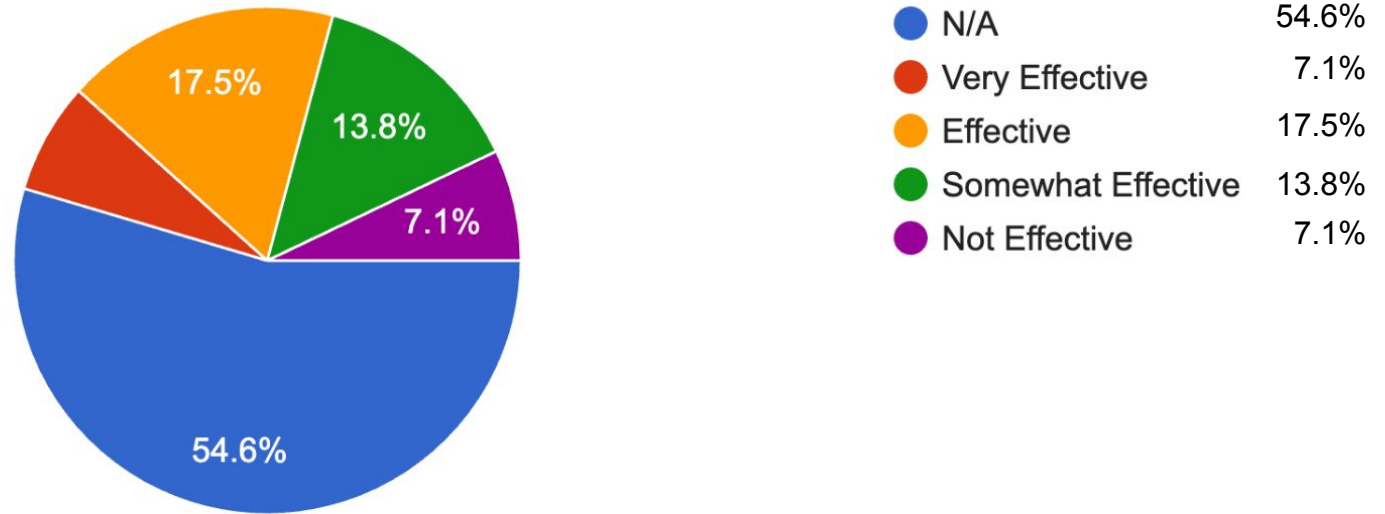
How would you rate the effectiveness of E-learning for your Middle School child(ren)?

240 responses



How would you rate the effectiveness of E-learning for your High School child(ren)?

240 responses



Would a component of live on-line instruction improve the effectiveness of E-learning Days?

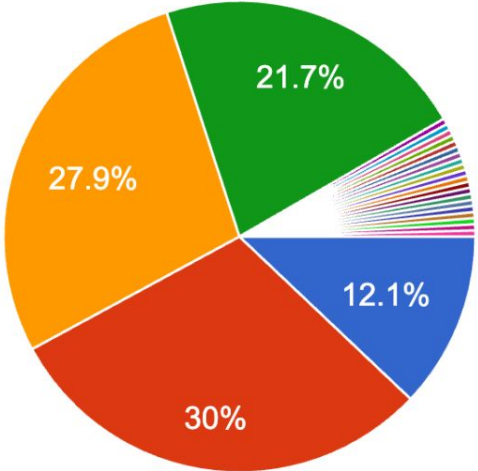
240 responses



● Significant improvement	23.3%
● Moderate improvement	37.9%
● Very little improvement	22.1%
● No improvement	16.7%

Currently, the Board approved E-learning Day Procedure states that the first day of inclement weather be a “snow day” with the ability to call E-learning days for future inclement weather situations. What number of “snow days” would you want called before E-learning days are used?

240 responses

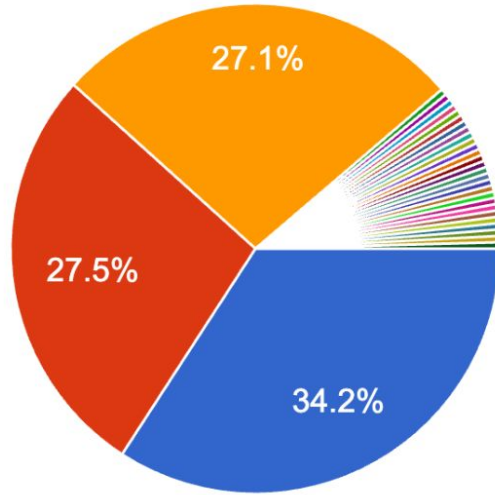


- 0 12.1%
- 1 30%
- 2 27.9%
- 3 21.7%

[Additional Comments](#)

How much notification is enough for you to make arrangements for an E-learning day?

240 responses

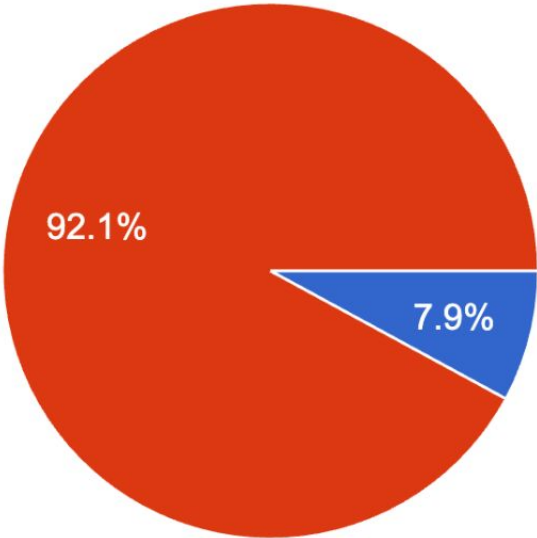


- 5am the day of inclement weather
- 9pm the night before the day of inclement weather
- 7pm the evening before the day of inclement weather

[Additional Comments](#)

Is technology access an issue for your family?

240 responses



- Yes 7.9%
- No 92.1%

Families

Additional Comments

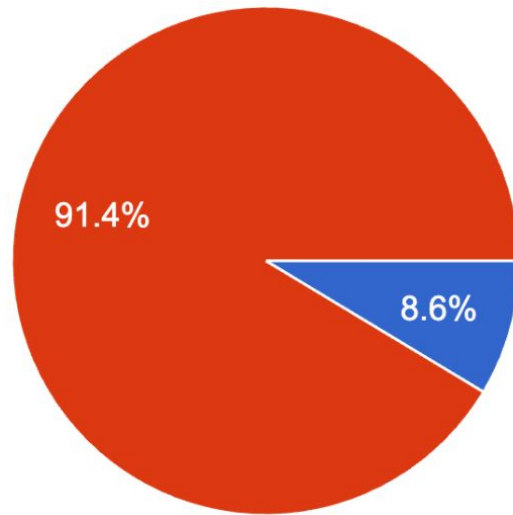
195

Licensed Staff Responses

196

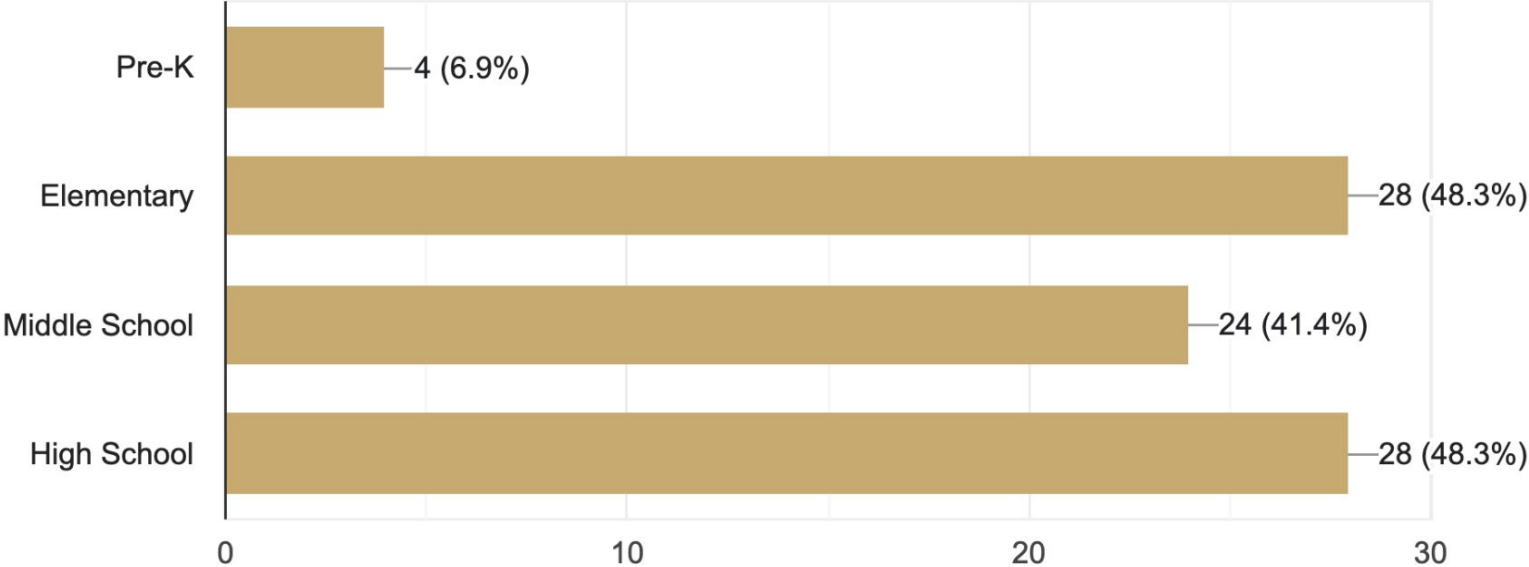
Please indicate your job title and/or department

58 responses



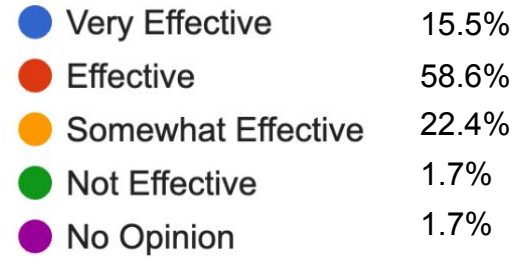
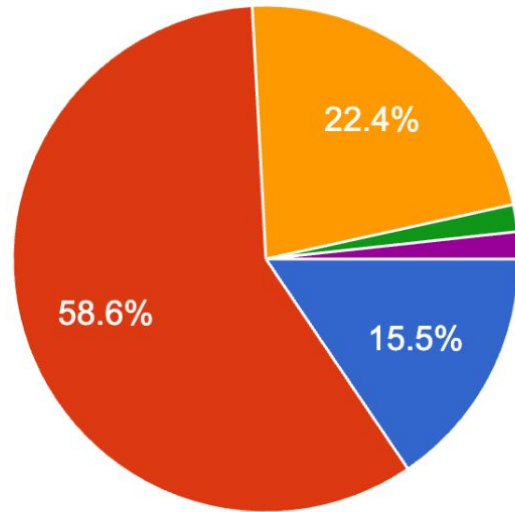
Please indicate the level of students you work with? (Select all that apply)

58 responses



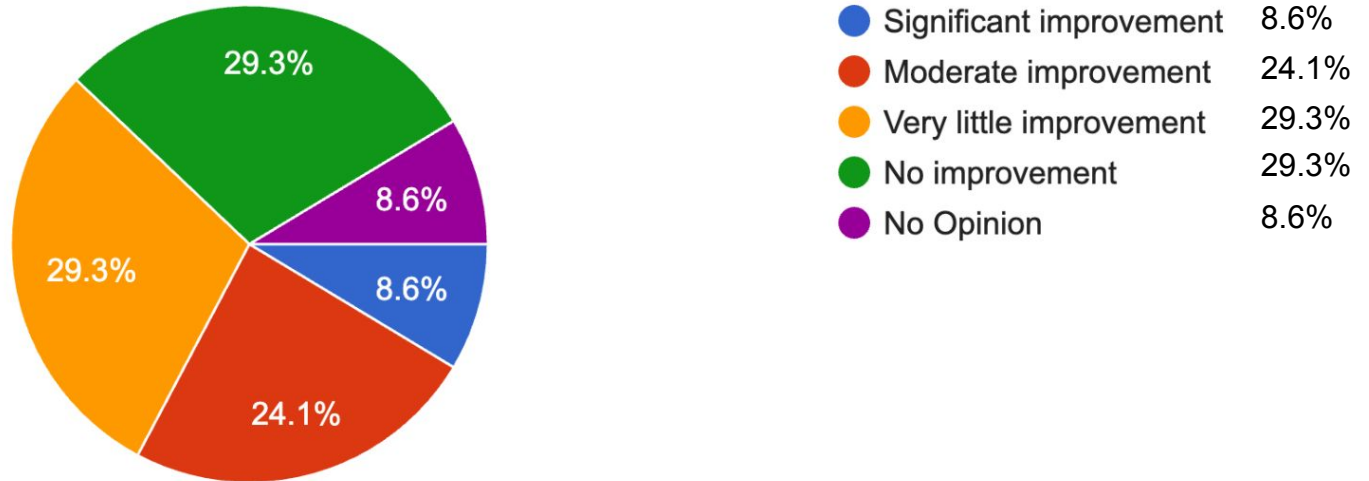
How would you rate the effectiveness of E-learning days?

58 responses



Would a component of live on-line instruction improve the effectiveness of E-learning Days?

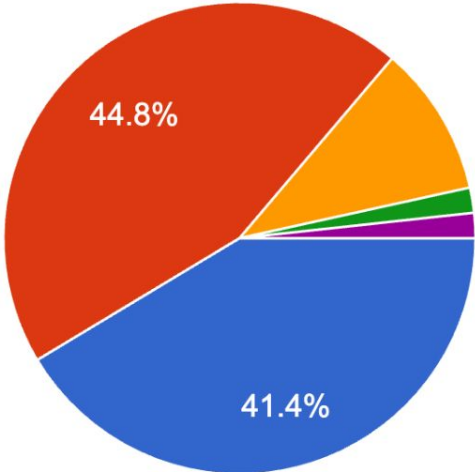
58 responses



200

Currently, the Board approved E-learning Day Procedure states that the first day of inclement weather be a “snow day” with the ability to call E-learning days for future inclement weather situations. What number of “snow days” would you want called before E-learning days are used?

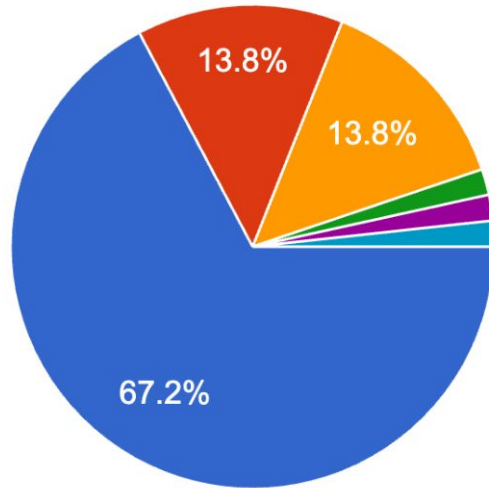
58 responses



- 0 41.4%
- 1 44.8%
- 2 10.3%
- 3 1.7%
- I don't have an opinion for this. I don't mind WHEN we use them. 1.7%

How much notification is enough for you to make arrangements for an E-learning day?

58 responses

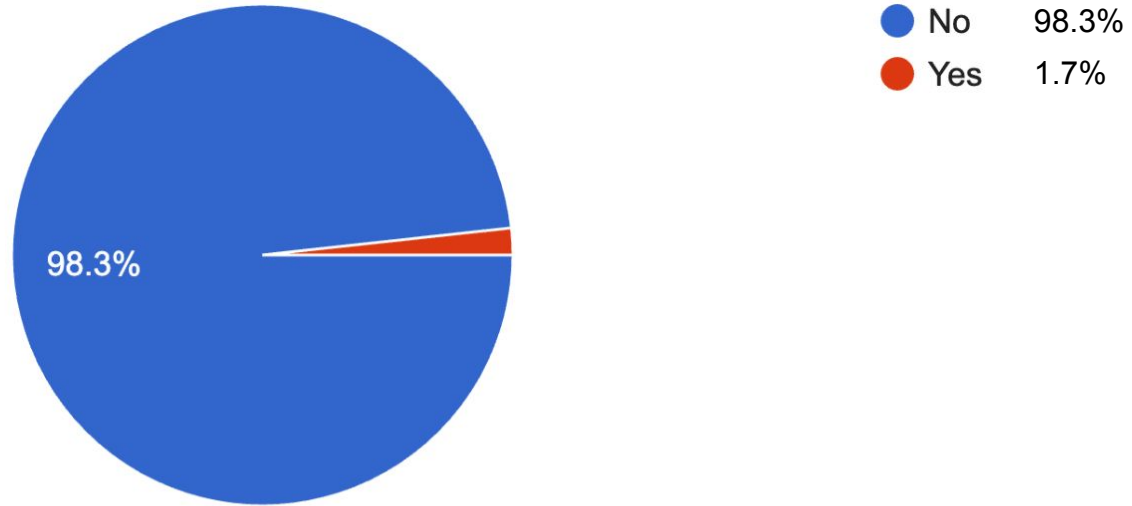


- 5am the day of inclement weather
- 9pm the night before the day of inclement weather
- 7pm the evening before the day of inclement weather

[Additional Comments](#)

Is technology access an issue for you?

58 responses



Licensed Staff Additional Comments

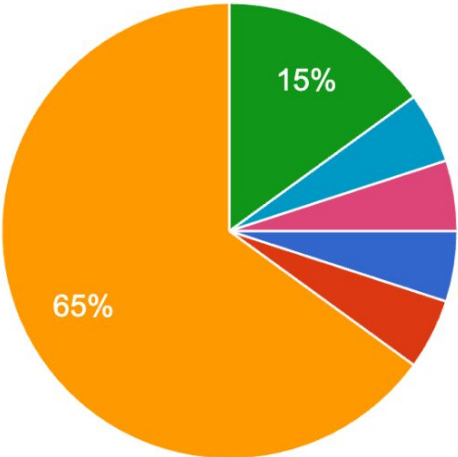
204

Non Licensed Staff Responses

205

Please indicate your job title and/or department

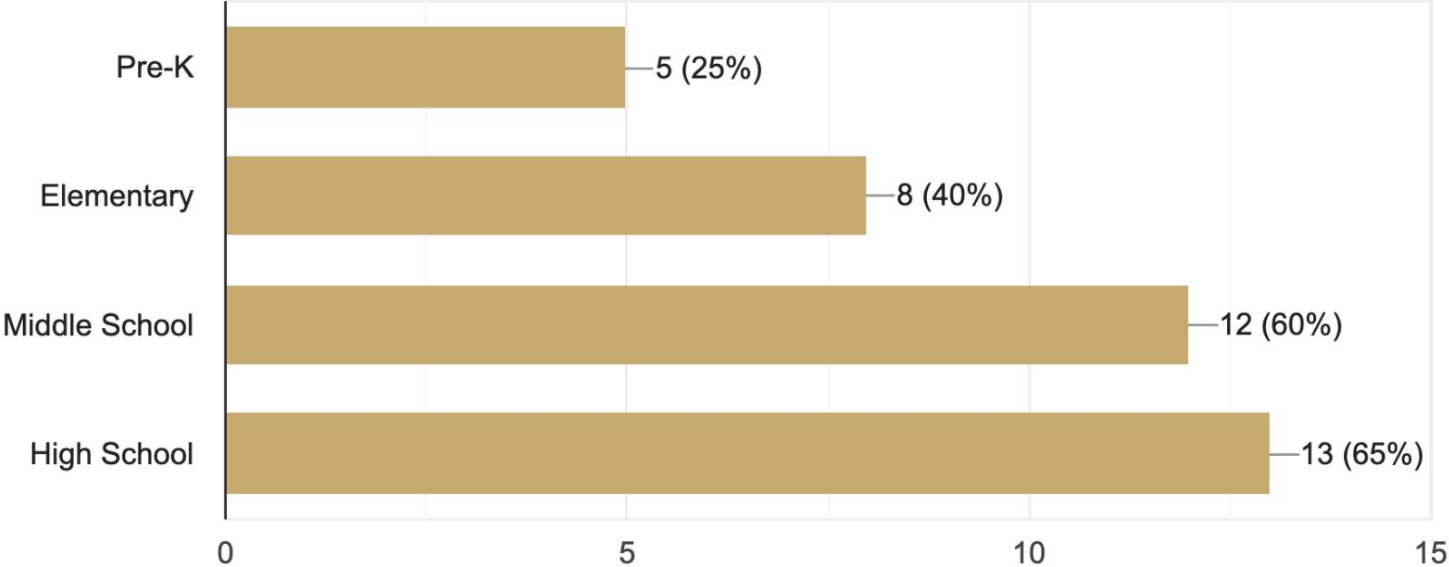
20 responses



- Custodial Staff 5%
- Nutrition Services Staff 5%
- Paraprofessional Staff 65%
- Secretarial Staff 15%
- Transportation Staff 0%
- Technology 5%
- Staff 5%

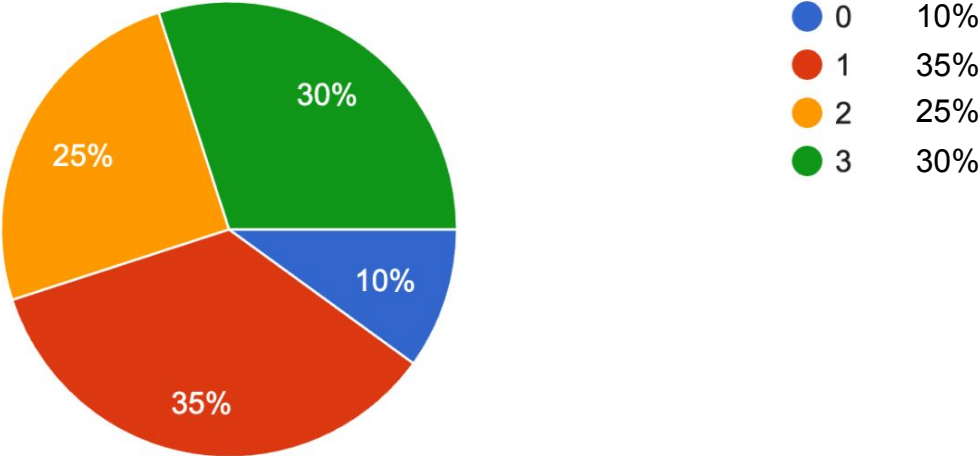
Please indicate the level of students you work with? (Select all that apply)

20 responses



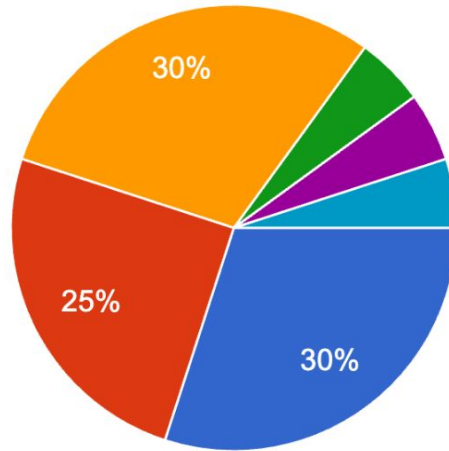
Currently, the Board approved E-learning Day Procedure states that the first day of inclement weather be a “snow day” with the ability to call E-learning days for future inclement weather situations. What number of “snow days” would you want called before E-learning days are used?

20 responses



How much notification is enough for you to make arrangements for an E-learning day?

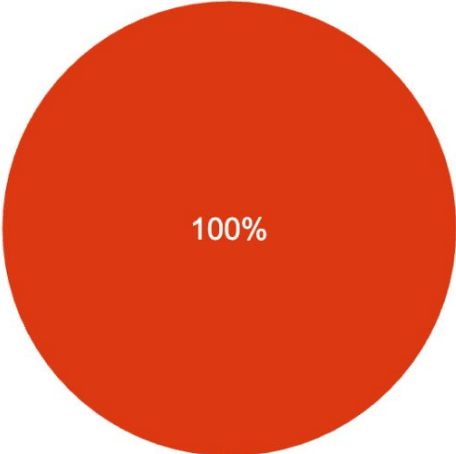
20 responses



- 5am the day of inclement weather 30%
- 9pm the night before the day of inclement weather 25%
- 7pm the evening before the day of inclement weather 30%
- Doesn't matter don't get paid for them anyway. 5%
- Doesn't affect me 5%
- as a para it doesn't affect me, but not sure how teachers feel 5%

Is technology access an issue for you?

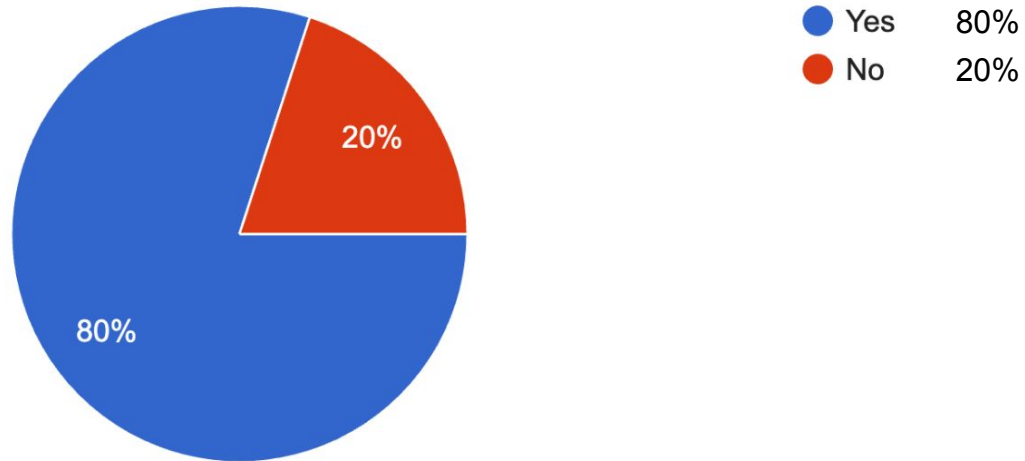
20 responses



- Yes 0%
- No 100%

If on-line professional development were available to you on an E-learning day and/or “snow day”, would you participate?

20 responses



Non-Licensed Staff Additional Comments

212

Attendance & Assignment Completion for E-learning Days

213

From the latest legislative session Policy 602, Organization of School Calendar and School Day, Section V, Letter H, **“When the school district declares an e-learning day, it must continue to pay the full wages for scheduled work hours and benefits of all school employees for the duration of the e-learning period. During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.”**

Discussion

215



Thank you!

Adopted: _____

MSBA/MASA Model Policy 413

Orig. 1995

Revised: _____

Rev. 201721

413 HARASSMENT AND VIOLENCE

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

I. PURPOSE

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

[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.]

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment ~~that is~~ free from harassment and violence on the basis of ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs ~~when~~ any student, teacher, administrator, or other

school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's ~~Protected Classrace, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.~~

- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's ~~Protected Classrace, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability,~~ and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel ~~who is~~ found to have violated this policy.

III. DEFINITIONS

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

- a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or violence discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or violence discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment ~~includes-consists-of~~ unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially ~~or unreasonably~~ interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
 2. Sexual harassment may include, but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

- 1. Sexual violence is a physical act of aggression or force or the threat thereof ~~which that~~ involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in ~~Minnesota Statutes, §section~~ 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, ~~whether that person is of the same sex or the opposite sex;~~
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ an individual's Protected Class.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or

violence on the basis of ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct ~~which that~~ may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates _____ as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the

complaint shall be filed directly with the superintendent.¹

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

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

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

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

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The

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

investigation may also consist of any other methods and documents deemed pertinent by the investigator.

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

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, chapter, 260E § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

Minn. Stat. § 609.341 (Definitions)
Minn. Stat. ~~§ Ch. 260E 626.556 et seq.~~ (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (~~Section 504 of the~~ Rehabilitation Act of 1973, ~~§ 504~~)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References:

MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (~~Title IX Sex Nondiscrimination, Grievance Procedures and Process Policy Student Sex Nondiscrimination~~)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)



**ROYALTON PUBLIC SCHOOL DISTRICT #485
HARASSMENT, VIOLENCE & HAZING REPORT FORM**



General Statement of Policy Prohibiting Harassment, Violence, and Hazing

ISD #485 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation, including gender identity and expression \ disability

Name of person you believe harassed or was violent toward you or another person or group.

If the alleged harassment or violence was toward another person or group, identify that person or group. _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) _____



ROYALTON PUBLIC SCHOOL DISTRICT #485
HARASSMENT, VIOLENCE & HAZING REPORT FORM



Where and when did the incident(s) occur? _____

List any witnesses that were present _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by _____

(Date)

INDEPENDENT SCHOOL DISTRICT NO. _____
HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. ____ maintains a firm policy prohibiting all forms of discrimination. This policy strictly prohibits harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class). All persons are to be treated with respect and dignity. Harassment or violence on the basis of Protected Class by any pupil, teacher, administrator, or other school personnel, that create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____

Home Address _____

Work Address _____

Home/Cell Phone _____ **Work Phone** _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ disability

Name of person you believe harassed or was violent toward you or another person or group.

If the alleged harassment or violence was toward another person or group, identify that person or group.

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) _____

Where and when did the incident(s) occur? _____

List any witnesses who were present _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

Complainant Signature

Date

Received by _____

Date

413 HARASSMENT AND VIOLENCE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;

2. the intentional infliction of or attempt to inflict bodily harm upon another;
or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
 3. otherwise adversely affects an individual’s employment or academic opportunities.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. “Disability” means, with respect to an individual who
 - a. a physical sensory or mental impairment that materially limits one or more major life activities of such individual;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive

employment or educational environment.

2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence: Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

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

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that

might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the HR Director as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.

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

- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

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

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

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

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to

protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher,

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

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

peacemaking, resourcefulness, and/or sexual abuse prevention.

- F. This policy shall be reviewed at least annually for compliance with state and federal law.

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

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. LIMITED EDUCATIONAL PURPOSE

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

IV. USE OF SYSTEM IS A PRIVILEGE

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

privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

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

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

information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

(1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or

(2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

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

c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or

another individual on social networks, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” “TikTok,” “Reddit,” and similar websites or applications.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such

reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

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

VI. FILTER

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VIII. LIMITED EXPECTATION OF PRIVACY

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

compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

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

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

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

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.

- b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
 Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. ___, 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194(2003)

Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

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

Addendum

Internet Acceptable Use and Safety Policy Form

Student

I have read and understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User Full Name (please print): _____

User Signature: _____

Date: _____

Parent or Guardian

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials, and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

Supervising Teacher

(Must be signed if applicant is a student)

I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to promote these policies with the student. Because the student may use the Internet on the school district computer system for individual work or in the context of another class, I cannot be held responsible for the student's use of the Internet on network. As the supervising teacher, I do agree to instruct the student on acceptable use of the Internet and network and proper network etiquette.

Teacher's Name (please print): _____

Teacher's Signature: _____

Adopted: _____

MSBA/MASA Model Policy 904

Orig. 1995

Revised: _____

Rev. 2002

904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NONSCHOOL PERSONS

I. PURPOSE

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting within the limitations and provisions of this policy.
- B. To provide for orderly and nondisruptive distribution of materials, the school board adopts the following regulations and procedures.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.
- B. "Materials" includes all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.
- C. "Nonschool person" means any person who is not currently enrolled as a student in or employed by the school district.
- D. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

- E. "Minor" means any person under the age of eighteen (18).
- F. "Material and substantial disruption" of a normal school activity means:
 - 1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- G. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, other theatrical productions, and in-school lunch periods.
- H. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him or her in the esteem of the community.

IV. GUIDELINES

- A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.
- B. Requests for distribution of materials will be reviewed by the administration on a case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:
 - 1. is obscene to minors;
 - 2. is libelous;
 - 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 - 4. advertises any product or service not permitted to minors by law;
 - 5. advocates violence or other illegal conduct;
 - 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin);

7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Permission for nonschool persons to distribute materials on school district property is a privilege and not a right. In making decisions regarding permission for such distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
 4. the quantity or size of materials to be distributed;
 5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
 6. whether distribution would require that nonschool persons be present on the school grounds;
 7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

If permission is granted pursuant to this policy for the distribution of any materials, the time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any nonschool person wishing to distribute materials must first submit for approval a copy of the materials to the administration at least five days in advance of desired distribution time, together with the following information:
1. Name and phone number of the person submitting the request.
 2. Date(s) and time(s) of day of requested distribution.
 3. If material is intended for students, the grade(s) of students to whom the distribution is intended.
 4. The proposed method of distribution.
- B. The administration will review the request and render a decision. The administration will assign a location and method of distribution and will inform the persons submitting the request whether nonschool persons may be present to distribute the materials. In

the event that permission to distribute the materials is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.

- C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.
- D. In the event that permission to distribute materials is denied, the nonschool person or organization may request reconsideration of the decision by the superintendent. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.

VII. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, the police will be called.

VIII. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

[Note: School districts are encouraged to consider additional guidelines which reflect varied local practices relating to this subject matter including addressing the subject of consistency and uniformity for approving or disapproving practices under this policy.]

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Doe v. South Iron R-1 School District, 498 F.3d 878 (8th Cir. 2007)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed.2d 567 (1985)
Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S.Ct. 948, 74 L.Ed.2d 794 (1983)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036, 132 S.Ct. 592 (2011)

Cross References: MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)

522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

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

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

I. GENERAL STATEMENT OF POLICY

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

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

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

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

this policy occurring on or after August 14, 2020.

II. DEFINITIONS

- A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the school district's Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.
- B. "Complainant" means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- D. "Deliberately indifferent" means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- E. "Education program or activity" means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.
- F. "Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.
 - 1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant's physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
 - 2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.
- G. "Informal resolution" means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- H. "Relevant questions" and "relevant evidence" are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- I. "Remedies" means actions designed to restore or preserve the complainant's equal

access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.

- J. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- K. "Sexual harassment" means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:
1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);
 2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
 3. Any instance of sexual assault (as defined in the Clery Act, 20 [United States Code section U.S.C. 1092\(f\)\(6\)A\(v\)](#)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 [United States Code section U.S.C. 12291](#)).
- L. "Supportive measures" means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under [Minnesota Statutes section Minn. Stat. 121A.41](#), as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.
- M. "Title IX Personnel" means any person who addresses, works on, or assists with the school district's response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:
1. "Title IX Coordinator" means an employee of the school district that coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administering the grievance process.
 2. "Investigator" means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.
 3. "Decision-maker" means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the

Appellate Decision-maker.

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

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

III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

A. Equitable Treatment

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

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

- C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

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

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

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

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

F. Notice

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

G. Consolidation

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

H. Evidence

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

medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

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

J. Timelines

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

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

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
2. If the Decision-maker determines a student-respondent is responsible for

violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

IV. REPORTING PROHIBITED CONDUCT

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

V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district’s ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant’s wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:

1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
6. A copy of this policy.

VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
 - a. The school district undertakes an individualized safety and risk analysis;
 - b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
 - c. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

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

B. Employee Administrative Leave

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

VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

VIII. DISMISSAL OF A FORMAL COMPLAINT

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

- D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

[NOTE: For example, school districts are reminded of the obligation under Minnesota Statutes section Minn. Stat. 122A.20, subdivisions 2, to make a mandatory report to the Minnesota Professional Educator Licensing and Standards Board concerning any teacher who resigns during the course of an investigation of misconduct.]

IX. INVESTIGATION OF A FORMAL COMPLAINT

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

X. DETERMINATION REGARDING RESPONSIBILITY

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

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.

- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
 - 1. Identification of the allegations potentially constituting sexual harassment;
 - 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 - 3. Findings of fact supporting the determination;
 - 4. Conclusions regarding the application of the school district's code of conduct to the facts;
 - 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
 - 6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
- F. The written determination of responsibility must be provided to the parties simultaneously.
- G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
- H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XI. APPEALS

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
 - 1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);

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

XII. RETALIATION PROHIBITED

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.
- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XIII. TRAINING

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
 1. The Title IX definition of sexual harassment;
 2. The scope of the school district's education program or activity;
 3. How to conduct an investigation and grievance process, appeals, and informal

resolution processes, as applicable;

4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

XIV. DISSEMINATION OF POLICY

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

XV. RECORDKEEPING

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

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must

document:

1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.

B. The school district must also maintain for a period of seven calendar years records of:

1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom; and
4. All materials used to train Title IX Personnel.

Legal References:

Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. §§ 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act of 1990, as amended)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act ("Clery Act"))

Cross References:

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

505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

III. DEFINITIONS

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
 - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

- D. "Minor" means any person under the age of eighteen (18).
- E. "Material and substantial disruption" of a normal school activity means:
 - 1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- F. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
 - 1. is obscene to minors;
 - 2. is libelous or slanderous;
 - 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 - 4. advertises or promotes any product or service not permitted to minors by law;
 - 5. advocates violence or other illegal conduct;
 - 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);

7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
 4. the quantity or size of materials to be distributed;
 5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
 6. whether distribution would require that nonschool persons be present on the school grounds;
 7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
 1. Name and phone number of the person submitting the request and, if a

student, the room number of his or her first-period class.

2. Date(s) and time(s) of day intended for distribution.
 3. Location where material will be distributed.
 4. If material is intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within ~~one school~~ 5 business days, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person submitting the request does not receive a response within ~~one~~ 5 business school days, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within ~~three (3) school~~ 5 business days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy #506.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

IX. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

~~**[Note: School districts are encouraged to consider additional guidelines which reflect varied local practices relating to this subject matter including addressing the subject of consistency and uniformity for approving or disapproving practices under this policy.]**~~

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)
Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675 (1986)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036 (2011)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

533 WELLNESS

~~*[Note: All school districts that participate in the National School Lunch and School Breakfast Programs are required by the Healthy, Hunger-Free Kids Act of 2010 (Act) to have a wellness policy that includes standards and nutrition guidelines for foods and beverages made available to students on campus during the school day, as well as specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. The Act requires the involvement of parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development, implementation, and periodic review and update of the wellness policy. The Act also requires a plan for measuring implementation of the policy and reporting wellness policy content and implementation issues to the public, as well as the designation of at least one person charged with responsibility for the implementation and oversight of the wellness policy to ensure the school district is in compliance with the policy.]*~~

I. PURPOSE

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. WELLNESS GOALS

[Note: The Act requires that wellness policies include goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness.]

A. Nutrition Promotion and Education

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte/snack lines, vending machines, fundraising events, concession stands, and student stores.

B. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities, such as watching television;
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

C. Communications with Parents

1. The school district recognizes that parents and guardians have a primary role in promoting their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. STANDARDS AND NUTRITION GUIDELINES

~~***[Note: The Act requires that school districts have standards, selected by the school district, for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity. For foods and beverages sold to students during the school day on school campus, the Act requires that school districts also have nutrition guidelines.]***~~

A. School Meals

~~***[Note: The Act specifically requires that the wellness policy contain standards and nutrition guidelines for all foods and beverages sold to students during the school day that are consistent with the meal requirements for lunches and after-school snacks set forth in 7 Code of Federal Regulations section C.F.R. § 210.10 and the meal requirements for breakfasts set forth in Code of Federal Regulations section 7 C.F.R. § 220.8.]***~~

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.

2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.
2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
 - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.

[Note: Healthy party ideas are available from the USDA.]
 - b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
3. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.
2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

V. **WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT**

A. Wellness Coordinator

[Note: The Act requires that local school wellness policies identify the position of the local education agency or school official(s) responsible for the implementation and oversight of the local school wellness policy.]

1. The superintendent will designate a school district official to oversee the school district's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.
2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

~~***[Note: The Act requires a description of the manner in which parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public are provided an opportunity to participate in the development, implementation, and periodic review and update of the local school wellness policy.]***~~

1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

~~***[Note: The Act requires a description of the plan for measuring the implementation of the local school wellness policy.]***~~

1. After approval by the school board, the wellness policy will be implemented throughout the school district.
2. The school district will post its wellness policy on its website, to the extent it maintains a website.

~~***[Note: Per Minnesota Statutes section, Stat. § 121A.215, when available, a school district must post its current local school wellness policy on its website.]***~~

B. Annual Reporting

~~***[Note: The Act requires that school districts inform the public about the content and implementation of the local wellness policy and make the policy and any updates to the policy available to the public on an annual basis.]***~~

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

~~***[Note: The Act requires a triennial assessment of schools' compliance with the wellness policy. The Act also requires school districts to inform the public***~~

~~about progress toward meeting the goals of the wellness policy by making the triennial assessment available to the public in an accessible and easily understood manner.]~~

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
 - a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
 - b. the extent to which the school district's wellness policy compares to model local wellness policies; and
 - c. a description of the progress made in attaining the goals of the school district's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

~~[Note: The Act requires school districts to retain records to document compliance with the requirements of 7 Code of Federal Regulations section C.F.R. § 210.30.]~~

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

Legal References: Minn. Stat. § 121A.215 (Local School District Wellness Policy; [Website](#))
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
42 U.S.C. § 1758b (Local School Wellness Policy)
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act ~~of 1966~~)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org
United States Department of Agriculture, www.fns.usda.gov