



AGENDA  
REGULAR MEETING  
ROYALTON BOARD OF EDUCATION  
EARLY CHILDHOOD ENTRANCE FOYER, ENTER DOOR #1  
120 SOUTH HAWTHORN STREET  
ROYALTON, MN 56373  
SEPTEMBER 25, 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
- d. Principal Report
- e. Athletic Director
- f. Community Education Report

9. **Consent Agenda Approval**

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

- a. Approval of Regular Board Meeting Minutes 08.28.23 3
- b. Claims, Accounts and Financial 8  
Approve accounts payable and receivables, and employee reimbursements as attached and approve all other financial reports as presented.
- c. Approval of Resignations 28
- d. Approval of New Hires 29  
The Royalton School Board will approve the following hires based upon the findings of each individual's background check, licensure status, and discipline report from the MN Department of Education.
- e. Approval of AFSCME Contract 30
- f. Approval of Non Union 9 Month Contract 54
- g. Approval of Non Union 12 Month Contract 78
- h. Approval of Director of Technology Contract 99
- i. Approval of Salary Schedule for Community Education 107

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

a. Approval of Levy Certification	
b. Approval of Sale of Aging Technology Equipment	108
c. Update on Optional Technology Fee Waiver	128
d. Update on MCA Data	134
e. PBIS MS/HS Presentation	158
f. Approval of Donations by Resolution	167
g. Policy Readings	
1. Second Policy Readings	169
601 School District Curriculum and Instruction Goals	
603 Curriculum Development	
613 Graduation Requirements	
616 School District System Accountability	
2. Approval of Second Policy Readings (final reading due to minor changes)	190
532 Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds	
534 School Meals Policy	

**11. Upcoming Meeting Schedule**

1. Wednesday, September 27, 6PM Strategic Planning Committee Meeting
2. Wednesday, October 11, 2PM Policy Meeting
3. Tuesday, October 17, Noon Finance Meeting
4. Monday, October 23, 6PM Regular Board Meeting
12. Closed Meeting for Superintendent Evaluation as permitted by MN Statute Section 13D.05

**13. Adjournment**

## Regular Meeting

Monday, August 28, 2023 6:00 PM

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

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

### 1. Call to Order

### 2. Pledge to Flag

### 3. Roll Call

### 4. Board Chair Comments

### 5. Approval of Agenda

Motion to Approve 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

### 6. Appreciation, Recognition and Presentations

The school board recognized the custodial  
staff for their hard work, attention to  
detail, and dedication to our buildings and  
grounds.

### 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 Report

8.f. Community Education Report

9. **Consent Agenda Approval**

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

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

9.b. Approval of Work Session Meeting Minutes

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. Update on Summer School

10.b. Introduction of New Staff

10.c. Approval of MREA Membership  
Motion to Approve MREA Membership. This motion, made by Angela Roering 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

10.d. Approval of MOU for FY24 E-learning Days  
Motion to Approve MOU for FY24 E-learning Days. This motion, made by Randy Hackett and seconded by Angela Roering, Passed.

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

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

10.e. Approval of Donations by Resolution  
Motion to Approve Donations by Resolution.  
This motion, made by Maria Traut and  
seconded by Angela Roering, Passed.

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

10.f. Policy Readings

10.f.1. First Policy Readings

10.f.2. Second Policy Readings

10.f.3. Approval of Second Policy Readings  
(final reading due to minor changes)  
Motion to Approve Second Policy Reading  
504 Student Dress and Appearance due to  
minor changes. 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

## 11. Upcoming Meeting Schedule

12. Closed Meeting for Superintendent Evaluation  
as permitted by MN Statute Section 13D.05  
Motion to close the regular meeting at 7:01pm.  
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 7:13pm.  
This motion, made by Tyra Baumann and seconded

by Angela Roering, Passed.

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

Yea: 6, Nay: 0

Motion to close the closed meeting at 8:10pm.

This motion, made by Angela Roering 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 8:10pm.

This motion, made by Maria Traut 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

These people were in the closed meeting:

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

13. **Adjournment**

The meeting was adjourned at 8:11pm. 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

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Board Secretary

Royalton Public Schools  
Timecard Archive Detail

	Calendar	Type/ Option	Pay/Ded Code	Units	ACA Unii Override	Conversion Unit	Rate	Amount	Account Code	Earn Sch	ACA Month	Pay Type	Check Description	Batch No	Created By
<b>Id: 114</b>	<b>Brezinka , June</b>														
	08/31/2023	S202404-0	P EBENONW2	0.00			8.53	\$8.53	01-005-110-000-000-366	1	08/15/2023	02	Meal Reimbursement		1038
	<b>Units Subtotal:</b>			<b>0.00</b>				<b>\$8.53</b>							
	<b>Units:</b>			<b>0.00</b>				<b>\$8.53</b>							
<b>Id: 419</b>	<b>Burg , Stephanie</b>														
	08/15/2023	S202403-0	P EBENONW2	0.00			194.40	\$194.40	01-020-215-000-000-430	1	07/31/2023	02	Curr Materials		1038
	<b>Units Subtotal:</b>			<b>0.00</b>				<b>\$194.40</b>							
	<b>Units:</b>			<b>0.00</b>				<b>\$194.40</b>							
<b>Id: 177</b>	<b>Hanson , Theodore</b>														
	08/31/2023	S202404-0	P EBENONW2	0.00			75.00	\$75.00	01-010-203-000-000-185	1	08/15/2023	02	Student Teacher		1038
	<b>Units Subtotal:</b>			<b>0.00</b>				<b>\$75.00</b>							
	<b>Units:</b>			<b>0.00</b>				<b>\$75.00</b>							
<b>Id: 235</b>	<b>Marwitz , Ryan</b>														
	08/15/2023	S202403-0	P EBENONW2	0.00			16.00	\$16.00	01-020-240-000-000-430	1	07/31/2023	02	PE Equipment		1038
	<b>Units Subtotal:</b>			<b>0.00</b>				<b>\$16.00</b>							
	<b>Units:</b>			<b>0.00</b>				<b>\$16.00</b>							
<b>Id: 405</b>	<b>Schaa , Jeremy</b>														
	08/31/2023	S202404-0	P EBENONW2	0.00			150.00	\$150.00	01-020-211-000-000-185	1	08/15/2023	02	Student Teacher		1038
	<b>Units Subtotal:</b>			<b>0.00</b>				<b>\$150.00</b>							
	<b>Units:</b>			<b>0.00</b>				<b>\$150.00</b>							
<b>Employee Count</b>	<b>5</b>			<b>Totals:</b>				<b>\$443.93</b>							

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	ACT	19507	1903		<b>BECKER SCREENPRINTING</b>		Check		
				E 12	020 298 043 301 401	Speech Jackets		\$1,311.80	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>39216</b>	Invoice	<b>Invoice No:</b> 5850	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$1,311.80</b>	
							<b>Check Amount:</b>	<b>\$1,311.80</b>	
0485	ACT	19508	3956		<b>RANGE PRINTING</b>		Check		
				E 12	020 292 020 301 401	T-Shirts for 5k run		\$788.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>39254</b>	Invoice	<b>Invoice No:</b> 96522	<b>8/10/2023</b>	<b>Paid Amt:</b>	<b>\$788.00</b>	
							<b>Check Amount:</b>	<b>\$788.00</b>	
0485	ACT	19509	1903		<b>BECKER SCREENPRINTING</b>		Check		
				E 12	020 298 030 301 401	FFA T-shirts		\$838.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>39341</b>	Invoice	<b>Invoice No:</b> 5865	<b>8/16/2023</b>	<b>Paid Amt:</b>	<b>\$838.00</b>	
							<b>Check Amount:</b>	<b>\$838.00</b>	
0485	ACT	19510	4355		<b>NATHAN GOLDADE</b>		Check		
				E 12	020 298 030 301 401	OFFICER RETREAT		\$203.89	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>39340</b>	Invoice	<b>Invoice No:</b> 07.06.2023	<b>8/16/2023</b>	<b>Paid Amt:</b>	<b>\$203.89</b>	
							<b>Check Amount:</b>	<b>\$203.89</b>	
0485	PCB	75377	4295		<b>AMAZON CAPITAL SERVICES</b>		Check		
				E 01	005 810 000 000 401	No ATV signs & golf cart tune up kit		\$83.83	
	<b>PO#:</b> 5453	<b>Voucher #:</b>	<b>39146</b>	Invoice	<b>Invoice No:</b> 1X6P-17VV-RQCQ	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$83.83</b>	
				E 01	010 203 000 000 430	Prismacolor 1786520 premier pencil sharpene		\$7.90	
	<b>PO#:</b> 5380	<b>Voucher #:</b>	<b>39148</b>	Invoice	<b>Invoice No:</b> 1W3R-WQVX-613V	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$7.90</b>	
				E 01	010 203 000 000 430	Prismacolor 1786520 premier pencil sharpene		\$7.90	
				E 01	010 203 000 000 430	Free shipping		\$0.00	
	<b>PO#:</b> 5380	<b>Voucher #:</b>	<b>39149</b>	Invoice	<b>Invoice No:</b> 1JWY-VHVF-41TV	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$7.90</b>	
				E 01	005 810 000 000 401	ballasts for light fixtures		\$488.54	
				E 01	005 810 000 000 401	replacement filters for bottle filler fountains		\$1,095.34	
	<b>PO#:</b> 5486	<b>Voucher #:</b>	<b>39225</b>	Invoice	<b>Invoice No:</b> 1PVJ-RMQR-6MLW	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$1,583.88</b>	
							<b>Check Amount:</b>	<b>\$1,683.51</b>	
0485	PCB	75378	4524		<b>AMERICAN PRESSURE NORTH</b>		Check		
				E 01	005 760 000 720 401	PRESSURE WASHER		\$2,350.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>39206</b>	Invoice	<b>Invoice No:</b> 314310	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$2,350.00</b>	
							<b>Check Amount:</b>	<b>\$2,350.00</b>	
0485	PCB	75379	4180		<b>AUTO VALUE LITTLE FALLS</b>		Check		
				E 01	020 211 000 302 406	VW Education Parts		\$768.32	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>39210</b>	Invoice	<b>Invoice No:</b> 12025824	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$768.32</b>	
				E 01	020 211 000 302 406	VW Education Parts <sub>g</sub>		\$157.76	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>39211</b>	Invoice	<b>Invoice No:</b> 12025826	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$157.76</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75379	4180		<b>AUTO VALUE LITTLE FALLS</b>		Check		
				E 01	020 211 000 302 406 VW Education Parts			\$248.87	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>39212</b>	Invoice	<b>Invoice No:</b> 12025829	<b>8/3/2023</b>	<b>Paid Amt:</b>		<b>\$248.87</b>
				E 01	020 211 000 302 406 Core Return Credit			(\$36.00)	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>39213</b>	Invoice	<b>Invoice No:</b> 12025523	<b>8/3/2023</b>	<b>Paid Amt:</b>		<b>(\$36.00)</b>
				E 01	020 211 000 302 406 VW Education Parts			\$1,988.98	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>39214</b>	Invoice	<b>Invoice No:</b> 12025817	<b>8/3/2023</b>	<b>Paid Amt:</b>		<b>\$1,988.98</b>
							<b>Check Amount:</b>		<b>\$3,127.93</b>
0485	PCB	75380	4300		<b>BATTERIES PLUS BULBS #794</b>		Check		
				E 01	005 810 000 000 401 Alkaline Batteries Tony			\$122.35	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>39229</b>	Invoice	<b>Invoice No:</b> P63245359	<b>8/3/2023</b>	<b>Paid Amt:</b>		<b>\$122.35</b>
							<b>Check Amount:</b>		<b>\$122.35</b>
0485	PCB	75381	1903		<b>BECKER SCREENPRINTING</b>		Check		
				E 04	005 505 000 321 401 CE T-ball, T-Shirts			\$507.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>39151</b>	Invoice	<b>Invoice No:</b> 5881	<b>8/3/2023</b>	<b>Paid Amt:</b>		<b>\$507.50</b>
							<b>Check Amount:</b>		<b>\$507.50</b>
0485	PCB	75382	3344		<b>CDW-GOVERNMENT</b>		Check		
				E 01	020 211 000 000 406 65291789BB04A12 Adobe Creative Cloud for			\$2,500.00	
	<b>PO#:</b> 5468	<b>Voucher #:</b>	<b>39230</b>	Invoice	<b>Invoice No:</b> KV47326	<b>8/3/2023</b>	<b>Paid Amt:</b>		<b>\$2,500.00</b>
							<b>Check Amount:</b>		<b>\$2,500.00</b>
0485	PCB	75383	1133		<b>ECM PUBLISHERS INC</b>		Check		
				E 01	005 110 000 000 380 Jun 26 Reg Minutes			\$102.72	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>39228</b>	Invoice	<b>Invoice No:</b> 958248	<b>8/3/2023</b>	<b>Paid Amt:</b>		<b>\$102.72</b>
							<b>Check Amount:</b>		<b>\$102.72</b>
0485	PCB	75384	1196		<b>HANDYMANS HARDWARE</b>		Check		
				E 01	005 810 000 000 401 HVAC filters for the Districts air handlers			\$4,835.52	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>39207</b>	Invoice	<b>Invoice No:</b> 403395	<b>8/3/2023</b>	<b>Paid Amt:</b>		<b>\$4,835.52</b>
							<b>Check Amount:</b>		<b>\$4,835.52</b>
0485	PCB	75385	1215		<b>HILLYARD INC</b>		Check		
				E 01	005 810 000 000 401 Multi Purpose Cleaner			\$99.84	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>39208</b>	Invoice	<b>Invoice No:</b> 605178683	<b>8/3/2023</b>	<b>Paid Amt:</b>		<b>\$99.84</b>
							<b>Check Amount:</b>		<b>\$99.84</b>
0485	PCB	75386	1238		<b>INNOVATIVE OFFICE SOLUTION, LLC</b>		Check		
				E 01	010 203 000 000 430 Office Supplies			\$61.16	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>39224</b>	Invoice	<b>Invoice No:</b> IN4280716	<b>8/3/2023</b>	<b>Paid Amt:</b>		<b>\$61.16</b>
							<b>Check Amount:</b>		<b>\$61.16</b>

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75387	1241		<b>ISCORP</b>		Check		
				E 01	005 110 000 000 305			Skyward hosting Student service for Septembe	\$157.50
<b>PO#:</b>	<b>Voucher #:</b>	<b>39190</b>	Invoice		<b>Invoice No:</b> 0733741	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$157.50</b>	
							<b>Check Amount:</b>	<b>\$157.50</b>	
0485	PCB	75388	1278		<b>LAKESHORE LEARNING MATERIALS</b>		Check		
				E 04	005 582 000 344 430			Indoor/Outdoor Painting Easel	\$958.00
				E 04	005 582 000 344 430			Shipping	\$143.70
<b>PO#: 5470</b>	<b>Voucher #:</b>	<b>39205</b>	Invoice		<b>Invoice No:</b> 852861071323	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$1,101.70</b>	
							<b>Check Amount:</b>	<b>\$1,101.70</b>	
0485	PCB	75389	3634		<b>MINNESOTA HISTORICAL SOCIETY</b>		Check		
				E 01	010 203 000 000 369			Hillhouse School/Youth Group	\$378.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>39191</b>	Invoice		<b>Invoice No:</b> 28548	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$378.00</b>	
				E 01	010 203 000 000 369			School Group - Museum Package	\$414.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>39192</b>	Invoice		<b>Invoice No:</b> 28571	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$414.00</b>	
							<b>Check Amount:</b>	<b>\$792.00</b>	
0485	PCB	75390	1346		<b>MINNESOTA POWER</b>		Check		
				E 01	020 810 000 000 331			Acct 811180000 Elect	\$575.93
<b>PO#:</b>	<b>Voucher #:</b>	<b>39196</b>	Invoice		<b>Invoice No:</b> 811112603203	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$575.93</b>	
				E 01	020 810 000 000 331			ATHLETICS	\$84.95
<b>PO#:</b>	<b>Voucher #:</b>	<b>39197</b>	Invoice		<b>Invoice No:</b> 669702717515	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$84.95</b>	
				E 01	010 810 000 000 331			ES	\$3,193.64
<b>PO#:</b>	<b>Voucher #:</b>	<b>39199</b>	Invoice		<b>Invoice No:</b> 401637590877	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$3,193.64</b>	
							<b>Check Amount:</b>	<b>\$3,854.52</b>	
0485	PCB	75391	1346		<b>MINNESOTA POWER</b>		Check		
				E 01	020 810 000 000 331			Acct 5091115490 MS/HS	\$10,662.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>39198</b>	Invoice		<b>Invoice No:</b> 509975149100	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$10,662.00</b>	
							<b>Check Amount:</b>	<b>\$10,662.00</b>	
0485	PCB	75392	4458		<b>MOSYLE CORPORATION</b>		Check		
				E 01	005 690 690 000 405			12-months Premium License Fee	\$1,419.00
				E 01	005 690 690 000 405			12-month Subscription add-on	\$182.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>39223</b>	Invoice		<b>Invoice No:</b> 2363321	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$1,601.00</b>	
							<b>Check Amount:</b>	<b>\$1,601.00</b>	
0485	PCB	75393	1915		<b>NORTH CENTRAL BUS &amp; EQUIPMENT, INC.</b>		Check		
				E 01	005 760 000 720 401			Latch, Hood, BBCV	\$171.22
<b>PO#:</b>	<b>Voucher #:</b>	<b>39189</b>	Invoice		<b>Invoice No:</b> 303662	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$171.22</b>	
				E 01	005 760 000 720 401			Antenna's	\$73.82
<b>PO#:</b>	<b>Voucher #:</b>	<b>39222</b>	Invoice		<b>Invoice No:</b> 302521X1	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$73.82</b>	
							<b>Check Amount:</b>	<b>\$245.04</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75394	4608		<b>NORTH CENTRAL INT'L, LLC</b>		Check		
				E 01	005 760 000 720 401 Cushions			\$73.42	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39150</b>	Invoice		<b>Invoice No:</b> X226009817:02	<b>8/3/2023</b>	<b>Paid Amt:</b>		<b>\$73.42</b>
				E 01	005 760 000 720 401 Defrost Fan			\$86.18	
				E 01	005 760 000 720 401 Freight			\$19.60	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39219</b>	Invoice		<b>Invoice No:</b> X226010211:01	<b>8/3/2023</b>	<b>Paid Amt:</b>		<b>\$105.78</b>
				E 01	005 760 000 720 401 Credit Cushions			(\$143.65)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39220</b>	Invoice		<b>Invoice No:</b> X226004576:02	<b>8/3/2023</b>	<b>Paid Amt:</b>		<b>(\$143.65)</b>
							<b>Check Amount:</b>		<b>\$35.55</b>
0485	PCB	75395	3926		<b>PIONEER ATHLETICS</b>		Check		
				E 01	005 810 000 000 401 field paint, replacement bases, misc other			\$1,839.56	
<b>PO#:</b> 5447	<b>Voucher #:</b>	<b>39203</b>	Invoice		<b>Invoice No:</b> INV887714	<b>8/3/2023</b>	<b>Paid Amt:</b>		<b>\$1,839.56</b>
				E 01	005 810 000 000 401 Molded Rubber Base Plugs			\$99.84	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39204</b>	Invoice		<b>Invoice No:</b> INV887711	<b>8/3/2023</b>	<b>Paid Amt:</b>		<b>\$99.84</b>
							<b>Check Amount:</b>		<b>\$1,939.40</b>
0485	PCB	75396	3113		<b>REPUBLIC SERVICES #891</b>		Check		
				E 01	005 810 000 000 330 WASTE MANAGEMENT SERVICE			\$819.68	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39193</b>	Invoice		<b>Invoice No:</b> 0891-001284807	<b>8/3/2023</b>	<b>Paid Amt:</b>		<b>\$819.68</b>
				E 01	005 810 000 000 330 WASTE MANAGEMENT SERVICE			\$992.08	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39194</b>	Invoice		<b>Invoice No:</b> 0891-001284806	<b>8/3/2023</b>	<b>Paid Amt:</b>		<b>\$992.08</b>
							<b>Check Amount:</b>		<b>\$1,811.76</b>
0485	PCB	75397	1477		<b>ROYALTON LUMBER COMPANY</b>		Check		
				E 01	005 810 000 000 401 Misc Supplies			\$1,210.64	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39195</b>	Invoice		<b>Invoice No:</b> 860819	<b>8/3/2023</b>	<b>Paid Amt:</b>		<b>\$1,210.64</b>
							<b>Check Amount:</b>		<b>\$1,210.64</b>
0485	PCB	75398	1495		<b>SCHOOL DATEBOOKS</b>		Check		
				E 01	020 211 000 000 430 MS/HS DATEBOOKS			\$610.08	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39227</b>	Invoice		<b>Invoice No:</b> S23-0265350	<b>8/3/2023</b>	<b>Paid Amt:</b>		<b>\$610.08</b>
							<b>Check Amount:</b>		<b>\$610.08</b>
0485	PCB	75399	4131		<b>SEESAW LEARNING, INC</b>		Check		
				E 01	010 203 000 000 406 Seesaw Renewal			\$2,931.50	
<b>PO#:</b> 5482	<b>Voucher #:</b>	<b>39221</b>	Invoice		<b>Invoice No:</b> 2023-86094	<b>8/3/2023</b>	<b>Paid Amt:</b>		<b>\$2,931.50</b>
							<b>Check Amount:</b>		<b>\$2,931.50</b>
0485	PCB	75400	2397		<b>SHAWN POPPEN</b>		Check		
				E 01	005 020 000 000 401 Summer School Supplies			\$22.50	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39217</b>	Invoice		<b>Invoice No:</b> 07.19.2023	<b>8/3/2023</b>	<b>Paid Amt:</b>		<b>\$22.50</b>
						12	<b>Check Amount:</b>		<b>\$22.50</b>

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75401	4206		<b>T-MOBILE</b>		Check		
				E 01	005 810 000 000 320	Mobile Internet Acct 971799683		\$100.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39226</b>	Invoice		<b>Invoice No:</b> 07.21.2023	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$100.00</b>	
							<b>Check Amount:</b>	<b>\$100.00</b>	
0485	PCB	75402	4764		<b>Yager's Fire Protection</b>		Check		
				E 01	005 865 000 363 305	Fire Extinguisher check and replacement (ELE)		\$1,511.50	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39200</b>	Invoice		<b>Invoice No:</b> 12636	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$1,511.50</b>	
				E 01	005 865 000 363 305	Fire Extinguisher check and replacement (HS)		\$4,721.50	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39201</b>	Invoice		<b>Invoice No:</b> 12635	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$4,721.50</b>	
				E 01	005 865 000 363 305	Fire Extinguisher check and replacement (Bus)		\$342.50	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39202</b>	Invoice		<b>Invoice No:</b> 12634	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$342.50</b>	
							<b>Check Amount:</b>	<b>\$6,575.50</b>	
0485	PCB	75403	4180		<b>AUTO VALUE LITTLE FALLS</b>		Check		
				E 01	020 211 000 302 406	VW Education Parts		\$1,535.63	
<b>PO#:</b> 5400	<b>Voucher #:</b>	<b>39209</b>	Invoice		<b>Invoice No:</b> 12025819	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$1,535.63</b>	
				E 01	020 211 000 302 406	Sales Tax Credit		(\$245.94)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39215</b>	Invoice		<b>Invoice No:</b> 12031685	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>(\$245.94)</b>	
							<b>Check Amount:</b>	<b>\$1,289.69</b>	
0485	PCB	75404	3427		<b>PAR CODE SYMBOLOGY INC</b>		Check		
				E 01	010 203 690 000 401	LTF2010SP090 1.0/2.0 W/0.25 SLIT LAMINAT		\$160.00	
				E 01	020 211 690 000 401	LTF2010SP090 1.0/2.0 W/0.25 SLIT LAMINAT		\$160.00	
				E 01	020 211 690 000 401	Shipping		\$26.00	
<b>PO#:</b> 5469	<b>Voucher #:</b>	<b>39118</b>	Invoice		<b>Invoice No:</b> 84188	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$346.00</b>	
							<b>Check Amount:</b>	<b>\$346.00</b>	
0485	PCB	75405	4591		<b>ROBERT PLOMBON</b>		Check		
				E 01	005 010 000 000 305	Robert Plombon AP		\$558.90	
				E 04	005 570 000 000 305	Robert Plombon AP		\$93.15	
				E 04	005 582 000 344 305	Robert Plombon AP		\$93.15	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39231</b>	Invoice		<b>Invoice No:</b> 7/01-7/15/2023	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$745.20</b>	
				E 01	005 010 000 000 305	Robert Plombon AP		\$783.90	
				E 04	005 570 000 000 305	Robert Plombon AP		\$130.65	
				E 04	005 582 000 344 305	Robert Plombon AP		\$130.65	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39232</b>	Invoice		<b>Invoice No:</b> 7/16-7/31/2023	<b>8/3/2023</b>	<b>Paid Amt:</b>	<b>\$1,045.20</b>	
							<b>Check Amount:</b>	<b>\$1,790.40</b>	
0485	PCB	75406	4438		<b>ALLSTATE BENEFITS</b>		Check		
				B 01	215 070	Allstate		\$254.59	
				B 04	215 070	Payroll Deductions		\$12.20	
<b>PO#:</b>	<b>Voucher #:</b>	<b>38957</b>	Invoice		<b>Invoice No:</b> S2023241	<b>8/8/2023</b>	<b>Paid Amt:</b>	<b>\$266.79</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75406	4438		<b>ALLSTATE BENEFITS</b>		<b>Check</b>		
				B 01	215 070 Allstate			\$49.67	
<b>PO#:</b>	<b>Voucher #:</b>	<b>38975</b>	Invoice	<b>Invoice No:</b>	S202324S0	<b>8/8/2023</b>	<b>Paid Amt:</b>		<b>\$49.67</b>
				B 01	215 070 Allstate			\$59.74	
<b>PO#:</b>	<b>Voucher #:</b>	<b>38991</b>	Invoice	<b>Invoice No:</b>	S2024010	<b>8/8/2023</b>	<b>Paid Amt:</b>		<b>\$59.74</b>
				B 01	215 070 Allstate			\$104.69	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39152</b>	Invoice	<b>Invoice No:</b>	S2024020	<b>8/8/2023</b>	<b>Paid Amt:</b>		<b>\$104.69</b>
				B 01	215 070 Allstate			\$254.59	
				B 01	215 070 Adjustment			\$395.29	
				B 04	215 070 Payroll Deductions			\$12.20	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39170</b>	Invoice	<b>Invoice No:</b>	S2023242	<b>8/8/2023</b>	<b>Paid Amt:</b>		<b>\$662.08</b>
							<b>Check Amount:</b>		<b>\$1,142.97</b>
0485	PCB	75407	4665		<b>HARTFORD INSURANCE</b>		<b>Check</b>		
				B 01	215 032 Life			\$366.12	
				B 04	215 032 Life			\$9.23	
<b>PO#:</b>	<b>Voucher #:</b>	<b>38962</b>	Invoice	<b>Invoice No:</b>	S2023241	<b>8/8/2023</b>	<b>Paid Amt:</b>		<b>\$375.35</b>
				B 01	215 031 LTD			\$429.68	
				B 04	215 031 LTD			\$5.80	
<b>PO#:</b>	<b>Voucher #:</b>	<b>38963</b>	Invoice	<b>Invoice No:</b>	S2023241	<b>8/8/2023</b>	<b>Paid Amt:</b>		<b>\$435.48</b>
				B 01	215 051 United Way			\$194.50	
				B 04	215 051 Payroll Deductions			\$12.41	
<b>PO#:</b>	<b>Voucher #:</b>	<b>38966</b>	Invoice	<b>Invoice No:</b>	S2023241	<b>8/8/2023</b>	<b>Paid Amt:</b>		<b>\$206.91</b>
				B 01	215 032 Life			\$118.16	
				B 04	215 032 Life			\$1.66	
<b>PO#:</b>	<b>Voucher #:</b>	<b>38980</b>	Invoice	<b>Invoice No:</b>	S202324S0	<b>8/8/2023</b>	<b>Paid Amt:</b>		<b>\$119.82</b>
				B 01	215 031 LTD			\$87.32	
<b>PO#:</b>	<b>Voucher #:</b>	<b>38981</b>	Invoice	<b>Invoice No:</b>	S202324S0	<b>8/8/2023</b>	<b>Paid Amt:</b>		<b>\$87.32</b>
				B 01	215 051 United Way			\$44.27	
<b>PO#:</b>	<b>Voucher #:</b>	<b>38984</b>	Invoice	<b>Invoice No:</b>	S202324S0	<b>8/8/2023</b>	<b>Paid Amt:</b>		<b>\$44.27</b>
				B 01	215 032 Life			\$91.35	
				B 04	215 032 Life			\$7.07	
<b>PO#:</b>	<b>Voucher #:</b>	<b>38996</b>	Invoice	<b>Invoice No:</b>	S2024010	<b>8/8/2023</b>	<b>Paid Amt:</b>		<b>\$98.42</b>
				B 01	215 031 LTD			\$87.27	
				B 04	215 031 LTD			\$4.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>38997</b>	Invoice	<b>Invoice No:</b>	S2024010	<b>8/8/2023</b>	<b>Paid Amt:</b>		<b>\$91.27</b>
				B 01	215 051 United Way			\$22.90	
				B 04	215 051 Payroll Deductions 14			\$3.69	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39000</b>	Invoice	<b>Invoice No:</b>	S2024010	<b>8/8/2023</b>	<b>Paid Amt:</b>		<b>\$26.59</b>
				B 01	215 032 Life			\$197.80	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75407	4665		<b>HARTFORD INSURANCE</b>		<b>Check</b>		
				B 04	215 032	Life	\$7.07		
<b>PO#:</b>	<b>Voucher #:</b>	<b>39157</b>	Invoice		<b>Invoice No:</b> S2024020	<b>8/8/2023</b>	<b>Paid Amt:</b>	<b>\$204.87</b>	
				B 01	215 031	LTD	\$151.97		
				B 04	215 031	LTD	\$4.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>39158</b>	Invoice		<b>Invoice No:</b> S2024020	<b>8/8/2023</b>	<b>Paid Amt:</b>	<b>\$155.97</b>	
				B 01	215 051	United Way	\$67.17		
				B 04	215 051	Payroll Deductions	\$3.69		
<b>PO#:</b>	<b>Voucher #:</b>	<b>39161</b>	Invoice		<b>Invoice No:</b> S2024020	<b>8/8/2023</b>	<b>Paid Amt:</b>	<b>\$70.86</b>	
				B 01	215 032	Life	\$366.12		
				B 04	215 032	Life	\$9.23		
<b>PO#:</b>	<b>Voucher #:</b>	<b>39175</b>	Invoice		<b>Invoice No:</b> S2023242	<b>8/8/2023</b>	<b>Paid Amt:</b>	<b>\$375.35</b>	
				B 01	215 031	LTD	\$429.68		
				B 04	215 031	LTD	\$5.80		
<b>PO#:</b>	<b>Voucher #:</b>	<b>39176</b>	Invoice		<b>Invoice No:</b> S2023242	<b>8/8/2023</b>	<b>Paid Amt:</b>	<b>\$435.48</b>	
				B 01	215 051	United Way	\$194.50		
				B 01	215 051	Adjustment	\$780.30		
				B 04	215 051	Payroll Deductions	\$12.41		
<b>PO#:</b>	<b>Voucher #:</b>	<b>39179</b>	Invoice		<b>Invoice No:</b> S2023242	<b>8/8/2023</b>	<b>Paid Amt:</b>	<b>\$987.21</b>	
							<b>Check Amount:</b>	<b>\$3,715.17</b>	
0485	PCB	75408	4620		<b>HealthPartners Inc</b>		<b>Check</b>		
				B 01	215 035	Dental	\$1,089.64		
				B 04	215 035	Payroll Deductions	\$51.07		
<b>PO#:</b>	<b>Voucher #:</b>	<b>38959</b>	Invoice		<b>Invoice No:</b> S2023241	<b>8/8/2023</b>	<b>Paid Amt:</b>	<b>\$1,140.71</b>	
				B 01	215 030	Hospital	\$20,074.91		
				B 04	215 030	Hospital	\$672.85		
<b>PO#:</b>	<b>Voucher #:</b>	<b>38960</b>	Invoice		<b>Invoice No:</b> S2023241	<b>8/8/2023</b>	<b>Paid Amt:</b>	<b>\$20,747.76</b>	
				B 01	215 035	Dental	\$119.19		
<b>PO#:</b>	<b>Voucher #:</b>	<b>38977</b>	Invoice		<b>Invoice No:</b> S202324S0	<b>8/8/2023</b>	<b>Paid Amt:</b>	<b>\$119.19</b>	
				B 01	215 030	Hospital	\$3,784.25		
				B 04	215 030	Hospital	\$784.15		
<b>PO#:</b>	<b>Voucher #:</b>	<b>38978</b>	Invoice		<b>Invoice No:</b> S202324S0	<b>8/8/2023</b>	<b>Paid Amt:</b>	<b>\$4,568.40</b>	
				B 01	215 035	Dental	\$246.86		
				B 04	215 035	Payroll Deductions	\$25.53		
<b>PO#:</b>	<b>Voucher #:</b>	<b>38993</b>	Invoice		<b>Invoice No:</b> S2024010	<b>8/8/2023</b>	<b>Paid Amt:</b>	<b>\$272.39</b>	
				B 01	215 030	Hospital	\$4,993.72		
				B 04	215 030	Hospital	\$396.11		
<b>PO#:</b>	<b>Voucher #:</b>	<b>38994</b>	Invoice		<b>Invoice No:</b> S2024010	<b>8/8/2023</b>	<b>Paid Amt:</b>	<b>\$5,389.83</b>	
				B 01	215 035	Dental	\$383.08		

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75408	4620		<b>HealthPartners Inc</b>		Check		
				B 04	215 035	Payroll Deductions		\$25.53	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39154</b>	Invoice	<b>Invoice No:</b>	S2024020	<b>8/8/2023</b>	<b>Paid Amt:</b>	<b>\$408.61</b>	
				B 01	215 030	Hospital		\$8,167.38	
				B 04	215 030	Hospital		\$396.11	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39155</b>	Invoice	<b>Invoice No:</b>	S2024020	<b>8/8/2023</b>	<b>Paid Amt:</b>	<b>\$8,563.49</b>	
				B 01	215 035	Dental		\$1,089.64	
				B 01	215 035	Adjustment		\$1,037.86	
				B 04	215 035	Payroll Deductions		\$51.07	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39172</b>	Invoice	<b>Invoice No:</b>	S2023242	<b>8/8/2023</b>	<b>Paid Amt:</b>	<b>\$2,178.57</b>	
				B 01	215 030	Hospital		\$20,015.89	
				B 01	215 030	Adjustment		\$15,654.81	
				B 04	215 030	Hospital		\$672.85	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39173</b>	Invoice	<b>Invoice No:</b>	S2023242	<b>8/8/2023</b>	<b>Paid Amt:</b>	<b>\$36,343.55</b>	
							<b>Check Amount:</b>	<b>\$79,732.50</b>	
0485	PCB	75409	4527		<b>BLUUM OF MINNESOTA, LLC</b>		Check		
				E 01	010 203 000 000 406	ED-SW-EXT-1 SMART Learning Suite - 1 year		\$519.75	
				E 01	020 211 000 000 406	ED-SW-EXT-1 SMART Learning Suite - 1 year		\$519.75	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39234</b>	Invoice	<b>Invoice No:</b>	927646	<b>8/10/2023</b>	<b>Paid Amt:</b>	<b>\$1,039.50</b>	
							<b>Check Amount:</b>	<b>\$1,039.50</b>	
0485	PCB	75410	3283		<b>BRRR EQUIPMENT SERVICE</b>		Check		
				E 02	005 770 000 701 350	Dishwasher and hot well repair		\$981.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39235</b>	Invoice	<b>Invoice No:</b>	08.10.2023	<b>8/10/2023</b>	<b>Paid Amt:</b>	<b>\$981.00</b>	
							<b>Check Amount:</b>	<b>\$981.00</b>	
0485	PCB	75411	4396		<b>CHRIS VOSEN AUTO REPAIR</b>		Check		
				E 01	005 760 000 720 350	oil, filter, wiper blades and brake repair		\$470.58	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39236</b>	Invoice	<b>Invoice No:</b>	7014	<b>8/10/2023</b>	<b>Paid Amt:</b>	<b>\$470.58</b>	
				E 01	005 760 000 720 350	Filters, Oil, Labor		\$90.88	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39237</b>	Invoice	<b>Invoice No:</b>	7023	<b>8/10/2023</b>	<b>Paid Amt:</b>	<b>\$90.88</b>	
				E 01	005 760 000 720 350	Van 29 Oil, Filter		\$90.88	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39238</b>	Invoice	<b>Invoice No:</b>	7116	<b>8/10/2023</b>	<b>Paid Amt:</b>	<b>\$90.88</b>	
							<b>Check Amount:</b>	<b>\$652.34</b>	
0485	PCB	75412	1086		<b>CITY OF ROYALTON</b>		Check		
				E 01	005 810 000 000 332	Acct 01-00002863-00-6 Water/Sewer		\$648.48	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39239</b>	Invoice	<b>Invoice No:</b>	08.01.2023	<b>8/10/2023</b>	<b>Paid Amt:</b>	<b>\$648.48</b>	
				E 01	005 810 000 000 332	Acct 01-00003550-00-8 Water/Sewer		\$1,035.23	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39240</b>	Invoice	<b>Invoice No:</b>	08/01/2023	<b>8/10/2023</b>	<b>Paid Amt:</b>	<b>\$1,035.23</b>	
							<b>Check Amount:</b>	<b>\$1,683.71</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75413	2602		<b>CLIMATE AIR INC</b>		Check		
				E 01	005 810 000 000 350		Elem HVAC service and repair	\$2,738.13	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39241</b>	Invoice		<b>Invoice No:</b> 55696	<b>8/10/2023</b>		<b>Paid Amt:</b>	<b>\$2,738.13</b>
				E 01	005 810 000 000 350		Elem HVAC service and repair	\$2,059.59	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39242</b>	Invoice		<b>Invoice No:</b> 55694	<b>8/10/2023</b>		<b>Paid Amt:</b>	<b>\$2,059.59</b>
								<b>Check Amount:</b>	<b>\$4,797.72</b>
0485	PCB	75414	1090		<b>CMERDC</b>		Check		
				E 01	005 110 000 000 305		W-2 Correction	\$166.25	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39243</b>	Invoice		<b>Invoice No:</b> 193058	<b>8/10/2023</b>		<b>Paid Amt:</b>	<b>\$166.25</b>
								<b>Check Amount:</b>	<b>\$166.25</b>
0485	PCB	75415	1092		<b>COLE PAPERS, INC.</b>		Check		
				E 01	005 810 000 000 401		Misc.	\$1,132.20	
				E 01	005 810 000 000 401		Processing Fee	\$7.00	
<b>PO#:</b> 5472	<b>Voucher #:</b>	<b>39244</b>	Invoice		<b>Invoice No:</b> 10315388	<b>8/10/2023</b>		<b>Paid Amt:</b>	<b>\$1,139.20</b>
								<b>Check Amount:</b>	<b>\$1,139.20</b>
0485	PCB	75416	1238		<b>INNOVATIVE OFFICE SOLUTION, LLC</b>		Check		
				E 01	010 203 000 000 430		Office Supplies	\$28.35	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39257</b>	Invoice		<b>Invoice No:</b> IN3983648	<b>8/10/2023</b>		<b>Paid Amt:</b>	<b>\$28.35</b>
				E 01	020 211 000 000 430		Credit Invoice	(\$52.04)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39258</b>	Invoice		<b>Invoice No:</b> SCN-120455	<b>8/10/2023</b>		<b>Paid Amt:</b>	<b>(\$52.04)</b>
				E 01	010 203 000 000 430		Credit Invoice	(\$52.04)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39259</b>	Invoice		<b>Invoice No:</b> SCN-120456	<b>8/10/2023</b>		<b>Paid Amt:</b>	<b>(\$52.04)</b>
				E 01	020 211 000 000 430		Credit Invoice	(\$173.60)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39260</b>	Invoice		<b>Invoice No:</b> SCN-120695	<b>8/10/2023</b>		<b>Paid Amt:</b>	<b>(\$173.60)</b>
				E 01	010 203 000 000 430		Office Supplies	\$90.56	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39261</b>	Invoice		<b>Invoice No:</b> IN4227413	<b>8/10/2023</b>		<b>Paid Amt:</b>	<b>\$90.56</b>
				E 01	020 211 000 000 430		Pad, Easel, Self-Stick and envelopes	\$280.37	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39262</b>	Invoice		<b>Invoice No:</b> IN4227416	<b>8/10/2023</b>		<b>Paid Amt:</b>	<b>\$280.37</b>
				E 01	010 203 000 000 430		Film, Gloss	\$151.26	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39263</b>	Invoice		<b>Invoice No:</b> SCN-110239	<b>8/10/2023</b>		<b>Paid Amt:</b>	<b>\$151.26</b>
				E 01	020 211 000 000 430		Credit Invoice	(\$234.62)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39264</b>	Invoice		<b>Invoice No:</b> SCN-110239	<b>8/10/2023</b>		<b>Paid Amt:</b>	<b>(\$234.62)</b>
								<b>Check Amount:</b>	<b>\$38.24</b>
0485	PCB	75417	4753		<b>Kelly Seale</b>		Check		
				E 01	020 215 000 000 430		Curriculum Review	\$2,068.69	
<b>PO#:</b> 5450	<b>Voucher #:</b>	<b>39256</b>	Invoice		<b>Invoice No:</b> 1054	<b>8/10/2023</b>		<b>Paid Amt:</b>	<b>\$2,068.69</b>
								<b>Check Amount:</b>	<b>\$2,068.69</b>

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75418	4529		<b>LEGO EDUCATION</b>		Check		
				E 01	010 203 101 000 430	#45401 BricQ motion essential STEM kit		\$133.95	
	PO#: 5339	Voucher #:	39245	Invoice	Invoice No: 1190554573	8/10/2023	Paid Amt:	\$133.95	
							Check Amount:	\$133.95	
0485	PCB	75419	4540		<b>MARCO</b>		Check		
				E 01	005 690 690 302 555	Copiers and usage		\$2,499.38	
	PO#:	Voucher #:	39246	Invoice	Invoice No: 34632002	8/10/2023	Paid Amt:	\$2,499.38	
							Check Amount:	\$2,499.38	
0485	PCB	75420	3023		<b>MATBOSS, LLC</b>		Check		
				E 01	020 294 056 000 430	WR STATS PROGRAM		\$599.00	
	PO#:	Voucher #:	39247	Invoice	Invoice No: 07.31.2023	8/10/2023	Paid Amt:	\$599.00	
							Check Amount:	\$599.00	
0485	PCB	75421	1326		<b>MENARDS</b>		Check		
				E 01	005 810 000 000 410	Propane Cylinder, Alum Brush Sweep and mis		\$360.49	
	PO#:	Voucher #:	39248	Invoice	Invoice No: 15193	8/10/2023	Paid Amt:	\$360.49	
							Check Amount:	\$360.49	
0485	PCB	75422	4765		<b>Mercury Sports</b>		Check		
				E 01	020 294 054 000 412	Football Helmet Reconditioning and inspector		\$1,274.60	
	PO#:	Voucher #:	39255	Invoice	Invoice No: 2481	8/10/2023	Paid Amt:	\$1,274.60	
							Check Amount:	\$1,274.60	
0485	PCB	75423	2524		<b>MIDCONTINENT COMMUNICATIONS</b>		Check		
				E 01	005 810 000 000 320	PHONE SERVICE		\$1,259.71	
	PO#:	Voucher #:	39249	Invoice	Invoice No: 14529320113488	8/10/2023	Paid Amt:	\$1,259.71	
							Check Amount:	\$1,259.71	
0485	PCB	75424	4155		<b>NOTABLE, INC.</b>		Check		
				E 01	010 203 000 000 406	3-5 Kami Renewal		\$810.00	
				E 01	020 211 000 000 406	6-12 Kami Renewal		\$2,430.00	
	PO#: 5487	Voucher #:	39250	Invoice	Invoice No: INVOICE-226369	8/10/2023	Paid Amt:	\$3,240.00	
							Check Amount:	\$3,240.00	
0485	PCB	75425	1463		<b>RICE HARDWARE HANK</b>		Check		
				E 01	005 810 000 000 401	Couplers, Radial Brush, values and misc		\$84.90	
	PO#:	Voucher #:	39251	Invoice	Invoice No: 27474/3	8/10/2023	Paid Amt:	\$84.90	
							Check Amount:	\$84.90	
0485	PCB	75426	4339		<b>SCHOLASTIC</b>		Check		
				E 01	020 220 000 000 430	SCOPE MAGAZINES		\$109.89	
	PO#:	Voucher #:	39252	Invoice	Invoice No: M7390951 7	18 8/10/2023	Paid Amt:	\$109.89	
							Check Amount:	\$109.89	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75427	2464		<b>SPEER CHIROPRACTIC, PA</b>		Check		
				E 01	005 760 000 720 305	DOT PHYSICAL Zimny		\$100.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39253</b>	Invoice		<b>Invoice No:</b> 07.31.2023	<b>8/10/2023</b>	<b>Paid Amt:</b>	<b>\$100.00</b>	
							<b>Check Amount:</b>	<b>\$100.00</b>	
0485	PCB	75428	4295		<b>AMAZON CAPITAL SERVICES</b>		Check		
				E 01	020 211 690 000 401	Logitech Signature M650 L Full Size Wireless		\$34.55	
				E 01	020 211 690 000 401	VELCRO Brand Extreme Outdoor Mounting Tæ		\$17.03	
				E 01	010 203 690 000 401	VELCRO Brand Extreme Outdoor Mounting Tæ		\$17.03	
<b>PO#:</b> 5492	<b>Voucher #:</b>	<b>39301</b>	Invoice		<b>Invoice No:</b> 1RX1-7FCW-VQW6	<b>8/16/2023</b>	<b>Paid Amt:</b>	<b>\$68.61</b>	
			E 01	020 215 000 000 430	Excel Textbook + Shipping		\$74.99		
<b>PO#:</b> 5499	<b>Voucher #:</b>	<b>39302</b>	Invoice		<b>Invoice No:</b> 114D-391P-D4YY	<b>8/16/2023</b>	<b>Paid Amt:</b>	<b>\$74.99</b>	
							<b>Check Amount:</b>	<b>\$143.60</b>	
0485	PCB	75429	4300		<b>BATTERIES PLUS BULBS #794</b>		Check		
				E 01	005 810 000 000 401	Alkaline Batteries Tony		\$161.45	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39303</b>	Invoice		<b>Invoice No:</b> P64792309	<b>8/16/2023</b>	<b>Paid Amt:</b>	<b>\$161.45</b>	
							<b>Check Amount:</b>	<b>\$161.45</b>	
0485	PCB	75430	1074		<b>CENTRA SOTA COOPERATIVE</b>		Check		
				E 01	005 760 000 720 442	UNLEADED		\$1,079.16	
				E 01	005 760 000 720 442	Discount		(\$34.00)	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39304</b>	Invoice		<b>Invoice No:</b> 5414363	<b>8/16/2023</b>	<b>Paid Amt:</b>	<b>\$1,045.16</b>	
							<b>Check Amount:</b>	<b>\$1,045.16</b>	
0485	PCB	75431	2576		<b>DOUG LUEPKE TROPHIES</b>		Check		
				E 01	020 292 057 000 430	Track & Field Awards		\$112.60	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39305</b>	Invoice		<b>Invoice No:</b> 417675	<b>8/16/2023</b>	<b>Paid Amt:</b>	<b>\$112.60</b>	
							<b>Check Amount:</b>	<b>\$112.60</b>	
0485	PCB	75432	1133		<b>ECM PUBLISHERS INC</b>		Check		
				E 01	005 110 000 000 380	August 16 Agenda		\$25.92	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39306</b>	Invoice		<b>Invoice No:</b> 960220	<b>8/16/2023</b>	<b>Paid Amt:</b>	<b>\$25.92</b>	
							<b>Check Amount:</b>	<b>\$25.92</b>	
0485	PCB	75433	4704		<b>FAT BRAIN HOLDINGS, LLC</b>		Check		
				E 01	010 203 101 000 430	FA116 Coggy Tools		\$33.90	
				E 01	010 203 101 000 430	FA056 Ivan's Hinge		\$31.90	
				E 01	010 203 101 000 430	Shipping		\$5.99	
<b>PO#:</b> 5362	<b>Voucher #:</b>	<b>39307</b>	Invoice		<b>Invoice No:</b> 05.30.2023	<b>8/16/2023</b>	<b>Paid Amt:</b>	<b>\$71.79</b>	
							<b>Check Amount:</b>	<b>\$71.79</b>	
0485	PCB	75434	1183		<b>GOPHER SPORT</b>	19	Check		
				E 04	005 570 000 000 401	GL71-342 6.3" rainbow dodge balls		\$179.90	
				E 04	005 570 000 000 401	GL58-490 Rainbow soft tail, set of 6		\$44.95	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75434	1183		<b>GOPHER SPORT</b>		Check		
				E 04	005 570 000 000 401	GL58-174 Ultra Catch scoops		\$69.95	
				E 04	005 570 000 000 401	Shipping		\$35.36	
	PO#: 5370	Voucher #:	39308	Invoice	Invoice No: IN293119	8/16/2023	Paid Amt:	\$330.16	
				E 04	005 570 000 000 401	GL01-626 Blue colored gym equipt.		\$225.00	
				E 04	005 570 000 000 401	Shipping		\$81.50	
				E 04	005 570 000 000 401	GL01-628 Orange colored gym equipt.		\$225.00	
				E 04	005 570 000 000 401	GL47-768 Screaming orange/green topple tub		\$229.00	
	PO#: 5370	Voucher #:	39309	Invoice	Invoice No: IN296137	8/16/2023	Paid Amt:	\$760.50	
							Check Amount:	\$1,090.66	
0485	PCB	75435	4426		<b>GRAND RAPIDS PUBLIC SCHOOLS</b>		Check		
				E 01	020 211 390 000 391	EDUCATION TUITION		\$323.54	
	PO#:	Voucher #:	39331	Invoice	Invoice No: Tuition	8/16/2023	Paid Amt:	\$323.54	
							Check Amount:	\$323.54	
0485	PCB	75436	1196		<b>HANDYMANS HARDWARE</b>		Check		
				E 01	005 810 000 000 401	Silicone and metal gas can		\$110.96	
	PO#:	Voucher #:	39310	Invoice	Invoice No: 405915	8/16/2023	Paid Amt:	\$110.96	
							Check Amount:	\$110.96	
0485	PCB	75437	2732		<b>HEALY AWARDS INC</b>		Check		
				E 01	020 294 054 000 430	Football Helmet Decals		\$471.00	
				E 01	020 294 054 000 430	Freight		\$41.23	
	PO#: 5489	Voucher #:	39311	Invoice	Invoice No: INV078903	8/16/2023	Paid Amt:	\$512.23	
							Check Amount:	\$512.23	
0485	PCB	75438	1215		<b>HILLYARD INC</b>		Check		
				E 01	005 810 000 000 401	Gym Floor Finish		\$9,005.19	
	PO#:	Voucher #:	39312	Invoice	Invoice No: 605194070	8/16/2023	Paid Amt:	\$9,005.19	
				E 01	005 810 000 000 401	Credit Pad		(\$5.00)	
	PO#:	Voucher #:	39313	Invoice	Invoice No: 800644799	8/16/2023	Paid Amt:	(\$5.00)	
				E 01	005 810 000 000 401	Credit		(\$362.32)	
	PO#:	Voucher #:	39314	Invoice	Invoice No: 800644797	8/16/2023	Paid Amt:	(\$362.32)	
				E 01	005 810 000 000 401	Credit		(\$31.87)	
	PO#:	Voucher #:	39315	Invoice	Invoice No: 800644798	8/16/2023	Paid Amt:	(\$31.87)	
				E 01	005 810 000 000 401	Scotch Brite Pads		\$873.60	
	PO#:	Voucher #:	39338	Invoice	Invoice No: 605207544	8/16/2023	Paid Amt:	\$873.60	
							Check Amount:	\$9,479.60	
0485	PCB	75439	1238		<b>INNOVATIVE OFFICE SOLUTION, LLC</b>		Check		
				E 01	020 211 000 000 430	Stool and Footrest		\$262.57	
	PO#:	Voucher #:	39316	Invoice	Invoice No: IN4292696	8/16/2023	Paid Amt:	\$262.57	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75439	1238		<b>INNOVATIVE OFFICE SOLUTION, LLC</b>		Check		
				E 01	020 211 000 000 430	Office Supplies		\$108.78	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39317</b>	Invoice		<b>Invoice No:</b> IN4292775	<b>8/16/2023</b>	<b>Paid Amt:</b>	<b>\$108.78</b>	
				E 01	020 211 000 000 430	Marker		\$17.70	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39318</b>	Invoice		<b>Invoice No:</b> IN4294155	<b>8/16/2023</b>	<b>Paid Amt:</b>	<b>\$17.70</b>	
							<b>Check Amount:</b>	<b>\$389.05</b>	
0485	PCB	75440	2258		<b>IXL LEARNING</b>		Check		
				E 01	010 203 000 000 406	Elementary IXL Renewal		\$6,761.00	
				E 01	020 211 000 000 406	MS/HS IXL Renewal		\$8,511.00	
<b>PO#:</b> 5481	<b>Voucher #:</b>	<b>39322</b>	Invoice		<b>Invoice No:</b> S471413	<b>8/16/2023</b>	<b>Paid Amt:</b>	<b>\$15,272.00</b>	
							<b>Check Amount:</b>	<b>\$15,272.00</b>	
0485	PCB	75441	1511		<b>JOHNSON CONTROLS</b>		Check		
				E 01	005 810 000 000 350	Alarm and Detection		\$777.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39319</b>	Invoice		<b>Invoice No:</b> 51136776	<b>8/16/2023</b>	<b>Paid Amt:</b>	<b>\$777.00</b>	
				E 01	005 810 000 000 350	Fire Alarm Test and Inspection		\$5,167.42	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39320</b>	Invoice		<b>Invoice No:</b> 23681939	<b>8/16/2023</b>	<b>Paid Amt:</b>	<b>\$5,167.42</b>	
							<b>Check Amount:</b>	<b>\$5,944.42</b>	
0485	PCB	75443	4486		<b>M &amp; B SEALCOATING, LLC</b>		Check		
				E 01	005 810 000 000 401	Parking lot crack fill and pot hole repair		\$6,390.00	
<b>PO#:</b> 5391	<b>Voucher #:</b>	<b>39323</b>	Invoice		<b>Invoice No:</b> 05.25.2023	<b>8/16/2023</b>	<b>Paid Amt:</b>	<b>\$6,390.00</b>	
							<b>Check Amount:</b>	<b>\$6,390.00</b>	
0485	PCB	75444	1899		<b>MARCO TECHNOLOGIES, LLC</b>		Check		
				E 01	005 690 690 000 405	Mitel Phone System Renewal		\$1,110.00	
<b>PO#:</b> 5478	<b>Voucher #:</b>	<b>39324</b>	Invoice		<b>Invoice No:</b> INV11507246	<b>8/16/2023</b>	<b>Paid Amt:</b>	<b>\$1,110.00</b>	
							<b>Check Amount:</b>	<b>\$1,110.00</b>	
0485	PCB	75445	1752		<b>MASA</b>		Check		
				E 01	005 020 000 000 820	FALL CONFERENCE		\$329.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39325</b>	Invoice		<b>Invoice No:</b> 21-35245	<b>8/16/2023</b>	<b>Paid Amt:</b>	<b>\$329.00</b>	
							<b>Check Amount:</b>	<b>\$329.00</b>	
0485	PCB	75446	1314		<b>MASSP</b>		Check		
				E 01	020 050 000 000 366	2023-24 MASSP School Law Seminar J Swer		\$175.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39326</b>	Invoice		<b>Invoice No:</b> SLS222	<b>8/16/2023</b>	<b>Paid Amt:</b>	<b>\$175.00</b>	
							<b>Check Amount:</b>	<b>\$175.00</b>	
0485	PCB	75447	1897		<b>MESPA</b>		Check		
				E 01	010 050 000 000 820	New Principal Mentorship Program		\$400.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>39327</b>	Invoice		<b>Invoice No:</b> 15620	<b>21 8/16/2023</b>	<b>Paid Amt:</b>	<b>\$400.00</b>	
							<b>Check Amount:</b>	<b>\$400.00</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75448	2267		<b>MN DRIVERS MANUALS</b>		Check		
				E 01	020 240 000 000 430	Driver's Manuals		\$236.00	
				E 01	020 240 000 000 430	Misc.		\$36.68	
	PO#: 5485	Voucher #: 39328		Invoice	Invoice No: 5121	8/16/2023	Paid Amt:	\$272.68	
							Check Amount:	\$272.68	
0485	PCB	75449	3926		<b>PIONEER ATHLETICS</b>		Check		
				E 01	005 810 000 000 401	Parking lot painting supplies		\$2,594.08	
	PO#: 5488	Voucher #: 39337		Invoice	Invoice No: INV894017	8/16/2023	Paid Amt:	\$2,594.08	
							Check Amount:	\$2,594.08	
0485	PCB	75450	2838		<b>RASINSKI TOTAL DOOR SERVICE, LLC</b>		Check		
				E 01	005 810 000 000 401	Door Lock		\$1,471.09	
	PO#:	Voucher #: 39329		Invoice	Invoice No: 4459	8/16/2023	Paid Amt:	\$1,471.09	
				E 01	005 718 000 342 401	Elem door hardware repairs		\$4,052.97	
	PO#:	Voucher #: 39339		Invoice	Invoice No: 4460	8/16/2023	Paid Amt:	\$4,052.97	
							Check Amount:	\$5,524.06	
0485	PCB	75451	4339		<b>SCHOLASTIC</b>		Check		
				E 01	020 220 000 000 430	Scholastic Action		\$109.89	
	PO#:	Voucher #: 39330		Invoice	Invoice No: M7397850 4	8/16/2023	Paid Amt:	\$109.89	
							Check Amount:	\$109.89	
0485	PCB	75452	2464		<b>SPEER CHIROPRACTIC, PA</b>		Check		
				E 01	005 760 000 720 305	DOT PHYSICAL Brezinka		\$100.00	
	PO#:	Voucher #: 39332		Invoice	Invoice No: 08.09.2023	8/16/2023	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	75453	1530		<b>ST JOHNS UNIVERSITY</b>		Check		
				E 01	020 294 054 000 430	FOOTBALL SCRIMMAGE		\$375.00	
	PO#:	Voucher #: 39333		Invoice	Invoice No: #5	8/16/2023	Paid Amt:	\$375.00	
							Check Amount:	\$375.00	
0485	PCB	75454	4126		<b>TAMARACK MATERIALS, INC.</b>		Check		
				E 01	005 810 000 000 401	AREM FINE FISS		\$353.90	
	PO#:	Voucher #: 39334		Invoice	Invoice No: 08.10.2023	8/16/2023	Paid Amt:	\$353.90	
							Check Amount:	\$353.90	
0485	PCB	75455	2823		<b>TEACHER SYNERGY, LLC</b>		Check		
				E 01	020 260 000 000 430	TPT Chemistry Lab Bundle		\$115.78	
				E 01	020 260 000 000 430	TPT Chemistry Curriculum		\$269.99	
				E 01	020 260 000 000 430	Processing Fee		\$2.99	
	PO#: 5497	Voucher #: 39335		Invoice	Invoice No: 236545842	22 8/16/2023	Paid Amt:	\$388.76	
							Check Amount:	\$388.76	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75456	3672		<b>TYLER TECHNOLOGIES, INC</b>		Check
				E 01	005 760 000 720 401 Tyler Drive Ram Mount Only Version 2		\$270.00
				E 01	005 760 000 720 401 Shipping and Handling		\$30.00
	<b>PO#:</b> 5436	<b>Voucher #:</b>	<b>39336</b>	Invoice	<b>Invoice No:</b> 045-430923	<b>8/16/2023</b>	<b>Paid Amt: \$300.00</b>
							<b>Check Amount: \$300.00</b>
0485	PCB	75457	4271		<b>HEATHER KOKETT</b>		Check
				R 04	000 505 000 321 050 Refund Fit Ctr Reissue		\$17.50
	<b>PO#:</b>	<b>Voucher #:</b>	<b>39343</b>	Invoice	<b>Invoice No:</b> 8.17.23	<b>8/18/2023</b>	<b>Paid Amt: \$17.50</b>
							<b>Check Amount: \$17.50</b>
0485	PCB	75458	4253		<b>LACY WILLHITE</b>		Check
				R 04	000 505 000 321 050 Refund Fit Ctr Reissue		\$23.35
	<b>PO#:</b>	<b>Voucher #:</b>	<b>39342</b>	Invoice	<b>Invoice No:</b> 8.17.23	<b>8/18/2023</b>	<b>Paid Amt: \$23.35</b>
							<b>Check Amount: \$23.35</b>
0485	PCB	75459	4768		<b>Tammy Johannes</b>		Check
				E 04	005 570 000 000 490 MAP Pizza Party Reimbursement		\$154.80
	<b>PO#:</b>	<b>Voucher #:</b>	<b>39350</b>	Invoice	<b>Invoice No:</b> 08.17.2023	<b>8/18/2023</b>	<b>Paid Amt: \$154.80</b>
							<b>Check Amount: \$154.80</b>
0485	PCB	75460	4004		<b>10 SPOT BAR &amp; LOUNGE</b>		Check
				E 01	005 020 000 000 490 New Staff Lunches		\$200.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>39355</b>	Invoice	<b>Invoice No:</b> 08.23.2023	<b>8/24/2023</b>	<b>Paid Amt: \$200.00</b>
							<b>Check Amount: \$200.00</b>
0485	PCB	75461	4295		<b>AMAZON CAPITAL SERVICES</b>		Check
				E 01	020 211 690 000 401 HUANUO Dual Monitor Stand, 13-27 Inch Adj		\$59.99
	<b>PO#:</b> 5492	<b>Voucher #:</b>	<b>39351</b>	Invoice	<b>Invoice No:</b> 1PGP-VXC1-PQMK	<b>8/24/2023</b>	<b>Paid Amt: \$59.99</b>
				E 01	005 110 690 000 401 Yogasleep Dohm UNO White Noise Machine		\$71.94
	<b>PO#:</b> 5503	<b>Voucher #:</b>	<b>39352</b>	Invoice	<b>Invoice No:</b> 1FJT-7RVN-PD7L	<b>8/24/2023</b>	<b>Paid Amt: \$71.94</b>
				E 01	020 294 056 000 430 Wrestling Scorebook		\$71.97
				E 01	020 294 056 000 430 Shipping		\$6.99
	<b>PO#:</b> 5505	<b>Voucher #:</b>	<b>39353</b>	Invoice	<b>Invoice No:</b> 1GPP-K3KT-P6TL	<b>8/24/2023</b>	<b>Paid Amt: \$78.96</b>
				E 01	005 010 000 000 401 White Out Tape		\$9.99
				E 01	005 010 000 000 401 Black Pens		\$2.58
				E 01	005 010 000 000 401 Blue Pens		\$5.99
				E 01	005 010 000 000 401 Stick Notes 3X3		\$6.90
				E 01	005 010 000 000 401 Sissors		\$12.96
				E 01	005 010 000 000 401 Ribbon Calculator		\$6.99
				E 01	005 010 000 000 401 Finger Goop		\$4.99

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75461	4295		<b>AMAZON CAPITAL SERVICES</b>		Check		
				E 01	005 010 000 000 401	Stapler		\$15.59	
	PO#: 5496	Voucher #:	39354	Invoice	Invoice No: 1HLJ-4XVQ-1JWC	8/24/2023	Paid Amt:	\$65.99	
							Check Amount:	\$276.88	
0485	PCB	75462	3142		<b>ASSOCIATED BANK</b>		Check		
				E 07	005 910 000 000 790	MAINTENANCE BONDS		\$475.00	
	PO#:	Voucher #:	39356	Invoice	Invoice No: 24592	8/24/2023	Paid Amt:	\$475.00	
							Check Amount:	\$475.00	
0485	PCB	75463	1042		<b>BATTERIES PLUS</b>		Check		
				E 01	005 810 000 000 401	Exterior Light Fixtures		\$299.95	
	PO#:	Voucher #:	39357	Invoice	Invoice No: P65120750	8/24/2023	Paid Amt:	\$299.95	
							Check Amount:	\$299.95	
0485	PCB	75464	2016		<b>BSN SPORTS</b>		Check		
				E 01	020 294 054 000 430	Maroon Mouthguards		\$89.94	
				E 01	020 294 054 000 430	Freight		\$8.99	
	PO#:	Voucher #:	39358	Invoice	Invoice No: 922449100	8/24/2023	Paid Amt:	\$98.93	
							Check Amount:	\$98.93	
0485	PCB	75465	2602		<b>CLIMATE AIR INC</b>		Check		
				E 01	005 810 000 000 350	Elem HVAC service and repair		\$2,250.19	
	PO#:	Voucher #:	39391	Invoice	Invoice No: 55799	8/24/2023	Paid Amt:	\$2,250.19	
							Check Amount:	\$2,250.19	
0485	PCB	75466	2281		<b>CMC CONFERENCE</b>		Check		
				E 01	020 292 000 000 305	ALL SPORTS CONFERENCE DUES		\$1,900.00	
	PO#:	Voucher #:	39359	Invoice	Invoice No: 06.15.2023	8/24/2023	Paid Amt:	\$1,900.00	
							Check Amount:	\$1,900.00	
0485	PCB	75467	1132		<b>ECKROTH MUSIC CO</b>		Check		
				E 01	020 258 091 000 430	Mapex Snare Drum		\$1,693.32	
	PO#: 5409	Voucher #:	39361	Invoice	Invoice No: 4962572	8/24/2023	Paid Amt:	\$1,693.32	
							Check Amount:	\$1,693.32	
0485	PCB	75468	3429		<b>ECMECC ISD 911</b>		Check		
				E 01	010 640 000 316 401	Infosec Security IQ - 2023-24		\$640.10	
	PO#:	Voucher #:	39360	Invoice	Invoice No: 2476	8/24/2023	Paid Amt:	\$640.10	
							Check Amount:	\$640.10	
0485	PCB	75469	4124		<b>EHLERS, INC.</b>		Check		
				E 01	005 110 000 000 305	COUNTY AUDITOR FEE		\$3,575.00	
	PO#:	Voucher #:	39362	Invoice	Invoice No: 94372	24 8/24/2023	Paid Amt:	\$3,575.00	
							Check Amount:	\$3,575.00	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75470	1148		<b>ESTR Publications</b>		Check		
				E 01	020 420 000 619 433	ESTR Publications		\$132.20	
	<b>PO#:</b> 5310	<b>Voucher #:</b>	<b>39363</b>	Invoice	<b>Invoice No:</b> 40024INV	<b>8/24/2023</b>	<b>Paid Amt:</b>	<b>\$132.20</b>	
							<b>Check Amount:</b>	<b>\$132.20</b>	
0485	PCB	75471	1215		<b>HILLYARD INC</b>		Check		
				E 01	005 810 000 000 401	Gym Floor Finish		\$808.64	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>39364</b>	Invoice	<b>Invoice No:</b> 605206029	<b>8/24/2023</b>	<b>Paid Amt:</b>	<b>\$808.64</b>	
				E 01	005 810 000 000 401	custodial supplies and kitchen chemicals		\$5,193.87	
	<b>PO#:</b> 5495	<b>Voucher #:</b>	<b>39365</b>	Invoice	<b>Invoice No:</b> 605209158	<b>8/24/2023</b>	<b>Paid Amt:</b>	<b>\$5,193.87</b>	
							<b>Check Amount:</b>	<b>\$6,002.51</b>	
0485	PCB	75472	1238		<b>INNOVATIVE OFFICE SOLUTION, LLC</b>		Check		
				E 04	005 582 000 344 401	SSPLASTIC-CHARCOAL CHAIRS		\$1,246.20	
				E 04	005 582 000 344 401	WORKSURF		\$2,445.90	
				E 04	005 582 000 344 401	DUAL WHEEL CASTERS		\$316.20	
				E 04	005 582 000 344 401	FREIGHT		\$725.00	
				E 04	005 582 000 344 401	INSTALL		\$490.00	
	<b>PO#:</b> 5471	<b>Voucher #:</b>	<b>39367</b>	Invoice	<b>Invoice No:</b> CIN117362	<b>8/24/2023</b>	<b>Paid Amt:</b>	<b>\$5,223.30</b>	
				E 01	020 211 000 000 430	Office Supplies		\$487.91	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>39368</b>	Invoice	<b>Invoice No:</b> IN4297778	<b>8/24/2023</b>	<b>Paid Amt:</b>	<b>\$487.91</b>	
				E 01	020 211 000 000 430	Office Supplies		\$101.42	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>39369</b>	Invoice	<b>Invoice No:</b> IN4299544	<b>8/24/2023</b>	<b>Paid Amt:</b>	<b>\$101.42</b>	
							<b>Check Amount:</b>	<b>\$5,812.63</b>	
0485	PCB	75473	1300		<b>MACNEIL ENVIRONMENTAL, INC</b>		Check		
				E 01	005 760 000 720 305	Drug Test		\$130.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>39370</b>	Invoice	<b>Invoice No:</b> 9442	<b>8/24/2023</b>	<b>Paid Amt:</b>	<b>\$130.00</b>	
							<b>Check Amount:</b>	<b>\$130.00</b>	
0485	PCB	75474	1326		<b>MENARDS</b>		Check		
				E 01	020 211 690 000 401	BW2472W4BLK Edsal 77"W x 72"H x 24"D 4-		\$674.07	
				E 01	010 203 690 000 401	BW2472W4BLK Edsal 77"W x 72"H x 24"D 4-		\$224.69	
	<b>PO#:</b> 5476	<b>Voucher #:</b>	<b>39371</b>	Invoice	<b>Invoice No:</b> 15191	<b>8/24/2023</b>	<b>Paid Amt:</b>	<b>\$898.76</b>	
							<b>Check Amount:</b>	<b>\$898.76</b>	
0485	PCB	75475	1346		<b>MINNESOTA POWER</b>		Check		
				E 01	020 810 000 000 331	Acct 0191115490		\$211.33	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>39373</b>	Invoice	<b>Invoice No:</b> 019356629855	<b>8/24/2023</b>	<b>Paid Amt:</b>	<b>\$211.33</b>	
							<b>Check Amount:</b>	<b>\$211.33</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75476	4350		<b>MSHSL</b>		Check		
				E 01	020 292 000 000 305			DUES	\$1,525.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>39392</b>		Invoice	<b>Invoice No:</b> 041206	<b>8/24/2023</b>	<b>Paid Amt:</b>	<b>\$1,525.00</b>	
							<b>Check Amount:</b>	<b>\$1,525.00</b>	
0485	PCB	75477	1915		<b>NORTH CENTRAL BUS &amp; EQUIPMENT, INC.</b>		Check		
				E 01	005 760 000 720 401			Lights	\$248.48
<b>PO#:</b>	<b>Voucher #:</b>	<b>39374</b>		Invoice	<b>Invoice No:</b> 304055	<b>8/24/2023</b>	<b>Paid Amt:</b>	<b>\$248.48</b>	
				E 01	005 760 000 720 401			Window Kit	\$245.68
<b>PO#:</b>	<b>Voucher #:</b>	<b>39375</b>		Invoice	<b>Invoice No:</b> 303942	<b>8/24/2023</b>	<b>Paid Amt:</b>	<b>\$245.68</b>	
				E 01	005 760 000 720 401			Seal	\$22.14
<b>PO#:</b>	<b>Voucher #:</b>	<b>39376</b>		Invoice	<b>Invoice No:</b> 302574X1	<b>8/24/2023</b>	<b>Paid Amt:</b>	<b>\$22.14</b>	
							<b>Check Amount:</b>	<b>\$516.30</b>	
0485	PCB	75479	1439		<b>PROJECT LEAD THE WAY INC</b>		Check		
				E 01	020 255 255 000 305			LAUNCH PARTICIPATION	\$950.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>39377</b>		Invoice	<b>Invoice No:</b> 396800	<b>8/24/2023</b>	<b>Paid Amt:</b>	<b>\$950.00</b>	
							<b>Check Amount:</b>	<b>\$950.00</b>	
0485	PCB	75480	4591		<b>ROBERT PLOMBON</b>		Check		
				E 01	005 010 000 000 305			Robert Plombon AP	\$324.53
				E 04	005 570 000 000 305			Robert Plombon AP	\$54.08
				E 04	005 582 000 344 305			Robert Plombon AP	\$54.09
<b>PO#:</b>	<b>Voucher #:</b>	<b>39386</b>		Invoice	<b>Invoice No:</b> 8/01-8/15/2023	<b>8/24/2023</b>	<b>Paid Amt:</b>	<b>\$432.70</b>	
							<b>Check Amount:</b>	<b>\$432.70</b>	
0485	PCB	75481	4339		<b>SCHOLASTIC</b>		Check		
				E 01	010 203 000 000 430			Scholastic News	\$17.15
<b>PO#:</b>	<b>Voucher #:</b>	<b>39395</b>		Invoice	<b>Invoice No:</b> M7262072 7	<b>8/24/2023</b>	<b>Paid Amt:</b>	<b>\$17.15</b>	
							<b>Check Amount:</b>	<b>\$17.15</b>	
0485	PCB	75482	4755		<b>SQUIRES, WALDSPURGER &amp; MACE</b>		Check		
				E 01	005 020 000 000 313			Legal	\$643.45
<b>PO#:</b>	<b>Voucher #:</b>	<b>39381</b>		Invoice	<b>Invoice No:</b> 18145	<b>8/24/2023</b>	<b>Paid Amt:</b>	<b>\$643.45</b>	
							<b>Check Amount:</b>	<b>\$643.45</b>	
0485	PCB	75483	3309		<b>SUNRAY PRINTING SOLUTIONS, INC</b>		Check		
				E 01	010 203 000 000 305			24%	\$1,057.99
				E 01	020 211 000 000 305			24%	\$1,057.99
				E 01	020 292 000 000 305			6%	\$264.50
				E 02	005 770 000 701 305			6%	\$264.50
				E 04	005 505 000 321 305			40%	\$1,763.30
<b>PO#:</b>	<b>Voucher #:</b>	<b>39393</b>		Invoice	<b>Invoice No:</b> 23406	<b>8/24/2023</b>	<b>Paid Amt:</b>	<b>\$4,408.28</b>	
							<b>Check Amount:</b>	<b>\$4,408.28</b>	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75484	1549		<b>SUPREME SCHOOL SUPPLY</b>		Check		
				E 01	020 211 000 000 430	Teacher Planners		\$98.75	
				E 01	020 211 000 000 430	Teacher Plan Book		\$71.25	
				E 01	020 211 000 000 430	Shipping		\$15.86	
	PO#: 5500	Voucher #:	39382	Invoice	Invoice No: 163940	8/24/2023	Paid Amt:	\$185.86	
							Check Amount:	\$185.86	
0485	PCB	75485	2577		<b>SYSCO WESTERN MN, INC.</b>		Check		
				E 02	005 770 000 701 490	LUNCH		\$4,599.69	
	PO#:	Voucher #:	39383	Invoice	Invoice No: 253453794	8/24/2023	Paid Amt:	\$4,599.69	
				E 02	005 770 000 705 490	Breakfast		\$842.61	
	PO#:	Voucher #:	39384	Invoice	Invoice No: 253453795	8/24/2023	Paid Amt:	\$842.61	
				E 02	005 770 000 705 490	STAFF BREAKFAST		\$483.44	
	PO#:	Voucher #:	39385	Invoice	Invoice No: 253453793	8/24/2023	Paid Amt:	\$483.44	
							Check Amount:	\$5,925.74	
0485	PCB	75486	2820		<b>THE RETROFIT COMPANIES, INC</b>		Check		
				E 01	005 810 000 000 305	Lighting and TV Recycling		\$1,623.42	
	PO#:	Voucher #:	39380	Invoice	Invoice No: 0121690-IN	8/24/2023	Paid Amt:	\$1,623.42	
							Check Amount:	\$1,623.42	
0485	PCB	75487	4708		<b>THEMES &amp; VARIATIONS INC</b>		Check		
				E 01	010 258 000 000 430	Yearlong music play online subscription		\$174.95	
	PO#: 5387	Voucher #:	39387	Invoice	Invoice No: 131812	8/24/2023	Paid Amt:	\$174.95	
							Check Amount:	\$174.95	
0485	PCB	75488	1578		<b>TRAINING ROOM INC</b>		Check		
				E 01	020 292 000 000 401	Tape/Bankdaids/Cold Packs/Gloves		\$1,040.88	
	PO#:	Voucher #:	39388	Invoice	Invoice No: 100461	8/24/2023	Paid Amt:	\$1,040.88	
							Check Amount:	\$1,040.88	
0485	PCB	75489	1592		<b>VERIZON WIRELESS</b>		Check		
				E 01	005 810 000 000 320	PHONE SERVICE		\$163.34	
	PO#:	Voucher #:	39389	Invoice	Invoice No: 9941806374	8/24/2023	Paid Amt:	\$163.34	
							Check Amount:	\$163.34	
0485	PCB	75490	1611		<b>XCEL ENERGY</b>		Check		
				E 01	005 810 000 000 440	Acct 51-4433400-5		\$385.62	
	PO#:	Voucher #:	39390	Invoice	Invoice No: 840378422	8/24/2023	Paid Amt:	\$385.62	
							Check Amount:	\$385.62	
								Report Total:	\$258,318.70

Resignation 09.25.23

Steph Mechtel	Paraprofessional
Winter Kloss	Cook
Heather Bollig	Lead Cook
Carrie Lutterman	Building Sub
Megan Gosiak	SPED Teacher

New Hires 09.25.23

Karen Maruska	SPED Teacher
Megan Johnson	Paraprofessional
Kathrynn Rothleutner (Swanson)	Paraprofessional

# **MASTER AGREEMENT**

**between**

**ROYALTON SCHOOL DISTRICT #485**

**AND**

**AFSCME Council 65, Local 2564**

**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.

## TABLE OF CONTENTS

<b>ARTICLE</b>	<b>I</b>	<b>PURPOSE</b>	
Section	1	Parties	4
<b>ARTICLE</b>	<b>II</b>	<b>RECOGNITION OF EXCLUSIVE REPRESENTATIVE</b>	
Section	1	Recognition	4
Section	2	Appropriate Unit	4
<b>ARTICLE</b>	<b>III</b>	<b>DEFINITIONS</b>	
Section	1	Terms & Conditions of Employment	4
Section	2	Description of Appropriate Unit	4
Section	3	District or School District	4
Section	4	Other Terms	5
<b>ARTICLE</b>	<b>IV</b>	<b>SCHOOL BOARD RIGHTS</b>	
Section	1	Inherent Managerial Rights	5
Section	2	Schol Board Responsibilities	5
Section	3	Effects of Rules, Regulations, Directives, and Orders	5
Section	4	Reservation of Managerial Rights	5
<b>ARTICLE</b>	<b>V</b>	<b>EMPLOYEE RIGHTS</b>	
Section	1	Right to View	5
Section	2	Right to Join	5
Section	3	Request for Dues Checkoff	5-6
Section	4	Use of Facilities	6
<b>ARTICLE</b>	<b>VI</b>	<b>HOURS OF SERVICE AND DUTY YEAR</b>	
Section	1	Basic Work Week	6
Section	2	Basic Work Year	6
Section	3	Part-Time Employees	6
Section	4	Shifts and Starting Time	6
Section	5	Overtime	6
Section	6	Lunch Period	6
Section	7	School Closing	6
<b>ARTICLE</b>	<b>VII</b>	<b>PROBATION PERIOD</b>	
Section	1	Initial Probation Period	6-7
Section	2	Probationary Period Change of Position/Classification	7
Section	3	Completion of Probationary Period	7
<b>ARTICLE</b>	<b>VIII</b>	<b>FILLING OF POSITIONS</b>	
Section	1	Posting of Positions	7
Section	2	Hiring Most Qualified Person	7
<b>ARTICLE</b>	<b>IX</b>	<b>SENIORITY/LAYOFF/RECALL</b>	
Section	1	Seniority	7
Section	2	Layoff	8
Section	3	Related Positions within Classification	8
Section	4	Recall	8

Section	5	Seniority and Probationary List	9
Section	6	Long Term Substitute	9
<b>ARTICLE</b>	<b>X</b>	<b>RIGHT OF ASSIGNMENT/WORKING OUT OF CLASS</b>	
Section	1	Right to Assign Employees	9
Section	2	Working Out of Class	9
<b>ARTICLE</b>	<b>XI</b>	<b>RATES OF PAY</b>	
Section	1	Salary Schedule	9
Section	2	Attendance at Conferences/Workshops	9
Section	3	Step Advancement	9
Section	4	Eligibility for Step Advancement	9
Section	5	Withholding Salary Advancement	10
Section	6	Step Placement	10
Section	7	Longevity Adjustment	10
Section	8	Pay Methods	10
Section	9	School Activities	10
<b>ARTICLE</b>	<b>XII</b>	<b>HOLIDAYS</b>	
Section	1	Paid Holidays	10
<b>ARTICLE</b>	<b>XIII</b>	<b>PUBLIC EMPLOYEE RETIREMENT ASSOCIATION (PERA)</b>	
Section	1	PERA Enrollment	10
<b>ARTICLE</b>	<b>XIV</b>	<b>RESIGNATION/JOB ABANDONMENT</b>	
Section	1	Resignation	11
Section	2	Job Abandonment	11
<b>ARTICLE</b>	<b>XV</b>	<b>SEVERANCE PAY</b>	
Section	1	Severance Payment	11
<b>ARTICLE</b>	<b>XVI</b>	<b>403(b) MATCHING CONTRIBUTION PLAN</b>	
Section	1	Eligibility	11
Section	2	Employee Match	11-12
Section	3	Approved Plans	12
Section	4	Internto to Participate/Enrollment Period	12
Section	5	Death of an Employee Particpant	12
Section	6	Discontinuation of Service	12
Section	7	Applicable Laws	12
Section	8	Portfolio Management	12
Section	9	Hold Harmless	12
<b>ARTICLE</b>	<b>XVII</b>	<b>GROUP INSURANCE</b>	
Section	1	Selection of Carrier	12
Section	2	Health and Hospitalization Insurance	13
Section	3	Cash in Lieu	13
Section	4	Claims Against the School District	13
Section	5	Eligibility	13
Section	6	Long-Term Disability Insurance	13
Section	7	Life Insurance	13
Section	8	Non-Working Months	13

<b>ARTICLE</b>	<b>XVII</b>	<b>FLEX PLAN</b>	
Section	1	Eligibility	13
<b>ARTICLE</b>	<b>XIX</b>	<b>LEAVES OF ABSENCE</b>	
Section	1	Sick Leave	14-15
Section	2	Workers' Compensation	15
Section	3	Leave for Bereavement	15
Section	4	Child Care Leave	15-16
Section	5	Family and Medical Leave	16
Section	6	Jury Service	16
Section	7	Military Leave	16
Section	8	Insurance Application	16
Section	9	Credit	16
Section	10	Eligibility	16
Section	11	Personal Leave	16-17
Section	12	Personal-Flex Leave	17
Section	13	All Other Leave	17
<b>ARTICLE</b>	<b>XX</b>	<b>DISCIPLINE</b>	
Section	1	Discipline	17
<b>ARTICLE</b>	<b>XXI</b>	<b>RESOLUTION OF DISPUTES</b>	
Section	1	Chain of Command	17
<b>ARTICLE</b>	<b>XXII</b>	<b>GRIEVANCE PROCEDURE</b>	
Section	1	Definitions	17-18
Section	2	Representation	18
Section	3	Interpretation	18
Section	4	Time Limitation and Waiver	18
Section	5	Resolution of Grievance	18-19
Section	6	Denial of Grievance	19
Section	7	Mediation	19
Section	8	Arbitration Procedures	19
Section	9	Election of Remedies and Waiver	20
<b>ARTICLE</b>	<b>XXIII</b>	<b>DURATION</b>	
Section	1	Terms and Reopening Negotiations	20
Section	2	Effect	21
Section	3	Finality	21
Section	4	Severability	21
		Salary Schedule	22-23

## ARTICLE I

### PURPOSE

**Section 1. Parties.** This Agreement is entered into between Independent School District No. 485, Royalton, Minnesota, hereinafter referred to as the “School District,” and the Royalton AFSCME Council 65, Local 2564, hereinafter referred to as the “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 education assistants and food service employees.

## ARTICLE II

### RECOGNITION OF EXCLUSIVE REPRESENTATIVE

**Section 1. Recognition.** In accordance with the PELRA, the School District recognizes the AFSCME Council 65 as the Exclusive Representative for secretarial/clerical staff employed by the School District, which Exclusive Representative shall have those rights and duties as prescribed by PELRA and as described in this Agreement.

**Section 2. Appropriate Unit.** The exclusive representative shall represent all such employees of the School District as defined in ARTICLE III, Section 2. below and PELRA and in certification by the Commissioner of the Minnesota Bureau of Mediation Services (BMS). BMS Case No. 14PCE0645The unit is described as all secretarial/clerical employees of Independent School District No. 485, Royalton, Minnesota who are public employees within the meaning of Minn. Stat. 179A.03. subd. 14, excluding supervisory, confidential and district office employees.

## ARTICLE III

### DEFINITIONS

**Section 1. Terms and Conditions of Employment.** The term, “terms and conditions of employment,” means the hours of employment, the compensation therefor 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. “Terms and conditions of employment” is subject to the provisions of PELRA.

**Section 2. Description of Appropriate Unit.** For purposes of this Agreement, the word/term, “secretarial/clerical,” shall mean all persons in the appropriate unit employed by the School District in such classifications excluding the following: confidential employees, supervisory employees, essential employees, part-time employees whose services do not exceed the lesser of fourteen (14) hours per week or thirty-five percent (35%) of the normal work week in the employee’s bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of sixty-seven (67) working days in a calendar year unless those positions have already been filled in the same calendar year and the cumulative number of days in the same position by all employees exceeds sixty-seven (67) calendar days in that year, and emergency employees.

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

**Section 4. 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 exclusive representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy as defined in PELRA, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel.

**Section 2. School Board Responsibilities.** The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation being to provide educational opportunities for the students of the School District.

**Section 3. Effect of Rules, Regulations, Directives, and Orders.** The exclusive representative recognizes that all employees covered by this Agreement shall perform the services prescribed by the School Board and shall be subject to School Board rules, regulations, directives, and orders issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation, and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives, and orders, from time to time, as deemed necessary by the School Board insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement.

**Section 4. Reservation of Managerial Rights.** The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent managerial rights and managerial functions not expressly reserved, and all managerial rights and managerial functions not expressly delegated in this Agreement are reserved to the School District. All provisions of this Agreement shall be subject to the laws, rules and constitution of this state and federal government.

## ARTICLE V

### EMPLOYEE RIGHTS

**Section 1. Right to Views.** Pursuant to PELRA, nothing contained in this Agreement shall be construed to limit, impair, or affect the right of any employee or his/her representative to the expression or communication of a view, grievance, complaint, or opinion regarding any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful, and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

**Section 2. Right to Join.** Pursuant to PELRA, employees shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right, by secret ballot, to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such employees.

**Section 3. Request for Dues Checkoff.** Pursuant to PELRA, the exclusive representative shall be allowed dues checkoff for its members. Upon receipt of a properly executed authorization card of the employee involved, the

School District will deduct from the employee's paycheck the dues that the employee has agreed to pay to the exclusive representative in eight (8) equal installments, beginning with the **first last** pay period in October.

**Section 4. Use of Facilities.** The bargaining unit's members shall have the right to use School District facilities for meetings during unpaid time provided that it does not interfere with or disrupt school operations, if space is available, and is scheduled through the building secretary.

## ARTICLE VI

### HOURS OF SERVICE AND DUTY YEAR

**Section 1. Basic Work Week.** The employee's basic work week shall be prescribed by the School District.

**Section 2. Basic Work Year.** The employee's basic work year shall be prescribed by the School District following these guidelines: MS/HS/Elem Secretary: 200 days, Secretary: 178 days, Career Resources Secretary: 183 days inclusive of paid holidays.

**Section 3. Part-time Employees.** The School District reserves the right to employ such employees as it deems desirable or necessary on a part-time or casual basis.

**Section 4. Shifts and Starting Times.** All employees will be assigned starting times and shifts as determined by the School District. Starting time and shifts may be changed during the school year at the discretion of the School District. Prior to a change in starting or ending times the employee shall be provided a ten (10) working day notice. No split shifts shall be assigned unless mutually agreed between the District and employee.

**Section 5. Overtime.** An employee may be required by the School District to perform overtime work. Any overtime must be pre-approved by the Superintendent, except in emergencies when a principal may pre-approve it. Overtime will be paid at one and one-half (1 ½) of the employee's normal hourly rate of pay in cash or compensatory time for all hours worked in excess of 40 hours a week.

With specific pre-approval from the superintendent, employees may earn compensatory time for hours worked for graduation, open house, conferences and trainings in excess of 40 hours a week.

Employee absences that result from the use of compensatory time must be covered within the bargaining unit at no incurred expense by the district.

**Section 6. Lunch Period.** Employees scheduled at least eight (8) hours per day shall be provided a paid lunch period of at least thirty (30) minutes.

**Section 7. School Closing.** In the event that school is closed for any reason and the School District does not require employees to perform services, the employees' compensation shall be reduced accordingly. If school starts late or dismisses early due to inclement weather, the employee shall be compensated for any lost hours.

## ARTICLE VII

### PROBATIONARY PERIOD

**Section 1. Initial Probation Period.** An employee under the provisions of this Agreement shall serve a probationary period of one year from his/her first date of continuous employment in the School District, during which time the School District shall have the unqualified right to suspend without pay, discharge, or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse through the

grievance procedure, insofar as suspension, discharge or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated.

**Section 2. Probationary Period Change of Position/ Classification.** In addition to the initial probationary period, an employee transferred or promoted to a different position/classification shall serve a new probationary period of sixty (60) working days in any such new position/classification. During this probationary period, if it is determined by the School District that the employee's performance in the new position/classification is unsatisfactory, the School District shall have the right to reassign the employee to the former position/classification.

If the School District reassigns an employee to his/her former position/classification, the employee shall regain his/her seniority in that position/classification.

**Section 3. Completion of Probationary Period.** An employee who has completed the probationary period may be suspended without pay or discharged only for just cause. An employee who has completed the probationary period and is suspended without pay or discharged shall have access to the grievance procedure.

## ARTICLE VIII

### FILLING OF POSITIONS

**Section 1. Posting of Positions.** All vacancies and new positions within the bargaining unit will be posted internally for at least five (5) working days. For summer vacancies, written notice of the posting shall also be mailed to the Union president. For purposes of this Article, the term "vacancy" shall mean a position where no employee is holding a claim to the position (i.e., leave of absence). Applicants must submit their application in writing before the close of the posting.

**Section 2. Hiring Most Qualified Person.** The School District maintains the right to select the most qualified person for the position and to select from School District or non-School District personnel.

## ARTICLE IX

### SENIORITY/LAYOFF/RECALL

**Section 1. Seniority.** Employees shall acquire seniority within their classification upon completion of the probationary period, from their first date of continuous employment in the bargaining unit. If two employees start on the same date, seniority shall be determined by who was offered a position first. For current employee's seniority date shall be the first date of hire within the school district.

**Subd. 1. Continuous Seniority Date.** An employee's seniority date shall be considered to be continuous, even though an employee does not work over the summer.

**Subd. 2. End to Seniority.** Seniority continues during continuous service in this bargaining unit and ends when an employee is terminated, resigns, or accepts a position outside of the unit.

**Subd. 3. Seniority in Multiple Positions.** If employees work in more than one position, they shall accrue seniority in each position. The seniority date of each position shall be the first date of continuous employment in each position.

**Section 2. Layoff.** Employees with the least seniority in their classification shall be laid off first. Employees to be laid off shall be given a thirty (30) calendar day notice of such lay off. An affected employee must provide a written response to the Human Resources Office within five (5) days after receiving notification of his/her right to a comparable position or forfeit the right to the position.

**Subd. 1. Reduced Fifty Percent (50%) or More.** An employee whose total current hours are eliminated or reduced by fifty percent (50%) or more, if qualified, shall have the right to displace the least senior person in the classification in the following order: (1) same position and (2) next related position(s), per Section 3 below.

**Subd. 2. Situations When Layoff Doesn't Apply.** This section does not apply in those cases where layoffs occur due to a building being closed temporarily (up to a year), equipment breakdown, quarantine, loss of utility, or damages from natural or unnatural disasters.

**Section 3. Related Positions within Classifications.** Displacement shall occur in the following related positions and classifications.

Elem/ High School Secretary- > Guidance Secretary- >  
Attendance Secretary - > Door Monitor/ Secretary

**Section 4. Recall.** Recall is to any position in the bargaining unit in either building for which an employee is qualified within the bargaining unit.

**Subd. 1. Seniority Retention.** Employees who have been laid off shall retain their seniority, and right to recall in seniority order, for a period of twenty-four (24) months from the date of lay-off.

**Subd. 2. Filing Name and Address for Reinstatement.** When laid off an employee shall file his/her 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 School District employee mailing such notice to the employee at the last known address shall be sufficient, and it shall be the responsibility of any laid-off employee to provide for forwarding of mail or for address changes. Failure of a notice to reach an employee shall not be the responsibility of the School District if any notice has been mailed as provided in this Article.

**Subd. 3. Notice and Acceptance of Reemployment.** If an opening subsequently occurs, the laid-off employee with the most seniority shall be the first recalled. The School District shall mail, by certified mail, the notice to such employee who shall have one (1) week from the date of mailing to accept the reemployment in writing. If the employee declines the position or fails to respond within one (1) week of the date of the mailing of the recall notice, the employee shall lose recall status. The starting date of employment shall be determined by the School District.

**Subd. 4. No Break in Service.** Layoff shall not be considered a break in service. Employees shall retain all previous service credit, advancing a step the following school year if employed by January 1 of that year.

**Subd. 5. Forfeiting Seniority.** An employee who is properly discharged or resigns shall forfeit seniority, and in the event of re-employment, seniority rights shall begin as of the date of re-employment.

**Section 5. Seniority and Probationary List.** By February 1 of each year, a seniority list and probationary list shall be provided by the School District and posted in each building.

**Section 6. Long Term Substitute.** A long term substitute who is continuously employed by the School District and subsequently hired for any position within this unit shall gain seniority from his/her first date of continuous employment.

## ARTICLE X

### RIGHT OF ASSIGNMENT/WORKING OUT OF CLASS

**Section 1. Right to Assign Employees.** The School District maintains the right to assign employees as it deems necessary.

**Section 2. Work Out of Class.** When employees, at the direction of their Supervisor, work in a classification higher than their own for more than five (5) consecutive working days they shall be compensated at the same step in the higher classification that they are working.

For example: An attendance secretary (Step 5) fills in for an elementary secretary. They would be paid at Step 5 of the elementary secretary classification.

When working in a lower classification employee shall continue to receive their regular rate of pay.

## ARTICLE XI

### RATES 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.

**Subd. 1 Status of Salary Schedule.** For the duration of this Agreement, advancement on any salary schedule shall be subject to the terms of this Agreement. In the event a successor Agreement is not entered into prior to the expiration of this Agreement, an employee shall be compensated according to the current rate until a successor Agreement is fully ratified, and any change in compensation shall only be effective as of the date the successor Agreement is fully ratified and prorated from that date forward.

**Section 2. Attendance at Conferences/Workshops.** If required to attend workshops/in-services/conferences, the employee will be paid for the designated hours of the workshop including travel time. If employees are not required to attend a workshop/in-service, but wish to do so, and are given approval from the Principal/Superintendent, they will be paid during the start and end times on the workshop/in-service agenda. The maximum compensation is up to 8 hours a day, excluding travel time.

**Section 3. Step Advancement.** Advancement on any salary schedule shall be subject to the terms outlined in this Agreement, and may be granted to employees by the School District when the School District in its sole discretion determines that a step advancement is warranted.

**Section 4. Eligibility for Step Advancement.** To be eligible for an increment (step) on July 1 of a given year, the employee must be employed in the School District prior to the preceding January 1, and have worked for at least one-half of the work year.

**Section 5. Withholding Salary Advancement.** An individual employee’s salary advancement is subject to the right of the School Board to withhold salary increases for good and sufficient grounds. An action withholding a salary increase shall be subject to the grievance procedure.

**Section 6. Step Placement.** New employees may be placed on the salary schedule commensurate with their experience and training to a limit of four (4) years. The Board of Education, at its discretion, may grant up to eight (8) years of outside credit.

**Section 7. Longevity Adjustment.** Employees completing their ninth (9th) year of employment at Royalton Public Schools (based on board approved seniority list) and continuing through year twelve (12), will receive a longevity adjustment of \$0.25 per hour (non-accumulative). Employees completing their twelfth (12th) year of employment at Royalton Public Schools (based on board approved seniority list) and continuing through year sixteen (16) will receive a longevity adjustment of \$0.35 per hour (non-accumulative). Employees completing their sixteenth (16th) year of employment at Royalton Public Schools (based on board approved seniority list) and beyond, will receive a longevity adjustment of \$0.40 per hour (non-accumulative). Longevity pay is intended to be calculated on years of employment to Royalton Public Schools, not tied to step placement.

Year 0-9	\$0
Year 10-12	\$0.25/hour
Year 13-16	\$0.35/hour
Year 17+	\$0.40/hour

**Section 8. Pay Methods.** Employees shall be paid according to pay period methods established by the School District. Employees will be paid on a semi-monthly pay period method through direct deposit. Employees completing timesheets will be paid two weeks behind.

**Section 9. School Activities.** Employees may sign up to work school activities and events for up to a total of 40 hours in a work week. Under no circumstance shall an employee exceed 40 hours total in regularly scheduled work hours and school activities and event hours. Employees will receive a stipend according to the Schedule C coaching agreement in the REM contract for the hours worked at activities and events.

## ARTICLE XII

### HOLIDAYS

**Section 1. Paid Holidays.** Employees working a minimum of twenty (20) hours per week are paid for the following holidays: Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day and New Year’s Day.

The head secretary in the elementary and middle school/high school will be paid for the Memorial Day Holiday. Any other secretary that works a student day beyond the Memorial Day Holiday will be paid for that holiday in addition to the holidays listed in the above language.

## ARTICLE XIII

### PUBLIC EMPLOYEE RETIREMENT ASSOCIATION (PERA)

**Section 1. PERA Enrollment.** Employees who meet the eligibility requirements for PERA, as defined by state statute, are required by law to join PERA.

## ARTICLE XIV

### RESIGNATION/JOB ABANDONMENT

**Section 1. Resignation.** To resign in good standing, an employee shall give at least ten (10) working days' notice of resignation. Such time period may be waived by mutual agreement between the parties.

**Section 2. Job Abandonment.** An employee's unauthorized absence of three (3) consecutive work days without notifying his/her supervisor shall constitute job abandonment and the employment relationship may be severed.

## ARTICLE XV

### SEVERANCE PAY

**Section 1. Severance Payment.** Any employee who has completed twenty (20) years of continuous service with the School District and who has attained the minimum age of 55 or any employee who has completed twenty-five (25) years of continuous service with the School District will receive one-third (1/3) of their accumulated sick leave hours as severance pay upon leaving service with the School District unless terminated for cause. Any employee who has completed thirty (30) years of continuous service with the School District will receive one-half (1/2) of their accumulated sick leave hours as severance pay upon leaving service with the School District unless terminated for cause. Payment will be based upon current rate of pay.

## ARTICLE XVI

### 403(b) MATCHING CONTRIBUTION PLAN

**Section 1. Eligibility.** All employees who have worked at least one year with the School District and work twenty (20) hours a week or more will be eligible to participate in the deferred matching compensation plan in accordance with M.S. 356.24. The School District shall contribute annually an amount equal to the amount contributed by the employee subject to the limits listed below.

All secretarial/clerical employees hired after July 1, 2012 will only be eligible to participate in the deferred matching program and not the severance pay benefit in Article XV. All others may participate in both the severance pay and the deferred matching program. The School District's lifetime maximum contribution to the deferred matching program or a combination of severance pay pursuant to Article XV and the deferred matching program shall not exceed \$4,500.

**Section 2. Employee Match.** The School District's contribution will be \$300 a year. The School District will make the forgoing matching contribution to only those employees choosing to participate in an approved 403(b) annuity 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. Employees may contribute any dollar amount in excess of the maximum yearly district match, but the annual limit on the amount individual employees may contribute to his/her 403(b) annuity account shall be governed by the applicable sections of the Internal Revenue Code and Regulations. If an employee 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.

The employee's elected contribution for the plan year (September 1 to the following August 31) shall be divided and withheld equally over the nine month period between September 30<sup>th</sup> and June 15<sup>th</sup>.

**Section 3. Approved Plans.** The School District will make matching contributions only to deferred compensation plans offered by vendors selected by the School District.

**Section 4. 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 15<sup>th</sup>, 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<sup>st</sup> to the following August 31<sup>st</sup>. The employee is solely responsible for filing the Intent to Participate form.

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 5. Death of an Employee Participant.** If an employee participant dies before retirement, the employee's 403(b) annuity account shall be given to his/her designated beneficiary, if any, otherwise to his/her estate.

**Section 6. 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 7. Applicable Laws.** The 403(b) annuity matching program of Independent School District No. 485 and/or the School District is subject to the Laws of the State of Minnesota, Minnesota Statutes Section 365.24 and the Internal Revenue Code. 26 U.S.C.@ 403(b).

**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 XVII

### GROUP INSURANCE

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

**Section 2. Health and Hospitalization Insurance.** Employees working at least twenty-five (25) hours per week shall have hospital-medical premium benefits pro-rated to their FTE they work based on the Royalton Teachers premium rate for Single Coverage or Family Coverage per the employee selection for coverage. Any additional cost of the premium shall be paid by the employee and through payroll deduction over the period of school active employment in 18 payrolls.

**Section 3. Cash in Lieu.** The qualifying employee working 1,500 hours who chooses not to enroll in the District's health and hospitalization insurance will receive additional compensation in the amount of \$2,167, which the employee may use for any purpose except to pay for coverage under the District's health plan. This amount will be paid to the employee, in the form of taxable salary, semi-annual basis upon documented proof of being covered under the minimal requirement of the "Affordable Care Act" Cash in Lieu will no longer be an option or given for any employees hired after July 1, 2019

**Section 4. Claims Against the School District.** The School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to in this Agreement, and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

**Section 5. Eligibility.** Full benefits provided in this article are designed for employees who are employed an average of at least forty (40) hours per week. Employees who are employed an average of at least twenty-five (25) hours per week and at least the regular school year shall be eligible for partial benefits proportional to the extent of their employment. Eligibility is subject to any limitations contained in the contract between the insurance carrier and the School District.

**Section 6. Long-Term Disability Insurance.** To participate in the Long-Term Disability Insurance program, an employee must work 1,200 hours per year. The School District shall contribute a hundred percent (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.

**Section 7. Life Insurance.** To participate in the Life Insurance program, an employee must work twenty-five (25) hours per week. The School District shall pay for \$50,000 coverage in a term-life policy. An employee may purchase an additional \$50,000, paid for through payroll deduction.

**Section 8. Non-Working Months.** During non-working months, employees who enroll and continue to pay their portion of insurance costs in School District-provided insurances shall continue to receive the School District contribution during those non-working months.

## ARTICLE XVIII

### FLEX PLAN

**Section 1. Eligibility.** All employees are eligible to participate in the School District's Flex Plan. This plan allows for the tax sheltering of out of pocket medical and child care expenses. Details are available from the District Office.

## ARTICLE XIX

### LEAVES OF ABSENCE

#### Section 1. Sick Leave.

**Subd. 1. Rate Sick Leave is Earned.** An employee shall earn sick leave at the rate of one (1) day for each full month of service employed in the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year. An employee who works fewer than eight (8) hours a day shall earn pro-rated sick leave.

**Subd. 2. Accumulated Sick Days.** Unused sick leave days may accumulate to a maximum of one hundred twenty (120) days of sick leave per employee. Upon reaching one hundred twenty (120) days of accumulated sick leave, an employee shall be reimbursed for 25% of the excess days at the employee's daily rate of pay at the end of that school year. Employees who have less than 120 accumulated sick days may receive \$200 for not using any sick days in a school year.

**Subd. 3. Use for Personal Illness.** Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to the employee's illness and/or disability which prevented his/her attendance at school and performance of duties on that day or days.

#### **Subd. 4. Use for Ill or Injured Relatives.**

- a. 160 Hour Provision: Up to 160 hours of accumulated sick leave during any 12-month period may be used by an employee to provide care for the employee's ill or injured adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent for reasonable periods of time as the employee's attendance may be necessary.
- b. Minor Child: An employee may use his or her accumulated sick leave to provide care for the employee's ill or injured minor child for reasonable periods of time as the employee's attendance may be necessary.
- c. Definitions:
  - i. "Minor child" means a child who is under 18 years of age or under age 20 if the child is attending secondary school.
  - ii. "Child" includes a stepchild and a biological, adopted, or foster child.
- d. Eligibility: In order to be eligible for the benefits provided in this Subdivision 4, the employee must have performed services for the School District for at least 12 months preceding the leave request and for .50 FTE or greater during those 12 months.
- e. Other: This Subdivision 4 applies only to the employee's personal accumulated and unused sick leave. The same terms applying to an employee's use of sick leave for his or her own illness or injury are also applicable here.

**Subd. 5. Medical Certificate.** The School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness and/or disability pursuant to this section, indicating such absence was due to illness and/or disability, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District. In the event that a medical certificate will be required, the employee will be so advised.

**Subd. 6. Deduction.** Sick leave allowed shall be deducted from the accumulated sick leave days earned by the employee.

**Subd. 7. Approval.** Sick leave shall only be approved upon completion of request in AESOP.

**Section 2. Workers' Compensation.** Pursuant to M.S. Chapter 176, an employee 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. Leave for Bereavement.**

**Subd. 1. Bereavement A.** A leave of absence without loss of pay, not to exceed five (5) days, for each occurrence, shall be granted for the death of the Employee's spouse, or domestic partner, child/stepchild, parent/stepparent and, in the case of the Employee's parent-in-law, not to exceed three (3) days. Up to five (5) additional days shall be granted, per occurrence, with a deduction of substitute employee pay, for the death of the Employee's spouse or domestic partner, child/stepchild, parent/step parent and up to three (3) additional days, per occurrence, shall be granted, with deduction of substitute employee pay, for the death of a parent-in-law.

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

**Subd. 3. Bereavement C.** 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 substitute employee pay.

**Subd. 4. Deductions:** Deduction for substitute employee pay (pro-rated to employee FTE) shall include salary, PERA, FICA/Medicare. Bereavement days must be used consecutively at one time. Deduction for substitute pay shall occur whether or not a substitute employee is employed for the absent employee.

**Section 4. Child Care Leave.**

**Subd. 1. Use.** A child care leave may be granted by the School District, subject to the provisions of this section, to one (1) employee-parent of a natural or adopted infant child, provided such employee-parent is caring for the child on a full-time basis.

**Subd. 2. Request.** An employee making application for child care leave shall inform the Superintendent in writing of the request to take the leave at least three (3) calendar months before commencement of the intended leave.

**Subd. 3. Medical Statement.** An employee will provide, at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.

**Subd. 4. 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 more than twelve (12) months in duration;
- (2.) permit the employee to return to employment prior to the date designated in the request for child care leave.

**Subd. 5. Reinstatement.** An employee returning from child care leave shall be reinstated in a position for which he/she is qualified unless previously discharged or laid off.

**Subd. 6. Failure to Return.** Failure of the employee to return by the date determined under this section shall constitute grounds for termination unless the School District and the employee mutually agree in writing to an extension in the leave.

**Subd. 7. Salary and Fringe Benefits:** Leave under this section shall be without pay or fringe benefits.

**Section 5. Family and Medical Leave (FMLA).** FMLA leave shall be granted pursuant to applicable law.

**Section 6. Jury Service.** An employee who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District, exclusive of mileage.

**Section 7. Military Leave.** Military leave shall be granted pursuant to applicable law.

**Section 8. Insurance Application.** 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, except as otherwise provided in law. In the event the employee is on paid leave from the School District under Section 1. above or supplemented by sick leave pursuant to Section 2. above, the School District will continue insurance contributions as provided in this Agreement until sick leave is exhausted. Thereafter, the employee must pay the entire premium for any insurance retained.

**Section 9. Credit.** An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits which had accrued at the time leave began. No credit shall accrue for the period of time that an employee was on unpaid leave.

**Section 10. Eligibility.** Full leave benefits provided in this article are designed for employees who are employed an average of at least forty (40) hours per week. Employees who are employed an average of at least twenty-five (25) hours per week and at least the regular school year shall be eligible for partial leave benefits proportional to the extent of their employment.

**Section 11. Personal Leave.**

**Subd. 1. Rate Personal Leave is Earned.** Each full time employee shall be entitled to two (2) days of personal leave per year, all others will be pro-rated 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. Employees who work ten (10) months or more in the year shall receive one additional personal day per year. This additional personal day may not carry over from year to year.

**Subd. 2. Number of Employees on Leave at Same Time.** Except in extreme emergencies, personal leave shall be requested through AESOP at least twenty-four (24) hours in advance. No more than one (1) employee per building may be on personal leave on any given day.

**Subd. 3. Discretion of Employee's Supervisor.** The use of personal leave is at the discretion of the employee's supervisor. Additional days off without pay shall not be taken without prior approval of the Superintendent.

**Section 13. Personal-Flex Day.** Employees 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 employee's daily rate of pay. Personal-Flex day payments will be deposited into either the employee's 403B account or their Health Savings Account.

**Section 12. 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 agreement.

## ARTICLE XX

### DISCIPLINE

**Section 1. Discipline.** The School District shall have the right to impose discipline on its employees for just cause. Discipline shall consist of oral reprimand, written reprimand, suspension with pay, suspension without pay, and discharge. The School District reserves the right to impose discipline at any level as determined by the School District based upon the circumstances surrounding the action. A conference between the employee and his/her supervisor shall be held prior to the imposition of written reprimand, suspension without pay, or discharge. An oral or written reprimand may be grieved up to Level III of the grievance procedure but may not be carried to mediation or arbitration.

## ARTICLE XXI

### RESOLUTION OF DISPUTES

**Section 1. Chain of Command.** Employees who are having difficulty with another employee or their supervisor are required to contact their immediate supervisor to resolve the difficulty. If the difficulty cannot be resolved at that level, they are to proceed through the administrative structure--supervisor, principal, human resource director, superintendent, school board, in that order--to resolve their concern.

## ARTICLE XXII

### GRIEVANCE PROCEDURE

#### **Section 1. Definitions.**

**Subd. 1. Grievance.** The word, "grievance," shall mean an allegation, in writing, for an employee, or group of employees, that have been injured as a result of a dispute or disagreement between the employee and the School District as to the interpretation or application of the terms and conditions contained in this Agreement.

**Subd. 2. Grievant(s).** The word, “grievant(s),” shall mean an individual employee, a group of employees, or the exclusive representative who/which files a grievance as defined in Subd. 1. above. The grievant may be represented at any time in the grievance or arbitration procedure by a representative of the Union.

**Subd. 3. Group of Employees.** A group of fewer than ten (10) employees may file a grievance if a complaint arises out of the same transaction or occurrence and the facts and claim are common to all employees in the group.

**Subd. 4. Exclusive Representative Grievance.** The exclusive representative may file a grievance if a complaint involving ten (10) or more employees arises out of the same transaction or occurrence and the facts and claim are common to all employees in the group. The exclusive representative may also file a grievance if the allegation involves a specific right of the exclusive representative as provided in this Agreement.

**Subd. 5. Days.** Any reference to the word, “days,” regarding time periods in this procedure shall refer to working days. The term, “working day,” is defined as all week days not designated as holidays by state law.

**Section 2. Representation.** The grievant(s), administrator(s), or School Board may be represented during any step of the procedure by any person or agent designated by such party to act on the party’s behalf.

### **Section 3. Interpretations.**

**Subd. 1. Extension.** Time limits specified in this Agreement may be extended by mutual, written agreement.

**Subd. 2. Computation of Time.** In computing any period of time prescribed or allowed by procedures in this article, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event, the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

**Subd. 3. Filing and Postmark.** The filing or service of any notice or document required by this Agreement shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

**Section 4. Time Limitation and Waiver.** A grievance shall not be valid for consideration unless the grievance is submitted to the School District’s designee in writing setting forth the facts and the specific provision(s) of the Agreement allegedly violated and the particular relief sought within twenty (20) days after the date that the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver of that grievance. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to resolve an alleged grievance informally between the grievant(s) and the School District’s designee.

**Section 5. Resolution of Grievance.** The School District and the grievant(s) shall attempt to resolve all grievances which may arise during the course of employment as follows:

**Subd. 1. Level I.** If the grievance is not resolved through informal discussion, the School District’s designee shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

**Subd. 2. Level II.** In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent, provided such appeal is made, in writing, within five (5) days after the

receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his/her designee shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the Superintendent or his/her designee shall issue a decision in writing to the parties involved.

**Subd. 3. Level III.** In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made, in writing, within five (5) days after the receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall hear the grievance within twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the School Board may be designated by the School Board to hear the appeal at this level and report the findings and recommendations to the School Board. The School Board shall then render its decision.

**Section 6. Denial of Grievance.** Failure by the School Board or its representative(s) to issue a decision within the time period provided in this article shall constitute a denial of the grievance, and the grievant(s) may appeal it to the next level.

**Section 7. Mediation.** In the event the grievance is not resolved in Level III upon mutual agreement the grievance may be appealed to the Bureau of Mediation Services for assistance in the resolution of any grievance prior to arbitration. If the parties so agree, the timelines for such review and appeal to arbitration shall be adjusted by mutual agreement between the parties.

**Section 8. Arbitration Procedures.** In the event that the grievant(s) and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as explained in this article.

**Subd. 1. Request.** A request to submit a grievance to arbitration must be in writing signed by the aggrieved grievant(s), and such request must be filed in the office of the Superintendent within ten (10) days following the decision in Level III above.

**Subd. 2. Prior Procedure Required.** No grievance shall be considered by the arbitrator which has not first been duly processed in accordance with the grievance procedure and appeal provisions.

**Subd. 3. Selection of Arbitrator.** Upon the proper submission of a grievance under the terms of this procedure, the parties may, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Commissioner to submit a panel of seven (7) arbitrators to the parties, pursuant to PELRA, provided such request is made within twenty (20) days after the request for arbitration. The request shall ask that the panel be submitted within thirty (30) days after the receipt of said request. Within ten (10) days after receipt of the panel, the parties shall alternately strike names, and the remaining name shall be the arbitrator to hear the grievance. The order of striking will be determined by lot. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Commissioner within the time period as provided in this article shall constitute a waiver of the grievance.

**Subd. 4. Hearing.** The grievance shall be heard by a single arbitrator, and both parties may be represented by such person(s) as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

**Subd. 5. Decision.** Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided in PELRA. The arbitrator shall issue a written decision and order including findings of fact which shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

**Subd. 6. Expenses.** Each party shall bear its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording of the hearing shall be made at the request of either party. The parties shall share equally the fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such a copy.

**Subd. 7. Jurisdiction.** The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before him/her pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined and contained in this written Agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined in this article; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include, but are not limited to, such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, the arbitrator's order shall give due consideration to the statutory rights and obligations of the School Board to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

**Section 9. Election of Remedies and Waiver.** A party instituting any action, proceeding, or complaint in a federal or state court of law or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this article. Upon instituting a proceeding in another forum as outlined in this Agreement, the employee(s) shall waive the right to initiate a grievance pursuant to this article, or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in the Agreement or to enforce the award of an arbitrator.

## ARTICLE XXIII

### DURATION

**Section 1. Terms and Reopening Negotiations.** This Agreement shall remain in full force and effect for a period commencing upon the date of its full ratification through June 30, 2025, and thereafter as provided by PELRA. If there is no ratification of a new collective bargaining agreement prior to the end of the current contract date, employees will receive retro pay for time worked in the new contract year. If an employee severs employment after the beginning of the contract year, the employee will receive retro pay for the time period worked in the new contract year. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent to the other party no later than one hundred twenty (120) days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration date of this Agreement.

**Section 2. Effect.** This Agreement constitutes the full and complete Agreement between the School District and the exclusive representative. The provisions of this Agreement relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, and School District policies, rules, or regulations concerning terms and conditions of employment inconsistent with these provisions. Nothing in this Agreement shall be construed to obligate the School District to continue or discontinue existing or past practices or prohibit the School District from exercising all management rights, functions, and prerogatives, except insofar as this exercise would be in express violation of any term or terms of this Agreement.

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

**Section 4. Severability.** The provisions of this Agreement shall be severable, and if any such provision 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 provision.

**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

**APPENDIX A**

**SALARY SCHEDULE  
2023-2024 WAGE SCHEDULE**

<b>Step</b>	<b>Secretary</b>	<b>Career Resources Secretary</b>	<b>MS/HS/Elem Secretary</b>
0	\$15.39	\$16.67	\$17.66
1	\$15.75	\$17.06	\$18.08
2	\$16.11	\$17.46	\$18.52
3	\$16.48	\$17.87	\$18.95
4	\$16.84	\$18.26	\$19.41
5	\$17.21	\$18.69	\$19.84
6	\$17.59	\$19.09	\$20.28
7	\$18.43	\$19.95	\$20.71
8	\$18.89	\$20.45	\$21.17
9	\$19.36	\$20.96	\$22.06
10			\$22.61
11			\$23.18

**APPENDIX B**

**SALARY SCHEDULE  
2024-2025 WAGE SCHEDULE**

<b>Step</b>	<b>Secretary</b>	<b>Career Resources Secretary</b>	<b>MS/HS/Elem Secretary</b>
0	\$15.85	\$17.17	\$18.19
1	\$16.22	\$17.57	\$18.62
2	\$16.59	\$17.98	\$19.08
3	\$16.97	\$18.41	\$19.52
4	\$17.35	\$18.81	\$19.99
5	\$17.73	\$19.25	\$20.44
6	\$18.12	\$19.66	\$20.89
7	\$18.98	\$20.55	\$21.33
8	\$19.46	\$21.06	\$21.81
9	\$19.94	\$21.59	\$22.72
10			\$23.29
11			\$23.87

**ROYALTON SCHOOL DISTRICT NO. 485  
ROYALTON, MINNESOTA**

**District Agreement on the Terms and  
Conditions of Employment for Non-Union  
Employees Manual**

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**Approved by the Board on September 25, 2023**

**Royalton School District 485 appreciates the diversity of human beings and does not discriminate on the basis of race, color, creed, national origin, marital status, status with regard to public assistance, age, sex, religion sexual orientation or disability. The School 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.**

## TABLE OF CONTENTS

<b>ARTICLE</b>	<b>I</b>	<b>INTRODUCTION</b>	<b>3</b>
<b>ARTICLE</b>	<b>II</b>	<b>EMPLOYEE RIGHTS</b>	
Section	1	Public Employees Retirement Association (PERA)	4
Section	2	Posting of New Positions	4
Section	3	Personnel Files	4
Section	4	Probationary Period	4
<b>ARTICLE</b>	<b>III</b>	<b>HOURS OF SERVICE AND DUTY YEAR</b>	
Section	1	Basic Work Week	5
Section	2	Basic Work Year	5
Section	3	Shifts and Starting Time	5
Section	4	Right of Assignment	5
Section	5	Shift Changes	5
Section	6	Overtime	5
Section	7	School Closings	5
<b>ARTICLE</b>	<b>IV</b>	<b>RATES OF PAY</b>	
Section	1	Rates of Pay	5
Section	2	Step Placement	6
Section	3	Eligibility for Step Advancement	6
Section	4	Longevity Adjustment	6
Section	5	Pay Methods	6
Section	6	Transfer to Another Position Within the Non-Union Group	7
Section	7	Substitute Pay	7
Section	8	Shift Differential	7
Section	9	Clothing Allowance	7
Section	10	Meal Reimbursement	8
Section	11	DOT Required Physicals and Drug Test Payment	8
Section	12	Comparable Worth	8
Section	13	Temporary Employment	8
Section	14	Training	8
Section	15	Attendance at Conferences	9
<b>ARTICLE</b>	<b>IV</b>	<b>LEAVES OF ABSENCE</b>	
Section	1	Sick Leave	9-10
Section	2	Personal Leave	10
Section	3	Personal-Flex Leave	10
Section	4	Bereavement Leave and Illness in the Immediate Family	11
Section	5	Family and Medical Leave	11-12
Section	6	Emergency Medical Leave	12
Section	7	Jury Leave	12
Section	8	Military Leave	12

Section	9	General Leave	13
Section	10	All Other Leave	13
Section	11	Workers' Compensation	13
<b>ARTICLE</b>	<b>VI</b>	<b>GROUP INSURANCE</b>	
Section	1	Selection of Carrier	14
Section	2	Health and Hospitalization Insurance	14
Section	3	Cash-in-Lieu	14
Section	4	Long-Term Disability Insurance	15
Section	5	Life Insurance	15
Section	6	Flexible Spending Accounts	15
Section	7	Non-Working Months	15
<b>ARTICLE</b>	<b>VII</b>	<b>HOLIDAYS</b>	
Section	1	Paid Holidays	15
<b>ARTICLE</b>	<b>VIII</b>	<b>403(b) MATCHING CONTRIBUTION PLAN</b>	
Section	1	Eligibility	16
Section	2	Employee Match	16
Section	3	Approved Plans	16
Section	4	Intent to Participate/Enrollment Period	16
Section	5	Death of an Employee Participant	17
Section	6	Discontinuance of Service	17
Section	7	Applicable Laws	17
Section	8	Portfolio Management	17
Section	9	Hold Harmless Provisions	17
<b>ARTICLE</b>	<b>IX</b>	<b>SENIORITY/REDUCTION IN FORCE</b>	
Section	1	Seniority	17-18
Section	2	Layoff	19
Section	3	Recall	19-20
Section	4	Transfer	20
Section	5	Substitute	20
<b>ARTICLE</b>	<b>X</b>	<b>DISCHARGE AND RESIGNATION FROM EMPLOYMENT</b>	
Section	1	Discharge from Employment	20
Section	2	Resignation from Employment	20
<b>ARTICLE</b>	<b>XI</b>	<b>SEVERANCE PAY</b>	
Section	1	Employees with 20-25 Year of Service	20
Section	2	Employees with 30 Years of Service	20
Section	3	Payment Methods	20
<b>ARTICLE</b>	<b>XII</b>	<b>RESOLUTION OF DISPUTES</b>	21
<b>APPENDIX</b>	<b>A</b>	<b>SCHEDULE A 2023-2024 WAGE SCHEDULE</b>	22
<b>APPENDIX</b>	<b>B</b>	<b>SCHEDULE B 2024-2025 WAGE SCHEDULE</b>	23

## ARTICLE I

### INTRODUCTION

This district manual summarizes School District Policies pertaining to terms and conditions of employment for non-union, School District employees. The School District maintains the right to revise these policies at any time, with notice to the employees, and may agree by individual contract to limit or expand the terms and conditions of employment outlined in this manual. Where these policies differ from state and federal law, the applicable law will be followed.

This manual has been produced to inform employees of School District policies and benefits. In and of itself, this manual creates no obligation for the School District regarding continuation or administration of any of the benefits described. All non-union employees are hired on an at-will basis, unless otherwise specified by State law.

This manual is intended to serve as a guide for employees in understanding some of the basic policies and procedures pertaining to employment. The policies and procedures described in this manual are applied at the discretion of the School District, and may be withdrawn or changed at any time without prior notice.

**This manual is not an employment contract and should not be interpreted as creating an employment contract or rights to any outlined benefits with any employees of the school district.**

## ARTICLE II

### EMPLOYEE RIGHTS

**Section 1. Public Employees Retirement Association.** Employees who meet the eligibility requirements for PERA, as defined by state statute, are required by law to join PERA.

**Section 2. Posting of New Positions.** New positions will be posted in each building whenever they become available. Applicants must submit their application in AppliTrack before the close of the posting. The School District maintains the right to select the most qualified person for the position and to select from School District or Non-School District personnel.

**Section 3. Personnel Files.** Employees shall have the right to examine their personnel files subject to the following conditions: (A) An employee, 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 an employees' personnel folder unless the employee has been sent a dated copy at the time of filing. The employee 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 employee's personnel file. (C) An employee 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 employee under the grievance procedure shall not be placed in the personnel file of the employee; nor shall such a grievance be utilized in personnel assignments.

**Section 4. Probationary Period.** The first year of employment (the employee's normal year of service, but not less than nine months), shall be considered a probationary period. During such probationary period, an employee will have no recourse if discharged by the School District. An employee who is transferred or promoted to a different position shall serve a probationary period of 90 working days in the new position. During this ninety (90) working day probationary period, if it is determined by the School District that the employee's performance in the new classification/position is unsatisfactory, the School District shall have the right to reassign the employee to his/her former or similar classification/position.

## ARTICLE III

### HOURS OF SERVICE AND DUTY YEAR

**Section 1. Basic Work Week.** The regular work week shall be prescribed by the School District for employees. Employees will be paid only for the days and hours that they work.

**Section 2. Basic Work Year.** The regular work year shall be prescribed by the School District for employees.

**Section 3. Shifts and Starting Time.** All employees will be assigned starting time and shifts as determined by the School District. Starting time and shifts may be changed during the school year at the discretion of the School District.

**Section 4. Right of Assignment.** The School District maintains the right to assign employees as it deems necessary.

**Section 5. Shift Changes.** The School District maintains the right to change an employee's shift during the year to meet School District needs.

**Section 6. Overtime.** An employee may be required by the School District to perform overtime work. Any overtime must be pre-approved by the Superintendent, except in emergencies when a principal may pre-approve it.

**Section 7. School Closing.**

**Subd. 1 School Closing.** In the event that school is closed for any reason and the employees are not required to perform services, the employee's compensation shall be reduced accordingly. If school starts late due to weather, the employee shall not be compensated for lost hours; unless notification of the last start was after 5:00 a.m. in which case the employee will be compensated for a two hour minimum. If school is dismissed early due to weather, the employee shall be compensated for any lost hours.

**Subd. 2 Bus Drivers.** Bus drivers must be notified by 5:00am.

## ARTICLE IV

### RATES OF PAY

**Section 1. Rates of Pay.**

**Subd. 1. Salary Schedules.** The wages and salaries reflected in the attached salary schedules shall govern employee wages and salaries. The wage and salary schedule may be revised from time to time at the sole discretion of the School District.

**Subd. 2. Step Advancement.** Advancement on any salary schedule shall be subject to the terms outlined in this manual, and may be granted to employees by the School District when the School District in its sole discretion determines that a step advancement is warranted.

**Subd. 3. Salary Increases.** An individual employee's salary advancement is subject to the right of the School District to determine whether a salary increase is warranted.

**Subd. 4. Regular Bus Route Driving Calculation of Worked Time.** Route time starts 20 minutes prior to leaving to allow for pre-trip inspection, warm-up, refueling, and other needs required for bus transportation. Regular route bus runs will be paid at a minimum of 2 hours.

**Subd. 5. Van Driving Calculation of Worked Time.** Van runs will be paid at a minimum of 1.5 hours.

**Subd. 6. Extra-Curricular Driving Calculation of Worked Time.** All Extra-Curricular Runs will be paid a minimum of 2-hours per run.

**Subd. 7. Shuttle Bus Elementary to MS/HS or MS/HS to Elementary.** Shuttle drivers will be paid a stipend of \$25 for up to 1 hour of shuttle driving. Shuttle driving for more than 1 hour will be paid at the regular bus route rate of pay.

**Section 2. Step Placement.** New employees may be placed on the salary schedule commensurate with their experience and training to a limit of four (4) years. The Board of education, at its discretion, may grant up to eight (8) years of outside credit.

**Section 3. Eligibility for Step Advancement.** To be eligible for an increment (step) on July 1 of a given year, the employee must be employed in the School District prior to the preceding January 1, and have worked for at least one-half of the work year.

**Section 4. Longevity Adjustment.** Each employee, after completing the top step of his/her current pay scale, and after earning 12 years of seniority in the School District (based on the board approved seniority list) may receive a longevity adjustment (non-accumulative) as follows:

13-15 years of seniority = \$.25/hour  
16-19 years of seniority = \$.35/hour  
20+ years of seniority = \$.40/hour

**Section 5. Pay Methods.** Employees shall be paid according to pay period methods established by the School District. Employees will be paid on a semi-monthly pay period method through direct deposit. Employees carrying timesheets will be paid two weeks behind.

## **Section 6. Transfer to Another Position Within the Non-Union Group.**

**Subd. 1. Higher Related Position.** An employee transferring into a higher related category (e.g., lead cook to head cook, custodian to lead, and lead to head) will be given 1 year of experience for every 2 years of experience, but will not receive less than their current pay. If their experience places them on a step less than their current rate of pay, the employee will be placed on the step which more nearly approximates their current pay, but which will not be less than their current pay.

**Subd. 2. Equivalent Related Position.** If transferring within an equivalent related category the employee will receive his/her current pay.

**Subd. 3. Lower Related Position.** If transferring down into a related position, the employee would be placed on the same step as in the previous category.

**Subd. 4. Non-Related Position.** Experience credit will not apply to transfers into non-related position (e.g., bus driver to cook, custodians to paraprofessionals).

## **Section 7. Substitute Pay.**

**Subd. 1. All Employees Except Bus Drivers.** All employees except bus drivers shall receive regular pay when substituting for any other position (occasional substitute). After subbing for 10 consecutive work days in a higher classification, an employee will receive his/her regular pay plus \$.50/hr or the 0 Step of the category subbing in whichever is higher retroactive to the first day of subbing. If subbing in a lower classification, employee will receive his/her regular rate of pay (long-term substitute).

**Subd. 2. Bus Drivers.** Bus drivers shall be paid the 0 step of the group in which they are subbing (occasional and long-term substitute).

**Section 8. Shift Differential.** There is a \$.50 per hour increase in hourly rate for employees assigned to the late shift. This applies only to those shifts worked at night (majority of the shift is worked after 6:00pm). During summers, holidays and other times when working a regular shift, the differential does not apply. Employee's shifts and working hours are subject to change.

## **Section 9. Clothing Allowance.**

**Subd 1. Food Service Employees.** Employees will have their clothing allowance pro-rated from \$200.00.

**Subd. 2. District LPN and RN.** Employees will receive \$150 per year to purchase appropriate clothing for their position.

**Subd. 3 Shop Mechanic.** Employee(s) will receive \$100 per year to purchase appropriate clothing for their position.

**Section 10. Meal Reimbursement.** Reimbursement for meals, including tips, may not exceed the reasonable and actual meal cost for the traveling employee. Reasonable expenses shall not exceed the following:

**Subd. 1. Breakfast.** Employees may claim reimbursement for up to \$10 for breakfast if they are required to leave home for a travel assignment before 6:00a.m. or are away from home overnight the previous night.

**Subd. 2. Lunch.** Employees may claim reimbursement for up to \$10 for lunch if they are in travel status, are performing required work that extends over the normal noon meal period.

**Subd. 3. Dinner.** Employees may claim reimbursement for up to \$20 for supper if they are in travel status and school business caused them to return home after 7:00 p.m. or to be away from home overnight.

**Section 11. DOT Required Physicals and Drug Testing Payment.** The School District will pay for the required Physicals and Drug Testing by the Department of Transportation, and annual drivers record review of anything mandated.

**Section 12. Comparable Worth.** Rate of pay for all employees will be governed by the Pay Equity Act (Comparable Worth).

**Section 13. Temporary Employment.** Temporary employment refers to an employee who is hired temporarily (e.g., summer help in the office or with custodial work). None of the terms and benefits of this manual apply to temporary employment. The rate of pay will be set by the School District.

**Section 14. Training.** Payment for tuition and expenses related to training beyond the normal work day or work year must be pre-approved by the Superintendent. Unless required, this training is without salary or stipend.

**Subd. 1. New Bus Driver Training.** New Bus Drivers without a bus drivers' license will be given up to 20 hours of training at \$20 per hour paid after completing 60 days of service to the district. New Bus Drivers to the district will be given up to a maximum of 10 hours of training at \$20 per hour paid after completing 60 days of service to the district.

**Subd. 2 Membership Dues.** The School District shall pay membership dues for the National Association of School Nurses for the District Registered Nurse and District Licensed Practice Nurse.

**Section 15. Attendance at Conferences/Workshops.**

**Subd. 1. Required.** If required to attend workshops/in-services/conferences, the employee will be paid for the designated hours of the workshop up to 7 ½ hours (unpaid lunch) or 8 hours (paid lunch) a day, including travel time.

**Subd. 2. Non-Required.** If employees are not required to attend a workshop/in-service/conference, but wish to do so, and are given approval from the Principal/Superintendent, they will be paid during the start and end times on the workshop/in-service agenda. The maximum compensation is up to 8 hours a day, excluding travel time.

**ARTICLE V**

**LEAVES OF ABSENCE**

**Section 1. Sick Leave.** Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to the employee's illness and/or disability, which prevented attendance at school and performances of duties on that day or days. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

**Subd. 1. Rate Sick Leave is Earned.** An employee shall earn sick leave at the rate of one (1) day for each full month of service employed in the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year. An employee who works fewer than 8 hours a day shall earn pro-rated sick leave. (All employees hired prior to July 1, 1996 shall earn fourteen (14) days of sick leave per year, as long as there is no break in service.)

**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 an employee's spouse or domestic partner, child/stepchild or parent/stepparent, and, in the case of an employee's parent-in-law, not to exceed three (3) days. The leave days taken shall be deducted from the employee's accumulated sick leave.

Up to five (5) additional days shall be granted, per occurrence, with a deduction for substitute employee pay, for the serious illness of an employee'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 employee 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.** Unused sick leave days may accumulate to a maximum of one hundred twenty (120) days of sick leave per employee. All employees hired prior to July 1, 1996 shall be reimbursed for 25% of the days exceeding one hundred twenty (120) days of accumulated sick leave. Reimbursement shall be at the employee's daily rate of pay at the end of that school year.

**Subd. 4. Medical Note.** The School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District. In the event that a medical certificate will be required, the employee will be so advised.

**Subd. 5. Pay Request Form.** Sick leave pay shall be approved only upon completion of request in AESOP.

**Section 2. Personal Leave.** Starting with their first (1st) year in the School District, an employee shall earn personal leave at the rate of two (2) days per year and may accumulate up to three (3) days of personal leave by banking one (1) day per year. Use of any combination of yearly earned personal leave and banked personal leave shall not exceed three (3) days at any given time. Banked days can only be used after the regular, allocated one (1) day provided in this section is used. Employees 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. Employees who work fewer than eight (8) hours shall earn pro-rated personal leave.

**Subd. 1. Number of Employees on Leave at Same Time.** Except in extreme emergencies, personal leave shall be requested through AESOP at least twenty-four (24) hours in advance. No more than two (2) employees per building may be on personal leave on any given day.

**Subd. 2. Discretion of Employee's Supervisor.** The use of personal leave is at the discretion of the employee's supervisor and shall not be used to perform work for pay. Additional days off without pay shall not be taken without prior approval of the Superintendent.

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

**Section 4. 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 the death of an employee's spouse or domestic partner, child/stepchild or parent/step-parent, and, in the case of an employee's parent-in-law, not to exceed three (3) days.

**Subd 2.** Up to five (5) additional days shall be granted, per occurrence, with a deduction for substitute employee pay, for the death of an employee'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 employee pay, for the death of a parent-in-law.

**Subd 3.** A leave of absence without loss of pay, not to exceed two (2) days for each occurrence, shall be granted for death of an employee's brother or sister, brother-in-law, sister-in-law, grandparents, son or daughter-in-law, grandparent-in-law, 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 employee pay.

**Subd 4.** For the death of other relatives and friends, an employee shall be granted up to one day of bereavement leave, for each occurrence, with deduction for substitute employee pay. Deduction for substitute employee pay shall include salary, PERA, FICA/Medicare. Bereavement days must be used consecutively at one time. Deduction for substitute pay shall occur whether or not a substitute is employed for the absent employee.

**Section 5. 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 an employee's spouse, child, or parent, and
- d. The employee'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 Article VI, are unpaid, nothing herein shall preclude an employee from utilizing paid leave otherwise provided in this Agreement, provided the employee 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 6. 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 7. Jury Leave.** An employee called for jury service shall be granted a jury leave without loss of pay, but any sum paid the employee for jury duty (exclusive of mileage and other expenses) shall be assigned by the employee to the School District.

**Section 8. 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 9. 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 proceeding 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 10. 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 11. 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 2. 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 3. 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 4. Eligibility.** Employees shall be eligible for leave benefits proportional to the extent of their employment.

**Subd 5. 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. This applies to all employees including bus drivers.

**ARTICLE VI**  
**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:

2023-2025

Single, not to exceed \$6500

Family, not to exceed \$13,000

**Subd. 1. Prorated Premiums.** Employees working at least 25 hours per week, but less than 40 hours per week shall have hospital-medical premium benefits prorated. Any additional cost of the premium shall be paid by the employee and through payroll deduction.

**Subd 2. Eligibility.** Eligibility is subject to any limitations contained in the contract between the insurance carrier and the School District.

**Subd 3. Duration of Insurance Contribution.** An employee is eligible for School District contribution as provided in this Article as long as the employee is employed and on paid status by the School District. Upon termination of employment or upon moving to an unpaid status, all School District contributions shall cease.

**Subd 4. Claims Against the School District.** It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as determines are appropriate, and that no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

**Section 3. Cash-in-Lieu.** Qualifying individuals working 1,500 hours or more have the option of taking hospital medical insurance or receiving a payment equal to 50% of the single contribution. 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. The qualifying individual's employee working 1,500 hours or more have the option of taking hospital medical insurance or receiving a payment equal to fifty (50%) of the single contribution. This amount will be paid to the employee, in the form of taxable salary, through the payroll process and only upon documented proof of being covered under the minimal requirement of the "Affordable Care Act" Cash-in-lieu will no longer be an option or given for any employees hired after July 1, 2019.

**Section 4. Long-Term Disability Insurance.** To participate in the Long-Term Disability Insurance program, an employee must work 1200 hours per year. 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.

**Section 5. Life Insurance.** To participate in the Life Insurance program, an employee must work 25 hours per week. The School District shall pay for \$50,000 coverage in a term-life policy. An employee may purchase an additional \$50,000, paid for through payroll deduction.

**Section 6. Flexible Spending Accounts.** All employees are eligible to participate in the School District's Flex Plan. This plan allows for the tax sheltering of out of pocket medical and child care expenses. Details are available from the District Office.

**Section 7. Non-Working Months.** During non-working months, employees who enroll in School District-provided insurances shall pay the full cost of such insurance, with no School District contribution. Food service employees working 40 hours per week and less than 12 months per year shall receive the full district's contribution divided among their working months.

## ARTICLE VII

### HOLIDAYS

**Section 1. Paid Holidays.** Employees working shall be granted the following paid holidays:

- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Day

When a Holiday falls on a weekend the manager will decide if the vacation day is taken on the Friday before or the Monday following that weekend.

## ARTICLE VIII

### 403B MATCHING CONTRIBUTION PLAN

**Section 1. Eligibility.** After one year of service in the School District, Employees will be eligible to participate in the deferred matching compensation plan in accordance with the M.S. 356.24. and the School District shall contribute annually an amount equal to the amount contributed by the employee subject to the limits listed below. The District Office Secretary, School Healthcare Provider, LPN, and Technology Assistant hired after July 1, 2012 will only be eligible to participate in the deferred matching program and not the severance pay benefit in Article XI. The School District's lifetime maximum contribution to the deferred matching program shall not exceed \$4,500.

**Section 2. Employee Match.** The School District's contribution will be up to \$400 a year. The School District will make the forgoing matching contribution to only those employees choosing to participate in an approved 403(b) annuity 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. Employees may contribute any dollar amount in excess of the maximum yearly district match, but the annual limit on the amount individual employees may contribute to his/her 403(b) annuity account shall be governed by the applicable sections of the Internal Revenue Code and Regulations. If an employee 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.

The employee's elected contribution for the plan year (September 1 to the following August 31) shall be divided and withheld equally over the nine-month period between September 30<sup>th</sup> and June 15<sup>th</sup>.

**Section 3. Approved Plans.** The School District will make matching contributions only to deferred compensation plans offered by vendors selected by the School District.

**Section 4. 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 15<sup>th</sup>, 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<sup>st</sup> to the following August 31<sup>st</sup>. The employee is solely responsible for filing the Intent to Participate form.

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 5. Death of an Employee Participant.** If an employee participant dies before retirement, the employee's 403(b) annuity account shall be given to his/her designated beneficiary, if any, otherwise to his/her estate.

**Section 6. 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 7. Applicable Laws.** The 403(b)-annuity matching program of Independent School District No. 485 and/or the School District is subject to the Laws of the State of Minnesota, Minnesota Statutes Section 365.24 and the Internal Revenue Code. 26 U.S.C. at 403(b).

**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 decisions 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 IX

### SENIORITY/REDUCTION IN FORCE

#### **Section 1. Seniority.**

**Subd. 1. Computing Seniority.** Seniority shall be computed in terms of an employee's years (whole years) of continuous experience in the School District.

**Subd. 2. Gaining Seniority.** The employee work year is generally the same as or similar to the school year. To gain seniority an employee must begin work by January 1st and work continuously through the end of the school year. An employee on a leave which reduces the work year to less than half, except for normal sick leave, will not earn seniority that year.)

**Subd. 3. Minimum Work Hours/Months.** Seniority shall only accrue to employees who work a minimum of 15 hours a week and more than half the employee's work year. [NOTE: Because bus drivers work a very different schedule, their seniority will be determined by different criteria for bus driving.] Employees will continue to earn seniority provided they work at least half of the school year regardless of the number of hours worked per day. Where employees work varying schedules (e.g. every other day), their hours per week shall be averaged to determine if they meet the minimum.

**For example:**

Employee A began work March 1st. On June 30th, the employee has no seniority because he/she did not work half of the school year. On June 30th, of the following year, the employee will have one-year seniority.

Employee B began work December 31<sup>st</sup>. On June 30th, of the following year, the employee has one-year seniority because he/she worked half the school year.

**Subd. 4. Determining the 15 Hour Minimum.** In determining the 15-hour minimum, all hours worked will be averaged; therefore, three hours a day five days a week, six hours every other day, or three hours a day five days a week or, two hours a day for one semester and four hours a day for the other semester all be the equivalent of 15 hours a week.

**Subd. 5. Continuous Employment.** An employee's seniority will be considered to be continuous, even though an employee does not work over the summer.

**Subd. 6. Level/Classification.** Seniority shall be within the level/classification and related lower level/classification.

**Subd. 7. Earning Seniority.** An employee on an approved leave of absence for more than half a work year shall not earn seniority for that year.

**Subd. 8. Earning Seniority in More than One Classification.** If an employee is working in more than one classification, the employee accrues seniority in the classification where the employee is scheduled for a majority of the time. If an employee works in two or more classifications for an equal amount of time, the employee will choose the one area in which he/she wishes seniority to accrue. All hours worked will be used to determine eligibility for seniority in all classifications.

**Subd. 9. Ties in Seniority.** Ties will be resolved by the School District.

**Subd. 10. Probationary Period.** Employees shall acquire seniority within their classification upon completion of the probationary period, if they have met the minimum requirements. The period of probation shall count towards their seniority. If more than one employee commences work on the same date, seniority ranking for such employees shall be determined by the School District, which shall consider the needs of the School

District and the capabilities of the employees involved including, but not limited to, such qualities as performance, attitude, competence, cooperation, attendance, and evaluations.

## **Section 2. Layoff.**

**Subd. 1. Order of Layoff.** Employees with the least seniority in their level/classification shall be laid off first.

**Subd. 2. Displacing a Less Senior Employee.** An employee will have the right to displace a less senior employee only when the employee's position is eliminated. An employee whose position is eliminated, if qualified, shall have the right to displace the next less senior person in the classification. If there is no person in the classification subject to displacement, the employee shall have the right to displace from the next lower related classification the most senior person. This policy does not apply in those cases where a layoff is due to a building being closed temporarily because of equipment breakdown, quarantine, loss of utility, or damages from natural or unnatural disasters.

**Subd. 3. Related Classifications.** Manner in which displacement will occur:  
Food Service: Head Cook-Lead Cook-Cook-Dishwasher/Kitchen Helper  
Transportation: Transportation Safety Supervisor-Bus/Van/Mechanic  
Healthcare: RN-LPN

## **Section 3. Recall.**

**Subd. 1. Duration of Seniority.** Employees who have been laid off shall retain their seniority and right to recall, within related classifications, in seniority order, for a period of twelve (12) months from the date of lay-off.

**Subd. 2. Notice of Reinstatement.** When placed on unrequested leave, an employee shall file with the School District personnel office his/her name and address 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 employee at the last known address shall be sufficient, and it shall be the responsibility of any employee on unrequested leave to provide for forwarding of mail or for address changes. Failure of a notice to reach an employee shall not be the responsibility of the School District if any notice has been mailed as provided herein.

**Subd. 3. Acceptance of Reinstatement.** If an opening subsequently occurs, the laid off employee with the most continuous service shall be the first recalled. The School District shall mail, by certified mail, the notice to such employee who shall have one (1) week from the date of such notice to accept the reemployment in writing. If a former employee elects not to return to work within one (1) week when recalled, the employee shall lose recall status.

**Subd. 4. Forfeiting Seniority.** An employee who is properly discharged or resigns shall forfeit seniority, and in the event of re-employment, seniority rights shall begin as of the date of re-employment.

**Section 4. Transfer.** When an employee changes classification or when the employee's hours for which he/she is paid are split between more than one classification and these results in a change in classifications, the employee will start accumulating seniority in the new classification at that time. Seniority will transfer only into related classifications (see listing above).

**Section 5. Substitute.** Except where a substitute is subsequently hired as a permanent employee, substitute employees shall not accrue seniority. A long-term substitute who is continuously employed by the School District in the same classification and subsequently hired shall gain seniority with the School District if the substitute meets the seniority criteria listed above.

## ARTICLE X

### DISCHARGE AND RESIGNATION FROM EMPLOYMENT

**Section 1. Discharge From Employment.** At will employees may be discharged by the School District at any time, for any reason.

**Section 2. Resignation From Employment.** Employees resigning from employment shall give written notice to the Superintendent fourteen (14) calendar days prior to the effective day of resignation. Employees not giving the above notice shall forfeit all accrued benefits at the time of termination.

## ARTICLE XI

### SEVERANCE PAY

**Section 1. Employees With 20-25 Years of Service.** Any employee who has completed 20 years of continuous service with the School District and who has attained the minimum age of 55 or any employee who has completed 25 years of continuous service with the School District will receive one-third (1/3) of their accumulated sick leave hours as severance pay upon leaving service with the School District unless terminated for cause.

**Section 2. Employees With 30 Years of Service.** Any employee who has completed 30 years of continuous service with the School District will receive one-half (1/2) of their accumulated sick leave hours as severance pay upon leaving service with the School District unless terminated for cause. Payment will be based upon the current rate of pay.

**Section 3. Payment Method.** The severance benefit amount will be paid by the School District to a qualified 403b plan (See Article VIII).

## ARTICLE XII

### RESOLUTION OF DISPUTES

**Section 1. Application.** Employees who are having difficulty with another employee or their supervisor are required to contact their immediate supervisor to resolve the difficulty. If the difficulty cannot be resolved at that level, they are to proceed through the administrative structure--supervisor, principal, superintendent, school board, in that order--to resolve their concern.

## APPENDIX A

### SALARY SCHEDULE 2023-2024 WAGE SCHEDULE

Step	Lead Cook	Head Cook	Bus Drivers	Van Drivers	Activity Driver	Shop Work	Bus Mechanic	LPN	RN
<b>0</b>	\$16.63	\$17.65	\$23.05	\$17.02	\$16.17	19.76	\$23.05	\$18.46	\$28.28
<b>1</b>	\$17.04	\$18.11	\$23.42	\$17.02	\$16.17	19.76	\$23.05	\$19.11	\$29.13
<b>2</b>	\$17.24	\$18.56	\$23.76	\$17.02	\$16.17	19.76	\$23.05	\$19.73	\$30.00
<b>3</b>	\$17.88	\$19.01	\$24.12	\$17.02	\$16.17	19.76	\$23.05	\$20.38	\$30.89
<b>4</b>	\$18.30	\$19.50	\$24.47	\$17.02	\$16.17	19.76	\$23.05	\$21.00	\$31.78
<b>5</b>	\$18.73	\$19.96	\$25.36	\$17.02	\$16.17	19.76	\$23.05	\$21.65	\$32.66
<b>6</b>	\$19.17	\$20.41		\$17.02	\$16.17	19.76	\$23.05	\$22.29	\$33.53
<b>7</b>	\$20.06	\$20.94		\$17.02	\$16.17	19.76	\$23.05	\$22.90	\$34.51
<b>8</b>	\$20.53	\$21.34		\$17.02	\$16.17	19.76	\$23.05	\$23.54	\$35.39
<b>9</b>	\$20.99	\$22.28		\$17.02	\$16.17	19.76	\$23.05	\$24.18	\$36.27
<b>10</b>	\$16.63	\$22.79		\$17.02	\$16.17	19.76	\$23.05	\$24.83	
<b>11</b>	\$17.04	\$23.28		\$17.02	\$16.17	19.76	\$23.05	\$25.92	

**APPENDIX B**

**SALARY SCHEDULE  
2024-2025 WAGE SCHEDULE**

Step	Lead Cook	Head Cook	Bus Drivers	Van Drivers	Activity Driver	Shop Work	Bus Mechanic	LPN	RN
<b>0</b>	\$17.04	\$18.09	\$23.74	\$17.54	\$16.66	\$20.35	\$23.74	\$18.92	\$28.99
<b>1</b>	\$17.46	\$18.56	\$24.12	\$17.54	\$16.66	\$20.35	\$23.74	\$19.59	\$29.86
<b>2</b>	\$17.67	\$19.03	\$24.47	\$17.54	\$16.66	\$20.35	\$23.74	\$20.22	\$30.75
<b>3</b>	\$18.32	\$19.49	\$24.85	\$17.54	\$16.66	\$20.35	\$23.74	\$20.89	\$31.67
<b>4</b>	\$18.75	\$19.98	\$25.21	\$17.54	\$16.66	\$20.35	\$23.74	\$21.52	\$32.57
<b>5</b>	\$19.19	\$20.46	\$26.12	\$17.54	\$16.66	\$20.35	\$23.74	\$22.19	\$33.48
<b>6</b>	\$19.65	\$20.92		\$17.54	\$16.66	\$20.35	\$23.74	\$22.85	\$34.37
<b>7</b>	\$20.56	\$21.46		\$17.54	\$16.66	\$20.35	\$23.74	\$23.47	\$35.37
<b>8</b>	\$21.04	\$21.87		\$17.54	\$16.66	\$20.35	\$23.74	\$24.12	\$36.28
<b>9</b>	\$21.52	\$22.84		\$17.54	\$16.66	\$20.35	\$23.74	\$24.78	\$37.18
<b>10</b>		\$23.36		\$17.54	\$16.66	\$20.35	\$23.74	\$25.45	
<b>11</b>		\$23.86		\$17.54	\$16.66	\$20.35	\$23.74	\$26.57	

**ROYALTON SCHOOL DISTRICT NO. 485**  
**ROYALTON, MINNESOTA**

District Agreement on the Terms and  
Conditions of Employment for 12 Month  
Non-Union Employees Manual

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Approved by the Board on September 25, 2023

Royalton School District 485 appreciates the diversity of human beings and does not discriminate on the basis of race, color, creed, national origin, marital status, status with regard to public assistance, age, sex, religion, sexual orientation or disability. The School 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.

## TABLE OF CONTENTS

<b>ARTICLE</b>	<b>I</b>	<b>INTRODUCTION</b>	<b>3</b>
<b>ARTICLE</b>	<b>II</b>	<b>EMPLOYEE RIGHTS</b>	
Section	1	Public Employees Retirement Association (PERA)	4
Section	2	Posting of New Positions	4
Section	3	Personnel Files	4
Section	4	Probationary Period	4
<b>ARTICLE</b>	<b>III</b>	<b>HOURS OF SERVICE AND DUTY YEAR</b>	
Section	1	Basic Work Week	5
Section	2	Basic Work Year	5
Section	3	Shifts and Starting Time	5
Section	4	Right of Assignment	5
Section	5	Shift Changes	5
Section	6	Overtime	5
Section	7	School Closings	5
<b>ARTICLE</b>	<b>IV</b>	<b>RATES OF PAY</b>	
Section	1	Rates of Pay	5
Section	2	Step Placement	6
Section	3	Eligibility for Step Advancement	6
Section	4	Longevity Pay	6
Section	5	Pay Methods	6
Section	6	Transfer to Another Position Within the Non-Union Group	6
Section	7	Substitute Pay	6
Section	8	Shift Differential	6-7
Section	9	Clothing Allowance	7
Section	10	Comparable Worth	7
Section	11	Temporary Employment	7
Section	12	Training	7
Section	13	Attendance at Conferences	7
Section	14	District Provided Cell Phone	7
Section	15	Health Savings Account/Wellness Account	7
<b>ARTICLE</b>	<b>IV</b>	<b>LEAVES OF ABSENCE</b>	
Section	1	Sick Leave	8
Section	2	Personal-Flex Leave	8
Section	3	Vacation	9
Section	4	Bereavement Leave and Illness in the Immediate Family	9
Section	5	Family and Medical Leave	10
Section	6	Emergency Medical Leave	10-11
Section	7	Jury Leave	11
Section	8	Military Leave	11

Section 9	General Leave	11
Section 10	All Other Leave	11
Section 11	Workers' Compensation	11-12
<b>ARTICLE VI</b>	<b>GROUP INSURANCE</b>	
Section 1	Selection of Carrier	12
Section 2	Health and Hospitalization Insurance	12
Section 3	Cash-in-Lieu	13
Section 4	Long-Term Disability Insurance	13
Section 5	Life Insurance	13
Section 6	Flexible Spending Accounts	13
<b>ARTICLE VII</b>	<b>HOLIDAYS</b>	
Section 1	Paid Holiday	13
<b>ARTICLE VIII</b>	<b>403(b) MATCHING CONTRIBUTION PLAN</b>	14
Section 1	Eligibility	14
Section 2	Employee Match	14
Section 3	Approved Plans	14
Section 4	Intent to Participate/Enrollment Period	14
Section 5	Death of an Employee Participant	14
Section 6	Discontinuance of Service	15
Section 7	Applicable Laws	15
Section 8	Portfolio Management	15
Section 9	Hold Harmless Provisions	15
<b>ARTICLE IX</b>	<b>SENIORITY/REDUCTION IN FORCE</b>	
Section 1	Seniority	15-16
Section 2	Layoff	16
Section 3	Recall	16-17
Section 4	Transfer	17
Section 5	Substitute	17
<b>ARTICLE X</b>	<b>DISCHARGE AND RESIGNATION FROM EMPLOYMENT</b>	
Section 1	Discharge from Employment	17
Section 2	Resignation from Employment	17
<b>ARTICLE XI</b>	<b>SEVERANCE PAY</b>	
Section 1	Employees with 25 Years of Experience	17
Section 2	Employees with 30 Years of Experience	17
Section 3	Payment Methods	18
<b>ARTICLE XII</b>	<b>RESOLUTION OF DISPUTES</b>	18
<b>APPENDIX A</b>	<b>SCHEDULE A 2023-2025 WAGE SCHEDULE</b>	19
<b>APPENDIX B</b>	<b>SCHEDULE B 2023-2025 WAGE SCHEDULE</b>	20

## ARTICLE I

### INTRODUCTION

This district manual summarizes School District Policies pertaining to terms and conditions of employment for non-union, School District employees. The School District maintains the right to revise these policies at any time, with notice to the employees, and may agree by individual contract to limit or expand the terms and conditions of employment outlined in this manual. Where these policies differ from state and federal law, the applicable law will be followed.

This manual has been produced to inform employees of School District policies and benefits. In and of itself, this manual creates no obligation for the School District regarding continuation or administration of any of the benefits described. All non-union employees are hired on an at-will basis, unless otherwise specified by State law.

This manual is intended to serve as a guide for employees in understanding some of the basic policies and procedures pertaining to employment. The policies and procedures described in this manual are applied at the discretion of the School District, and may be withdrawn or changed at any time without prior notice.

**This manual is not an employment contract and should not be interpreted as creating an employment contract or rights to any outlined benefits with any employees of the school district.**

## ARTICLE II

### EMPLOYEE RIGHTS

**Section 1. Public Employees Retirement Association.** Employees who meet the eligibility requirements for PERA, as defined by state statute, are required by law to join PERA.

**Section 2. Posting of New Positions.** New positions will be posted in each building whenever they become available. Applicants must submit their application in AppliTrack before the close of the posting. The School District maintains the right to select the most qualified person for the position and to select from School District or Non-School District personnel.

**Section 3. Personnel Files.** Employees shall have the right to examine their personnel files subject to the following conditions: (A) An employee, 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 an employees' personnel folder unless the employee has been sent a dated copy at the time of filing. The employee 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 employee's personnel file. (C) An employee 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 employee under the grievance procedure shall not be placed in the personnel file of the employee; nor shall such a grievance be utilized in personnel assignments.

**Section 4. Probationary Period.** The first year of employment (the employee's normal year of service, but not less than nine months), shall be considered a probationary period. During such probationary period, an employee will have no recourse if discharged by the School District. An employee who is transferred or promoted to a different position shall serve a probationary period of 90 working days in the new position. During this ninety (90) working day probationary period, if it is determined by the School District that the employee's performance in the new classification/position is unsatisfactory, the School District shall have the right to reassign the employee to his/her former or similar classification/position.

## ARTICLE III

### HOURS OF SERVICE AND DUTY YEAR

**Section 1. Basic Work Week.** The regular work week shall be prescribed by the School District for employees. Employees will be paid only for the days and hours that they work.

**Section 2. Basic Work Year.** The regular work year shall be prescribed by the School District for employees.

**Section 3. Shifts and Starting Time.** All employees will be assigned starting time and shifts as determined by the School District. Starting time and shifts may be changed during the school year at the discretion of the School District.

**Section 4. Right of Assignment.** The School District maintains the right to assign employees as it deems necessary.

**Section 5. Shift Changes.** The School District maintains the right to change an employee's shift during the year to meet School District needs.

**Section 6. Overtime.** An employee may be required by the School District to perform overtime work. Any overtime must be pre-approved by the Superintendent, except in emergencies when a principal may pre-approve it.

#### **Section 7. School Closing.**

**Subd. 1 School Closing.** In the event that school is closed, delayed, or released early for any reason, 260 Day Employees are required to still perform services and may be required to change their daily hours. The director (or superintendent if the director is not available) may release the employees early because of hazardous to life and limb driving conditions with full compensation for the day.

## ARTICLE IV

### RATES OF PAY

#### **Section 1. Rates of Pay.**

**Subd. 1. Salary Schedules.** The wages and salaries reflected in the attached salary schedules shall govern employee wages and salaries. The wage and salary schedule may be revised from time to time at the sole discretion of the School District.

**Subd. 2. Step Advancement.** Advancement on any salary schedule shall be subject to the terms outlined in this manual, and may be granted to employees by the School District when the School District in its sole discretion determines that a step advancement is warranted.

**Subd. 3. Salary Increases.** An individual employee's salary advancement is subject to the right of the School District to determine whether a salary increase is warranted.

**Section 2. Step Placement.** New employees may be placed on the salary schedule commensurate with their experience and training to a limit of four (4) years. The Board of education, at its discretion, may grant up to eight (8) years of outside credit.

**Section 3. Eligibility for Step Advancement.** To be eligible for an increment (step) on July 1 of a given year, the employee must be employed in the School District prior to the preceding January 1, and have worked for at least one-half of the work year.

**Section 4. Longevity Pay.** Each employee, after completing the top step of their current pay scale, and after earning 10 years of seniority in the School District (based on seniority list) may receive longevity pay (non-accumulative) as follows:

0–9 years of seniority=\$0  
10-12 years of seniority = \$.25/hour  
13-16 years of seniority = \$.35/hour  
17+ years of seniority = \$.40/hour

**Section 5. Pay Methods.** Employees shall be paid according to pay period methods established by the School District. Employees will be paid on a semi-monthly pay period method through direct deposit. Employees carrying timesheets will be paid two weeks behind.

**Section 6. Transfer to Another Position Within the Non-Union Group.**

**Subd. 1. Higher Related Position.** An employee transferring into a higher related category (e.g., lead cook to head cook, custodian to lead, and lead to head) will be given 1 year of experience for every 2 years of experience, but will not receive less than their current pay. If their experience places them on a step less than their current rate of pay, the employee will be placed on the step which more nearly approximates their current pay, but which will not be less than their current pay.

**Subd. 2. Equivalent Related Position.** If transferring within an equivalent related category the employee will receive his/her current pay.

**Subd. 3. Lower Related Position.** If transferring down into a related position, the employee would be placed on the same step as in the previous category.

**Subd. 4. Non-Related Position.** Experience credit will not apply to transfers into non-related position (e.g., bus driver to cook, custodians to paraprofessionals).

**Section 7. Substitute Pay.** All employees shall receive regular pay when substituting for any other position (occasional substitute). After subbing for 10 consecutive work days in a higher classification, an employee will receive their regular pay plus \$.50/hr or the 0 Step of the category subbing in whichever is higher retroactive to the first day of subbing. If subbing in a lower classification, employees will receive their regular rate of pay (long-term substitute).

**Section 8. Shift Differential.** There is a \$.50 per hour increase in hourly rate for employees assigned to the late shift. This applies only to those shifts worked at night (majority of the shift is worked after 6:00 pm). During

summers, holidays and other times when working a regular shift, the differential does not apply. Employee's shifts and working hours are subject to change.

**Section 9. Clothing Allowance.** Full time custodians will receive \$ 200.00 per year to purchase appropriate clothing for their position.

**Section 10. Comparable Worth.** Rate of pay for all employees will be governed by the Pay Equity Act (Comparable Worth).

**Section 11. Temporary Employment.** Temporary employment refers to an employee who is hired temporarily (e.g., summer help in the office or with custodial work). None of the terms and benefits of this manual apply to temporary employment. The rate of pay will be set by the School District.

**Section 12. Training.** Payment for tuition and expenses related to training beyond the normal work day or work year must be pre-approved by the Superintendent. Unless required, this training is without salary or stipend.

**Section 13. Attendance at Conferences/Workshops.**

**Subd. 1. Required.** If required to attend workshops/in-services/conferences, the employee will be paid for the designated hours of the workshop up to 7 ½ hours (unpaid lunch) or 8 hours (paid lunch) a day, including travel time.

**Subd. 2. Non-Required.** If employees are not required to attend a workshop/in-service/conference, but wish to do so, and are given approval from the Principal/Superintendent, they will be paid during the start and end times on the workshop/in-service agenda. The maximum compensation is up to 8 hours a day, excluding travel time.

**Section 14. District Provided Cell Phone.** The Administrative Assistant to the Superintendent shall be provided with a district paid for cell phone and plan to assist with after hours communication and social media posts.

**Section 15. Health Savings Account/Wellness Account.** The School District shall also contribute \$250 annually into an HSA or Wellness account of each full-time Technology Assistant employed by the School District.

## ARTICLE V

### LEAVES OF ABSENCE

**Section 1. Sick Leave.** Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to the employee's illness and/or disability, which prevented attendance at school and performances of duties on that day or days. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

**Subd. 1. Rate Sick Leave is Earned.** An employee shall earn sick leave at the rate of one (1) day for each full month of service employed in the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year. An employee who works fewer than 8 hours a day shall earn prorated sick leave. (All employees hired prior to July 1, 1996 shall earn fourteen (14) days of sick leave per year, as long as there is no break in service.)

**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 an employee's spouse or domestic partner, child/stepchild or parent/stepparent, and, in the case of an employee's parent-in-law, not to exceed three (3) days. The leave days taken shall be deducted from the employee's accumulated sick leave.

Up to five (5) additional days shall be granted, per occurrence, with a deduction for substitute employee pay, for the serious illness of an employee'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 employee 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.** Unused sick leave days may accumulate to a maximum of one hundred twenty (120) days of sick leave per employee. All employees hired prior to July 1, 1996 shall be reimbursed for 25% of the days exceeding one hundred twenty (120) days of accumulated sick leave. Reimbursement shall be at the employee's daily rate of pay at the end of that school year.

**Subd. 4. Medical Note.** The School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District. In the event that a medical certificate will be required, the employee will be so advised.

**Subd. 5. Pay Request Form.** Sick leave pay shall be approved only upon completion of request in AESOP.

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

**Section 3. Vacation.** At the beginning of each contract year each employees working 12-months shall be credited with vacation pay according to the following schedule:

0-1 years	= 5 days
2-4 years	= 10 days
5-9 years	= 15 days
10+ years	= 20 days

**Subd 1. Requesting Vacation.** Vacation time must be scheduled and approved by the employee’s supervisor in advance. The School District reserves the right to limit the number of employees in a category on vacation or leave at any one time, or to deny any vacation request that may disrupt School District operations, in the sole discretion of the School District. All vacation must be taken the year earned and no vacation time may be carried over into the following year, unless a special arrangement is made with the Superintendent.

**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 the death of an employee's spouse or domestic partner, child/stepchild or parent/step-parent, and, in the case of an employee's parent-in-law, not to exceed three (3) days.

**Subd 2.** Up to five (5) additional days shall be granted, per occurrence, with a deduction for substitute employee pay, for the death of an employee’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 employee pay, for the death of a parent-in-law.

**Subd 3.** A leave of absence without loss of pay, not to exceed two (2) days for each occurrence, shall be granted for death of an employee’s brother or sister, brother-in-law, sister-in-law, grandparents, son or daughter-in-law, grandparent-in-law, 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 employee pay.

**Subd 4.** For the death of other relatives and friends, an employee shall be granted up to one day of bereavement leave, for each occurrence, with deduction for substitute employee pay.

**Subd 5.** Deduction for substitute employee pay shall include salary, PERA, FICA/Medicare. Deduction for substitute pay shall occur whether or not a substitute is employed for the absent employee.

**Subd 6.** Bereavement days must be used consecutively at one time.

**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 an employee's spouse, child, or parent, and
- d. The employee'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 Article VI, are unpaid, nothing herein shall preclude an employee from utilizing paid leave otherwise provided in this Agreement, provided the employee 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 2. Insurance Application-Paid Leave.** In the event the employee is on paid leave from the School District under Article V or supplemented by sick leave pursuant to Section 10, 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 3. 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 4. Eligibility.** Employees shall be eligible for leave benefits proportional to the extent of their employment.

**Subd 5. 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 VI

### 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:

2023-2025

Single, not to exceed \$6500

Family, not to exceed \$13000

**Subd. 1. Prorated Premiums.** Employees working at least 25 hours per week, but less than 40 hours per week shall have hospital-medical premium benefits prorated. Any additional cost of the premium shall be paid by the employee and through payroll deduction.

**Subd 2. Eligibility.** Eligibility is subject to any limitations contained in the contract between the insurance carrier and the School District.

**Subd 3. Duration of Insurance Contribution.** An employee is eligible for School District contribution as provided in this Article as long as the employee is employed and on paid status by the School District. Upon termination of employment or upon moving to an unpaid status, all School District contributions shall cease.

**Subd 4. Claims Against the School District.** It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as determines are appropriate, and that no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

**Section 3. Cash-in-Lieu.** Qualifying individuals working 1,500 hours or more have the option of taking hospital medical insurance or receiving a payment equal to 50% of the single contribution. 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. The qualifying individual's employee working 1,500 hours or more has the option of taking hospital medical insurance or receiving a payment equal to fifty (50%) of the single contribution. This amount will be paid to the employee, in the form of taxable salary, through the payroll process and only upon documented proof of being covered under the minimal requirement of the "Affordable Care Act" Cash-in-lieu will no longer be an option or given for any employees hired after July 1, 2019.

**Section 4. Long-Term Disability Insurance.** To participate in the Long-Term Disability Insurance program, an employee must work 1200 hours per year. 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.

**Section 5. Life Insurance.** To participate in the Life Insurance program, an employee must work 25 hours per week. The School District shall pay for \$50,000 coverage in a term-life policy. An employee may purchase an additional \$50,000, paid for through payroll deduction.

**Section 6. Flexible Spending Accounts.** All employees are eligible to participate in the School District's Flex Plan. This plan allows for the tax sheltering of out of pocket medical and child care expenses. Details are available from the District Office.

## ARTICLE VII

### HOLIDAYS

**Section 1. Paid Holidays for Employees Working 12 Months.** Employees working 40 hours per week/12 months are paid for eleven holidays:

- July 4th
- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day
- Juneteenth

When a Holiday falls on a weekend the Supervisor will decide if the vacation day is taken on the Friday before or the Monday following that weekend.

## ARTICLE VIII

### 403b MATCHING CONTRIBUTION PLAN

**Section 1. Eligibility.** After one year of service in the School District, Employees will be eligible to participate in the deferred matching compensation plan in accordance with the M.S. 356.24. and the School District shall contribute annually an amount equal to the amount contributed by the employee subject to the limits listed below. The Executive Assistant and Technology Assistant hired after July 1, 2012 will only be eligible to participate in the deferred matching program and not the severance pay benefit in Article XI. The School District's lifetime maximum contribution to the deferred matching program shall not exceed \$4,500.

**Section 2. Employee Match.** The School District's contribution will be up to \$400 a year. The School District will make the forgoing matching contribution to only those employees choosing to participate in an approved 403(b) annuity 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. Employees may contribute any dollar amount in excess of the maximum yearly district match, but the annual limit on the amount individual employees may contribute to his/her 403(b) annuity account shall be governed by the applicable sections of the Internal Revenue Code and Regulations. If an employee 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. The employee's elected contribution for the plan year (September 1 to the following August 31) shall be divided and withheld equally over the nine-month period between September 30<sup>th</sup> and June 15<sup>th</sup>.

**Section 3. Approved Plans.** The School District will make matching contributions only to deferred compensation plans offered by vendors selected by the School District.

**Section 4. 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 15<sup>th</sup>, 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<sup>st</sup> to the following August 31<sup>st</sup>. The employee is solely responsible for filing the Intent to Participate form.

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 5. Death of an Employee Participant.** If an employee participant dies before retirement, the employee's 403(b) annuity account shall be given to his/her designated beneficiary, if any, otherwise to his/her estate.

**Section 6. 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 7. Applicable Laws.** The 403(b)-annuity matching program of Independent School District No. 485 and/or the School District is subject to the Laws of the State of Minnesota, Minnesota Statutes Section 365.24 and the Internal Revenue Code. 26 U.S.C.at 403(b).

**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 decisions 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 IX

### SENIORITY/REDUCTION IN FORCE

#### **Section 1. Seniority.**

**Subd. 1. Computing Seniority.** Seniority shall be computed in terms of an employee's years (whole years) of continuous experience in the School District.

**Subd. 2. Gaining Seniority.** The employee work year is generally the same as or similar to the school year. To gain seniority an employee must begin work by January 1st and work continuously through the end of the school year. An employee on a leave which reduces the work year to less than half, except for normal sick leave, will not earn seniority that year.)

**Subd. 3. Minimum Work Hours/Months.** Seniority shall only accrue to employees who work a minimum of 15 hours a week and more than half the employee's work year.

**Subd. 4. Level/Classification.** Seniority shall be within the level/classification and related lower level/classification.

**Subd. 5. Earning Seniority.** An employee on an approved leave of absence for more than half a work year shall not earn seniority for that year.

**Subd. 6. Earning Seniority in More than One Classification.** If an employee is working in more than one classification, the employee accrues seniority in the classification where the employee is scheduled for a majority of the time. If an employee works in two or more classifications for an equal amount of time, the employee will choose the one area in which he/she wishes seniority to accrue. All hours worked will be used to determine eligibility for seniority in all classifications.

**Subd. 7. Ties in Seniority.** Ties will be resolved by the School District.

**Subd. 8. Probationary Period.** Employees shall acquire seniority within their classification upon completion of the probationary period, if they have met the minimum requirements. The period of probation shall count towards their seniority. If more than one employee commences work on the same date, seniority ranking for such employees shall be determined by the School District, which shall consider the needs of the School District and the capabilities of the employees involved including, but not limited to, such qualities as performance, attitude, competence, cooperation, attendance, and evaluations.

## **Section 2. Layoff.**

**Subd. 1. Order of Layoff.** Employees with the least seniority in their level/classification shall be laid off first.

**Subd. 2. Displacing a Less Senior Employee.** An employee will have the right to displace a less senior employee only when the employee's position is eliminated. An employee whose position is eliminated, if qualified, shall have the right to displace the next less senior person in the classification. If there is no person in the classification subject to displacement, the employee shall have the right to displace from the next lower related classification is the most senior person. This policy does not apply in those cases where a layoff is due to a building being closed temporarily because of equipment breakdown, quarantine, loss of utility, or damages from natural or unnatural disasters.

**Subd. 3. Related Classifications.** Manner in which displacement will occur:  
Custodial: Head Custodian-Evening Custodian Supervisor-Lead Custodian-Maintenance  
Custodian-Custodian

## **Section 3. Recall.**

**Subd. 1. Duration of Seniority.** Employees who have been laid off shall retain their seniority and right to recall, within related classifications, in seniority order, for a period of twelve (12) months from the date of lay-off.

**Subd. 2. Notice of Reinstatement.** When placed on unrequested leave, an employee shall file with the School District personnel office his/her name and address 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 employee at the last known address shall be sufficient, and it shall be the responsibility of any employee on unrequested leave to provide for forwarding of mail or for address changes. Failure of a notice to reach an employee shall not be the responsibility of the School District if any notice has been mailed as provided herein.

**Subd. 3. Acceptance of Reinstatement.** If an opening subsequently occurs, the laid off employee with the most continuous service shall be the first recalled. The School District shall mail, by certified mail, the notice to such employee who shall have one (1) week from the date of such notice to accept the reemployment in writing. If a former employee elects not to return to work within one (1) week when recalled, the employee shall lose recall status.

**Subd. 4. Forfeiting Seniority.** An employee who is properly discharged or resigns shall forfeit seniority, and in the event of re-employment, seniority rights shall begin as of the date of re-employment.

**Section 4. Transfer.** When an employee changes classification or when the employee's hours for which he/she is paid are split between more than one classification and these results in a change in classifications, the employee will start accumulating seniority in the new classification at that time. Seniority will transfer only into related classifications (see listing above).

**Section 5. Substitute.** Except where a substitute is subsequently hired as a permanent employee, substitute employees shall not accrue seniority. A long-term substitute who is continuously employed by the School District in the same classification and subsequently hired shall gain seniority with the School District if the substitute meets the seniority criteria listed above.

## ARTICLE X

### DISCHARGE AND RESIGNATION FROM EMPLOYMENT

**Section 1. Discharge From Employment.** At will employees may be discharged by the School District at any time, for any reason.

**Section 2. Resignation From Employment.** Employees resigning from employment shall give written notice to the Superintendent fourteen (14) calendar days prior to the effective day of resignation. Employees not giving the above notice shall forfeit all accrued benefits at the time of termination.

## ARTICLE XI

### SEVERANCE PAY

**Section 1. Employees With 25 Years of Service.** Any employee who completed 25 years of continuous service with the School District will receive one-third (1/3) of their accumulated sick leave hours as severance pay upon leaving service with the School District unless terminated for cause.

**Section 2. Employees With 30 Years of Service.** Any employee who has completed 30 years of continuous service with the School District will receive one-half (1/2) of their accumulated sick leave hours as severance pay upon leaving service with the School District unless terminated for cause. Payment will be based upon the current rate of pay.

**Section 3. Payment Method.** The severance benefit amount will be paid by the School District to a qualified 403b plan (See Article VIII).

## ARTICLE XII

### RESOLUTION OF DISPUTES

**Section 1. Application.** Employees who are having difficulty with another employee or their supervisor are required to contact their immediate supervisor to resolve the difficulty. If the difficulty cannot be resolved at that level, they are to proceed through the administrative structure--supervisor, principal, superintendent, school board, in that order--to resolve their concern.

## APPENDIX A

### SALARY SCHEDULE 2023-2024 WAGE SCHEDULE

Step	Custodians	Maintenance Custodian	Lead Custodians	Evening Custodian Supervisor	Executive Assistant	Technology Assistant
0	\$17.08	\$17.99	\$18.90	\$20.88	\$19.89	\$18.64
1	\$17.35	\$18.35	\$19.29	\$21.30	\$20.26	\$19.79
2	\$17.61	\$18.72	\$19.69	\$21.73	\$20.60	\$20.27
3	\$17.89	\$19.09	\$20.07	\$22.17	\$21.01	\$20.75
4	\$18.13	\$19.47	\$20.47	\$22.61	\$21.42	\$21.22
5	\$18.42	\$19.86	\$20.84	\$23.06	\$21.86	\$21.70
6	\$19.20	\$20.26	\$21.24	\$23.52	\$22.40	\$22.21
7	\$19.55	\$20.67	\$21.64	\$23.99	\$22.97	\$22.72
8	\$19.90	\$21.08	\$22.54	\$24.47	\$23.38	\$23.23
9			\$22.99	\$24.96	\$23.79	\$23.74
10					\$24.20	
11					\$24.61	

## APPENDIX B

### SALARY SCHEDULE 2024-2025 WAGE SCHEDULE

Step	Custodians	Maintenance Custodian	Lead Custodians	Evening Custodian Supervisor	Executive Assistant	Technology Assistant
0	\$17.50	\$18.44	\$19.37	\$21.40	\$20.39	\$19.11
1	\$17.79	\$18.81	\$19.77	\$21.83	\$20.77	\$20.29
2	\$18.05	\$19.19	\$20.18	\$22.27	\$21.12	\$20.78
3	\$18.33	\$19.57	\$20.57	\$22.72	\$21.54	\$21.26
4	\$18.59	\$19.96	\$20.98	\$23.18	\$21.96	\$21.75
5	\$18.88	\$20.36	\$21.36	\$23.64	\$22.41	\$22.24
6	\$19.68	\$20.77	\$21.77	\$24.11	\$22.96	\$22.76
7	\$20.04	\$21.19	\$22.18	\$24.59	\$23.54	\$23.29
8	\$20.40	\$21.61	\$23.10	\$25.08	\$23.96	\$23.81
9			\$23.56	\$25.58	\$24.38	\$24.33
10					\$24.81	
11					\$25.23	

# DIRECTOR OF TECHNOLOGY CONTRACT

Independent School District No. 485, Royalton, Minnesota (hereafter “School District”) enters into this agreement with David Lemm (hereafter “Employee”) as Director of Technology, who agrees to perform the duties assigned by the School District.

The School District and the Employee agree as follows:

## ARTICLE I

### 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 Article IX 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 II

### BASIC RIGHTS

**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 III

### DUTY YEAR

**Section 1. Basic Work Day/Week.** This is a salaried position. The Employee’s work schedule normally will be eight (8) hours/day; however, duties assigned to the Employee may require additional time and service beyond the typical 40-hour week as required to meet the needs of the job and the School District’s requirements. The daily work schedule will be determined by the superintendent and is subject to modification as so determined by the Superintendent.

**Section 1. Basic Work Year.** The Employee’s duty year shall consist of 260 work days inclusive of sick days and vacation 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 1. Determination of Days Worked.** At the beginning of the year, the Employee shall provide the Superintendent with a suggested calendar setting forth the 240 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 260 for the year.

## ARTICLE IV

### 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     \$72,741

**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. Mileage Reimbursement.** The School District shall reimburse the Employee for business use of his 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.

## ARTICLE V

### 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. 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 an employee's spouse or domestic partner, child/stepchild or parent/stepparent, and, in the case of an employee's parent-in-law, not to exceed three (3) days. The leave days taken shall be deducted from the employee's accumulated sick leave.

Up to five (5) additional days shall be granted, per occurrence, with a deduction of \$100/day, for the serious illness of the Employee's spouse or domestic partner, child/stepchild or parent/stepparent and up to three (3) additional days, per occurrence, shall be granted, with deduction of \$100/day, 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. Payout of Sick Upon Termination/Resignation.** 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-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. Vacation.** The Employee shall be entitled to 20 vacation days per year. The employee has the option of rolling over 5 vacation days a year not to exceed a total of 30 days.

**Subd 1. Requesting Vacation.** Vacation time must be scheduled and approved by the employee's supervisor in advance. The School District reserves the right to limit the number of employees in a category on vacation or leave at any one time, or to deny any vacation request that may disrupt School District operations, in the sole discretion of the School District.

**Section 4. 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 the death of a spouse, child or parent, and, in the case of the Employee's parent-in-law, not to exceed three (3) days. Up to five (5) additional days shall be granted, per occurrence, with a deduction of \$100/day, for the death of the Employee's spouse, child or parent and up to three (3) additional days, per occurrence, shall be granted, with deduction of \$100/day, for the death of a 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 death of the Employee'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. Up to two (2) additional days of bereavement leave shall be granted, per occurrence, with a deduction of \$100/day.

**Subd. 3.** For the death of other relatives and friends, the Employee shall be granted up to one day of bereavement leave, for each occurrence, with deduction of \$100/day.

**Subd. 4.** Deduction of \$100/day shall include salary, PERA, FICA/Medicare. Bereavement days must be used consecutively at one time.

**Section 5. 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 an employee's spouse, child, or parent, and
- d. The employee'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 Article VI, are unpaid, nothing herein shall preclude an employee from utilizing paid leave otherwise provided in this Agreement, provided the employee 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 6. 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 7. Jury Leave.** An employee called for jury service shall be granted a jury leave without loss of pay, but any sum paid the employee for jury duty (exclusive of mileage and other expenses) shall be assigned by the employee to the School District.

**Section 8. 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 9. 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 proceeding 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 10. 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 11. 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 VI

### 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:

**2023-2024**      Single, not to exceed \$7,000  
                         Family not to exceed \$12,000

**Subd. 1. District Contribution.** The School District contribution is based on a 260 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 2. Health Savings Account/Wellness Account.** The School District shall also contribute \$2,000 annually beginning July 1, 2019 into an HSA or Wellness account of full-time Director of Technology employed by the School District.

**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 VII

### HOLIDAYS

**Section 1. Paid Holidays** The Employee shall be entitled to 11 paid holidays each year of the Contract.

The 11 designated holidays will be:

- July 4<sup>th</sup>
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day
- Juneteenth

When a Holiday falls on a weekend the manager will decide if the vacation day is taken on the Friday before or the Monday following that weekend.

## ARTICLE VIII

### 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
0-2	\$300
3-6	\$600
7-8	\$900
9-12	\$1,200
13-15	\$1,800
16-19	\$2,000
20 +	\$1,000

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

**ARTICLE IX**

**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.

**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 \_\_\_\_\_ day of \_\_\_\_\_**

\_\_\_\_\_  
Director of Technology

<b>Community Education</b>			
<b>2023-2024</b>			
Step	<b>Assistants</b>	<b>Leads</b>	<b>Supervisor</b>
<b>0</b>	\$ 12.29	\$ 16.45	\$ 17.52
<b>1</b>	\$ 12.61	\$ 16.75	\$ 18.08
<b>2</b>	\$ 12.93	\$ 17.06	\$ 18.63
<b>3</b>	\$ 13.25	\$ 17.40	\$ 19.20
<b>4</b>	\$ 13.58	\$ 17.70	\$ 19.76
<b>5</b>	\$ 13.90	\$ 18.01	\$ 20.31
<b>6</b>	\$ 14.23	\$ 18.32	\$ 20.88
<b>7</b>	\$ 14.84	\$ 19.00	\$ 21.44
<b>8</b>	\$ 15.46	\$ 19.70	\$ 22.43
<b>2024-2025</b>			
Step	<b>Assistants</b>	<b>Leads</b>	<b>Supervisor</b>
<b>0</b>	\$ 12.60	\$ 16.86	\$ 17.96
<b>1</b>	\$ 12.93	\$ 17.17	\$ 18.53
<b>2</b>	\$ 13.25	\$ 17.49	\$ 19.10
<b>3</b>	\$ 11.82	\$ 17.84	\$ 19.68
<b>4</b>	\$ 13.58	\$ 18.14	\$ 20.25
<b>5</b>	\$ 13.92	\$ 18.46	\$ 20.82
<b>6</b>	\$ 14.25	\$ 18.78	\$ 21.40
<b>7</b>	\$ 14.59	\$ 19.48	\$ 21.98
<b>8</b>	\$ 15.21	\$ 20.19	\$ 19.31

Aging Items to Sell				Grade D Pricing					
Quantity	Total Technology Quote	Diamond Assets Quote	Second Life Mac Quote	Quantity	Total Technology Quote	Diamond Assets Quote	Second Life Mac Quote		
Apple MacBook Air i5 1.8 GHz 8GB RAM	40	\$200	\$120	\$160	Apple MacBook Air i5 1.8 GHz 8GB RAM	40	\$3,200	\$2,400	\$3,200
Apple MacBook Pro 2.3GHz 8GB RAM	1	\$240	\$150	\$210	Apple MacBook Pro 2.3GHz 8GB RAM	1	\$96	\$75	\$105
MacBook Pro "Core i5" 2.7 13" (2015)	1	\$150	\$150	\$125	MacBook Pro "Core i5" 2.7 13" (2015)	1	\$60	\$75	\$63
MacBook Air "Core i5" 1.6 11" (2015)	1	\$100	\$40	\$100	MacBook Air "Core i5" 1.6 11" (2015)	1	\$40	\$20	\$50
iPad mini 4th Gen	42	\$95	\$95	\$80	iPad mini 4th Gen	42	\$1,596	\$1,995	\$1,680
<b>Best Pricing Total Grade A</b>					<b>\$5,425</b>				
Grade A Pricing				Grade F Pricing					
Quantity	Total Technology Quote	Diamond Assets Quote	Second Life Mac Quote	Quantity	Total Technology Quote	Diamond Assets Quote	Second Life Mac Quote		
Apple MacBook Air i5 1.8 GHz 8GB RAM	40	\$8,000	\$4,800	\$6,400	Apple MacBook Air i5 1.8 GHz 8GB RAM	40	\$400	\$240	\$320
Apple MacBook Pro 2.3GHz 8GB RAM	1	\$240	\$150	\$210	Apple MacBook Pro 2.3GHz 8GB RAM	1	\$12	\$8	\$11
MacBook Pro "Core i5" 2.7 13" (2015)	1	\$150	\$150	\$125	MacBook Pro "Core i5" 2.7 13" (2015)	1	\$8	\$8	\$6
MacBook Air "Core i5" 1.6 11" (2015)	1	\$100	\$40	\$100	MacBook Air "Core i5" 1.6 11" (2015)	1	\$5	\$2	\$5
iPad mini 4th Gen	42	\$3,990	\$3,990	\$3,360	iPad mini 4th Gen	42	\$200	\$200	\$168
<b>Best Pricing Total Grade A</b>					<b>\$460</b>				
Grade B Pricing				Grade C Pricing					
Quantity	Total Technology Quote	Diamond Assets Quote	Second Life Mac Quote	Quantity	Total Technology Quote	Diamond Assets Quote	Second Life Mac Quote		
Apple MacBook Air i5 1.8 GHz 8GB RAM	40	\$6,800	\$4,080	\$5,440	Apple MacBook Air i5 1.8 GHz 8GB RAM	40	\$5,600	\$3,360	\$4,480
Apple MacBook Pro 2.3GHz 8GB RAM	1	\$204	\$128	\$179	Apple MacBook Pro 2.3GHz 8GB RAM	1	\$168	\$105	\$147
MacBook Pro "Core i5" 2.7 13" (2015)	1	\$128	\$128	\$106	MacBook Pro "Core i5" 2.7 13" (2015)	1	\$105	\$105	\$88
MacBook Air "Core i5" 1.6 11" (2015)	1	\$85	\$34	\$85	MacBook Air "Core i5" 1.6 11" (2015)	1	\$70	\$28	\$70
iPad mini 4th Gen	42	\$3,392	\$3,392	\$2,856	iPad mini 4th Gen	42	\$2,793	\$2,793	\$2,352
<b>Best Pricing Total Grade B</b>					<b>\$8,736</b>				

**QUOTE NO:** D20621  
**DATE:** 8/3/2023

**Total Rep**

Brendan Wittry  
 bwittry@totaltechnology.com

**Organization Information**

Royalton Public School

120 S. Hawthorn St.  
 Royalton, MN 56373  
 United States

David Lemm

dlemm@isd485.org

(320) 584 - 4260

Quantity	Description	Unit Rate	Total
42	MK6K2LLA-A-16GB 2015 Apple iPad Mini 4 7.9" Display 16GB Storage WiFi Only MK6K2LL/A - Silver	\$80.00	\$3,360.00
40	MQD32LLA-A-I518-8-S128 2017 Apple MacBook Air 13.3" Core i5 1.8GHz 8GB RAM 128GB SSD MQD32LL/A	\$200.00	\$8,000.00
1	MJVM2LLA-A-I516-4-S128 2015 Apple MacBook Air 11.6" Core i5 1.6GHz 4GB RAM 128GB SSD MJVM2LL/A	\$90.00	\$90.00
1	MPXQ2LLA-A-I523-8-S128 2017 Apple MacBook Pro 13.3" Core i5 2.3GHz 8GB RAM 128GB SSD MPXU2LL/A	\$240.00	\$240.00
1	MF839LLA-A-I527-16-S128 Apple MacBook Pro 13.3" Laptop Intel Core i5 2.70GHz 16GB RAM 128GB SSD MF839LL/A (A)	\$110.00	\$110.00

**Est. Total \$11,800.00**

**Offer Description**

Valid Through: 9/2/2023

Type: Sort & Settle

Expected Release Date: 8/21/2023

**Deductions Schedule**

Quote is for Grade A Material.

- No charger deduction for missing iPad chargers.
- Deductions may be applied for missing or damaged accessories, defective items, and cosmetic flaws.
- Deductions: A Grade-0%, B Grade-15%, C Grade-30%, D Grade-60%, F Grade-95%.

This service agreement with Total Technology is effective upon Royalton Public School's, hereafter referred to as the "Seller", acceptance of the terms and conditions specified below and acts as a legally binding agreement between Total Technology and the Seller. To accept the terms of this service agreement, sign and date this agreement and email a copy to your account executive.

## Terms and Conditions

- Total Technology in partnership with the Seller shall provide a buyback for IT assets listed on page one of this agreement.
- D20621 is valid through 9/2/2023 with an expected device release date of 8/21/2023.
- The quoted value is based on the product being in grade-A condition, meaning fully functional and free of cosmetic flaws.
- The deduction schedule is as described on page one of the quote.
- The Total Technology Grading Scale will be provided to the Seller on request.
- Additional deductions will be assessed as described below for missing accessories, engravings, and locked devices unless otherwise agreed to on page one of the quote.
- If noted on page one of the quote, Total Technology will provide prepaid shipping labels and customized packaging equipment to ensure secure shipping at no cost to the seller.
- If noted on page one of the quote, Total Technology will provide white glove pick-up service where Total Technology arrives on-site to remove devices, provides all necessary materials to package and palletize on-site, and coordinates logistics back to Total Technology at no cost to the seller.
- Total Technology reserves the right to return revenue for buyback products based on the value determined exclusively by the audit report performed by Total Technology.
- Total Technology will provide a progress report at any time during the audit process at the seller's request.
- Total Technology will provide a detailed line-item audit report with serial numbers, grade per device, and descriptions of any cosmetic deductions that were made during final grading.
- A Total Technology representative will review the audit report with the seller's contact prior to mailing the audit report and reconciliation check.
- Misrepresentation of devices by the Seller can result in deductions from the original buyback quote and will be depicted in the audit report and reconciliation.
- The product must be received at the Total Technology facility within 30 days of signing this agreement unless otherwise agreed upon by Total Technology and the Seller. Delays outside of Total Technology's control will result in a 2% deduction in Grade-A pricing for every 30 days effective immediately after the 30-day mark.
- Any device received in addition to the quoted devices will be applied a fair-market-value grade determined by current market value.

## Guaranteed Minimum Terms and Conditions

If Total Technology agreed to a minimum guarantee on page one of the quote:

- If the audit results in a higher value than the guaranteed minimum, Total Technology will pay the higher value.
- Minimum guarantees are based on the entire device fleet containing no more than 5% of devices deemed "F Grade". Any F Grade devices in excess of 5% will not be counted towards the minimum guarantee and instead be paid out at 5% of A-Grade value.
- Guaranteed minimums for devices are based on devices being removed from locked status prior to the scheduled audit start date. If devices are still locked at the time audit start date, the guarantee will be subject to change.
- Guaranteed minimums are based solely on devices. Missing accessory deductions will be applied after the settlement percentage has been calculated.

## Non-OEM/Defective Accessory Deduction

The following deductions will be applied for faulty accessories unless otherwise agreed upon by the seller and Total Technology and notated on quote. Faulty accessories consist of yellow and frayed cords unusable for resale and cosmetically damaged AC adapters beyond economic repair.

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• iPad/iPhone AC Adapter - \$6</li><li>• Laptop Power Adapter - \$10-\$25 depending on model</li><li>• Apple Laptop Battery - \$30-\$50 depending on model</li><li>• iMac power cord - \$10</li><li>• iMac Keyboard - \$25 (wireless) / \$15 (wired)</li></ul> | <ul style="list-style-type: none"><li>• Apple MacBook Power Adapter - \$30</li><li>• Non-Apple Laptop Battery - \$40</li><li>• iMac Mouse - \$25 (wireless) / \$15 (wired)</li></ul> |
|--|--|

## Deduction for engraving removal

- Apple Engraving - \$5
- 3rd Party Etching - \$20

## Locked Devices

Locked devices cause delays in the audit and payment timeline. Ensuring devices have been released before the start of the audit expedites the process.

- The seller will be granted a 1% increase to the final reconciliation percentage if there are no locked issues and applicable passwords are provided.
- If the seller needs a pre-audit serial number list to release devices from their MDM, a \$5 per device service fee will apply.
- Seller is given a 15-day grace period from the time the serial number list is provided to release devices. If devices remain locked during the audit, our team will be forced to set them aside and re-audit devices.
- Any device not released within the allotted grace period will be deemed an F grade or assessed with a new Grade-A value and reconciled separately.
- A \$10 audit fee per locked device will apply if devices remain locked after the grace period and audit start date.
- If the seller cannot release the device after 3 audit attempts, devices will be deemed F-Grades.
- All devices still locked 30 days after the grace period ends will be subject to a 10% decrease in the offer amount with an additional 10% deduction each subsequent month.

## CUSTOMER RESPONSIBILITIES

To optimize the overall customer experience, we require a few deliverables from our customers.

- Completion of device checklist form before scheduling pickup.
- Completion and review of Pick up from questionnaire before pick-up. This can be completed over the phone with your account executive.
- Devices must be removed from Google Enterprise Enrollment, MDM, ASM, and Apple ID Activation Locks. Failure to do so will result in additional deductions. See Locked Devices above.

## DATA SECURITY

Total Technology will remove all proprietary data from products purchased through this agreement before resale. Removal of proprietary data includes erasing hard drives, removing asset tags, and any engravings that represent the organization from which the product was purchased. The data security provided is compliant with NIST 800-88 standards. Data-bearing devices will be sanitized or physically destroyed in-house based on the type of device. If we do not have the in-house capability to sanitize or destroy, data-bearing devices will be securely shipped to an approved vendor vetted to R2v3 requirements.

## PAYMENT

Payments are mailed no later than 30 days after the conclusion of the audit. Checks will be addressed and sent to the person, company, or institution listed as the legal owner of the product specified by the seller. Please confirm your acceptance of this quote by signing this document and emailing this form to your account executive at [bwittry@totaltechnology.com](mailto:bwittry@totaltechnology.com).

I am authorized to sign and wish to enter into this agreement on behalf of Royaltan Public School.

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<b>Print Name</b>	<b>Title</b>	<b>Signature</b>	<b>Date</b>
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# Confidence From Pickup To Payout.

## Second Life Mac

Colleen Cline / Director of Procurement - Midwest

317-506-8565

[colleen@secondlifemac.com](mailto:colleen@secondlifemac.com)

Eric Lawell / Account Executive

614-266-2505

[eric@secondlifemac.com](mailto:eric@secondlifemac.com)

Josh Young / Account Executive

813-361-3049

[josh@secondlifemac.com](mailto:josh@secondlifemac.com)





# SecondLifeMac

## Buyback Quote

Number: 00007201

Date: 8/4/23

Signature due by: 8/9/23

Receive products by: 8/31/23

David Lemm  
Royalton Public Schools  
Royalton Middle High School  
120 S Hawthorn St  
Royalton, Minnesota 56373  
United States  
dlemm@isd485.org  
3205844160

Eric Lawell  
Second Life Mac  
7603 New Gross Point Road  
Skokie, Illinois 60077  
United States  
ericl@secondlifemac.com  
(614) 266-2505

### Confidentiality

This Purchase and Sale Agreement (this "Agreement") and the information contained is strictly confidential and may not be shared or distributed to any third party, in whole or part, without Second Life Mac's express written permission. Upon mutual execution of this Agreement, Customer hereby agrees to sell and Second Life Mac hereby agrees to purchase the equipment listed below in accordance with the terms and conditions of this Agreement.

Product	Quantity	Buy Price	Total Price
iPad mini 4th Gen (32GB)	42	\$80.00	\$3,360.00
MacBook Air "Core i5" 1.6 11" (2015) - MJVM2LL/A	1	\$100.00	\$100.00
MacBook Air "Core i5" 1.8 13" (2017) - MQD32LL/A	40	\$160.00	\$6,400.00
MacBook Pro "Core i5" 2.3 13" (2017) - MPXQ2LL/A	1	\$210.00	\$210.00
MacBook Pro "Core i5" 2.7 13" (2015) - MF839LL/A	1	\$125.00	\$125.00

Maximum Value	\$10,195.00
Total Value of Deductions Waived	\$1,715.00

### Guarantee

All units quoted with Grade A prices. Grade B = 85%. Grade C = 70%. Grade D = 50%. Grade F = 5%.

This quote is guaranteed until 8/31/23 when signed on or before 8/9/23.

All products must be received on or before 8/31/23.

### Pick-Up and Shipping

Second Life Mac provides all shipping supplies and delivery expenses at no additional cost.

### Deductions

Any products received after 8/31/23, a 10% deduction will apply and continue to apply every 30 days thereafter.

All products must be unlocked upon receipt or payment will be delayed.



# SecondLifeMac

## Buyback Quote

Number: 00007201

Date: 8/4/23

Signature due by: 8/9/23

Receive products by: 8/31/23

Any products locked 30 days after receipt, a 10% deduction will apply.  
Any remaining locked units after 60 days will have a 100% deduction and be recycled responsibly.

WAIVED - Case and asset tag removal - \$5 / product

Factory engraving removal - \$10 / product

iPhone / iPad OEM charging cable replacement for missing, damaged, or failure - \$4 / product

iPhone / iPad OEM power adapter replacement for missing, damaged, or failure - \$5 / product

WAIVED - Mac laptop OEM power adapter replacement for missing, damaged, or failure - \$30 / product

### Terms

Except as otherwise herein provided, Second Life Mac makes no representations or warranties of any kind, and Customer hereby waives any right to any other express or implied representations or warranties of any kind relating to the transactions contemplated by this Agreement.

This Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their respective successors and assigns. This Agreement sets forth the entire agreement and understanding between the parties relating to the subject matter hereof and shall modify and supersede any prior agreement or discussion relating to such subject matter. This Agreement and the parties' rights and obligations hereunder may not be assigned without the prior written consent of the other party hereto. This Agreement may not be amended or supplemented other than by means of a written instrument duly executed and delivered by each of the parties hereto. This Agreement may be executed in multiple counterparts. Facsimile or .pdf copies of the signature page hereof shall be deemed originals and shall be binding for all purposes.

This Agreement shall be governed by and construed in accordance with the internal laws of the State of Illinois. All claims or proceedings arising out of or related to this Agreement shall be litigated in courts located within Chicago, Illinois, and both parties hereby consent and submit to the jurisdiction of any local, state or federal court located in Chicago, Illinois. EACH OF THE PARTIES HERETO HEREBY IRREVOCABLY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY AND ALL RIGHT TO TRIAL BY JURY IN ANY LEGAL PROCEEDING ARISING OUT OF OR RELATED TO THIS AGREEMENT OR THE TRANSACTIONS CONTEMPLATED HEREBY.

In the event of any suit or other proceeding between the parties related to this Agreement or any rights or obligations hereunder, the substantially non-prevailing party shall pay the substantially prevailing party's reasonable legal fees and expenses, in addition to such other damages as may be awarded.

By signing below, you have reviewed and accepted the above quote submitted by Second Life Mac for the purchase of the listed equipment and acknowledge that they will form part of and be incorporated into this agreement through its completion. Ownership of devices transfers to Second Life Mac once devices shipped or are picked up by Second Life Mac personnel.

Royalton Public Schools

My Fav Electronics, Inc. d/b/a Second Life Mac

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# SecondLifeMac

## Our Grading Scale.

iPads and iPhones	
A	Like New condition. No blemishes.
B	Light signs of wear including 1 or 2 minor blemishes on exterior of device. LCD has no white spots.
C	Normal signs of wear, including usual scratches on back of device and around all ports. Corners may have light dents and screen may have light scratches (no deep scratches). LCD will not have any noticeable white spots.
D	Heavy signs of wear including heavy scratching on the exterior of the device, dings on up to 4 corners, and deep scratches on the screen.
F	Includes any non-Apple OEM installed parts, functional defects, and/or extreme cosmetic damage, such as slightly lifted screens. Defective components include, but not limited to: Screen, LCD, digitizer, buttons, speaker, microphone, headphone jack, battery, Wi-Fi, cameras, and charging port.

Mac Laptops and Desktops	
A	Like New condition. No blemishes.
B	Light signs of wear including 1 or 2 minor blemishes on exterior of device. Screen is free of pressure marks. LCD has no white spots.
C	Normal signs of wear on exterior of device and around ports. Corners may have light dings and screen may have scratching (no deep scratches). LCD will not have noticeable white spots, may have light pressure marks on screen.
D	Heavy signs of wear including excessively bent corners, scratches/dents on the exterior and possible deep scratches/pressure marks on the screen. LCD may have white spots/dead pixels.
F	Includes any non-Apple OEM installed parts, functional defects, and/or extreme cosmetic damage, such as unstable or damaged hinges. Defective components include, but not limited to: Screen, LCD, headphone jack, ports, trackpad, battery, logic board, hard drive, camera, speakers, keyboard, missing keys, Wi-Fi.



# Our Procurement Process



## Pickup

- On-site pickup is conducted by our badged and background-checked employees who come on-site to inventory, pack and ship your devices. These experienced asset recovery specialists work independently and do not require your staff oversight.
- During the COVID-19 pandemic, all CDC recommended safety precautions are taken, including the use of PPE and social distancing. Employees are tested frequently for COVID-19, and are not allowed to travel if they feel unwell. After your devices are packed and shipped, our employees sanitize all work surfaces.
- To protect devices while in transport, Second Life Mac uses custom packaging and shipping services that are insured and secure.
- Devices are inventoried and each device is labeled with a unique identifier, which provides transparency and tracking through the entire process. An inventory count is provided to the district at the time of pick up.

## Mail-in

- For smaller fleets, we will send specialized packing materials and labels.
- Once devices are packaged and ready for pick-up, our Pick-Up Coordinator will assist with arranging a FedEx on-site pick-up that works the best for your schedule.

## Reconciliation & Payment

- Second Life Mac creates a detailed reconciliation report that lists devices by model and grade.
- Your Audit Manager will send a detailed audit report, and address any questions.
- Finally, a payment is sent promptly.



## Data Erasure

- Devices arrive at the Second Life Mac secure warehouse, where they are tested to ensure that they are unlocked and removed from MDM/ASM/DEP services.
- Customers are notified when the devices have arrived and are given a list of any devices with lock issues.
- The confidentiality and security of data is of extreme importance. Second Life Mac immediately erases and removes all customer information from devices. We meet National Institute for Standards and Technology (NIST) standards for data erasure, and no customer information is ever shared with a third party.
- Any hard drive that cannot be erased is destroyed. Data erasure certificates are available at any time.

## Audit

- Our audit team functionally tests the devices, including screens, internal components, keyboards, cameras, and external ports and jacks.
- Then, all devices are cosmetically cleaned and identifiers such as asset tags, stickers, markings, and engravings are removed.
- Finally, devices are inspected cosmetically to look for chips in screens, dents or scratches in the device housing, and missing buttons.
- Devices are graded based on the function and cosmetic inspections (see grading).
- Please have all devices removed from ADM/DEP/ACT/EFI lock.



# From Pick-Up to Payout

## Step 1: Unlock Your Devices

To start the process, *all* devices must be removed from *all* of the following:

- Apple Device Enrollment Programs (DEP)
- Mobile Device Management (MDM)
- Activation Lock
- Firmware Passwords
- iCloud Accounts

## Step 2: Confirm You're Ready For Shipping Materials

The hardest part is done! Now, let's get to shipping. Simply email your DP/AE and our Pick-Up Coordinator, Dominick De Luca to confirm that your devices are unlocked and that you're ready to receive packaging supplies and shipping form(s). Dominick will send these to the predetermined location(s) that you and your DP have outlined.

**Are you sure your devices are unlocked?**

## Step 3: Pack Your Unlocked Devices

Using the secure packaging provided by SLM, complete the self-packing process. When all of your unlocked devices are packed and ready for FedEx pick-up, simply email your DP/AE and Dominick the following:

- The completed shipping form
- An accurate device count

## Step 4: FedEx Pick-Up

FedEx will collect your devices and deliver them safely to our Second Life Mac headquarters and secure warehouse in Skokie, Illinois.

## Step 5: Receive A Delivery Confirmation From SLM

Johnny Barber, our Procurement Operations Manager, will send you an email confirmation once the warehouse has received your shipment. Johnny will also confirm that all devices have been unlocked for a seamless audit process.

## Step 6: Receive our Audit & Payout

Your DP/AE will reach out to review your completed audit once it is finished. Your payout will follow 1-2 weeks after the audit process.



## Your SLM Team

### Dominick De Luca

Pick-Up Coordinator  
(847) 410-5508 x 412  
dominick@secondlifemac.com

### Johnny Barber

Procurement Operations Manager  
johnnyb@secondlifemac.com



# SecondLifeMac

## Our References.

Leah Sparks - Executive Director of Technology  
Kanawha County Schools (WV)  
200 Elizabeth Street  
Charleston, WV 25311  
lsparks@mail.kana.k12.wv.us  
304-348-6116  
**25,000 students, 19,976 devices**

Russ Vander Mey - Director of Technology  
Barrington School District 220 (IL)  
515 W Main Street  
Barrington, IL 60010  
rvandermey@barrington220.org  
847-842-3563  
**9,000 students, 6927 devices**

Mike Dronen - Executive Director of Technology  
Minnetonka Public Schools (MN)  
5621 County Road 101  
Minnetonka, MN 55345  
mike.dronen@minnetonkaschools.org  
952-401-5078  
**10,700 students, 5,810 devices**

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Bellevue, NE 68005  
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805-385-1501 x 2100

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562-868-0431

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Washington County School District (UT)  
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Saint George, UT 84770  
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435-673-3553

Michelle Bourgeois - Chief Technology Officer  
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395 S Pratt Parkway  
Longmont, CO 80501  
bourgeois\_michelle@svvdsd.org  
303-776-6200

Peter Robinson - Information Systems Director  
Auburn School Department (ME)  
60 Court Street  
Auburn, ME 04210  
probinson@auburnschl.edu  
207-784-6431 Ext. 1020

Joe Leacu - Director of Technology  
Mendon-Upton Regional Schools (MA)  
150 North Avenue  
Mendon, MA 01756  
jleacu@mursd.org  
508-634-1585



# SecondLifeMac

## Case Study: Auburn, ME



### Background

The city of Auburn is the fifth largest city in Maine, and is situated in the state's second largest metropolitan area. With more than 3,600 students in 10 pre-k through 12 schools, the Auburn School Department is among the most technically advanced in the state. Participating in the Maine Learning Technology Initiative (MLTI), the department boasts a 1:1 technology environment for its middle and high school students.

In 2011, Auburn schools began offering 1:1 iPads to the current kindergarten class, and then funded 1:1 for each subsequent kindergarten class until the budget ran out in 2014. Students now share the devices.

Today, Auburn schools have approximately 2,700 devices, including 1,200 iPads used in grades K-6, and 1,500 MacBook Airls acquired through the state's 1:1 initiative for grades 7-12.

### Challenge

In order to provide technology devices to as many students as possible, the Auburn School Department found itself in a cycle of using devices until they stopped working. After the MLTI lease ended on a fleet of MacBooks, the technology department bought the devices and then would repair them until they couldn't be repaired anymore. At that point, the devices would be used for parts. A similar approach was used for iPads.

"Our history was that we would use devices until they were worthless, and then recycle them for pennies apiece. We needed a different model that would provide our students reliable and updated technology so they had the best learning environment," said Peter Robinson, technology director of Auburn School Department.

Robinson and his team adopted an approach where devices would be leased and refreshed every three to four years, ensuring that students had current devices and software, while also reducing the number of repairs needed.

At the end of the lease, the Apple devices still had

considerable value so they contracted with a device buyback company that didn't deliver on the agreed upon price and handled their devices roughly.

### Solution

When it was time for the next refresh, Robinson solicited information and quotes from five different buyback companies. One company—SecondLifeMac—sent a buyback expert out to do a pre-assessment of the schools' devices, and then based the quote on the information gathered during that visit.

"The quote wasn't the highest and it wasn't the lowest, and that wasn't a bad thing," said Robinson. "We felt the high quote was unrealistic and the low quote was really low. We were impressed that SecondLifeMac was trying to do the right thing and guaranteed the price they quoted."

To conduct the refresh, SecondLifeMac sent Auburn School Department all the packing materials needed, along with shipping labels. Robinson's team simply removed the "Find my iPad" information and activation lock from each device, slipped them into the protective packaging and sealed the boxes. SecondLifeMac arranged for pick up of the devices.

### Outcome

SecondLifeMac purchased 1,800 iPads, and the Auburn School Department was so pleased with the service that they did a second trade-in with a number of MacBooks. The buyback took just a few weeks from start to finish, and the department had the funds in time to buy down the lease on a new fleet of 1,200 6th generation iPads.

Going forward, the Auburn School Department will still need to get proposals from multiple buyback companies when it's time to refresh again. However, Robinson said he would have to be very impressed to switch from SecondLifeMac.

"SecondLifeMac's customer service was terrific, and they paid what they promised to pay," said Robinson. "There were no surprises and no glitches."



# SecondLifeMac

## Our Team.



[Scott Pauga](#) | CEO and Founder

Scott founded SecondLifeMac as a solution for schools and businesses to recoup the value in their pre-owned Apple devices. A serial entrepreneur, Scott also founded My Fav Electronics, an online retailer of new and gently used consumer electronics with more than 400,000 customers worldwide.



[Paula Currie](#) | Vice President of Procurement

Paula is a 10-year veteran of Apple Inc., where she was a trusted expert on digital learning and 1:1 technology. Her goal is to ensure that all clients in Enterprise and Education achieve sustainable technology budgets and get the highest return on their pre-owned Apple devices



[Wayne Deer](#) | Vice President of Operations

Wayne has over 28 years of experience in operations & supply chain leadership. He has processed over 10 million mobile and computing devices during his career as the Vice President of Operations at Gazelle and ran global operations at Belmont Trading Company.



[Megan Finnegan-Ratliff](#) | Director of Procurement

Megan has nearly 20 years of experience, including 12 years with Apple Inc, working with K-12 schools to ensure students have the best learning environment. She works directly with K-12 schools to get them the highest return on investment for their pre-owned Apple devices. She currently lives in Columbus, OH.

[Jenna Gustafson](#) | Account Executive

[Jack Gregson](#) | Account Executive



[Craig Melissare](#) | Director of Procurement

Craig was an Account Executive with Apple Inc. for 5 years prior to joining SecondLifeMac. At Apple, Craig was successful in partnering with schools on several 1:1 iPad and Mac initiatives. He was recognized at Apple for his ability to collaborate cross-functionally to meet the needs of schools.

[Dan Beuder](#) | Account Executive



# SecondLifeMac

## Our Team.



**Matt Hannegan** | Director of Procurement

Matt is a seasoned Enterprise and Education technology sales executive. Matt Spent 10 years at Apple Inc., where he was responsible for \$190M in Apple sales. At Apple, he grew and managed an \$18M annual territory, with a focus on 1:1 mobile learning. Matt also held senior sales positions for several enterprise companies.

[Kyle Harden](#) | Account Executive



**Colleen Cline** | Director of Procurement

Colleen has over 25 years of experience in the Education Technology space. She has worked for Apple, HP and most recently joined us from Dell.

Colleen shares a passion for helping districts maximize their Total Cost of Ownership for Apple devices while creating a sustainability model necessary when funding gets tight.

[Eric Lawell](#) | Account Executive





# Certificate of Registration

This certifies

## Belmont Trading Co., Inc. dba Belmont Trading Company

555 Huehl Road  
Northbrook, Illinois, 60062, United States

has been assessed by NSF-ISR and found to be in conformance to the following standard(s):

## The Sustainable Electronics Reuse & Recycling (R2) Standard v3 (R2V3)

*as applied by the R2 code of practices*

### Scope of Single Facility Certification:

Downstream Vendor Management, Logical and Physical Sanitization, Testing for Used Consumer Electronics, and Materials Recovery of Telecom Equipment. This R2 Facility performs the following applicable R2 Process Requirements at this location(s) and has been audited to the requirements for each as identified.  
Appendix A - Downstream Recycling Chain  
Appendix B - Data Sanitization (Logical and Physical)  
Appendix C - Test Only  
Appendix E - Materials Recovery

**Sameer Vachani**  
Senior Director, NSF-ISR

**Certificate Number:** C0522433-R25  
**Certificate Decision Date:** 30-JUN-2023  
**Certificate Issue:** 05-JUL-2023  
**Cycle Effective Date:** 21-JUL-2021  
**Certificate Expiration Date:** 20-MAR-2024



**CERTIFIED**



Issued by:  
**NSF International Strategic Registrations (NSF-ISR)**  
789 N. Dixboro Road, Ann Arbor, MI 48105 USA

Authorized Certification and/or Accreditation Marks. This certificate is property of NSF-ISR and must be returned upon request.

\*Company is audited for conformance at regular intervals. To verify certification call (888) NSF-9000 or visit our web site at [www.nsf-isr.org](http://www.nsf-isr.org)

The certification referenced above is accomplished pursuant to SER's R2 Code of Practices through a limited sample of the certificate holder's facilities and/or activities within the limited written scope appearing on this certificate. Certification is not a comprehensive validation or verification of all conditions. The R2v3 Standard is offered "AS-IS" and without warranty, and any reliance otherwise, by the certificate holder or any third party, is expressly disclaimed by SERI. The use, display, and reference to the R2v3 Certification Mark printed on this certificate is governed by license agreement(s) entered between the certificate holder and SERI. Certificate authenticity and validity can be verified at <https://r2directory.org>.

# SecondLifeMac

## Our Data Erasure Policy and Procedure.

SecondLifeMac understands that data security is of utmost importance to all of our customers. The successful removal of all user data requires the highest standards in software and processes. To ensure that sensitive customer information is not exposed during or after our audit process, we have partnered with [Blancco Technology Group](#), a leading global provider of mobile device diagnostics and data erasure. Compliant with all state, federal and international data privacy regulations and guidelines, including DoD 5220.22 M, NIST 800-88 and NISD, our state of the art erasure software meets the most accurate erasure standards.

Data Sanitization is the process of deliberately, permanently and irreversibly removing or destroying the data stored on a memory device to make it unrecoverable. By overwriting the data on the storage device, the data is rendered unrecoverable. There are three methods to achieve Data Sanitization: Physical Destruction, Cryptographic Erasure and Data Erasure. Data Erasure, or the software overwrite of data, is the method primarily used by SecondLifeMac.

All equipment received by SecondLifeMac is handled by authorized personnel and stored in a secure, monitored and locked facility. The facility is monitored by security cameras and a Brinks alarm system. A SecondLifeMac employee destroys data on all hard drives received according to the following procedures:

- 1x data overwrite: BMDE software (Blancco Mobile Device Erasure) was used on mobile electronic devices to overwrite all addressable storage and indexing locations on the drive one time with zeros (0x00) and then verified.
- NIST 800-88 Purge: BDE Software (Blancco Device Erasure) was used on hard drives to overwrite all addressable storage and indexing locations including Host Protected Areas (HPA's) and random characters, and then verified.

Once all data is removed from the devices, the Data Erasure software produces a tamper-proof certificate containing information that the erasure has been successful and written to all sectors of the device, along with data about the device and standard used. We have designed our audit process in this manner to ensure that no device ever leaves our facility with client information remaining on the device.

In the event of extreme cosmetic damage and physical destruction of the device and/or hard drive being required, we partner with local Chicago-based recycling service, Belmont Trading Company, an R2 Standard, e-Stewards, OHSAS 18001 Health and Safety, ISO14001 and ISO 9001 Quality Certified company. In addition to these certifications, Belmont Trading Company works in compliance with Sarbanes-Oxley, Gramm-Leach- Bliley (GLB) and Health Insurance Portability and Accountability Act (HIPAA) requirements.

Upon completion of the audit process, SecondLifeMac can provide a certificate of data erasure acknowledging the removal of all user data from received devices. Any specific requests not outlined above can be accommodated.



# Touchless Trade-In™

Introducing a drive-thru drop-off program with proprietary technology that enables the collection of devices for a fleet refresh—all while maintaining safe social distancing between students, parents and administrators.

## EVENT ANNOUNCEMENT

Through an automatic text and/or email, students are notified of the *Touchless Trade-in* event date, time and location.



## STUDENT VERIFICATION

The students confirm name, grade and the unique identifier of the devices they are returning.



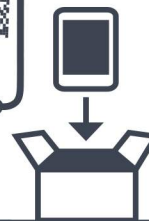
## INDIVIDUAL QR CODE

After responding, students instantly receive a confirmation message that includes a QR code and details next steps.



## DRIVE-THRU DROP OFF

The day of the event, students or parents drive to the designated location and show their QR codes. Codes are scanned by a Second Life Mac technician wearing protective gear. This approves the removal of students' devices from the school's Device Enrollment Program (DEP).



Next, the student or parent drives up to a specially designed drop-off box and safely places the device inside. No one else will be near the box, and the only objects that students or parents touch are their own devices.

## SEAL AND TRANSPORT

Once a drop-off box is full, a Second Life Mac technician securely seals it and replaces it with an empty carton. Immediately following the event, the boxes are transported to the secure Second Life Mac warehouse.



## FROM AUDIT TO PAYOUT

In the warehouse, the devices are sanitized, audited, refurbished and prepared for re-sale. Schools swiftly receive a grading report and payout from Second Life Mac. Please see your bid estimate for exact terms.



**QUOTE NO:** D20621  
**DATE:** 8/3/2023

**Total Rep**

Brendan Wittry  
 bwittry@totaltechnology.com

**Organization Information**

Royalton Public School

120 S. Hawthorn St.  
 Royalton, MN 56373  
 United States

David Lemm

dlemm@isd485.org

(320) 584 - 4260

Quantity	Description	Unit Rate	Total
42	MK6K2LLA-A-16GB 2015 Apple iPad Mini 4 7.9" Display 16GB Storage WiFi Only MK6K2LL/A - Silver	\$95.00	\$3,990.00
40	MQD32LLA-A-I518-8-S128 2017 Apple MacBook Air 13.3" Core i5 1.8GHz 8GB RAM 128GB SSD MQD32LL/A	\$200.00	\$8,000.00
1	MJVM2LLA-A-I516-4-S128 2015 Apple MacBook Air 11.6" Core i5 1.6GHz 4GB RAM 128GB SSD MJVM2LL/A	\$100.00	\$100.00
1	MPXQ2LLA-A-I523-8-S128 2017 Apple MacBook Pro 13.3" Core i5 2.3GHz 8GB RAM 128GB SSD MPXU2LL/A	\$240.00	\$240.00
1	MF839LLA-A-I527-16-S128 Apple MacBook Pro 13.3" Laptop Intel Core i5 2.70GHz 16GB RAM 128GB SSD MF839LL/A (A)	\$150.00	\$150.00

**Est. Total \$12,480.00**

**Offer Description**

Valid Through: 9/2/2023

Type: Sort & Settle

Expected Release Date: 8/21/2023

**Deductions Schedule**

Quote is for Grade A Material.

- No charger deduction for missing iPad chargers.
- Deductions may be applied for missing or damaged accessories, defective items, and cosmetic flaws.
- Deductions: A Grade-0%, B Grade-15%, C Grade-30%, D Grade-60%, F Grade-95%.

This service agreement with Total Technology is effective upon Royalton Public School's, hereafter referred to as the "Seller", acceptance of the terms and conditions specified below and acts as a legally binding agreement between Total Technology and the Seller. To accept the terms of this service agreement, sign and date this agreement and email a copy to your account executive.

## Terms and Conditions

- Total Technology in partnership with the Seller shall provide a buyback for IT assets listed on page one of this agreement.
- D20621 is valid through 9/2/2023 with an expected device release date of 8/21/2023.
- The quoted value is based on the product being in grade-A condition, meaning fully functional and free of cosmetic flaws.
- The deduction schedule is as described on page one of the quote.
- The Total Technology Grading Scale will be provided to the Seller on request.
- Additional deductions will be assessed as described below for missing accessories, engravings, and locked devices unless otherwise agreed to on page one of the quote.
- If noted on page one of the quote, Total Technology will provide prepaid shipping labels and customized packaging equipment to ensure secure shipping at no cost to the seller.
- If noted on page one of the quote, Total Technology will provide white glove pick-up service where Total Technology arrives on-site to remove devices, provides all necessary materials to package and palletize on-site, and coordinates logistics back to Total Technology at no cost to the seller.
- Total Technology reserves the right to return revenue for buyback products based on the value determined exclusively by the audit report performed by Total Technology.
- Total Technology will provide a progress report at any time during the audit process at the seller's request.
- Total Technology will provide a detailed line-item audit report with serial numbers, grade per device, and descriptions of any cosmetic deductions that were made during final grading.
- A Total Technology representative will review the audit report with the seller's contact prior to mailing the audit report and reconciliation check.
- Misrepresentation of devices by the Seller can result in deductions from the original buyback quote and will be depicted in the audit report and reconciliation.
- The product must be received at the Total Technology facility within 30 days of signing this agreement unless otherwise agreed upon by Total Technology and the Seller. Delays outside of Total Technology's control will result in a 2% deduction in Grade-A pricing for every 30 days effective immediately after the 30-day mark.
- Any device received in addition to the quoted devices will be applied a fair-market-value grade determined by current market value.

## Guaranteed Minimum Terms and Conditions

If Total Technology agreed to a minimum guarantee on page one of the quote:

- If the audit results in a higher value than the guaranteed minimum, Total Technology will pay the higher value.
- Minimum guarantees are based on the entire device fleet containing no more than 5% of devices deemed "F Grade". Any F Grade devices in excess of 5% will not be counted towards the minimum guarantee and instead be paid out at 5% of A-Grade value.
- Guaranteed minimums for devices are based on devices being removed from locked status prior to the scheduled audit start date. If devices are still locked at the time audit start date, the guarantee will be subject to change.
- Guaranteed minimums are based solely on devices. Missing accessory deductions will be applied after the settlement percentage has been calculated.

## Non-OEM/Defective Accessory Deduction

The following deductions will be applied for faulty accessories unless otherwise agreed upon by the seller and Total Technology and notated on quote. Faulty accessories consist of yellow and frayed cords unusable for resale and cosmetically damaged AC adapters beyond economic repair.

- iPad/iPhone AC Adapter - \$6
- Laptop Power Adapter - \$10-\$25 depending on model
- Apple Laptop Battery - \$30-\$50 depending on model
- iMac power cord - \$10
- iMac Keyboard - \$25 (wireless) / \$15 (wired)
- Apple MacBook Power Adapter - \$30
- Non-Apple Laptop Battery - \$40
- iMac Mouse - \$25 (wireless) / \$15 (wired)

## Deduction for engraving removal

- Apple Engraving - \$5
- 3rd Party Etching - \$20

## Locked Devices

Locked devices cause delays in the audit and payment timeline. Ensuring devices have been released before the start of the audit expedites the process.

- The seller will be granted a 1% increase to the final reconciliation percentage if there are no locked issues and applicable passwords are provided.
- If the seller needs a pre-audit serial number list to release devices from their MDM, a \$5 per device service fee will apply.
- Seller is given a 15-day grace period from the time the serial number list is provided to release devices. If devices remain locked during the audit, our team will be forced to set them aside and re-audit devices.
- Any device not released within the allotted grace period will be deemed an F grade or assessed with a new Grade-A value and reconciled separately.
- A \$10 audit fee per locked device will apply if devices remain locked after the grace period and audit start date.
- If the seller cannot release the device after 3 audit attempts, devices will be deemed F-Grades.
- All devices still locked 30 days after the grace period ends will be subject to a 10% decrease in the offer amount with an additional 10% deduction each subsequent month.

## CUSTOMER RESPONSIBILITIES

To optimize the overall customer experience, we require a few deliverables from our customers.

- Completion of device checklist form before scheduling pickup.
- Completion and review of Pick up from questionnaire before pick-up. This can be completed over the phone with your account executive.
- Devices must be removed from Google Enterprise Enrollment, MDM, ASM, and Apple ID Activation Locks. Failure to do so will result in additional deductions. See Locked Devices above.

## DATA SECURITY

Total Technology will remove all proprietary data from products purchased through this agreement before resale. Removal of proprietary data includes erasing hard drives, removing asset tags, and any engravings that represent the organization from which the product was purchased. The data security provided is compliant with NIST 800-88 standards. Data-bearing devices will be sanitized or physically destroyed in-house based on the type of device. If we do not have the in-house capability to sanitize or destroy, data-bearing devices will be securely shipped to an approved vendor vetted to R2v3 requirements.

## PAYMENT

Payments are mailed no later than 30 days after the conclusion of the audit. Checks will be addressed and sent to the person, company, or institution listed as the legal owner of the product specified by the seller. Please confirm your acceptance of this quote by signing this document and emailing this form to your account executive at [bwittry@totaltechnology.com](mailto:bwittry@totaltechnology.com).

I am authorized to sign and wish to enter into this agreement on behalf of Royaltan Public School.

---

**Print Name**

**Title**

**Signature**

**Date**



**ROYALTON**  
PUBLIC SCHOOLS

*Home of the Royals*

RESPECT · HONESTY · INTEGRITY · LEADERSHIP · ACCOUNTABILITY · SERVICE

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

# Update on Optional Technology Fee Waiver

## September 25, 2023

# 2022-2023 Application Data

**Total Education Benefits Applications Received: 168**

**Optional Tech Fees Paid by Families: 794 Students = \$17,276**

**Number of Students who Qualify for Free or Reduced Price Lunch (FRP): 288**

# 2023-2024 Application Data

## July 1, 2023 - September 20, 2023

**Total Education Benefits Applications Received: 269**

Duplicates removed, some families filled out an application even though they qualified through direct certification, some submitted electronic and paper copies of their application.

**Tech Fees Waived: 553**

**Total Cost of Waived Fees: \$13,825** if paying full price of \$25

**Tech Fees Refunded: 55** due to students qualifying through direct certification or application received

130

**Tech Fees Paid: 178 = \$4,450**

# **2023-2024 Education Benefits Application Data**

## **July 1, 2023 - September 20, 2023**

**Skyward Applications: 175**

**Direct Certification: 244**

**Paper Applications: 30, 11 already qualified by direct cert**

**Number of Students who Qualify for Free or Reduced Price Lunch (FRP): 281**

# Questions?



**Thank<sup>3</sup> you!**



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# MCA Scores

Royalton School District  
2017-2023

# Appropriate and Inappropriate Uses of Minnesota Comprehensive Assessment (MCA) Results

## Appropriate



Look at overall proficiency for a grade, school and/or district

Why: To evaluate equitable opportunities for all students to learn the Minnesota Academic Standards



Compare results across student groups

Why: To help determine where there may be underlying inequities and highlight promising instructional practices



Look at changes in achievement level results over time

Why: To support the evaluation of curriculum and district/classroom assessments that reflect the rigor of the standards



Use as one of multiple data points for school and district decision-making

Why: To strengthen the connection between the district's comprehensive assessment system and evidence-based decision making

### Questions?

Contact Academic Standards, Instruction and Assessment at [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us).



## Inappropriate



Use as a mandatory indicator for program placement

For example: Making decisions about gifted and talented programming



Focus only on individual student scores for planning and instruction

For example: Making a decision based on an individual student's results and not the group as a whole



Use scale scores to calculate individual student growth

For example: Subtracting scale scores and interpreting the differences as a measure of progress



Use results, in isolation, to prioritize which students receive instructional support

For example: Using results as the only criteria for decisions like intervention programming



Use in isolation to evaluate teacher effectiveness

For example: Only using MCA scores and no local considerations or data

# Appropriate and Inappropriate Uses of Minnesota Comprehensive Assessment (MCA) Results

## Appropriate



Look at overall proficiency for a grade, school and/or district

Why: To evaluate equitable opportunities for all students to learn the Minnesota Academic Standards



Compare results across student groups

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Use as a mandatory indicator for program placement

For example: Making decisions about gifted and talented programming



Focus only on individual student scores for planning and instruction

For example: Making a decision based on an individual student's results and not the group as a whole

# Appropriate and Inappropriate Uses of Minnesota Comprehensive Assessment (MCA) Results

## Appropriate



Look at changes in achievement level results over time

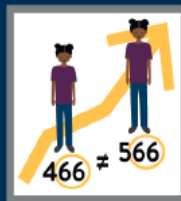
Why: To support the evaluation of curriculum and district/classroom assessments that reflect the rigor of the standards



Use as one of multiple data points for school and district decision-making

Why: To strengthen the connection between the district's comprehensive assessment system and evidence-based decision making

## Inappropriate



Use scale scores to calculate individual student growth

For example: Subtracting scale scores and interpreting the differences as a measure of progress



Use results, in isolation, to prioritize which students receive instructional support

For example: Using results as the only criteria for decisions like intervention programming

# Appropriate and Inappropriate Uses of Minnesota Comprehensive Assessment (MCA) Results

## Inappropriate



Use in isolation to evaluate teacher effectiveness

For example: Only using MCA scores and no local considerations or data

### Questions?

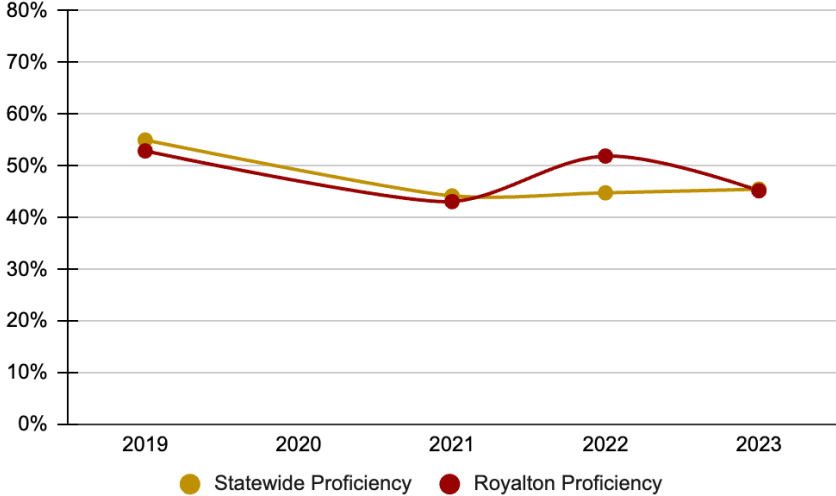
Contact Academic Standards, Instruction and Assessment at [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us).



# Overall District Results

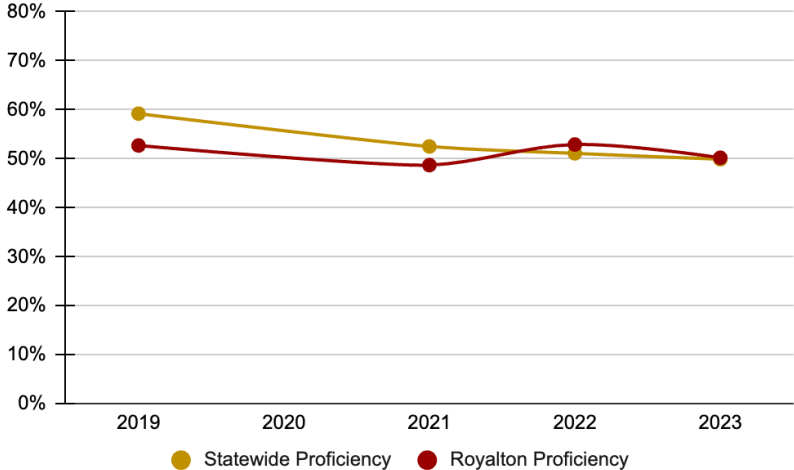
# ROYALTON DISTRICT (all students tested)

## MATH



	2019	2020	2021	2022	2023
Statewide Proficiency	55.0		44.2	44.8	45.5
Royalton Proficiency	52.9		43.1	51.9	45.2

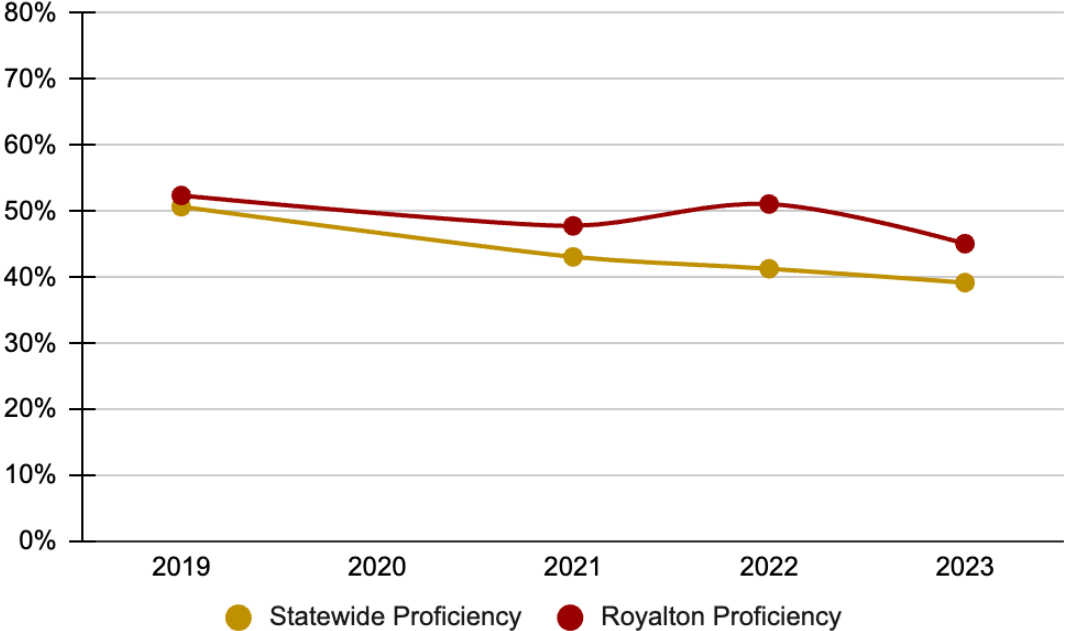
## READING



	2019	2020	2021	2022	2023
Statewide Proficiency	59.2		52.5	51.1	49.9
Royalton Proficiency	52.7		48.7	52.9	50.2

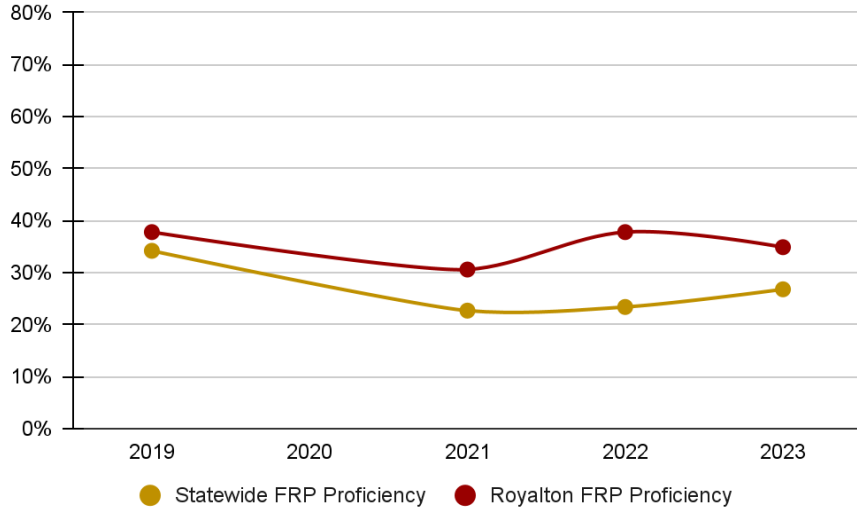
# ROYALTON DISTRICT (all students tested)

## SCIENCE



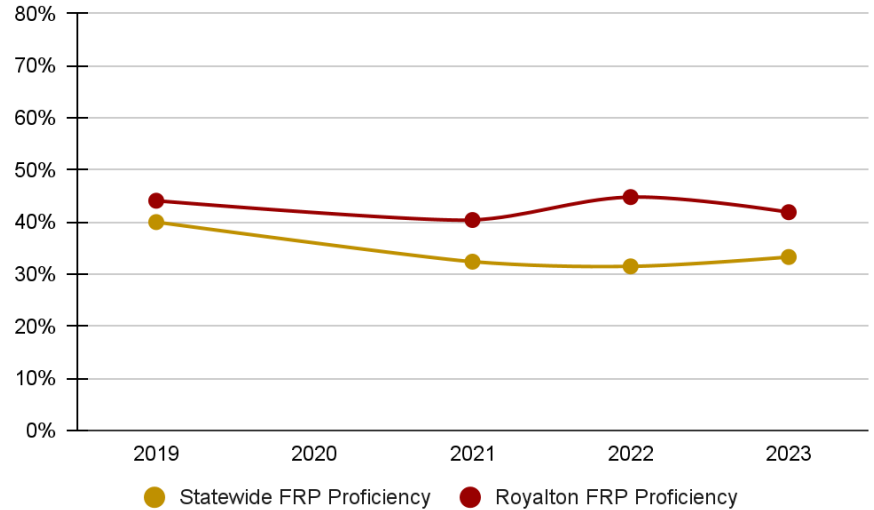
	2019	2020	2021	2022	2023
Statewide Proficiency	50.7	46.1	43.1	41.3	39.2
Royalton Proficiency	52.4		47.8	51.1	45.1

# MATH- FRP (free/reduced)



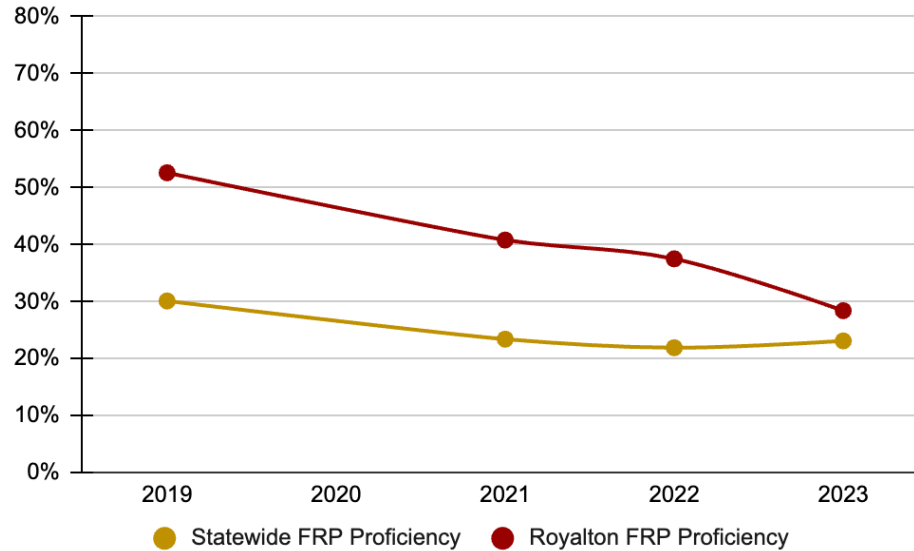
	2019	2020	2021	2022	2023
Statewide FRP Proficiency	34.2		22.7	23.4	26.8
Royalton FRP Proficiency	37.8		30.6	37.8	34.9

# Reading- FRP (free/reduced)



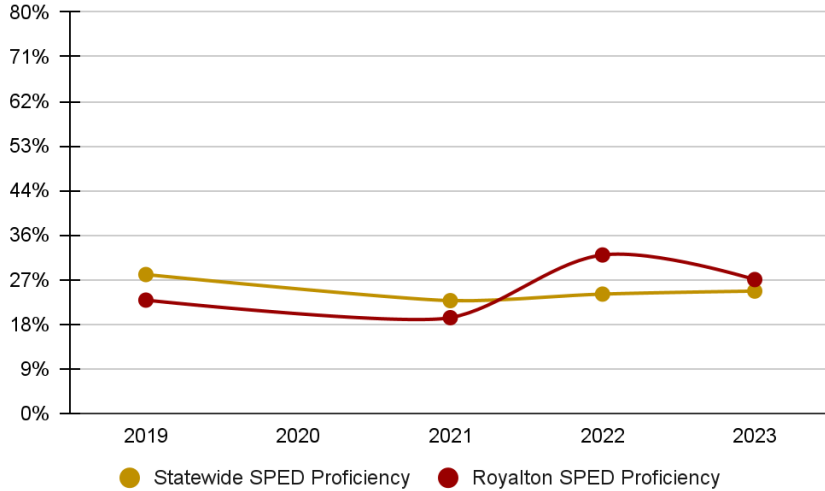
	2019	2020	2021	2022	2023
Statewide FRP Proficiency	40		32.4	31.5	33.3
Royalton FRP Proficiency	44.1		40.4	44.8	41.9

# Science- FRP (free/reduced)



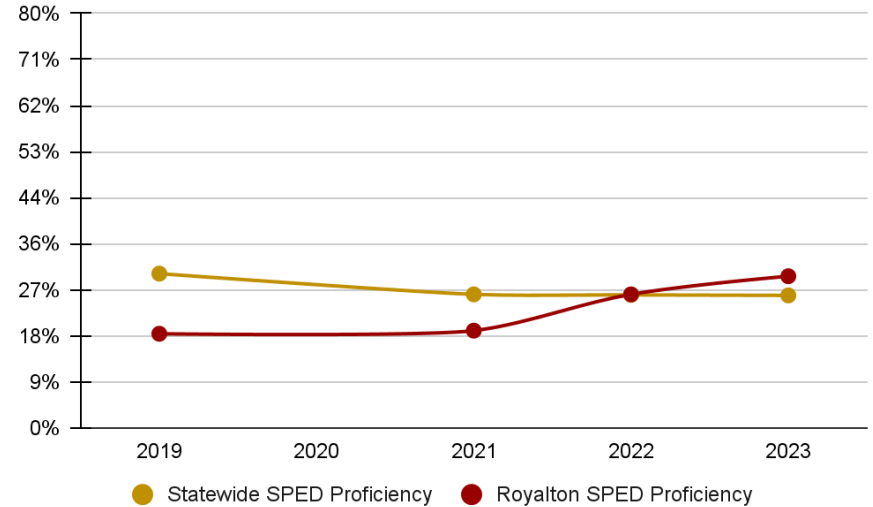
	2019	2020	2021	2022	2023
Statewide FRP Proficiency	30.1	23.4	23.4	21.9	23.1
Royalton FRP Proficiency	52.6	40.8	40.8	37.5	28.4

# MATH- SPED



	2019	2020	2021	2022	2023
Statewide SPED Proficiency	27.7		22.5	23.8	24.4
Royalton SPED Proficiency	22.6		19.1	31.6	26.7

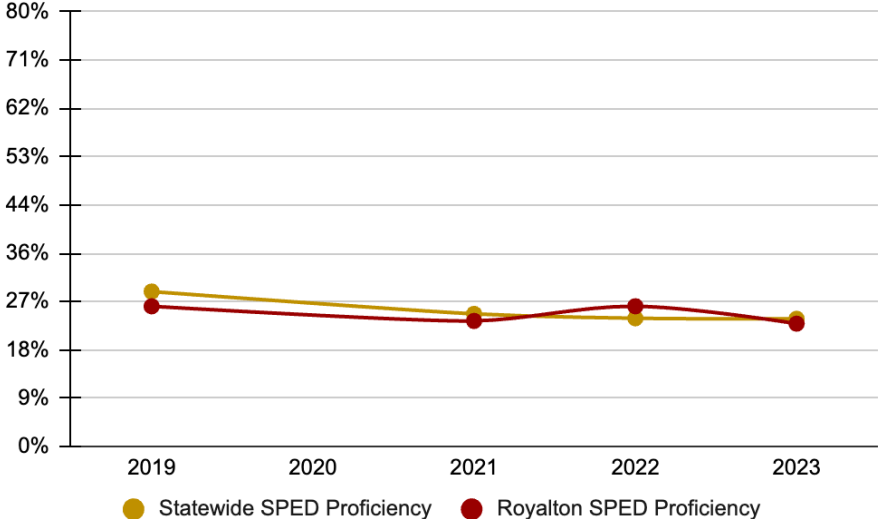
# READING- SPED



144

	2019	2020	2021	2022	2023
Statewide SPED Proficiency	29.8		25.8	25.7	25.6
Royalton SPED Proficiency	18.2		18.8	25.8	29.3

# SCIENCE- SPED

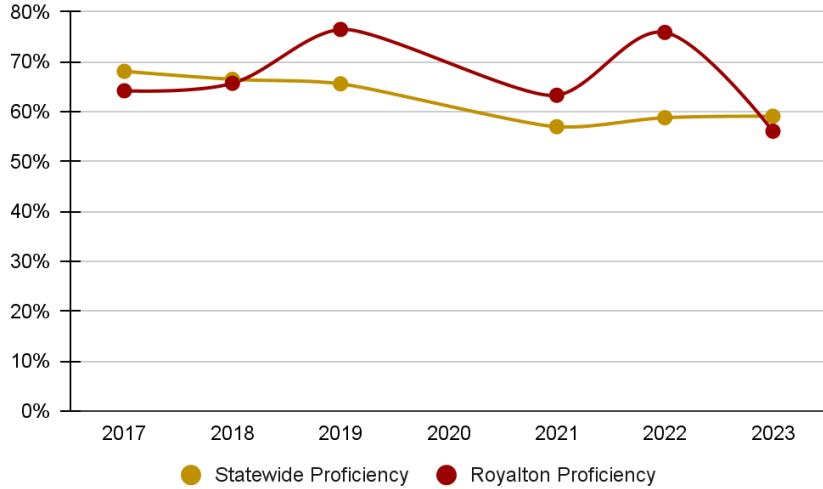


	2019	2020	2021	2022	2023
Statewide SPED Proficiency	28.5 <sup>145</sup>		24.4	23.6	23.5
Royalton SPED Proficiency	25.8		23.1	25.8	22.6

# Results by Grade

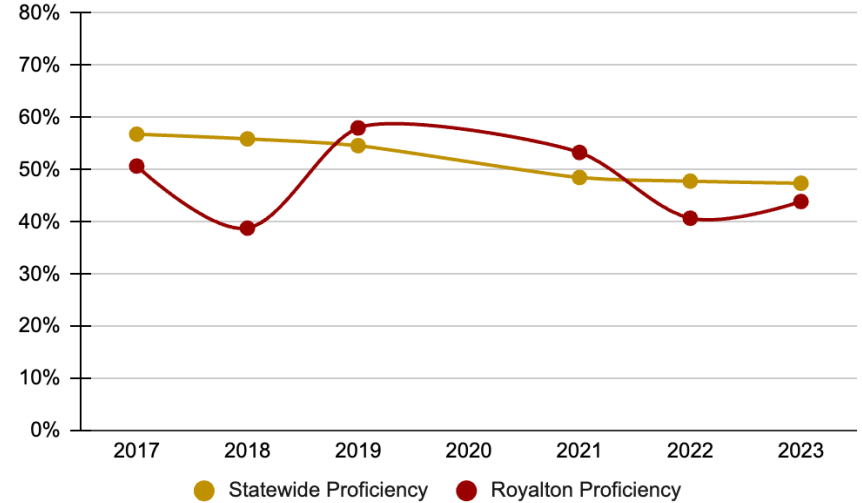
# GRADE 3-OVERALL

## MATH



	2017	2018	2019	2020	2021	2022	2023
Statewide Proficiency	68.1	66.5	65.6		57	58.8	59.1
Royalton Proficiency	64.2	65.7	76.5		63.3	75.9	56.1

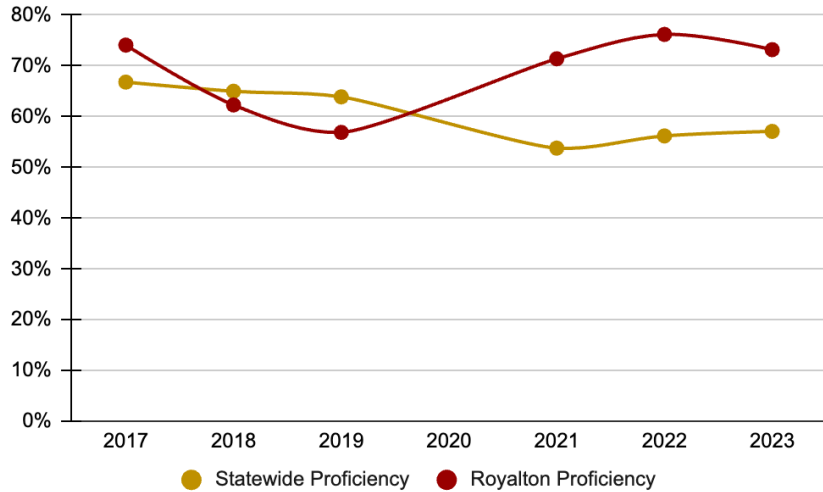
## READING



	2017	2018	2019	2020	2021	2022	2023
Statewide Proficiency	56.8	55.9	54.6		48.5	47.8	47.4
Royalton Proficiency	50.7	38.8	58.0		53.3	40.7	43.9

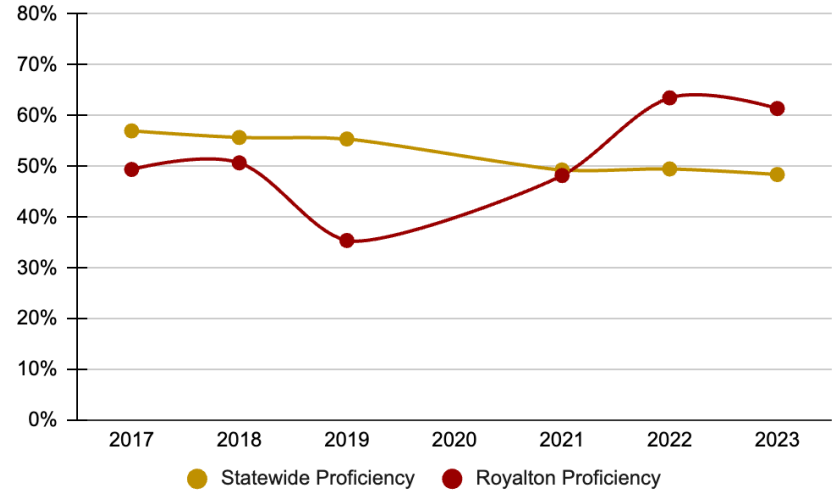
# GRADE 4-OVERALL

## MATH



	2017	2018	2019	2020	2021	2022	2023
Statewide Proficiency	66.8	65.0	63.9		53.8	56.2	57.1
Royalton Proficiency	74.1	62.3	56.9		71.4	76.2	73.2

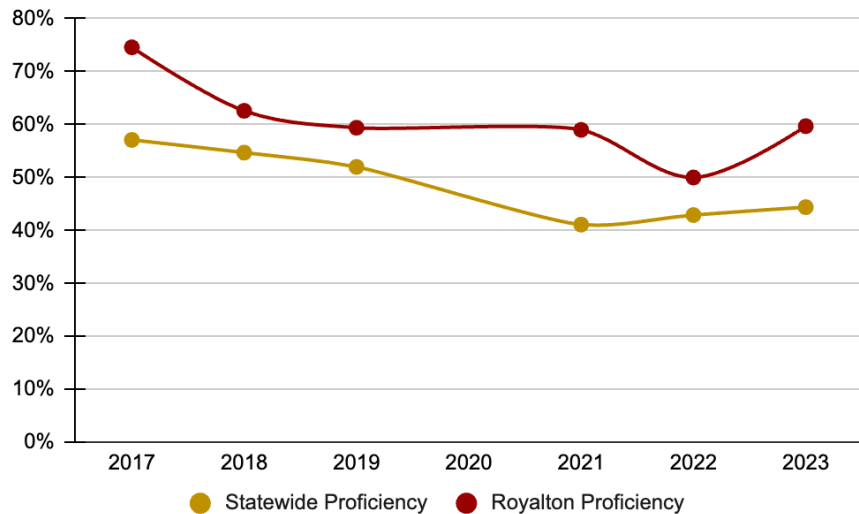
## READING



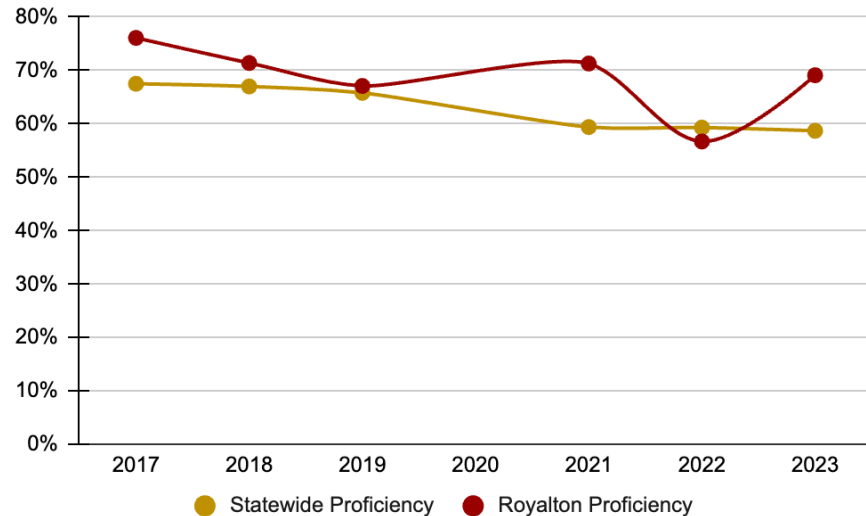
	2017	2018	2019	2020	2021	2022	2023
Statewide Proficiency	57.0	55.7	55.4		49.3	49.5	48.4
Royalton Proficiency	49.4	50.7	35.4		48.2	63.5	61.4

# GRADE 5-OVERALL

## MATH



## READING

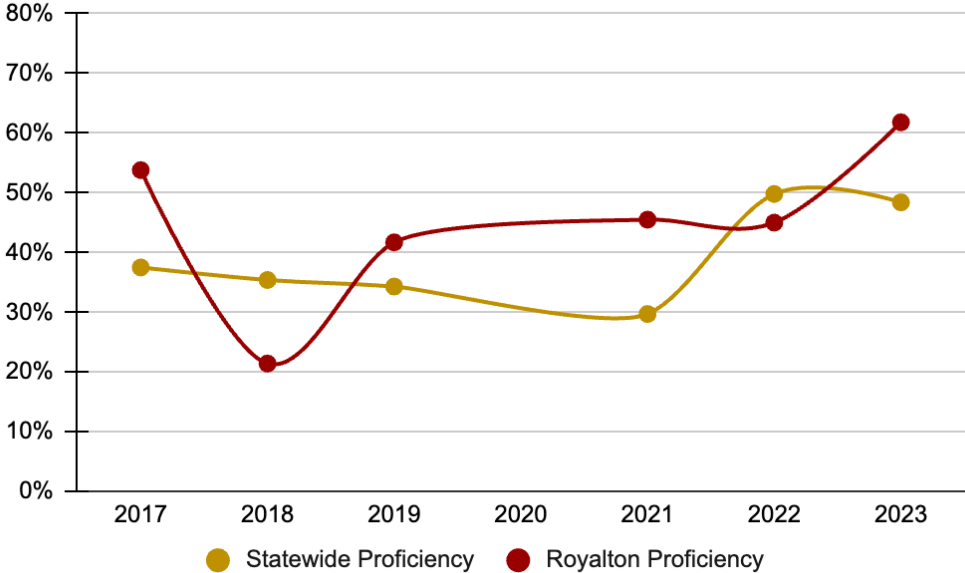


	2017	2018	2019	2020	2021	2022	2023
Statewide Proficiency	57.1	54.7	52.0		41.1	42.9	44.4
Royalton Proficiency	74.6	62.6	59.4		59.0	50.0	59.7

	2017	2018	2019	2020	2021	2022	2023
Statewide Proficiency	67.5	67.0	65.8		59.4	59.3	58.7
Royalton Proficiency	76.1	71.4	67.1		71.3	56.7	69.1

# GRADE 5-OVERALL

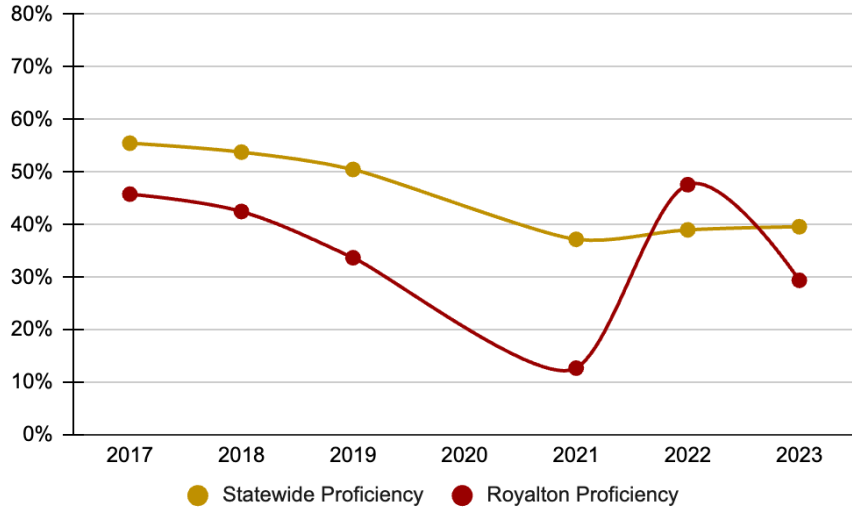
## SCIENCE



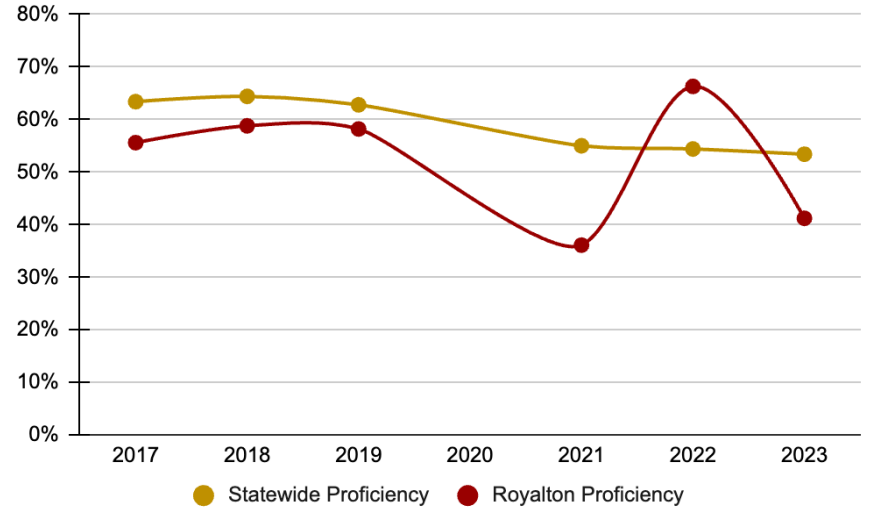
	2017	2018	2019	2020	2021	2022	2023
Statewide Proficiency	37.5	35.4	34.3	30.0	29.7	49.8	48.4
Royalton Proficiency	53.8	21.4	41.7	45.0	45.5	45.0	61.8

# GRADE 6-OVERALL

## MATH



## READING

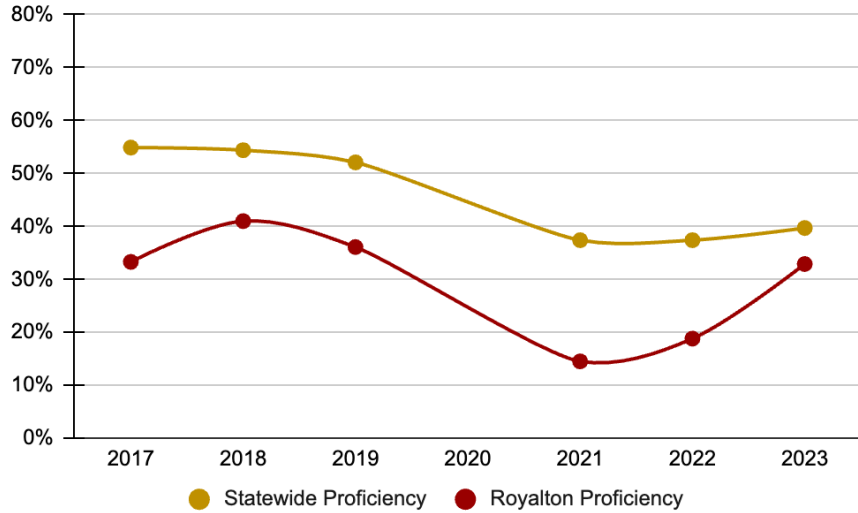


	2017	2018	2019	2020	2021	2022	2023
Statewide Proficiency	55.5	53.8	50.5		37.2	39.0	39.6
Royalton Proficiency	45.8	42.5	33.7		12.7	47.6	29.4

151	2017	2018	2019	2020	2021	2022	2023
Statewide Proficiency	63.4	64.4	62.8		55.0	54.4	53.4
Royalton Proficiency	55.6	58.8	58.2		36.1	66.3	41.2

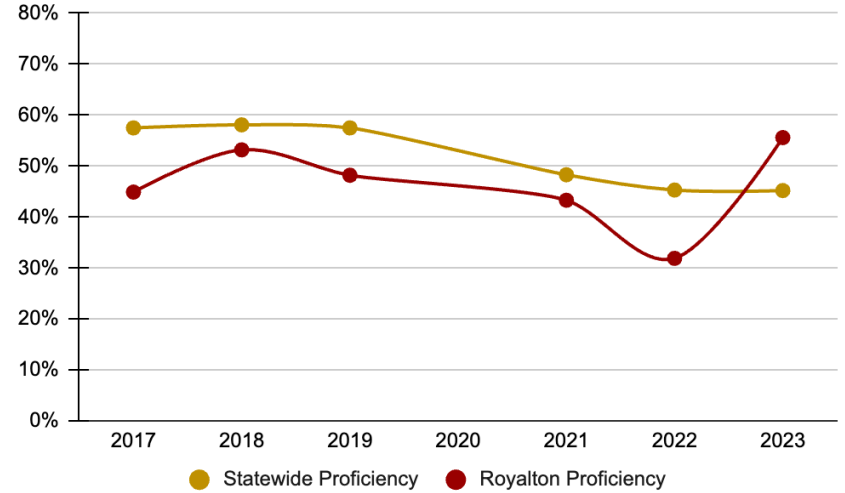
# GRADE 7-OVERALL

## MATH



	2017	2018	2019	2020	2021	2022	2023
Statewide Proficiency	54.9	54.4	52.1		37.4	37.4	39.7
Royalton Proficiency	33.3	41.0	36.1		14.5	18.8	32.9

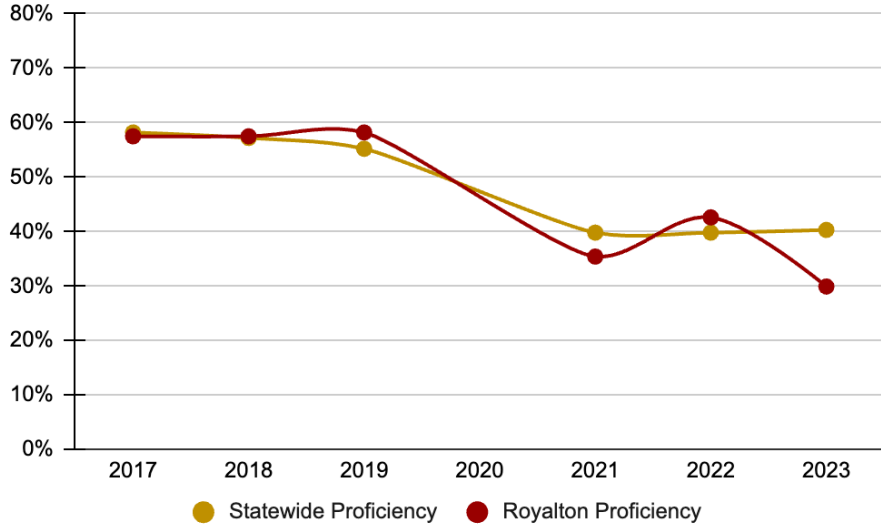
## READING



	2017	2018	2019	2020	2021	2022	2023
152 Statewide Proficiency	57.5	58.1	57.5		48.3	45.3	45.2
Royalton Proficiency	44.9	53.2	48.2		43.3	31.9	55.6

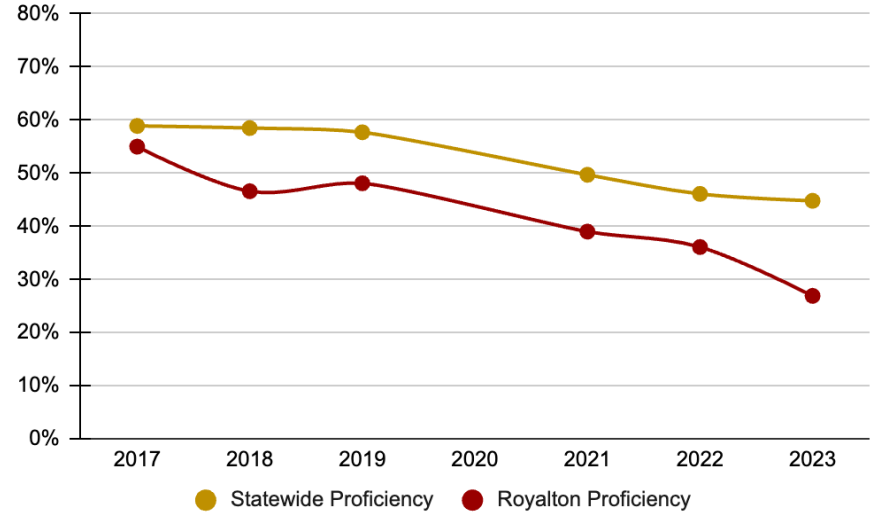
# GRADE 8-OVERALL

## MATH



	2017	2018	2019	2020	2021	2022	2023
Statewide Proficiency	58.2	57.2	55.2		39.8	39.8	40.3
Royalton Proficiency	57.5	57.5	58.2		35.4	42.6	29.9

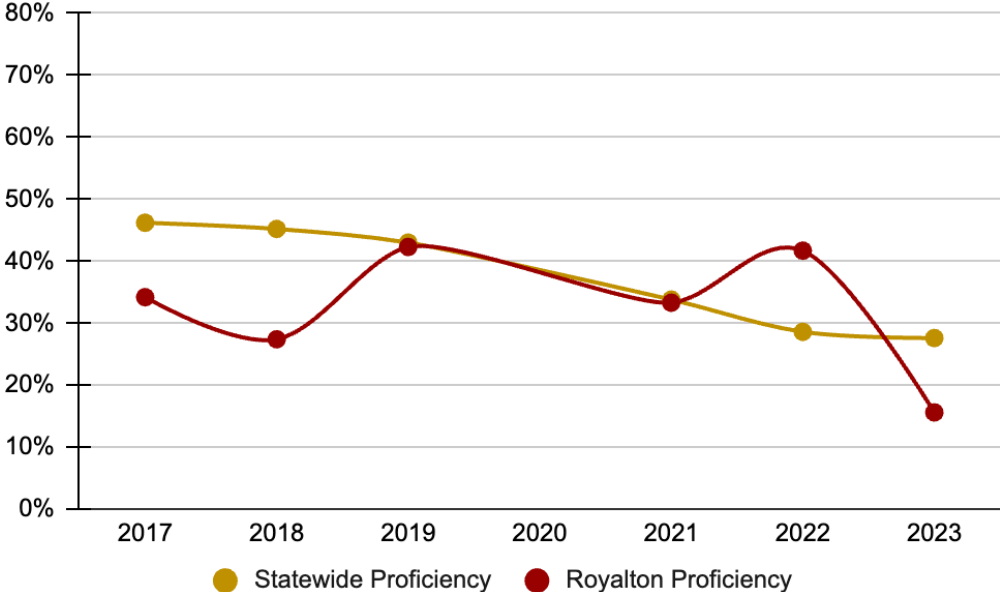
## READING



	2017	2018	2019	2020	2021	2022	2023
Statewide Proficiency	58.9	58.5	57.7		49.7	46.1	44.8
Royalton Proficiency	55.0	46.6	48.1		39.0	36.1	26.9

# GRADE 8-OVERALL

## SCIENCE

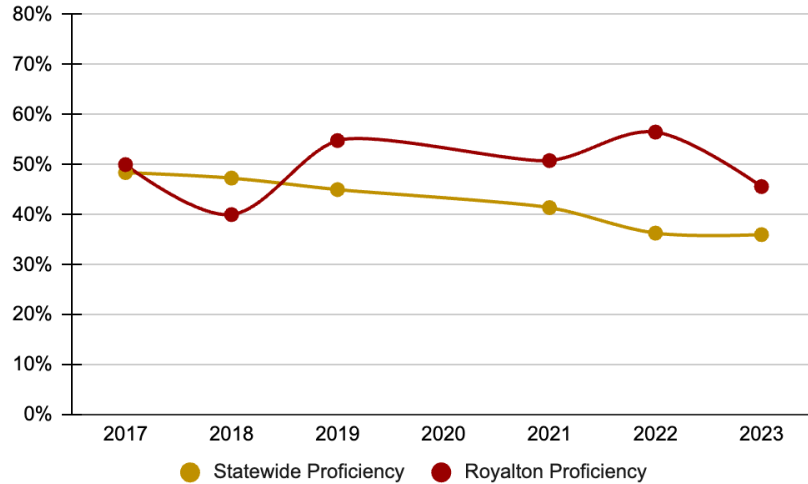


	2017	2018	2019	2020	2021	2022	2023
Statewide Proficiency	46.2	45.2	43.0	39.0	33.8	28.6	27.6
Royalton Proficiency	34.2	27.4	42.3	38.0	33.3	41.7	15.6

154

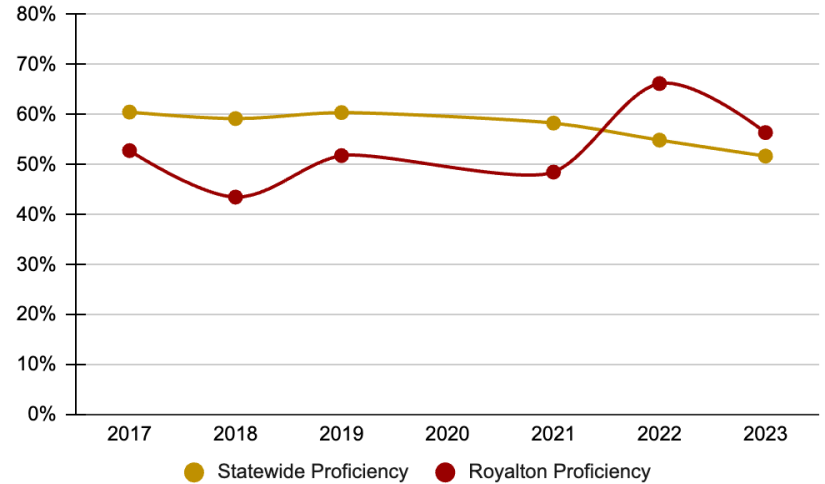
# GRADE 10/11-OVERALL

## MATH-GRADE 11



	2017	2018	2019	2020	2021	2022	2023
Statewide Proficiency	48.4	47.3	45.0		41.4	36.3	36
Royalton Proficiency	50.0	40.0	54.8		50.8	56.5	45.6

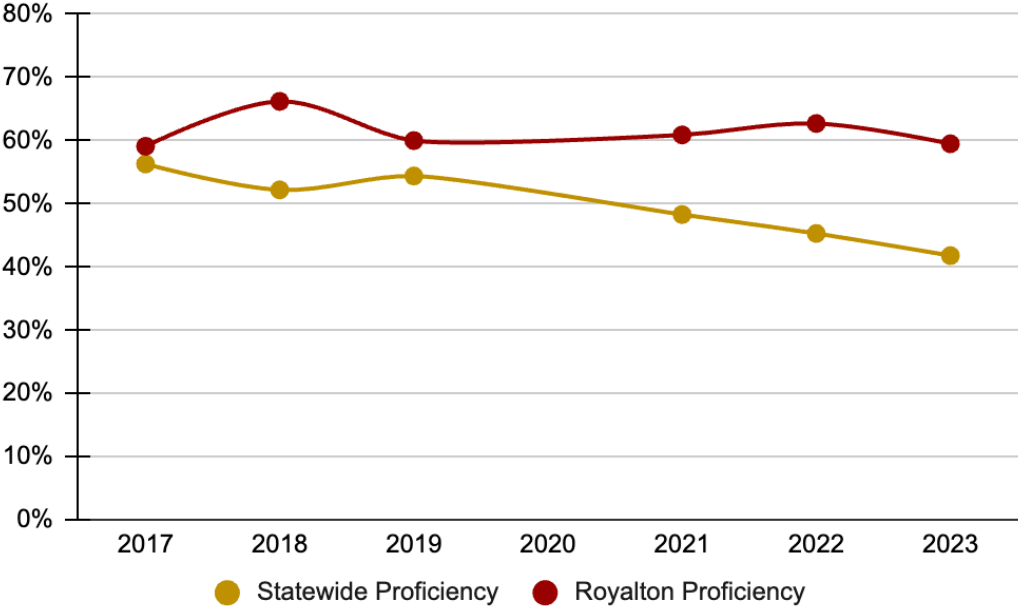
## READING-GRADE 10



	2017	2018	2019	2020	2021	2022	2023
Statewide Proficiency	60.5	59.2	60.4		58.3	54.9	51.7
Royalton Proficiency	52.8	43.5	51.8		48.5	66.2	56.4

# GRADE 10/11-OVERALL

## SCIENCE-GRADE 10



	2017	2018	2019	2020	2021	2022	2023
Statewide Proficiency	56.3	52.2	54.4	51.6	48.3	45.3	41.8
Royalton Proficiency	59.1	66.2	60.0	60.0	60.9	62.7	59.5



**Thank you!**

157



**ROYALTON**  
PUBLIC SCHOOLS

*Home of the Royals*

RESPECT · HONESTY · INTEGRITY · LEADERSHIP · ACCOUNTABILITY · SERVICE

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

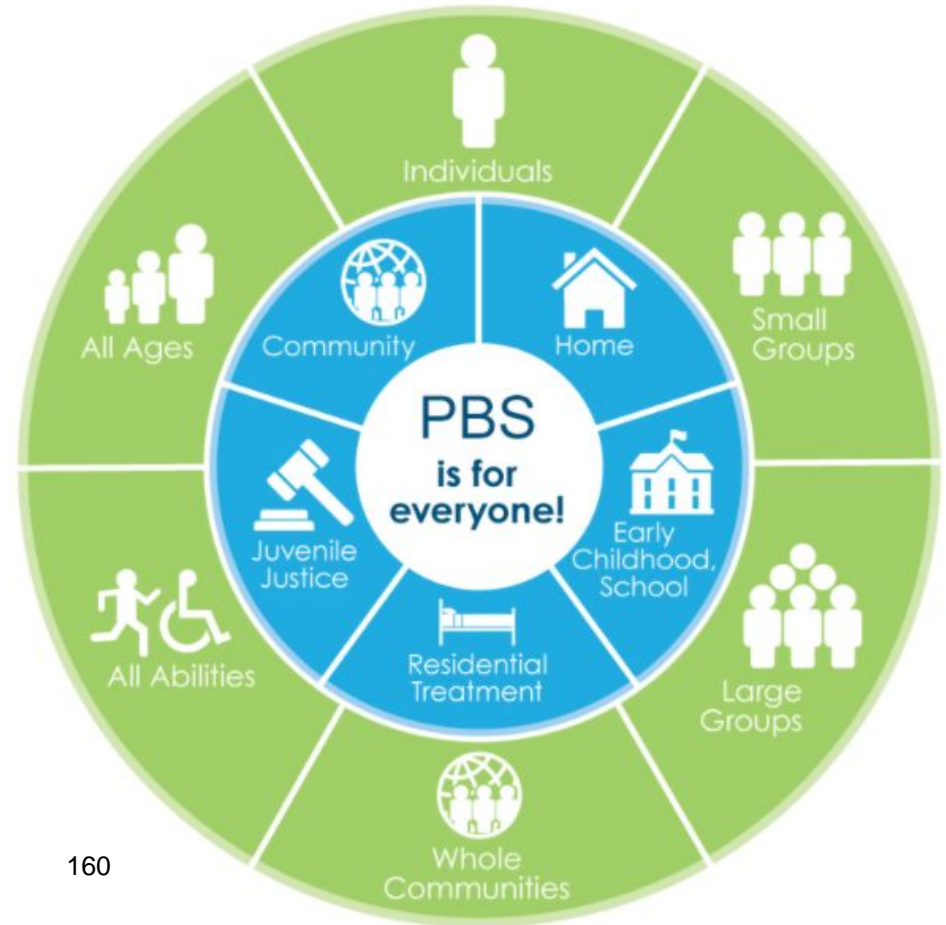
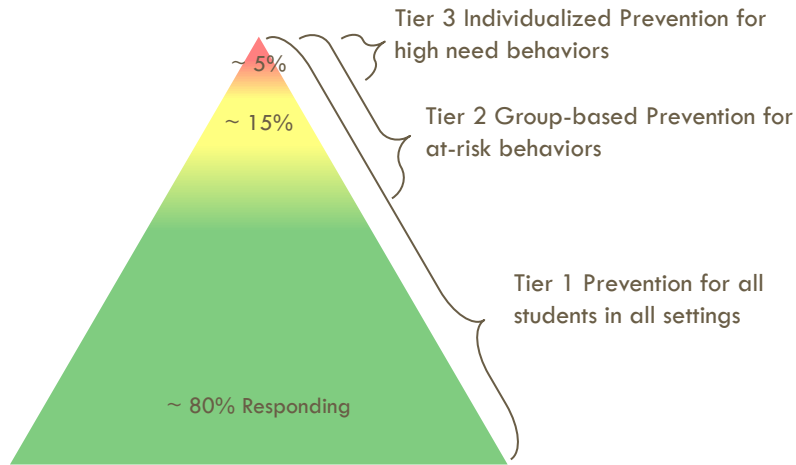
# Positive Behavioral Interventions and Supports (PBIS) 2023-2024

# Positive Behavioral Interventions and Supports (PBIS) - What is it?

***PBIS is a framework to establish behavioral supports and social culture needed for all students to achieve social, emotional and academic success.***

- PBIS is a **process** NOT a packaged curriculum, intervention or manual
- PBIS is a **prevention-oriented** way for schools to:
  - Organize evidence-based practices
  - Improve use of evidence-based practices
  - Maximize academic and social behavior outcomes for students
- PBIS supports the success of **ALL** students

# PBIS - Who is it for?



# Foundations of PBIS

## Evidence-based features of PBIS


- Prevention
- **Define and teach positive social expectations**
- Acknowledge positive behavior
- Arrange consistent responses for problem behavior
- Ongoing collection and use of data for decision-making
- Continuum of intensive, individual intervention supports
- Implementation of the systems that support effective practices

# PBIS - Why we have it

## District-wide Approach:

- Shift away from the 'Do Not' language into 'Can do'
- Students need to know what we expect and how to act in different areas
- We have to teach what we expect of students
- Model desired behaviors
- Everything is about relationship building

# Royalton Elementary/Early Childhood Center PAWS Matrix

	Classroom	Cafeteria	Bathroom	Playground	Hallway
<b>P</b> ersonal Best	Try your best Be helpful Accept others Use Please and Thank you	Be polite to others Share a smile Sit with someone who needs a friend	Be considerate of others	Include others Try something new Have fun	Smile Greet others Be helpful Be considerate
<b>A</b> ct Responsibly	Follow directions Accept consequences Be on time Complete assignments	Return tray and silverware Throw garbage away Eat your own food Listen to adults	Go, Flush, Wash, Leave Clean up after yourself Use planned bathroom breaks	Line up when signal is given Follow directions Throw away trash and litter Put away equipment	Keep hallways clean Walk directly to your destination
<b>W</b> ork and Play Safely	Keep hands and feet to yourself Stay in assigned location Use supplies as intended	Walk Make healthy choices Keep hands and feet to yourself	Wash and dry hands Use property as intended	Know and follow playground rules and expectations Use equipment as intended Get help for self and others	Walk on the right Allow others space to move
<b>S</b> how Respect	Raise your hand Use listening ears Use kind words Respect personal space	Use kind words Use a quiet voice Be patient when waiting Say please and thank you Follow directions given by adults	Keep bathroom clean Respect privacy of others Treat property with respect Use a quiet voice	Listen to adults Take care of the equipment Use kind words Take turns Be a good sport Solve problems with respect and fairness	Walk Hands and feet to yourself Use lockers appropriately and quietly Use a quiet voice Follow adult directions



# ROYALTON MIDDLE/HIGH SCHOOL MATRIX

## RESPECT YOURSELF

### All Settings

- Respect yourself
- Dress appropriately
- Use a positive attitude
- Be safe

### Classroom

- Be prepared
- Try your best
- Focus on learning
- Be on time
- Participate actively

### Hallways

- Walk appropriately
- Manage your planner/hall pass
- Go directly to your destination
- Be kind to others

### Lunchroom Commons

- Use good table manners
- Keep your area clean
- Make healthy choices

### Restrooms Locker Rooms

- Wash your hands
- Be timely
- Be chemical free

### Activities Athletics Assemblies

- Be chemical free
- Use appropriate language at all times
- Have fun
- Be safe
- Show school pride
- Follow the rules

### Parking Lots

- Follow vehicle safety
- Maintain a chemical free zone
- Buckle up
- Be safe

### Busses

- Sit appropriately
- Stay in your seat
- Use appropriate language
- Listen to the driver at all times

### Lions' Den

- Use time wisely
- Use with permission

### Media Center

- Use time wisely
- Focus on learning

## RESPECT OTHERS

- Be polite
- Cooperate with adults & peers
- Use appropriate language

- Respect others' ideas
- Actively listen
- Follow directions
- Wait your turn

- Keep hands to yourself
- Greet others appropriately
- Keep hallways passable (stay to the right)
- Be kind
- Use quiet voices
- Use appropriate language

- Include others
- Be patient
- Stay in line
- Practice good manners
- Listen to lunchroom staff
- Say please & thank you

- Respect people's privacy
- Remember to flush
- Be chemical free

- Show positive participation
- Show respect for performers/athletes
- Show good sportsmanship
- Be a good listener
- Be safe

- Watch for pedestrians
- Be patient
- Be alert (hands free)
- Turn down music
- Obey all traffic laws

- Show respect to bus driver
- Listen to the bus driver at all times
- Keep aisles clear
- Use quiet voices
- Be courteous to other riders

- Use appropriate voice level
- Respect others work time
- Use headphones at all times

- Use appropriate voice level
- Respect others work time
- Use headphones at all times

## RESPECT OUR SCHOOL

- Recycle when possible
- Manage your own possessions
- Respect the facility & its materials

- Keep classrooms, gyms, shops, labs clean
- Respect the facility & its materials

- Clean up after yourself
- Take care of your locker
- Respect walls & hallways
- Respect the facility & its materials

- Keep lunch area clean
- Pay for your lunch items
- Carefully dispose of lunch waste
- Respect the facility & its materials

- Clean up after yourself
- Report problems
- Use facilities appropriately
- Respect the facility & its materials

- Clean up after yourself
- Report problems
- Use facilities appropriately
- Respect the facility & its materials

- Lock your vehicle
- Drive at posted speed
- Clean up your litter
- Watch for others
- Respect the facility & its materials

- Follow all bus rules
- Keep bus clean
- Keep arms, legs, & all items inside the bus
- Respect the facility & its materials

- Use furniture appropriately
- Keep the den clean
- Respect the facility & its materials

- Clean up after yourself
- Respect the facility & its materials

# PBIS - How it's implemented

- ES
  - PAWS Slips
  - PAWS Awards
  
- MS/HS
  - Postcards for Positive Behavior
  - Teacher Videos on Correct Behavior
    - [Parking Lot](#)
    - [Activities Behavior](#)
  - Student Parking Spot
  - Bi-weekly drawings



**Thank you!**

## 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;

Scheels has generously offered to donate a \$350 gift card to use towards the Community Education Pickleball class.

Pierz Freedom Music Fest has generously donated \$500 to the Royalton Drama Club Student Activities Fund for helping with cleaning the event site and the campground. The money should be used for any costumes, sets, props, or any other expenses connected to the performance of plays.

The American Legion has generously donated \$3800 to the 2023 Deep Portage 5th Grade Trip.

The Initiative Foundation has generously donated a grant of \$1000 for Mr. Skwira to provide equipment to support hands-on learning to students on trades, career opportunities and courses.

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 \_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_ Board Chair, Rian Hofstad

\_\_\_\_\_ Board Clerk, Angela Roering

## 601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

### I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Academic Standards and federal law and are aligned with creating the world's best workforce.

### II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish the "world's best workforce" in which all learning in the school district should be directed and for which all school district learners should be held accountable.

### III. DEFINITIONS

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Antiracist" means actively working to identify and eliminate racism in all forms in order to change policies, behaviors, and beliefs that perpetuate racist ideas and actions.
- C. "Benchmark" means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- D. "Culturally sustaining" means integrating content and practices that infuse the culture and language of Black, Indigenous, and People of Color.
- E. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- F. "Ethnic studies" as defined in Minnesota Statutes, section 120B.25, has the same meaning for purposes of this section. Ethnic studies curriculum may be integrated in existing curricular opportunities or provided through additional curricular offerings.
- G. "Experiential learning" means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.
- H. "Institutional racism" means structures, policies, and practices within and across institutions that produce outcomes that disadvantage those who are Black, Indigenous, and People of Color.
- I. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements including applied and experiential learning.

Deleted: [Note: Minnesota Statutes section 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minnesota Statutes section 120B.11.]¶

- J. "Performance measures" are measures to determine school district and school site progress in striving to create the world's best workforce and must include at least the following:
1. the size of the academic achievement gap; rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup;
  2. student performance on the Minnesota Comprehensive Assessments;
  3. high school graduation rates; and
  4. career and college readiness under Minnesota Statutes, section 120B.30, subdivision 1.
- K. "World's best workforce" means striving to: meet school readiness goals; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

**IV. LONG-TERM STRATEGIC PLAN**

- A. The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world's best workforce and includes the following:
1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in state and federal law;
  2. a process to assess and evaluate each student's progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and accelerate their instruction, adopt procedures for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to under-represented groups, and identify the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students' progress and growth toward career and college readiness and leading to the world's best workforce;
  3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minnesota Statutes section 123B.147, subdivision 3, students' access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minnesota Statutes section 120B.35, subdivision 3(b)(2), and teacher evaluations under Minnesota Statutes section 122A.40, Subd. 8, or 122A.41, subdivision 5;
  4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;
  5. a process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;

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[Note: MSBA/MASA Model Policy 601, Section IV.B. and MSBA/MASA Model Policy 616 address this requirement.]¶

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[Note: MSBA/MASA Model Policy 618 addresses this requirement.]¶

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[Note: MSBA/MASA Model Policy 616 addresses this requirement.]¶

6. education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and
  7. an annual budget for continuing to implement the school district plan.
- B. School district site and school site goals shall include the following:
1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning.\* These skills include the following:
    - a. reading, writing, speaking, listening, and viewing in the English language;
    - b. mathematical and scientific concepts;
    - c. locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e., problem solving);
    - d. creative and critical thinking, decision making, and study skills;
    - e. work readiness skills;
    - f. global and cultural understanding.
  2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
    - a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;
    - b. bring many perspectives, including historical, to contemporary issues;
    - c. develop an appreciation and respect for democratic institutions;
    - d. communicate and relate effectively in languages and with cultures other than the student's own;
    - e. practice stewardship of the land, natural resources, and environment;
    - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.
  3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.
  4. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
    - a. establishing and achieving personal and career goals;
    - b. adapting to change;
    - c. leading a healthy and fulfilling life, both physically and mentally;

**Deleted: - [\*Note: The criteria for acceptable performance in basic skills areas may need to be modified for students with unique learning needs. These modifications will be reflected in the Individualized Education Program (IEP) or Rehabilitation Act Section 504 Accommodation plan.]¶**

- d. living a life that will contribute to the well-being of society;
  - e. becoming a self-directed learner;
  - f. exercising ethical behavior.
5. Students will be given the opportunity to acquire human relations skills necessary to:
- a. appreciate, understand, and accept human diversity and interdependence;
  - b. address human problems through team effort;
  - c. resolve conflicts with and among others;
  - d. function constructively within a family unit;
  - e. promote a multicultural, gender-fair, disability-sensitive society.

C. ~~Every child is reading at or above grade level every year, beginning in kindergarten, and multilingual learners and students receiving special education services are receiving support in achieving their individualized reading goals pursuant to Policy 621 (Literacy and the Read Act).~~

- 1. The school district must identify, before the end of kindergarten, grade 1, and grade 2, all students who are not reading at grade level. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.
- 2. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.

3. Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive assessment and annually report summary assessment results to the Commissioner of Education by July 1.

- 4. The school district must annually report to the Commissioner of Education by July 1 a summary of the district's efforts to screen and identify students who demonstrate characteristics of dyslexia using screening tools such as those recommended by the Minnesota Department of Education's dyslexia specialist. With respect to students screened or identified under paragraph (1), the report must include:
  - (a) a summary of the district's efforts to screen for dyslexia;
  - (b) the number of students screened for that reporting year; and
  - (c) the number of students demonstrating characteristics of dyslexia for that year.

**Deleted: [Note: School district and site goals example courtesy of the Winona School District.]¶**

**Deleted:** Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.

**Deleted: [Note: According to Minnesota statutes, dyslexia screening is to be conducted in a locally determined manner.]¶**

5. A student identified as having a reading difficulty must be provided with alternate instruction under Minnesota Statutes section 125A.56, subdivision 1.
6. At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:
  - a. the student's reading proficiency as measured by a locally adopted assessment;
  - b. reading-related services currently being provided to the student and the student's progress; and
  - c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.

This provision may not be used to deny a student's right to a special education evaluation.

7. For each student who is not reading at or above grade level, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year. If a student does not read at or above grade level by the end of grade 3, the school district must continue to provide reading intervention until the student reads at grade level. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. Intervention methods may include, but are not limited to, requiring attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended day programs, or programs that strengthen students' cultural connections.

8. The school district will provide a personal learning plan for a student who is unable to demonstrate grade-level proficiency, as measured by the statewide reading assessment in grade 3. The school district will determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school district will develop the personal learning plan in consultation with the student's parent or guardian. The personal learning plan will address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the school day, periodic assessments, and reasonable timelines. The personal learning plan may include grade retention if it is in the student's best interest. The student's school will maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an Individualized Education Program.

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 →→ **[Note: School districts are strongly encouraged, but not required, to provide personal learning plans, as provided in Paragraph 8.]** ¶

**Legal References:**

- Minn. Stat. § 120B.018 (Definitions)
  - Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
  - Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
  - Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)
  - Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)
  - Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)
  - Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
  - Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
  - Minn. Stat. § 123B.147, Subd. 3 (Principals)
- 601-5

Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required before Assessment Referral)  
20 U.S.C. § 5801, *et seq.* (National Education Goals)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

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

Adopted: August 8, 2011  
Revised: October 24, 2022

Royalton School District Policy 603  
Reviewed:

## 603 CURRICULUM DEVELOPMENT

### I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

### II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

### III. RESPONSIBILITY

The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long-range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.

### IV. STRATEGIC PLANNING COMMITTEE

- A. The school board must establish an advisory committee to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
- B. The Strategic Planning Committee, to the extent possible, must reflect the diversity of the district and its school sites, include teachers, parents, support staff, students, and other community residents, and provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents must comprise at least two-thirds of committee members.
- C. The Strategic Planning Committee must pursue community support to accelerate the academic and native literacy and achievement of English learners with varied needs, from young children to adults, consistent with Minnesota Statutes, section 124D.59, subdivisions 2 and 2a.
- D. The school district may establish site teams as subcommittees of the Strategic Planning Committee.
- E. The Strategic Planning Committee must recommend to the school board
  - 1. rigorous academic standards, student achievement goals and measures consistent with Minnesota Statutes, sections 120B.11, subdivision 1a, 120B.022 subdivisions 1a and 1b, and 120B.35;
  - 2. district assessments;
  - 3. means to improve students' equitable access to effective and more diverse teachers;
  - 4. program evaluations.

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Deleted: [Note: Minnesota Statutes section 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 618-620 provide procedures to further implement the requirements of Minnesota Statutes section 120B.11.]¶

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Deleted: 4. - strategies to ensure the curriculum is rigorous, accurate, antiracist, culturally sustaining, and reflects the diversity of the student population; ¶

5. - strategies to ensure that curriculum and learning and work environments validate, affirm, embrace, and integrate the cultural and community strengths of all racial and ethnic groups; and ¶

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- F. School sites may expand upon district evaluations of instruction, curriculum, assessments, or programs.

**V. CURRICULUM DEVELOPMENT PROCESS**

**[Note: In light of changes in Minnesota law regarding curriculum, MSBA encourages school districts to consider deleting Article VI, Section A or revising it to reflect local curriculum development processes. Literacy planning is now addressed in new model policy 621: Literacy and the READ Act.]**

- A. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minnesota Statutes, section 120A.20, [subdivision 1\(c\)](#). A student's plan under this section shall continue while the student is enrolled.
- B. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.
- C. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

**Legal References:** Minn. Stat. § [120A.20 \(Admission to Public School\)](#)  
[Minn. Stat. § 120B.10 \(Findings; Improving Instruction and Curriculum\)](#)  
Minn. Stat. § 120B.11 ([School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce](#))  
Minn. Stat. § 120B.12 (Reading Proficiently No Later than the End of Grade 3)  
Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment; [Personal Learning Plans](#))  
[Minn. Stat. § 124D.59 \(Definitions\)](#)  
Minn. Rules Part 3500.0550 (Inclusive Educational Program)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Part 3501.0820 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

**Cross References:** MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 605 (Alternative Programs)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

**Deleted: V. → SCHOOL SITE TEAM**

Each school must establish a site team to develop and implement strategies and education effectiveness practices to improve instruction, curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. The site team must include an equal number of teachers and administrators and at least one parent. The site team advises the board and the advisory committee about developing the annual budget and creates an instruction and curriculum improvement plan to align curriculum, assessment of student progress, and growth in meeting state and district academic standards and instruction.

**VI**

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A. → Within the ongoing process of curriculum development, the following needs shall be addressed:

1. → Provide for articulation of courses of study from kindergarten through grade twelve.
2. → Identify minimum objectives for each course and at each elementary grade level.
3. → Provide for continuing evaluation of programs for the purpose of attaining school district objectives.
4. → Provide a program for ongoing monitoring of student progress.
5. → Provide for specific, particular, and special needs of all members of the student community.
6. → Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.

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B.

**Deleted:** Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified. See Minnesota Statutes section 120B.12, Subd. 2.

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)  
MSBA/MASA Model Policy 619 (Staff Development for Standards)  
MSBA/MASA Model Policy 620 (Credit for Learning)  
MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)

603-3



Adopted: ~~September 23, 2019~~  
Revised: ~~February 27, 2023~~

~~Royalton School District Policy 613~~  
~~Reviewed:~~

- Deleted: :
- Deleted: MSBA/MASA Model
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- Deleted: . 2023
- Deleted: [Note: The requirements set forth in this policy govern the graduation standards that Minnesota public schools must require for a high school diploma for all students.]¶

## 613 GRADUATION REQUIREMENTS

### I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

### II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students entering grade 8 in the 2012-2013 school year and later must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

### III. DEFINITIONS

- A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- B. "Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.
- C. "English language learners" or "ELL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.
- D. "Required standard" means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, and the arts, and (2) a locally adopted expectation for student learning in health.
- E. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

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### IV. DISTRICT ASSESSMENT COORDINATOR

~~The District Assessment Coordinator~~ shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

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- Deleted: named the District Assessment Coordinator. Said person shall be

### V. GRADUATION ASSESSMENT REQUIREMENTS

For students enrolled in grade 8 in the 2012-2013 school year and later, students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

- A. Achievement and career and college readiness in mathematics, reading, and writing, as measured against a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation and which facilitates the monitoring of students' continuous development of and growth in requisite knowledge and skills; analysis of students' progress and performance levels, identification of students' academic strengths and diagnosis of areas where students

require curriculum or instructional adjustments, targeted interventions, or remediation; and determination of students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student based on analysis of students' progress and performance data; and

- B. Consistent with this paragraph and Minnesota Statutes section 120B.125 (see *Policy 604, Section II.H.*), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
- C. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
- D. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
- E. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college are actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment to graduate from high school.
- F. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

## VI. GRADUATION CREDIT REQUIREMENTS

Students must successfully complete, as determined by the school district, the following high school level credits for graduation:

- A. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
- B. Four credits of mathematics in the 2023 school year and three and one-half in the 2024 school year and later, including an algebra II credit or its equivalent, sufficient to satisfy all of the academic standards in mathematics;
- C. An algebra I credit by the end of 8<sup>th</sup> grade sufficient to satisfy all of the 8<sup>th</sup> grade standards in mathematics;
- D. Grad Year 2024 and 2025:  
Three and one-half credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and (c) one credit physical science; (d) half an elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
- Grad Year 2026 and Later:  
Three and one-half credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and (c) one credit earth science; (d) half an elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the

academic standards in either chemistry or physics and (ii) all other academic standards in science;

E. Four and one-half credits of social studies in the 2023, 2024 and 2025 school year and Four in the 2026 school year and later, encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;

F. One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts; and

G. One-half credit of personal finance.

H. A minimum of seven elective credits.

I. Credit equivalencies

1. A one-half credit of economics taught in a school's agriculture education or business department may fulfill a one-half credit in social studies under Paragraph E., above, if the credit is sufficient to satisfy all of the academic standards in economics.

2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph D., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph D., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph D., above.

3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph B. or Paragraph F., above.

4. A computer science credit may fulfill a mathematics credit requirement under Paragraph B., above, if the credit meets state academic standards in mathematics.

5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph B. or Paragraph D., above, if the credit meets the state academic standards in mathematics or science.

6. An ethnic studies course may fulfill a social studies, language arts, arts, math, or science credit if the course meets the applicable state academic standards. An ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.

**[Note: Starting in the 2026-27 school year, a high school must offer an ethnic studies course; in elementary and middle schools by the 2027-28 school year.]**

## VII. GRADUATION STANDARDS REQUIREMENTS

A. All students must demonstrate their understanding of the following academic standards:

613-3

**Deleted:** Students beginning 8<sup>th</sup> grade in the 2012-2013 school year and later must successfully complete, as determined by the school district, the following high school level credits for graduation:¶

A.→ Four credits of language arts sufficient to satisfy all academic standards in English language arts;¶

B.→ Three credits of mathematics, including an algebra II credit or its equivalent, sufficient to satisfy all of the academic standards in mathematics;¶

C.→ An algebra I credit by the end of 8<sup>th</sup> grade sufficient to satisfy all of the 8<sup>th</sup> grade standards in mathematics;¶

D.→ Three credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and (c) one elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;¶

E.→ Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;¶

F.→ One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts; and¶

G.→ A minimum of seven elective credits.¶

H.→ Credit equivalencies¶

1.→ A one-half credit of economics taught in a school's agriculture agricultural, food, and natural resources education or business education program or department may fulfill a one-half credit in social studies under Paragraph E., above, if the credit is sufficient to satisfy all of the academic standards in economics.¶

2.→ An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph D., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph D., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph D., above.¶

3.→ A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph B. or Paragraph F., above.¶ ... [1]

1. School District Standards, Health (K-12);
  2. School District Standards, Career and Technical Education (K-12); and
  3. School District Standards, World Languages (K-12).
- B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.\* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.
- \* Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.
- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
1. Minnesota Academic Standards, English Language Arts K-12;
  2. Minnesota Academic Standards, Mathematics K-12;
  3. Minnesota Academic Standards, Science K-12;
  4. Minnesota Academic Standards, Social Studies K-12; and
  5. Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

#### **VIII. EARLY GRADUATION**

Students may be considered for early graduation, as provided for within Minnesota Statutes, section 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

**Legal References:** Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)  
Minn. Stat. § 120B.021 (Required Academic Standards)

Minn. Stat. § 120B.023 (Benchmarks)  
Minn. Stat. § 120B.024 (Credits)  
Minn. Stat. § 120B.07 (Early Graduation)  
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)  
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)  
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Part 3501.0820 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

**Cross References:** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)



Adopted: February 14, 2011  
Revised: August 22, 2022

Royalton School District Policy 616  
Reviewed:

## 616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

### I. PURPOSE

The purpose of this policy is to focus public education strategies on a process that promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding implementation of the Minnesota K-12 Academic Standards and federal law.

### II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota K-12 Academic Standards and federal law requires accountability for the school district. The school district established a system to transition to the graduation requirements of the Minnesota K-12 Academic Standards. The school district also established a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

### III. DEFINITIONS

- A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- B. "World's best workforce" means striving to: meet school readiness goals; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

### IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

- A. School District Goals
1. The school board has established school district-wide goals that provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota K-12 Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the school district's Advisory Committee.
  2. The Strategic Planning Committee created under Policy 603 (Curriculum Development) is established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
  3. The school district-wide improvement goals should address recommendations identified through the Strategic Planning Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness

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B. → "Graduation Standards" means the credit requirements and locally adopted content standards or Minnesota K-12 Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.

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program, an evaluation of student progress committee, or through some other locally determined process.

- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minnesota Statutes section 123B.147, and teacher evaluations under Minnesota Statutes section 122A.40 or 122A.41.

C. Implementation of Graduation Requirements

- 1. The Strategic Planning Committee shall also advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of the Strategic Planning Committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually.
- 2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the Strategic Planning Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The Strategic Planning Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.
- 3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of current achievement that show growth relative to an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Strategic Planning Committee

- 1. Annually, the Strategic Planning Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
  - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota K-12 Academic Standards;
  - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
  - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals; and,

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Deleted: 2.→ The District Advisory Committee, working in cooperation with other committees of the school district [such as the *Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.*], will provide active community participation in:¶

d. Advising the school board about development of the annual budget.

2. The Strategic Planning Committee shall meet the following criteria:

- a. The Strategic Planning Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
- b. The Strategic Planning Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
- c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
- d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Strategic Planning Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.

5. Translation services should be provided to the extent appropriate and practicable.

**F. Reporting**

- 1. Consistent with Minnesota Statutes, section 120B.36, subdivision 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.
- 2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.
- 3. The school district must annually report the district's class size ratios by each grade to the commissioner of education in the form and manner specified by the

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4.→ The Advisory Committee shall, when possible, be comprised of at least two-thirds community representatives and shall reflect the diversity of the community. To the extent possible, the Advisory Committee shall reflect the diversity of the school district and its school sites and include teachers, parents, support staff, students, and other community residents. Included in its membership should be: ¶

a.→ The Director of Curriculum (or similar educational leader) ¶

b.→ Principal ¶

c.→ School Board Member ¶

d.→ Student Representative ¶

e.→ One teacher from each building or instructional level ¶

f.→ Two parents from each building or instructional level ¶

g.→ Two residents without school-aged children, non-representative of local business or industry ¶

h.→ Two residents representative of local business or industry ¶

i.→ District Assessment Coordinator (if different from "a." above) ¶

**[Note: This Advisory Committee**

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6.→ The District Advisory Committee shall meet the following timeline each year: ¶

Month:→ Organizational meeting of the Committee to review the authorizing legisla... [2]

Deleted: E.→ Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward Literacy by Grade 3, the Graduation Standards, as well as program evaluation data for use by the... [3]

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[commissioner.](#)

4. [The school district must report whether programs funded with compensatory revenue are consistent with best practices demonstrated to improve student achievement.](#)

**Legal References:** Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota’s Students)  
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World’s Best Workforce)  
Minn. Stat. § 120B.35 (Student Academic Achievement and Growth)  
Minn. Stat. § 120B.36 (School Accountability)  
Minn. Stat. § 122A.40 (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123B.04 (Site Decision Making; Individualized Learning Agreement; Other Agreements)  
Minn. Stat. § 123B.147 (Principals)  
[Minn. Stat. § 126C.12 \(Learning and Development Revenue Amount and Use\)](#)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

**Cross References:** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)  
MSBA/MASA Model Policy 619 (Staff Development for Standards)  
MSBA/MASA Model Policy 620 (Credit for Learning)

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Adopted: April 13, 2004

Royalton School District Policy 532

Revised: September 23, 2019

Reviewed: September 26, 2022

### 532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

#### I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

#### II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

#### III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Crisis team" means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- B. "Emergency" means a situation where immediate intervention is needed to protect a child or other individual from physical injury.
- C. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.
- D. "Police liaison officer" is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- E. The phrase "remove the student from school grounds" is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.

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

Deleted: [Note: Minnesota Laws 2009, Chapter 96, made a number of changes to the laws and rules governing the use of "conditional procedures" with respect to special education students. Specifically, Chapter 96 repealed, EFFECTIVE AUGUST 1, 2011, Minnesota Statutes sections 121A.66, 121A.67, Subd. 1, as well as Minnesota Rules 3525.0210, Subparts 5, 6, 9, 13, 17, 29, 30, 46, 47, and 3525.2900, Subp. 5. These laws and rules were replaced, effective August 1, 2011, with a restrictive procedures law which generally addresses the restraint of special education students. Also note that the restrictive procedures law contains a significant staff training component, found at Minnesota Statutes section 125A.0942, Subds. 1, 2, and 5. Staff who intend to use restrictive procedures must be trained in the areas specified in Subd. 5 to use these procedures.]¶

- F. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

**IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS**

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student's behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team may be summoned. The crisis team may attempt to de-escalate the student's behavior by means including, but not limited to, those described in the student's IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. Removal By Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

***[Note: If the school district uses a different reference name for its student records policy, insert that name in place of the reference to Protection and Privacy of Pupil Records, which is the title of MSBA/MASA Model Policy 515.]***

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

1. In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the

school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another

2. In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:

- a. Corporal punishment prohibited by Minnesota Statutes, section 121A.58;
- b. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
- c. Totally or partially restricting a child's senses as punishment;
- d. Denying or restricting a child's access to equipment and devices such as walkers, wheelchairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
- e. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minnesota Statutes, Chapter 260E;
- f. Physical holding (as defined in Minnesota Statutes, section 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
- g. Withholding regularly scheduled meals or water; and/or
- h. Denying a child access to toilet facilities.

3. [Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.](#)

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minnesota Statutes, section 125A.0942, subdivision 5, and otherwise comply with the requirements of [section 125A.0942](#).

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G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report, in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)  
Minn. Stat. § 121A.67 (Removal by Police Officer)  
Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)  
Minn. Stat. § 609.06 (Authorized Use of Force)  
Minn. Stat. § 609.379 (Permitted Actions)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))  
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Act)  
34 C.F.R. § 300.535 (Referral to and Action by Law Enforcement and Judicial Authorities)

**Cross References:** MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507 (Corporal Punishment)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)

Adopted: March 8, 2004

Royalton School District Policy 534

Revised: December 20, 2021

Reviewed:

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## 534 SCHOOL MEALS POLICY

### I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

**Deleted:** [Note: In 2021, the Minnesota legislature amended Minnesota Statutes, section 124D.111, that now states to require that Minnesota school districts that participate in the national school lunch program must adopt a school meals policy. In 2023, the Minnesota legislature amended the statute to create the free school meals program.]¶

¶ [Note: This MSBA/MASA model policy is drafted to be consistent for all grade levels. However, local school districts may vary the meal charge policy for elementary, middle, and high schools.]¶

¶ [Note: School districts must follow appropriate debt collection practices when attempting to recover unpaid a la carte items or second meal charges.]¶

### II. PAYMENT OF MEALS

A. Students have use of a meal account. Students will be provided a reimbursable meal regardless of the student's account balance. When the student's account balance reaches \$5.00 and lower, the school district sends out a message to the account holder (i.e. parent/guardian) via voicemail that their lunch account has a low balance. Families can add money to students' accounts either by using the electronic payment option, mailing a check, or paying in person at the school office.

**Deleted:** a la carte items or second school

**Deleted:** [Note: Payment systems and procedures will likely vary from school district to school district. The school district should select one of the following options and delete the remaining options.]¶

If the school district participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.

**Deleted:** [OPTION 1: All a la carte items or second meal purchases are to be prepaid before meal service begins. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).] A student who does not have sufficient funds will not be allowed to charge meals or a la carte items or a second meal u... [1]

B. A school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.

**Deleted:** When the balance reaches zero, a student may charge no more than \$[insert amount] or [insert number of meals] to this account]. When an account reaches this limit... [2]

C. Each school that participates in the free school meals program must:

**Deleted:** ¶ [OPTION 3: Insert a school district-specific process for payment of a la carte items or second meals.]¶ ... [3]

(1) participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and

(2) provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.

**Deleted:** ¶ If the school district receives school lunch aid under Minnesota Statutes section 124D.111, it must make lunch available without charge to... [4]

D. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.

**Deleted:** A student who has been determined to be eligible for free and reduced-price lunch always must be served a reimbursable meal even if the student has an outstanding debt.

E. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be

**Deleted:** ¶ E. → When a student has a negative account balance, the student will not be allowed to charge a snack item.¶

distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

### III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches ~~\$5.00~~. Families will be notified by ~~phone and mail~~.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, ~~providing alternative meals not specifically related to dietary needs; providing nonreimbursable meals;~~ or affixing stickers, stamps, or pins.

**Deleted:** [insert amount] or [insert number of meals].

**Deleted:** [insert the method used to notify families (e.g., automated calling system, email, letters sent home)].

### IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free ~~or reduced-price meals~~ for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances ~~with no contact for 90 days~~ will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

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### V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
  - 1. all households at or before the start of each school year;
  - 2. students and families who transfer into the school district, at the time of enrollment; and
  - 3. all school district personnel who are responsible for enforcing this policy.

- B. The school district will post this policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

**Legal References:** Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 124D.111 (School Meals Policies; Lunch Aid; Food Service Accounting)  
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)  
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)  
7 C.F.R. § 220.8 (School Breakfast Program Regulations)  
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)  
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**Cross References:** None

Page 1: [1] Deleted Author

Page 1: [2] Deleted Author

Page 1: [3] Deleted Author

Page 1: [4] Deleted Author