



ROYALTON BOARD OF EDUCATION

Regular Meeting Agenda

November 27, 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

8.a. Board Committee Report

8.b. Superintendent Report

8.c. Business Manager Report

8.d. Principal Report

8.e. Athletic Director

9. Consent Agenda Approval

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

9.a. Approval of Regular Board Meeting Minutes 10.23.23

9.b. Claims, Accounts and Financial

Approve accounts payable and receivables, and employee reimbursements as attached and approve all other financial reports as presented.

9.c. Approval of Resignations/Terminations

9.d. Approval of New Hires

Description: The Royalton School Board will approve the following hires based upon the findings of each individual's background check, licensure status, and discipline report from the MN Department of Education.

10. Discussion/Information/Action Items

10.a. Targeted Services with Freshwater Education District Discussion

10.b. Sourcewell Board of Directors Election Discussion

10.c. Approval of Superintendent Contract

10.d. Approval of Donations by Resolution

10.e. Policy Reading

10.e.1. First Policy Reading

Description: 450 - Employee Recognition

452 - Information Technology Policy

504 - Student Dress and Appearance

534 - School Meals Policy

712 - Video Surveillance Other Than On Buses

713 - Student Activity Accounting
750 - Food Service Program Policy

10.e.2.Second Policy Reading

Description: 417 - Chemical Use and Abuse

10.e.3.Approval of Second Policy Readings (final reading due to minor changes)

Description: 103 - Complaints - Students, Employees, Parents, Other Persons
404 - Employment Background Checks

11. Upcoming Meeting Schedule

Description:

1. Wednesday, November 29th, 6PM Strategic Planning Committee Meeting
2. Monday, December 11th, 6:05PM Truth in Taxation Board Meeting
3. Monday, December 11th, (follows Truth in Taxation Meeting) Regular Board Meeting
4. Wednesday, December 13th, 2PM Policy Meeting
5. Tuesday, December 19th, Noon Finance Meeting

11.a.Set January Organizational Meeting

12. Adjournment



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

FISCAL YEAR 2024
NOVEMBER BUDGET UPDATE

ENROLLMENT

- Original Adopted Budget: 935 ADM
 - Ended 22-23 943 ADM

- As of November 2023: 919 Students
 - ADM's calculated based on weighted factor
 - EC-6th Grade = 1.0
 - 7th-12th Grade = 1.20
 - 23-24 updated School ADM Report not available yet

- Enrollment Tracking
 - Monthly
 - Budget impact

GENERAL FUND REVENUES

Royalton School District
 FINANCIAL REPORTS
 MONTH ENDED October 31, 2024



Revenues by Source	FISCAL YEAR 2024			PRIOR FISCAL YEAR 2023		2ND PRIOR FISCAL YEAR 2022		2024	2023	2022
	Adopted Budget	Revised Budget	Year-to-Date Actual	Total Actual	Year-to-Date Actual	Total Actual	Year-to-Date Actual	% of Budget	% of Total	% of Total
Local Revenues	3,039,303.33	3,039,303.33	719,078.17	2,963,464.51	695,146.20	2,682,386.39	275,453.27	23.66%	23.46%	10.27%
State Revenues	10,437,724.21	10,437,724.21	2,752,877.26	9,932,793.73	2,857,472.27	9,493,142.66	2,542,280.50	26.37%	28.77%	26.78%
Federal Revenues	737,999.14	737,999.14	123,100.75	1,206,704.73	(9,372.00)	1,327,390.74	74,900.19	16.68%	-0.78%	5.64%
Misc Local Revenues	124,969.00	124,969.00	70,461.43	374,974.52	138,605.09	62,421.98	38,009.64	56.38%	36.96%	60.89%
Total Revenues	14,339,995.68	14,339,995.68	3,665,517.61	14,477,937.49	3,681,851.56	13,565,341.77	2,930,643.60	25.56%	25.43%	21.60%

- On track with current year budget: 25-26%

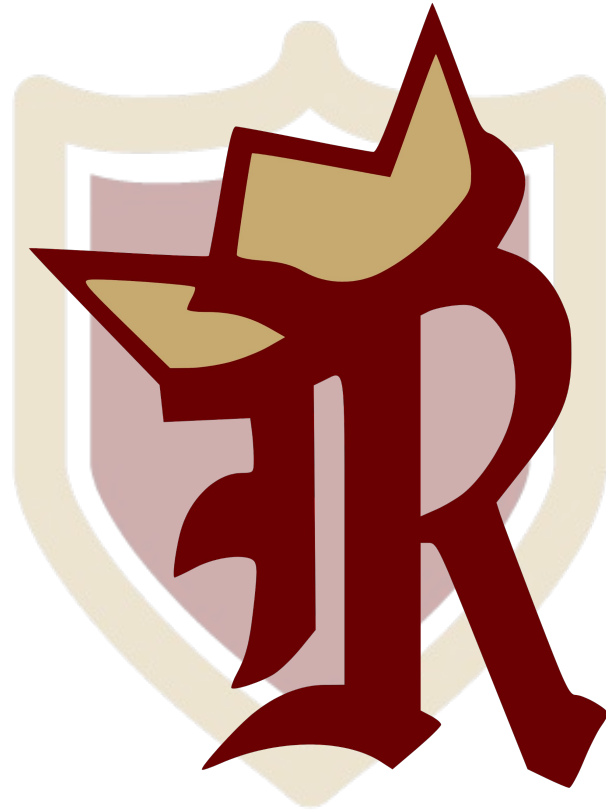
GENERAL FUND EXPENDITURES

Royalton School District
 FINANCIAL REPORTS
 MONTH ENDED October 31, 2024



Expenditures by Program	FISCAL YEAR 2024			PRIOR FISCAL YEAR 2023		2ND PRIOR FISCAL YEAR 2022		2024	2023	2022
	Adopted Budget	Revised Budget	Year-to-Date Actual	Total Actual	Year-to-Date Actual	Total Actual	Year-to-Date Actual	% of Budget	% of Total	% of Total
Administration	782,881.25	782,881.25	196,071.12	753,989.01	207,793.07	661,685.79	173,747.82	25.04%	27.56%	26.26%
District Support	464,397.53	464,397.53	104,428.16	358,141.64	117,683.54	338,651.98	150,506.05	22.49%	32.86%	44.44%
Elem/Sec Instruction	4,705,604.79	4,705,604.79	1,066,346.80	5,077,128.84	1,017,005.48	4,780,710.54	1,039,288.56	22.66%	20.03%	21.74%
Vocational	207,366.68	207,366.68	56,888.44	235,669.04	58,379.98	204,454.20	31,030.59	27.43%	24.77%	15.18%
Special Education	1,402,753.63	1,402,753.63	224,299.29	1,465,394.03	182,178.59	1,406,195.42	168,946.62	15.99%	12.43%	12.01%
Instructional Support	443,730.68	443,730.68	188,876.18	868,226.98	236,038.04	783,729.41	117,425.60	42.57%	27.19%	14.98%
Transportation	1,601,407.34	1,601,407.34	376,735.98	2,010,046.38	330,388.69	1,629,822.72	357,882.60	23.53%	16.44%	21.96%
Sites/Buildings/Fiscal	1,654,704.39	1,654,704.39	702,336.70	1,831,906.24	873,583.48	1,576,338.51	486,028.62	42.44%	47.69%	30.83%
Total Expenditures	11,262,846.29	11,262,846.29	2,915,982.67	12,600,502.16	3,023,050.87	11,381,588.57	2,524,856.46	25.89%	23.99%	22.18%

- On track with current year budget: 25-26%



Thank you!

Regular Meeting

Monday, October 23, 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 the 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 Ms. Tordsen for the recognition from Jostens Yearbook. Jostens recognized Royalton to be one of three schools out of 140 for maintaining sales and the coverage of students in the yearbook over all. The school board proudly presented 7th grader, Chloe Reedy, for being selected as the Central MN Conference Athlete of the Week on October 1-6 in Cross Country. Lastly, the school board recognized the Technology Team for their dedication, hard work, and making the school year off to a good start.

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. 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.**

Motion to Approve of All Items on Consent Agenda with the exception of fixing 9d step 3, 7 and 8 dollar amounts, 9f to adjust old dates written on page 6, and 9g to adjust the wording of vacation days. This motion, made by Maria Traut 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

9.a. Approval of Regular Board Meeting Minutes
09.25.23

9.b. Brainstorm Conference

9.c. 9 Month Non-Union Contract

9.d. Community Education Salary Schedule

9.e. Food Service Manager Contract

9.f. Unlicensed Preschool Teachers Contract

9.g. Transportation Director Contract

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

presented.

9.i. Approval of Resignations/Terminations

9.j. Approval of New Hires

10. Discussion/Information/Action Items

10.a. Approval of the WBWF Plan Goal #1 of Strategic Plan
Motion to Approve the WBWF Plan Goal #1 of Strategic Plan. 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

10.b. Approval of FFA Fruit Sales Fundraiser
Motion to Approve FFA Fruit Sales Fundraiser. 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

10.c. Approval of MSHSL FORM A Resolution
Motion to Approve MSHSL FORM A Resolution.
This motion, made by Tyra Baumann and
seconded by Randy Hackett, Passed.

Tyra
Baumann: Yea

Lucas Yea
Boyd:

Randy
Hackett: Yea

Rian
Hofstad: Yea

Angela
Roering: Yea

Maria Yea
Traut:
Yea: 6, Nay: 0

10.d. Approval of Donations by Resolution
Motion to Approve Donations by Resolution.
This motion, made by Maria Traut and
seconded by Rian Hofstad, Passed.

Tyra
Baumann: Abstain (With Conflict)

Lucas Yea
Boyd:

Randy
Hackett: Yea

Rian
Hofstad: Yea

Angela
Roering: Abstain (With Conflict)

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

10.e. Unpaid School Lunch Bills Discussion

10.f. Student Liaison to the Board Discussion

10.g. School Support Personnel Aid Discussion

10.h. Policy Readings

10.h.1. First Policy Readings

10.h.2. Second Policy Readings

10.h.3. Approval of Second Policy Readings

(final reading due to minor changes)
Motion to Approve Second Policy Readings (final reading due to minor changes), 709 - Student Transportation Safety Policy and 806 - Crisis Management Policy. This motion, made by Randy Hackett and seconded by Tyra Baumann, Passed.

Tyra
Baumann: Yea

Luca
Boyd: Yea

Randy
Hackett: Yea

Rian
Hofstad: Yea

Angela
Roering: Yea

Maria
Traut: Yea

Yea: 6, Nay: 0

10.h.4. Approval of Third Policy Readings

Motion to Approve the Third Policy Readings, 102 - Equal Educational Opportunity, 418 - Drug-Free Workplace/Drug-Free School, 419 - Tobacco-Free Environment; Possession; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction, 507 - Corporal Punishment and Prone Restraint, 514 - Bullying Prohibition Policy, 516.5 - Overdose Medication, 601 - School District Curriculum and Instruction Goals, 603 - Curriculum Development, 613 - Graduation Requirements and 616 - School District System Accountability.

This motion, made by Tyra Baumann and seconded by Randy Hackett, Passed.

Tyra
Baumann: Yea

Luca
Boyd: Yea

Randy
Hackett: Yea

Rian
Hofstad: Yea

Angela
Roering: Yea

Maria
Traut: Yea

Yea: 6, Nay: 0

11. Upcoming Meeting Schedule

Move the Policy meeting to Wednesday, November 15 at 2pm.

Add: Strategic Planning meeting on Wednesday, November 29 from 6pm-7:30pm.

12. Closed Meeting for Superintendent Evaluation

as permitted by MN Statute Section 13D.05

Motion to close the regular meeting at 7:35pm.

This motion, made by Randy Hackett and seconded by Tyra Baumann, Passed.

Tyra
Baumann: Yea

Lucas Boyd: Yea

Randy
Hackett: Yea

Rian
Hofstad: Yea

Angela
Roering: Yea

Maria
Traut: Yea

Yea: 6, Nay: 0

Motion to open the closed meeting at 7:44pm.

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

Motion to close the closed meeting at 8:30pm.

This motion, made by Randy Hackett and seconded by Maria Traut, Passed.

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

Motion to open the regular meeting at 8:31pm.

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

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

All board members, Dr. Kristine Wehrkamp Herman and Michelle Brezinka attended the closed meeting.

13. **Adjournment**

The meeting was adjourned at 8:31pm. 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

Board Secretary

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description	Total
12 Student Activities	\$8,456.58
Report Total	\$8,456.58

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	ACT	19532	4295		AMAZON CAPITAL SERVICES		Check		
				E 12	020 298 038 301 401	Camera Supplies		\$545.90	
	PO#:	Voucher #:	39977	Invoice	Invoice No: 1F43-YWW6-3N4V	10/6/2023	Paid Amt:	\$545.90	
							Check Amount:	\$545.90	
0485	ACT	19533	1061		BUDS TO BLOSSOMS		Check		
				E 12	020 298 041 301 401	Homecoming Flowers		\$169.00	
	PO#:	Voucher #:	39969	Invoice	Invoice No: 774871	10/6/2023	Paid Amt:	\$169.00	
							Check Amount:	\$169.00	
0485	ACT	19534	2878		KAREN ZIMMERMAN		Check		
				E 12	020 298 041 301 401	SASHES FOR HOMECOMING		\$125.00	
	PO#:	Voucher #:	39968	Invoice	Invoice No: 1	10/6/2023	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	ACT	19535	4462		MORGAN SCHLUTTNER		Check		
				E 12	020 296 045 301 401	Parents Night		\$108.38	
	PO#:	Voucher #:	39960	Invoice	Invoice No: 10.04.2023	10/6/2023	Paid Amt:	\$108.38	
							Check Amount:	\$108.38	
0485	ACT	19536	2345		PRAIRIE WOOD ENVIRONMENTAL LEARNING CENTER		Check		
				E 12	020 298 035 301 820	Team Fee 2023-2024		\$600.00	
	PO#:	Voucher #:	39794	Invoice	Invoice No: 16847	10/6/2023	Paid Amt:	\$600.00	
							Check Amount:	\$600.00	
0485	ACT	19537	1477		ROYALTON LUMBER COMPANY		Check		
				E 12	020 298 035 301 401	Yes Club Supplies		\$93.22	
	PO#:	Voucher #:	39804	Invoice	Invoice No: 862433	10/6/2023	Paid Amt:	\$93.22	
				E 12	020 298 035 301 401	Yes Club Supplies		\$67.53	
	PO#:	Voucher #:	39805	Invoice	Invoice No: 862568	10/6/2023	Paid Amt:	\$67.53	
							Check Amount:	\$160.75	
0485	ACT	19538	1903		BECKER SCREENPRINTING		Check		
				E 12	020 292 050 301 401	Trap Shooting shirts		\$1,170.25	
	PO#:	Voucher #:	40114	Invoice	Invoice No: 5738	10/20/2023	Paid Amt:	\$1,170.25	
							Check Amount:	\$1,170.25	
0485	ACT	19539	4809		Joelle Liddane		Check		
				E 12	020 298 030 301 401	CDE/Fall Rally Snack Reimbursement		\$83.60	
	PO#:	Voucher #:	40115	Invoice	Invoice No: 10.06.2023	10/20/2023	Paid Amt:	\$83.60	
							Check Amount:	\$83.60	
0485	ACT	19540	1783		MELANIE CIMENSKI		Check		
				E 12	020 298 023 301 401	Fundraising - popcorn		\$73.98	
	PO#:	Voucher #:	40120	Invoice	Invoice No: 10.04.2023	10/20/2023	Paid Amt:	\$73.98	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	ACT	19540	1783		MELANIE CIMENSKI		Check		
				E 12 020 298 023 301 401	Dinner Theatre supplies			\$255.91	
	PO#:	Voucher #:	40121	Invoice	Invoice No: 10-04-2023	10/20/2023	Paid Amt:		\$255.91
				E 12 020 298 023 301 401	Costumes for plays			\$65.97	
	PO#:	Voucher #:	40122	Invoice	Invoice No: 10.04.23	10/20/2023	Paid Amt:		\$65.97
				E 12 020 298 023 301 401	Play supplies			\$50.43	
	PO#:	Voucher #:	40123	Invoice	Invoice No: 10.05.2023	10/20/2023	Paid Amt:		\$50.43
							Check Amount:		\$446.29
0485	ACT	19541	4355		NATHAN GOLDADE		Check		
				E 12 020 298 030 301 401	Contest Meal Reimbursement			\$137.31	
	PO#:	Voucher #:	40116	Invoice	Invoice No: 10.12.2023	10/20/2023	Paid Amt:		\$137.31
							Check Amount:		\$137.31
0485	ACT	19542	2374		REGION 7 BPA		Check		
				E 12 020 298 021 301 401	Fall Leadership Conference			\$330.00	
	PO#:	Voucher #:	40118	Invoice	Invoice No: 10-13-2023	10/20/2023	Paid Amt:		\$330.00
							Check Amount:		\$330.00
0485	ACT	19543	2257		ROBERT SKWIRA		Check		
				E 12 020 298 035 301 401	October Mtg Supplies and Fall Summit			\$50.41	
	PO#:	Voucher #:	40117	Invoice	Invoice No: 10.12.2023	10/20/2023	Paid Amt:		\$50.41
							Check Amount:		\$50.41
0485	ACT	19544	3262		Sara Schreifels		Check		
				E 12 020 298 023 301 401	Supplies for dinner theatre fundraiser			\$45.00	
	PO#:	Voucher #:	40119	Invoice	Invoice No: 09.27.2023	10/20/2023	Paid Amt:		\$45.00
							Check Amount:		\$45.00
0485	ACT	19545	2133		BERNICK'S		Check		
				E 12 020 298 018 301 401	POP PAYMENT			\$427.44	
	PO#:	Voucher #:	40188	Invoice	Invoice No: 10130374	10/27/2023	Paid Amt:		\$427.44
				E 12 020 298 018 301 401	POP PAYMENT			\$822.00	
	PO#:	Voucher #:	40189	Invoice	Invoice No: 10133021	10/27/2023	Paid Amt:		\$822.00
				E 12 020 298 018 301 401	POP PAYMENT			\$591.84	
	PO#:	Voucher #:	40190	Invoice	Invoice No: 10130375	10/27/2023	Paid Amt:		\$591.84
							Check Amount:		\$1,841.28
0485	ACT	19546	2150		Donna Bratsch		Check		
				E 12 020 298 018 301 401	REIMB FOR SUPPLIES			\$1,420.12	
	PO#:	Voucher #:	40192	Invoice	Invoice No: 10.24.2023	10/27/2023	Paid Amt:		\$1,420.12
							Check Amount:		\$1,420.12

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	ACT	19547	4325		DYLAN KUMMETT		Check
				E 12	020 294 033 301 401	JH End of Season Party	\$269.33
	PO#:	Voucher #:	40193	Invoice	Invoice No:	10.26.2023	10/27/2023
							Paid Amt: \$269.33
							Check Amount: \$269.33
0485	ACT	19548	2135		GRANITE CITY JOBBING		Check
				E 12	020 298 018 301 401	CONCESSIONS PRODUCTS	\$906.58
	PO#:	Voucher #:	40187	Invoice	Invoice No:	353637	10/27/2023
							Paid Amt: \$906.58
							Check Amount: \$906.58
0485	ACT	19549	4242		RADEMACHER COMPANIES, INC.		Check
				E 12	020 292 020 301 401	CC FOOD	\$47.38
	PO#:	Voucher #:	40191	Invoice	Invoice No:	10.16.2023	10/27/2023
							Paid Amt: \$47.38
							Check Amount: \$47.38
							Report Total: \$8,456.58

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description	Total
01 General	\$255,421.85
02 Food Service	\$8,902.45
04 Community Service	\$11,485.35
11 Activities	\$152.00
Report Total	\$275,961.65

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
				B 01	215 018	TRA		\$29,708.59	
				B 04	215 018	TRA		\$871.04	
PO#:	Voucher #:	39835	Invoice	Invoice No:	S2024060	10/3/2023	Paid Amt:	\$30,579.63	
								Check Amount:	\$30,579.63
0485	PCB	1415			PERA		Wire		
				B 01	215 017	PERA		\$11,654.62	
				B 02	215 017	PERA		\$1,545.27	
				B 04	215 017	PERA		\$1,172.95	
PO#:	Voucher #:	39832	Invoice	Invoice No:	S2024060	10/3/2023	Paid Amt:	\$14,372.84	
				B 01	215 017	PERA		\$30.11	
PO#:	Voucher #:	39847	Invoice	Invoice No:	S202407S0	10/3/2023	Paid Amt:	\$30.11	
				B 01	215 017	PERA		\$30.11	
PO#:	Voucher #:	39853	Credit	Invoice No:	Z2024070	10/3/2023	Paid Amt:	(\$30.11)	
								Check Amount:	\$14,372.84
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire		
				B 01	215 013	State Tax		\$195.34	
PO#:	Voucher #:	39750	Invoice	Invoice No:	S202405S0	10/3/2023	Paid Amt:	\$195.34	
				B 01	215 013	State Tax		\$5,577.49	
PO#:	Voucher #:	39759	Credit	Invoice No:	Z2024050	10/3/2023	Paid Amt:	(\$5,577.49)	
				B 01	215 013	State Tax		\$8,632.93	
				B 02	215 013	State Tax		\$230.72	
				B 04	215 013	State Tax		\$359.72	
PO#:	Voucher #:	39833	Invoice	Invoice No:	S2024060	10/3/2023	Paid Amt:	\$9,223.37	
								Check Amount:	\$3,841.22
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire		
				B 01	215 005	Tax Ann		\$585.73	
PO#:	Voucher #:	39836	Invoice	Invoice No:	S2024060	10/3/2023	Paid Amt:	\$585.73	
				B 01	215 005	Tax Ann		\$171.23	
PO#:	Voucher #:	39837	Invoice	Invoice No:	S2024060	10/3/2023	Paid Amt:	\$171.23	
				B 01	215 005	Tax Ann		\$1,429.25	
PO#:	Voucher #:	39838	Invoice	Invoice No:	S2024060	10/3/2023	Paid Amt:	\$1,429.25	
				B 01	215 005	Tax Ann		\$7,615.26	
				B 04	215 005	Payroll Deductions		\$219.29	
PO#:	Voucher #:	39839	Invoice	Invoice No:	S2024060	10/3/2023	Paid Amt:	\$7,834.55	
				B 01	215 005	Tax Ann		\$156.80	
PO#:	Voucher #:	39840	Invoice	Invoice No:	S2024060	10/3/2023	Paid Amt:	\$156.80	
				B 01	215 005	Tax Ann		\$237.50	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire		
				B 01	215 005	Adjustment		\$362.92	
PO#:	Voucher #:	39841	Invoice	Invoice No:	S2024060	10/3/2023	Paid Amt:	\$600.42	
							Check Amount:	\$10,777.98	
0485	PCB	4614			WEX		Wire		
				B 01	215 084	HSA		\$6,678.45	
				B 02	215 084	HSA		\$60.00	
				B 04	215 084	Payroll Deductions		\$160.41	
PO#:	Voucher #:	39829	Invoice	Invoice No:	S2024060	10/3/2023	Paid Amt:	\$6,898.86	
							Check Amount:	\$6,898.86	
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Daycare		\$208.34	
PO#:	Voucher #:	39978	Invoice	Invoice No:	10.10.2023	10/11/2023	Paid Amt:	\$208.34	
							Check Amount:	\$208.34	
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire		
				B 01	215 018	TRA		\$30,213.29	
				B 04	215 018	TRA		\$871.05	
PO#:	Voucher #:	39991	Invoice	Invoice No:	S2024070	10/19/2023	Paid Amt:	\$31,084.34	
							Check Amount:	\$31,084.34	
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire		
				B 01	215 005	Tax Ann		\$585.73	
PO#:	Voucher #:	39992	Invoice	Invoice No:	S2024070	10/19/2023	Paid Amt:	\$585.73	
				B 01	215 005	Tax Ann		\$171.23	
PO#:	Voucher #:	39993	Invoice	Invoice No:	S2024070	10/19/2023	Paid Amt:	\$171.23	
				B 01	215 005	Tax Ann		\$1,792.17	
PO#:	Voucher #:	39994	Invoice	Invoice No:	S2024070	10/19/2023	Paid Amt:	\$1,792.17	
				B 01	215 005	Tax Ann		\$7,713.09	
				B 04	215 005	Payroll Deductions		\$219.29	
PO#:	Voucher #:	39995	Invoice	Invoice No:	S2024070	10/19/2023	Paid Amt:	\$7,932.38	
				B 01	215 005	Tax Ann		\$156.80	
PO#:	Voucher #:	39996	Invoice	Invoice No:	S2024070	10/19/2023	Paid Amt:	\$156.80	
				B 01	215 005	Tax Ann		\$237.50	
PO#:	Voucher #:	39997	Invoice	Invoice No:	S2024070	10/19/2023	Paid Amt:	\$237.50	
							Check Amount:	\$10,875.81	
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire		
				B 01	215 010	FICA		\$40,377.62	
				B 02	215 010	FICA		\$1,979.14	
				B 04	215 010	FICA		\$2,311.40	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire		
				B 01	215 011	Federal Tax		\$15,902.36	
				B 02	215 011	Federal Tax		\$469.11	
				B 04	215 011	Federal Tax		\$501.97	
PO#:	Voucher #:	39998	Invoice	Invoice No:	S2024070	10/19/2023	Paid Amt:	\$61,541.60	
							Check Amount:	\$61,541.60	
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire		
				B 01	215 013	State Tax		\$9,124.34	
				B 02	215 013	State Tax		\$284.53	
				B 04	215 013	State Tax		\$412.33	
PO#:	Voucher #:	39989	Invoice	Invoice No:	S2024070	10/19/2023	Paid Amt:	\$9,821.20	
							Check Amount:	\$9,821.20	
0485	PCB	4614			WEX		Wire		
				B 01	215 084	HSA		\$6,678.45	
				B 02	215 084	HSA		\$60.00	
				B 04	215 084	Payroll Deductions		\$160.41	
PO#:	Voucher #:	39985	Invoice	Invoice No:	S2024070	10/19/2023	Paid Amt:	\$6,898.86	
							Check Amount:	\$6,898.86	
0485	PCB	1415			PERA		Wire		
				B 01	215 017	PERA		\$12,795.75	
				B 02	215 017	PERA		\$1,854.64	
				B 04	215 017	PERA		\$1,352.13	
PO#:	Voucher #:	39988	Invoice	Invoice No:	S2024070	10/19/2023	Paid Amt:	\$16,002.52	
							Check Amount:	\$16,002.52	
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire		
				B 01	215 010	FICA		\$3.68	
PO#:	Voucher #:	39848	Invoice	Invoice No:	S202407S0	10/31/2023	Paid Amt:	\$3.68	
				B 01	215 010	FICA		\$3.68	
PO#:	Voucher #:	39854	Credit	Invoice No:	Z2024070	10/31/2023	Paid Amt:	(\$3.68)	
				B 01	215 010	FICA		\$34.26	
PO#:	Voucher #:	39980	Credit	Invoice No:	Z20240510	10/31/2023	Paid Amt:	(\$34.26)	
				B 01	215 010	FICA		\$42,436.96	
				B 02	215 010	FICA		\$1,956.90	
				B 04	215 010	FICA		\$2,325.26	
				B 01	215 011	Federal Tax		\$17,214.23	
				B 02	215 011	Federal Tax		\$462.14	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire
				B 04	215 011	Federal Tax	\$516.01
PO#:	Voucher #:	40220	Invoice	Invoice No:	S2024080	10/31/2023	Paid Amt: \$64,911.50
							Check Amount: \$64,877.24
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire
				B 01	215 010	FICA	\$1,621.40
				B 04	215 010	FICA	\$16.76
				B 01	215 011	Federal Tax	\$319.62
PO#:	Voucher #:	40199	Invoice	Invoice No:	S202407S10	10/31/2023	Paid Amt: \$1,957.78
							Check Amount: \$1,957.78
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire
				B 01	215 013	State Tax	\$230.41
PO#:	Voucher #:	40198	Invoice	Invoice No:	S202407S10	10/31/2023	Paid Amt: \$230.41
							Check Amount: \$230.41
0485	PCB	1415			PERA		Wire
				B 01	215 017	PERA	\$1,483.65
				B 04	215 017	PERA	\$15.33
PO#:	Voucher #:	40197	Invoice	Invoice No:	S202407S10	10/31/2023	Paid Amt: \$1,498.98
							Check Amount: \$1,498.98
0485	PCB	4614			WEX		Wire
				B 01	215 082	Flex	\$500.00
PO#:	Voucher #:	40222	Invoice	Invoice No:	10.13.2023	10/31/2023	Paid Amt: \$500.00
							Check Amount: \$500.00
0485	PCB	4614			WEX		Wire
				B 01	215 082	Flex	\$32.55
PO#:	Voucher #:	40223	Invoice	Invoice No:	10.15.2023	10/31/2023	Paid Amt: \$32.55
							Check Amount: \$32.55
0485	PCB	4614			WEX		Wire
				B 01	215 082	Daycare	\$208.34
PO#:	Voucher #:	40224	Invoice	Invoice No:	10.16.2023	10/31/2023	Paid Amt: \$208.34
							Check Amount: \$208.34
0485	PCB	4614			WEX		Wire
				B 01	215 082	Flex	\$36.00
PO#:	Voucher #:	40225	Invoice	Invoice No:	10.22.2023	10/31/2023	Paid Amt: \$36.00
							Check Amount: \$36.00

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Daycare		\$543.44	
	PO#:	Voucher #:	40226	Invoice	Invoice No:	10.23.2023	10/31/2023	Paid Amt:	\$543.44
								Check Amount:	\$543.44
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Flex		\$70.00	
	PO#:	Voucher #:	40227	Invoice	Invoice No:	10.25.2023	10/31/2023	Paid Amt:	\$70.00
								Check Amount:	\$70.00
0485	PCB	4614			WEX		Wire		
				B 01	215 082	Flex		\$289.00	
	PO#:	Voucher #:	40228	Invoice	Invoice No:	10.29.2023	10/31/2023	Paid Amt:	\$289.00
								Check Amount:	\$289.00
0485	PCB	4614			WEX		Wire		
				E 01	005 110 000 000 305	WEX Service Fee		\$208.75	
	PO#:	Voucher #:	40229	Invoice	Invoice No:	0001825733-IN	10/31/2023	Paid Amt:	\$208.75
								Check Amount:	\$208.75
0485	PCB	1424			PINE COUNTRY BANK		Wire		
				R 11	000 203 902 000 620	Ret'd item 10.12.23		\$152.00	
	PO#:	Voucher #:	40281	Invoice	Invoice No:	10.12.23	10/31/2023	Paid Amt:	\$152.00
								Check Amount:	\$152.00
0485	PCB	4518			POSTALIA		Wire		
				E 01	005 105 000 000 329	Oct 2023 Postage		\$700.00	
	PO#:	Voucher #:	40279	Invoice	Invoice No:	Oct 2023	10/31/2023	Paid Amt:	\$700.00
								Check Amount:	\$700.00
0485	PCB	4806			REVTRK		Wire		
				E 01	005 110 000 000 305	Oct 2023 Fees		\$1,753.96	
	PO#:	Voucher #:	40280	Invoice	Invoice No:	Oct 2023	10/31/2023	Paid Amt:	\$1,753.96
								Check Amount:	\$1,753.96
								Report Total:	\$275,961.65

Royalton Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$294,696.66
02	Food Service	\$37,071.93
04	Community Service	\$5,567.31
11	Activities	\$920.00
12	Student Activities	\$64.90
Report Total		\$338,320.80

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75691	4438		ALLSTATE BENEFITS		Check		
				B 01	215 070	Allstate		\$489.70	
				B 01	215 070	Adjustment		\$147.31	
PO#:	Voucher #:	39824	Invoice	Invoice No:	S2024060	10/3/2023	Paid Amt:		\$637.01
			B 01	215 070	Allstate			\$462.21	
PO#:	Voucher #:	39764	Invoice	Invoice No:	S2024050	10/3/2023	Paid Amt:		\$462.21
								Check Amount:	\$1,099.22
0485	PCB	75692	4497		ALLSTATE BENEFITS - HOSP		Check		
				B 01	215 070	Allstate		\$125.68	
PO#:	Voucher #:	39765	Invoice	Invoice No:	S2024050	10/3/2023	Paid Amt:		\$125.68
			B 01	215 070	Allstate			\$125.68	
			B 01	215 070	Adjustment			\$61.44	
PO#:	Voucher #:	39825	Invoice	Invoice No:	S2024060	10/3/2023	Paid Amt:		\$187.12
								Check Amount:	\$312.80
0485	PCB	75693	4665		HARTFORD INSURANCE		Check		
				B 01	215 032	Life		\$761.69	
				B 02	215 032	Life		\$37.31	
				B 04	215 032	Life		\$38.05	
PO#:	Voucher #:	39769	Invoice	Invoice No:	S2024050	10/3/2023	Paid Amt:		\$837.05
			B 01	215 031	LTD			\$772.04	
			B 02	215 031	LTD			\$37.32	
			B 04	215 031	LTD			\$35.89	
PO#:	Voucher #:	39770	Invoice	Invoice No:	S2024050	10/3/2023	Paid Amt:		\$845.25
			B 01	215 051	United Way			\$355.20	
			B 02	215 051	Payroll Deductions			\$22.64	
			B 04	215 051	Payroll Deductions			\$17.99	
PO#:	Voucher #:	39773	Invoice	Invoice No:	S2024050	10/3/2023	Paid Amt:		\$395.83
			B 01	215 032	Life			\$771.57	
			B 01	215 032	Adjustment			(\$146.97)	
			B 02	215 032	Life			\$37.31	
			B 04	215 032	Life			\$38.05	
PO#:	Voucher #:	39830	Invoice	Invoice No:	S2024060	10/3/2023	Paid Amt:		\$699.96
			B 01	215 031	LTD			\$773.43	
			B 01	215 031	Adjustment			(\$255.75)	
			B 02	215 031	LTD			\$37.94	
			B 04	215 031	LTD			\$35.89	
PO#:	Voucher #:	39831	Invoice	Invoice No:	S2024060	10/3/2023	Paid Amt:		\$591.51
			B 01	215 051	United Way			\$355.20	
			B 01	215 051	Adjustment			(\$44.65)	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75693	4665		HARTFORD INSURANCE		Check		
				B 02	215 051	Payroll Deductions		\$22.64	
				B 04	215 051	Payroll Deductions		\$17.99	
PO#:	Voucher #:	39834	Invoice	Invoice No:	S2024060	10/3/2023	Paid Amt:	\$351.18	
								Check Amount:	\$3,720.78
0485	PCB	75694	4620		HealthPartners Inc		Check		
				B 01	215 035	Dental		\$1,745.08	
				B 02	215 035	Payroll Deductions		\$22.70	
				B 04	215 035	Payroll Deductions		\$25.53	
PO#:	Voucher #:	39826	Invoice	Invoice No:	S2024060	10/3/2023	Paid Amt:	\$1,793.31	
				B 01	215 030	Hospital		\$27,140.29	
				B 01	215 030	Adjustment		\$27,625.60	
				B 02	215 030	Hospital		\$878.19	
				B 04	215 030	Hospital		\$1,092.83	
PO#:	Voucher #:	39828	Invoice	Invoice No:	S2024060	10/3/2023	Paid Amt:	\$56,736.91	
				B 01	215 035	Dental		\$1,676.99	
				B 04	215 035	Payroll Deductions		\$25.53	
PO#:	Voucher #:	39766	Invoice	Invoice No:	S2024050	10/3/2023	Paid Amt:	\$1,702.52	
				B 01	215 030	Hospital		\$20,803.53	
				B 04	215 030	Hospital		\$1,092.83	
PO#:	Voucher #:	39767	Invoice	Invoice No:	S2024050	10/3/2023	Paid Amt:	\$21,896.36	
				B 01	215 035	Dental		\$17.03	
PO#:	Voucher #:	39746	Invoice	Invoice No:	S202405S0	10/3/2023	Paid Amt:	\$17.03	
				B 01	215 030	Hospital		\$685.56	
PO#:	Voucher #:	39747	Invoice	Invoice No:	S202405S0	10/3/2023	Paid Amt:	\$685.56	
				B 01	215 035	Dental		\$17.03	
PO#:	Voucher #:	39755	Credit	Invoice No:	Z2024050	10/3/2023	Paid Amt:	(\$17.03)	
				B 01	215 030	Hospital		\$685.56	
PO#:	Voucher #:	39756	Credit	Invoice No:	Z2024050	10/3/2023	Paid Amt:	(\$685.56)	
								Check Amount:	\$82,129.10
0485	PCB	75695	1474		ROYALTON FED TEACHERS		Check		
				B 01	215 040	MFT		\$4,838.40	
				B 04	215 040	MFT		\$13.20	
PO#:	Voucher #:	39827	Invoice	Invoice No:	S2024060	10/3/2023	Paid Amt:	\$4,851.60	
								Check Amount:	\$4,851.60
0485	PCB	75696	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	020 301 000 302 530	Supplies		\$1,520.34	
PO#:	Voucher #:	39869	Invoice	Invoice No:	1D6W-JDGN-34V6	10/6/2023	Paid Amt:	\$1,520.34	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75696	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	020 301 096 830 430 Greenhouse Supplies			\$22.76	
PO#:	Voucher #:	39954	Invoice	Invoice No:	19YT-MG63-QYV3	10/6/2023	Paid Amt:	\$22.76	
				E 04	005 582 000 344 401 Cardstock			\$56.50	
PO#:	Voucher #:	39955	Invoice	Invoice No:	1YRJ-PRKH-LRR3	10/6/2023	Paid Amt:	\$56.50	
				E 01	005 110 690 000 401 Notepads			\$10.47	
PO#:	Voucher #:	39945	Invoice	Invoice No:	1LW9-6FMF-Y67X	10/6/2023	Paid Amt:	\$10.47	
				E 04	005 582 000 344 401 Carpet Office Chair Mats			\$37.82	
PO#:	Voucher #:	39946	Invoice	Invoice No:	139T-6PRX-1JYY	10/6/2023	Paid Amt:	\$37.82	
				E 01	020 301 096 830 430 Greenhouse Supplies			\$57.96	
PO#:	Voucher #:	39947	Invoice	Invoice No:	1WXM-G3LF-6XGK	10/6/2023	Paid Amt:	\$57.96	
							Check Amount:	\$1,705.85	
0485	PCB	75697	1042		BATTERIES PLUS		Check		
				E 01	005 810 000 000 401 Batteries			\$663.30	
PO#:	Voucher #:	39870	Invoice	Invoice No:	P66156228	10/6/2023	Paid Amt:	\$663.30	
							Check Amount:	\$663.30	
0485	PCB	75698	4360		BENEFIT EXTRAS, INC.		Check		
				E 01	005 110 000 000 305 COBRA Processing Fee			\$264.00	
PO#:	Voucher #:	39940	Invoice	Invoice No:	117828	10/6/2023	Paid Amt:	\$264.00	
							Check Amount:	\$264.00	
0485	PCB	75699	1832		BRIAN OLMSCHIED		Check		
				E 01	020 294 054 000 420 OFFICIAL FOOTBALL Apollo			\$90.00	
PO#:	Voucher #:	39871	Invoice	Invoice No:	09.28.2023	10/6/2023	Paid Amt:	\$90.00	
							Check Amount:	\$90.00	
0485	PCB	75700	3442		BROTHERS FIRE PROTECTION		Check		
				E 01	005 810 000 000 401 ICT Door Access System Material and Labor C			\$5,000.00	
PO#: 5381	Voucher #:	39965	Invoice	Invoice No:	W28809	10/6/2023	Paid Amt:	\$5,000.00	
							Check Amount:	\$5,000.00	
0485	PCB	75701	4370		CAPITAL ONE		Check		
				E 01	020 215 000 000 430 Classroom Supplies			\$47.68	
				E 04	005 505 000 321 430 Classroom Supplies			\$152.84	
				E 01	020 260 255 000 430 Classroom Supplies			\$388.64	
				E 01	020 211 936 000 401 Classroom Supplies			\$170.22	
				E 01	020 301 000 302 530 Classroom Supplies			\$1,398.75	
PO#:	Voucher #:	39959	Invoice	Invoice No:	4567973	10/6/2023	Paid Amt:	\$2,158.13	
							Check Amount:	\$2,158.13	
0485	PCB	75702	1074		CENTRA SOTA COOPERATIVE		Check		
				E 01	005 760 000 720 442 UNLEADED			\$1,362.38	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75702	1074		CENTRA SOTA COOPERATIVE		Check		
				E 01	005 760 000 720 442	Discount		(\$38.77)	
PO#:	Voucher #:	39872	Invoice		Invoice No: 5440320	10/6/2023	Paid Amt:	\$1,323.61	
				E 01	005 760 000 720 442	DIESEL		\$5,400.20	
				E 01	005 760 000 720 442	Discount		(\$130.00)	
PO#:	Voucher #:	39873	Invoice		Invoice No: 5440319	10/6/2023	Paid Amt:	\$5,270.20	
				E 01	005 760 000 720 442	UNLEADED		\$1,383.09	
				E 01	005 760 000 720 442	Discount		(\$37.24)	
PO#:	Voucher #:	39943	Invoice		Invoice No: 5440220	10/6/2023	Paid Amt:	\$1,345.85	
							Check Amount:	\$7,939.66	
0485	PCB	75703	4596		CENTRAL MCGOWAN, INC		Check		
				E 01	020 298 062 000 401	Cylinder Lease		\$135.00	
PO#:	Voucher #:	39874	Invoice		Invoice No: 0000014817	10/6/2023	Paid Amt:	\$135.00	
							Check Amount:	\$135.00	
0485	PCB	75704	3304		CHRIS SWENSON		Check		
				E 01	020 294 054 000 420	Football Official EVW		\$90.00	
PO#:	Voucher #:	39875	Invoice		Invoice No: 10.02.2023	10/6/2023	Paid Amt:	\$90.00	
							Check Amount:	\$90.00	
0485	PCB	75705	4396		CHRIS VOSEN AUTO REPAIR		Check		
				E 01	005 760 000 720 350	Filters, Oil, Labor		\$92.13	
PO#:	Voucher #:	39953	Invoice		Invoice No: 7307	10/6/2023	Paid Amt:	\$92.13	
							Check Amount:	\$92.13	
0485	PCB	75706	1086		CITY OF ROYALTON		Check		
				E 01	005 810 000 000 332	Acct 01-00003550-00-8 Water/Sewer		\$1,644.37	
PO#:	Voucher #:	39974	Invoice		Invoice No: 10.02.2023	10/6/2023	Paid Amt:	\$1,644.37	
				E 01	005 810 000 000 332	Acct 01-00002863-00-6 Water/Sewer		\$648.48	
PO#:	Voucher #:	39975	Invoice		Invoice No: 10-02-2023	10/6/2023	Paid Amt:	\$648.48	
							Check Amount:	\$2,292.85	
0485	PCB	75707	1090		CMERDC		Check		
				E 01	010 203 000 000 430	Binder Clips		\$3.65	
PO#:	Voucher #:	39949	Invoice		Invoice No: 194261	10/6/2023	Paid Amt:	\$3.65	
							Check Amount:	\$3.65	
0485	PCB	75708	3045		DALE WAHNSCHAFFE		Check		
				E 01	020 294 054 000 420	OFFICIAL FOR FOOTBALL Apollo		\$90.00	
PO#:	Voucher #:	39876	Invoice		Invoice No: 09.28.2023	10/6/2023	Paid Amt:	\$90.00	
							Check Amount:	\$90.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75709	2576		DOUG LUEPKE TROPHIES		Check		
				E 01	020 292 052 000 430	CC INVITE TROPHIES		\$297.10	
PO#:	Voucher #:	39951	Invoice		Invoice No: 415201	10/6/2023	Paid Amt:	\$297.10	
				E 01	020 292 052 000 430	End of Year Awards		\$52.25	
PO#:	Voucher #:	39952	Invoice		Invoice No: 415202	10/6/2023	Paid Amt:	\$52.25	
							Check Amount:	\$349.35	
0485	PCB	75710	1133		ECM PUBLISHERS INC		Check		
				E 01	005 110 000 000 380	Transportation Director		\$271.82	
PO#:	Voucher #:	39966	Invoice		Invoice No: 967347	10/6/2023	Paid Amt:	\$271.82	
							Check Amount:	\$271.82	
0485	PCB	75711	3429		ECMECC ISD 911		Check		
				E 01	010 640 000 316 401	Google Workspace Workshop -Lemm		\$150.00	
PO#:	Voucher #:	39973	Invoice		Invoice No: 2575	10/6/2023	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	75712	4189		EDPUZZLE		Check		
				E 01	020 211 000 000 406	Edpuzzle Renewal		\$2,180.00	
PO#: 5557	Voucher #:	39877	Invoice		Invoice No: 30865	10/6/2023	Paid Amt:	\$2,180.00	
							Check Amount:	\$2,180.00	
0485	PCB	75713	4802		Emergency Outfitters, Inc		Check		
				E 04	005 582 000 344 430	AHA Heartsaver Adult CPR/AED		\$544.00	
PO#:	Voucher #:	39962	Invoice		Invoice No: 2499	10/6/2023	Paid Amt:	\$544.00	
							Check Amount:	\$544.00	
0485	PCB	75714	1215		HILLYARD INC		Check		
				E 01	005 810 000 000 401	Credit Brush Toilet Bowl		(\$8.16)	
PO#:	Voucher #:	39967	Invoice		Invoice No: 800652854	10/6/2023	Paid Amt:	(\$8.16)	
				E 01	005 810 000 000 401	Hand Tool and Hose		\$148.84	
PO#:	Voucher #:	39972	Invoice		Invoice No: 700560378	10/6/2023	Paid Amt:	\$148.84	
				E 01	005 810 000 000 401	Cleaners		\$1,754.75	
PO#:	Voucher #:	39878	Invoice		Invoice No: 605255160	10/6/2023	Paid Amt:	\$1,754.75	
							Check Amount:	\$1,895.43	
0485	PCB	75715	4801		Hobart Service		Check		
				E 01	005 810 000 000 401	Overflow Tube		\$237.79	
PO#:	Voucher #:	39956	Invoice		Invoice No: 29376750	10/6/2023	Paid Amt:	\$237.79	
							Check Amount:	\$237.79	
0485	PCB	75716	1241		ISCORP		Check		
				E 01	005 110 000 000 305	Skyward hosting Student service for Novembe		\$157.50	
PO#:	Voucher #:	39879	Invoice		Invoice No: 0735226	10/6/2023	Paid Amt:	\$157.50	
							Check Amount:	\$157.50	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75717	1247		J W PEPPER & SON INC		Check		
				E 01 020 259 000 000 430	Creature of Steal and Steam			\$77.00	
				E 01 020 259 000 000 430	Counting Stars Ryan Teddar			\$87.50	
	PO#: 5553	Voucher #:	39880	Invoice	Invoice No: 365666030	10/6/2023	Paid Amt:		\$164.50
				E 01 020 258 000 000 430	#10027027-The Mystery of Duffys Cut			\$52.00	
				E 01 020 258 000 000 430	#10050235-Crank it Up			\$55.00	
	PO#: 5523	Voucher #:	39881	Invoice	Invoice No: 365665015	10/6/2023	Paid Amt:		\$107.00
				E 01 020 259 000 000 430	Hold on Victor Johnson			\$71.75	
				E 01 020 259 000 000 430	Glory Bound Glenda Franklin			\$45.00	
				E 01 020 259 000 000 430	Nine Hundred Miles			\$62.10	
				E 01 020 259 000 000 430	Shipping			\$22.99	
	PO#: 5553	Voucher #:	39882	Invoice	Invoice No: 365665858	10/6/2023	Paid Amt:		\$201.84
							Check Amount:		\$473.34
0485	PCB	75718	4484		JAKE WENTLAND		Check		
				E 01 020 292 087 000 401	Trap Shooting Supplies			\$244.77	
	PO#:	Voucher #:	39883	Invoice	Invoice No: 09.27.2023	10/6/2023	Paid Amt:		\$244.77
							Check Amount:		\$244.77
0485	PCB	75719	4349		JEFFREY WOLLAKE		Check		
				E 01 020 294 054 000 420	FB OFFICIAL Apollo			\$90.00	
	PO#:	Voucher #:	39884	Invoice	Invoice No: 09.28.2023	10/6/2023	Paid Amt:		\$90.00
							Check Amount:		\$90.00
0485	PCB	75720	2062		JOHN LIESER		Check		
				E 01 020 294 054 000 420	Football Official EVW			\$90.00	
	PO#:	Voucher #:	39885	Invoice	Invoice No: 10.02.2023	10/6/2023	Paid Amt:		\$90.00
							Check Amount:		\$90.00
0485	PCB	75721	2302		KEITH HAIDER		Check		
				E 01 020 296 058 000 420	VB OFFICIAL Foley			\$125.00	
	PO#:	Voucher #:	39886	Invoice	Invoice No: 10.02.2023	10/6/2023	Paid Amt:		\$125.00
				E 01 020 296 058 000 420	VB OFFICIAL Upsala			\$125.00	
	PO#:	Voucher #:	39887	Invoice	Invoice No: 09.26.2023	10/6/2023	Paid Amt:		\$125.00
							Check Amount:		\$250.00
0485	PCB	75722	1267		KEMPS, LLC		Check		
				E 02 005 770 000 701 490	MILK			\$360.80	
	PO#:	Voucher #:	39888	Invoice	Invoice No: 4799949	10/6/2023	Paid Amt:		\$360.80
				E 02 005 770 000 701 490	MILK			\$270.60	
	PO#:	Voucher #:	39889	Invoice	Invoice No: 4800053	10/6/2023	Paid Amt:		\$270.60
				E 02 005 770 000 701 490	MILK			\$481.20	
	PO#:	Voucher #:	39890	Invoice	Invoice No: 4806343	10/6/2023	Paid Amt:		\$481.20

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75722	1267		KEMPS, LLC		Check		
				E 02	005 770 000 701 490 MILK			\$405.95	
	PO#:	Voucher #:	39891	Invoice	Invoice No: 4807510	10/6/2023		Paid Amt:	\$405.95
				E 02	005 770 000 701 490 MILK			\$285.85	
	PO#:	Voucher #:	39938	Invoice	Invoice No: 4812552	10/6/2023		Paid Amt:	\$285.85
				E 02	005 770 000 701 490 MILK			\$300.60	
	PO#:	Voucher #:	39939	Invoice	Invoice No: 4812293	10/6/2023		Paid Amt:	\$300.60
								Check Amount:	\$2,105.00
0485	PCB	75723	4800		Lisa Carter		Check		
				E 01	005 760 000 723 360 Transportation Reimbursement			\$1,451.98	
	PO#:	Voucher #:	39942	Invoice	Invoice No: 10.04.2023	10/6/2023		Paid Amt:	\$1,451.98
								Check Amount:	\$1,451.98
0485	PCB	75724	1300		MACNEIL ENVIRONMENTAL, INC		Check		
				E 01	005 760 000 720 305 DRUG TEST			\$570.00	
	PO#:	Voucher #:	39971	Invoice	Invoice No: 9540	10/6/2023		Paid Amt:	\$570.00
								Check Amount:	\$570.00
0485	PCB	75725	1899		MARCO TECHNOLOGIES, LLC		Check		
				E 01	005 690 690 000 305 Voice Mail			\$90.00	
	PO#:	Voucher #:	39892	Invoice	Invoice No: INV11661704	10/6/2023		Paid Amt:	\$90.00
								Check Amount:	\$90.00
0485	PCB	75726	2098		MARK RICKER		Check		
				E 01	020 294 054 000 420 JV FB Official EVW			\$90.00	
	PO#:	Voucher #:	39893	Invoice	Invoice No: 10.02.2023	10/6/2023		Paid Amt:	\$90.00
								Check Amount:	\$90.00
0485	PCB	75727	2065		MATTHEW M HEIER		Check		
				E 01	020 296 058 000 420 VB OFFICIAL Foley			\$125.00	
	PO#:	Voucher #:	39894	Invoice	Invoice No: 10.02.2023	10/6/2023		Paid Amt:	\$125.00
				E 01	020 296 058 000 420 VB OFFICIAL Upsala			\$125.00	
	PO#:	Voucher #:	39895	Invoice	Invoice No: 09.26.2023	10/6/2023		Paid Amt:	\$125.00
								Check Amount:	\$250.00
0485	PCB	75728	1326		MENARDS		Check		
				E 01	020 255 255 000 430 Shop Supplies			\$599.29	
	PO#: 5544	Voucher #:	39896	Invoice	Invoice No: 18653	10/6/2023		Paid Amt:	\$599.29
								Check Amount:	\$599.29
0485	PCB	75729	2524		MIDCONTINENT COMMUNICATIONS		Check		
				E 01	005 810 000 000 320 PHONE SERVICE			\$1,259.71	
	PO#:	Voucher #:	39970	Invoice	Invoice No: 14529320113603	10/6/2023		Paid Amt:	\$1,259.71
								Check Amount:	\$1,259.71

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75730	4611		MINNESOTA FFA ASSOCIATION		Check		
				E 01	020 298 062 000 401	AET Subscriptionb Renewal		\$500.00	
				E 01	020 298 062 000 401	AET Subscriptionb Renewal		(\$500.00)	
				E 01	020 301 000 628 433	Mv to Perkins		\$500.00	
PO#:	Voucher #:	39950	Invoice	Invoice No:	5298	10/6/2023	Paid Amt:	\$500.00	
							Check Amount:	\$500.00	
0485	PCB	75731	1346		MINNESOTA POWER		Check		
				E 01	020 810 000 000 331	Acct 811180000 Elect		\$412.36	
PO#:	Voucher #:	39897	Invoice	Invoice No:	811955201136	10/6/2023	Paid Amt:	\$412.36	
							Check Amount:	\$412.36	
0485	PCB	75732	4458		MOSYLE CORPORATION		Check		
				E 01	005 690 690 000 405	Add'l Licenses 09/01/2023 to 07/31/2024		\$206.64	
PO#:	Voucher #:	39898	Invoice	Invoice No:	2367614	10/6/2023	Paid Amt:	\$206.64	
							Check Amount:	\$206.64	
0485	PCB	75733	3941		MREA		Check		
				E 01	005 020 000 000 820	MEMBER SHIP 2023-2024		\$1,081.00	
PO#:	Voucher #:	39958	Invoice	Invoice No:	09.13.2023	10/6/2023	Paid Amt:	\$1,081.00	
							Check Amount:	\$1,081.00	
0485	PCB	75734	1375		NAPA AUTO PARTS		Check		
				E 01	005 760 000 720 401	Core Deposit/Battery		(\$344.66)	
PO#:	Voucher #:	39899	Invoice	Invoice No:	322-552638 Credit	10/6/2023	Paid Amt:	(\$344.66)	
				E 01	005 810 000 000 401	Credit		(\$146.49)	
PO#:	Voucher #:	39901	Invoice	Invoice No:	322560304 Credit	10/6/2023	Paid Amt:	(\$146.49)	
				E 01	005 760 000 720 401	Shop Supplies		\$7.16	
PO#:	Voucher #:	39902	Invoice	Invoice No:	558230	10/6/2023	Paid Amt:	\$7.16	
				E 01	005 810 000 000 401	Tool		\$29.99	
PO#:	Voucher #:	39903	Invoice	Invoice No:	560931	10/6/2023	Paid Amt:	\$29.99	
				E 01	005 760 000 720 401	Shop Supplies		\$10.08	
PO#:	Voucher #:	39904	Invoice	Invoice No:	560958	10/6/2023	Paid Amt:	\$10.08	
				E 01	005 810 000 000 401	Oil Filter		\$7.32	
PO#:	Voucher #:	39905	Invoice	Invoice No:	567570	10/6/2023	Paid Amt:	\$7.32	
				E 01	005 760 000 720 401	Belt		\$54.69	
PO#:	Voucher #:	39906	Invoice	Invoice No:	567715	10/6/2023	Paid Amt:	\$54.69	
				E 01	005 760 000 720 401	Oil and Filters		\$292.86	
PO#:	Voucher #:	39907	Invoice	Invoice No:	568851	10/6/2023	Paid Amt:	\$292.86	
				E 01	005 760 000 720 401	Credit Miniatures		(\$6.90)	
PO#:	Voucher #:	39908	Invoice	Invoice No:	568983	10/6/2023	Paid Amt:	(\$6.90)	
				E 01	005 760 000 720 401	Oil Filter		\$100.99	
PO#:	Voucher #:	39909	Invoice	Invoice No:	568998	10/6/2023	Paid Amt:	\$100.99	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75734	1375		NAPA AUTO PARTS		Check		
				E 01	005 760 000 720 401 Shop Supplies			\$71.81	
	PO#:	Voucher #:	39910	Invoice	Invoice No: 569877	10/6/2023	Paid Amt:		\$71.81
							Check Amount:		\$76.85
0485	PCB	75735	1915		NORTH CENTRAL BUS & EQUIPMENT, INC.		Check		
				E 01	005 760 000 720 401 Mirror			\$65.67	
	PO#:	Voucher #:	39948	Invoice	Invoice No: 305205	10/6/2023	Paid Amt:		\$65.67
							Check Amount:		\$65.67
0485	PCB	75736	4608		NORTH CENTRAL INT'L, LLC		Check		
				E 01	005 760 000 720 401 Muffler clamps & Bushing Hanger Isolater			\$477.94	
	PO#:	Voucher #:	39944	Invoice	Invoice No: XX220076673:01	10/6/2023	Paid Amt:		\$477.94
							Check Amount:		\$477.94
0485	PCB	75737	1406		PAN-O-GOLD BAKING CO		Check		
				E 02	005 770 000 701 490 BREAD			\$60.39	
	PO#:	Voucher #:	39911	Invoice	Invoice No: 10000623268005	10/6/2023	Paid Amt:		\$60.39
				E 02	005 770 000 701 490 BREAD			\$145.64	
	PO#:	Voucher #:	39912	Invoice	Invoice No: 10000623275004	10/6/2023	Paid Amt:		\$145.64
				E 02	005 770 000 701 490 BREAD			\$53.04	
	PO#:	Voucher #:	39913	Invoice	Invoice No: 10000623275003	10/6/2023	Paid Amt:		\$53.04
							Check Amount:		\$259.07
0485	PCB	75738	1439		PROJECT LEAD THE WAY INC		Check		
				E 01	020 255 255 000 305 ENGINEERING PARTICIPATION			\$3,200.00	
				E 01	020 255 255 000 305 BIOMEDICAL SCIENCE			\$2,200.00	
	PO#:	Voucher #:	39957	Invoice	Invoice No: 394939	10/6/2023	Paid Amt:		\$5,400.00
							Check Amount:		\$5,400.00
0485	PCB	75739	3113		REPUBLIC SERVICES #891		Check		
				E 01	005 810 000 000 330 WASTE MANAGEMENT SERVICE			\$1,023.80	
	PO#:	Voucher #:	39914	Invoice	Invoice No: 0891-001300213	10/6/2023	Paid Amt:		\$1,023.80
				E 01	005 810 000 000 330 WASTE MANAGEMENT SERVICE			\$954.37	
	PO#:	Voucher #:	39915	Invoice	Invoice No: 0891-001300214	10/6/2023	Paid Amt:		\$954.37
							Check Amount:		\$1,978.17
0485	PCB	75740	1463		RICE HARDWARE HANK		Check		
				E 01	005 810 000 000 401 Kitchen Sprayer Handle			\$8.78	
	PO#:	Voucher #:	39916	Invoice	Invoice No: 28253/3	10/6/2023	Paid Amt:		\$8.78
				E 01	005 810 000 000 401 Cable Ties and Safety Plgs			\$27.97	
	PO#:	Voucher #:	39917	Invoice	Invoice No: 28200/3	10/6/2023	Paid Amt:		\$27.97
							Check Amount:		\$36.75

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75741	1477		ROYALTON LUMBER COMPANY		Check		
				E 01	005 810 000 000 401 Misc Supplies			\$271.97	
	PO#:	Voucher #:	39918	Invoice	Invoice No: 862836	10/6/2023	Paid Amt:		\$271.97
							Check Amount:		\$271.97
0485	PCB	75742	1482		SAINTS TO LAKES GARAGE DOOR		Check		
				E 01	005 760 000 720 350 Commercial Photo Eyes			\$200.00	
	PO#:	Voucher #:	39919	Invoice	Invoice No: 2898	10/6/2023	Paid Amt:		\$200.00
							Check Amount:		\$200.00
0485	PCB	75743	4006		Southern Minnesota Inspection		Check		
				E 01	020 292 000 302 530 Jaypro Steel Volleyball Systems			\$7,800.00	
				E 01	020 292 000 302 530 Shipping and Handling			\$700.00	
	PO#: 5491	Voucher #:	39920	Invoice	Invoice No: 22139	10/6/2023	Paid Amt:		\$8,500.00
							Check Amount:		\$8,500.00
0485	PCB	75744	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 705 490 BREAKFAST			\$71.37	
	PO#:	Voucher #:	39961	Invoice	Invoice No: 253476832	10/6/2023	Paid Amt:		\$71.37
				E 02	005 770 000 701 490 LUNCH			\$623.36	
				E 02	005 770 000 705 490 BREAKFAST			\$316.46	
	PO#:	Voucher #:	39976	Invoice	Invoice No: 253486596	10/6/2023	Paid Amt:		\$939.82
				E 02	005 770 000 701 401 SUPPLIES			\$103.27	
	PO#:	Voucher #:	39921	Invoice	Invoice No: 253467794	10/6/2023	Paid Amt:		\$103.27
				E 02	005 770 000 701 401 SUPPLIES			(\$40.77)	
	PO#:	Voucher #:	39922	Invoice	Invoice No: 253468601	10/6/2023	Paid Amt:		(\$40.77)
				E 02	005 770 000 701 491 Commodity			(\$11.17)	
	PO#:	Voucher #:	39923	Invoice	Invoice No: 253473511	10/6/2023	Paid Amt:		(\$11.17)
				E 02	005 770 000 701 401 SUPPLIES			\$18.45	
	PO#:	Voucher #:	39924	Invoice	Invoice No: 253474900	10/6/2023	Paid Amt:		\$18.45
				E 02	005 770 000 705 490 BREAKFAST			\$362.80	
	PO#:	Voucher #:	39925	Invoice	Invoice No: 253477963	10/6/2023	Paid Amt:		\$362.80
				E 02	005 770 000 705 490 BREAKFAST			\$855.89	
	PO#:	Voucher #:	39926	Invoice	Invoice No: 253477964	10/6/2023	Paid Amt:		\$855.89
				E 02	005 770 000 701 490 LUNCH			\$2,980.31	
				E 02	005 770 000 701 401 SUPPLIES			\$274.17	
	PO#:	Voucher #:	39927	Invoice	Invoice No: 253477965	10/6/2023	Paid Amt:		\$3,254.48
				E 02	005 770 000 701 491 Commodity			\$54.66	
	PO#:	Voucher #:	39928	Invoice	Invoice No: 253477966	10/6/2023	Paid Amt:		\$54.66
				E 02	005 770 000 701 401 SUPPLIES			\$103.27	
	PO#:	Voucher #:	39929	Invoice	Invoice No: 253477433	10/6/2023	Paid Amt:		\$103.27

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75744	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 701 490 LUNCH			(\$22.74)	
PO#:	Voucher #:	39930	Invoice	Invoice No:	253478536	10/6/2023	Paid Amt:	(\$22.74)	
				E 02	005 770 000 701 491 Commodity			\$99.18	
PO#:	Voucher #:	39931	Invoice	Invoice No:	253484252	10/6/2023	Paid Amt:	\$99.18	
				E 02	005 770 000 705 490 Breakfast			\$595.95	
PO#:	Voucher #:	39932	Invoice	Invoice No:	253484253	10/6/2023	Paid Amt:	\$595.95	
				E 02	005 770 000 701 490 LUNCH			\$2,595.69	
				E 02	005 770 000 701 401 SUPPLIES			\$174.96	
PO#:	Voucher #:	39933	Invoice	Invoice No:	253484254	10/6/2023	Paid Amt:	\$2,770.65	
				E 02	005 770 000 701 491 Commodity			\$99.31	
PO#:	Voucher #:	39934	Invoice	Invoice No:	253484250	10/6/2023	Paid Amt:	\$99.31	
				E 02	005 770 000 701 490 LUNCH			\$500.20	
				E 02	005 770 000 705 490 BREAKFAST			\$602.85	
				E 02	005 770 000 701 401 SUPPLIES			\$156.16	
				E 12	020 298 022 301 401 Deep Portage			\$64.90	
PO#:	Voucher #:	39935	Invoice	Invoice No:	253484251	10/6/2023	Paid Amt:	\$1,324.11	
							Check Amount:	\$10,578.53	
0485	PCB	75745	1559		TECH CHECK, LLC		Check		
				E 01	010 203 690 000 350 Replaced Display			\$605.00	
PO#:	Voucher #:	39937	Invoice	Invoice No:	53290	10/6/2023	Paid Amt:	\$605.00	
							Check Amount:	\$605.00	
0485	PCB	75746	4206		T-MOBILE		Check		
				E 01	005 810 000 000 320 Mobile Internet Acct 971799683			\$100.00	
PO#:	Voucher #:	39936	Invoice	Invoice No:	09.21.2023	10/6/2023	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0485	PCB	75747	4617		AAA SEWER AND DRAIN CLEANING, INC		Check		
				E 01	005 810 000 000 350 Main Sewer Line Cleaning			\$725.00	
PO#:	Voucher #:	40012	Invoice	Invoice No:	52031	10/20/2023	Paid Amt:	\$725.00	
				E 01	005 810 000 000 350 Jet Cleaning and Camera Locate			\$1,400.00	
PO#:	Voucher #:	40072	Invoice	Invoice No:	52091	10/20/2023	Paid Amt:	\$1,400.00	
							Check Amount:	\$2,125.00	
0485	PCB	75748	4295		AMAZON CAPITAL SERVICES		Check		
				E 04	005 505 000 000 401 Books			\$78.27	
PO#:	Voucher #:	40066	Invoice	Invoice No:	1HM6-FH7X-YQ1C	10/20/2023	Paid Amt:	\$78.27	
				E 01	020 260 255 000 430 Supplies			\$70.36	
PO#:	Voucher #:	40067	Invoice	Invoice No:	14HP-19RT-17HW	10/20/2023	Paid Amt:	\$70.36	
				E 01	020 341 000 628 433 Impact Wrench and Parts Washer			\$1,641.76	
PO#:	Voucher #:	40031	Invoice	Invoice No:	17YK-CXNJ-16NP	10/20/2023	Paid Amt:	\$1,641.76	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75748	4295		AMAZON CAPITAL SERVICES		Check		
				E 01	020 341 000 628 433	pH Up and Down		\$25.99	
PO#:	Voucher #:	40027	Invoice		Invoice No: 1P6N-LGF1-1V93	10/20/2023	Paid Amt:	\$25.99	
				E 01	020 620 000 000 401	GBC Pinnacle EZ Load		\$336.14	
PO#:	Voucher #:	40039	Invoice		Invoice No: 1HV7-YKTJ-4GYP	10/20/2023	Paid Amt:	\$336.14	
				E 01	020 301 096 830 430	Clipboards and Magnetic Clips		\$167.12	
PO#:	Voucher #:	40113	Invoice		Invoice No: 1C3T-KWJX-4V4Y	10/20/2023	Paid Amt:	\$167.12	
				E 01	010 620 000 000 470	Books		\$186.57	
PO#:	Voucher #:	40108	Invoice		Invoice No: 1RJM-6LW4-19G6	10/20/2023	Paid Amt:	\$186.57	
				E 01	020 341 000 628 433	Waterproof pH/EC/TDS		\$669.75	
PO#:	Voucher #:	40109	Invoice		Invoice No: 1WR3-3PJ1-9L3V	10/20/2023	Paid Amt:	\$669.75	
							Check Amount:	\$3,175.96	
0485	PCB	75749	1042		BATTERIES PLUS		Check		
				E 01	005 810 000 000 401	Batteries		\$92.10	
PO#:	Voucher #:	40000	Invoice		Invoice No: P66320190	10/20/2023	Paid Amt:	\$92.10	
							Check Amount:	\$92.10	
0485	PCB	75750	4300		BATTERIES PLUS BULBS #794		Check		
				E 01	005 810 000 000 401	Emergency Light		\$199.99	
PO#:	Voucher #:	40090	Invoice		Invoice No: P66351405	10/20/2023	Paid Amt:	\$199.99	
							Check Amount:	\$199.99	
0485	PCB	75751	3868		BRITZ STORE EQUIPMENT, INC.		Check		
				E 02	005 770 000 701 401	Toggle Switch for mixer		\$70.00	
PO#:	Voucher #:	40032	Invoice		Invoice No: 114703	10/20/2023	Paid Amt:	\$70.00	
							Check Amount:	\$70.00	
0485	PCB	75752	3283		BRRR EQUIPMENT SERVICE		Check		
				E 02	005 770 000 701 350	ES Kitchen Oven Repair		\$1,024.00	
PO#:	Voucher #:	40082	Invoice		Invoice No: 10.04.2023	10/20/2023	Paid Amt:	\$1,024.00	
							Check Amount:	\$1,024.00	
0485	PCB	75753	4761		CANS R US, LLC		Check		
				E 01	005 810 000 000 305	Toilet Rental		\$880.00	
PO#:	Voucher #:	40011	Invoice		Invoice No: 2932	10/20/2023	Paid Amt:	\$880.00	
							Check Amount:	\$880.00	
0485	PCB	75754	3344		CDW-GOVERNMENT		Check		
				E 02	005 770 000 701 465	63Q07UT#ABA HP ZBook Firefly 14 G8 14" M		\$719.18	
				E 02	005 770 000 701 465	5TW10AA#ABA HP USB-C Dock G5		\$159.39	
PO#: 5563	Voucher #:	40068	Invoice		Invoice No: MK00495	10/20/2023	Paid Amt:	\$878.57	
							Check Amount:	\$878.57	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75755	1074		CENTRA SOTA COOPERATIVE		Check		
				E 01	005 760 000 720 442	DIESEL		\$3,112.17	
				E 01	005 760 000 720 442	Discount		(\$74.74)	
PO#:	Voucher #:	40024	Invoice		Invoice No: 5440402	10/20/2023	Paid Amt:	\$3,037.43	
				E 01	005 760 000 720 442	UNLEADED		\$1,202.63	
				E 01	005 760 000 720 442	Discount		(\$35.33)	
PO#:	Voucher #:	40025	Invoice		Invoice No: 5440403	10/20/2023	Paid Amt:	\$1,167.30	
				E 01	005 760 000 720 442	UNLEADED		\$1,133.58	
				E 01	005 760 000 720 442	Discount		(\$35.27)	
PO#:	Voucher #:	40049	Invoice		Invoice No: 5440524	10/20/2023	Paid Amt:	\$1,098.31	
							Check Amount:	\$5,303.04	
0485	PCB	75756	4596		CENTRAL MCGOWAN, INC		Check		
				E 01	020 298 062 000 401	Acetylene		\$255.87	
PO#:	Voucher #:	40035	Invoice		Invoice No: 0000765999	10/20/2023	Paid Amt:	\$255.87	
							Check Amount:	\$255.87	
0485	PCB	75757	1079		CENTRAL MN ALARMS INC		Check		
				E 01	005 865 000 363 305	Alarm Service 4th Qtr Elem		\$159.00	
PO#:	Voucher #:	40073	Invoice		Invoice No: 93691	10/20/2023	Paid Amt:	\$159.00	
				E 01	005 865 000 363 305	Reset Fire Alarm Panel		\$85.00	
PO#:	Voucher #:	40074	Invoice		Invoice No: 93094	10/20/2023	Paid Amt:	\$85.00	
				E 01	005 865 000 363 305	Alarm Service 4th Qtr Elem		\$129.00	
PO#:	Voucher #:	40075	Invoice		Invoice No: 93692	10/20/2023	Paid Amt:	\$129.00	
				E 01	005 865 000 363 305	Alarm Service 4th Qtr HS		\$93.00	
PO#:	Voucher #:	40076	Invoice		Invoice No: 93693	10/20/2023	Paid Amt:	\$93.00	
				E 01	005 865 000 363 305	Alarm Service 4th Qtr HS Fir		\$159.00	
PO#:	Voucher #:	40077	Invoice		Invoice No: 93694	10/20/2023	Paid Amt:	\$159.00	
				E 01	005 865 000 363 305	Alarm Service 4th Qtr HS		\$171.00	
PO#:	Voucher #:	40078	Invoice		Invoice No: 93695	10/20/2023	Paid Amt:	\$171.00	
							Check Amount:	\$796.00	
0485	PCB	75758	4396		CHRIS VOSEN AUTO REPAIR		Check		
				E 01	005 760 000 720 350	Filters, Oil, Labor & tire patch		\$152.13	
PO#:	Voucher #:	40018	Invoice		Invoice No: 7317	10/20/2023	Paid Amt:	\$152.13	
				E 01	005 760 000 720 350	Brakes, rotors and labor		\$483.54	
PO#:	Voucher #:	40060	Invoice		Invoice No: 7256	10/20/2023	Paid Amt:	\$483.54	
							Check Amount:	\$635.67	
0485	PCB	75759	2602		CLIMATE AIR INC		Check		
				E 01	005 810 000 000 350	Green house exhaust fan repair		\$1,347.78	
PO#:	Voucher #:	40086	Invoice		Invoice No: 56171	10/20/2023	Paid Amt:	\$1,347.78	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75759	2602		CLIMATE AIR INC		Check
				E 01	005 810 000 000 350	Service Repair and Installation	\$248.75
	PO#:	Voucher #:	40093	Invoice	Invoice No: 56186	10/20/2023	Paid Amt: \$248.75
							Check Amount: \$1,596.53
0485	PCB	75760	4532		CLIMATE MAKERS, INC		Check
				E 01	010 865 000 380 350	Elementary building boiler replacement	\$39,850.00
	PO#: 5320	Voucher #:	40015	Invoice	Invoice No: 11539	10/20/2023	Paid Amt: \$39,850.00
							Check Amount: \$39,850.00
0485	PCB	75761	1104		CUSTOM PRINTING		Check
				E 01	020 211 936 000 401	Postcards	\$200.00
	PO#:	Voucher #:	40021	Invoice	Invoice No: 27041	10/20/2023	Paid Amt: \$200.00
				E 01	005 110 000 000 401	Envelopes	\$410.00
	PO#: 5160	Voucher #:	40040	Invoice	Invoice No: 27085	10/20/2023	Paid Amt: \$410.00
							Check Amount: \$610.00
0485	PCB	75762	2301		DEPARTMENT OF HUMAN SERVICES		Check
				E 01	005 400 000 372 305	IEP ADMIN FEE	\$116.00
	PO#:	Voucher #:	40081	Invoice	Invoice No: 00000764286	10/20/2023	Paid Amt: \$116.00
							Check Amount: \$116.00
0485	PCB	75763	2576		DOUG LUEPKE TROPHIES		Check
				E 01	020 292 052 000 430	CC Medal	\$8.30
	PO#:	Voucher #:	40028	Invoice	Invoice No: 415204	10/20/2023	Paid Amt: \$8.30
							Check Amount: \$8.30
0485	PCB	75764	1133		ECM PUBLISHERS INC		Check
				E 01	005 110 000 000 380	Transportation Director	\$251.82
	PO#:	Voucher #:	40004	Invoice	Invoice No: 968215	10/20/2023	Paid Amt: \$251.82
				E 01	005 110 000 000 380	August 28 Minutes	\$77.76
	PO#:	Voucher #:	40005	Invoice	Invoice No: 967659	10/20/2023	Paid Amt: \$77.76
							Check Amount: \$329.58
0485	PCB	75765	2328		FISHER SCIENCE EDUCATION		Check
				E 01	020 260 255 000 430	1916728-Small vinyl gloves	\$10.89
	PO#: 5535	Voucher #:	40107	Invoice	Invoice No: 6531758	10/20/2023	Paid Amt: \$10.89
							Check Amount: \$10.89
0485	PCB	75766	4391		GOPHER STATE EVENT, LLC.		Check
				E 01	020 292 052 000 305	CC MEET TIMING	\$1,088.60
	PO#:	Voucher #:	40017	Invoice	Invoice No: 1388	10/20/2023	Paid Amt: \$1,088.60
							Check Amount: \$1,088.60

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75767	4808		Gregory A Springer		Check
				E 01	020 294 054 000 420	FB Official Osakis	\$120.00
	PO#:	Voucher #:	40095	Invoice	Invoice No: 10.13.2023	10/20/2023	Paid Amt: \$120.00
							Check Amount: \$120.00
0485	PCB	75768	1196		HANDYMANS HARDWARE		Check
				E 01	005 810 000 000 401	Connector	\$42.98
	PO#:	Voucher #:	40041	Invoice	Invoice No: 415416	10/20/2023	Paid Amt: \$42.98
							Check Amount: \$42.98
0485	PCB	75769	1215		HILLYARD INC		Check
				E 01	005 810 000 000 401	Invoice adjustment took credit twice	\$8.16
	PO#:	Voucher #:	40101	Invoice	Invoice No: 10.19.2023	10/20/2023	Paid Amt: \$8.16
							Check Amount: \$8.16
0485	PCB	75770	3724		JEFF ECKES		Check
				E 01	020 294 054 000 420	FB Official Osakis	\$120.00
	PO#:	Voucher #:	40099	Invoice	Invoice No: 10.13.2023	10/20/2023	Paid Amt: \$120.00
							Check Amount: \$120.00
0485	PCB	75771	1262		JOSTENS INC.		Check
				E 01	020 211 000 000 898	Diploma Covers for Class of 2024	\$656.25
				E 01	020 211 000 000 898	Shipping	\$35.95
	PO#: 5551	Voucher #:	40003	Invoice	Invoice No: 32056184	10/20/2023	Paid Amt: \$692.20
							Check Amount: \$692.20
0485	PCB	75772	3781		KELLY GOFFREDSON		Check
				E 01	020 292 000 000 820	Reimbursement Coaches Dues	\$63.50
	PO#:	Voucher #:	40029	Invoice	Invoice No: 10.16.2023	10/20/2023	Paid Amt: \$63.50
							Check Amount: \$63.50
0485	PCB	75773	1267		KEMPS, LLC		Check
				E 02	005 770 000 701 490	MILK	\$303.60
	PO#:	Voucher #:	40006	Invoice	Invoice No: 4818695	10/20/2023	Paid Amt: \$303.60
				E 02	005 770 000 701 490	MILK	\$425.20
	PO#:	Voucher #:	40007	Invoice	Invoice No: 4818525	10/20/2023	Paid Amt: \$425.20
				E 02	005 770 000 701 490	MILK	\$422.80
	PO#:	Voucher #:	40043	Invoice	Invoice No: 4830873	10/20/2023	Paid Amt: \$422.80
				E 02	005 770 000 701 490	MILK	\$422.80
	PO#:	Voucher #:	40044	Invoice	Invoice No: 4830856	10/20/2023	Paid Amt: \$422.80
				E 02	005 770 000 701 490	MILK	\$271.80
	PO#:	Voucher #:	40045	Invoice	Invoice No: 4826656	10/20/2023	Paid Amt: \$271.80

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75773	1267		KEMPS, LLC		Check		
				E 02	005 770 000 701 490 MILK			\$241.60	
	PO#:	Voucher #:	40046	Invoice	Invoice No: 4826678	10/20/2023	Paid Amt:	\$241.60	
							Check Amount:	\$2,087.80	
0485	PCB	75774	2692		KEVIN RUEN		Check		
				E 01	020 294 054 000 420 FB Official Osakis			\$120.00	
	PO#:	Voucher #:	40097	Invoice	Invoice No: 10.13.2023	10/20/2023	Paid Amt:	\$120.00	
							Check Amount:	\$120.00	
0485	PCB	75775	4798		Kincaid Information Technology, LLC		Check		
				E 01	005 690 690 000 405 LICENSE-GOOGLE-EDUCATION-PLUS-1YR			\$1,317.50	
				B 01	131 000 Non Instr. Software Lic. Agree			\$2,635.00	
	PO#: 5564	Voucher #:	40083	Invoice	Invoice No: INV0020353	10/20/2023	Paid Amt:	\$3,952.50	
							Check Amount:	\$3,952.50	
0485	PCB	75776	4363		LISA KLEIN		Check		
				E 01	020 296 058 000 420 VB OFFICIAL Holdingford			\$125.00	
	PO#:	Voucher #:	40091	Invoice	Invoice No: 10.05.2023	10/20/2023	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	PCB	75777	4805		Little Bee Speech Co.		Check		
				E 01	010 401 000 619 433 Articulation Station Hive License			\$239.98	
	PO#: 5570	Voucher #:	40022	Invoice	Invoice No: 1302	10/20/2023	Paid Amt:	\$239.98	
							Check Amount:	\$239.98	
0485	PCB	75778	2981		LPGE BOYS BASKETBALL ASSOCIATION		Check		
				E 04	005 505 000 321 305 6th Grade Boys BB Entry Fee			\$150.00	
	PO#:	Voucher #:	40105	Invoice	Invoice No: 10.17.2023	10/20/2023	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0485	PCB	75779	4540		MARCO		Check		
				E 01	005 690 690 302 555 Copiers			\$2,053.89	
	PO#:	Voucher #:	40071	Invoice	Invoice No: 35036143	10/20/2023	Paid Amt:	\$2,053.89	
							Check Amount:	\$2,053.89	
0485	PCB	75780	2065		MATTHEW M HEIER		Check		
				E 01	020 296 058 000 420 VB OFFICIAL Browerville			\$125.00	
	PO#:	Voucher #:	40088	Invoice	Invoice No: 10.09.2023	10/20/2023	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0485	PCB	75781	2287		MELISSA HIRSCH		Check		
				E 01	020 296 058 000 420 VB Official Holdingford			\$125.00	
	PO#:	Voucher #:	40089	Invoice	Invoice No: 10.05.2023	10/20/2023	Paid Amt:	\$125.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75781	2287		MELISSA HIRSCH		Check		
				E 01	020 296 058 000 420	VB Official Browerville		\$125.00	
	PO#:	Voucher #:	40087	Invoice	Invoice No:	10.09.2023		10/20/2023	
							Paid Amt:	\$125.00	
							Check Amount:	\$250.00	
0485	PCB	75782	1897		MESPA		Check		
				E 01	010 640 000 316 366	School Law Seminar		\$175.00	
	PO#:	Voucher #:	40094	Invoice	Invoice No:	16293		10/20/2023	
							Paid Amt:	\$175.00	
							Check Amount:	\$175.00	
0485	PCB	75783	2496		MICHAEL MARSCHEL		Check		
				E 01	020 292 000 000 820	Coaches Association Membership Dues		\$58.50	
	PO#:	Voucher #:	40112	Invoice	Invoice No:	10.13.2023		10/20/2023	
							Paid Amt:	\$58.50	
							Check Amount:	\$58.50	
0485	PCB	75784	3634		MINNESOTA HISTORICAL SOCIETY		Check		
				E 01	010 203 000 000 369	ELEM FIELD TRIP Oliver Kelley Farm		\$560.00	
	PO#:	Voucher #:	40103	Invoice	Invoice No:	29765		10/20/2023	
							Paid Amt:	\$560.00	
							Check Amount:	\$560.00	
0485	PCB	75785	1346		MINNESOTA POWER		Check		
				E 01	020 810 000 000 331	Acct 0191115490		\$135.17	
	PO#:	Voucher #:	40080	Invoice	Invoice No:	019496591995		10/20/2023	
							Paid Amt:	\$135.17	
							Check Amount:	\$135.17	
0485	PCB	75786	4807		Monticello High School		Check		
				E 01	020 294 056 000 425	Wrestling Tournament Fee		\$295.00	
	PO#:	Voucher #:	40042	Invoice	Invoice No:	10.16.2023		10/20/2023	
							Paid Amt:	\$295.00	
							Check Amount:	\$295.00	
0485	PCB	75787	4177		NATE OLSON		Check		
				E 01	020 294 054 000 420	FB Official St Cloud Cathedral		\$130.00	
	PO#:	Voucher #:	40063	Invoice	Invoice No:	10.06.2023		10/20/2023	
							Paid Amt:	\$130.00	
							Check Amount:	\$130.00	
0485	PCB	75788	4799		NCS Pearson, Inc		Check		
				E 01	020 301 000 628 433	MOS Practice Test-10 seat license		\$723.00	
				E 01	020 301 000 628 433	MOS Voucher + Retake		\$1,080.00	
	PO#: 5565	Voucher #:	40084	Invoice	Invoice No:	23589377		10/20/2023	
							Paid Amt:	\$1,803.00	
							Check Amount:	\$1,803.00	
0485	PCB	75789	1915		NORTH CENTRAL BUS & EQUIPMENT, INC.		Check		
				E 01	005 760 000 720 401	Solid-Stat, Tray, Hard Drive		\$239.43	
	PO#:	Voucher #:	40100	Invoice	Invoice No:	305732		10/20/2023	
							Paid Amt:	\$239.43	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75789	1915		NORTH CENTRAL BUS & EQUIPMENT, INC.		Check		
				E 01	005 760 000 720 401	Clamp, Pipe and Exhaust		\$344.67	
	PO#:	Voucher #:	40059	Invoice	Invoice No: 305895	10/20/2023	Paid Amt:	\$344.67	
							Check Amount:	\$584.10	
0485	PCB	75790	4608		NORTH CENTRAL INT'L, LLC		Check		
				E 01	005 760 000 720 401	Tensioner, Belt		\$147.92	
	PO#:	Voucher #:	40019	Invoice	Invoice No: X220077210:01	10/20/2023	Paid Amt:	\$147.92	
							Check Amount:	\$147.92	
0485	PCB	75791	4515		Northern Pines Mental Health Center		Check		
				E 01	005 730 012 161 362	Interventionist Contract September 23		\$1,312.50	
	PO#:	Voucher #:	40092	Invoice	Invoice No: Sept23 Royalton	10/20/2023	Paid Amt:	\$1,312.50	
							Check Amount:	\$1,312.50	
0485	PCB	75792	4804		Northern Speech Services, Inc		Check		
				E 01	010 401 000 619 433	KS1002 Kaufman Treatment Set 1		\$199.00	
				E 01	010 401 000 619 433	Shipping		\$13.96	
	PO#: 5571	Voucher #:	40016	Invoice	Invoice No: 1366779	10/20/2023	Paid Amt:	\$212.96	
							Check Amount:	\$212.96	
0485	PCB	75793	1392		OAK ELECTRIC SERVICE, INC		Check		
				E 01	005 810 000 000 350	Concessions Electric Work		\$865.72	
	PO#:	Voucher #:	40014	Invoice	Invoice No: 6377	10/20/2023	Paid Amt:	\$865.72	
							Check Amount:	\$865.72	
0485	PCB	75794	1406		PAN-O-GOLD BAKING CO		Check		
				E 02	005 770 000 701 490	BREAD		\$83.57	
	PO#:	Voucher #:	40008	Invoice	Invoice No: 10000623282003	10/20/2023	Paid Amt:	\$83.57	
				E 02	005 770 000 701 490	BREAD		\$64.44	
	PO#:	Voucher #:	40036	Invoice	Invoice No: 10000623289002	10/20/2023	Paid Amt:	\$64.44	
				E 02	005 770 000 701 490	BREAD		\$41.99	
	PO#:	Voucher #:	40023	Invoice	Invoice No: 10000623282002	10/20/2023	Paid Amt:	\$41.99	
				E 02	005 770 000 701 490	BREAD		\$87.88	
	PO#:	Voucher #:	40047	Invoice	Invoice No: 10000623289003	10/20/2023	Paid Amt:	\$87.88	
							Check Amount:	\$277.88	
0485	PCB	75795	3926		PIONEER ATHLETICS		Check		
				E 01	005 810 000 000 401	Football field paint		\$1,639.17	
	PO#: 5555	Voucher #:	40010	Invoice	Invoice No: INV905059	10/20/2023	Paid Amt:	\$1,639.17	
							Check Amount:	\$1,639.17	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75796	2374		REGION 7 BPA		Check		
				E 01	020 298 000 000 366	ADVISOR REGION REGISTRATION		\$65.00	
	PO#:	Voucher #:	40013	Invoice	Invoice No: 10.13.2023	10/20/2023	Paid Amt:	\$65.00	
							Check Amount:	\$65.00	
0485	PCB	75797	1458		RENNEBERG HARDWOODS		Check		
				E 01	020 255 255 000 430	Cherry and Hickory Lumber		\$1,000.00	
				E 01	020 255 255 000 430	Freight		\$50.00	
	PO#: 5534	Voucher #:	40034	Invoice	Invoice No: 00015364	10/20/2023	Paid Amt:	\$1,050.00	
							Check Amount:	\$1,050.00	
0485	PCB	75798	1460		RESOURCE TRAINING & SOL		Check		
				E 01	010 218 000 388 430	YAYA Student Registration		\$1,350.00	
	PO#: 5572	Voucher #:	40020	Invoice	Invoice No: 10.13.2023	10/20/2023	Paid Amt:	\$1,350.00	
							Check Amount:	\$1,350.00	
0485	PCB	75799	1987		ROBIN J POHLMAN		Check		
				E 01	020 294 054 000 420	FB OFFICIAL St Cloud Cathedral		\$130.00	
	PO#:	Voucher #:	40064	Invoice	Invoice No: 10.06.2023	10/20/2023	Paid Amt:	\$130.00	
							Check Amount:	\$130.00	
0485	PCB	75800	4339		SCHOLASTIC		Check		
				E 01	010 203 000 000 430	Scholastic News		\$1,551.41	
	PO#:	Voucher #:	40002	Invoice	Invoice No: M73993156	10/20/2023	Paid Amt:	\$1,551.41	
							Check Amount:	\$1,551.41	
0485	PCB	75801	1764		SCOTT KIMMAN		Check		
				E 01	020 294 054 000 420	FB OFFICIAL St Cloud Cathedral		\$130.00	
	PO#:	Voucher #:	40065	Invoice	Invoice No: 10.06.2023	10/20/2023	Paid Amt:	\$130.00	
							Check Amount:	\$130.00	
0485	PCB	75802	1382		SOURCEWELL		Check		
				E 01	020 211 000 000 406	Compreh School Support, plus HRS Cohort Fe		\$6,190.00	
	PO#:	Voucher #:	40106	Invoice	Invoice No: INV00002292	10/20/2023	Paid Amt:	\$6,190.00	
							Check Amount:	\$6,190.00	
0485	PCB	75803	3707		STEPHEN MIKKELSON		Check		
				E 01	020 294 054 000 420	FB Official Osakis		\$120.00	
	PO#:	Voucher #:	40096	Invoice	Invoice No: 10.13.2023	10/20/2023	Paid Amt:	\$120.00	
							Check Amount:	\$120.00	
0485	PCB	75804	1102		STERLING WATER MINNESOTA, LLC		Check		
				E 01	005 810 000 000 350	Rebuild water softeners at the HS Building		\$3,390.00	
	PO#: 5556	Voucher #:	40009	Invoice	Invoice No: 315X03589107	10/20/2023	Paid Amt:	\$3,390.00	
							Check Amount:	\$3,390.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75805	3411		SUPER DUPER, INC		Check
				E 01	010 401 000 619 433	WAC100Webber Artic set 1	\$123.65
				E 01	010 401 000 619 433	WAC222Webber Artic set 2	\$123.55
				E 01	010 401 000 619 433	CCW46 Magnetic wand	\$35.85
				E 01	010 401 000 619 433	CC50 Magnetic chips	\$38.85
				E 01	010 401 000 619 433	CC35 Vocabulary Chipper Chat	\$79.95
				E 01	010 401 000 619 433	BG0120 Ask & Answer Bingo	\$34.98
				E 01	010 401 000 619 433	LNL423 Lids n Lizards	\$59.95
				E 01	010 401 000 619 433	VERBM99 Webber Mini Verb cards	\$129.95
				E 01	010 401 000 619 433	WCC333 Webber Classifying Cards	\$119.95
				E 01	010 401 000 619 433	SAS600 Wh Question Combo	\$149.75
	PO#: 5561	Voucher #: 40079	Invoice		Invoice No: 2857922A	10/20/2023	Paid Amt: \$896.43
							Check Amount: \$896.43
0485	PCB	75806	2577		SYSCO WESTERN MN, INC.		Check
				E 02	005 770 000 701 491	Commodity	\$18.94
	PO#:	Voucher #: 40037	Invoice		Invoice No: 253493897	10/20/2023	Paid Amt: \$18.94
				E 02	005 770 000 701 490	LUNCH	\$843.05
				E 02	005 770 000 705 490	BREAKFAST	\$393.80
				E 02	005 770 000 701 401	SUPPLIES	\$206.59
	PO#:	Voucher #: 40038	Invoice		Invoice No: 253493898	10/20/2023	Paid Amt: \$1,443.44
				E 02	005 770 000 701 491	Commodity	\$19.47
	PO#:	Voucher #: 40061	Invoice		Invoice No: 253488876	10/20/2023	Paid Amt: \$19.47
				E 02	005 770 000 701 490	LUNCH	\$1,634.98
				E 02	005 770 000 705 490	BREAKFAST	\$1,613.86
				E 02	005 770 000 701 401	SUPPLIES	\$8.06
	PO#:	Voucher #: 40050	Invoice		Invoice No: 253488877	10/20/2023	Paid Amt: \$3,256.90
				E 02	005 770 000 705 490	BREAKFAST	\$827.51
	PO#:	Voucher #: 40051	Invoice		Invoice No: 253488879	10/20/2023	Paid Amt: \$827.51
				E 02	005 770 000 701 490	LUNCH	\$3,271.72
				E 02	005 770 000 701 401	SUPPLIES	\$279.73
	PO#:	Voucher #: 40052	Invoice		Invoice No: 253488880	10/20/2023	Paid Amt: \$3,551.45
				E 02	005 770 000 701 490	LUNCH	\$245.05
	PO#:	Voucher #: 40053	Invoice		Invoice No: 253488881	10/20/2023	Paid Amt: \$245.05
				E 02	005 770 000 701 491	Commodity	\$31.93
	PO#:	Voucher #: 40054	Invoice		Invoice No: 253488882	10/20/2023	Paid Amt: \$31.93
				E 02	005 770 000 701 490	LUNCH	\$215.99
	PO#:	Voucher #: 40055	Invoice		Invoice No: 253488878	10/20/2023	Paid Amt: \$215.99
				E 02	005 770 000 705 490	BREAKFAST	\$480.83
	PO#:	Voucher #: 40056	Invoice		Invoice No: 253493899	10/20/2023	Paid Amt: \$480.83

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75806	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 701 490	LUNCH		\$2,168.92	
				E 02	005 770 000 701 401	SUPPLIES		\$87.68	
PO#:	Voucher #:	40057	Invoice	Invoice No:	253493900	10/20/2023	Paid Amt:	\$2,256.60	
			E 02	005 770 000 701 491	Commodity		\$64.34		
PO#:	Voucher #:	40058	Invoice	Invoice No:	253493901	10/20/2023	Paid Amt:	\$64.34	
							Check Amount:	\$12,412.45	
0485	PCB	75807	1559		TECH CHECK, LLC		Check		
				E 11	010 203 902 000 430	EPS Labor/Materials		\$920.00	
PO#:	5330	Voucher #:	40104	Invoice	Invoice No:	53260	10/20/2023	Paid Amt:	\$920.00
							Check Amount:	\$920.00	
0485	PCB	75808	3706		THOMAS HIGHUM		Check		
				E 01	020 294 054 000 420	FB Official Osakis		\$120.00	
PO#:	Voucher #:	40098	Invoice	Invoice No:	10.13.2023	10/20/2023	Paid Amt:	\$120.00	
							Check Amount:	\$120.00	
0485	PCB	75809	2551		THOMAS RIITERS		Check		
				E 01	020 294 054 000 420	FB OFFICIAL St Cloud Cathedral		\$130.00	
PO#:	Voucher #:	40085	Invoice	Invoice No:	10.06.2023	10/20/2023	Paid Amt:	\$130.00	
							Check Amount:	\$130.00	
0485	PCB	75810	3570		TPRS BOOKS		Check		
				E 01	020 230 000 000 430	Spanish Novel		\$92.60	
PO#:	5562	Voucher #:	40124	Invoice	Invoice No:	92727	10/20/2023	Paid Amt:	\$92.60
							Check Amount:	\$92.60	
0485	PCB	75811	3952		UNIVERSITY OF OREGON		Check		
				E 01	020 211 000 000 406	SWIS ANNUAL LICENSE		\$350.00	
PO#:	Voucher #:	40069	Invoice	Invoice No:	INV00071492	10/20/2023	Paid Amt:	\$350.00	
							Check Amount:	\$350.00	
0485	PCB	75812	1592		VERIZON WIRELESS		Check		
				E 01	005 810 000 000 320	PHONE SERVICE		\$200.16	
PO#:	Voucher #:	40070	Invoice	Invoice No:	9946629853	10/20/2023	Paid Amt:	\$200.16	
							Check Amount:	\$200.16	
0485	PCB	75813	3277		VERNON CAPELLE		Check		
				E 01	020 294 054 000 420	FB Official St Cloud Cathedral		\$130.00	
PO#:	Voucher #:	40062	Invoice	Invoice No:	10.06.2023	10/20/2023	Paid Amt:	\$130.00	
							Check Amount:	\$130.00	
0485	PCB	75814	2609		WILLIAM V. MACGILL & CO.		Check		
				E 04	005 570 000 000 401	18131 Economy reusable hot & cold gel packs		\$33.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75814	2609		WILLIAM V. MACGILL & CO.		Check		
				E 04	005 570 000 000 401	Shipping		\$12.95	
	PO#: 5369	Voucher #:	40110	Invoice	Invoice No: IN0838522	10/20/2023	Paid Amt:	\$45.95	
				E 01	005 720 000 170 401	Digital Blood Pressure kit and cuffs		\$857.91	
	PO#:	Voucher #:	40111	Invoice	Invoice No: IN0836650	10/20/2023	Paid Amt:	\$857.91	
							Check Amount:	\$903.86	
0485	PCB	75815	3930		ALEXANDRIA TECH & COMM COLLEGE		Check		
				E 01	020 211 390 000 391	PSEO FALL 2023 COLLEGE		\$1,417.80	
	PO#:	Voucher #:	40164	Invoice	Invoice No: Fall 2023	10/27/2023	Paid Amt:	\$1,417.80	
							Check Amount:	\$1,417.80	
0485	PCB	75816	4295		AMAZON CAPITAL SERVICES		Check		
				E 04	005 582 000 344 465	Logitech iPad (7th, 8th and 9th generation) Ke		\$88.99	
				E 01	010 203 690 000 465	Logitech iPad (7th, 8th and 9th generation) Ke		\$88.99	
				E 01	020 211 690 000 465	Logitech iPad (7th, 8th and 9th generation) Ke		\$177.98	
				E 01	020 211 690 000 401	Apple Lightning to 3.5 mm Headphone Jack Ac		\$7.99	
	PO#: 5575	Voucher #:	40139	Invoice	Invoice No: 1YMR-HQC3-1WVH	10/27/2023	Paid Amt:	\$363.95	
				E 01	020 260 255 000 430	Digital Gram Scale		\$292.41	
	PO#:	Voucher #:	40140	Invoice	Invoice No: 1CTH-L4DT-6PVK	10/27/2023	Paid Amt:	\$292.41	
				E 01	020 260 255 000 430	Jumex Guanabana Nectar		\$39.46	
	PO#:	Voucher #:	40141	Invoice	Invoice No: 17MC-1N9Q-4VGW	10/27/2023	Paid Amt:	\$39.46	
				E 01	020 260 000 000 430	Hot Glue Guns		\$56.94	
	PO#:	Voucher #:	40130	Invoice	Invoice No: 1VJM-KGV4-7FG3	10/27/2023	Paid Amt:	\$56.94	
							Check Amount:	\$752.76	
0485	PCB	75817	1025		APPLE INC.		Check		
				E 04	005 582 000 344 465	MK2K3LL/A 10.2-inch iPad Wi-Fi 64GB - Spac		\$1,495.00	
				E 01	010 203 690 000 465	MK2K3LL/A 10.2-inch iPad Wi-Fi 64GB - Spac		\$299.00	
				E 01	020 211 690 000 465	MK2K3LL/A 10.2-inch iPad Wi-Fi 64GB - Spac		\$598.00	
				E 01	020 211 690 000 401	MK2K3LL/A 10.2-inch iPad Wi-Fi 64GB - Spac		\$299.00	
				E 04	005 582 000 344 465	HNU02ZM/A STM Dux Plus Pro iPad Case		\$199.80	
				E 01	020 211 690 000 401	HNU02ZM/A STM Dux Plus Pro iPad Case		\$49.95	
	PO#: 5574	Voucher #:	40138	Invoice	Invoice No: MA34784317	10/27/2023	Paid Amt:	\$2,940.75	
							Check Amount:	\$2,940.75	
0485	PCB	75818	4541		BIO CORPORATION INC		Check		
				E 01	020 260 255 000 430	Frogs for dissection		\$140.70	
				E 01	020 260 255 000 430	Shipping		\$27.86	
	PO#: 5539	Voucher #:	40176	Invoice	Invoice No: 1056333	10/27/2023	Paid Amt:	\$168.56	
							Check Amount:	\$168.56	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75819	1074		CENTRA SOTA COOPERATIVE		Check		
				E 01	005 760 000 720 442	DIESEL		\$5,405.70	
				E 01	005 760 000 720 442	Discount		(\$120.02)	
PO#:	Voucher #:	40127	Invoice		Invoice No: 5440651	10/27/2023	Paid Amt:	\$5,285.68	
				E 01	005 760 000 720 442	UNLEADED		\$1,139.68	
				E 01	005 760 000 720 442	Discount		(\$35.46)	
PO#:	Voucher #:	40128	Invoice		Invoice No: 5440652	10/27/2023	Paid Amt:	\$1,104.22	
				E 01	005 760 000 720 442	DEF Bulk Delivery		\$573.60	
PO#:	Voucher #:	40133	Invoice		Invoice No: 6116572	10/27/2023	Paid Amt:	\$573.60	
							Check Amount:	\$6,963.50	
0485	PCB	75820	1092		COLE PAPERS, INC.		Check		
				E 01	005 810 000 000 410	Hand Soap		\$1,132.20	
				E 01	005 810 000 000 410	Fresh Scent Disinfectant Wipes		\$469.50	
				E 01	005 810 000 000 410	Processing Fee		\$7.00	
PO#: 5578	Voucher #:	40185	Invoice		Invoice No: 10358987	10/27/2023	Paid Amt:	\$1,608.70	
							Check Amount:	\$1,608.70	
0485	PCB	75821	1133		ECM PUBLISHERS INC		Check		
				E 01	005 110 000 000 380	Oct 23 Agenda		\$71.04	
PO#:	Voucher #:	40178	Invoice		Invoice No: 969767	10/27/2023	Paid Amt:	\$71.04	
							Check Amount:	\$71.04	
0485	PCB	75822	2967		EL-JAY PLUMBING & HEATING INC		Check		
				E 01	005 810 000 000 401	Green house water & natural gas		\$14,035.00	
PO#: 5354	Voucher #:	40142	Invoice		Invoice No: KM222-1	10/27/2023	Paid Amt:	\$14,035.00	
							Check Amount:	\$14,035.00	
0485	PCB	75823	4237		GRANITE ELECTRONICS, INC.		Check		
				E 01	005 760 000 720 401	Radio Repair		\$213.35	
PO#:	Voucher #:	40194	Invoice		Invoice No: 154014757-1	10/27/2023	Paid Amt:	\$213.35	
							Check Amount:	\$213.35	
0485	PCB	75824	1196		HANDYMANS HARDWARE		Check		
				E 01	005 810 000 000 401	Supplies		\$190.44	
PO#:	Voucher #:	40156	Invoice		Invoice No: 415963	10/27/2023	Paid Amt:	\$190.44	
							Check Amount:	\$190.44	
0485	PCB	75825	4212		HERITAGE EMBROIDERY & DESIGN		Check		
				E 01	020 294 055 000 430	Boys Basketball equipment		\$512.00	
PO#:	Voucher #:	40179	Invoice		Invoice No: 57301	10/27/2023	Paid Amt:	\$512.00	
							Check Amount:	\$512.00	

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0485	PCB	75826	1215		HILLYARD INC		Check		
				E 01	005 810 000 000 401	Custodian Supplies		\$4,602.43	
PO#:	Voucher #:	40177	Invoice		Invoice No: 605277522	10/27/2023	Paid Amt:	\$4,602.43	
				E 01	005 810 000 000 401	Aerosol Cleaner		\$99.84	
PO#:	Voucher #:	40143	Invoice		Invoice No: 605271745	10/27/2023	Paid Amt:	\$99.84	
							Check Amount:	\$4,702.27	
0485	PCB	75827	3687		HOLDINGFORD HARDWARE		Check		
				E 01	020 255 255 000 430	Tech Ed Supplies		\$36.25	
PO#: 5517	Voucher #:	40159	Invoice		Invoice No: 33830	10/27/2023	Paid Amt:	\$36.25	
				E 01	020 255 255 000 430	Tech Ed Supplies		\$5.07	
PO#: 5517	Voucher #:	40160	Invoice		Invoice No: 33831	10/27/2023	Paid Amt:	\$5.07	
				E 01	020 255 000 000 430	Aerosol Cleaner		\$11.98	
				E 01	020 255 000 000 430	Credit on the account		(\$4.02)	
PO#:	Voucher #:	40144	Invoice		Invoice No: 30382	10/27/2023	Paid Amt:	\$7.96	
							Check Amount:	\$49.28	
0485	PCB	75828	1230		HULS BROS TRUCKING INC		Check		
				E 01	020 292 000 302 530	Red Dirt for Baseball Field		\$1,874.40	
PO#:	Voucher #:	40154	Invoice		Invoice No: 45268	10/27/2023	Paid Amt:	\$1,874.40	
							Check Amount:	\$1,874.40	
0485	PCB	75829	1262		JOSTENS INC.		Check		
				E 01	020 211 000 000 898	Diplomas		\$375.95	
				E 01	020 211 000 000 898	Shipping		\$15.95	
PO#: 5573	Voucher #:	40167	Invoice		Invoice No: 32099964	10/27/2023	Paid Amt:	\$391.90	
							Check Amount:	\$391.90	
0485	PCB	75830	4810		Kaitlyn Frenchick		Check		
				E 01	020 296 058 000 430	Game Volleyballs		\$139.98	
PO#:	Voucher #:	40129	Invoice		Invoice No: 10.24.2023	10/27/2023	Paid Amt:	\$139.98	
							Check Amount:	\$139.98	
0485	PCB	75831	1267		KEMPS, LLC		Check		
				E 02	005 770 000 701 490	MILK		\$120.80	
PO#:	Voucher #:	40135	Invoice		Invoice No: 4837572	10/27/2023	Paid Amt:	\$120.80	
				E 02	005 770 000 701 490	MILK		\$60.40	
PO#:	Voucher #:	40136	Invoice		Invoice No: 4844043	10/27/2023	Paid Amt:	\$60.40	
				E 02	005 770 000 701 490	MILK		\$392.60	
PO#:	Voucher #:	40137	Invoice		Invoice No: 4844120	10/27/2023	Paid Amt:	\$392.60	
							Check Amount:	\$573.80	
0485	PCB	75832	4758		LIBERTY MUTUAL INSURANCE		Check		
				E 01	005 760 000 720 340	AUTO		\$1,951.89	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75832	4758		LIBERTY MUTUAL INSURANCE		Check		
				E 01	005 940 000 000 340 UMBRELL/PACKAGE			\$6,304.15	
	PO#:	Voucher #:	40158	Invoice	Invoice No: 14700505	10/27/2023	Paid Amt:	\$8,256.04	
							Check Amount:	\$8,256.04	
0485	PCB	75833	1333		MIDWAY IRON & METAL, INC.		Check		
				E 01	005 810 000 000 401 Steel			\$40.43	
	PO#:	Voucher #:	40157	Invoice	Invoice No: 563596	10/27/2023	Paid Amt:	\$40.43	
							Check Amount:	\$40.43	
0485	PCB	75834	1346		MINNESOTA POWER		Check		
				E 01	010 810 000 000 331 ES			\$3,714.25	
	PO#:	Voucher #:	40180	Invoice	Invoice No: 401685880059	10/27/2023	Paid Amt:	\$3,714.25	
				E 01	020 810 000 000 331 Acct 811180000 Elect			\$341.46	
	PO#:	Voucher #:	40181	Invoice	Invoice No: 811198437433	10/27/2023	Paid Amt:	\$341.46	
				E 01	020 810 000 000 331 Acct 6691032130 Elect			\$59.36	
	PO#:	Voucher #:	40183	Invoice	Invoice No: 669591901863	10/27/2023	Paid Amt:	\$59.36	
							Check Amount:	\$4,115.07	
0485	PCB	75835	1346		MINNESOTA POWER		Check		
				E 01	020 810 000 000 331 Acct 5091115490 MS/HS			\$12,831.88	
	PO#:	Voucher #:	40182	Invoice	Invoice No: 509681239494	10/27/2023	Paid Amt:	\$12,831.88	
							Check Amount:	\$12,831.88	
0485	PCB	75836	4625		MTI ENTERPRISES INC		Check		
				E 01	020 298 061 000 401 Royalties-3 performances			\$420.00	
				E 01	020 298 061 000 401 Showkit			\$695.00	
				E 01	020 298 061 000 401 Video License			\$75.00	
				E 01	020 298 061 000 401 Shipping and Handling			\$45.00	
	PO#: 5547	Voucher #:	40186	Invoice	Invoice No: 08.30.2023	10/27/2023	Paid Amt:	\$1,235.00	
							Check Amount:	\$1,235.00	
0485	PCB	75837	1915		NORTH CENTRAL BUS & EQUIPMENT, INC.		Check		
				E 01	005 760 000 720 401 Motor-Door			\$205.19	
	PO#:	Voucher #:	40184	Invoice	Invoice No: 306192	10/27/2023	Paid Amt:	\$205.19	
							Check Amount:	\$205.19	
0485	PCB	75838	4608		NORTH CENTRAL INT'L, LLC		Check		
				E 01	005 760 000 720 401 Filter, Lube oil Fuel filter			\$151.94	
	PO#:	Voucher #:	40131	Invoice	Invoice No: X220077987:01	10/27/2023	Paid Amt:	\$151.94	
				E 01	005 760 000 720 401 Tensioner, Belt			\$147.92	
	PO#:	Voucher #:	40132	Invoice	Invoice No: X220077206:01	10/27/2023	Paid Amt:	\$147.92	
							Check Amount:	\$299.86	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75839	1406		PAN-O-GOLD BAKING CO		Check		
				E 02	005 770 000 701 490 BREAD			\$102.42	
PO#:	Voucher #:	40168	Invoice	Invoice No:	10000623296004	10/27/2023	Paid Amt:	\$102.42	
				E 02	005 770 000 701 490 BREAD			\$63.47	
PO#:	Voucher #:	40134	Invoice	Invoice No:	10000623296003	10/27/2023	Paid Amt:	\$63.47	
							Check Amount:	\$165.89	
0485	PCB	75840	1998		PEARSON		Check		
				E 01	010 401 000 619 433 0158036301 CELF-5 kit w/case			\$856.50	
				E 01	010 401 000 619 433 015801280 GFTA-3			\$381.00	
				E 01	010 401 000 619 433 Freight			\$61.88	
PO#: 5566	Voucher #:	40163	Invoice	Invoice No:	23602799	10/27/2023	Paid Amt:	\$1,299.38	
							Check Amount:	\$1,299.38	
0485	PCB	75841	4674		POMP'S TIRE SERVICE, INC		Check		
				E 01	005 760 000 720 423 Tire Repair			\$93.60	
PO#:	Voucher #:	40155	Invoice	Invoice No:	2380008143	10/27/2023	Paid Amt:	\$93.60	
							Check Amount:	\$93.60	
0485	PCB	75842	4242		RADEMACHER COMPANIES, INC.		Check		
				E 01	020 301 000 830 433 Food			\$43.75	
PO#:	Voucher #:	40173	Invoice	Invoice No:	00029417	10/27/2023	Paid Amt:	\$43.75	
				E 01	005 810 000 000 401 Distilled Water			\$7.00	
PO#:	Voucher #:	40174	Invoice	Invoice No:	00051354	10/27/2023	Paid Amt:	\$7.00	
				E 01	005 810 000 000 401 Laundry Soap			\$17.16	
PO#:	Voucher #:	40175	Invoice	Invoice No:	00040057	10/27/2023	Paid Amt:	\$17.16	
							Check Amount:	\$67.91	
0485	PCB	75843	4591		ROBERT PLOMBON		Check		
				E 01	005 010 000 000 305 Robert Plombon AP			\$300.00	
				E 04	005 570 000 000 305 Robert Plombon AP			\$50.00	
				E 04	005 582 000 344 305 Robert Plombon AP			\$50.00	
PO#:	Voucher #:	40125	Invoice	Invoice No:	9.15-9.30.2023	10/27/2023	Paid Amt:	\$400.00	
				E 01	005 010 000 000 305 Robert Plombon AP			\$553.14	
				E 04	005 570 000 000 305 Robert Plombon AP			\$92.18	
				E 04	005 582 000 344 305 Robert Plombon AP			\$92.18	
PO#:	Voucher #:	40126	Invoice	Invoice No:	10.01-10.15.2023	10/27/2023	Paid Amt:	\$737.50	
							Check Amount:	\$1,137.50	
0485	PCB	75844	1482		SAINTS TO LAKES GARAGE DOOR		Check		
				E 01	005 760 000 720 350 Liftmaster Commerical Opener			\$1,250.00	
PO#:	Voucher #:	40153	Invoice	Invoice No:	2912	10/27/2023	Paid Amt:	\$1,250.00	
							Check Amount:	\$1,250.00	

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0485	PCB	75845	2464		SPEER CHIROPRACTIC, PA		Check		
				E 01	005 760 000 720 305	DOT PHYSICAL Krystosek		\$20.00	
	PO#:	Voucher #:	40172	Invoice	Invoice No: 10.23.2023			Paid Amt:	\$20.00
								Check Amount:	\$20.00
0485	PCB	75846	4787		SVI International, Inc.		Check		
				E 01	020 255 000 000 430	Weighted Silencer band		\$51.08	
				E 01	020 255 000 000 430	New Rels bit		\$108.81	
				E 01	020 255 000 000 430	Handling Fee		\$2.00	
				E 01	020 255 000 000 430	Freight		\$24.05	
	PO#: 5550	Voucher #:	40161	Invoice	Invoice No: 1374491-00			Paid Amt:	\$185.94
				E 01	020 255 000 000 430	Turbo blast 1" hose		\$271.35	
				E 01	020 255 000 000 430	Freight		\$24.00	
	PO#: 5550	Voucher #:	40162	Invoice	Invoice No: 1374491-01			Paid Amt:	\$295.35
								Check Amount:	\$481.29
0485	PCB	75847	2577		SYSCO WESTERN MN, INC.		Check		
				E 02	005 770 000 701 490	LUNCH		\$2,482.24	
				E 02	005 770 000 701 401	SUPPLIES		\$223.26	
	PO#:	Voucher #:	40169	Invoice	Invoice No: 253498292			Paid Amt:	\$2,705.50
				E 02	005 770 000 701 490	LUNCH		\$76.60	
	PO#:	Voucher #:	40170	Invoice	Invoice No: 253498294			Paid Amt:	\$76.60
				E 02	005 770 000 701 491	Commodity		\$43.95	
	PO#:	Voucher #:	40171	Invoice	Invoice No: 253498293			Paid Amt:	\$43.95
				E 02	005 770 000 705 490	BREAKFAST		\$71.37	
	PO#:	Voucher #:	40145	Invoice	Invoice No: 253476839			Paid Amt:	\$71.37
				E 02	005 770 000 705 490	BREAKFAST		\$218.94	
	PO#:	Voucher #:	40146	Invoice	Invoice No: 253490956			Paid Amt:	\$218.94
				E 02	005 770 000 705 490	BREAKFAST		\$1,119.11	
	PO#:	Voucher #:	40147	Invoice	Invoice No: 253498281			Paid Amt:	\$1,119.11
				E 02	005 770 000 701 491	Commodity		\$19.20	
	PO#:	Voucher #:	40148	Invoice	Invoice No: 253498289			Paid Amt:	\$19.20
				E 02	005 770 000 701 490	LUNCH		\$1,250.18	
				E 02	005 770 000 705 490	BREAKFAST		\$329.49	
				E 02	005 770 000 701 401	SUPPLIES		\$24.18	
	PO#:	Voucher #:	40149	Invoice	Invoice No: 253498290			Paid Amt:	\$1,603.85
				E 02	005 770 000 701 490	LUNCH		\$34.83	
	PO#:	Voucher #:	40150	Invoice	Invoice No: 253490991			Paid Amt:	\$34.83
				E 02	005 770 000 701 490	LUNCH		(\$214.17)	
	PO#:	Voucher #:	40151	Invoice	Invoice No: 253484464			Paid Amt:	(\$214.17)

Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	75847	2577		SYSCO WESTERN MN, INC.		Check
				E 02	005 770 000 701 490 LUNCH		(\$71.39)
	PO#:	Voucher #:	40152	Invoice	Invoice No: 253489477	10/27/2023	Paid Amt: (\$71.39)
							Check Amount: \$5,607.79
0485	PCB	75848	1611		XCEL ENERGY		Check
				E 01	005 810 000 000 440 Acct 51-4433400-5		\$491.84
	PO#:	Voucher #:	40165	Invoice	Invoice No: 848577432	10/27/2023	Paid Amt: \$491.84
				E 01	005 810 000 000 440 Acct 51-4433400-5		(\$147.34)
	PO#:	Voucher #:	40166	Invoice	Invoice No: 844608037	10/27/2023	Paid Amt: (\$147.34)
							Check Amount: \$344.50
							Report Total: \$338,320.80

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
Id: 114	Brezinka , June														
	10/15/2023	S202407-0	P EBENONW2	0.00			10.00	\$10.00	01-005-110-000-000-366	1	09/30/2023	02	Meal Reimbursement		1038
	10/31/2023	S202408-0	P EBENONW2	0.00			10.00	\$10.00		1	10/15/2023	02	Meal Reimbursement		1038
	Units Subtotal:			0.00											
	Units:			0.00											
	EBENONW2 Total:							\$20.00							
	Emp Pay:							\$20.00							
Id: 554	Duevel , Anthony														
	10/15/2023	S202407-0	P EBENONW2	0.00			140.00	\$140.00	01-005-810-000-000-412	1	09/30/2023	02	Uniform Allowance		1038
	Units Subtotal:			0.00											
	Units:			0.00											
	EBENONW2 Total:							\$140.00							
	Emp Pay:							\$140.00							
Id: 748	Krueger , Shannon														
	10/15/2023	S202407-0	P EBENONW2	0.00			15.99	\$15.99	01-005-810-000-000-401	1	09/30/2023	02	Supplies		1038
	Units Subtotal:			0.00											
	Units:			0.00											
	EBENONW2 Total:							\$15.99							
	Emp Pay:							\$15.99							
Id: 212	Lemm , David														
	10/31/2023	S202408-0	P EBENONW2	0.00			95.63	\$95.63	01-005-640-000-316-366	1	10/15/2023	02	Skyward Milage Reim		1038
	Units Subtotal:			0.00											
	Units:			0.00											
	EBENONW2 Total:							\$95.63							
	Emp Pay:							\$95.63							
Id: 1001	Popp , Doug														
	10/15/2023	S202407-0	P EBENONW2	0.00			10.00	\$10.00		1	09/30/2023	02	Meal Reimbursement		1038
	Units Subtotal:			0.00											
	Units:			0.00											
	EBENONW2 Total:							\$10.00							
	Emp Pay:							\$10.00							
Id: 990	Simon , Paul														
	10/15/2023	S202407-0	P EBENONW2	0.00			10.00	\$10.00		1	09/30/2023	02	Meal Reimbursement		1038
	10/31/2023	S202408-0	P EBENONW2	0.00			10.00	\$10.00		1	10/15/2023	02	Meal Reimbursement		1038
	Units Subtotal:			0.00											
	Units:			0.00											
	EBENONW2 Total:							\$20.00							
	Emp Pay:							\$20.00							
Id: 1036	Sutton , Brandy														
	10/15/2023	S202407-0	P EBENONW2	0.00			100.32	\$100.32	01-005-810-000-000-412	1	09/30/2023	02	Uniform Allowance		1038
	Units Subtotal:			0.00											
	Units:			0.00											
	EBENONW2 Total:							\$100.32							
	Emp Pay:							\$100.32							

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
Id: 346 Weinand , Michael														
10/31/2023	S202408-0	P	EBENONW2	0.00		5.37	\$5.37	01-020-211-000-000-366	1	10/15/2023	02	Milage Reimbursemer		1038
			Units Subtotal:	0.00			EBENONW2 Total:	\$5.37						
			Units:	0.00			Emp Pay:	\$5.37						
Id: 881 Wieczorek , Shelley														
10/15/2023	S202407-0	P	EBENONW2	0.00		15.00	\$15.00		1	09/30/2023	02	Uniform Allowance		1038
			Units Subtotal:	0.00			EBENONW2 Total:	\$15.00						
			Units:	0.00			Emp Pay:	\$15.00						
Employee Count	9			Totals:	0.00			\$422.31						

Resignations/Terminations 11.27.23

Shelley Wieczorek	MS/HS Lead Cook
Sheila Lodermeier	PreK Paraprofessional
Karen Kuklok	MS/HS Paraprofessional

New Hires 11.27.23

Bethany Holtz	ES Paraprofessional
Heather Bollig	MS/HS Lead Cook



ROYALTON PUBLIC SCHOOLS

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Phone (320) 584-4000
royaltonpublicschools.org

Targeted Services and Credit Recovery Presentation

November 27th, 2023

What are Targeted Services and Credit Recovery Programs?

- Both are programs under the umbrella of Alternative Learning
- Both receive revenue from MDE
- Targeted Services is intervention/prevention programming for criteria defined (Minn. Stat 124D.68) for at-risk students Kindergarten through 8th grade. (From the Freshwater Education Extended Time Programming Handbook 21-22)
- Credit Recovery also known as Alternative Learning Program (ALP) for high school students is a way for students to gain academic credit, if deficient, during non school hours.

Who Can Provide Targeted Services and Receive Extended Time Revenue?

- Districts who have state approved Alternative Learning Centers (ALC) can provide Targeted Services and receive Targeted Services Funding/Extended Time Revenue.
- Districts who have approved Alternative Learning Programs can offer credit recovery and receive Extended Time Revenue.
- Freshwater Education District has an ALC and currently partners with many different Districts across central MN to provide both Targeted Services and credit recovery.

How Does This Work?

- Freshwater Education District (FED) oversees the Targeted Services Program for your district.
- FED reports your students for the extended time, for your district, utilizing your local MARSS information.
- Your district retains 10% of the revenue generated by the extended time.
- These hours are over and above the core day hours provided by your district.
- The funding attached to these hours does NOT impact any of your district's general education funding.

From the Freshwater Education Extended Time Programming Handbook 21-22

How Does This Work? (Cont...)

- Your district provides the curriculum as described by the statute.
- The staff is hired by FED in conjunction with your district.
- FED pays for the staffing of the programs.
- The programs occur in your classrooms.

From the Freshwater Education Extended Time Programming Handbook 21-22

How Programs are Funded

- Student contact time is imputed into the MARSS system and the hours generate Extended Time Revenue.
- Students generate \$5.47 per hour of teacher/student contact time.
- Extended Time Revenue does not cover:
 - Breakfast and lunch supervision time
 - Transportation

Royalton Summer School Revenues (Example)

- Elementary School:
 - 50 students attend 4 days per week for 3 weeks;
 - 3 hours of classroom instruction;
 - 1 hour of breakfast/lunch
- Extended Time Revenue Generated:
 - $50 \times 36 \text{ hours of instruction} \times \$5.47 = \mathbf{\$9,846}$
- Middle School/High School:
 - 50 students attend 4 days per week for 3 weeks;
 - 3 hours of classroom instruction;
 - 1 hour of breakfast/lunch
- Extended Time Revenue Generated:
 - $50 \times 36 \text{ hours of instruction} \times \$5.47 = \mathbf{\$9,846}$
- Total Revenue Generated: **\$19,692**
- Freshwater bills for 90% of Extended Time Revenue: **\$17,722.80**
- District 10% holdback: **\$1969.20**

Royalton Summer School Expenses (Example)

- Elementary School:
 - 4 Teachers for 40 hours (2 hours pre-program prep, 2 hours post-program prep, 36 hours of instruction)
 - 4 teachers X 40 Hours X \$37.85 (hourly rate includes FICA, TRA)
 - Lead teacher or coordinator earns approximately: \$233.00
- Total Expenses covered by Extended Time Revenue: **\$6,289.00**
- High School/Middle School:
 - 4 Teachers for 40 hours (2 hours pre-program prep, 2 hours post-program prep, 36 hours of instruction)
 - 4 teachers X 40 hours X \$37.85 (hourly rate includes FICA, TRA)
 - Lead teacher or coordinator approximately: \$233.00
- Total Expenses covered by Extended Time Revenue: **\$6,289.00**
- Total Summer School Expenses covered by Extended Time Revenue: **\$12,578 (paid by Freshwater)**

Royalton Summer School Expenses (Example) cont...

- Expenses not covered by Extended Time Revenue:
 - Transportation = \$6,635.00 (FY23)
 - Nursing Services = \$1500.00 (FY23)
 - Additional Coordinator Expense = \$7,500
 - Total **\$15,635.00**

Royalton Summer School Current Model

- Uses ESSER Funds (FIN 161) to pay for summer school
 - FIN 161 set to be spent by the end of September 2024.
- Pays for Transportation
- Pays for Nursing Services

Royalton Summer School FY24

- Use ESSER Funds (FIN 161) to pay for summer school
- Collect Extended Time Revenue (stays in Extended Time Fund for future use for summer school programming)
- Continue to Pay for Transportation (with ESSER Funds)
- Continue to Pay for Nursing Services (with ESSER Funds)
- Change funding model of Coordinator position

Rationale for Entering into Partnership

- READ Act adherence
- Provides academic support to children not at grade level
- Provides social/emotional support to children
- Administrative Management of the Program completed by Freshwater
- Our teachers are still teaching our children
- Flexibility in programming
 - Times of year/days of the week

Considerations for Future Summer School

- Costs of Transportation not covered by Extended Time Revenue
- Costs of Nursing Services not covered by Extended Time Revenue
- Costs of supervision of breakfast/lunch not covered by Extended Time Revenue
- Potential new funding sources for READ Act
- Potential increases in Extended Time Revenue
- Potential increases in other funding streams

Recommendation

Enter into agreement with Freshwater to provide Targeted Services and Credit Recovery



Thank you!

Sourcewell Board of Directors Nomination Form

Please return mail:

Sourcewell

Attn: Katrina Wood

PO Box 219

202 12th St NE

Staples, MN 56479

Or

Email: Katrina.wood@sourcewell-mn.gov

No later than 12/18/2023

(Government Agency Name)

would like to place in nomination the following person who is presently serving on our governing board, council or commission to serve a four-year term representing Sub Region III on the Sourcewell Board of Directors:

Term Expires 12/31/2027

Person Nominated

Phone Number of Nominee

Email of Nominee

Date

Signature of Government Official (Nominator)

For each person nominated, a brief biographical sketch should be included in the space below, which illustrates information on the candidate that would be of value to governmental agency board members in your Sub-Region to consider as a part of the election process.

POSITION DESCRIPTION & EXPECTATIONS

Position Title: Board Member

Immediate Supervisor's Position Title: Minnesota State Legislature and Governor

Powers and Duties of the Board are defined in the Sourcewell By-Laws, Article XI, Section 1.

1. Exercise all powers enumerated in Minn. Stat. § 123A.21, specifically, Minn.Stat. § 123A.21, Subd. 7;
2. Delegate to the Sourcewell Executive Director, or his or her designee, all powers, authority, responsibilities and duties as it deems necessary and proper;
3. Provide adequate office, service center, and administrative facilities by lease, purchase, gift, or otherwise;
4. Establish an annual budget for each fiscal year;
5. Approve the use of administrative fees for any purpose allowed by law;
6. Certify and assess fees in accordance with law and these bylaws;
7. Hire an Executive Director, set compensation and provide employment benefits to the same;
8. Employ personnel as necessary to support general operations and the programs, products, services, and solutions offered by Sourcewell and to set compensation and provide employment benefits to the same;
9. Make application for, accept, and expend private, state, and federal funds that are available for programs of the members;
10. Accept gifts and donations for the benefit of the public corporation and agency, subject to limitations imposed by law;
11. To acquire real and personal property for the benefit of this public corporation and agency and its members;
12. To prosecute, defend or settle all actions and claims in courts of law and other legal forums;
13. To appoint special advisory committees composed of superintendents, central office personnel, building principals, teachers, parents, laypersons, and representatives from cities, counties and other government agencies;
14. To enter into contracts with school boards of local education agencies, including school districts outside of the geographic boundaries of Region Five;
15. To enter into joint powers contracts and relationships with other qualifying entities in Minnesota and throughout the United States;

16. To enter into contracts with other public and private agencies and institutions to provide administrative staff and other personnel as necessary to furnish and support the agreed upon programs and services;
17. To establish cooperative, working relationships, and partnerships with post- secondary educational institutions, other public agencies, business, and industry and may appoint special and advisory committee representative of these partners;
18. To procure insurance against liability of the public corporation and agency, as well as its directors, officers, employees, and agents.
19. To join governmental, joint powers, pooled risk organizations, as provided for by Minn. Stat. § 471.59;
20. To employ qualified professionals, including but not limited to, attorneys, accountants, and other consultants;
21. To select advisory councils or committees to give advice and counsel to the Board of Directors comprised of representatives from public and non-public schools, cities, counties, and other governmental units, as well as representatives from strategic business partners.
22. To the extent possible, make technical assistance for long term planning available to Voting Member government agencies upon request and shall establish a common base for local and regional decision-making.

Work Requirements and Characteristics

- a. Directly supervises the following Positions:
 - i. Executive Director
- b. Indirectly supervises:
 - i. None
- c. Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with work. Work involves continuous contacts and interactions with the public, staff, elected officials, outside agencies, citizen groups, the media and others. Physical requirements:

i. Stand	occasionally
ii. Walk	occasionally
iii. Sit	continuously
iv. Reach with arms and hands	rarely
v. Climb or balance	rarely
vi. Stop/kneel/crouch or crawl	rarely
vii. Talk or hear	continuously
viii. Taste or smell	rarely
ix. Lift and carry up to 10 pounds	rarely
x. Lift and carry up to 25 pounds	rarely
xi. Lift and carry up to 50 pounds	rarely
- d. Occasional air travel with multiple overnight stays possible.

Core Competencies

- a. Experience on a Board of Directors

Required Qualifications

- a. Must currently hold the office of elected official of a member school board, city, county, or other governmental unit and subsequently be elected to serve on the Sourcewell Board of Directors.

I acknowledge receipt and understanding of this Position Description & Expectations.

Signed this _____ day of _____, 20_____.

Printed Name

Signature

Region 5 Voting Members

Sub-Region ↑	Marketplace Account Number	Account Name	Type	Sub-Type	City	State/Province	Region 5 Voting Member
Region I	1315	Bertha Hewitt Schools Independent School District 786	Education	Public K-12	Bertha	Minnesota	Yes
	1579	Browerville Independent School District 787	Education	Public K-12	Browerville	Minnesota	Yes
	14322	Freshwater Education District	Education	Public K-12	Wadena	Minnesota	Yes
	5078	Long Prairie-Grey Eagle Schools ISD No.2753	Education	Public K-12	Long Prairie	Minnesota	Yes
	5414	Menahga Independent School District 821	Education	Public K-12	Menahga	Minnesota	Yes
	7157	Sebeka Independent School District 820	Education	Public K-12	Sebeka	Minnesota	Yes
	7753	Staples-Motley Schools Independent School District 2170	Education	Public K-12	Staples	Minnesota	Yes
	33164	Verndale Independent School District 818	Education	Public K-12	Verndale	Minnesota	Yes
	10634	Wadena-Deer Creek Schools ISD No.2155	Education	Public K-12	Wadena	Minnesota	Yes
Subtotal	Count	9					
Region II	11260	Cass Lake-Bena Schools Independent School District 115	Education	Public K-12	Cass Lake	Minnesota	Yes
	2855	Crosby Ironton Schools Independent School District 182	Education	Public K-12	Crosby	Minnesota	Yes
	6067	Northland Community Schools ISD No.118	Education	Public K-12	Remer	Minnesota	Yes
	6449	Pequot Lakes Schools Independent School District 186	Education	Public K-12	Pequot Lakes	Minnesota	Yes
	6503	Pillager Independent School District 116	Education	Public K-12	Pillager	Minnesota	Yes
	6526	Pine River Backus School District	Education	Public K-12	Pine River	Minnesota	Yes
	8791	Walker Hackensack Akeley Independent School District 113	Education	Public K-12	Walker	Minnesota	Yes
	Subtotal	Count	7				
Region III	15688	Brainerd Independent School District 181	Education	Public K-12	Brainerd	Minnesota	Yes
	5043	Little Falls Schools Independent School District 482	Education	Public K-12	Little Falls	Minnesota	Yes
	40599	Mid-State Education District 6979	Education	Public K-12	Little Falls	Minnesota	Yes
	6492	Pierz Schools ISD No.484	Education	Public K-12	Pierz	Minnesota	Yes
	6980	Royalton Independent School District 485	Education	Public K-12	Royalton	Minnesota	Yes
	11398	Swanville Independent School District 486	Education	Public K-12	Swanville	Minnesota	Yes
	33156	Upsala Independent School District 487	Education	Public K-12	Upsala	Minnesota	Yes
Subtotal	Count	7					
Region IV	1784	Cass County	Government	County	Walker	Minnesota	Yes
	536	Central Lakes College	Education	Public Higher Ed	Brainerd	Minnesota	Yes
	34965	City of Baxter	Government	Municipality	Baxter	Minnesota	Yes
	18227	City of Brainerd	Government	Municipality	Brainerd	Minnesota	Yes
	84933	City of Breezy Point	Government	Municipality	Pequot Lakes	Minnesota	Yes
	36435	City of Browerville	Government	Municipality	Browerville	Minnesota	Yes
	2161	City of Clarissa	Government	Municipality	Clarissa	Minnesota	Yes
	16521	City of Crosslake	Government	Municipality	Crosslake	Minnesota	Yes
	50069	City of Emily	Government	Municipality	Emily	Minnesota	Yes
	490	City of Little Falls	Government	Municipality	Little Falls	Minnesota	Yes
	40597	City of Menahga	Government	Municipality	Menahga	Minnesota	Yes
	30664	City of Nisswa	Government	Municipality	Nisswa	Minnesota	Yes
	89808	City of Pierz	Government	Municipality	Pierz	Minnesota	Yes
	33248	City of Pine River	Government	Municipality	Pine River	Minnesota	Yes
	91447	City of Royalton	Government	Municipality	Royalton	Minnesota	Yes
	40598	City of Sebeka	Government	Municipality	Sebeka	Minnesota	Yes
	33244	City of Staples	Government	Municipality	Staples	Minnesota	Yes
	83290	City of Verndale	Government	Municipality	Verndale	Minnesota	Yes
	19960	City of Wadena	Government	Municipality	Wadena	Minnesota	Yes
	2876	Crow Wing County	Government	County	Brainerd	Minnesota	Yes
	5559	Minnesota State Community and Technical College	Education	Public Higher Ed	Fergus Falls	Minnesota	Yes
	5640	Morrison County	Government	County	Little Falls	Minnesota	Yes
	40600	Region 5 Development Commission	Government	Special District	Staples	Minnesota	Yes
	8774	Wadena County	Government	County	Wadena	Minnesota	Yes
Subtotal	Count	24					
Total	Count	47					

2024-2027 SUPERINTENDENT CONTRACT

ARTICLE I

PURPOSE

Section 1. Parties. This Contract is entered into between Independent School District No. 485, Royalton, Minnesota, hereinafter referred to as the School District, and Dr. Kristine Wehrkamp Herman, hereinafter referred to as the Superintendent, a legally qualified and licensed Superintendent who agrees to perform the duties of the Superintendent of the School District.

ARTICLE II

APPLICABLE STATUTE

Section 1. Statute. This Contract is entered into between the School District and the Superintendent in conformance with M.S. 123B.143.

ARTICLE III

LICENSE

Section 1. Appropriate Licensure. The Superintendent shall furnish the School Board, throughout the life of this Contract, a valid and appropriate license to act as Superintendent in the State of Minnesota as provided by applicable laws, rules, and regulations.

ARTICLE IV

DURATIONS, EXPIRATION, TERMINATION DURING THE TERM, MUTUAL CONSENT, AND CONTINGENCY

Section 1. Duration. This Contract is for a term of 3 years, commencing on July 1, 2024, and ending on June 30, 2027. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Superintendent or unless terminated as provided in this Contract.

Section 2. Expiration. This Contract shall expire at the end of the term specified in Section 1. above. At the conclusion of its term, neither party shall have any further claim against the other, and the School District's employment of the Superintendent shall cease, unless a subsequent Contract is entered into in accordance with M.S. 123B.143, Subd. 1.

Section 3. Termination During the Term. The Superintendent's employment may be terminated during the term of this Contract only for cause as defined in M.S. 122A.40 Subd. 9. and Subd. 13., but, except for purposes of describing grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable. If the School Board proposes to terminate the Superintendent during the term of this Contract for cause as described in M.S. 122A.40, Subd. 9. or Subd. 13., it shall notify the Superintendent in writing of the proposed grounds for termination. The Superintendent shall be entitled to a hearing before an arbitrator provided the Superintendent makes such a request in writing to the School Board Chair within fifteen (15) calendar days after receipt of the written notice of the proposed termination. In such an event, the parties shall jointly petition the Minnesota Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the striking process as provided by BMS rules. The arbitrator shall conduct a hearing under the arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding on the parties, subject to judicial review of arbitration decisions as provided by law. The Superintendent may be suspended with pay pending final determination by the arbitrator. If the Superintendent fails to request a hearing as provided in this section within the fifteen (15) day calendar period, they shall be deemed to have acquiesced to the School Board's proposed action, and the proposed action shall become final on such date as determined by the School Board, and the Superintendent shall have no further claim or recourse.

Section 4. Mutual Consent. This Contract may be terminated at any time by mutual consent of the School Board and the Superintendent.

Section 5. Contingency. If this Contract is a subsequent Contract entered into prior to the completion of an existing Contract, this subsequent Contract is contingent upon the Superintendent completing the terms of the existing Contract.

ARTICLE V

DUTIES

Section 1. Statute. The Superintendent shall have charge of the administration of the schools under the direction of the School Board. The Superintendent shall be the chief executive officer of the School District; shall direct and assign teachers and other School District employees under the Superintendent's supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the School District; shall select all personnel subject to the approval of the School Board; shall, from time to time, suggest policies, regulations, rules, and procedures deemed necessary for the School District; and, in general, perform all duties incident to the office of the Superintendent and such other duties as may be prescribed by the School Board from time to time. The Superintendent shall abide by the policies, regulations, rules, and procedures established by the School Board and the State of Minnesota. The Superintendent shall have the right to attend all School Board meetings and all School Board and citizen committee meetings, serve as an ex-officio member of the School Board and all School Board committees, and provide administrative recommendations on each item of business considered by each of these groups.

ARTICLE VI

DUTY YEAR AND LEAVES OF ABSENCE

Section 1. Basic Work Year. The Superintendent's duty year shall be for the entire twelve (12) month Contract year, and the Superintendent shall perform duties on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. The Superintendent shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with the School Board administrative policy.

Section 2. Vacation. The Superintendent shall earn 25 working days of annual paid vacation each Contract year. The employee has the option of rolling over 12 days of vacation a year not to exceed a total of 37 days.

Subd. 1. Vacation Payout. Upon voluntary termination of employment or retirement, the Superintendent shall be entitled to payment for any unused vacation days earned and accrued pursuant to the provisions of this section at the daily rate of pay in effect at the time of the voluntary termination; however, if the Superintendent is involuntarily terminated, they shall not be entitled to unused earned and accrued vacation days.

Whenever used in this Contract, the phrase “daily rate of pay” shall refer to a number achieved by dividing the Superintendent’s annual base salary, as specified in Article IX, by 260 days.

Section 3. Personal-Flex Day. Two times per year, the Superintendent 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 Superintendent's daily rate of pay and be deposited into either the Superintendent's 403B account or their Health Savings Account.

Section 4. Holidays. The Superintendent shall be entitled to 11 paid holidays as designated by the School Board each Contract year. .

- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year’s Eve Day
- New Year’s Day
- Good Friday
- Memorial Day
- Juneteenth

Section 5. Sick Leave. The Superintendent shall earn paid sick leave at the rate of 1.25 days each working month, and earned sick leave may accumulate to a maximum of 120 days.

Subd. 1. Sick Leave Payout. Upon voluntary termination of employment or retirement, the Superintendent shall be entitled to payment for **50%** of any unused sick leave days earned and accrued pursuant to the provisions of this section; however, if the Superintendent is involuntarily terminated, they shall not be entitled to unused earned and accrued sick leave days.

Section 6. Workers’ Compensation. Pursuant to M.S. Chapter 176, the Superintendent 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 7. Bereavement Leave. The Superintendent shall be granted bereavement leave for a death within the Superintendent’s immediate family. The time utilized shall be in an amount to be determined after conferring with the School Board Chair. Days utilized will not be deducted from the Superintendent’s sick leave. “Immediate family” is defined as the Superintendent’s spouse or domestic partner, child/stepchild, parent/step-parent, grand-parent, brother, sister, or the Superintendent’s spouse or domestic partner’s

child/stepchild, parent/step-parent, grand-parent, brother, sister, or other relative who was living in the same household as the Superintendent.

Section 8. Emergency Leave. The Superintendent may be granted paid emergency leave at the discretion of the School Board.

Section 9. Jury Service. The Superintendent 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.

Section 10. Military Leave. Military leave shall be granted pursuant to applicable law.

Section 11. Medical Leave. Pursuant to M.S. 122A.40, Subd. 12., the Superintendent shall have a right to a leave of absence for health reasons.

Section 12. Insurance Application. A Superintendent on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The Superintendent 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. In the event the Superintendent is on paid leave from the School District under Section 5 above or supplemented by sick leave pursuant to Section 6 above, the School District will continue insurance contributions as provided in this Contract until sick leave is exhausted. Thereafter, the Superintendent must pay the entire premium for any insurance retained.

ARTICLE VII

INSURANCE

Section 1. Health and Hospitalization Insurance. The School District will pay 100% of the premium for family coverage. The Superintendent is responsible for any additional costs (deductibles, co-pays, etc.).

Section. 2. Health Savings Account. The School District will contribute \$3000 annually to the School Districts designated HSA provider.

Section 3. Life Insurance. The School District shall provide, at its own expense, term life insurance for the Superintendent under the School District's group term life insurance plan in the amount of \$100,000.00 payable to the Superintendent's named beneficiary(ies).

Section 4. Long-Term Disability Insurance. The School District shall provide, at its own expense, long-term disability insurance for the Superintendent under the School District's group long-term disability insurance plan.

Section 5. Eligibility. The eligibility of the Superintendent and the Superintendent's dependent(s) and beneficiary(ies) for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this article.

Section 6. Errors and Omissions Liability Coverage. The School District shall provide error & omissions liability insurance naming the Superintendent as an insured, in an amount not less than that which is required by law for the School District.

Section 7. Claims against the School District. The School District’s only obligation is to purchase the insurance policies described in this article, and no claim shall be made against the School District as a result of denial of insurance benefits by an insurer if the School District has purchased the policies and paid the premiums described in this article.

ARTICLE VIII

OTHER BENEFITS

Section 1. Tax-Sheltered Annuities. The Superintendent is eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, M.S. 123B.02, Subd. 15, School District policy, and as otherwise provided by law. The School District will contribute \$3000 annually to an approved Tax-Sheltered Annuity upon matching employee contribution.

Section 2. Vehicle. The School District shall reimburse the Superintendent for business use of their private vehicle. The reimbursement will be on a per mile basis, at the rate established and published by the IRS pursuant to M.S. 471.665, Subd. 1. The Superintendent must provide written documentation on the mileage reimbursement requested.

Section 3. Conferences and Meetings. The School District shall pay all legally valid expenses and fees for the Superintendent’s attendance at professional conferences and meetings with other educational agencies when such attendance is required, directed, or permitted, and authorized by the School Board. The Superintendent shall report to the School Board relative to all meetings and conferences attended at the next regular school board meeting. The Superintendent shall file itemized expense statements to be processed and approved as provided by School Board policy and law.

Section 4. Professional Development. The School District shall provide reimbursement, in an amount not to exceed \$250.00 in each year of the contract, for the purchase of career related publications. The Superintendent must provide receipts for the reimbursement requested.

ARTICLE IX

SALARY

Section 1. Rates of Pay. The Superintendent’s shall be paid an annual salary of:

2024-2025	\$132,314.77
2025-2026	\$136,284.21
2026-2027	\$139,009.89

During the term of this Contract, the annual salary may be modified but shall not be reduced. The annual salary shall be paid in 24 equal installments during the Contract year.

ARTICLE X

EVALUATE PERFORMANCE

Section 1. Performance Evaluation. The School Board shall oversee, direct, and evaluate the Superintendent's performance as the School Board sees fit. Three (3) to six (6) months prior to the expiration of this Contract, at the Superintendent's written request, the School Board shall conduct a performance evaluation of the Superintendent pursuant to M.S. 13D.05, subd.3.

ARTICLE XI

OTHER PROVISIONS

Section 1. Outside Activities. While the Superintendent shall devote full time and due diligence to the affairs and the activities of the School District, they may also serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the School Board, such activities do not impede the Superintendent's ability to perform the duties of the superintendency. However, the Superintendent may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid without the prior approval of the School Board.

Section 2. Indemnification and Provision of Counsel. In the event that an action is brought or a claim is made against the Superintendent arising out of or in connection with their employment and the Superintendent is acting within the scope of employment or official duties, the School District shall defend and indemnify the Superintendent to the extent provided by law. Indemnification, as provided in this section, shall not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the School District in this regard shall be subject to the limitations as provided in M.S. Chapter 466.

Section 3. Dues. The Superintendent is encouraged to belong to and participate in appropriate professional, educational, economic development, community, and civic organizations when such membership will serve the best interests of the School District. Accordingly, the School District will pay the membership dues for such organizations as are required, directed, permitted and approved by the School Board. The Superintendent shall present appropriate statements for approval as provided by law.

ARTICLE XII

SEVERABILITY

Section 1. Severability. The provisions of this Contract 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 Contract or the application of any provision thereof.

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 _____

Superintendent

Resolution for Acceptance of Gifts to the Royalton School District

Member _____ introduced the following resolution and moved its adoption:

WHEREAS all information is included in your packet;

The Royals Wrestling Club has generously donated \$2000 to the Royals Wrestling program to be used towards supplies, materials and transportation.

Clinton and Karen Coppicus have generously donated \$3000 and we will receive a match from Medtronic Foundations to use towards the band department. \$500 will be used at the Elementary School to benefit musical educational programs. \$500 will be used at the Middle School and \$2000 towards the High School for educational band programs and purchasing equipment.

The Initiative Foundation has generously donated a \$1500 grant on behalf of the Royalton Education Foundation and should be used to support the mission of the Care Closet project.

CyberGrants on behalf of Charities Aid Foundation of America has generously donated \$100 to support one or more of our programs.

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

Adopted: August 14, 2006

Royalton School District Policy 450

Last Revised: June 18th, 2018

450 EMPLOYEE RECOGNITION

I. PURPOSE

The purpose of this policy is to recognize employees with 25 years of service to the school district and those retiring from the district.

II. GENERAL STATEMENT OF POLICY

- A. Employee with 25 years of service will be recognized at the back-to-school workshop with a commemorative item not to exceed \$50.
- B. Employee retirement will be recognized at the workshop day at the end of the school year in the building in which the retirement occurs. The gift will be a \$100 personal gift presented by co-workers. (If a retirement occurs after the end-of-year workshop days, the retiree will be invited back to the fall back-to-school workshop for presentation of their gift.)

452 INFORMATION TECHNOLOGY POLICY

I. PURPOSE

- A. The purpose of this policy is to establish standards for appropriate Information Technology usage and protect the School District's IT systems from business interruption, unauthorized or inappropriate access, and maintain security.
- B. IT systems include, but are not limited to, Internet, computers, iPads, printers, telephone, software, email, voice mail, and others.

II. DISCIPLINE

- A. Employees engaging in such activity that violates the terms of this policy may be subject to disciplinary action, up to and including termination of employment.

III. AUDITING

- A. The School District reserves the right to monitor and audit use of its IT systems at any time without user's consent.

IV. REPORTING

- A. Users should notify their immediate supervisor, building principal, Network Coordinator/Technology Specialist or Superintendent upon learning of violations of this policy.

V. EXPECTATIONS OF PRIVACY

- A. As a government agency, the School District is subject to public disclosure laws. All files and documents, including e-mail messages and Internet logs, are owned by the School District and may be subject to requests under public records law. Users should have no expectation of privacy.

VI. APPLICATION

- A. The policy shall apply to all employees, including those represented by a bargaining unit, full-time, part-time, and volunteers who have access to or use the School District's IT systems both on and off School District property.

VII. HARDWARE AND SOFTWARE ACQUISITION

- A. The Network Coordinator/Technology Specialist must approve all hardware and software prior to acquisition to ensure consistency with the design and architecture of the School District's IT network. Users are prohibited from downloading, installing, or acquiring hardware and software, including product demonstrations, without prior approval from the Network Coordinator/Technology Specialist. Software applications not required for official School District business are strictly prohibited.

VIII. INSTALLATION, DOWNLOADS, AND CONFIGURATION

- A. Users are not allowed to change the computer setup or configuration files. Customization of School District-owned software such as wallpaper, screen savers, icons, toolbars and colors, may be allowed for personal preference inasmuch as it doesn't interfere with normal computer operations or with other users' settings. Users are prohibited from downloading or installing any software through the Internet, e-mail, and/or vendor demonstrations without prior approval from the Network Coordinator/Technology Specialist.

IX. LICENSING

- A. Copyright Laws: School District users are required to abide by software and documentation copyright laws and licensing agreements. If there is any question about the legality of the software and documentation, it should be directed to the Network Coordinator/Technology Specialist. At no time should any user make copies of School District-owned software and documentation. To prove legal ownership of software, the School District must have the original media and manuals stored on School District property. The Network Coordinator/Technology Specialist may periodically check for software that may be in violation of the above policy.
- B. Home: School District-owned software may not be installed on non-School District owned equipment unless there is prior approval given by the Network Coordinator/Technology Specialist and Superintendent.

X. DATA MANAGEMENT AND PROTECTION

- A. Under the provisions of the Minnesota Data Practices Act, all data stored on computer media owned, leased, or rented by the School District is considered to be owned by the School District, including information stored on local hard drives. Data is subject to the Minnesota Data Practices Act and its use and dissemination is consistent with the data classification under the Minnesota Data Practices Act. This data is also subject to review and investigation at the discretion of the Network Coordinator/Technology Specialist and Superintendent.
- B. Data Storage: All School District data must be saved to a network drive on a School District server. Users are responsible for deleting outdated files that

are no longer needed for the compliancy of the School District Records Retention Schedule; this includes data files and e-mail messages. The Superintendent should be contacted with questions regarding the School District's Records Retention Schedule.

- C. Data Back-up: The Network Coordinator/Technology Specialist backs up all data stored on the file servers. Workstation hard drives or any other devices are not backed up.
- D. Portable files: To facilitate off-site work, users may copy appropriate files, including word processing, spreadsheets, and presentation graphic files to and from removable media, such as external hard drives/CDs. No other files or information may be copied to or from the School District's computers. A current copy of the portable file(s) must be maintained on the School District server.
- E. Password Protection: If any software product that the School District has purchased has the option to have files password protected, the password must always be shared with the appropriate supervising personnel and the Network Coordinator/Technology Specialist.

XI. PORTABLE INFORMATION SYSTEMS

- A. Portable laptop computers, iPads, digital cameras, projectors, and other School District-owned portable equipment may be used for School District business within or outside of School District facilities. Users are expected to provide appropriate "common sense" protection against theft, accidental breakage, environmental damage and other risks. Desktop computers and attached devices are not to be removed from School buildings. The user is responsible for the backup of or loss of any data stored on the standalone or portable computer or iPad. The Network Coordinator/Technology Specialist is available to assist in the development of procedures for disaster recovery of portable units. Documents stored or accessed from portable information systems containing sensitive or private data must be password protected or otherwise secured on the equipment in accordance with approved practices.

XII. ELECTRONIC MAIL (EMAIL)

- A. The School District e-mail system is a tool to be used for matters directly related to the business activities of the School District and as a means to provide services that are efficient, accurate, timely, complete, legal and appropriate, subject to Section (XV) Personal Use. E-mail messages are subject to regulation under the Minnesota Data Practices Act. The content of the message determines whether a message is public or non-public/private. E-mail is intended as a medium of communication, not for information storage; therefore, e-mail should not be used for the storage or maintenance of official School District records or other School District information.
- B. Inappropriate use of the School District e-mail system includes, but is not limited to the transmission, access or receipt of:

1. Non-business audio, video or image files (including streaming audio and video, MP3, Jpg, Tif, Gif, Mpg, AVI, etc.);
 2. Software programs or executables;
 3. Jokes or chain letters;
 4. Offensive, sexually explicit or pornographic material;
 5. Intolerance, hate, violence, or tasteless material;
 6. Copyrighted material or large data files not directly related to School District business.
- C. The use of e-mail for these purposes is strictly prohibited. If a user receives an unsolicited e-mail that falls within these prohibited categories, the user must immediately delete it. If the activity continues, the user must notify the Network Coordinator/Technology Specialist.
- D. The School District retains the right to monitor, track and restrict all e-mail activity. Software may be employed to reduce the delivery of junk e-mail (SPAM), including e-mails that contain profanity, sexually explicit or adult content material, or which otherwise may be deemed inappropriate or non-business oriented.

XIII. INTERNET

- A. The Internet is available to users for research, education, and communications directly related to the mission, goals/objectives, or work tasks of the School District, subject to Section (XV) Personal Use. Use of the Internet through School District computers is a privilege, not a right, which may be revoked at any time for inappropriate and/or abusive conduct. Users of the Internet should minimize unnecessary network traffic that might interfere with the ability of others to make effective use of this shared network resource. Users are responsible for adhering to School District standards when browsing the Internet. Failure to adhere puts the School District and the individual at risk for legal or financial liabilities, potential embarrassment and other consequences.
- B. Inappropriate use of the School District's internet services includes, but is not limited to the transmission, access or receipt of:
1. Offensive, sexually explicit or pornographic material;
 2. Intolerance, hate, violence, or tasteless content;
 3. Games or gambling;
 4. Non-business related chat or instant messaging;
 5. Unauthorized downloads, proxies, or peer-to-peer networking.
- C. The use of the internet for these purposes is strictly prohibited. The School District retains the right to monitor, track and restrict all internet activity.

XIV. PROHIBITED USE

- A. Use of School District IT systems, including internet, intranet, and e-mail, is strictly prohibited at all times for the following:
1. Illegal, criminal, or unethical activities;
 2. Profit or commercial activities;
 3. Gambling, wagering, or selling chances;

4. Transmitting, accessing or receiving threatening, pornographic, obscene or harassing material;
5. Transmitting, accessing or receiving jokes and chain letters;
6. Playing games, gambling, wagering, or selling chances;
7. Fund-raising or charitable solicitations, except for School District approved activities;
8. Transmitting, accessing or receiving software programs or executables, non-business audio, video or image files, copyrighted material, or large data files not directly related to School District business;
9. Political or religious promotion;
10. Access resulting in unauthorized expense to the School District;
11. Activities that interfere with or disrupt network users, services or equipment, including mass distribution of messages, intentional distribution of viruses, or seeking unauthorized access to other computers or systems.

XV. PERSONAL USE

- A. Royaltan School District offers users the privilege of limited personal use of its technology. Recognizing that users will benefit from practice using technology, personal use is allowed using the following guidelines listed below:
 1. Only School District employees may use School District-owned equipment. User's immediate family members are the only exception and may use School District equipment or technology resources, provided their use is consistent with all provisions in this policy. Use of another employee's computer without authorization by the Network Coordinator/Technology Specialist or Superintendent is prohibited.
 2. Personal use must take place during non-work hours (breaks, lunch hours, before or after work). Personal use should never preempt work use.
 3. Limited use of the School District's email system for personal correspondence is allowable, provided it does not interfere with an employee's work and is consistent with all provisions in this policy.
 4. Limited use of the School District's access to the Internet for personal reasons is allowable, provided it does not interfere with an employee's work, is consistent with all provisions in this policy, and has been approved by the Network Coordinator/Technology Specialist or Superintendent. Employees are warned that their individual activities on the Internet may be monitored and reported.
 5. Users must use their own media (CD, external hard drive) and paper for personal use. No personal files or data are to be stored on the School District's file servers.

XVI. LOGINS AND PASSWORDS

- A. Appropriate network access shall be assigned by the Network Coordinator/Technology Specialist to each user login ID, and users may only log into computers and equipment with their assigned login ID. Passwords are not to be shared with anyone, and will be forced to change periodically.

New passwords should not be easily guessed. Anyone forgetting their password, or suspecting that their password's security has been compromised, must contact the Network Coordinator/Technology Specialist to be issued a new one, which will then be changed immediately.

XVII. PHYSICAL SECURITY

- A. School District users are expected to provide reasonable security to their computer workstations and related IT equipment. This includes ensuring that passwords are not written down in accessible places, removable media must be kept in a secured area, and that confidential data is not displayed in such a manner that unauthorized personnel can view it.
- B. Users are required to log off computer workstations when absent for an extended time, such as end of day. Users may, however, "lock" their workstation instead when absent for a short period of time, such as during a meeting or over lunch.

XVIII. REMOTE NETWORK ACCESS

- A. Remote access is defined as the ability to connect to a computer or network from a distance, such as from home, hotel, conference, Internet kiosk, etc. Remote access into the School District's network, or any School District-owned device, may be granted upon meeting the following conditions:
 - 1. Business-related purpose approved by requesting department head and Network Coordinator/Technology Specialist.
 - 2. Use of industry standard encryption and/or School District supported VPN (Virtual Private Network) technology.
 - 3. Authentication and access control will be maintained via the School District's domain. Valid network login and passwords are required.
 - 4. While remotely connected, nobody but the authorized user may have access to the computer making the connection.
 - 5. Remote computer must comply with current anti-virus and security parameters as specified by the IT department.

**Royalton School District
Information Technology Policy
Employee Acknowledgement and Receipt**

I acknowledge awareness and thorough understanding of the Information Technology Policy. I agree to observe and comply with the contents of the policy.

Employee Name: _____
(please print)

Employee Signature: _____

Date: _____

Adopted: _____

MSBA/MASA Model Policy 504

Orig. 1995

Revised: _____

Rev. 2023

504 STUDENT DRESS AND APPEARANCE

PLEASE NOTE: MINNESOTA SCHOOL DISTRICTS AND CHARTER SCHOOLS ARE NOT REQUIRED TO REVISE THEIR DRESS CODE POLICIES AT THIS TIME.

For the past year, the Minnesota School Boards Association (MSBA) has engaged in a deep review of Model Policy 504—Student Dress and Appearance.

The updates offered below reflect the key goals of permitting students to engage in their First Amendment right to express themselves while maintaining a positive school environment in which learning is promoted and students are protected from harm.

In updating Model Policy 504, MSBA seeks to promote and support local discussion and decision-making. Alternative provisions are offered, such as on head wear and hats, in order to assist board members as they create a policy that best fits their schools and their communities.

As Minnesota school districts review and revise their dress code policies, MSBA anticipates that it will learn valuable lessons that can be shared with other schools throughout the state. The revisions offered here are a starting point and are likely to be augmented in the future.

This model policy uses the term “dress code” to refer to the policy itself because of the longstanding practice and community familiarity with the term. A school board can choose to use a different term, such as “clothing,” to replace dress.

Minnesota school boards have considerable authority to decide whether to have a dress code policy at all. Boards can choose the provisions the policy contains. School boards might choose to retain their current dress code policy. Boards may opt to change some provisions and to keep others. Boards may include language that does not appear in Model Policy 504.

The Minnesota legislature passed two laws in 2023 that are relevant to dress codes.

School boards may choose to engage with students, staff, parents and guardians, and others to craft a dress code for the school district.

In light of the many local decision points that a dress code invites, MSBA decided to not attempt to create a redline version that could be universal across the state.

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of appropriate appearance in the school environment.

The school board is encouraged to draft a purpose statement that reflects the school district’s mission and goals.

The dress code provisions offered below recognize that clothing is an expressive activity protected under the First Amendment. The policy seeks to promote fair treatment of all students and to reduce staff time spent monitoring student clothing. School boards may choose to adopt all, some, or none of the suggested provisions.

II. GENERAL STATEMENT OF POLICY

- A. *The policy of the school district is to encourage students to be dressed suitably [or appropriately] for school activities and in keeping with community standards.*

As school boards create a school dress code, they often encounter challenges related to subjective terms—such as appropriate, suitable, or community standards—that can be vague and can vary from one person’s interpretation to another. School boards may choose to provide more explicit provisions, such as are presented below.

- B. *A student’s clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student’s dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.*

Unlike Paragraph A above, Paragraph B focuses upon potential effects upon learning, discipline, and safety as it balances students’ right to express themselves. The standards stated in Paragraph B draw upon the U.S. Supreme Court decision in Tinker v. Des Moines Independent Community School District and subsequent decisions (see Legal References below).

- C. *Students’ rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:*
1. *does not injure people or damage property;*
 2. *does not materially and substantially disrupt or interfere with the educational process or classwork;*
 3. *does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;*
 4. *does not involve substantial disorder or invasion of the rights of others.*

Such clothing includes, but is not limited to, the following:

1. *Clothing for the weather.*
2. *Clothing that does not create a health or safety hazard.*
3. *Clothing for the activity (i.e., physical education or the classroom).*
4. *Footwear that does not present a safety hazard.*
5. *Headwear, including hats or head coverings, are allowed provided that it does not cover the student’s face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Hoodies must allow the face and ears to be visible from the front and sides and must not interfere with the line of sight to any student or staff including while the student wearing the hoodie is seated. Students may wear headgear for a medical or religious reason.*

Across the nation, school boards have been encouraged to reconsider rules regarding hats and other headwear. In recent years, Minnesota school districts have developed a range of policies regarding hats and related headgear. Some

districts have chosen to maintain a prohibition. Others have created grade/building specific rules. Some boards have permitted hats while prohibiting hoods.

A school board could choose to direct school building-level administration to work with staff, students, and others to develop building-specific rules regarding headwear.

6. *Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists.*

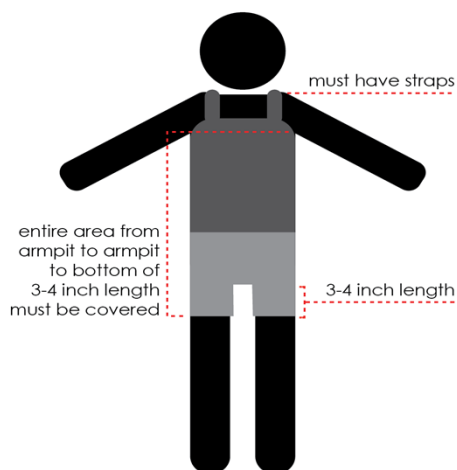
In 2023, the Minnesota legislature enacted the CROWN Act, which adds Subparagraph 6 to the protections under the Minnesota Human Rights Act.

C. *Student clothing may not include the following:*

1. *Option 1: Students may not wear inappropriate clothing.*

Option 2: Extremely brief garments and see-through garments may not be worn.

Option 3: Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image).



MSBA is grateful to the Roanoke County Public Schools (Virginia) for its permission to incorporate this image in Model Policy 504.

The previous Model Policy 504 prohibited "inappropriate" clothing and then presented a short list of examples. Creating a comprehensive, clear definition of "inappropriate" clothing presents significant challenges, as does reliance upon a small list of examples of "inappropriate" clothing.

MSBA encourages school boards to consider moving away from "appropriate" standards to an approach that focuses upon impacts upon other students and

the educational process. A school board may decide to focus upon the prohibition upon clothing that "materially and substantially disrupts or interferes with" the educational process and related standards set out in Article II.B above rather than invoking a general 'inappropriate' standard.

MSBA understands that school boards may wish to establish expectations regarding clothing that covers one's body. To this end, MSBA offers some examples a school board could adapt or adopt. Other options can be considered.

Subparagraphs 2-4 below could be retained regardless of how a school board chooses to proceed under Subparagraph 1.

2. *Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.*

Subparagraph 2 seeks to encourage understanding of the ways in which expression through clothing can communicate messages that create harm or a hostile learning environment for others.

3. *Apparel promoting products or activities that are illegal for use by minors.*

4. *Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.*

D. *The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others on the basis of protected class status under the Minnesota Human Rights Act; or do not violate school district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.*

Paragraph D confirms the right that students possess to express themselves within the general standards established in this policy. A school board could choose to combine this with Subparagraph 2 above.

III. PROCEDURES

A. *Enforcement of a student dress code will be approached with careful consideration and sensitivity, with the goals of supporting students as they express themselves and pursue their full potential, of not shaming students, and of minimalizing loss of instructional time. When possible, dress code matters should be addressed privately with students, should seek to determine whether factors exist that impact the student's ability to comply with the dress code, and should seek to address such issues.*

B. *When, in the reasonable judgment of the administration, (1) a student's clothing or appearance may materially and substantially disrupt or interfere with the educational*

mission, school environment, classwork, or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) pose a threat to the health or safety of the student or others, the student will be directed to make modifications. Parents or guardians will be notified. Other consequences may be enforced in line with Policy 506 (Student Discipline).

- C. The administration may recommend a form of clothing considered appropriate for a specific event and communicate the recommendation to students and parents or guardians. A school district or charter school must not prohibit an American Indian student from wearing American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.

In 2023, the Minnesota legislature enacted the second sentence in Paragraph C above.

- D. Likewise, an organized student group may recommend a form of clothing for students considered appropriate for a specific event and bring such recommendation to the administration for approval.

Legal References: U. S. Const., amend. I
Minn. Stat. § 124D.792 (Graduation Ceremonies; Tribal Regalia and Objects of Cultural Significance)
Minn. Stat. § 363A.03, Subd. 36a (Definitions)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
B.H. ex rel. Hawk v. Easton Area School Dist., 725 F.3d 293 (3rd Cir. 2013)
D.B. ex rel. Brogdon v. Lafon, 217 Fed. Appx. 518 (6th Cir. 2007)
Hardwick v. Heyward, 711 F.3d 426 (4th Cir. 2013)
Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)
McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F.Supp. 1415 (W.D. Okla. 1992)
Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)
Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820 (N.D. Ill. 1987)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)

504 STUDENT DRESS AND APPEARANCE

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Appropriate clothing includes, but is not limited to, the following:
 - 1. Clothing appropriate for the weather.
 - 2. Clothing that does not create a health or safety hazard.
 - 3. Clothing appropriate for the activity (i.e., physical education or the classroom).
- C. Inappropriate clothing includes, but is not limited to, the following:
 - 1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
 - 2. Clothing bearing a message that is lewd, vulgar, or obscene.
 - 3. Apparel promoting products or activities that are illegal for use by minors.
 - 4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
 - 5. Any apparel or footwear that would damage school property.
- D. Hats are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations).
- E. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.
- F. "Gang," as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name

or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

III. PROCEDURES

- A. When, in the judgement of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of clothing considered appropriate for a specific event and communicate the recommendation to students and parents or guardians. A school district or charter school must not prohibit an American Indian student from wearing American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

Legal References: U. S. Const., amend. I
Minn. Stat. § 124D.792 (Graduation Ceremonies; Tribal Regalia and Objects of Cultural Significance)
Minn. Stat. § 363A.03, Subd. 36a (Definitions)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)
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Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820 (N.D. Ill. 1987)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)

Adopted: _____

MSBA/MASA Model Policy 534

Orig. 2017

Revised: _____

Rev. 2023

534 SCHOOL MEALS POLICY

[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.]

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 a la carte items or second school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

[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.]

A. [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 until additional money is deposited in the student's account.]

[OPTION 2: Students have use of a meal account. 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, a student shall not be allowed to charge ~~further second~~ meals or a la carte items until the negative account balance is paid. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).]

[OPTION 3: Insert a school district-specific process for payment of a la carte items or second meals.]

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.

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.

C. Each school that participates in the free school meals program must:

(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.

~~If the school district receives school lunch aid under Minnesota Statutes section 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.~~

~~C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.~~

~~D. 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.~~

~~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.~~

~~E. When a student has a negative account balance, the student will not be allowed to charge a snack item.~~

~~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 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 *[\$insert amount] or [insert number of meals]*. Families will be notified by *[insert the method used to notify families (e.g., automated calling system, email, letters sent home)]*.

- 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.

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 of more than \$*[insert amount]*, not paid prior to *[enter time period (e.g., end of the month, end of the semester, end of the school year)]*, 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.

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)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

Cross References: None

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.

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.

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.

- 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.
- C. Each school that participates in the free school meals program must:
- (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.
- 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.
- F. 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 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.

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.

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)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

Cross References: None

Adopted: _____

MSBA/MASA Model Policy 712

Orig. 1996

Revised: _____

Rev. 202212

712 VIDEO SURVEILLANCE OTHER THAN ON BUSES

[Note: See MSBA/MASA Model Policy 711 for Video Recording on School Buses.]

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. School district buildings and grounds may be equipped with video cameras.
2. Video surveillance may occur in any school district building or on any school district property.
3. Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

B. Use of Video Recordings

1. Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.
3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, ~~Minn. Stat. Ch. Minnesota Statutes chapter~~ 13, and the Family Educational Rights and Privacy Act, 20 ~~United States Code section U.S.C.—§~~ 1232g, and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, ~~Minn. Stat. Ch. 13~~ ~~Minnesota Statutes chapter~~ 13, and the Family Educational Rights and Privacy Act, 20 ~~United States Code~~

~~section~~U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.

2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)

~~MSBA Service Manual, Chapter 2, Transportation~~

713 STUDENT ACTIVITY ACCOUNTING

I. PURPOSE

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

II. GENERAL STATEMENT OF POLICY

A. Curricular and Cocurricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

B. Extracurricular Activities

The school board shall take charge of and control over all student activity accounting that relates to extracurricular activities.

C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

III. DEFINITIONS

A. Cocurricular Activity

A “cocurricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Cocurricular

activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A “curricular activity” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Noncurricular/Supplementary) Activity

An “extracurricular (noncurricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be

disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.

2. The treasurer shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures.

B. Extracurricular Activities

1. Any and all costs of extracurricular activities may be provided from school revenues.
2. All money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
3. The treasurer shall account for all revenues and expenditures related to extracurricular activities in accordance with UFARS and school district policies and procedures.
4. All student activity funds will be collected and expended:
 - a. in compliance with school district policies and procedures;
 - b. under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;
 - c. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
 - d. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
 - e. in a manner which meets a public purpose.
5. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will remain in the general fund and may be used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity

account shall be administered in accordance with the terms of the gift or donation and school district policy.

V. DEMONSTRATION OF ACCOUNTABILITY

A. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

B. Fundraiser Report

The administration will prepare a fundraising report semi-annually which will be reviewed by the school board in May and November. The report will list the activity, type of fundraisers, timing, purpose, and results.

Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.15, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.35 (General Policy)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.38 (Hearing)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)
Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

Cross References: Uniform Financial Accounting and Reporting Standards (UFARS)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)

MSBA/MASA Model Policy 704 (Development and Maintenance of an
Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)

Adopted: _____

MSBA/MASA Model Policy 713

Orig. 2004

Revised: _____

Rev. 202219

713 STUDENT ACTIVITY ACCOUNTING

I. PURPOSE

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

II. GENERAL STATEMENT OF POLICY

A. Curricular and Cocurricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

[Note: The school board is required by Minnesota Statutes section Minn. Stat. § 123B.49, subdivision Subd. 2, to take charge of and control over all cocurricular activities, including all money received for such activities.]

B. Extracurricular Activities

The school board shall take charge of and control over all student activity accounting that relates to extracurricular activities.

[Note: The school board is required by Minnesota Statutes section Minn. Stat. § 123B.49, Subd. 4, to take charge of and control over all extracurricular activities, including all money received for such activities.]

C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

III. DEFINITIONS

A. Cocurricular Activity

A "cocurricular activity" means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Cocurricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and

3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A "curricular activity" means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Noncurricular/Supplementary) Activity

An "extracurricular (noncurricular/supplementary) activity" means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A "public purpose expenditure" is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
2. The treasurer shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures.

B. Extracurricular Activities

1. Any and all costs of extracurricular activities may be provided from school revenues.
2. All money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
3. The treasurer shall account for all revenues and expenditures related to extracurricular activities in accordance with UFARS and school district policies and procedures.
4. All student activity funds will be collected and expended:

- a. in compliance with school district policies and procedures;
 - b. under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;
 - c. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
 - d. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
 - e. in a manner which meets a public purpose.
5. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will remain in the general fund and may be used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

V. DEMONSTRATION OF ACCOUNTABILITY

A. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

B. Fundraiser Report

The administration will prepare a fundraising report semi-annually which will be reviewed by the school board in May and November. The report will list the activity, type of fundraisers, timing, purpose, and results.

[Note: The school board should conduct periodic reviews of student fundraising. The manner in which such reviews are conducted is in the discretion of the school board.]

Legal References:

Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.145, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.35 (General Policy)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.38 (Hearing)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)
Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

Cross References:

Uniform Financial Accounting and Reporting Standards (UFARS)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)

Adopted: March 8, 2004

Royalton School District Policy 750

Revised: February 13, 2012

750 FOOD SERVICE PROGRAM POLICY

I. GENERAL STATEMENT OF POLICY

It is the responsibility of the district to provide meals to students who qualify for them. It is the responsibility of students and parents to keep their account balance positive.

Elementary:

1. On Fridays, notices are sent home with students whose balance at the end of the day on Thursday is \$5.00 or less.
2. On Monday, students with a negative balance of -\$10.00, parents will be called asking them to deposit money in their account or bring a lunch from home. Students will be allowed to eat that day.
3. If payment is not received the following day, students will not be allowed to eat a school lunch until payment is made. Payment must be received before the students' lunch period. The student will be provided with a peanut butter sandwich and milk.

High School:

1. SchoolReach sends out messages on week days to all accounts that are a balance of \$1.00 or less.
2. When a regular or reduced priced student's food service account is in the negative, students will be given two verbal warnings. After the second warning, a call will be attempted to parents to notify them of the negative balance and that any further lunches will be denied until payment is made into the account.
3. If payment is not received after the 2nd warning, student will be denied any further school lunches until a payment is made. Payment must be received before the student's lunch period. Students are always free to bring a lunch from home.
4. Students enter their own account number and are able to check their account balances daily.

*Short weeks, late start days, other alterations to the calendar and staff absence may result in a modified process.

D. "Teacher" means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.

IV. STUDENTS

A. Districtwide School Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.

B. Programs and Activities

1. The school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes.

C. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance

1. A teacher in a nonpublic school participating in a school district chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information.

2. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals may be suspended and proposed for expulsion in compliance with the student discipline policy 506 and the Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40-121A.56, and proposed for expulsion.

3. Searches by school district officials in connection with the use, possession, or transfer, of alcohol or a controlled toxic substance and medical cannabis will be conducted in accordance with school board policies related to search and seizure.

4. Nothing in paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.

D. Preassessment Team

1. Every school that participates in a school district chemical abuse program shall establish a chemical abuse preassessment team designated by the superintendent or designee. The team must be composed of classroom teachers, administrators, and to the extent they exist in the school, school

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C. → "Use" includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration. ¶

¶
D. → "School location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

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nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff. For schools that do not have a chemical abuse program and team, the superintendent or designee will assign these duties to a designated school district employee.

2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

E. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes section 13.32 and applicable federal law and regulations.
2. **Destruction of Records**
 - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
 - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
 - c. Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding Minnesota Statutes section 138.163 (Preservation and Disposal of Public Records).

F. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

V. EMPLOYEES

- A. The school district shall establish a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace.
 2. The school district's policy of maintaining a drug-free workplace.
 3. Available drug counseling, rehabilitation, and employee assistance programs.

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F. → School and Community Advisory Team ¶

1. → The superintendent, with the advice of the school board, shall establish a sch... [12]

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4. The penalties that may be imposed on employees for drug abuse violations.

B. The school district shall notify a federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of any criminal drug statute conviction occurring in the workplace.

Legal References:

- Minn. Stat. § 13.32 (Educational Data)
- Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
- Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
- [Minn. Stat. § 121A.61 \(Discipline and Removal of Students from Class\)](#)
- [Minn. Stat. § 124D.695 \(Approved Recovery Program Funding\)](#)
- [Minn. Stat. § 126C.44 \(Safe Schools Levy\)](#)
- Minn. Stat. § 138.163 ([Preservation and Disposal of Public Records](#))
- Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
- [Minn. Stat. § 152.01 \(Definitions\)](#)
- [Minn. Stat. § 152.02 \(Schedules of Controlled Substances; Administration of Chapter\)](#)
- Minn. Stat. § 152.22 (Definitions; [Medical Cannabis](#))
- Minn. Stat. § 152.23 (Limitations; [Medical Cannabis](#)) [Minn. Stat. § 299A.33 \(DARE Program\)](#)
- [Minn. Stat. § 466.07, subd. 1 \(Indemnification Required\)](#)
- [Minn. Stat. § 609.101, subd. 3\(e\) \(Controlled Substance Offenses; Minimum Fines\)](#)
- 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
- 20 U.S.C. §§ 7101-7122 ([Student Support and Academic Enrichment Grants](#))
- [20 U.S.C. § 5812 \(National Education Goals\)](#)
- [20 U.S.C. § 7175 \(Local Activities\)](#)
- 41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
- 34 C.F.R. Part 84 (Government-[Wide Requirements for Drug-Free Workplace](#))

Cross References:

- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
- MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
- MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)
- [MSBA/MASA Model Policy 419 \(Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction\)](#)
- MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

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[Note: Notification to the federal granting agency within ten (10) days is required by the Drug Free Workplace Act. 41 U.S.C. § 8103.]¶

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Adopted: August 22, 2022

Royalton School District Policy 103

Revised:

Reviewed: November 27, 2023

103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees, or other persons may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent, who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act) or other law.

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

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
 MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 413 (Harassment and Violence)
 MSBA/MASA Model Policy 514 (Bullying Prohibition)
 MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

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Adopted: March 26, 2013
Revised: May 15, 2018

Royalton School District Policy 404
Reviewed: November 27, 2023

404 EMPLOYMENT BACKGROUND CHECKS

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minnesota Statutes section 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.
- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district,

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except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the [Minnesota Commissioner of Education](#) within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
 1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 3. the individual executes a written consent form giving the school district access to the results of the check; and
 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in

Deleted: [Note: If the school district elects to receive payment, it may, at its discretion, accept payment in the form of a negotiable instrument other than a money order or check and then pay the superintendent of the BCA directly to conduct the background check.]

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the position posting and position advertisements.

- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

Legal References: Minn. Stat. § 13.04, Subd. 4 ([Rights of Subjects of Data](#))
Minn. Stat. § 13.87, Subd. 1 (Criminal [Justice](#), Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, [Elder, and Individuals with Disabilities](#) Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References: [None](#)

Deleted: K.→ At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.¶

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